



STATE BOARD OF ELECTIONS

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February 10, 2012

MEMORANDUM 2012-03

To: County Boards of Elections
From: Gary O. Bartlett, Executive Director
Subject: One-Stop Voting Implementation Plans for the 2012 Primary

Counties that wish to provide additional One-Stop absentee voting sites (or expanded hours) for the May 8th Primary must first submit an Implementation Plan to SBE for approval. To review, One-Stop voting must be available at the CBE office from the third Thursday before each election, open full time during weekdays through the week before the election, and also on the last Saturday of the election closing at 1:00 p.m. at the earliest (N.C. Gen. Stat. §163-227.2(b)). A county can also arrange to conduct One-Stop voting at a location "in lieu of" the CBE office under certain circumstances and upon approval of an Implementation Plan.

State law mandates submission of Implementation Plans for additional One-Stop sites and times to the State Board for approval (N.C. Gen. Stat. §163-227.2(g)). The statute also requires that Implementation Plans must be brought by unanimous vote of all the county board's members. If unanimity cannot be reached on a single plan, a member or members of a county board may also petition the State Board to adopt a proposed plan.

If your county seeks approval for additional One-stop sites and has not already submitted an Implementation Plan, please note that plans must be received by the State Board office by close of business on **Monday, March 19, 2012**. Transmission may be by US Mail, facsimile, or by e-mail to George McCue at george.mccue@ncsbe.gov. These plans cover the May 8, 2012 Primary and the 2012 Second Primary (if necessary).

Be advised that SBE has not appropriated any grant funds for the establishment or operation of Primary One-Stop sites, as state and HAVA funding is currently frozen.

Generally, One-Stop voting sites must follow the guidelines for polling locations as set forth in N.C. Gen. Stat. §163-129. However, N. C. Gen. Stat. § 163-227.2(g1) sets forth criteria for exceptions should there be unusual circumstances in selecting a One-Stop location.

Please be aware that your 2012 Primary One-Stop Implementation Plan must cover all One-Stop locations within your county, even if there have been no changes to accepted plans submitted for prior election cycles. Also, counties that must comply with federal DOJ preclearance requirements will need to seek preclearance of Implementation Plans for each election cycle, but they must first have their plans approved by SBE.

NEW FOR 2012: Counties should login to One Stop System Manager and click on “Site Manager.” For each approved One-Stop site that will be used for the 2012 Primary, assign the site to the election by clicking the “add” button under the “Election Assignments” tab. Once complete, these sites will appear on the SBE website. **Counties must wait to complete this step until AFTER receiving approval of their Implementation Plan from SBE.** Questions regarding this process should be directed to the Helpdesk.

The following list is a guideline which can be used to create your county’s One-Stop Implementation Plan. Add any details that you think are necessary to clearly state your procedures. The Plan should be statutorily compliant and so thorough that you will be able to use it as an explanation of your procedure in the case of any protest, legal proceeding, or question from the public. Also, attached separately is a sample plan to provide further guidance, if needed, as to the level of detail that SBE looks for in a successful Implementation Plan.

GUIDELINES FOR COMPLETING A ONE-STOP ABSENTEE VOTING SITE IMPLEMENTATION PLAN

1. **Resolution:** State that the CBE unanimously agreed to the One-Stop Implementation Plan. Include a copy of the resolution or minutes verifying that unanimous agreement was reached. Implementation Plans are good for one election cycle only. Any changes in the Plan will have to be approved by the SBE Executive Director.
2. **Specify whether sites are in addition to the CBE office or “in lieu of” the CBE office:** If the One-Stop site is “in lieu of” the CBE office, the site must be proximate to the CBE office and must provide adequate coverage for the county’s electorate. Explain why the CBE office will not be used and how the “in lieu of” site was selected.
3. **Location:** List the name and street address of the building that will house each One-Stop site. Explain how and why the building was selected. Include a map of the location (an internet-generated map marking the location is sufficient).
4. **Open hours:** Provide the exact days and hours that One-Stop voting will occur at each location covered by the Plan.
5. **Signs:** Describe the signage that will be used to direct voters to the correct building as well as any signage used on the interior of the building directing voters to the correct room.
6. **Accessibility:** *For new One-Stop sites*, address the accessibility of the building and the parking by completing a Polling Place Survey (*if the site is not new and a Polling Place Survey has previously*

been completed and is still current, please specify so). Along with the Polling Place Survey, include photographs of the exterior and interior of the location.

7. **Voting equipment:** Describe the voting equipment, how it will be used, and how it will be secured at the end of each day. Describe the process used for testing equipment.
8. **Laptop computers:** How will data be transferred from the remote site to the county server? (The two options would be a “hybrid” connected mode in which data is transferred periodically throughout the day, or by a “disconnected” mode in which data is transferred manually via a USB drive.)
9. **Phone access:** How can the One-Stop staff be reached via phone? Do One-Stop staff have access to a building phone? Can CBE staff reach One-Stop staff by cell phone as a backup?
10. **Security:** Describe how this building will be secured. Give sufficient details to demonstrate that the voting machines and ballots will be safe.
11. **Notice:** Describe when, where, how, and what notice will be given regarding places and times of One-Stop voting. Notification must be given to news media and political party chairs no later than 30 days prior to election day (10 days prior to the beginning of One-Stop Absentee Voting).
12. **Staffing and training:** Describe staffing and training for staff (i.e. number of training opportunities and hours for each, what will be in the training).
13. **Operation procedures:** Describe procedures for daily setup, closing, and end of voting. Explain measures taken for daily security of ballots, equipment, and other election materials.
14. **Ballot retrievability:** Describe how ballots can be retrieved from the Optical or DRE machines.
15. **Chain of custody of equipment and materials:** How will equipment and supplies be returned to the elections office if the plan is for an additional or alternative site not in the elections office?
16. **Voter process:** Describe how the voter will move through the voting process. Start at the door and explain the voting process step by step.
17. **Registration:** Describe procedures for processing in-person registration and One-Stop voting applicants pursuant to G.S. 163-82.6A.
18. **Voter assistance:** How and under what circumstances will assistance be given to voters?
19. **Curbside voting:** Describe curbside voting and how it will be conducted at each site.
20. **Provisional voting:** Describe the provisional voting process.
21. **Voter challenges:** Describe the challenge procedure.
22. **Observers:** How will you provide for political party observers?
23. **Emergency/backup plan:** What will you do if one site or even more than one becomes unavailable without warning? Provide a contingency plan (consolidate sites, alternate sites, etc).
24. **Additional information:** Add anything that SBE should know about your One-Stop Implementation Plan. In addition, you may make suggestions for improvements.

As always, thank you for your cooperation.

SAMPLE COUNTY BOARD OF ELECTIONS ONE-STOP IMPLEMENTATION PLAN 2012 PRIMARY

BOARD APPROVAL OF IMPLEMENTATION PLAN

Members of the Sample County Board of Elections adopted by resolution the following Implementation Plan (resolution attached).

ONE-STOP VOTING SITES, DATES & TIMES

[Note: If a One-Stop site is “in lieu of” the CBE office, please describe how the site is proximately located near the CBE office, provides adequate coverage, and the reasoning why the CBE office is proposed not to be used for One-Stop voting. This sample Implementation Plan proposes additional One-Stop sites, not a site “in lieu of” the CBE office.]

The Sample CBE offices will have One-Stop voting available during its regular business hours (8:00 a.m. to 5:00 p.m.) on weekdays from Thursday, April 19 until Friday May 4. The CBE office will also be open for One-Stop voting on Saturday, May 5 from 8:00 a.m. to 5:00 p.m. The following additional sites are also proposed:

- **Additional Site 1: Faraway City Public Library (conference room)**
 - This is not a new One-Stop site. A Polling Place Survey is on file with the Survey CBE and remains current.
 - **Location:** 100 Main Street, Faraway City, NC 55555
 - This site was chosen for its proximity to the voters of Faraway City.
 - **Proposed hours**
 - **Weekdays:** From Thursday, April 19 until Friday, May 4
 - 8:00 a.m. to 7:00 p.m.
 - **Saturdays:** April 21, April 28, May 5
 - 8:00 a.m. to 1:00 p.m.
 - (This site will not be open if a Second Primary is needed)
 - **Signage:** Sample CBE will provide 2 metal outdoor signs to direct voters to this location. In addition, Sample CBE has made arrangements for interior signs to be posted in the library directing voters to the conference room.
 - **Accessibility:** The library parking lot has parking spots for voters with disabilities and is otherwise compliant with the Americans with Disabilities Act (ADA). Curbside voting will be available, as detailed below.
 - **Security:** The conference room only has one door to enter from the main area of the library. Prior to set-up, the lock on this door will be changed. Only the site supervisor and designed Sample CBE staff will have keys to open the door. All sensitive materials and voting equipment will be kept in the conference room each

night and the door will be locked by CBE staff. The facility is secured by an alarm system at night.

- **Additional Site 2: Easternville Community Center**
 - **New site:** Because this is a new One-Stop site, a Polling Place Survey, including exterior and interior photographs, is attached.
 - **Location:** 55 Simpson Street, Eastern City, NC 55255
 - This site was chosen for its proximity to the voters of Easternville.
 - **Proposed hours**
 - **Weekdays:** From Thursday, April 19 until Friday, May 4
 - 10:00 a.m. to 4:00 p.m.
 - **Saturdays:** May 5
 - Noon to 5:00 p.m.
 - (This site will not be open if a Second Primary is needed)
 - **Signage:** Sample CBE will provide 2 metal outdoor signs to direct voters to this location. Signs will also be posted at the facility's only front door. Signs will identify the buffer zone in which electioneering is prohibited.
 - **Accessibility:** The center parking lot has parking spots for voters with disabilities, a ramp leading to the front door, and is otherwise compliant with the Americans with Disabilities Act (ADA). Curbside voting will be available, as detailed below.
 - **Security:** The exterior doors are locked at night. When not in use by designated Sample CBE staff, all equipment and materials will be stored in the center's utility cabinet, which can be locked. The locks to the utility cabinet will be changed. Only the site supervisor and designated Sample CBE staff will have keys to open the utility cabinet. The facility is secured by an alarm system at night.

NOTICE

- The chairperson of each political party in the county will be notified of the locations and schedules of the sites, so political party observers may be appointed pursuant to NCGS § 163-227.2(g). This will occur by Thursday, April 5, 2012.
- News releases will be sent to all area news media by Thursday, April 5, 2012.
- Paid advertisements will appear in each edition of the *Sample City Times*, *The Faraway City Reader*, and *The Easternville Telegraph* starting the week of April 8, 2012 and running through the One-Stop voting period.

STAFFING & TRAINING

Required training for One-Stop staff will be held on Monday, April 9 and Tuesday, April 10, 2012 at the Sample CBE office. Each class will last approximately 3 hours. Covered subjects will include opening and closing polls, SEIMS One-Stop System Manager (SOSA), curbside voting, precinct transfers, voter assistance and voter challenges.

VOTING EQUIPMENT [Note: This sample assumes the county uses DRE machines]

Each site will be equipped with at least four ES&S iVotronic DRE Machines, at least one of which will provide Americans with Disabilities Act (ADA) compliance.

COMPUTERS, DATA & PHONE CONNECTIVITY

Laptop computers will be installed that will access the county server using One-Stop Voting Application in “hybrid” mode (data transfers will occur automatically every 30 minutes). A printer will also be installed to print absentee applications for the voter to sign. Voting equipment will be tested according to ES&S instructions and SBE standards. Sample county IT staff will install the computers and complete connectivity testing by the day prior to opening One-Stop voting.

At both additional sites, One-Stop staff will have access to a phone line. Also, a Sample CBE cell phone will be provided to a designated One-Stop staff member at each site, with instructions for the cell phone to remain on and be checked throughout the day.

STAFF OPERATING PROCEDURES

- **Initial set up**
 - Install all equipment, voting machines and computers to the One-Stop site. Ensure that all computers are connected to the county network server.
- **Daily set up**
 - Arrange polling place and enclosure according to instructions given.
 - Assign assistants to stations, computers and voting machines.
 - Set up voting machines according to ES&S instructions.
 - Log in to laptop computers using site code and password (given to each staff member at training)
 - Complete opening portion of the Daily Machine Certification form:
 - Date
 - Seal number from previous day
 - Protective counter number (voters this device)
 - Public counter number (voters this election)
 - Witness (first initial, last name)
 - Remove seal and proceed with voting
 - Place all signs, including polling place wallpaper and exterior signs. Place electioneering “buffer zone” signs 50 feet from the entrance.
 - Place “Voter Registration/Election Day Transfer” forms and street directory at each computer.
 - Place provisional envelopes and provisional pollbook listing sheet at a separate table. Have ballots secured but available with “Accounting for ballots” tracking sheet.
 - Set up Same Day Registration station and computer.

- **Daily closing**
 - On the Daily Machine Certification, record:
 - Protective counter number (voters this device)
 - Public counter number (voters this election)
 - Witness (first initial, last name)
 - Seal all voting machines.
 - Secure all sensitive materials within a locked area with access limited to designated SBE and One-Stop staff.
 - Secure all voted ballots in a container envelope and return to the CBE office.
- **Final closing and return of materials**
 - Complete all certification sheets, ballot accounting and final accounting forms.
 - Pack and transport all materials and equipment (other than voting machines and computers) to the CBE office, by designated One-Stop staff. A chain-of-custody form will be completed upon return of all materials to the CBE office.
 - All PEBs, voted ballots and challenge forms will be secured in a locked vault of the CBE office and all other materials and supplies will be stored in a locked supply room at the CBE office.
- **Ballot retrievability:** Each voter's registration number or unique SOSA identifier will be entered into the DRE voting machines as the ballot identifier before the voter approaches the voting machine and casts his or her vote. The identification number will be used in the event that the ballot must be retrieved from the voting machine.

VOTING PROCESS

- After entering the voting enclosure, a voter requests to vote absentee through One-Stop voting.
- One-Stop staff asks the voter to state his or her name, address of residence and party affiliation (the last because this is a primary election). Staff check the voter registration records of the county to verify that the voter is a duly registered voter and eligible to vote in Sample County.
- If the voter is eligible, staff prints out a "No-Excuse Absentee Application" form for the voter to sign. Blank forms will also be available to be filled out by hand if needed.
- After the application form is completed and the absentee request is entered into the absentee register, staff directs the voter to a voting machine (or AutoMark machine). At a DRE voting machine, staff member inserts the activation device (PEB) into the machine and enters the voter's registration number for retrievability purposes. The staff member then activates the voting machine for the correct precinct.
- After voting, the voter must promptly exit the voting enclosure.
- **Same Day registration:** At a separate station from the regular check-in of voters, staff will process voters according to SBE directions for SOSA and NCGS § 163-82.6A. When the process is completed successfully, the voter is allowed to vote as outlined above.
- **Voter assistance:** Voters will be allowed assistance as set out in NCGS §§ 163-227.2(e), 163-116.8 and 8 NCAC 10B.0007. One-Stop staff will receive training as to these processes.

- **Curbside voting:** Voters will be allowed to vote curbside as set out in NCGS § 163-166.9 and 8 NCAC 10B.0008. A voter who wishes to vote curbside drives his or her car over a remote triggering device that alerts One-Stop staff. The assigned staff member visits the vehicle with the necessary supplies. After the vote is cast, voted ballots are secured in a locked container and returned to the Sample CBE office at the end of each day.
- **Provisional voting:** If a voter's eligibility cannot be determined, the voter will be allowed to vote a provisional ballot, as set out in NCGS §§ 163-182(a)(4), 163-166.12(c), 163-166.11 and 163-82.15(e). One-site staff will be trained on these procedures.
- **Voter challenges:** The eligibility of a voter can be challenged by another voter of the same precinct or by a person conducting One-Stop voting, as set out in NCGS § 163-227.2(h). One-Stop staff will be trained on the challenge procedure and challenge forms will be available at the site.

OBSERVERS

Designated political party observers will be allowed in the voting enclosure as set out in NCGS § 163-166.3(2) and in accordance with NCGS § 163-45.

ELECTIONEERING

Electioneering will be allowed, subject to buffer zone requirements, as set out in NCGS § 163-166.4.

EMERGENCY/BACK-UP PLAN

- **Power outage:** Portable back-up power units will be available from the county in the event of a power outage.
- **Evacuation:** If a One-Stop site must be evacuated, staff must secure or keep possession all ballots (including Personal Electronic Ballots, or PEBs), secured voter forms and materials if at all possible under the circumstances. In any event, all non-staff should be cleared from the voting enclosure before the last staff member leaves the voting enclosure, and that staff member should attempt to lock or secure the enclosure if possible under the circumstances. Staff should immediately alert the Sample CBE Director, and seek the assistance of the Sample County Sheriff's Department if necessary.
- **Site closure:** In the event of an emergency at any site forcing a closure, it would be consolidated with the remaining site(s). The open hours of the remaining sites would be extended to cover the additional voters, and a staff member or signage would direct voters to the remaining site(s).