

## CHAPTER 8240

### SECRETARY OF STATE

### ELECTION JUDGE TRAINING PROGRAM

8240 1300 COURSES REQUIRED  
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TRAINING COURSE

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#### 8240.1300 COURSES REQUIRED.

An election judge who must receive training pursuant to Minnesota Statutes, section 204B.25 shall successfully complete a basic training course which meets the requirements of part 8240.1600. After completing the basic training course, an election judge may serve at future elections by successfully completing a review course which meets the requirements of part 8240.1700 before service at such election. The basic training course need not be repeated if the judge serves at least one election every four years.

The basic training course and the review course shall be conducted not more than 60 days or fewer than three days before the election. When one or more election judges are unable to attend a scheduled training session, a makeup session shall be held which conforms to the scheduled training session so far as practicable.

A special training course must be conducted for all election judges not more than 60 nor fewer than three days before a presidential primary election. The county auditor shall establish either a one or two hour training course for the presidential primary. The length of training for the presidential primary should be determined by the voting method used at the presidential primary, and the experience level of election judges with the voting method.

No election judge who successfully completes the training required by these rules for a state primary election shall be required to complete additional training for the succeeding general election.

The training authority shall determine the maximum number of trainees in each training session conducted pursuant to parts 8240.1600 and 8240.1700. The maximum number of trainees shall be appropriate to the methods of instruction used.

**Statutory Authority:** *MS s 201.022; 201.221; 203B.08; 203B.09; 204B.25; 204B.45; 204C.361; 204D.11; 206.57; 207A.09*

**History:** 17 SR 8

#### 8240.1650 PRESIDENTIAL PRIMARY TRAINING COURSE.

**Subpart 1. Length.** The training course shall be established by the county auditor at either one or two hours in length.

**Subp. 2. Materials.** By February 1 in years in which a presidential primary is conducted, the secretary of state shall provide each county auditor with examples of all forms and documents used by election judges that are unique to the presidential primary. The county auditor shall provide copies of this material to each training authority in the county. The forms and documents provided to a county auditor must include but are not limited to: polling place rosters; absentee ballot applications and return envelopes; ballots; and precinct summary statements. Additional material may be provided by the training authority as considered useful.

**Subp. 3. Use of equipment.** A voting system or specimen paper ballot and ballot box must be used at each training session to familiarize each election judge with the voting procedures used at the presidential primary.

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Subp. 4. **Course content.** The presidential primary training course must include information and preparation in the following areas:

- A. declaration of party preference noted on polling place roster;
- B. transfer of party preference from absentee ballot applications to polling place roster;
- C. counting of ballots, including party order and write-in ballots;
- D. all forms, rules, laws, and procedures unique to the presidential primary; and
- E. methods for responding to voters concerns about privacy.

**Statutory Authority:** *MS s 201.022; 201.221; 203B.08; 203B.09; 204B.25; 204B.45; 204C.361; 204D.11; 206.57; 207A.09*

**History:** 17 SR 8

## 8240.1655 QUALIFICATIONS FOR TRAINEE ELECTION JUDGES.

Subpart 1. **Requirement.** Trainee election judges appointed under Minnesota Statutes, section 204B.19, must meet the requirements of this part.

Subp. 2. **Training.** A trainee election judge must complete the basic two hour training course as defined in part 8240.1650 before serving in a special, primary, or general election.

Subp. 3. **Qualifications.** A trainee election judge must be a United States citizen, a resident of the municipality in which the trainee election judge serves, and be at least 16 years of age. Trainee election judges must provide certification from their school that they are enrolled in a Minnesota high school, have completed or be enrolled in a course on government at the time of service, and are performing at an academic level acceptable to the principal of the trainee's high school.

Subp. 4. **Appointment.** Trainee election judges may be appointed by the municipality or school district conducting the election if:

- A. the trainee election judge is appointed without party affiliation;
- B. the trainee election judge has submitted a written request, approved and signed by the trainee's parent or guardian, to be absent from school to the principal of the trainee's high school;
- C. a certificate from the appointing authority is submitted with the request stating the date and hours the student will serve as a trainee election judge;
- D. the request and certificate are submitted to the student's principal at least ten days prior to the election; and
- E. the appointment will not require the trainee election judge to serve past 10:00 p.m.

Subp. 5. **Payment.** For attending required training or for service as a trainee election judge, students must be paid not less than two-thirds of the minimum wage for large employers as provided in Minnesota Statutes, section 177.24.

Subp. 6. **Number of trainee election judges allowed per precinct.** No more than one-third of the election judges at a precinct may be trainees. The appointment of trainee election judges may count toward meeting the minimum number of election judges required by Minnesota Statutes, section 204B.22.

**Statutory Authority:** *MS s 201.022; 201.221; 203B.08; 203B.09; 204B.25; 204B.45; 204C.361; 204D.11; 206.57; 207A.09*

**History:** 17 SR 8