



**CITY OF BELLE PLAINE OPPORTUNITY TO SERVE AS
AN ELECTION JUDGE**

Election judges are essential to our democracy. Election judges are responsible for administering the election procedures in the polling place on Election Day. The election would not be successful without citizens willing to serve as election judges. Serving as an election judge is a great opportunity to serve our community and to be involved in the election process.

DATES: Primary – August 11, 2020
General Election – November 3, 2020

HOURS: 6:00 a.m. to close; approximately 9:00 p.m.

ELECTION JUDGE PAY: \$12.00 per hour

REQUIREMENTS: You must be:

- 18 years of age or older
- A U.S. citizen
- Minnesota resident for at least 20 days
- Able to read, write and speak English understandably
- Able to attend a mandatory training (2-3 hours; paid time)

You cannot be:

- The spouse, parent, child, or sibling of any election judge serving in the same precinct or of any candidate on the ballot
- Domiciled with any candidate on the ballot

QUALIFICATIONS:

- Ability to understand and follow election laws and procedures
- Ability to remain impartial
- Ability to communicate clearly with voters
- Strong understanding and commitment to nonpartisanship
- Physical and mental ability to perform assigned tasks
- Attention to detail and general math skills
- Comfortable with assisting and serving a diverse population
- Comfortable using computers

State law allows for time off from work without loss of wages to serve as an election judge with 20 days prior written notice to the employer. (*Minnesota Statute 204B.195.*) Attached is a memo provided by The Office of the MN Secretary of State that you may give to your employer to explain the law regarding time off of work to serve as an election judge.

FOR INFORMATION, CONTACT: Amy Jirik, Finance Director
City of Belle Plaine
218 Meridian St N
PO Box 129
Belle Plaine, MN 56011
952-873-5553
ajirik@ci.belleplaine.mn.us

City of Belle Plaine Election Judge Application - 2020

PO Box 129 | 218 Meridian St N | Belle Plaine, MN 56011
 Phone: 952.873.5553 | Fax: 952.873.5509

Personal Information *Please print clearly*

First	Middle	Last
Street	City	MN State Zip
Home phone	Cell phone	Work phone
		E-mail

Election Judge Qualifications *(failure to answer any question will void application)*

<p>Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Able to read, write & speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you able to attend a 2-3 hour mandatory election judge training? (Training certificate will be required on Election Day at the polls) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you able to operate technology comfortably? (i.e. iPad) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Have you maintained residence in MN for 20 days prior to the elections? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have your civil rights been denied due to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you a candidate on the ballot? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you related (spouse, parent, child, stepchild, brother, sister, stepbrother or stepsister) to another election judge or candidate? If yes please explain: _____</p> <p>Are you related <u>or</u> living (temporarily or permanently) with a candidate on the ballot? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Party Affiliation *Required to declare political party*

Election judges are required by law to declare their political party affiliation. We have to maintain major party balance. (Currently MN recognizes four Major Parties.) Due to major political party balance requirements no more than half of the election judges in a precinct may be members of the same political party. Legislation allows qualified individuals not affiliated with a major political party to serve as election judges. (Not all duties may be performed and/or opportunities will be limited if Not Affiliated/Other is chosen.)

Democratic Farmer Labor (DFL)
 Legal Marijuana Now
 Grassroots-Legalized Cannabis
 Republican Party
 Not Affiliated / Other

Work Availability and Hours

PRIMARY ELECTION – August 11, 2020

I am available all day. 6:00 am-close Yes No

Or I am available: _____

GENERAL ELECTION – NOVEMBER 3, 2020

I am available all day. 6:00 am-close Yes No

Or I am available: _____

Other Information

I have been a previous election judge for the City of Belle Plaine? Yes No

Election Judge Code of Conduct

- I will remain courteous and professional at all times.
- I will refrain from partisan, ballot, and/or campaign comments or discussions.
- I will refrain from comments of my personal opinions on the current election administration laws, rules, procedures and/or tasks.
- I will avoid any action that may influence how a person votes.
- I will respect the secret ballot and privacy of voters. I will not give advice, scrutinize ballots or reveal how people voted. I will not disclose any voter information. I will conceal or hide voter "challenge" status.
- I will not disclose party affiliation of another election judge.

Tennessen Warning: In accordance with the Minnesota Government Data Practices Act, The City of Belle Plaine is required to inform you of your rights as they relate to the private information collected from you. Under the Minnesota Government Data Practices Act your address, telephone number, party affiliation and e-mail are private data. Your name is considered private information, however, if you are selected to be an election judge, your name becomes public information.

You may choose not to provide some or all of this private data, but it may limit your ability to participate as an election judge. For example, your contact information is needed to provide information to you such as precinct assignment, training schedules, etc. By completing and signing below, you are consenting city and election staff to share this information in order to administer the election. Private data is available only to you, appropriate city employees, and others as provided by state and federal law who have a bona fide need for the data.

- I declare that I have read and understand the information given above regarding the Minnesota Data Privacy Act.
- The facts set forth in my application are true and complete.
- I agree to follow all election judge code of conduct.

Applicant's Printed Name

Applicant's Signature

Date

Please return all completed applications to: Attn: Amy Jirik

City of Belle Plaine, 218 North Meridian Street, PO Box 129, Belle Plaine, MN 56011.



STATE OF MINNESOTA
Office of Minnesota Secretary of State
Steve Simon

Memorandum

To: All Minnesota Employers

From: Office of the Minnesota Secretary of State

Subject: Time Off for Employees to Serve as Election Judges

The Office of the Minnesota Secretary of State reminds employers that employees are legally allowed to take paid time off from work to serve as election judges. Employers may not require employees to use vacation time, as a reduction in an employee's vacation balance would penalize the employee.

Since election judges are paid for their service, employers may ask the employee to turn over the amount that they earn for serving as an election judge during hours that they would have normally been scheduled to work or may deduct this amount from the employees' normal pay.

Please note that employees are allowed to take time off without penalty on days when they are serving as election judges, as well any hours during which they are attending required trainings.

The statute states:

204B.195 TIME OFF FROM WORK TO SERVE AS AN ELECTION JUDGE

An individual who is selected to serve as an election judge pursuant to section 204B.21, subdivision 2 may, after giving an employer at least 20 days' written notice, be absent from a place of work for the purpose of serving as an election judge without penalty. An employer may reduce the salary or wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment.

The written request to be absent from work must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. An employer may restrict the number of persons to be absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

The 30,000 election judges that staff Minnesota's polling places on Election Day are the backbone of our elections system and are key to ensuring that our elections are free and fair. Thank you in advance for encouraging your employees to make this contribution to Minnesota's democracy.