

Election Day

Contact Numbers

IMAGE
CAST
VOTING
MACHINE
PROBLEMS

753-1590

Inspector
Problems

753-1599

Supply
Problems

753-1501

Voter
Questions

753-1550

Call-In
District
(selected ED)

753-1543

Monroe County Board of Elections

Coordinator Handbook

2012



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COMMISSIONER

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For Questions or Concerns

Republican

John Fernandes (753-1523)
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Democratic

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AbigailFreeman@monroecounty.gov

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LCummings@monroecounty.gov

A Message from the Commissioners



Commissioner

The Inspector Coordinator is a vital part of our Election Team here in Monroe County.

As a Coordinator, you are the Managers of the Election Inspectors for your jurisdiction. You are the conduit between the Board of Elections Office and the Election Inspectors who will be working at the polling site on Election Day.



Commissioner

Election Inspector Coordinators are recommended by the Political Party Leader of your jurisdiction and appointed each year by the Commissioners of Elections.

One of the most important duties of this position is the recruitment and assignment of Election Inspectors for your area. We will assist you with resources and support. Together the Board of Elections, the Coordinators and the Election Inspectors form the team that will conduct the election and process the voters on Election Day.

Your role will play a major part in providing the integrity to one of our most basic and important freedoms, Our Right to Vote!

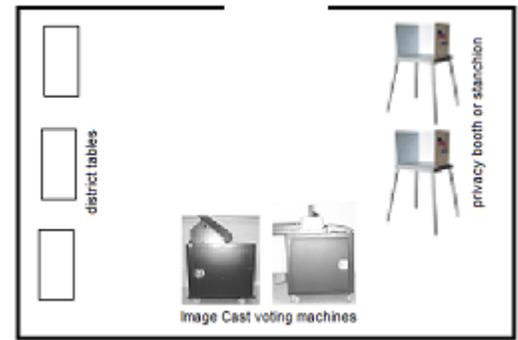
As Commissioners on behalf of our entire community, we thank you for your commitment to the election process. We look forward to working with you and to the continued success of the Election Inspector Coordinator program.

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Image Cast Machines and Voting Process

Full implementation of the Image Cast (IC) voting machines occurred in 2010. Each polling site will have at least one IC-1 (Scanner Only) and one IC-2 (BMD and Scanner). Therefore, there will be at least two scanners for each polling site. When voters cast their pre-printed ballots, they may use ANY scanner in the polling site. Inspectors MUST set-up ALL voting machines in their polling site. Coordinators MUST make sure that all voting machines are set-up on time, and that Inspectors are directing voters to cast ballots in ALL machines.



Voting Process *(also see the back page of the Coordinator Handbook)*

When voters enter the polling site, they check in at district tables, just as they have always done. Voters are asked their address to confirm they live in the district. They are then asked to sign in the Poll Book as an Inspector covers the voters' previous signature. Then, the Inspector carefully tears off a pre-printed ballot from the ballot pack and MUST place the ballot inside of a privacy folder. The voter then proceeds to a privacy area (a table with table-top privacy screens or a stanchion). The voter marks their ballots in the privacy area and then proceeds to ANY scanner to deposit their ballot. Once they have deposited their ballot and it is successfully cast (a message on the operator panel will confirm for the voter that the ballot is successfully cast), the voter has completed the voting process. Exceptions are listed in the Inspector Manual.

Site Chairs

Coordinators appoint one Site Chair for each polling site. There must be one Democratic and one Republican Site Chair for each polling site. The duties of Site Chairs are listed in the Inspector Manual.

Inspectors

The number of Inspectors is now scheduled by polling site. District tables must always be staffed by a bi-partisan team. The voting machines are no longer linked directly to any specific Election District; instead they are organized by polling site. For this reason there will be fewer Inspectors required at each polling site. Inspectors should consider being Committee members.

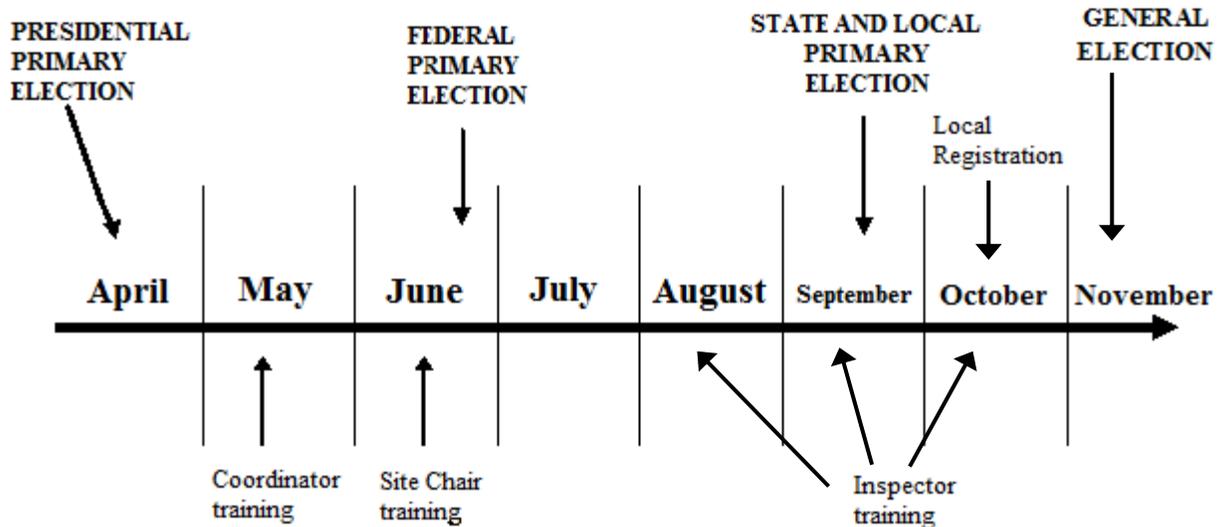
Coordinator Appointment

The Coordinator Program began and continues as an effort to assist Committee Leaders with the vital task of appointing, scheduling, and supervising Inspectors. The Leaders of each jurisdiction are responsible for recommending Coordinators and Inspectors to the Commissioners.

2012 Leader Recommendations

By March 2nd, Leaders were asked to recommend an individual to the Commissioners for appointment as an Inspector Coordinator. Inspector Coordinators should be active members of their political committees. Inspector Coordinators should be experienced Inspectors who drive and have Election Day transportation. Inspector Coordinators must be available during all polling hours, and one hour before polls open and one hour after polls close, on all Election Days. They must attend one training session per year. Normally, an Inspector Coordinator may not serve as a paid Inspector; a Leader may not serve as an Inspector Coordinator. Just as Inspector Coordinators assist Leaders, Leaders should work with Inspector Coordinators to provide political backup, especially on Election Day.

Coordinator Work Timeline



Inspector Assignment

- Assign Election Inspectors to each polling site. The number of Inspectors to be assigned will vary by polling site and election.
- Always try to schedule Inspectors in your own LD or Town first; check with the Board of Elections if you are unsure where someone lives.
- Inspectors should be registered in your party (call the Board of Elections if you have questions). They must be able to read, write and speak English and may not be the spouse, child, or parent of a candidate appearing on the ballot for any district within the polling site.
- Avoid half-day Inspector assignments: always try to assign Inspectors for full days.
- You **MUST** use the Board of Elections listings when making your assignments. If the Inspector listed will be working at that particular polling site, circle “Inspector” to the left of the Inspectors’ name. If the Inspector will be working as a Site Chair, circle “Site Chair” to the left of the Inspectors’ name. If any Inspector listed will no longer be able to work, circle “Inactivate” to the left of the Inspectors’ name to indicate that the Inspector should be removed permanently from the list. If you are unable to fulfill the required appointments with the names on that Polling Site List, then place your additional Inspector choices at the bottom of that Polling Site List.
- Report these assignments to the Board of Elections (BOE) by the due date listed.
- If you find yourself short of Inspectors and have exhausted your listings, please:
(1) Call the BOE and have us prepare a listing of registered voters in your party to recruit from; (2) call an adjacent Coordinator and see if they can lend you their extra Inspectors or (3) call your Leader and seek assistance.

FOR TOWN COORDINATORS ONLY

At least 5 days before Election Day, submit a listing of your Inspector assignments to your Town Clerk.

Oversight of Inspectors

- When necessary, **recruit** new Inspectors. The Board can provide you with lists that have the names, addresses, and phone numbers of registered voters of your party within your area.
- Make sure Inspectors attend training sessions. All Inspectors must attend annual training and pass an examination. *If an Inspector fails an exam, they will be sent a notice to attend make-up training.*
- Ensure that Inspectors understand they *can not work* if they have not attended training and passed the exam.

Coordinator Responsibilities

- Attend a training session and pass the exam each year.
- Appoint a Site Chair for each polling site in their Coordinator Area.
- Pick-up the Site Specific Bags. The bags are picked up from the Board of Elections by City Coordinators and at the Town Hall by the Town Coordinators and delivered to the designated Site Chairs. Unless given permission from the Commissioners, the supply bags **must never be opened** prior to Election morning. All Coordinators must be able to report which Site Chair has the supply bag at least two days before an election.
- Directly supervise the Site Chairs in their Coordinator area.
- Make at least two (2) rounds to each polling site on Election Day. Assist Inspectors if they have questions. Ensure a smooth and orderly Election Day.
- Be available by phone one hour before polls open and one hour after polls close. Make sure all Inspectors have the Coordinators' main contact number in case Inspectors or BOE need to get in touch with you. **The Board of Elections recommends each Coordinator have a cell phone contact number for Election Day.**
- Check with BOE at least once during Election Day.
- Cooperate and work with your counterpart of the other party. Make sure you are talking to him or her about supply pick-up and delivery, poll sites to visit on Election Day, and any other concerns or questions you might have.
- Prior to Election Day, provide the Board of Elections with a list of the Site Chairs who will return the Red Security Bags and the Blue Ballot Security Bags.

Inspector Etiquette

There are times you must be firm with your Inspectors. However, remember we would not be able to process an election without them. Try to sympathize with the Inspectors: understand that many Inspectors are accustomed to a particular polling site, a certain set of compatriots to work with and even to the voters they will be serving. Seventeen hours wears on many Inspectors: be understanding about the time involved, the sometimes monotonous, other times rushed, environment that they deal with once or twice a year. You must be persuasive about getting Inspectors to work and perceptive about making sure they will be ABLE to work to ensure the smooth conduct of elections.

Coordinator Listings

Inspector Assignment Form - 2012 PRESIDENTIAL PRIMARY ELECTION

Tuesday, April 24, 2012, 12pm-9pm (Inspectors Report: 11am-10pm)

Coordinator Area → 21D1

MARILYN PARCHUS

224-9766

Note the **DUE DATE** listings must be returned by

The Coordinator for the other party has first pick of which polling sites to pick up supplies for. Supplies are to be picked up on Apr. 20th.

City Coordinators: for every other election you will have first choice of which sites you will pick-up supplies for, check the sites you choose to deliver supplies to

NEW INSTRUCTIONS

- Assign Inspectors by POLLING SITE (see upper left in each polling site box to determine how many must be scheduled).
- Indicate all assignments (working inspectors) by circling each task that inspector will perform (Inspector, Site Chair, Inactivate) to the LEFT of the Inspector Name; write in additions/corrections in blank spaces.
- Inactivate any Inspector who no longer wishes to serve. Those Inspectors will not appear on future lists.

Assign this many Inspectors from your party for the polling site

Please return to Linda Cummings (753-1555) by Mail or Fax (753-1531) by WEDNESDAY, MARCH 21st

COVENANT UNITED METHODIST CHURCH

1124 CULVER RD

ED(s): 8/17/28

Check to Pick Up these Supplies

Districts: 1

Machines: 2

Assign 2 Inspectors

“C” in this box indicates this district is a **Call In District**

“H” indicates there will be a **Spanish Interpreter** at this poll site

Inspector	Election Assignment	Inspectors	Residence Address	Phone #	Status	Years Served
Inspector	Inactivate	FRANCES GRILLO (DEM) 003091802	120 COPELAND ST 14609	288-6107	Site Chair*	6
Inspector	Inactivate	CLARA WARFIELD (DEM) 013394837	32 MC KINSTER ST 14609	482-9204	Active	16
Inspector	Inactivate	LAURA ALEXANDER (DEM) 008562970	41 REVELLA ST 14609	266-5812	Active	6
Inspector	Inactivate	MARTHA AVERY (CON) 014795612 out of party - CON	156 PENNSYLVANIA AVE 14609	454-2468	Active	3
Inspector	Inactivate	PERETTE BARELLA (DEM) 022102406	176 MIDDLESEX RD 14610	317-3013	Active	3
Inspector	Inactivate	EVALYN GLEASON (DEM) 000254670	74 VERMONT ST 14610	255-0912	Active*	

Correcting Addition:

Circle Inspector if the Inspector will be working as an **INSPECTOR**

Circle Site Chair if the Inspector will be working as a **SITE CHAIR**

Circle **Inactivate** to permanently remove from list

Notes:

Residence Address/ZIP:

Reg Number:

Phone:

Notes:

any **Notes** about the Inspector will appear here (didn't show for an election, barely passed the test, etc.) **out of party** means the Inspector is registered in another party

* Indicates Inspector Worked last General Election.

ALL ASSIGNED INSPECTORS MUST TAKE 2012 TRAINING prior to the Presidential Primary Election; ONLY assigned Inspectors will be allowed to take training

Election Day Overview

General Elections

In a General Election, all Election Districts will report. Coordinators must appoint Inspectors for each polling site. At least two Inspectors, one from each party, must be present at each district table. General Elections have higher voter turnout. The highest turn-out is in the years that the Governor or the President are on the ballot.

Primary Elections

For most Primary Elections, Election Districts will be **consolidated**. This means that two or more districts will have the same Poll Book and be staffed by one set of Inspectors. **Coordinators are responsible for assigning Inspectors for each polling site.** Due to consolidation there will be fewer Inspectors needed for most Primary Elections, (for instance, the high school may require 10 Inspectors to be scheduled for a General Election, but will only need 4 for a Primary Election).

Presidential Primary

The Presidential Primary is held every four years by April of the same year of the Presidential Election. Usually, the Election Districts in a Presidential Primary are consolidated.

Local Registration

Local registration usually occurs in October before a Presidential Election. All the supplies and information needed for registration will be at the registration site. The Coordinator is responsible to assign two Inspectors for each shift for all days of registration. The Inspectors' job is to assist the public in registering to vote, change their address or obtain an absentee ballot application.

Polling Site Etiquette

When you enter a polling site, remember that the Board or the Town has made agreements to use that site. We need the sites. If you identify a problem, handle the situation diplomatically: *never yell at anyone*. Advise Inspectors tactfully and assist them if you can. If an Inspector is being difficult, take them aside and solve the problem. If you interact with an Interpreter, school staff, a custodian, a manager or any other worker, remember to do so calmly and with the intent to make it a smooth, efficient and well run Election Day.

Interacting with Other Coordinators

Often, you will need the assistance of your counterpart in the other party. You may also need help from Coordinators in your own party. Be courteous and helpful and that behavior will likely be reciprocated. If conflicts or questions arise, always call the Board of Elections.

Election Day Responsibilities

On an Election Day, Coordinators should help assist and supervise Inspectors. Also, Coordinators will need to directly supervise the Site Chairs. Election Inspectors and Site Chairs must follow the advice of the Coordinators. **Remember, on Election Day, both Coordinators, from either party, have the same authority and responsibility.** If any conflicts arise between the Inspectors, or the Inspectors and a Coordinator, call the Board of Elections immediately.

- **Supervise, Don't Substitute**

Coordinators are responsible for ensuring Inspectors are present at the polling site on Election Day. They must also ensure that their appointed Site Chair is present. Coordinators should enforce correct election procedures in the polling site. However, Coordinators should not serve as Site Chairs or Inspectors and should not take on the duties of Site Chairs or Inspectors. Coordinators should not drop off or pick-up bags or supplies on Election Day. They should not provide Inspectors with rides to the polling site.

- **Be Available**

Coordinators must be available to respond to any questions or problems throughout the day. Coordinators must be available for at least one hour before polls open and one hour after the polls close for any duties required by the Board of Elections.

- **Watch Out For No Shows**

There may be some scheduled Inspectors unable to work on an Election Day. Sometimes Inspectors never show up at their assigned polling sites. If this happens, Coordinators must fill the vacancies with another Inspector as soon as possible, or call the Board of Elections to have an Emergency Inspector sent as a replacement.

- **Visit Polling Sites**

Prior to Election Day, the Democrat and Republican Coordinators for a particular Coordinator area should discuss the polling sites between them. Starting in mid-morning on Election Day, Coordinators should begin to “make-the-rounds” and visit Inspectors at polling sites. All polling sites should be visited at least twice on Election Day. Coordinators should supervise Inspectors, not substitute for Inspectors.

What to look for at a Polling Site

Assignment: Are the Inspectors assigned to a polling site there? Is the Site Chair? If Inspectors are present that were not assigned by either Coordinator, contact the Board of Elections. If the Inspectors have already incorrectly signed pay vouchers or Certificates of Service, call the Board of Elections.

Set up: Is the polling site set-up according to the poll site diagram?

Organization: Are signs posted so voters can see them? Is the distance marker posted? Are the Poll Book, street guide, ballot pack, privacy folders and affidavit ballots on the table?

Traffic Flow: Is there a smooth traffic flow through the polling site?

Site Chair: Are the Site Chairs working together? Are they supervising the Inspectors when needed?

Election Day Responsibilities - CONTINUED

- **Know Who is Returning Supplies**

Find out, note, and get the cell phone number for the Site Chair who is returning the Red Security Bag and the Site Chair who is responsible for returning the Blue Ballot Security Bag(s). Remember, the Site Chair returning the Red Security Bag should be leaving the polling site no later than 9:15pm. The Site Chair returning the Blue Security Ballot Bag will be the last to leave. Election Law requires the Red Security Bag and Blue Ballot Security Bags be delivered separately. The Site Chairs assigned to deliver the bags should never leave or ride together. Provide the list of Site Chairs returning supplies to the Board of Elections.



Example of quick sheet to note which Site Chair is returning the Red Security Bag and the Blue Ballot Security Bag(s)

<u>Polling Site</u>	<u>Site Chair Returning Red Bag</u>	<u>Cell Phone</u>	<u>Site Chair Returning Blue Bag</u>	<u>Cell Phone</u>

The Site Chair returning the Red Security Bag in the Towns will return it to the Town Clerk; in the City the Site Chairs return the Red Security Bag directly to the Board of Elections.

The Site Chair returning the Blue Ballot Security Bag(s) in the Towns will return it to the Town Hall, except for the Towns of Brighton and Henrietta. The Site Chairs in Brighton and Henrietta will return the Blue Ballot Security Bags to the Training Service Center. Site Chairs will need to ensure that the Blue Ballot Security Bag(s) are loaded onto the truck. In the City, the Site Chair responsible for the Blue Ballot Security Bag(s) will drive down Irving Place (off of West Main Street) to unload the Blue Ballot Security Bags to the Board of Elections. There will be a truck to receive the Blue Ballot Security Bag(s) at all locations. The Site Chair must ensure that the bags are loaded onto the truck.

- **Remind Inspectors About Election Procedures**

Take a moment and observe if Inspectors are following basic election procedures. Make sure they know if their district is a **Call-In District**. Make sure they allow the **Spanish Interpreter** to sit at the table. Remind them about proper procedures for **Assisting Voters and Voters with Disabilities**. Remind them to consult their manuals if they have questions. If, after reviewing their supplies, they still have a question, the Inspectors **MUST** call the Board of Elections.

- **CHECK IN WITH THE BOARD OF ELECTIONS DURING THE DAY (753-1599)**

Post-Election Day – Coordinator Pay

Instructions for completing your pay voucher

1. Please return your pay voucher to the Board of Elections within **THREE Days** after Election Day, along with any forms required by the City or Towns.
2. The Board will enter four amounts on the voucher: scheduling pay, Election Day stipend, mileage stipend and total pay. **DO NOT PLACE ANY OTHER MARKS OR NOTES ON THE VOUCHER.**
3. If you attended Training Class, the Board will also make the entry on the form after the General Election.
4. Remember, the grand total of your pay will appear on the voucher.
5. Place your **SIGNATURE** on the line above “Claimant, agent or representative to sign here” located left of the word “Title” under the section headed **THIS VOUCHER MUST BE CERTIFIED AND SENT TO THE DEPARTMENT AUTHORIZING THE SAME.**
6. Write your Title as “Election Inspector Coordinator.”
7. Write the DATE on the line to the right of DATE.

(Example: Presidential Primary Pay Voucher)

PAY TO: _____
INSERT NAME OF CLAIMANT

REMITTANCE ADDRESS: _____

City State Zip

Non P.O. Claim Voucher



COUNTY OF MONROE

SAP
DOCUMENT NO. 1900

YEAR	MONTH	DAY	QUANTITY	ITEMIZED ACCOUNT OF MATERIALS, SUPPLIES, ETC.	UNIT PRICE	AMOUNT	
2012	April	24		Inspector Coordinator Presidential Primary Pay		56	00
				Election Day Pay		110	00
				Mileage Pay		75	00
				Training Pay			00
				Total Pay			

THIS VOUCHER MUST BE CERTIFIED AND SENT TO THE DEPARTMENT AUTHORIZING SAME

(Insert name of claimant, his agent or representative) _____ Certifies that this claim is just, true and correct, that the merchandise or services herein have been rendered to Monroe County, that taxes from which Monroe County is exempt are not included and that the balance is actually due and owing.

(Claimant, agent or representative to sign here) _____

TITLE _____ DATE _____

VENDOR NUMBER _____

INVOICE DATE 04 / 24 / 2012

POSTING DATE MM / DD / YYYY

AMOUNT _____

TEXT _____

SP. G/L _____ (Choose one:
H=Retainage, Q=Liens, U=Securities)

REFERENCE (Vendor Invoice #)
Inspector Coord 2012

PAYMENT METHOD (Choose one: C=Check, 4=Cash Bail, 5=Capital, 6=Trust, 7=Monroe NewPower, 8= MCAA)

G/L ACCT	SHORT TEXT	DIC	AMOUNT	COST CENTER	BUSINESS AREA	FUND	GRANT	INTERNAL ORDER	WBS ELEMENT
504320	Prof. Serv.			2003010000	2000	9001			

CHECK RECEIVED BY _____
Print Name

SIGNATURE _____

I Certify that the merchandise or services itemized in the claim have been rendered or furnished to Monroe County on the date or dates shown, that the charges are correct, and am approving same for payment

BUSINESS AREA HEAD OR AUTHORIZED SIGNER

DATE

REV 12/05

Post-Election Day – Other Duties

After an election, Coordinators should:

- Save your **final listings of Inspectors** to check against next years’ listings.
- Give a follow-up report regarding Election Day to your Election Inspector Coordinator at the Board of Elections.
- Assess the election and evaluate the performance of the Inspectors (see Appendix). This is very important. Please try to keep some kind of written notes regarding each Inspectors’ performance.
- Evaluate the Site Chairs you appointed (again, see Appendix). Please try to keep some kind of written notes regarding your Site Chairs’ performance.

Coordinators may be contacted by Inspectors post election for a variety of reasons including:

- Comments from Inspectors about problems they encountered on Election Day, about concerns with other Inspectors, or complaints about a polling site.
- Receiving the wrong amount of pay. Inspectors are paid \$10/hr, plus \$25 for training class. For a General Election, their pay is \$10.00 x 17 hrs = \$170.00 (+ if they attend training class) \$25 = \$195.00.
- NOT receiving a paycheck. Please direct the Inspector to the phone number of the Clerk listed below. City Inspectors should contact Becky at the City Clerks’ office at 428-7421.

Rochester	428-7421	Hamlin	964-2421	Perinton	223-0770
Brighton	784-5250	Henrietta	359-7040	Pittsford	248-6200
Chili	889-3550	Irondequoit	467-8840	Riga	293-3880
Clarkson	637-1130	Mendon	624-6060	Rush	533-1312
ER	586-3553	Ogden	352-2140	Sweden	637-2144
Gates	247-6100	Parma	392-9461	Webster	872-7060
Greece	225-2000	Penfield	340-8600	Wheatland	889-1553

- Questions from the Site Chair. Please take any feedback given from the Site Chair, write their comments and questions down, and forward them to the Board of Elections. Site Chairs are paid a variable amount depending on the number of districts within the polling site.

Election Assessment & Inspector/Site Chair Evaluations

Inspector or Site Chair Evaluation Chart (Score 1-5)

Inspector Name: _____

Polling Site this Election: _____

Inspector Address: _____ **Inspector Phone:** _____

Coordinator Name: _____ **Coordinator Area:** _____

	Punctuality	Was the Inspector/Site Chair on Time?
	Opening	Was the Inspector/Site Chair able to open BOTH the IC-1 and IC-2? Did they actively help in opening the voting equipment and the polling site?
	Knowledge of Election Supplies	Did the Inspector/Site Chair have a good working knowledge of election supplies like the Poll Book and Street Guide? Did they bring and use their manuals?
	Rotation of Tasks	Did the Inspector/Site Chair do each job? Were they actively trying to do each job?
	Checking in Voters	Did the Inspector/Site Chair demonstrate a good understanding of all steps of the check-in process? Did they understand when to ask for ID? Did they perform appropriate oaths? Did they provide the voter with the privacy folder? Did they ask if the voter required assistance in marking their ballot?
	Etiquette	Was the Inspector/Site Chair polite to voters, fellow Inspector/Site Chairs, and Coordinators? Did they report to the polling site assigned?
	Completing Paperwork	Did the Inspector/Site Chair participate in the completion of necessary paperwork? Did they understand what had to be completed?
	Closing	Was the Inspector/Site Chair able to close BOTH the IC-1 and IC-2? Did they actively help in closing the voting equipment and the polling site?
	Site Chair	Did they serve as Site Chair? How was their overall performance?

You May Make Copies of this Form

Election Assessment Notes	
Inspector Assignment Issues	
Polling Site Accessibility Concerns	
Polling Site Supply Organization	
Polling Site Traffic Flow/Obstructions	
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