

**8240.1600 ELECTION JUDGE BASIC TRAINING COURSE.**

Subpart 1. **Length.** The election judge basic training course must be at least two hours long.

Subp. 2. **Materials.** The training authority shall provide examples of all forms which election judges must complete in the course of their duties; with examples of forms of identification acceptable for purposes of election day registration, including any forms of student identification issued by educational institutions in the area; and with the materials contemplated in the training plan. Additional materials may be provided by the training authority as the authority considers useful.

Subp. 3. **Use of equipment.** An electronic 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 for the method of voting employed in the precinct where the judge will serve.

Subp. 4. **Course content.** A basic training course must include necessary information and skill development in the following areas:

A. how to use the training materials to find answers to questions arising in the polling place on election day;

B. preparations on election day before polls open;

C. judges' duties during voting hours:

(1) election day voter registration;

(2) electronic pollbook training (if used in the jurisdiction);

(3) persons allowed in polling place;

(4) challenge process;

(5) voting process;

(6) spoiled ballots;

(7) assistance to voters in languages other than English;

(8) assistance to disabled voters; and

(9) voter information privacy;

D. basic election judges' duties after polls close;

E. new laws, rules, forms, and procedures;

F. major problems at prior elections;

G. how to follow instructions from the head election judge; and

H. if election judges will be working with absentee or early voting, their training must also include:

- (1) absentee ballot board procedures; and
- (2) in-person absentee and early voting procedures.

**Statutory Authority:** *MS s 201.022; 201.061; 201.071; 201.091; 201.121; 201.221; 203B.04; 203B.08; 203B.09; 203B.125; 204B.071; 204B.14; 204B.25; 204B.45; 204D.08; 204D.11; 205.17; 205A.08; 206.57; 206.61; 206.81; 206.82; 206.84; 207A.11*

**History:** *17 SR 1279; 23 SR 459; 25 SR 112; 50 SR 971*

**NOTE:** The amendments to this part made by 50 SR 971 are effective June 1, 2026.

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