

How to Conduct an Election School

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12.5.1 Poll Workers' School

The judge of probate has the responsibility to conduct an election school, which must be conducted at least five days before a general or primary election. The judge of probate shall also notify such election officials of the time and place of the holding of such school of instruction, and shall also publish notice at least 48 hours before the same is to be held. § 17-8-9.

The judge of probate also notifies poll workers of the time and place where the school of instruction will be held. A notice of their training must also be published in a newspaper of local circulation at least 48 hours before the school is held. The notice of the school may be combined with the notice of appointment. Poll workers may not serve at the polls if they are not duly instructed within 60 days before the election, except that uninstructed persons may be appointed to fill vacancies created by unexpected absences. § 17-8-9.

In compliance with *Harris v. Siegelman*, 700 F.Supp. 1083 (M.D. Ala. 1988), the Secretary of State developed and administered a training and certification program for poll workers. The court order connected with this case has since expired, but the Alabama Secretary of State's office and the Alabama Probate Judges Association have agreed that the training program, in some form, should continue.

The election school will cover federal and state law on election procedures and voting rights. The election schools will emphasize the operation of voting equipment and any unique local circumstances while reviewing basic election procedures. The judge of probate should include in their training the requirement that inactive voters must complete a voter identification (update) form prior to voting. § 17-4-9. A school is not required before a run-off primary because the polls are staffed by the same people who worked in the first primary.

A poll worker who attends the election school is entitled to an additional \$25 per day upon completion of the local election school unless a local act provides otherwise. § 17-8-12.