



POLL WORKER WORKSHOPS

MARCH 15- MARCH 30, 2020

POLLING LOCATIONS IN MONTGOMERY COUNTY, PA

Montgomery County is the 3rd largest county in the state of Pennsylvania. We have approximately 426 precincts with approximately a little over 300 polling locations throughout Montgomery County. We utilize a minimum of 5 poll workers to staff each polling location; totaling over 2500 poll workers during an election cycle.



POLL WORKER ROLES & RESPONSIBILITIES



BASIC ROLES & RESPONSIBILITIES & PREELECTION ACTIVITIES AGENDA

- Welcome- Introductions
- Review of Basic Roles & Responsibilities of Poll Workers
- Review of Additional roles- Constables, Students and Standby Poll Workers
- Review of Election Board Requirements
- Pre-election Activities- What can you expect?
- Basic Roles & Responsibilities & Pre-election Activities Summary
- Q & A

ELECTION BOARD

- JUDGE OF ELECTION- APPOINTS MACHINE OPERATOR
- MAJORITY INSPECTOR
- MINORITY INSPECTOR- APPOINTS CLERK
- CLERK
- MACHINE OPERATOR

ADDITIONAL ROLES

- CONSTABLES
- STUDENT POLLWORKER
- STANDBY POLLWORKER

QUALIFICATIONS OF ELECTION BOARD

- The Election board shall be qualified registered electors of the district in which they are elected or appointed.
- No person shall be qualified to serve as an election officer who shall hold, or shall within two months have held, any office, appointment or employment in or under the Government of the United States, the State of Pennsylvania, any county, city or of any municipal board, commission or trust in any city, a District Justice, public notary and persons in the armed forces.
- The positions are filled during municipal elections every four years

JUDGE OF ELECTION

- Officer in charge of the polling place and keeps order in the polling place
- Assigns the various administration tasks to other poll workers
- Appoint the Machine Operator
- Manages disruptions with the help of Constable if necessary
- Determines whether challenges to the identity or residency of voters are made in good faith

MAJORITY & MINORITY INSPECTORS

- Manage the Poll books, checking in voters and issue ballots to eligible voters
- Assists the Judge of Election and may be asked to serve in the absence of the Judge
- Must retain a copy of the Election Results and numbered list of voters in a sealed envelope for 2 years
- Appoints the clerk
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MACHINE OPERATOR & CLERK

- Assist the Judge & Inspectors
- Help check-in voters, manage the lines and direct voters through stations
- Always filled by appointment

CONSTABLE, STUDENT & STANDBY POLLWORKERS

- The Constable is elected by his/her township
- The Elected Constable of the township or borough appoints the Election Day Constable. This appointment must be approved by the Court prior to Election Day
- The Constable works under the direction of the Judge of Election
- Student Poll Workers must be 17 years of age to work as a student
- Students Poll Workers may only work as Machine Operators or Clerks
- Students must submit a permission slip signed by a parent and their school principal. The permission slip must be submitted to the Judge on Election Day.
- If the Student is 18 or older they are considered a regular Poll Worker and must be registered to vote in Montgomery County

BASIC ROLES & RESPONSIBILITIES SUMMARY

- The Election board is elected for 4 years and is expected to serve for 8 elections.
- JOEs must work with Voter Services to fill any vacant poll worker positions before election
- The Majority Inspector assists the Judge of Election and may be asked to serve in the absence of the Judge of Election.
- The Minority Inspector is expected to recruit and appoint the Clerk
- Under no circumstances are Deputy Constables appointed the day of election either by the elected Constable or the Judge of Elections.
- Student Poll Workers are notified of training upon signing up to work the polls



PRE-ELECTION ACTIVITIES

WHAT CAN YOU EXPECT?



PREPARATION FOR ELECTION DAY

- Check all communication regarding all Election activities for information and updates from Voter Services.
- An availability survey will be sent to pollworkers; those that confirm will be assigned and ultimately the Judge of Election will receive a confirmed list.
- The Judge of Election must communicate with your poll worker team before Election Day; if there is a vacancy notify and work with Voter Services to fill the position immediately.

PREPARATION FOR ELECTION DAY CONTINUED...

- Participate and direct team to participate in training for Election Day instruction and updates. All manuals must be reviewed online including the provisional ballot handbook to prepare you for your role.
- Coordinate with the polling location contact person about gaining access before the election to set up (the contact person for the polling location will be shared via email 1 week before Election Day).
- Pick up the Election Day Judge box, and other essential paperwork from designated location the Saturday before Election day. The schedule to pick up your judge box will be sent via email approximately a week before the Election

VOTER SERVICES CONTACT INFORMATION

- Dori Sawyer, Director of Elections
 - Karley Sisler, Director of In-Person Elections
 - Matt Macekura, Administrator of In-Person Elections
 - Mila Hayes, Poll Worker Communications Manager
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- Voter Services (Poll Worker General Questions)
 - (610)278-3280, Option 5 pollworkers@montcopa.org
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- FOR MACHINE QUESTIONS & ISSUES CALL:
 - Warehouse: (610) 278-3820
 - Warehouse: (610) 292-4925 Election Day Only
 - Warehouse: (610) 292-4926 – Election Day Only