



February 20, 2024

To All Potential Election Judges:

I am very excited for the upcoming Presidential Nomination Primary (PNP), Primary and General Election. The Presidential Nomination Primary (PNP) will be held on March 5, 2024, the Primary is August 13, 2024, and the General Election will be held on November 5, 2024. There will be a required two-hour training session held the end of June or the beginning of July, more information will be coming in the near future regarding training dates and times.

If you would like to be considered to serve as an Election Judge for the City of Montgomery this year, please fill out the application and return it to City Hall by April 15, 2024. If you have decided that you are no longer interested in serving, please still complete the form and return it to City Hall indicating that you are no longer interested in serving. I will then remove your name and other information from our Election Judge Data Base.

Feel free to call me if you have any questions at (507) 364-8888 or Direct (507) 953-2071. Election judges are essential to our democracy and to the success of our Elections. Thank you for your willingness to serve, I am truly excited to work with each of you.

Sincerely,

Patricia Soukup
City Clerk Treasurer
D: 507.953.2071
Psoukup@CityofMontgomeryMN.com



Election Judge Application

Please print clearly

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

Please consider me as an election judge for the:

_____ The Presidential Nomination Primary (PNP), Primary and General Elections (March 5, August 13, November 5, 2024)

_____ The Presidential Nomination Primary (PNP) only (March 5, 2024)

_____ Primary Election only (August 13, 2024)

_____ General Election only (November 5, 2024)

_____ I will continue to work as a Head Judge _____ I am interested in becoming a Head Judge

_____ I can't serve as an Election Judge this year, but please keep my name on the roster

_____ Please remove my name from the Election Judge roster

I prefer to work:

_____ All Day* _____ Any Shift

_____ Morning Only (6:00 a.m. to 2:00 p.m.)

_____ Afternoon/Evening Only (1:30 p.m. to approximately 9:00 p.m.)

MY POLITICAL PARTY AFFILIATION : (STATE LAW REQUIRES ELECTION JUDGES TO DECLARE A MAJOR POLITICAL PARTY AFFILIATION)

Must Check one

☐ Democratic-Farmer-Labor Party

☐ Republican Party

☐ Independence Party

☐ No Party Affiliation

DO YOU HAVE A RELATIVE WHO IS APPLYING TO BE AN ELECTION JUDGE AT THIS TIME?

☐ No

☐ YES (IF YES, PLEASE EXPLAIN RELATIONSHIP): _____

RETURN TO: CITY OF MONTGOMERY | ATTN: PATTI SOUKUP | 201 ASH AVENUE SW | MONTGOMERY MN 56069

DATA PRIVACY ADVISORY: SOME OF THE INFORMATION YOU ARE ASKED TO PROVIDE IS CLASSIFIED AS PRIVATE. THE PURPOSE AND INTENDED USE OF THIS INFORMATION IS TO VERIFY YOUR QUALIFICATIONS AS AN ELECTION JUDGE AND TO BE ABLE TO CONTACT YOU.

Qualifications to be an Election Judge:

- Eligible to vote in the State of Minnesota.
- Must be able to read, write, and speak English.
- Must be at least 18 year of age.
- Cannot be a candidate in the election, or closely related to a candidate.

Being an election judge involves:

- A two-hour training class (Held end of June or beginning of July 2024)
- Commitment to the Primary Election in August
- Commitment to the General Election in November
- Judges must be at the polling place at 6:00 am on Election Day and work until they are finished that evening, usually by 9:00 pm. Half-day shifts are available.

Serving as an Election Judge

In the City of Montgomery

Election Judges must remain impartial at all times while on duty. They must avoid any action that may influence a voter. When a voter asks for help, two Election Judges of different political parties must be present to help.

Pay: For 2024, Election Judge pay will start at \$14.00 per hour. Election Judges typically serve in the precinct where they live, but if shortages occur, you can serve anywhere in the state.

All Election Judges are required to have training, which lasts about two hours. This training is given by the Le Sueur County Auditor's Office. You will be paid for the time spent training. Once again, this year the Election Judge Training for regular judges (2-hour course) will be online again this year with the possibility of adding an in-person training. Head Judge training will be in person. Anyone attending head judge training **MUST** have completed the 2-hour online training prior to attending Head Judge Training.

All judges need training of +2 hours

The day of the Election, Co-Chairs and Election Judges are expected to arrive at the polling site at 6 a.m. to set up the site. The ballots and supplies from the Le Sueur County Auditor's office will be delivered to the polling site by a designated city staff member assisting at your site.

The polls are open to the public at 7:00 a.m. and remain open until 8:00 p.m. After the polls close, the Election Judges close-out the counting machine, fill out forms, and put supplies away. The Election Judges are finished working at this time. One Judge along with a Staff member deliver the ballots, supplies and a memory box containing the election totals to the Le Sueur County Auditor's office.

*Election Judges will have the option of working a full day or a half-day. Election Judges who work a full day are allowed a lunch break and dinner break when there is appropriate coverage. Election Judges who choose to work a half-day will work either 6:00 a.m. to 2:00 p.m.; or 1:30 p.m. to approximately 9:00 p.m.

Notice to All Applicants:

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, the City of Montgomery is required to inform you of your rights as they relate to the private information collected from you.

A. The Purpose and Intended use of the information collected

1. The information we collect about you is classified by law as either public (anyone can see the information), or private (only you can see the information), or confidential (you cannot see the information).
2. The purpose and intended use of this is to aid the City of Montgomery in determining your qualifications to be an election judge.

B. May you refuse or are you legally required to Supply the Information we ask for? What are the Consequences of your Supplying or Refusing to Supply the Information?

1. You have the right to refuse to supply the information requested and there is no legal requirement that you provide the information requested.
2. If you supply the information requested, it will aid the City of Montgomery in determining your qualifications essential for appointment as an election judge.
3. If you refuse to supply the information, your application may be considered incomplete and may disqualify you from being appointed as an election judge.

C. Who has Access to the Private and Confidential Information we collect About You?

1. Individuals within the City of Montgomery will have access to the information.
2. Individuals or agencies for which a state statute, federal law or the State Commission of Administration authorizes a new use or sharing of the information after you have been given this notice.

Unless otherwise authorized by state statute or federal law, government agencies with which we share private or confidential information may also treat the information they receive as private or confidential.