

# POLL WORKER INFORMATION SESSION



Committee of Seventy



LEAGUE OF WOMEN VOTERS®  
OF PENNSYLVANIA

# In Today's Session We Will:

- Review the **organization of a polling place** and who can (and cannot) be inside on Election Day
- Outline key **poll worker tasks and responsibilities**
- Share **tools** to help you understand your tasks and guide you in your polling place
- Highlight **situations and special procedures** you may encounter

# Who can be in a polling place?

## **Only certain people are permitted in polling places:**

- Poll workers (aka Election Board members)
- Poll watchers (certified by the county)
- Voters (in act of voting)
- Children of voters
- Persons providing authorized assistance to voters
- Interpreters

# Election Board Positions

## Judge of Elections

- Oversees all Election Day activities & personnel
- Opens and closes the polls
- Responsible for paperwork at polling station
- Pick up and deliver election supplies
- Swear in other poll workers on Election Day morning

## Majority Inspector

- Works closely with the Minority Inspector
- Manage poll books
- Issue ballots to eligible voters
- Named “Majority” because they are the Inspector receiving the most votes at the election

**Note:** Poll workers should learn and be prepared to do any job of their fellow board members, especially in the case of an emergency.

# Election Board Positions

## Minority Inspector

- Works closely with the Majority Inspector
- Manage poll books
- Hold a sealed envelope of election returns for 2 years after election

## Clerk

- Assist with precinct operations
- Track the number of voters
- Check in voters

## Machine Inspector

- Handles the opening and closing of the voting machines
- Activates the machine for voters to cast their ballots
- Maintain voter privacy as they vote

# Poll Worker v. Poll Watcher

## **Poll worker**

Someone who is paid to carry out essential tasks at the polls on Election Day.

## **Poll watcher**

Someone, appointed by a candidate or party, who observes the election process.

# What can poll watchers do?

## **Poll watchers CAN....**

- Make *good-faith* challenges to elector's identity and residence in the division
  - Judge of Election determines if the challenge is made in good-faith
  - Discriminatory or frivolous challenges infringe on the right to vote and are unlawful
- Examine the voting checklist & numbered list of voters
- Observe the tabulation of votes after polls close
- Report issues and potential violations to the County Board of Elections and/or District Attorney

# What can poll watchers not do?

## **Poll watchers CANNOT....**

- Disrupt or interfere with the voting process
- Engage or attempt to influence voters
- Harass or intimidate voters
  - Examples include: blocking door to polling place, asking voters for documentation, videotaping voters
- Electioneer inside polling place or within 10 feet of polling place
- cannot work unless they have a watcher's certificate issued by the county and are a registered voter of the county.

**Judge of Elections is obligated to remove a poll watcher if they engage in prohibited activities**



# Language access at the polls

**Special supports exist for voters who are limited English proficient.**

Section 203 of the Voting Rights Act dictates that certain counties must provide voting materials and assistance in multiple languages.

Counties which must provide voting materials and assistance in Spanish:

- Berks County
- Lehigh County
- Philadelphia County

County which must provide voting materials and assistance in Chinese:

- Philadelphia County

# Language access at the polls

**Voters who may need language assistance can bring someone to help.**

Voters can get help as long as the person who helps:

- Is not your employer or union representative
- Is not the judge of elections

Voters may have to sign a declaration stating that they need assistance.

# Accessibility for voters with a disability

## **Special supports exist for voters with disabilities.**

Every polling place is required to have at least one accessible voting station.

Any voter may bring someone to help them vote as long as the person who helps is not:

- Their employer or union representative
- Judge of Election

Voters may have to sign a declaration stating that they need assistance.

# Outline of Election Day

**6:15am** POLL WORKERS ARRIVE

**6:30am-7:00am** SET UP POLLS

**7:00am** Polls Open

**7:00am-8:00pm** VOTING

**8:00pm** Polls Close

**8:00pm-??** TAKE DOWN POLLS

# First Task: Set Up Polling Place

## Your space will have the following materials...

- The Judge's Box
- Secured voting machines
- Cleaning and disinfecting supplies
- Supplies for physical distancing

## For setup, you need to...

- Take the Oath of Office
- Distribute responsibilities and assign stations
- Unpack supplies and post signage from Judge's Box
- Set up voting machines

# The Judge's Box

## Over 30 things are inside:

- Administrative sheets that require signing by various poll workers
- Signs to be posted
- Supplies for voters and poll workers
- Materials for processing voters

There are a **lot of items** in the Judge's Box and a **limited amount of time** to distribute materials and set up the polling place.

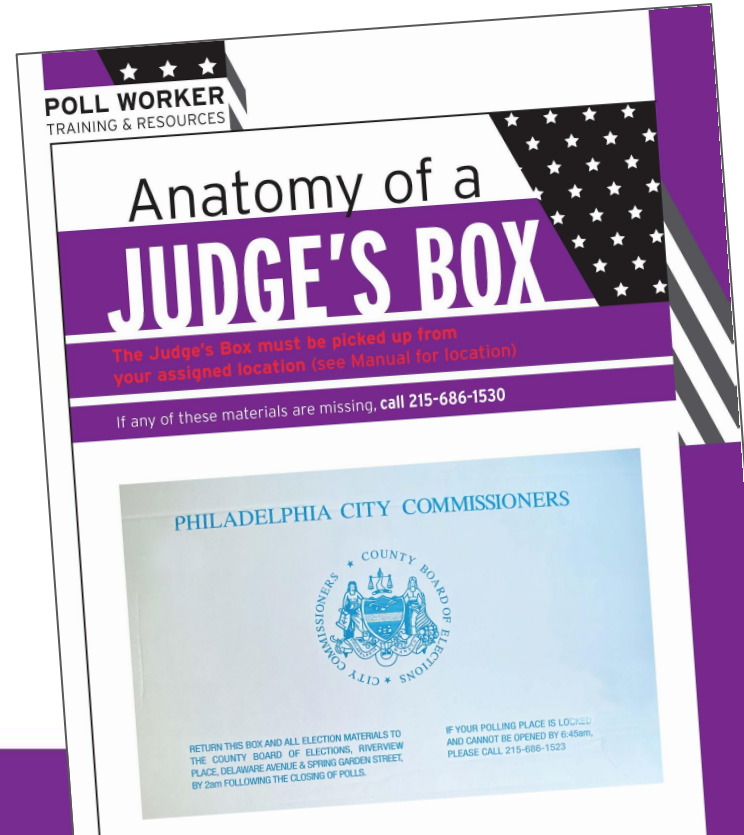
**WHICH BRINGS US  
TO OUR FIRST TOOL!**

# Tool: Anatomy of a Judge's Box

**A 12-page VISUAL GUIDE to the 30+ materials located in the Judge's Box**

## Uses

- Helps you locate the items you need within the huge collection of items
- Clarifies when you might need each item and what they look like

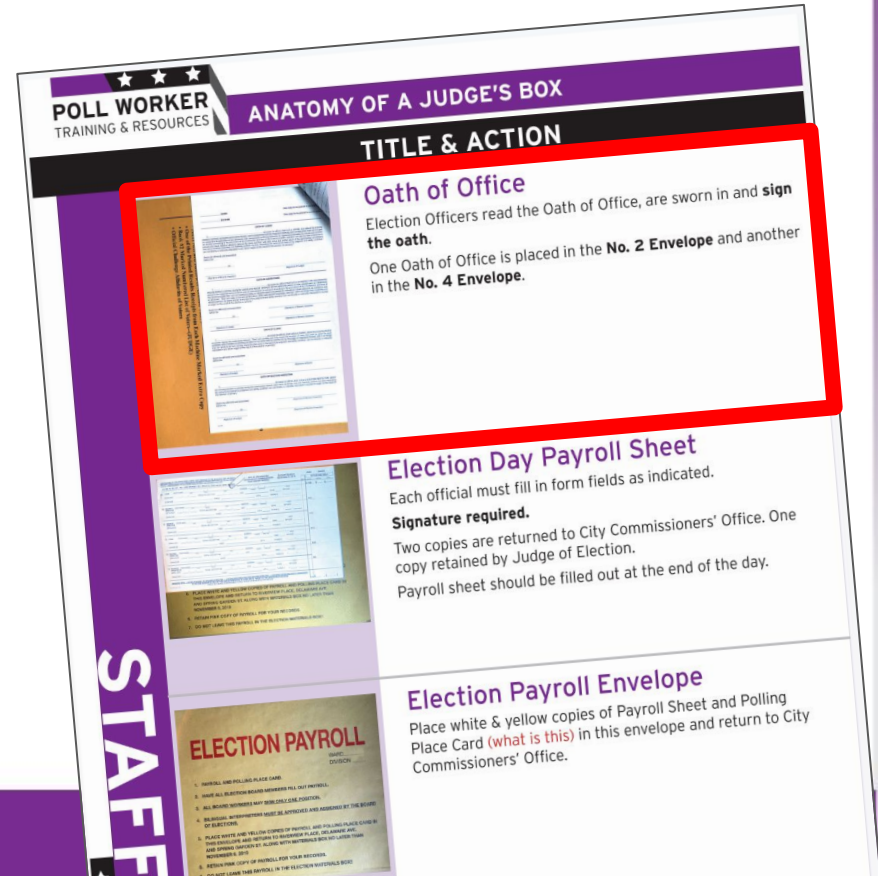


# Tool: Anatomy of a Judge's Box

## Oath of Office

The first thing everyone must do is take the Oath of Office, which is required by state law.

However this piece of paper may not be on top--you may have to look for it.





# Tool: Anatomy of a Judge's Box

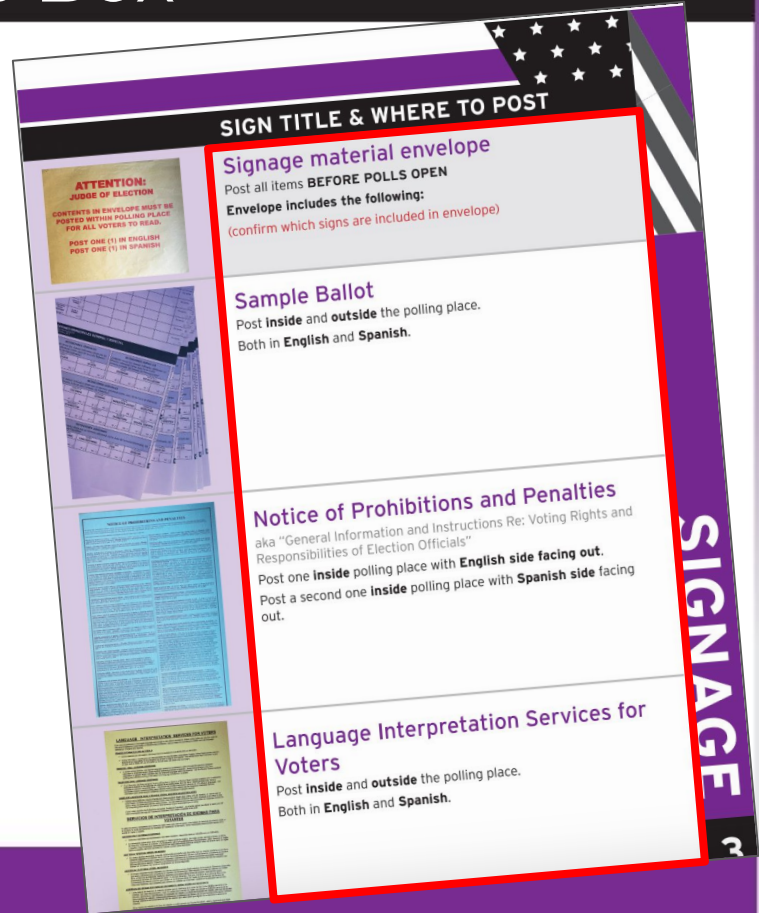
## Supplies and Signage

There are many different signs that need to be posted in various locations. The guide ensures you have an exhaustive list of signs and where to place them.

## Sign Types

- general voting info signs
- voter rights signs
- language and ADA assistance

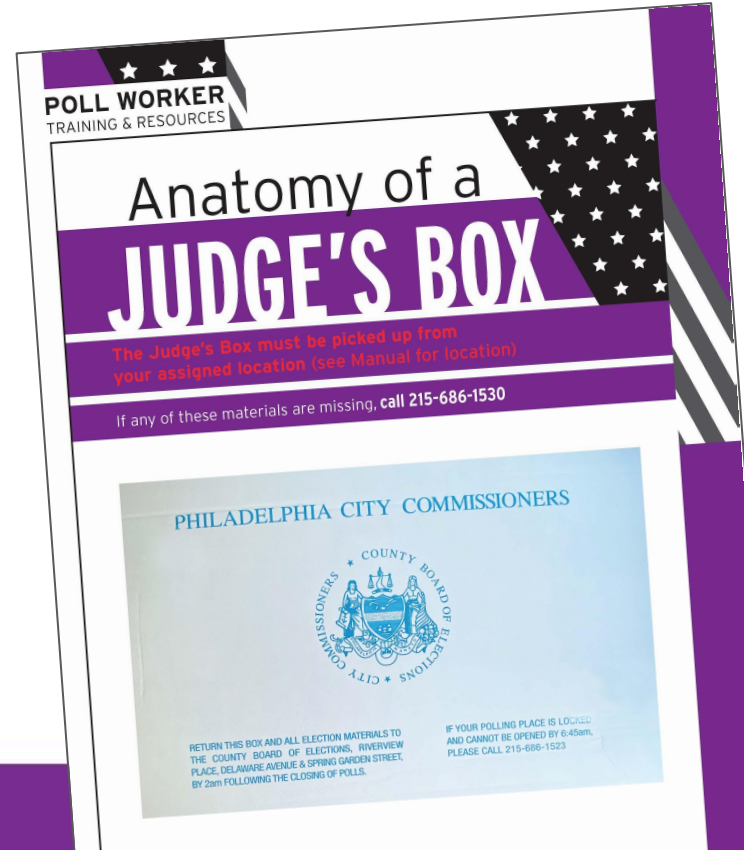
It's helpful to have a few folks work on posting signage immediately.



# Tool: Anatomy of a Judge's Box

## Takeaways

- Know what's in the Judge's Box
- Ultimately, the Judge is responsible for the box, but it's helpful if all poll workers know what's in it.
- This is a great check on your knowledge. If you don't know what each item is used for and how to use it, that's a sign to review that material.



# Polling Place Stations

**The layout of each polling place will differ** depending upon the size and dimensions of the space and the number of voters that may visit to cast ballots.

There are **common roles and tasks in each polling place** and specific areas where these are completed.

It's helpful for poll workers to be able to **review the supplies, roles, and procedures** at the different stations and to **quickly access relevant information to make decisions** on Election Day.

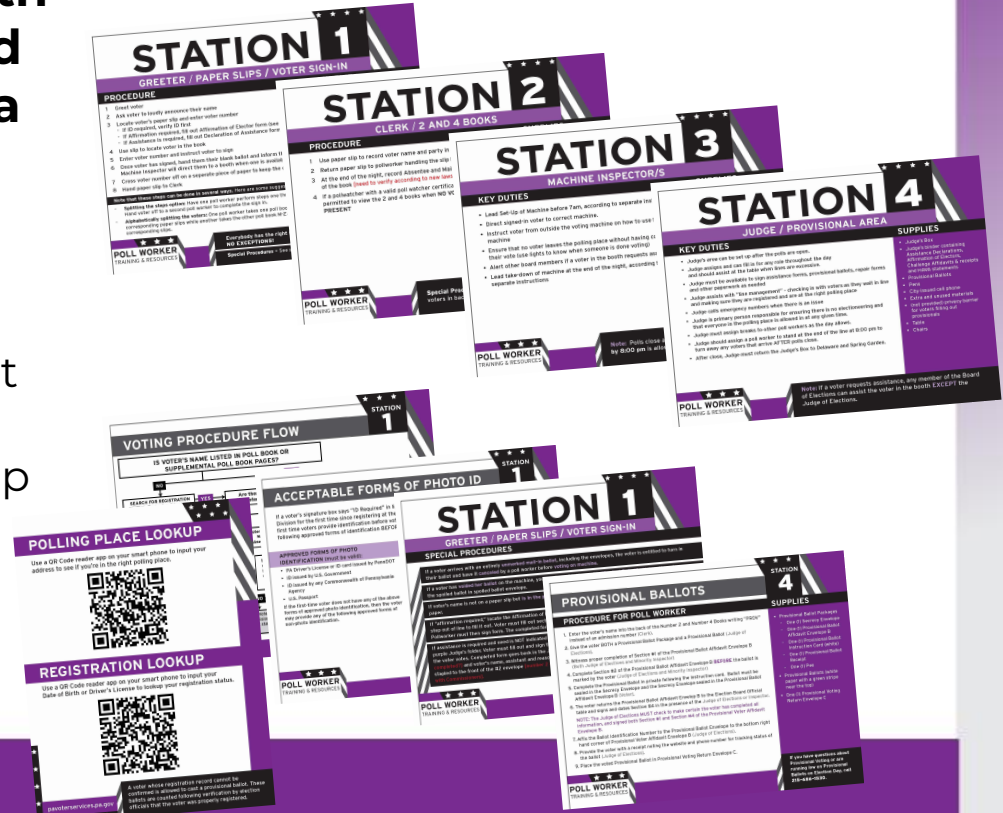
**WHICH BRINGS US  
TO OUR NEXT TOOLS!**

# Tool: Station Cards and Guides

A series of one-page guides with instructions, key reminders and procedures for each station in a polling place.

## Uses

- Review before Election Day to familiarize yourself with different roles and procedures
- Confirm procedures and get help making decisions in key voting situations



**POLL WORKER**  
INFORMATION SESSION

# Simplified Process Flow

**STATION  
1**

**Check In**

**STATION  
3**

**Machine  
Inspector**

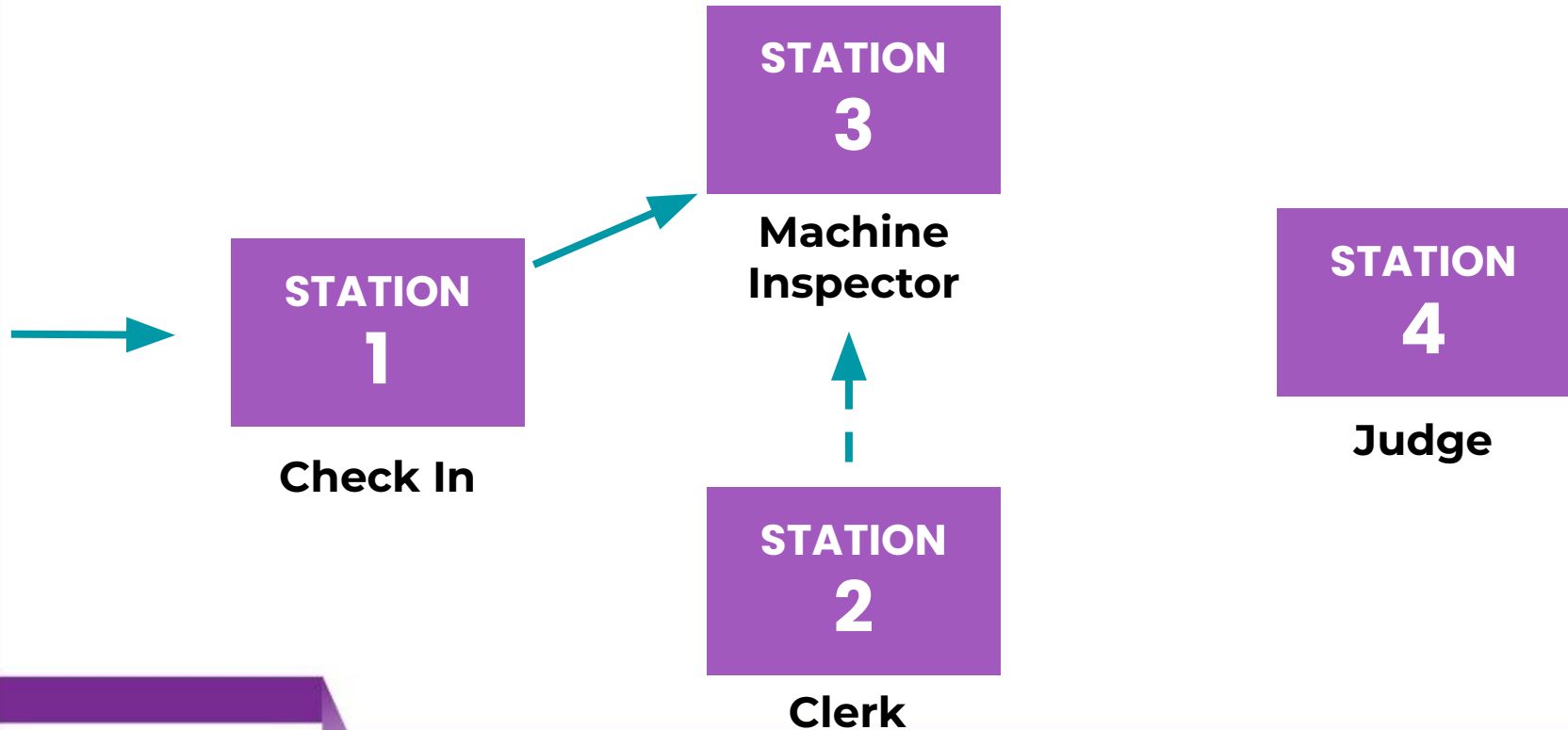
**STATION  
2**

**Clerk**

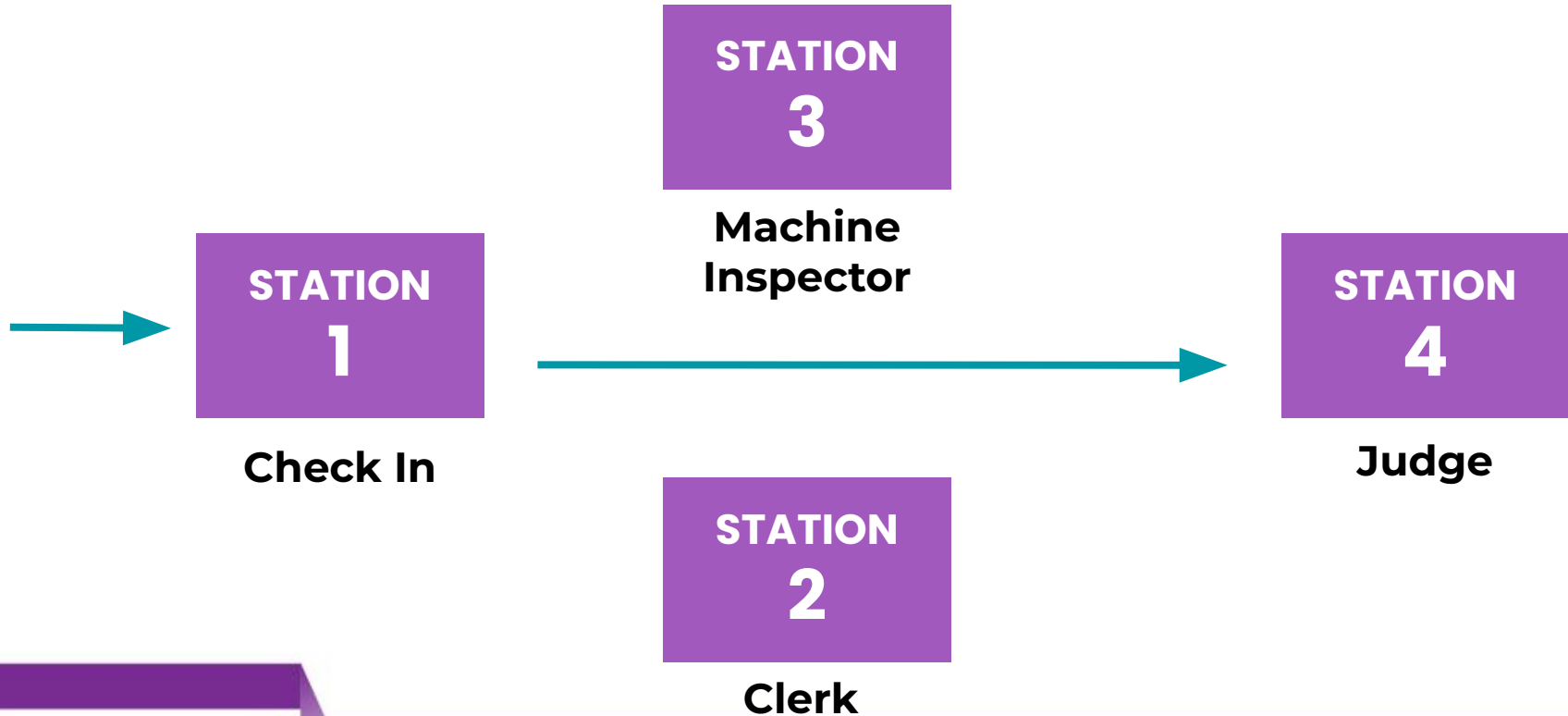
**STATION  
4**

**Judge**

# Active Voters: Check In → Voting Machines



# Other Voters: Check In → Provisional



# Tool: Station Card

A lot happens at Station 1. The following tools help navigate the check in procedures and ensure that all voters can vote either on the machine or provisionally.

## Tasks include:

- Check if voter in poll book
- Decide if a voter can vote on the machine or provisionally
- If required, check ID
- Check registration status
- Check if correct polling place

**STATION 1**  
GREETER / PAPER SLIPS / VOTER SIGN-IN

**PROCEDURE**

- 1 Greet voter
- 2 Ask voter to loudly announce their name
- 3 Locate voter's paper slip and enter voter number
  - If ID required, verify ID first
  - If Affirmation required, fill out Affirmation of Elector form (see side 2)
  - If Assistance is required, fill out Declaration of Assistance form (see side 2)
- 4 Use slip to locate voter in the book
- 5 Enter voter number and instruct voter to sign
- 6 Once voter has signed, hand them their blank ballot and inform them that the Machine Inspector will direct them to a booth when one is available
- 7 Cross voter number off on a separate piece of paper to keep the count
- 8 Hand paper slip to Clerk

**Note that these steps can be done in several ways. Here are some suggested options:**

- **Splitting the steps option:** Have one poll worker perform steps one through three. Hand voter off to a second poll worker to complete the sign in.
- **Alphabetically splitting the voters:** One poll worker takes one poll book A-L and corresponding paper slips while another takes the other poll book M-Z and corresponding slips.

**SUPPLIES**

- Card Box w/ slips alphabetized
- Blank paper for tracking voter number
- Pens
- Poll Books
- Supplemental Poll Book Pages
- Mail-In Ballot List
- Blank Ballots
- Map of division boundaries
- QR Codes for voter polling place/ registration lookup
- Smart phone (not provided)
- Spoiled Ballot Stickers
- Spoiled Ballot Envelope
- Accepted forms of ID list
- Affirmation Forms
- Assistance Forms

**POLL WORKER**  
TRAINING & RESOURCES

Everybody has the right to vote on a **PROVISIONAL** ballot.  
**NO EXCEPTIONS!**  
Special Procedures - See side 2.



# Tool: Voting Procedure Flow

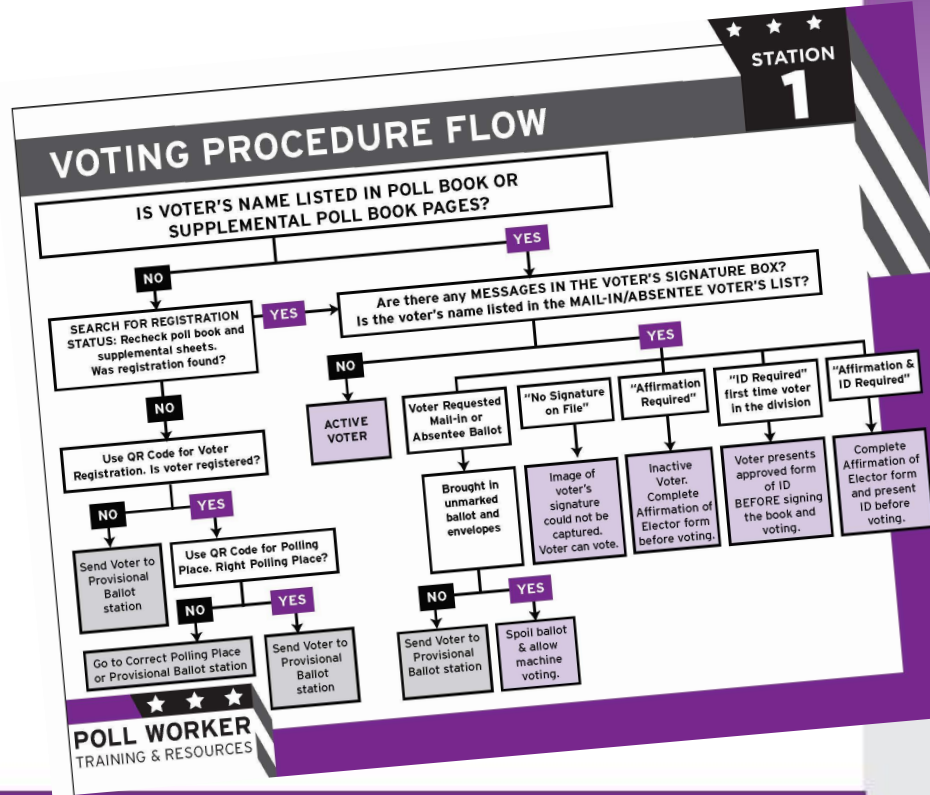
This flowchart is a guide to help you navigate whether or not a voter must complete additional steps before voting

OR

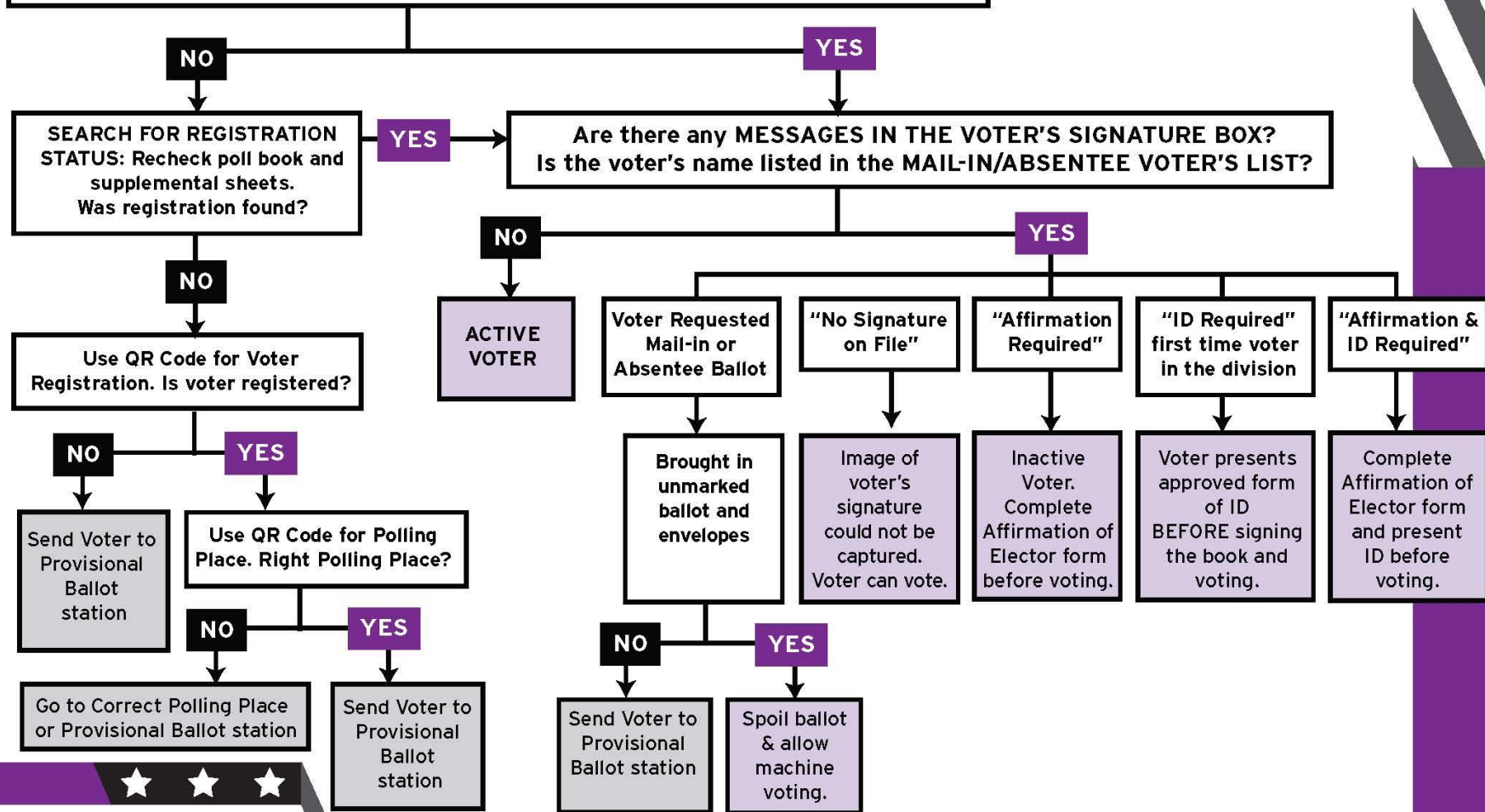
If they must vote provisionally

OR

Directed to their correct polling place



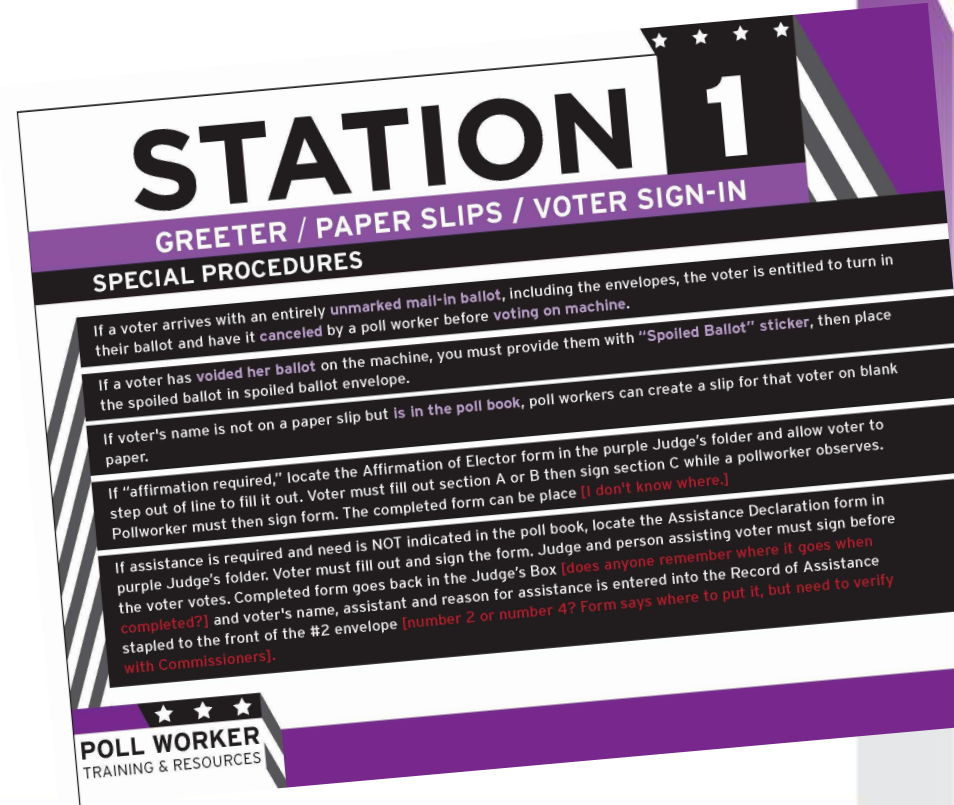
# IS VOTER'S NAME LISTED IN POLL BOOK OR SUPPLEMENTAL POLL BOOK PAGES?



# Tool: Station Cards

This guide gives you more details on **special procedures** for situations like:

- Voter arrives with mail-in ballot + outer envelope
- Voter has voided ballot on machine (spoiled ballots)
- Voter in poll book but there is no paper slip
- Affirmation required
- Assistance required



# Tool: Polling Place and Registration Lookup

This tool allows voters to quickly look up (with a smartphone camera) their polling place or if they are registered to vote.

A copy should be at Station 1 and outside a polling place where voters line up.

This will also be available in Spanish & Chinese (in PHL).



# Tool: Acceptable Forms of ID

If the voter's signature box says "ID Required," the person is voting in the Division for the first time and they must provide identification.

Use this guide to determine acceptable forms of ID, both photo and non-photo options

\*\*\*  
**STATION 1**

## ACCEPTABLE FORMS OF PHOTO ID

If a voter's signature box says "ID Required" in light grey, then this person is voting in the Division for the first time since registering at their address. Federal and State laws require that first time voters provide identification before voting. The voter must provide one of the following approved forms of identification BEFORE signing the poll book:

### APPROVED FORMS OF PHOTO IDENTIFICATION (must be valid):

- PA Driver's License or ID card issued by PennDOT
- ID issued by U.S. Government
- ID issued by any Commonwealth of Pennsylvania Agency
- U.S. Passport

If the first-time voter does not have any of the above forms of approved photo identification, then the voter may provide any of the following approved forms of non-photo identification.

### APPROVED FORMS OF NON-PHOTO IDENTIFICATION (must include the voter's name and address of registration):

- Voter Registration Card issued by the Voter Registration Office
- Non-Photo ID issued by the Commonwealth of Pennsylvania
- Non-Photo ID issued by the U.S. Government
- Current bank statement
- Current utility bill
- Current paycheck
- Government check
- Firearm permit
- U.S. Armed Forces ID
- Student ID
- Employee ID

\*\*\*  
**POLL WORKER**  
TRAINING & RESOURCES

# Tool: Station Card

## The Machine Inspector:

- Sets up the voting machines
- Directs voters to machines
- Provides instruction from outside the machine
- Ensures no voter accidentally leaves without having completed their vote
- Gets assistance if needed
- Takes down the machine

**STATION 3**

**MACHINE INSPECTOR/S**

**KEY DUTIES**

- Lead Set-Up of Machine before 7am, according to separate instructions
- Direct signed-in voter to correct machine.
- Instruct voter from outside the voting machine on how to use the machine
- Ensure that no voter leaves the polling place without having completed their vote (use lights to know when someone is done voting)
- Alert other board members if a voter in the booth requests assistance
- Lead take-down of machine at the end of the night, according to separate instructions

**SUPPLIES**

- Pens
- Chair

**POLL WORKER**  
TRAINING & RESOURCES

Note: Polls close at 8:00 pm and anyone already in line by 8:00 pm is allowed to vote.



# Tool: Station Card

The judge is involved in many parts of the voting process. It's normal to need to consult the judge many times throughout the day.

## If You Aren't the Judge...

- You may need a judge's signature
- You may need a judge's help
- You may need something from the judge's box

## If You Are the Judge

- Can be hard to remember all your responsibilities and supplies

**STATION 4**

**JUDGE / PROVISIONAL AREA**

**KEY DUTIES**

- Judge's area can be set up after the polls are open.
- Judge assigns and can fill in for any role throughout the day and should assist at the table when lines are excessive.
- Judge must be available to sign assistance forms, provisional ballots, repair forms and other paperwork as needed
- Judge assists with "line management" - checking in with voters as they wait in line and making sure they are registered and are at the right polling place
- Judge calls emergency numbers when there is an issue
- Judge is primary person responsible for ensuring there is no electioneering and that everyone in the polling place is allowed in at any given time.
- Judge must assign breaks to other poll workers as the day allows.
- Judge should assign a poll worker to stand at the end of the line at 8:00 pm to turn away any voters that arrive AFTER polls close.
- After close, Judge must return the Judge's Box to Delaware and Spring Garden.

**SUPPLIES**

- Judge's Box
- Judge's binder containing Assistance Declarations, Affirmation of Electors, Challenge Affidavits & receipts and HAVA statements
- Provisional Ballots
- Pens
- City-issued cell phone
- Extra and unused materials
- (not provided) privacy barrier for voters filling out provisionals
- Table
- Chairs

**POLL WORKER**  
TRAINING & RESOURCES

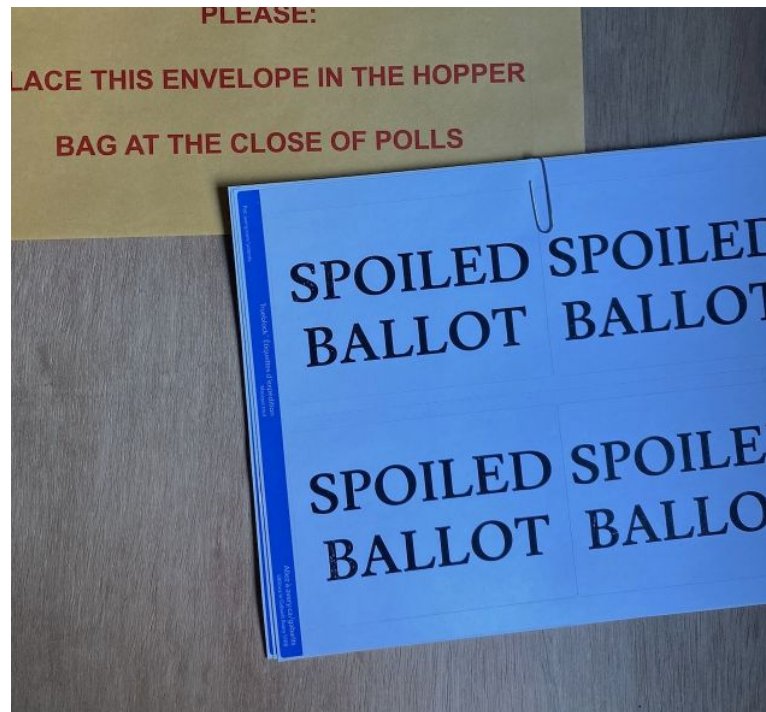
Note: If a voter requests assistance, any member of the Board of Elections can assist the voter in the booth EXCEPT the Judge of Elections.

# Spoiling a Mail-in/Absentee Ballot

**Voters who applied and received mail-in or absentee ballots may vote on the machine if:**

- They give their ballot and return envelope to the judge of elections
- Signs a statement requesting that the ballot be spoiled
- The ballot can be 'clean' or filled in.

**If they do not bring in the ballot and/or envelope, they are allowed to vote by provisional ballot.**





# Administering a Provisional Ballot

The vast majority of voters will not need to use a provisional ballot. But their use may be more common with the availability of mail-in ballots for registered voters.

**Both the Judge of Elections and Minority Inspector** are needed to administer provisional ballots.

## **Situations where a Provisional Ballot is needed include:**

- Voter is not in poll book or supplemental poll book
- Voter is not at correct polling place and does not want to go to correct polling place
- Voter requested mail-in or absentee ballot, but has not brought the ballot and declaration envelope to the polling place to void
- Voter without proper identification

# Tool: Provisional Ballot Procedure Card

Documents all the **supplies and steps needed to administer a provisional ballot.**

**POLL WORKER**  
INFORMATION SESSION

★ ★ ★  
**STATION**  
**4**

**SUPPLIES**

**PROVISIONAL BALLOTS**

**PROCEDURE FOR POLL WORKER**

1. Enter the voter's name into the back of the Number 2 and Number 4 Books writing "PROV" instead of an admission number (Clerk).
2. Give the voter BOTH a Provisional Ballot Package and a Provisional Ballot (Judge of Elections).
3. Witness proper completion of Section #1 of the Provisional Ballot Affidavit Envelope B (Both Judge of Elections and Minority Inspector)
4. Complete Section #2 of the Provisional Ballot Affidavit Envelope B **BEFORE** the ballot is marked by the voter (Judge of Elections and Minority Inspector)
5. Complete the Provisional Ballot in private following the instruction card. Ballot must be sealed in the Secrecy Envelope and the Secrecy Envelope sealed in the Provisional Ballot Affidavit Envelope B (Voter).
6. The voter returns the Provisional Ballot Affidavit Envelope B to the Election Board Official table and signs and dates Section #4 in the presence of the Judge of Elections or Inspector.  
**NOTE: The Judge of Elections MUST check to make certain the voter has completed all information, and signed both Section #1 and Section #4 of the Provisional Voter Affidavit Envelope B.**
7. Affix the Ballot Identification Number to the Provisional Ballot Envelope to the bottom right hand corner of Provisional Voter Affidavit Envelope B (Judge of Elections).
8. Provide the voter with a receipt noting the website and phone number for tracking status of the ballot (Judge of Elections).
9. Place the voted Provisional Ballot in Provisional Voting Return Envelope C.

★ ★ ★  
**POLL WORKER**  
TRAINING & RESOURCES

- Provisional Ballot Packages
  - One (1) Secrecy Envelope
  - One (1) Provisional Ballot Affidavit Envelope B
  - One (1) Provisional Ballot Instruction Card (white)
  - One (1) Provisional Ballot Receipt
  - One (1) Pen
- Provisional Ballots (white paper with a green stripe near the top)
- One (1) Provisional Voting Return Envelope C

If you have questions about Provisional Voting or are running low on Provisional Ballots on Election Day, call 215-686-1530.

# Q&A

# Thank You!

## PROCEDURE FOR POLL WORKER

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