

COURSE I.

Introduction to Election and Voter Registration Systems Administration

(1 and ½ day, 9 hours of instruction)

U.S. election and registration laws differ from state to state. Yet all elections in this country require certain basic functions, which often involve multiple procedures performed in different offices. Studying these functions enables us to improve administrative systems within jurisdictions and to compare procedures across jurisdictions. This course covers the importance of a systems approach to election/voter registration administration and describes basic systems that are used in the United States.

I. The Importance of Systems

A. What is a system?

B. How do we analyze systems

C. Administrative systems and elections/registration law, an example

D. Systems and Total Quality Management

II. Systems in Elections/Registration Administration

A. Voters (registration and voter file maintenance)

B. Campaigns

C. Poll worker recruiting and training

D. Districting

E. Equipment and supplies

F. Precinct operations

G. Absentee and early voting

H. Canvassing

I. Recounts and contests