

Pollworker Pulse

Spring 2006

The Newsletter for and about Miami-Dade's Election Workers

Our Election Day Procedure Manual Is The Path To A Successful Election!

Election Day consists of a series of orderly steps that must be taken systematically to produce a successful election. In the case of a Poll Worker, a successful election simply indicates that the Elections Board of this particular precinct followed the sequence of tasks necessary to achieve their goal on Election Day.

Looking at a successful Election Day retrospectively, one will conclude that a poll worker does not have to do anything extraordinary for that day to be successful. To have a successful election, the election board, however, must follow the sequence of tasks extraordinarily well. A single task that is accomplished outside of its sequential order can have a domino effect on the entire Election Day process; thereby, negatively impacting the election.

If you are a newly recruited Clerk or Assistant Clerk, you may rightfully wonder what these important steps are. You need not look any further than the Procedures Manual for the answers to these questions. Below is a summary of these steps.

MONDAY EVENING (4:00 PM)

- Call assigned workers who are on the precinct payroll to ensure they will be working on Election Day.
- Report to your assigned precinct at 4:00 p.m. the day before the Election for set-up.
- Meet with Election Specialist and setup personnel at the polling place.
- Assist with pre-election setup of polling place by assembling booths and organizing tables and chairs. Empty Ballot Supply Box (large metal box) and post all signs inside the polling place, test electrical outlets, and phone lines.
- Open the Document Folder found in the Clerk's Kit and locate all the forms required to be completed during both Mon-



Poll Deputy should always remind voters to have picture ID ready.

day night set-up and on Election Day. Please note there have been several changes to these forms and it is imperative that all forms are filled out ACCURATELY and COMPLETELY.

- Ensure the polling place has all the necessary supplies. Call Election Central for any missing supplies or equipment.
- Check Distribution Center Supply Checklist & Precinct Supply Checklist.
- Complete appropriate portions of the "Before the Polls Open" Checklist.

TUESDAY MORNING (5:45 AM - 6:45 AM)

- Report to your precinct at 5:45 am to witness the unlocking of the iVotronics and zero public count. The Election Specialist will also report at this time.
- Complete the second portion of the Precinct Security Form. Check all terminals to ensure that the seals are intact from the night before and that there is still a Public Count of zero. If any seals are broken and/or missing, call Election Central immediately.

- Verify that the Ballot Transfer Case and Activator Case (s) have the same seal number as recorded on Certificate #1, Seal Ballot Box and record seal number. Then, print and sign the back of the form along with the ES. Please place all broken seals inside the Clerk's Kit.

Our Election Day Procedure Manual is the path to a successful election. It lists everything Poll Workers need to know in order to successfully undertake their responsibilities on Election Day. We have made great strides in adhering to the procedures thus far. Let us build on that foundation. Let us make sure all voters are allowed to vote and treated with a sense of respect and dignity.

As far as the Elections Day Procedures are concerned, consistency is a major determinant for success. Only consistent adherence to the procedure can guarantee harmony in the work of 8000 poll workers working independently at 559 separate polling places. Rest assured that support staff



On Election Day, Poll Workers are a vital link between the Elections Department and the voting population.

from Election Central will be there to assist you on Election Day. In addition, Administrative Troubleshooters will visit your precinct throughout the day to answer questions and respond to any concerns you may have.

When Moving From County To County Within The State Of Florida, Voters Do Not Have To Re-Register To Vote

What happens when voters move from county to county within the state of Florida? Do they have to re-register to vote? Due to the Help America Vote Act, every state must implement an official, uniform, and nondiscriminatory computerized voter registration system. The voter Registration Application must be accepted in any county in Florida for initial registration, change of address, change of party affiliation, change of name, replacement of a voter information card, signature update, etc. All of these changes require the completion of a new application.

This means when moving from county to county within the state of Florida, voters do not have to re-register to vote. Regardless which county their voter registration application was received from, voters will be entered into the Florida Voter Registration System (FVRS) for the county in which they now reside.

online

Our website is
<http://elections.miamidade.gov>

ELECTION DATES*

Winter/Spring

Village Of Biscayne Park Mail-in Special Election	06/06/06
Cutler Bay Special Election	09/05/06
Miami-Dade County Primary Election	09/05/06
Miami Gardens General Election	09/05/06
Palmetto Bay General Election	09/05/06
Miami Gardens Run-off Election	10/03/06
Miami Lakes General Election	10/03/06
Palmetto Bay Run-off Election	10/03/06
Miami Lakes Run-off Election	10/17/06
Doral General Election	11/07/06
El Portal General Election	11/07/06
Key Biscayne Primary Election	11/07/06
Miami-Dade County General Election	11/07/06
North Bay Village General Election	11/07/06
Opa-locka General Election	11/07/06
Pinecrest General Election	11/07/06
El Portal Run-off Election	11/21/06
Pinecrest Run-off Election	11/21/06
Doral Run-off Election	11/28/06

*subject To Change At Any Time

Voters With Special Needs Must Be Treated With Special Care

The Americans with Disabilities Act (ADA) is a Federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. We, at the Elections Department, understand these needs and we make sure that all of their needs are met. The number one issue we want to address is treating all voters with the respect they deserve.

Always make sure that when a voter asks for assistance you give the assistance with no questions asked. Sensitivity towards people with special needs makes good sense whether in business or public life. Ensure voters know they are allowed to receive assistance.

If the "Declaration to Secure Assistance" is not already on file, make sure it is completed prior to voting. A voter may have their own person to assist them, or may be assisted by two Election Board members (preferably of different parties).

If a voter needing assistance requests that a person other than an election official provide assistance, the clerk or inspector must require the person providing assistance also complete a Declaration to Provide Assistance. This is a new change to Election Laws that began on Jan. 1, 2006. The Declaration to Provide Assistance must be completed every time assistance is provided.

There are general do's and don'ts that you must familiarize yourself with when assisting voters with special needs. For example, if you are not sure what to do for a person with special needs, just ask them. Chances are your willingness to help will be appreciated.

People with special needs should be thought of as individuals. They shouldn't be classified as a group because of their disability. Do not use terms like "they" or "them" when referring to individuals with disabilities. Other terms that shouldn't be used are "handicapped" or "crippled." Use terms like "disabled." If the voter has assistance, do not ask the assistant what the voter needs. Ask the voter directly.



Large segments of the voting population have special needs and are concerned with how their needs may be addressed at their precinct. The Elections Department's position is that sensitivity towards people with special needs makes good sense whether in business or public life.

Do You Have An Election Related Question That Puzzles You? Our Training Specialists Can Help!

To better meet the needs of our voters, the Elections Department has been working relentlessly towards developing comprehensive training programs that are based on the Help America Vote Act (HAVA) regulations, election laws, and



administrative rules. Our 2006 training materials have been updated and now reflect all legislative changes.

In addition to the mandatory paid training, you will soon have the opportunity to enhance your skills by signing on to our web based

Poll Worker training. The online supplemental Poll Worker training will be customized to your specific needs. It will also give you the ability to search specific subjects as they relate to our training manual. This project is currently being developed. You will be notified as soon as it becomes available.

It's important to get to know your trainers. Our training team is here five days a week to address your needs. Do not wait for training day. If you have a question that puzzles you or an election related issue that seems to be a mystery to you, call our training specialists at (305) 499-8370.

Lester Sola
Supervisor of Elections

MIAMI-DADE ELECTIONS Registration Statistics

Republican	372,227	34%
Democrat	459,224	42%
Other	248,784	23%
TOTAL	1,080,235	

Now, Visually Impaired Voters Have The Option To Vote Their Provisional Ballots On The Audio Ivotronic

Starting January 1, 2006, Provisional Ballots became available on the audio Ivotronic. The option to vote a Provisional Ballot on the audio terminal is available to any voter that requests it. Until then, all voters who needed to vote a Provisional Ballot had to vote on a paper ballot with assistance.

One of the most significant aspects of this new change is that every provisional vote cast on the audio Ivotronic must be initiated with a Touch Screen – Provisional Ballot Voter's Certificate signed by the individual voter and the Precinct Clerk.

The Precinct Clerk will be responsible for activating the ballot on the terminal, not the Activator Inspector. Each Certificate will have a code that the Clerk must enter in the terminal. This code will help the Canvassing Board identify each Provisional Ballot cast.

Spread the Word

Do your friends, family members or neighbors want to become Poll Workers?

The Elections Department is always looking for qualified Poll Workers. If your friends, neighbors or members of your family want to help serve the community while earning some money, tell them to call our Poll Worker Section at 305-499-8448. Remember to be a Poll Worker one must be a registered voter in Miami-Dade County, be able to speak, read and write English.

Carlos Alvarez
Mayor



Board of County Commissioners

Joe A. Martínez, Chairman
Dennis C. Moss, Vice Chairman

Barbara J. Jordan District 1	Katy Sorenson District 8
Dorrian D. Rolle District 2	Dennis C. Moss District 9
Audrey M. Edmonson District 3	Sen. Javier D. Souto District 10
Sally A. Heyman District 4	Joe A. Martínez District 11
Bruno A. Barreiro District 5	José "Pepe" Díaz District 12
Rebeca Sosa District 6	Natacha Seijas District 13
Carlos A. Gimenez District 7	

Harvey Ruvín
Clerk of Courts

George M. Burgess
County Manager

Murray A. Greenberg
County Attorney

Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of disability.

"It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act."

Elections
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