ELECTION CENTER
National Association of Election Officials

23rd Annual
National Conference
New Orleans, LA

2007 Professional Practices Program

National Participant

Temporary Election Worker Recruitment
King County, WA

Submitted by: **Sherril Huff**
Director Designee, King County
Records, Elections and Licensing Div.
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Seattle, WA 98104

Professional Practices Paper
Temporary Election Worker Recruitment
King County, Washington

Objective. Temporary employees are essential to the conduct of elections in King County. Each year, we aggressively recruit and test more than 1,000 prospective employees to staff up to six elections a year. Historically in King County, Washington's most populous county, temporary staff were recruited and hired at the last minute on an ad hoc basis by leads and supervisors of up to 20 different work teams. Since hiring a professional recruiter in 2005, King County prioritized hiring a more skilled, professional work force and creating a program designed to centralize recruitment, assessment, selection and evaluation of workers. This program does not include the recruitment and hiring of poll workers, which is a separate program.

In a typical election, hundreds of temporary answer voters' calls, update voter data files, distribute materials to polling places, and perform the many steps involved in processing a mail ballot. Historically, the "on-the-fly" hiring of temporary elections workers resulted in inadequate staffing (both in terms of numbers and in terms of credentials) for key procedures in the election process. Because of the decentralized nature of recruiting, no central records were maintained. Last minute recruitment also placed tremendous pressure on the small payroll staff to process new hire and payroll paper work in a short period of time.

To eliminate the last-minute nature of hiring and to provide for more in-depth testing and assessment of applicants, King County hired a professional recruiter and charged her with creating and implementing a centralized temporary election worker program that would be a model for other jurisdictions.

Process. Beginning in November of 2005, program development moved forward to meet several goals:

1. Recruit applicants to supplement past workers, and place qualified individuals on an employment roster of available applicants.
2. Screen applications to identify the most qualified candidates for each job.
3. Fill every temporary opening at least three work days prior to the beginning of the work assignment.
4. Evaluate all temporary employees shortly after each election.

Recruitment efforts. An analysis of staff and workload forecasts indicated that a minimum of 1,000 applicants were needed in order to establish a roster of at least 800 qualified individuals from which 400-500 employees would be hired.

King County pioneered a partnership with WorkSource, a multi-organization agency dedicated to addressing Washington State's employment needs, to be featured at "Employer of the Day" events at regional WorkSource sites throughout King County. Each event featured King County Elections, and was marketed and advertised by WorkSource,

the *Seattle Times* and *The Employment Guide*. Events involved group presentations and on-site interviews with candidates. The three-day campaign attracted more than 100 new applicants. As last-minute needs were identified, Craig's List was used to recruit Election Day Troubleshooters, which resulted in dozens of contacts within the first few hours.

Phase two of the recruiting campaign involved outreach to a number of community groups serving job-seekers, seniors and retirees. Recruiters also attended events at the Seattle Chamber of Commerce Veteran's Job Fair and the Seattle Center Newcomer's Fair in the summer of 2006. The third component of the campaign was a direct mail campaign to previous temporary employees inviting them to apply for future employment.

Screening. Recruitment staff carefully examined materials submitted by applicants for relevant education, experience, and ranked accordingly.

For positions requiring specific skills, applicants were tested using the County's standardized computerized math and office skills test. Test results gave leads and supervisors the tools to define minimum skill levels and place temporary employees who are better prepared to hit the ground running than in years past.

Filling Openings: In the past, telephone calls were placed to each applicant, offering work assignments in the upcoming election. Considerable time was spent exchanging voice mail messages with prospective employees. To improve the rate of contact with employees, e-mail was used as the primary communication tool. The use of e-mail eliminated more than 3,000 telephone calls to staff the primary and General Election in 2006.

For the first time last fall, King County filled every opening on every team for the primary and the general. For the first time, the vast majority of employees were hired at least three days before their assigned start date. Also for the first time, each of those employees received a written confirmation of his/her assignment detailing key information about the job.
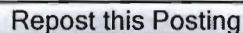
Evaluations: To build a cadre of experienced and skilled election workers, leads and supervisors rated each temporary employee on five key factors. Those evaluations are used in determining future assignments.

Cost of the program: Many of the recruiting events and job postings were free. Approximate total cost to King County $2,500.

Impact/ Success of the program
King County Elections implemented a successful centralized temporary employment program to hire 500 skilled employees who filled more than 1,000 temporary assignments in 2006. Professionalized recruitment efforts and evaluation of temporary employees contributed to record high accuracy levels, significantly fewer payroll complaints, and developed a loyal corps of workers who have shared with us "this was the most enjoyable job I ever worked."

Time Frame: April-November 2006

Posted to tech support jobs on seattle-tacoma -- seattle craigslist

| **Repost this Posting** | This will make a new copy of this posting available on the site. You will have the opportunity to make changes to the content before it is made live. |

Election Day Troubleshooter

Help deliver democracy! King County Elections Office is recruiting Polling Place Troubleshooters to work on Election Day, Tuesday, November 7 (plus approximately 8-12 hours of paid training before the election) and 3-4 days afterward if you are available.

Whether you are unemployed, or want to use vacation time, we need temporary employees to serve an assigned area of King County, either providing assistance at the Help Desk or visiting polling places and resolving issues—whether they are equipment malfunctions or ballot shortages. Great opportunity for current or former teachers, trainers, managers, techies, poll workers, great communicators, problem-solvers, etc. who like a good challenge!

Compensation: Pay is $14.93/hour ($22.39/hour overtime rate). In addition to working the Election, we will provide approximately 8-12 hours of paid training in October and November and reimburse 44.5 cents/mile for using your vehicle on Election Day when responding to poll problems.

Schedule: 5:30 am - approximately 11 pm (until all polling locations have successfully closed) on Tuesday, November 7, plus several 8-hour days of work following the election, if you are available.

Requirements: Working in the field requires valid Washington State driver's license, access to a private vehicle, ability to read a map and drive to assigned polling locations; and experience using a cell phone. Help Desk and field positions require ability to work in fast-paced and demanding environment, comfortable working with high-tech equipment, , excellent verbal communication skills, and ability to follow instructions and maintain logs and reports.

Contact: email Kathy.petersen@metrokc.gov for more information.

Job location is Tukwila
Compensation: $14.93/hour, $22.39/hour overtime, plus 44.5 cents/mile personal car use Election Day
no -- Principals only. Recruiters, please don't contact this job poster.
no -- Please, no phone calls about this job!
no -- Please do not contact job poster about other services, products or commercial interests.
no -- Reposting this message elsewhere is NOT OK.

KING COUNTY ELECTIONS OFFICE
TEMPORARY ELECTION WORKER
(Administrative Specialist I)
LIST OF ELECTION ACTIVITIES

Work location: Unless otherwise noted, work typically takes place at the Temporary Elections Annex, 9010 E. Marginal Way S.

Hours of work: 8:00 a.m. – 4:00 p.m. unless otherwise noted. Must be available to work overtime including evenings and weekends.

(1) Job Title: Call Center/Data Entry Support **Work Location**: King County Administration Building, 500 4th Avenue

Hours of work: 8:30 a.m. – 4:30 p.m.

Job Duties: Answer incoming calls and provide voter registration and election related information to customers, place calls to voters to verify voter information, enter data and validate voter information for various election related activities.

(2) Job Title: Canvasser for Polls

Job Duties: Following the election, account for all of the absentee ballots and ballots voted at the polls. Reconcile poll books and absentee ballots. Audit and account for ballots. Compile correct and accurate reports.

(3) Job Title: Help Desk

Hours of work: 5:45 a.m. – 10:00 p.m. Must be available to work overtime on election days.

Job Duties: On Election day, staff the help desk to provide centralized support to poll worker staff and dispatch troubleshooters in the field.

(4) Job Title: Opener/Duplicator

Job Duties: Open and separate envelopes and ballots, inspect ballots, account for ballots and envelopes, complete batch ticket information. Duplicate damaged or write-in ballots.

(5) Job Title: Reconciler

Job Duties: Must be able to work in a windows- based computer application for reconciling absentee ballot envelopes with reports generated. To review signature through visual comparison, correct others work, pay high attention to detail, have basic math skills, and the ability to research and problem solve.

(6) Job Title: Tabulator

Job Duties: Process ballots through electronic tabulation machines, ensure accurate processing, account for ballots through count verifications and complete batch ticket information.

(7) Job Title: Trouble Shooter   **Work Location**: Varies zones throughout King County

Hours of work: 5:45 a.m. – 10:00 p.m. Must be available to work overtime including evenings and weekends, maintain a valid Washington State Driver's License and have access to a private automobile for transportation.

Job Duties: Travel in private auto in an assigned geographic area of King County to provide on site support to area polling locations.

(8) Job Title: Verifier

Job Duties: Work in a windows based computer application to verify signature through visual comparisons. Review signatures and code envelopes as appropriate. Account for activity completed on a batch ticket.

WORKSource

King County Elections

Seeking Temporary Election Workers for Fall 2006.
$14.93/HOUR

Positions are available on a temporary, intermittent, and on-call basis:

* Phone bank staffing
* Information verification
* Material distribution
* Ballot processing

Work locations will include:

Temporary Elections Annex
(9010 E. Marginal Way S., Tukwila)

Apply at WorkSource Renton
Wednesday, July 26th 1:00-4:00
919 SW Grady Way
Renton, WA 98057
206.205.3500 Voice/206.205.3508 TTY

King County Administration Building
(500 Fourth Avenue, Seattle)

Learn more at www.go2worksource.com:
Search By Job ID **WA1515307**

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Election Certification Program
Guilford County, NC

Submitted by: **Christopher McGinn**
Precinct Liaison
301 W. Market St.
Greensboro, NC 27401

GUILFORD COUNTY ELECTION CERTIFICATION PROGRAM

The Election Center
2007 Professional Practice Paper

Submitted by:
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301 W. Market St
Greensboro, NC 27401
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email: cmcginn@co.guilford.nc.us

The 2000 Presidential Election marked a turning point in the way this nation conducts elections. During the events of 2000, Florida became the focal point of an entire nation as officials tried to solve a variety of issues that many jurisdictions throughout the country have experienced on a smaller scale. In addition, Florida officials during the 2000 Presidential Election were attempting to do this while under the scrutiny of the national media. One of the major problems that became evident following numerous investigations into the conduct of the 2000 presidential election was the inadequate training that many election officials had received.

It was apparent that there was a significant disconnect between the policies and procedures that were affirmed in national and state election law and the proper implementation of those laws on a local level. Unfortunately, many of the election officials who tried to fulfill their civic obligation during such a heated election were labeled as failures by a large portion of the media, many advocacy groups and much of the general public. Fortunately, these events also had the effect of stimulating, among election officials, a broad reexamination of our strengths and weaknesses.

It became evident that the citizen poll worker we depend on to serve his or her jurisdiction must be better prepared to deal with unforeseen complications that might arise on Election Day. Officials in Guilford County, North Carolina, identified this deficiency and chose to be a leader in the state and the nation in the creation of an innovative program to address this challenge.

The Guilford County Board of Elections, through a cooperative agreement with Guilford Technical Community College (GTCC), now offers an Election Certification Program. The course is offered through the Department of Business and Industry categorized as a workforce development program.

This course was implemented in August of 2001 and has been running continuously since then. Classes are held on a rotating basis at each of the college's three campuses within Guilford County. Although not mandatory, Guilford County precinct officials are strongly encouraged to take the course. Each session is eighteen hours, three hours per week for six weeks. Classes are held at various times and locations throughout the week. The cost is $63.00 per student, with a waiver for anyone over 65 years of age.

Upon certification, GTCC issues a certificate of completion and the Board of Elections increases an officials pay by $35.00 per election. The Elections Office supplies all textbooks and materials and the community college handles registration, media coverage, assigns classroom space and pays the instructor's salary.

Although many states and jurisdictions have recognized the need for additional training for precinct officials, Guilford County may be unique in its implementation of the course through the community college system. With the community college acting as a conduit for the course, it allows a far larger segment of society to be impacted.

The course is credited through the School of Corporate and Continuing Education, which allows any citizen living in Guilford County to register for the course. The certification course is not only used to educate election officials but is also designed to teach a greater understanding of the election process to anyone that may be interested. Though enrollment in the course over the past 6 years has been primarily precinct officials, other participants have included county commissioners, observers, party chairs, and advocacy group members.

There are a number of obstacles that need to be overcome when implementing a workforce development program such as the Election Certification Course. The challenges include funding, hiring an instructor, motivation for taking the course, creation of curriculum, and, eventually, a recertification policy.

In North Carolina, the primary financial responsibility is assumed by the local community college. The principal cost incurred by the Board of Elections is the increase in Election Day pay; this increase serves as motivation for poll worker involvement. Each community college operates independently of the others and sets the fee for the course. Participants over the age of 65 are exempt from registration fees for courses that are classified as workforce development, such as the Election Certification Course. The instructor's salary is paid through the community college based on the individual's level of experience.

Another factor in the creation of such a program is choosing an instructor. The local Director of Elections is often the most qualified candidate, but in many cases is unable to commit to such an obligation. While it is the community college's responsibility to hire an instructor, it is common practice for the Board of Elections to recommend a member of the current staff to fill the position. This staff member works independently from the Election Office and in conjunction with the community college to schedule course times.

A third concern in the creation of a certification program is the curriculum. The curriculum's content is based on the procedures and practices enacted in each individual jurisdiction. A generic curriculum may be issued by the state, but, ultimately, individual jurisdiction customization is the most effective tool in training poll workers. (Appendix 1)

Guilford County has over 300,000 registered voters and is currently made up of 159 election precincts. On average, in a General Election, Guilford County employs 1,500 to 2,000 Election Day poll workers in addition to 20 part-time employees designated as coordinators or runners and over 130 part-time employees used during the seventeen-day absentee one-stop voting period.

The level of participation and enthusiasm shown by the poll workers who have completed the course demonstrates the commitment and interest necessary in conducting a successful election. Since the program's inception in 2001, there has been a steady increase in the number of certified officials employed by the elections office. Statistics from the November 2006 General Election, show that nearly 25% of all precinct officials working at the polls had successfully completed the certification program. This represents the highest percentage of certified precinct officials employed during a single election since the program began. (Appendix 2, Table 1)

Currently, Guilford County has certified Chief Judges in 130 of the 159 voting precincts. Although employing a certified Chief Judge in each precinct would be ideal, even more important to a successful election is increasing the overall percentage of certified officials throughout the jurisdiction. This distribution of knowledge benefits the electorate as a whole by ensuring consistency in the procedures implemented from precinct to precinct. (Appendix 3)

As of the 2006 General Election, there were only 13 precincts that did not employ any certified precinct officials. In comparison, there were 37 precincts that staffed only one certified official and 83 precincts that staffed 3 or more certified election officials. (Appendix 2, Figure 1)

Similar trends exist in analyzing the number of certified election officials that were employed at the absentee one-stop voting locations. In North Carolina, "no excuse" absentee (early) voting takes place for 17 days, including weekends, prior to Election Day. Any registered voter in the county is eligible to vote at any location. Due to the nature of this process, it is vital that the early voting staff be among the most knowledgeable poll workers. During 2006, 93 of the 133 early voting employees were certified through the Election Certification process. With up to 40% of the vote now coming early, and expected to exceed 50% in 2008, the Certification Program enables us to identify and select the best and most highly trained people for this increasingly important function.

Finally, with ever-changing election laws and practices, a recertification process must be addressed. This recertification process must be established to ensure that participants in the program stay educated on all current and future election procedures.

There are a number of benefits that come from implementing a workforce development program such as the Elections Certification Course. This program presents poll workers with a golden opportunity to increase their knowledge of election procedures as well as maintain their skills and understanding of the process. Whether the poll worker is a seasoned election veteran or someone relatively new to the election process, certification is a worthwhile investment for both the poll worker and the Election office.

Certification not only shows that a poll worker has mastered the core skills and knowledge that ensure a successful election, it also shows that each individual elections office goes above and beyond the call of duty to have the best trained poll workers possible.

APPENDIX 1

Certification Course Syllabus

Instructor: Christopher McGinn   Office Phone: 336-641-2766
Email: cmcginn@co.guilford.nc.us   Cell Phone: 336-337-6061

Purpose: The purpose of the GTCC Election Certification Course is to better foster democracy in Guilford County through enhanced training of our precinct officials. Guilford County is one of the few jurisdictions in the nation to offer such a comprehensive training program. In recent years, the elections process has become highly publicized and a topic for debate. Your participation in the certification program will ensure the integrity and accuracy of each election. Throughout the nation, and more specifically the state, election laws are constantly changing. The main focus of the course is to keep the Guilford County Elections office and its precinct officials at the forefront of the elections process. This course will better prepare you to implement the procedures set forth by the State Board of Elections by giving you the knowledge and the confidence needed to conduct each election to the highest standard.

WEEK 1

Introduction
> Class Overview - What is expected/How you will be graded
> Textbook Distribution – Discussion of the format of the text
> Class Introduction – Get to know everyone attending

History of Elections
Functions of Elections
Voting Practices
Secret Voting
Balloting
Abuses
Participation
Influences
Presidential Systems
Electoral College

WEEK 2

Constitutional Amendments, Elections Statutes, and Laws
> The Voting Rights Act of 1965
> Voting Accessibility for the Elderly and Handicapped Act of 1984
> Americans with Disabilities Act of 1990
> National Voting Registration Act (Motor Voter) of 1993
> Help America Vote Act (handout)
> North Carolina General Statues
>> 163-165.7(a)
>> 163-182.1(b)
>> 163-182.7A(a)

Election Vocabulary
> Terms/Definitions
Board of Elections
> State Duties -- Who they are and what they do
> County Duties – Who they are and what they do
Types of Elections

WEEK 3

Pre-Election Procedures
Absentee Voting
      By mail
      One-stop early voting
Running For Office
      Procedures
      Regulations
Creating Official Election Ballots
Precincts/Polling Places
      How they are selected
      Redistricting
      Make-up of Guilford County facilities
Election Personnel
      Precinct Officials - their position and responsibilities on Election Day
      Board of Elections Staff – the full-time staff members and what they do
Instructional meetings
Supplies
Poll worker responsibilities
Monday set-up

WEEK 4

Before the Polls Open
Opening the Polls and Voting
Procedures for Voting
Registration Lists and AtV forms
Ballot Styles
Procedures for Curbside Voting
Procedures for Election Day Transfers
Procedures for Unreported Moves
Procedures for Provisional Ballots
Procedures for Notification of Deceased Voter
Electioneering
Voter Assistance
Accidents and Emergencies
Election Day Media
Kids Voting

WEEK 5

Post-Election Day Procedures
Technology
      History of voting machines
      Voting Systems
      Electronic poll book
Review

WEEK 6

Test

TABLE 1. Table illustrating the number of officials employed based on election year and certification by position.

Election	# Employed	# Certified	% Certified	Chief Judge	Judge	EDS	Assistant
General '02	1267	103	8.1	52	41	9	1
Municipal '03	912	105	11.5	46	43	15	1
General '04	1512	165	10.9	63	67	27	8
Municipal '05	600	126	21.0	53	49	23	1
General '06	1029	248	24.1	82	96	42	28
Overall History	2576	418	16.2	140	135	75	46

FIGURE 1. Thematic map displaying the total number of certified election officials in each precinct. Currently there are only 13 precincts that do not employ any certified election officials. In comparison, the majority of precincts (83) staff 3 or more certified election officials.

Certified Officials per Precinct

- 3-7 (83)
- 2 (25)
- 1 (37)
- 0 (13)
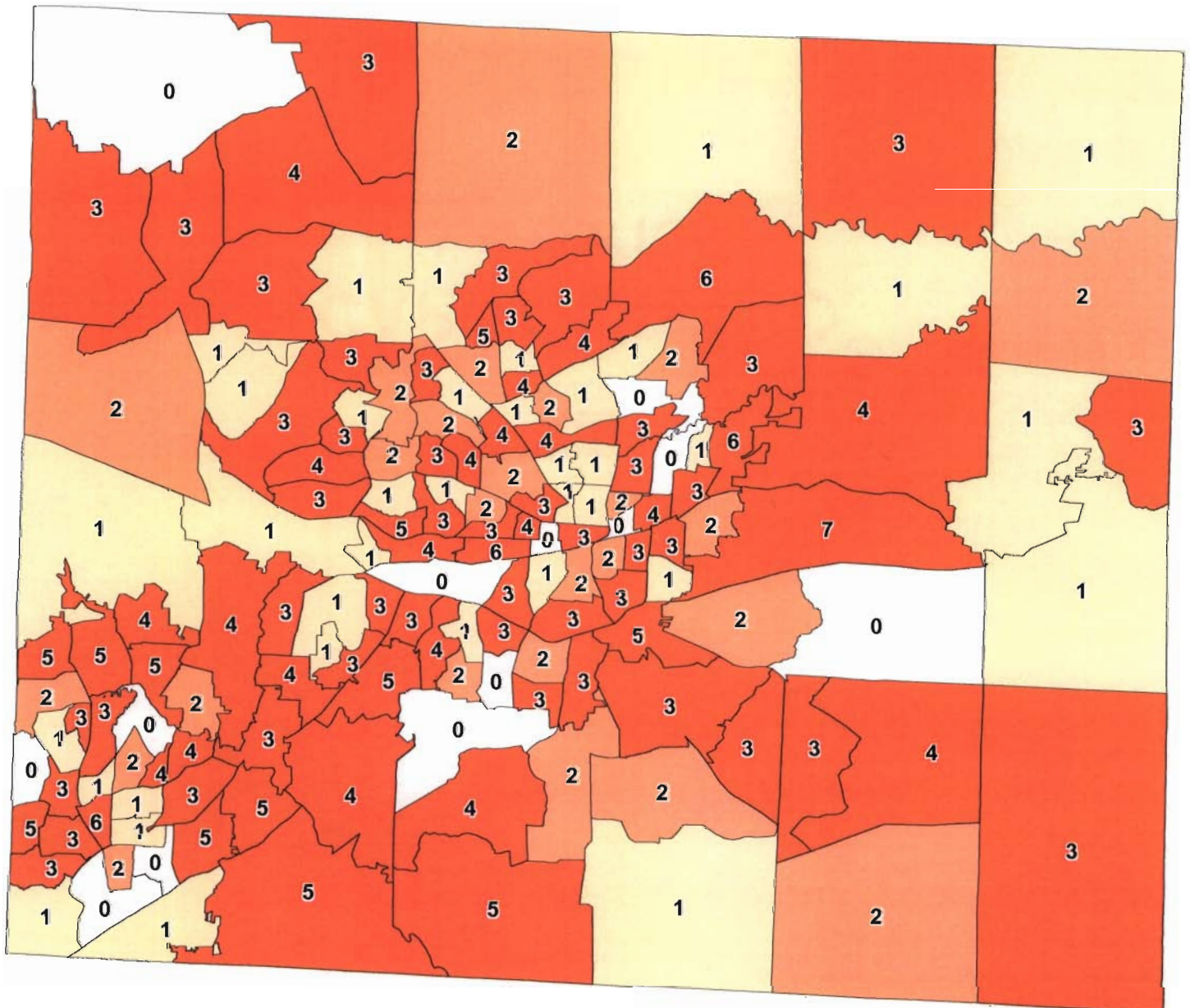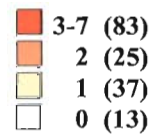
APPENDIX 3
Certified Precinct Official v. Precinct Audit Score

The graphs below display the correlation between Certified Precinct Officials (CPO's) and the audit score the precinct received following the 2006 General Election. The precinct audit score is a post-election score given to each precinct based on the level of accuracy to which the precinct implemented the procedures outlined in the precinct officials handbook.

TABLE 2.
Line graph showing the correlation between the precinct audit score and the number of Certified Precinct Officials (CPO's) employed in each precinct.
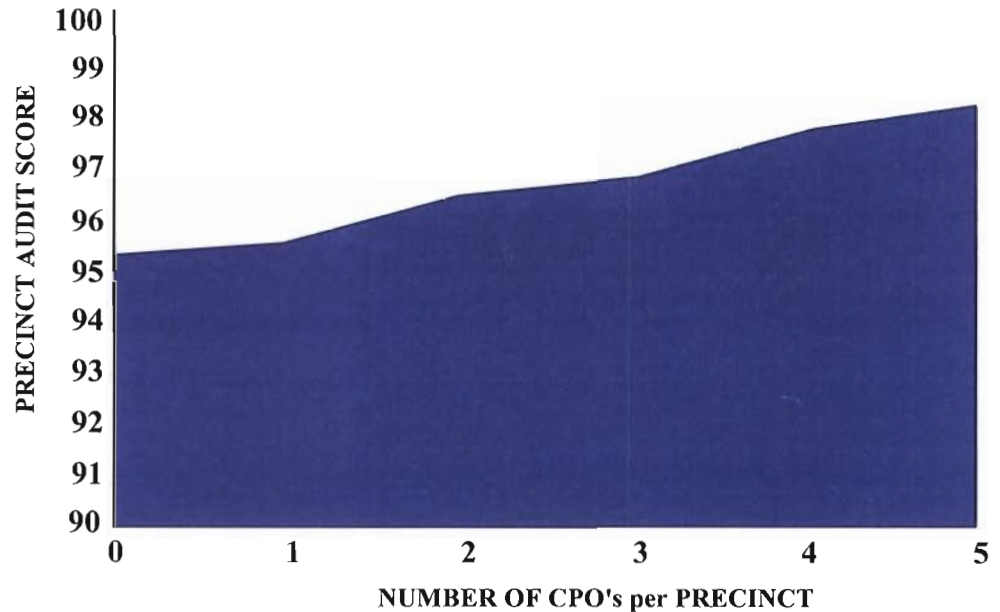
TABLE 3.
Bar graph showing the correlation between the precinct audit score and the position or combination of postions of each Certified Precinct Official (CPO's) employed in each precinct.
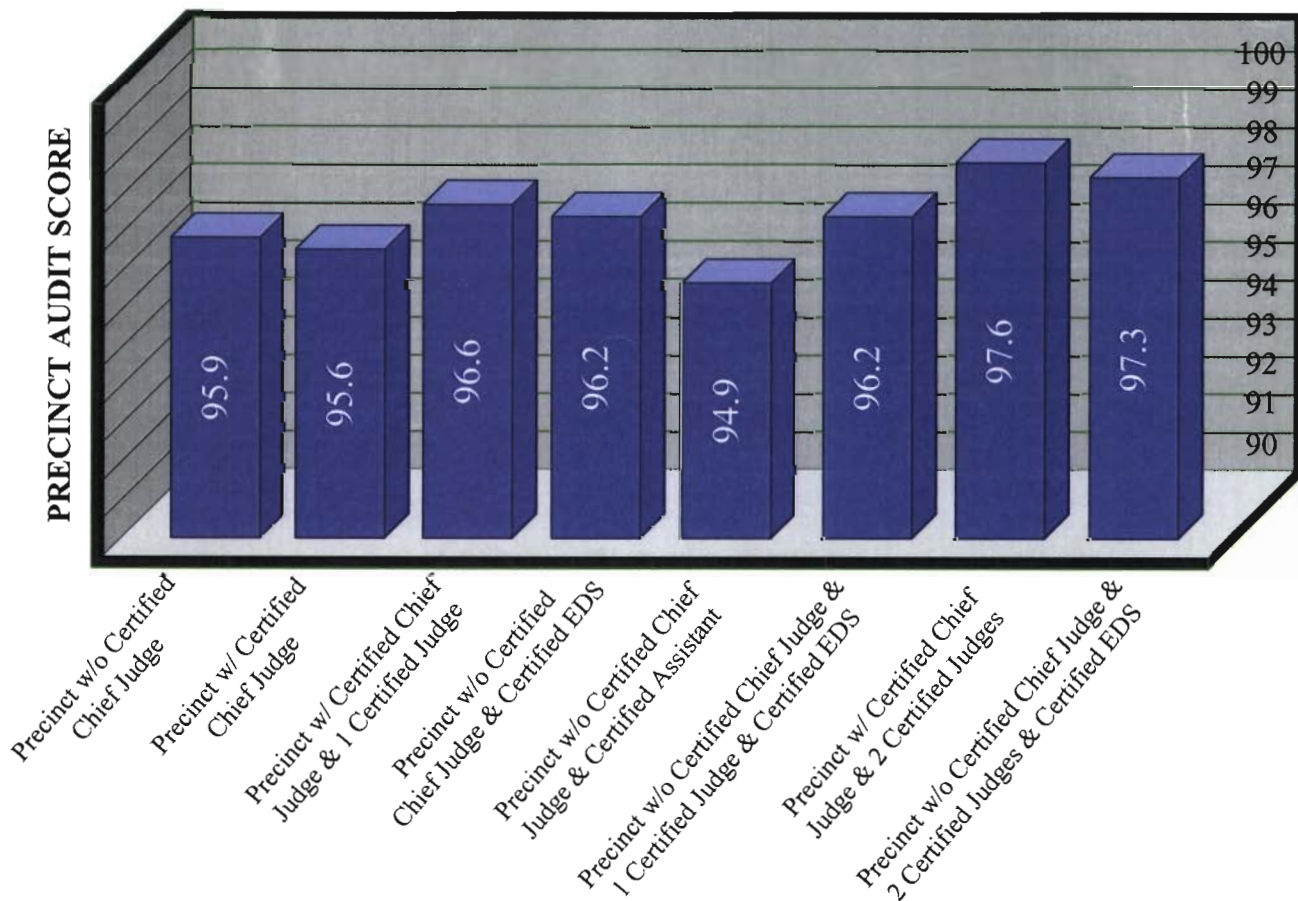
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Zone Sticker
Franklin County, OH

Submitted by: **Karen S. Cotton**
Manager of Administration and
Election Operations
280 E. Broad Street, Room 100
Columbus, OH 43215

Professional Practices Program
Entry – Zone Stickers

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Franklin County Board of Elections
280 East Broad Street, Room 100
Columbus, OH 43215

Phone: 614-462-4656
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Email: kscotton@franklincountyohio.gov

I am currently planning to attend the conference in New Orleans, LA

Our Best Practice Entry – Placing a triangular bright yellow sticker on all items to be returned to the Board on Election Night.

As anyone working in elections knows providing uniform instructions and getting uniform results from your target group….i.e. precinct election officials is sometimes very difficult.

In an effort to provide a highly noticeable visual queue to election officials of all the items we need to receive back on Election night we developed a bright yellow triangular zone sticker for all items to be returned on Election night. We work with the contract printer putting together our precinct election supply kits to put the sticker on all supplies designated in a uniform position. All zone stickers are placed on the upper right front of the item designated for Election Night return to zone drop off locations. We have seven (7) regional zone drop locations established for the return of supplies by presiding judges.

Items with Zone Stickers
　　Clear Front Canvas Supply Bag with the following items inside
- Cell Phone in Cell Phone Bag/ Security Cart Key Attached
- VOTR (Voter Official Tabulation Results) Book – Contains Precinct Zero and Results Tapes, all PEB's and all flash memory cards from voting machines
- Signature Poll Books – 2 books (A-K & L-Z)
- Precinct Workbook – Forms and documents needed to operate the polls
- Provisional Ballot Workbook – 2 part self carbon application forms in book
- Voting Location Keys (where applicable)
- Zone Checklist Signed by Presiding Judge
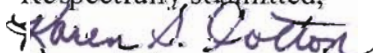
All materials without the zone sticker are to be placed in a storage bin of the voting machine storage and security cart.

We continue to provide a check list for documents and materials for Election Night return but our success rate of getting the needed materials returned on Election Night has greatly improved by adding the zone sticker.

Respectfully submitted,

Karen S. Cotton

ELECTION CENTER
National Association of Election Officials

2007 Professional Practices Program

National Participant

Chamber of Commerce
Information Distribution Program
Indian River, FL

Submitted by: **Kay Clem**
Supervisor of Elections
1750 25th St.
Vero Beach, FL 32960

CHAMBER OF COMMERCE
INFORMATION DISTRIBUTION PROGRAM

The Indian River County Chamber of Commerce is the largest and fastest growing business organization in Indian River County. With over 1,000 businesses as members, the Chamber represents tens of thousands of employees in our area. The Indian River County Supervisor of Elections has partnered with our local Chamber of Commerce to promote voter registration, to encourage voter participation in elections, and to recruit poll workers.

The Indian River County Chamber of Commerce offers a complete list of mailing labels, detailing business name's and addresses for all Chamber members. The labels are available in alphabetical order by business, in order of all company representative's, zip code order, or key company representatives. The cost for the labels is only $200.

The Indian River County Supervisor of Elections office utilized the mailing list in February 2006 to invite local businesses to participate in the statewide **"Register At Work"** campaign. The mailing afforded the opportunity for over 1,000 local businesses to conduct their own voter registration drive at their work place. Our office provided businesses with all the necessary materials to conduct their own voter registration drive. Our office picked-up all completed voter registration forms at the conclusion of the registration drive or individuals could mail the application directly to our office. E-mail was a great tool to announce the businesses participation in their voter registration drive.

Along with information about the **"Register at Work"** campaign, the Supervisor of Elections office also sent information about our **"Employees for Elections"** program. **"Employees for Elections"** is a public/private partnership in which a participating organization "lends" one or more employees to work as poll workers on Election Day. The Supervisor of Elections provides a sign with the organization's name and logo at the entrance to the "adopted" polling place. Businesses can show their support for their community and fulfill their civic duty by lending the elections office an employee for the day.

It is always a challenge to create new and innovative ways to recruit citizens to work at the polls on Election Day. The February mailing also provided the opportunity to have businesses post signs recruiting individual poll workers for elections held throughout the year. Hopefully employees who read the signs would encourage their family and friends to participate in the electoral process. It is imperative that we recruit qualified and professional personnel as poll workers to ensure fair, honest and efficient elections in our community.

Advertising in newspapers and radio can be very expensive. Utilizing the local Chamber of Commerce data base allowed the Indian River County Supervisor of Elections to disseminate important information throughout our county at a very reasonable cost.

Kay Clem

Supervisor of Elections
Indian River County, Florida

February 15, 2006

Dear Fellow Chamber Member:

In cooperation with all other Supervisors of Elections throughout the state, Indian River County has embarked on an unprecedented voter registration and voter turnout effort. The plan will include special activities throughout 2006 urging Floridians to register to vote, update their addresses, volunteer as poll workers and vote in the Primary Election on September 5th and the General Election on November 7th.

During the month of March the Indian River County Supervisor of Elections invites all local businesses to participate in the state wide **"Register At Your Work"** campaign. Information about this campaign is outlined in the enclosed flyer.

Employees For Elections" is an on-going program where businesses, like yours, can *"lend"* one or more of your employees to work as poll workers on election day. The Supervisor of Elections will provide a sign with your organization's name and logo at the entrance to your "adopted" polling place.

Staffing polling places with reliable, energetic and competent workers is always a challenge. We recruit poll workers on a continual basis. We would appreciate your help in providing qualified and professional personnel to ensure fair, honest and efficient elections in our community.

Please let us know if we can count on your support.

Sincerely,

Kay Clem

Kay Clem

KC/lrs

Enclosures (3)

MAKE YOUR VOTE WORK FOR YOU

Register at work.

The Indian River County Supervisor of Elections invites all local businesses to participate in the statewide **"Register At Your Work"** campaign taking place during the month of March.

The Supervisor of Elections office will provide your organization with all the necessary materials to conduct your own voter registration drive. You decide if you want the campaign to run a week or on a specific day. Our office will pick-up all completed voter registration forms at the conclusion of the registration drive or individuals may mail the application directly to our office. E-mail is a great tool to announce the voter registration drive to your employees.

The Indian River County Supervisor of Elections welcomes the participation of your company. Please contact Leslie Swan, Voter Outreach Coordinator, at 567-8187 x 1227 or e-mail her at ircelections@bellsouth.net to sign up your organization.

Most importantly, unless you vote in the Primary Election on September 5th and the General Election on November 7th, you will miss out on the opportunity to determine who will lead our state for the next four years.

Kay Clem
Supervisor of Elections
Indian River County, Florida

Vote 2006
Make freedom count

Vote 2006
Make freedom count

EMPLOYEES FOR ELECTIONS

Employees for Elections is a public/private partnership in which a participating organization "lends" one or more employees to work as poll workers on election day.

To participate as a poll worker, Florida law requires poll workers to be registered voters in Indian River County, that they are able to read and write English, and that they are at least 18 years of age. The Supervisor of Elections will provide all necessary training and a manual to use as a reference on election day. Florida law requires all poll workers to attend a training session prior to each election.

On election day the polls are open from 7:00 a.m. to 7:00 p.m. Poll workers must arrive at their assigned precinct at 6:00 a.m. to assemble the voting equipment and prepare the voting room. Because poll workers may not leave the polling place until procedures for closing the polls are completed at approximately 8:00 p.m., they should bring food, drink and medications with them.

The Supervisor of Elections will provide a sign with your organization's name and logo at the entrance to your "adopted" polling place. For more information about *Employees for Elections* call the Supervisor of Elections office at 567-8187 x 1457.

Vote 2006
Make freedom count

INDIAN RIVER COUNTY NEEDS YOU
TO BE A PART OF OUR ELECTION TEAM!
Be a POLL WORKER

Why be a poll worker?

☆ Show Your Patriotism
☆ Perform Your Civic Duty
☆ Serve Your Community
☆ Meet New People

Contact the Supervisor of Elections Office at 567-8187 x 1457
Kay Clem, Supervisor of Elections

National Participant

Logic and Accuracy
Organizational Plan
Cherokee County, GA

Submitted by: **Janet Munda**
Supervisor *of* Elections *and* Registration
400 E. Main St., Suite A
Canton, GA 30114

Cherokee County, Georgia
Logic and Accuracy Organizational Plan

1. Needs Assessment

With all the recent changes to the voting process and recent security issues, we have found our workload significantly increased. Since the addition of ExpressPolls to our pre-election process, the time it takes our staff to complete Logic and Accuracy (L&A) testing increased by nearly 100%. It became clear to us that we needed to find a way to make a more efficient process to both save time and keep better track of the equipment sent out on Election Day.

2. Goals

   a) To develop a more organized process to conduct L&A testing.
   b) To eliminate errors made while transcribing information to Election Day paperwork.
   c) To decrease the amount of time spent conducting L&A testing.
   d) To more accurately identify and keep track of the equipment sent out to each polling location.

3. Implementation

During the creation of the memory cards, each precinct's cards are placed in a plastic sealed bag that is labeled with the precinct name and the number of memory cards enclosed. This is done for each precinct. Next, a backup encoder is placed in the bag. A set of labels is created for each precinct to identify the precinct name and machine number of each TS Unit. Finally, a set of red seals is laid out in ascending numerical order and placed with the precinct bag. By putting the seals in numerical order and laying out as many as are needed for each precinct, we are able to better prepare for L&A testing. Completing these steps prior to L&A allows for a more organized and faster work environment.

DIRECT RECORD ELECTRONIC VOTING MACHINE RECAP

County / Municipality	Cherokee	Election Date:	11-7-2006
Election	Primary	Time Last Voter Voted	
Precinct	Bradshaw	Number of Registered Voters in Precinct	2824

ExpressPoll Case Serial Number(s)	028S044	0
ExpressPoll Unit No.#1 Serial Number		028S044A
ExpressPoll Unit No.#2 Serial Number		028S044B
ExpressPoll Unit No.#3 Serial Number		A

Encoder Serial Numbers		Encoder Serial Numbers	
135463	0	0	0

SECTION A: RECORD EACH UNIT

DRE UNIT NUMBER	Before Polls Open SEAL NUMBER	Before Polls Open COUNT NO.0	After Polls Close SEAL NUMBER	After Polls Close COUNT NO.0
125343	227987			
121008	227988			
143442	227989			
127809	227990			
123794	227991			
127804	227992			
139670	227993			
129735	227994			
120892	227995			
127721	227996			
125381	227997			
123090	227998			
221058	227999			
128697	228000			
0	0			
0	0			
0	0			
0	0			

SECTION B: TOTAL OF ALL VOTES CAST (ALL UNITS COMBINED)

SECTION C: NUMBER OF PERSONS VOTING:

TS   L & A Testing   ExpressPoll L & A Testing   DRE Voting Machine RECAP   Express Poll Recap Sheet   Equip Sign-Out

Ready

After the forms are printed out, the numbers are double checked for accuracy and placed with that precinct's supplies. These forms are now complete, except for the ExpressPoll Seal number, which will be completed the weekend prior to the Election.

4. Conclusion

This process has cut nearly a week off the time it used to take us to complete L&A testing. We have found that little or no errors are made to the Recap sheets this way; whereas, before we would have several transcription errors as a result of entering the information from the L&A forms to the Recap sheets. This method has also allowed us to keep a more accurate inventory on the equipment sent out on Election Day.

ELECTION CENTER

National Association of Election Officials

23rd Annual National Conference New Orleans, LA

2007 Professional Practices Program

National Participant

Senior Worker Program
Cherokee County, GA

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