

Agency #108.00

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

(Effective March 17, 2002; Revised ~~October 5, 2007~~)



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Scope of Rules

These rules will set forth the procedures for coordinating ~~election official-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, ~~having been~~ 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) Primary Election – any election held by a political party in the manner provided by law for the purpose of selecting nominees of ~~said the~~ political party for certification as candidates for election at any general or special election in this state.³

§ 201 Qualifications of Election Officials Designated as Poll Workers

The qualifications⁴ determined by the General Assembly⁵ of an election official designated by the county board of election commissioners to serve as a poll worker are as follows:

- 1) ~~must~~Must be a qualified elector~~s~~ of this state~~;~~_;
- 2) ~~must~~Must be able to read and write the English language~~;~~_;
- 3) ~~must~~Must be a resident~~s~~ of the precinct~~s~~ in which ~~they~~he or she serve~~s~~ at the time of ~~their~~his or her appointment, unless the county board determines unanimously that it is impossible to obtain qualified ~~election officials-poll workers~~ from the precinct~~s~~, in which case, ~~they~~the poll worker may be a qualified county resident~~s~~_;
- 4) ~~must~~Must not have been found guilty or pled guilty or nolo contendere to the violation of any election law of this state~~;~~_;
- 5) ~~must~~Must not be a paid employee~~s~~ of any political party~~;~~_;
- 6) ~~must~~Must not be a paid employee~~s~~ of any person running for any office on ~~that~~ the county's ballot~~;~~_;
- 7) ~~must~~Must not be a candidate~~s~~ for any office~~s~~ to be filled at an election ~~at which they shall serve, while serving as a poll worker; and~~
- 8) ~~must~~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~~ the service is made to the county board of election commissioners within ten (10) calendar days after the posting of the list of ~~election officials, poll workers,~~

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¹ A.C.A. § 7-1-101(10), as amended by Acts 659, 959, and 1480 of 2009

² A.C.A. § 7-1-101(22), as amended by Acts 659, 959, and 1480 of 2009

³ A.C.A. § 7-1-101(24), as amended by Acts 659, 959, and 1480 of 2009

⁴ A.C.A. § 7-4-109/Act 489 of 2007; Art. 3, § 10 of the Arkansas Constitution

⁵ Art 3, § 10 of the Arkansas Constitution, as amended by Amendment 85

~~9) must not hold at the time of the election any office, appointment, or employment in federal, state, county, or city government,~~

~~10) 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.~~

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§ 202 Required Training

~~Each county board of election commissioners shall:~~

- ~~1) The county board of election commissioners for each county shall designate-Designate two (2) qualified electors of the county to attend training conducted by the State Board of Election Commissioners prior to a regularly scheduled preferential primary election for the purpose of being certified by the State Board as election-official-poll worker trainers for that the county-;~~
- ~~2) The county board of election commissioners for each county shall designate-Designate a minimum of two (2) election-officials-poll workers per polling site to attend election-official-poll worker training conducted locally by State Board-certified trainers and coordinated by the State Board-;~~⁶ and
- ~~3) Ensure that At-at least one (1) election-official-poll worker at each polling site shall-attended election training coordinated by the State Board-;~~⁷ within twelve (12) months prior to the election.

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§ 203 Certification and Compensation of Certified Election-Official Poll Worker Trainers

~~Upon successful completion of training conducted by the State Board of Election Commissioners:~~

- ~~1) The State Board shall certify all-Certification, valid for a period of two (2) years, shall be issued by the State Board to each trainees who successfully completes the training program;- Such certification shall be valid for a period of two (2) years.~~
- ~~2) 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 \$100 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. 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) Certified trainers will be paid \$50 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 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 prior to 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.-directly to the counties, and only to those counties submitting~~

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⁶ A.C.A. § 7-4-109(e)(1)

⁷ A.C.A. § 7-4-107(b)(2)

reimbursement requests on forms approved and provided by the State Board to the counties for that purpose.

~~5) 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.~~

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 of Election Officials Designated as for Poll Workers Training Attendance

- 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 \$90.
- Election officials who work a split shift (half day) at a poll on the preferential primary election day will be paid \$45.
- Election officials who work at an off-site early voting location outside of the county clerk's office will be reimbursed at the current federal or state minimum wage, whichever is greater at the time of the election, for the hours worked
- 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.
- Election official compensation will be paid directly to the counties, and only to those counties submitting suitable supporting documentation as determined by the State Board.
- ~~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.~~

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.

⁸ A.C.A. § 7-4-109(e)

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§ 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

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§ 205206 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.

~~Election official~~ Poll worker training shall be conducted only by State Board-certified 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.

⁹ A.C.A. § 7-7-201(b)(3)