

Cecil County Board of Elections Election Judge Service Application

200 Chesapeake Boulevard, Suite 1900
Elkton, Maryland 21921
410.996.5310

Primary Election Day: April 28, 2020
Early Voting Primary: April 16-23, 2020
General Election Day: November 3, 2020
Early Voting General: October 22- 29, 2020

If you would like to serve as an Election Judge during the 2020 Presidential Election, please complete and return this form as soon as possible. Always keep your contact information current with the Election Office. Call 410.996.5310 with changes or questions. Thank you for your interest and for your part in making Cecil County's elections a success!

Read the responsibilities of each position located on the back of this form. Indicate below the position(s) you are willing and able to serve. **All Election Judges must attend a mandatory training.** Compensation to Judges for training is \$40.00 and will be paid AFTER you serve on Election Day and return all required items. Check the position(s) of interest:

___ **Chief Judge** ___ **Provisional/SDR Judge** ___ **Election Judge**

I understand that compensation for my attendance at training and for my service on Election Day will take approximately 6 to 8 weeks from the date of the Election to be processed and mailed.

I understand that if I do not serve on Election Day I will not be compensated for attending the mandatory training class.

Please Print

Name _____

Address _____

Cell _____ Home _____ Work _____

Email Address _____ Fax _____

Party Affiliation _____ Date of Birth _____

*Social Security (last four #'s) _____ *For Payroll purposes only.*

Please check Yes or No

- I am willing to serve as an Election Judge outside of my home precinct. Yes No
- I have reliable transportation for the **required** training, pick-up of supplies. Yes No
- I am able to lift 25 pounds, assist with set-up & stand for periods of long time. Yes No
- I am interested in additionally serving during early voting. Yes No

*****I understand that cell phones and electronic devices are not permitted in the voting room unless used to contact the Board of Elections. I agree to follow this policy and understand the above policy regarding compensation.**

Signature

Date

Chief Judge: (\$300.00 per day) Hours: 5:45am- 9:30pm (ending time is approximate)

1. Pick up voting supplies and poll books from the election office prior to Election Day.
2. Set-up polling place.
3. Supervise opening and closing of the polls.
4. Ensure voter lines are moving in an efficient manner in and outside the precinct.
5. Manage Election Judges by assigning duties and breaks.
6. If needed, appoint Election Judges on Election Day when emergencies arise.
7. Post hourly voting totals report.
8. Complete all reports, forms and paperwork.
9. Support the Provisional/SDR Judge
10. After the polls close, remove the memory sticks from the scanner(s), give to an election judge, along with the Absentee Ballot bag and, to deliver to the election office.
11. Return voted ballots and supplies to election office.
12. **Cell Phone:** Required for use on Election Day and while transporting critical materials to communicate with the Board of Elections.

Provisional/SDR Judge: (\$225.00 per day) Hours: 5:45am - 9:30pm (ending time is approximate)

1. MUST assist in precinct set-up the night before or the morning of the election.
2. Assist in the opening and closing of the polls.
3. Register and process voters as needed for Same Day Registration.
4. Provide a voter with a Provisional Ballot Application and the appropriate ballot.
5. Assist, when necessary, with the completion of provisional ballot forms.
6. Complete provisional and Same Day Registration paperwork and accounting for provisional ballots and application envelopes.
7. Ensure security of provisional ballot and SDR materials, voted and not voted.
8. Collect and secure Absentee Ballots that are dropped off by voters.
9. Any other duties as assigned by Chief Judges.

Election Judge: (\$200.00 per day) Hours: 5:45am- 9:30pm (ending time is approximate)

Greeter, Poll Book, Ballot, BMD & Voting

1. Duties will be rotated throughout the day
2. Able to speak clearly, listen well and to be friendly and welcoming
3. Able to follow procedures; written and verbal instructions.
4. MUST assist in precinct set-up the night before or the morning of the election.
5. Assist in opening and closing of the polls.
6. Set-up and connect Electronic Poll Books.
7. Greet voters and line management
8. Check in voters & verify identification information using Electronic Poll Books.
9. Issue Voter Authority Cards.
10. Maintain ballot inventory.
11. Issue ballots & Ballot Activation Cards.
12. Assist voters at the Ballot Marking Device (BMD).
13. Monitor activity around the polling place and assist with line management.
14. Provide general instructions to voters regarding the use of voting equipment.
15. Retrieve Voter Authority Card (VAC) after the voter has voted.
16. Refer problems to a Chief Judge.
17. Any other duties as assigned by the Chief Judges.