
Roles & Responsibilities

Inspector: As the lead election official at the polling place, Inspectors are selected by the party whose presidential candidate received the most votes in King County during the 2004 presidential election.

Judge: As members of the election board, a judge issues ballots and instructs and assist voters at the polls.

AccuVote Judge: This judge assists voters with placement of their ballots into the vote counting device.

Provisional Ballot Judge: One judge at each polling place will have primary responsibility for managing provisional ballot distribution.

Voter Assistance

Voters with Disabilities

- A wheelchair-accessible voting booth is available at all polling places.
- Assistance animals are allowed in all polling places.
- Voters with disabilities are allowed to bring another person with them into the polling place to assist them in completing their ballot. They can also request help from a poll worker.

Chinese Language

All ballot styles are available in Chinese, and some polling places will have bilingual, Chinese speaking poll workers.

IMPORTANT PHONE NUMBERS

Voter Registration 206-296-8683
For voters with registration questions

Poll Worker Coordinator
206- 296-1606

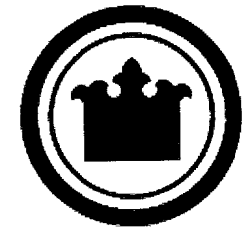
Call with question or problems regarding election officials or their assignments.

Election Day Help Desk
206-296-1599

Call this number to report Election Day problems or questions (AccuVote device, unruly voters, polling place procedures, and emergencies such as fire, power outages, or additional supplies). **NOTE:** This number is available Election Day only.

THANK YOU!

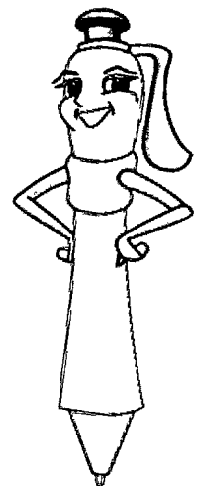
www.metrokc.gov/elections



King County Elections

Quick Reference Guide for Poll Workers

- New Procedures
- Standards of Conduct
- Definitions
- Roles and Responsibilities
- Voter Assistance
- Important Phone Numbers



Fall 2005 Elections

NEW Polling Place Procedures

Poll Worker Standards of Conduct

Definitions

Voter Identification Required

Beginning this year, poll voters must present ID at the polls in order to vote a regular poll ballot. Acceptable identification includes any one of the following:

- Valid photo Identification
- Driver's License
- State Identification Card
- Student or Tribal Identification Card
- Voter Registration Card (issued by King County Elections)
- Copy of a current utility bill, bank statement, paycheck, government check or other government document.

Poll workers should look at the identification to determine if the name matches the voter's name in the poll book. If not, it may be necessary to have the voter complete a new registration card (for instances where a voter's name has changed or if the voter has a new address).

Voters who are unable to present identification as listed above are required to vote a **provisional ballot**.

Provisional Ballot Judge: One judge at each polling place will have primary responsibility for managing provisional ballot distribution.

Absentee voters are no longer listed in poll book

On Election Day, poll workers are official King County employees and should be professional, fair, impartial and equitable to all voters. King County's standards of professional conduct are:

- Be courteous and respectful to all people regardless of age, race, sex, disabling condition or lifestyle.
- Do not make remarks that are sexist or racist in nature. Refrain from making comments about names. Do not engage in partisan or political discussions.
- Do not keep food or beverages on the election worktables. These items should be on a separate table or on the floor. A spilled drink can ruin a stack of ballots.
- Poll workers may do handiwork, such as knitting, crocheting, etc., but such activities should never interfere with or delay service to voters. Yarn, needles, and other items must be kept off the election table
- Poll workers are allowed to read. However, special care should be exercised to ensure that reading materials could in no way be construed as political or partisan in nature. In the past we have received complaints from voters who observed that political headlines were visible in a poll worker's reading material. News magazines and newspapers should not be read at the polls.
- Though it is a long workday, you are encouraged to minimize conversation as it distracts voters and other board workers.

Absentee Ballot — The paper ballot, security envelope and return envelope that are mailed to voters who have registered to vote absentee.

AccuVote — The machine that tabulates or counts poll ballots.

Base Unit — The unit that serves as the base for the AccuVote machine and the repository for ballots cast.

Captain's List — A list of names of all registered voters within a polling place

Election Board — The election officials who conduct Election Day activities at a polling place.

Poll Ballot — The paper ballot issued at the polling place.

Poll Book — Also called "Registered Voter and Signature Book." A book of all registered poll voters in a precinct where poll voters must sign to vote.

Polling Place — Publicly accessible buildings where poll voters go to cast their votes on Election Day.

Precinct — The geographic area that determines the issues and candidates a resident of that area can vote.

Provisional Ballot — A ballot given to a voter not listed in a poll book or to a voter who is unable to present identification.