

CHAPTER 1

Information about Judges of Election and Polling Place Administrators

All judges of election and polling place administrators must arrive at the polling place no later than 5:00 am on Election Day.

All judges of election receive a base pay of \$125 for successfully serving all day on Election Day. Judges also receive payment for attending training. In order to receive the \$45 training pay, election judges must have attended a training prior to Election Day and within the new appointment period. You must remain for the entire class; if you leave class early, you will not receive the training pay. Election judges and PPAs should receive their payment by mail 4 to 6 weeks after Election Day.

If an election judge or PPA works in a precinct other than where they are assigned, they will not receive payment.

Election judges and PPAs are responsible for their own food and drink on Election Day. It is not the responsibility of the Chicago Board of Elections, the committeeman, the alderman, or any other individual to supply food and drink to the election judges or PPAs.

JUDGES OF ELECTION

Appointment/Assignment

If you have been assigned, but cannot serve as a judge of election, please call the judge of election department at 312-269-7984 prior to Election Day. If you have been assigned as the key envelope judge, but do not want the responsibility, call the judge of election department at 312-269-7984.

The Board of Elections appoints a minimum of 5 judges of election to serve in each election precinct. In even-numbered precincts, 3 Democratic judges and 2 Republican judges are assigned; in odd-numbered precincts, 3 Republican judges and 2 Democratic judges are assigned. Some precincts may have more than 5 judges assigned.

Judges of election who are assigned to work outside their home precinct should call the Board of Elections at 312-269-7967 to find out about voting prior to Election Day.

It is imperative that you report to the precinct indicated on your assignment letter. Reporting to a precinct where you are not assigned may result in either no payment or a delay in payment. If you are unsure of your assignment, call the judge of election department at 312-269-7984.

It is important that each judge:

- 1) Wear the appropriate badge for the political party that they are representing (be sure to fill in your name and the precinct and ward where you are assigned);
- 2) Read and sign the Oath of Office for Assigned Judge of Election (Form 9);
- 3) Complete and sign the Judge of Election Pay Voucher (Form 194).

Primary Election Voting

Judges of Election are required, by law, to vote in the Primary Election for candidates of the political party they represent on Election Day. If a judge of election does not vote for the same political party

in the Primary Election that they represent on Election Day, that political party may not approve their appointment by the Board of Elections for future elections.

Swear-In Judges

If an assigned judge of election does not report to the polling place on Election Day, the other judges may "swear-in" a person to serve as a judge. This person must be a registered voter within the precinct and must represent the same political party as the assigned judge who has not arrived. You cannot swear-in a person earlier than 6:15 am. It is possible that the assigned judge is simply running late. If the assigned judge does report for duty, the swear-in judge must leave and the assigned judge must begin working. Both of these individuals will sign the Pay Voucher (Form 194) indicating the exact hours worked (for example: swear-in judge 6:15 am to 8:30 am and assigned judge from 8:30 am to the close of the polls). If a swear-in judge remains working in the polling place after

the assigned judge reports to duty, the swear-in judge will only receive compensation for the time worked before the arrival of the assigned judge.

If at least five (5) judges have reported to the polling place, you may not swear-in any extra judges. If you feel you are in need of extra help, even if all of the assigned judges have reported to the polling place, please call ELECTION CENTRAL at 312-269-7870.

The swear-in judge must complete all sections of the Application For Swear-In Judge of Election and Oath of Office, Form 4, including the checklist in the middle of the form. Once Form 4 has been completed, an assigned judge must contact the Board of Elections at 312-269-1620 and provide the required information for verification. The judge of election who administers the oath must make the phone call and must supply: the name, date of birth and social security number of the swear-in judge.

The swear-in judge may work while the above information is being examined by the Board. In the event a swear-in judge is ineligible to serve, a Field Investigator will be dispatched to the polling place.

A high school student or a polling place administrator cannot be sworn-in as an election judge.

Stand-By Judges

Stand-by judges are trained agents of the Board of Election Commissioners and do not represent a political party. They are available to any precinct that may need assistance in the opening or closing of the polling place, where assigned judges have not reported and you are unable to swear-in another person to work. Please call ELECTION CENTRAL at 312-269-7870 if you require stand-by judge assistance. Once the stand-by judges have assisted you in opening or closing the polling place, they must return to the Board's office. It will be the determination of the Board if stand-by judges are needed.

Student Judges

A student judge is a high school junior or senior who may or may not be 18 years of age or a registered voter. Student judges must have submitted, prior to Election Day, a student judge application, signed by a parent/guardian and a representative from their high school, and must have been assigned to a polling place by the Board of Elections. A college student, who may or may not be a registered voter, may also serve as an election judge, if the proper application was submitted to the Board of Elections prior to Election Day. Student judges share the same authority, pay and responsibilities as the other judges. **Student judges cannot return the materials to the receiving station after the polls close.**

Responsibilities of Judges of Election

1. **Conduct the election fairly and properly.**
 - Judges of election are required to follow the instructions set forth in this handbook. *If you are unsure or unclear of any instructions or procedures contained in this handbook, please call the Board at 312-269-7984 (prior to Election Day) or ELECTION CENTRAL at 312-269-7870 (Election Day).*
 - If an election judge is exhibiting improper behavior, is not following procedures and/or is causing a problem, contact Election Central at 312-269-7870 immediately. The Board of Elections will dispatch an investigator to go to the polling place and observe the conduct and report back to the Board.
 - **On Election Day**, the Board can and will remove an election judge from the polling place. After the election, it is difficult to remove an election judge who is not following procedure, acting improperly or causing a problem.

2. Assist those who need additional help, including voters with disabilities.

3. Keep control of polling place.

- Election judges are in control of the polling place. Election judges should not use cell phones* while voters are present inside the polling place. Also, while voters are present, election judges should not engage in political discussions, watch TV (this includes movies/shows on handheld devices or laptop computers) and must keep the noise level of the polling place at a minimum.

*EXCEPTION: The use of the cell phone is related to calling the Board of Elections for assistance.

- Make sure the voting equipment is set up properly and is not tampered with during voting hours. If any voting equipment or materials have been damaged or are not working properly, you must immediately call EQUIPMENT/SUPPLIES at 773-247-4065.

- **Election judges must leave the polling place room in the same condition as when you arrived in the morning. If the Board of Elections is required to cover the cost of cleaning a polling place or repairing damage caused by the election judges, your pay may be reduced. Please be respectful and courteous. If you borrowed items; extension cords, tables, chairs, etc. please return them to the polling place staff before you leave.**

4. Share election duties

- All judges must share the responsibilities, by rotating duty stations during the day.
- All decisions must be made by a majority vote of all judges.
- There is not a chief or head judge. All judges have equal authority.

5. Keep the polling place open and operating between the hours of 6:00 am and 7:00 pm

- All judges must report to their assigned polling place no later than 5:00 am on Election Day.

- The polling place must be opened promptly at 6:00 am and not be closed until 7:00 pm. Voters who are in line before 7:00 pm must be allowed to vote.
- If necessary, judges may leave the polling place, one at a time, for a reasonable amount of time.

6. Maintain the Campaign Free Zone

Electioneering is prohibited within 100 feet of a polling place. Such behavior includes the soliciting of votes, wearing candidate buttons or badges, hanging campaign posters, distributing sample ballots or campaign literature, and talking about candidates, political parties and/or referenda.

Each polling place will have two 18" blue cones with the wording "No electioneering beyond this point" printed on each cone in English, Spanish, Chinese, and Hindi. A 100 foot cord will be provided for you to measure and mark off the 100 foot area.

The 100 feet is measured from the room where voting is conducted. However, the following applies:

- If a polling place room is located within a building that is a public or private school, a church, an organization founded for the purpose of religious worship or a private business, and the distance of 100 feet ends within the interior of the building, then the cones shall be placed outside the building at each entrance used by voters. Also, a church or private school may choose to apply the Campaign Free Zone to its entire property. Then the cones must be placed near the property boundaries leading to the entrances used by the voters.

- If the polling place is located within a private or public building, other than a school, church or private business, and the polling place room is located on the ground floor, then the cones shall be placed 100 feet from each entrance to the polling place room. If the 100 feet ends within the building, the cones shall be placed at the exact spot where the 100 feet ends.

- If the polling place is located in a private or public building, other than a school, church or private business, and on a floor above or below the ground floor, then the cones shall be placed 100 feet from the nearest elevator or staircase used by voters on the ground floor to access the floor where the polling place is located. If the 100 feet ends within the building, the cones shall be placed at the exact spot where the 100 feet ends.

Electioneering is allowed, by law, beyond the Campaign Free Zone during the time that a polling place is open on Election Day. Individuals have the right to engage in political discussions, pass out literature, etc. on any polling place property while the polls are open, as long as they are beyond the Campaign Free Zone.

Board of Elections personnel will be available on Election Day to assist judges who are having difficulty marking off the Campaign Free Zone. Please call ELECTION CENTRAL at 312-269-7870 if you are in need of assistance.

Remember: Only the area within the Campaign Free Zone is the responsibility of the Judges of Election. You are not required to monitor or patrol the area outside of the Campaign Free Zone.

Code of Conduct

Judges of election are assigned to uphold the electoral process by conducting a free and fair election in the precinct on Election Day. It is imperative that judges also follow a Code of Conduct.

Intentional violation of this Code of Conduct may result in disciplinary action, including termination, loss of pay or other actions as prescribed by State and Federal election codes and privacy laws.

- Being punctual and arriving at the polling place on time so that it is set up and fully functional by the opening of polls at 6:00 am;
- Respecting each and every voter with consistent, courteous assistance and instructions during the hours that the polling place is scheduled to be open for voting;

- Working in a courteous and cooperative spirit with fellow judges of election and any poll worker assigned to the polling place by the Chicago Board of Election Commissioners;
- Honoring each voter's secret ballot and making every effort to avoid viewing the voter's ballot choices, even if the ballot is rejected by the ballot scanner;
- Using the electronic poll book and other paper records of voter names and information **only for the purposes** of serving the voters who arrive in the polling place where you serve, and never using the electronic poll book or other listings for random searches or for personal use;
- Utilizing personal information **only as needed** to process a voter's ballot application and never exposing that information outside the polling place;
- Following all rules governing Election Day as instructed in the Judge of Election Handbook or the electronic poll book; and,
- Relying on the Judge of Election Handbook and/or directions from Election Central if there are questions or conflicts over how to proceed.

POLLING PLACE ADMINISTRATORS

Polling place administrators (PPAs) are assigned to every polling place to assist the judges of election with the electoral process, particularly the set up, operation, maintenance and shut down of the electronic voting equipment.

The Board of Elections assigns one PPA per polling place. In the case where a polling place holds more than one precinct, the PPA is required to serve ALL precincts in that polling place. In some instances there may be more than one PPA present. In this case, each PPA assists ALL precincts as necessary. It is imperative that you report to the polling place indicated on your assignment letter. Reporting to a polling place where you are not assigned may result in no payment. If you have been assigned to serve as a PPA but can no longer serve, please call the PPA department at 312-269-3253.

Stand-By Polling Place Administrators

Stand-by polling place administrators are trained to serve as polling place administrators, report to stand-by central on election morning at 5:00 am, and are transported to a polling place in need of a polling place administrator. They serve at that polling place until the polls close, the equipment is put away, and paperwork is complete. They are then transported back to stand-by central. They receive the same stipend as other polling place administrators. Please call ELECTION CENTRAL at 312-269-7870 if you need stand-by polling place administrator assistance.

Responsibilities of Polling Place Administrators

Check the voting equipment on election eve to ensure the proper and complete equipment has been delivered to the polling place.

- Arrive at the polling place no later than 5:00 am on election morning;
- Remain at the polling place all day. It is recommended that you bring food and drink as you will not be able to leave;
- Make yourself available to communicate between the polling place and Election Central especially in cases of equipment problems or serious malfunctions;
- Serve all precincts in a polling place;
- Sign the Polling Place Administrator Payroll Card (located in Envelope 1);
- Wear the Polling Place Administrator ID Badge (located in the Polling Place Administrator Packet);
- Be alert and maintain the voting equipment throughout the day.

The polling place administrator CANNOT

- Serve as a judge of election
- Initial paper ballots
- Verify voters' signatures
- Render decisions on challenges
- Sign affidavits
- Sign tapes or paper rolls
- Sign closing forms or envelopes

Election Day Tasks

Assist the judges of election with various aspects of the Election Day processes and procedures including:

- Setting up the voting equipment;
- Powering up the voting equipment;
- Printing and reviewing, along with the judges and poll-watchers, the zero tapes;
- Setting up the voting booths;
- Hanging signs and posters;
- Changing printer paper rolls on the voting equipment, if needed;
- Clearing jams in the printers or ballot scanner;
- Ensuring that the voting equipment remains plugged in all day;

- Clearing voting card jams in the touchscreen units;
- Reminding voters as they are in line, to wait for the voter card to eject, to make sure the judges have initiated the optical scan ballot, and to use the ballot marker to mark the optical scan ballot;
- Closing the polls on the ballot scanner and touchscreen;
- Assisting with the consolidation and transmission of election results;
- Assisting in preparing materials for delivery to the receiving station including overseeing the checklist at the end of the night to ensure all required materials are sent to the receiving station in their proper carriers;

(The judges of election are required to perform these functions, with the assistance of the polling place administrators. They may be asked to assist with crowd control. Please do whatever it takes to keep the polling place running smoothly.)

The polling place administrator is to sit in the polling place wherever they are most helpful. The best location is usually near the electronic voting equipment so that if the equipment malfunctions the polling place administrator is aware of it and is able to assist quickly. Remember to respect the voters' privacy and not sit anywhere you can see their votes. If there are multiple precincts in the polling place, the polling place administrator is to sit in a neutral location so that they are able to observe the happenings of each precinct and to make themselves available to the election judges in each precinct.

If the equipment is not malfunctioning and the judges need procedural assistance, polling place administrators may stand near the judges' table to assist them. Polling place administrators are not permitted to process voters, verify signatures, or sign or initial any paperwork, including ballots, but they are able to read instructions to the judges from the handbook and call Election Central with any questions or clarifications.