#BeReady16: EAC working for election officials
#BeReady16 Topic Areas

- USPS/Vote-by-Mail
- Contingency Planning
- Accessibility
- Election Technology
  - Maintenance
  - Pre-Election Testing
  - Procurement
- Resource Allocation & Line Management
- Poll Worker Recruitment, Retention & Training
- Serving UOCAVA Voters
All The Resources You Need in One Place... VoteByMail.gov

USPS Issues
With the 2016 election season underway, the Election Assistance Commission (EAC), the Federal Voting Assistance Program (FVAP), and the United States Postal Service (USPS) are working together to ensure vote by mail ballots are delivered and counted in the 2016 Presidential election and for elections beyond.

Vote by mail has become an essential element of voting in America, especially for those voters away from home like our military and overseas voters. To better engage State and local election officials regarding the challenges surrounding postal voting EAC is sharing these reports and resources to help election officials identify policies, strategies, and procedures for ensuring their vote by mail (VBM) ballots get counted in the 2016 election.

EAC and FVAP Request Meeting with USPS to Prepare for 2016 Election Mail Ballots (12/21/15)

EAC Resources
U.S. Election Assistance Commission
How to Make Sure Your Vote by Mail Ballots Count (01/28/16 list of participants, topics, webisode info)

EAC Webisode Clip (3 minute clip)
EAC Webisode (72 minutes - the full length discussion)

ElectionMail.org is a joint project of Democracy Works and the Bipartisan Policy Center. The website is designed to provide election administrators with:

- information about common election mail problems, and
- an easy way to report any problems they encounter.

If you experience a problem with election mail, submit a report on ElectionMail.org as soon as possible. Include as much detail in your report as you can, but don’t worry if you can’t answer every question on the form - you’ll be contacted if more information is necessary. ElectionMail.org submissions will be shared with the USPS, but issues should also be reported to the local postmaster and/or regional election mail coordinator in your area.

ElectionMail.org: A new tool for Election Officials (One page flyer)

FVAP Resources
Federal Voting Assistance Program
Overview on Sending Ballots to UOCAVA Voters
Tips on Preparing Election Mail and Sending Ballots

USPS Resources
United States Postal Service
About Election Mail
Election Mail Kit
Having a Problem With Election Mail..... Guess What??

ELECTIONMAIL.ORG

REPORT A PROBLEM   ELECTION MAIL RESOURCES   ABOUT THIS SITE

REPORT A PROBLEM WITH ELECTION MAIL

Report a Problem with Election Mail

Use this form to report issues with official Election Mail processed by the United States Postal Service. This form may be used to report past or current issues.

* Required

Name *
Your contact information allows us to follow up if necessary, but will not be posted publicly.

Your answer
Having a Problem With Election Mail… Guess What??
Contingency Plans

In preparation for the 2016 elections, EAC is collecting and sharing continuity of operations plans (COOPs) and resources from election officials at the state and local levels. Submit COOP plans to BeReady16@eac.gov and sign up to be a contingency planning expert in the Election Official Exchange.

EAC Resources

**U.S. Election Assistance Commission**

- 01/2016 – Roundtable - Preparing for Election 2016 in Battleground Jurisdictions
  
  *(view the webcast discussion that includes best practices for emergency-related risk mitigation)*

- 01/2016 – Contingency Planning 2016 *(Video)*

- 10/2015 – Commissioner Masterson on Contingency Planning for "No Time Out" *(Blog)*

- 10/2014 – 6 Tips for Contingency and Disaster Planning *(Tips)*

- 05/2010 – Contingency Planning *(Video)*

- 04/2010 – Contingency Planning and Change Management *(EMG Chapter 1f)*

- 10/2007 – Contingency and Disaster Planning *(Quick Start)*

**NASS Resources**

- National Association of Secretaries of State

- NASS Election Contingency Planning Resources

**California**

- Contra Costa County *(Election Division)*

  - 10/2009 – Flu Season and Emergency Contingency Plans

**Colorado**

- Colorado Office of the Secretary of State

  - 09/2015 – 2015 Disaster Mitigation Planning Outline

  - 09/2015 – 2015 Election Disaster Mitigation Planning
ELECTION WORKER
Successful Practices
RECRUITMENT, TRAINING, AND RETENTION
2016

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RECRUITING POLL WORKERS
Targeting the General Public
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Soliciting Help from Business, Corporate, Civic and Charitable Organizations
Engaging the Skills of Government Workers
Inviting People with Disabilities to Serve
Recruiting from Political Parties

POLLS WORKER TRAINING
Adapting Your Training Methods
Taking Advantage of Technology and New Techniques
Adjusting the Training Based on Performance
Accounting for Changes in Voting Equipment Election Laws
Making Use of Checklists, Manuals, and Visuals
Ideas for Developing Training Manuals

ELECTION WORKER RETENTION
Showing You Care Helps Retain Workers
Maintaining a Connection with Your Workers

MANAGEMENT TIPS
Using Technology to Manage Your Work Force
EAC ANNOUNCES ITS

National Competition for Best Practices for Recruiting, Training and Retaining Election Workers

Deadline for submission is September 1, 2016
Winners will be announced on September 8, 2016
Entries can be submitted to clearinghouse@eac.gov

Best Practice entries for recruiting, for training and for retaining election workers will be judged on some of the following criteria:

- Innovation and/or uniqueness
- Sustainability and effectiveness
- Offers a “big bang for the buck”
- Readily duplicated or increased in scale
6 Tips for Making Voting Accessible

The U.S. Election Assistance Commission has collaborated with local election officials to develop a series of helpful tips for election management. This series provides ideas and suggests best practices to help you run efficient and effective elections.

The Americans with Disabilities Act (ADA) and Help America Vote Act (HAVA) require that all Americans have the same opportunity to participate in the voting process, privately and independently. These tips and examples can help you make voting accessible to everyone in your jurisdiction.

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1. **Know the challenge**

A disability is a condition (such as an illness or an injury) that damages or limits a person’s physical or mental abilities. Many disabilities are visible, but many others are not.

- From 1998 to 2008, the number of elderly voters doubled.
- 326 million adults have trouble hearing. 20.6 million have trouble seeing. 172 million have trouble walking. 75.4 million have trouble with at least one basic action.

On a given day in 2012, 273,200 people were enrolled in adult day services centers, 1,383,700 lived in nursing homes, and 713,300 lived in residential care communities.

2. **Improve outreach**

Make sure outreach activities reach all voters, including those with disabilities.

- Form a committee of full-time and part-time staff and poll workers.
- Identify the various types of disabilities.
- Develop solutions for voters with different types of disabilities. Review every step in the voting process. Critique your current practices.
- Partner with local organizations that serve people with disabilities. Get their help distributing material and collecting feedback.

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**QUICK CLICK**

U.S. Department of Justice on disability rights:
http://www.ada.gov/ada_voting/ada_voting_ta.htm

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**REMEMBER**

Voters with disabilities use smart phones. Develop a communication plan that incorporates online and mobile outreach.

- Establish a task force of election officials throughout your State. Develop a statewide outreach program to voters with disabilities. Share the program with the U.S. Election Assistance Commission.
- Register voters and provide election day services at assisted-living and long-term care facilities.
- Post YouTube videos, including in American Sign Language, on how to cast a ballot and use voting equipment. Use Facebook and Twitter to promote your site. Link to online voter registration, the sample ballot, and accessible polling locations.
- On your Web site, tell voters how to request election material in alternative formats, and ask voters with disabilities to notify your office about their election day needs.
- Use plain language in all outreach materials.
10 Tips for Voters With Disabilities

Before you vote in the next election, know the voting process in your State. The following tips from the U.S. Election Assistance Commission examine the options available to help voters with disabilities vote privately and independently.

1. **Learn more about voting**
   - Call, visit, or e-mail your State or local elections office well in advance of election day. Visit the elections office’s Web site for more information about accessible voting.
   - Links to State elections offices are available at https://www.eac.gov/voter_resources/contact_your_state.aspx.
   - Familiarize yourself with:
     - The voting laws in your State.
     - Voter registration deadlines.
     - Other deadlines, such as for early voting and absentee ballot requests.
     - The ballot.
     - The accessible voting machine.
     - Alternative voting options, such as having someone accompany you to the polling place.
     - The accessibility of the polling place.
     - The candidates.
     - Ballot propositions.

2. **Register to vote**
   - Your local elections office can help you register and answer any questions you may have. Be aware of registration deadlines.
   - Contact your local office well before election day. Many States now offer online voter registration on their Web sites. After you register, double-check the accuracy of your registration, such as your address and party affiliation. Links to State elections offices and online voter registration are available at http://www.eac.gov/voter_resources/contact_your_state.aspx.

3. **Choose the right voting method for you**
   - There are several voting options available:
     - You can vote at your designated local polling place on election day. Many states also offer early voting, before election day, or absentee voting, so you can receive and return your absentee ballot through the mail. Some States offer permanent absentee voting. If you encounter a registration issue on election day, Federal law allows you to vote with a provisional ballot and vote the ballot independently.

4. **Communicate your needs in advance**
   - Identifying your needs may help you and your elections office.

5. **Check the location and accessibility of your polling place**
   - Your State or local elections office can tell you the location of your polling place. It will also have information about polling place accessibility. Inquire about the location’s accessible voting equipment.
   - Remember, planning ahead will help you identify possible transportation, parking, and other accessibility needs.

**Quick Links**

An example of a voting location locator tool:
ADA Checklist for Polling Places (HTML) | (PDF)

This 25-page document is an updated technical assistance publication on polling place accessibility for voters with disabilities. The publication includes information about key areas of a facility that must be accessible to voters with mobility or vision disabilities, options for low-cost temporary measures for removing barriers, and a survey to guide election officials in evaluating the accessibility of facilities used or being considered for use as polling places. (2016)
Election Official & Voter Toolkit

As the EAC continues to work to serve election officials and voters across the country one of our major areas of focus is providing and sharing resources to help election officials plan for and voters vote in elections. Here you will find apps and trusted tools designed and tested with local election officials to assist in running effective elections.

**Toolkit Resources**

**Voting Information Project Tools**
Voting Information Project helps voters find information about their elections with collaborative, open-source tools.

**Civic Engagement Toolkit for Election Officials**
Tested resources that any election official can use for the 2016 General Election and beyond.

**Voting Technology Project Election Management Toolkit**
This website offers tools based on the expertise of election administrators, business managers, and social science researchers that can help election administrators plan and conduct elections.

**Polling Place Optimization Calculators**

**Line Optimization and Poll Worker Management**
This tool uses queueing theory to calculate the minimal number of service stations at a process step in a polling place so as to satisfy a service target on maximum waiting times.

**Poll Worker and Machine Optimization**
An easy-to-use calculator takes basic information about a precinct and reports the number of check-in poll books and voting machines needed to keep lines short during a presidential election.

**Line Optimization**
This simulation gives an idea of potential voter wait times for if you have estimates of projected turnout, average time to vote with your ballot and equipment, and average time required to check-in each voter.
EAVS Update

- Fors Marsh Group Selected as Contractor

- Fors Marsh staff will be reaching out to EAC SB members

- Goal is to create a different EAVS experience for the states

- August webinars for kick-off
- Clarify Language & Instructions for 2016
- Develop Roadmap for the future
- Understand the role of Data Standardization
- Look to transactional election data for voter success metrics
Managing Election Technology

Checklist for Securing Voter Registration Data

The Help America Vote Act (HAVA) requires that each State, acting through the chief State election official, shall implement, in a uniform and nondiscriminatory manner, a single, uniform, official, centralized, interactive computerized statewide voter registration list defined, maintained, and administered at the State level that contains the name and registration information of every legally registered voter in the State and assigns a unique identifier to each legally registered voter in the State...

State requirements for registration differ greatly, but every State maintains personally identifiable information associated with the voter’s name to determine eligibility and precinct information. Due to the sensitive nature of this personal information, there is a natural concern about what security protocols have been used to secure the data.

This list is intended to provide election officials information on best practices to protect their voter registration data. State and local election officials have already implemented many of these items. Election officials may use it to provide assurance to members of the public who may question the security measures that have been implemented in their State.

☐ Access Control - only authorized personnel should have access to the voter registration database. Each person with authorization to the database should only have access to the data and information necessary for them to perform their job duties.

☐ Auditability - the database should have sufficient logging capabilities, including who has made modifications, the nature of the modifications, the authority to make those modifications, and to determine if there has been any unauthorized or inappropriate activity.

☐ Detection - use an intrusion detection system and monitor the incoming and outgoing traffic for signs of irregularities, such as multiple log-in attempts, above average traffic, large amounts of data being transmitted, etc. If detected have a response and mitigation plan in place.

☐ Data Backups - the database should be backed up routinely. If any unexpected modifications to the data were to occur, the database could be restored to the last known state prior to the unexpected modifications. The ability to perform backups and restores should be tested and validated.

Researcher: Voter registration data of 191 million exposed online

By DAVID PERERA | 12/28/15 02:49 PM EST | Updated 12/28/15 04:59 PM EST
Managing Election Technology

- Unique knowledge of the systems
- Work with state & local officials to:
  - Monitor Performance
  - Maintain aging equipment
  - Develop RFP's (rpf@eac.gov)
  - Share info regarding issues in the field

Voting Technology Procurement

EAC posted and/or linked to these reports and studies as part of its clearinghouse function. EAC is not endorsing the procurement of any specific system and offers these postings as a courtesy to election officials.

**Alabama**

**Secretary of State**

*12/19/13 — Electronic Blank Ballot Delivery System (RFP)*

**Jefferson County (Purchasing Department)**

*05/19/15 — Electronic Voting Counting System (Precinct Tabulator Equipment) (RFP)*

**Alaska**

**Office of the Lieutenant Governor (Division of Elections)**

*07/24/13 — Statewide Voter Registration and Election Management System (RFP)*
  - Amendment Number One (08/02/13)
  - Amendment Number Two (08/29/13)

**Arizona**

**Pima County (Procurement Department)**

*05/07/14 — Elections Voting System and Related Services (RFP)*

**Arkansas**

**Secretary of State**

*04/15/15 — Statewide Integrated Voting System (RFP)*

**California**

**City of Los Angeles (Department of Neighborhood Empowerment)**

*09/19/14 — On-Line Voting System (RFP)*
  - Addendum Number One (09/30/14)
  - Revised Schedule (09/30/14)
  - Addendum Number Two (10/08/14)
Managing Election Technology

- Unique knowledge of the systems
- Work with state & local officials to:
  • Monitor Performance
  • Maintain aging equipment
  • Develop RFP’s (rfp@eac.gov)
  • E-pollbook testing
  • Share info regarding issues in the field
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Things you should know from the EAC

- #BeReady16 resources constantly being updated
- 45 before 45 – Working at election speed
- More than just a sticker! Technical resources are available to you
- Connect with your Standards Board Members: Pat Wolfe & Steve Harsman
- Any problems, issues, challenges…. WE ARE HERE TO HELP!  Listen@eac.gov
Questions?

More information:
EAC.gov
BeReady16@eac.gov
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cmccormick@eac.gov
@mastersonmv

Connect with us:

U.S. Election Assistance Commission  @EACgov  Facebook.com/EACgov1