

## ***Become an Election Judge***

Election judges are responsible for administering election procedures in each polling place on Election Day. Serving as an election judge is a great opportunity to serve our community and to be involved in the election process.

### Election Judge Requirements

- You must be eligible to vote in Minnesota
- You must be able read, write and speak English
- You must complete a two to three-hour paid training session

### Time Off Work to Serve as an Election Judge

Minnesota Statute 204B.195 allows individuals to take time off from work, without penalty or loss of wage, to serve as an election judge on Election Day. A 20-day written notice requesting to be absent from work for this purpose must be submitted to the employer. The request must be accompanied by an Employer's Notification Letter from the City of Baxter indicating the day(s) and hours the employee will serve as an election judge. An employer may reduce the salary or wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment.

### How to Apply

If you are interested in serving, please complete the election judge application form (PDF) which is available on the City's website or contact (218) 454-5108 to request an Election Judge Application.

Send the application directly to:

City of Baxter  
Elections  
13190 Memorywood Drive  
Baxter, MN 56425

Or email to:

[ksteele@baxtermn.gov](mailto:ksteele@baxtermn.gov)



Election Judge Application – 2024

Return to:
Attn: Elections, City of Baxter, 13190 Memorywood Drive, Baxter, MN 56425

Personal Information

Please print clearly

Form fields for First, Middle, Last, House Number/Street, City, State, Zip, Phone/Cell, and Email.

TRAINING SESSION

Election Judge Qualifications

- You must be eligible to vote in Minnesota
• You must be able to read, write and speak English
• You must complete a two to three-hour paid training session

Party Affiliation

Required to declare political party

Election Judges are required by law to declare their political party affiliation. Legislation allows qualified individuals not affiliated with a major political party to serve as election judges. (Not all duties can be performed if Not Affiliated)

- Democratic Farmer Labor
Republican Party
Not Affiliated

Work Availability and Hours

Check all that apply

This information will assist us with the scheduling of individuals to serve as election judges based on availability and the number of judges required for each election. The November General Election will require the greatest number of judges to work. Therefore, even if you indicate availability for both elections, it may not be possible to be scheduled for both.

PRIMARY ELECTION – AUGUST 13, 2024

GENERAL ELECTION – NOVEMBER 5, 2024

- I am available all day-6:00 am-close
I am available 6:00 am – 1:30 pm
I am available 1:30 pm to close
I am available as an alternate

Other Information

Do you have a relative who is applying to be an election judge at this time? If yes, state person's name, address and relationship:

Are you a relative of any candidate for any of the offices on the ballot? If yes, please explain relationship:

I have election judge experience.

I am interested in being a head judge. (must have previous election judge experience)

The facts set forth in my application are true and complete.

Applicant Signature

Date

Data Practices Advisory: Under the Minnesota Government Data Practices Act, some of the information you are asked to provide (e.g. your address, telephone number, party affiliation and e-mail address) is private. You are being asked to provide that information in order to facilitate precinct assignments, training schedules, and for payroll and election staff use. Private information will be shared only with personnel whose job responsibilities require access to the information. You can choose not to provide some or all of the private information, but doing so may limit your ability to serve as an election judge.