

Thank you for the fantastic job you all did last May. Your part is essential for our successful elections in Chester County. We believe holding instructional classes prior to each election have paid off. We will offer several classes for Poll Workers in preparation of the Municipal Election, November 8th. Classes held in the Primary were designed to review all areas of how to serve as an Election Official. For this coming Municipal Election in November the majority of our classes will be for voting machine operators and will be hands on demonstration. We strongly suggest all members serving on the board be trained on how to open/close and operate the voting equipment.

**Please take notice to the name of the class you are signing up to attend this fall.**

**"All poll workers"**, class will be held to review all positions and duties including machine operation

**"Completion of Forms"**, class will be held to review how to complete forms

**"Machine Operator"**, hands on demonstration of how to open, close and operate voting equipment

Under Election law voting machine operators are **required** to attend one class per Election year. Please make every effort to attend one of the classes below.

All classes will meet in **Rm. 171** at the Government Services Center (GSC), 601 Westtown Rd., West Chester, PA. Please call **610-344-6410** to sign up for the class you will attend or email us [CCelectionofficials@chesco.org](mailto:CCelectionofficials@chesco.org). We will reply to your e-mail with your class date confirmation.

The \$10.00 stipend for attending a class listed below will be included in your paycheck once you sign and indicate on the pay voucher you attended a Municipal Instructional Class.

– NOTE TO INSPECTORS OF ELECTION: You may choose your own clerk for Election Day. Please **notify your clerk** and remind them to call us to schedule their attendance in a class. If you have clerks (2) that will be splitting the shift, please be sure to let the Judge know the information on both people and what shift each will be working. (Split shift hours for clerks are: 6:00 a.m. to 2:30 p.m. and 2:30 p.m. to 10:30 p.m. or until finished)

\*\* All Board workers must remain at the polling location all day. ½ day clerks must remain at the poll their entire shift. **NO EXCEPTIONS.**

**\*\*\*Also, we encourage you to view the demonstration of our voting equipment online:**

- Use the New Voting Systems

**Visit the [Poll Worker Training Information](#) at [Pennsylvania Department of State](#).**

**2011 GENERAL**

**CLASSES                      DATE                      TIME**

Machine Operator	Mon Sept 19	1:00
Machine Operator	Tues Sept 20	9:30
Machine Operator	Tues Sept 20	2:00
Machine Operator	Wed Sept 21	9:30
Machine Operator	Wed Sept 21	6:00
Machine Operator	Thurs Sept 22	2:00
Machine Operator	Tues Sept 27	9:30
Machine Operator	Tues Sept 27	2:00
Machine Operator	Wed Sept 28	9:30
Machine Operator	Wed Sept 28	4:00
Machine Operator	Thurs Sept 29	2:00
Machine Operator	Sat Oct 1	9:00
Machine Operator	Mon Oct 3	1:00
Machine Operator	Tues Oct 4	9:30
Machine Operator	Tues Oct 4	2:00
Machine Operator	Wed Oct 5	9:30
Machine Operator	Wed Oct 5	6:00
Machine Operator	Thurs Oct 6	1:00
Machine Operator	Mon Oct 10	5:00
Machine Operator	Tues Oct 11	9:30
Machine Operator	Tues Oct 11	2:00
Completion of Forms	Wed Oct 12	9:30
Completion of Forms	Wed Oct 12	6:00
Completion of Forms	Thurs Oct 13	1:00
Machine Operator	Sat Oct 15	9:00
Inexperinced poll worker	Sat Oct 15	11:00

***JUDGE OF ELECTION:***

The Judge of Election is in charge of all Election Day activities and personnel inside the polls, including the Constable or Deputy Constable. The Judge opens and closes the polls and is responsible for the paperwork and delivering the election supplies to the satellite station. (West Chester Government Service Center)

***MAJORITY INSPECTOR OF ELECTION:***

Along with the Minority Inspector, this inspector will manage the poll books and grant Voter Ready ballots to the eligible voters. The Majority Inspector is so named as the Inspector receiving the most votes at the election. You are expected to appoint a Majority Clerk.

***MINORITY INSPECTOR OF ELECTION:***

Along with the Majority Inspector, this inspector will manage the poll books and grant Voter Ready ballots to the eligible voters. The Minority Inspector is so named as the Inspector receiving the second most votes at the election. Additionally, The Minority Inspector is expected to appoint a Minority Clerk and sign the provisional ballot envelope. Also, a copy of the election results and numbered list of voters are to be kept in a sealed envelope by the Minority Inspector for two years.

***MAJORITY/MINORITY CLERK:***

The Majority and Minority Clerk are appointed by the Majority/Minority Inspectors and may be assigned to fill in the Numbered List of Voters book.

**\*\*JUDGE OF ELECTIONS at each precinct has the responsibility to assign poll worker duties the morning of the Election.**