

Guidelines for Booth Attendants

The booth attendant “directs traffic” in the voting area and assists voters and helps make them feel more comfortable during the voting process. He/she directs voters, once they have been admitted to the voting area, to an unoccupied voting booth or other voting station. After the voter has finished marking the ballot(s), the booth attendant directs him/her to the tabulator.

By directing traffic in the voting area, the booth attendant can be very helpful in speeding up the voting process. The booth attendant is also available to voters to answer any questions and, whenever requested, to arrange for help in marking of ballots.

Responsibilities:

- Greet the voter in a friendly and professional manner without engaging in further conversation.
- Be fully available and attentive to the voters; avoid engaging in prolonged conversation with fellow election officials or others, especially when voters are present.
- Check each voting booth after every 2-3 voters to remove any campaign literature or other extraneous materials or to remedy any other problems. Ensure that there is a voting pen and proper signage in each booth. When there are short form questions on the ballot, be sure that the full text of ballot questions is not removed from the booth. If the full text is missing, replace it immediately.
- If a voter makes a mistake, direct them to the ballot distributor to get a new one. Do not question whether or not they have made a mistake on their ballot.
- If a voter requests assistance marking their ballot, be sure to work with another election official of a different political party to help the voter. Note that under election law, any voter who needs assistance may be assisted by any person of their choice in marking their ballots. When a voter does request help from election officials, it should be provided by two election officials of two different political parties. That is, a booth attendant or other election official should never undertake to help a voter without the presence of a second official of a different party. The law, of course, prohibits anyone assisting a voter from divulging that person’s vote. Also, the act of assisting a voter should cover only the act of voting – of reading the ballot and/or recording the voter’s intent; in no case is it to include interpreting a question, influencing the voter, or helping the voter to “make up his/her mind.”