



CONDUCT

BREAKS AND MEALS

Take reasonable meal breaks. The Board of Elections recommends that breaks /meal times are taken when time allows. We suggest that lunch/dinner breaks do not exceed half hour.

Exact times should be okay'd by your Chairman.

NO food or drinks allowed at the poll table.

Inspectors **MAY NOT** bring children to the polling site.

Inspectors **MAY NOT** bring pets to the polling site.

Inspectors should refrain from long conversations with friends.

Cell phone usage should be kept to the bare minimum. Emergencies only.

I-pads, laptops, televisions and radios **ARE NOT** allowed at the poll site.

Chairperson(s) Responsibilities:

- A. Overseeing the day.
- B. Making sure their inspectors are all present.
- C. Make sure that one Democrat and one Republican inspector are present at all times.
- D. Making sure that all the forms needed for an election are filled out correctly and are properly signed.
- E. Ensure that all voter problems are resolved.
- F. Make sure all emergency ballots that are used, are either scanned in the machine or canvassed that evening.
- G. **ALL VOTED BALLOTS COME BACK TO BOARD OF ELECTIONS ON ELECTION NIGHT.**
 - A. Keep the Board of Elections apprised of any concerns.
 - B. Phone in the Election Results to the phone number provided. (DO NOT call results in to the Board of Elections office)
 - C. Return the Election supply bag back to the Board of Elections no later than noon the following day.

PAY

PRIMARY— \$200.00—6am-9pm

GENERAL— \$200.00—6am-9pm



SCHOHARIE COUNTY BOARD OF ELECTIONS

ELECTION INSPECTOR'S RESPONSIBILITIES



Requirements

Tasks

Responsibilities

Conduct

REQUIREMENTS

Requirements

1. Old enough to vote. (18 years or older)
2. Registered in one of the major parties. (Democrat/Republican)
3. Citizen of the United States.
4. Resident of Schoharie County.
5. Train yearly. (if new, initial training and then yearly review)
6. Take and pass written test.
7. Appointment by Commissioners.
8. Oath of Office.



◆ COMMON TASKS

- ◆ Greet the Voter.
- ◆ Oversee the Poll Books.
- ◆ Process qualified voters.
- ◆ Monitor the voting machine(s).
- ◆ If voter votes by affidavit ballot check that the envelope has correctly and completely been filled out.
- ◆ Complete all the necessary paperwork throughout the day.
- ◆ Rotate tasks: Inspectors must know how to do all of the tasks that are required by an inspector.

WORK TOGETHER AS A TEAM!

Election Etiquette

- * Check and re-check to make sure voters are able to exercise their right to vote.
- * Be polite, flexible and sympathetic to the needs of the voters.
- * Use all resources at your disposal. (Board of Elections)
- * Be courteous toward candidates and poll-watchers.
- * Take care of your poll site, keep table organized and facilities clean.
- * Remain calm at all times, no yelling.
- * Be respectful to your fellow inspectors.

Election Inspectors

Responsibilities

- ⇒ Arrive at your assigned poll site on time:
- ⇒ General Election - 5:30 am - polls open promptly at 6:00 am
- ⇒ Primary Election - 5:30 am - polls open promptly at 6:00 am
- ⇒ All activities must be done in bi-partisan teams: 1-Democrat and 1-Republican
- ⇒ Open and close the ICE machine and Scanner if you have multiple machines.
- ⇒ Organize the ICE machine and the surrounding area.
- ⇒ Must be able to clearly see who utilizes the ICE machine (Scanner).
- ⇒ Organize Election Day Supplies.

