

# **2020 MINNESOTA ELECTION JUDGE TRAINING WORKBOOK**



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# Precinct Finder Exercise

Street Address	House Range Unit Range	O E B	Precinct	City	ZIP Code
<b>SCHALLER DR</b>					
	889 to 2611	B	0280 MAPLEWOOD P-16	MAPLEWOOD	55119
<b>SCHEFFER AVE</b>					
	701 to 831	B	0700 ST. PAUL W-2 P-03	ST PAUL	55102
	880 to 1081	B	0700 ST. PAUL W-2 P-03	ST PAUL	55102
	1130 to 1336	B	0970 ST. PAUL W-3 P-14	ST PAUL	55116
	1349 to 1399	B	0920 ST. PAUL W-3 P-09	ST PAUL	55116
	1400 to 1579	B	0920 ST. PAUL W-3 P-09	ST PAUL	55116
	1580 to 1818	E	0920 ST. PAUL W-3 P-09	ST PAUL	55116
	1581 to 1819	O	0920 ST. PAUL W-3 P-09	ST PAUL	55116
	2060 to 2239	B	0860 ST. PAUL W-3 P-03	ST PAUL	55116
<b>SCHEUNEMAN RD</b>					
	3622 to 3660	B	0080 GEM LAKE P-1	GEM LAKE	55110
	3696 to 3696	E	0080 GEM LAKE P-1	GEM LAKE	55110
	3734 to 4144	B	0080 GEM LAKE P-1	GEM LAKE	55110
<b>SCHIFSKY RD</b>					
	600 to 798	E	1620 SHOREVIEW P-4	SHOREVIEW	55126
	601 to 799	O	1630 SHOREVIEW P-5	SHOREVIEW	55126

**Figure 1: Portion of a Precinct Finder to use for Exercise**

Use this sample precinct finder to answer the questions in this section.

## Precinct Finder - Question # 1

The precinct finder should be used to verify the address of: *Circle all that apply*

- A) Every voter who registers to vote on Election Day.
- B) Every voter who is not sure if they are in the correct polling place.
- C) Every voter.
- D) Every voter that has a challenge.

## Precinct Finder - Question # 2

Sam goes to the Shoreview P-6 polling place with a residential address of 604 Schifsky Road. Is this the precinct? \_\_\_\_\_

If not, what is Sam's correct precinct? \_\_\_\_\_

## Precinct Finder - Question # 3

At Saint Paul W-3 P-3 polling place, Kerry would like to register and vote with a residential address of 900 Scheffer Avenue. Is Kerry trying to register and vote in the correct precinct? \_\_\_\_\_

If not, what is her correct precinct? \_\_\_\_\_

## Precinct Finder - Question # 4

George lives at 3640 Scheuneman Road and goes to vote at Gem Lake P-1 polling place. Is this correct? \_\_\_\_\_

## Precinct Finder - Question # 5

If you cannot find an address on the Precinct Finder, what should you do?

Response: \_\_\_\_\_

# Election Day Registration Exercise

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## EDR - Question # 1

Victor presents a photo ID and a current bank statement. The bank statement is on his smartphone's screen and not a paper copy. Can Victor register? *Circle the correct answer*

- A) No, the voter must provide a paper copy to attach to the registration application.
- B) It depends on the type of smartphone.
- C) Yes, the bill can be displayed on any electronic device.

## EDR - Question # 2

Susie's Minnesota driver's license has her old address. She does not receive any bills in her name. What are Susie's options? *Circle all that apply*

- A) A roommate can vouch for her, as long as her roommate is already registered or registered previously on Election Day using another method other than vouching.
- B) She can update her driver's license and bring in a receipt for the new license.
- C) She can use the "welcome to the city" letter she received from her city government.
- D) She should go vote at the precinct that is correct for her old address.

## EDR - Question # 3

Mohammed lives in a house with 9 college roommates. All need to register. The lease and house utility bills are in Mohammed's name. What options do his roommates have? *Circle all that apply*

- A) Mohammed registers and then vouches for 8 of his roommate. One roommate needs to use another form of Election Day proof of residence.
- B) Mohammed's roommates can provide another bill, such as cell phone, with their current address, along with a photo ID.
- C) They cannot register. College students have to vote in their home precincts (where their parents live).
- D) Mohammed registers and then vouches for all of his roommates.

## EDR - Question # 4

Josh moved to the apartment directly across the hall from his old apartment. He is already on the registered roster showing his old apartment number. What documentation does Josh need in order to register to vote? *Circle the best answer*

- A) A utility bill that lists his new apartment number.
- B) Another resident in the building (or precinct) that could vouch for him.
- C) Nothing as "previous registration in the precinct" is sufficient.
- D) He could update his driver's license to reflect his apartment change.

**EDR - Question # 5**

Jane Quincy would like to register to vote at the address of 3300 Century Ave N, White Bear Lake, MN 55110 with the following documents for an election on November 3, 2020. Can she register with the following documents? *Circle the correct answer*

- A) Yes
- B) No

<b>UNIVERSITY OF MINNESOTA</b> Twin Cities One Stop Student Services Phone: 612/624-1111 Email: onestop@umn.edu Web: onestop.umn.edu		Statement Date: October 10, 2020						
<b>Jane Quincy</b> 3300 Century Ave N White Bear Lake, MN 55110		<table border="1"> <tr> <td>Pay Balance Due:</td> <td>1,4728.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">OR</td> </tr> <tr> <td>Minimum Payment:</td> <td>500.00</td> </tr> </table>	Pay Balance Due:	1,4728.00	OR		Minimum Payment:	500.00
Pay Balance Due:	1,4728.00							
OR								
Minimum Payment:	500.00							
Term	Last Activity Date	Description	Net Amount					
<b>Balance from Previous Bill</b>								
<b>Tuition, Fees, &amp; Other Charges</b>								
	08/24	U-Pass	97.00					
	08/14	Undergraduate Tuition	5,825.00					
	08/14	H & RL Room Charge	2,547.00					
	08/14	UDS Meal Plan	1,767.00					
	08/14	CLA Collegiate Fee	145.00					
	08/14	Student Services Fee	365.90					
	08/14	Transportation Fee	19.00					
	08/14	Council of College Boards Fee	1.21					
	08/14	Minnesota Student Assoc Fee	2.42					
	08/14	CMU Univ Bookstore Purchases	185.72					
		<b>Subtotal:</b>	<b>10,955.25</b>					



Figure 1: Samples of Student Fee Statement & Out of State Driver's License for Exercise

**EDR - Question # 6**

If Jane presented you with these documents, show how would you complete the "Election Judge Official Use Only" section at the bottom of the application:

Election Judge Official Use Only			
W _____	ID with Current Name & Address ID Number: _____	Photo ID + Document with Current Name & Address Document Type: _____	Other <input type="checkbox"/> Vouched For <input type="checkbox"/> Notice of Late Registration <input type="checkbox"/> Valid Registration in Same Precinct <input type="checkbox"/> Student ID with College List ID Number: _____
P _____	<input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	Photo ID Number: _____ <input type="checkbox"/> Driver's License, Learner's Permit or State ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military or Veteran ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	
SD _____			
Initials _____			

Figure 2: Sample of "Election Judge Official Use Only" Section of EDR VRA



## EDR - Question # 9

Jeff hands you the following document. What else will he need in order to register? *Circle the correct answer*

- A) A valid photo ID.
- B) A valid photo ID and a current bill.
- C) An old photo and a current bill.
- D) He does not need anything additional to register.



### NOTICE OF LATE REGISTRATION

October 25th, 2020



Voter ID: 0003595542

JEFF NARAGON  
24250 BAT HALLOW LN  
DEERWOOD, MN 56444

Dear JEFF NARAGON:

Your registration application was received fewer than 21 days before the 11/08/2016 STATE GENERAL ELECTION. If you do not vote in the upcoming election on 11/08/2016, your registration will be effective the day following the election.

You may register and vote on election day at the polling place listed below. Please bring this notice of late registration with you as proof of residency or bring one of the following:

- 1) A valid Minnesota driver's license, learner's permit, or a receipt for either that contains your valid address in the precinct;
- 2) A valid Minnesota identification card or a receipt for the identification card that contains your valid address in the precinct;
- 3) A current student identification card including your photo (if your college has provided a student housing list);
- 4) A tribal identification card that contains your name, picture, signature, and address in the precinct;
- 5) A valid registration in the same precinct under a different name or address;
- 6) A voter who is registered in the precinct and can attest to your address with a signed oath;
- 7) An employee of the residential facility where you reside who can attest to your address with a signed oath; or
- 8) A photo ID from the first column, **and** a current bill in your name showing your current address from the second column.

**Photo ID (may be expired):**

Minnesota Driver's License  
Minnesota Identification Card  
United States Passport  
United States Military ID  
Minnesota College or Technical College Photo ID  
Tribal Identification Card

**Bill:**

**1. Utility Bill due within 30 days of election day:**

Telephone, cell phone, television, internet service provider, electric, gas, water, garbage, or sewer and solid waste.

**2. Student fee statement**

**3. Rent statement dated within 30 days of election day that itemizes utilities.**

The polling place where you vote for this election is:

BAY LAKE TWP  
BAY LAKE TOWN HALL  
13861 COUNTY ROAD 10  
DEERWOOD, MN 56444

If you have any questions, please contact our office at: (218) 824-1045

Thank you,

Crow Wing County Elections

LATEVR

Figure 6: Sample of Notice of Late Registration

# Summary Statement Exercise

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Practice compiling basic election night statistics using the instructions below and the supplemental documents on page 13. List your answers on the sample summary statement on page 14.

## Instructions for Completing the Summary Statement

The first step in gathering statistics is to make sure that the number of ballots the machine counted matches the number of people who voted. The results tape (see page 13) will list the number of ballots counted — compare that to the number of signatures on both voter rosters (also on page 13). Do not count lines marked 'AB' as signatures.

1. Number of ballots counted: \_\_\_\_\_
2. Number of voter receipts or signatures on all rosters: \_\_\_\_\_
3. If the numbers do not match, examine the incident log and provide an explanation of what happened:

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Now, provide a new tally of ballots counted and voted receipts to ensure they match:

4. Number of ballots counted: \_\_\_\_\_
5. Number of voter receipts or signatures on all rosters: \_\_\_\_\_

Finally, document the remaining statistics onto the Summary Statement on page 14.

# Summary Statement Exercise Materials

## Results Tape

20:10:34 11/03/20	
State General Election	
Date: November 3, 2020	
Northfield W-1 P-3	
Total Ballots	11
-----	
Races	
President	
#Running	4
# To Vote For	1
-----	
Aaron Apple	2
Beth Banana	4
Carl Car	1
Denise Dog	3
Under Votes	1
Write-In	0
-----	
Total Votes	11

## Pre-Registered Roster

Voter Name and Address	Voter Signature
1. SMITH, BETH NANCY 11787 422ND ST	<i>Beth Smith</i>
2. SMITH, BILL MICHAEL 11787 422ND ST	
3. SMITH, BOB AARON 11717 42ND ST	<i>Chuck Smith</i>
4. SMITH, CHUCK BRAD 42903 KESTREL AVE	
5. SMITH, CHARLES JOHNATHAN 42302 KESTREL AVE	<b>AB</b>
6. SMITH, DARLENE CHRIS 42302 KESTREL AVE	<i>Darlene C. Smith</i>
7. SMITH, DAN DERRICK 42302 KESTREL AVE	<i>Danny Smith</i>
8. SMITH, EVAN JOHN 12485 422ND ST	<i>Evan Smith</i>
9. SMITH, FRANK BILL 12485 422ND ST	<i>Frankie Smith</i>
10. SMITH, GRETCHEN ANN 43141 140TH AVE	<i>Gretchen Smith</i>
11. SMITH, HARRY JAMES 45536 KESTREL AVE	
12. SMITH, IRENE CHRISTINE 45536 KESTREL AVE	<i>Irene Smith</i>
13. SMITH, IRA JOHN 45536 KESTREL AVE	<i>Ira Smith</i>

# Summary Statement to Complete

Municipality Northfield

Ward 1 Precinct 3  Check if AB

County Rice

Number of Election Judges who worked in this precinct \* 8

Number of Voting Booths in this precinct \* 10

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**Registration Statistics**

Number of persons registered at 7 a.m.  \*1. 13

Number of new registrants on election day \*2. \_\_\_\_\_

---

**Ballots delivered to the precinct**

Ballots delivered as certified by the clerk  3. 20

Ballot count adjustments from incident log (+/-) 4. \_\_\_\_\_

Number of unofficial ballots made 5. 0

Number of absentee ballots delivered 6. 0

Total number of ballots delivered to precinct (3+4+5+6 = A)  A

---

**Ballots not in the ballot box**

Number of spoiled ballots \*7. 0

Number of originals for which duplicates made \*8. 0

Number of rejected absentees  \*9. 0

Number of unused ballots 10. \_\_\_\_\_

Total number ballots not in the ballot box (7+8+9+10 = B)  B

---

**Ballots cast in the ballot box** 

Number of signatures on roster (preregistered + EDR) \*11. \_\_\_\_\_

Number of accepted regular, military and overseas absentee & mail ballots \*12. 0

Number of accepted federal only absentee ballots \*13. 0

Number of accepted presidential only absentee ballots \*14. 0

Total number of ballots in the ballot box (= persons voting) (11+12+13+14 = C)  C

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**Ballots returned to Auditor/Clerk**

Ballots returned from the precinct (B + C = D)  D

Difference for auditor/clerk notation on delivery record (A - D = E)  E

Figure 4: Sample Summary Statement for Exercise

# Security Practices Quiz

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## Security Practices - Question # 1

Before the polls open, election judges were setting up the ballot counter in their polling place. They noticed that the wire seal on the memory card/stick port was broken. What should they do next? *Circle the best answer*

- A) Yell out, "The seal is broken, the seal is broken," and pound their fists on the ballot counter.
- B) Stop setting up the ballot counter and notify the head judge that the seal is broken. Wait for further instructions
- C) Just throw away the broken seal and continue with setting up the ballot counter.

## Security Practices - Question # 2

The election judges setting up the ballot marker (before the polls open) have notified the head judge that there is a problem with the seal. The sticker seal that covers the memory card/stick port has ripped. What should the head judge do next? *Circle the best answer*

- A) Notify the main election clerk/official of the ripped seal and follow their directions for next steps.
- B) Immediately lock all doors to the building and tell voters that the polling place is closed until further notice.
- C) Place a piece of tape on the door and go back to completing other opening tasks.

## Security Practices - Question # 3

Why is it important to make sure that candidate names/rotations/question numbers on "zeros" tape/report matches the ballots sent to that polling place for Election Day? *Circle the best answer*

- A) It confirms that the correct ballots are in the poll place before voting begins.
- B) It provides some reassurance that tampering of the memory card/stick has not occurred.
- C) It confirms that the tabulator is working before the polls open.
- D) All of the above

## Security Practices - Question # 4

A group of protesters had entered the gymnasium where voting was taking place. The head election judge, under the direction of the main election official, called in police to remove the protesters. After removal of the protesters, the head judge asked the officers to stay because they were worried about "more protesters showing up later." Are officers allowed to remain in a polling place after peace is restored?

- A) Yes
- B) No

# General Knowledge Quiz

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## General Knowledge - Question # 1

Who issues ballots to the voters? *Circle the correct answer*

- A) The registration judge.
- B) The judge who receives voter receipts.
- C) The ballot counter judge.
- D) The head judge.

## General Knowledge - Question # 2

What events must be noted in the incident log when they occur? *Circle all that apply*

- A) Discrepancies in ballot counts when opening ballot packets.
- B) Unusual events or incidents.
- C) The names of vouchers.
- D) The names of people who accompany voters as assistants.

## General Knowledge - Question # 3

What is a voter receipt? *Circle the correct answer*

- A) The receipt a voter gets when they register.
- B) The receipt a voter gets after they vote.
- C) The receipt a voter gets if they use curbside voting.
- D) The receipt a voter gets after signing the paper pre-registered or Election Day registration roster?
- E) Both A & D

## General Knowledge - Question # 4

What is the minimum number of election judges in a polling place who must represent different major political parties? *Circle the correct answer*

- A) 4
- B) 2
- C) There is no minimum.

## General Knowledge - Question # 5

In your own words, what is curbside voting?

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**General Knowledge - Question # 6**

Who can mark their ballot using the ballot-marking machine? *Circle the best answer*

- A) Voters who are blind.
- B) Voters with any form of disability.
- C) Any voter.

**General Knowledge - Question # 7**

You are setting up the ballot-marking machine--what factors do you use to decide where to place it in the polling place? *Circle the best answer*

- A) Proximity to electrical outlet.
- B) Privacy afforded to the voter.
- C) Obstacles in the path of voters approaching it.
- D) All of the above.

**General Knowledge - Question # 8**

Which of the following are required by law to be in every polling place? *Circle the correct answer*

- A) Chairs for voters who need to sit on while waiting to register or vote.
- B) A ballot counter machine.
- C) A list posted on the wall of emergency phone numbers.

**General Knowledge - Question # 9**

Political discussions between election judges are okay if not within earshot of voters? *Circle the correct answer*

- A) True
- B) False

**General Knowledge - Question # 10**

If there is a line of voters waiting to vote at 8 p.m., the election judges should: *Circle the correct answer*

- A) Stop issuing ballots immediately.
- B) Determine who the last person in line is at 8 p.m.
- C) Announce that the polling place is closed at 8 p.m. and all in line are allowed to vote.
- D) Both B & C.

**General Knowledge - Question # 11**

What should be in the ballot box when the polling place is declared open? *Circle the correct answer*

- A) Blank ballots.
- B) Election supplies.
- C) Nothing.

**General Knowledge - Question # 12**

How close can a voter come to the ballot box if they are not about to cast a ballot? *Circle the correct answer*

- A) There is no rule.
- B) They must stay at least 15 feet away.
- C) They must stay at least 6 feet away.

**General Knowledge - Question # 13**

What is a summary statement? *Circle the correct answer*

- A) A document completed at the end of the day of the precinct's voting, registration and ballot statistics.
- B) A document that lists any problems or unusual events during the day.
- C) The document an authorized challenger presents when making a challenge.
- D) A document provided at the beginning of the day summarizing how many ballots were delivered.

**General Knowledge - Question # 14**

A voter asks an election judge what effect a ballot question will have if it passes. What should the election judge say? *Circle the correct answer*

- A) Provide basic information about the ballot question's effects, as long as it is fair and impartial.
- B) Tell the voter you cannot provide any information.
- C) Give your opinion, but clearly state that it is an opinion and there is another side to your viewpoint.

# Roster Quiz

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## Roster - Question # 1

A voter signs the paper roster, and then mentions they have recently married and changed their name. What should the roster judge do? *Circle the correct answer*

- A) Make the voter sign their new name on the roster.
- B) Ask the voter if they had a dessert at their wedding reception?
- C) Ask the voter to update their registration sometime in the coming weeks.
- D) Direct the voter to the registration table to update their registration. Place a line through the signature on the paper roster. Add the time and the initials of the election judge on the voter's signature line.

## Roster - Question # 2

What is a roster notation? *Give an example.*

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## Roster - Question # 3

A voter is about to sign the roster and the notation "Challenge—Roster Return" is next to their name. When administering the roster challenge process, what question is the most appropriate? *Circle the correct answer*

- A) What is your current address?
- B) What country were you born?
- C) What is your full legal name?

## Roster - Question # 4

A voter sees that someone else has already signed next to their name. Upon inspection, you find that the voter directly above signed on the wrong line on the paper roster. How do you handle this situation? *Circle the correct answer*

- A) Call the voter who signed the wrong line and ask them to come back to the polls.
- B) Ask the head judge for guidance.
- C) Tell the voter that, unfortunately, they cannot vote.

**Roster - Question # 5**

What does "A.B." mean on the signature line of a paper roster or the screen of an electronic roster? *Circle the correct answer*

- A) They are the initials of the election judge who approved the roster.
- B) The voter has applied for an absentee ballot, but it was not received or returned.
- C) The person voted by absentee ballot and cannot vote at the polling place.

**Roster - Question # 6**

Name two tips for finding names on a paper roster:

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**Roster - Question # 7**

Under what circumstances must a voter who appears on the roster re-register? *Circle the best answer*

- A) Change of name.
- B) Change of address in the precinct.
- C) Moved from one apartment to another in the same building.
- D) All of the above.

# Registration Judge Quiz

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## Registration - Question # 1

What is one of the first steps when registering a voter? *Circle the correct answer*

- A) Confirm that the voter is at the correct precinct, using the precinct finder.
- B) Give the voter a copy of the Minnesota voter's bill of rights.
- C) Ask the voter to show their photo ID.

## Registration - Question # 2

A family moved from Saint Paul to Bemidji five days before the election. Can they vote in Bemidji? *Circle the correct answer*

- A) No, because they have not resided in the precinct for more than 20 days.
- B) Yes. A voter must live in Minnesota for 20 days, not in a specific precinct for 20 days.
- C) No. They must vote from their previous address.

## Registration - Question # 3

A voter forget their ID. Can they leave and come back with it later? *Circle the correct answer*

- A) No. If persons leave without voting, they cannot return later to vote.
- B) Yes. Voters can leave and come back anytime during the voting hours to register and vote.

## Registration - Question # 4

Can a voter who registers on Election Day vouch for another voter? *Circle the correct answer*

- A) No. Only pre-registered voters can vouch for others. Their name must already be on the roster before vouching for anyone else.
- B) Yes. People who register, using any type of registration process, on Election Day can vouch for others.
- C) Yes. As long as the voter did not register by being vouched for.

## Registration - Question # 5

A residential facility staff person wants to vouch for 12 residents. Can she? *Circle the correct answer*

- A) No. She can only vouch for up to 8 of the residents.
- B) No. Staff people cannot vouch for residents, only another registered voter can vouch for them.
- C) Yes, she can vouch for all 12—unlike a registered voter who can vouch for a maximum of eight, residential facility staff can vouch for any eligible voters who reside at the facility.

## Registration - Question # 6

Who cannot be a voucher? *Circle the correct answer*

- A) A candidate at the election.
- B) An election judge who is a registered voter in the precinct.
- C) A person who registers the same day with a voucher.

**Registration - Question # 7**

A voter comes to register who has had a felony conviction. What should you tell him? *Circle the correct answer*

- A) He cannot vote.
- B) He can vote if he has completed all the terms of his sentence, including probation and parole.
- C) He can vote after petitioning the state to restore his voting rights.
- D) He can vote after presenting a document from the Department of Corrections saying he is eligible.

**Registration - Question # 8**

Which of the following is not a requirement to vote? *Circle the correct answer*

- A) Be a citizen of the United States.
- B) Be at least 18 years of age.
- C) Be a resident of the precinct for at least 20 days.
- D) Not be serving a felony sentence.

**Registration - Question # 9**

Which of the following documents may not be used as proof of residence? *Circle the correct answer*

- A) Current electric bill and a US passport.
- B) Property tax statement.
- C) Receipt for a Minnesota learner's permit.
- D) Oath of a registered voter from the same precinct.

**Registration - Question # 10**

A woman who is under guardianship comes to vote, but her guardian is not present. Can she vote? *Circle the correct answer*

- A) Yes, as long as she signs a statement saying her guardian was unable to come.
- B) No, she cannot sign the roster herself, it must be signed together with her guardian.
- C) No, voters under guardianship or who have given power of attorney to someone can no longer vote.
- D) Yes, a person under guardianship can vote as long as a court order did not specifically revoke their voting rights.

**Registration - Question # 11**

A voter tries to register who has a heavy accent and does not speak English very well. You suspect they might not be a U.S. Citizen. What should you do? *Circle the correct answer*

- A) Ask the voter to show their naturalization papers.
- B) Make a challenge to the voter's eligibility, and have another judge ask questions about their eligibility to vote.
- C) If the voter provides the necessary documentation, you must register the voter. Election judges cannot request additional documents or challenge a voter based on suspicion.

# Demonstration & Ballot Judge Quiz

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## Ballots - Question # 1

A voter can only vote for candidates from one political party on the partisan side of the ballot in a Primary Election. *Circle the correct answer*

- A) True
- B) False

## Ballots - Question # 2

A voter asks how a particular ballot question was placed on the ballot. How should you respond? *Circle the correct answer*

- A) If you know, explain the process by which the question was placed on the ballot.
- B) If you do not know, call your local election official to receive an explanation.
- C) You should avoid discussing candidates or ballot questions altogether with voters. Explain that you cannot discuss this voters, and direct them to the instructions on the ballot for how to complete that portion of the ballot.

## Ballots - Question # 3

What should you use to demonstrate to the voter how to mark their ballot? *Circle the correct answer*

- A) An official ballot.
- B) The demonstration ovals printed on a voter receipt, if provided.
- C) A separate demonstration ballot provided by your jurisdiction.
- D) The voter's ballot that they just received.
- E) Either B or C.

## Ballots - Question # 4

After opening a sealed a pack of ballots, what is the next step? *Circle the correct answer*

- A) Lock the ballots in the provided supply box.
- B) Count the ballots to make sure the packet had the indicated number of ballots. Record any discrepancies in the Incident Log or Ballot Count Log.
- C) Provide the ballots to the Head Judge for inspection.

**Ballots - Question # 5**

A voter wants to vote on an unoccupied table, instead of in a privacy booth. What should you say?  
*Circle the correct answer*

- A) Explain to the voter they must wait for a voting booth to open.
- B) Invite the voter to use the ballot marking machine.
- C) Confirm that it is okay for the voter to use a place of their choosing to mark their ballot.

**Ballots - Question # 6**

When should you issue a ballot to a voter? *Circle the correct answer*

- A) After the voter signs the pre-registration roster or electronic roster receipt.
- B) After the voter completes their registration and signs the Election Day registration roster or electronic roster receipt.
- C) After the voter gives you their name and address.
- D) After the voter presents you with a voter receipt.

**Ballots - Question # 7**

In your own words, what must two judges do to each ballot before it can be given to a voter?

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# Ballot Counter Judge Quiz

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## Ballot Counter - Question # 1

What should you do first when the ballot counter rejects a voter's ballot? *Circle the correct answer*

- A) Immediately press the override button and reinsert the ballot.
- B) Scrutinize the ballot carefully and inform the voter of the reason for rejection.
- C) Explain the error message on the ballot counter to the voter.
- D) Place the ballot in the "auxiliary slot."

## Ballot Counter - Question # 2

What is an overvote? *Circle the correct answer*

- A) Voting for more candidates than is allowed for that office.
- B) Making your mark over the oval, instead of within it.
- C) The marks made on the ballot when you flip it over to the back.

## Ballot Counter - Question # 3

What is an undervote? *Circle the correct answer*

- A) Making your mark under the oval, instead of within it.
- B) Voting for fewer candidates than is allowed for that office.

## Ballot Counter - Question # 4

What is a spoiled ballot? *Circle the correct answer*

- A) An absentee ballot that arrives after 8:00 p.m. on Election Day.
- B) A state primary ballot containing votes for only nonpartisan candidates.
- C) A ballot that has been returned to the election judges in exchange for another blank ballot.

## Ballot Counter - Question # 5

The ballot counter has stopped working. What should you do next? *Circle the correct answer*

- A) Have voters place their ballots in a polling place supply box, overseen by two judges of different parties.
- B) Have voters insert their ballot in the auxiliary compartment of the ballot counter.
- C) Collect the ballots by hand and organize them into groups of 25.
- D) Ask voters to wait while you call a local election official for instructions.

## Ballot Counter - Question # 6

How many feet away must others keep from the ballot counter? *Circle the correct answer*

- A) Far enough away to not see what a voter marked on their ballot.
- B) 3 feet from the voter immediately in front of them.
- C) 6 feet.

# Voter Challenger Quiz

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## Challengers - Question # 1

Who cannot appoint a challenger? *Circle the correct answer*

- A) A political party.
- B) A nonpartisan candidate for office.
- C) A partisan candidate for office.

## Challengers - Question # 2

A challenger appointed by a political party can monitor all aspects of polling-place management and operation. *Circle the correct answer*

- A) True
- B) False

## Challengers - Question # 3

A challenger is not allowed to speak directly to a voter. *Circle the correct answer*

- A) True
- B) False

## Challengers - Question # 4

A challenger sees a voter trying to register who appears nervous and tense. The challenger wonders if the voter is not eligible to vote. Can the challenger file a challenge? *Circle the correct answer*

- A) Yes.
- B) No.
- C) It depends on if the voter can provide a proof of citizenship document.

## Challengers - Question # 5

A challenger says a voter trying to register is still serving a felony sentence. After taking the oath and answering the election judge's question related to their felony sentence to the satisfaction of the election judge confirming. Is the voter allowed to vote? *Circle the correct answer*

- A) Yes, as long as the voter has answered related questions to the satisfaction of the election judge and affirms the oath that they meet all eligibility requirements.
- B) No, if a voter is challenged, they cannot vote during the present election.
- C) The voter can vote after clearing their name and data with the Department of Corrections.
- D) The voter can vote, but must use a provisional ballot.

## Challengers - Question # 6

Who can challenge a voter? *Circle the correct answer*

- A) An authorized challenger, election judge or voter.
- B) Any candidate at the election.
- C) The municipal clerk.

# Polling Place Conduct Quiz

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## Conduct - Question # 1

Which of the following buttons may be deemed “campaign material” and so should be covered or removed by a voter in the polling place? *Circle the correct answer*

- A) “Don’t Tread on My Gun Rights”.
- B) “Vote Snoopy for U.S. Senate”.
- C) Neither, these are not candidates or questions on the ballot.

## Conduct - Question # 2

Can an assistant physically mark a ballot for a voter? *Circle the correct answer*

- A) Yes.
- B) No, a voter must mark their own ballot.
- C) Yes, as long as the assistant’s name is marked in the incident log.

## Conduct - Question # 3

How many voters can an interpreter assist with registering to vote or voting a ballot at the polling place? *Circle the correct answer*

- A) One.
- B) No more than 3 voters in an election.
- C) An unlimited amount.

## Conduct - Question # 4

A voter wants to file a complaint about the election—how will you accommodate their request? *Circle the correct answer*

- A) Ask the voter to call the Secretary of State’s Office.
- B) Have the voter call the Mayor.
- C) Provide the voter with a HAVA or State Election Laws Complaint Form.
- D) Take the voter’s statement and note it in the Incident Log.

## Conduct - Question # 5

Are news media permitted in the polling place? *Circle the correct answer*

- A) No
- B) Yes, when given prior written permission by local election officials.
- C) Yes, if they can show ID and credentials.
- D) Yes, but only between the hours of 10:00 a.m. and 2:00 p.m.

**Conduct - Question # 6**

What should the election judges do if they find a campaign sign posted at the entrance to the polling place? *Circle the correct answer*

- A) Call the police department.
- B) Call the news media.
- C) Remove the sign and call local election officials to inform them of the sign, the time it was noticed and the time it was taken down. List the actions taken and times in the incident.
- D) Call the candidate to whom the sign belongs and ask them to remove it.

**Conduct - Question # 7**

Who may not assist a voter in marking a ballot?

- A) Two election judges of different parties.
- B) The voter's spouse, child, parent or sibling.
- C) A student.
- D) A voter's employer.

# Answer Key

## Precinct Finder Exercise Answers

- 1) A & B
- 2) No; Shoreview P-4
- 3) No; Saint Paul W2 P3
- 4) Yes
- 5) Make sure all pages are present and in order. Check with local election official if there is a new road and/or new construction.

## Election Day Registration Exercise Answers

- 1) C
- 2) A & B
- 3) A & B
- 4) C
- 5) A (yes)

Election Judge Official Use Only			
W <u>6</u> P <u>03</u> SD _____ Initials <u>JN</u>	<b>ID With Current Address</b> ID Number: _____ <input type="checkbox"/> MN Drivers License, Learners Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID	<b>Photo ID With Utility Bill or Fee Statement Student Fee Statement or Utility Bill</b> (type) ID Number: <u>WI 655-555-255-00</u> <input checked="" type="checkbox"/> Drivers License <input type="checkbox"/> U.S. Passport <input type="checkbox"/> Tribal ID <input type="checkbox"/> MN ID Card <input type="checkbox"/> U.S. Military ID <input type="checkbox"/> Student ID	<b>Other</b> <input type="checkbox"/> Vouched For <input type="checkbox"/> Late Notice <input type="checkbox"/> Previous Registration in Same Precinct <input type="checkbox"/> Student ID With College List ID Number: _____

6)

Figure 5: EJ Official Use Section with Answers to EDR Exercise Question 6

- 7) D
- 8) No, because the mortgage statement was dated September 30, which is more than 30 days before the election. Her other options include a different bill at her address that is dated within 30 days of the election, or to update her driver's license and provide the yellow receipt.
- 9) D

## Summary Statement Exercise Answers

- 1) Number of ballots counted: 11
- 2) Number of voter receipts or signatures on all rosters: 9 (pre-registered roster) + 3 (election day registration roster) = 12.
- 3) The numbers do not match. Upon inspection of the Incident Log, you notice that Danny Smith signed the roster and then afterward was informed he is in the wrong polling place. Danny did not receive a ballot. His signature should have been stricken with a note and the judge's initials.
- 4) Number of ballots counted: 11
- 5) Number of voter receipts or signatures on all rosters: 11
- 6) Additional statistics:
- 7) Number of new registrants on election day: 3

- 8) Ballot count adjustments from incident log: -2
- 9) Number of signatures on roster: 11
- 10) Number of unused ballots: 7
- 11) Boxes A-E A: 18
- 12) B: 7
- 13) C: 11
- 14) D: 18
- 15) E: 0

### **Security Practices Quiz Answers**

- 1) B
- 2) A
- 3) D
- 4) B (no)

### **General Knowledge Quiz Answers**

- 1) B
- 2) A & B
- 3) E
- 4) B
- 5) Curbside voting is when a voter is unable to enter the polling place and requests that you bring a ballot out to their vehicle.
- 6) C
- 7) D
- 8) A
- 9) False
- 10) D
- 11) C
- 12) C
- 13) A
- 14) B

### **Roster Quiz Answers**

- 1) D
- 2) A roster notation is a word or abbreviation on the line in the polling place roster where voters sign their name. It indicates doubt regarding their eligibility to vote. An example is 'Challenged—Voted Out of Precinct'
- 3) A
- 4) B

- 5) C
- 6) Tips for finding names in the roster include
- 7) Check spelling variations.
- 8) See if the first and last names were switched.
- 9) Check multiple combinations for two-word and hyphenated names.
- 10) See if an apostrophe was omitted.
- 11) A & B

#### **Registration Judge Quiz Answers**

- 1) A
- 2) B
- 3) B
- 4) C
- 5) C
- 6) C
- 7) B
- 8) C
- 9) B
- 10) D
- 11) C

#### **Demonstration & Ballot Judge Quiz Answers**

- 1) True
- 2) C
- 3) B & C
- 4) B
- 5) C
- 6) C
- 7) Two judges must initial each ballot before it can be given to a voter.

#### **Ballot Counter Judge Quiz Answers**

- 1) C
- 2) A
- 3) B
- 4) D
- 5) B
- 6) C

### **Voter Challenges Quiz Answers**

- 1) C
- 2) False
- 3) True
- 4) B
- 5) A
- 6) A

### **Polling Place Conduct Quiz**

- 1) C
- 2) C
- 3) C
- 4) C
- 5) C
- 6) C
- 7) D

### **Minnesota Election Judge Guide Workbook**

Elections Division – Office of the Minnesota Secretary of State

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