

**Election Day
Call Centers**

**Image Cast
Voting
Machine
Helpline** 753-1590

**Inspector
Helpline** 753-1599

**Missing or
Additional
Supplies** 753-1501

**Voter
Assistance** 753-1550

**For Voters
Needing a
Spanish
Interpreter** 753-1560

Monroe County Board of Elections

Coordinator Handbook

2015



THOMAS F. FERRARESE
COMMISSIONER

COLLEEN ANDERSON
DEPUTY

DAVID VAN VARICK
COMMISSIONER

DOUGLAS E. FRENCH
DEPUTY

Monroe County Board of Elections
39 West Main Street
Rochester, NY 14614
www.monroecounty.gov/elections

For Questions or Concerns
Contact your Inspector Training Team

Democratic

Abigail Freeman (753-1539)
AbigailFreeman@monroecounty.gov

Jonathan Miller (753-1555)
JonathanMiller@monroecounty.gov

Republican

John Fernandes (753-1523)
JFernandes@monroecounty.gov

Paul Wagner (753-1534)
PWagner@monroecounty.gov

A Message from the Commissioners



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.



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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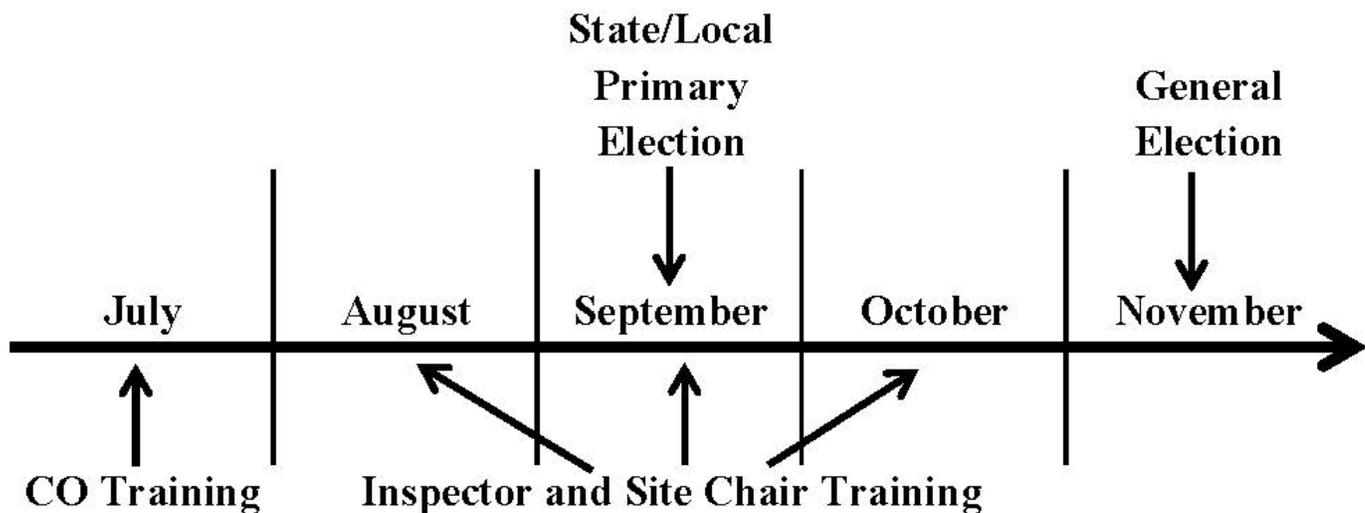
Coordinator Appointment

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

2015 Leader Recommendations

In March of 2015, 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, 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.

2015 Coordinator Work Timeline



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 Site Chair Handbook.

Inspectors

The number of Inspectors is scheduled by polling site. District tables must always be staffed by a bi-partisan team. The voting machines are not linked directly to any specific Election District; they are organized by polling site.

NOTE: Inspectors and Site Chairs should consider being Committee members.

Coordinator Responsibilities

- A large part of your role as Coordinator will be making and receiving phone calls from the Board of Elections, your Inspectors, Site Chairs and Expressed Interest Prospects. It is important to be responsive and return calls promptly.
- Attend a Coordinator training session and pass the exam each year. It is also recommended that you attend an optional Site Chair or Inspector class (closer to the General Election).
- 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 directed by 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.
- Directly supervise the Site Chairs and Inspectors in your 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 Coordinator's 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 in 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.

Oversight of Inspectors

- When necessary, **recruit** new Inspectors. The Board can assist you with recruitment of prime voters in your area and also 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. It is strongly recommended that you ask some of your veteran Inspectors to take the Site Chair class as a backup! 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.

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 ensure the smooth conduct of elections.

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.
- Do NOT make half-day Inspector assignments: always 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 Inspector’s name. If the Inspector will be working as a Site Chair, circle “Site Chair” to the left of the Inspector’s name. If any Inspector listed will no longer be able to work, circle “Inactivate” to the left of the Inspector’s 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 an adjacent Coordinator and see if they can lend you their extra Inspectors; (2) Call the BOE and have us prepare a recruitment letter to prime voters in your party to recruit from 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.

Coordinator Listings

Note the **DATE** by which listings **MUST** be returned by

224-9766

MARILYN PARCHUS

21DI

Coordinator Area → You have first pick of which polling sites to pick up supplies for. Supplies are to be picked up on September 6th.

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.

Please return to the Democratic Inspector Unit by mail in the enclosed postage paid envelope or by fax (753-1531), by **MONDAY, AUGUST 13.**

THOMAS P RYAN COMMUNITY CENTER									
530 WEBSTER AVE		Leg. Dist. 21		Election District(s) 18/26		Spanish Interpreter Site		Call In Site	
								Check to Pick Up these Supplies	
								<input type="checkbox"/> # Districts: 2 <input type="checkbox"/> # Machines: 2	
Inspector	Election Assignment	Inspectors	Residence Address	Phone #	Status	Years Served	Red	OR	Blue
Inspector	Site Chair	DEBRA PATTERSON (DEM) 008470000	385 MURRAY ST 14609	743-1234	Site Chair*	2			
Inspector	Site Chair	NANCY RHOADS (DEM) 002088000	234 MELVILLE ST 14609	482-1234	Active*	2			
Inspector	Site Chair	LILLIAN GENTRY (CON) 014208000 out of party - CON	125 ST PAUL ST #A221 14604	232-1234	Active*	2			
Inspector	Site Chair	ESTHER WILSON (DEM) 002115000 Called 8/5 threw back out won't be able to work	75 ROSEWOOD TER 14609	288-1234	Active*	2			
Inspector	Site Chair	DOROTHY CRIMM (DEM) 022143000	4 SHAVER ST 14609	482-1234	Active*	2			
Inspector	Site Chair	EARLENE COOK-SAPP (DEM) 014758000	194 BOCK ST 14609	288-1234	Active*	1			
Inspector	Site Chair	JOANNE MANGAUL (DEM) 001407000	1004 N GOODMAN ST 14609	287-1234	Active				
Inspector	Site Chair	SANDRA FIX (DEM) 012047000	65 WINTERROTH ST 14609	288-1234	Active				

Assign 4 Inspectors

Assign this many Inspectors from your party for the polling site

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

Correction/Addition:

Name:	Reg Number:	Phone:	Residence Address/ZIP:	Notes:

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 as the number of eligible voters may be much less).

Polling Site Etiquette

When you enter a polling site, remember that the Board of Elections or the Town has made agreements to use that site. 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 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 entire 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.

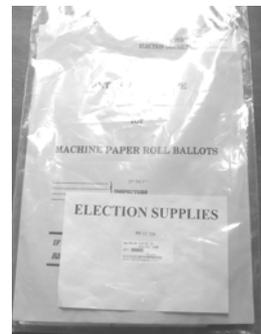
- **Visit Polling Sites**

Prior to Election Day, the Democrat and Republican Coordinators for a particular Coordinator area should discuss the polling sites between them; agreeing and assigning Red and Blue Bag supply returns at the close of polls. Ensure your assigned Site Chairs are communicating about Election Day scheduling and rotations. Starting in the 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.

Election Day Responsibilities - CONTINUED

- **Know Who is Returning Supplies**

Once you and your counterpart have agreed on supply return, note on the Assignment Sheet the Site Chair who is returning the Red Security Bag and the Site Chair who is responsible for returning the Blue Ballot Security Bags. Remember, the Site Chair returning the Red Security Bag should be leaving the polling site no later than 9:15 pm, and return to the polling site to assist with closing when possible. The Site Chair returning the Blue Security Ballot Bags 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. Indicate which bag your Site Chair will return.



Sample Assignment Sheet Header

COVENANT UNITED METHODIST CHURCH

1124 CULVER RD

Election District(s) 8/17

Assign 4 Inspectors

Circle which bag your Site Chair will return Red **OR** Blue

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 Bags 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. In the City, the Site Chair responsible for the Blue Ballot Security Bags 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 Bags at all locations. The Site Chair must ensure that the bags are returned.

- **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 any 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. When you receive your pay voucher, please return the voucher promptly to the Board of Elections.
2. The Board will enter four amounts on the voucher: Scheduling Pay, Election Day Pay, Mileage Pay and Training Pay. DO NOT PLACE ANY OTHER MARKS OR NOTES ON THE VOUCHER.
3. Remember, the grand total of your pay will appear on the voucher.
4. 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.
5. Write your TITLE as “Election Inspector Coordinator.”
6. Write the DATE on the line to the right of DATE.

(Example: General Election 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	
2013	November	5		Inspector Coordinator Scheduling Pay -		48	00
				Election Day Pay		170	00
				Mileage Pay		75	00
				Training Pay		25	00
				Total Pay		318	00

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 **113919** SP. G/L _____ (Choose one: H=Retainage, Q=Liens, U=Securities)

INVOICE DATE **11 / 05 / 2013** REFERENCE (Vendor Invoice #) **Inspector Coord 2013** PAYMENT METHOD (Choose one: C=Check, 4=Cash Bail, 5=Capital, 6=Trust, 7=Monroe NewPower, 8= MCAA)

POSTING DATE **MM / DD / YYYY**

AMOUNT **\$ 318.00**

TEXT *** * Inspector Coordinator General Election 2013***

G/L ACCT	SHORT TEXT	DIC	AMOUNT	COST CENTER	BUSINESS AREA	FUND	GRANT	INTERNAL ORDER	WBS ELEMENT
504320	Prof. Serv.		\$ 318.00	2003010000	2000	9001			

CHECK RECEIVED BY _____ Print Name

SIGNATURE _____ BUSINESS AREA HEAD OR AUTHORIZED SIGNER _____ DATE _____

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

Post-Election Day – Other Duties

After an Election, Coordinators should:

- Save your **final listings of Inspectors** to check against next year’s listings.
- Give a follow-up report regarding Election Day to your Inspector Training Team at the Board of Elections. (Refer to the cover for email addresses and phone numbers.)
- Assess the election and evaluate the performance of the Site Chairs and Inspectors. This is very important. Please try to keep some kind of written notes regarding the performance of each Site Chair and Inspector.

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

- 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. Record 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 (+ training class) \$25 = \$195.00. (NOTE: Training Pay is paid AFTER the General Election.)
- 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 Clerk’s 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
East Rochester	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