

Election Day Team

Many team members work at a Poll Site on Election Day – rely on each other for success!

Coordinator

- Poll Site Supervisor and must be respected as such.
- Places any necessary calls to the Borough Office.
- Reassigns Poll Workers as needed to ensure procedures are followed.
- Oversees set up of Poll Site and distribution of supplies to all other Poll Workers.
- Is responsible for safety in the Poll Site.
- Takes attendance, signs and validates accuracy of Time Sheets.
- Confirms Scanners are opened, closed and Results Tapes are printed after close of polls.
- Confirms ED Tables have completed the Return of Canvass accounting for all ballots.
- Maintains ADA Complaint Log and ADA Checklist.
- Oversees all final closing procedures.

Police Officer (or designee)

- Delivers Police Poll Site Envelope to Coordinator (contains all keys).
- On duty at Poll Site until polls close and closes door at 9:00 p.m.
- Returns scanner PMDs to counting center (Round #1).
- Returns paper ballots and large return bag (Round #2).

ED Table Chairperson

Rep at even # ED
Dem at odd # ED

- Selected by Inspectors at the table or assigned by Coordinator.
- Organizes layout, manages work activity.
- Completes the ED Forms Booklet and confirms accuracy of other documents.
- Performs same duties as other Inspectors for the table.

ED Table Inspectors

2 per table:

One Rep/
One Dem

- At opening, set up the table and supplies and record ballots received.
- Obtain voter signatures on the E-Poll Book, making sure voters are in the correct ED/AD.
- Give voter the proper ballot and privacy sleeve.
- Assist voters in special situations such as using an Affidavit Ballot, Court Order, or when challenged.
- At closing, account for ballots, pack materials, and secure critical items.

Election Day Team (continued)

Scanner Inspectors

2 per scanner:

One Rep/
One Dem

- Make sure Scanners are in the location shown on Floor Plan.
- Set up/open Scanners; print Zero/Configuration tapes.
- Place Scanner "Wait Here" sign.
- Stand 5 feet from the Scanner, ready to assist voters if necessary but not looking at the ballot.
- Troubleshoot Scanner as necessary.
- Perform closing duties including printing tapes and sealing equipment.

BMD/Privacy Booth Inspectors

One Rep/
One Dem

- Turns on BMD and Cradlepoint immediately upon opening. Cradlepoint must be on in order for E-Poll Books to function.
- Make sure Privacy Booths and the BMD are placed according to the Floor Plan.
- Check booth lights, make sure magnifying sheet and pen are in each booth and lock the feet of each booth. Check booths during the day to remove any electioneering material and to see if a replacement pen is needed.
- Ready to assist voters in using the BMD or its accessories.
- Close the BMD and stack the booths.

Information Clerk

- Posts inside signage including Safe, Smart Distance Decals.
- Greets & welcomes voters as they enter the Poll Site.
- Directs voters to correct ED/AD Table or to correct Poll Site as necessary.
- Hands out Poll Worker Applications to encourage voters to work at the Poll Site.
- Assists in closing activities as needed.

Accessibility Clerk

Note: Accessibility Clerk cannot be reassigned.

- Posts signage outside before polls open including Sidewalk Arrows.
 - Installs doorbell at alternate accessible door (if needed).
 - Makes sure ramps, cones and mats are in place.
 - Monitors alternate accessible entrance to open door as needed.
 - Conducts periodic inspections of path of travel if requested by Coordinator.
 - Assists, but does not provide physical help to voters with disabilities.
 - Removes and packages all outside signage and doorbell when the Poll Site closes.
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Election Day Team (continued)

Interpreter(s)

Note: Interpreters cannot be reassigned to another position.

- Assist non-English speaking voters by translating information and the ballot in a designated language and translating between Poll Worker and voter.
- Maintains the Interpreter Journal.
- Gives completed Journal pages (in Return Envelope) to Coordinator.

AD Monitors

- Bipartisan teams of two sent out from each Borough Office to provide assistance and troubleshooting to a group of Poll Sites within an Assembly District.
- There may also be monitors sent from the General Office.

Standbys

- Poll Workers who have been trained but not pre-assigned to a Poll Site.
- Can be sent to Poll Sites to fill vacancies and perform various duties.
- Standbys are sent to poll sites when there are shortages of workers. They can be ED Table Inspectors, Scanner Inspectors, BMD Inspectors, Information Clerks or Relief Clerks.

Relief Workers

- Poll Workers who have been trained and assigned to a Poll Site to provide relief to other workers during breaks.
- Can be moved around as needed as ED Table Inspectors, BMD/Privacy Booth Inspectors, Scanner Inspectors or Information Clerks.

Line Management Clerk

- Assigned to work the line of voters by looking up ED/AD information.
 - Announces frequently that voters dropping off absentee ballots should go to the front of the line.
 - Reminds voters to have their Fast Pass Tag or Card ready for check-in.
 - Cannot be reassigned.
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