



The City of  
**WORCESTER**

**City Clerk Department**

Nikolin Vangjeli, City Clerk  
Stephen A.J. Pottle, Deputy City Clerk I  
Clare M. Robbins, Deputy City Clerk II

**BOARD OF ELECTION  
COMMISSIONERS MEETING  
THURSDAY, SEPTEMBER 12<sup>th</sup>, 2024, AT 5:30 PM  
ESTHER HOWLAND CHAMBER, CITY HALL**

**Call to Order by the Chairperson**

**Pledge of Allegiance**

**Roll Call**

**Approval of the Minutes of the August 29<sup>th</sup> Meeting**

**New Business**

1. Discussion concerning poll workers for the November 5<sup>th</sup> State Election.
  - a. Poll worker code of conduct
2. Communication to all polling locations about unlocking polling facilities at 5:30 am on Election Day.
3. Discussion concerning the November 5<sup>th</sup>, 2024 State Election - Early and Mail-In Voting.
4. Discussion concerning preparation for the November 5<sup>th</sup> State Election
5. Discussion regarding advanced removal/counting of mail in ballots and early voting in person ballots for the November 5<sup>th</sup> State Election
  - a. Set advanced removal/counting beginning on Friday, November 1<sup>st</sup> at 8:30am Worcester City Hall, Levi Lincoln Chamber, 3rd Floor
6. Discussion concerning relocating Ward 3 - Precinct 3, from the Worcester Center for Craft to the Forest Grove Middle School, 495 Grove St, Worcester, MA.
  - a. Hold Public hearing - Thursday, September 26, 2024, 5:30 PM-6:30 PM – Levi Lincoln Chamber

**Adjournment:**

**Next Meeting Date:**

**TO PARTICIPATE VIRTUALLY DURING THE MEETING:**

<https://us06web.zoom.us/j/83038262909>

**Phone #: +1 305 224 1968**

**Webinar ID: 830 3826 2909**

## **Board of Election, Commissioners' Meeting Minutes**

**Date: 8/29/24**

**Location: Levi Lincoln Chamber**

**Members Present: Kimberley Vanderspek, Cecilio Gonzalez, John DiCicco, and Joe Saco.**

**City Officials Present: Niko Vangjeli Clare Robbins**

**Meeting was called to order at 5:30 pm**

**Pledge of Alliance was said.**

**New Election Commissioner - Joe Saco - introduction and welcome.**

**First Business Item: Sept 3<sup>rd</sup>, 2024 State Primary vote-by-mail tally is approx 8000 at this time. In-person early voting turnout is approx. 200 as of this meeting – a low turnout.**

**Second Business Item: Election Office received notice for a write-in candidacy for SHEILA DIBB for the Worcester-Hampshire State Senate District in the Democratic Primary.**

**Third Business Item: Polling station for Sept 3<sup>rd</sup> Election are fully staffed – with a standby list of about 20 additional poll workers. Wardens will review Observer Rules and how to count write-in ballots. The 150 foot rule is delineated with a marking 150 ft out from each polling station.**

**Fourth Business Item: Election Commission voted to approve Worcester Police for security during Election Day.**

**Next Meeting scheduled for Oct 9th – 5:30 pm**

**Meeting adjourned at 5:50 pm**



## **WORCESTER POLL WORKER CODE OF CONDUCT**

As a poll worker, you are an Election Official with the mission of protecting voters' rights and serving voters with respect. You hold a highly visible position of public trust and must conduct election business in an environment and in a manner that favorably reflects the values of fairness, accessibility, accountability, effectiveness, and responsiveness. As such, you are expected to comply with the following guidelines:

- Attending a training class each election is **MANDATORY**.
- Poll workers must arrive on time at 6 A.M. to their Election Day assignments.
- Poll workers must follow proper election procedures as instructed by the Elections department during the training class.
- Poll workers must perform Election Day duties with respect and courtesy, including interactions with voters and fellow precinct staff. **DISRUPTIVE BEHAVIOR WILL RESULT IN DISMISSAL FROM SERVICE.**
- All information provided to the Department of Elections must be true and accurate to the best of poll worker's knowledge.
- State law prohibits poll workers from making any statement regarding the number of votes for any candidate or race, who has or has not voted, or any other statement regarding the state of the polls generally.

### **PROHIBITED BEHAVIOR:**

- Interfering with, delaying, or preventing voting
- Harassing / intimidating a voter or obstructing a voter from casting a ballot
- Delaying or inhibiting other poll workers from carrying out their duties
- Assisting outsiders/non-election officials in any unauthorized disclosure of information
- Making statements about personal political views within the polling
- Any campaign attire (including t-shirts, hats, buttons etc..) is strictly prohibited
- Making false statements about the conduct of the election and election officials

**FAILURE TO COMPLY WITH ANY OF THE ABOVE GUIDELINES IS GROUNDS FOR PERMANENT INELIGIBILITY TO SERVE AS A POLL WORKER.**



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Dept. of Inspectional Services, 10-5  
25 Meade Street  
Worcester, MA 01610

## **NOVEMBER 5<sup>TH</sup>, 2024 PRESIDENTIAL ELECTION NOTICE**

On behalf of the Board of Election Commissioners, I want to thank your organization for agreeing to host a polling location. As a reminder, the Presidential Election is **Tuesday, November 5<sup>th</sup>, 2024. DOORS TO YOUR FACILITY MUST BE UNLOCKED BY 5:30AM ON ELECTION DAY.** In the weeks leading up to the Election, the Elections office will be reaching out to confirm a drop off date for materials.

Please secure appropriate staffing to unlock your facility on **TUESDAY, NOVEMBER 5<sup>TH</sup> AT 5:30 AM.** State Election Law requires voting locations to be open and accessible to voters beginning at 6:30 AM.

In the event the facility is not open by 6:00 AM, please understand Election Officials will make every attempt to contact the appropriate personnel and will take all the necessary steps to assure the voting location is open on time to prevent any disruption to the election process. **Mass. General Law - Part I, Title VIII, Chapter 54, Section 35** – States that “the official charged with the conduct of elections shall cause to be done all things necessary to properly carry on primaries and elections where voting machines are used.”

**Please see reverse side of this letter for information regarding emergency contact information.**

Nikolin Vangjeli  
City Clerk



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**LOCATION EMERGENCY CONTACT INFORMATION**

In the event the location is not open by 6:00am on Election Day, this contact must be available by phone and available to assist the opening if needed.

LOCATION NAME: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

EMERGENCY CONTACT PHONE NUMBER: \_\_\_\_\_

EMERGENCY CONTACT HOME ADDRESS: \_\_\_\_\_

Please email a copy of this form to [Elections@worcesterma.gov](mailto:Elections@worcesterma.gov) by October 14<sup>th</sup>.

Please let the emergency contact know they are responsible for addressing any location opening issues including:

1. Facility staff/janitorial staff being unavailable.
2. Doors to facility being locked.
3. Allowing Election Official access to the building after 6am.

# November 5<sup>th</sup>, 2024 Presidential ELECTION In-Person Early Voting Schedule

If you are registered to vote in Worcester, you may take advantage of Early Voting Saturday, October 19<sup>th</sup> through Friday, November 1<sup>st</sup> at any of the following locations:

DATE	TIME	LOCATION
Saturday, October 19 <sup>th</sup>	9:00 am to 5:00 pm	<b>Worcester Senior Center</b> 128 Providence St, Worcester, MA 01604
Sunday, October 20 <sup>th</sup>	9:00 am to 5:00 pm	<b>Worcester Senior Center</b> 128 Providence St, Worcester, MA 01604
Monday, October 21 <sup>st</sup>	9:00 am to 5:00 pm	<b>Worcester Senior Center</b> 128 Providence St, Worcester, MA 01604
Tuesday, October 22 <sup>nd</sup>	9:00 am to 7:00 pm	<b>Unitarian Universalist Church, Social Hall</b> 90 Holden St, Worcester, MA 01606
Wednesday, October 23 <sup>rd</sup>	9:00 am to 5:00 pm	<b>Unitarian Universalist Church, Social Hall</b> 90 Holden St, Worcester, MA 01606
Thursday, October 24 <sup>th</sup>	9:00 am to 7:00 pm	<b>Unitarian Universalist Church, Social Hall</b> 90 Holden St, Worcester, MA 01606
Friday, October 25 <sup>th</sup>	9:00 am to 5:00 pm	<b>YMCA: Central Branch</b> 766 Main St., Worcester, MA 01610
Saturday, October 26 <sup>th</sup>	9:00 am to 5:00 pm	<b>YMCA: Central Branch</b> 766 Main St., Worcester, MA 01610
Sunday, October 27 <sup>th</sup>	9:00 am to 5:00 pm	<b>Worcester Public Library, Saxe Room</b> 3 Salem Sq Worcester, MA 01608
Monday, October 28 <sup>th</sup>	9:00 am to 5:00 pm	<b>Worcester Public Library, Saxe Room</b> 3 Salem Sq Worcester, MA 01608
Tuesday, October 29 <sup>th</sup>	9:00 am to 7:00 pm	<b>Stearns Tavern</b> 140 Mill St., Worcester, MA 01603
Wednesday, October 30 <sup>th</sup>	9:00 am to 5:00 pm	<b>Stearns Tavern</b> 140 Mill St., Worcester, MA 01603
Thursday, October 31 <sup>st</sup>	9:00 am to 7:00 pm	<b>Congregation Beth Israel</b> 15 Jamesbury Dr., Worcester, MA 01609
Friday, November 1 <sup>st</sup>	9:00 am to 5:00 pm	<b>Congregation Beth Israel</b> 15 Jamesbury Dr., Worcester, MA 01609

For more information visit [www.worcesterma.gov](http://www.worcesterma.gov).





**NOVEMBER 5<sup>th</sup>, 2024**

**STATE ELECTION**

**NOTICE OF ADVANCED REMOVAL OF EARLY VOTED  
BALLOTS FROM ENVELOPES AND ADVANCED  
DEPOSITING OF EARLY VOTED BALLOTS**

In accordance with the Secretary of State Regulations the 2022 VOTES Act the City of Worcester will be opening and/or depositing early voted ballots in the Levi Lincoln Chamber, 455 Main Street, Room 309 at the following sessions:

- 1. Friday, November 1<sup>st</sup> - 8:30 AM – 8:00 PM Worcester City Hall, Levi Lincoln Chamber, 3rd Floor**
- 2. Saturday, November 2<sup>nd</sup> - 8:30 AM – 8:00 PM Worcester City Hall, Levi Lincoln Chamber, 3rd Floor**
- 3. Sunday, November 3<sup>rd</sup> - 8:30 AM – 8:00 PM Worcester City Hall, Levi Lincoln Chamber, 3rd Floor**

Observers must register by emailing [clerk@worcesterma.gov](mailto:clerk@worcesterma.gov) in advance of all processing of early voted ballots sessions.

In accordance with the Secretary of State Regulations the 2022 VOTES Act, no results shall be determined or announced until after the time the polls close on November 5<sup>th</sup>. At that time the results from the advance processed ballots will be added to the Election Day results.