

FAQ

1. What is a Voting Location Manager?

A Voting Location Manager (VLM, also may be referred to as the Presiding Judge or PJ) is the Precinct Election Official in charge of the precinct. Voting Location Managers are responsible for picking up and returning election supplies. They assign jobs on Election Day and generally oversee all Precinct Election Official functions during the day. Voting Location Managers must call the other workers in the precinct the weekend before the election to confirm that they are working Election Day. If someone says they can't work notify the Board of Elections immediately.

2. How do I know if I am a Voting Location Manager?

You will be told this specifically when you are placed to work. Your post card will also state that you have been assigned as a Voting Location Manager and will have the date, time and place for supply pick up.

3. My job assignment says Precinct Election Official. What does that mean?

It means you have been assigned as a Precinct Election Official/Judge / Poll Worker for Election Day. These terms are interchangeable.

4. What is a Rover?

A Rover is the person assigned to your polling location to set up and break down the voting machines. This person will also assist you with technical problems with the voting equipment (i.e. paper changes, calibration etc.). Rovers will be assigned to more than one polling location on Election Day. Your Rover will provide the Voting Location Manager with a cell phone number so that he/she may be contacted as necessary.

5. What time do I need to be at the polls Election Morning?

We ask you to be there at 5:30 a.m. but you must be there no later than 6:00 a.m. The polls must open promptly at 6:30 a.m.

6. Where should I park?

Please do not use the parking spaces near the entrance to the polling location. Those parking spaces should be kept free for voters. Park farther out in the parking lot.

7. Do I have to attend the Monday night meeting?

If you are a Voting Location Manager we ask that you meet with your Rover at the Polling Location on Monday evening for set-up. Generally set up times are either 5p.m. or 7 p.m. You will get your assigned time when you pick up your supplies. Regular Precinct Election Officials are not required to attend the Monday night meeting but you may do so if you choose. Please let your Voting Location Manager know that you plan on attending the meeting.

8. What should I wear to work at the polls?

Our dress standard is Business Casual. Please, no logo T-shirts, torn jeans or short shorts. You may not wear campaign related clothing, buttons or hats.

9. Do I get a lunch break?

You will get one hour off for lunch. Times will be assigned by the Voting Location Manager. Only one Precinct Election Official (from the precinct) at a time may leave for lunch. Smaller breaks (5 – 10 minutes) may be taken throughout the day with permission from the Voting Location Manager.

10. Should I bring in food?

When your Voting Location Manager calls you the weekend before the election ask what is customary for your precinct (if you are a new VLM ask one of your workers). Some groups carry in food to share and others do not. Please keep in mind that at no time is food allowed on the precinct tables where you are processing voters.

11. Can I bring a laptop with me?

No. In addition you may not bring iPods, MP3 players, electronic games or other electronic devices. We do ask that at least one person in the precinct has a cell phone available so that you can call the Board of Elections and so that we may call you. Please do not make personal phone calls etc. unless you are on a break and you are away from the voting area.

12. How do I get in touch with the Board of Elections on Election Day?

Two numbers at the Board are delegated for Precinct Election Official use on Election Day. You may call 562-6185 Or 562-6187.

13. How long should I expect to work on Election Day?

The polls close at 7:30 p.m. However all Precinct Election Officials must stay until the Voting Location Manager is ready to return supplies to the Board office. Generally it takes anywhere from a half an hour to an hour to close down the precinct. You may not start breaking down your precinct until all voters have exited the polling location.

14. Are we required to return the supplies in teams?

Yes. The Voting Location Manager and a Precinct Election Official of the opposite party must return the supplies (same car) immediately to the Board office. One team may return the supplies for the whole polling location.

15. How much will I be paid?

Voting Location Managers receive \$106.50 base pay plus \$10.00 for picking up supplies. Additionally you will receive \$20.00 for training and \$10.00 if you also return supplies.

Precinct Election Officials receive \$101.50 base pay. You will receive \$20.00 for training and an additional \$10.00 if you return supplies with a Voting Location Manager.

Please note: You will only receive training pay if you work on Election Day.

16. When will I get my check?

You should receive a check in the mail approximately 3-4 weeks after the election.

17. What should I do if I can't work on Election Day?

Please do your best to honor your commitment to work. However if you must cancel notify our office immediately, If you are a Democrat call 562-6187 and if you are a Republican call 562-6185.. Remember you will only receive training pay (if applicable) if you work on Election Day.