EARLY VOTING AND VOTE BY MAIL

DuPage County registered voters may vote “early” at the DuPage County Election Commission beginning 40 days prior to an election (February 4, 2016 for the upcoming March 15, 2016 General Primary Election).

Beginning 15 days prior to an election (February 29, 2016 for the March 15, 2016 General Primary Election) through the day before the election (March 14, 2016) several sites throughout DuPage County will offer Early Voting as well. These sites will also offer registration and voting for those not already registered to vote in DuPage County.

During the Early Voting period, any eligible voter may cast a ballot by visiting an Early Voting site and completing the application process.

For several years now, a voter has needed no excuse to vote by mail. Legislation past last January eliminated the term “Absentee Voting” and replaced it with “Vote by Mail”.

Any eligible DuPage County registered voter may choose to Vote by Mail beginning approximately 40 days prior to an Election (February 4, 2016 for the March 15, 2016 General Primary Election). Any eligible voter may request and vote a Vote by Mail ballot without the requirement of indicating a reason.

Voters may now request a Vote by Mail ballot to be mailed to them directly by completing an Application for Ballot on the Election Commission website.

BILINGUAL JUDGES NEEDED

Based on the 2010 census data, the Department of Justice informed the DuPage County Election Commission that future elections must be conducted in Spanish as well as English. To fulfill this requirement, DuPage County is in need of qualified English/Spanish speaking individuals who are interested in serving as election judges.

For more information, please visit our website at:

http://www.dupageco.org/election/Workers/37071/

or complete the Application to be a Judge of Election on page 9 and return to the Election Commission.
Illinois House Bill 2659 introduced a pilot program for the 2014 General Election which brought several firsts in Illinois; the first time Early Voting ran through Election Day, the first time there were registrars at permanent Early Voting locations, and the first time same-day registration was conducted.

Earlier this year, with Senate Bill 172, many of these changes became permanent. Among these changes, you can expect:

- Grace Period Registration is extended through Election Day at designated locations including polling places.
- No person who has voted shall be denied an I Voted sticker.
- Provisional votes cast in an incorrect precinct for statewide office, President, and US Senate shall be counted. Votes for only US Representative, delegate to a national nominating convention, State Senator, State Representative or countywide, citywide, village wide, or township office shall be counted based on the eligibility of the voter ‘s registered address.
- Eliminates the term "absentee voting." Absentee In-person voting prior to Election Day will be referred to as early voting. Mailed ballots will be called, “vote by mail.”
- Early Voting shall begin 40 days before the Election and run through the end of the day before the Election.
- Permanent early voting sites must be open beginning the 15th day before an Election and run through the end of the day before the Election.

We at the DuPage County Election Commission will continue to work hard to develop and provide you with the best procedures, training, and materials necessary to assist you in the polling place. Together we can ensure the integrity of the electoral process in DuPage County.

Thank you for your continued support!

Sincerely,

Robert T. Saar
Executive Director
2014 GENERAL ELECTION

Historically, the General Election has boasted a larger voter turnout than any other type of election. With the 403,312 ballots cast, the 2012 General Election was no exception.

In the 2012 General Election, we observed a 71.93% turnout, involving the largest amount of registered voters (560,718) ever in DuPage County.

We expect the 2016 cycle to be no different heading into presidential elections along with legislative changes that are sure to boost voter turnout.

VOTING BY THE NUMBERS

Now with more options than ever to vote, we are seeing a decrease in turnout at the polling place on Election Day.

Since 2009, the ability to request a ballot and vote absentee without stating a reason has increased requests for absentee ballot applications and ‘in person’ absentee voting.

In the 2014 General Election, DuPage County counted 16,194 Absentee Ballots. With the introduction of “vote by mail” Voting, the implementation of an online Application for Ballot, and political campaigns taking advantage of this voting method in their mailers, we are sure to see a rise in ballots cast by mail.

Early voting has shown a steady increase since its inception in DuPage County. Even with the recently shortened Early Voting schedule, 44,606 (15.45%) voters took advantage of Early Voting in the 2014 General Election.

What do these numbers mean? These numbers indicate that over 20% of DuPage County registered voters took advantage of the alternative voting options available and did not show up at the polling place on Election Day.
The 2015 Consolidated Election was a landmark election; voters were processed using electronic pollbooks for the first time in DuPage County.

In order to meet today’s demand of voting and registration, the DuPage County Election Commission purchased electronic poll book software, or ePollBook, from Hart InterCivic.

Recommended in a report by the Presidential Commission on voting, electronic poll book systems can provide faster voter processing, integrated on-site support to Judges of Election, and greater safeguards in the voting process.

With recent legislation implementing extended “Grace Period” registration and voting, same day in-precinct registration, and expanded Provisional Voting, the ePollBook system becomes an essential part of the election process.

**REGISTRATION PROCESSING**

The electronic poll book, or ePollBook, is a computer that records transactions, application to vote or registration, into a central database.

Voter Registration (Registration only location)

1. A voter hands two forms of identification to the Registration Official at Station Three
2. Registration Official completes the Registration Application on the ePollBook by typing in the voter’s information or by simply scanning the voter’s Illinois Driver’s license or State ID.
3. ePollBook verifies that the voter is not already registered and determines the correct ballot style for the address.
4. Registration Official will print a label with the voter’s information and place it on a blank Registration Application.
5. Voter signs application and proceeds to Station Two

After the application is completed, the registration will be recorded at a central database and be immediately accessible to any connected ePollBook throughout the County.

**E-POLLBOOK HIGHLIGHTS**

When the ePollBook is fully implemented, here are just a few benefits of using it in the polling place:

- A list of voters for the entire County in near real time on each device. *No more “A-H” lines!*
- Near real time voting status of every voter in the County. *No more green labels!*
- Any Voter processed through the ePollBook will be posted in every poll book in DuPage County.
- Logic for every voter scenario built in to every ePollBook.
- The ability to create a Voter Access Card for voting on the TSX directly from the ePollBook.

- Replaces both the AskEd handheld device and the ExpressPoll from every polling place.
- Voters arriving at the wrong polling place can be handed a label with their correct polling place information.
- Immediate update of a voters history following the Election.
- The ability to process a registration or transfer and determine the correct ballot style.

ePollBook functionality includes potential near future developments such as:

- Judge of Election oath and certification on screen
- Interactive Official Ballot Record
Thank You!

The DuPage County Election Commission would like to thank all of those who took part in the initial pilot ePollBook program including:

The Judges of Election for the 2015 Consolidated General Election at:

- Faith Community Church
- Arrowhead Golf Club
- Wheaton Bible Church

Your participation and feedback will be vital in ensuring the success of the ePollBook implementation and process!
Hi, my name is Kathy Vana, the Supervisor of Election Judges.

All polling locations will have to register new voters and transfer addresses for those that did not update their registration when they moved. There will not be a Registrar at the locations, the judges will be registering the voter using ePollBooks supplied by the Commission. The plan is to train all judges on the ePollBook, so judges can rotate positions.

We have training tentatively scheduled for late fall for Judges on how to work the ePollBook and how to register voters using the ePollBook. You will be notified when the trainings will be scheduled.

There have been questions about the online training and testing. If you have not taken it, it will be offered before the March, 2016 election. The March, 2016 will be the last election for the 2014-2016 term. You will have to retake the training/testing in the fall to receive the additional $30.00 (even if you took it before the March, 2016 election). This training/testing is good for the 3 or 4 elections that fall in the 2 year term (new term November 2016 to April 2018).

There were problems in the past with payroll. Since we have placed your information on the Payroll Sheet, judges are forgetting to sign on the line by their name. When you are sworn in as judges, you should check your information and sign the Payroll Sheet. If you do not sign, we do not know if you showed up to work, and when we do payroll, you will not be included. Only when the checks are mailed and we get a call from you asking about your check do we find out you did work but did not sign the Payroll Sheet. We have to go searching for your signature on paperwork from the election, to verify (for the auditor) that you did work before we can put you on the Supplemental Payroll. Depending on the election, Supplemental Payroll could take between 4 to 8 weeks before checks are mailed.

When necessary, one judge at a time may leave the polling place for a reasonable period of time (1/2 hour). That judge must record departure and arrive times on the Judges of Election Time Sheet found on the reverse side of the Payroll Sheet.

The Election Commission has made significant precinct modifications over the summer. These changes were made by the Election Commission to decrease precincts with high populations with input from both Republican and Democratic representation. For the most part, affected voters will still vote at their same polling place.

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**TRAINING**

**Technical Judge Training**
January 25, 2016 through February 10, 2016

**Early Voting Training**
February 15, 2016 through February 18, 2016
All Sessions will be held in the JTK Administration Building Auditorium, 421 N. County Farm Road, Wheaton.

**Electronic Poll book Training**
Mandatory training will be conducted for the new electronic poll book system. Training dates will be provided in the near future.
**HOW MAY I HELP YOU?**

As we move into a Presidential Primary Election it is important to remember that you as Judges of Election are the cornerstone of the election process. In each of the polling places within DuPage County, you play a vital role in upholding the laws of the Constitution of the United States and the State of Illinois.

It is also important to remember that we provide excellent customer service. Correctly done, a voter seeking help will not only feel that they have been treated well in the polling place, it will reflect favorably on the electoral process itself. Properly valuing and acknowledging a voter issue can decrease the chance of voter confusion and reduce possible mistakes making closing the polls easier.

That’s all there is to it. Remember, have a great election and we’ll see you soon!

Some key tips to providing help to voters:

- Always listen to the voter
- Identify the problem
- Be Patient!
- Attitude, attitude, attitude! Service with a smile
- Always look for ways to help
- Give the voter the benefit of the doubt

**ELECTION JUDGES & WORKERS TAX RULES**

Tax withholdings according to the IRS Publication 15; Section 15 is as follows:

Election Workers/Judges who earn under $600 for the calendar year will not have taxes deducted and the County is not required to report earnings to the IRS.

Election Workers/Judges who earn between $600 - $1,599.99 will not have taxes deducted and will receive a W-2.

Election Workers and Judges who earn $1,600 or more will have taxes deducted and will receive a W-2.

Until an Election Worker/Judge reaches the $1,600.00 limit taxes are not deducted; however, once the $1,600.00 limit is reached taxes are withheld on that check plus back taxes for previous earnings for the calendar year. Therefore, you will notice a large amount of taxes deducted from the first paycheck that reaches $1,600.00. Each check thereafter will continue to have taxes withheld for the calendar year.

**MILEAGE REIMBURSEMENT CHANGES**

Due to the implementation of a new Countywide ERP system, Judges and election workers may be receiving a separate mileage reimbursement paycheck.

So please keep in mind if your mileage does not appear on your Judges paycheck you’ll be receiving a second!

We’ll keep you posted.

**ANNIVERSARIES**

The Election Commission would like to extend it’s sincere appreciation to the following individuals for 10 years of service:

- Jacqueline Hagopian
- Michael Irving
- Minnie F Newman
- Walter S Newman
- Melbourne J Ziska
- Willard Hemsworth
- Janet Janko
- Phyllis Newman
- Virginia D Paulius
**NEW IN THE POLLING PLACE**

The Election Commission will be implementing electronic poll books for voter registration in all polling locations for the 2016 General Primary Election. We will also be conducting registration and voting at several locations as well.

Same day registration on Election Day will occur at all polling locations and the Election Commission office and up to the day before the Election at permanent early voting locations.

The Election Commission is in the process of rewriting the Judges of Election Manual. The new manual will be disseminated at trainings conducted later this year and early next year. Also, the online training will be updated.

No electioneering signs are marked by the Election Commission. We will no longer pack tapes for measuring. If a challenge is made, call the Election Commission to handle the situation.

**POLLING LOCATIONS**

**Location Layouts**
We are updating the supplied floorplans of polling locations to include electrical, cords, flow, line of sight, and number of voting booths. It is important to return layouts to the Election Commission with any suggestions or modifications you feel necessary.

**Lighting**
In order to improve the voting experience, we will be providing voting booth lights and torchiere lights to several sites.

**Judge of Election Parking**
Please leave the closest parking for voters and patrons of the locations. We and the facilities ask their employees to do so as well.

**Conduct**
Whether the polling place is a public or private facility, you represent the Election Commission. Please treat the facility and staff with courtesy and respect. If there is a problem that can’t be readily resolved, call the Election Commission immediately. We will take the necessary action.

**Delivery**
In order to help ease the setup of the polling location, please report to the Election Commission on the suggestion sheet if the moving company is not delivering the Election Supply Cabinet (ESC) properly (removing the board, etc.).

**JUDGE’S FREQUENTLY ASKED QUESTIONS**

**How long do the Election Commission keep election records?**
All records are kept according to individual guidelines set forth by the Illinois Local Records Commission. For example, we are required to retain to voted ballots cast in a Federal Election for two (2) years following the Election and one (1) year for Consolidated General Election ballots.

**Why didn’t we receive a ballot style map?**
The Election Commission no longer provides ballot style maps. If the address does not come up in the new electronic poll book system, Judges should call the Election Commission for the correct ballot style.

**Why can’t we use duct tape?**
In order to eliminate possible damage to facilities, duct tape will not be provided. Painters tape will now be included in the supply kit.
Is it possible to split Election Judges shifts?

No. While we realize it is a very long day, the Election Commission does not have enough commissioned Judges to provide twice the number of Election Judges. This would also mean less pay, and also create a potential risk of Judges not showing up in the morning as well as shift change in the afternoon.

Will there be valid write-in candidates in the upcoming elections?

It is very likely that every precinct will have valid write-in candidates. It is important to tally valid write-in candidates on the tally sheet provided.

Why do we receive so many ballots with a light turnout election?

The Election Commission is required to print a sufficient, specific percentage number of ballots based on State Statute.

When are paychecks mailed?

Paychecks are mailed 4 to 6 weeks after an election.

Why is only one TSX machine provided at the polling place?

Paper ballots are still the primary voting method in DuPage County. One touch screen voting machine is supplied to each voting location to comply with Federal ADA regulations. Individuals with disabilities should be afforded the opportunity to vote on the touch screen voting machine unassisted.

Why was there a two page ballot in the last General Election?

Legislation passed in 2014 requiring two (2) Constitutional Amendment and three (3) statewide advisory question. In order to accommodate the length of these questions, an additional ballot page was necessary.

With the passage of Illinois House Bill 105, a voter may register or update their registration online for the first time via the Paperless On-Line Voter Application (POVA). Through a partnership between the State of Illinois and the Secretary of State’s office, an applicant is now able to complete the entire registration process online using the information from their authentic Illinois Driver’s License or Illinois State Identification Card. The Secretary of State database verifies the validity of the information entered and then retrieves the applicant’s signature where it is all forwarded to State Board of Elections. Within 48 hours, the information is then forwarded to the proper jurisdiction where the application is processed and the registration is completed.

It is estimated that it costs about $0.83 to register a voter in person in Illinois whereas the cost of the online registration brings that down to about $0.03 per application. The first state to authorize online voter registration was Arizona in 2002 and Illinois now becomes the 18th state to adopt the practice. As one of the few non-partisan election reforms progress, online voter registration stands to greatly simplify voter registration across the county, increase the accuracy of the voter registration files, and lastly to make voter registration so easy that there is really no reason not to be registered.

The online application to register can be found at the Illinois State Board of Elections website at: https://ova.elections.il.gov/

ONLINE VOTER REGISTRATION

ONLINE APPLICATION TO VOTE BY MAIL

Any eligible DuPage County registered voter may vote absentee without stating a reason prior to Election Day, either “by mail” or “in person”. Just complete an application online at: http://www.dupageco.org/Election/Voters/41942/.
**STAFF SPOTLIGHT**

Erica Duhig  
*Election Judge Coordinator*

Erica is one of the Election Commission’s newer employees and is instrumental in helping the judges and tech judges get started with online training as well as assigning them to their polling places.

Erica began with the Election Commission as our receptionist in December of 2011, and quickly started learning the ropes. Her talents were noticed quickly and she was placed in her new role as Judge of Election Coordinator in June of 2013. Erica enjoys working with the Election Judges and the challenge of assigning them. She has also begun assisting Kathy with the commissioning of judges.

You’ve probably talked to Erica already as she has been manning the Judges phones the last two elections. Now you can put a face with the voice!

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**CONTACT US**

The staff at the DuPage County Election Commission is here to serve you. Please use the following list as an aide in locating whatever information you require.

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Main                        | Election Commission  
421 N County Farm Rd  
Wheaton, IL 60187  
ecommission1@dupageco.org |
| Judges of Election          | Kathy Vana  
(630) 407-5612  
kathy.vana@dupageco.org |
| Voting Facilities           | Jerry Sego  
(630) 407-5620  
jerry.sego@dupageco.org |
| Vote by Mail                | Lucy Fonseca  
(630) 407-5611  
lucy.fonseca@dupageco.org |
| Election Workers            | Cynthia Kneip  
(630) 407-5618  
cynthia.kneip@dupageco.org |
| Voter Registration          | Rocky Lofendo  
(630) 407-5609  
rocky.lofendo@dupageco.org |

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**Did you know there are other ways to vote besides the polling place on Election Day?**

**Vote by Mail**

You can cast a “no excuse” Vote by Mail ballot beginning on the 40th day prior to Election Day. You can complete an application online and have a ballot mailed directly to you, call the Election Commission office, or stop by any one of the registration locations to pickup an application to start the process.

**Early Voting**

- **At the Election Commission Office**—Stop by the Election Commission office to from the 40th day prior through Election Day to in-person

- **Ten locations around DuPage County**—Visit any one of the DuPage County Early Voting sites from the 15th day prior through the day before Election Day.
I am interested to assisting in future elections as:

**Election Production**
- Judge of Election*
- Healthcare Judge*
- Field Representative
- Early Voting Judge*
- Vote by Mail Judge*

*Political Affiliation (Rep/Dem)

Election Production
- Optical Scan Tester
- Touchscreen Tester
- Production Laborer

**Take a peek behind the curtain...and get paid!**

A successful election is the culmination of efforts from thousands of civic minded people to ensuring everyone in DuPage County can freely exercise their right to vote. Did you know that long before Judges of Election perform their official duties in the polling place, individuals throughout the County are involved in the election preparation process?

Included among the many functions required to administer a successful election, Vote by Mail Judges must validate Vote by Mail applications, Touchscreen (TSX) and Optical Scan (OS) Testers must perform Logic and Accuracy testing, and Election Production Workers must prepare the supplies necessary for Judges of Election to perform their duties.

We invite you to take a look at how an election is administered by submitting an application to serve in the many capacities available. If you wish to do so, please begin by completing the above form letting us know which position(s) you are interested in and sending it back to the Commission.

We will contact you with further information as we near the next election.

For more information, go to the Commission website at: [www.dupageco.org/election/48695](http://www.dupageco.org/election/48695).

**Base Pay Scale**

<table>
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<tr>
<th>Election Personnel</th>
<th>Pay Scale</th>
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<tr>
<td>Judge of Election</td>
<td>up to $160.00</td>
</tr>
<tr>
<td>Healthcare Judge</td>
<td>$40.00</td>
</tr>
<tr>
<td>Field Representative</td>
<td>$200.00</td>
</tr>
<tr>
<td>Early Voting Judge</td>
<td>$10.00/hr</td>
</tr>
<tr>
<td>Vote by Mail Judge</td>
<td>$10.00/hr</td>
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<table>
<thead>
<tr>
<th>Election Production</th>
<th>Pay Scale</th>
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<tbody>
<tr>
<td>Production worker</td>
<td>$10.00/hr</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>----------</td>
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</tr>
<tr>
<td>2/4/2016</td>
<td>Vote by Mail and Early Voting at the polling place</td>
</tr>
<tr>
<td>02/16/2016</td>
<td>Voter Registration closes</td>
</tr>
<tr>
<td>02/17/2016</td>
<td>Grace Period Registration and voting begins</td>
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<tr>
<td>02/29/2016</td>
<td>First day for Early Voting outside the polling place</td>
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<td>03/12/2016</td>
<td>Healthcare voting</td>
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<td>3/14/2016</td>
<td>Last day of Early Voting</td>
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<tr>
<td>3/15/2016</td>
<td>2016 General Primary Election</td>
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<td>11/08/2016</td>
<td>2016 General Election</td>
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