

## Presiding Judge Responsibilities

### **Prior to Election Day**

- Be accessible via phone or email to Hill County Elections (HCE) and Hill County Democratic Party (HCDP) personnel
- Locate/Contact workers to serve as an Alternate Judge or Clerks for your Polling Center (one needs to be Spanish Bi-Lingual.)
- Return paperwork concerning your availability and workers availability within a week after receiving it from HCE
  - Contact HCE or HCDP immediately if your availability changes
- Contact the Polling Center personnel to review the facility and set up an open/close time
- Study Hill County Election Handbook and Poll Worker Training Videos
  - Ensure Workers study the Training Videos
- Contact workers to confirm they are still available prior to Election Day
  - Contact HCE or HCDP immediately if their availability changes
  - Meet "new" workers a few days before to determine their experience
- Pick up the Judge's Supply Bag from HCE the Monday before Election Day
  - Review the contents to confirm everything on the Supply Checklist is inside
  - Call HCE so that anything missing can be brought to your Polling Center as early as possible on Election Day

### **Day of Election**

- Arrive at the Polling Center one hour before **(6:00 am)** polls open
- Keep the Hill County Election Handbook handy and be accessible via phone to HCE and HCDP personnel
- Ensure that all workers are in attendance, know their specific tasks and fulfill their responsibilities
  - Call any worker that has not arrived to ascertain their intent to serve
  - Call HCE or HCDP if a worker cancels so a replacement (if available) can be sent to the Polling Center
  - Prior to starting the day all workers need to take the oath
  - Give workers compensation sheet and their duties

- Ensure the Equipment Carrier has not been tampered with
  - If any equipment is missing from the carrier call HCE immediately
- Maintain the integrity of voting equipment
  - Call HCE or HCDP if a problem arises that can't be corrected immediately
- Ensure number count on equipment is zero at the beginning of the day
- Sign at least 20 ballots prior to 7:00 am and as needed throughout the day
- Ensure the election equipment is ready at 7:00 am
- Ensure that every registered voter is given the opportunity to vote (even if they have to vote a Provisional ballot)
- Ensure that no one is allowed to disturb Voters or Workers (either by coercion or intimidation)
  - Contact HCE, HCDP or Police as warranted
- Ensure that the last person to arrive before 7:00 pm is allowed to vote
- Follow instructions on the Close Polls Sheet to ensure final counts and paperwork is completed and equipment is secured in Equipment Carrier
  - Input final counts on paperwork
  - Complete all Workers Compensation Sheets
  - Ensure Clerks put equipment and all signage in the Equipment Carrier
  - Ensure facility is clear of all items
- Return paperwork and essential equipment listed on the Close Polls Sheet to the Hill County Elections.