

# Election Worker News

Montgomery County Board of Elections  
August 2016

## Preparing for the General Election....



ELECTIONS AHEAD

*We hope that you had a pleasant summer. We've been busy over the last couple of months; reviewing information from the primary, making some improvements and preparing for the General election.*

**The first and most important step in preparing for the election is completing training.**

- **If you are new to the program or did not take the quiz for the primary election;** you will need to take and pass the Online Training Quiz before scheduling your hands-on training. See page 4 for details on taking the quiz.
- **If you worked the primary election or have already passed the quiz,** you just need to complete your Hands-on Training class. Instructions for scheduling a class are on page 5.

## What's New!

- We eliminated the Line Manager position for Election Day, these duties will be handled by the Voting Operation (VOP) Judges.
- Most precincts will have 2 Scanning Units and 1 Ballot Marking Device.
- Each precinct will have a designated VOP-Provisional Judge. See page 3 for the job description. Contact your Recruiter before scheduling your training if you want to work this position.
- A limited number of half-day VOP positions will be available. See page 3 for more information or contact your Recruiter.
- Walk-in Practice sessions will be held during the training period in addition at the end of training.

Chief judges – please help us to help you by recruiting judges for your team. Tell your Recruiter, if you have signed someone up to work with you. Otherwise they may be assigned elsewhere.

*The **Presidential General Election will be held on November 8, 2016** and we are hopeful that you will be available to participate.*

## Dates to Remember

Hands-On Training Begins  
August 29, 2016

Deadline to Sign Up to Work General  
October 17, 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

# Election Worker News

## Montgomery County Board of Elections

### August 2016

### 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. You will receive a username and password once your application is processed.

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 Activate Your 2016 Application (if you have previously applied to the program)

Go to the Montgomery County Board of Elections website at [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** 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](mailto:election.judge@montgomerycountymd.gov).

### Changing your Election Day Position

**Do you want to work a different position in the General Election?** If so, please contact us BEFORE scheduling training, so your recruiter can activate the correct class for you.

# Election Worker News

## Montgomery County Board of Elections August 2016

### Voting Operations Judge - Position Descriptions

#### Voting Operations Judge

Voting Operations Judges (VOP) rotate during the day to perform the duties associated with each functional area in the polling precinct. These include: Check-In, Ballot Issuance, Voting Area, and Provisional Voting. The number of VOPs assigned to each precinct varies based on voter registration and anticipated turnout.

#### Responsibilities:

- Work as a team to set up the polling precinct the evening prior to the election
- Check in voters at the electronic pollbook
- Issue ballot(s) to voters
- Escort voters to the voting area and direct voter traffic (line management)
- When asked, give clear instructions on the voting process
- Assist with provisional voting
- Assist voters at the Ballot Marking Device and Scanning Units
- Work as a team to close down the polling precinct and prepare the materials and documentation to be returned to the Board of Elections

Full time Hours: 6:00 am – to approximately 11:00 pm

Election Day Payment: \$150.00      Training Payment: \$30.00

**Part-time Shifts:**      **A = 6:00 am – 3:00 pm**    or    **B = 2:00 pm – 11:00 pm**  
(Only one (1) part time pair per precinct)

Election Day Payment: \$75.00      Training Payment: \$30.00

#### Voting Operations Judge - Driver

Voting Operations Judge - Driver (VOP-D) performs all of the same duties as other VOP judges during the day. When the polls are officially closed, the VOP-D takes and delivers some of the precinct's materials to a Board of Elections regional site. **Each precinct is staffed with one VOP-D.**

Election Day Payment: \$150.00      Training Payment: \$30.00

Election Day Hours: 6:00 am – to approximately 9:00 pm

#### Voting Operations Judge - Provisional

Voting Operations Judge - Provisional (VOP-P) handles the processing provisional voters from check-in through casting their ballot at the provisional station. The VOP-P will check-in the voter, instruct the voter in how to complete the Provisional Ballot Application, issue the provisional ballot and ensure the voter casts their ballot in the locked provisional ballot bag. **Each precinct is staffed with one VOP-D.**

Election Day Payment: \$150.00      Training Payment: \$40.00

Election Day Hours: 6:00 am – to approximately 11:00 pm

# Election Worker News

## Montgomery County Board of Elections

August 2016

### 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](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**" in the "Resources" section on the right side of the screen 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.**

# Election Worker News

## Montgomery County Board of Elections

### August 2016

### Stage II - Hands-On Training

#### Scheduling

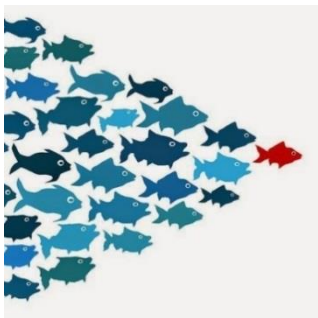
Hands-on training for the General Election is **required** for all judges, regardless of whether they worked the Primary Election or not. Most classes will be held at our Gaithersburg office. Classes will also be held offsite at other locations in the county if possible. You must pass the hands-on training to be eligible to work. **Those completing training early have a better chance of being able to work in their voting precinct and during early voting.**

#### Class Formats

- **Returning Judges – Worked in the April 26<sup>th</sup> 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 26<sup>th</sup> 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 26<sup>th</sup> 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.**

### **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.

# Election Worker News

## Montgomery County Board of Elections August 2016

### Important Information

- **Future Vote (FV) Student Aides** – Students in grades 6 to 12, can earn SSL credits for working the election. More students are needed, so spread the word. Parents can go **online** to sign up their child. For more information contact Gilberto Zelaya by email [future.vote@montgomerycountymd.gov](mailto: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.

### The Primary Election by the Numbers

Voter Turnout = 245,871 (38%)

Early Voting = 43,039

2,656 Judges worked

56% of Judges were returning

13% were age 21 or younger

#### Voter's Satisfaction Rating:

- Election Day = 98%
- Early Voting = 96%

**Vote Early**

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

# Election Worker News

## Montgomery County Board of Elections

August 2016

### 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.

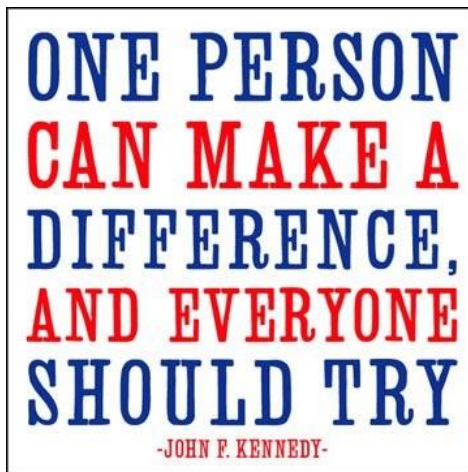
**Nursing Home Program** – call 240-777-8597 or email us at [nursing.home@montgomerycountymd.gov](mailto:nursing.home@montgomerycountymd.gov)

**Post-Election Canvass** – call 240-777-8552 or email us at [absentee@montgomerycountymd.gov](mailto: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.



*Everyone at the BOE, but especially the Recruiting and Training Team want to thank those who participated in the Chief Judge Debriefing Sessions. We truly appreciate your dedication to Montgomery County elections and for taking the time to come here and to share your experiences. Everyone had good insights and suggestions for improving the program, not only for election workers but also for voters.*

*Thank  
You*

# Election Worker News

## Montgomery County Board of Elections

August 2016

### Contacting Your Recruiter

- District 13  
**Iris Gripper**  
240-777-8572, [Iris.gripper@montgomerycountymd.gov](mailto:Iris.gripper@montgomerycountymd.gov)
- Districts 4, 7 and 11  
**Jessica Jones**  
240-777-8577, [Jessica.jones@montgomerycountymd.gov](mailto:Jessica.jones@montgomerycountymd.gov)
- Districts 3, 5, 6, 8 and 10  
**Deborah Hamer**  
240-777-8571, [Deborah.hamer@montgomerycountymd.gov](mailto:Deborah.hamer@montgomerycountymd.gov)
- Districts 1, 9 and Early Voting Sites 3, 6, 7, 8, and 10  
**Morgan Hazelton**  
240-777-8656, [Morgan.hazelton@montgomerycountymd.gov](mailto:Morgan.hazelton@montgomerycountymd.gov)
- District 2, 12 and Early Voting Sites 1, 2, 4, 5, and 9  
**Pat Sellner**  
240-777-8659, [Patricia.sellner@montgomerycountymd.gov](mailto:Patricia.sellner@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 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

***"Like" us on Facebook***  
***Follow us on Twitter @777vote***