

**FACTS AND FIGURES**

As of October 6, 2009, we have 222,948 Voters!



**Poll Watchers**

A poll watcher is a person who is appointed by either a party, or a candidate to be inside the polls on Election Day. This person must have a poll watcher’s certificate, signed by the Chief Clerk, Stacy Sterner. If they do not have a signed certificate, with her seal on it, they may not be inside your polling place. They are not to interfere with the orderly and fair process of the election. If a problem arises with a poll watcher, call our office.

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**I D REQUIRED**

A law was passed in 2004, requiring first time voters to show ID when they come to vote. This means that anyone who is voting for the first time in their particular voting district will be asked to show ID. This applies, even if you have voted for the past 50 years, in one district, and now you moved and are in a different voting district. This will be indicated in your poll books. Under the voter’s name, in the signature box, it will say ID Required.



**WHO AM I ?????**

Please, when you call in to our office. Remember to identify yourself and your district. Also, if you leave us a message, please remember to identify yourself and leave us a phone number, that you can be reached at during the day, so that we can return your call. Many people call in and assume we know who they are. We answer hundreds of phone calls a day and can’t remember every voice. We try our best, but we’re just not that good!



**POLL CLASSES**

We will be holding mandatory classes for all newly appointed poll workers. They need to know the electoral process from the moment they walk through the door in the morning, until they leave at the end of the day. A large portion of the training will center on the operation of the electronic voting machines, along with the use of the handicapped accessibility equipment. The classes are listed below. Please call the office, 610-782-3194, to schedule the class of your choice. Thank you for your prompt attention to this very important training.

Saturday, October 24 9:00 a.m.      New Judges  
Saturday, October 31 9:00 a.m.      New Workers

\*All classes will be held at our Voting Machine Warehouse, 1201 Sumner Ave., Allentown. The entrance to the building is off of Greenleaf St. at the rear. There is on street parking. Do not park in any area parking lots, as they are privately owned.



**SUPPLY PICK-UP**

Saturday, October 31                      8 – 11 a.m.

The supplies for Election Day can be picked up in the Office of Voter Registration. If you are unable to pick up your supplies during this designated timeframe, then they must be picked up on Monday, November 2, between 8 a.m. & 4 p.m. Please call our office to make these arrangements.



## HOUSEKEEPING

Polling places are very difficult to find. Please leave your facility in good, clean condition when you close the polls at the end of the day. (Example: Last year someone left a stove turned on at one of the polling locations. Needless to say, we are no longer able to use that location.) Be considerate of the actual needs of your facility and what actually takes place there on a normal day (Example: a firehouse – don't block the entrances where the fire engines would be coming out.) Most of these situations are pretty much good common sense. And, above all, don't complain about the facility. Remember, please, that we have our polling places only through the owner's generosity,

## **VOTER SENSITIVITY**

Each of us must at all times be sensitive to the rights and feelings of those who enter our polling places. Be aware of the feelings of those who are disabled. Be responsive to those who are of a different nationality, or race other than yourself. Be polite to those who are of a different political party than that of your choice. Be patient with those who have some difficulty with the English language. Each of these persons is a citizen and voter with the same need to be treated with the dignity and respect that you demand for yourself. Anything less than this is unacceptable.



## LEHIGH COUNTY WEB SITE

Keep a watchful eye on our web site [www.lehighcounty.org](http://www.lehighcounty.org). We will have ongoing changes here. Please take special note to the training video, along with the brief tutorial on the use of our electronic voting machines. This, of course, does not replace an actual training class, but, it does give you a little taste of the Election Day process.



## ELECTRONIC DEVICES

The use of electronic devices (Blackberry's) may be used at the polls. In today's hi-tech world, many of the poll watchers may have their data base of voters stored in their Blackberry. This is ok. If, for some reason the Judge of Election feels that someone is misusing this device, contact our office immediately and this will be handled on a case-by-case incident.



Many of our voting facilities are located in our local schools. The administrators of these facilities are always concerned about the safety of the children.

Please, if you are in any of these locations that house any type of school, day care, etc. please be in tune to this concern. We ask that, if you have a constable in your district, that he or she position themselves right inside the entrance to your facility so that they can monitor the traffic coming and going. If you do not have a constable, and your voting set-up is not directly inside the entrance, please have one of your board members sit inside this entrance. This would be a great place to have the voter fill out the sign-in sheet before he actually enters your area.



## THE MEMORY CARDS

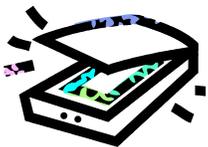
Before you leave your facility on election night, be sure that you have removed the memory cards from each machine. They are to be returned to us by the judge of election with his supplies at the end of the day. This includes all machines, even those that you may not have used. Unused machines must still be opened, closed, and the memory cards returned. If you forget your memory cards, you will be asked to return to your polling location, that night, and retrieve them, regardless of what time of night it is.

## PROVISIONAL BALLOTS EMERGENCY BALLOTS

There is a change in the Provisional Ballot and the Emergency Ballots. The green Provisional Ballots will now be used for **both** Provisional voting and Emergency voting. In the upper corner on the large green envelope there is a white sticker. Check off what the ballot will be used for.

**Provisional** – is used if a voter is not in the poll book, or if he doesn’t have identification. In this case all information on the envelope must be completed.

**Emergency** – is used if your polling place is not open on time, or if 50% of your machines fail and you have a line of people waiting to vote. In this case, the only information that needs to be filled out on the envelope is the number that is assigned to the voter. The voter is treated just as if he were voting on the machine. This ballot is counted at the end of the day, and entered on the Clerks Numbered List of Voters. It is also recorded on your Return Sheet.



## OPTICAL SCAN

Our office is working very hard developing a process so that you poll workers will not have to count absentee ballots at the end of the day. We are almost there. Take notice that the absentee ballots are now being printed on a heavier card stock type of paper. This is so that when you return them to us at the end of the day, we will be able to scan them directly into our system. At this point, you will still need to hand count them. Whenever we implement a new process, we always test the process for several elections before we go solo with it. Our policy is to always “walk, not run” with anything new. Our goal is to make your work easier, while keeping the same level of accuracy and integrity. Thank you for your patience!



## CELL PHONES

The use of cell phones is NOT permitted inside the polling place. There is nothing more annoying to other people trying to conduct business than to have someone nearby talking on their cell phone.



## 2010 POLLWORKER

### COMPENSATION

Beginning in the 2010 Primary Election, compensation checks to pay poll workers will NOT be issued in advance to the Judge of Elections. All workers will receive an individual check, issued by the Fiscal Department of Lehigh County. Each worker will receive one check for the total of all their duties; poll class, supply pick-up, Election Day & Election night returns, and mileage. These amounts will be calculated the day after the election, and the workers will receive their compensation within two weeks of Election Day. This remains a non-taxable wage. As always, you will be asked to sign a pay sheet indicating that you served on Election Day. If that sheet is not signed, you will NOT get paid. We will not hold up everyone else’s pay while we try to contact you. It is your obligation to sign the pay sheet.

**Thank You!**

The Lehigh County Board of Elections thank you for the time and effort that all of you put in to make our elections the best that they can be! You are the unsung heroes of our electoral process and our valued officials.

**Thank You!**