

ELECTION ROLES & RESPONSIBILITIES

Chair/Vice Chair

Purpose:

The Precinct Chair is responsible for managing the precinct during the election, including managing the precinct inspectors, assisting voters, and handling issues as they arise.

The Precinct Vice Chair is responsible for managing the precinct during the election when the Chair is unavailable. The Vice Chair will perform an inspector role at one of the stations when not required to fill in for the Chair.

Process:

PRE-ELECTION

Chair

- Pick up equipment from the Clerk's Office the night before the election
- Administer Oath of Office – Signatures in Paper Poll Book
- Assign setup work to be done by inspectors
- Complete setup processes per the Opening the Polling Place Checklist
- Set up the Tabulator and run zero tape
- Assign inspectors to election stations
- Confirm all setup work completed properly

Vice Chair

- Set up the Voter Assist Terminal (VAT) and run/file test ballot
- Assist with other setup work as available and needed
- Take Oath of Office and sign Payroll Time Sheet in Poll Book

ELECTION

- Announce the opening of the Polling Place at 7:00am
- Handle voter and inspector issues as they arise
- Call in voter numbers to the Clerk's Office at prescribed times.
- Move inspectors between different jobs periodically as appropriate
- Schedule and manage lunch and dinner breaks
- Fill in for inspectors at the various stations during breaks
- Announce the closing of the Polling Place at 8:00pm
- Ensure that everyone in line at 8:00pm is able to vote by distributing an Application to Vote form to everyone in the line from the back to the front

POST-ELECTION

Chair

- Assign closing work to be done by inspectors

- Complete closing processes per the Closing the Polling Place Checklist
- Have Inspectors sign Tabulator tapes, required forms, and Paper Poll Book
- Assemble all materials in appropriate envelopes and cases, and ensure that all Paper Poll Book entries are completed
- Return the (list of items) to the Clerk's Office for review

Vice Chair

- Take down the Voter Assist Terminal (VAT)
- Assist Chair in closing procedures
- Accompany the Chair to the Clerk's Office for review

Best Practices to Minimize Issues:

- Periodically confirm that the number of voters recorded on the EPB, the Application to Vote forms and the tabulator match

Periodically observe and ensure that all inspectors understand and are doing their jobs correctly throughout the day