

# Election Worker News

Montgomery County Board of Elections  
October 2016

## Dates to Remember

Deadline to Sign  
Up to Work  
General  
October 17, 2016

Voter Registration  
& Party Affiliation  
Deadline  
October 18, 2016

Hands-On Training  
Ends  
October 22, 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



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

### More Training classes...

We know that many Election Judges face a variety of work, family, religious or other obligations between now and the election, and we know it may be difficult to schedule your training classes. Because of the number of class dates that pose conflicts for Election Judges, we have expanded the number of classes that are currently open for enrollment. Have you been unable to find a class time on the calendar that will work for your schedule, or prefer a different time than the one for which you signed up?

**If you have not completed your training**, check back on the web site, or check with your recruiter; we will be happy to work with you to find a class that fits your schedule.

Schedule online through the EJ Connection ([www.777vote.org](http://www.777vote.org)). Log into the EJ Connection and select "Schedule Training" on the Dashboard screen or call us on 240-777-8533. **Don't wait, sign up TODAY!**

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### **More** [Early Voting Workers Needed](#)

**We are still looking for people to work for early voting. Training begins Monday, October 3<sup>rd</sup>, so please contact one of the EV Recruiters to sign up for training, as soon as possible. *Early voting training is in addition to Election Day training.* Also you must complete your election day training before scheduling early voting training.**

- [Early Voting Sites 3, 6, 7, 8, and 10](#)  
(Germantown, Bohrer Park, Damascus, Lawton, and Potomac)  
**Morgan Hazelton**  
240-777-8656, [Morgan.hazelton@montgomerycountymd.gov](mailto:Morgan.hazelton@montgomerycountymd.gov)
- [Early Voting Sites 1, 2, 4, 5, and 9](#)  
(Mid-County Rec., Exec Office Bldg., Praisner, Silver Spring and Wheaton)  
**Pat Sellner**  
240-777-8659, [Patricia.sellner@montgomerycountymd.gov](mailto:Patricia.sellner@montgomerycountymd.gov)

**Note: Early voting judges must work on Election day to receive full compensation.**

### [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.

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.

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).

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.)

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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](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.**

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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. 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.**

***We are still looking for experienced judges to become Chief Judges and Roamers.***



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.

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### UNITED STATES ELECTION ASSISTANCE COMMISSION

**SILVER SPRING, MD** – EAC Chairman Thomas Hicks announced September 19, 2016 the results of an Election Worker Best Practices Competition. The EAC honored five winners for their excellence in recruiting, training, and retaining election workers.

The EAC's Election Worker Best Practices Competition was a national contest that sought to identify and honor the best poll worker management practices from around the country. Election officials submitted their best practices in the form of videos, websites, training guides, and narratives to the EAC. The EAC then facilitated a review process in which a group of seven state and local election officials judged the entries based on five criteria: (1) innovativeness, (2) effectiveness, (3) sustainability, (4) cost effectiveness, and (5) potential for replication. The EAC received many excellent entries, but five stood out above the rest.

The winners of the EAC Election Worker Best Practices Competition are:

**The Precinct Performance Report (Montgomery County Maryland)**: a pragmatic assessment and adjustment program where the performance of individual precincts is used to shape the following year's trainings and resource allocation.

**Champions of Democracy (Franklin County, Ohio)**: an innovative campaign that recruits and trains poll workers at local businesses.

**Election Official Resource Portal (New Hanover County, North Carolina)**: an online portal that provides an up-to-date centralized clearinghouse of poll worker duties and responsibilities.

**Practice Makes Perfect Lab (Brevard County, Florida)**: a cutting edge and replicable hands-on and self-paced training program that has trained over 1,700 poll workers.

**Youth at the Booth (YATB) and Partners in Democracy (Hamilton County, Ohio)**: YATB is an initiative that pairs young and old poll workers together to create a comprehensive staff of poll workers. Partners in Democracy is an initiative that encourages businesses and agencies to give their employees a "day off for democracy" where they may work as poll workers.

More information on the winners is available on EAC's website at [Election Worker Best Practices](#).

# Election Worker News

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### Election Worker Positions

We offer a variety of positions and hours of service including some shifts.

### Positions/number assigned per precinct

- Chief Judge 2 per precinct of different party affiliations
- Voting Operation Judge (VOP) Number varies based on voter registration (either all day or am/pm shifts)
- Spanish Speaking VOP 1 per precinct
- Voting Operations Judge – Provisional 1 – 2 per precinct
- Voting Operation Judge – Driver 1 per precinct
- Closing Judge 2 per precinct of different party affiliations
- Opening Judge 1 per precinct, if available
- Other Bilingual Judges 1 per precinct, as required

### Abbreviations/Work Hours

- Chief (CHF or CHF-C) 6:00 am – to approximately 11:00 pm
- Voting Operations (VOP or VOP-C) 6:00 am – to approximately 11:00 pm<sup>^</sup>
- VOP – Driver (VOP-D) 6:00 am – to approximately 10:00 pm
- VOP-Provisional (VOP-P) 6:00 am – to approximately 11:00 pm<sup>^</sup>
- VOP - Spanish Speaking (SPN) 6:00 am – to approximately 11:00 pm<sup>^</sup>
- Opening (OPN) 6:00 am – 1:00 pm
- Part Time VOP's (VOP-A) 6:00 am to 3:00 pm
- (VOP-B) 2:00 pm to 11:00 pm<sup>^</sup>
- Closing (CLS or CLS-C) **6:30 pm** – to approximately 11:30 pm

<sup>^</sup> (Judge must stay until all duties are completed and everyone is dismissed by the Chief Judges.)

(C) **Consolidated** performs the same duties but in a consolidated polling place. A consolidated polling place contains two or more voting precincts.

### 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.

***Want to practice using the voting equipment or just have questions? Join us at one of the Walk-In Practice sessions. See the schedule on page 12 or on our website.***

# **Election Worker News**

## **Montgomery County Board of Elections**

### **October 2016**

#### **Position Descriptions**

##### **Chief Judge (CHF) or CHF-C**

Chief Judges (CHF) serve as the precinct supervisors, providing oversight of the operation of the precinct in accordance with Maryland law. Ensure a calm, pleasant voting day experience for voters while making certain all procedures are followed and the integrity of the election is preserved. Coordinate and supervise pre-election, Election Day, and post-election activities. Review and certify precinct reports and documentation.

##### **Voting Operations Judge (VOP) or VOP-C, Spanish-speaking VOP (SPN)**

Voting Operations Judges perform the duties associated with each functional area in the voting precinct on a rotating basis throughout the election day. The number of VOPs assigned to each precinct varies based on anticipated turnout. A Spanish-speaking VOP is assigned to each precinct to voters as requested.

##### **Opening (OPN), Voting Operations (VOP-A and VOP-B) Judges**

Opening, VOP-A and VOP-B judges perform the same duties as VOP Judges while working their assigned hours. These are part time positions.

##### **Voting Operations Judge – Driver (VOP-D)**

Voting Operations Judge - Driver performs all of the same duties as other VOP judges during the day. When the polls are officially closed, the VOP-D will transport the memory stick with the unofficial results and the ballots to either a satellite location or the Board of Elections.

##### **Voting Operations Judge - Provisional (VOP-P)**

Voting Operations Judge - Provisional 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.

##### **Closing Judge (CLS) or CLS-C**

Closing Judges work part time as an additional resource during evening voting hours. They provide relief for VOP judges at check-in and the voting areas. When the precinct closes, Closing Judges are responsible for assisting the Chief Judges with closing down the voting equipment and then delivering the critical materials to the Board of Elections election night.

##### **Greeter (GRT)**

Greeters direct voters to the voting precinct within the building. Greeters are assigned to a limited number of precincts per election.

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### Election Worker Payments

It is very important for all election workers to sign-in when coming to training, a Chief Judge Briefing, the Monday Night pre-election meeting, each day of early voting and on Election Day. In order to ensure everyone is paid correctly, we rely on these documents as verification of service. It is the Chief Judge's and Site Manager's responsibility to certify that everyone has signed in and worked their assigned hours. If you come in or have to leave early or stay late; please make sure the times are noted on the payroll roster.

In order to be paid for working as an election worker, you must provide your full social security number. If you did not put your information on your application, please call your Recruiter and give them your social security number. The deadline for us to receive your information is Monday, November 14, 2016. After that date, we will be unable to update your information.

***We really appreciate all of you who have chosen to donate your service to Montgomery County by not requesting payment of the stipend. Thank you!***

### 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.

### Manna Food Drive

The response has been heartwarming and much appreciated by Manna and the citizens who receive their services. Bring a non-perishable food item to your scheduled training class.

## Food Drive





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### Important Information

- **Future Vote (FV) Student Training has begun** – Students in grades 6 to 12, can earn SSL credits for working the election. **Students must attend training in order to work the election.** Parents can go **online** to sign up their child and to see the training dates/locations. 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.
- **Training Videos** - Don't forget to review the training resources available on the website, including all of the new videos.

**Did a little birdy tell you a rumor about voting or elections in Maryland? Want to know what's true and what isn't? Check out the Maryland State Board of Elections website, Rumor Control section.**



**Here's the link:**

[http://www.elections.state.md.us/press\\_room/rumor\\_control.html](http://www.elections.state.md.us/press_room/rumor_control.html).

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### 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 in our main 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.

### 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

# Election Worker News

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### Contacting Your Recruiter

- District 13  
**Iris Gripper**  
240-777-8572, [Iris.gripper@montgomerycountymd.gov](mailto:Iris.gripper@montgomerycountymd.gov)
- District 9  
**Ellen Dimond (NEW)**  
240-777-8576, [Ellen.dimond@montgomerycountymd.gov](mailto:Ellen.dimond@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 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***

# Election Worker News

## Montgomery County Board of Elections October 2016

*Follow us on Twitter @777vote*

### Walk-in Practice Schedule – November 2016 General Election

Date	Start Time	End Time	Location
10/12/2016	2:30 PM	4:30 PM	BOE Training Center – Gaithersburg #2
10/18/2016	6:30 PM	8:30 PM	BOE Training Center - Gaithersburg #1
<b>10/18/2016</b>	<b>7:30 PM</b>	<b>9:30 PM</b>	<b>Silver Spring Civic Bldg. - Spring Room</b>
10/26/2016	9:00 AM	12:00 PM	BOE Training Center - Gaithersburg #1
10/26/2016	1:30 PM	4:30 PM	BOE Training Center - Gaithersburg #1
10/27/2016	1:30 PM	4:30 PM	BOE Training Center - Gaithersburg #1
10/27/2016	6:00 PM	9:00 PM	BOE Training Center - Gaithersburg #1
10/28/2016	9:00 AM	12:00 PM	BOE Training Center - Gaithersburg #1
10/28/2016	1:30 PM	4:30 PM	BOE Training Center - Gaithersburg #1
10/29/2016	12:00 PM	6:30 PM	BOE Training Center - Gaithersburg #1
10/31/2016	9:00 AM	12:00 PM	BOE Training Center - Gaithersburg #1
10/31/2016	1:30 PM	4:30 PM	BOE Training Center - Gaithersburg #1
11/1/2016	1:30 PM	4:30 PM	BOE Training Center - Gaithersburg #1
11/1/2016	6:00 PM	9:00 PM	BOE Training Center - Gaithersburg #1

#### Locations:

BOE Training Center - Gaithersburg - Classrooms #1 and #2  
18753 N. Frederick Avenue Suite 212, Gaithersburg, MD 20879

Silver Spring Civic Building – Spring Room  
1 Veteran’s Place, Silver Spring, MD 20910

#### Notes:

- Pre-registration is not required.
- Sessions cannot be used to satisfy mandatory election training requirements.