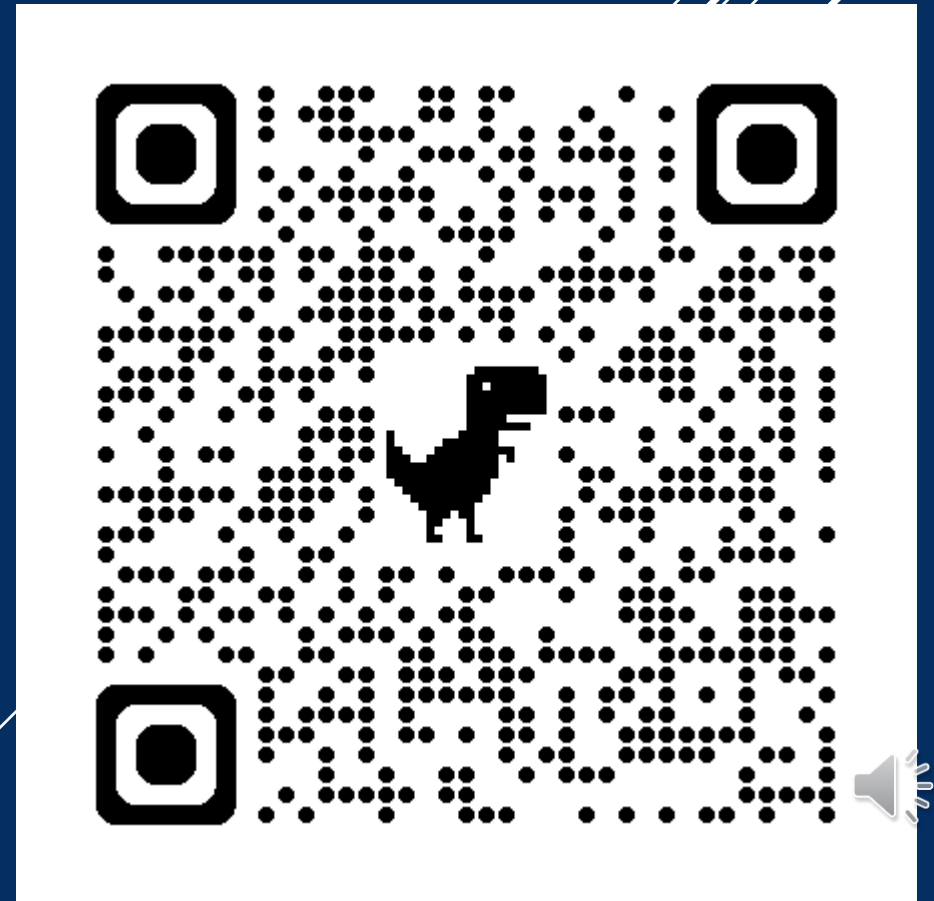


ELECTION JUDGE TRAINING

2026 – August Primary. City of Duluth



ELECTION JUDGE MANUAL

- ▶ Available during this training
- ▶ Please turn in at the end of the training
- ▶ Will be at every polling place on Election Day
- ▶ Available online to read anytime



AGENDA

- ▶ Election Overview
- ▶ Election Judge Roles and Responsibilities
- ▶ Equipment Overview
- ▶ Election Day Procedures
- ▶ Election Specifics
- ▶ End of Night
- ▶ Scenarios



ELECTION OVERVIEW – AUGUST 11 PRIMARY

- ▶ Partisan Primary – No cross-party voting, no write-ins
- ▶ Expecting Low-Moderate Turnout
- ▶ Key philosophies:
 - ▶ Slow is smooth, smooth is fast
 - ▶ If it is out of the ordinary, write it down
 - ▶ Provide the opportunity for every eligible voter to cast their ballot, prevent those who are not eligible to vote from voting, and safeguard the democratic process



ELECTION JUDGE ROLES AND RESPONSIBILITIES

- ▶ Setup and Opening Polling Places
- ▶ Positions
- ▶ Follow State and Local Laws and Procedures
- ▶ End of Night Procedures

- ▶ Attire: Absolutely no political attire/accessories
- ▶ Recommend avoiding wearing red or blue on Election Day.
- ▶ **Perception is reality**; if a voter perceives something a certain way, that is their reality. Keep political leanings, jokes, and conversations out of the polling place.



EQUIPMENT OVERVIEW

- ▶ DS200
 - ▶ Tabulates the ballots
- ▶ OmniBallot
 - ▶ Accessible Voting Equipment
- ▶ Poll Pads
 - ▶ NEW
 - ▶ Digital Roster and Registration



NEW – POLL PADS

- ▶ Digital Roster and Registration
- ▶ Combines Roster and Registration Judges
- ▶ Busier Precincts will utilize Poll Pads
- ▶ Efficiency improvement
- ▶ Not connected to the internet outside of County and City possession
- ▶ Data comes directly from the State Voter Registration System
- ▶ Precincts: 6, 8, 10, 11, 21, 22, 24/25



INCIDENT LOGS

- ▶ Used to document the day
- ▶ Critical document
- ▶ Things to document:
 - ▶ Spoiled ballots, emergency situations, challenged voters, etc.
- ▶ Things to NOT document:
 - ▶ Complaints about other EJs, "This could be better...", etc.



POLLING PLACE SETUP

- ▶ Most supplies and equipment are delivered the day before, contained within DS200
- ▶ Poll Pads will be at your Precinct
- ▶ Cycle traffic through
- ▶ Ensure accessibility



VOTER REGISTRATION

- ▶ New voters, those who have moved, changed names, or haven't voted in four years
- ▶ Required Docs:
 - ▶ ID with current name and address
 - ▶ MN DL or ID (Receipt acceptable)
 - ▶ Tribal ID
 - ▶ ID + Proof of Residence Document
 - ▶ Voter Registration Application



VOTER REGISTRATION – DOCS

▶ Valid IDs

- ▶ Driver's License
- ▶ State ID
- ▶ US Passport
- ▶ US Military/Veteran ID
- ▶ Tribal ID
- ▶ MN College/Tech/HS ID

▶ Proof of Residence

- ▶ Lease
- ▶ Bank/Credit Statement
- ▶ Mortgage
- ▶ Utility Bill
- ▶ Certified Housing List
- ▶ Voucher
- ▶ Valid Registration in Precinct
- ▶ Notice of Late Registration



VOTER CHECK-IN (ROSTER TABLE)

- ▶ All voters must sign Roster
- ▶ No requirement to show ID, we may not ask to see it
- ▶ Be sure to have the correct voter, double check all information
- ▶ Check for notations (AB, ID, etc.)
- ▶ Point at the oath and have the voter sign
- ▶ Issue a ballot receipt AFTER voter signs roster



ISSUING BALLOTS

- ▶ No voter gets a ballot without a ballot receipt
- ▶ Two initials are required to issue ballot
 - ▶ May pre-initial ballots
- ▶ Ballot ticket should be verified for issuing the correct ballot



SPOILING BALLOTS

- ▶ Humans make mistakes, voters can too!
- ▶ Voters may re-do their ballots
- ▶ Unlimited number of attempts
 - ▶ Suggest OmniBallot for voters who are on their 3rd attempt, but not a requirement
 - ▶ Explain that OmniBallot doesn't let a person vote in a way that invalidates their ballot and allows them to review their choices before finalizing their ballot
- ▶ Take ballot to be spoiled, place in Spoiled Ballot Envelope, issue replacement ballot
- ▶ Document each instance



CURBSIDE VOTERS

- ▶ Available for any voter who is unable to enter the polling place
- ▶ Requires two EJs, one from each major party
- ▶ Subject to the same requirements of a normal voter
- ▶ Can register
- ▶ Be sure to communicate what is happening
- ▶ Document on Incident Log



ABSENTEE BALLOTS

- ▶ **CANNOT** be returned to the polling place
- ▶ Should a voter present their absentee ballot...
 - ▶ They can return it to City Hall before 5:00 PM, Agent Delivery before 8:00 PM
 - ▶ Vote in-person
 - ▶ Return the ballot and envelopes to their vehicle, tear them in half, and return to the polling place to vote normally
 - ▶ Notify the Clerk's Office ASAP
 - ▶ Note on incident log



CHALLENGED VOTERS

- ▶ Can be brought by any eligible voter, an Appointed Challenger, or Election Judge
- ▶ Must have PERSONAL knowledge of that voter's eligibility
- ▶ Handled by Head Judge
- ▶ Follow the procedure in the Black Folder
- ▶ Appointed Challengers must present their written appointment and MN PoR to Head Judge
- ▶ Document in incident log



CAMPAIGNING

- ▶ MN State Law prohibits campaigning within 100ft of the polling place on public property
- ▶ Campaigning is: Any presentation of an "item" that promotes or opposes:
 - ▶ A candidate on the ballot
 - ▶ A ballot question
 - ▶ A political party, slogan, or likeness to a candidate on the ballot
- ▶ Notify the voter what they are wearing is not allowed under State Law, ask for compliance
- ▶ If they refuse, they are still allowed to vote
- ▶ Notify the Clerk's Office, document in Incident Log



MEDIA

- ▶ Media is allowed to enter the polling place
- ▶ Must show credentials to Head Judge
- ▶ May photograph/film
 - ▶ Must not capture voted ballots
- ▶ You may talk with the media/give quote
 - ▶ If you don't know the answer, refer media to the Clerk's Office
 - ▶ You are speaking for the City of Duluth, St. Louis County, and/or Sec. State



END OF NIGHT (EON)

- ▶ Any voter in line at 8:00 PM is allowed to vote
- ▶ Establish end of line
- ▶ Doors must remain unlocked, open to the public once final ballot is deposited
- ▶ After last voter deposits ballot, remove all signage
- ▶ Numbers *MUST* match
 - ▶ Tabulator
 - ▶ Ballots
 - ▶ Roster
- ▶ Nobody leaves until EoN procedures are finished, numbers balanced



NUMBERS AND WHAT TO DO

- ▶ All numbers **must** match on summary statement
 - ▶ Physical Ballots, DS200 Number, Roster/Poll Pad
- ▶ Election Judges must investigate number mis-match
- ▶ If number of Ballots are greater than number of Voters
 - ▶ Recount roster
 - ▶ Count ballots
 - ▶ Check Incident Logs
 - ▶ If unable to reconcile, follow drawdown procedures
- ▶ If number of Ballots are less than number of Voters
 - ▶ Check Incident Logs
 - ▶ Document on Summary Statement
- ▶ Follow the manual or guide from SLC



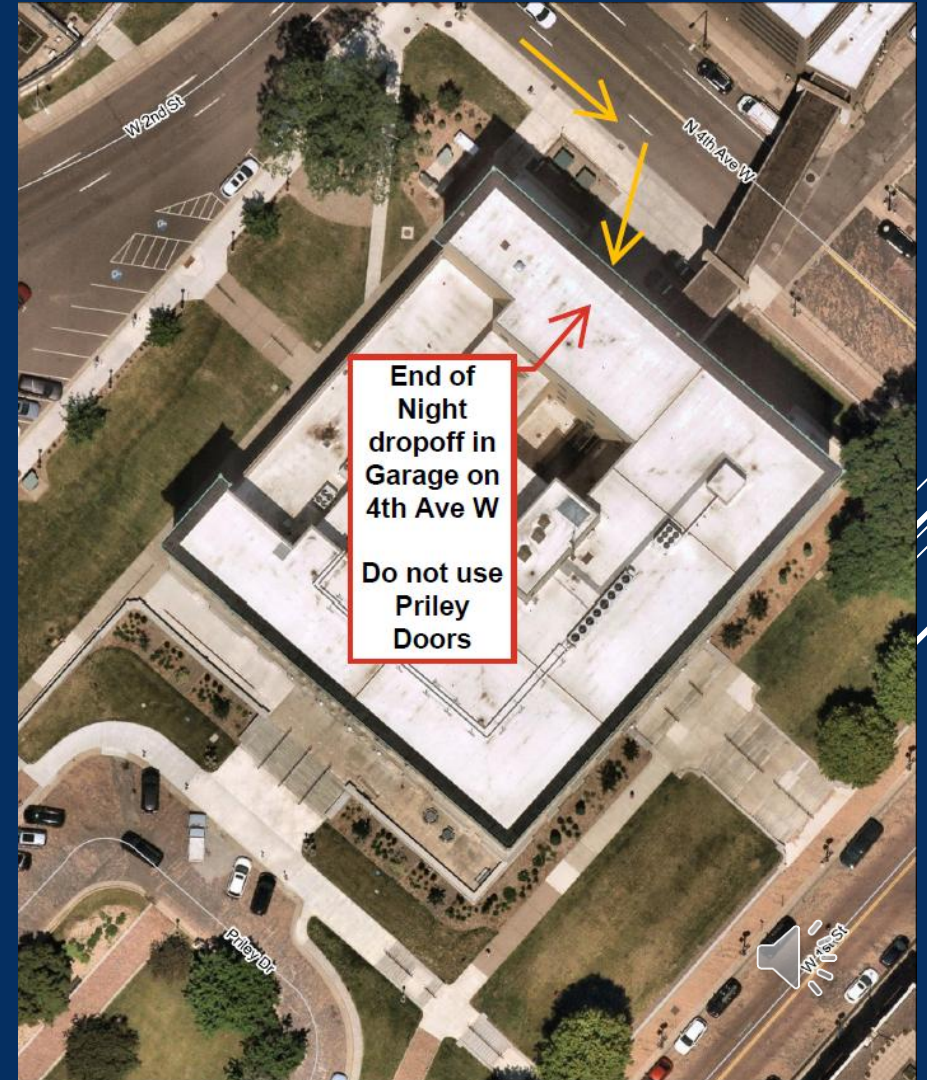
SUMMARY STATEMENT

- ▶ Critical Document
- ▶ Completeness is required
- ▶ Must be signed by all Election Judges



EON DROPOFF

- ▶ Drop off materials at City Hall
 - ▶ Black Binder (Summary Statement, DS200 Tapes, Green Env. With USB sticks, Incident Logs, EJ Payroll Sheets and Oaths)
- ▶ Voted Ballot Envelopes
- ▶ Spoiled Ballot Envelopes
- ▶ Rosters (in page order and with all sheets)/Poll Pad (with Voter Oath slips)
- ▶ Completed VRAs
- ▶ Facility Keys



EMERGENCIES ETC.

- ▶ De-Escalation
 - ▶ Remaining calm, using non-accusatory and neutral language, focus on following the law and getting the voter through the process
 - ▶ Give the person the opportunity to disengage
 - ▶ Document any confrontation
- ▶ Emergency Protocols
 - ▶ Your safety is paramount
 - ▶ Save the Roster/Poll Pad, compute unit of the DS200
 - ▶ If you have time, save ballots and whatever else you can
- ▶ Who to call?



SCENARIOS

- ▶ You arrive to the polling place to find it covered in political postings
- ▶ Voter arrives at 6:53 AM
- ▶ 7:00 AM on official clock
- ▶ Voter comes to vote, does not have ID
- ▶ Voter comes to vote, is not on roster



SCENARIOS

- ▶ Unregistered voter comes to vote, does not have Proof of Residence
- ▶ Voter arrives, roster has "See ID" notation by their name
- ▶ Voter is unable to sign the roster
- ▶ Voter makes a mistake on their ballot, wants to try again
- ▶ DS200 rejects a ballot due to overvote, voter says they don't have time to fix it



SCENARIOS

- ▶ Law Enforcement enters polling place demanding stoppage of voting
- ▶ DS200 stops working
- ▶ Fire Alarm sounds
- ▶ Voter arrives wearing political attire
- ▶ Someone arrives wishing to observe voting



SCENARIOS

- ▶ 8:00 PM on official clock
- ▶ Voter in line at 8:00 PM hasn't reached the Roster Table
- ▶ Voter arrives at 8:01 PM to vote
- ▶ Candidate arrives to observe EoN procedures
- ▶ Numbers indicate more Voters than Ballots



SCENARIOS

- ▶ Numbers indicate more Ballots than Voters
- ▶ All numbers match, what's next?
- ▶ Packing is complete, what's next?
- ▶ All required items delivered to City Hall, what's next?

