



# SUPERVISOR DUTIES

***Boone County Clerk's Office***  
***Poll Worker Line: 573-886-4380***  
***[pollworker@boonecountymo.org](mailto:pollworker@boonecountymo.org)***

## **When polling place assignments come out (2 weeks before election)**

1. Contact your co-supervisor to decide who will do supply pickup and what time you will meet to set up your polling place on Monday (the day before Election Day).
  - Supply pickup takes place by appointment on Monday (the day before Election Day) at the Elections Warehouse, 2111 E County Dr, Columbia, Missouri 65202
  - Call our office to schedule your supply pickup appointment time
2. Call your polling place contact. If neither supervisor has worked at that location before, schedule a visit the week before the election.
  - Make sure you have the polling place key(s) and/or contact information for the person who will open the polling place
  - Are there enough tables and chairs?
  - Are there kitchen facilities that poll workers may use?
  - Where is the thermostat? Can it be adjusted?
  - Where do you go if there is a tornado/fire/other emergency?
3. Contact the poll workers assigned to your polling place (by email/phone/text) to let them know what time you will meet for Monday setup and any specific information about your polling place (kitchen facilities, parking, etc.).
  - If any poll workers cannot work or do not respond, notify our office immediately

## **Monday (day before election)**

1. The designated supervisor does supply pickup.
2. Meet at your polling place for setup. Make sure you complete setup by 5 PM and notify our office when you're done.
  - Complete the Monday Setup Checklist and Setup Job Cards
3. The Blue Bag(s), Red Bag, Bankers Box #2, and cell phone/charger must be taken home by a supervisor. Don't forget to charge the cell phone overnight.

## **Tuesday morning (Election Day)**

1. Complete the Tuesday Poll Opening Checklist and Poll Opening Certificate.
2. Make sure all poll workers sign the Election Judge Oath and complete their payroll voucher.
3. Call our office if any of your assigned poll workers do not show up.

### **During Election Day**

1. Assign tasks to poll workers, taking into account their abilities and preferences.
2. Monitor poll workers for competence and compliance with procedures. Correct them when necessary. Shift people around to best use their skills.
3. Fill out Incident Reports for equipment malfunctions/abandoned ballots/voter complaints.
4. Arrange for poll workers to take staggered breaks. Make sure everyone has a chance to eat/drink throughout the day.
5. Handle voter complaints. Call our office for any assistance resolving voter issues.

### **Closing the polls**

1. Complete the Poll Closing Checklist, Poll Closing Certificate, and Closing Job Cards.
2. It's helpful to set up a separate table for the Blue Bag(s), Red Bag, and Bankers Box #1 so that you can keep everything organized and pack them with the required items (the Closing Job Cards will tell you what must go where).
3. All poll workers must leave the polling place together. Make sure everyone has a ride home.
4. Both supervisors must travel together in the same car to the Boone County Government Center to return the Blue Bag(s), Red Bag, and Bankers Box #1.

### **Pay for the April 4, 2023 General Municipal Election**

- Supervisor Base Rate: \$195
- Monday Setup: \$18
- Supply Pickup: \$20 + round-trip mileage from your home to Elections Warehouse
- Election Night Delivery Driver: Round-trip mileage from your polling place to Boone County Government Center

#### **REMEMBER: You are not alone!**

**Your co-supervisor and other poll workers are there to help -- you are all a team. Contact our office if you need anything. We are here to answer any questions and resolve any issues. Do not make up a solution to a problem -- consult your co-supervisor or our office if you aren't sure what to do.**