

DIRECTIVE 2009-11

July 30, 2009

To: BOARDS OF ELECTIONS

Members, Directors and Deputy Directors

Re: County Board of Elections - Elections Administration Plan

The purpose of this directive is to distribute clear and consistent guidelines for the development of election administration plans by Ohio county board of elections. The guidelines in the directive arose from a months-long workgroup with representatives from Ohio's boards.

To ensure that boards of elections are operating in the most effective and efficient manner, their Elections Administration Plan ("plan") must include, but are not limited to, the following categories, which are based in part on guidelines established by the U.S. Election Assistance Commission (EAC):

- **Voter Registration**
- **Voting Machine and/or Automatic Tabulating Equipment Maintenance**
- **Poll Worker Recruitment, Training, and Accountability**
- **Ballot Preparation and Proofing**
- **Logic and Accuracy Testing and Pre- and Post-Election Tests of Voting Machines**
- **Voting Procedures, Including Absentee, UOCAVA and Provisional**
- **Voting Machine Allocation**
- **Polling Place and Vote Center Management**
- **Election Day Communication**
- **Necessary Election-Related Materials**
- **Contingency and Disaster Planning**
- **Security Plans**
- **Pre- and Post-Election Reports/Surveys to Secretary of State's Office**
- **Boards of Elections Staffing**

The categories in the plan shall contain, at a minimum, the following elements:

- **Voter Registration**
 - Voter registration data entry instructions
 - Voter notification for receipt of voter registration form (acknowledgement notice)
 - Voter notification for incomplete voter registration form
 - Voter registration forms filing
 - Voter registration forms retention
 - Voter registration list maintenance
 - Voter registration data reports
 - Legal timeline for voter registration process

- **Voting Machine and/or Automatic Tabulating Equipment Maintenance**
 - Check battery/power supply to ensure proper charge for usage
 - Check and repair/replace any broken parts
 - Maintain an inventory list of voting machines and/or automatic tabulating equipment, listing history of any repairs that have been made
 - Timeline for providing maintenance on voting machines
- **Poll Worker Recruitment, Training, and Accountability**
 - Public awareness, including print and electronic communications for recruitment
 - Partnering with groups/agencies
 - Poll worker shortages (when four pollworkers could not be recruited for a precinct)
 - Required training information and materials, including ADA sensitivity and awareness materials
 - Post-election poll worker accountability and assessment
 - Legal timeline for poll worker recruitment, training, and accountability
- **Ballot Preparation and Proofing**
 - Form of ballot, rotation, ballot language, split/multiple districts, etc.
 - Proofing (notice, publication, corrections)
 - Ordering of ballots
 - Transmittal of copies to Secretary of State
 - Handling and security of ballots
 - Timeline for ballot preparation and proofing
- **Logic and Accuracy Testing and Pre and Post Election Tests of Voting Machines (Refer to Directive 2008-89)**
 - Maintain log of any and all tests conducted on voting machines
 - Public notice of when and where the public testing will be conducted
 - Timeline for logic and accuracy testing and pre- and post-elections tests of voting machines
- **Voting Procedures, Including Absentee, UOCAVA and Provisional**
 - Public notice of when and where absentee voting occurs
 - Voter education on ID laws
 - Voter education on ADA voting procedure laws
 - Handling of in-person, outgoing, and returning ballots
 - Tracking system/log for requested, sent, voided, and returned absentee ballots for reconciliation and statistical purposes, including UOCAVA ballots
 - Tracking system/log for issuance, counted, and rejected provisional ballots for reconciliation and statistical purposes
 - Legal timeline for ballot layout, production, and mailing
- **Voting Machine Acquisition and Allocation (refer to SOS Directive 2008-64)**
 - Number of voting machines, tabulating devices and marking devices to be distributed
 - Voting machine acquisition and allocation plan, including machines for individuals with disabilities
 - Public meeting for machine allocation and adoption of allocation plan
 - Timeline for voting machine acquisition and allocation
- **Polling Place and Vote Center Management**
 - Contracts for polling locations/vote center
 - Contact list for proprietors of polling location sites/vote center

- Polling place/vote center layouts, including accessibility for individuals with disabilities
- ADA assessments of polling location accessibility and accessibility of parking locations
- Timeline for polling place and vote center readiness
- **Election Day Communication**
 - Method and procedures for communicating with poll workers in precinct polling locations, including providing multiple alternative phone numbers which poll workers may use to contact board of elections staff
 - Method for communicating with sheriff, utility companies, engineer, and EMA
 - Method for communicating with media
 - Method for communicating with the Secretary of State, which includes regional liaisons
 - Method for communicating with public
- **Necessary Election-Related Materials and Allocation**
 - List of necessary election related materials, including, but not limited to, absentee instructions, poll worker training, ADA equipment guide, ballots, poll books, and posting list
 - Allocation and distribution of necessary election related materials
 - Timeline for producing necessary election-related materials, including layout, production and distribution
- **Contingency and Disaster Planning**
 - Contact list of county emergency agencies/coordinators and contact protocols
 - Poll worker replacements in case of vacancy, absence or early departure
 - Phone system crashes
 - Inclement weather
 - Relocation of polling place
 - Election equipment shortages and/or failures
 - Shortage of supplies and/or ballots
 - Bomb threats
 - Power failure
 - Fire
 - Emergency ballot and/or machine drop off locations
 - Alternate tabulation site
 - Court order keeping polling places open after 7:30 p.m.
- **Security Plans (refer to SOS Directives 2008-25, 2008-56, 2008-57, 2008-68, 2008-73, 2008-74)**
 - Machine transport including chain of custody
 - Transport of ballots and other supplies on election night (refer to R.C. 3505.31)
 - Access, inventory control, storage, preservation of ballots and election data media
 - Voting machine and vote tabulation servers
 - Board office including access, storage and inventory control
 - Risk mitigation
- **Pre and Post Election Reports/Surveys to Secretary of State's Office**
 - Prepare data to be reported
 - Proof information that is reported
 - Transmittal of data to Secretary of State
 - Timeline for boards of elections to complete and return reports and/or surveys

- **Boards of Elections Staffing**

- Voter registration processing
- Ballot preparation and proofing
- Absentee voting, including nursing home visits and off-site early voting center
- Logic and accuracy testing and pre- and post-election tests
- Poll worker training
- Election day and night requirements and activities
- Pre- and post-election reports/surveys to Secretary of State's office
- Timeline for boards of elections hiring staff

Existing election administration plans may be used as long as they contain, at a minimum, the elements listed above. Counties are also welcome to add categories and elements in addition to the categories and elements listed above. Policies and procedures that are specific to your county board of elections office operation may also be included in the plan, but are not required.

Each board of elections' Election Administration Plan must be reviewed by board staff and members at least annually and updated to conform to changes in board organization, structure, personnel, state law, Secretary of State directives and advisories, and other occurrences or changes that will affect a board's operations under their respective plans. To ensure that the Election Administration Plan is accurate and up to date, boards of elections should review the "quick reference list of directives and advisories currently in effect" that is located on the BOE Extranet.

In accordance with this directive, boards of elections must provide an election administration plan, which is signed by the director, deputy director, and board members, to the Secretary of State **no later than September 30, 2009**.

Beginning December 31, 2009, boards of elections are required to submit an Election Administration Plan, signed by the director, deputy director, and board members, at least **120 days** before each statewide general election being held in November. In addition, boards of elections are required to submit an election administration plan, signed by the director, deputy director, or, if the board does not have a deputy director, the highest-ranking staff person at the board who is of a different political party than the director, and board members, at least **60 days** before each statewide presidential primary election.

Boards of elections shall follow and enforce their Election Administration Plans and all policies contained in them except for an element that conflicts with a state or federal law, a Secretary of State directive or advisory, or a court order. Election administration plans should be sent by email to Jacqueline Rothschuh at JRothsch@sos.state.oh.us or by mail at:

Ohio Secretary of State Jennifer Brunner
Attention: Jacqueline Rothschuh
180 E. Broad St., 15th Floor
Columbus, Ohio 43215

If you have any questions concerning this directive, please contact an elections administrator at 614-466-2585 or via e-mail.

Sincerely,

Jennifer Brunner