

Interested in being appointed
an Election Officer ?

Please complete the following form and
return it to the Town Clerk's Office.

Name:

Date of Birth:

Address:

Phone:

Email:



Election Officers can volunteer for any

Election Days; local, state or federal
Early voting sessions
Town Meetings

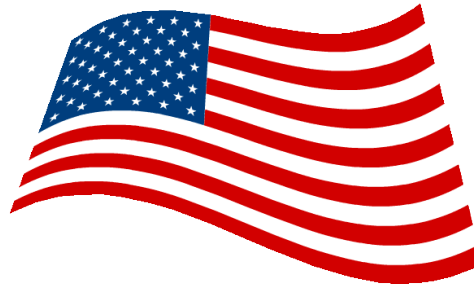
Dianne K. Bucco, CMC/CMMC
Town Clerk
Manchester-By-The-Sea
10 Central Street
Manchester, MA 01944
978.526.2040
buccod@manchester.ma.us

Manchester-By- The-Sea Election Officer Brochure



Election Officers are
Leaders in Civic
Engagement, Integrity
and Stewardship

What do Election Officers do?



The election officer acts as the first point of contact for people seeking to exercise their constitutional right to vote.

Since elections generally only happen once or twice a year, the election process can be confusing for many registered voters. It's up to the election officers to keep things running smoothly on Election Day.

Election officers perform numerous tasks, including the following:

- Check in and Check out voters
- Assist new and veteran voters in the voting process
- Monitor activities at polling locations to ensure compliance with Massachusetts State Election Law
- Process absentee and early vote ballots
- Count ballots in order to determine election results

Quick FAQs

Election officers are defined in the Massachusetts General Law Chapter 54.

The election officers ensure that elections are held with the utmost security, efficiency and organization, in accordance with Election Law.

Besides adhering to all the laws pertaining to elections, another very important aspect of being an election officer is to be pleasant, attentive, focused and impartial.

Election officers must be welcoming to all residents.

Election officers must be detail oriented.

Election officers must be careful to follow all defined procedures properly.

Election officers must be U.S. citizens.

Election officers must be at least 16 years old.

Why is it important?

The electoral process is the primary means by which citizens influence the course of our government.

The Town of Manchester-By-The-Sea maintains a talented crew of election officers, dedicated to upholding the integrity of the electoral process through the following:

- **Civic Engagement** – Election officers demonstrate commitment to positive growth in our community by facilitating direct citizen participation
- **Integrity** – Election officers respect each community member's values and beliefs and protect their right to participate in government by ensuring that fair elections are held in Manchester-By-The-Sea
- **Stewardship** – Election officers ensure that the freedoms and rights our citizens are given are able to be exercised, and promote Manchester-By-The-Sea as a Town that encourages voter participation