# DISTRICT BOARD OFFICIAL TRAINING

Middlesex County, New Jersey

***"The Greatest County in the Land!"***


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## You Are Important!

- As a Middlesex County District Board Official, you represent the Middlesex County Board of Elections and have an important job.
- You have been appointed to serve the people of Middlesex County. Your efforts make a fair smoothly run election possible and help maintain our basic American right to a free election.


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## District Board Officials are Also Known as Poll Workers

- Recently, a new state law allows 16 or 17 year old students to work as District Board Officials. If they are placed in your district, remember that they have the same rights and responsibilities as other District Board Officials.
- In certain districts, which are identified as bi-lingual, it is necessary to have **additional** bi-lingual District Board Officials depending on the percent of registered bi-lingual voters.


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## Middlesex County is a Bi-Lingual County Under the Federal Civil Rights Act

- As such all election materials must appear in both English and Spanish
- However, any registered voter who cannot speak English may need assistance to vote.
- If they require another person(s) to translate and assist in the voting booth, **the assistant must complete a "Disability Certificate of Assistance" form located in the front of the A-K Poll Book.**


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## Assistance in the Voting Booth

- Federal Law states that any voter who needs assistance to vote by reason of blindness, disability, or inability to read or write, may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer or officer or agent of the voter's union. A partisan challenger may also assist if the voter chooses them.
- Voters may also be aided, jointly, by two members of the polling location's district board who represent opposite political parties, unless the voter chooses one particular poll worker.
- **Anyone who interferes with the right to vote or fails to comply with the law may be subject to civil and criminal sanctions.**



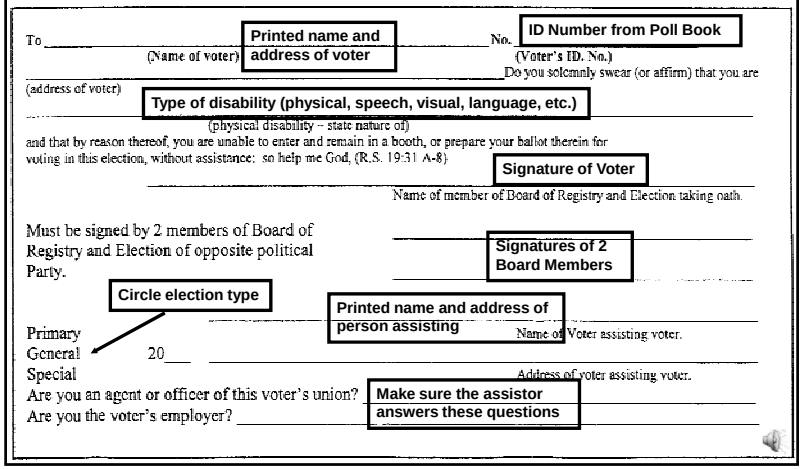
## If a Voter Needs Help to Vote

- There is a sheet in the front of the A to K Poll Book with Disability Certificates.
- The certificates **must be completed by the poll worker** for each voter assisted, then dated and signed by those who assisted, whether someone is selected by the voter, or the Election Board Officials are chosen.
- Persons assisting a voter may not disclose how that voter voted.



## How to Complete a Disability Certificate

(located in front of the "A – K" Poll Book)


To _____ (Name of voter) **Printed name and address of voter** No. _____ **ID Number from Poll Book** (Voter's ID. No.)
_____ (address of voter) Do you solemnly swear (or affirm) that you are
_____ **Type of disability (physical, speech, visual, language, etc.)** (physical disability – state nature of)
and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting in this election, without assistance: so help me God, (R.S. 19:31 A-8).
_____ **Signature of Voter**
_____ Name of member of Board of Registry and Election taking oath.
Must be signed by 2 members of Board of Registry and Election of opposite political Party. _____ **Signatures of 2 Board Members** _____
**Circle election type**
Primary
General 20___
Special
_____ **Printed name and address of person assisting** Name of Voter assisting voter.
_____ Address of voter assisting voter.
Are you an agent or officer of this voter's union? _____ **Make sure the assistor answers these questions**
Are you the voter's employer? _____

## Equality of all District Board Officials

- All District Board Officials must share responsibilities …..equally!
- You must also wear your badge assigned by the County Board of Elections. This identifies you to the voters as a District Board Official. You cannot modify this badge for any reason.



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## Make Sure **YOU** Vote Every Election!

- District Board Officials should vote every time they serve at the polls, whether in a primary, general or other election. If you are assigned to a district where you do not live, you should use a Mail In Ballot. They are available at the County Clerk's office prior to election day.
- If you are working at the poll where you would normally vote, and you want to vote there, you must have another poll worker process your vote.

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## TITLE 19 - Elections

- Your position as a District Board Official of the Middlesex County Board of Elections is very significant. Under Title 19 of the New Jersey Statutes, you have an important responsibility in the polling place. **You may be called on to exercise your power to keep the polls safe, secure, orderly, and the election fair.**

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## Regardless of Your Party

- Whether or not you are active in a political party, on election day, you **must be** non-partisan and receive your directions only from the Middlesex County Board of Elections.

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## Code of Ethics




- During your time as a poll worker:
  - You must be impartial and not express any personal opinions or opinions about any candidate or topic on the ballot.
  - You must remain impartial, non-partisan and cannot take sides on any issue or try to persuade anyone to vote a certain way.
- If you do, you are in direct violation with the New Jersey Statute - Title 19 concerning "Electioneering" and are subject to dismissal as a poll worker.

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## Code of Ethics – con't

- You must be professional and courteous to both the voters as well as the other poll workers, challengers and any polling location staff.
- You should present a neat appearance


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## Instruction Booklet

- Read your instruction booklet called ***"Official Instructions for the District Board of Elections"*** and refer to it during the course of the day, should any point be confusing or unclear.


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## Certificate of Appointment

- When a substitute District Board Official is appointed to fill a temporary vacancy, an emergency certificate of appointment must be completed. This is located in your Poll Book.


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## Choosing a Judge and Inspector

- From among yourselves, you will elect one official to act as Judge and another, from the opposite political party, to act as Inspector.
- If you don't elect a Judge, the person with the most seniority will act as Judge.
- The Inspector will be the person of the opposite party, who is next in seniority.


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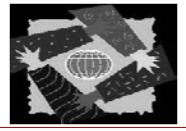
## Equal Authority



- The Judge and the Inspector are responsible for sealing and signing important documents.
- Every District Board Official, however, has equal authority. All questions needing a decision must be voted upon.



## Arrival Time

- You must report to your polling place by 5:15 A.M., since the polls open promptly at 6:00 A.M.
- You will need this time to get everything ready, thereby preventing unnecessary delays when the voters arrive.
- Remember polls must open on time even if some or most officials are absent, since some voters need to vote early and cannot vote at any other time.
- If you do not arrive on time or the polls open late you may be subject to a reduced pay for the day.



## Attendance at the Polling Place

- A majority of the District Board Officials must be present at all times. THAT IS THE LAW!!
- If you do not call in, your fellow officials may not leave, even for a minute.



## If You are Sick on Election Day

- If you should become sick or can't report to your post on Election Day, **you must** notify your local party so a substitute can be found. If you do not know the phone number of your local party, **call** the Middlesex County Board of Elections at **732-745-3471**



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## Stagger Breaks

- To provide good voter service, it is necessary for a majority of the District Board Officials to be present at all times during Election Day.
- Your one hour meal break is staggered among the District Board Officials and may occur between 1:00 P.M. and 5:00 P.M.
- If you are late coming back you may be subject to a reduced pay for the day.

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## Your Duty on Election Day is Supervision of Your Polling Place

- Obtain the necessary supplies and set up the voting machines
- Open the polls
- Determine who may vote
- Assure smooth operation
- Close the polls
- Tabulate the election results from the machines and emergency ballots
- Complete official documents and return supplies and results

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## Supplies Will be Picked up from the Municipal Clerk

- The voter registration books, called Poll Books,
- A manila supply envelope from the Board of Elections,
- An American flag,
- Official forms or documents from the County Clerk,
- Provisional Ballots

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## With the Supplies, You Will Also Find

- Authorization to Vote (ATV) Slips
- Needle and thread to string the ATVs
- Voting Machine keys in a special envelope
- Sample ballots to post
- Payment Vouchers and other supplies

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## Pay Voucher (2 sided Green Form)

- The Pay Voucher must be completed, then legibly signed in ink. The Pay Voucher is the legal record of every District Board Official who worked on Election Day.
- An unsigned or incomplete Pay Voucher might delay payment. The vouchers are returned at the end of the day with the other supplies.



## Other Duties

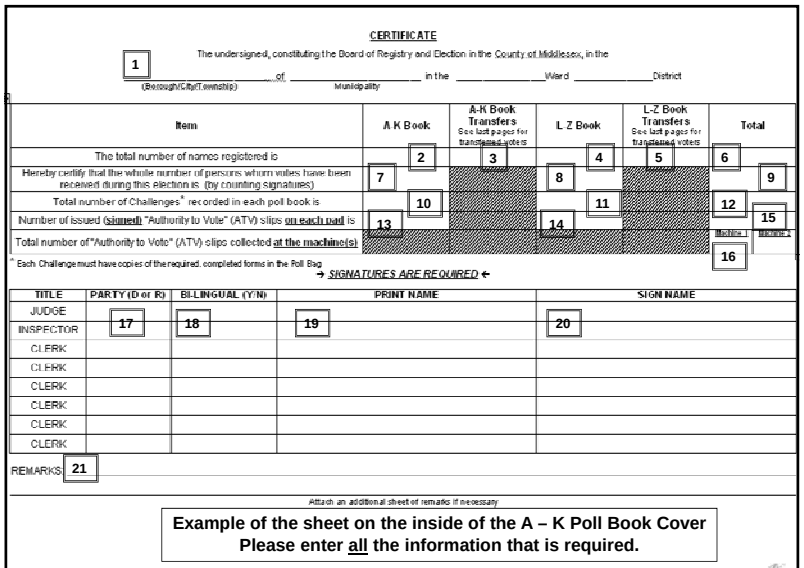
- Your other duties include not only supervising the Election and setting up the machine, but also completing some important forms.
- Remember, these forms are part of the public record, and as such, are important documents.
- **Please** write clearly and legibly.



## Information About Each Election

- The inside cover of the "A – K" poll book has a chart to capture important information. You need to record this information to assist us in analyzing voter turnout, challenges, and votes recorded on each voting machine.
- You need to record some of this information before the election and some at the end of the night when the polls close.
- It is the responsibility of each Judge and Inspector to make sure that each poll worker "does their part" to properly gather and record this information.





CERTIFICATE

The undersigned, constituting the Board of Registry and Election in the County of Middlesex, in the 1 (Borough/City/Township) of _____ (Municipality) in the _____ Ward _____ District

| Item | A-K Book | A-K Book Transfers See last pages for transferred voters | L-Z Book | L-Z Book Transfers See last pages for transferred voters | Total |
|---|---|---|---|---|---|
| The total number of names registered is | 2 | 3 | 4 | 5 | 6 |
| Hereby certify that the whole number of persons whom votes have been received during this election is (by counting signatures) | 7 | | 8 | | 9 |
| Total number of Challenges* recorded in each poll book is | 10 | | 11 | | 12 |
| Number of issued (Signed) "Authority to Vote" (ATV) slips on each pad is | 13 | | 14 | | 15 Machine 1 Machine 2 |
| Total number of "Authority to Vote" (ATV) slips collected at the machine(s) | | | | | 16 |

* Each Challenge must have copies of the required, completed forms in the Poll Bag

→ SIGNATURES ARE REQUIRED ←

| TITLE | PARTY (D or R) | BILINGUAL (Y/N) | PRINT NAME | SIGN NAME |
|---|---|---|---|---|
| JUDGE | 17 | 18 | 19 | 20 |
| INSPECTOR | | | | |
| CLERK | | | | |
| CLERK | | | | |
| CLERK | | | | |
| CLERK | | | | |
| CLERK | | | | |
| CLERK | | | | |

REMARKS: 21

Attach an additional sheet of remarks if necessary

**Example of the sheet on the inside of the A – K Poll Book Cover**
**Please enter all the information that is required.**



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## These are to be done before the election

1) Fill in your town (Borough, City, Township) name. Examples: South Plainfield (Borough), Perth Amboy (City), Monroe (Township). If you are in Fords, put Fords and the municipality of Woodbridge. Also enter your Ward and District number or just District number if there are no wards.
2) A – K Book – This information is found on the last page of the poll book after the phrase "Total Number of Voters:"
3) A – K Book Transfers – If we had to add any last minute transfers into the book, you will have a sticker on the front of the book that says: "ATTENTION POLL WORKERS, SEE THE LAST PAGES FOR ADDITIONAL VOTER RECORDS". Go to the end page or pages and count the additional names on these pages. If there is no sticker on front of the book, enter "0".
4) L – Z Book: Same as Number 2 above, but use the L – Z book.
5) L – Z Book Transfers: Same as Number 3 above, but use the L – Z book.
6) Add all of the numbers (2+3+4+5) and put the total in the "Total" box.



## These are to be done after the election

7) Count and write in the total number of signatures in the A – K book
8) Count and write in the total number of signatures in the L – Z book
9) Add the numbers (7+8) and put the total in the "Total" box
10) Count and write in the total number of Challenges from the A – K book
11) Count and write in the total number of Challenges from the L – Z book
12) Add the numbers (10+11) and put the total in the "Total" box
13) Count and write in the total number SIGNED ATV slips from the A – K pad
14) Count and write in the total number SIGNED ATV slips from the L – Z pad
15) Add the numbers (13+14) and put the total in the "Total" box
16) Count and enter the total number of ATV slips collected at each machine
17) For each poll worker (Judge, Inspector and each Clerk) enter the party that you are working for today (D or R)
18) Indicate if you were hired as a bilingual poll worker (Yes or No)
19) Print your name
20) Sign your name

**MAKE SURE ALL CLERKS COMPLETE #17 - 20**

21) Indicate if there were any problems or voter issues you would like to mention to the Board of Elections. Attach additional sheets if necessary.



## Poll Book

- When you arrive at your assigned polling location at 5:15 AM, open the room and locate the voting machines.
- Unpack and set up your supplies, forms, and **Poll Books.**



## Sample Ballot

- Among the supplies are sample ballots.
- According to Title 19, the New Jersey statues, sample ballots must be posted in the voting area.



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## American Flag

- The American flag must be clearly displayed at the outside entrance of the polling place, which is often the case at many public buildings.
- When there is no flag at the entrance then the flag is hung in a special way. As you face it, the blue field will be on the left side, whether hung horizontal or vertical position (See above).
- The "Vote Here" signs provided, must be set up at the outside entrance to the building.

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## REMEMBER

- The polls open for voters by 6:00 AM, even if some or most officials are absent.
- Some voters cannot vote at any other time. If the polls are not open at 6:00 AM, these voters may be deprived of their vote.
- If you have problems and think you cannot open on time, please contact the Board of Elections as soon as possible.

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## Telephone Numbers

- If you have any problems with the machines please call the Voting Machine Bureau at 732-548-2410 as soon as possible.
- All other problems call the Middlesex County Board of Elections Office, at 732-745-3471

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## Who Can be at the Polls

- Authorized challengers with credentials from the Board of Elections,
- Candidates, who may act as challengers at large without credentials if their names are on the ballot,
- Municipal Clerks or their designees
- Assigned police officers,
- Media with special credentials,
- and of course, .....**VOTERS and their minor children**

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## Who Can't Be In The Polls

- Any pets that are not trained specifically to assist disabled voters such as Seeing Eye Dogs
- Non voters without credentials
- Anyone who has already voted
- Media who have not received approval from the Board of Elections or Municipal Clerk
- Non-Partisan Exit Polling members must be outside the 100ft of the outside building entrance



## Remember!

- You, as our District Board Official, are **completely** in charge of the polls to which you are assigned.
- No one else is allowed in the polling place.
- You are responsible for keeping the election **EFFICIENT AND ORDERLY.**



## Electioneering

- Yes, candidates whose names are on the ballot are allowed in the polling place as challengers. They do not need credentials.
- **However NO ONE, including candidates**, may conduct a campaign of **ANY KIND** or be within 100 feet of the outside entrance to the polling place, even to "just to greet voters".



## Voting Process…

- When the voters arrive, they approach the table set up with the "Poll Books" for their district.
- Here each voter tells his or her name and address to the official who checks the information, the official clearly repeats that name and address loud enough for the challengers to hear, and asks the voter to sign the poll book.
- In a primary election the voter's party must be announced along with their name and address.



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## Scanned/Signature Block

- In the Poll Book, there is a scanned block for each voter in your district in which a sample of their signature is shown.
- If there is a problem finding the name & signature ask the voter to spell the last name.
- The voter must counter sign the Poll Book in the signature block to the right of the scanned block.

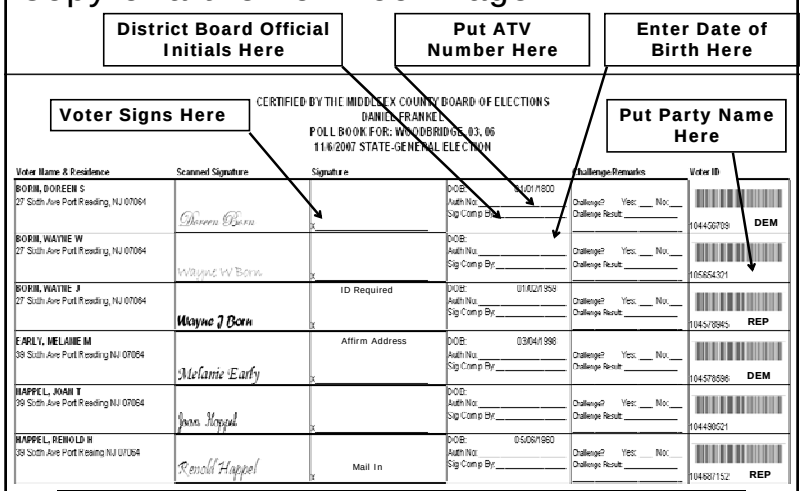


## Signatures/Authority to Vote (ATV) Slips

- When you compare signatures and are satisfied that it is the same person, you must initial in the column to the right of the voter's signature; next to "**Sig. Comp by**:_____"
- You then issue an Authority to Vote slip which must be signed by the voter.
- The number on the slip must be entered on the line **"Auth No"**_____ above your initials



## Copy of a the Poll Book Page






## Separate the Authority to Vote Slip

- The "Authority to Vote" slip is separated by tearing along the perforated line.
- The signed half remains in the booklet, while the removed half is handed to the voter, who presents it to the official in charge of the machine, to vote.



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## What to Do if There is No Name/Signature

- If a voter arrives for whom there is no name or signature, HE OR SHE MAY NOT VOTE in the voting machine but can vote with a provisional ballot.
- There may be several reasons why there is no name/signature in the book, even if that voter has registered.
  - Check the voter's address to be sure he or she has come to the right polling place.
  - Ask the voter to verify the correct name spelling.
  - After you've checked, and the voter's name/signature cannot be found, refer to "Election Day Problems – Solutions" in your Official Instructions.

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## Superior Court Judge

- If the voter's problem can't be resolved at the Polls or by the County Board of Elections, it will be necessary for the voter to appear before a Superior Court Judge.
- If the Judge solves the voter's problem a Court Order to vote will be issued.

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## Court Order

- When the voter returns to his district with this Court Order an "Authority to Vote" (ATV) slip will be issued.
- Put the ATV number on the Court Order and in the poll book.
- If it is close to 8:00 P.M. and too late for the voter to return to the district polls, the Superior Court Judge may direct that voter to get a Mail In Ballot.

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## New Help America Vote Act (HAVA) Requirement for Federal Elections

- If "ID Required" appears in the area for the voter to sign, you must verify the voter's identification
- The voter should present a valid form of ID. If the identification shows that the person is as represented in the poll book, allow the person to vote in the normal way. (Sign the book, sign the ATV slip and vote in the machine.)

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## "Acceptable" Identification

- Driver's License, current and valid photo ID (does not have to have address – just photo and name), copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter. For example, a driver's license is acceptable with or without a photo since it has the name and address.

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## If No ID is Presented

- If the person cannot or will not produce the appropriate identification, **DO NOT ALLOW THEM TO SIGN THE POLL BOOK OR VOTE ON THE MACHINE.**
- However, you must allow the voter to vote with a provisional ballot and give them the instruction sheet for provisional voters.

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## Audio Voting Information

- If a voter requests to use the Audio Kit on the Voting Machine, you must first call the Voting Machine Warehouse at 732-548-2410. Staff at that number will provide you with the necessary instructions.
- **Do Not Open The Audio Bag Before Calling** the Voting Machine Warehouse

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## Location of Audio Kit
(In back of the voting machine)

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## Provisional Ballots

- Provisional ballots are used to record peoples votes in circumstances where the registration information is incomplete or missing.
- It allows the person to record their vote, provisionally (temporarily) until their registration information can be verified by the County Board of Elections.

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## Reasons for Using a Provisional Ballot

- The name is not in the poll book
- The scanned signature is missing
- An ID is required but it is either not available or the voter refuses to show ID
- The voter is registered in Middlesex but moved within the County without notifying the County Election Board
- The voter states that they never applied for, never received or received a Mail In Ballot but wishes to vote at the polls instead.

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## Requirements

- The voter must have registered at least 21 days before this election
- The voter must live in Middlesex County for at least 30 days before the election
- **NOTE: Failure to follow all instructions may result in the vote not being counted**

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## How to Complete a Provisional Ballot

- Hand the voter a provisional voter information sheet.
- Have the voter secretly record their vote on the ballot, put it in the envelope and seal it.
- They should then complete the certification attached to the envelope.
- You must review the certification to assure they completed all the required information including the election district. (See Official Instructions for the District Board of Elections)
- **DO NOT DETACH THE CERTIFICATION OR PUT IT INTO THE ENVELOPE WITH THE BALLOT**
- **Put the envelope with the certification attached into the provisional bag which is to be sealed at the end of the night and returned to the municipal clerk.**

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## Who May Vote on the Voting Machine?

- Any person who has legally registered prior to an election will have a signature block in the "Poll Book", and may vote on the voting machine.

## Democrat or Republican

- The Primary Election, is a party election for the selection of the party candidates.
- If the voter has legally declared a party, an "REP" or "DEM" will be printed in the Poll Book in the last column on the right.
- **A voter can <u>NEVER</u> change from the "DEM" or "REP" parties at the polls.**



## Unaffiliated Voters and other parties

- If a voter is a registered member of the Green Party (GRN), Libertarian Party (LIB), Natural Law Party (NAT), Reform Party (RFP), U.S. Constitution Party (CON) or the Conservative Party (CNV), they can participate in the convention of that party, according to its bylaws, but they **<u>cannot</u>** vote in either the Democratic or Republican Primary.
- If they are a previously affiliated voter who becomes unaffiliated, the declaration form must be filed no later than 55 days preceding the primary in which the voter wishes to vote.
- If no designation appears in the last column, this is an unaffiliated voter and they can affiliate with the Democratic or Republican Party on the day of the primary. If this happens, **<u>remember to record the declared party in the blank space in the last column</u>** of the Poll Book.



## 55 Days

- All voters must continue to vote in their declared party in future Primary Elections unless they change parties or choose to become Unaffiliated.
- To change parties or become Unaffiliated, a new ***"Declaration of Party"*** card must be filed with the Middlesex County Board of Elections, at least (55) fifty five days before a Primary Election.



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## Mail In Ballot Voting

- If the word **"Mail-In Voter"** is printed in the signature block, that voter has applied for a Mail In Ballot and **may not** vote on the voting machine.
- If they say they never applied or never received their Mail In Ballot, they may vote by provisional ballot **but not on the voting machine.**

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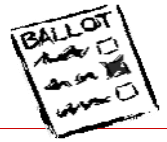
## Mail In Ballots
(Formerly Absentee)




- Mail In Ballots can **NEVER** be accepted at the polls.
- Any voter who brings a Mail In Ballot to the polls, must be directed to the Middlesex County Board of Elections Office in New Brunswick.
- Mail In Ballots will be collected there until the close of polls.

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## Errors in the Poll Book

- Since poll books are official records, please make all your entries carefully and neatly.
- The voter whose block has been incorrectly signed, can sign above the wrong name, which has been crossed out and initialed.
- In case of error, the information should be entered onto a **"Correction of Records Form".**

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## Correction of Records

- If the voter leaves before an error is discovered, make a note of the error on a **Correction of Records Form**. The Board of Elections Office will make any corrections.
- **Do not try to erase or obliterate a mistake!**
- If a relative indicates a person in the poll book is deceased, complete a **Correction of Records Form** and have the relative as well as two District Board Officials sign the form.

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## Affirm Address (formerly "Failsafe Voter")

- If the words **"Affirm Address"** appear in the area for the voter to sign, you must have them affirm their address.
- What this means is that they may be currently registered in Middlesex County, but have moved within the district or within the County in which they are registered.
- To affirm their address, see the next slide and refer to the instructions in your **Official Instruction Booklet**.

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## Affirmation of Residency

- If the poll book indicates **"Affirm Address"**, the District Board Official must ask the voter if he/she has moved.
  - If the voter still lives at the address or within the same district, they must complete an "Affirmation of Residency" form, C7 before a voting authority is issued.
  - If the voter has moved outside of the County less than 30 days before the election, they can complete an "Affirmation of Residency" form, C8 and vote.
  - If a voter has moved outside of the County more than 30 days before the election and have not registered in their new county they may not vote.

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## Appointed Challengers

- Certain people have been approved by the County Board of Elections to be Challengers in either certain districts or at many districts (At Large).
- Each Challenger must present a valid certificate to the district before acting as a challenger.
- If their certification is for a single district, it shall not be returned. If the certification is for an "At Large" Challenger, it must be returned when they leave.
- All Challengers must be given the one page sheet of **"Challenger Do's and Don'ts"**

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## Your Duty

- District Board Officials are also considered challengers. As such, it is your duty to challenge any questionable voter's name, address, or other qualifications.
- You may ask for proof of residency, or identification such as a current charge invoice or utility bill, if you have reason to suspect irregularity.
- However, you must follow the "Challenge" process and complete the appropriate forms as described on the following slides.

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## Information for Challenged Voter

- Whenever a voter is challenged, you must take the form, **"Information for Challenged Voter, C3"**, and read this information form aloud for the voter to hear.
- A copy may be given to the voter who reads along.
- Remember that Appointed Challengers must not speak directly to the voter. Only the district worker can ask the voter questions.

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## Challenger Must Sign Form

- For all challenges, the person making the challenge…the challenger, must sign the **"Challenger's Affidavit, GP92".**
- This form for challenging at the polls is completed with copies for the voter, challenger, and the Board of Elections.

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## Challenged Voter Affidavit

- A voter, challenged at the polls, MUST complete the **"Challenged Voter Affidavit, C4"**, to provide proof of residency or other qualifications.
- Copies of this form go to the voter, challenger, and the Board of Elections.

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## Challenge Process

- In case of a challenge, Board Officials may ask for proof, and then vote among themselves.
- The majority prevails.
- If the vote is a tie, the challenge fails and the voter is allowed to vote

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## Challenges

- The voter can be challenged by a qualified challenger, a candidate on the ballot, or an Election Board Official.
- As an Election Board Official, it is your duty to challenge any questionable voter's name, address, or other qualifications.

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## If Challenge Succeeds

- When a Challenge succeeds and the District Board votes to deny the voter a ballot, advise the voter of their right of appeal to the Board of Elections, or to a Superior Court Judge in New Brunswick

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## Challenge Block

- With any challenge you must complete the "**Challenge/Remarks"** block in the "Challenge/Remarks" column of the Poll Book
- Here you will indicate if there was a Challenge (Yes/No) and if so, what was the outcome (Vote/No Vote) and make any remarks for the Board of Elections.

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## Complaint Form

- Any voter who has a problem and would like to file a complaint, should be given the **"Voter's Complaint Form, C5"**, found in your supplies.
- This duplicate form is completed by the voter and mailed to the Board of Elections in the postage paid envelope provided.
- The voter making the complaint keeps the duplicate copy.

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## Name Change

- If a voter's name is changed due to marriage, divorce or court order, the voter must sign twice, first with the old name and again with the new name.
- Report the change of name in the **Corrections of Records Book**.
- The Board of Elections will make the change

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## Emergency Ballot

- On the rare occasion that a machine malfunctions and cannot be quickly repaired/replaced, or if the machine is being used in the Audio mode and the number of voters waiting is excessive, Emergency Ballots may be used.
- **To use Emergency Ballots you must first call the Voting Machine Department. Only the personnel at this telephone number can authorize use of emergency ballots**.
- The telephone number is found with the instruction, on the Key Envelope, and on the Ballot Box.

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## Polls Close

- The polls close promptly at 8:00 PM. Any voter, who is in the poll room or in line prior to 8:00 PM, must be permitted to vote.
- Official Challengers, candidates on the ballot, District Board Officials, the press, and the general public can be present providing they don't interfere with counting and recording procedures.
- The election results should be announced clearly enough for everyone to hear.
- Copies of the paper results should also be posted at the office of the Municipal Clerk for review.

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## Supply Envelope

- After completing and signing the tally sheets and closing the machines, pack all supplies, including the voting authorities, and any other voting orders, in the supply envelope.
- **Please be sure that only Court Orders, the Corrections of Records pad and the ATVs are placed in the appropriate envelope!!**

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## Municipal Clerk

- District Board Officials, must go to the Clerk in their municipality, to return the results tapes and cartridges, all Election Materials, such as provisional ballots, all voting authorities, the American flag, and poll books.

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## Credits

- Serving at the polls and being an important part of each election is a rewarding and fulfilling experience.
- Do you know someone who might enjoy a day at the polls as a District Election Official???
- If so, have them contact the Middlesex County Board of Elections at 732-745-3471, for further information about this important job.

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