

# ELECTION WORKER TRAINING GUIDE

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# 2024



*Experience VOTING in the Park*

# Election worker positions



## Chair (C)

They are responsible for overseeing polling place operations and staff, ensuring proper procedures are being followed, completing required paper work, securing materials, and communicating with election staff at city hall. Additional training is required for this position to ensure precinct leadership has the support and resources necessary to be successful in this role.

## Co-chair (CC)

The co-chair partners with the chair to complete all official duties and manage the polling place. Their main focus is making sure voters are being served efficiently and that election workers are following established procedures.

## Pollbook specialist (PBS)

The pollbook specialist is an election worker who is specially trained to use the electronic pollbook roster to check in voters and process registrations on Election Day. Pollbook specialists can serve in any role in the precinct except chair/co-chair, but their main duty will be to use the pollbooks to assist voters.

## Election worker (EW)

An election worker can serve in many different roles on Election Day. They can rotate throughout these roles as directed by the chair, including ballot worker, demonstration worker, greeter and ballot counter worker.

## Trainee election worker (TEW)

Trainee election workers are students, 16 years of age or older, who who serve alongside election workers. They can perform the same duties as other election workers in the precinct, except for duties that require party designation. Student election workers may be excused from school in order to serve.

## Health care facility (HCF)

These workers assist administering elections to residents at statutorily defined health care facilities and assisted living facilities prior to Election Day. Two workers of different major political parties work with each voter to complete their ballot, providing as much assistance as each voter requests. Assigned shifts are typically two or more hours and take place during the day.

**NOTE:** When you apply to be an election worker, you may indicate your interest in any position. However, we often have more volunteers for some positions than need. You may be assigned to a position that was not your first preference.

# Election worker trainings



## Administrative training

This class covers administrative information all election workers need to work in a polling place on Election Day. This class is required for all election workers. Participants will learn about polling place operations, roles and duties on Election Day, required processes and procedures, voter registration, election law and expectations for election workers. **2 hours**

## Pollbook specialist training

This training is required for workers whose role involves use of electronic pollbooks to assist voters on Election Day, including pollbook specialists and precinct leadership (chair or co-chair). Attendees will learn how to use the electronic pollbook, technology troubleshooting and scenario-based examples that provide hands-on training of the laws and procedures used to check-in voters and process Election Day registrations. **2 hours**

## Chair/co-chair training

This training is required for anyone serving in a precinct leadership role (chair or co-chair) on Election Day. Attendees will learn the processes and procedures required to manage operations and staff at the polling place, including emergency procedures and how to handle specialized situations. **1 hour**

## Health care facility training

Health care facility outreach voting occurs before Election Day. If assigned to this role, you will visit specific health care and assisted-living facilities to help residents vote. This training is required for anyone providing this service. Participants will learn the specific rules and procedures they will follow to help voters cast their ballot before Election Day. **1 hour**



## FAQs about training



### What happens if I do not complete required training?

If you cannot complete the trainings that are required for your position, you will not be able to work your desired position. However, if you complete enough trainings for other election worker positions you will still be considered for those positions, but you are not guaranteed to work.

### Why do I or don't I need to take pollbook training?

Pollbook training is required for any one who will be using them on Election Day. This is to ensure we maintain the highest level of service for our voters. If you are not assigned in a role that will require you to use the pollbooks on Election Day, you do not need to complete this training.

### How do I serve as a pollbook specialist, chair or co-chair?

These positions are filled by volunteers who have previously worked in a St. Louis Park polling place. You may opt-in to be considered for any of these positions when we send you your interest and availability letter prior to each election cycle or you can contact elections staff at city hall. Assignments are made based on need and our ability to meet all requirements of election law. Not everyone who volunteers for a specific position may be able to be assigned at particular election. Our goal is to put people in positions that will allow us all to provide the best service possible for voters in St. Louis Park.

### How do I serve as a health faculty worker?

This position is filled by volunteers who have previously worked as an election worker with St. Louis Park. As stated previously, you may opt-in to be considered for this position and assignments are based on need and our ability to meet all requirements of election law.



## Which trainings are required?

- NOTE:**
- Administrative training may be completed online or in-person.
  - Pollbook training classes are offered in-person only.
  - Interested in additional resources? Ask the elections staff!



| Training types                                | Chair/co-chair                  | Pollbook specialist             | Election worker                 | Trainee election worker         | Health care facility            |
|---|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Administrative training (2 hours)             | Required                        | Required                        | Required                        | Required                        | Required                        |
| Pollbook specialist training (max of 2 hours) | Required                        | Required                        | Not required                    | Required                        | Not required                    |
| Chair/co-chair training (1 hour)              | Required                        | Not required                    | Not required                    | Not required                    | Not required                    |
| Health care facility training (1 hour)        | Not required                    | Not required                    | Not required                    | Not required                    | Required                        |
| <b>Total</b>                                  | <b>5 hours of paid training</b> | <b>4 hours of paid training</b> | <b>2 hours of paid training</b> | <b>4 hours of paid training</b> | <b>3 hours of paid training</b> |

# Election Day roles

- 1. Chair
- 2. Co-chair
- 3. Greeter
- 4. Pollbook specialist
- 5. Demonstration worker
- 6. Ballot worker
- 7. Ballot counter worker

To learn more about each role, see page 2.

Multiple people may be assigned to the same role within a polling place depending on the need for each election.



Chair

Co-chair

Pollbook specialist

RELATED ELECTION WORKER ROLES

Election worker

Demonstration worker

Ballot worker

Ballot counter worker

Greeter

