

Thank you for the fantastic job you all did last November. 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 Primary, May 17th. Classes held in the Primary are designed to review all areas of how to serve as an Election Official. For the Municipal Election in November the majority of our classes will be for voting machine operators and will be hands on demonstration.

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

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

"**FORMS**", class will be held to review how to complete forms

April 11th through 23rd are for "All poll workers", April 25th through April 30th, are for "FORMS".

Under Election law voting machine operators are **required** to attend one class per Election year. We are limiting class size to 30. 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. 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 Primary 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](#).

DATE	TIME	CLASS NAME	DATE	CLASS NAME	TIME
Mon April 11	9:30	all poll workers	Mon April 18	all poll workers	noon
Mon April 11	2:00	all poll workers	Mon April 18	all poll workers	4:00pm
Tues April 12	noon	all poll workers	Tues April 19	all poll workers	9:30
Tues April 12	4:00pm	all poll workers	Tues April 19	all poll workers	2:00
Wed April 13	9:30	all poll workers	Wed April 20	all poll workers	1:00
Wed April 13	2:00	all poll workers	Wed April 20	all poll workers	6:00pm
Thurs April 14	9:30	all poll workers	Thurs April 21	all poll workers	9:30
Thurs April 14	2:00	all poll workers	Thurs April 21	all poll workers	2:00
Fri April 15	9:00	all poll workers	Fri April 22	all poll workers	9:00
Fri April 15	1:00	all poll workers	Fri April 22	all poll workers	1:00
Sat April 16	9:00	all poll workers	Sat April 23	all poll workers	9:00
Sat April 16	noon	all poll workers	Sat April 23	all poll workers	noon
DATE	TIME	CLASS NAME	DATE	CLASS NAME	TIME
Mon April 25	noon	FORMS			
Mon April 25	6:00pm	FORMS			
Tues April 26	noon	FORMS			
Tues April 26	4:00pm	FORMS			
Wed April 27	9:30	FORMS			
Wed April 27	2:00	FORMS			
Thurs April 28	9:30	FORMS			
Thurs April 28	2:00	FORMS			
Fri April 29	9:00	FORMS			
Fri April 29	1:00	FORMS			
Sat April 30	9:00	FORMS			

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.**

ALSO PRESENT IN MOST POLLS:

ELECTION DAY (DEPUTY) CONSTABLES:

The Elected Constable of the township or borough appoints the Election Day Constable. This appointment must be approved by the Court prior to Election Day and this Deputy Constable must be able to produce a certificate when appearing at the polls to work. Under no circumstances are Deputy Constables appointed the day of election either by the elected Constable or the Judge of Elections. As with all other members of the local election board, Constables (elected or appointed) work under the direction of the Judge and must work a full day in order to be paid.