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Join your  
local  
Republican  
Committee



**Election Integrity Training**  
What your RTC/RCC/RWC can do to  
promote honest elections

# DISCLAIMER

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As volunteers, we offer our time & good intentions to help Republicans understand the election process & to help with fair & honest elections. The laws can be complicated so any confusing matters that we cannot answer can be taken directly to the MA Secretary of State for further clarification or assistance.

# DEFINING TERMS

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EIRC = Election Integrity & Registration Committee

Election Officer = Poll Worker

Election Observer = Poll Watcher

RTC = Republican Town Committee

RCC = Republican City Committee

RWC = Republican Ward Committee

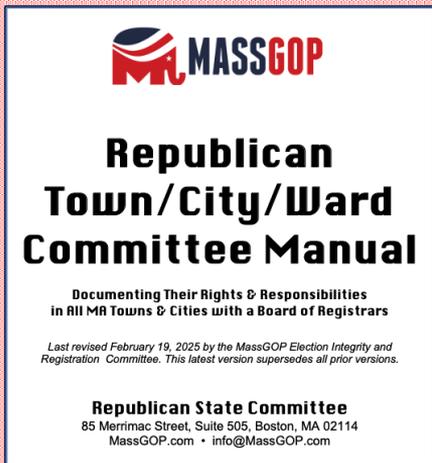
# EIRC MISSION STATEMENT

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The Election Integrity & Registration Committee (EIRC) protects the legitimacy of elections in the Commonwealth of Massachusetts by following sound processes & guidance aimed at reducing the risk of voter fraud. Voter information must be transparent & available for scrutiny and analysis by the public. The EIRC will inspect every aspect of the election process and pursue changes to promote the security & integrity of our elections. The EIRC recognizes, above all, the vote of a citizen as a right protected by the United States Constitution & it is our duty & honor to defend that right.

# COMPANION GUIDE

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- ✓ Find this guide on [MassGOP.com](https://www.massgop.com) under Election Integrity Resources.
- ✓ Please read this brief document with an addendum of referenced laws.
- ✓ The Annual Checklist on page 12 is particularly helpful for Republican Town, City & Ward Committees.

# ELECTION OFFICERS

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- ✓ By law, election officers shall equally represent the 2 leading political parties, except that, without disturbing the equal representation of such parties, not more than 1/3 of the election officers may be unenrolled.
- ✓ Each year, by April 15<sup>th</sup>, the local Board of Registrars shall notify the RCC & RWC Chairs & the town Selectmen (Select Boards) shall notify the RTC Chairs about submission of a list of nominees for Election Officer due by June 1st.

# ELECTION OFFICERS

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- ✓ A subcommittee may be formed to work on gathering a list of Republican nominees to populate the polls with as many Republican poll workers as possible working (checking-in, counting ballots, etc.).
- ✓ The list of election officers must be voted on yearly at a RCC/RTC/RWC meeting before submission to appointing authority.
- ✓ It helps to review the public “Election Officer Worksheet” from the prior election to form a list of existing Republican Election Officers. Then, add more Republican contacts to the list.

# ELECTION OFFICERS

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- ✓ Submit a LONG list of Republican nominees as election officers.
  - Note that the city or town clerk must notify the appointing authority in writing if there is a deficiency in election officers within 6 weeks preceding the election. The appointing authority may then appoint election officers without regard to political party, voter status, residence, or inclusion on a list filed by the political party.
  
- ✓ Specify your nominees for precinct wardens & clerks. In elections, they must be of opposite parties.
  - If warden &/or clerk positions are vacant within 3 weeks of the election, the city or town clerk may fill the vacancy by appointing a competent person willing to serve, without regard to political party, voter status, residence, or inclusion on a list filed by a political party.

# ELECTION OFFICERS

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- ✓ Nominees must be U.S. citizens & MA-registered voters or students age 16-17 (*2 high school students per precinct allowed*).
- ✓ Registrars have until June 30<sup>th</sup> to submit the list they got from the RTC/RCC/RWC Chair to the appointing authority (Select Board or Mayor).
- ✓ Supplemental lists may be submitted before appointments are made.
- ✓ Appointments must be from the original list before any names are taken from a supplemental list.

# ELECTION OFFICERS

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- ✓ The appointing authority shall make their appointments between July 15<sup>th</sup> - Aug 15<sup>th</sup>.
- ✓ Appointments are for one year beginning September 1.
- ✓ The town or city clerk is responsible for making sure the election officers (wardens, clerks, inspectors) are trained so that they can conduct their election successfully.

# BOARD OF REGISTRARS & ELECTION COMMISSIONERS

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- ✓ Each city & town in Massachusetts has its own board of registrars which oversees election administration.
- ✓ Registrars are sometimes called election commissioners.
- ✓ The board of registrars in most towns is a 4-member board that includes the town clerk.
- ✓ 3 registrars are appointed & 1 clerk holds the fourth seat.
- ✓ The clerk is either elected or appointed & serves as clerk to the board.

# BOARD OF REGISTRARS & ELECTION COMMISSIONERS

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- ✓ Terms last 3 years (towns) or 4 years (cities) & begin on April 1<sup>st</sup>.
- ✓ Terms overlap with one term expiring each year.
- ✓ Ideally there should be 2 Republicans & 2 Democrats but this state allows a Clerk to be Unenrolled which eliminates equal party representation.
- ✓ Registrars should be enrolled in their designated party for 2 years prior to appointment.

# NOMINATION & SELECTION OF REGISTRARS: TOWNS

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- ✓ When a term expires in a town, the appointing authority is required to request a list of 3 nominees from each political party chair.
- ✓ The 3 registrar nominees are voted on at a prior political party meeting held with a quorum of its members.
- ✓ Then the appointing authority chooses a nominee from the names submitted or if a political party cannot come up with 3 names, the appointing authority can select one of their own choosing.

# NOMINATION & SELECTION OF REGISTRARS: CITIES

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- ✓ When a term expires in a city, the mayor appoints a registrar or election commissioner with the city council voting to approve the appointment at a city council meeting with a quorum.
- ✓ Equal party representation must be maintained.
- ✓ Assistant registrars may be appointed but must maintain equal party representation.
- ✓ Note that city or town charters may have different requirements.

# REGISTRARS MAY NOT . . .

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- ✓ Hold an elected office
- ✓ Hold an office appointed by the mayor
- ✓ Hold an office appointed by the town manager
- ✓ Hold an office appointed by the city manager
- ✓ Hold an office appointed or elected under the government of the U.S.
- ✓ Hold an office appointed or elected under the Commonwealth
- ✓ Be the chair of a political committee
- ✓ Be the treasurer of a political committee
- ✓ Be a principal officer of a political committee
- ✓ Be an election officer

# REGISTRARS MAY . . .

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- ✓ Be a justice of the peace
- ✓ Be a notary public
- ✓ Serve on a home rule charter commission
- ✓ Serve as a town meeting member
- ✓ Hold an office in the national guard
- ✓ Hold an appointed office while serving as a registrar in a town with fewer than 2,000 residents
- ✓ Run for elected office & if they win they must resign as registrar
- ✓ Be a member of a political committee
- ✓ Be a principle officer of their own political committee
- ✓ Check potential conflicts of interest with State Ethics Commission

# RESPONSIBILITIES OF REGISTRARS

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Responsibilities of registrars vary by city & town because most boards of registrars vote to delegate at least some of their functions to assistant registrars who are typically employees of the clerk's office.

While registrars may delegate many of these administrative tasks to the assistant registrars & the clerk, they cannot delegate actions that require meetings or votes of the registrars, including:

- ✓ judging of recounts
- ✓ conducting post-election audits
- ✓ counting of Federal Write-in Absentee Ballots (FWABs) & ballots received from outside the U.S.

# RESPONSIBILITIES OF REGISTRARS

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## VOTER REGISTRATION

- ✓ Registering voters
- ✓ Maintaining the voter list by updating names, addresses & party enrollment, making corrections & removing voters who are deceased or have moved
- ✓ Rejecting incomplete voter registration forms
- ✓ Sending acknowledgement & rejection notices to voters
- ✓ Considering objections to voter registrations & voter qualifications
- ✓ Issuing confidential voter certificates

# RESPONSIBILITIES OF REGISTRARS

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## ANNUAL STREET LISTING

- ✓ Compiling the annual street listing (i.e., census)
- ✓ Sending confirmation notices to inactive voters

## ELECTION OFFICERS

- ✓ Requesting lists of potential poll workers from party committees, reviewing said lists & making recommendations to the appointing authority
- ✓ Appointing election officers, if the appointing authority fails to do so

# RESPONSIBILITIES OF REGISTRARS

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## NOMINATION PAPERS & PETITIONS

- ✓ Accepting nomination papers from candidates & reviewing the candidate information on each sheet
- ✓ Certifying voter names on nomination papers & petitions
- ✓ Certifying candidate voter registration & enrollment for candidates who reside in their city or town
- ✓ Considering objections to nomination papers & ballot question petitions for local elections

# RESPONSIBILITIES OF REGISTRARS

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## VOTING

- ✓ Receiving & reviewing applications for early & absentee ballots
- ✓ Investigating the qualifications of specially-qualified voters
- ✓ With other election officers, overseeing & administering in-person early voting
- ✓ Preparing & maintaining early voting lists
- ✓ Designating alternative or additional early voting sites, if necessary
- ✓ Posting notice of early voting dates, times & locations
- ✓ Requesting in-person early voting for local elections, at their discretion
- ✓ Coordinating with the select board or city council to detail police officers or constables to polling places &, in their discretion, early voting sites
- ✓ Administering supervised absentee voting at designated healthcare facilities

# RESPONSIBILITIES OF TOWN/CITY CLERKS

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While many of the responsibilities of administering elections are shared by the clerk & the other registrars, state law authorizes the clerk to perform certain tasks, without the involvement of the registrars.

- ✓ Overseeing & training poll workers
- ✓ Filling poll worker vacancies within 3 weeks of an election
- ✓ Administering the oath of office to poll workers
- ✓ Preparing ballots for local elections
- ✓ Sending ballots to early & absentee voters

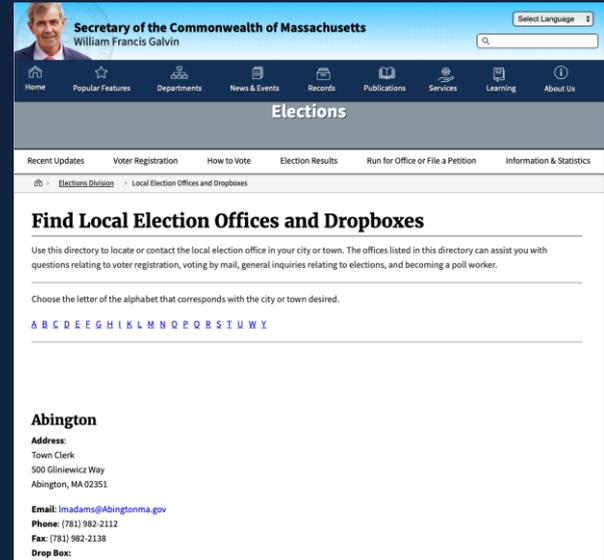
# RESPONSIBILITIES OF TOWN/CITY CLERKS

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- ✓ Receiving early & absentee ballots & accepting or rejecting those ballots
- ✓ Taking care & custody of the ballot boxes & ballot tabulators
- ✓ Testing voting equipment
- ✓ Overseeing central tabulation of ballots
- ✓ Receiving ballots, tally sheets & other materials returned from polling places on Election Night
- ✓ Investigating & counting provisional ballots
- ✓ Certifying state election results to the Secretary of the Commonwealth

# KNOW YOUR REGISTRARS

- ✓ Know your Republican Registrars or Election Commissioners
- ✓ Go to <https://www.sec.state.ma.us/divisions/elections/voter-resources/find-my-local-election-office.htm>
- ✓ Search online or call the clerk & ask:
  - How many registrars are there?
  - Registrar names?
  - Registrar party affiliation?
  - Registrar term duration?



The screenshot shows the website of the Secretary of the Commonwealth of Massachusetts, William Francis Galvin. The page is titled "Elections" and features a navigation menu with options like Home, Popular Features, Departments, News & Events, Records, Publications, Services, Learning, and About Us. The main content area is titled "Find Local Election Offices and Dropboxes" and provides instructions on how to use the directory to locate or contact a local election office. A search bar is present, and the results for Abington are displayed below.

**Abington**  
**Address:**  
Town Clerk  
500 Gliniewicz Way  
Abington, MA 02351

**Email:** [lmadams@Abingtonma.gov](mailto:lmadams@Abingtonma.gov)  
**Phone:** (781) 982-2112  
**Fax:** (781) 982-2138  
**Drop Box:**

# SUMMARY: RTC/RCC NEXT STEPS

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- ✓ Establish equal party representation of Election Officers & Registrars
- ✓ Meet with your Republican Registrar(s) to review:
  - Roles & responsibilities
  - Prior election reports, ideas for improvement & suggested actions
  - Regular communications
- ✓ Work NOW to recruit Republican registrars & election officers for equal party representation in every precinct



# Questions & Answers