



Election 2004 Seminar **“Integrity in Elections”**

El Paso County

Clerk and Recorder

Robert C. “Bob” Balink

May 18, 2004



Introductions:

El Paso County Clerk and Recorder:	Robert C. “Bob” Balink
Chief Deputy:	Terry Sholdt
Manager of Elections:	Marguerite Duncan
Assistant Elections Manager:	Susan Russo
Systems Administrator:	John Gardner

Today's Topics:

The People:

- I. **Accountability of Elections**
 - I. Internal Operations
 - II. Security Procedures
 - III. Election Setup, Operation and Tabulation
 - IV. Integrity and Equipment Overview
 - V. Testing and Diagnostics
- II. **Judges/Pollworkers**
- III. **Watchers and Observers**
- IV. **Canvass Process**
- V. **Voter Rights**

The Process:

- VI. **Voter Registration**
- VII. **Voter Query and Information**
- VIII. **Voting Options**
 - VI. Absentee/Central Count
 - VI. ID Requirements
 - VII. Early Voting
 - VI. ID Requirements
 - VIII. Poll Place Voting
 - VI. ID Requirements
- IX. **Provisional Ballots**
- X. **Results Information**
- XI. **Conclusion**

Accountability of Elections:

I. Internal Operations

- All of the staff at the Clerk and Recorder's office are sworn deputies.
 - The 15 dedicated election staff members are sworn election professionals who adhere to additional Code of Ethics.
- Our staff are responsible for all programming, verifying, tabulating and controlling every election conducted by our office.
- Our vendors have never programmed our elections and do not have remote access to our election software.
 - WE CONTROL OUR OWN ELECTIONS.
- Within our building, there are numerous rooms with different levels of controlled access.
- The Counting Areas, Elections Department, Ballot Storage, and Signature Verification areas are monitored by security cameras 24 hours a day, 7 days a week any time election material and/or work is being conducted.
- Combination locks, computer passwords, supervisor passwords, database passwords, and physical locks on all doors are changed prior to each election.
- SUMMARY: THERE IS LIMITED AND CONTROLLED ACCESS TO OUR EQUIPMENT.

Accountability of Elections:

II. Security Procedures

- All election software is freestanding. It is not networked within the office or connected to the Internet.
- Physically, the election software and each individual election database are secured on a computer that is not accessible by our office staff or the vendor's staff.
- This computer is installed in a secure room with controlled access. The Chief Deputy maintains control of the combination to this room, while the Systems Administrator maintains the control of the passwords to the computer. A minimum of 2 people are required to access the room, and are required to remain in the room at any given time.
- A video camera also records all activity in this room.
- Individual election database files are backed up at designated milestones and secured at our off-site storage facility – this is alarmed and monitored by our staff.
- All voting machine keys, voter cards and storage media are secured in the controlled access counting center. Staff maintain a detailed inventory of these supplies.
- During elections, each machine is housed in a sealed container within our controlled access buildings; within the container, access to the power control and the elections media is contained in a locked compartment – the keys of which are in a separate controlled access room.
- Finally, on election night, the election media is hand-carried by election judges to designated Clerk and Recorder locations. Seal numbers of the locked compartments are verified by our staff.

Accountability of Elections:

III. Election Setup Operation and Tabulation

- Election media cards for the voting machines are sealed and secured at the designated Election Office until they are picked up by the Vote Center Supply Judge of each polling place.
- On Election Day, poll workers must confirm the seal numbers on the voting equipment AND ballots to match the numbers when they were assigned.
- Each polling place is staffed by sworn judges, who have attended a mandatory two hour training session prior to EACH ELECTION.

Accountability of Elections:

III. Election Setup Operation and Tabulation



**Touch Screens – DRE / HAVA
Required Equipment**



Optical Scanners



Election Management Software

Accountability of Elections:

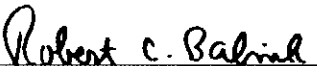
IV. Integrity and Equipment Overview

- El Paso County may use only voting systems, equipment and software certified through the Colorado Secretary of State's Office.
- An extensive audit trail is maintained, including all proofing documentation.
- C.R.S 1-7-506 requires testing electronic vote-counting equipment 3 times – once on the day before the election, again prior to the start of counting election day and at the conclusion of counting with a control test deck.
- Our software has been used successfully for over five years and the election tabulation system has in the past and will continue to tabulate accurate election results.
 - We had recounts in 2003, 2000, and 1999 with consistent outcome.
- Our hardware and software are completely tested for accuracy before and after any upgrades to the system.
 - Testing is done to ensure that each component of the system is accurately recording results.
 - Diagnostics Testing
 - Logic and Accuracy
 - Warehouse Deck
- The Chief Deputy has final approval of all proofing and testing material.

Accountability of Elections:

IV. Integrity and Equipment Overview

Test Ballots

 <small>Robert C. "Bob" Balink El Paso County Clerk and Recorder</small>	Official Ballot for El Paso County, Colorado Coordinated Election Tuesday, November 4, 2003	OFFICIAL TEST BALLOT 5111821031 WHITE 09
Instructions to Voters: To VOTE for a candidate or issue, darken the oval. VOTE LIKE THIS: <input checked="" type="radio"/> AND VOTE BOTH SIDES OF BALLOT		

CITY OF FOUNTAIN
COUNCILMEMBER AT-LARGE
Four Year Term
Vote for Two

☒ Dan Kerr
☒ Gregory Welch
☐ Terrie Burke-Gundersen
☐ Doug Brown
☐ Al Lender
☐ Donald Giffin

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Accountability of Elections:

v. Testing and Diagnostics

- Prior to every election our office conducts a Systems Diagnostic Test on each voting machine to ensure that it is operating properly. This test includes evaluation of the printer, card reader, touch screen, power system and battery.
- Logic and Accuracy (L&A) Tests are performed for each voting method (Early, Absentee and Poll Place).
- Throughout the entire testing process there is an internal separation of duties and dual sign-off accountability on all processes.
- C.R.S 1-7-506 requires testing electronic vote-counting equipment 3 times – once on the day before the election, again prior to the start of counting election day and at the conclusion of counting with a control test deck.

Accountability of Elections:

v. Testing and Diagnostics

Statute Pertaining to testing Equipment

1-7-506. Electronic vote-counting - test.

(1) (a) The designated election official shall have the electronic vote-counting equipment tested at each counting center in the manner prescribed in this section to ascertain that it will accurately count the votes cast for all offices and ballot issues. The electronic equipment shall be tested at least three times, once on the day before the election, again just prior to the start of the count on election day, and finally at the conclusion of the counting. The designated election official may make any additional tests deemed necessary.

(b) For the purpose of testing an electronic voting device which records votes on a paper tape and simultaneously on a "prom" or other electronic tabulating device, the election judges in any precinct using the device shall run a paper tape prior to opening the polls, label it, and return it to the designated election official in the transfer case, together with one copy of the tape of votes cast and the "prom" or other electronic tabulating device.

(2) The designated election official shall give to the county chairpersons of the major political parties or their official representatives and to the county chairperson or official representative of any minor political party who notifies the designated election official no less than sixty days before the election of the party's desire to participate in the testing, at least twenty-five official ballots that are clearly marked as test ballots. The county chairpersons or their official representatives shall secretly vote the test ballots and retain a record of the test votes. The designated election official may also vote and retain at least twenty-five test ballots. For coordinated elections, all of the designated election officials from political subdivisions other than the county may, upon request of the officials, be given together a total of one hundred test ballots to mark among them. The designated election officials shall secretly vote their portion of the test ballots and retain a record of the test votes.

(3) The designated election official, or for partisan elections, the county clerk and recorder and county chairpersons, shall observe the tabulation of all test ballots by means of the electronic vote-counting equipment and compare the tabulation with the previously retained records of the test vote count. The cause of any discrepancies shall be corrected prior to the actual vote tabulation.

(4) All test materials when not in use shall be kept in a metal box, and the designated election official shall be the custodian of the box.

(5) For partisan elections, each county chairperson or the designee shall affix the chairperson's own seal or padlock to the metal box with the test materials. The county clerk and recorder shall be the custodian of the box, but shall not be able to open and use the test material unless the county chairpersons or designees are present and unlock the box.

(6) After the final test following the conclusion of the counting, all programs, test materials, and ballots shall be sealed and retained, as provided for paper ballots pursuant to section 1-7-307.

Judges/Pollworkers:

- All Judges are required to attend a mandatory 2 hour training session.
- Numerous checks and balances are in place, including the separation of duties as each voter moves through the polling place.
- The Vote Center Supply Judge maintains control of all equipment keys.
- A beginning “Zero Totals” printout from each voting machine validates that there are no votes stored on the election media. This printout is signed by all Judges.

Judges/Pollworkers:

- Opportunities to contribute-
 - Vote Center Supply Judge
 - Precinct Supply Judge
 - Election Judge
 - Provisional Ballot Judge
 - Early Voting Judge
 - Absentee Counting/Receiving Judge
 - Student Election Judge
 - Nursing Home Judge
 - General Election Greeter

Election Judges are compensated \$100 for working election day. We maintain party affiliation balance when assigning Election Judges.



\$100.00
FOR THE DAY

Join the El Paso County Election Worker Team! On Election Day, over 1,800 election workers are needed to serve the voters at the polls. This is a great opportunity to serve your community and participate in the election process.

Qualifications:

- 1. you are 18 years or older;**
- 2. you are registered to vote in El Paso County;**
- 3. you have dependable transportation;**
- 4. you will attend training class; and**
- 5. you are available and willing to work a long day.**

**If you are interested please contact:
El Paso County Election Department at
..... 520-6223**

Advertise- ment for Judges

Help us find judges!

Watchers and Observers:

- Watchers are eligible electors other than a candidate on the ballot who has been selected by a political party chairperson on behalf of the political party, by a party candidate at a primary election, by an unaffiliated candidate at a general, congressional vacancy, or nonpartisan election, or by a person designated by either the opponents or the proponents in the case of a ballot issue or ballot question. If selected by a political party chairperson, a party candidate, or an unaffiliated candidate, the watcher shall be affiliated with the political party or unaffiliated as shown on the registration books of the county clerk and recorder.
- Watchers shall take an oath administered by one of the election judges that they are eligible electors, that their name has been submitted to the designated election official as a watcher for this election, and that they will not in any manner make known to anyone the result of counting votes until the polls have closed. Neither candidates nor members of their immediate families by blood or marriage to the second degree may be poll watchers for that candidate. Each watcher shall have the right to maintain a list of eligible electors who have voted, to witness and verify each step in the conduct of the election from prior to the opening of the polls through the completion of the count and announcement of the results, to challenge ineligible electors, and to assist in the correction of discrepancies.
- To assist watchers, the election judges will provide a list, log, or check-in card of voters who have appeared in the precinct polling place to vote.

Watchers – Statute Reference:

C.R.S. Watcher & Observer References – 1-1-104(51) “Watcher” means an eligible elector other than a candidate on the ballot who has been selected by a political party chairperson on behalf of the political party, by a party candidate at a primary election, by an unaffiliated candidate at a general, congressional vacancy, or nonpartisan election, or by a person designated by either the opponents or the proponents in the case of a ballot issue or ballot question. If selected by a political party chairperson, a party candidate, or an unaffiliated candidate, the watcher shall be affiliated with the political party or unaffiliated as shown on the registration books of the county clerk and recorder.

1-7-105. Watchers at primary elections. (1) Each political party participating in a primary election shall be entitled to have a watcher in each precinct in the county. The chairperson of the county central committee of each political party shall certify the persons selected as watchers on forms provided by the county clerk and recorder. (2) In addition, candidates for nomination on the ballot of any political party in a primary election shall be entitled to appoint some person to act on their behalf in every precinct in which they are a candidate. Each candidate shall certify the persons appointed as watchers on forms provided by the county clerk and recorder.

1-7-106. Watchers at general and congressional vacancy elections. Each participating political party or issue committee whose candidate or issue is on the ballot, and each unaffiliated and write-in candidate whose name is on the ballot for a general or congressional vacancy election shall be entitled to have no more than one watcher at any one time in each precinct polling place in the county and at each place where votes are counted in accordance with this article. The chairperson of the county central committee of each major political party, the county chairperson or other authorized official of each minor political party, the issue committee, the write-in or unaffiliated candidate shall certify the names of one or more persons selected as watchers on forms provided by the county clerk and recorder. The watchers shall surrender the certificates to the election judges at the time they enter the polling place and are sworn by the judges. This section shall not prevent party candidates or county party officers from visiting polling places to observe the progress of voting in the precincts.

1-7-107. Watchers at nonpartisan elections. Candidates for office in nonpartisan elections, and proponents and opponents of a ballot issue, are each entitled to appoint one person to act as a watcher in every polling place in which they are a candidate or in which the issue is on the ballot. The candidates or proponents and opponents shall certify the names of persons so appointed to the designated election official on forms provided by the official.

1-7-108. Requirements of watchers. (1) Watchers shall take an oath administered by one of the election judges that they are eligible electors, that their name has been submitted to the designated election official as a watcher for this election, and that they will not in any manner make known to anyone the result of counting votes until the polls have closed. (2) Neither candidates nor members of their immediate families by blood or marriage to the second degree may be poll watchers for that candidate. (3) Each watcher shall have the right to maintain a list of eligible electors who have voted, to witness and verify each step in the conduct of the election from prior to the opening of the polls through the completion of the count and announcement of the results, to challenge ineligible electors, and to assist in the correction of discrepancies.

1-8-109. Watchers at absentee polling places. Any political party, candidate, or proponents or opponents of a ballot issue entitled to have watchers at polling places shall each have the right to maintain one watcher in the office of the designated election official and absentee polling places during the period in which absentee ballots may be applied for or received.

1-8-206. Watchers at early voters' polling places. Any political party, candidate, or proponents or opponents of a ballot issue entitled to have watchers at polling places shall each have the right to maintain one watcher at the early voters' polling place during the casting and counting of early voters' ballots.

Watchers – Rules:

Rule 8. Rules Concerning Watchers

8.1 Definitions:

8.1.1 “Official Observer” means an observer officially appointed by the Secretary of State or an observer appointed by the United States government and approved by the Secretary of State. Official observers may be present in all phases of the election process, but are subject to rules and regulations as prescribed by the Secretary of State, and such other duties as may be assigned by the Secretary of State.

8.2 Watchers shall certify they are qualified pursuant to 1-1-104(51), 1-7-105, 1-7-106, 1-7-107 and 1-7-108(2). Watchers shall take an oath as provided in 1-7-108(1) and shall, upon first entering, surrender to the election official or election judges a certificate of appointment at each precinct polling place or location where the watcher has been designated to act. 1-7-108

8.3 To assist watchers in performing their tasks, the election official or election judges shall provide a list, log, check-in card or other similar information of voters who have appeared in the precinct polling place to vote. Such provided information or documents shall not be removed from the polling place or voting location. Watchers may maintain a list of eligible electors who have voted by utilizing only that information provided by the election official or election judges, except that they may bring with them into the polling place or location a list of electors previously maintained by the watcher.

8.4 Watchers shall be subject to the provisions of 1-5-503.

8.5 Duly appointed watchers may observe early voting, and the processing and counting of provisional, mail, and absentee ballots.

8.6 Duly appointed watchers may observe election judges in such a way as does not interrupt or disrupt the processing and counting of any ballots.

8.7 For mail ballot elections or absentee processing, watchers may be present at each stage of the election including the receiving and bundling of the ballots received by the designated election official. Watchers may track the names of electors who have cast ballots by utilizing their previously obtained lists, but may not write down any ballot numbers or any other identifying information about the electors. Major and minor political parties with candidates on the ballot may appoint one official observer each to be present during all aspects of the mail ballot election or absentee ballot processing. Official observers not appointed by the Secretary of State shall be subject to law and these rules as they apply to watchers, except that they need not be eligible electors in the jurisdiction; however, official observers appointed by the Secretary of State shall be subject to those rules and regulations as prescribed by the Secretary of State.

8.8 For mail ballot elections or absentee processing, watchers may be present at each stage of the election including the receiving and bundling of the ballots received by the designated election official. Watchers may track the names of electors who have cast ballots by utilizing their previously obtained lists, but may not write down any ballot numbers or any other identifying information about the electors. Major and minor political parties with candidates on the ballot may appoint one official observer each to be present during all aspects of the mail ballot election or absentee ballot processing. Official observers not appointed by the Secretary of State or federal observers shall be subject to law and these rules as they apply to watchers, except that they need not be eligible electors in the jurisdiction.

8.9 Watchers may not handle the poll books, official signature cards, ballots, mail ballot envelopes, absentee ballot envelopes or provisional ballot envelopes, voting or counting machines or

Watchers – Rules (continued):

machine components. Watchers shall not interfere with the orderly process and conduct of any election, including ballot issuance, receiving of ballots, voting or counting of the ballots. Watchers may not be allowed to interact with election officials or election judges, except that each designated election official shall name at least one individual in each precinct polling place or election location to whom watchers may direct questions or from whom watchers may seek necessary information.

1-7-111
(1)(b)

- 8.10 Watchers and official observers may be present at a recount. Any political party, candidate involved in the recount, or proponents or opponents of an issue or question involved in the recount may designate one watcher and one official observer to be present at any time during the recount. Watchers and official observers must be qualified and sworn for a recount in the same manner as previously indicated and are subject to all other provisions related to the recount process.
- 8.11 Observers not appointed by the Secretary of State, such as members of the media with current and valid media credentials or federal observers approved by the Secretary of State, may be present to witness early voting, election day voting, and the processing and counting of provisional, mail, and absentee ballots. However, at the discretion of the County Clerk and Recorder, media observers may be required to appoint one member of the media as a pool reporter, and one member as a pool photographer to represent all media observers in accordance with the guidelines established by the Colorado Press Association in conjunction with the Colorado Association of County Clerk and Recorders and the Secretary of State.

Observers:

- 1-10-101 –At least fifteen days before any primary, general, congressional vacancy, or special legislative election, the county chairpersons of each of the two major political parties in each county shall certify to the county clerk and recorder, in the manner prescribed by such clerk and recorder, the appointment of one or more registered electors to serve as a member of the county canvass board. The appointees, together with the county clerk and recorder, constitute the county canvass board. Each minor political party whose candidate is on the ballot and each unaffiliated candidate whose name is on the ballot in such election may designate in the manner prescribed by such clerk and recorder, one watcher to observe the work of the county canvass board.
- State sends one or more official election observers to any county in the state to examine the conduct of any aspect of any election giving rise to the allegation of noncompliance. The clerk and recorder of the county in which the allegation of noncompliance arises shall assume the costs associated with the travel and other expenses of any observers sent to the county pursuant to this subparagraph (II) where the secretary has reasonable grounds to believe that the election is not being conducted in accordance with the requirements of HAVA or of this code.
- El Paso County does ask the parties to appoint Official Observers to do the L & A and also serve on the canvass board. They also provide observers to watch the processing, the counting of absentee ballot and verification of signatures on return ballots.
- We in El Paso County welcome any elector to come and watch all or any of our process.

Canvass Board Process:

- C.R.S. 1-10-101.5 states that the canvass board shall reconcile ballots cast in an election to confirm that the number of ballots counted in that election does not exceed the number of ballots cast in the election. The canvass board shall certify the abstract of votes cast in any election.
- CRS 1-10-102 specifies that no later than the fifteenth day after any election coordinated by the Clerk and Recorder, the canvass board shall complete its duties.
- Canvass Flow Chart

CANVASS FLOWCHART:

CRS 1-10-101.5. DUTIES OF CANVASS BOARD. The Canvass Board shall reconcile the ballots cast in an election to confirm that the number of ballots counted in that election does not exceed the number of ballots cast in that election. The Canvass Board **shall certify the abstract of votes cast in any election.**

CRS 1-10-101.5. DUTIES OF CANVASS BOARD. The Canvass Board shall reconcile the ballots cast in an election to confirm that the number of ballots counted in that election does not exceed the number of ballots cast in that election. The Canvass Board shall certify the abstract of votes cast in any election.

RECONCILE ACCUVOTE TAPE WITH JUDGES STATEMENT OF BALLOTS (JSB) FOR THAT PRECINCT AND POLL PLACE BY: 1. Total Ballots cast from tape should = total ballots issued from JSB.

ACCUVOTE TAPE AND JSB
RECONCILE:
CERTIFIED
(Process next poll place)

ACCUVOTE TAPE RECONCILES
WITH JSB, SPOILED BALLOT,
COUNT OF SIGNATURES ON
SIGNATURE POLLBOOK:
CERTIFIED
(Process next poll place)

Research Team
ACCUVOTE TAPE AND JSB DO NOT RECONCILE: Check for spoiled ballots. Verify type and actual ballot in both envelopes. Count signatures on signature poll book. If necessary, verify ballots numbers in Signature Poll book.

ACCUVOTE TAPE, JSB, SIGNATURE/POLLBOOK, SPOILED BALLOT AND PROVISIONAL BALLOTS DO NOT RECONCILE:
Set aside all materials in problem box for additional review by Canvass Board.
Include in problem box any precincts that do not have required documentation.

REQUIRED DOCUMENTATION

- RED POLL PLACE ENVELOPE
- POLL PLACE STATEMENT OF BALLOTS
- PRECINCT STATEMENT OF BALLOTS
- SIGNATURE POLLBOOK
- PRECINCT SPOILED BALLOTS
- ABSTRACT

Voter Rights:

- The El Paso County Election 2004 Seminar is an effort to make information available and to encourage voters to participate in the election process. The program features “Voter Rights” and “Voter Responsibilities” in an effort to ensure voters know what they can expect from the Clerk & Recorder’s Office and what is expected of them as informed voters. The seminar will include questions and answers regarding some of the basic functions of elections such as voter registration, absentee and early voting, poll place voting, provisional ballot, and checks and balances to ensure integrity in El Paso County Elections.

VOTER RIGHTS

- To have written or oral voting instructions;
- To request and receive assistance in voting;
- To not be prevented from voting for any reason if you are a registered, eligible voter;
- To bring an aide or interpreter if you are disabled or have a language barrier;
- To vote if you are in line by the time the polls are closing;
- To be given an explanation and offer a provisional ballot if your eligibility cannot be established;
- To be provided with up to three ballots if you make a mistake in voting;
- To vote on a machine in working condition that will accurately count your vote;
- And, finally, to have your vote counted.

Voter Responsibilities:

VOTER RESPONSIBILITIES

- To participate in your community by voting in every election;
- To study and keep current on candidates and issues;
- To keep your voter registration address up to date;
- To know your precinct number, its location and hours of operation;
- To know how to properly mark your ballot;
- To treat poll workers with courtesy;
- To respect the privacy of other voters;
- To report problems or violations of election law;
- To ask questions when confused, or request another ballot if you make a mistake while voting;
- And, finally, to check your ballot for accuracy.

Today's Topics:

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Voter Registration Information:

- Voter Registration Agencies: Driver's License, Human Services, County and City Clerk Offices
- Voter Information Cards – Mailed to Active Registered Voters in July 2004
- Voter Registration Deadlines:
 - Primary Election – July 12, 2004
 - This is also the last day to change or withdraw political party affiliation.
 - General Election – October 4, 2004
- Voter Registration Form Sample

Sample Voter Information Card:



EL PASO COUNTY CLERK & RECORDER
200 S. CASCADE AVE.
P.O. BOX 2007
COLORADO SPRINGS, CO 80901-2007
(719) 575-VOTE (575-8683)



PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
COLORADO SPGS, CO
PERMIT NO. 3

RETURN SERVICE REQUESTED

VOTER INFORMATION CARD

This confirms your voter registration information, according to our records. **Your precinct/polling place may have changed. Cut out and save for easy reference.** It is not necessary that this card be presented in order to vote; however, you will be required to present valid identification.

If any of this information is incorrect or you have any questions, please contact the **Election Department at (719) 575-VOTE (575-8683)**. You may also visit our web site at <http://car.elpasoco.com/elemain.asp>

Registration Date: 03/05/2004

Date Issued: 04/02/2004

Polling Place: OAK CREEK ELEMENTARY

3333 OAK CREEK DR W

Precinct Number: 5122121276

You are in the following districts:

Congressional: 5

Commissioner: 04

Senatorial: 12

School District: 002

Representative: 21

County Precinct: 276

416

This is your El Paso County
Voter Information Card.

Detach and carry in your
wallet.

To expedite voting, please
bring a photo ID.

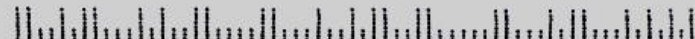


Notice ID 846683

Voter ID 748720

Mail To:

80906+4603-5751/2



Please click the back button on
your browser and load Part 2

