

# Election Manual 2019



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## GENERAL INFORMATION

### Code of Ethics

Honest, accurate, and efficient elections are essential in a democracy. The Student Member of the Board of Education election not only seeks to comply with all requirements of the law, but also presents an educational civic opportunity for students to experience the election process. The election officials will demonstrate personal standards of conduct reflecting the highest ethical goals.

Election officials may not advance the cause of either candidate while working on Election Day. It is their responsibility to conduct a fair, accurate, and impartial election process. Election officials, while at the polling place may not wear badges or ribbons supporting a candidate or engage in any other activity that might lead others to believe the election official was favoring a candidate (Article 33, Section 10-202). 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)).

### Important Information

Many of the procedures in the Student Member of the Board of Education election are governed by the protocols established by the Montgomery County Board of Education and the Special Elections Committee (SEC) of the Montgomery County Region of the Maryland Association of Student Councils (MCR). All questions and problems with the election should be referred to the Office of Student Leadership and Volunteers, Shella\_B\_Cherry@mcpsmd.org or 240-994-7494. **On Election Day, polls may not open before 7:15 a.m. and must be closed by 3:30 p.m. This allows 30 minutes for voting prior to the start of the high school bell schedule and 30 minutes for voting after the middle school bell schedule ends.**

The supervising staff member (assigned by the principal in each school) is ultimately responsible for the procedures and logistics of the election in his/her school. This supervising staff member, usually the Student Government Advisor, must monitor the polling place at all times.

Students may earn student service learning credit while serving at the polls. The MCPS SSL form should be completed by the judges and must contain quality reflection statements tying educational instruction and volunteer service.

On Election Day, all judges must wear name badges that identify them as official judges. The badges should be the same for all judges and may be as simple as using "stick on" tags.

### Equipment

Montgomery County Public Schools (MCPS) will be using a secure web-based voting system called VoteNet. Schools will also be receiving critical election documents for the election. All schools are responsible for the proper return of the official documents issued to them.

### Voters with Disabilities

- Be courteous and respectful.
- Common sense will provide an answer to most questions.
- Don't underestimate people with disabilities. Physical disability DOES NOT equal lessened mental capability.
- Be considerate of extra time it may take for a person who is disabled to get things done, and give unhurried attention to a person who has difficulty speaking.
- Always speak directly to the voter, and not to a companion, aide, or sign language interpreter. Remember that any disabled voter may be accompanied by and receive assistance from another person of their choice in the voting booth.
- Ask before you help. The person may not want any assistance. Don't insist – take "no" for an answer. On the other hand, don't be shy about offering assistance. Your courtesy will be appreciated.

### **Voters who are Blind**

A voter who is blind may use an assistant to vote. The assistant would read any required oaths to the voter out loud and, if the voter agrees to the oath, write “voter unable to sign” on the signature line on the voter assistance form (see documents).

### **Voters with Mobility Impairment**

Schools with physically challenged students should be sure that the polling area is set up to accommodate students in wheelchairs or on crutches.

## **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)).*

The following local school positions must be filled:

- Adult Supervisor
- Chief Judge
- Deputy Chief Judge
- Registration Judges
- Ballot Judges
- Alternate Judges (be prepared for absences)
- *Runners – 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:

#### **Adult Election Supervisor**

- Attend the MCPS central office election officials' training and sign the training certification document.
- 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.
- Ensure that all student election officials are trained and sign the training certification document.

#### **Chief Judge (Deputy Chief Judge assists)**

- Attend the school-based election officials' training 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 been trained.
- Works with the adult supervisor to ensure that the critical election materials were received at the school (voter access cards). 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 official election documents and with the adult supervisor, places it in the MCPS mail system (pony) to be returned to the Office of Student Leadership and Volunteers, Carver Educational Services Center, Room 211.

### **Registration Judges**

- Attend the school-based election training and sign the training certification document.
- Sets up signage for registration. **Registration will be alphabetically by English/ESOL teacher and period.**
- Divides the voter access cards by teacher and period.
- Signs opening election certificate
- Follows procedures in election manual to distribute voter access cards.
- 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.

### **Ballot Judges**

- Attend the school-based election training 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 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**

- Attend the school-based election training 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)**

- Attend the school-based election training and sign the training certification document.
- 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.

## BEFORE ELECTION DAY



### Early Voting

Individual students who wish to vote but will be away from school between 7:15 a.m. and 3:30 p.m. on Election Day may request to participate in early voting on **Tuesday, April 23, 2019**.

Adult election supervisors should ascertain if any group of students from their school would be away (e.g., a field trip such as Outdoor Education) from school between 7:15 a.m. and 3:30 p.m. on Election Day and should set up a plan for those students/groups to participate in early voting on **Tuesday, April 23, 2019**.

Early voting at all participating schools will take place between **7:15 a.m. and 3:30 p.m. on Tuesday, April 23, 2019**. If your school needs to participate in early voting, you must request permission from Mrs. Shella B. Cherry, MCPS Coordinator for Student Leadership and Volunteers, by **Monday, April 15, 2018, at 5:00 p.m.**

### 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. The Election Protocols require that all students be given a voter's guide prior to Election Day. The MCR SEC recommends distributing the voter's guide in Social Studies classes and have additional copies available in heavy traffic areas (main office, counseling, media center, cafeteria, etc.).

### Election Posters

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 TV Show

MCPS Instructional Television produces an informative television program about the candidates. This TV program, approximately 30 minutes 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 Leadership Unit.

"Meet the Candidates" will be aired regularly on MCPS Cable TV Comcast 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.

"Meet the Candidates" will be linked on the SMOB election process website through the MCPS Student Leadership Unit website as well. <https://www.montgomeryschoolsmd.org/departments/student-leadership/smob/election-process.aspx>

### Voting Schedule

Students shall be guaranteed adequate time to vote during instructional time. Polls shall remain open throughout the school day (between 7:15 a.m. and 3:30 p.m.). The polls will close at 3:30 p.m. in ALL voting locations.

Students shall be given time to vote during their **English/ESOL** classes. Schools may request a waiver of the English/ESOL class requirement. The principal, after consultation with the local school chief judge and supervising adult, shall submit in writing such a request to the MCR Special Elections Committee (through the Student Leadership Unit). This request must include a description of the local school plan. Please do NOT exclude students from voting who are enrolled in ESOL classes or self-contained Special Education English classes. **All MCPS students enrolled in a secondary school have the right to vote.** Please be advised that the voter access cards will be delivered to schools in student ABC order by English/ESOL class teacher and period.

### **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 (distribution of the voter access cards), computers 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 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.

Be sure you are familiar with all of the forms and certificates required for the SMOB Election. Critical election materials (voter access cards) will be delivered to schools and must have a signature for receipt of materials.

### **Pre-Election Meeting Sample 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 7:15 a.m. through 3:30 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 the plan on how to 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*


## REGISTRATION PROCEDURES

### Prior to Opening the Polls – Registration Judges

1. Sign the opening election certificate
2. Put up registration signs - large signs that designate the stations where a class/student should report to pick up his/her Voter Access Card
3. Divide the Voter Access Cards (they are alphabetical by English/ESOL teacher by period) and distribute them to the corresponding registration stations (HINT: You may want to bundle them by teacher and period and use a box to hold the cards.)

### Polls Open – Registering Voters

4. Give the student the pre-printed Voter Access Card that has his/her name, MCPS student ID and password\*
5. Ask the student to verify that he/she was given the correct card by asking, “Is that your name and student ID on the voter access card?” ***It is VERY important that the student has his/her own card.***

Richard Montgomery HS #201	<b>Cherry, Maddox</b>
<b>Teacher: Doe, J. – Prd. 4</b>	GRD: 10
<b>MCPS Student ID: 789456</b>	
<b>Password: ZXA6W8911</b>	
After voting, return this card to the Ballot Judge. This password will only allow you to vote once. <i>Thank you for participating in this election.</i>	
	

***\* The VOTER CARD is 4 ¼ x 5 ½ printed cardstock. The MCPS Student ID and password are on the card. It is VERY IMPORTANT that the voter receives his/her own card. Once the password is used, it is no longer active. Each password can only be used once.***

6. Direct the student to go to the ballot judge line to be escorted to an available computer for voting
7. Refer any problems to the chief judge

### Closing the Polls

1. When the chief judge announces that the polls are closed, combine the used voter access cards (from the Ballot Judges) and your unused voter access cards.
2. Sign the closing election certificate
3. Keep the used and unused voter access cards in a secure place until they can be recycled after 3:00 p.m. The election website is active until 3:30 p.m. After 3:30 p.m., the website server shuts down the election and no passwords will work, therefore after 3:30 p.m. all voter access cards may be safely recycled.



## BALLOT PROCEDURES



### Before Election Day

Your school's ITSS will set up a special SMOBVOTE login for use on desktop computers designated as voting units. This login goes directly to the SMOB election site ([https://eballot4.votenet.com/mcps\\_smob](https://eballot4.votenet.com/mcps_smob)). Chromebooks use a kiosk app for SMOB voting (see p. 10).

It would be advisable to have your school's ITSS set the computers to **NOT** time out after inactivity for this one day. Clearly label a box to collect used *Voter Access Cards*. You may wish to cut a slot in the top of the box.

### Election Day – Prior to Opening the Polls

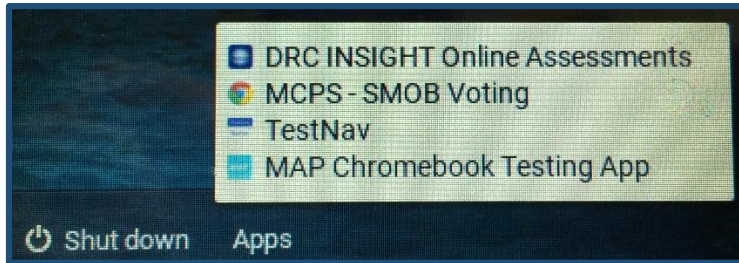
#### Voting Procedure Using Desktop Computers

1. Sign the opening election certificate.
2. Be sure the computers are set up for voter privacy and that there is easy access to at least one computer for special needs voters.
3. Log on to the computers designated as **VOTER UNITS** using a login/password provided by your school's ITSS. Students should not use their personal login information.
4. The voter login screen should appear.

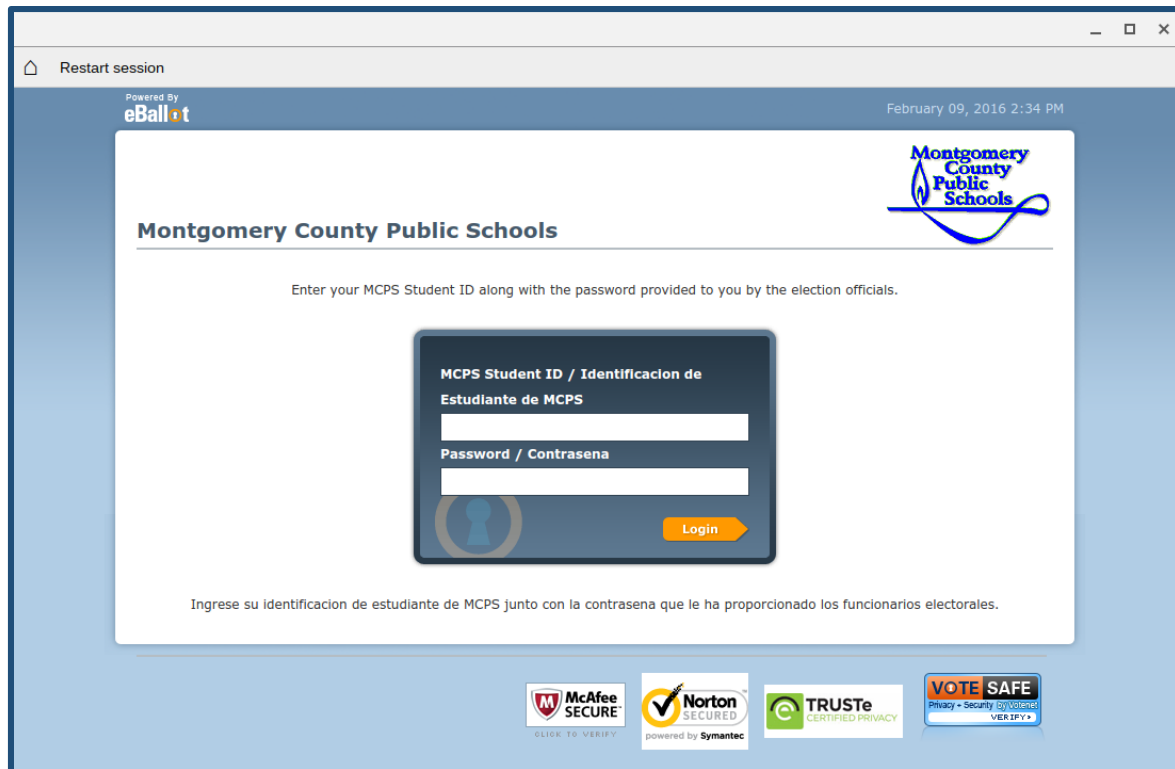
A screenshot of the Montgomery County Public Schools (MCPS) voter login interface. The page has a white background with a blue header. In the top right corner, the MCPS logo is displayed, featuring a stylized blue flame and the text "Montgomery County Public Schools". Below the logo, the text "Montgomery County Public Schools" is written in a bold, blue font. A horizontal line separates the header from the main content area. In the center of the page, there is a dark blue rectangular box with rounded corners. Inside this box, the text "MCPS Student ID / Identificación de Estudiante de MCPS" is written in white. Below this text is a white input field. Underneath the input field, the text "Password / Contraseña" is written in white. Below the password field is another white input field. At the bottom right of the dark blue box is an orange button with the word "Login" in white. Below the dark blue box, the text "Ingrese su identificación de estudiante de MCPS junto con la contraseña que le ha proporcionado los funcionarios electorales." is written in a small, black font. At the bottom of the page, there is a blue footer bar containing three security logos: VeriSign Trusted, McAfee SECURE, and VOTE SAFE. The VeriSign logo includes the text "VERIFY" and "TESTED 25-JAN". The McAfee logo includes the text "TESTED 25-JAN". The VOTE SAFE logo includes the text "Privacy + Security by VeriSign" and "VERIFY".

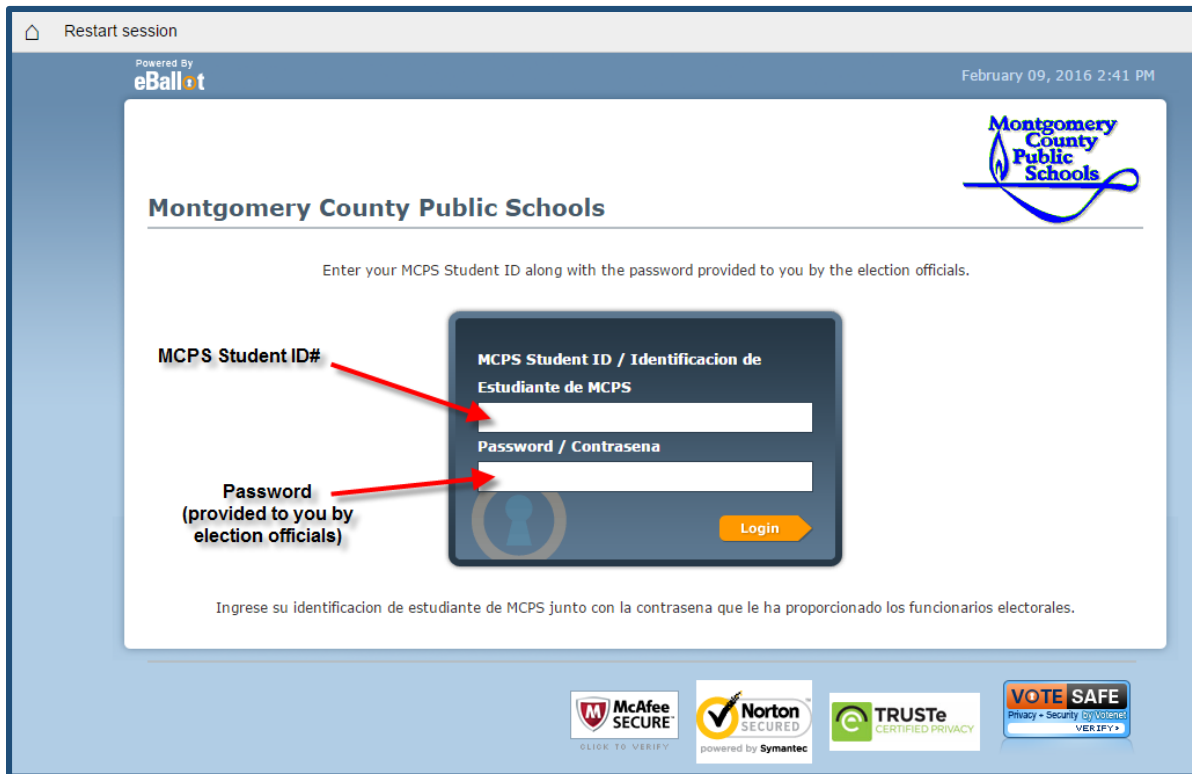
## Voting Procedure Using Chromebooks

1. Open the Chromebook (power on if necessary) and wait for the device to connect to the wireless network. The login screen will appear.
2. Do not log into the Chromebook.
3. In the bottom left corner, click on **Apps** and select **MCPS – SMOB Voting**.



4. The voter login screen should appear. If there is a problem seeing the entire voting window without scrolling, use the key combination Control – to zoom out. Control + will zoom in.





### Election Day --- After the Polls Open

1. Be ready to escort voters from the registration table, where they will receive their **VOTER ACCESS CARD**, to an available voting unit
2. Ask the voter, "Is that your name and student ID on the voter access card?" ***It is very important that the voters only have their own card.***
3. At the computer, watch the voter enter his/her **MCPS STUDENT ID** and **PASSWORD**.
4. After the voter clicks on the **LOGIN** button and you see the ballot page appear, verifying that the login ID/password worked, leave the voter for privacy.
5. When the voter leaves the voting unit, Collect the **VOTER ACCESS CARD** and put it in the labeled collection box.
6. Escort the next voter to an available unit
7. Check that the election login page appears
  - If the login page is not on the screen, check to be sure that the last voter clicked on **Logout**
    - If needed, reset the computer to the login page (using the bookmarked site).
    - Follow all of the previous procedures, being sure to check that the voter has his/her correct voter access card!

### Election Day – Closing the Polls

1. After the chief judge announces the polls are closed, quit the internet site
2. Log off of the computer
3. If directed to do so, shut down the computers and turn off the monitors
4. Take the Voter Access Card collection box to the registration or other designed area
5. Sign the closing election certificate
6. Help put the polling place back its original configuration

## VOTING PROCEDURES

1. At the appropriate station (alphabetical by last name), pick up your **VOTER ACCESS CARD**
2. **Check to be sure that you received a card with YOUR name, grade, and MCPS Student ID**
3. Wait to be escorted to a computer designated as a voting unit
4. Enter your **MCPS STUDENT ID** and **PASSWORD** from the **VOTER ACCESS CARD**)
5. Click on **LOGIN** to proceed

Richard Montgomery HS #201

**Cherry, Maddox**

**Teacher: Doe, J. – Prd. 4**

GRD: 10

**MCPS Student ID: 789456**

**Password: ZXA6W8911**

After voting, return this card to the Ballot Judge.  
This password will only allow you to vote once.

*Thank you for participating in this election.*




## Montgomery County Public Schools

Enter your MCPS Student ID along with the password provided to you by the election officials.

**MCPS Student ID / Identificación de Estudiante de MCPS**

**Password / Contraseña**

 **Login**

Ingrese su identificación de estudiante de MCPS junto con la contraseña que le ha proporcionado los funcionarios electorales.



6. Answer the first ballot question (mandatory) by checking the **YES** or **NO** box.

7. Select one candidate by clicking the box.

8. Click on **SUBMIT**

9. See “receipt” page – “Your selection has been successfully transmitted”

Powered by eBallot

Logged In As: testvoter3 | Home | Logout

Montgomery County Public Schools

This voting or survey event is currently in Test Mode. All votes cast during the testing phase will be stored in a unofficial testing database.

**TEST ELECTION 2019**

Open Until March 29, 2019 3:30 PM (GMT-05:00) Eastern Time (US & Canada)


Page 1 of 1

Was the registration process easy? (Fue fácil el proceso de registro?)


Yes

No

Vote for the candidate of your choice (Vote por el candidato de su selección)

 **Adorable Kitten**

- I have exquisitely soft fur.
- My paws are soft and clean.
- I enjoy eating tuna.

 **Adorable Puppy**

- I have stylish streaks in my hair.
- I have a positive, can-do attitude.
- My tail wags all the time.

1 of 1

Back

Submit

McAfee SECURE

Norton SECURED powered by digiart

PRIVACY FEEDBACK Powered by TRUSTe

10. Click on **LOGOUT** which takes you back to the login page for the next voter

11. Return your **VOTER ACCESS CARD** to the Ballot Judge (there is a collection box for the card).

Montgomery County Public Schools

**Election for Student Member of the Board of Education**

Your selections have been successfully transmitted

Your Selections

Received

Confirmation#: 25453121185654969

Date: April 25, 2012

Time: 11:42 a.m. (GMT-05:00) Eastern Time (US & Canada)

Home Logout

## RETURNING MATERIALS

On Election Day, polls may be opened at 7:15 a.m. All polls MUST close by 3:30 p.m. A central server controls the election program. It is programmed to end the election at 3:30 p.m. The voting site will not be active after 3:30 p.m.

### Questions

Only the adult election supervisor or student chief judge should contact the Office of Student Leadership and Volunteers on Election Day. Please email any questions to **Shella\_B\_Cherry@mcpsmd.org**. Email is preferred so names, student IDs, issues, etc. are in writing and can be referred quickly to the election ITSS Jean Sherer ([Jean\\_B\\_Sherer@mcpsmd.org](mailto:Jean_B_Sherer@mcpsmd.org)) or to the VoteNet technician.

If you have to call with questions or an emergency situation, please contact the Office of Student Leadership and Volunteers at **240-740-4692 (land line) or 240-994-7494 (cell phone)**. The Election Center will be held at the Office of Student Leadership and Volunteers, Carver Educational Services Center, Room 211.

### Election Documents

***Each school is required to return five election documents to the Student Leadership Unit.*** Schools should return the five documents via the MCPS pony system. The forms should be ponied to **Mrs. Shella Cherry, Office of Student Leadership and Volunteers, Carver Educational Services Center, Room 211.**

- Document/Equipment Checklist
- Official Training Certification
- Opening/Closing Polls Certificates
- Ballot Issues Chart (used or unused)
- Voter Assistance Record (used or unused)

Please duplicate these forms if additional space is needed. Return all pages of the document. Please make a copy for your school files as well.

SMOB Election Document 2019

School Name: \_\_\_\_\_

School Number: \_\_\_\_\_

# Documents Checklist

**Received**

SMOB Election Documents

**Returned**



- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Document/equipment checklist (completed & signed)      | <input type="checkbox"/> |
| <input type="checkbox"/> | Official training certification (completed & signed)   | <input type="checkbox"/> |
| <input type="checkbox"/> | Opening/closing polls certificate (completed & signed) | <input type="checkbox"/> |
| <input type="checkbox"/> | Ballot issues chart (returned even if not used)        | <input type="checkbox"/> |
| <input type="checkbox"/> | Voter assistance record (returned even if not used)    | <input type="checkbox"/> |

Schools must complete these forms and return them via the MCPS pony to the Student Leadership Unit, Carver Educational Services Center, Room 211. Documents should be put in the pony after the election for pick-up the following morning.

Please remember that this is the election of a public official. It is approximately the 13th largest election in the state of Maryland. The supervising staff member and trained student election judges must take their jobs seriously and follow the procedures carefully.

**For the SMOB election, our school used the following number of computers:**

**For the SMOB election, our school used the following number of chromebooks:**





**SMOB Election Document 2019**

**School Name:** \_\_\_\_\_ **School Number:** \_\_\_\_\_

**OPENING CERTIFICATE**

We, the election judges at \_\_\_\_\_ (school name) in Montgomery County, Maryland, hereby certify that on the **24th day of APRIL, year 2019**, the polls for said school were opened at \_\_\_\_\_AM.

\_\_\_\_\_  
*Chief Judge*

\_\_\_\_\_  
*Adult Election Supervisor*

All other election judges should sign in the box below.

1	10
2	11
3	12
4	13
5	14
6	15
7	16
8	17
9	18

**CLOSING CERTIFICATE**

We, the election judges at \_\_\_\_\_ (school name) in Montgomery County, Maryland, hereby certify that on the **24th day of APRIL, year 2019**, the polls for said school were closed at \_\_\_\_\_AM/PM (circle).

\_\_\_\_\_  
*Chief Judge*

\_\_\_\_\_  
*Adult Election Supervisor*

All other election judges should sign in the box below.

1	10
2	11
3	12
4	13
5	14
6	15
7	16
8	17
9	18

**SMOB Election Document 2019**

**School Name:** \_\_\_\_\_

**School Number:** \_\_\_\_\_

**BALLOT ISSUES**

<b>CODE</b>	<b>SCENARIOS</b>	<b>ACTION</b>
1	Student is currently enrolled in your school. He/she transferred here from another MCPS school after the voter access cards were printed.	On the chart below, mark the student for voting. Email the election call center for directions.
2	Student is currently enrolled in your school. He/she transferred/enrolled here from outside of MCPS schools after the voter access cards were printed	On the chart below, mark the student for voting. Email the election call center for directions.
3	Student is and has been enrolled in your school. There is no voter access card.	Email the election call center for directions. If the election center says that the student is already marked as voting and the student voter access card is in the "used" voter access box (exiting the polling place), this student may not vote again.
4	Student who requested early voting because they said that they, individually or as part of a field trip, would not be present on election day). Their "voter access card" was not used and is with the other voter access cards.	<b>This student may vote.</b> If in reality the student didn't vote early, the ID/Password on the voter access card will still work.
5	Other situations	Email the election call center for directions.

<b>CODE</b>	<b>PRINTED STUDENT NAME (be sure it is readable!)</b>	<b>GRADE</b>	<b>Verification by adult supervisor is required</b>

**SMOB Election Document 2019**

**School Name:** \_\_\_\_\_

**School Number:** \_\_\_\_\_

**VOTER ASSISTANCE**

A voter who is disabled in any way or who cannot read or write the English language may receive assistance in the polling area with voting the ballot. Prior to receiving assistance, the Voter Assistance Record (see below) must be completed. Assistance with voting may be provided by one person of the voter's choice or by the Chief Judge or the Deputy Chief Judge.

**Restrictions:**

1. Assistance in voting shall be limited to reading the ballot information to the voter and voting the ballot as directed by the voter.
2. No one offering assistance may influence or attempt to influence the voter with his/her selection of candidates.
3. If the voter is unable to sign, have him/her place an "X" or other mark on the signature line below.
4. If the voter signed by placing an "X" or other mark on the signature line, another judge should sign verification (third column) that the individual whose name appears in the signature column is unable to sign his/her name and was qualified to vote in this election

The listed voter has requested assistance in voting and is being assisted by the person or election judge listed. The person(s) assisting the voter have advised that:

- I will assist the voter named below in casting his/her vote.
- I will not attempt to influence the voter to vote for or against any candidate appearing on the ballot.

<i>Voter Requesting Assistance</i> <b>PRINT VOTER NAME</b>	<i>Voter Requesting Assistance</i> <b>VOTER SIGNATURE</b>	<i>Assistant or Election Judge</i> <b>SIGNATURE</b>	Verification that a voter requesting assistance that signs an "X" or other mark is qualified to vote in this election <b>(signature of another election official)</b>