

1 UNDERSTANDING THE ROLES AT THE POLLING PLACE

This chapter explains the different types of Election Judges and Election Coordinators and important things to know about these roles. You should read Chapter 1 completely whether you are a Judge or Coordinator so that you understand all of the roles at the polling place.

ELECTION JUDGES

Being an Election Judge

As an Election Judge, you have a very important role on Election Day. You will receive an assignment letter about ten days before Election Day. In your assignment letter from the Board of Elections (Board), there is information about your assigned precinct and important tasks leading up to Election Day. One Judge, the Key Judge, will also receive the equipment key and other supplies the week before the election and information about contacting the other Judges and Coordinator.

The Board assigns at least 5 Election Judges to serve in each election precinct. In even-numbered precincts like 2nd, 4th, or 6th, there are at least 3 Democratic Judges and 2 Republican Judges. In odd-numbered precincts like 1st, 3rd, or 5th, there are at least 3 Republican Judges and 2 Democratic Judges. A precinct may have more than 5 Judges if the Board appoints any Student or Bilingual Judges. The Board may also appoint extra Judges to very large precincts.

You will receive payment of \$170 for successfully serving all day on Election Day. Substitute or late Judges may have their pay pro-rated.

Once you have successfully completed training this appointment period, you will receive an additional \$60 payment. If you have been a Judge before and attended training already, the Board will let you know when you are due to attend a refresher class. You will receive \$25 for attending a refresher class. You must stay for the entire class. You will not be paid if you do not

complete the entire training. You should receive payment by mail within 4 to 6 weeks after Election Day.



NOTE: Everyone is responsible for their own food and drink on Election Day. You should plan to bring or buy what you will need for the whole day.

Your Assignment on Election Day

There are 2,069 precincts in Chicago. The Board will assign you to work in a specific precinct. It is very important that you go to the precinct listed on your assignment letter. If you go to a different precinct, you might not get paid or your pay might be delayed.

Do you have questions about your assignment?

Call the Election Judge department at 312-269-7984 or visit chipollworker.com.

If your assigned precinct is also your home precinct, you may vote during a break in your poll worker duties. **Are you assigned to work outside the precinct where you live? You will need to vote before Election Day.** Call the Board at 312-269-7967 or visit chicagoelections.gov to find out more about voting **before** Election Day.



Do you have an Election Judge assignment, but you cannot serve as a Judge? Please call the Election Judge department at 312-269-7984 before Election Day to tell the Board.

REMINDER: On Election Day, don't forget to do the following tasks:

- **Arrive by 5:00 am** to the polling place. It is very important that you are on time.
- **Wear the appropriate badge** for the political party you represent. Make sure to fill in your name and the assigned precinct and ward information.
- **Read and sign the Oath of Office** for Assigned Election Judge (Form 9).
- **Sign in and out of the e-poll book** using the **Poll Workers** tab.
- **Complete and sign** the Judge of Election Pay Voucher (Form 194).

Primary Election Voting Rules for Election Judges

The law requires you must request a ballot in the Primary Election for candidates of the same political party you represent on Election Day if you are eligible to vote. For example, if you serve as a Republican Judge, you must request a Republican ballot in the Primary Election. If you do not request the ballot of the political party you are representing, that political party may not select you as an Election Judge in future elections.

OTHER TYPES OF JUDGES

Substitute Judges

If an Appointed Judge is Late or Does Not Appear

If an appointed Election Judge does not report to the polling place on Election Day, the other Judges may “swear-in” a person to serve as a Substitute Judge in the appointed Judge’s place.

This replacement person must fulfill both of the following requirements:

- Be a registered voter in the same precinct as the polling place
- Represent the same political party as the appointed Judge who has not arrived

You cannot swear-in a person before 6:15 am. The appointed Judge may be running late. If the appointed Judge arrives, the Substitute Judge must leave and the appointed Judge must begin working. Both of these people will sign the Pay Voucher (Form 194), writing in the exact hours worked. For example, a Pay Voucher might include the following:



If a Substitute Judge keeps working in the polling place after the appointed Judge reports to duty, the Board will only pay the Substitute Judge for the time they worked before the appointed Election Judge arrived.

IMPORTANT: If at least five (5) Judges have reported to the polling place, you may not swear-in any additional Substitute Judges.

Swearing in a Substitute Judge

The Substitute Judge must complete all sections of the **Application for Swear-In Election Judge and Oath of Office (Form 4), including the checklist in the middle of the form.** Once the Substitute Judge completes the form, the Election Judge who gives the oath must call the Board at 312-269-7984. The Election Judge must provide all of the following information from the Substitute Judge:

- name
- birth date
- last two digits of their social security number

The Judge will get a verification ID number from the Board over the phone if the Board approves the Substitute Judge to serve. The Judge who gave the oath must note the verification ID number on the Payroll Voucher (Form 194) for the Substitute Judge. Failure to verify the eligibility of a Substitute Judge may result in reduced payment.

Substitute Judges must also enter their contact information into the e-poll book in the **Poll Workers** tab.

The Substitute Judge may work while the Board reviews the above information. If the Board decides a Substitute Judge is not eligible to serve, the Board will send a Field Investigator to the polling place to follow up.



NOTE: A high school student or Election Coordinator cannot be sworn-in as a Substitute Election Judge.

Stand-by Judges

Do You Have at Least 5 Judges, but Your Polling Place Needs Additional Help?

Stand-by Judges are trained representatives of the Board. They do not represent a political party. They are available to work at any precinct in any polling place if appointed Judges have not reported and you are not able to swear-in another person to work. They may also help address a busy period at a polling place, such as opening or closing. Please call ELECTION CENTRAL at 312-269-7870 if you need help from a Stand-by Judge. They are available to help once approved by the Board. Once the Stand-by Judges have assisted your polling place as needed, they must return to the Board’s office.

If you need a Coordinator at your precinct, see page 8 about Stand-by Coordinators.

Student Judges

High School Student Judges

A Student Judge is a high school junior or senior who may or may not be 18 years of age. A Student Judge also may or may not be a registered voter.

Before Election Day, Student Judges must turn in a Student Judge application. The application must be signed by a parent/guardian and a representative from their high school. Student Judges must also be assigned to a polling place by the Board.

There can only be two High School Student Judges per precinct, one Democrat and one Republican.

IMPORTANT: High School Student Judges cannot return any election materials to the Receiving Station after the polls close.

College Student Judges

A college student may also serve as an Election Judge if the student submitted a proper application to the Board before Election Day. These college students may or may not be registered voters.

Bilingual Election Judges

By law, voters who speak Spanish, Chinese, Polish, Hindi, Korean and Tagalog are eligible to have translation services to help them with the voting process on Election Day.

The Board assigns Judges to serve as translators for voters as needed. If your precinct requires translators, you will find the Language Assistance Notice in Envelope 1 and in the Key Judge Envelope. The Bilingual Judge(s) must wear the Language Assistance badge found in Envelope 1 on Election Day.

At all polling places, there are informational signs in Envelope 2 in English, Spanish, Chinese, and Hindi. At some polling places you will have additional signs in Korean and Tagalog. You must arrange the signs so that they are easily seen by voters while in the polling place and so that they know assistance is available to them.



IMPORTANT: Do you have a voter who needs translation help, but there is no Bilingual Judge at your polling place? Contact ELECTION CENTRAL at 312-269-7870 and ask to speak with a translator.

UNDERSTANDING YOUR RESPONSIBILITIES AS AN ELECTION JUDGE

No matter what type of Judge you are, it is important that you understand your responsibilities on Election Day.

1 Conduct a Fair and Proper Election

Election Judges must follow the instructions in this handbook. **If you aren't sure about any instructions or procedures in this handbook, please call the Board at 312-269-7984 before Election Day or ELECTION CENTRAL at 312-269-7870 on Election Day.**

What if another Judge is not following the rules or is behaving unprofessionally?

Contact ELECTION CENTRAL at 312-269-7870 immediately. The Board will send an investigator to the polling place to observe the situation and report back to the Board. On Election Day, the Board can and will remove an Election Judge from the polling place if needed.



IMPORTANT: Don't wait until after Election Day to report a problem. It is very important that you let the Board know if there is a problem on your team during Election Day. It is much harder to remove an Election Judge after the election.

2 Provide Quality Customer Service To All Voters

As a Judge, it is your responsibility to make sure **all** voters have a satisfactory voting experience. See Chapter 6 for more information on providing services to voters who may need special assistance or voters with disabilities.

3 Manage the Polling Place

As an Election Judge, you must manage the polling place. Managing the polling place includes the following tasks:

- Managing the lines of voters
- Making sure only authorized people are at the polling place
- Making sure the polling place is safe
- Helping Election Day run smoothly
- Keeping the noise level of the polling place to a minimum



IMPORTANT: If there is an unsafe situation, call 911. Report any problems to ELECTION CENTRAL at 312-269-7870.

4 Monitor the Equipment, Supplies, and Space

It is important you oversee all aspects of the polling place. You must make sure that all voting equipment is set up properly and that no one tampers with any voting equipment during voting hours.

REMINDER: CALL EQUIPMENT/SUPPLIES at 773-247-4065 immediately if you notice any equipment or materials are damaged or working incorrectly.

Please be respectful and courteous. Before you leave, please also return any items you borrow from the polling place like extension cords, tables, chairs, etc. You must leave the polling place in the same condition as when you arrived in the morning. **The Board may reduce your pay to cover the cost of cleaning a polling place or repairing damage caused by the Election Judges.**

5 Share Election Duties

All Judges, including appointed, Substitute, Stand-by, Student, and Bilingual Judges, must share all responsibilities. Rotate duties during the day. All decisions must be made by a majority vote of all judges. **There is not a chief or head Judge. All Judges have the same authority.**



NOTE: If, after voting, Judges cannot agree on a decision, call ELECTION CENTRAL at 312-269-7870.

6 Keep the polling place open during assigned hours

The polling place must be open from 6:00 am to 7:00 pm on Election Day. **You must report to your assigned polling place no later than 5:00 am on Election Day.** The polling place must open promptly at 6:00 am and not close until 7:00 pm. Voters who are in line by 7:00 pm must be allowed to vote.

If needed, Judges may leave the polling place, **one at a time** for a reasonable amount of time. You must talk to other Judges before leaving the polling place. Make any decisions necessary, even if a Judge has left temporarily.

7 Maintain the Campaign-Free Zone

An important part of your job is to make sure there is no electioneering at the polling place.

Electioneering is publicly favoring one candidate or political party or side of a public question on the ballot, etc. **It isn't allowed within 100 feet of a polling place by anyone.** The area outside the polling place where electioneering is not allowed is called the Campaign-Free Zone.

Electioneering includes the following behaviors:

- Trying to get votes for a certain candidate
- Wearing candidate buttons or badges, stickers, etc.
- Hanging or posting campaign posters
- Giving out sample ballots or campaign materials
- Talking about candidates, political parties and/or referenda (public questions on the ballot)

To make this clear, each polling place will have two 18" blue cones with the wording: **"No electioneering beyond this point."** This wording is printed on each cone in English, Spanish, Chinese, and Hindi. You will have a 100 foot string to measure and mark off the 100 foot area. If there is more than one entrance, you can use one blue cone at the main entrance and the other cone at the other entrance. The 100 feet is measured from the room where people vote. Here are some common situations in the box below.

How Do You Mark Off the Campaign-Free Zone?		
	IF . . .	THEN . . .
Situation #1	A polling place room is in a public or private school, a church, a religious organization, or a private business AND the distance of 100 feet ends inside of the building . . .	Place the cones outside the building at each entrance used by voters. Note: A church, place of worship, or private school can decide to make its whole property a Campaign-Free Zone. Then, place the cones near the edge of the property near the entrances that the voters use.
Situation #2	The polling place is in a private or public building, but not a school, church, or private business AND the polling place room is on the ground floor . . .	Place the cones 100 feet from each entrance to the polling place room. If the 100 feet ends inside the building, place the cones at the exact spot where the 100 feet ends.
Situation #3	The polling place is in a private or public building, but not a school, church or private business AND on a floor above or below the ground floor . . .	Find the elevator or stairs that the voters will use to get to the polling place. On the ground floor of the building, place the cones 100 feet from the elevator or stairs. If the 100 feet ends inside the building, place the cones at the exact spot where the 100 feet ends. Place them toward the direction of the entrance.

The law allows electioneering outside the Campaign-Free Zone during the time the polls are open on Election Day. Anyone has the right to discuss politics, pass out political information, etc. on any polling place property, **as long as they are outside of the Campaign-Free Zone.**



Board staff are available to help you on Election Day if you have trouble marking off the Campaign-Free Zone. Please call ELECTION CENTRAL at 312-269-7870 if you need help or have questions.

REMINDER: You are not required to manage or supervise the area outside of the Campaign-Free Zone. Only the area within the Campaign-Free Zone is your responsibility.

Following the Code of Conduct

As an Election Judge, you must follow the rules of the election to hold a free and fair election in your precinct on Election Day. It is very important that you follow the Election Judge Code of Conduct.

Anyone who breaks the rules in the Code of Conduct may face disciplinary action, including termination, loss of pay, or other actions as stated in state and federal laws.

CODE OF CONDUCT

- **Be on time.** Arrive at the polling place by 5:00 am. Make sure the polling place is set up completely and ready to open at 6:00 am.
- **Be professional at the polling place.** At the polling place when voters are present, **don't do any of the following activities:**
 - ❖ Use cell phones for personal use*
 - ❖ Engage in political discussions
 - ❖ Watch tv, including movies/shows on handheld devices or laptop computers
- * EXCEPTION: Judges may use a cell phone to make calls to the Board for help.
- **Be respectful, friendly, and helpful with voters.** Give clear and consistent instructions during the hours that the polling place is open for voting.
- Work in a **cooperative way with all Judges and any poll worker who is assigned to the polling place by the Board.**
- Remember, **each voter has the right to a secret ballot.** Do not look at the voter's ballot choices, even if the ballot scanner rejects the ballot.
- **Use the e-poll book and other paper records of voter information only to help voters at the polling place where you are assigned.** Do not use the e-poll book or other sources for random searches or personal use.
- Use voters' personal information only to process a voter's ballot application. **Never share any personal voter information outside the polling place.**
- **Follow all rules** about Election Day in this handbook or the e-poll book.
- Use the Election Judge Handbook and/or directions from Election Central if you have questions. **Call ELECTION CENTRAL at 312-269-7870 if you need help.**

ELECTION COORDINATORS

Being an Election Coordinator

As an Election Coordinator, you have a very important role on Election Day. You will receive an assignment letter the week before Election Day. In your assignment letter from the Board, there is information about your assigned precinct and important tasks leading up to Election Day. You will also receive an Election Coordinator Accessibility Checklist (Form 21-ADA) that shows the temporary remedies that must be performed at your polling place. Please refer to the Polling Place Accessibility Guide in the ESC for further instructions. You and the Key Judge also will receive the equipment key and supplies the week before the election and information about contacting the other Judges and Coordinator.



Please refer to the Polling Place Accessibility Guide and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.

On Election Day, your job as an Election Coordinator includes the following tasks:

- Set up the polling place so that it is functioning and accessible to all voters with disabilities throughout the day using Form 21-ADA
- Overseeing all areas of the polling place
- Closing the assigned precinct – ensuring that Form 21-ADA is completed, placed in Envelope 47E and returned to the Receiving Station

As an Election Coordinator, you represent the Board in the polling place. If you have questions on Election Day, call ELECTION CENTRAL at 312-269-7870.



NOTE: Everyone is responsible for their own food and drink on Election Day. You should plan to bring or buy what you will need for the whole day.

Your Assignment on Election Day

The Board assigns one Coordinator to each of the 2,069 precincts throughout the City of Chicago. The Board also assigns at least five Judges to each precinct. If there is more than one precinct in a polling place, you, as the Coordinator, will provide assistance to ALL precincts. It is very important that you go to the precinct listed on your assignment letter. If you go to a different precinct, you might not get paid or your pay might be delayed.

Do you have questions about your assignment? Call the Election Coordinator Department at 312-269-0876.



Do you have an Election Coordinator assignment, but you cannot serve as an Election Coordinator? Please call the Election Coordinator department at 312-269-0876 before Election Day to tell the staff.

If your assigned precinct is also your home precinct, you may vote during a break in your Coordinator duties. **Are you assigned to work outside the precinct where you live?** You will need to vote before Election Day. Call the Board at 312-269-7967 or visit chicagoelections.gov to find out more about voting **before** Election Day.

Stand-By Election Coordinators

If Your Polling Place Needs a Coordinator

Stand-by Coordinators are trained like other Election Coordinators. Stand-by Coordinators must report to **Stand-by Central** on election morning at 5:00 am. Whenever a polling place needs an Election Coordinator, the Board sends a Stand-by Coordinator. Stand-by Coordinators serve at the polling place until the polls close, the equipment is put away, and paperwork is complete. They are taken back to Stand-by Central afterwards. They receive the same pay as other Election Coordinators.



Does your polling place need the help of a Stand-by Coordinator? Please call ELECTION CENTRAL at 312-269-7870.

UNDERSTANDING YOUR RESPONSIBILITIES AS AN ELECTION COORDINATOR

Before Election Day

- **Pick up Election Day materials in the week before Election Day.** You will get the location, dates, and times of where to get the materials in an email.
- **Contact the Election Judges in your assigned precinct(s) before Election Day.** Help them check the voting equipment on the Monday before Election Day. The contact information for the Election Judges in your precinct(s) is on your assignment letter.

On Election Day

- **Serve all day on Election Day** from 5:00 am until all work is completed after the polls close. The work is not finished until the Election Judges have gathered everything they need and leave to deliver those materials to the Receiving Station.
- **Serve all precincts** in a polling place.
- **Wear the Election Coordinator ID badge** (located in the Election Coordinator packet).
- **Sign in and out** on the Election Coordinator payroll sheet (Form 194EC) located in Envelope 1, and the e-poll book.
- **Know all Election Day Registration procedures.** Oversee voter registration on the electronic poll book (e-poll book) in the precinct.
- **Help the Election Judges** with any and all processes and procedures on Election Day. This may include setting up voting equipment, setting up voting booths, powering up the voting equipment and completing other necessary tasks.

- **Make sure the polling place is set up and functioning** so that it is accessible to all voters, including those with disabilities. Position the registration table, accessible voting machine (touchscreen unit) and accessible lowered booth so that voters with disabilities: 1) have “a 36" path” (use the 36" measuring tape provided in the ESC) to maneuver and turn throughout the voting area (use the 60" paper circle in the ESC to measure proper spacing around the touchscreen machine and lowered booth); and 2) are ensured of privacy when they vote.
- **Troubleshoot problems** with equipment and make minor repairs, such as clearing paper jams.
- **Have your cell phone available** to make and receive calls and text messages between the polling place and Election Central. Don't forget to bring your phone charger. You will need to call Election Central if there are questions, equipment problems, or serious malfunctions on Election Day.
- **Follow Board instructions** to complete all required tasks.

REMINDER: As an Election Coordinator, you CANNOT:

- ⊘ Serve as an Election Judge
- ⊘ Initial paper ballots
- ⊘ Verify voters' signatures
- ⊘ Make decisions on challenges
- ⊘ Sign affidavits
- ⊘ Sign tapes
- ⊘ Sign closing forms or envelopes
- ⊘ Return items to the Receiving Station

After the Polls Close

- **Monitor the votes being transmitted.** You will oversee that all the votes are transferred to the Board's computer system.
- **Help Election Judges with completing required forms** after you close the polls.
- **Help Election Judges gather everything** so they can deliver materials to the Receiving Station.
- **Make sure Form 21-ADA is completed and returned** to the Receiving Station in Envelope 47E.

You may leave after all Judges have left. Judges must take the election materials to the Receiving Station.



Please refer to the Polling Place Accessibility Guide and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.

More Election Day Tasks

As an Election Coordinator, your job is to help the Election Judges with the processes and procedures of Election Day. You should work closely with the Election Judges to make sure voter registration and other Election Day procedures run smoothly.

You will help with various tasks:

- Assisting with setting up the polling place to make sure that it is accessible for voters and that voters have privacy
- Setting up the voting booths
- Hanging signs and posters
- Printing and reviewing the zero tape with the Judges and poll watchers
- Helping manage crowds

You will also help with the equipment:

- Setting up and turning on the voting equipment
- Making sure that the voting equipment remains plugged in all day
- Changing printer paper on the voting equipment if needed
- Clearing jams in the printer or ballot scanner
- Clearing error messages on the touchscreen unit



Please refer to the Polling Place Accessibility Guide and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.

At the end of the day, you will also assist with closing tasks:

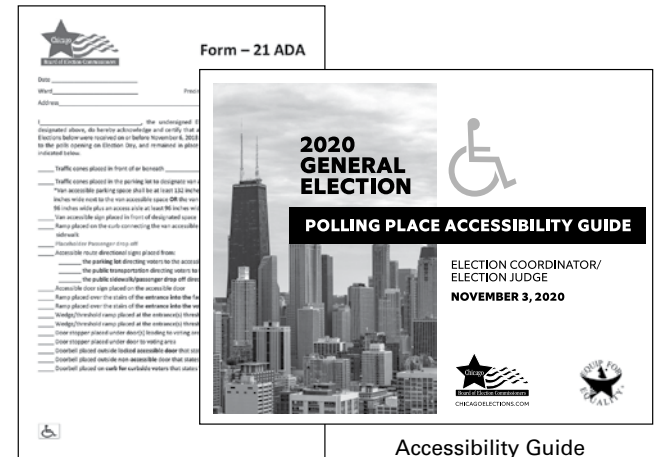
- Closing the polls on the ballot scanner and touchscreen
- Helping with the transmission of election results
- Preparing materials for delivery to the Receiving Station
- Overseeing the checklist at the end of the night to make sure all required materials are sent to the receiving station in their proper carriers

VOTER REMINDERS

Remember to remind voters while they wait in line to do the following:

- Take their ballot from the touchscreen printer to the ballot scanner
- Make sure the Judges have initialed their paper ballot
- Use the ballot marker to mark the paper ballot

Please assist in every way possible to keep the polling place running smoothly.



Form 21-ADA

Accessibility Guide

Where Should You Be During Election Day?

You should sit in the polling place wherever it is most helpful. If the Election Judges need help managing voter registration, sit at the Registration Table. If you need to check on the electronic voting equipment, an Election Judge should conduct voter registration while you work to fix any problems.

Remember to always respect voter privacy – don't sit or stand where you can see their votes.

If there is more than one precinct in the polling place, sit in a neutral location. Then, you can see everything happening with each precinct and assist if needed. If the equipment is working and the Judges need help with procedures, you may stand near the Judges' table to help them.

Remember, **you aren't allowed** to process voters, verify signatures, or sign or initial any paperwork, including ballots. You are able to read instructions to the Judges from the handbook. You can also call ELECTION CENTRAL at 312-269-7870 with any questions.

EXCEPTION: As a Coordinator, you may sign the voter registration form (Form 14Reg).