

HOW TO BECOME A PRECINCT ELECTION OFFICIAL IN BUENA VISTA COUNTY

The following is information on how to become a Precinct Election Official for Buena Vista 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 before the polls open
- Set up the voting equipment
- Verify that persons are qualified to vote
- Register new persons to vote
- Instruct voters how to cast their vote
- Operate various pieces of equipment that tabulate votes, verify voter qualifications, and 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 Buena Vista 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 Primary and General election. The course is held during the week prior to the election and is two to three hours in length. 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 \$14.00 per hour. Chairpersons are paid \$15.00 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 four cents under the federal rate.

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

WHEN ARE ELECTIONS HELD?

Elections are always held on TUESDAY.

- SCHOOL/CITY Elections are held on the first Tuesday after the first Monday in November of odd-numbered years. Polls open 7:00 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 9 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 9 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 SUPPORTING YOUR COMMUNITY BY TAKING ON THE RESPONSIBILITY OF BECOMING A PRECINCT ELECTION OFFICIAL IN BUENA VISTA COUNTY, PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS BROCHURE AND MAIL OR BRING IT BACK TO THE AUDITOR'S OFFICE.

If you have any questions, you may call the Auditor's Office at 712 749-2542, or e-mail the County Auditor at auditor@bvcountyiowa.com

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



**PRECINCT ELECTION OFFICIAL
INFORMATION**

NAME _____

ADDRESS _____

CITY _____

PHONE # HOME _____

CELL _____

E-MAIL _____

Retired (yes/no)

Do you Speak Spanish (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 BUENA VISTA COUNTY TO
BE A PRECINCT OFFICIAL**

I am registered to vote and am affiliated with the

- ___ Democratic Party
- ___ Republican Party

COMMENTS: _____

DETACH AND RETURN TO:

Buena Vista County Auditor
& Commissioner of Elections
PO Box 220
Storm Lake, IA 50588

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 Buena Vista County.

**Buena Vista County Auditor
& Commissioner of Elections**

215 E 5th St., PO Box 220
Storm Lake, IA 50588
712 749-2542

auditor@bvcountyiowa.com