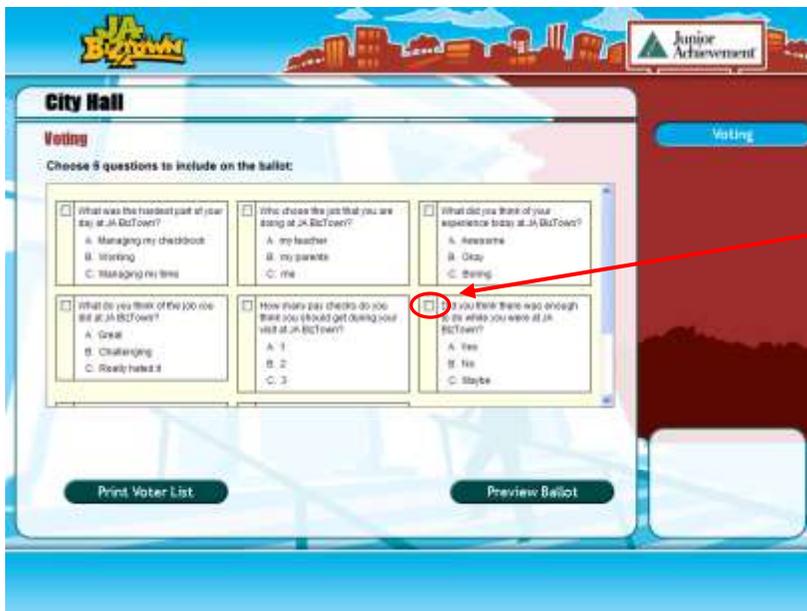


City Hall Election Commissioner

As an employee of City Hall, you supervise and advertise voting in *JA BizTown*. As a representative of City Hall, it is important to set an example of good citizenship for all citizens of *JA BizTown*.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING

1. Remain in your business until the Opening Town Meeting to help with start-up.
2. Go to a computer in one of the voting booths and complete the following. The computer screen should look like this. If it doesn't, please contact a JA staff member.



1. You must choose six questions for the ballot.
2. Scroll down to see the eight (8) choices.
3. Click on the box next to each of your six choices.
4. Click on preview ballot.
5. If you want to change the ballot, click on Change Ballot
6. If the ballot is okay, click on Publish Ballot for Voting
7. Your ballot is ready.
8. Repeat the process on the second computer

3. Set up the display board to advertise voting at City Hall. Use the supplies in the bin on your desk.
4. Make six flyers to place around JA BizTown to advertise voting.

DURING THE FIRST SET OF BREAKS (AFTER THE NATIONAL ANTHEM), COMPLETE THE FOLLOWING

1. Place the Display Board outside City Hall in front of the columns
2. Tape up flyers around JA BizTown. Please only tape up the flyers to the metal street sign poles and park benches.
3. Stand outside City Hall with your Voter Checklist and talk to citizens on break about the importance of voting. Try to get them to go into City Hall and vote. When they decide to go vote:
 - a) Show them where the voting booths are and let them know you will help them if they need help.
 - b) When you go on break, let the City Hall employees know so they can help other citizens to vote. Discuss these steps with them.

DURING THE SECOND SET OF BREAKS), COMPLETE THE FOLLOWING

1. Keep trying to get citizens to vote.
2. When you have time, go visit the businesses that don't have many employees that have voted yet and remind the employees and the CEO that it is their civic duty to vote.
3. Toward the end of the green break, ask a JA Staff member to print out a Voting Report. Determine whether the question passed or failed. Prepare your closing Town Hall Speech on your desk using the Voting Report.
4. Assist with business clean-up at the end of the day. Place used paper in the blue recycle bin.

Congratulations on a job well done!