



# Town of Berlin

## Poll Workers Guide

### Standards of Conduct

- **I will maintain strict political impartiality at all times.** I will make judgements based on the highest standards for accuracy of information and impartiality of analysis, distinguishing subjective factors from objective evidence, and I will base all of my conclusions on factual and verifiable evidence. I will avoid discussions which involve my opinion on articles on the ballot while inside the polling place.
- **I will not obstruct the election process.** I will respect state and federal laws and the authority of election officials, and will maintain a respectful attitude toward all voters. Where I have objections or concerns I will elevate them through established channels.
- **I will protect the integrity of the election and will follow the instructions and training provided by the Town of Berlin.** I will read all training materials and briefings as requested. As a worker, I will refrain from making personal comments, observations, or conclusions to the news media or the public unless specifically instructed otherwise by the responsible official.
- **I will read and understand the Town of Berlin Poll Workers Guide.** I hereby pledge that I will follow the Standards of Conduct and that all of my activities will be conducted completely in accordance with it. I have no conflicts of interest – political, economic, or other – that will interfere with my ability to act in an impartial manner and to follow the Code of Conduct.

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Sign & Date

## Information for Election Workers

### **Pollworker Instruction for General and Local Elections:**

- Ask for the voter's name
- Repeat it back to them
- Mark a check in the box next to the name
- Give the voter the ballot(s)

### **Pollworker Instruction for Presidential Primary Elections:**

- Ask for the voter's name
- Repeat it back to them
- Mark a check in the box next to the name
- Inform the voter that they must declare which major party ballot they wish to vote. They can only select ONE.
- Give the voter the ballot which coincides with the party they requested.

### **Pollworker Instruction for State-wide Primary Elections:**

- Ask for the voter's name
- Repeat it back to them
- Mark a check in the box next to the name
- Instruct the voter that they have BOTH major parties, but can vote only ONE ballot
- Give the personal BOTH ballots
- The voter will place unvoted ballots in the unvoted ballots box. The ONE voted ballot will be inserted into the tabulator by the voter.

**Voters are the only people (other than the election officer) who can insert a ballot into the tabulator.** Election officials are not permitted to assist the voter other than giving verbal instruction regarding placement of the ballot into the tabulator machine. Please ensure that well-meaning voters do not offer this job to anyone else. See the Presiding Officer if a ballot is rejected by the tabulator.

### **Please send voters to the Presiding Officer IF:**

- The voter is not on the checklist
- The voter's name has changed
- The voter checks in to vote and their name is already checked
- The voter makes a mistake on their ballot and requests another one
- The voter accidentally votes on more than one ballot during the Presidential Primary election