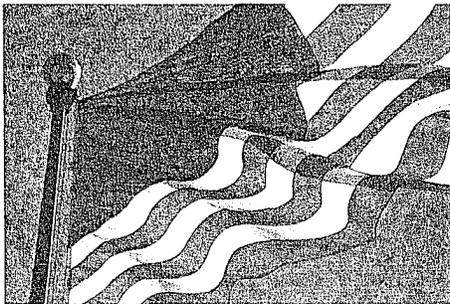


Tippecanoe County  
Vote Center Pilot County  
Application  
Table of Contents



	Introduction
	Letters and Resolutions
<b>3</b>	Overview of the Process
<b>4</b>	Current Precincts and Voters
<b>5</b>	Potential Vote Center Locations
<b>6</b>	Satellite Voting
<b>7</b>	Poll Workers
<b>8</b>	Hardware and Software
<b>9</b>	Processing Voters
<b>10</b>	Voter Outreach
<b>11</b>	Testing
<b>12</b>	Security
<b>13</b>	Time Line for Implementation
<b>14</b>	Budget
<b>15</b>	Sections of the Law Cross-Referenced to This Document

# Tippecanoe County

## Vote Center Pilot County Application

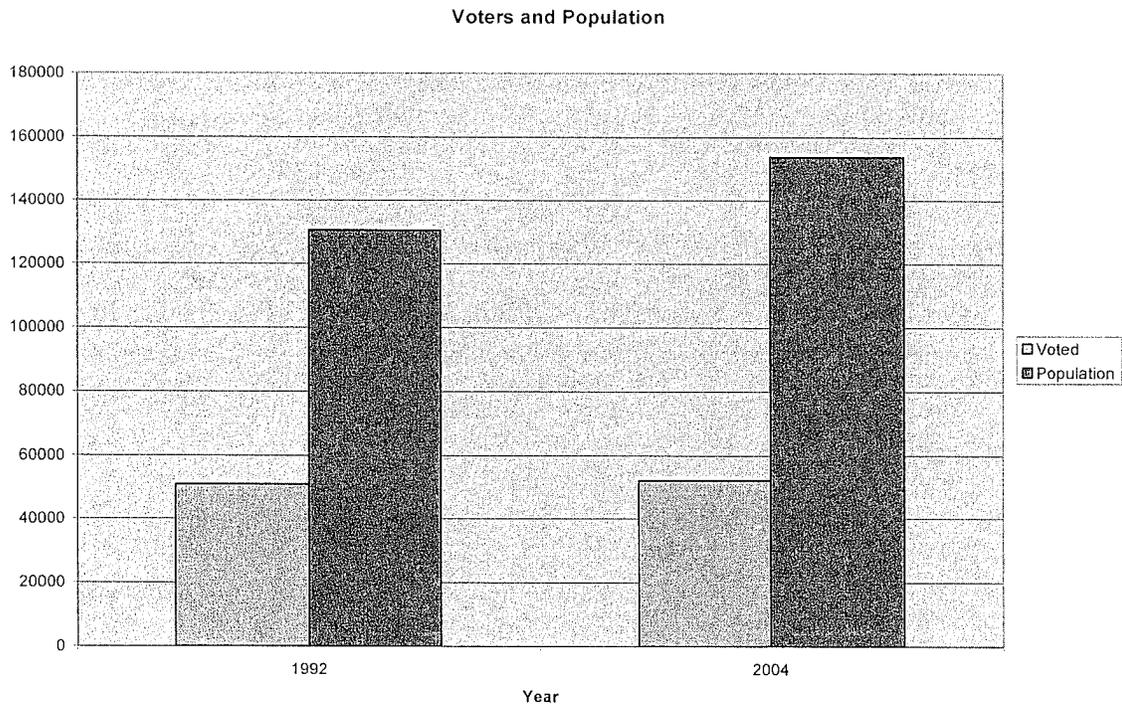
Tippecanoe County is pleased to submit this application to be selected as a Vote Center Pilot County. We believe that we have a number of advantages that, if selected, will insure a successful pilot program. Among our advantages:

- Tippecanoe County has well-qualified election staff. They pay careful attention to detail and have the depth necessary to manage a change of this magnitude.
- Tippecanoe County has a supportive County Council and County Commissioners who are willing to provide the resources necessary to make this project successful.
- Tippecanoe County is a progressive, forward-thinking community that is willing to embrace change.
- Tippecanoe County has strong Internet penetration, allowing for connectivity throughout the county.
- Tippecanoe County has election equipment that is ideally suited for this style of voting.
- Tippecanoe County Government has outstanding resources available in our Management Information Technology Services (MITS) department. The staff manages a network of over 500 personal computers at eleven different sites.

### Why Vote Centers?

Many historians view the increasing trend of people who are “just too busy” to vote with considerable alarm. In 1960, 63.1% of the voting age population turned out to vote as shown by data from the Federal Election Commission. In 2004, 55.3% of the voting age population turned out to vote. While there are those who believe that this data is skewed by including non-citizens in the voting age population, the decline in the number of actual voters is bolstered by other observations.

The chart below shows the number of people who voted in Tippecanoe County in the 1992 and the 2004 Presidential elections as compared to our population. Population has increased by 17% over that time period but the number of voters has only increased by 2.5%. While our “non-eligible” population has undoubtedly grown, it has not increased enough to explain the gap in voting participation.



One of the complaints we hear over and over in the election office is “There’s a polling place right across the street from my office – why can’t I vote there?” An e-mail from a voter last week lamented: “I find it absurd that I must get in my car and drive miles out of my small town to vote when there are two polling places within walking distance of my home and work.”

The simple fact of the matter is that our election laws were written many decades ago and have not changed as people’s lifestyles have changed. In the 50’s, there was only one place you could bank because you didn’t have bank branches, let alone automatic teller machines. Now you can withdraw cash from any number of locations no matter where in the world that you might be. It is time for our election laws to keep pace with the rest of the world.



Board of Election & Registration  
**Tippecanoe County Government**

Lafayette, Indiana



June 8, 2006

The Honorable Todd Rokita  
Secretary of State  
201 Statehouse  
Indianapolis, IN 46204

Dear Secretary Rokita,

The Tippecanoe County Board of Election and Registration held a public meeting on June 8, 2006. At this meeting, the Board approved the filing of an application to be designated a vote center pilot county by unanimous vote.

We look forward to your consideration of our application.

Sincerely,



Robert E. Reiling, President



E. Kent Moore, Member



Linda Phillips, Member

**Tippecanoe County Board of Elections and Registration**  
P.O. Box 619, Lafayette, IN 47902-0619

Board Members:  
Robert Reiling  
E. Kent Moore  
Linda Phillips (Ex-Officio)

Co-Directors  
Heather Maddox      Laurie Wilson  
765-423-9316          765-423-9303  
Email: [electionboard@tippecanoe.in.gov](mailto:electionboard@tippecanoe.in.gov)

Fax: 765-423-9386

TIPPECANOE COUNTY BOARD OF COMMISSIONERS

RESOLUTION NO. 2006-22-CM

**AUTHORIZING APPLICATION FOR DESIGNATION  
AS VOTE CENTER COUNTY**

**WHEREAS**, The General Assembly of the State of Indiana, through the enactment of Public Law 164-2006 (2006) has authorized the establishment in certain counties of Vote Centers consisting of polling places where voters in the county in which the vote center is located may vote without regard to the precinct in which the voter resides; and

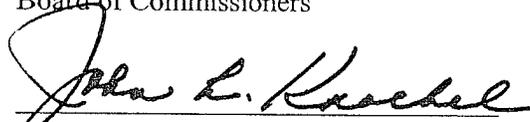
**WHEREAS**, The Tippecanoe County desires to apply for designation as one of the counties in which such a vote center may be established, and has prepared an application for such designation (the "Application") in substantially the form attached hereto and made a part hereof as Exhibit A; and

**WHEREAS**, the Tippecanoe County Board of Commissioners has reviewed and desires to approve the Application.

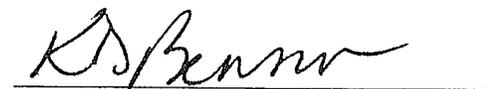
**NOW, THEREFORE, BE IT RESOLVED**, the filing of the Application for designation of Tippecanoe County as a Vote Center County in substantially the form attached hereto as "Exhibit A" be and the same is hereby approved.

Presented to the County Commissioners of Tippecanoe County, Indiana, and adopted this 17<sup>th</sup> day of July, 2006.

Tippecanoe County  
Board of Commissioners

  
John L. Knochel, President

  
Ruth E. Shedd, Vice President

  
KD Benson, Member

ATTEST:

  
Robert A. Plantenga, Auditor

TIPPECANOE COUNTY COUNCIL

RESOLUTION NO. 2006-20-CL

AUTHORIZING APPLICATION FOR DESIGNATION  
AS VOTE CENTER COUNTY

WHEREAS, The General Assembly of the State of Indiana, through the enactment of Public Law 164-2006 (2006) has authorized the establishment in certain counties of Vote Centers consisting of polling places where voters in the county in which the vote center is located may vote without regard to the precinct in which the voter resides; and

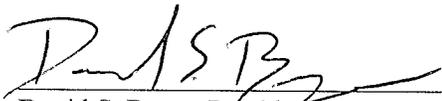
WHEREAS, The Tippecanoe County desires to apply for designation as one of the counties in which such a vote center may be established, and has prepared an application for such designation (the "Application") in the form attached hereto and made a part hereof as Exhibit A; and

WHEREAS, the Tippecanoe County Council has reviewed and desires to approve the Application.

NOW, THEREFORE, BE IT RESOLVED, the filing of the Application for designation of Tippecanoe County as a Vote Center County in the form attached hereto as "Exhibit A" be and the same is hereby approved.

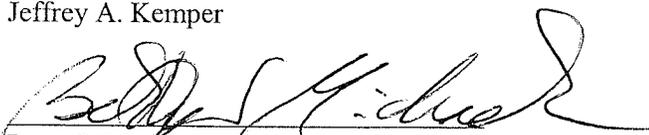
Presented to the County Council of Tippecanoe County, Indiana, and adopted this 11<sup>th</sup> day of July, 2006.

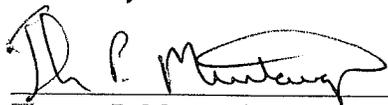
TIPPECANOE COUNTY COUNCIL

  
\_\_\_\_\_  
David S. Byers, President

  
\_\_\_\_\_  
Ronald L. Fruitt

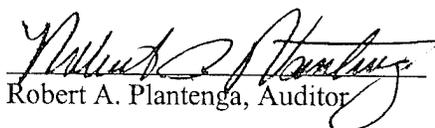
Absent  
\_\_\_\_\_  
Jeffrey A. Kemper

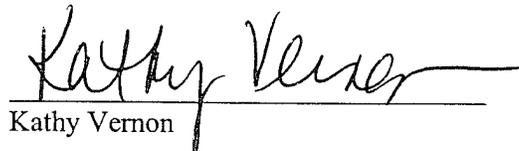
  
\_\_\_\_\_  
Betty J. Michael

  
\_\_\_\_\_  
Thomas P. Murtaugh

  
\_\_\_\_\_  
Kevin L. Underwood

ATTEST:

  
\_\_\_\_\_  
Robert A. Plantenga, Auditor

  
\_\_\_\_\_  
Kathy Vernon

*Tippecanoe County*  
**Republican Central Committee**

**Mike Gibson**  
Chairman  
(765) 474-9530

**Jan Payne**  
Vice-Chair  
(765) 742-5678

**Barbara Sparby**  
Treasurer  
(765) 589-3906

**Steve Schreckengast**  
Secretary  
(765) 477-7510

July 26, 2006

Mr. Todd Rokita  
Indiana Secretary of State  
201 Statehouse  
Indianapolis, IN 46204

Dear Todd,

Tippecanoe County is applying to be a pilot county for the Vote Center concept. This letter is to inform you that the Tippecanoe County Republican Party is in support of the application being made to your office by the Tippecanoe County Board of Elections and Registration.

The Tippecanoe County Central Committee and the Steering Committee are of the opinion that vote centers will make voting more accessible to the general public. The concept of multiple precincts voting in a location chosen for its accessibility and convenience is an idea that is met with enthusiasm by our leaders and those voters with whom we have spoken. We believe that vote centers will make voting more convenient for the residents of Tippecanoe County.

We are committed to helping to spread the word about the polling locations and will also assist in answering voter questions during our door-to-door walks and through literature distribution, for a start. Reforming voter procedures to make the process easier for our citizens is a priority.

As always, I am available for comments or questions.

Regards,



Michael L. Gibson  
Chairman, Tippecanoe County Republican Central Committee

July 31, 2006

The Honorable Todd Rokita  
201 Statehouse  
Indianapolis, IN 46204

Dear Mr. Secretary,

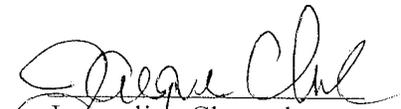
This letter is to show support in the selection of Tippecanoe County as a pilot Vote Center county. We believe this is a sound concept and trust that the bipartisan steering committee, along with the Election Board, will work to see that the placement of the vote centers are appropriately located to serve all people of Tippecanoe County.

Sincerely,

The Tippecanoe County Democratic Central Committee  
320 Main St  
Lafayette, IN 47904

  
Perry Brown  
Chairman

  
Heather Maddox  
Vice Chairman

  
Jacqueline Chosnek  
Secretary

  
Ed Butz  
Treasurer



# GEORGE DAVIS M A N O R

FRANCISCAN COMMUNITIES

*Sponsored by the Franciscan Sisters of Chicago*

July 12, 2006

Ms. Linda Phillips  
Clerk of Tippecanoe County  
301 Main Street  
Lafayette, IN 47901

Dear Linda,

As the Executive Director of George Davis Manor, an assisted living and long-term care community serving seniors in Tippecanoe County, I was excited to hear of the opportunity that Tippecanoe County may be selected for a vote center project in the state. This would be a great benefit our residents if the vote centers project were approved for Tippecanoe County.

For many of our seniors the ability to attend events outside of our campus is greatly limited by disability, as is the case with many residing in retirement communities or nursing homes throughout our county. If the poll workers could come to our campus and every other retirement community/nursing home to offer an on-site opportunity for residents to vote, it would greatly enhance the opportunity for these seniors to actively exercise their continuing right to vote and remain an active participant in the greater community.

If I can offer any additional support for this project, please contact me directly.

Sincerely,

Gail A. Baldwin  
Executive Director

1051 Cumberland Avenue, West Lafayette, IN 47906 Phone (765) 463-2571 Fax (765) 463-9401  
[www.franciscancommunities.com](http://www.franciscancommunities.com)

Our Mission: *To honor the dignity of life by serving as a compassionate community*



Journal and Courier, Monday, July 17, 2006

# OPINIONS

MONDAY, JULY 17, 2006

## Quick Take

### Encouraging voting

A proposal to make voting more convenient for Tiptecanoe County residents is moving ahead.

The county council, last week, voted to apply for permission to use vote centers in 2007, when local residents will elect mayors and other officials.

The state must still approve the plan.

The concept has great potential. Instead of making voters show up at designated polling places between specified hours on a certain day, the county could allow voting to take place over a period of days at places where people tend to go anyway — places such as malls or libraries.

The idea holds promise, but county election officials do need to be sure that they have thought through the pros and cons and anticipated glitches in the new system.

But if moving to vote centers would encourage people to participate in elections, it's a step worth taking.

## **Section 3**

# **Overview of the Process To Convert to Vote Centers**

If Tippecanoe County is selected as a Vote Center Pilot County, it will mean major changes in the way we manage elections. Some of the changes will make the workload of the Election Board easier; some will make it more complicated. This process cannot work effectively unless there is bi-partisan agreement and understanding of the changes. Messing with time-honored traditions may cause angst among voters. Some members of **both** parties will be suspicious that this change is intended to somehow disenfranchise “their” voters.

Nothing could be further from the truth; the Election Board is considering Vote Centers **only** as a way to make it easier for voters to vote. There certainly are some additional benefits – increasing voter turnout, utilizing expensive equipment more efficiently, reducing costs – but the only goal is to improve the voter’s experience.

Tippecanoe County is ideally suited to be a pilot county for the Vote Center concept. We have a committed, experienced election staff, strong support from our Council and Commissioners, equipment ideally suited to Vote Centers, and an outstanding information technology staff.

We look forward to working with the Secretary of State and the Indiana Election Division as a Vote Center Pilot County.

### **Steering Committee**

In order to help facilitate the change to Vote Centers, the Election Board will create a Steering Committee. This committee would consist of eight appointed members. The chairman would be appointed by the Election Board. The Chairman would not vote unless necessary to break a tie (although it would be hoped that the Steering Committee would reach decisions by consensus.) Three members would be appointed by the local Republican party and three members would be appointed by the local Democratic party. The Libertarian party would be invited to appoint one member. The co-directors of the Election Board and a staff member from the Tippecanoe County Management Information Technology Services department would be ex-officio members; they would not vote. Members of the Election Board would be welcome to attend the meetings and provide input at any time but they would not vote at Steering Committee

meetings. The meeting schedule will be published in advance; members of the public would be welcome to attend.

Although the members appointed by the political parties would be their own choice, we would request that they be registered voters who reside in Tippecanoe County. We would hope that the parties would each select at least one member from a more rural area of the county to ensure that the interests of the less populated sections of the county are considered. We would also hope that at least one member of the Steering Committee had actually worked as a poll worker in a precinct-style election to help provide some real life experience. Finally, we would hope that each party would select reasonable people who are committed to making this process work. While this process will result in change, we believe that change can be a very positive one.

The Steering Committee might also choose to invite other people to provide expertise – for example, the Steering Committee might invite an adult education specialist to assist in developing a training plan. Staff from nursing homes might be asked to assist in making decisions on locating satellite voting centers. The local American Association of Retired Persons might be asked to test parts of the process to make sure that any new forms are understandable.

This Steering Committee will then make recommendations to the Election Board and/or the Board of Commissioners. The recommendations are advisory only as the legal obligation for most decisions rests with the Election Board or the Board of Commissioners.

### **Voting Technology**

Tippecanoe County is very fortunate in that our voting equipment is ideally suited to the Vote Center concept. For most elections, each voting machine can be set up to hold every ballot style available in the county and still report results by precinct. The number of ballot styles we have in any given election ranges from as low of 61 in a municipal general election to a high of 483 in the Presidential primary election. (There may be some elections that would be too large for every ballot style to fit on one memory card; however, there are some simple ways to rectify this.)

We are also fortunate that we have enough surplus computers to provide the check-in stations required under the Vote Center concept. We have an excellent technical staff in the Tippecanoe County Management Information Technology Services (MITS) department. Our MITS staff has significant expertise in running a complex computer network linking more than 500 personal computers county-wide.

There are no significant differences in the set-up of the election database between a conventional precinct and a Vote Center election. The only significant

difference is that rather than preparing one memory card per machine, we would prepare separate memory cards for each satellite voting location. This would make locating the “electronic envelope” containing the absentee ballot easier if it should be necessary to delete a vote because a voter died or trumped their ballot at the polls.

Rather than the 70 to 85 polling places in a typical election, having only 20 polling places would dramatically reduce the expenses for supplies and the number of copies that we currently make. We typically send a supply of each form to the polls; sometimes we have to take more forms to a precinct but most often, the forms are returned unused. Being able to vote in any precinct would totally eliminate the need for some of our current forms and processes and should dramatically reduce or even eliminate the need for the large number of people who staff our election office telling people where their polling places are. Scheduling poll worker training will be greatly simplified because we anticipate using fewer poll workers. However, training would be more complex because the tasks required of poll workers will change; many of our training materials will have to be revised.

### **Voter Education Efforts**

There would need to be a high level of voter education for this process to succeed. We cannot rely only on the news media to get our message out; we would need to purchase paid advertising on the local television stations, local radio stations and in the local newspapers to make sure that voters understand the changes. For smaller elections, we might utilize direct mail as the most cost-effective way to reach voters. We would also have plastic signs printed for all of the former poll locations directing voters to the new Vote Centers; these will be posted as far in advance of the election as the property owners permit.

### **Satellite Voting**

Perhaps the most significant difference in administering the election is the concept of satellite voting locations. Although these have been authorized under current law for many years, few counties have taken advantage of these provisions. As we envision this, we would send bi-partisan teams to a variety of locations around the county in the two weeks prior to the election. The precise locations selected would vary with the type of election; our intention would be to locate these satellite voting locations at nursing homes, local hospitals and in the smaller rural communities for general elections. These teams might also be located at large employers, the local “big box” type stores or the shopping mall. The amount of time these locations would be open would vary with the location; we might only be at a small nursing home for a half day but would likely locate in

the local hospital for a twelve hour period so that employees of all shifts could vote.

## **Efficiency**

Another significant difference in the administration of the election is that equipment and poll workers could be more efficiently deployed: Under the current precinct election system, one team of five poll workers handled 1,087 voters in the 2004 general election. Another five-person team handled only 176 voters in the same election. The small precinct generally has more voting machines than their population would justify because of the need for redundancy. Vote Centers would allow us to use our expensive equipment more efficiently and might allow us to delay purchasing additional equipment as our population grows. Using the standard of 225 voters per machine, we only “need” 213 machines. We actually own 305; this number is required to accommodate rounding and redundancy at our smaller precincts. In other terms, taxpayers spent about \$225,000 more on voting machines than our population really requires.

The same economies of scale would function in the area of personnel. We have experienced elections where the waiting time at one polling place was extremely long, while the poll workers at another location had nothing to do. It is costly to staff underutilized polling places. For example, in the 2006 Primary, the county spent \$41,950 for poll workers; this is a per-vote cost of \$2.74. If we had had 20 Vote Centers staffed appropriately for the 15,267 people who voted, the estimated cost for poll workers would be about \$20,000 for a per vote cost of \$1.31.

While we have assumed that all Vote Centers outside of the rural areas would have about the same number of voters, we recognize that numbers would vary. We could poll some voters who are likely to use Vote Centers to determine which centers might be the most popular. Our plan would also have standby poll workers and equipment available. Should long lines develop at a particular Vote Center, we would deploy additional workers and equipment to cope with the volume.

Perhaps one of the most significant benefits to the administration of the election is that by requiring fewer poll workers, we would be able to take advantage of state law that permits poll workers to work split shifts. Right now, it is increasingly difficult to persuade poll workers to work the 14-hour shifts that we currently require. While we are aware that state law has permitted split shift, we have been reluctant to double the administrative effort required to recruit, train and pay nearly twice as many individuals. Under Vote Centers, we would reduce the number of poll workers required, so it would be possible to manage split shifts. Our younger poll workers may still be willing to work the fourteen-hour

days but our older workers are anxiously awaiting the opportunity to work a less exhausting schedule.

### **Benefit to Political Parties and Voters**

Political parties will also benefit from the Vote Center concept. Rather than having to have poll watchers at each precinct, it would be our intention to provide the parties with one or two downloads of those voters who had voted. (The exact time or times these downloads would occur would be determined by the Steering Committee.) This would eliminate “wagon book” holders or poll book holders at each polling place and allow political parties to conduct more efficient and less intrusive get-out-the-vote efforts.

One of the largest benefits of Vote Centers is that it increases voter turnout. Voter apathy is an enormous problem; for increasing numbers of voters it is just “too much trouble” to vote. We need to address this issue; we cannot continue to assume that just because it worked in 1890, it will continue to work today. Other states have tried various experiments; Vote Centers appear to be among the most successful.

## Section 4

### Current Precincts and Voters in Tippecanoe County

Tippecanoe County currently has 91 precincts; two of these are non-voting precincts and three have fewer than 25 voters as of this writing. There are six municipalities who are entitled to conduct municipal elections in 2007:

- Lafayette+
- West Lafayette
- Dayton
- Battle Ground
- Clark's Hill
- Otterbein

Both the city of West Lafayette and the city of Lafayette are planning annexations this summer; while these annexations will not involve many voters, the new city lines cross township or state representative district lines, so we will be adding four to six small precincts. (The re-precincting is still in process as of the time of this application.) We are adding these precincts at this time because we believe that four of these precincts will rapidly gain population and voters. While we are aware that state law does not require us to adjust precincts to match city boundaries, as a practical matter, it is much easier to have poll workers distribute the correct ballots if the precincts are not split.

If Tippecanoe County is selected as a Vote Center Pilot County, the number of precincts within the county makes very little difference to the election process. We might, if selected, consider creating precincts that eliminate the split city council districts as we believe that this would greatly enhance the accuracy of the election if poll workers continue to program voter access cards manually. We might even consider eliminating the precincts that have school board splits but these are generally less of a problem because people usually know where their children attend school. (There are some political considerations to this decision, so this would be an issue for consideration by the Steering Committee.)

If the planned Statewide Voter Registration System (SVRS) enhancements occur quickly and we use the Diebold electronic poll books that automatically program the correct voter access card, then we might choose to go in another direction and combine precincts; we currently have a number of small fragments of precincts that exist from annexations of years past. We have left them to assist poll workers in determining the correct ballot style for those voters but as technology advances, there is really no need to continue to do things just because we have always done it that way.

The next page in this section shows a voter density map. This map was created using GIS technology that shows how many voters live in a current precinct.

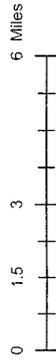
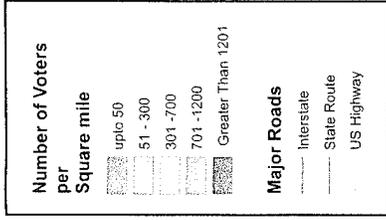
After the voter density map, pages four and five have a list of the current precincts in Tippecanoe County and the number of current, active, and inactive voters for each precinct. These counts are based upon a report from SVRS as of 6/29/2006.

Page 6 and 7 show the current precincts, the number of current voters, and the number of voters in each municipality.

The final two pages of this section show the number of current voters in each precinct and the number who voted in the 2003 municipal primary, the 2003 municipal general election, the 2004 presidential primary and the 2004 general election.

A handwritten signature in black ink, reading "Todd Polak". The signature is written in a cursive style with a large, sweeping initial "T" and a long, horizontal flourish underneath the name.

# Tippecanoe County Indiana Voter Density by Precincts

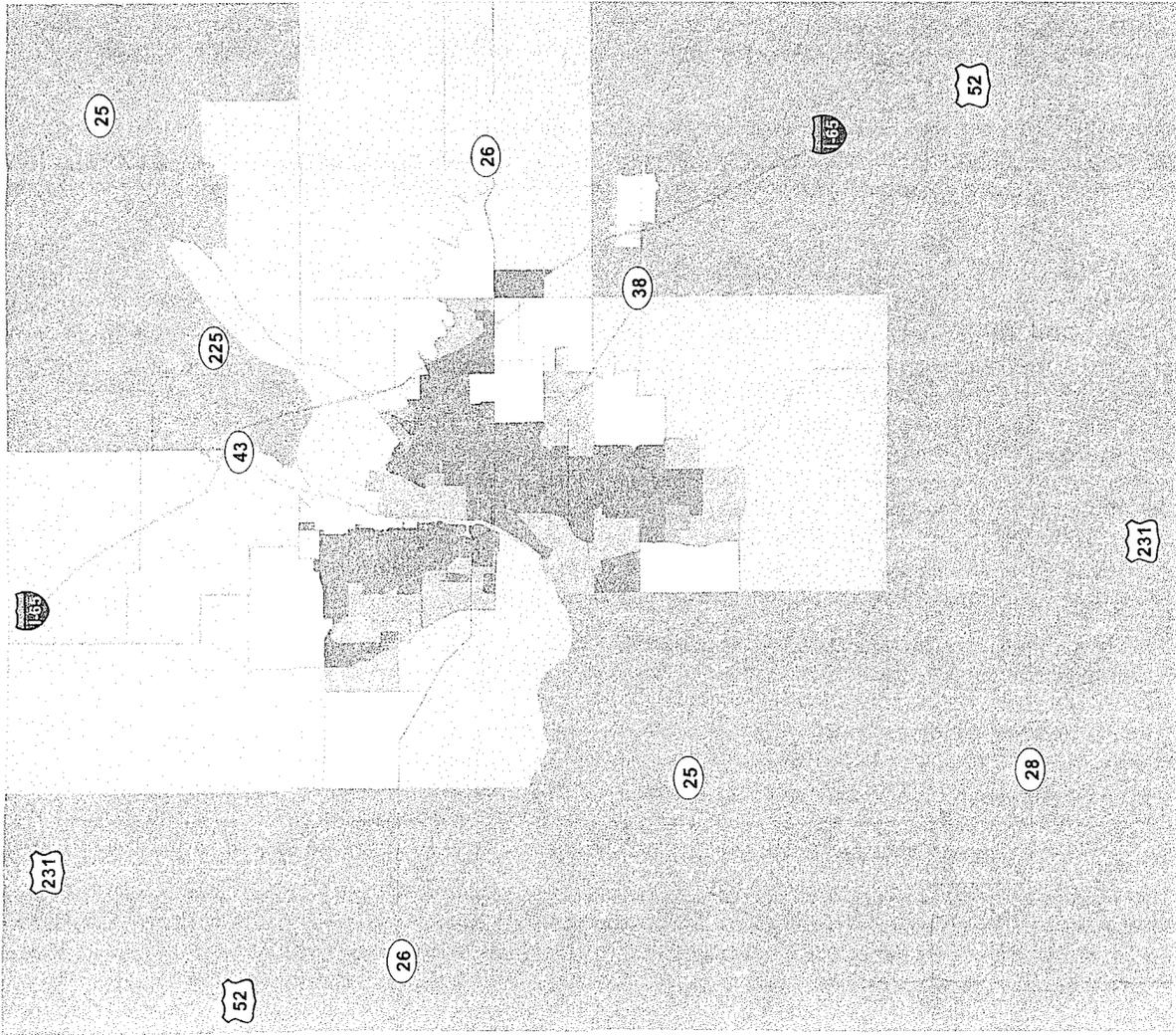


## MANAGEMENT INFORMATION TECHNOLOGY SERVICES

Tippecanoe County Office Building  
20 N. 3rd St. Lafayette IN 47901  
<http://www.tippecanoe.in.gov/GIS/Disclaimer.htm>

The Board of Commissioners of Tippecanoe County, State of Indiana, disclaim any responsibility for the accuracy or correctness of the data. The data is provided for informational purposes only. THE BOARD OF COMMISSIONERS OF TIPPECANOE COUNTY DOES NOT WARRANT THE ACCURACY OR CORRECTNESS OF ANY INFORMATION PROVIDED HEREIN. THE BOARD OF COMMISSIONERS OF TIPPECANOE COUNTY DOES NOT WARRANT THE FITNESS FOR PARTICULAR PURPOSE AND/OR ANY OTHER TYPE WHETHER EXPRESSED OR IMPLIED. IN NO EVENT SHALL THE TIPPECANOE COUNTY COMMISSIONERS OR TIPPECANOE COUNTY BE LIABLE TO USERS OF THE DATA, OR ANY OTHER PARTY, FOR ANY LOSS OR DAMAGES, CONSEQUENTIAL OR OTHERWISE, INCLUDING BUT NOT LIMITED TO TIME, MONEY, OR REPUTATION, ARISING OUT OF OR RESULTING FROM THE USE OF THE DATA. THE TIPPECANOE COUNTY COMMISSIONERS AND TIPPECANOE COUNTY DISCLAIM ANY LIABILITY, ARISING OUT OF OR RESULTING FROM THE LACK OF ACCURACY OR CORRECTNESS OF THE DATA, OR THE USE OF THE DATA.

Sources of Data:  
1. Board of Elections, Tippecanoe County  
2. Tippecanoe County, GIS Data



## Total Current Voters by Precinct

as of 6/29/2006

Precinct	Number	Current Voters	Active Voters	Inactive Voters
Fairfield	1	1181	1145	36
Fairfield	2	932	910	22
Fairfield	3	893	876	17
Fairfield	4	766	709	57
Fairfield	5	13	13	0
Fairfield	6	934	865	69
Fairfield	7	1026	959	67
Fairfield	8	1317	1198	119
Fairfield	9	980	915	65
Fairfield	10	1103	1031	72
Fairfield	11	907	867	40
Fairfield	12	964	879	85
Fairfield	13	935	880	55
Fairfield	14	956	887	69
Fairfield	15	1070	1007	63
Fairfield	16	1315	1160	155
Fairfield	17	325	313	12
Fairfield	18	891	820	71
Fairfield	19	915	850	65
Fairfield	20	1204	1068	136
Fairfield	21	1027	965	62
Fairfield	22	1279	1140	139
Fairfield	23	808	700	108
Fairfield	24	837	698	139
Fairfield	25	953	880	73
Fairfield	26	1224	1153	71
Fairfield	27	1624	1452	172
Fairfield	28	604	586	18
Fairfield	29	971	869	102
Fairfield	30	1061	975	86
Fairfield	31	932	862	70
Jackson	1	315	309	6
Lauramie	1	809	791	18
Lauramie	2	647	625	22
Perry	1	1219	1146	73
Perry	2	1236	1205	31
Perry	3	964	938	26
Perry	4	847	811	36
Randolph	1	572	544	28
Sheffield	1	719	688	31
Sheffield	2	1356	1334	22
Sheffield	3	0	0	0
Shelby	1	608	590	18
Shelby	2	937	905	32
Tippecanoe	1	1202	1179	23

Tippecanoe	2	622	613	9
Tippecanoe	3	0	0	0
Tippecanoe	4	802	778	24
Tippecanoe	5	139	132	7
Tippecanoe	6	1412	1326	86
Union	1	998	975	23
Wabash	1	1355	1313	42
Wabash	2	1465	1388	77
Wabash	3	731	713	18
Wabash	4	1066	1053	13
Wabash	5	1247	1174	73
Wabash	6	1234	1176	58
Wabash	7	1140	1012	128
Wabash	8	1220	1061	159
Wabash	9	883	826	57
Wabash	10	1641	1580	61
Wabash	11	394	374	20
Wabash	12	917	902	15
Wabash	13	1143	1079	64
Wabash	14	1127	1070	57
Wabash	15	2015	1768	247
Wabash	16	803	702	101
Wabash	17	1867	1544	323
Wabash	18	531	476	55
Wabash	19	909	888	21
Wabash	20	17	17	0
Wabash	21	1011	943	68
Wabash	22	270	259	11
Washington	1	775	751	24
Washington	2	795	779	16
Wayne	1	975	944	31
Wea	1	1072	1055	17
Wea	2	371	321	50
Wea	3	1113	951	162
Wea	4	1272	1219	53
Wea	5	1537	1492	45
Wea	6	1503	1440	63
Wea	7	864	758	106
Wea	8	677	627	50
Wea	9	1121	1086	35
Wea	10	1308	1268	40
Wea	11	1319	1295	24
Wea	12	1	1	0
Wea	13	985	924	61
Wea	14	549	543	6
Wea	15	1170	1111	59
Wea	16	671	645	26
Total		86415	81049	5366

## Total Current Voters by Precinct and Municipality

as of 6/29/2006

Precinct	Number	Current Voters Lafayette	Current Voters West Lafayette	Current Voters BattleGround	Current Voters Dayton	Current Voters Clark's Hill	Current Voters Otterbein
Fairfield	1						
Fairfield	2						
Fairfield	3	893					
Fairfield	4	766					
Fairfield	5						
Fairfield	6	929					
Fairfield	7	1026					
Fairfield	8	1317					
Fairfield	9						
Fairfield	10	1103					
Fairfield	11	907					
Fairfield	12	964					
Fairfield	13	935					
Fairfield	14	956					
Fairfield	15	1070					
Fairfield	16	1315					
Fairfield	17	325					
Fairfield	18	891					
Fairfield	19	915					
Fairfield	20	1204					
Fairfield	21	1027					
Fairfield	22	1279					
Fairfield	23	808					
Fairfield	24	837					
Fairfield	25	953					
Fairfield	26	1153					
Fairfield	27	1624					
Fairfield	28	604					
Fairfield	29	971					
Fairfield	30	1061					
Fairfield	31	932					
Jackson	1						
Lauramie	1					625	
Lauramie	2						
Perry	1						
Perry	2						
Perry	3						
Perry	4						
Randolph	1						
Sheffield	1				719		
Sheffield	2						
Sheffield	3						
Shelby	1						197
Shelby	2						
Tippecanoe	1						
Tippecanoe	2						
Tippecanoe	3						
Tippecanoe	4			778			
Tippecanoe	5						
Tippecanoe	6						
Union	1						
Wabash	1						
Wabash	2						
Wabash	3						
Wabash	4		1066				
Wabash	5		1247				
Wabash	6		1234				
Wabash	7		1140				
Wabash	8		1220				
Wabash	9		883				

Wabash	10						
Wabash	11		393				
Wabash	12		917				
Wabash	13		1143				
Wabash	14		1127				
Wabash	15						
Wabash	16		803				
Wabash	17		1867				
Wabash	18		531				
Wabash	19						
Wabash	20		17				
Wabash	21						
Wabash	22						
Washington	1						
Washington	2						
Wayne	1						
Wea	1						
Wea	2						
Wea	3	1113					
Wea	4	1272					
Wea	5	1537					
Wea	6	1503					
Wea	7	864					
Wea	8	677					
Wea	9	1105					
Wea	10						
Wea	11						
Wea	12						
Wea	13						
Wea	14						
Wea	15						
Wea	16						
Total		34836	13588	778	719	625	197

## Number of Votes Cast in 2003 and 2004 Elections

Precinct	Number	Current Voters as of 6/29/2006	# of Voters 2003 Primary	# of Voters 2003 General	# of Voters 2004 Primary	# of Voters 2004 General
Fairfield	1	1181			214	783
Fairfield	2	932			204	631
Fairfield	3	893	197	505	182	620
Fairfield	4	766	177	416	175	469
Fairfield	5	13			0	7
Fairfield	6	934	203	449	161	514
Fairfield	7	1026	180	433	134	514
Fairfield	8	1317	137	349	102	595
Fairfield	9	980			160	595
Fairfield	10	1103	198	462	163	604
Fairfield	11	907	207	509	207	591
Fairfield	12	964	176	408	131	497
Fairfield	13	935	220	475	205	567
Fairfield	14	956	85	251	103	462
Fairfield	15	1070	169	403	189	550
Fairfield	16	1315	130	325	129	544
Fairfield	17	325	39	107	39	176
Fairfield	18	891	145	373	130	498
Fairfield	19	915	140	384	150	533
Fairfield	20	1204	185	432	199	611
Fairfield	21	1027	244	545	206	631
Fairfield	22	1279	101	255	102	526
Fairfield	23	808			76	391
Fairfield	24	837	40	156	60	299
Fairfield	25	953	130	406	137	500
Fairfield	26	1224	239	612	207	751
Fairfield	27	1624	213	516	111	764
Fairfield	28	604	128	326	108	378
Fairfield	29	971	166	388	167	529
Fairfield	30	1061	249	552	227	631
Fairfield	31	932	174	412	172	538
Jackson	1	315			98	217
Lauramie	1	809			174	485
Lauramie	2	647		131	129	375
Perry	1	1219			283	783
Perry	2	1236			215	833
Perry	3	964			210	1087
Perry	4	847				
Randolph	1	572			160	375
Sheffield	1	719		240	151	421
Sheffield	2	1356			354	850
Sheffield	3	0				
Shelby	1	608	0		54	406
Shelby	2	937			195	545
Tippecanoe	1	1202			191	748
Tippecanoe	2	622			90	358
Tippecanoe	3	0				61
Tippecanoe	4	802			76	538
Tippecanoe	5	139		265		
Tippecanoe	6	1412			214	677
Union	1	998			239	621
Wabash	1	1355			249	816
Wabash	2	1465			199	814
Wabash	3	731			147	435
Wabash	4	1066		656	456	779
Wabash	5	1247		499	328	721
Wabash	6	1234		634	422	804
Wabash	7	1140		491	313	613
Wabash	8	1220		409	209	734

Wabash	9	883			219	1015
Wabash	10	1641			256	961
Wabash	11	394		172	111	244
Wabash	12	917		578	394	636
Wabash	13	1143		586	437	757
Wabash	14	1127		576	363	697
Wabash	15	2015			12	778
Wabash	16	803		200	114	385
Wabash	17	1867		151	54	669
Wabash	18	531		14	3	94
Wabash	19	909			217	622
Wabash	20	17			0	
Wabash	21	1011				
Wabash	22	270				
Washington	1	775			164	430
Washington	2	795			194	541
Wayne	1	975			201	593
Wea	1	1072			283	1024
Wea	2	371				
Wea	3	1113		75	263	543
Wea	4	1272		208	512	691
Wea	5	1537		225	621	833
Wea	6	1503		179	568	841
Wea	7	864		119	490	729
Wea	8	677		202	751	1056
Wea	9	1121		261	623	675
Wea	10	1308			182	754
Wea	11	1319			271	870
Wea	12	1				
Wea	13	985				
Wea	14	549				
Wea	15	1170				
Wea	16	671				

Total	86415	5541	18491 *	14617 *	47833 *
Number of Absentee			1388	559	4350

\*Excludes Absentee

Note: Total of 2003 General includes Sheffield Hand Entered Ballots not totaled in SOVC.

## **Section 5**

### **Vote Center Locations and Set-Up**

The final location of Vote Centers in Tippecanoe County would be based upon the recommendations of the Steering Committee. We have included a list of 20 potential Vote Center locations. The locations on this list are locations that are available to us and meet our criteria. We are certain that the Steering Committee will be able to find other locations that are even better suited than those we located in the very limited time available to complete this application; the number of locations with high-speed internet available changes daily. An otherwise perfect location that lacks high-speed internet may well have it by the time the Steering Committee needs to make the final recommendations.

#### **Locating Vote Centers**

To be a Vote Center, a location needs to be available to us by 3:00pm (earlier is preferred) on the Monday before the election, available from 5:00am until 8:00pm on election day, and permit pick up of our equipment on the Wednesday after the election. It must be compliant with the Americans with Disabilities (ADA) standards for voting locations and have between 1500 and 2500 square feet available to us and have adequate parking. The location must have high speed Internet (T-1, DSL, or cable modem) available within 300 feet of the room that we will be using. Please note that the locations we would use in the small communities for municipal elections would not need to be this large: they may well be the same locations we use now.

We would only select locations with adequate parking. We anticipate that we would not use any schools. Most schools in Tippecanoe County are very crowded and do not have any available space. Most use all of their limited parking. There are security issues with using schools as polling places as well; many parents are very uncomfortable with the idea of having several thousand strangers have access to their children's schools.

There are rural areas in our county that do not have Internet access available at this time. A local utility company is expanding access rapidly and Internet may be available before the May, 2008, primary in the southwest corner of the county. Even if a rural location did not have Internet access, it would not necessarily disqualify it from being a Vote Center. It is certainly possible to create a conference call link from the rural Vote Center back to the Election office, where a worker at the Election office could update the database with the information that a voter has appeared to vote. While this might be slightly more cumbersome, it would permit Vote Centers to be located in some otherwise impossible locations. (This process is explained in some detail in Section 12 - Security and Disaster Planning, as a similar process would be put in place in case a site lost connectivity.)

We would anticipate that the Steering Committee would make an effort to locate the Vote Centers in geographically diverse locations. Obviously there would be centers located in our small towns that are holding municipal elections; these towns are very tiny and might not be an ideal location for a Vote Center in a larger election.

We have some exciting tools available to assist the Steering Committee. The map of voter density located in section 4, page 3 has used GIS technology to identify voter density for current voters as of 5/1/2006. Our MITS section will be revising this map for the Steering Committee when they begin work in October. The revised map will be based upon only active voters from a download of the SVRS database after the August 10<sup>th</sup> deadline for list maintenance. As we are a college community and experience high mobility, we anticipate that using only active voters will give us a much more accurate picture of where our voters actually live. Location of public transportation lines will also influence the location of Vote Centers. The committee may also choose to take into account where we will be having moving and fixed satellite voting centers when they place Vote Center locations. We would likely refine the Vote Center list as we gain experience with the process; while we know where likely voters live, we really cannot assume that they will vote near where they live. Our informal surveys to date would suggest that voters are equally likely to vote near where they work.

Once the Steering Committee makes recommendations, we would do some polling of likely voters to help us determine which Vote Centers voters are likely to be more popular. This will enable us to place equipment and personnel more effectively; we will still have holdback teams of poll workers and equipment ready to deploy but we would like to be proactive rather than reactive.

It is important to note that ballots for all precincts would be available at all Vote Centers. Even in a municipal election, a voter that lived in any municipality could vote at any Vote Center whether or not it was located in "their" city or town. As many people in our small towns vote in the larger communities of Lafayette and West Lafayette, this should make it easier to vote.

### **Setting Up Voting Machines Under Our Current Process**

One of the things that will make Vote Centers easier than the current precinct approach is that setup of the voting machines will be much easier. Right now, when we program an election we determine how which precincts will vote at which voting location and how many machines will be at each location. Normally, there is one precinct per voting location but we do have some small precincts voting at a larger nearby location. We then program the appropriate memory cards. We have had some difficulties trying to program more than one card at a time, so we no longer attempt to multi-task this. As a result, burning memory cards takes between three and four full working days. Each memory card is carefully labeled. After labeling, we lock them in a fire safe that requires two keys to open until the Wednesday before the election.

On that day, we hire teams of strong young men and rent a large truck to take our machines out of storage in the Courthouse and transport them to the Home Economics Building at the Fairgrounds. We simply do not have enough space in the Courthouse to lay out and program the machines. The young men lay the machines out on tables in delivery route order. We have to carefully tag each machine and make sure that the correct memory cards are associated with that machine. We then calibrate the screen of each machine and load the memory card. We double-check and triple-check to make sure that the machine tags, route numbers and memory cards all match. We then program and test each voter card encoder to make sure it works properly.

Then bi-partisan teams run zero tapes on each machine, record the serial numbers of the machines, verify that the voter card encoders work properly, and place the security items necessary for an election in one machine for each precinct. They then seal the machines, prepare the machine certification report for each precinct, attach the zero tapes and move on to the next precinct. The strong young men then transport the sealed machines to yet another location at the Fairgrounds where the machines are secured. This process takes eight to ten election staff members two very long working days to accomplish. We use another four to six young men and a paid supervisor to accomplish the loading and transportation of the machines.

Then on the day before the election, we rent four vans and hire eight strong men to move the voting machines. We use cargo vans because we can reserve them in advance. (It might be more efficient to use bigger trucks but the few available for rent in the community are difficult to book.) Each van is driven by a Highway Department staff member as they are very familiar with the county and can quickly locate our rural precincts. They load the machines up at the Fairgrounds and go to the first location on their route. They drop off the correct machines. They drop off between three and five machines at a location and then go to the next location. When their van is empty, they return to the Fairgrounds to pick up the next load. This process takes a full day for the eight delivery people and four Highway Department people and one supervisor at the Fairgrounds.

The machines are not set up by the delivery teams, so later that day or early on Election Day, the inspector and a helper visit the polling place and put the machines up on their legs in the correct places. They also plug them in so that their battery back ups are fully charged. The actual machine remains sealed until opened on Election morning in the presence of the bi-partisan team of poll workers.

It takes two people to set up our machines; not because they are so heavy but because they are awkward. While the inspectors have been given detailed instructions about how to set up a polling place – placement of one machine to be wheelchair-accessible, making sure that the screens can't be seen by others, making sure that poll workers can observe the machines – they sometimes do not set them up precisely as we would have liked.

On the morning of Election Day, the poll workers open the machines, run zero tapes and verify the seal and serial numbers of the machines. They are supposed to check and make sure that the machines are receiving power by checking to be sure that each machine screen reads "charging." Despite detailed instructions on how to accomplish this, we get calls each election day about 11:00am from inspectors who are panicking because their machines are shutting down. In every single case, the crisis was a result of the machine running on battery power rather than wall power.

When Election Day is over, the poll workers close the election. They run their tapes, complete their machine certification reports, and remove the memory cards. The security items are all sealed in tamper-proof envelopes and the inspector and the appropriate judge bring the sealed envelopes to the election headquarters. The machines remain at the polling place awaiting pickup the next day.

The next day, we rent four vans and again hire eight young men. They then travel to each polling place and pick up the machines. The machines are delivered back to the Courthouse where they are stored back on their racks awaiting the next election.

### **Setting Up the Voting Machines Under Vote Centers**

As we contemplated the process we would use in Vote Centers, we had something of a “Eureka!” moment. Because we were delivering to fewer remote locations reducing travel time and eliminating the time consuming programming of the voter access card units, it will not be necessary to move the machines to the Fairgrounds for programming. Instead, we will program the machines at each Vote Center the day before the election. This has the side benefit of allowing well trained people to do the placement and set up of the machines. We will be able to be certain that they are operating on electrical, not battery power, that the cords are taped correctly and that the wheelchair bound voter has enough room to access a machine.

The advantages of Vote Centers begin early in our process. Because every single Vote Center has precisely the same set of ballot styles on the memory cards, in essence all memory cards are exactly alike. Instead of having to exhaustively test each style of memory card, we can test a few cards extensively and then simply verify that each card works. Although we could test only one card because they are all alike but we will do one per Vote Center, rather than the 70 to 85 we do now. We will not be using the existing voter card encoder machines but rather will use spare voting machines as ballot encoders; so the time-consuming process of programming and testing the voter card encoders is not necessary. This consumes about 32 hours of highly skilled labor per election, so eliminating this step saves a considerable amount of staff time.

As we envision this process, we will rent two large trucks on the Monday before the election. Crews that include an Election Board employee as a supervisor will load the machines and supplies that do not have to be secured into the vans. They will also have supplies like extension cords, duct tape, power strips, etc. When the vans arrive at a Vote Center location, they will unload the appropriate number of machines and carry them into the Vote Center. There, under the direction of the Election Board supervisor using the established plan for that Vote Center, the machines will be set up and plugged in. Once all the machines are in place, the teams will set up the tables and chairs, place the signs in the correct place and put the voting machines used as voter access card encoders in the correct location. The supervisor will then notify one of the bi-partisan teams that the Vote Center is ready for them. The delivery team will then move on to the next location.

The bi-partisan team will arrive at the prepared Vote Center. They will have memory cards, security items, machine seals and the machine certification reports. They will calibrate each screen and then program and test each machine and run zero tapes. They will confirm that each machine is receiving electric power. The memory cards will be sealed into the machines. The security items will be placed in the machines and then the machines will be sealed. The seal numbers will be recorded on the appropriate forms and signed by the bi-partisan teams; a copy of the security report will be sealed in the last machine where it will be available the next morning. The team

will then move to the voter card encoder machines, where they will load the cards and seal the machines and move on to the next Vote Center.

The computers necessary to set-up the electronic poll book and the ballot printer will be delivered by a team from MITS. We will likely rent a van and hire some assistants to help them. All but two of our current locations can easily be secured, so we need not worry about our equipment vanishing or being tampered with. We might have an issue if we use the Purdue University Memorial Union as a Vote Center; the Union is open 24 hours. If we use a portion of one of the lounges, we will hire a bi-partisan team of college students to watch the equipment overnight. This might also be a requirement if we use Lafayette City Hall and the building remains open for an evening meeting. If necessary, we will hire a bi-partisan team to watch the equipment until the building is secured.

We estimate that a bi-partisan team will spend no more than an hour at each Vote Center doing set-up, so having each team do four locations will be an easy day. As we analyzed our current process, we realized that the most time-consuming part of the current process was getting the correct supplies laid out for the correct precinct, programming the voter card encoders, and waiting as workers hauled machines on and off tables and tried to get their order correct for the delivery routes. All of that is eliminated under Vote Centers.

Vote Centers will also simplify the process for the poll workers on Election Day. One of the concerns that we have heard from poll workers about Vote Centers is that there won't be enough time from 5:00am until when the polls open to both set up the polling place and get all of the zero tapes run because they will have so many more machines. By having the polling place already set up, even if they have 25 machines to run zero tapes on, they will have more than enough time in an hour to do this.

### **Setting Up Voting Access Card Encoders**

One of the advantages of our voting equipment is that a single machine can hold every ballot style and still report results by precinct. Programming a voter access card will be the job of the programming judge. We currently use a hand-held device to program the voter access card. This hand-held device is limited in that it can only hold eight different ballot styles. While this works fine for a precinct election, it obviously will not be adequate for a Vote Center election.

Fortunately, we have two other ways to program voter access cards. If price were not an object, we would purchase Diebold Express-Poll 4000 units for the Vote Centers. These units, which have optional signature pads and bar code scanners, would enormously simplify and speed the process of voter check-in. These units, which can be linked, have a download of the SVRS database. When a voter who has their postcard arrives to vote, the poll worker scans the barcode, the voter's record appears, the voter signs the signature pad, and the unit automatically programs a voter access card with the correct precinct and section. Assuming that SVRS has assigned a voter to the correct precinct, there is no opportunity for human error. This means that no voter would ever receive the wrong ballot style.

However, it is unlikely that our County Council will fund the purchase of these units for a pilot program, so our other option to program voter access cards is to use

extra voting machines. In this option, the Accu-Vote unit is not set in election mode but is set in access card programming mode. Programming a card for a specific ballot style is a quick process; a card can be processed in less than 30 seconds. We have adequate machines to allow this use without compromising the number of machines available for voters.

### **Assignment of Machines to Vote Centers**

We have made the assumption the Vote Center located in the small towns will not have any more voters than those who have voted there in past elections. We have also assumed that all Vote Centers will have roughly the same numbers of voters. When the final list of Vote Centers is decided, we will poll likely voters to determine which Vote Centers are likely to be more popular and assign voting machines on that basis.

We assign machines on the basis of 250 voters to one machine. Obviously, in the elections where we expect a small turnout, we will not deploy all of the machines we have available. We also try to tailor the number of machines to the complexity of the ballot being voted. In an election with a small number of choices, it may only take a voter 45 seconds to vote. In an election with a full ballot and some complex public questions, it may take a voter as much as four minutes to vote that ballot. For a complex ballot, we try to have no more than 175 voters to machine.

We will also need to assign the check-in computers to polling places. By the 2008 Presidential election we will have 90 personal computers available to use as voter check in machines. We will also be able to use the three laptops that are used in the satellite voting process.

On page 10 of this section, you will find the machine assignment plan. This plan shows the expected number of voters at each Vote Center and the number of check-in computers, voting machines and card prep voting machines that will be assigned to each Vote Center. These numbers will certainly be adjusted as we gain experience.

We have, in all cases, not assigned all of the equipment available. In each election we are holding back both computers and voting machines that can be delivered to Vote Centers experiencing heavy turnout. If turnout should be larger than expected, we can take immediate action by having check-in teams communicate back to the Election Office by telephone; it will take at least 25 minutes to get additional equipment in place at a Vote Center. Even if the telephone process is slightly more cumbersome, we should be able to process 60 voters per hour per clerk. This will go a long way to reducing any lines that might develop.

### **Floor Plans**

Pages 11 and 12 have sample layouts of the proposed Vote Centers. If you look on page 8 and 9, you will find a column that indicates the style of the room in a proposed vote center. Please refer to that style number to access the correct layout for the room. Most of the rooms that we would be using are the size of a junior high school basketball

gym. Greeters would be stationed at the entrance; exit greeters will be stationed near the exit. Check-in Judges will be located at the check-in tables; programming judges will sit at the programming table. For those elections where provisional teams are used, they will work from the provisional table. The Vote Center Supervisor/Inspector will assist as needed.

### **Certification of Accessibility Requirements**

All Vote Center locations in Tippecanoe County will meet or exceed the accessibility requirements applicable under IC 3-11-8. Tippecanoe County surveys all polling places using the Department of Justice "ADA Checklist for Polling Places". (This survey can be downloaded at: <http://www.usdoj.gov/crt/ada/votingchecklist.htm> ) If a potential Vote Center is not in total compliance, then it will not be selected as a polling place.

## Potential Vote Center Locations

### Municipal Elections 2007

	Style	Street Address	Located in:	Estimated Non-Absentee Voters Primary	Estimated Non-Absentee Voters General
1 Lafayette City Hall	B	20 N 6th St	Lafayette	605	1200
2 Rush Pavillion	B	19 Scott St	Lafayette	605	1200
3 CFRC Head Start	A	3600 Eisenhower Rd	Lafayette	605	1200
4 Christ Memorial Temple	A	3801 Union St	Lafayette	605	1200
5 Market Square	A	2200 Elmwood Avr	Lafayette	605	1200
6 4-H Extension Office	A	3150 Sagamore Pkwy S	Lafayette	605	1200
7 4-H Fairgrounds	A	1401 Teal Rd	Lafayette	605	1200
8 Evangelical Covenant Church	A	3600 S 9th St	Lafayette	605	1200
9 First Assembly of God	A	108 Beck Lane	Lafayette	605	1200
10 Purdue Memorial Union	A	101 N Grant St	West Lafayette	605 *	1200
11 West Lafayette Public Library	A	208 W Columbia	West Lafayette	605 *	1200
12 West Lafayette City Hall	B	609 W Navajo Dr	West Lafayette	605 *	1200
13 Tippecanoe County Public Library West	A	Lindberg and Cushing Drive	West Lafayette	605 *	1200
14 St Andrews United Methodist Church	A	333 Meridian St	West Lafayette	605 *	1200
15 Dayton United Methodist Church	C	7201 Wesleyan Drive	Dayton	250 *	250
16 Battle Ground Fire Station	C	112 North Street	BattleGround	175 *	265
17 Clarks Hill Christian Church	C	9510 Pearl Street	Clarks Hill	158 *	240
18A Otterbein Elks Club	C		Otterbein	66 *	100
				9119	17655

Blue type shows places that likely will not have a municipal primary.

\*No primary in last municipal election; estimate used is the 2/3 the number of voters in the general election.

## Potential Vote Center Locations

### General Elections 2008

	Style	Street Address	Located in:	Estimated Non-Absentee Voters Primary	Estimated Non-Absentee Voters General
1 Lafayette City Hall	B	20 N 6th St	Lafayette	700	2100
2 Rush Pavillion	B	19 Scott St	Lafayette	700	2000
3 CFRC Head Start	A	3600 Eisenhower Rd	Lafayette	700	2000
4 Christ Memorial Temple	A	3801 Union St	Lafayette	700	2000
5 Market Square	A	2200 Elmwood Avr	Lafayette	700	2000
6 4-H Extension Office	A	3150 Sagamore Pkwy S	Lafayette	900	2400
7 4-H Fairgrounds	A	1401 Teal Rd	Lafayette	700	2000
8 Evangelical Covenant Church	A	3600 S 9th St	Lafayette	700	2200
9 First Assembly of God	A	108 Beck Lane	Lafayette	700	2000
10 Purdue Memorial Union	A	101 N Grant St	West Lafayette	700	2000
11 West Lafayette Public Library	A	208 W Columbia	West Lafayette	700	2250
12 West Lafayette City Hall	A	609 W Navajo Dr	West Lafayette	700	2000
13 Tippecanoe County Public Library West	A	Linda berg and Cushing Drive	West Lafayette	700	2000
14 St Andrews United Methodist Church	A	333 Meridian St	West Lafayette	700	2000
15 Dayton United Methodist Church	C	7201 Wesleyan Drive	Dayton	400	400
16 Battle Ground Fire Station	C	112 North Street	BattleGround	500	500
17 Clarks Hill Christian Church	C	9510 Pearl Street	Clarks Hill	250	250
18B Faith Baptist Community Center	A	5526 St Rd 26 E	Lafayette	900	3000
19 First United Methodist Church	A	1700 St Rd 26 W	West Lafayette	850	2000
20 Maple Ridge Community Church	A	3504 Morehouse Rd	West Lafayette	800	2000
				13700	37100

Proposed Assignment of Machines to Vote Centers

	Municipal Primary			Municipal General			Presidential Primary			Presidential General		
	# Voters	#Comp	Card Prep	# Voters	#Comp	Card Prep	# Voters	#Comp	Card Prep	# Voters	#Comp	Card Prep
1 Lafayette City Hall	605	2	8	1200	4	12	700	2	8	2100	5	13
2 Rush Pavilion	605	2	8	1200	3	12	700	2	8	2000	5	13
3 CFRC Head Start	605	2	8	1200	4	12	700	2	8	2000	4	13
4 Christ Memorial Temple	605	2	8	1200	4	12	700	2	8	2000	5	13
5 Market Square	605	2	8	1200	4	12	700	2	8	2000	4	13
6 4-H Extension Office	605	2	8	1200	4	12	900	2	8	2400	5	13
7 4-H Fairgrounds	605	2	8	1200	4	12	700	2	8	2000	4	13
8 Evangelical Covenant Church	605	2	8	1200	4	12	700	2	8	2000	5	13
9 First Assembly of God Church	605	2	8	1200	3	12	700	2	8	2000	4	13
10 Purdue Memorial Union	605	2	8	1200	3	12	700	2	8	2000	5	13
11 West Lafayette Public Library	605	2	8	1200	3	12	700	2	8	2000	4	13
12 West Lafayette City Hall	605	2	8	1200	3	12	700	2	8	2000	5	13
13 Tippecanoe County Public Library West	605	2	8	1200	4	12	700	2	8	2000	4	13
14 St Andrews United Methodist Church	250	2	4	250	2	4	400	2	4	2000	3	4
15 Dayton United Methodist Church	175	2	3	285	2	3	500	2	4	500	2	3
16 Battle Ground Fire Station	158	2	3	240	2	3	250	2	3	250	1	2
17 Clerks Hill Christian Church	66	2	2	100	2	3	900	3	10	3000	5	15
18A Otterbein Elks Club							650	2	7	2000	5	10
18B Faith Baptist Community Center							650	2	7	2000	5	10
19 First United Methodist Church												
20 Maple Ridge Community Church												
<b>Totals</b>	<b>9119</b>	<b>36</b>	<b>124</b>	<b>17655</b>	<b>57</b>	<b>181</b>	<b>13350</b>	<b>41</b>	<b>147</b>	<b>37100</b>	<b>85</b>	<b>226</b>
Extra Machines Available for Later Deployment		<b>24</b>	<b>142</b>		<b>3</b>	<b>82</b>		<b>42</b>	<b>112</b>	<b>40</b>	<b>8</b>	<b>33</b>
<b>Voters Per Machine</b>			<b>73.5</b>			<b>97.5</b>			<b>90.8</b>			<b>164.2</b>
Voters Per Machine If all extra machines are deployed:			<b>34.3</b>			<b>67.1</b>			<b>51.5</b>			<b>143.2</b>

Own 305 Machines; 6 are reserved for Office Election Day Use  
 \*Will use handhelds as back-ups.

PROJECT: TYPICAL POLLING PLACE TYPE - A

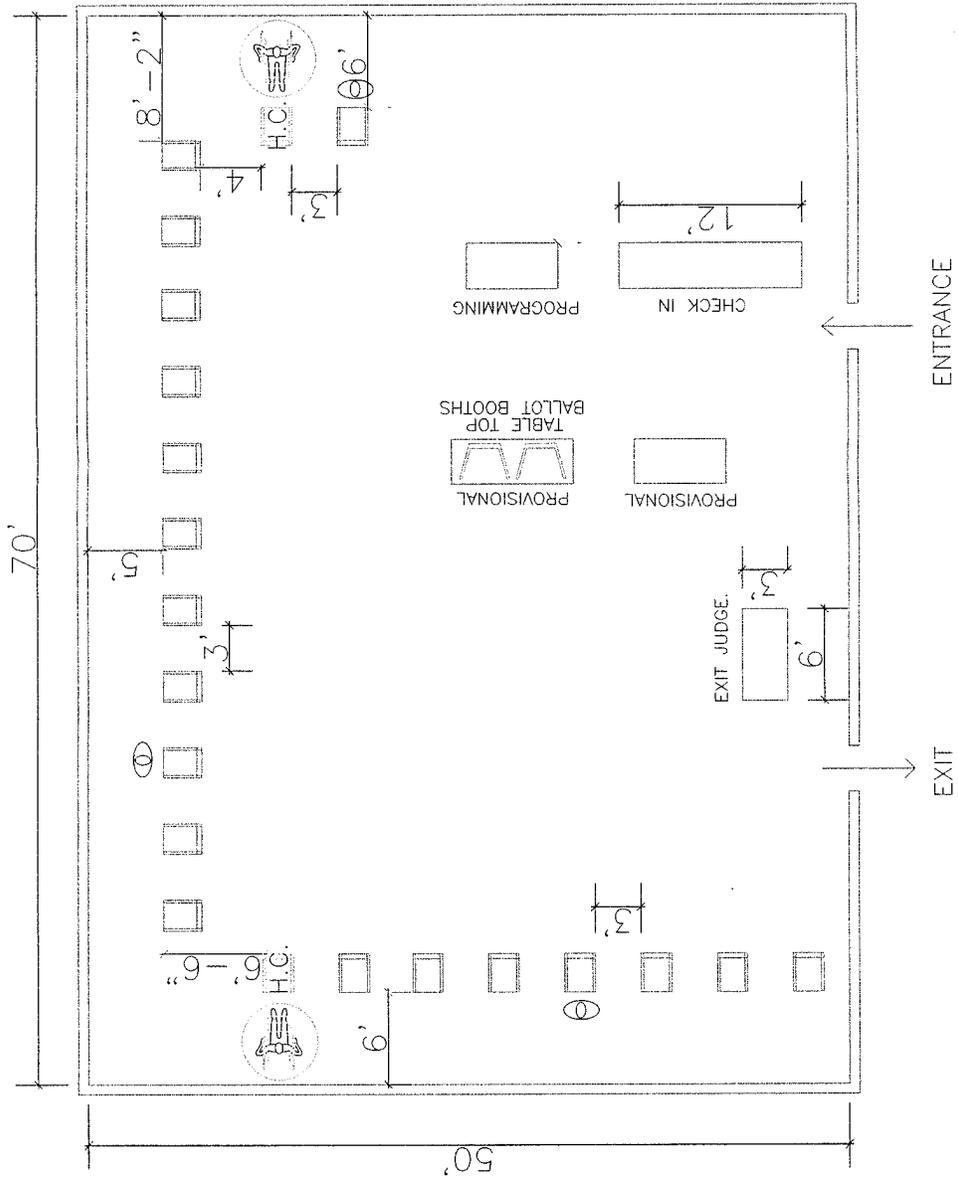
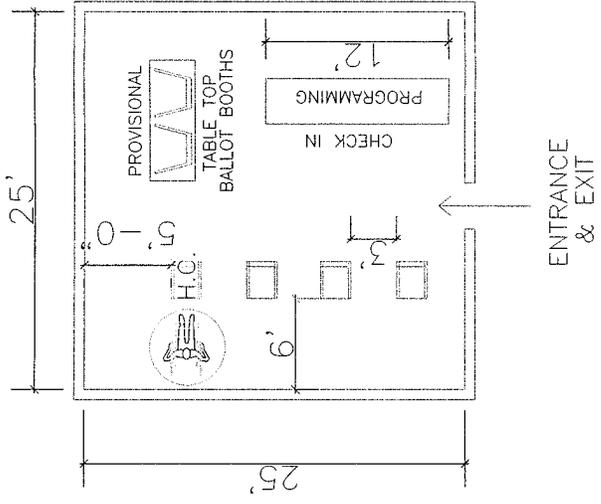


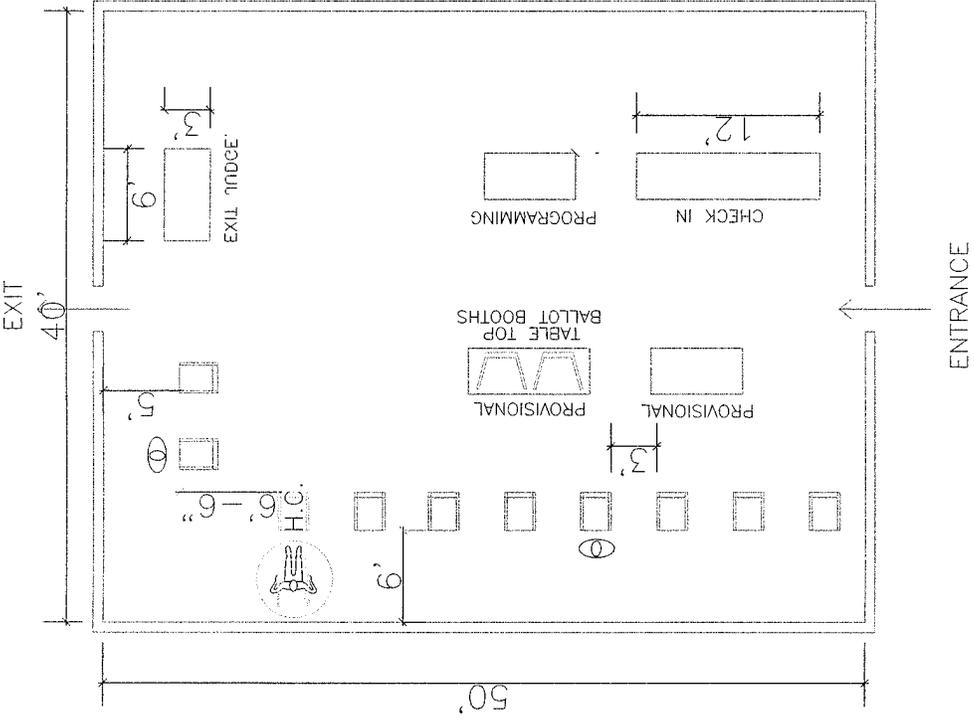
ILLUSTRATION IS 21 STATIONS

PROJECT: TYPICAL POLLING PLACE TYPE - B & C



# TYPE C

ILLUSTRATION IS 4 STATIONS



# TYPE B

ILLUSTRATION IS 10 STATIONS

## Section 6 Satellite Absentee Voting

Satellite Voting locations would be implemented under the Vote Center concept. Although these have been authorized under current law for many years, few counties have taken advantage of these provisions. The Vote Center Steering Committee would recommend hours and locations for Satellite Absentee voting to the Election Board. As required by IC 3-11-10-26.3, unanimous approval of the Election Board would be required to implement this portion of the plan.

Locations for Satellite Absentee Voting would need to be fully ADA accessible and have a minimum of 250 square feet available to us.

There would be two components to Satellite Voting. For all elections we would set up a center for walk-in absentee voting at a location away from the Courthouse. This office would be open a regular schedule – perhaps from 8:00am until 5:00pm Tuesday through Saturday, for example. The center might be open late one evening. This office would function precisely as the current in-office absentee voting does; it would simply be located more conveniently for voters. For the purposes of this application, we will refer to these as *Fixed Satellite Voting Locations*.

This would not, technically speaking, replace absentee voting in the Election Board office. Voters who presented themselves at the Election Board Office during the regular office hours would still vote an in-office absentee ballot. However, voters would be strongly encouraged to visit the satellite office(s). As parking is very limited near the Courthouse and the nearest legal parking may be too far for some to walk, we believe that most voters would opt to visit the satellite office or offices.

For elections where we expect more voters to vote, we would likely open a second Fixed Satellite Voting Office about two weeks before the election; for a Presidential election, we would plan to open a third office two weeks before the election.

A second component of Satellite Voting is the concept of taking the election to voters as opposed to making voters come to us. For this application, we will refer to this part of the plan as *Moving Satellite Voting*. As we envision this, we will send bi-partisan teams to a variety of locations around the county in the two weeks prior to the election. The precise locations selected will vary with the type of election but our intention would be to locate these Satellite Voting locations at nursing homes, local hospitals and in the smaller rural communities

for general elections. These teams might also be located at large employers, large schools, the local big box stores or the mall.

Again, locations for *Moving Satellite Voting* would need to be ADA compliant and would require a minimum of 250 square feet; although if the concept proves popular, we might need more space at some locations. The teams will travel with a laptop computer, a voter access card encoder machine and at least two voting machines. The facility hosting us would be asked to supply at least one or preferably two six-foot folding tables and chairs; if these were not available, we could bring our own.

The amount of time these locations would be open would vary with the location; we might only be at a small nursing home for a half day but would likely locate in the local hospital for a 12-hour period so that employees of all shifts could vote. The area nursing home administrators who we have spoken with are thrilled by this concept; not only do they generally have to arrange transportation for their residents, election day throws their staffing schedules into disarray as their employees want to vote. Often employees who are desperately needed to work overtime have to choose between voting and providing needed patient care.

### **The Process in Brief**

The process is very similar to our current approved and well-documented in-office absentee procedure, a copy of which can be found at the end of this section.

Each Satellite Voting Center will have available to them voting machines that have been pre-programmed by a bi-partisan team with all of the available ballot styles in the county. These machines have been prepared and sealed as though they were machines to be used on Election Day. When voting begins at either the fixed or moving Satellite Voting Center, the bi-partisan absentee Election Board will open the machines, make sure that the seals match, and run zero tapes. They certify the accuracy of the zero tapes, and sign the certification report. Then voting can begin.

A voter will arrive at either a fixed or moving Satellite Absentee Center with the intention of voting absentee. The center will be staffed with a bi-partisan team equipped with computers. The fixed office will, we hope, have Internet access that allows them to access the SVRS database; if this is not available, they will have a computer with a static copy of the most recent SVRS database. The moving center will have a laptop that has been downloaded with a recent copy of the SVRS database. (We would anticipate updating this database daily as SVRS changes daily.) The voter will complete the ABS-1 form; the poll workers will determine the correct ballot for the voter by querying the SVRS database; the affidavit will be completed and the voter will vote. The ABS and

affidavit will be identified with the name of the Satellite Voting Center; this will assist in locating the ballot if it needs to be removed and not counted for some reason.

The process at the end of the day will vary. The fixed office will seal the machines with numbered plastic or metal seals. The team will record the seal numbers on a three part form. One part stays in the office and the members of the team each take a copy with them. (This is a departure from the practice in the Election Board office; their machines are sealed with two padlocks; each party has one key. As the staff in the satellite office will be temporary workers, they will not necessarily be able to hand the keys to whoever will work the next morning.)

The team will place the applications and affidavits into a secure, fireproof cabinet if they have been able to make the appropriate entries into SVRS. If they have not been able to update SVRS, then they will return the applications and affidavits to the Election Board office where they will be entered into SVRS and then secured until Election Day.

The process for the moving team will be slightly different. They will partially complete their machine certification report, seal the machine, place the security materials in tamper-proof envelopes and return all materials to the Election Board office.

At the Election Board office, the applications and affidavits will be used to make the appropriate entries into SVRS. The papers will then be placed in a double-locked fire safe where they will be stored in the fire safe until Election Day. Each moving Satellite Center will use different machines; this will facilitate locating the "electronic envelope" that hides each absentee ballot should it be necessary to remove one.

In the 2003 general election, just fewer than 7% of all voters voted absentee. In the 2004 general election, 8.34% of all voters voted absentee. It is logical to assume that if we make voting easier for people, more people will vote. So, we would anticipate that the moving Satellite Centers will increase the number of people voting absentee. However, we cannot be certain if this will increase turnout or simply reduce the number of people who vote at the polls. So, we have been quite conservative in our planning; we will likely need to adjust these numbers. We have estimated that about 10% of voters will vote absentee in 2007 and the percentage will increase to 30% in the 2008 Presidential election as our voter outreach efforts take full effect.

## Potential Satellite Voting Locations

Election	Type of Election	Personnel Hours- General	Personnel Hours - Mun	Time	Day	2007			2008		
						Primary	Municipal	General	Primary	Municipal	General
Location:						Used in:					
	Digby House	4	4	1/2 Day		X	X		X	X	
	George Davis Manor	4	4	1/2 Day		X	X		X	X	
	Heritage Healthcare	4	4	1/2 Day				X	X	X	
	Regency Place	4	4	1/2 Day		X		X	X	X	
	Rosewalk Village	4	4	1/2 Day		X	X		X	X	
	St. Anthony Healthcare	4	4	1/2 Day		X	X		X	X	
	St. Mary Healthcare	4	4	1/2 Day		X	X		X	X	
	Rosewalk Commons	4	4	1/2 Day		X	X		X	X	
	Indiana Veterans Home	4	4	1/2 Day				X	X	X	
	Tippecanoe Villa	4	4	1/2 Day				X	X	X	
	University Place	4	4	1/2 Day		X		X	X	X	
	Green Tree Retirement	4	4	1/2 Day				X	X	X	
	Vista Point Estates	4	4	1/2 Day				X	X	X	
	Home Hospital	12	12	12 hours		X		X	X	X	
	St. Elizabeth Hospital	12	12	12 hours		X		X	X	X	
	Westminister Village	4	4	1/2 Day		X		X	X	X	
	West Point Fire Station	4	4	1/2 Day					X	X	
	Montmorenci TBA	4	4	1/2 Day	Saturday				X	X	
	Lauramie Township Trustee Office	4	4	1/2 Day	Saturday				X	X	
	Stockwell General Store	4	4	1/2 Day	Saturday				X	X	
	3-6 to be Announced	24	12	1/2 Day	Saturday	X		X	X	X	
	Total Hours Facility is Staffed	120	72								

## **Attachment A**

### **Procedures for In-Office Absentee Voting for Tippecanoe County**

#### **Overview:**

Prior to the passage of Senate Enrolled Act 318, absentee voters voted using paper optical scan ballots. This, however, did not allow the visually-or mobility-impaired voter to vote a secret ballot. This ability to allow every voter the opportunity to a secret ballot is the major advantage of direct record electronic voting equipment.

Senate Enrolled Act 318, which was effective July 1, 2003, permits the use of electronic voting systems (DRE) for absentee voting in the Election Board office. The process must provide the same protections as would exist if the voter had voted on a paper ballot. The law further requires that the process is substantially the same as current procedures. The Board of Election & Registration must unanimously approve these procedures before the electronic system can be used.

There are two issues that must be addressed. State law requires that the absentee ballot of a voter who dies prior to election day cannot be counted. The law also permits a voter to override their absentee ballot by appearing at the polls on election day. This means that the system used must permit election officials to exclude ballots if a voter dies or votes in person on election day.

The second issue is that under current state law early voting is not permitted. Normally when a voter pushes the "Cast Ballot" button on the DRE equipment, the voter is considered to have voted. This would seem to preclude the use of DRE equipment.

Both of these issues are easily resolved using the "provisional voting" capability of our electronic voting system. In other states, this technology is used to allow a voter to vote whose eligibility to vote has been challenged. In those states, the voter is assigned a provisional identification number and the voter's ballot can be excluded from the count should they later be found to be ineligible to vote. It is important to note that the ballot cast by a provisional voter still remains secret; it is not possible for the Election Board to examine the votes that have been cast nor can a ballot once rejected be changed to accepted status.

The procedures to use this technology are not vastly different from current procedures for in-office absentee voting. The same security procedures apply and the voter will not notice much, if any, change in the process. Creation of the

database is precisely the same, so the procedures below address only those items that are a change from current practice.

### **Security Procedures:**

The staff of the Board of Election and Registration will determine how many terminals to have available in-office for each election based upon their estimates of how many people will vote. The voting terminals themselves cannot be activated without a programmed voter access card (VAC), so most of the security is focused upon controlling the creation of VAC.

The blank VAC should be treated as though they were ballots. They should never be programmed in advance and they should be accounted for each day. At the end of the day, they should be locked in the secure filing cabinet. Absentee teams need to be careful to retrieve a VAC once a voter has voted.

The terminals (both the VAC and the voter stations) have cases that can be locked by two locks. These terminals will be secured each evening with two padlocks. Each party will control one set of locks, so they cannot be accessed without members of both parties present.

The next morning, the locks will be opened by the bi-partisan teams and prepared for use.

The forms created during the voting process will be secured in the fireproof filing cabinet each evening.

As part of the preparation for the election staff will prepare small labels with provisional ID codes printed on them. This will prevent a number from being used more than once.

## Processing Voters in the Office for Absentee Voting

1. A voter will complete the **ABS-1 “Application for Absentee Ballot”**. The **ABS-1** must be signed by the voter.
2. The clerk(s) will process the **ABS-1**, indicating the township, precinct and council district for municipal elections. If there is any doubt as to the identity of the voter, their signature should be compared to the original voter registration card.
3. If the voter registered for the first time by mail on or after 1/1/2003, the clerk(s) will need to view identification according to the rules established by the Indiana Election Commission.
4. The clerk will prepare the **Affidavit of Electronic Ballot Voted in Election Board Office**. The provisional ID Code will be determined by removing the next label in sequence from the appropriate group of provisional ID numbers. The label will be pasted on the form.
5. The clerks will prepare a provisional voter access card (VAC) using the terminal. The procedure is the same as preparing any voter access card. The clerk selects the precinct, council district and party (if a primary election). Then the clerk must check the provisional box on the screen and enter the provisional ID code. It is critical that the provisional ID code be entered accurately when creating the card. Both clerks should review this entry to confirm the accuracy. The clerk will complete the processing of the card and give it to the voter.
6. The voter will vote on one of the machines in the office. When the voter has finished voting, he or she will return to the clerk desk and return their voter access card and sign the **Affidavit of Electronic Ballot Voted in Election Board Office** form. This form will also be signed by the clerks and then stapled to the application. The applications with the executed affidavits will be filed in the secure filing cabinet until election day. They will not be intermingled with mail-in ballots or traveling board ballots.

7. Should the staff become aware that a voter became ineligible to vote after casting a ballot in the office on or before election day, the co-directors will locate the **ABS-1** and the **Affidavit of Electronic Ballot Voted in Election Board Office** for that voter and indicate the reasons for rejection in the blank space at the bottom of the form. Both co-directors must sign the **Affidavit**. The document will be returned to the file to await processing on election day.
  
8. Election day processing will be completed by the Absentee Processing Team or members of the Election Board. They will review the **Affidavit of Electronic Ballot Voted in Election Board Office**. Each will be marked as accepted. Should the Absentee Processing Team believe that a ballot should be rejected, it will be set aside for consideration by the Election Board.
  
9. The Election Board will meet and consider the questionable affidavits. Should any affidavits be rejected, the reason for the rejection will be recorded on the Rejection Form. This form will be signed by the Election Board members and attached to the **ABS-1** and **Affidavit of Electronic Ballot Voted in Election Board Office**.
  
10. The memory cards containing in-office voted ballots will then be processed. Two person teams, one person from each party, will open Ballot Station by using the manager card and the manager password. If any ballots must be rejected, their ID will be located and rejected will be selected on the processing screen for that ID only. The affidavit for a rejected ballot shall be marked "rejected" and the reason noted. All others will be accepted and the **Affidavit of Electronic Ballot Voted in Election Board Office** will be marked as logged. When results are completed, the print totals report will be run and signed by the team and members of the Election Board. The results will be uploaded to the server by standard election night procedures after the polls close.



## **Section 7**

### **Staffing of Vote Centers**

In some elections, the staffing at a Vote Center may look very similar to a “precinct” election. However, for the larger elections, there will be many more election workers. The Vote Center Supervisor/Inspector will be appointed by the political party whose candidate for Secretary of State received the most votes during the most recent election for that office. It is very important to maintain the bi-partisan control of our election process, so each party will be responsible for appointing one-half of the remaining poll workers at each Vote Center.

It will be the responsibility of the Steering Committee to make recommendations about the skills that poll workers will require. They will also make recommendations to the political parties about how poll workers are recruited. In Tippecanoe County, while it is technically the responsibility of the precinct committeeperson to find election workers for each election, as a practical matter most recruitment of poll workers by both parties is handled by a designee of each parties’ Central Committee.

There are several approaches to filling the required boards for precinct workers; the Steering Committee might decide to recommend that, for example, the Vote Center Supervisor/Inspector for Vote Center #1 be appointed by the Precinct Committeeman for Wea 7 and that Wea 8 and Wea 9 appoint the Judges and Greeters. Or they might recommend that all positions are filled by a committee of precinct committeepersons. Or they might come up with yet another approach. The goal, however, is to recruit poll workers from both parties with the necessary skills who are committed to maintaining fair and free elections.

All applicable Indiana law will apply to the nomination of poll workers; if workers have not been nominated by the appropriate parties, then the Election Board will nominate workers as authorized by IC 3-6-6-13.

The move to Vote Centers will require poll workers with somewhat different skill sets; while the computer check-in of voters is very simple, someone who is terrified of computers would likely not be a satisfactory poll worker at a Vote Center. However, the addition of greeters will allow those long-time poll workers who want to continue working in an election to do so as those positions will not require any computer skills.

All poll workers will be trained and will be provided with identification badges. Greeters will be provided with credentials. All poll workers will be required to take an oath of office and sign the appropriate form; the current oath book will be adapted for use by Vote Centers. An individual authorized to

administer oaths will administer the oath at the poll worker training sessions; the completed forms will be delivered to the appropriate polls so that the Supervisor/Inspector can confirm that all workers have taken the oath. The oath forms for the hold back teams will be delivered to the appropriate polling place when the “extra” workers arrive.

While the basic responsibilities of each poll worker are very similar to a conventional election, the ways to accomplish those tasks are somewhat different. A brief description of each type of worker follows:

**Vote Center Supervisor/Inspector** - This person fulfills most of the functions of an inspector at a precinct election. He or she has had more training and has had previous election experience. This position is expected to work the entire day. Unlike previous elections, he or she will not be required to pick up supplies on the Saturday prior to the election; the needed supplies will be delivered to the Vote Center by the setup team. The security items required will be delivered to the inspector at training or secured in one of the voting machines.

**Greeters** – This person greets voters as they enter the polling place and asks if the voter has his or her postcard and photo ID; depending upon the answers, they direct the voter to the correct station. This position will not be used at all elections or at all Vote Centers. At some elections or Vote Centers, there may be more than one greeter.

**Exit Greeters** – This person collects the voter access card after a voter has voted and may ask them to complete a short survey card that asks for feedback. This position may not be used at all elections or at all Vote Centers.

**Check-in Judges** - This person will operate the computer and check in voters. The number of these individuals will vary by election and Vote Center.

**Programming Judges** - This person will program the voter access card so that the voting machine brings up the correct ballot style and precinct for that voter. The number of these individuals will vary by election and Vote Center. One of the programming judges, who is of the opposite party of the Supervisor/Inspector, and working the afternoon shift, will accompany the Supervisor/Inspector to the central office with the memory cards and other election materials. They will receive additional pay for this function.

**Provisional Team** - These individuals are judges who will assist voters who do not appear on the poll list; they will also serve as check-in judges or programming judges if they are needed. They will receive extra training so that they are expert in the process of provisional ballots. This position may not be used at all elections or at all Vote Centers.

**Hold Back Teams** - These poll workers have not been assigned to a specific Vote Center but will be sent to centers experiencing heavy voter turnout. They will receive training in all positions/functions. If it becomes obvious that they will not be needed, they will be released from service with a minimum payment of three hours of work plus compensation for the time spent in training.

## **Election Board Workers and Responsibilities**

In addition to precinct election workers, there are a number of workers employed by the Board who staff the central office. Some of these workers answer phones and direct voters to the correct polling place. Others run additional supplies out to precincts that need them. Machine technicians will travel to precincts that experience technical problems with the voting machines.

It is anticipated that there will be fewer of these workers required under the Vote Center model; fewer workers will be required to answer phones since there will be no need to tell voters which precinct they should vote at. Most, if not all, forms and documents will be printed on demand, so there will be virtually no need to run additional forms out to polling places.

We expect that there will still be a need for machine technicians; however by having the polling places set up by knowledgeable workers rather than the precinct election boards, there will be far fewer instances of voting machines not being set up correctly. Having fewer polling places will also reduce the amount of travel time required. It would be our intention to have the machine technicians stationed at convenient locations near their assigned Vote Centers for deployment as needed.

## **Shifts**

One of the complaints we hear over and over from our poll workers is that working from 5:00am until 7:00pm is just too long a day -- they can't physically manage shifts that long. We have a large number of college students who would like to work but can't because they have a morning or afternoon class. Others would be glad to work but have late afternoon child care issues.

While we are aware that IC 3-6-6-11 allows workers other than the inspector to work a partial day, we have not been able to take advantage of this for several reasons. Training twice as many people would be a logistical nightmare. The County Auditor is not enthusiastic about the effort involved to pay twice as many individuals. There is also disparity in membership between the two political parties in our county; one party was extremely concerned that

they simply wouldn't be able to find enough workers if they had to appoint twice as many.

Since we will need many fewer poll workers under the Vote Center concept, it makes it practical to allow workers to work shorter shifts. There will be some young enthusiastic workers who are willing and able to work 14-hour shifts. We anticipate that it will be much easier for both parties to locate poll workers to work a seven hour shift.

## **Pay Scales**

Tippecanoe County currently pays poll workers a flat rate that varies by position. For the election of 2006, we paid Inspectors \$140. For this, they were expected to attend training of approximately two hours, pick up supplies on the Saturday before the election, visit their polling place prior to the election, work a 14-hour day, and return the secure materials accompanied by the judge of the opposite party to the Election Office after they closed the polls. They generally worked about 19 hours total; this works out to about \$7.36 per hour. We have requested an increase in poll worker compensation for 2007 that would pay them approximately \$8.42 per hour; we hope that this will help us attract younger poll workers.

This application is due well before our Council will hold budget hearings. It will, of course, be up to the Council to determine the rates of pay for 2007 and beyond. Our budget estimates for Vote Centers contemplate that Supervisor/Inspectors will be paid \$9 per hour. If we pay them less, then our budgeted costs will be somewhat overstated. When we have compared the costs of Vote Centers to conventional elections we have made the assumption that the Council will fund our 2007 budget precisely as we have submitted it.

In 2006, we paid the judge of the opposite party \$115 to attend training, work a 14-hour day and accompany the inspector. This is about \$6.96 per hour (or a little less if they worked a remote, rural precinct with long travel times into town.) The other judge and both clerks were expected to attend training and work all day for \$110. This is an hourly rate of about \$6.87.

We find it challenging to locate enough competent poll workers. Our election laws have gotten more complicated; our equipment is more specialized; this will be doubly true if we become a Vote Center county. We find that younger people generally make better poll workers, but they are highly motivated by money. If they are going to take a day off from work, they want it to be worth their time. Older poll workers, who often lack computer skills, are less motivated by money but are more likely to work out of a sense of civic responsibility. If we are going to make Vote Centers work effectively, then we will need poll workers with computer skills. For estimating purposes, we have planned to pay check-In

and programming judges \$7.50 per hour in 2007. Hold back teams and provisional teams will be paid \$8 per hour; these positions will be filled by our more experienced poll workers. We have estimated granting 3 – 4% raises for poll workers in 2008.

Please note that while we have estimated expenses on a per hour basis, we will likely pay poll workers a fixed amount. This will make preparing their contracts and actually writing their checks a simpler, more accurate process.

## **Meals**

Our single biggest problem with any election is arranging meals for poll workers. We currently provide breakfast and lunch. (Unfortunately during the last Presidential election, we should also have provided an evening meal for many polling places as they still had voters in line at 7:30pm.) We expend enormous amounts of staff time arranging for these meals, confirming their arrival and then issuing the claims for them to be paid.

We don't get many complaints about breakfast but lunch is a real problem. If we provide box lunches, we get complaints that "we don't want a picnic." If we arrange for churches to cater in "home cooked" meals, we hear that the food is "too heavy." It either arrives too early or too late; they don't like the supplied beverages. They only had regular coffee; workers wanted decaf. The food wasn't kosher. This poll worker doesn't eat meat. The litany of complaints goes on and on.

We had just about decided that we were going to stop supplying food and simply give all poll workers a meal allowance for them to spend as they choose. But that creates some logistical problems, particularly for our college age poll workers who live in University Residence Halls and do not have access to a kitchen. Pizza delivery people just don't seem to be on the list of people allowed in the polling place and no fast food restaurant is open at 4:30am. We also considered making the Inspector responsible for the meals. Some Inspectors objected to the idea that they would have to pay for the meals in advance and wouldn't be reimbursed until three to four weeks after the election; county policy doesn't permit advance payment, so we abandoned that idea.

Under the Vote Center concept, we will only have to provide meals for those people working all day as Vote Center Supervisor/Inspectors and those few poll workers who choose to work all day. The poll workers will only be offered a choice of two separate box lunches; they will know in advance what type of meal will be provided. If they have a huge issue with the provided meal, then they may opt not to work or they may receive a meal allowance.

We will continue to provide breakfast; we actually will be able to provide a better breakfast at the same cost because we'll be spreading the delivery costs over more poll workers per Vote Center. We are also expanding our meal offerings to include a late afternoon snack of cookies, fruit, and bottles of water. This is an additional cost, although minor, but we believe that a snack will help get workers through the "late afternoon slump" and make closing the election more efficient, so it will more than pay for itself.

We have budgeted as though we will provide lunch only for inspectors; we have assumed that all other workers will work split shifts and won't be provided lunch. We have a budget allowance for training those workers. Paying for the time workers spend in training is actually much more costly than paying for lunch, so if some workers opt to work all day, we'll train fewer people and come out money ahead.

### **Training Materials and Training**

Tippecanoe County is rather proud of our training materials for poll workers. We first developed a training manual for the 2002 primary election; it was extensively revised for the May, 2006 election. (A sample Election Manual can be provided in an electronic format upon request.)

Poll workers use these manuals in training classes and one is provided for each polling place. We also provide a number of "flow charts" to help poll workers determine the best course of action for unusual situations. The excellent training materials provide by the State HAVA training office are also included in the pockets of these manuals.

We believe that poll workers do a better job if they have step by step instructions with color pictures. The Election Manual will be revised soon as we are upgrading our election equipment to newer touch-screen voting machines; the sections dealing with the machines will use pictures of the new equipment. Obviously if we are selected as a Vote Center county more changes would be required. However, since we produce this manual "in house" and have it desk-top published by a local business, it can be changed very quickly.

We radically changed the format of our poll worker training for the primary of 2002. Prior to that time, we held an "informational" meeting on the Tuesday and Wednesday prior to the election. People were required to attend and inspectors, judges and clerks all attended the same session. It was held in a barn-like room at the fairgrounds. Poll workers couldn't see and they couldn't hear but that really didn't matter because they weren't paying much attention anyway.

In 2002, when we upgraded to DRE equipment, we changed our training format. Each poll worker was required to attend a three hour training session. Classes were small; there were usually only ten poll workers per class. Each class started out with a PowerPoint presentation and then we moved to a very hands-on training session. Poll workers started with a machine loaded with a mock election. They opened the machine as though it was election morning, completed forms, practiced voting, and then ended the election just as though it was actually an election day. This training was conducted by the co-directors of the Election Board. While the training was well received and the election went off with few problems, it nearly killed the staff as we had to cover nearly 50 three hour training sessions. (Most staff ended up with nearly five weeks of comp time available by the end of that election.) The other, almost overwhelming problem was that there was really no place to hold these training sessions. We conducted several sessions in hallways of the County Office Building because every other space was booked.

In 2004, we contracted with the Business and Industry Division of Ivy Tech to provide poll worker training. This has been a very helpful partnership for several reasons. First, Ivy Tech has experts in adult education. While the Election Board staff is knowledgeable about elections, we will be the first to admit that we don't have any particular expertise in teaching adults. We tended to emphasize the wrong things in our training; wandered off-task, and relied on repetition to get our message across. Second, Ivy Tech had space for classes. We were able to take the sample voting equipment and supply bags to the classroom and leave them there for all the training sessions. Perhaps most significantly from a staff viewpoint, Ivy Tech already had a fully functioning student registration telephone program and website. They were able to relieve us of the administrative burden of scheduling nearly 500 poll workers into training classes.

Ivy Tech begins registering poll workers into classes as soon as they receive the first sets of names from the political parties. Workers can register by phone or on the web site. Ivy Tech then sends a confirmation letter to the poll worker. Classes start about three weeks before the election and we try to have them completed by the Thursday before the election. Unfortunately, we usually have to hold one last class on the Saturday before the election to cover those last minute recruits.

Classes are divided into three "flavors". Returning inspectors and judges attend one type of class; the assumption is that they already know how to physically set up the voting machines, so their hands-on training is more limited. New inspectors and judges attend a longer class session with more hands-on time. Clerks attend a third type of class. A specialized PowerPoint presentation is presented to all classes so that we can be sure that all workers hear the same message and each poll worker is provided with the Indiana Election Day Handbook.

We would anticipate that we would continue to use Ivy Tech to provide poll worker training under the Vote Center model although much of the curriculum would need to be revised. All workers would require hands-on training in their particular task; it will not be necessary to provide training in setting up the machines or the polling places as these tasks will be accomplished by special teams.

Ivy Tech already offers a number of computer training classes, so they have classrooms already equipped with computers. Training in the using the Electronic Poll Book software can easily be accomplished from their site; a sample database would reside on the servers owned by Tippecanoe County. This would allow poll workers to use the actual software in a networked situation to become expert at checking in voters. Programming judges will require hands-on training for programming voter access cards; while they accomplish that task now, they do it on totally different equipment. We would anticipate the training courses will be divided into five types:

- Vote Center Supervisor/Inspector will receive extensive training; probably in two, two-hour sessions for a total of four hours of training. All Vote Center Supervisor/Inspectors will have previous election experience. This training will be designed to make them expert in the new process. Hold Back teams will also have this training as we will not know what positions they might be assigned to. We also expect that the staff of the Clerk's office who assists on Election Day and the appointed members of the Election Board will attend these sessions.
- Provisional team training will be provided to make sure that members of the provisional teams thoroughly understand how to complete the forms and under what circumstances provisional ballots should be used. They will also receive somewhat abbreviated training in the check-in process and the programming process so that they can fill in as needed. We anticipate that these poll workers will be among our more experienced. We expect that these positions will require three hours of training.
- Check in judges will have separate hands-on classes where they will experience checking in voters on the actual software and machines that they will be using. We would anticipate that these classes would last about two hours but we will do some "test" training before we set up the classes.
- Programming judges will have a different class where they will concentrate on learning how to program voter access cards correctly. They will spend at least 60 minutes in hands-on work with actual machines loaded with a fake election; the remaining hour of their training will give them an overview of the Vote Center Election Process.

- Training for greeters will be very quick. Greeters will have the option to complete an on-line class from the comfort of their own home; if they do not have a computer available or are not computer literate then they be provided with written training materials and a quiz. They will complete the quiz and return it to us to receive credit for training. Each greeter will be provided with an illustrated flow chart that explains how to greet and direct voters.

### **Estimated Staffing Requirements**

The next pages of this section detail the specific numbers of poll workers by type that will be required for each election. You will note that, outside of a few specific rural Vote Centers, we have assumed that all Vote Centers will have the same number of voters and therefore workers. The Steering Committee, as they work through the selection of Vote Centers, may choose to alter the numbers and types of workers who work at specific locations. The total poll workers we have estimated are more than sufficient to process the expected number of voters at a particular election but as we gain experience, the estimates may be adjusted.

The list included both the workers at the Vote Centers and the workers who will staff the Central Office during the day and on election evening. In addition to the specific workers listed, the Clerk, the Chief Deputy Clerk, the Co-Directors of the Election Board and their Chief Deputies, and the four members of the Election Board are all working on Election Day. Their compensation is included in their salaries and as such is not broken out separately.

# Estimated Personnel Requirements for Vote Center Elections

## Municipal Primary

	Number	Hours	Rate of Pay	Total Cost	
Vote Center Supervisor	17	14	\$9.00	\$2,142.00	
Greeters	14	12	\$6.50	\$1,092.00	Not at 3 small town precincts.
Exit Greeters	14	12	\$6.50	\$1,092.00	Not at 3 small town precincts.
Check In Judges - 2 per Precinct all Day	34	14	\$7.50	\$3,570.00	
Check in Judges - 7:30 - 1:30*	6	6	\$7.50	\$0.00	
Prog. Judges - 2 per Precinct All Day	34	14	\$7.50	\$3,570.00	
Hold Back Teams	6	12	\$8.00	\$576.00	
Training - Supervisors	17	4	\$9.00	\$612.00	Assume that none will work split shift.
Training - Greeters and Exit				\$0.00	Assume that all will work split shift.
Training - Judges	68	3	\$7.50	\$1,530.00	Assume that all will work split shift.
Training - Clerks	68	2	\$7.50	\$1,020.00	Assume that all will work split shift.
Training - Hold Back Teams	6	3	\$8.00	\$144.00	Assume that all will work split shift.
Additional Pay for Democratic Judge	17		\$5.00	\$85.00	
Traveling Satellite Absentee Pollworkers	2	72	\$8.00	\$1,152.00	
Machine Techs	2	16	\$12.00	\$384.00	
Absentee Runners	2	2	\$8.00	\$0.00	
Receiving Team	2	2	\$8.00	\$32.00	
Opening Team	4	2	\$8.00	\$64.00	
Absentee Team	2	5	\$8.00	\$80.00	
Re-Sealing Team	2	2	\$8.00	\$32.00	
Voter Registration	1	12	\$8.00	\$96.00	
Network Techs					
Absentee Confined Teams	2	20	\$8.00	\$320.00	
<b>Total</b>	<b>119</b>			<b>\$17,593.00</b>	

**Municipal General**

	Number	Hours	Rate of Pay	Total Cost	
Vote Center Supervisor	17	14	\$9.00	\$2,142.00	
Greeters	14	12	\$6.50	\$1,092.00	Not at 3 small town precincts.
Exit Greeters	14	12	\$6.50	\$1,092.00	Not at 3 small town precincts.
Check In Judges - 2 per Precinct all Day	34	14	\$7.50	\$3,570.00	
Check in Judges - 7:30 - 1:30*	14	6	\$7.50	\$630.00	
Prog. Judges - 2 per Precinct All Day	34	14	\$7.50	\$3,570.00	
Hold Back Teams	6	12	\$8.00	\$576.00	
Provisional Team - Only in Large	28	12	\$8.00	\$2,688.00	
Training - Supervisors	17	4	\$9.00	\$612.00	Assume that all will work all day.
Training - Greeters			\$6.50	\$0.00	Assume that all will work split shift.
Training - Judges	68	3	\$7.50	\$1,530.00	Assume that all will work split shift.
Training - Clerks	68	2	\$7.50	\$1,020.00	Assume that all will work split shift.
Training - Provisional Team	56	3	\$7.50	\$1,260.00	Assume that all will work split shift.
Training - Hold Back Teams	6	3	\$8.00	\$144.00	Assume that all will work split shift.
Additional Pay for Democratic Judge	17		\$5.00	\$85.00	
Traveling Satellite Absentee Pollworkers	2	72	\$8.00	\$1,152.00	
Machine Techs	3	16	\$12.00	\$576.00	
Absentee Runners		2	\$8.00	\$0.00	
Receiving Team	2	2	\$8.00	\$32.00	
Opening Team	4	2	\$8.00	\$64.00	
Absentee Team	4	4	\$8.00	\$128.00	
Re-Sealing Team	2	2	\$8.00	\$32.00	
Voter Registration		12	\$8.00	\$0.00	
Network Techs					
Absentee Confined Teams	2	40	\$8.00	\$640.00	
<b>Total</b>				<b>\$22,635.00</b>	

**Presidential Primary**

	Number	Hours	Rate of Pay	Total Cost	
Vote Center Supervisor	20	14	\$9.40	\$2,632.00	
Greeters - Mornings Only	17	6	\$6.75	\$688.50	Not in small towns; mornings only.
Exit Greeters		12	\$6.75	\$0.00	Not for this election.
Check In Judges - 2 per Precinct all Day	40	14	\$7.80	\$4,368.00	
Check In Judges - 7:30 - 1:30*	17	6	\$7.80	\$795.60	
Prog. Judges - 2 per Precinct All Day	40	14	\$7.80	\$4,368.00	Only in larger precincts.
Hold Back Teams	4	12	\$8.25	\$396.00	
Provisional Team - Only in Large		12	\$8.25	\$0.00	
Training - Supervisors	20	4	\$9.40	\$752.00	Assume that all will work all day.
Training - Greeters		1	\$6.75	\$0.00	Assume that all will work split shift.
Training - Judges	80	3	\$7.80	\$1,872.00	Assume that all will work split shift.
Training - Clerks	80	2	\$7.80	\$1,248.00	Assume that all will work split shift.
Training - Provisional Team		3	\$8.25	\$0.00	Assume that all will work split shift.
Training - Hold Back Teams	8	3	\$8.25	\$198.00	Assume that all will work split shift.
Additional Pay for Democratic Judge	20		\$5.00	\$100.00	
Traveling Satellite Absentee Pollworkers	2	120	\$8.00	\$1,920.00	
Machine Techs	2	16	\$12.00	\$384.00	
Absentee Runners		2	\$8.00	\$0.00	
Receiving Team	2	2	\$8.00	\$32.00	
Opening Team	4	2	\$8.00	\$64.00	
Absentee Team	4	4	\$8.00	\$128.00	
Re-Sealing Team	2	2	\$8.00	\$32.00	
Voter Registration ED Workers		12	\$8.00	\$0.00	
Network Techs					
Absentee Confined Teams	2	40	\$8.00	\$640.00	
<b>Total</b>				<b>\$20,618.10</b>	

**Presidential**

	Number	Hours	Rate of Pay	Total Cost	
Vote Center Supervisor	20	14	\$9.40	\$2,632.00	
Greeters	20	12	\$6.75	\$1,620.00	
Exit Greeters	20	12	\$6.75	\$1,620.00	
Check in Judges - 4 per Precinct all Day	74	14	\$7.80	\$8,080.80	Only 2 in small vote centers.
Check in Judges - 7:30 - 1:30*	20	6	\$7.80	\$936.00	
Prog. Judges - 4 per Precinct All Day	74	14	\$7.80	\$8,080.80	Only 2 in small vote centers.
Hold Back Teams	8	12	\$8.25	\$792.00	
Provisional Team - Only in Large	30	12	\$8.20	\$2,952.00	
Training - Supervisors	20	4	\$9.40	\$752.00	
Training - Greeters	40		\$6.75	\$0.00	Assume that all will work all day.
Training - Judges	128	3	\$7.80	\$2,995.20	Assume that all will work split shift.
Training - Clerks	94	2	\$7.80	\$1,466.40	Assume that all will work split shift.
Training - Provisional Team	60	3	\$7.80	\$1,404.00	Assume that all will work split shift.
Training - Hold Back Teams	8	3	\$8.25	\$198.00	Assume that all will work split shift.
Additional Pay for Democratic Judge	20		\$5.00	\$100.00	
Traveling Satellite Absentee Pollworkers	2	120	\$8.00	\$1,920.00	
Machine Techs	4	16	\$10.00	\$640.00	
Absentee Runners	2	2	\$8.00	\$0.00	
Receiving Team	4	2	\$8.00	\$32.00	
Opening Team	6	2	\$8.00	\$64.00	
Absentee Team	2	4	\$8.00	\$192.00	
Re-Sealing Team	2	2	\$8.00	\$32.00	
Voter Registration				\$0.00	
Network Techs	4	25	\$8.00	\$800.00	
Absentee Confined Teams					
Total	22			\$37,309.20	

**Costs to Staff Satellite Absentee Office**

Office Staff - Open 4 Weeks Saturday	2 2	170 14	\$8.00 \$8.00	\$2,720.00 \$224.00	8.5 Hr Day/5 Days Wee/4 Weeks Use part-time; no overtime
Office Staff - Open 2 Weeks Saturday	2 2	85 7	\$8.00 \$8.00	\$1,360.00 \$112.00	8.5 Hr Day/5 Days Wee/2 Weeks Use part-time; no overtime

## Meal Cost Calculations

	Total Number	Number Working Split Shift	Number Present 7:00am	Number Working All Day	Number Present 4:00pm	Number for Dinner
<b>Municipal Primary</b>						
Vote Center Supervisor	17	0	17	17	17	
Greeters	14	14	14	0	14	
Exit Greeters	14	14	14	0	14	
Check In Judges - 2 All Day	34	34	34	0	34	
Check In Judges - Mornings	34	34	34	0	34	
Programming Judges	6	0	6	6	6	
Hold Back Teams						
Central Office Workers	14		14	14	14	14
<b>Total for Each Meal</b>			133	37	133	14
<b>Price Per Meal</b>			\$5	\$10	\$3	\$10
<b>Meal Costs</b>			\$665	\$370	\$399	\$1,574

	Total Number	Number Working Split Shift	Number Present 7:30am	Number Working All Day	Number Present 4:00pm	Number for Dinner
<b>Municipal General</b>						
Vote Center Supervisor	17	0	17	17	17	
Greeters	14	14	14	0	14	
Exit Greeters	14	14	14	0	14	
Check In Judges - 2 All Day	34	34	34	0	34	
Check In Judges - Mornings	14	14	14	0	14	
Programming Judges	34	34	34	0	34	
Hold Back Teams	6	0	6	6	6	
Provisional Teams	28	28	28	0	28	
Central Office Workers	14	14	14	14	14	14
<b>Total for Each Meal</b>			175	37	161	14
<b>Price Per Meal</b>			\$5	\$10	\$3	\$10
<b>Meal Costs</b>			\$875	\$370	\$483	\$140
						\$1,868

	Total Number	Number Working Split Shift	Number Present 7:30am	Number Working All Day	Number Present 4:00pm	Number for Dinner
<b>Primary Presidential</b>						
Vote Center Supervisor	20	0	20	20	20	
Greeters	17	17	17	0		
Exit Greeters						
Check In Judges - 2 All Day	40	40	40	0	40	
Check In Judges - Mornings	17	0	17			
Programming Judges	40	40	40	0	40	
Hold Back Teams	4	0	4	4	4	
Central Office Workers	14		14	14	14	14
<b>Total for Each Meal</b>			152	38	118	14
<b>Price Per Meal</b>			\$5	\$10	\$3	\$10
<b>Meal Costs</b>			\$760	\$380	\$354	\$140
						\$1,634

	Total Number	Number Working Split Shift	Number Present 7:30am	Number Working All Day	Number Present 4:00pm	Number for Dinner
<b>General Presidential</b>						
Vote Center Supervisor	20	0	20	20	20	
Greeters	20	20	20	0	20	
Exit Greeters	20	20	20	0	20	
Check In Judges - 2 All Day	74	74	74	0	74	
Check In Judges - Mornings	20	20	20	0	20	
Programming Judges - 4 All Day	74	74	74	0	74	
Hold Back Teams	8	0	8	8	8	
Provisional Team	30	30	30	0	30	
Central Office Workers	14		14	14	14	
<b>Total for Each Meal</b>			280	42	260	14
<b>Price Per Meal</b>			\$5	\$10	\$3	\$10
<b>Meal Costs</b>			\$1,400	\$420	\$780	\$140
						\$2,740

**Personnel to be Fed on Election Day**

- Clerk
- Chief Deputy Clerk
- Election Board (5)
- Co-Directors (2)
- Deputy Directors (2)
- Machine Techs 3

## **Section 8**

### **Hardware and Software for Connection**

Technology makes Vote Centers possible; if you cannot link each Vote Center in real time then a voter can only vote in one correct location. The key to this system is an Electronic Poll List. This poll list will be accessible to all Vote Centers and will be updated by the check-in judges as voters arrive to vote.

Tippecanoe County is very fortunate in that we have a very strong IT department. Our Management Information Technology Services (MITS) department manages a network of over 500 personal computers in eleven different locations. They have robust servers running a variety of computing intensive applications; many of these applications have confidential data that must be protected. Frankly they regard our need to link 20 Vote Centers via the internet as one of the easier things they have been asked to do.

When we first became aware of the possibility that Indiana might authorize a Vote Center Pilot Project, we asked MITS not to dispose of the older computers that were being retired under their routine replacement program. As a result we have sixty personal computers and will have ninety by the year 2008 that can be used for voter check-in. These machines are older but they are more than sufficient for our needs.

#### **Software for Electronic Poll List**

Larimer County, Colorado has been kind enough to offer their software to us free of charge. Since we have not yet seen this software, it is difficult to judge if it is suitable for our environment. Should it not be suitable, MITS believes that it would be very easy to write an Electronic Poll Book database in SQL that would contain the following data elements:

- Voter Name
- Voter Address
- Voter Date of Birth
- Voter SVRS Number
- Voter's Signature
- Precinct and Section
- Voter Status (Voted in Person, Voted Absentee)
- Type of Ballot Requested (Primary Only)
- Clerk In Clerk

- Time
- Location

Our budget planning assumes that we will pay to have this software written. The software will be very intuitive; there will not be many options for the check-in judges, so it will be difficult to check-in a voter incorrectly. When the software is ready, detailed instructions will be prepared. These instructions will include screen shots and will be provided for each check-in judge.

The Electronic Poll book database will be populated by a download from the SVRS system as close to the election as possible to ensure that the electronic poll list is as accurate as possible. The elements transferred from SVRS would include the name, address, date of birth, SVRS number, precinct and section. We would also like to include the scanned image of the voter's signature for comparison purposes. For most voters, the status would be blank except for those voters who had voted absentee. (Absentee ballots received after the download of the SVRS data, would be keyed by Election Board staff into the Electronic Poll List database as well as into SVRS.) We have assumed that all of the required data elements will be available to us from SVRS without any additional programming charges from Quest Information Systems.

When a voter arrives at the polls, the check-in judge will bring up the voter's record on their computer screen – perhaps using a bar code scanner and scanning the voter's postcard but more likely by using a search function. In a primary election, the judge will indicate which type of ballot the voter has requested – Republican, Democrat or School Board. The system will record the time and the judge who has checked the voter in; the individual record will update. The updated record will be available instantly.

Voters who show that they have voted absentee will be permitted to vote, but the check-in judge will need to notify the election office so that the absentee ballot can be removed before counting. Should the same voter attempt to vote at another location, the database will show them to be ineligible.

If MITS writes the code for this database, they will include code that replicates the database on two different servers. In the event that one of the servers fails, a back-up will exist. We will not use the Larimer County software unless similar protections exist within it or can easily be added.

## **Hardware and Servers**

The backbone of the Electronic Poll Book is a network of personal computers. Between two and five personal computers will be set up at each Vote Center. Both the computer and the application will be password protected;

these passwords will be included in the security items provided under seal to the Vote Center Supervisor/Inspector. These computers will access the Electronic Poll Book database by using a standard browser to update the records contained on two servers at the Tippecanoe County MITS data center.

It may be necessary to purchase some additional firewall hardware and routers for this project. The necessary funds have been provided in the budget estimates.

All personal computers installed at the remote Vote Centers will be set up by the County IT staff. These machines will be current with antivirus software and all application and operating system security patches. Each personal computer will be hard wired at the remote locations to the local network; no wireless network interface cards (NIC) will be allowed. The computers at each remote location will connect to the central server through a virtual private network (VPN) connection, allowing encrypted communications.

The VPN connections from the Vote Centers will be initiated and encrypted via IKE/IPSec to ensure that no traffic can be intercepted and read by an unauthorized party. The county network is protected by firewalls using customized rulesets to minimize the vulnerability via the outside interface.

The servers housing the voter database for the Electronic Poll Book application will be centrally located in the Counties IT server room behind our existing firewall. The exact servers that will house the data will be decided at a later date as there are a number of changes pending; testing of the system may influence the decision. The data will be replicated on two separate servers to ensure data integrity. The servers will be at minimum a 1.7 GHz processor with 1GB of Ram and Raid 5 Hard drives. The server will be running current operating system and security patches.

Election Day is a holiday for the employees of Tippecanoe County Government other than the Election Board and some members of the Clerk's staff. As a result, there will be few "regular" users on the servers, so processing time should not be an issue. The server room is secured, is climate controlled and has fire suppression protection.

The Tippecanoe County Management Information Technology staff is reluctant to make the details of their security plans public but they would be happy to answer any questions that authorized persons might wish to ask.

## **Section 9 Processing Voters**

The Vote Center process is both very similar and yet very different from a typical election. Our vision of the process is:

1. Four weeks prior to the election, one satellite absentee voting center will open at a local county facility. (Perhaps the home economics building at the fairgrounds; this facility is fully ADA accessible and has ample, easily accessible parking.) For the Presidential election, one or more additional offices would open two weeks or ten days prior to the election in ADA accessible facilities located in convenient places in the county. Each satellite center will be staffed with bi-partisan teams who have been well trained in the absentee process. Voters will vote with our well-established and documented in-office absentee vote plan (See Section 6). If a satellite Vote Center has Internet access (depending upon the election), one or more computers will be installed so that SVRS can be accessed. If a satellite voting facility does not have Internet access, the teams will have a computer available that has the most current upload of the voter database for Tippecanoe County, so that each voter's correct precinct can be verified. If it is not possible to link to SVRS, each day's paperwork will be returned to the main Voter Registration office, so that the appropriate entries can be made into SVRS.

2. Approximately seven to ten days prior to the election, postcards will be mailed to all registered voters in the county who have not yet cast ballots. This post card will list all of the available Vote Centers on one side. The other side will show the voter's name, address, and precinct. This document will contain a bar code of their SVRS tracking number. For a primary election, the postcard will also have a place for the voter to indicate party preference. The postcard will contain text that urges the voter to bring the postcard with them to vote. (A sample postcard is contained at the end of this section.)

3. Starting ten days to two weeks (depending upon the election), voting will commence at a wide variety of satellite voting locations. For this phase of the election, bi-partisan teams equipped with laptops and voting machines will set up at local nursing homes, hospitals, and businesses. These teams will be available for a half day to full day periods of time to permit residents and employees of those to vote in person using our established in-office absentee procedures. The votes cast at each satellite voting location will each use a separate memory card to allow for greater security. These locations will be advertised as polling locations; members of the general public who wish to vote will be accommodated.

4. Absentee voting by mail and by confined teams will continue as it always has.

5. On the Monday before the election, after all of the absentee information has been entered into SVRS, we will download an extract from the system. The Tippecanoe County Management Information Technology Services (MITS) team will load this information into the secure server in preparation for Election Day. This will allow for the most up to date electronic poll books.

6. On Election Day, a voter may choose to vote at any of the 14 – 20 available Vote Centers. (The number of Vote Centers will depend upon the type of election.) When a voter arrives at one of the Vote Centers, they will be greeted by an individual who determines if they have their postcard and a photo ID. Voters who have both items will be directed to the **Check-In Station**. Those without photo ID will be encouraged to return later with photo ID. If they are unwilling to do so, they will be directed to the **Provisional Ballot Station**. Those voters without a postcard will be directed to the **Provisional Ballot Station** so that a card may be produced for them. Voters who need to change their name or address will be directed to the **Address Change Station** to complete the appropriate forms before proceeding to the **Check-In Station**. If a long line develops, the greeter will notify the inspector, so that additional equipment and personnel may be deployed to that site.

7. Although we would expect fewer provisional ballots to be cast because voters can't be in the wrong precinct, if a voter did not appear on the database, they would cast a provisional ballot. After completion of the appropriate affidavits, the voter would receive a provisional ballot for the precinct of their current address. Each **Provisional Ballot Station** would be equipped with a laser printer to allow a .pdf format ballot to be printed on demand; this eliminates the need to have massive quantities of paper ballots available.

8. At the **Check-In Station**, voters will be checked in by a bi-partisan team manning a computer that is linked via a VPN (Virtual Private Network) to every other Vote Center in the county. These computers are older machines that have been retired from regular service but are more than adequate to meet the needs for voter check-in. The workers will record that the voter is voting; the database will record time and voting location. The poll workers will confirm that the address and precinct on the postcard are correct. If a voter has moved or changed their name, they will complete the appropriate forms to change their address. The voter will then sign the postcard. In a perfect world, we would purchase signature pads to connect to the Diebold electronic poll book that automatically programs the correct voter access card. However, it isn't likely that our county council will fund the purchase of this equipment for a two year pilot program.

The poll clerks will confirm the validity of the postcard by initialing it. A voter with the correct documentation should spend no more than 90 seconds at the first station. If the database shows that a voter has voted absentee, the poll clerk will immediately notify the election board so that the absentee ballot will not be counted.

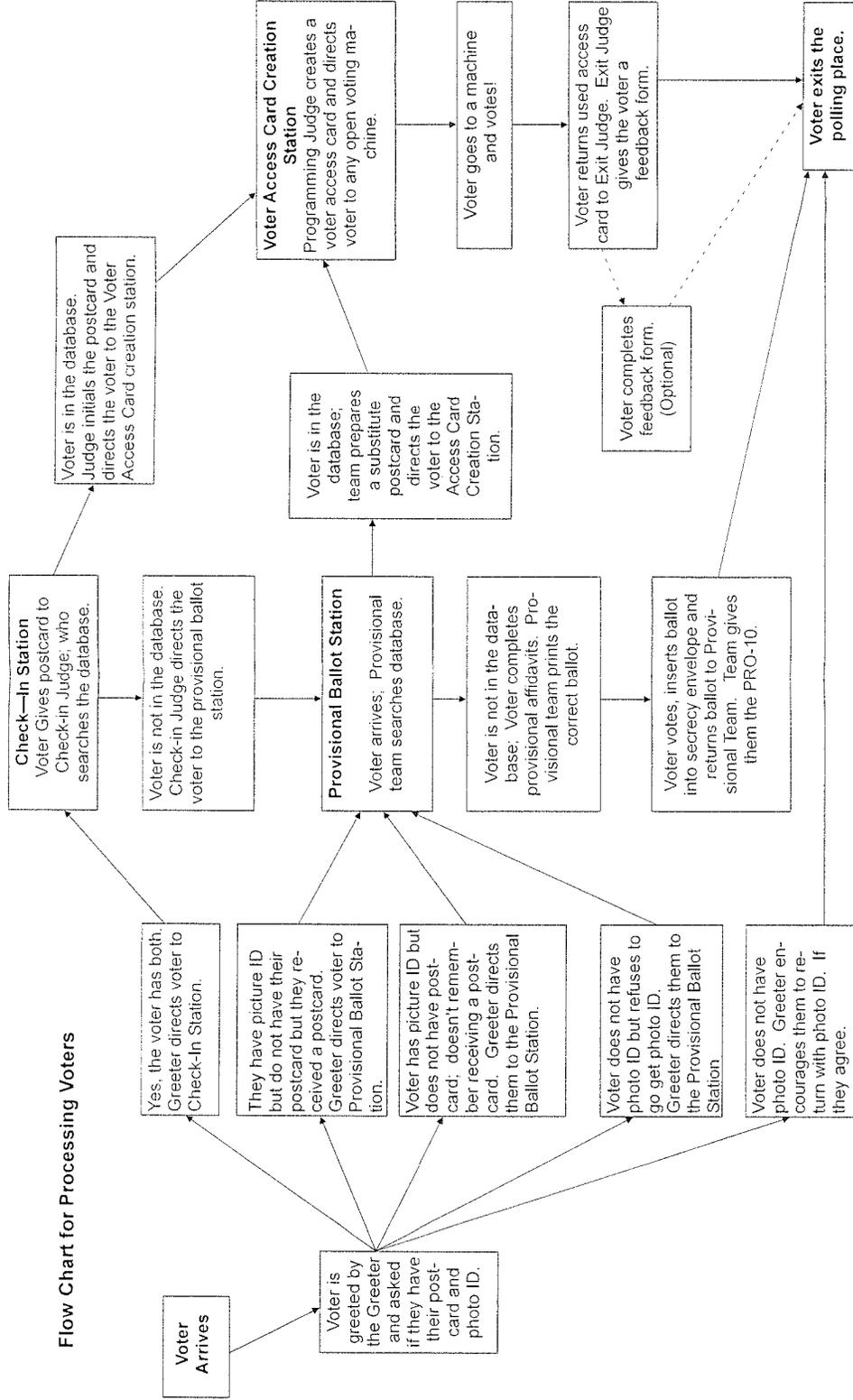
9. The voter then proceeds to the **Voter Access Card Creation Station** with their postcard. They will surrender their signed postcard to the bi-partisan team that creates the voter access card; the poll worker will retain the postcard. A team can create a voter card in about one-third the time required to check in a voter, so there will be an access card station for every three check-in stations. The team will place the postcard in order received in a tray. At the end of each hour, they will place a divider that indicates the time. This will make it easier to locate a specific postcard if required.

10. The voter will vote at any of the available voting machines using the voter access card that will bring up the correct ballot and precinct for that voter. There will be between 3 and 25 machines at each Vote Center. The number of machines will depend upon the estimated demand. For example, it is unlikely that many Lafayette city residents will travel to Clarks Hill to vote in the municipal election, although the voting machines will be set up to permit this. So, perhaps 150 people might vote in the Clarks Hill primary; three to four machines would ensure that no one waited very long. On the other hand, 700 – 1000 people might vote at a Vote Center in the city of Lafayette, so that Vote Center might have 15 to 20 machines.

11. If we mis-judge the turn-out at a particular Vote Center, we will have teams of poll workers and additional equipment “standing by” to deploy them at the busy precincts.

12. After voting, the voter will surrender their voter access card to the election judge and exit the polling place.

# Flow Chart for Processing Voters



Tippecanoe County  
Board of Election and Registration  
PO Box 619  
Lafayette, IN 47902  
(765) 423-9316 or 423-9303

You are registered to vote for the election that will occur on May 8, 2007. You may vote at any of the locations listed on the reverse side of this card.

**Please bring this postcard and a photo ID with you when you come to vote.** If you lose the postcard, don't worry but bringing it will make your voting experience easier and faster.

Bar Code of SVRS Number

Republican    Democrat    School Board

---

Address Block

For the Primary Election on May 8, 2007, you may vote at any of the following locations:

Lafayette City Hall	20 N. 6th Street	Lafayette
Rush Pavillion	19 Scott Street	Lafayette
CFRC Head Start	3600 Eisenhower Road	Lafayette
Christ Memorial Temple	3801 Union Street	Lafayette
Market Square	2200 Elmwood Avenue	Lafayette
4-H Extension Office	3150 Sagamore Parkway South	Lafayette
4-H Fairgrounds Home Ec Building	1401 Teal Road	Lafayette
Evangelical Covenant Church	3600 S 9th Street	Lafayette
First Assembly of God Church	108 Beck Lane	Lafayette
Purdue Memorial Union	101 N. Grant Street	West Lafayette
West Lafayette Public Library	208 W. Columbia Street	West Lafayette
West Lafayette City Hall	609 W. Navajo	West Lafayette
Tippecanoe Public Library West	<b>GET ADDRESS!</b>	West Lafayette
St. Andrews United Methodist Church	333 Meridian Street	West Lafayette
Dayton United Methodist Church	7201 Wesleyan Drive	Dayton
Battle Ground Fire Station	112 North Street	BattleGround
Clarks Hill Christian Church	9510 Pearl Street	Clarks Hill

For more information, please go to our web site at: [www.tippecanoe.in.gov](http://www.tippecanoe.in.gov) Click on "Vote Centers."

## **Section 10**

### **Voter Outreach and Education**

In order to successfully implement the Vote Center project, voter outreach and education must be a top priority. It is imperative to get voters to think outside the box and put aside ideas of traditional polling places. Voters must also be well informed about the locations of Satellite Absentee Vote Centers and how to use them. The Steering Committee will work with the Election Board to seek out the best ways to utilize both paid and earned media the media to reach voters.

The budget includes monies for reaching out to voters. While we can certainly count on help from the local news media and political parties, we need to make sure that all voters understand the new way to vote. Some of the methods we intend to use include:

#### **Public Forums and Speaking Opportunities**

A public education forum will be held at each of the local libraries to explain Vote Centers and answer any questions or concerns the public may have. We would also like to hold a public forum at Purdue in 2008 prior to the Presidential election. Shorna Broussard, President of the local chapter of the League of Women Voters, has offered to co-sponsor a public education forum on Vote Centers. Various other civic groups like the Neighborhood Associations, American Association of Retired Persons, Rotary, and American Legion have also expressed interest in having speakers on the Vote Center topic.

Flyers will be prepared for hand-out by any interested group. We would anticipate that the flyers might be distributed at group meetings, placed in employee lunchrooms and be made available to any group that mails out a newsletter who would be willing to include it.

#### **Signs**

We will place signs at all of the former polling places telling voters of this change; these signs will include an exterior literature holder that will contain lists of the Vote Centers. These signs will be placed at former polling places as far in advance of an election as the property owners permit.

## Web Page

Tippecanoe County has an excellent web page. It can be found at [www.tippecanoe.in.gov](http://www.tippecanoe.in.gov). If we are selected as a Vote Center county, we will immediately post our Vote Center plan. As the process progresses, we will post the steering committee names, schedules and meeting minutes on the web page. We will post the satellite absentee voting locations and schedule and the Vote Center locations as well.

Our current web page has a polling place locator feature that allows a voter to type in their name and address and it tells them where the polling place is for that precinct. If we are a Vote Center county, then we will obviously modify the locator feature to take the voter to our Vote Center location page.

## Mass Mailing

It is likely that one or more municipalities will not have a primary election in 2007, so a mass mailing to registered voters in those cities and towns that will have an election may be the most cost effective way to make sure that we reach all voters. While we could do some media advertising prior to the municipal primary, that advertising would reach a lot of voters who do not live inside the municipal boundaries so it would likely not be as effective.

If selected as a Vote Center Pilot County, Tippecanoe County will apply for Non Profit Standard Mail status in order that we may mail election mail at the lowest possible cost. We anticipate that we would mail a card or letter to each address that will be eligible to vote in a primary election in 2007 about four weeks prior to the election. This letter or card would explain the concept of Vote Centers and list the Vote Center locations. The letter would also explain the satellite absentee voting and the locations and schedule. It would not be personalized and would likely be sent to a household, rather than individual voters.

This letter or card would **not** replace the individual postcard mailing that would be made about ten days prior to the election

## Newspaper

Tippecanoe County has three local newspapers. The Journal & Courier has the largest circulation. The Purdue Exponent reaches primarily students, faculty and staff on Purdue's campus. The Lafayette Leader has a small but loyal following.

We anticipate that most of our newspaper exposure will be earned media as opposed to paid. Typically, the Journal & Courier puts out a pre-election supplement that indicates the precincts and polling places; they will undoubtedly be willing to work with us to publicize Vote Centers. The Lafayette Leader and the Purdue Exponent also can be expected to assist in publicizing Vote Centers.

We may do some paid advertising in newspapers for the 2008 elections.

## **Television**

Our local television station, WLFI – TV18, has also shown great interest in the Vote Center application process. We anticipate that their interest will continue if Tippecanoe County is selected as a pilot county.

While we expect to purchase advertising on this station prior to the presidential election, we will also pitch the idea of doing a series of stories about Vote Centers so that voters who watch the local television news will be better informed.

## **Radio**

We have several local radio stations; while we will ask them to run public service announcements we will likely purchase some drive time advertising in order to reach voters when they are actually listening to the radio.

## **Political Parties**

Political parties will be kept informed by their steering committee members. Obviously, they have a vested interest in getting voters out to the polls, so it is likely that they will help make voters aware of the change. Candidates might include Vote Center information on their push cards.

## **Collecting Feedback**

One of the things that we will do, if selected, is ask voters who vote at Vote Centers for feedback. The exit greeter will give each voter a postcard that asks for feedback. The voter will be asked to complete the postcard at the polls but they have the option of taking the postcard home and mailing it back to us. We will use this feedback to hone our process and identify where we need to improve. A sample postcard follows this page.



Please  
Place  
Postage  
Here!

Tippecanoe County Board of Elections  
PO Box 619  
Lafayette, IN 47902-0619

## **Section 11 Testing**

The major difference between a Vote Center and a conventional precinct election is the Electronic Poll Book, so the bulk of our testing and verification efforts will be devoted to making certain that Electronic Poll Book works as it should. We have already completed seven elections using our direct record electronic voting machines, so we are confident that they will work and do not feel that we need to run a full blown mock election.

### **Testing the Electronic Poll Book Software**

We do, however, believe that we will need extensive testing of the Electronic Poll Book software. As soon as the software is developed, but no later than four months prior to the election, we will load the software and sample data onto the selected server(s) in the County IT server room.

We will begin the process of testing the data by preparing several thousand mock postcards using names in the sample database. These postcards will be similar to the postcard shown in Section 9 of this application but will be printed on colored card stock. The sample postcards will be destroyed at the conclusion of the testing process.

We will then begin by testing the software with Election Board staff. They will check-in voters using the mock postcards. When we are confident that the software works perfectly we will invite real poll workers to test the software. After they are familiar with the software, we will ask them to process mock postcards in a timed test. When we have enough experience to determine how many voters can be processed in a given time period, we will be able to make sure that we have sufficient staff and computers to handle the expected peaks during Election Day.

We will begin to rigorously test the software when we begin training classes at Ivy Tech for check-in judges. As noted in the training section of this application, the computer classrooms at Ivy Tech will hold thirty-six students. We will, one evening, fill that classroom. After the training class, the trainees will be paid to remain for another 30 minutes to help us test the software under “real life” conditions. (By doing this test after working hours, we will better simulate the load on the server that will be experienced on Election Day, which is a holiday for most county employees.)

In addition to the 36 people at Ivy Tech, we will have Election Board and Clerk Staff as well as other volunteers scattered around the community working on personal computers at a variety of locations. We plan to have 60 users for the 30 minute period of the test. At the start time of the test, all of the volunteers will begin checking in voters from the mock postcards. At the conclusion of the test, we will see how many postcards were processed and make sure that there are no unacceptable delays.

### **Sample Set-up of Personal Computer Network**

As soon as the Vote Center locations are determined, staff from the MITS department will be in contact with the location to make certain that the data requirements are met and to understand the location's network. It may be necessary or easier in some locations to run an additional high speed internet connection to the location; there are funds available in the budget should this be necessary. Although the county owns some firewall and router equipment, monies have been allotted for the purchase of more should it be necessary. Each site will be checked for the availability and location of electrical outlets. Should any deviation from the standard set-up plan be necessary, those deviations will be noted.

Each location will be set-up and tested well in advance of Election Day. The amount of time necessary to set up each location will be determined. It may be necessary to set up some locations the week before the election if it is determined that MITS staff is insufficient to set up all the equipment the day before the election. This should not be a problem as many of the potential Vote Center locations are owned by units of government and they will be happy to cooperate.

### **Using Data**

One of the tremendous benefits to starting the Vote Center Pilot Project in a municipal election year is that we will gain both experience and hard data that will enable us to better plan for the Presidential election.

We have never bothered to collect any data about what time of day people will come out to vote; we have anecdotal evidence that we are busy in the morning and again at lunch but no real hard data. There really wasn't a lot of point in collecting that information in a precinct style election because the amount of staff was fixed; it didn't make much difference if we had a mass of people between 7:30am and 8:30am because we would have exactly the same amount of staff at that point in the day as we would in the mid-afternoon doldrums.

Using the Electronic Poll Book data, we can determine exactly how many people voted at each Vote Center during each 15 minute segment of the day.

This will allow us to plan staff and resources much more efficiently and the voter will have a much more satisfactory experience.

### **Testing of Forms, Training Materials and Other Materials**

It has long been the practice of the Election Board to test all of our forms and processes on a variety of people. We actually go out and find sixth graders and get them to fill out the form. If the sixth graders understand the form, we might then go to an American Association of Retired Persons meeting and ask for volunteers to review our handout materials. We learn a lot from this exercise. (Although one of our most frequent observations is that people rarely, if ever, read the directions that accompany a form.)

We anticipate that we will continue this practice of testing our products in real-life settings. We will make sure that our sample postcard is well understood by a wide cross section of the voting population. We will also make sure that any handouts don't confuse voters.

We also ask potential poll workers to review our training materials to make sure that their questions are answered. Poll workers vary greatly in their willingness to ferret out the answer from the training materials but we attempt to design them so that any question that they might ask can be answered by the Election Manual.

## **Section 12**

### **Security and Disaster Planning**

The major focus of our security planning is to make certain that the election is fair and free. To that end, we focus our planning on the security of the election materials, the security of poll workers and the security of voters. Security of our election workers is one of our high priorities; training time is devoted to making sure that poll workers understand how to deal with certain situations. Our current election manual explains to poll workers what to do in certain situations. This can be found in the Election Manual, Section 10.

#### **Security of the Election Materials**

We devote a great deal of effort to maintaining secure and bipartisan control over election materials. Security of the election materials begins with the preparation of the election database. The database is prepared on an isolated computer located behind a double-locked door. Each party has one of the two keys; it takes both keys to get into the room with the election server computer. The computer itself is double-password protected. Each party has one of the two passwords required.

While it isn't practical to have more than one person entering data into the database at a time, each day's work is carefully checked by a member of the other party. In addition to the physical security, the Global Election Management System (GEMS) software maintains activity logs which can be checked at any time.

Once the database for the election is completed and reviewed by both parties, three back-up copies are burned to disk. One is stored off-site at the Sheriff's Office in his secure storage area. One is provided to the Republican member of the election board and one is provided to the Democrat member of the election board; they each place the disk in a secret and protected location.

After the election board has proofed and approved the sample ballots, the memory cards for each voting machine are prepared. Once the cards are burned, they are tested. After we have confirmed that each card is OK, they are labeled and stored in a fire safe until it is time to prepare the machines. The fire safe is locked with two keys and is behind a double locked door. Each party has one of the two necessary keys.

When the machines are prepared, bi-partisan teams will program each machine. They follow this protocol:

1. Each machine is opened and plugged in.

2. The screens are calibrated to be certain that they will correctly record each touch.
3. The memory cards are installed.
4. The logic and accuracy testing routine is conducted.
5. The machine is placed in test mode; sample ballots are voted.
6. After confirming that the votes were recorded correctly, the machines are set to election mode.
7. Zero tapes are run and checked to be certain that no votes are recorded.
8. A tamper-evident seal is placed over the memory card, sealing it into the PCMIA slot.
9. The serial number of the machine and the seal is recorded on a machine certification report. This report is prepared in duplicate using carbon paper. (A sample machine certification report follows this section.)
10. The machine is tagged with a label that identifies which Vote Center it is located at.
11. The process continues with each machine that is at or will be sent to a particular precinct or Vote Center.
12. If the "security items" necessary for the election will be distributed with the machines, they are placed in tamper evident bags and placed inside one or more voting machines.
13. The covers are closed and metal seals are placed on the machines; the seal numbers for each machine are recorded on the machine certification report.
14. When all of the machines have been processed, the bi-partisan team staples the zero tapes to the carbon copy of the machine certification report; they sign the tapes and the report. The original report is locked into one of the machines for a precinct or Vote Center. The carbon copy is returned to the office where it is kept in secure storage until after election day.

The security items mentioned in item 12 above are the other materials that are necessary to operate the voting machines and the check-in computers. Without those items, the machines will not work. These items include the passwords for the electronic check in computers, the "Electronic Key" necessary to end voting and close the election, the physical key to the access door that covers the on/off switch, and the programmable voter access cards necessary to make the voting machines function. To that end, we keep careful control over those items; they are sealed into tamper-evident envelopes and provided to the Vote Center Supervisor to protect them. Distribution of the security items will vary by location and election. We sometimes lock them inside one or more of the voting machines. We sometimes provide them directly to the inspector and notify the judge of the other party where the materials and the quantity of each item were sent.

## **Security of Absentee and Provisional Ballots**

Tippecanoe County uses a “ballot on demand” system for mail-out absentee ballots. The ballot printer is behind a double-locked door; each party has one of the two necessary keys. Ballots are printed on card stock for a specific voter and tested to be certain that the ballot will read. Any ballots that do not print correctly are immediately fed into a cross-cut shredder. Ballots that are prepared for proofing or posting as sample ballots are printed on a different color, lightweight paper. If it were ever necessary to print a sample ballot on card stock, then it is immediately stamped “SAMPLE.”

After the paper ballot has been produced, the absentee application and the ballot are reviewed by a bi-partisan team to be certain that the correct ballot has been produced for the correct voter. The team then initials the ballot and it is mailed to the voter who requested it. The applications are filed, awaiting the return of the ballot.

When the ballots are returned by mail, the application is located and paper clipped to the security envelop containing the ballot; the materials are then stored in a fire safe until election day.

Provisional ballots at each Vote Center will be printed on demand from .PDF files. Each provisional ballot will be initialed by both a Democrat and a Republican. The voter and judge will complete the appropriate affidavits, the voter will vote, and the ballot will be sealed in the secrecy envelope. Any provisional ballot printed by mistake at the polling place will be immediately destroyed by tearing it into pieces. At the close of the election, the appropriate provisional ballot report will be completed and the sealed envelopes placed in the tamper-evident bag.

## **Public Test of Election Equipment**

As required by IC 3-11-14.5, Tippecanoe County conducts a public test of election equipment. Although we have never had a member of the public show up to watch, the news media generally attends. Our current process follows state law; we invite members of the media to select the precincts to test. Depending upon the precincts selected, this might mean that we program and test six to 14 machines.

Under the Vote Center concept, all memory cards will be essentially identical. IC 3-11-14.5 was clearly written to apply to the precinct concept of voting. If you assume that precinct in that code section is equivalent to “Vote Center”, then we might be expected to program and test as many as 60 voting machines during the public test.

Since the news media has tended to lose interest after we programmed the third machine in our previous public tests and the Election Board zoned out even earlier, it is unlikely that either the media or the election board will sit still long enough to watch us test 60 machines. Nor does it really serve any real purpose. The purpose of the public test is to verify that the machines and the tally software are functioning correctly. If all machines are running identical cards, then all cards will function exactly the same way.

Therefore, we would propose that the public test of the election would be conducted in the following manner: We would test and verify the optical scan absentee ballots as we always do. We would, as we always do, ask the three major media outlets to select a precinct the day before. We then prepare test decks for those precincts. On the day of the test, we would then ask the media to randomly select 6 machines. We would then test and program those six machines and vote sample ballots from the selected three precincts on each machine. This should be more than adequate to demonstrate that the machines and tally software are running correctly.

### **Security of Election Materials and Machines on Election Day**

We strive to maintain the integrity of the election process on election day. The first line of defense against any type of election fraud is well-trained and honest poll workers from two different political parties. While it is remotely possible that members of the two parties could secretly join together to commit election fraud, we consider the risk to be small.

The safeguards built into the process – sealed machines, verification of zero tapes, reconciliation of the number of votes at a polling place with the number of voters who signed in – make it unlikely that vote fraud will be committed by members of the Election Board. The fact that voters must show photo ID and sign in make it unlikely voters will commit much election fraud—as a general rule, it's not a good idea to show a photo ID if you are planning to commit a crime. While we cannot rule out the potential of fraud, it is remote.

There are only two areas where we consider our machines even remotely vulnerable to attack – a denial of service attack on a single machine or stealing a voter access card and attempting to reverse engineer it. We will examine both of these in detail. In terms of the process, the only potential weak link is the check-in network; a denial of service attack that brought down that network would be inconvenient but it would not bring the election to a halt. The only other problem we could envision is that a dishonest poll worker might change the database to indicate that voters (probably of the opposite party) had already voted.

In a denial of service attack against a machine, a voter or a coordinated group of voters might visit a Vote Center and then when they got to a voting machine, attempt to disable the machine in some way. Outside of a physical attack on a voting machine with a heavy, blunt object, it is virtually impossible to take a machine out of service for more than a few minutes. A voter bent on causing trouble could activate a voting machine and then leave without casting a ballot; however, the voter access card would remain in the machine and the exit greeter would stop the voter in an attempt to retrieve the card. When the voter responded that the card was still in the machine, the exit greeter would explain to the voter that his vote was not recorded. (If the voter does not push the "Cast Ballot" button, the vote remains unrecorded.) The voter could either go back or finish the voting process or the Supervisor or Judge could invalidate the vote. So, worst case, the machine might be out of service for three minutes. This will not have any serious impact on the election; even if a coordinated group of voters tried to take out a polling place in this way, the disruption would not last long. Since the voters would have to show picture ID and sign in; we would know exactly who they were.

Reverse engineering a voter access card would be rather difficult and the potential gain rather slight, so while we are not discounting the threat, we do not give it a great deal of credence, either. In this method of attack, a voter would need to steal a programmed voter access card from a polling place; this card is programmed by a judge to bring up a specific ballot style for a specific precinct. There is a person at each polling place whose entire function is to collect the voter access cards after each use; while it is not impossible that someone could steal one, it would not be easy.

Assuming that someone did steal a programmed voter access card, someone with the necessary computer skills would need to reverse engineer and duplicate the card. This would take some considerable advance planning since they would need to have some blank voter access cards. These are not available for purchase on the open market as our vendor who does not sell them to just anyone. The cards could be stolen from our stock or from another county but that would be difficult without inside help. Then, the dishonest voter could make multiple access cards from the one that was stolen. (The election codes change for each election, so you would have to steal a card on election day and return that same day in order to make this work.)

Obviously since the voter would have already signed in, he or she would have to have an accomplice who had not yet voted. The accomplice would need to come in, show photo ID and sign in. Then he or she would have to go to a machine and very, very quickly vote multiple ballots. Our judges watch the voters and will question anyone who spends very long at a machine, It is also likely that they would hear the machine ejecting a card after the each vote; this should raise red flags when the voter does not leave the machine after the card is ejected. If a judge suspected such a problem; that machine would

immediately be taken out of service and an interim tally taken. In a tally, we compare the number of votes recorded on the machines with the number of votes cast in that Vote Center. While this wouldn't prevent the fraud, it would identify it very quickly. We could clearly isolate the problem to which precinct the fraud had been committed in. Armed with that knowledge, the Election Board or the Circuit Court judge could determine the appropriate remedy.

A denial of service attack on the check-in network is less implausible but not outside the realm of possibility. Our MITS staff believes that there are sufficient safeguards in place to mitigate the risk. However, should such an attack occur, we have several backup strategies. First, if any one Vote Center lost connectivity, we would dispatch our staff to computers on the county Intranet that would access the check-in database and open telephone calls between our staff and the Vote Centers. The check-in staff at the Vote Center would essentially just relay information back and forth between the voter and the staff at the county site.

This might be cumbersome if all Vote Centers were off-line as might be the case in a region-wide power failure. If the voter check-in process were too slow, the Election Board could make the decision that it would all voters with their bar-coded postcards would be valid voters. While it is possible that some voters might have the technical skill and desire to duplicate their postcards at home, it is unlikely that many voters will know their SVRS number, let alone have the ability to reproduce the bar code. This is even more unlikely if there is a wide-spread power failure, so this is probably an acceptable risk.

Therefore all voters with their postcards, which they surrender when they vote, would simply vote. We would record their vote on the check-in database at a later time. Voters without postcards could still be checked in via telephone or, in a worst case scenario, be given a provisional ballot. There will be a static back-up of the entire county poll list on a computer at each Vote Center, so workers can determine the correct precinct if a voter is voting a provisional ballot. If we had thousands of voters who voted on provisional ballots, then reporting election results might be delayed - but we could be confident that the results were fair and honest.

The only other potential area of fraud that we can detect is that a dishonest poll worker might attempt to "check-in" voters who weren't really present in an attempt to keep someone from voting. Obviously this is one of the reasons why check-in judges will work in bi-partisan teams. Even if one of the team members were momentarily distracted and the dishonest poll worker tried to check someone in, this strategy is not likely to work very well as a means to disenfranchise voters. When the voter actually appeared to vote, the voter would still have his or her postcard. Since the database would indicate which Vote Center and the time they allegedly voted, it would be a simple matter to locate the original postcard and prove or disprove that the voter in question actually

voted. The postcards are stored in trays in the order received; cards showing each hour of the day is inserted at the appropriate times; making looking for a card much easier. The passwords to open the check-in computers will be in sealed envelopes and safeguarded until the polls open on election morning; this makes it unlikely that anyone could tamper with the machines before election morning. We will monitor the database; should any voter be recorded as having voted prior to 6:00am, we will investigate.

We would also detect this type of fraud instantly when we conduct our first interim tally. In this process, at pre-determined times, the Vote Center supervisor tallies the number of votes on the machines in their precincts and reports the number of votes on the machines and the number of voters who have signed it. Central staff then compares these numbers with the numbers of voters who have checked in at a particular Vote Center; should there be any discrepancies, appropriate action can be taken.

## **General Disaster Planning**

Tippecanoe County has had a general disaster plan for elections for quite some time and has never has to use it. The purpose of this plan is to ensure that an election will occur despite any crisis that might impede the usual election plan.

## **General Contingency Plans**

Each Vote Center will have a computer and printer capable of producing, on demand, any ballot style required. In addition, should there be a total disruption of the election process; backup paper copies of all ballots are stored off-site in a secure and secret location. In a crisis, the county owns 12 high speed duplex copiers; we have a number of local print shops that could also assist. We estimate that we could, in about one hour, deliver paper ballots for all precincts to all Vote Centers.

In addition, copies of the GEMS database are stored in three separate locations. Backup static copies of the entire county poll list are kept both on disk, the county network, and on at least one computer at each voter center. The SVRS database is available to authorized machines on the county network and on an Internet Web site; we download a copy of the SVRS database to our network on a regular basis and copies of the SVRS database are provided to both political parties ten days and five days out from the election. Extra copies of

the PCMIA cards that operate our voting machines are prepared, sealed in tamper-evident envelopes and stored off-site in a secure and secret location.

One of the enormous advantages of the Vote Center concept is that in all but the most overwhelming of disasters, the poll lists and the record of those voters who have voted are instantly available. Most of our disaster planning for precinct elections has focused on the destruction of the poll lists; if those individual precinct records are destroyed, we have very few options.

There are some specific situations for which we have developed some disaster plans:

**1. Polling Place Destroyed Prior to the Start of the Election and Equipment Is Destroyed.**

If a polling place becomes unavailable prior to the start of the election, the polling place can be moved with a unanimous vote of the County Election Board. The best possible notice of this change must be made. (IC #11-8-3.2 (c)) In this scenario, if the voting machines were not destroyed, the equipment would be moved to an alternative location. If the voting machines were destroyed and it was possible to obtain additional equipment, the emergency cards would be retrieved from their secret location and new machines activated. Signs would be placed at the location of the former polling place directing voters to the new location. (Signs can be made at Next Day Signs with 24 hours notice. Jones & Phillips Associates, Inc. has a large color plotter that can print 36 x 48 inch pages with two hours notice.)

**2. Polling Place Destroyed After the Start of the Election and Equipment is Destroyed.**

If the equipment were destroyed and it was the determination of the Board that recovery of the backups contained within the machines was not likely, records of all votes would be lost. In this event, we have two choices – either terminate the election and hold a special election at a later date or permit everyone who voted at that Vote Center to vote again at another location. An alternative polling site could be set up within an hour either by using paper ballots from the emergency stock or by using the emergency cards to program additional machines. The on-line check in would allow us to identify voters who had voted at that Vote Center. While this wouldn't be a simple process, it would be manageable.

### **3. Polling Place Damaged; Equipment Likely To Be Intact but Currently Unavailable.**

In this event, voters have cast ballots but it may be days or hours before the machines are available to tally those votes. The electronic poll book makes it easy to identify those voters who have voted; voters who arrive after the disaster will simply be directed to another Vote Center. While it is likely that the final tally of the election will be delayed until the machines can be recovered, no votes would be lost. Obviously the election materials would need to be guarded until retrieval was possible; the Sheriff's Department could assist with this until other arrangements could be made.

### **4. Destruction of the GEMS Computer, the Vote Counting Location or the Courthouse.**

Backup copies of all election materials are stored off-site. A new computer would have to be obtained and set up in another location, the software installed and the backup database installed. It is unlikely that this could be accomplished quickly enough to count the votes yet that evening, so inspectors would have to be notified about where to return election materials. Once the materials were brought in, they would need to be stored in a secure location. As the records are fairly voluminous, the location of this secure storage would need to be determined; armed security would probably be required to ensure the materials were not tampered with.

### **5. Power Failure.**

A limited, short-term power failure would likely have little effect on an election. Our machines will run on battery backup for four to five hours; most isolated power failures are solved before then. Voter check-in would be accomplished by connecting via telephone back to the County office or by implementing the valid postcard- valid voter scenario. If only one or two Vote Centers lost power for a longer period of time, voters would simply be directed to a functioning Vote Center. In the event of a catastrophic region wide power failure, it would be up to the Election Board or the Circuit Court Judge to make a determination. If the entire state was without power and expected to be so for more than 24 hours, the only logical thing to do at that point is halt the election. If the entire region is without power, then running an election is probably not our biggest issue.

Tippecanoe County remains confident that we have the resources and the ingenuity to deal with virtually all election disasters.

## **Section 13**

### **Time Line for Implementation**

The next few pages show the timeline of events necessary to implementing the Vote Center concept if Tippecanoe County is selected as a pilot county. We have only included the first year of implementation as there will undoubtedly need to be adjustments made after we have some experience.

## Timeline for Implementing the Vote Center Plan

- 10/2/2006 Notification of Vote Center Pilot Counties
- 10/4/2006 Provide notice of Public Meeting Of Election Board to Media
- 10/9/2006 Voter Registration Closes/First Day of Absentee Voting
- 10/10/2006 Election Board Meeting - Appoint Chairman of Steering Committee
- 10/16/2006 Appointments by Political Parties for Vote Center Steering Committee Members Due to Chairman
- 10/19/2006 Public Test of Election Equipment for 2006 General Election
- 10/24/2006 First Meeting of the Vote Center Steering Committee
  - Organize the Committee
  - Distribute Plan
  - Distribute List of Potential Polling Sites for Members to Study
  - Set Meeting Schedule (Recommend bi-weekly meetings through April, 2007)
- 10/25/2006 Distribute Vote Center Steering Committee Schedule to Media
- 11/7/2006 General Election Day**
- 11/15/2006 Provide Notice to News Media of Election Board Meeting on 11/20/06
- 11/20/2006 Election Board Meeting
  - Certify 2006 General Election
- 12/1/2006 Voter Registration Re-Opens
- 12/12/2006 County Council Meeting - Approve budget transfers and additional appropriations for 2007 Budget
- 1/10/2007 Provide Notice to News Media of 1/17/2007 Election Board Meeting
- 1/17/2007 Board of Election Meets to confirm Tentative Vote Center Locations and Satellite Voting Locations
- 1/18/2007 Staff begins work to arrange for meal vendors.
- 1/24/2007 Candidate Filing Begins
- 2/23/2005 Candidate Filing Ends
- 3/1/2008 Provide Notice to News Media of Election Board Meeting on 3/8/2007 (If Necessary)
- 3/7/2007 Provide Agenda Items to Commissioners for 3/19/2007 Meeting
- 3/8/2007 Board of Election Meeting
  - Will only be held if it is necessary to amend the vote center location list if a municipality chooses not to have a primary election.
- 3/9/2007 Provide Notice to News Media of Election Board Meeting on 3/16/2007
- 3/16/2007 Election Database Programming Completed Except for Audio
- 3/16/2007 Board of Election Meeting to Approve Ballots, Vote Center Locations and Satellite Voting Locations
- 3/19/2007 Board of Commissioners Meeting - Approve Vote Center Locations, Execute Contracts and Confirm Poll Worker Contracts
- 3/22/2007 Database, including Audio, completed.
- 3/26/2007 Burn memory cards.
- 3/27/2007 Burn memory cards.
- 3/28/2007 Burn memory cards.

3/29/2006 First Day to Mail Absentee Ballots

3/30/2007 Political parties to transmit names of poll workers to Board of Election

4/2/2006 Check-In Software Ready for Testing

4/3/2007 Testing of Check-in Software

4/4/2007 Testing of Check-in Software

4/8/2007 Check-In Software Loaded on Ivy Tech Server or Passwords Provided for Access to County Server

4/9/2008 Pollworker training begins.  
Continues through May 3, 2007

4/6/2007 Satellite Absentee Worker Training

4/10/2007 Satellite Absentee Office Opens

4/12/2007 Public Test of Election Equipment

4/18/2007 Load Test of Check-In System

4/20/2007 Place Legal Advertisements for Publication on or before 4/27/2006.

4/25/2007 Mock Election Test of Check-In System

5/3/2007 Poll worker training completed.

5/7/2007 Deliver Voting Machines and Supplies to Vote Centers

5/7/2007 Programming Teams Program Voting Machines at Vote Centers

**5/8/2007 Primary Election Day!**

5/9/2007 Return Voting Machines to Storage

5/14/2007 Provide Notice to News Media of Election Board Meeting on 5/21/2007

5/17/2008 Steering Committee Meets  
Post-Election Debriefing

5/18/2007 Provisional Ballots Counted

5/21/2007 Election Board Meeting  
Certify Election Results  
Receive Steering Committee Report

5/22/007 Planning Commences for Fall Election

5/22/2007 Voter Registration Re-Opens

7/12/2007 Provide Notice to News Media of Election Board Meeting on 7/19/2007

7/19/2007 Board of Election Meeting to confirm Tentative Vote Center Locations and Satellite Voting Locations

7/20/2007 Staff begins to arrange for meal vendors

9/7/2007 Provide Notice to News Media of Election Board Meeting on 9/14/2007

9/14/2007 Election Database Programming

9/14/2007 Board of election Meeting-Approve Vote Center Locations and Satellite Voting Locations

9/17/2007 Board of Commissioners Meeting-Approve Vote Center Locations, Execute Contracts,and confirm Poll Worker Contracts

9/21/2007 Database, including Audio, completed

9/24/2007 Burn memory cards

9/25/2007 Burn memory cards  
9/26/2007 Burn memory cards  
  
9/26/2007 First Day to Mail Absentee Ballots  
  
9/27/2007 Political parties to transmit names of poll workers to Board of Election  
  
10/4/2007 Pollworker training begins. Continues through November 3.  
  
10/4/2007 Satellite Absentee Worker Training  
  
10/8/2007 Satellite Absentee Office Opens  
  
10/11/2007 Public Test of Voting Equipment  
  
10/19/2007 Place legal advertisements for publication no later than 10/26/2007.  
  
11/3/2007 Pollworker Training Complete  
  
11/5/2007 Deliver Voting Machines and Supplies to Vote Centers  
  
11/5/2006 Programming Teams Program Voting Machines at Vote Centers  
  
11/6/2007 **General Election Day!!**  
  
11/7/2007 Return Voting Machines to Storage  
  
11/12/2007 Provide Notice to News Media of Election Board Meeting on 11/19/2007  
  
11/16/2007 Steering Committee meets for Post-Election Debriefing  
  
11/19/2007 Provisional Ballots Counted  
  
11/19/2007 Election Board Meeting to Certify Election Results and go over Steering Committee Report  
  
12/4/2007 Planning Commences for Primary Election in 2008

## **Section 14**

### **Vote Center Budget**

Although there are one-time setup costs for Vote Centers, voting under the Vote Center concept will be less costly. Unlike a conventional precinct election, the number of election workers can be tailored for the expected number of voters. Under the current system, we have exactly the same number of workers per precinct whether 50 people or 500 are voting.

The major savings in Vote Centers result from having fewer polling places and thus fewer costs for poll workers, meals, rentals and supplies. There are some additional costs for communicating with the voters – either a letter or a postcard must be mailed to each voter prior to each election. However, the printing of this card also takes the place of printing the poll books. (It is difficult to estimate the current costs of poll books as the costs are hidden in the labor, copy machine, toner and paper budgets but we believe that it probably costs about \$2,150 per election to print poll books.)

A significant portion of the one-time costs are the costs of voter outreach. Vote Centers are a new concept and will require some voter education efforts. While candidates and political parties will shoulder some of this burden, we have included costs for direct mail for active and newly registered voters for the primary election. (If one or more municipalities doesn't conduct a primary, we'll postpone notifying those voters until the first election in which they would vote.) We have also included monies for radio and TV advertising for the period before the 2008 Presidential primary. As many voters vote only in presidential elections, this is the most cost effective way to reach those voters.

**Estimates of Election Costs Under Vote Center**  
 Excludes Costs that are the Same Under Both Types of Elections

Election	2007 Primary	2007 General	Total for 2007	2008 Primary	2008 General	Total for 2008
Type of Election	Municipal	Municipal		Presidential	Presidential	
Estimated Number of Active Voters	50,000	50,000		85,000	85,000	
Estimated Number of Actual Voters	9,000	20,000		13,000	48,000	
Number of Vote Centers	17	17		20	20	
<b>Costs:</b>						
Overtime Custodial	\$250	\$250	\$500	\$250	\$250	\$500
Network and PC Techs	\$1,000	\$1,000	\$2,000	\$1,000	\$1,000	\$2,000
Installing and Connecting VPN	\$1,200	\$1,200	\$2,400	\$1,200	\$1,200	\$2,400
Election Supplies	\$2,500	\$2,500	\$5,000	\$2,500	\$2,500	\$5,000
Download and Prep of Pollbooks	\$1,000	\$1,000	\$2,000	\$1,000	\$1,000	\$2,000
<b>Vote Center Polling Places</b>						
Rental of Space	\$850	\$850	\$1,700	\$1,000	\$1,000	\$2,000
Pollworkers (Includes Election Day Workers)	\$17,593	\$22,635	\$40,228	\$20,618	\$37,309	\$57,927
Meals (Both Pollworkers and Election Day)	\$1,574	\$1,868	\$3,442	\$1,634	\$2,740	\$4,374
Drayage (Includes Set Up Teams)	\$1,500	\$1,500	\$3,000	\$1,800	\$1,800	\$3,600
Voter Communication (Postage Only)	\$4,550	\$4,550	\$9,100	\$7,735	\$7,735	\$15,470
Printing/List Maintenance - .10 each	\$5,000	\$5,000	\$10,000	\$8,500	\$8,500	\$17,000
Training (Fees paid to Ivy Tech)	\$4,100	\$4,100	\$8,200	\$6,500	\$6,500	\$13,000
<b>Satellite Absentee Offices - Fixed</b>						
Open 9 Hours per Day; 7 on 2 Saturdays						
Part-Time Salaries	\$2,951	\$2,951	\$5,902	\$2,951	\$2,951	\$5,902
Social Security	\$226	\$226	\$452	\$226	\$226	\$452
<b>Satellite Absentee Office - Fixed (Open 2 Weeks)</b>						
Open 9 Hours per Day; 7 on 1 Saturday		\$1,472	\$1,472		\$2,944	\$2,944
		\$113	\$113		\$225	\$225
<b>Absentee Confined Teams Included with Pollworkers</b>						
<b>Sub-Total Costs that Vary with Vote Centers</b>	<b>\$44,294</b>	<b>\$51,214</b>	<b>\$95,508</b>	<b>\$56,914</b>	<b>\$77,880</b>	<b>\$134,794</b>
<b>Voter Outreach</b>						
Signs for Former Polling Places	\$6,000		\$6,000	\$3,000		\$3,000
Direct Mail (Households)	\$5,329	\$675	\$6,004	\$1,500	\$675	\$2,175
Television Advertising			\$0		\$3,000	\$3,000
Radio Spots			\$0		\$1,560	\$1,560
Newspaper Advertising			\$0		\$860	\$860
<b>One-Time Start Up Costs</b>						
Signage for Vote Centers	\$5,100		\$5,100	\$1,800		\$1,800
Reprinting of Poll Worker Manuals	\$750		\$750	\$400		\$400
Extension Cords, Etc.	\$250		\$250	\$250		\$250
Costs to Test Network	\$5,000		\$5,000			\$0
Miscellaneous	\$2,500		\$2,500	\$1,000		\$1,000
Contingency	\$5,000	\$1,000	\$6,000	\$2,000	\$1,000	\$3,000
<b>Capital Equipment Requirements:</b>						
Computers/Monitors	Exist	*				
Laptops for Satellite Absentee Locations	\$4,000		\$4,000	\$2,000		\$2,000
PC/MIA Cards (\$155 each)	\$4,030		\$4,030	\$2,480		\$2,480
Printers for Ballots	Borrow					
Firewall Hardware	\$6,800		\$6,800	\$1,200		\$1,200
<b>Voter Outreach, One-Time Start Up Costs and Capital</b>	<b>\$44,759</b>	<b>\$1,675</b>	<b>\$46,434</b>	<b>\$15,630</b>	<b>\$7,095</b>	<b>\$22,725</b>

\*This assumes that the County will have 90 "old" computers available by the November 2008 Presidential Election.  
 If the computer replacement program is suspended for 2008, then there would likely not be enough "old" computers available.

Voter communication will consist of either a postcard or a letter with a detachable section. Either can be mailed at the Standard Nonprofit Letter Barcode rate per piece of approximately .091 per piece.

## Comparison of 2007 Vote Center Budget to Conventional Precinct Elections

	Vote Centers 2007		Conventional Precincts 2007 Request	
Appointed Official	\$53,126		\$53,126	
Full Time Employees	\$46,138		\$46,138	
Part-Time - SVRS & Mail In Absentee Voting	\$15,000		\$25,000	
Board Members	\$14,900		\$14,900	
Overtime	\$2,800		\$2,800 *	
<b>Total Personnel</b>	<b>\$131,964</b>		<b>\$141,964</b>	
FICA	\$10,860		\$10,860	
PERF	\$6,166		\$6,166 **	
Health Insurance				
<b>Total Personnel</b>		<b>\$148,990</b>		<b>\$158,990</b>
Office Supplies	\$4,000	\$4,000	\$4,000	\$4,000
Printed Forms (Non-election)			\$0	
Repair and Maintenance				
Election Supplies				
Supplies for New Precincts			\$3,200	
Seats	\$700		\$700	
Plastic Seals	\$300		\$300	
Ballot Envelopes	\$800		\$800	
Manuals			\$650	
Other Misc Stuff	\$2,925		\$3,100	
Plastic Envelopes	\$125		\$125	
Memory Cards - 12 @ \$155			\$1,860	
Ballot Stock	\$150		\$150	
<b>Total Election Supplies</b>		<b>\$5,000</b>		<b>\$10,885</b>
Advertising - Legal	\$1,800	\$1,800	\$2,000	\$2,000
Travel and Training	\$500	\$500	\$500	\$500
Election Workers				
Pollworkers	\$40,228		\$78,090	
Fixed Satellite Absentee Workers	\$7,939			
Programming Teams			\$1,600	
Absentee Teams			\$4,080	
Absentee Team - Election Day			\$432	
Election Day/Night Workers				
2 Phone - Election Central 14*2*8			\$448	
Machine/Tech People 14 hrs *3*12			\$1,008	
Voter Registration Help 6people *12hrs *8			\$1,152	
Provision Team			\$96	
Receiving Team			\$64	
Opening Team			\$192	
Resealing Team			\$64	
Runners			\$144	
Overtime/Maintenance	\$500		\$1,200	
Network and PC Techs	\$2,000			
Installing and Connecting VPN	\$2,400			
MITS Staff/ Preparation of Electronic Pollbooks	\$2,000			
<b>Total Election Workers</b>	<b>\$55,067</b>	<b>\$55,067</b>	<b>\$88,570</b>	<b>\$88,570</b>
Voter Communications - Postage	\$9,100	\$9,100		
Printing of Voter Communications - 10 cents each	\$10,000	\$10,000		
Software Maintenance (In Commissioners Budget)**				
Mileage for Runners and Techs (600 miles per election* 50)	\$600	\$600	\$600	\$600
Meals				
Precincts - 57 precincts*75*2	\$3,442		\$8,550	
Downtown - 25 people * \$25 * 2 Elections		\$3,442	\$1,250	\$9,800
Maps	\$800	\$800	\$800	\$800
Rentals - 57 * 50 * 2 elections	\$1,700	\$1,700	\$5,700	\$5,700
Poll Worker Training	\$8,200	\$8,200	\$12,000	\$12,000
Equipment Transportation	\$3,000	\$3,000	\$2,000	\$2,000
Hardware Maintenance				
<b>Total Election Budget Excluding One Time Costs</b>		<b>\$252,199</b>		<b>\$295,245</b>
One Time Costs Year 1		\$46,434		
<b>Total Election Budget</b>		<b>\$298,633</b>		<b>\$295,245</b>

\*This cost is very similar to the current cost of producing pollbooks but existing costs are buried in the copy machine and paper budgets.

\*\*Software Maintenance totals \$12,630.

## Requirements under HB 1011

Section	Requirement	Located in:
3(a) 1	Election Board Consent	Section 2
3(b) 1	Resolution by County Executive	Section 2
3(b) 2	Resolution by County Fiscal Body	Section 2
4 (1)	Number of Vote Centers	Section 5
4 (2)	Vote Center Location and Municipality	Section 5
4 (3)	List of Municipalities for Primary	Section 4, Page 1
4 (4)	Total Number of Voters - Active, Inactive, Current	Section 4, Page 4 & 5
4 (5)	Precincts to Vote At Vote Center	Section 5, Page 2
4 (6)	Number of Election Workers	Section 7
4 (7)	Number and Name of Precinct Election Board will Administer	Section 7
4 (8)	Number and Title of Precinct Election Officers	Section 7
4 (9) A	Number of Ballot Variations	Section 3, Page 2
4 (9) B	Printed on Demand or Delivered	Section 9, Page 2
4 (10) A, B	Details of Hardware and Software	Section 8
4 (11) A, B	Equipment and Procedures for Electronic Poll Books	Section 8
4 (12)	Number of Electronic Poll Books Per Vote Center	Section 5, Page 10
4 (13)	Security and Contingency Plans	Section 12
4 (14)	Certification of Accessibility	Section 5, Page 7
4 (15)	Sketch of Planned Layout	Section 5, Page 11 & 12
4 (16)	Satellite Vote Centers	Section 6