

Voting Systems Checklist

Administrative Oversight

1. Have pertinent federal laws which affect voting systems been researched for an understanding of requirements? (Included are The Voting Rights Act, The Voting Accessibility for the Elderly and Handicapped Act, The National Voter Registration Act of 1993, The Americans with Disabilities Act of 1990, The Rehabilitation Act of 1993, and HAVA).	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have individual state requirements been addressed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have specific language requirements been identified?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Has staff received training and education on serving voters with special needs?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Has full-time staff been trained on current Election Day procedures?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Election Supplies

1. Have there been changes to state forms?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Does the voting system vendor have recommendations for new supplies or equipment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have Absentee/Early Voting supplies, Mailing supplies, and Polls supplies been inventoried and ordered?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Have training materials for election workers been prepared and printed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Has delivery of absentee/early voting supplies been scheduled?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Has distribution of Election Day supplies been planned?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Have materials for processing voters been prepared and printed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Have Election Day supply cases been packed and proofed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Have Election Day supply cases been distributed?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Polling Places

1. Have polling place permission forms/surveys been mailed for the current election year?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have the polling place locations been determined, assigned, and confirmed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Is the delivery contract current for machines and equipment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Have Early Voting locations, dates, and times been determined?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Have regional sites for supply pickup and drop-off been determined and staffed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Has the listing of polling places been published in local newspapers?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Have notices of changes in polling places been prepared and mailed?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Election Worker Assignment and Training

1. Has election worker training been scheduled?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Has training for new voting system orientation been scheduled?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have drop-in training sites been designated, scheduled, and staffed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Has the training agenda been finalized and rehearsed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Have early voting personnel and drop-in training personnel been assigned and trained?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Have election workers been assigned and confirmed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Have election workers been notified and assigned to training classes?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Has election worker training been conducted?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Voter Registration Software

1. Have certified ballot listings been received from the State?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Has the election been created and proofed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have the districts been created and proofed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Have the contests been entered and proofed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Have the polling places been consolidated and proofed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Have the candidates been entered and proofed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Has the end of voter registration been published?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Have all voter registration applications been processed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Has voter registration ended?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Has the Voter Count been determined?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Have Ballots, Ballot Layouts, and/or Ballot Styles been determined?	<input type="checkbox"/> YES <input type="checkbox"/> NO
12. Has the Export file to Election Software and Internet for Voter Online Lookup been prepared?	<input type="checkbox"/> YES <input type="checkbox"/> NO
13. Has the voter registration file been exported to the Election Software?	<input type="checkbox"/> YES <input type="checkbox"/> NO
14. Have sample ballots been prepared, ordered, printed, and distributed to the community?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Election Software

1. Are you on the latest, tested, certified version of your voting system software?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Has an official ballot printing company been selected?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have test ballot files been sent to the ballot printing company to ensure system compatibility?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Has the election file been imported from the Voter Registration Software into the pre-established election template?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Has a new election been generated?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Have the election parameters been set?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Has election information been proofed to the Secretary of State's Notice of Election (or to city and school notices of election)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

8. Has Party information been set?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9. Has the Voter Count file from Voter Registration Software been imported?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10. Have headers been created?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11. Have label lengths, etc., been edited as necessary?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12. Have layouts been run and ballots viewed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13. Is the election being backed up periodically?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14. Has a ballot been printed and inspected for obvious layout corrections?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15. Have pre-selected pre-election reports been printed and proofed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16. Has a complete paper ballot deck been printed on site and proofed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
17. Has every ballot style been viewed on the voting machines?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
18. Have necessary changes/corrections been made if applicable – in Voter Registration Software or in Election Software as appropriate?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
19. Have corrected ballots been reprinted and re-proofed as necessary?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
20. Has a final proofed deck been secured to which other documents may be proofed and for archives?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
21. Has the number of tabulation chips/memory cards for each polling place been determined and entered?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
22. Has the election status been updated?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
23. Has a Password been created and logged on the file in the fireproof safe?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
24. Have the Backup Database, Zip File (Directory File), and Text File been written to CD and labeled?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
25. Are backup copies stored in both a fireproof safe on site and in an off-site location?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
26. Has the official ballot file been sent overnight to the printer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Logic & Accuracy Testing

1. Has Logic and Accuracy Testing been scheduled?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Has a test deck been prepared for Logic and Accuracy testing?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Has the Public Test been scheduled?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Has Notice of the Public Test been published?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Has a pre-count Logic and Accuracy Test been conducted?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

On-line Lookup

1. Has the Internet polling place lookup been updated?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Have ballots from every precinct and/or precinct split been printed and proofed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Has the flag been turned on to send the voter and ballot file to the server nightly?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Have the Sample Ballots been posted on line?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Early Vote

1. Have the dates, times, and locations for early voting been reserved, published, and advertised?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Has equipment for Early Voting been picked up or delivered?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Has early voting personnel been assigned and trained?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Have the early voting sites been set up, including phone and computer lines?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Has early voting begun?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Has the date for early voting end been published?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Has early voting concluded?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Vote by Mail

1. Have tabulation chips/memory cards been programmed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Has ballot programming been conducted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Has the test deck been marked and proofed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Has the test deck been run and results verified?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Has ballot distribution been prepared?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Have Federal/overseas Ballots been mailed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Have domestic ballots been mailed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Have diagnostic tests been run on the optical scanning equipment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Has the standard testing test deck been run and expected outcome confirmed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Has an election specific test deck been hand-marked using official ballots received from the official ballot printer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Has the test deck been run and expected outcome verified?	<input type="checkbox"/> YES <input type="checkbox"/> NO
12. Have ballots envelopes been reviewed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
13. Have by-mail ballots been received into the system and balanced?	<input type="checkbox"/> YES <input type="checkbox"/> NO
14. Have ballots been opened and flattened?	<input type="checkbox"/> YES <input type="checkbox"/> NO
15. Have voted paper ballots been counted and balanced by batch?	<input type="checkbox"/> YES <input type="checkbox"/> NO
16. Has the standard testing test deck been run and expected outcome confirmed at the conclusion of the ballot scanning for the current election?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Voting Machines

1. Are you on the latest, tested, certified version of your voting system software?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have voting machine accessories been tested and cleared of past elections?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have voting machines been assessed for damage from the previous election?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Have parts and supplies been ordered for the voting machines?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Have repairs been completed to damaged voting machines?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Has delivery been arranged and confirmed for distribution of voting machines and/or booths?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Has machine training been scheduled and staffed?	<input type="checkbox"/> YES <input type="checkbox"/> NO

8. Has a pre-plan been developed for assigning voting machines to polling places?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Have setup/system diagnostics been performed on all machine assigned to the election?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Have the setup/system diagnostic tapes been audited?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Have machines been assigned to early voting locations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
12. Has documentation been prepared for proofing logic and accuracy testing?	<input type="checkbox"/> YES <input type="checkbox"/> NO
13. Have labels been printed for memory cards/tabulation chips, receipt envelopes, machine tapes envelopes, etc.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
14. Have tabulation chips/memory cards been programmed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
15. Has manual logic and accuracy testing been performed on every tabulation chip/memory card in its election specific machine?	<input type="checkbox"/> YES <input type="checkbox"/> NO
16. Have the manual logic and accuracy test printouts been audited?	<input type="checkbox"/> YES <input type="checkbox"/> NO
17. Have the machines been closed and locked?	<input type="checkbox"/> YES <input type="checkbox"/> NO
18. Have polling place special delivery needs been determined and communicated to the delivery company?	<input type="checkbox"/> YES <input type="checkbox"/> NO
19. Have all peripheral voting supplies been packed, proofed, and secured in election supplies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
20. Have machines been staged for delivery?	<input type="checkbox"/> YES <input type="checkbox"/> NO
21. Has Election Day equipment been delivered?	<input type="checkbox"/> YES <input type="checkbox"/> NO
22. Have polling place special setup needs been determined and communicated to the setup support teams?	<input type="checkbox"/> YES <input type="checkbox"/> NO
23. Has equipment that is being turned around from Early Vote use to Election Day use been programmed, tested, proofed, locked, and delivered?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Election Day

1. Have Election Day date, times, and locations been published?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have Election Day poll books been developed, printed and assembled?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Has the supplemental list of by-mail and early voters been printed and distributed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Have Election Day supplies been distributed to election officials?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Technical Support

1. Has training/orientation of technical support (in the field) been scheduled?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have areas been determined for Election Day technical support in the field?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Has technical support been trained and assigned?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Has setup support been assigned and confirmed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Have technical and setup support bags been packed and proofed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Have Election Day and Early Vote reference materials (phone operators) been prepared?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Have printed materials been prepared for setup and Election Day support supply cases?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Uploading Results

1. Have the upload and transfer procedures been reviewed, updated, rehearsed, and posted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Has the upload equipment been tested and secured?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Has a procedure been established to account for all memory cards/tabulation chips?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Have all memory cards/tabulation chips been successfully uploaded and transferred?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Auditing Results

1. Has a post-count Logic and Accuracy Test been run?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have machine results tapes been audited and balanced to voter signatures at the polls?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have all reports been reviewed and audited for accuracy?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Canvass and Provisional (Paper) Ballots

1. Has the date for the official canvassing of votes been determined and published?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Has the canvass been scheduled and county officials notified?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Has the 1-800 number been established for provisional ballot voters to determine if their ballots were counted or not counted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Has staff been designated and trained in responding to the 1-800 number?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Have the laws for determining eligibility of provisional ballots been researched and printed for reference?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Have provisional ballots in envelopes been reviewed and researched?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Have provisional ballots in envelopes been sorted into categories?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Has the canvassing board determined eligibility of provisional ballots?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Have the provisional ballots been counted and included into the Official Final Results?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Has the election been certified by the canvassing board?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Have voters been given voter history including "Counted" and "Not Counted" with the reason for provisional ballots?	<input type="checkbox"/> YES <input type="checkbox"/> NO