

ELECTION DAY GUIDELINES

- The services provided by election workers are essential to the election process. Election workers are helpful and courteous at all times.
- An **Email address** must be furnished to the Supervisor of Elections Office for future correspondence.
- The Clerk is in charge of the polling place. **This position requires minimal computer experience.** The election worker coordinator will contact you regarding assignments at the polls.
- New applicants may be assigned as alternate election workers. Alternates could be called upon to work at any time prior to Election Day and sometimes on election morning. Therefore, it is important that **every alternate be prepared for a last minute call!**
- Election workers are paid only if they work an election. Prior to **EVERY** election, election workers and alternates must attend training as **required by Florida Law.** (F.S. 102.014). Election workers are expected to pass minimum competency requirements to work.
- On Election Day you must report to your assigned polling place no later than 5:45 a.m. Parking spaces adjacent to polling place(s) should be left for voters. The polls close at 7:00 p.m. and everyone is required to work the full day. No one is released until all election board tasks are completed, and the Clerk authorizes the dismissal.
- Proper attire (business casual) is required. Election workers shall not wear any jewelry, buttons, pins, etc., that suggest political party affiliation or promote a candidate or any issue on the ballot.
- Election workers shall not make any partisan statements or remarks while working at the polls or engage in conversation involving the personal business of the voter to other election workers.
- Everyone should come prepared to spend a **full day, bringing lunch, supper and any other necessities** such as **medicine**, etc. No one may leave the polling place during the day. If you must leave for any reason you can **NOT** return.
- Smoking is not permitted by election workers within or near the entrance to the polling place.
- Election workers **must** follow Florida Laws and Supervisor of Elections instructions exactly. The election must be conducted as trained by the Supervisor of Election's office. Please **DO NOT** allow changes to be made based on the suggestion of others, outside the Supervisor of Election's office.

If you have any questions, please call (352) 569-1540