

# BEFORE ELECTION DAY

## Early Voting

Individual students who wish to vote but will be away from school between 7:00 a.m. and 4:30 p.m. on Election Day may request to participate in early voting on Thursday, April 19, 2012.

Adult election supervisors should ascertain if any group of students from their school would be away (e.g., a field trip) from school between 7:00 a.m. and 4:30 p.m. on Election Day and should submit a request for those students to participate in early voting on Thursday, April 19, 2012. The election supervisor may request early voting (and get details about early voting) by going online at [http://www.montgomeryschoolsmd.org/departments/studentaffairs/smob/election\\_process.shtm#earlyvoting](http://www.montgomeryschoolsmd.org/departments/studentaffairs/smob/election_process.shtm#earlyvoting)

The request for early voting must be made by **3:00 p.m., Tuesday, March 27, 2012.**

Early voting at registered schools will take place between **7:30 a.m. and 3:30 p.m. on Thursday, April 19, 2012.**

## Voter's Guide/Poster and TV show

**Voter's Guide** - Approximately ten days before the election, the special elections committee (SEC) of the Montgomery County Region of the Maryland Association of Student Councils (MCR) provides all schools with copies of the Voter's Guide in sufficient numbers to give one to each student. The Voter's Guide is a statement provided by each candidate to educate the voter as to the candidate's experience, qualities, and opinions on current issues. Voter's Guides are also available in other languages. Schools that did not apply for translations by the published deadline may download pdf files from the SMOB election process web site ([http://www.montgomeryschoolsmd.org/departments/studentaffairs/smob/election\\_process.shtm](http://www.montgomeryschoolsmd.org/departments/studentaffairs/smob/election_process.shtm)) and print copies. The election Protocols require that all students are given a voter's guide prior to Election Day.



**Poster** - Large posters with the candidates' pictures and Election Day information are provided to each school. Copies of the posters sent to schools should be hung around the school prior to Election Day. Specific candidate campaign materials should not be hung or displayed within 50 feet of the polling place. **The county-issued posters may be hung in the election area.** Posters will arrive in schools with the Voter's Guides approximately ten days before the election.

**"Meet the Candidates"** - MCPS Instructional Television produces an informative television program about the candidates. This TV program, approximately one half hour in length, is traditionally hosted by the current Student Member of the Board of Education (SMOB) and includes the two candidates in a question/answer format. The Board of Education has authorized that prior to the elections, the students will view the TV program, "Meet the Candidates," during social studies classes. Provisions to view the program are to be made for students who are not enrolled in social studies classes. If your school chooses to show the TV program during other class time, the school must notify the Student Affairs Office ([Karen\\_L\\_Crawford@mcpsmd.org](mailto:Karen_L_Crawford@mcpsmd.org)).

"Meet the Candidates" will be aired regularly on MCPS Cable TV channel 34. It may be necessary for you to arrange with your media specialist to tape the program for later viewing. Schools will need to work with their administrators to arrange a schedule for students to view the program during class. All airing times will have "open caption" for the deaf. For specific airing times, refer to the Election Recipe packet that was sent to all schools or look for the information on the SMOB election process web site at [http://www.mcps.k12.md.us/departments/studentaffairs/smob/election\\_process.shtm](http://www.mcps.k12.md.us/departments/studentaffairs/smob/election_process.shtm).

# Voting Schedule

Students shall be guaranteed adequate time to vote. Polls shall remain open throughout the school day (between 7:00 a.m. and 4:30 p.m.). The polls will close at 4:30 p.m. in ALL voting locations. Students shall be given the time to vote during their English classes. Schools may request a waiver of the English class requirement. The principal, after consultation with the local school chief judge and supervising adult, shall submit in writing such a request to the special election committee (through the Student Affairs Office). This request must include a description of the local school plan. Do not exclude students from voting who may be in ESOL or are not enrolled in an English class. Sample voting schedules may be secured by emailing the Student Affairs Office (Karen\_L\_Crawford@mcpsmd.org).

## Pre-Election Meeting

Prior to Election Day, the chief judge and supervising adult should visit the polling place to review the location and layout. Plan the set up of your polling place for registration (may designate up to five computers for registration), computer for voting units, tables, and the flow of voters. Remember that an orderly, unhurried polling place is one of the keys to successful elections.

Before Election Day, plan a meeting with all election judges to organize and assign work, review how to open and close the polls, make lunch arrangements, review past problems and successes, examine duties and responsibilities, critique an emergency plan, and to point out any new procedures (see sample agenda below). This would be an appropriate time to watch the training movies and sign the election official certification, make large signs to direct voters through the registration process, where to wait for an available voting unit, and where to return the voter access cards.

Each school's election documents will be ponied (MCPS mail system) to adult election supervisors. Schools may view samples of these documents on the SMOB election process web site listed previously. Be sure you are familiar with all of the forms and certificates.

Critical election materials (voter access cards and registrar passwords) will be delivered to schools and must have a signature for receipt of materials.

### *Sample: Pre-election Meeting Agenda*

#### **1. STRUCTURE AND ORGANIZATION ON ELECTION DAY**

- Discuss report time on election morning for finalizing the set up of the polling place
- Check the arranged voting schedule to accommodate the 7:00 a.m. through 4:30 p.m. election time allotment
- Schedule breaks and lunch

#### **2. JOB ASSIGNMENTS**

- Review Judge Assignment Stations and Positions
- Emphasize that judges are required to remain at their stations until relieved and/or excused by the Chief Judge. Stations may be unattended as long as registration lists and voter access cards (and other critical election materials) are secure.
- Remind judges that they will help to clean up and arrange the polling place back to the original setting.
- Make additional task assignments

#### **3. VOTER INFORMATION**

- Review voter privacy rights and voter assistance provisions
- Emphasize ethics and standards for all judges, along with other information for all judges found in the *Quick Reference Guide*.
- Highlight other important information

#### **4. EQUIPMENT**

- Review how to access the voter registration program and distribute the voter access cards
- Review with the ballot judges how to log on to the ballot URL, what to check when a voter has finished voting, and how to collect the voter access cards.

#### **5. SET-UP**

- Set-up Tables with Supplies & Materials - collect and organize supplies & materials
- Make and post appropriate signs/documents
- Be sure that your polling area is set up to allow for voter privacy and accommodates voters with disabilities