

# Election Worker News

Montgomery County Board of Elections

April 2016

## Dates to Remember

Voter Registration  
& Party Affiliation  
Deadline

**April 5, 2016**

Deadline to Sign  
Up to Work  
Primary

**April 6, 2016**

Hands-On Training  
Ends

**April 9, 2016**

Early Voting  
**April 14 – 21,  
2016**

Chief Judge  
Briefings  
**April 22 – 23,  
2016**

Chief Judge  
Supply Pickup  
**April 23, 2016**

Pre-Election  
Meeting at Your  
Precinct  
**April 25, 2016**

**Primary  
Election Day !  
April 26, 2016**

***More Election Workers are needed for the Primary Election! Please encourage your friends and family members to help us and our community by serving in this vital role.***

Under Maryland law a new application is required for each election cycle, so if you haven't submitted your online application, please do so as soon as possible. ***Remember assignments are made on a first come, first served basis – once training is completed.***

It only takes about 30 minutes to take the quiz. First read chapters 1 through 4 then answer the questions; its open-book. Once you have passed the quiz, schedule your training online or call us on 240-777-8533.

***Training classes are available NOW! We will have training classes at the Silver Spring Civic Building April 4 – 8. You must complete the quiz to be eligible to schedule training. Space is very limited for this location.***

**Don't delay; schedule your hands-on class TODAY!**



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### Important Information

- **Future Vote (FV) Student Aides** – Training for the Primary election has ended and precinct assignments have been made. Go [online](#) to see assignment information or contact Gilberto Zelaya by email [future.vote@montgomerycountymd.gov](mailto:future.vote@montgomerycountymd.gov). Note that students 17 years old by April 26, 2016 are eligible to work as an election worker for payment or to earn SSL credits through the Future Vote Program.
- **Address & Party Changes** – The deadline to change or update your name, address or party affiliation is **Tuesday, April 5, 2016**. Please keep your voter registration and contact information current. Phone numbers and email addresses will only be released to the Chief Judges for election related use. Notify us of any information changes by completing an Election Worker Personal Information Update Form, available on our website (login, click on "Resources", then select "Update Contact Information"). Send your form by mail, email or fax.
- **Bilingual election workers are needed** - As mandated by Section 203 of the 1975 Voting Rights Act workers with Spanish speaking fluency are needed in every precinct. **We are also looking for workers that speak Chinese, French, Korean and Vietnamese**. Please indicate all languages on your application.
- **Training Materials Posted on Website** - The **2016 Election Judge Training Manual and the Chief Judge's Quick Start Toolkit** are posted on our website for election workers. Log into the **EJ Connection** and click on **Training Materials** to view the chapters individually or to look at the full manual.
- **Pick up your Election Judge Manual** – Manuals will be available for pickup as follows:
  - April 7 – 8, at **the Silver Spring Civic Building**
    - Thursday, April 7<sup>th</sup> from 9:30 am to 12:00 pm
    - Friday, April 8<sup>th</sup> from 2:00 pm – 7:00 pm
  - April 11 – 19, during the **Walk-in Practice Sessions in Gaithersburg** (see schedule on last page).

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### New & Part Time Election Positions Available

Election workers interested in serving one of these vital positions should contact their Recruiter for more information.

### Voting Operations Judge - Driver

#### Responsibilities:

- All day position performs same duties as VOP.
- **When polls close - deliver the memory stick bag to one of seven offsite locations or the Board of Elections office.**

#### Additional Requirements:

- **Valid driver's license and automobile:** required for use on Election Day to safely and securely transport materials directly to assigned BOE location immediately after leaving the precinct.
- **Cell Phone:** required for use on Election Day to communicate with the Board of Elections staff while transporting the critical materials to the BOE. In the event of any unusual or unplanned circumstance, the VOP-D Judge must be able to contact and be contacted by the Board of Elections immediately.

### Satellite Location - Technician

**Several workers are needed to work at one of seven drop-off locations across the county to assist Board of Elections staff with the reception of precinct materials. Workers will work election night from 7:30 pm to 11:30 pm.**

#### Responsibilities:

- Arrive at assigned location election night at 7:30 pm
- Receive and document the receipt of election materials from several precincts

#### Requirements:

- Ability to accurately verify and document the receipt of election materials
- Able to attend **training on April 7<sup>th</sup> (10:30 am – 11:30 am);**
- **Cell Phone:** required for use on Election Day to communicate with the Board of Elections staff;
- Transportation to get to assigned location

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### Closing Judge

#### **(Part-time Evening Position)**

The Closing Judge position is perfect for judges who want to help but are unable to take off from work on Election Day.

**Arriving at 6:30 pm**, the two Closing Judges assigned to each precinct provide relief for VOP judges and assist with the evening rush of voters. When the precinct closes, Closing Judges assist the Chief Judges with closing the voting equipment. Once the closing process is completed the two Closing Judges deliver the precinct materials to the Board of Elections.

#### **Responsibilities:**

- Assist voters as directed by Chief Judge until polls close
- **Two Closing Judges of different party affiliations ride together in one car to deliver the precinct's election materials and electronic pollbooks to the Board of Elections.**

#### **Requirements:**

- **Valid driver's license and automobile:** each Closing Judge is required to have a vehicle; however both judges must ride together in one car to the BOE. The vehicle must be able to transport two Closing Judges, the election materials and the voting equipment (excluding the Scanning Unit). The vehicle may be a car, SUV, pick-up truck with a covered bed, or van. Public transportation, taxi cabs, motorcycles, bicycles, scooters, and mopeds are not an acceptable means of transportation to serve in this position.
- **Cell Phone:** required for use on Election Day to communicate with the Board of Elections staff while transporting the precinct materials and election equipment to the BOE offices. In the event of any unusual or unplanned circumstance, the Closing Judges must be able to contact and be contacted by the Board of Elections immediately.

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### Working Early Voting (EV)

Please contact our EV Recruiter, Morgan Hazelton, if you have any questions about working early voting by email [morgan.hazelton@montgomerycountymd.gov](mailto:morgan.hazelton@montgomerycountymd.gov) or by calling 240-777-8656.

**Please review the following information in preparation for working Early Voting.**

**EV Dates: Thursday April 14 and Thursday April 21, 2016**

**Voting hours: 10:00 am to 8:00 pm**

### Working hours:

**April 13, 2016: EV Pre-Election Set-up Meeting at 6:30 pm**

- \*Attend the meeting at your assigned EV Site for April 14<sup>th</sup> (Day 1)
- \*All EV Chief Judges must attend
- \*All other judges working April 14th must attend

**April 14, 2016: EV Chief Judges: 8:00 am All other Judges: 8:30 am**

**April 15 – 21, 2016: All Judges: 9:00 am**

***Our dress code is business casual; be sure to dress in layers and wear comfortable shoes. Also remember that food is not provided by the BOE. Please make arrangements as a team or bring your own food, each day. Continue to check your email daily for additional early voting information and/or assignment changes.***

### Your Vote

All election workers are asked to vote either by absentee ballot or during the early voting period. Chief and Voting Operation judges who are **not** assigned to work in their voting precinct must vote by absentee ballot or during early voting (or cast a provisional ballot in their work precinct), since they will be unable to go to their voting precinct on Election Day.

**Need an Absentee Ballot? Fill out an Absentee Ballot Application at training or vote now in our office.**

The Absentee office will send you the appropriate ballot to vote. Your ballot must be returned to the office or postmarked (by the Postal Service) by Election Day. **Absentee ballots cannot be left at the polls for return to BOE;** this is prohibited by Maryland law.

***Vote Early***  
***Your Time ♦ Your Voice ♦ Your Vote***

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### Early Voting Sites

- **Mid-County Community Recreation Center (EV-1)**  
2004 Queensguard Road, Silver Spring, MD 20906
- **Executive Office Building (EV-2)**  
101 Monroe Street, Rockville, MD 20850
- **Germantown Community Recreation Center (EV-3)**  
18905 Kingsview Road, Germantown, MD 20874
- **Marilyn J. Praisner Community Center (EV-4)**  
14906 Old Columbia Pike, Burtonsville, MD 20866
- **Silver Spring Civic Building (EV-5)**  
One Veteran's Place, Silver Spring, MD 20910
- **Activity Center at Bohrer Park (EV-6)**  
506 S. Frederick Avenue, Gaithersburg, MD 20877
- **Damascus Community Recreation Center (EV-7)**  
25520 Oak Drive, Damascus, MD 20872
- **Jane Lawton Community Recreation Center (EV-8)**  
4301 Willow Lane, Chevy Chase, MD 20815
- **Wheaton Volunteer Rescue Squad Ballroom (EV-9)**  
2400 Arcola Avenue, Wheaton, MD 20902
- **Potomac Community Center (EV-10)**  
11315 Falls Road, Potomac, MD 20854



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### To Complete Your 2016 Application

Go to the Montgomery County Board of Elections website [www.777vote.org](http://www.777vote.org) and click on **Election Workers** (on the left of the screen). Next

- Click on **EJ Connection** to open the login page.
- Enter your User Name and Password (provided by BOE) to open the Election Worker Dashboard. To avoid login errors do not copy and paste; type in the login information.
- Click on **Questionnaire** in the **ACTION** box to open the application screen. Complete the application by clicking NEXT to navigate through each page. Review the Summary of your information on page 4. If everything is correct click NEXT to continue. Click PREVIOUS to go back to change your responses.
- In Section F, read the Affirmation statement and click on the circle to confirm your agreement. Click on **Submit**. Congratulations, you're finished! You will receive a "thank you" message immediately on the screen and an email confirmation within a few minutes.

Note: If your application has name, address or party affiliation changes (which affect your voter registration) you will see a message directing you to print, sign and submit an Update Form. Click on the EJ Update Form button on the dashboard under **ACTION** open and print the pre-filled form. If you forget to print the form at that time, you can log back into the dashboard to print it. **We must receive your signed form to process your application;** fax it to 240-777-8578 or scan and email it to [election.judge@montgomerycountymd.gov](mailto:election.judge@montgomerycountymd.gov).

**Please let us know if you need help logging in or completing the application; we're here for YOU. (Note: Firefox is not compatible with our online program, please use a different browser.)**

### Training

Training consists of two stages – Stage I online training quiz and Stage II in-person, hands-on training. **All Workers** will need to complete the online training before scheduling their hands-on training. Once you have passed the training quiz, your Recruiter will provide you with information to schedule your hands-on training.

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### Stage I - Online Training Quiz

This portion of the training is required and has been designed to complement the hands-on training and enhance your preparation for Election Day. **Follow these steps:**

- 1. Click on this hyperlink [www.777vote.org](http://www.777vote.org)**
- 2. Click on “[Election Workers](#)”, on the left side of the screen, to expand the list of choices.**
- 3. Click on “[EJ Connection](#)” and enter your Username and Password/VID (as provided by BOE).**

#### **Once you are logged in, follow these steps**

- 1) Click on “***Training Materials***” to open the Election Judge Manual.
- 2) Click on and read ***Chapters 1 through 4.***
- 3) Click on and watch the video “***Assisting Voters with Disabilities***”.

#### **When you feel ready to take the quiz**

- 1) Log back into the Election Worker Program.
- 2) Click on “***Training Materials.***”
- 3) Click on “***2016 Election Worker Training Quiz***” to open the quiz.
- 4) Follow the instructions for taking the quiz.
- 5) To keep a copy of your answers print the quiz before you hit “Submit.”
- 6) When finished, click “***Submit***” to send the quiz to the Board of Elections. Please press the Submit button only once.

### Election Day Assignments

Remember that you must complete **all** required training to be eligible to serve; Stages I and II. In order to ensure that we have enough workers assigned to every precinct, we ask that you complete your training as soon as possible; especially if you would like to work in your own voting precinct. You will get an email when you have been assigned.

Each precinct has a limited number of positions. Workers who wait to complete their training will be assigned to precincts that have vacancies closest to their homes or asked to serve as a Standby Worker.

#### **Did you know?**

**You can make an appointment to take the training quiz in our office at 18753 N. Frederick Avenue, Suite 210 in Gaithersburg. Call 240-777-8533.**



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### Stage II - Hands-On Training

#### **Scheduling**

Hands-on training for the Primary Election ends soon. Go online to schedule training or call us on 240-777-8533. Classes are held at our Gaithersburg office. Classes will be held at the Silver Spring Civic Building April 4<sup>th</sup> to April 8<sup>th</sup>.

#### **Class Format**

Because the State of Maryland is using new voting equipment **all** election workers, regardless of prior service, will attend a new training class.

The course is a combination of lecture and hands-on training. Students will receive instruction on the procedures, processes and responsibilities of the precinct team and their specific position. Students will work individually and in pairs to set up, operate and close the voting equipment and to complete practice exercises and forms.

### Election Worker Payments

**Election workers must provide their social security number to be paid for working the election.** Payment checks are mailed approximately six weeks after the election to the mailing address on file. ***The deadline for judges to provide their social security number to receive payment is Tuesday, April 5, 2016.*** Contact your Recruiter or call 240-777-8533.

### State and County Employees

State of Maryland and Montgomery County Government employees can receive up to 8 hours of administrative leave for serving as election workers. Employees must receive their supervisor's approval in advance to receive the administrative leave. State employees must also complete and submit a *State Employee Election Judge Service Form*.



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### Election Day Recruiters

- Districts 1, 2, 3, 9, 11 and 12  
**Bernisa Terrell-Minor**  
240-777-8576, [Bernisa.terrell-minor@montgomerycountymd.gov](mailto:Bernisa.terrell-minor@montgomerycountymd.gov)
- District 13  
**Iris Gripper**  
240-777-8572, [Iris.gripper@montgomerycountymd.gov](mailto:Iris.gripper@montgomerycountymd.gov)
- District 4 and 7  
**Jessica Jones**  
240-777-8577, [Jessica.jones@montgomerycountymd.gov](mailto:Jessica.jones@montgomerycountymd.gov)
- Districts 5, 6, 8 and 10  
**Deborah Hamer**  
240-777-8571, [Deborah.hamer@montgomerycountymd.gov](mailto:Deborah.hamer@montgomerycountymd.gov)

### Contacting Us

- **General Questions** – Call 240-777-8533, Fax 240-777-8578 or email us at [election.judge@montgomerycountymd.gov](mailto:election.judge@montgomerycountymd.gov). Website: [www.777vote.org](http://www.777vote.org).
- **Inclement Weather Policy and Emergency Alerts** - Check our web site at for information about closures or delays, due to inclement weather or other emergencies. **If the Montgomery County Government is closed, our offices are closed and all training classes are cancelled.** Call 240-777-8533 to hear an updated message, in the event of closures or delays. In the event an individual training class is cancelled, an email will be sent to all affected enrollees.
- **Mailing Address**  
Montgomery County Board of Elections - Election Worker Program  
P.O. Box 4710  
Rockville, MD 20849-4710

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**Follow us on Twitter @777vote**

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### Walk-in Practice Session Schedule

**Do you want to review what you learned in training or practice on the pollbooks before the election? Come to one of the optional, walk-in practice sessions listed below. All sessions are held in our Gaithersburg office in classrooms # 1 or #2; located at the front of the building.**

Day	Date	Start	End	Location
MONDAY	4/11/2016	9:30 AM	12:30 PM	Classroom # 1
MONDAY	4/11/2016	2:30 PM	4:30 PM	Classroom # 1
TUESDAY	4/12/2016	9:30 AM	12:30 PM	Classroom # 1
TUESDAY	4/12/2016	2:30 PM	4:30 PM	Classroom # 1
WEDNESDAY	4/13/2016	10:30 AM	2:30 PM	Classroom # 1
WEDNESDAY	4/13/2016	4:30 PM	8:30 PM	Classroom # 1
THURSDAY	4/14/2016	10:30 AM	2:30 PM	Classroom # 1
THURSDAY	4/14/2016	4:30 PM	8:30 PM	Classroom # 1
FRIDAY	4/15/2016	9:30 AM	12:30 PM	Classroom # 1
FRIDAY	4/15/2016	2:30 PM	4:30 PM	Classroom # 1
SATURDAY	4/16/2016	9:30 AM	12:30 PM	Classroom # 1
SATURDAY	4/16/2016	2:30 PM	6:30 PM	Classroom # 1
MONDAY	4/18/2016	9:30 AM	12:30 PM	Classroom # 1
MONDAY	4/18/2016	2:30 PM	8:30 PM	Classroom # 1
TUESDAY	4/19/2016	9:30 AM	12:30 PM	Classroom # 1
TUESDAY	4/19/2016	2:30 PM	6:30 PM	Classroom # 1
TUESDAY	4/19/2016	9:30 AM	12:30 PM	Classroom # 2
TUESDAY	4/19/2016	2:30 PM	6:30 PM	Classroom # 2

#### Notes:

- (1) Pre-registration is **not** required.
- (2) Sessions cannot be used to satisfy mandatory election training requirements.