

HOW TO BECOME A PRECINCT ELECTION OFFICIAL IN BREMER COUNTY

The following is information on how to become a Precinct Election Official for Bremer County.

WHAT DOES A PRECINCT ELECTION OFFICIAL DO?

The duties in each precinct are shared among three to eight officials depending on the expected number of voters at the polling place for a particular election. The responsibilities include:

- Set up the polling place and voting equipment before the polls open
- Check in voters and distribute ballots
- Register new persons to vote
- Assist voters when necessary
- Operate various pieces of equipment such as laptop computers and equipment to assist disabled voters to cast ballots
- Complete paperwork and clean up and close the polling area
- Deliver voted ballots and supplies to the County Auditor's Office after the polls close

HOW AM I NOTIFIED ABOUT WORKING THE ELECTION?

You will receive notification by mail before each election. You may not be called for every election, since there are several workers per party in each precinct and we may rotate workers between elections. You may decline to work an election for which you are unavailable.

As a member of the Election Board, you may be called upon to work in any election that may be held in the county. You will most likely be called to work in your own precinct, but may be asked to work at a different precinct if needed elsewhere.

If you decline to work three or more consecutive times without a specific reason, you may be subject to removal from the pool of potential election officials.

REQUIREMENTS

- Registered to vote in Bremer County
- Be affiliated with the Republican or Democratic Party, though a small number of persons not affiliated with either of those parties may be appointed
- Not be a candidate with opposition, or closely related to any opposed candidate on the ballot
- Have energy and stamina
- Have good reading and listening skills
- Enjoy people and service to others
- Some of the officials in each precinct must be experienced in using a computer keyboard
- Willing to attend a training class
- Willing to accept a small payment for a BIG service

TRAINING

A training course is provided before each election. The course is held during the three weeks prior to the election and is two to three hours in length. Typically classes are offered at different times to accommodate various schedules. Attendance is required before a Primary or General and attendees are compensated for their time and mileage. Special training opportunities may be offered periodically to introduce new equipment or procedures.

COMPENSATION

Precinct election officials are currently paid \$9.50 per hour. Chairpersons are paid \$10.00 per hour. These rates are set by the Board of Supervisors, and vary from county to county in Iowa.

Mileage is paid for your trip to and from the school of instruction, and to and from the polling place, if over 5 miles. The mileage reimbursement is set by the Board of Supervisors quarterly.

Payment for working an election is made 2-4 weeks after the election.

WHEN ARE ELECTIONS HELD?

Elections are always held on a TUESDAY.

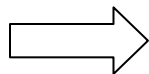
- SCHOOL and CITY Elections are held on the first Tuesday after the first Monday in November of odd-numbered years. Polls are open 7 AM to 8 PM.
- PRIMARY Elections are held on the first Tuesday after the first Monday in June of even-numbered years. Polls are open 7 AM to 8 PM statewide.
- GENERAL Elections are held on the first Tuesday after the first Monday in November of even-numbered years. Polls are open 7 AM to 8 PM statewide.
- SPECIAL Elections may be called at anytime during the year and are held on Tuesday.

Protecting everyone's right to vote and seeing that our fellow citizens are protected against voter fraud is a responsibility not to be taken lightly.

IF YOU ARE INTERESTED IN TAKING ON THE RESPONSIBILITY OF BECOMING A PRECINCT ELECTION OFFICIAL IN BREMER COUNTY, PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS BROCHURE AND MAIL TO OR DROP OFF IN THE AUDITOR'S OFFICE.

If you have any questions, you may call the Auditor's Office at 319 352-0340, or e-mail the County Auditor at swolf@co.bremer.ia.us

See next page for an information form to submit to the County Auditor



**PRECINCT ELECTION OFFICIAL
INFORMATION**

NAME _____

ADDRESS _____

CITY _____

PHONE # DAYTIME _____
EVENING _____
CELL _____

Retired (yes/no) _____

Employer _____
Flexible Hours (yes/no) _____

PLEASE MARK ALL THAT APPLY BELOW:

- I will work only in my precinct
 I will work outside my precinct if needed
 I will consider the chair position
 I have worked elections before
 I am comfortable using a computer

Preference will be given to persons who can work full days; however, if you are **only able to work half a day**, please indicate your preference below, otherwise leave this blank.

I can only work a 1/2 day shift:

- prefer the **AM shift** (6 am to 2 pm)
 prefer the **PM shift** (2 pm to close)

**YOU MUST BE REGISTERED TO
VOTE IN BREMER COUNTY TO BE A
PRECINCT OFFICIAL**

I am registered to vote and am affiliated with the

- Democratic Party
 Republican Party
 No Party Affiliation

COMMENTS: _____

DETACH AND RETURN TO:
Bremer County Auditor
& Commissioner of Elections
415 East Bremer Ave.
Waverly, IA 50677

**Want to serve your
community by becoming a
Precinct
Election
Official?**

Make your vote count!



This brochure provides information on how to become a Precinct Election Official for Bremer County.

Shelley Wolf

**Bremer County Auditor
& Commissioner of Elections**

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