Agency #108.00

RULES

FOR

POLL WORKER

TRAINING

(Effective March 17, 2002; Revised November 8, 2013)

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Scope of Rules

These rules will set forth the procedures for coordinating poll worker training in the 75 counties in the state. These rules are in addition to and not a substitute for the laws of the State of Arkansas.

§ 200 Definitions

(a) Election Official – a person who is a member of the county board of election commissioners or a person who is a poll worker designated by a county board of election commissioners to be an election clerk, election judge, or election sheriff.[1]

(b) Polling Site – a location selected by the county board of election commissioners where votes are cast.[2]

(c) Poll Worker – an election official designated by the county board of election commissioners to be an election clerk, election judge or election sheriff at a polling site.

(d) Precinct – a geographical area the boundaries of which are determined by a county board of election commissioners in order to facilitate voting by the registered voters from that geographical area.

(e) Primary Election – any election held to select the nominees of a political party for election at any general or special election in this state.[3]

§ 201 Qualifications of Election Officials Designated as Poll Workers

The qualifications[4] determined by the General Assembly[5] of an election official designated by the county board of election commissioners to serve as a poll worker are as follows:

1) Must be a qualified elector of this state;
2) Must be able to read and write the English language;
3) Must be a resident of the precinct in which he or she serves at the time of his or her appointment, unless the county board determines unanimously that it is impossible to obtain qualified poll workers from the precinct, in which case, the poll worker shall be a qualified county resident;
4) Must not have been found guilty or pled guilty or nolo contendere to the violation of any election law of this state;
5) Must not be a paid employee of any political party;
6) Must not be a paid employee of any person running for any office on the county's ballot;

[1] A.C.A. § 7-1-101
[2] A.C.A. § 7-1-101
[3] A.C.A. § 7-1-101
[4] A.C.A. § 7-4-109
[5] Art 3, § 10 of the Arkansas Constitution, as amended by Amendment 85

7) Must not be a candidate for any office to be filled at an election while serving as a poll worker; and
8) Must not be married to or related within the second degree of consanguinity to any candidate running for office in the current election if objection to the service is made to the county board of election commissioners within ten (10) calendar days after the posting of the list of officials.

§ 202 Required Training

Each county board of election commissioners shall:
1) Designate at least two (2) qualified electors of the county to attend training conducted by the State Board of Election Commissioners before the regularly scheduled preferential primary election for the purpose of being certified by the State Board as poll worker trainers for the county. Each designee shall attend either a comprehensive training program conducted by the State Board of Election Commissioners before the regularly scheduled preferential primary election or an advanced training program conducted by the State Board of Election Commissioners after each regular legislative session. Any designee who has not served as a certified poll worker trainer during the previous two (2) preferential primary and general elections and previously attended the comprehensive training program conducted by the State Board of Election Commissioners must attend the comprehensive training program;
2) Ensure that all poll workers at each polling site for a regularly scheduled election attended election training conducted locally by State Board-certified trainers and coordinated by the State Board prior to each regularly scheduled preferential primary election;[6] and
3) Ensure that at least one (1) poll worker at each polling site attended election training coordinated by the State Board within twelve (12) months prior to any regularly scheduled election.[7]

§ 203 Certification and Compensation of Poll Worker Trainers

Upon successful completion of training conducted by the State Board of Election Commissioners:
1) Certification, valid for a period of two (2) years, shall be issued by the State Board to each designated trainee who successfully completes the training program;
2) A maximum of two (2) certified trainers per county are eligible to receive $100 each, plus mileage reimbursement at the rate established for state employees by state travel regulations;
3) The two (2) certified trainers per county are eligible to receive an additional $50 each per training session up to a maximum of two (2) sessions each for conducting poll worker training locally before the preferential primary election; and
4) Certified trainers' compensation will be paid by the State Board to the County Treasurer upon receipt of the reporting form approved and provided by the State Board to the county for that purpose.

[6] A.C.A. §§ 7-4-107(b)(2); 7-4-109(e)(1) as amended by Act 1457 of 2013
[7] A.C.A. § 7-4-107(b)(2)

Certification and compensation of additional county trainers will be considered by the State Board on a case by case basis based upon need and availability of sufficient resources and funding.

§ 204 Compensation for Poll Worker Training Attendance

A poll worker who attends training conducted by a State Board-certified trainer and who works the preferential primary election immediately following the training is eligible to receive a maximum $25 additional one-time payment.[8]

A county is eligible to receive compensation for poll worker training attendance up to a maximum of six (6) eligible poll workers per precinct per polling site per preferential primary election.

Poll worker compensation will be paid by the State Board to the County Treasurer upon receipt of suitable supporting documentation from the county, as determined by the State Board.

§ 205 Noncompliance

The State Board may withhold funding for poll worker training attendance from any county that fails to comply with the rules and guidelines developed by the State Board for the administration of poll worker training, until all requirements are met to the satisfaction of the State Board.[9]

§ 206 Training Materials

The State Board of Election Commissioners will provide training materials for local poll worker training to each of the seventy-five (75) counties.

Poll worker training shall be conducted only by State Board-certified trainers using materials provided by the State Board. Any exception must be by prior written request to the State Board with prior written approval by the State Board. Approval by the State Board is not required for materials related to voting system training or supplemental procedures not addressed by materials provided by the State Board.

[8] A.C.A. § 7-4-109(e)(2)
[9] A.C.A. § 7-7-201(b)(3)