

Election Official Report Card 2004

This election official “report card” requests information on implementation of best practices for minimizing errors, failures, and fraud in elections. Our goal is not only to evaluate the election process in various jurisdictions, but to encourage the adoption of appropriate procedures, when feasible, in time for the upcoming nationwide election on November 2. We will collect responses, provide election officials an opportunity to improve scores, and publish the results (comparing election official reporting with the experiences of voters, poll workers, and election observers).

Election Official Contact Information

First Name _____ Last Name _____
Title _____ Department _____
Address _____
City _____ State _____ Postal Code (ZIP) _____
County (Parish, Borough, etc.) _____
Telephone (include area code) _____ Email Address _____

Independent Expert

___ We engaged an expert from outside the elections office, with 5+ years of experience in computer security or auditing, to advise us on security and auditing procedures.

___ The outside expert’s contract directs him/her to publish findings on the Internet that cover (a) pre-election preparation, (b) election activities, (c) post-election analysis.

Pre-Election Logic & Accuracy Testing

___ We test all machines using automatic self-test scripts executed on the machines.

___ We test audio and other accessibility interfaces.

___ We test all ballot positions in all languages.

___ We select at random and test intensively by hand some machines in a realistically simulated election (realistic votes, hand testers simulate errors and change votes, clock set to election day).

___ We explain all pre-election testing to those who have come to observe the testing procedures, all of which are open to members of the public.

Auditing

___ Our documented Election Day procedures require reconciling the number of voters who signed the poll book (or roster) with the number of votes cast in that polling place.

___ We routinely compare paper records printed at the polling place when the polls close with electronic records transmitted and/or hand carried from the polling place.

___ We routinely inspect audit logs from voting machines and the election management system to reconcile the number of ballots cast with votes reported, to check when polls opened and closed, and to check for any unusual events.

___ We routinely log and audit chain-of-custody records for voting machines, blank and voted ballots and physical copies of electronic records, including seal numbers and who had custody when.

___ We perform “parallel testing” during Election Day, simulating a real election (poll opening, voting, and poll closing) on a few machines randomly selected from polling places on Election Day.

Physical Security

___ We seal (with numbered tamper-evident seals) and log all physical (paper and electronic) polling place records; then check and log seal numbers when received from polling place.

___ We use logged, numbered, tamper-evident seals to prevent use of the voting machines between the time they pass pre-election testing and the poll-opening process.

- Each machine has a unique secure key/password.
- All persons entering or leaving the tabulating center provide legal identification and sign in and out on a public log (citing: elections employee, temporary employee, contractor, or visitor).
- Two or more poll workers of opposing parties must accompany ballots to the counting facility.

Incident Handling and Reporting

- We keep sufficient paper ballots on hand at each polling place to ensure no voter is turned away due to system failures.
- We forward incident reports to the responsible state official(s) and to the Federal Election Commission or to the Election Assistance Commission.
- We make incident reports available to news media and the public (redacting only when necessary to protect voter privacy or prevent exploitation of security flaws exposed by the incident).

Provisional Ballots

- We check county-wide registration lists to assist voters not listed in the polling place’s voting rolls in finding the correct polling place.
- We inform all voters not listed in the polling place’s voting rolls of their right to vote on a provisional ballot and permit them to do so.

Transparency of Vote Tallies

- We invite the public to observe pre- and post-election activities at polling places.
- We print polling place totals at the polling place *before connecting any electronic communications* out of the polling place.
- We post printed polling place totals for public review at each polling place at close of polls.
- We conduct all activities in the tabulating center in full view and hearing of the public.
- We post detailed polling place statistics (on absentee and provisional votes, under- and over-votes, spoiled ballots, and ballots issued or voters signed in) to the Internet as part of the vote tabulation process.
- We document and publish the rights of observers at polling places and at the tabulating center as well as the obligations of election officials to inform and disclose election administration activities.

Poll Workers / Election Judges / Clerks

- Poll worker training is mandatory.
- We assign a minimum of four poll workers to each polling place and require at least two poll workers to be on duty from opening to closing of polls on Election Day.
- We recruit poll workers from different political parties and assign them to maximize party representation at polling places and at the tabulating center.
- Poll workers and technicians (if any) wear easily visible signs or badges identifying their roles.
- We permit no vendor technicians, nor any other vendor employees, to handle ballots (other than their own), open polls, close polls, handle memory cards or cartridges, or perform any other activity critical to the election process.

Voter Privacy and Accessibility

- We arrange screens, booths, and equipment in each polling place to ensure voter privacy.
- A bi-partisan group with representation from relevant language minority and disabled community organizations has reviewed polling locations and layouts for accessibility.
- All polling places meet ADA and HAVA definitions of accessibility.
- Handicapped voters do not need to request special accommodation in advance.
- Members of the public, including persons of representative ages and ethnicity, test our ballot layouts to reduce voter confusion due to wording, layout, iconography, or machine configuration.

Date of responses _____ Gathered by _____ Email _____