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Important Information About Judges of Election

All judges of election and polling place administrators must arrive at the polling place no later than 5:00 am on election day.

Judges who attended a full-credit training prior to the November 4, 2008 General Election will receive \$50 for attending the class. Judges who attended a refresher class prior to the February 2, 2010 Primary Election will receive an additional \$25.

If a judge of election works in a precinct other than where the judge is assigned, that judge will not receive payment.

Judges of election are responsible for their own food and drink on Election Day. It is not the responsibility of the Board of Elections, the committeeman, the alderman or any other individual to supply food and drink to the election judges.

Appointment/Assignment

If you have been assigned, but cannot serve as a judge of election, please call the judge of election department at 312-269-7984 prior to election day. If you have been assigned as the key envelope judge, but do not want the responsibility, call the judge of election department at 312-269-7984.

The Board of Elections appoints a minimum of 5 judges of election to serve in each election precinct. In even-numbered precincts, 3 Democratic judges and 2 Republican judges are assigned; in odd-numbered precincts, 3 Republican judges and 2 Democratic judges are assigned. Some precincts may have more than 5 judges assigned.

Judges of election who are assigned to work outside their home precinct should call the Board of Elections at 312-269-7967 to find out about voting prior to election day.

It is imperative that you report to the precinct indicated on your assignment letter. Reporting to a precinct where you are not assigned may result in either no payment or a delay in payment. If you are unsure of your assignment, call the judge of election department at 312-269-7984.

It is important that each judge:

- 1) Wear the appropriate badge for the political party that they are representing (be sure to fill in your name and the precinct and ward where you are assigned);
- 2) Read and sign the Oath of Office for Assigned Judge of Election (Form 9);
- 3) Complete and sign the Judge of Election Pay Voucher (Form 194)

Primary Election Voting

Judges of election are required, by law, to vote in the primary election for candidates of the political party they represent. If a judge of election does not vote in the proper political party primary, then that political party may not request your appointment by the Board for future elections.

Polling Place Administrators

In most polling places, a polling place administrator has been assigned to assist the judges of election with the electoral process, particularly the technical aspects of operating the voting equipment. The polling place administrators are assigned by the Board of Elections and have received extensive training. They are being assigned to polling place locations and, in some instances, will assist multiple precincts. They do not have the same authority as the judges, but are there to assist you in your election duties.

The polling place administrator must not sign the Judge of Election Pay Voucher (Form 194). Instead, they must sign the Polling Place Administrator Payroll Card. This document must be returned with the Judge of Election Pay Voucher (Form 194) in the Black Return Bag. The payroll card is located in Envelope 1. **No assigned judge of election should sign the polling place administrator payroll card.**

Please welcome them to your polling place.

Swear-In Judges

If an assigned judge of election does not report to the polling place on election day, the other judges may “swear-in” a person to serve as a judge. This person must be a registered voter within the precinct and must represent the same political party as the assigned judge who has not arrived. You cannot swear-in a person earlier than 6:15 am. It is possible that the assigned judge is simply running late. If the assigned judge does report for duty, the swear-in judge must leave and the assigned judge must begin working. Both of these individuals will sign the Pay Voucher (Form 194) indicating the exact hours worked (for example: swear-in judge 6:15 am to 8:30 am and assigned judge from 8:30 am to the close of the polls). If a swear-in judge remains working in the polling place after the assigned judge reports to duty, the swear-in judge will only receive compensation for the time worked before the arrival of the assigned judge.

If all of the assigned judges have reported to the polling place, you may not swear-in any extra judges. If you feel you are in need of extra help, even if all of the assigned

judges have reported to the polling place, please call ELECTION CENTRAL at 312-269-7870.

The swear-in judge must complete all sections of the Application For Swear-In Judge of Election and Oath of Office, Form 4, including the checklist in the middle of the form. Once Form 4 has been completed, an assigned judge must contact the Board of Elections at 312-269-1620 and provide the required information for verification. The judge of election who administers the oath must make the phone call and must supply: the name, date of birth and social security number of the swear-in judge.

The swear-in judge may work while the above information is being examined by the Board. In the event a swear-in judge is ineligible to serve, a Field Investigator will be dispatched to the polling place.

The polling place administrator cannot be sworn in as a swear-in judge.

Stand-By Judges

Stand-by judges are trained agents of the Board of Election Commis-

sioners and do not represent a political party. They are available to any precinct that may need assistance in the opening or closing of the polling place, where assigned judges have not reported and you are unable to swear-in another person to work. Please call ELECTION CENTRAL at 312-269-7870 if you require stand-by judge assistance. Once the stand-by judges have assisted you in opening or closing the polling place, they must return to the Board’s office. It will be the determination of the Board if stand-by judges are needed.

Student Judges

A student judge is a high school junior or senior who may or may not be 18 years of age or a registered voter. Illinois law allows for these individuals to serve as judges of election. Student judges share the same authority, pay and responsibilities as all other judges in the precinct.

A college student, who may not be a registered voter, may serve as a judge of election. These student judges have the same authority, pay and responsibilities as all other judges in the polling place.

Responsibilities of Judges of Election

1. Conduct the election fairly and properly.

- A. Judges of election are required to follow the instructions set forth in this handbook. ***If you are unsure or unclear of any instructions or procedures contained in this handbook, please call the Board at 312-269-7984 (prior to election day) or ELECTION CENTRAL at 312-269-7870 (election day).***
- B. The Board of Elections may remove any judge for misbehavior or neglect of duty.
- C. Judges may not remove other judges. Call ELECTION CENTRAL 312-269-7870 if there is a problem.

2. Keep control of polling place.

- A. You, the judges of election, are in complete control of the polling place. You have the authority and responsibility to keep the peace and to cause any person to be removed for interfering with the election process or violating any election laws. You must call ELECTION CENTRAL at 312-269-7870 before removing any individual.

- B. Make sure the voting equipment is set up properly and is not tampered with during voting hours. If any voting equipment or materials have been damaged or are not working properly, you must immediately call EQUIPMENT/SUPPLIES at 773-247-4065.
- C. Enforce the no smoking or drinking of alcoholic beverages rule. Some polling places do not allow food or drink in the voting room. You must follow the instructions set forth by the polling place owner.

3. Share election duties

- A. All judges must share the responsibilities, by rotating duty stations during the day.
- B. All decisions must be made by a majority vote of all judges.
- C. There is not a chief or head judge. All judges have equal authority.

4. Keep the polling place open and operating between the hours of 6:00 am and 7:00 pm

- A. All judges must report to their assigned polling place no later than 5:00 am on election day.
- B. The polling place must be opened promptly at 6:00 am and not be closed until 7:00 pm. Voters who are in line before 7:00 pm must be allowed to vote.
- C. If necessary, judges may leave the polling place, one at a time, for a reasonable amount of time.

5. Maintain the Campaign Free Zone

Electioneering is prohibited within 100 feet of a polling place. Such behavior includes the soliciting of votes, wearing candidate buttons or badges, hanging campaign posters, distributing sample ballots or campaign literature, and talking about candidates, political parties and/or referenda.

Each polling place will have two 18" blue cones with the wording "No electioneering beyond this point" printed on each cone in English, Spanish and Chinese. A 100 foot cord will be provided for you to measure and mark off the 100 foot area.

The 100 feet is measured from the room where voting is conducted. However, the following applies:

- A. If a polling place room is located within a building that is a public or private school, a church, an organization founded for the purpose of religious worship or a private business, and the distance of 100 feet ends within the interior of the building, then the cones shall be placed outside the building at each entrance used by voters. Also, a church or private school may choose to apply the Campaign Free Zone to its entire property. Then the cones must be placed near the property boundaries leading to the entrances used by the voters.
- B. If the polling place is located within a private or public building, other than a school, church or private business, and the polling place room is located on the ground floor, then the cones shall be placed 100 feet from each entrance to the polling place room. If the 100 feet ends within the building, the cones shall be placed at the exact spot where the 100 feet ends.

- C. If the polling place is located in a private or public building, other than a school, church or private business, and on a floor above or below the ground floor, then the cones shall be placed 100 feet from the nearest elevator or staircase used by voters on the ground floor to access the floor where the polling place is located. If the 100 feet ends within the building, the cones shall be placed at the exact spot where the 100 feet ends.

Electioneering is allowed, by law, beyond the Campaign Free Zone during the time that a polling place is open on election day. Individuals have the right to engage in political discussions, pass out literature, etc. on any polling place property while the polls are open, as long as they are beyond the Campaign Free Zone.

Board of Elections personnel will be available on election day to assist judges who are having difficulty marking off the Campaign Free Zone. Please call ELECTION CENTRAL at 312-269-7870 if you are in need of assistance.

Remember: Only the area within the Campaign Free Zone is the responsibility of the Judges of Election. You are not required to monitor or patrol the area outside of the Campaign Free Zone.