

### **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.

Cannot be closely related to another Election Judge in the same precinct but can serve in another precinct. (Closely related means a spouse, parent, child, or sibling.)

Being an election judge involves: A two-hour training class.

Commitment to any Special Elections throughout the year.

Commitment to the Primary Election in August

Commitment to the General Election in November

### **Additional Information**

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.

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.

The day of the Election, Co-Chairs/Head Judges 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 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. The two Co-Chairs and a City Staff member deliver the ballots, supplies and a memory box containing the election totals to the Le Sueur County Auditor's office.

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. Judges willing to work a full day will be given priority. If you have questions about election judges please contact Montgomery City Clerk-Treasurer, Patti Soukup at O: 507.364.8888; D: 507.953.2071; or [psoukup@cityofmontgomerymn.com](mailto:psoukup@cityofmontgomerymn.com)