

# **PRECINCT ELECTION OFFICER INFORMATION**

<https://elect.ky.gov/Voters/Pages/Become-a-Precinct-Election-Officer.aspx>  
*(link for constituents to access fillable form application)*

## **Qualifications**

1. You must be a qualified, registered voter. If you will be 18 years old on or before the General election, you can serve as a precinct election officer.
2. You cannot serve if you are a candidate during the election year.
3. You cannot serve if you are the spouse, parent, brother, sister, or child of a candidate who is to be voted for in that precinct. You may serve in other precincts in which your spouse or relative is not on the ballot.
4. You cannot change your party affiliation for one (1) year prior to your appointment as a precinct election officer. However, if you are not registered to vote, you may register to vote prior to volunteering to serve as a precinct election officer.

## **Duties**

You must be a responsible person who wants to serve the community in a very important role. Below is a list of duties one must perform while serving as a precinct election officer:

1. Attend the required training sessions before the election;
2. Your election day will begin at 5:30 a.m. - when you report to your polling place or otherwise advised during your training session;
3. Arrange your polling place with all the necessary election materials and voting equipment in a way to ensure privacy for each voter and security in the voting process;
4. The polling location must open by 6:00 a.m.;
5. Process voters and provide any assistance needed to the voter (wheelchair, ADA assistance, etc);
6. Administer all election laws;
7. Treat every voter with respect and courtesy;
8. Close the polling place after the last voter in line at 6:00 p.m. has voted;
9. Complete all necessary paper work; and
10. Return all election materials to the Franklin County Clerk's office that evening.