



State of Rhode Island and Providence Plantations
Department of State | Office of the Secretary of State
Nellie M. Gorbea, *Secretary of State*



WORK AT THE POLLS!

November 8, 2016

Thank you for your interest in working at the polls in the November 8 General Election. This year, RI Secretary of State Nellie Gorbea has offered to help the RI Board of Elections and local boards of canvassers to recruit and train over 5,000 Rhode Islanders to greet, check in and assist voters at polling places around the state. Working at the polls is a great way for you to become more involved in our democratic process.

POLLWORKER POSITIONS – Polling places are staffed by:

- **Supervisors:** Seated at the check-in table. They ask each voter for their photo identification, name, and address and give a ballot application to complete. Supervisors are required by law to publically announce name and address. They must give each person a secrecy folder and a ballot and direct the voter to the first available booth.
- **Clerk:** Keeps track of all supplies, ballots, and ballot applications. Also manage provisional voting and any voters who need to change their address. Clerks also have the master directory of all registered voters in the city/town and can direct voters to correct polling place. Clerks are responsible for accounting for all ballots and applications when the polling place closes.
- **Moderator (Warden):** General supervision of polling place and prevents any voter from voting more than once. Enforces order and delegates assistance between supervisors. Warden is responsible for the voting equipment and tallying the votes when the polls close. The Warden may also have any person removed from the polling place that is violating election law or disrupting the voting process.
- **Greeter:** Official that asks for name and address to ensure voter is in the correct polling place. The voter will then be asked again for their name and address during check-in.

Poll workers are paid for their time, but must be available to work the day of the election, from 6 a.m. until approximately 9:00 p.m. Poll workers cannot leave their assigned polling place for any reason.

RHODE ISLAND LAW - GENERAL REQUIREMENTS:

To serve as a poll worker you must be:

- Registered to vote in Rhode Island
- Able to read the Rhode Island Constitution in English
- Able to write your own name

You cannot serve as a poll worker:

- If you are a convicted felon

High School students can also be poll workers if they are:

- At least 16 years old
- A junior or a senior in high school
- At least a 2.5 GPA

TRAINING REQUIREMENTS:

All poll workers must attend a training class. These classes are held a few weeks prior to the General Election in various locations throughout the state.