

### **Ward Moderator**

The moderator is the chief election officer in charge of the polls. The moderator is responsible for making certain each election officer understands his or her roles and responsibilities. In cities, the City Clerk may establish uniform city wide procedures that must be followed by the ward moderators. The moderator has the responsibility to report any violations of RSA 659:34 through RSA 659:49 to the Attorney General's Office. To view these statutes please click the following link: [New Hampshire Statutes - Table of Contents \(state.nh.us\)](#)

The moderator ensures staffing is in place, and ensures timely opening and closing of the polling location, establishes the flow of voters through the process, and accommodates party challengers, observers and campaigning activities. They also monitor for electioneering activities to ensure compliance with law. In addition, the moderator accepts voter challenges and helps voters in need of assistance. The moderator closely monitors ballot inventory to ensure all duly qualified registered voters are able to cast a ballot.

At the close of the election, the moderator publicly declares the election results, oversees the breakdown of the polling location and delivers any supplies and equipment back to the City Clerk for secure storage.

### **Ward clerk**

The ward clerk is responsible for reconciling the votes cast at the election, and verifying the election results. The ward clerk also assists in various capacities during the election as needed based on staffing need and works with the moderator in completing all election forms. Upon close of the polls, the ward clerk works with a team of election officials to identify write-in votes and document all votes cast in the election to certify the election results.

The ward clerk accompanies the moderator to the City Clerk's Office with the official election returns, tally sheets, payroll, tabulator tape and audit documentation at the close of the election after all tallies have been completed and verified.

### **Selectmen**

The three selectmen in a ward are charged with providing a suitable place in which to hold the election, which is large enough to accommodate voters and is located within the ward. They may also consult with the moderator to determine staffing needs and assist with securing a sufficient number of election workers to staff the polls.

As directed by the moderator on election-day, the selectmen post all required and recommended signage at the polling location and assist with polling place set up.

Selectmen must have a strong understanding of all election workstation functions and responsibilities, and the ability to assist at all work stations on election-day. At the close of the election, the selectmen assist with clean-up and break down of the polling location.

### **Checklist Supervisors**

Checklist supervisors are charged with accepting all changes to the City of Keene voter checklist. They make themselves available throughout the year to assist with any voter registration drives that occur at educational institutions in Keene as well as the various elderly housing complexes. They are also required to attend supervisor's sessions which are held prior to any filing period, party change-cut-off period, and prior to each election to approve the new registrations and changes processed by the City Clerk's staff.

The supervisors for each ward are required to assemble a team of "assistant" checklist supervisors to be present at each election to accept voter registrations and rule on challenges related to the registration process.

On election-day the checklist supervisor and their team process any new voter registrations and changes to existing registrations. When new voters do not have adequate proof of domicile, proof of citizenship or proof of identify, have the appropriate affidavits signed.

At the close of the election the moderator, checklist supervisor and ward clerk shall certify on the checklist that it is the one used by them at said election and that the list of legal voters is correct and complete.

At the close of the election the checklist supervisor returns all registration supplies, completed voter registration forms, and the official checklist and addendums to the City Clerk's office.