

Working on Election Day is not just for the super-zealous voter but for all of us who care about clean voter rolls and fair elections. Your role is crucial in ensuring the integrity of our democratic process. There are plenty of jobs you can do to help on ELECTION DAY. We need your help now more than ever.

POLL WATCHERS, sometimes referred to as "election observers," are individuals who may observe steps in the election process. Each state has its own laws and procedures on when and where observers can be present and who can observe the election. Poll watchers may be members of organizations such as a political party or nonpartisan group, candidate representatives, international observers, exit polling groups, academics, or relevant federal and state agencies. Some states also allow members of the public to view election processes in person, though these rules also vary.

A poll watcher's role is to observe and monitor the election process, ensuring voter privacy is respected and the election is not disrupted. It's important to note that poll watchers are distinct from challengers, although in some areas, they may challenge voter eligibility or ballot validity. The following websites offer guidance from national, state, and local jurisdictions. [See this website for the MISSISSIPPI rules.](#)

POLL MANAGERS are primarily responsible for safeguarding all election materials, ensuring that only qualified voters are permitted to vote and that each qualified voter is permitted to vote only once, distributing ballots or equivalent, and ensuring that all votes are cast in secret.

Poll Managers are also responsible for the following:

1. Verifying each voter's name in the pollbook;
2. Have the voter sign the Receipt Book.
3. Provide Voter Assistance.
4. Provide Voter Instructions.
5. Completing reporting requirements at the end of the election.

Additional information on these steps is included throughout this guide.

RECEIVING AND RETURNING MANAGER must perform the following tasks: On the day before the election, obtain from the Circuit Clerk or the Election Commissioners the box(es) for his/her precinct containing the ballots and all other necessary materials – including the Pollbooks, the blank tally sheets, the blank forms to be used in making returns, the cards of instruction, stationery, and supplies. (Miss. Code Ann. § 23-15-251)

The election official and the Receiving and Returning Manager shall sign duplicate receipts stating the number of ballots or other related supplies the Poll Manager receives. The Circuit Clerk maintains one receipt, and the other shall be placed in the ballot box after the polls have been closed. Ensure that the box(es) and its contents are not tampered with prior to the opening of the polls by verifying that all seals are accounted for.

- Deliver the ballot box(es) and the contents to the appropriate polling place by at least 6:30 a.m. on Election Day (Miss. Code Ann. § 23-15-477). Open the box(es) and distribute the materials to each table.
- Reseal the box(es) and voting machines.
- After the polls are closed on Election Day, your county's procedures for closing the machines and processing paper ballots must be completed. All used and unused ballots, tabulation forms, reports, and other materials must be sealed in the boxes and returned to Election Central. (Miss. Code Ann. § 23-15-531.10)

INITIALING MANAGER (Paper and Scanner Ballots Only) The Initialing Manager is responsible for endorsing his/her initials in the designated area of an official blank ballot. The Initialing Manager and the Receiving/Returning Manager cannot serve in the same capacity.

After a voter has signed his/her name in the receipt book or on the voter list, the Initialing Manager must do the following:

- Write his/her initials, in red ink, where appropriate on the official blank ballot so that the initials may be seen after the ballot has been marked and folded;
- Give the initialed blank ballot to the voter; and
- After the voter has marked the ballot, a Poll Manager shall verify the initials of the Initialing Manager are on the back of the ballot before it is placed in the ballot box or the scanner. (Miss. Code Ann. § 23-15-541)

BALIFF The Bailiff has several specific statutory duties and responsibilities that must be carried out to ensure a lawful, peaceful, and orderly election.

The Bailiff is appointed by the County Party Executive Committee (in Primary elections) or The County Elections Commission (in General and Special Elections). If a Bailiff is not designated or fails to serve on Election Day, the Poll

Managers must then select a Bailiff to serve at that precinct. The Bailiff may act as the Initialing Manager or the Alternate Initialing Manager.

[Use this link to get full details](#)