**Election Judge Reference Guide**

**Election Date**: LSC Elections will be held during the first quarter parent-teacher conference days this fall. The dates are November 18th for elementary schools and November 19th for high schools.

Judges will arrive at 6 a.m. to set up the polling place (e.g., signage, preparing ballots), assemble the ballot box, begin confirming mail-in-ballots, etc. Elections will take place from 7 a.m. to 7 p.m. and judges will be at the schools until 8 p.m.

**Health Protocol Reminder**: All general COVID-19 pandemic safety guidance applies.

- Hands: Wash them
- Face: Don’t touch it
- Wear cloth face coverings at all times
- Observe social distancing (six feet)
- If you are sick, stay home
- If you are a direct contact of a known case, you must quarantine for 14 days
- If awaiting test results, stay home
- If you have traveled to a place on CDPH’s Emergency Travel Order, you must quarantine for 14 days

**Useful Information**

- Judges will sit six feet apart and voters will vote six feet apart.
- Judges will be provided both a mask and a face shield that they will wear for the entire day.
- All schools will have a minimum of two judges and the number of judges will increase depending on the school population, the number of candidates, and the number of past challenged elections.
- There are two types of judges (IAMS and Safe Passage) that may be assigned to schools.
- The election coordinator shall prepare the checks to pay only judges with an IAMS number while Safe Passage judges will receive their compensation through their employer.
- School staff will provide a light breakfast, lunch and dinner. Please let staff know in case of any food allergies.
- Bathroom breaks will be taken as needed and judges will switch off to ensure there is always someone in the polling place.

**Requesting Additional Support or Guidance**

In the event of an issue posed by a voter, candidate, community member, poll watcher or any other individual, please alert the Election Coordinator. If the issue escalates without resolution even after the Election Coordinator attempts to mitigate, call Election Central at 773-553-1400.
Curbside Voting
Due to the Covid-19 Pandemic, we have taken measures to ensure participants have an opportunity to vote curbside.

- Schools will post on their marquee the following: “for curbside voting call our main office at ###-###-####.” They will also identify the most reasonable place for curbside voting.
- All schools will have a designated person available to answer the main line for curbside voting requests, especially schools with only two election judges.
- Schools that have more than two Election Judges, will have one judge serve as the curbside judge to monitor and be stationed in line of sight of the designated area for vehicles to line up.
- The curbside judge will have a copy of the alpha list to reference, a copy of the mail-in roster, a copy of the sign-in sheet, both parent and community ballots, and a clipboard.
- They will approach the car with a community/staff sign-in sheet and an application for ballot for parent or community. The voter will complete the appropriate documentation and show two valid IDs.
- The judge will initial the back of the appropriate ballot and take the initialled ballot to the voter and allow the voter to vote in private. Once the voter is finished, the voter will fold the ballot as indicated and hand it to the judge who will take it back into the building and place the ballot into the ballot box.
- If time allows between votes, the curbside election judge will add their curbside sign-in sheet to the documents and publicly announce names and roles (parent or community) of those that voted. Election Coordinators will support in ensuring lists are up to date as voters arrive throughout the day and turn in ballots.

Closing Election Day on 11/18 or 11/19
- Judges will place unused ballots in Envelope E.
- The principal and election coordinator will receive all security envelopes (A, B, C, D, E, and F) from the election judges for placement in a locked school safe along with the ballot box and spindle with the application still attached.
- Reminder: Ballots will not be counted on Election Day - they will be counted on December 1st.

Ballot Counting on December 1
Election Judge hours for December 1st are 8:30am-4:00pm and all safety protocols remain in place. Principals will identify a secure location for judges to complete mail-in ballot counting. Judges will be assigned to schools to complete counting of all mail-in ballots that have been postmarked on or before the respective LSC Election Day: November 18 for Elementary Schools and November 19 for High Schools. If assigned, additional payment for judges will be day-of for those with IAMS numbers or through Safe Passage vendors for all Safe Passage Workers. Note: Food and refreshments will not be provided on December 1.