

ELECTION BOARDS

Polls are open at 7am until 8pm.

Board members should plan on being at polls between 6 & 6:30am to open machines and prepare poll for voters. Also they should plan on working past 8pm until all paperwork is finished.

Judge of Election, Majority Inspector, and Minority Inspector must work whole day and may not leave during the day.

Machine Inspectors and Clerks may work half days at ½ the pay. (Remember if you offer this option you will need to find someone to take these positions for the other half of the day).

Classes are available each election; those attending will be paid \$10 for attending class only if they work on Election Day.

Judge of Election:

Pay \$105 for the day, \$2.00 for picking up supplies on Saturday before election, \$20 for returning supplies to courthouse election night, plus mileage, plus \$10 if attend class.

Position is elected every four years.

In charge of the polling site on Election Day

Acts as a Machine Inspector

Contacts each board member prior to Election Day to check who is available to work then lets Election Services office know if there are any positions that need to be filled.

Contacts polling place prior to Election Day to find out how to get in and to let someone know what time the board will be arriving.

Contacts all board members with what time to be at the polling place on Election Day

Picks up supplies at Services Center on Saturday before election

Must arrive at polls before 7am in time to set up the machines and tables for voters. Everything must be ready by 7am when polls open.

Processes all paper work to be returned to Election Services

Helps to close machines and process absentees and write-ins at end of day

Returns polling supplies to Services Center after polls close may not go home on election night until paper work and machine cartridges are delivered to the courthouse.

Minority & Majority Inspectors:

Pay \$100, Plus \$10 if attend class

Positions are elected every four years

Should be of different parties (should be but we take all those that are willing to work regardless of party)

Must arrive at polls before 7am at a time set by Judge of Election to set up the machines and tables for voters.

Checks voters in the poll books and has them sign poll book.

Keeps one copy of the "Numbered List of Voters"

Helps to process absentees and write-ins at end of day. May not leave until all paper work is processed

Minority Inspector keeps "Envelope B" for one year in case the Election Board has any questions

Machine Inspector

Pay \$100 plus \$10 if attend class (should attend class to learn how to open and close machines)

Position is appointed

Must arrive at polls before 7am at a time set by Judge of Election to set up the machines and table for voters.

Opens the voting machines

Sets machine for each voter to vote

Helps to close machines and process absentees and write-ins at end of day. May not leave until all paper work is processed

Clerk

Pay \$100, plus \$10 if attend class

Position is appointed

Must arrive at polls before 7am at a time set by Judge of Election to set up the polls for voters.

Keeps the other "Numbered List of Voters"

Helps to process absentees and write-ins at end of day. May not leave until all paper work is processed