

# **ELECTION PREPARATION CHECKLIST**

## **General Election Management**

- Review your county's overall plan for administering each primary and election.
- Review your county's procedures for ensuring that each polling place is properly equipped.
- Review your county's procedures for coordinating the delivery of supplies, materials, signage and voting equipment to each polling place.
- Review your county's plans for ensuring that an adequate number of poll workers are available at each polling place.
- Review your county's plans for responding to emergencies that arise on Election Day, including power outages, fire or physical damage to polling places, and last-minute vacancies in local election boards.

## **Processing of Voter Registration Applications**

- Ensure that your county has an ample supply of voter registration applications to handle the increased number of voter registration drives during General Election years.
- Ensure that your county has a sufficient number of staff members available to process the increased number of voter registration applications that will be received prior to each General Primary and General Election.
- Review your county's plan for producing supplemental poll books to handle last-minute voter registrations and transfers.

## **Election Official Training**

- Review your county's plan and schedule for conducting poll worker training.
- Verify that all training materials are up-to-date and accurate.
- Identify those training areas that may require supplemental training.

## **Voter Outreach**

- Review your county's plan for educating your county's voters.
- Verify that a sufficient amount of voter instruction is done during the 30 days preceding the Election regarding the use of your county's voting equipment.

## **Voting System Preparation**

- Review your county's voting system maintenance plans for before and on Election Day.
- Review your county's contingency plans to address malfunctioning equipment. (Make sure you have an ample supply of emergency paper ballots to mitigate voting system malfunctions on Election Day.)
- Confirm your county's plans to notify the public and accommodate public observation of voting system preparation and testing.
- Review your county's processes for voting system preparation, testing, certification and delivery to the polling places.
- Review your county's voting system storage plan and the chain of custody for voting system components and keys.
- Review your county's voter instruction materials and diagrams that will be posted in each polling place to ensure that they are useable and accurate.

## **Ballot Preparation and Review**

- Review your county's ballot preparation process, including the design, proofreading and printing of ballots, ballot labels and/or ballot cards. (Be prepared to submit a ballot specimen to the Department of State no later than 5 weeks before the primary or election.)
- Review your county's electronic ballot preparation process, including the design, proofreading and programming of electronic ballots.
- Review your county's process for testing the usability and accuracy of all balloting materials.

## **Provisional Ballots and Voter ID**

- Verify that your county has a plan in place for issuing and processing provisional ballots.
- Verify that your county has trained district election officials on the process of issuing provisional ballots.
- Verify that an ample supply of provisional ballots will be supplied to each polling place on Election Day.
- Verify that district election officials have been trained on the process for presentation of identification for first-time voters.

## **Absentee Ballots**

- Verify that your county is prepared to deliver absentee ballots or special write-in absentee ballots to qualified military and overseas electors by the statutory deadlines for the delivery of such ballots.

- Review your county's procedures for the receipt, handling, and qualifying of absentee ballot applications.
- Review your county's procedures for the handling of completed absentee ballots, delivery of absentee ballots to the election districts, and canvassing and counting of absentee ballots.

### **Reporting of Election Returns**

- Review your county's plan for receiving election returns from local election districts and reporting county totals for State-level offices to the Department of State.
- Review your county's plan for compiling unofficial election returns submitted by the local election boards.
- Review your county's plan for verifying the accuracy of election returns.
- Review your county's plan for posting election returns in each election district when central tabulation of votes is provided for.
- Review your county's plan for certifying election returns and for reporting certified returns for State-level offices to the Department of State.

### **Language Accessibility and Physical Accessibility**

- Review your county's plan for providing translated ballots, election materials and support to areas within your county that meet population thresholds for voters with limited English proficiency.
- Ensure that your county's local election officials are trained on the rights of voters to receive assistance in the polling place.
- Review the accessibility of your county's polling places to ensure that voters with physical disabilities have equal access to polling places.