

ELECTION JUDGES DUTIES AND RESPONSIBILITIES

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WHAT ARE JUDGES OF ELECTION?

Judges of elections are responsible for the administration of election procedures in the polling place on Election Day. They are in the position of ensuring that the election process is administered fairly and in accordance with the law.

WHAT ARE THE QUALIFICATIONS NECESSARY TO BE AN ELECTION JUDGE?

- Be a citizen of the United States;
- Be of good repute and character and not subject to the registration requirement of the Sex Offender Registration Act;
- Be able to speak, read, and write the English language;
- Be skilled in the four fundamental rules of mathematics;
- Be of good understanding and capable;
- Not be a candidate for any office in the election and not be elected committeeman; and
- Reside in and be entitled to vote in the precinct where selected to serve as judge. However, in each precinct one judge of each party may be appointed from outside the precinct, but from within the county. All judges must be electors within the county

WHAT ARE SOME OF THE DUTIES OF THE JUDGES OF ELECTION?

- To open and close the polls;
- To be responsible for all election materials;
- To ensure that only qualified voters are permitted to vote and that each qualified voter is permitted to vote once and only once;
- To ensure that all votes are cast in secret;
- To give instructions in the method of voting when requested by a voter;
- To give assistance to illiterate and physically disabled voters;
- To maintain order in the polling place throughout the day;
- To tally the vote after the polls are closed; and to certify the election results in that precinct.

CAN HIGH SCHOOL OR COLLEGE STUDENTS SERVE AS JUDGES?

Yes. An election authority may establish a program to permit a person who is not entitled to vote to serve as an election judge if the individual meets the following qualifications:

- Is a citizen of the United States;
- Is a junior or senior in good standing enrolled in a public or private secondary school, or is a student currently enrolled in community college or a public or private Illinois university or college;
- If currently enrolled in a secondary school, has the written approval of both the principal and a parent or legal guardian;
- Has a cumulative grade point average of at least a 3.0 on a 4.0 scale;
- Has satisfactorily completed the training course for judges of election;
- Meets all other qualifications for appointment and service as an election judge. NOTE: Not more than one election judge per party per precinct shall be a participant in aforementioned program.

HOW ARE JUDGES SELECTED?

In national, state, county, township and municipal elections, judges of election are selected by the county board, or if appropriate, the board of elections commissioners, from lists furnished by the chairmen of the county central committees of the two leading political parties, or the township committeemen. Generally, each polling place has three judges appointed from one party and two judges appointed from the other party.

In precincts under the jurisdiction of the county clerk, the party which cast the highest average number of votes at the most recent three gubernatorial elections in the precinct shall be represented by three judges; the party which cast the second highest number of votes at the three most recent gubernatorial elections in the precinct shall be represented by two judges.

Under the jurisdiction of the board of elections commissioners, the two leading political parties alternate having majority representation. One party is represented by three judges of election in each of the odd-numbered precincts and by two judges of election in each of the even-numbered precincts; the other party is represented by three judges in each of the even-numbered precincts and by two judges in each of the odd-numbered precincts.

After selections are made, a report is filed in the circuit court and application is made for judges' confirmation and appointment by the circuit court.

HOW ARE JUDGES TRAINED?

In each precinct at least one judge representing each political party must be certified as having satisfactorily completed, within the preceding six months, a training course and examination for judges of election. This required course covers the duties and responsibilities of election and consists of at least four hours of instruction and an examination to test reading skills, ability to work with poll lists, ability to add, and knowledge of election laws governing the operation of polling places.

HOW MAY I BECOME AN ELECTION JUDGE?

Contact the Bloomington Election Commission to request the Election Judge application, or visit www.becvote.org to complete the online application. You can also contact your party chairman, ward or township committeeman to express your interest in serving as an Election Judge.