



**STATE OF HAWAII**  
**OFFICE OF ELECTIONS**  
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[www.hawaii.gov/elections](http://www.hawaii.gov/elections)

**FACTSHEET**  
**PRECINCT OFFICIALS**

**IT'S FUN! IT'S REWARDING!**

Assisting your neighbors and fellow citizens to vote is a fun, challenging, and a rewarding experience. This is your opportunity to volunteer your services to the community, and at the same time gain first-hand knowledge and experience in the electoral process.

**NEED A FUNDRAISER? [HRS §11-5]**

This is an excellent opportunity for your nonprofit organization. Not only does your organization earn money, you are getting involved and participating in the electoral process. Requirements to participate are:

- Each participant must meet the minimum qualifications.
- Each organization shall not be a political action committee or organized for a political purpose.
- A completed Tax Clearance Application for each organization.
- A signed Memorandum of Agreement for each organization.
- A completed recruitment worksheet for each organization.

**WHEN ARE THE ELECTIONS?**

**2008 Primary Election:**  
**2008 General Election:**

**Saturday, September 20, 2008**  
**Tuesday, November 4, 2008**

**HOW LONG WILL I BE WORKING?**

The polls are open from 7:00 a.m. to 6:00 p.m., however precinct officials start at 5:30 a.m. and end at 7:00 p.m.

## **WHAT ARE THE MINIMUM QUALIFICATIONS? [HRS §11-72]**

Each precinct official must meet all of the following requirements:

- Be 16 years old on or before June 30, 2008.
- Be a registered voter in the State of Hawaii.
- Able to read (i.e., 11 point font) and write English.
- Able to lift 25-35 pounds.
- Attend a training session and pass a certification exam.

### **Restrictions:**

No parent, spouse, reciprocal beneficiary as defined in Chapter 572C, child, or sibling of a candidate may serve as a precinct official in any precinct where votes may be cast for the candidate.

No candidate for elective office may serve as a precinct official in the same election in which the person is a candidate.

No candidate who failed to be nominated in the primary or special primary election may serve as a precinct official in the following general election.

## **WHAT WILL I BE DOING?**

Each polling place consists of a Chairperson, Voter Assistance Official(s) (VAOs), and Precinct Officials (POs). [HRS §11-72]

### **Precinct Chairperson's Responsibilities and Duties:**

- Manages the polling place and is responsible for the security and integrity of ballots issued and votes cast.
- Assists voters and administers special procedures:
  1. Spoiled Ballots
  2. Mail Absentee Ballots
  3. Voter Registration update
  4. Curbside voting
  5. Language assistance
- Organizes and supervises precinct officials and voter activity.
- Ensures that all election procedures are correctly followed.
- Receives the Supply Box before each election.
- Maintains inventory and control of all election materials.
- Completes all Election Day documents correctly.

### **General Qualifications for a Chairperson:**

- The Chairperson shall be the first named precinct official on the list prepared by the chief election officer. [HRS §11-72(b)(4)]
- May belong to any political party or be nonpartisan.
- Experience in at least two (2) elections is desirable.
- Experience as a Voter Assistance Official is desirable.
- Meets all other minimum qualifications (please see page 2).

### **Voter Assistance Official (VAO) Responsibilities and Duties:**

- Assists the Chairperson in managing the polling place.
- Operates the Voter Assistance Station.
- Assists voters and administers special procedures:
  1. Spoiled Ballots
  2. Mail Absentee Ballots
  3. Voter Registration update
  4. Curbside voting
  5. Language assistance
- Assists the Chairperson in completing all Election Day documents.
- Assists the Chairperson with miscellaneous duties.

### **General Qualifications for a Voter Assistance Official:**

- May belong to any political party or be nonpartisan.
- Experience in at least one (1) election is desirable.
- Meets all minimum qualifications (please see page 2).

### **Precinct Official (PO) Responsibilities and Duties:**

- Operates the following stations at the polling place:
  1. Information and Ballot Demonstration Station
  2. Poll Book Station
  3. Ballot Issuing Station
  4. Ballot Box Station

- Assists voters with Election Day questions.
- Assists the Chairperson and/or Voter Assistance Official (VAO) with miscellaneous duties.

**General Qualifications for a Precinct Official:**

- May belong to any political party or be nonpartisan.
- Meets all minimum qualifications (see page 2).

**Standby Precinct Official:**

- May belong to any political party or be nonpartisan.
- Reports to Election Headquarters on election morning for dispatch to a polling place that requires additional staffing.
- Personal transportation required.
- Responsible for Precinct Official duties.
- If polling places do not require additional staffing, the Standby Official will still be compensated the full rate.
- Meets all minimum qualifications (please see page 2).

**Alternate:**

- May belong to any political party or be nonpartisan.
- Stands-by at home on election morning for dispatch to a polling place that requires additional staffing.
- May be contacted prior to Election Day to replace a precinct official that is unable to work.
- Responsible for Precinct Official duties.
- If the Alternate is contacted and works in a polling place on Election Day, he/she will be compensated at the same rate as a Precinct Official.
- If polling places do not require additional staffing, the Alternate will be compensated \$5.
- If the Alternate is contacted to work but declines, he/she will not be compensated.
- Must meet all minimum qualifications (please see page 2).

## **PRECINCT OFFICIAL RECRUITMENT**

Pursuant to Hawaii Revised Statutes §11-72, all qualified political parties shall submit names to the Chief Election Officer by a statutory deadline. The recruitment deadline for the 2008 Elections is **May 23, 2008**, 4:30 p.m.

Precinct officials recruited by their respective political party and submitted to the Office of Elections by the statutory deadline have first priority when being assigned to a specific polling place. You are encouraged to call the political party of your choice to volunteer your services as a precinct official.

In the event that all positions are not filled by the political party recruitment deadline, HRS §11-72 gives the Chief Election Officer the authority to fill the vacancies with any qualified person, without regard to political party affiliation.

Mail outs to the past elections' precinct officials, public service announcements, and presentations by election staff ensure the required number of precinct officials to fully staff the polling places on Election Day.

### **HOW WILL I KNOW WHAT TO DO ON ELECTION DAY?**

Everyone is required to attend at least one training session and pass a certification exam. Precinct officials will be instructed in the standard operating procedures for each station within the polling place.

The Chairperson of the polling place will assign precinct officials to their workstation. Precinct Officials rotate through all the stations during the course of the day and perform additional duties that may be required.

### **WHEN IS TRAINING?**

Training sessions are held between June and November. The Precinct Operations staff will schedule you to attend a convenient training session in your area.

### **WHERE WILL I WORK?**

State Law requires precinct officials to work in the precinct in which they vote. However, if no vacancy exists within your precinct, you will be placed in a precinct within your district. If no vacancy exists within your district, you will be placed in a neighboring district. The earlier you volunteer to work, the better your chances for working close to home!

## WILL I BE PAID?

Yes! The compensation rates for each election worked for the 2008 Elections are:

Chairperson – Rates are based on the unit size of the polling place. The unit size is based on the registered voter count in each precinct.

• for one-unit precinct .....	\$115
• for two-unit precinct.....	\$130
• for three-unit precinct .....	\$145
• for four-unit precinct.....	\$160
• for five-unit precinct.....	\$175
Voter Assistance Official.....	\$100
Precinct Official.....	\$ 85
Standby Precinct Official.....	\$ 85
Alternate .....	\$ 5

### **Every vote counts and so does your help!**

Contact the Precinct Operations Section for more information at 453-VOTE (8683).

This Factsheet is intended for informational purposes only and should not be used as an authority on the Hawaii election law and deadlines. Requirements and/or deadlines may change pending changes in legislation. Consult the Hawaii Revised Statutes and other sources for more detailed and accurate requirements.

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