

ELECTION JUDGES

Responsibilities and Procedures

Student government officers and organizations may not endorse candidates. These leaders and organizations must remain neutral to ensure that the election process is administered fairly. When not engaged in their official duties, election officials have the same rights as all other citizens to freely express their political views so long as the official does not identify himself or herself as an election official when expressing those views (Article 33, Section 2-301(b)(2)).

Student and adult election officials must watch the training program before setting up or helping with the election.

1. General Instructions Concerning Service as an Election Official.

The following local school positions must be filled:

- Adult Supervisor
- 1 Chief Judge
- 1 Deputy Chief Judge
- 2-5 Registration Judges
- 5-? Ballot Judges (depending on the number of computers the school is designating as voting units)
- Alternate Judges (be prepared for absences)
- *Optional—runners to go to classrooms to escort assigned classes for voting*

The following are the basic responsibilities and duties of the local school judges and officials:

Chief Judge (Deputy Chief Judge assists)

- Watch the training movie and sign the training certification document
- Serves as the supervisory official in charge of the election process.
- Works with the adult supervisor/administration to schedule the viewing of the TV program “Meet the Candidates;” distribute the voter guides; create a voting schedule; and appoint election judges.
- Gathers election documents (including all official documents for which the chief judge must be familiar) received from the SEC before the election.
- Plans the polling place set up and ensures all judges have watched the training program.
- Works with the adult supervisor to ensure that the critical election materials were received at the school (voter access cards, registration passwords, etc.). These must be kept in a secure location before the election.
- Handles voter assistance.
- Handles questions of voter’s eligibility referred to them from registration judges.
- Assigns jobs to Election Day helpers.
- Organizes the work to open and close the polls, completes all paperwork, and oversees the setup and take down of the polling location.
- Assists in the polling area as needed to prevent bottlenecks. Relieves judges during the day for necessary breaks.
- Responds to questions from voters.
- Dismisses other judges when work is complete and official documents are signed.

- Supervises the repacking of all critical election materials and with the adult supervisor, places it in the MCPS mail system (pony) to be returned to the Student Affairs Office, Lakelands Park Middle School.

Registration Judges

- Watch the training movie and sign the training certification document
- Sets up the computers (2-5) that are designated for registration of voters.
- Sets up signage for registration. Registration will be alphabetically – schools will divide the alphabet (between 2-5 stations) and post designated signs.
- Divides the voter access cards by station.
- Signs opening election certificate
- Follows procedures in election manual to register student voters.
- Need to pay special attention to a voter's name (sometimes checking a student ID) if names are the same).
- Signs closing election certificate, repacks materials, removes signage, logs off the computer.

Ballot Judges

- Watch the training movie and sign the training certification document
- Set ups computers designated for voting. Ensures that the computers are positioned for voter privacy (i.e. every other computer used or some type of privacy screen is put between computers).
- Signs the opening election certificate.
- Escorts registered voters to available computers for voting.
- Follows procedures in election manual to assist students in voting.
- Collects voter access cards from students after they have voted.
- Completes any closing reports, repacks materials, removes signage, logs off the computers.

Alternate Judges

- Watch the training movie and sign the training certification document
- Will be assigned to replace any judge who is absent or needs a break.
- Assists the chief/deputy chief judge as assigned.
- Signs the opening and closing election certificate.

Runners (optional)

- Escorts assigned classes to the polling area. Should be at the classroom door at least one minute before scheduled voting time to alert/remind the teacher.
- May give verbal instructions to class about voting before going to the polling place.
- Signs the opening and closing election certificate.

Adult Election Supervisor

- Needs to work closely with appropriate school staff to ensure that the student election officials are able to conduct an honest, accurate, and efficient election
- Watch the training movie and sign the training certification document
- Ensure that all student election officials are trained and sign the training certification document