

**RULES
FOR
ELECTION OFFICIALS (POLL WORKERS)
TRAINING**

(Effective March 17, 2002; Revised December 1, 2005)



**State Board of Election Commissioners
501 Woodlane, Suite 122
Little Rock, AR 72201
(501) 682-1834 or (800) 411-6996
www.arkansas.gov/sbec**

TABLE OF CONTENTS

Scope of Rules.....	3
§ 200 Definitions.....	3
§ 201 Qualifications of Election Officials Designated as Poll Workers.....	3
§ 202 Required Training.....	4
§ 203 Compensation of Certified Election Official Trainers.....	4
§ 204 Compensation of Election Officials Designated as Poll Workers	4
§ 205 Training Materials.....	5

Scope of Rules

These rules will set forth the procedures for coordinating election official training. 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, having been designated by a county board of election commissioners to be an election clerk, election judge, or election sheriff.
- (b) Polling Site – a location selected by the county board of election commissioners where votes are cast.
- (c) Primary Election – any election held by a political party in the manner provided by law for the purpose of selecting nominees of said political party for certification as candidates for election at any general or special election in this state.

§ 201 Qualifications of Election Officials Designated as Poll Workers¹

- must be qualified electors of this state,
- must be able to read and write the English language,
- must be residents of the precincts in which they serve at the time of their appointment unless county board determines unanimously that it is impossible to obtain qualified election officials from precincts, in which case they may be qualified county residents,
- must not have been found guilty or pled guilty or nolo contendere to the violation of any election law of this state,
- must not be paid employees of any political party,
- must not be paid employees of any person running for any office,
- must not be candidates for any offices to be filled at an election at which they shall serve,
- 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 such service is made to the county board of election commissioners within ten (10) calendar days after posting the list of election officials,
- must not hold at the time of the election any office, appointment, or employment in federal, state, county, or city government,
- must not hold at the time of the election any office, appointment, or employment with any municipal board, commission, or trust in any city, except justices of the peace, aldermen, notaries public, and members of the military.

¹ Ark. Code Ann. § 7-4-109; Art. 3, § 10 of the Arkansas Constitution

§ 202 Required Training

- The county board of election commissioners for each county shall designate two (2) qualified electors of the county to attend training conducted by the State Board of Election Commissioners for the purpose of being certified by the State Board as election official trainers for that county.
- The county board of election commissioners for each county shall designate a minimum of two (2) election officials per polling site to attend election official training conducted by certified trainers and coordinated by the State Board.²
- At least one (1) election official at each polling site shall attend election training coordinated by the State Board within twelve (12) months prior to the election.³

§ 203 Compensation of Certified Election Official Trainers

- The county will be reimbursed for a maximum of two (2) trainees designated by the county boards of election commissioners to attend training conducted by the State Board of Election Commissioners for the purpose of becoming certified election official trainers at a flat rate of \$50 each, plus mileage reimbursement at the rate established for state employees by state travel regulations, upon completion of the training and certification by the State Board.
- Certified trainers will be paid \$30 per training session up to a maximum of two (2) sessions per county for conducting election official training locally prior to the preferential primary election day.
- The State Board shall certify all trainees who successfully complete the training program. Such certification shall be valid for a period of two (2) years.
- Certified trainers' compensation will be paid directly to the counties, and only to those counties submitting reimbursement requests on forms approved and provided by the State Board to the counties for that purpose.
- Failure to comply with the rules developed by the State Board for the administration of election officials' training could result in withholding of reimbursement of funds to the counties until all requirements are met to the satisfaction of the State Board.

§204 Compensation of Election Officials Designated as Poll Workers⁴

- All election officials who work at a poll from opening until closing on the preferential primary election day will be compensated at the flat rate of \$75.
- Election officials who work a split shift (half day) at a poll on the preferential primary election day will be paid \$37.50.
- Election officials who work at an off-site early voting location outside of the county clerk's office will be reimbursed at the federal minimum wage for the hours worked.

² Ark. Code Ann. § 7-4-109(e)(1)

³ Ark. Code Ann. § 7-4-107(b)(1)(B)

⁴ Ark. Code Ann. § 7-4-109(e)(2)

- Each county shall be reimbursed for a maximum of six (6) eligible election officials per polling site per preferential primary election.
- Election officials who attend training conducted by certified trainers and work on the preferential primary election day immediately following the training will be compensated a one-time additional payment of \$25.
- Each county board of election commissioners must certify and attest to those trained election officials eligible for an additional \$25 reimbursement on forms approved and provided by the State Board to the counties for that purpose.
- Election official compensation will be paid directly to the counties, and only to those counties submitting reimbursement requests on forms approved and provided by the State Board to the counties for that purpose.
- Failure to comply with the rules developed by the State Board for the administration of election officials' training could result in withholding of reimbursement of funds to the counties until all requirements are met to the satisfaction of the State Board.

§ 205 Training Materials

- The State Board of Election Commissioners will provide training materials to each of the seventy-five (75) counties.
- Election official training shall be conducted only by trainers who have been certified by the State Board 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.