COUNTY ELECTION ADMINISTRATION PREPARATION CHECKLIST

General Election Management

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

Processing of Voter Registration Applications

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

Election Official Training

- Review your county's plan and schedule for conducting poll worker training.
- Verify that all training materials are up-to-date and accurate.
- Identify those training areas that may require supplemental training.
- Make certain that poll workers understand their obligations under Federal and State law.

Voter Outreach

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

Voting System Preparation

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

Ballot Preparation and Review

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

Provisional Ballots and Voter ID

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

- Verify that first-time voters who did not submit a proper form of identification with their voter registration and have applied for an absentee ballot are aware of the requirements of HAVA regarding submission of a form of identification. (not applicable to voters who are voting under the provisions of the Uniformed and Overseas Citizens Absentee Voting Act or the Voting Accessibility for the Elderly and Handicapped Act (i.e., those who are voting using an Alternative Ballot).

Absentee Ballots

- Verify that your county is prepared to deliver absentee ballots or special write-in absentee ballots to qualified military and overseas electors by the statutory deadlines for the delivery of such ballots.
- Review your county's procedures for the receipt, handling, and qualifying of absentee ballot applications.
- Review your county's procedures for the handling of completed absentee ballots, delivery of absentee ballots to the election districts, and canvassing and counting of absentee ballots.

Reporting of Election Returns

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

Language Accessibility and Physical Accessibility

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