

## Election Judge Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Party Affiliation: \_\_\_\_\_

If you are a college student interested in serving as an election judge please provide your address and phone number at school.

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

You are eligible to serve as an election judge in any precinct in the state.

Please send this sign-up form to your municipal clerk, county auditor, or county elections division. Go to [www.sos.state.mn.us](http://www.sos.state.mn.us) or call 1-877-600-3529 to locate your county auditor.

# Serve as an Election Judge

## Minnesota Needs You!

Election judges are the people that serve our communities by staffing local polling places. Elections are not possible without them. This guide outlines tips and information for citizens interested in serving as an election judge. **Apply today!**



**Office of the Secretary of State  
State of Minnesota**

**180 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155**

**Phone: 651-215-1440  
Toll Free: 1-877-600-8683  
Minnesota Relay Service: 1-800-627-3529**

**Web site: [www.sos.state.mn.us](http://www.sos.state.mn.us)  
E-mail: [elections.dept@state.mn.us](mailto:elections.dept@state.mn.us)**

**This document is available in alternate formats for individuals with disabilities.**



**Office of the  
Secretary of State  
State of Minnesota**

**[www.sos.state.mn.us](http://www.sos.state.mn.us)**

Minnesota needs you! Election judges are essential to our democracy. Election judges are officials that staff local polling places, administer election procedures, and ensure that the rights of voters are protected on Election Day. Serving as an election judge provides an opportunity to learn about the elections process and is a great service to our community.

### **Duties of an Election Judge**

- Set up the polling place
- Operate voting equipment
- Direct voters to the correct line
- Register individuals to vote
- Ensure all qualified voters are permitted to vote
- Demonstrate how to vote
- Distribute ballots to voters
- Assist voters
- Close down polling place following voting
- Determine results after polls close
- Certify the polling place results

### **Required Qualifications to be an Election Judge**

To be an election judge you must meet all of the following qualifications:

- You must be eligible to vote in Minnesota
- You must be able to read, write, and speak English
- You cannot be a spouse, parent, child, or sibling of any election judge serving in the same precinct
- You cannot be a candidate or the spouse, parent, child, or sibling of any candidate on the ballot in that precinct

### **Student Eligibility**

- College students at least 18-years-old may serve as election judges.
- High school students 16-years-old and older may serve as trainee election judges. You may request a free brochure from the Office of the Minnesota Secretary of State by calling 651-215-1440 or 1-877-600-8683 or visit the office online at [www.sos.state.mn.us](http://www.sos.state.mn.us) to download a copy.

### **Desired Qualifications of an Election Judge**

- Ability to communicate clearly with voters
- Comfortable with assisting and serving a diverse population
- Ability to remain impartial and not exert influence over voters
- Physical and emotional stamina
- Attention to detail
- General math skills
- Fluency in a second language

### **Time Off From Employment to Serve**

You may take time off from work to be an election judge.

- You must give your employer at least 20 days written notice, and you must attach the hour/pay rate form you will receive from the township board or city council that appoints you to the notice.
- Your employer may reduce your salary/wages by the amount you are paid as an election judge during the time you are away from work.
- Your employer may restrict the number of its employees serving as election judges to no more than 20 percent at a single work site.

### **Becoming an Election Judge**

You may become an election judge by pursuing one of the following options.

- Complete the election judge sign-up form included in this brochure and mail it to your municipal clerk, county auditor, or county elections division.
- Attend your political party's precinct caucus and request to be on a list of volunteers to be an election judge.

All appointments are made by township boards or city councils and occur at least 25 days before an election. Most appointments will occur shortly after July 1, 2008. If appointed, you must attend training conducted by your municipal clerk or county auditor in July, August, September or October.

### **Serving as an Election Judge**

- Election judges may be asked to serve in the precinct where they live or elsewhere in the county or state.
- Election judges are assigned to work with several other election judges in a polling place.
- Election judges serve on Primary Election Day, September 9, 2008, and General Election Day, November 4, 2008.
- Election judges may be asked to serve during a special election.