

Are you Ready for Early Voting?

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Agenda

- Set Smart Goals
- Best Practices for Organization
- Ensure Goals are Completed
- Next Steps in Election Cycle
- Best Practices



Don't Forget, Set SMART Goals!

- Specific – be specific so that the deliverable is clear.
 - Measurable – Identify how success will be measured. This will hold you accountable.
 - Attainable – While goals are meant to challenge you, make sure the goal you set is achievable.
 - Realistic – Is the goal and timeline you have established realistic given all other work requirements?
 - Timely – Have you set a timeline? This will be important in keeping you motivated and focused.
1. Remember the Little Details and that there is no detail too small.
 2. Are you documenting those small details?
 3. Are you following the goals you have set?
 4. Are you checking off your Checklist of completed tasks?



1. **Create Work Zones** – Designated work zones where needed to prevent confusion. Set guidelines for each zone. Include written instructions and have a back up plan. Continuity of Operations Plan
2. **Redistribute** – Take the time to put items back where they belong.
3. **Implement Storage Solutions** – Trays, Baskets, Folders, Dividers, Totes
4. **Create a Filing System** – To be done, processing and completed.
5. **Set Aside Cleaning Time** – Periodically clean up in required areas. Don't allow food or drinks near computers and voting equipment. Liquid always ends up in a disaster! 10 minutes a day.
6. **Don't Overuse Sticky Notes** – Taking notes on 1 or 2 sticky notes isn't bad. When you have 20, it will create chaos! Notes will be lost and create disorder – keep a shared planner or white board where necessary for notes to be kept.
 1. In return creates communication with you and your workers.
 2. Keeps workers in the know and proactive on each required task.
 3. Identify who has what, what is completed and when it was completed.
7. **Create a Labeling System** – Keeping items labeled make you know what is done and what is not done. Consider color coding your labels. Bottom line: Having a consistent labeling system makes items easy to identify.
8. **Execute a Final Quality Check** – Are you making that final check before it hits its final destination?
9. **Stick with it** – It doesn't matter how busy you are. Taking that extra step of 30 seconds more putting something where it belongs, or taking that much needed note, will help you at the end of each election.



Have you completed everything up to now?

- Have you communicated the latest Updates with the following?
 - Voters
 - Vendor(s)
 - Elected Officials
 - Entities you contracted with
 - Poll workers – Training
 - SVC – Signature Verification Committee
 - EVBB – Early Voting Ballot Board
 - Polling Locations
- Order and Notice of Election
 - Has that Notice been posted on your website and newspaper?
- Coding, Proofing, Programming of Equipment and Testing (Pretest, Public L&A and Hash Validation)



- Website Deadlines for Required Postings – Is it Ready for the Election?
 - Is the Website User Friendly?
 - Is Website Current?
 - Sample Ballots – are they organized so voters can distinguish their correct sample ballot?
 - Early Voting and Election Day Locations and Times.
 - Do voters know which location the Main Early Voting Location is?
 - Does the website have a 2 click accessibility to the items on the page?
- Are you up to date with the following to be able to upload your final OLRV to your ePollbooks?:
 - Voter Registration
 - ABBM / FPCA / Defective ABBM
 - Have you cleared all testing data?
- Have you prepared all required paperwork to be dispersed to each polling location?
- Have you physically checked the items that have been completed?
 - Are you using a Chain of Custody Form to track the following for security and transparency?
 - Ballots
 - All Voting Equipment
 - ePollbooks
 - Ballot Boxes



Next Steps in Election Cycle:

- Preparation and Set-up of your Early Voting Locations:
 - ADA requirements while setting up.
 - Curbside Voting Procedures.
 - Have you prepared all required paperwork to be dispersed to each polling location?

- Deadline to file Petition for Extended Hours for the weekend.

- Post the Required Postings for Extended Voting, if applicable.

- Deadline to apply for ABBM or FPCA
 - Remember if ABBM is faxed on the deadline date, the voter must send the original so that it is received no later than the fourth business day.
 - Once you have received the original application, the application can be processed.
 - FPCA voters may email their application and don't have to follow with the original.
 - If a FPCA voter faxes their application, the voter must send the original so that it is received no later than the fourth business day.
 - Once you have received the original application, the application can be processed.



Best Practices:

Once Early Voting Begins:

Keep daily communication with your Early Voting locations for the following things:

- Reconcile Number of Votes and Voters Who Voted
- Spoiled Ballots
- Supplies Needed
- Equipment Issues
- ADA Requirements
- Site Issues

Create a standard affidavit form for the Deputy Early Voting Clerk to notate any discrepancies that may happen throughout each day of early voting.



Q&A with the Elections Division (October 20, 2022)



Agenda

- Write-in Candidates
- Limited Ballots
- Mail Ballot Questions
- Early Voting Rosters



Write-in Candidates

- Mass email sent on 10/11/22 has some important reminders
- List of Declared Write-in Candidates must be posted in voting station
- Voters do NOT have to spell name exactly as it appears on the list. The Presiding Judge must review for voter intent.
- Write-in votes MUST be counted and reported in your unofficial election results.



Limited Ballots

- See [Advisory 2022-29](#) for details and for a copy of the district chart.
- Limited ballot voters vote in their NEW county of residence during the EV period at the MAIN EV location.
- DO NOT SEND VOTERS BACK TO THEIR OLD COUNTY.



Mail Ballot Questions

- **What if a county mailed a ballot to the voter and the voter has not yet received it? What options does the voter have?**
 - Submit a new ABBM to cancel the old ABBM. This would result in the county sending out a new ballot.
 - Cancel the ABBM and vote in-person. If the voter never received their mail ballot, they will be required to vote provisionally. The voter should still be provided the Request to Cancel ABBM form to ensure that their provisional ballot is counted.



Mail Ballot Questions

- **What does “intent to return uncertain” mean on the FPCA?**
 - This means the voter does not know if they are ever going to return to and reside in the United States. This box should not be checked by a voter who does intend to return to and reside in the United States, but does not yet know on exactly which date.
 - Only the voter knows whether their intent to return is uncertain.



Early Voting Rosters

- [Early Voting Rosters](#) are posted on the SOS website.
- They currently contain reported mail ballots that have been returned.
- The SOS early voting rosters contain:
 - Voter's Name
 - Voter's VUID
 - Voter's Precinct Number (Voter Registration Precinct)



Early Voting Rosters

- Ballots Sent Roster
 - Not public until the first business day after election day. (Sec. 87.121(f))
- Ballots Received Roster
 - Roster shall be made available not later than 11:00 am the day following the day the early voting clerk receives the mail ballot. (Sec. 87.121(h))
- EV In Person Roster
 - Roster shall be made available not later than 11:00 am the day following the day the voter's name is entered on the rosters. (Sec. 87.121(g))
- Defective Carrier Envelope Roster
 - Voters' names entered on the defective carrier roster are not eligible for public inspection until after the voter has returned the corrected carrier envelope, canceled their mail ballot, or appeared in person to correct any necessary defects.
- Election Day Roster
 - Roster shall be made available not later than 11:00 am the day following election day. (Sec. 87.121(k))



Reminders for the Week

- Pulling official voter registration numbers for ENR reporting tomorrow.
- **Webinars Next Week:**
 - October 25, 2022 at 2:00 PM – Corrective Action Process for EVBB
 - October 27, 2022 at 2:00 PM – Q&A with the Elections Division

