



City of Annapolis Board of Supervisors of Elections
P.O. Box 788
Annapolis, Maryland 21404
Phone: (410) 263-7929

Dear Voter:

One of the responsibilities of the City of Annapolis Board of Supervisors of Elections is to appoint Election Judges to staff the Annapolis polling places for the 2017 City of Annapolis Municipal Elections. Election Judges are being recruited to work the September 19, 2017 Primary Election and the November 7, 2017 General Election.

The Anne Arundel County Board of Elections, on behalf of the City of Annapolis Board of Supervisors of Elections, is managing the recruitment, hiring, and training of election judges for the 2017 City of Annapolis Municipal Elections. All Election Judge recruitment communications should be directed to the Anne Arundel County Board of Elections. Please call the Election Judge Recruiting Department at the Anne Arundel County Board of Elections at (410) 222-0494.

TO APPLY: Complete an Election Judge Application and mail it to the City of Annapolis Board of Supervisors of Elections, P.O. Box 788, Annapolis, MD 21404. By email: electionjudges@aacounty.org, or by fax: (410) 222-6833. An application is required for each election cycle. All Election Judges, including returning Election Judges must complete an application. No experience is required. We will provide comprehensive training in accordance with the City of Annapolis Charter and Code, and the Election Law of the Annotated Code of Maryland.

DUTIES: Election Judges play a very important role in the electoral process and must attend a mandatory training class. The training class will cover both Primary and General Elections. Election Judges are responsible for administering voting procedures in polling places, while ensuring a fair and equitable election for all eligible voters. Duties may include checking-in voters, assisting voters with using the voting equipment, overseeing all election procedures throughout the polling place, and setting up and breaking down the polling place before and after voting hours.

Additionally, Election Judges must make sure that qualified voters, who are properly registered, are able to cast their vote in a safe and secure environment. Election Judges represent the entire electoral process and may be the only person a voter has contact with when exercising their right to vote. Therefore, Election Judges must be reliable, courteous, able to follow procedures exactly, and above all, possess good judgment.

MINIMUM QUALIFICATIONS - Election Judges must be:

1. A registered voter in the City of Annapolis or Anne Arundel County;
2. Able to speak, read, and write the English language;
3. Physically and mentally able to work at least a 12 to 15 hour day;
4. Able to lift at least 25 pounds;
5. Able to sit, and or stand, for an extended period of time; and
6. Able to attend one three hour hands-on training class.

NOTE: Knowledge of computers is not mandatory, but preferred. Bilingual speakers are encouraged to apply.

YOU MAY NOT BE an Election Judge and be a candidate, or currently hold a public or political office, including state, county, and city political party central committee chairman, campaign manager, treasurer for a political candidate or committee, or engage in any partisan or political activity while on duty.

ELECTION JUDGE PAY: Election Judges are paid for their services for Election Day and attending a mandatory training class. Election Judges will be paid \$25 for their training class. However, Election Judges must work Election Day to be paid for their training class. Chief, Floater, and At-Large Judges are paid \$208 per day. Check-in, Ballot Area, Voting Area, Provisional, Line Management and Escort Judges, are paid \$160 per day. Election Judges can expect payment for their services four to six weeks after Election Day.

Election Judge Applications should be submitted as soon as possible. Please share this information with your family, friends and neighbors.



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FOR OFFICE USE ONLY	
ASSIGNMENT	_____
VID	_____
CITY RESIDENT	<input type="checkbox"/> Yes <input type="checkbox"/> No
W/P	_____
PARTY	_____

Election Judge Application

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All Election Judges, including returning Election Judges, must complete an application. Prior service does not guarantee placement in the polling location you served during the last election. Please read and complete the entire application.

Special Notice: All Election Judges are now required to have a valid email address and cell phone. Training class schedules will be sent via email and text messages. Cell phone numbers will not be shared with third parties.

Part A. Qualifications: Please answer yes or no to the following questions.

- Are you a registered voter in the City of Annapolis or Anne Arundel County? Yes No
- Do you speak, read, and write the English Language? Yes No
- Are you able to work a 12 to 15 hour day, with the ability to sit, and or stand, for an extended period of time? Yes No

Stop here if you checked **No** to questions **1, 2 or 3**. You are **Not** eligible to serve as an Election Judge.

- Are you a candidate, or currently hold a public or political office, including a state, county, and city political party central committee chairman, campaign manager, or treasurer for a political candidate or committee? Yes No

Stop here if you checked **Yes** to question **4**. You are **Not** eligible to serve as an Election Judge.

Part B. Election Judge Information: Print only. The information you provide will update your voter registration record.

* Required information line and must be filled in.

- Contact Information: Please use your full legal name, include middle name and suffix.

*Applicant's Full Name: _____

*Date of Birth: _____ Gender: Male Female

*Residential Address: Number, Street, Apt. _____

City: _____ State: _____ Zip Code: _____ County: _____

*Mailing address if different from residential address: _____

*Contact Numbers: Home: _____ Work: _____ Cell Phone: _____

*Email Address: _____

*Emergency Contact: Name: _____ Relationship: _____ Phone: _____

2. *All Election Judges are required to provide the last four digits of their Social Security number on this application. _____
3. *Are you employed by the City of Annapolis? Yes No
4. *Political Party. Check One: Democrat Republican Unaffiliated Green Libertarian Other, specify: _____

Part C. Election Service and Availability:

1. Please select the Election Judge position that interests you.
 - Chief Judge \$208 Check-in/Ballot Area Judge \$160 Voting Area Judge \$160 Provisional Judge \$160
 - Line Management Judge \$160 Escort Judge \$160 At-Large Judge \$208

All Election Judges shall attend a mandatory training class and will be paid \$25. However, to be paid for the training class, Election Judges **must** work on Election Day.

2. Have you previously served as an Election Judge? Yes No
 If yes, state: I have served as a _____ Judge at _____

The information you provided above does not guarantee placement in the polling place you served during the last election.

3. Please select the date(s) you would like to be considered to serve as an Election Judge.
 - Primary Election Day, Tuesday, September 19, 2017
 - General Election Day, Tuesday, November 7, 2017

4. Would you like to decline payment for serving as an Election Judge? Yes No

5. To ensure fair and honest election results, I certify that:
 1. I agree not to: (a.) be a candidate, or currently hold a public or political office, including state, county, and city political party central committee chairman, campaign manager, or treasurer for a political candidate or committee; (b.) use my official authority as an Election Judge for the purpose of influencing or affecting the results of an election; or (c.) engage in any partisan or political activity while performing Election Judge duties on Election Day.
 2. As an Election Judge I will arrive to my polling place at the assigned time. I will not leave the polling place, for any reason, at any time during Election Day while the polls are open.
 3. I agree to be courteous, respectful, and assist all voters regardless of national origin, race, creed, gender, age, physical challenge or proficiency in the English language.
 4. I am prepared to fulfill my responsibility to conduct the election according to federal, state and local election laws.
 5. I agree not to take out or use my personal cell phone at any time while the polls are open. Unless I am a Chief Judge, in which case, I am permitted to use my personal cell phone to communicate with the City of Annapolis Board of Supervisors of Elections or the Anne Arundel County Board of Elections Help Desk.
 6. I agree not to bring or use any electronic devices, excluding medical devices, at any time in the polls on Election Day.
 7. I understand I cannot bring children and/or pets to the Election Judge training class or to the polls on Election Day.

Part D. Signature Required: For our office to process your application, you must print your full name, sign and date below.

I, _____, affirm, that the information given on this application is accurate and complete to the best of my knowledge.

Signature: _____ Date: _____

You may send this application by mail: City of Annapolis Board of Supervisors of Elections, P.O. Box 788, Annapolis, MD 21404. By email: electionjudges@aacounty.org. Or by fax: (410) 222-6833. If you have any questions, please call the Election Judge Recruiting Department at the Anne Arundel County Board of Elections at (410) 222-0494.

Both sides of this application must be completed.