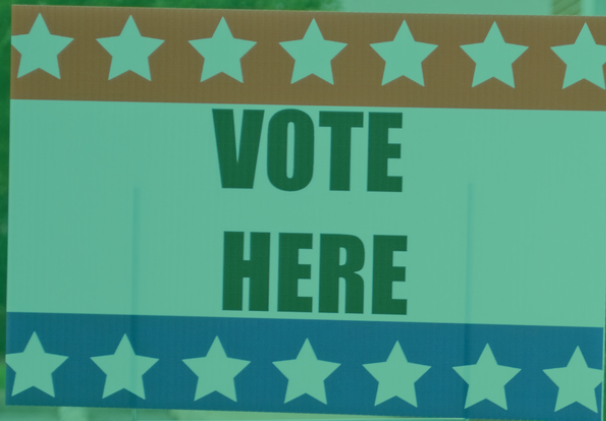


# Elections in our Schools



The City of Edina has selected your building as a polling place for upcoming elections. Please read through this carefully for need-to-know information.

## Election Dates / Locations

Tuesday, March 5, 2024 | Presidential Nomination Primary

- Concord, Cornelia, Countryside, Highlands, South View

Tuesday, April 30, 2024 | Primary District 6 Special Election

- Cornelia, Countryside, Highlands, ECC (City Gym)

Tuesday, May 14, 2024 | Commissioner District 6 Special Election

- Cornelia, Countryside, Highlands, ECC (City Gym)

Tuesday, August 13, 2024 | Primary Statewide Election

- Cornelia, Countryside, Highlands, ECC (City Gym)

Tuesday, November 5, 2024 | General Presidential Election

- Cornelia, Countryside, Highlands, ECC (City Gym)

## A school may not prohibit the use of a building as a polling place.

Election law in Minnesota requires that school and other public facilities make their buildings available to serve as polling places for elections. ([Minnesota statute 204B, 16 subd. 6](#)). Regardless of how many times a school has been used in the past or other extenuating circumstances, a school may not opt out.

## School-sponsored meetings or events are not allowed in the evening.

School-sponsored activities may not be scheduled in ANY school building on the day of the election between the hours of 6:00 p.m. - 8:00 p.m. ([Minnesota statute 204C.03](#)).

## Contacts:

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Performing Arts Facilities

Coordinator, City Election Liaison

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# Elections in our Schools

City clerks are responsible for securing public facilities to serve as a polling place for elections. They work with the facility use office to reserve space and coordinate operational logistics at each school building.

## School district election liaison role

Throughout the process, the designated school district elections liaison is in communication with city clerk and election staff to keep schools informed of new election information and security logistics as it is relevant to each school community. Contact EPS City Elections Liaison: Tyler Morris-Rees if you have questions or concerns at [tyler.morris-rees@edinaschools.org](mailto:tyler.morris-rees@edinaschools.org).

## Election judge roles

Election judges are temporary, paid employees of local election officials trained to handle all aspects of voting at the polling place. As the lead election official in the polling place, the head election judge oversees setup of the polling place including traffic flow; ensures voter privacy; picks up precinct supplies before the election; posts required signs, tests voting equipment, opens and closes the polls; and resolves any questions and problems on Election Day. Election judges are instructed by the city to work directly with custodial supervisors to coordinate voting equipment drop off and setup.

## Here's what schools need to do:



Work with the EPS City Elections Liaison and elections judges to manage operations at your site. Buildings and grounds custodial supervisors are the on site point of contact, working directly with election judges. Equipment will be dropped off and initial setup will occur the evening before elections from 6:00 p.m. - 10:00 p.m. School principals also play an important role in making sure the facility is ready for voters.



Confirm that school-sponsored meetings or activities are not scheduled in your building the evening of the election. Except for regularly scheduled classes, a public elementary or secondary school may not schedule a school sponsored event between 6:00 p.m. and 8:00 p.m. on election day.



Communicate with teachers and staff at your site. School principals are responsible for communicating with staff.



Plan and prepare for any normal school day interruptions. School is in session March 5, April 30, and May 14. For safety and security purposes, some normal school day operations may need to be adjusted.



# Elections in our Schools

## Polling place requirements:

The following details should be considered by sites preparing to serve as a polling place.

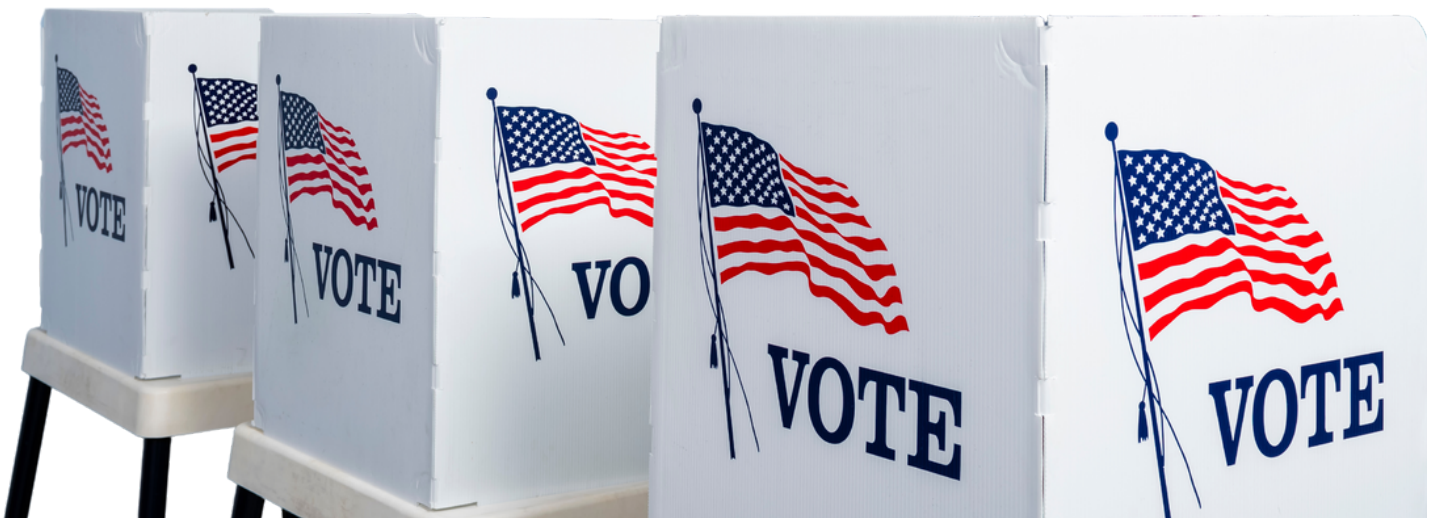
- The space must be separated from other activities within the building.
- Two connecting rooms can be used for registration and balloting activities.
- The public facility may not move the election from the space approved by the local election official without prior approval, unless an emergency makes the approved space unusable.
- The public facility must make parking spaces, not in use for regularly scheduled activities, available for voters.

## All polling places must be:

- Fully-accessible
- Large enough to accommodate the election activities
- Free of other, non-election activities
- Smoke-free
- Liquor-free and not next to a liquor service area
- Within the precinct or within one mile of the precinct boundary
- Usable by elderly voters or voters with disabilities

## Minimum accessibility requirements include:

- Paved parking with extra wide spaces reserved for disabled persons
- Curb cuts or temporary ramps
- Paved main routes free of stairs or with ramp or elevator bypasses
- Entrances/doorways a minimum of 32 inches wide
- Walkways and hallways at least 36 inches wide
- Hallways free of protrusions overhanging the floor
- Handrails on all stairs
- Signs directing voters around obstructed entrances or stairs to accessible routes
- Signs outlining the assistance available to voters
- One or more wheelchair accessible voting booth(s) or stations(s) with stable, flatwriting surfaces 34 inches high



# Elections in our Schools

## Safety measure at schools serving as polling places:



School is in session on March 5, April 30, and May 14. Although safety measures are in place at Edina Public Schools, the doors located closest to the polling area or the main entrance to the school will need to be unlocked to allow voters to enter the school building to vote. Polling places are open from 7:00 a.m. - 8:00 p.m., but election judges may be at schools between 6:00 a.m. - 9:00 p.m. to setup and take down polling equipment. Our district's building and grounds team will program the doors at your school to be unlocked for elections.

School will not be in session on August 13 or November 5, 2024.

## Election day recommendations



Staff and families should use alternate entrances and parking lots on Election Day to alleviate parking congestion and minimize any disruption.



Schools may consider using stanchions or cones to help direct voters to the area of the school designated for polling activities.



School district emergency management recommends that staff wear their school district badges to help identify who can access areas of the building not used for polling activities.