

Policy Number: BRE-401

**Gwinnett County
Board of Registrations and Elections
Board Policy File**

Policy Title: Recruitment and Appointment of Elections Officials

Version: 2023-02

Effective Date: August 16, 2023

I. Authority:

The Gwinnett County Board of Registrations and Elections (Board) is empowered with all the powers and duties relating to the conduct of elections as election superintendents. 1988 Ga. Laws p. 4296 (Section 9).

II. Purpose:

The purpose of this policy is to establish standards for recruitment, appointment and duties of poll officials.

III. Applicability and Scope:

This policy is designed to provide guidance to election staff on the recruitment and appointment of poll officials.

IV. Related Documents and References:

A. O.C.G.A. § 21-2-90 to § 21-2-101

V. Policy

PHILOSOPHY

The philosophy of the Gwinnett County Board of Voter Registrations and Elections is to offer an equal opportunity for all qualified residents of Gwinnett County, who so desire, to work at the polls or as an election official in another capacity, regardless of race, creed, color, national origin, religion, political affiliation, marital status, disability, sex, or age.

RECRUITMENT AND PLACEMENT

It is the policy of the Gwinnett Board of Voter Registration and Elections that all area managers, poll managers, assistant poll managers, clerks and other officials must be capable of conducting fair, unbiased, and efficient elections for the qualified voters of Gwinnett County and meet the criteria established under the section entitled Qualifications and Duties of Poll Officers and Election Officials.

The Board of Voter Registration and Elections approve area managers at the recommendation of the Elections Supervisor. The Elections Supervisor, at the recommendation of staff, experienced poll officials and with input of area manager, considers the selection of poll manager. Assistant managers may be selected by the manager(s) from the more experienced and capable clerks willing to assume the additional responsibilities required. In case the manager fails to appoint, staff may select individuals to fill these positions.

The Elections Supervisor as needed, selects other election officials, including individuals who serve on election night in official capacities in preparing absentee ballots for tabulation, check-in, auditing, ballot tabulation, or in other capacities, with recommendations from staff.

We will continue to recruit workers using a variety of venues including, but not limited to, the Gwinnett County Government Channel, informative articles in both local newspapers, poll manager recommendations, providing information at the polls, individuals who phone the Elections office, word of mouth, notices in Gwinnett County water bills, letters and flyers sent to the places of worship in Gwinnett County, presentations made by Board Members and Staff to citizens, on social media, during Gwinnett County community events, hiring events and on the county website.

Each poll is required to be staffed by a manager, two assistant managers and sufficient clerks to conduct the election in an efficient and orderly manner. The number of clerks to be utilized in each precinct for each election is determined based on the anticipated voter turnout and the complexity of the election, as with a Primary.

Gwinnett County employment application and required documents are to be completed for each individual who has expressed an interest in serving as a poll official. Upon referral from Human Resources, the applicant will be entered into a poll official management system which contains all poll officials and potential poll officials. As the need arises, a poll manager will call the Elections Office, or an Area Manager, with a request for prospective clerks to complete their required roster of staff. The manager is responsible for notifying the poll officials to be utilized in an election. Once the manager fills their roster from the potential list of workers, they are to notify the Elections Office so that the individual's file can be updated in the poll official management system. These workers remain in an active status until we are notified that they are no longer available to work, or a poll manager or area manager recommends their removal from service.

Whenever possible, poll officials will be assigned to polling locations near their homes, but if a willingness or need is indicated, they may be assigned to a more distant location.

When a poll manager resigns, or is replaced, we attempt to move one of the assistant managers up to replace them in order to maintain continuity and an experienced poll official. As the need arises, new assistant managers and clerks are added. If neither of the assistant managers desires to move up to the position of manager, a replacement is found from outside the established roster by first recommendations from within the original polling location. When a new manager is placed in a new precinct, every effort will be made to retain the experienced poll official in their current positions, or a position agreeable to them.

QUALIFICATIONS AND DUTIES OF POLL OFFICERS

Area Managers

Qualifications:

- U. S. Citizen, a resident of Gwinnett County or one of the adjoining counties
- Able to read, write, and speak the English language
- Not related to any candidate whose name will appear on the ballot in the precincts to which assigned
- Served as a poll official (preference given to poll manager)
- Knows in detail the procedures for opening, managing, and closing a poll

- Familiar with the Georgia Election Code and policies and procedures relating to their area of responsibilities
- Must have access to dependable transportation
- Present a professional appearance and demeanor
- Must be accessible to the Elections Office and to the poll manager at all times during the election cycle
- Must be accessible via email and phone during the election cycle

Responsibilities:

- Oversees and monitors all aspects of the operation of a pre-determined number of polling locations
- Inspects all polling locations within assigned area of responsibility on Election Day a minimum of two times and complete necessary checklist(s)
- Contacts the Election Coordinator over Elections on Election Day to advise of problems at the poll or potential problems
- The night prior to an election, confirm a good contact number for the poll manager, notify poll manager of any updates of their Electors List and ensure the poll manager has his/her cellular phone number.
- Confirm polls are opened on time at 7:00am
- Assist poll manager with issues/concerns on Election Day and with close out on election night, should the need occur
- Ensures that the polls are closed expeditiously at 7:00pm
- To remain in the field and available on election night until all locations within assigned location have reported back to the Elections Office
- Attends all training as required
- Other tasks as deemed necessary by Voter Registration and Elections Division

Poll Manager

Qualifications:

- U. S. Citizen, a resident of Gwinnett County or one of the adjoining counties
- Served as a poll official (preference given to assistant manager)
- Able to read, write, and speak the English language
- Not related to any candidate whose name will appear on the ballot in the precincts to which assigned
- Capable of conducting a fair, unbiased, and efficient election for all qualified voters of the county
- Must have access to dependable transportation
- Present a professional appearance and demeanor
- Accessible to area managers, poll officials and Voter Registration and Elections Division staff at all times during the election cycle
- Must be accessible via email and phone during the election cycle

Responsibilities:

- Assist with recruitment of poll officials for assigned polling locations
- Ensure the polling location is opened on time at 7:00am
- Serves as chief election official at the polling location
- Attends all training as required
- Ensure staff meet all training requirements
- Coordinates and arranges the details for the use of polling facility with facility staff
- Picks up and returns election supplies as specified
- Ensures strict and rigid accountability of every ballot and all equipment and supplies
- Ensures that no poll official leaves the polling location while the poll is open

- Ensure the polling location is closed expeditiously at 7:00pm, unless otherwise noted by the Voter Registration and Elections Division

Assistant Manager

Qualifications:

- U. S. Citizen, a resident of Gwinnett County or one of the adjourning counties
- Served as a poll official (preference given to assistant manager)
- Able to read, write, and speak the English language
- Not related to any candidate whose name will appear on the ballot in the precincts to which assigned
- Capable of conducting a fair, unbiased, and efficient election for all qualified voters of the county
- Capable of serving as manager, in the event of an emergency
- Present a professional appearance and demeanor
- Ability to assist with recruitment of poll officials
- Accessible to area managers, poll officials and Voter Registration and Elections Division staff at all times during the election cycle

Responsibilities:

- In the absence of the poll manager, assumes all responsibility for the operation and management of the polling location
- Attends all training as required
- Assists poll manager, as directed

Clerk

Qualifications:

- U. S. Citizen, a resident of Gwinnett County or one of the adjourning counties
- Able to read, write, and speak the English language
- Not related to any candidate whose name will appear on the ballot in the precincts to which assigned
- Capable of conducting a fair, unbiased, and efficient election for all qualified voters of the county
- Present a professional appearance and demeanor
- Accessible to area managers, poll officials and Voter Registration and Elections Division staff at all times during the election cycle

Responsibilities:

- Duties to be assigned by poll manager
- May serve as assistant manager in the event of an emergency
- Attends all training, as required

TRAINING

Election training is mandatory for all poll officials at all levels. Training is the responsibility of the Voter Registration and Elections Division staff and is accomplished through instruction in procedures and laws relating to the conduct of elections and primaries. The Voter Registration and Elections Division has developed detailed training material and documents for reference. The training is scheduled with a variety of dates and times in an effort to accommodate all schedules.

OFFICIAL APPOINTMENT PROCESS

All poll officials are appointed to serve at the pleasure of the Board of Voter Registration and Elections. The appointments are for specific elections and shall be oathed in accordance with Georgia law. Poll officials who fail to observe the laws, rules and procedures relating to the conduct of elections may not be re-appointed to their respective positions. A willful act on the part of the poll official which violates the laws, rules and procedures will result in that individual not being re-appointed to their position and subject the individual to an investigation by the proper authorities and if probable cause is found, prosecution.

GOALS

A continued emphasis on the recruitment and placement of all residents desiring to work at the polls.

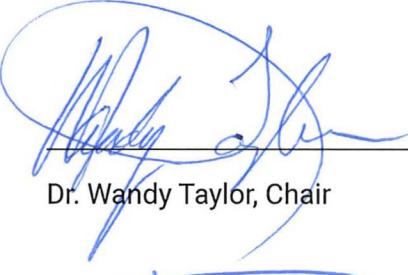
The continuing expansion of the recruitment process by the Voter Registration and Elections Division staff to ensure that the diversity of Gwinnett County's community is represented in our staffing of the polls.

Approved, this 16th day of August 2023.

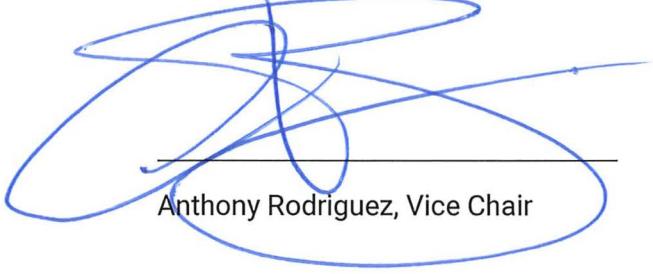
GWINNETT COUNTY

BOARD OF REGISTRATIONS AND ELECTIONS

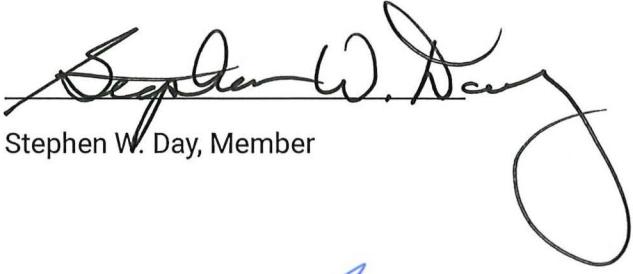
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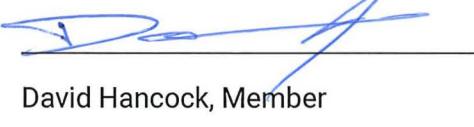
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Anthony Rodriguez, Vice Chair



Stephen W. Day, Member



David Hancock, Member



Alice O'Lenick, Member