#BeReady16

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- Poll Worker Recruitment & Training
- Voting Systems
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BeReady16

The 2016 election cycle has already begun. State and local jurisdictions are preparing for Presidential Primaries as well as the state primaries and general elections to follow. In this section you’ll find some of our most popular resources and shared approaches for how best to inform voters, advocates and the media about state election laws and procedures, voting technology, including how to prepare for and execute an election while also monitoring reports and speculations, managing media relations, and maintaining contingency plans.

Contingency Plans

In preparation for the 2016 elections, the U.S. Election Assistance Commission is collecting and sharing continuity of operations plans (COOPs) and resources from election officials at the state and local levels.

View more information...

USPS Issues

The U.S. Election Assistance Commission (EAC) and the Department of Defense’s Federal Voting Assistance Program (FVAP) are offering to assist the United States Postal Service (USPS) on election mail challenges.

View more information...

Managing Election Technology

The primary goals of the Managing Election Technology papers are to help Election Officials identify the primary areas in which they must recognize their role as an IT manager.

View more information...

Accessibility

Accessibility for voters with disabilities is an important EAC priority. To highlight best practices in this area, the Commission would like to share state ADA polling place checklists.

View more information...

Voting Technology Procurement

From time to time, the U.S. Election Assistance Commission becomes aware of state or local governments issuing requests for proposals (RFP), request for quotes (RFQ), or request for information (RFI) to solicit commercial bids to procure voting systems or e-pollbooks. Other election administrators may be considering similar procurements and could benefit from reviewing the information.

E-Pollbook Requirements

The U.S. Election Assistance Commission is aware that many states have developed e-pollbook Testing & Certification programs. EAC collected the requirements, test protocols and/or checklists used by each state with a program currently in place. Other election administrators may be considering similar programs and could benefit from reviewing this information.
Contingency Plans
Contingency Planning

- Roundtable - Preparing for Election 2016 in Battleground Jurisdictions --- January 2016
- 6 Tips for Contingency and Disaster Planning (*Tips*)
- Contingency Planning (*Video*)
- Contingency Planning Clearinghouse
- Contingency and Disaster Planning (*Quick Start*)
Contingency Planning Resources
Contingency Plans

Minnesota

Minnesota Office of the Secretary of State

12/2015 -- Elections Emergency Planning Task Force Report to the Legislature

Montana

Montana Office of the Secretary of State

01/2012 -- Election Contingency and Disaster Planning

Virginia

State Board of Elections

11/2009 -- H1N1 Preparedness

City of Bristol

11/2009 -- Optical Scan Issue with Hand Sanitizer

Loudoun County (Electoral Board)

11/2009 -- Flu Contingency Plan

Washington

Washington Office of the Secretary of State

Building Statewide Resilience Through Emergency Management of Elections

Klickitat County (Elections Division)

4/2015 -- Continuity of Operations Plan

Snohomish County Elections (A Division of the Auditor's Office)

5/2015 -- Continuity of Operations Plan
Building Statewide Resilience
Through Emergency Management of Elections

Washington Office of the Secretary of State
Lori Augino 360.725.5771 | Miriam Campbell 360.902.4180

What is a COOP? When election services are interrupted by an emergency, a Continuity of Operations Plan (COOP) is a blueprint for how to become operational again. Through our partnerships with Washington's elected County Auditors and our state's Department of Enterprise Services, we provided training, templates, and technical expertise (the 3 T's) to improve Washington State’s ability to serve voters amidst interruptions or major crises. We are committed to protecting the democratic process while also encouraging participation—even in the face of a disaster.

TIP 1 - Assess your needs. We sent a brief online survey to each county elections department. We asked them to describe their emergency preparedness plans. Did the department have an elections-specific plan? How could we support their efforts? One survey question asked about their preferred time of year to attend an in-person regional workshop. Then, we identified the level of support needed in each county and developed our training plan accordingly.

TIP 2 - Find a rockstar. While we have election expertise, we knew we had to find a qualified emergency management expert (or team) to help us provide quality, inspired training. We reached out to numerous state and local emergency management offices. Ultimately, we found our expert by making many, many contacts until we found the right person at the right price (free!). Until we found our rockstar, we were told “No,” by legions of people. Tip 2 could also be entitled, “Never, ever give up.”

TIP 3 - Prepare to blend. We blended a variety of experts to meld emergency preparedness with election preparation. Our training plan blended online webinars, in-person regional workshops, and one-to-one technical support. In addition to the COOP training series, we featured expertise from county election departments at our statewide elections conferences. We also blended work and home—encouraging a culture of preparedness both professionally and personally.
December 21, 2015

Megan J. Brennan
Postmaster General and Chief Executive Officer
United States Postal Service
475 L'Enfant Plaza SW
Washington DC 20260

Postmaster General Brennan,

The Election Assistance Commission (EAC) and Department of Defense’s Federal Voting Assistance Program (FVAP) are writing to offer our assistance to the United States Postal Service (USPS) to better engage State and local election officials regarding the challenges surrounding postal voting. Voting by mail has become an essential element of voting in America, especially for those voters away from home like our military and overseas voters. In the last presidential election, almost six and a half million voters used the mail to cast their ballots.
Vote-by-mail

- January 27th EAC & FVAP met with DPMG
  - Agreed to facilitate outreach with state and local election officials
    - EAC Standards Board Meeting
    - NASED joining MTAC?
    - Possible regional meetings
    - State Election offices partner with election mail specialists at USPS in each state
    - Votebymail.gov
  - Issue tracking & reporting
    - electionmail.org
    - Improve use of Intelligent Mail Barcode (IMG)
EAC Webisode

• January 28th EAC held a postal webisode:
  – Matt Boehmer, Director, FVAP
  – Daniel Bentley, Marketing Specialist, USPS
  – David Ernst, Deputy Director, Military Postal Service Agency (MPSA)
  – Tammy Patrick, Senior Advisor, Bipartisan Policy Center’s Democracy Project
  – Monica Crane Childers, Director of Government Services, Democracy Works
  – Anthony Albence, Delaware, EC Postal Task Force
Webisode Takeaways

1. **Don’t Assume Things Have Remained the Same:** Communicate with your USPS mail coordinator

2. **Major Change:** 1\(^{st}\) class mail delivery is now 2-5 days, 2\(^{nd}\) class mail is 2-9 days

3. **Intelligent Barcodes:** Election officials should utilize barcodes for tracking ballots and data collection

4. **Green Tag 191:** Election officials should utilize Tag 191. Gives vision to USPS on election mail

5. **Plan Everything in Advance:** Class matters, size matters, test your mail in advance.
HAVA and Disability Access

www.eac.gov
EAC Commemorates 25th Anniversary of the ADA

• HAVA mandates that individuals with disabilities be given the same opportunity to vote freely and independently as other voters.

• Commissioners met on July 28 to explore ways to make voting more accessible for individuals with disabilities.

• Commissioners heard testimony from accessibility advocates, experts, and individuals with disabilities regarding the progress made since the passage of HAVA and the work still to be done.

• Commissioners in discussions to hold further disability hearing this Spring
ADA Checklist

Accessibility

Accessibility for voters with disabilities is an important EAC priority. To highlight best practices in this area, EAC is collecting and sharing polling place checklists from election officials at the state and local levels. Submit polling place checklists to polls@eac.gov and sign up to share your areas of expertise in the Election Official Exchange. View additional resources for voters with disabilities here.

Illinois
  State Board of Elections
  12/2015 — Polling Place Accessibility Survey

Maryland
  State Board of Elections
  01/2009 — Polling Place Accessibility Survey Form

Ohio
  Secretary of State
  01/2016 — ADA Resources
  07/2013 — Polling Place Accessibility Checklist

Oklahoma
  State Election Board
  01/1990 — A guide to the Implementation of Polling Place Accessibility in Oklahoma (Based on recommendations of the State Accessibility Task Force)
  01/1990 — Polling Place Accessibility Survey Form

Washington
  Secretary of State
  06/2006 — ADA Checklist for Polling Places

U.S. Department of Justice Resources
  Civil Rights Division
  06/2006 — ADA Checklist for Polling Places
Poll Workers Resources
• **2007** - EAC Published Poll Worker Training and Recruitment Manual

• **2015** - EAC Published an updated quick tip guide on how to recruit high school & college poll workers

• **2016** – EAC Release updated poll worker recruitment & training report

**APPEALING TO HIGH SCHOOL AND COLLEGE STUDENTS**

High school and college students bring dynamic energy and essential skills to the polling place. Creating relationships with your local schools will help bring this energy into your work force and also engage students in the election process.

- Start early and take advantage of campus events so you can coordinate with professors and teachers and willing school contacts
- Partner annually with schools and professors to help engage students in community service and possible course credit
- Request a campus-wide email, Web page, or social media message to recruit tech-savvy, high-energy, and bilingual students
- Provide information on what statutes permit student election workers to do and if they can be paid
- Consider providing training on campus or developing an app for mobile devices
- Google AdWords, Craigslist, and Facebook can be good ways to connect with potential election workers
- Mock or student body elections can spur interest and generate volunteers
- Contact the student disability office to help recruit students with disabilities
Poll Worker Guide Update

6 TIPS To Employ Effective Poll Workers

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 tips and suggests best practices to help you run efficient and effective elections.

Quality poll workers are crucial to every election. These six tips can help you recruit, train, and assign capable poll workers.

www.eac.gov
Managing Election Tech
Considerations for Implementing Voting Systems with COTS Products

Ten Things to Know About Selecting a Voting System

10 Things to Know About Managing Aging Voting Systems
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

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

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)
Post Certification Activities

Other assistance to States and local jurisdictions “as needed.”

• RI: Worked with Rob Rock and Secretary Gorbea by reviewing drafts of an RFP for a new voting system and an RFI for epollbooks.
• WA: Worked with Lori Augino and co. to provide technical comment and feedback on their proposal for an integrated election system.
• Tabitha Lehman, Election Commissioner from Sedgwick County, KS. EAC reviewed a voting system RFP done by her county in conjunction with Johnson, Shawnee and Wyandotte Counties.

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Post Certification Activities

• Quality Monitoring program
  – Manufacturing facility audit
    • To verify that the system being manufactured, shipped, and sold is the same as the certified voting system. In addition, the facility audit process verifies manufacturing quality control, final inspection and testing, equipment calibration and maintenance, corrective action programs and policies on product labeling and the application of the EAC mark of certification.
  – Manufacturer QA audit (as needed)
  – Field Anomaly reporting & investigation
State Requirements Mapping

- EAC started a project over 3 years ago to map state requirements to VVSG.
- Collecting state requirements and working through them.
- Currently mapping to 2005 VVSG, but plan to map to 1.1.
- Mapping will be used to:
  - Allow states to sign off on requirements during Federal campaigns (cut down on time, cost & redundant testing)
  - Inform future standards
- 10 states currently completed or in the process.
State Certification Meeting
June 20-21, Cambridge, MA
Testing Update

• 29 voting systems certified. 3 currently in testing process.
  • Everyone Counts.
  • ES&S EVS 5.4.0.0.
  • Hart Verity Voting 2.0
  • (MicroVote Modification in Test Readiness review process)
• Ongoing work with non-traditional voting system manufacturers including Clear Ballot and Scytl.
Contact Us

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- [BeReady@eac.gov](mailto:BeReady@eac.gov)
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- YouTube – Election Assistance Commission
- Like us on Facebook
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