

While at The Polls...

ELECTION OFFICER DO'S AND DON'TS

❖ General and Hours of attendance:

- Arrive at your assigned precinct at 0500 (5:00am). You shall remain at that location until dismissed by the Electoral Board or Chief Officer.
- Business Casual attire is appropriate while working as an Election Officer.
- Be courteous to all voters. Every citizen that enters the polling place has the right to vote. Respect that right!

❖ When/Where should I vote?

- If you are registered to vote in the precinct assigned, you may vote in that precinct. Officers may function as “test voters” prior to opening of the polls on Election Day morning.
- If you are assigned to work as an election officer in any precinct other than your registered precinct, you are encouraged to vote early or absentee by the applicable deadline. Last day for Early Voting for November 2025 is Saturday, Nov 1.

❖ Communications with voters:

- Voting comes first. Voters expect to be the focus of your attention when at the polls. Please limit conversations with voters or other team members
- **Electronic Device Use:** (cameras, cell phones, etc.)
Follow the guidelines expressed in the standalone document “Polling Place Phone Use”. Simply stated – follow the above expectations for communications and severely limit use of your personal device.
- Use of a telephone is limited during the polling day, and prohibited in the presence of voters, unless directed otherwise by the chief

❖ Conversations:

- Always be cognizant that people can hear what you say.
- As an OE, you **MUST** be non-partisan.
- Jokes, political humor or anything that could potentially be misunderstood – **Don't Say It!**

❖ **Breaks & lunch:**

- Eat, drink, take a break only in areas designated by your Chief Officer.

❖ Voter Assistance and Interaction:

- Assist voters with accessibility & disability issues **only** when requested. The Voter Assistance form must be used whenever assisting a voter. Do not assume! See ELECT training lesson 11.
- If a problem occurs, direct a voter to the chief officer.
 - Do not argue with any voter.
 - Allow the chief to deal with the situation.
- NEVER turn away ANY voter for ANY reason,

❖ Referendums:

- Most EO are aware of the use of referendums in our elections, however, this Nov 4 election we will have a local referendum. Do NOT inadvertently or unknowingly make mention of your own opinion to voters – this MUST NOT happen!

❖ Write-In Votes

(ALWAYS applicable to all elections, but, For Nov 4 election specific to Precinct 3)

- EO & Voter Instruction
 - Voters requiring instruction on write in procedures may ask for instructions from the officers of election at the polls, **HOWEVER** officers CANNOT ADVISE the voter as to how to write or spell the candidate's name.
 - Various spellings are routinely seen i.e., G. Washington, George W. or just Washington.
- Candidate Instruction:
 - Candidates are encouraged to inform the media of their candidacy and about write in procedures in any way they choose, especially, on how to enter their name on a ballot – it is their responsibility!
 - Candidates should use any form of their legal name to eliminate doubt that the write-in vote is for them.
 - Candidates should always refer to themselves in the same manner in all campaign statements, written or oral.