



# Administrative Regulations

Number AR32-3  
Issue 1

**Subject: Authorized Participation in City Election Activities.**

## I. PURPOSE

The purpose of this regulation is to establish policy and procedures to ensure adequate staffing for City elections.

## II. SCOPE

This regulation is applicable to all City Departments and offices directly responsible to the City Manager. It is also requested that independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

## III. AMENDMENT

The City Manager may amend the procedures and contents set forth in this regulation as required.

## IV. DEFINITIONS

- A. Precincts refer to the various subdivisions within the City's voting districts.
- B. Precinct Boards refer to those individuals who perform various administrative functions for a specific City precinct during an election period.
- C. Inspectors refer to the persons who are the lead for a polling place. Inspectors assign duties to clerks and have full responsibility of the polling place.
- D. Clerks refer to the persons who conduct the duties of a precinct board.

## V. POLICY

When there are insufficient volunteers from within the community to ensure the orderly conduct of civic elections, the City will make available to the City Clerk, on either a volunteer or assignment basis, City employees who will serve on precinct boards. Volunteers must be registered voters, be able to read and write English, and cannot be related to a candidate in the election, or working on the campaign of a candidate in the election.

## VI. PROCEDURES

The City Clerk is responsible for ensuring an adequate supply of qualified election workers (Inspectors and Clerks) to staff designated polling places. When the City Clerk has determined that there is an insufficient number of volunteers to staff polling places, he/she may request additional poll workers through the City Manager. Based on such a request, the City Manager may direct department heads to either solicit employee volunteers for service at City polling places, or assign employees to perform

service at polling places. Assignments to precinct board locations are based on the areas of most critical need.

A. VOLUNTEERS FOR ELECTION SERVICE

1. City employees may volunteer to participate in precinct boards for City elections. Employees who volunteer must receive authorization from their department. Department heads are encouraged to approve requests to participate on precinct boards unless an employee's absence disrupts departmental operations. Department heads shall have the discretion to determine whether or not to approve or deny any request for employees to participate in precinct boards during work hours. Department heads, however, should make reasonable efforts to accommodate employees who have expressed a desire to participate on election boards. This includes two hours of training prior to the election.
2. City employees shall submit participation requests at least ten (10) working days prior to the election. City employees assigned to precinct boards may act as the Inspector for their assigned precinct.
3. Employees participating on precinct boards are entitled to their regular wages (including overtime/compensatory time) for those hours worked. Employees participating on precinct boards, however, are not entitled to the stipend offered to non-City employees for this service.

B. ASSIGNMENT TO ELECTION SERVICE

1. In the event that there are not enough volunteers, department heads (unless exempted by the City Manager or designee) will identify a proportionate number of City employees within their departments to be assigned to precinct boards.
2. City employees assigned to precinct boards may act as the Inspector for their assigned precinct.
3. Employees participating on precinct boards are entitled to their regular wages (including overtime/compensatory time) for hours worked. Employees participating on precinct boards, however, are not entitled to the stipend offered to non-City employees for this service.