



# ALLEN COUNTY BOARD OF ELECTIONS

204 N. MAIN STREET  
LIMA, OH 45801  
PHONE: 419-223-8530

KEN TERRY - DIRECTOR

MARK VERNIK - DEPUTY DIRECTOR



## There's no such thing as an "Off Year Election"

The phrase "Off Year Election" bothers me. It's as if to imply that any election that does not contain the office of President of the United States is not as important. I would argue that it is these "Off Year Elections" that matter more to the average citizen because these election years we elect our local officials. Offices that are more prudent to the daily life of a citizen than a national office ever is. Offices like mayor, council, township trustee and school board are on these "Off Year Elections" and these are the people who make decisions that directly affect your community.

Now these races aren't as newsworthy because their jurisdictions are smaller, but don't mistake that for being unimportant!

I know I am "preaching to the choir" here, if you are reading this then you have taken an active interest in our democracy. So much so that you are filling the most important role in our democracy by being a poll worker. The Board of Elections and it's staff could never administer elections without the hundreds of men and women that care enough to sacrifice their time to take part in our semi-annual democratic

tradition by filling the most important of roles. Elections are the cornerstone of our democracy and elections can't happen without poll workers!

So when you talk to friends and neighbors, remind them that Election Day is November 5th and when you are sitting at the polls during that long day, know that the job you are doing is very important, even if turnout is low.

See you at training!

Ken Terry - Director

## Review Write-in Candidate Procedures

There are a number of write-in candidates in the county this election. Review the procedure handbook for the complete process.

Remember, the write-in candidate list for your precinct is NOT posted and MUST be face down on your table. Write-in candidate names must not be spoken as this could be considered campaigning. At the end of the night keep write-in ballots separate. Fill out the tally sheet even if you have no write-in votes.

### Election Day:



**Tuesday,**  
**November 5th**

**Polls open**  
**6:30 AM - 7:30 PM**

### Supply Pickup

**Saturday, November 2, 2013**  
**Monday, November 4, 2013**  
**Pickup: 8:30 AM - 12:00 Noon**

### Absentee Voting Begins

Tuesday, October 1, 2013  
Office Hours 8:30 AM - 4:30 PM

### Registration Deadline

Monday, October 7, 2013  
Office Hours 8:30 AM - 9:00 PM

### In-Person Absentee Ends

Friday, November 1, 2013  
Office Hours 8:30 AM - 6:00 PM

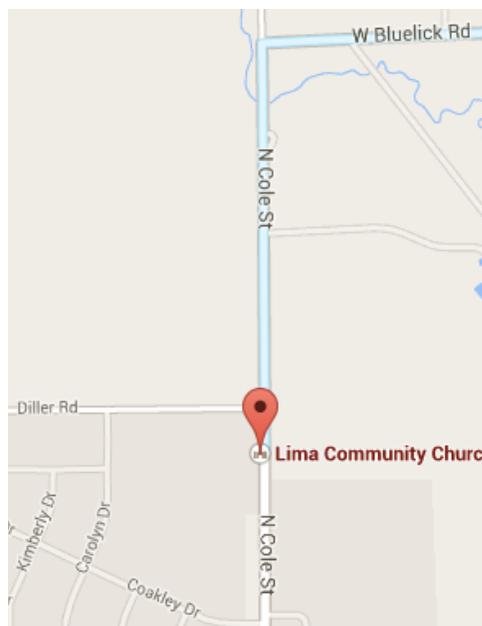
### Training Dates & Times

Tuesday, Oct. 8, 2013 - 10:00 - 11:00 AM (PJ's, APJ's, Sup & New)

Wednesday, Oct. 16, 2013 - 2:00 - 3:00 PM (PJ's, APJ's, Sup & New)

Thursday, Oct. 24, 2013 - 7:00 - 8:00 PM (PJ's, APJ's, Sup & New)

### LOCATION



**Lima Community Church**  
2945 North Cole Street,  
Lima, OH 45801

The building is located on the corner of Diller Road and North Cole Street.

**The entrance** is located on the south side of the building through the main entrance.

PJ's, APJ's, New Workers and Supervisors must attend one of these classes in order to work this election.

# Online Poll Worker Training

All workers have an opportunity to take some additional training. Please participate if you are able to access the internet. Any poll worker may take this course even if you are not being trained this year or took the online course last year. This is voluntary, however, we want to encourage your participation.

## Each poll worker who completes the course will earn \$10.00

This course is intended to provide the training and knowledge you need to feel well prepared in assisting your neighbors as they exercise their right to vote on Election Day. Here you will find:

- The duties and responsibilities of being a precinct election official;
- How to run an election in your precinct;
- How to assist voters in various situations on Election Day.

Those who participated before have already received an email. If you have never participated and want to participate let us know by sending your name and email address to [pollworkers@allencountyohio.com](mailto:pollworkers@allencountyohio.com) or fill out this card and mail to Allen County Board of Elections, 204 N. Main Street, Lima, OH 45801.

Print Name \_\_\_\_\_ Email \_\_\_\_\_

## Assignment Letters

Please notice that we are again asking you to return the completed bottom portion of your letter.

**Fill out the bottom portion of the letter and place it into the postage paid envelope and place it in the mail.**

Your prompt attention to this is greatly appreciated.

## Alternates

Please return your availability/training letter. We need all of you to be available!

Thank you alternates for filling in for those precinct officials who are unable to serve.

**Remember**, in order to work you **must** have attended a training class in the last 3 years or attend a class for this general election.

## A Family Member on the Ballot?

Poll workers are not permitted to work in precincts where an immediate member of the family is on the ballot.

Please notify the Staff as soon as possible if someone in your family is a candidate on the ballot in the upcoming election.



## Machine Review - Friday, Oct. 25 - 1:00 - 4:00 PM

Director Terry and Deputy Director Vernik will be available for review of the M100 Tabulators and AutoMarks. Everyone is welcome to **come anytime during the 3 hour period** for instruction.

### Topics that will be covered are...

- Being Comfortable with the Tabulator Setup and Shutdown procedures
- Automark Setup, Operation and Shutdown procedures
- Handling and solving common Election Day situations



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