

Election Worker News

Montgomery County Board of Elections

June 2016

Dates to Remember

Hands-On Training Begins

August 15, 2016

Deadline to Sign Up to Work Primary

October 15, 2016

Voter Registration & Party Affiliation Deadline

October 18, 2016

Early Voting

October 27 – November 3, 2016

Chief Judge Briefings

November 4 – 5, 2016

Chief Judge Supply Pickup

November 5, 2016

Pre-Election Meeting at Your Precinct

November 7, 2016

General Election Day !

November 8, 2016

News from the Primary Election....

Please accept our heartfelt thanks for your help and support during the April 26th Primary election.

The primary was a success on many levels. We implemented and deployed a new voting system and same-day registration and address changes for early voting, had no major lines or other problems that affected voters, and you made it possible for 38% of county voters to vote during early voting or on Election Day.

We did have some challenges. Our ballot bin retrieval process didn't work well, resulting in delays for Chief and Closing Judges and frustration for all of us. We also had almost 140 people drop out just before or not show up on Election Day.

After hearing from you and meeting with the police department and the trucking company, we are changing the pickup process for ballots. Under discussion is that all of the blue ballot bins will be taken to the regional upload sites with the Black Memory Stick bag by the VOP-D for the General Election. The goal is to have the precinct shut down and all election judges in route to home or supply collection sites by 10:00pm if the polls close by 8:00pm.

Precinct staffing levels will also be increased to ensure we have sufficient workers at each precinct. We are reviewing your feedback for other ways to improve Election Day processes.

We want to extend an extra thank you to those of you that came in early, stayed later than scheduled or rode back with the Closing Judge. We know and appreciate that successful elections are dependent on you and your commitment to making sure the electoral process works, so that every registered voter has an opportunity to vote.



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ELECTIONS AHEAD

The **Presidential General Election will be held on November 8, 2016** and we are hopeful that you will be available to participate. ***Training information will be provided in the July issue of this newsletter.*** Returning election workers who trained ***and*** worked the Primary Election do not have to re-apply or re-take the Stage I Training Quiz. Returning workers will only take the Stage II Hands-on Training.

New Election Workers

New election workers or those that did not work the Primary Election must have a completed **2016 Application** on file and will need to pass the Stage I Training Quiz.

Under Maryland law a new application is required for each election cycle. To make the process easier for you and to cut down on the time it takes for us to receive and process applications, we encourage you to submit your application online.

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

To Complete Your 2016 Application

Go to the Montgomery County Board of Elections website at 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** to 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.

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Training

Training consists of two stages – Stage I, an online training quiz, and Stage II, an in-person, hands-on training class. Once you have passed the training quiz, your Recruiter will provide you with information to schedule your hands-on training.

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
- 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.

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 General Election is *required* for all judges, regardless of whether they worked the Primary Election or not. We will contact you later this summer to schedule your training class. Most classes will be held at our Gaithersburg office. Classes will also be held offsite at other locations in the county if possible.

Class Formats

- **Returning Judges – Worked in the April 26th Primary**
This course is a full hands-on training which includes scenarios and exercises at each station and on the voting equipment. It provides an opportunity for judges who have worked previous elections to practice the tasks for their assigned position and sharpen their skills.
- **New Judges – Brand new or did not work the April 26th Primary**
This course is a combination of lecture and hands-on training to prepare new judges and returning judges who did not serve in the April 26th Primary. Students will receive instruction on the procedures and responsibilities of the precinct team and their specific position. Students will work individually and in pairs to complete practice exercises and forms and to role play with the voting equipment including setting up and dismantling a voting precinct.

We strongly encourage you to review each chapter of the Election Judge Manual, available online, prior to attending class.



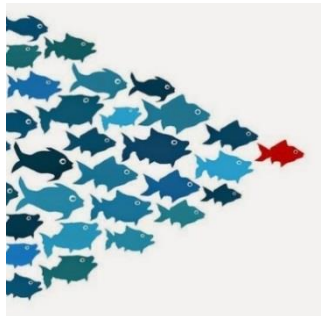
Have a good time this Summer!

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Are you interested in a **leadership** role as a Roamer or Chief Judge?



We are recruiting for Roamers and Chief Judges for the General Election. Prior experience as a Chief is **required** to apply to be a Roamer and prior experience as a VOP Judge is **required** to be a Chief Judge. If you have good organizational and communication skills and an interest in either of these positions, please notify your Recruiter or send an email to: election.judge@montgomerycountymd.gov.

Important Information

- **Future Vote (FV) Student Aides** – Parents of students who are as young as sixth grade can go **online** for more information or contact Gilberto Zelaya by email future.vote@montgomerycountymd.gov.
- **High School Students** - Students **17 years old by November 8, 2016** are eligible to work as an election worker for payment or to earn SSL credits through the Future Vote Program; sign up TODAY!
- **Address & Party Changes** – **The deadline to change or update your name, address or party affiliation is Tuesday, October 18, 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.
- **Early Voting Hours Extended** - For the Presidential General Election early voting hours have been extended. **Dates: Thursday October 27 through Thursday November 3, 2016; voting hours are 8:00 am to 8:00 pm** each day, including Sunday.

Vote Early

Your Time ♦ Your Voice ♦ Your Vote

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Election Worker Payments

Payment checks for the April 26th Primary have been mailed to election workers who worked the election. The check includes payment for all election related activities (early voting, Election Day, working with the Nursing Home Program and in the Canvass). Contact your Recruiter or call 240-777-8533 if you have questions or concerns regarding your check.

More Election Worker Opportunities

In addition to working early voting and/or the election, we need election workers to help with the Nursing Home Program and the Canvass after the election. For more information on these opportunities contact us by phone or email.

Nursing Home Program – call 240-777-8597 or email us at nursing.home@montgomerycountymd.gov

Post-Election Canvass – call 240-777-8552 or email us at absentee@montgomerycountymd.gov

State and County Government Employees

State of Maryland and Montgomery County Government (MCG) employees can receive up to 8 hours of administrative leave for serving as election workers on Election Day. Administrative leave cannot be used for working early voting. Employees must get 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* after the election.

Note: MCG employees who use administrative leave on Election Day will have the service portion of their stipend reduced by 20%, under a directive of the CAO to comply with ethics requirements. Employees using annual or personal leave will receive their full Election Day service stipend.



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Contact Your Recruiter

- Districts 2, 3, 9, and 11
Bernisa Terrell-Minor
240-777-8576, Bernisa.terrell-minor@montgomerycountymd.gov
- District 13
Iris Gripper
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- Districts 4 and 7
Jessica Jones
240-777-8577, Jessica.jones@montgomerycountymd.gov
- Districts 5, 6, 8 and 10
Deborah Hamer
240-777-8571, Deborah.hamer@montgomerycountymd.gov
- District 1 and Early Voting Sites 3, 6, 7, 8, and 10
Morgan Hazelton
240-777-8656, Morgan.hazelton@montgomerycountymd.gov
- District 12 and Early Voting Sites 1, 2, 4, 5, and 9
Pat Sellner
240-777-8657, Patricia.sellner@montgomerycountymd.gov

Contacting Us

- **General Questions** – Call 240-777-8533, Fax 240-777-8578 or email us at election.judge@montgomerycountymd.gov. **Website:** www.777vote.org.
- **Inclement Weather Policy and Emergency Alerts** - Check our web site 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.**
- **Mailing Address**
Montgomery County Board of Elections - Election Worker Program
P.O. Box 4710
Rockville, MD 20849-4710

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