



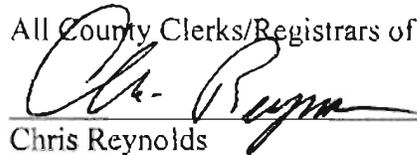
DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
1500 11th Street, 6th Floor | Sacramento, CA 95814 | Tel (916) 653-7244 | Fax (916) 653-4620 | www.sos.ca.gov

December 1, 2010

County Clerk/Registrar of Voter (CC/ROV) Memorandum #10327

TO: All County Clerks/Registrars of Voters

FR:


Chris Reynolds

Deputy Secretary of State, HAVA Activities

RE: Administration: Federally Mandated Election Day Survey

The Election Assistance Commission (EAC) has issued its biennial, federally mandated survey that states and counties are required to complete.

Because the EAC requires states to submit a completed survey by February 1, 2011, we need to have your completed survey by January 15, 2011. Given the short time frame, we have taken a number of steps to try to make this process as streamlined as possible.

To help us coordinate this effort, please complete the attached "principal contact form," telling us who to work with on your staff for this effort, and return it to edaysurvey@sos.ca.gov, or via fax to (916) 653-4620, Attention: Jason Heyes.

We will host two conference calls – one on Wednesday, December 15, from 1:00 to 3:00 p.m., and one on Thursday, December 16, from 3:00 to 4:30 p.m. to discuss the survey and answer your questions. The call-in numbers and passcodes will be provided to you early next week.

We have also alerted all of the election management system vendors in the state (DFM Associates, DIMS, and Votec) because much of the survey data may reside in your EMS. We will be inviting your vendors to participate in these conference calls as well.

Please take an opportunity to review the attached survey and the supplemental instructions, which should help familiarize you with the categories of data and the type of responses being requested.

If you have any questions, please contact Jason Heyes at (916) 651-9163 or jason.heyas@sos.ca.gov. You may also contact me at (916) 651-7837 or

chris.reynolds@sos.ca.gov. Again, we have also established an email address for questions and submission for completed surveys at edaysurvey@sos.ca.gov, which is available to you now.

Thank you.

Attachments to this CC/ROV:

- County Contact Information Survey (please fill out and return to edaysurvey@sos.ca.gov or via fax to (916) 653-4620, Attention: Jason Heyes)
- 2010 Data Entry Template (Excel)
- 2010 Date Entry Template Instructions (PDF)
- 2010 Election Administration and Voting Survey (Word)
- 2010 Supplemental Instructions (PDF)



County Contact Information

Please fill out and submit the necessary information below by Monday, December 6, 2010. Indicate the county, your county contact person, and the contact person's email and phone number.

County: _____

Contact: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

Additionally, if you plan on participating in one of our offered teleconferences, please indicate which teleconference you will be on.

_____ Wednesday, December 15, 2010, 1:00-3:00 p.m.

_____ Thursday, December 16, 2010, 3:00-4:30 p.m.

_____ I will not be participating in either teleconference

Please submit this completed form to Jason Heyes at jason.heyes@sos.ca.gov or by fax to (916) 653-4620, no later than Monday, **December 6, 2010**.



U.S. ELECTION ASSISTANCE COMMISSION
2010 Election Administration and Voting Survey

Guide to Using the
2010 Election Administration and Voting Survey
Data Entry Template

U.S. ELECTION ASSISTANCE COMMISSION

2010 EAVS Data Entry Template Instructions

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Introduction

The 2010 Election Administration and Voting Survey (EAVS) **Data Entry Template** has been created to make it easier for you to supply the information being requested by the Election Assistance Commission (EAC) about the 2010 election cycle. It contains the following features:

- **Pre-populated jurisdictions** – The template contains all of your jurisdictions for which the EAC needs the information.
- **Flexible data entry** – The template offers you the choice of two different “views” for entering the EAVS questionnaire data: the “Form View” that permits you to enter the information one jurisdiction at a time using forms that appear on your computer monitor, and the “Worksheet View” that permits you to enter data in your own fashion, using a grid with each jurisdiction on a separate row, and each questionnaire item in a separate column. You can switch between the two views at anytime – the data you enter will be there regardless of which view you are currently using or have used before.
- **Extensive error checking** – the template checks for over 60 possible errors for the information you enter for each jurisdiction
- **Optional marking of errors as “not errors”** – we understand that computers may mark a response an error when, for a specific jurisdiction, the response is actually correct. The template permits you to mark such items as “not an error”.

The rest of these instructions illustrate how to start the Data Entry Template, how to save your work periodically so that you do not have to enter all of the data at once, and how to take advantage of the two different data entry views. These instructions will also show you how to submit your data electronically when you have finished entering the information for all of your jurisdictions.

By the way, it is probably a good idea to keep a copy of the 2010 EAVS Questionnaire nearby when you are entering the data to help you associate the numbers of each questionnaire item, such as QB3, with the information being requested. In addition, the Supplemental Instructions Manual provides many helpful definitions and specific instructions that will help you collect the data that you will be entering into the Data Entry Template.

Ready?

Getting Started

The 2010 EAVS Data Entry Template is an application that has been developed in Microsoft Excel. In order for you to use the Data Entry Template, you must have one of the following installed on your computer:

- Microsoft Excel 2003 (or Microsoft Office 2003 which included Excel)
- Microsoft Excel 2007 (or Microsoft Office 2007 which includes Excel)

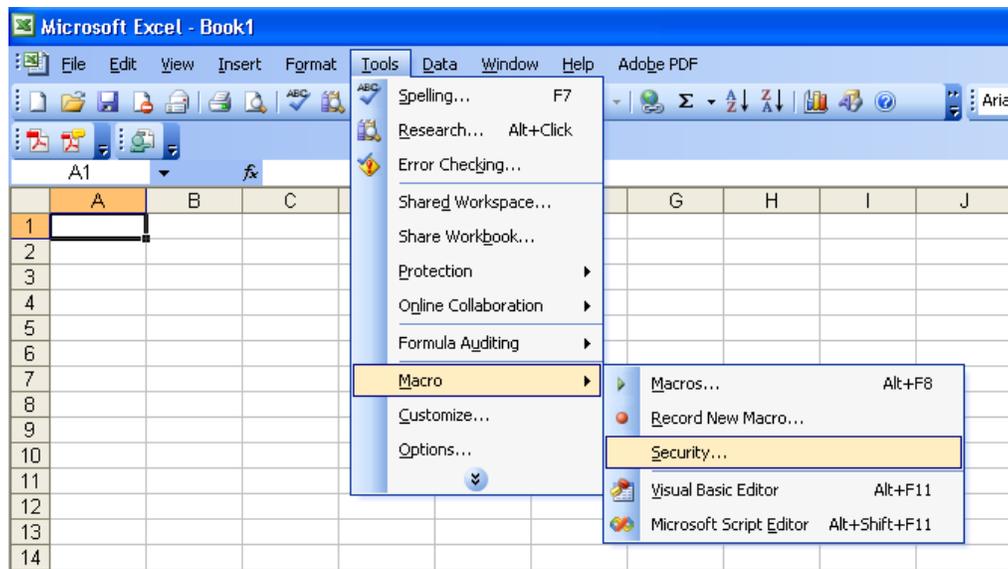
Other versions of Excel than these may work, but the Data Entry Template has been tested only with these two versions. The template works best with Excel 2003.

For the Data Entry Template to work properly, you need to ensure that Excel's Macro capability is turned **ON**. The specific steps you need to take to accomplish this vary with the version of Excel you are using.

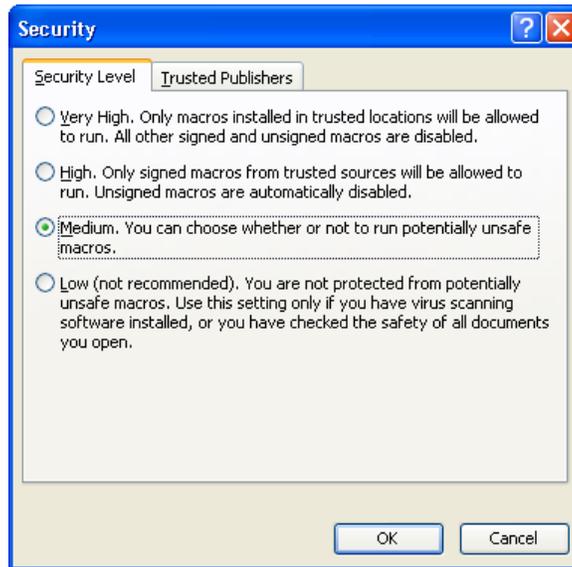
Enabling Macros in Microsoft Excel 2003

If you are using Microsoft Excel 2003, use the following steps to enable Macros:

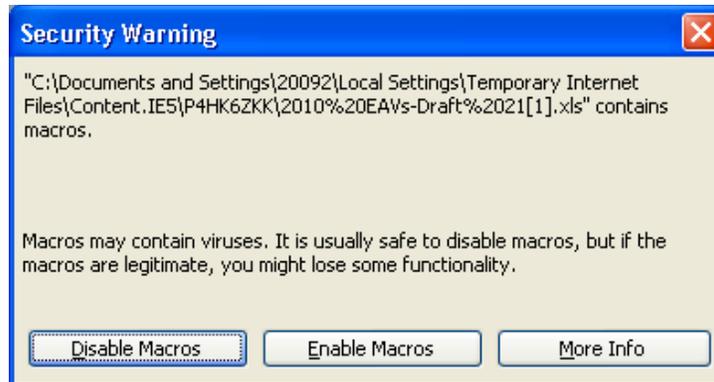
- Step 1:** Open up Excel. You can open up a blank workbook or open up the Data Entry Template. Click on "Tools", then "Macro" and "Security".



Step 2: Once you click **Security**, a window will open. Select “Medium” security and then click on “OK”.



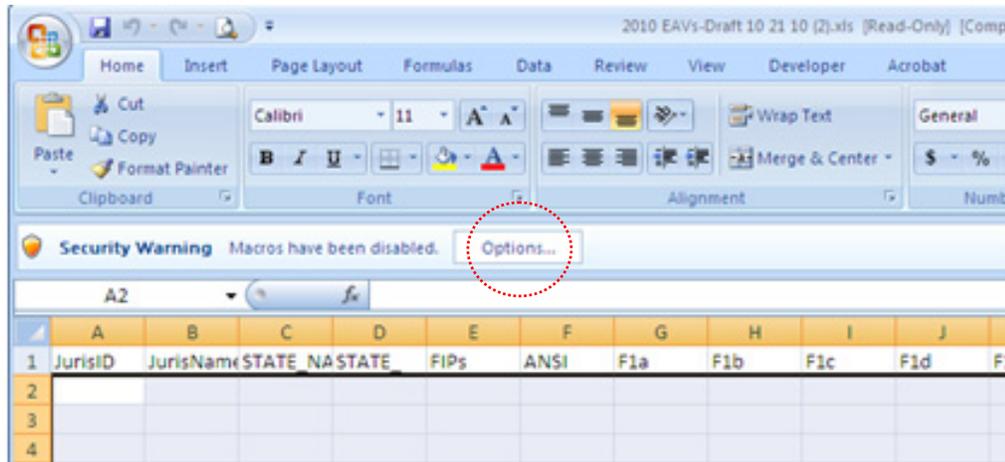
Step 3: Once you have selected “Medium” security, you will need to close Excel. After closing out of Excel completely, open up the Data Entry Template. When you open the template this time, a Security Warning window will appear. Click “Enable Macros”.



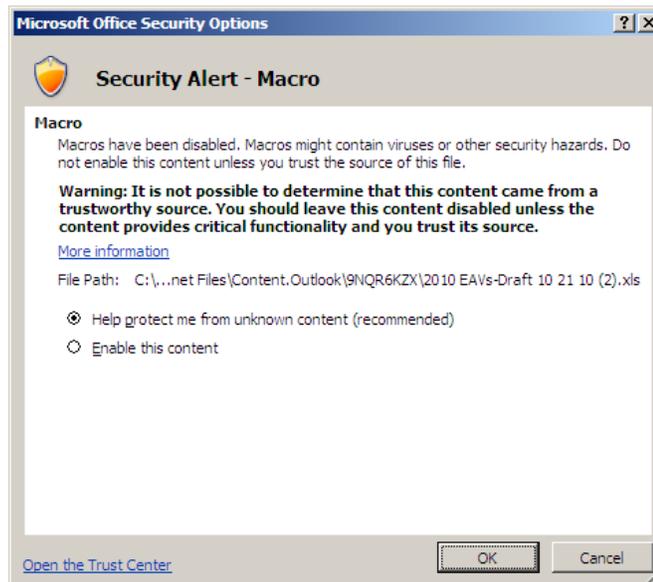
Enabling Macros in Microsoft Excel 2007

If you are using Microsoft Excel 2007, take the following steps to enable Macros.

- Step 1:** Click the “Options” button next to the “Security Warning” that is below the Office Ribbon



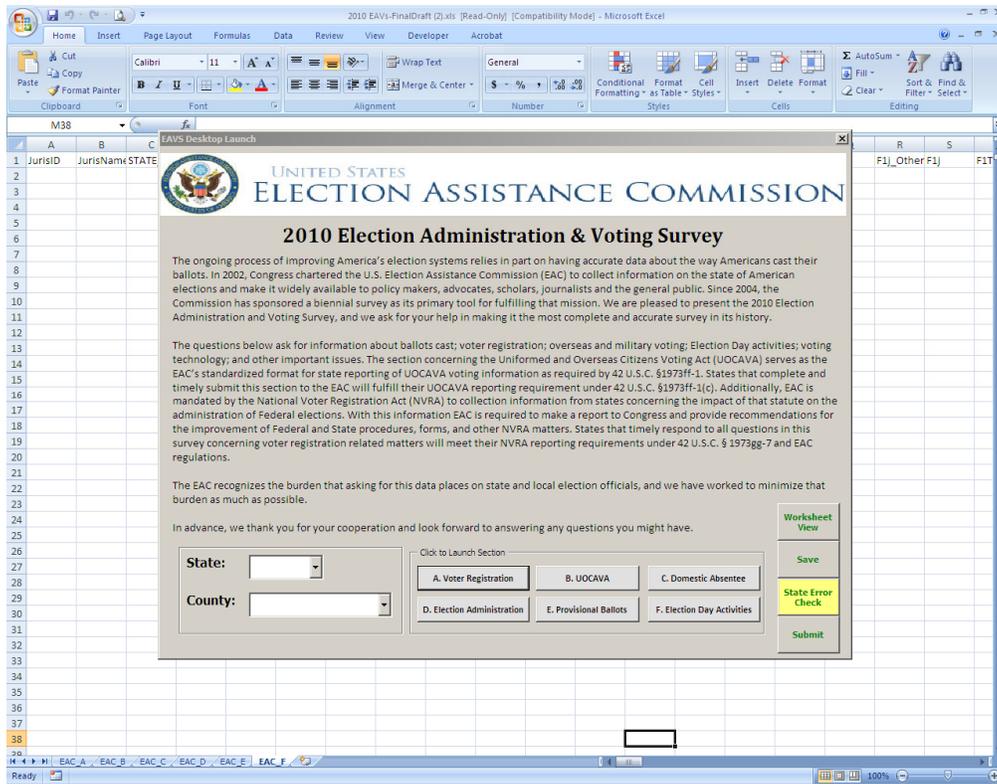
- Step 2:** In the pop-up box that appears, click “Enable this content” and click on “OK”:



With the macros now enabled, you are ready to begin entering the information for the 2010 EAVS questionnaire. The two different views are described below, beginning with the Form View

The Form View

The picture below shows the first page of the Form View.



Once Macros are enabled, the first page of the Form View will appear. Throughout the Data Entry Template, this screen is referred to as the “EAVS Home”. If you click on an “EAVS Home” button, it will return you to this screen.

To use the Form View, you first select your state, territory or the District. Then select your jurisdiction using the drop down menus for “State” and “County”.

Entering Data in Form View

Note: For the District of Columbia, American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands, you still need to select your jurisdiction name under “County” even though you are responding for only one jurisdiction.

After selecting your state and the jurisdiction for which you will be entering data, you will see all of the jurisdictions in your state appear in the worksheet behind the first page of the form. The data that you enter in the tabs of the form will appear and be stored in the

worksheet. You will be able to enter and edit data in either Form View or Worksheet View.

2010 EAVS Data Entry Template Instructions

To begin entering data for the selected jurisdiction, click on one of the tabs to launch the section you would like to complete. You can select any section; you do not have to begin with Section A.

Click on one of these buttons to launch the section in which you want to enter data.

The first tab of each section will look like this. This is the first tab in Section A - Voter Registration, corresponding to Section A of the EAVS Questionnaire.

Clicking "Continue" will take you to the next screen in this section.

Throughout the template, clicking "EAVS Home" will take you back to the first screen where you can select any of the Sections.

2010 EAVS Data Entry Template Instructions

There are several different ways to navigate through the template as you enter data.

Voter Registration

UNITED STATES ELECTION ASSISTANCE COMMISSION

Introduction | Respondent | Total | Registrations | Categories | All Sources | New | Duplicates | Invalid | Removal Notices

A1. Enter the total number of persons in your jurisdiction who were registered and eligible to vote in the November 2010 general election.

Include all persons eligible to vote in the election including special categories of voters with extended deadlines (such as returning military). Do not include any persons under the age of 18 who may be registered under a "pre-registration" program.

Data not available

A1. Comments

A2. When you report the number of registered voters in your jurisdiction for the November 2010 general election (as in A1) do you include both active and inactive voters in the count, or does your jurisdiction only include active voters? (Select only one)

Jurisdiction uses both active and inactive registered voters

Jurisdiction uses only active voters

Other, comments:

A2. Comments

On the last tab of the section, you can click "Continue" to take you back to the first screen in the Section and run your Error Check or you can click the "Next:" button to take you to the next section. In this case "Next: UOCAVA" will take you to Section B: Uniformed & Overseas Citizens Absentee Voting Act (UOCAVA). Clicking "EAVS Home" will take you back to the Home screen and you can select the section you would like to complete next.

Voter Registration

UNITED STATES ELECTION ASSISTANCE COMMISSION

Introduction | Respondent | Total | Registrations | Categories | All Sources | New | Duplicates | Invalid | Removal Notices | Voters Removed

A11. Enter the total number of voters removed from the voter registration rolls in your jurisdiction in the period between the close of registration for the November 2008 general election and the close of registration for the November 2010 general election. Note this question asks for those ineligible to vote, not merely those moved into an "inactive" status.

A11a. Total Data not available

Next, divide the total number of voters removed (as entered in A11a) into the following categories, to the total provided in A11a.

	<input type="text"/>	Data Not Available	
A11b. Moved outside jurisdiction	<input type="text"/>	<input type="checkbox"/>	A11g. Voter requested to be removed for reasons other than felony conviction, mental status, or moved out of jurisdiction
A11c. Death	<input type="text"/>	<input type="checkbox"/>	A11h. Other, comments: <input type="text"/>
A11d. Disqualifying felony conviction	<input type="text"/>	<input type="checkbox"/>	A11i. Other, comments: <input type="text"/>
A11e. Failure to respond to notice sent and failure to vote in the two most recent federal elections	<input type="text"/>	<input type="checkbox"/>	A11j. Other, comments: <input type="text"/>
A11f. Declared mentally incompetent	<input type="text"/>	<input type="checkbox"/>	A11k. Other, comments: <input type="text"/>

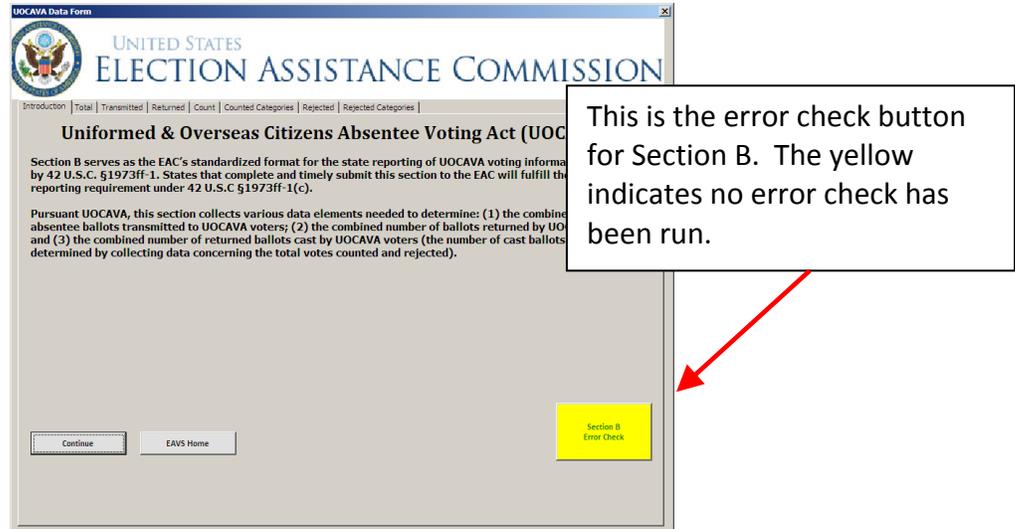
TOTAL

A11. Comments

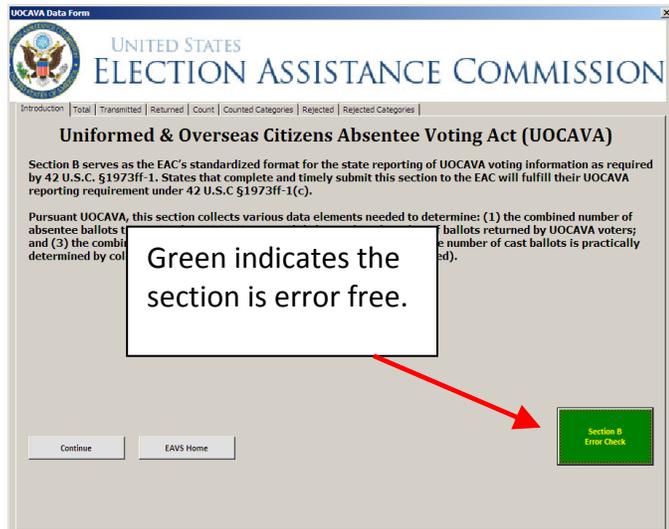
Error Checking in Form View

The template was designed with a two different types of error checking functionality to help you identify problems or errors in the data that you have entered. The first type is the **Section Error Check** that you can do for each jurisdiction after completing a Section.

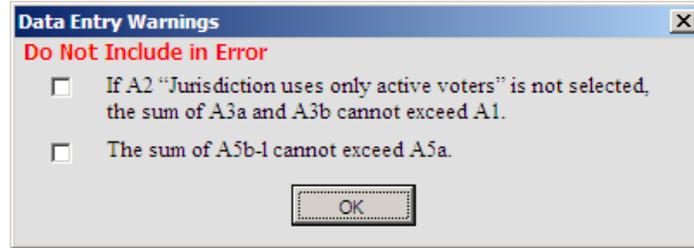
On the first tab of each Section, there is an error check button. If the error check for that section has not yet been run, the button will be yellow.



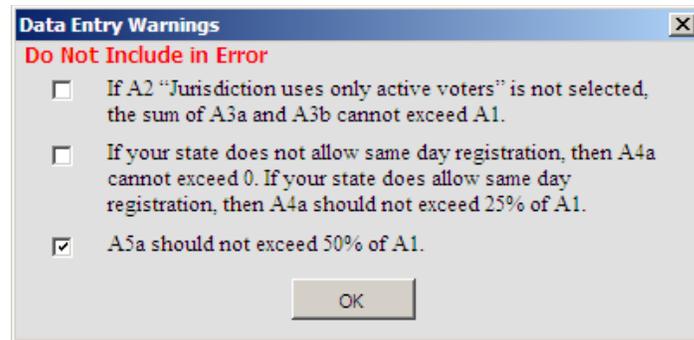
The “Error Check” button will turn green once the error check is run and no errors are found in the data.



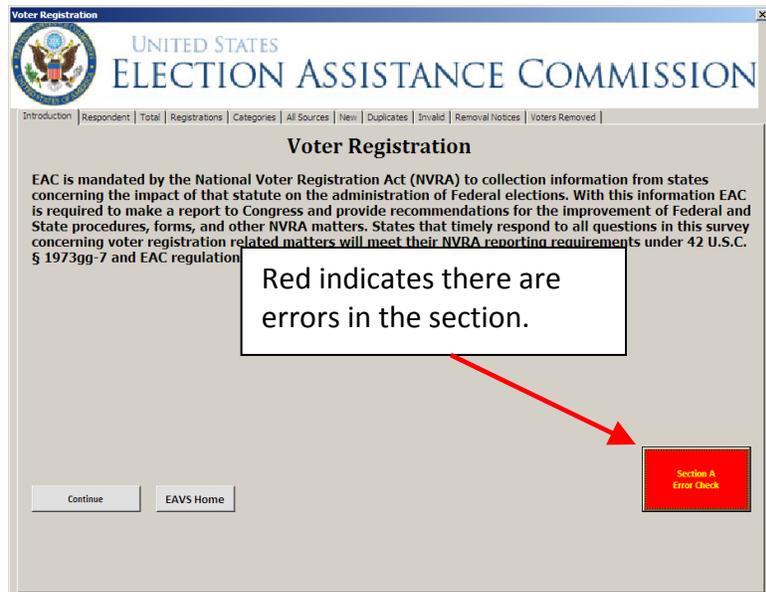
If the Error Check for a section is run and errors are found in the data, a pop-up window will appear that specifies which problems were found. Click "OK" to return to the form and correct the errors.



If a specific error does not apply to your jurisdiction, click the box under "Do Not Include in Error". This will override the error; the next time an error check is run on the section this error will not be reviewed.



When the error check is run and errors were found, the button will appear red. It will remain red until all errors are either resolved or the "Do Not Include in Error" option is selected.



2010 EAVS Data Entry Template Instructions

The second type of error check is the **State Error Check**. The State Error Check will review every field for every jurisdiction in the state looking for errors. The State Error Check is run from the EAVS Home screen.

EAVS Desktop Launch

UNITED STATES
ELECTION ASSISTANCE COMMISSION

2010 Election Administration & Voting Survey

The ongoing process of improving America's election systems relies in part on having accurate data about the way Americans cast their ballots. In 2002, Congress chartered the U.S. Election Assistance Commission (EAC) to collect information on the state of American elections and make it widely available to policy makers, advocates, scholars, journalists and the general public. Since 2004, the Commission has sponsored a biennial survey as its primary tool for fulfilling that mission. We are pleased to present the 2010 Election Administration and Voting Survey, and we ask for your help in making it the most complete and accurate survey in its history.

The questions below ask for information about ballots cast; voter registration; overseas and military voting; Election Day activities; voting technology; and other important issues. The section concerning the Uniformed and Overseas Citizens Voting Act (UOCAVA) serves as the EAC's standardized format for state reporting of UOCAVA voting information as required by 42 U.S.C. §1973ff-1. States that complete and timely submit this section to the EAC will fulfill their UOCAVA reporting requirement under 42 U.S.C. §1973ff-1(c). Additionally, EAC is mandated by the National Voter Registration Act (NVRA) to collection information from states concerning the impact of that statute on the administration of Federal elections. With this information EAC is required to make a report to Congress and provide recommendations for the improvement of Federal and State procedures, forms, and regulations. This information will be used in this survey concerning voter registration related matters will meet the needs of the EAC.

The EAC recognizes the burden that asking for this data places on you and will make every effort to minimize that burden as much as possible.

In advance, we thank you for your cooperation and look forward to answering any questions you might have.

State:

County:

Click to Launch Section

- A. Voter Registration
- B. UOCAVA
- C. Domestic Absentee
- D. Election Administration
- E. Provisional Ballots
- F. Election Day Activities

Worksheet View
Save
State Error Check
Submit

Click on this button to run the "State Error Check"

When you click on the "State Error Check" a Microsoft Word document will open that will contain the details of the error check. The first section in the error check will identify which jurisdictions are blank records containing no data.

EAVS 2010 Template Warnings found for NE.
10/27/2010 5:34:07 PM

Jurisdictions without data in the template:

- ADAMS COUNTY
- BANNE COUNTY
- BLAINE COUNTY
- BOONE COUNTY
- BROWN COUNTY
- BURT COUNTY
- BUTLER COUNTY
- CASS COUNTY
- CEDAR COUNTY
- CHASE COUNTY
- CHERRY COUNTY
- CHEYENNE COUNTY
- CLAY COUNTY
- COLFAX COUNTY
- CUMING COUNTY
- CUSTER COUNTY
- DAKOTA COUNTY
- DAWES COUNTY
- DAWSON COUNTY
- DEUEL COUNTY
- DIXON COUNTY

2010 EAVS Data Entry Template Instructions

Below the list of jurisdictions that have not yet completed the form, the Error Check Report will provide a list of all of the errors that were identified in the data and which of the jurisdictions' data contain the error.

If A2 "Jurisdiction uses only active voters" is not selected, the sum of A3a and A3b cannot exceed A1.

..BQX BUTTE COUNTY

A5a should not exceed 50% of A1.

..BQX BUTTE COUNTY

The sum of A5b-l cannot exceed A5a.

..BQX BUTTE COUNTY

EAVS Desktop Launch

UNITED STATES
ELECTION ASSISTANCE COMMISSION

2010 Election Administration & Voting Survey

The ongoing process of improving America's election systems relies in part on having accurate data about the way Americans cast their ballots. In 2002, Congress chartered the U.S. Election Assistance Commission (EAC) to collect information on the state of American elections and make it widely available to policy makers, advocates, scholars, journalists and the general public. Since 2004, the Commission has sponsored a biennial survey as its primary tool for fulfilling that mission. We are pleased to present the 2010 Election Administration and Voting Survey, and we ask for your help in making it the most complete and accurate survey in its history.

The questions below ask for information about ballots cast; voter registration; overseas and military voting; Election Day activities; voting technology; and other important issues. The section concerning the Uniformed and Overseas Citizens Voting Act (UOCAVA) serves as the EAC's standardized format for state reporting of UOCAVA voting information as required by 42 U.S.C. §1973ff-1. States that complete and timely submit this section to the EAC will fulfill their UOCAVA reporting requirement under 42 U.S.C. §1973ff-1(c). Additionally, EAC is mandated by the National Voter Registration Act (NVRA) to collection information from states concerning the impact of that statute on the administration of Federal elections. With this information EAC is required to make a report to Congress and provide recommendations for the improvement of Federal and State procedures, forms, and other NVRA matters. States that timely respond to all questions in this survey concerning voter registration related matters will meet their NVRA reporting requirements under 42 U.S.C. § 1973gg-7 and EAC regulations.

The EAC recognizes the burden that asking for this data places on state and local election officials, and we have worked to minimize that burden as much as possible.

In advance, we thank you for your cooperation and look forward to answering any questions you might have.

State: CA

County: CALAVERAS COUNTY

Click to Launch Section

A. Voter Registration B. UOCAVA C. Domestic Absentee

D. Election Administration E. Provisional Ballots F. Election Day Activities

Worksheet View

Save

State Error Check

Submit

After running the "State Error Check", if no errors were identified, the button will turn green. If errors were found, the button will turn red.

The Worksheet View

If you want to enter data for more than one jurisdiction at a time, it may be easier to use the Worksheet View. In this view, you can navigate to a particular column and enter or paste in data for multiple jurisdictions.

Switching to Worksheet View

When moving to Worksheet View, all data that have been entered in the form will be seen in the worksheet.

To switch from the Form View to the Worksheet View, go to “EAVS Home” and click on the “Worksheet View” button. You can also click on the “X” in the top right corner from any of the screens in Form View.

EAVS Desktop Launch

UNITED STATES ELECTION ASSISTANCE COMMISSION

2010 Election Administration

The ongoing process of improving America’s election systems relies in part on... ballots. In 2002, Congress chartered the U.S. Election Assistance Commission (EAC) to... elections and make it widely available to policy makers, advocates, scholars, journalists and the general public. Since 2004, the Commission has sponsored a biennial survey as its primary tool for fulfilling that mission. We are pleased to present the 2010 Election Administration and Voting Survey, and we ask for your help in making it the most complete and accurate survey in its history.

The questions below ask for information about ballots cast; voter registration; overseas and military voting; Election Day activities; voting technology; and other important issues. The section concerning the Uniformed and Overseas Citizens Voting Act (UOCAVA) serves as the EAC’s standardized format for state reporting of UOCAVA voting information as required by 42 U.S.C. §1973ff-1. States that complete and timely submit this section to the EAC will fulfill their UOCAVA reporting requirement under 42 U.S.C. §1973ff-1(c). Additionally, EAC is mandated by the National Voter Registration Act (NVRA) to collection information from states concerning the impact of that statute on the administration of Federal elections. With this information EAC will be able to provide recommendations for the improvement of Federal and State procedures, forms, and survey concerning voter registration related matters will meet the requirements of § 1973gg-7 and EAC regulations.

The EAC recognizes the burden that asking for this data places on state and local election officials, and we have worked to minimize that burden as much as possible.

In advance, we thank you for your cooperation and look forward to answering any questions you might have.

State:

County:

Click to Launch Section

A. Voter Registration	B. UOCAVA	C. Domestic Absentee
D. Election Administration	E. Provisional Ballots	F. Election Day Activities

Worksheet View

Save

State Error Check

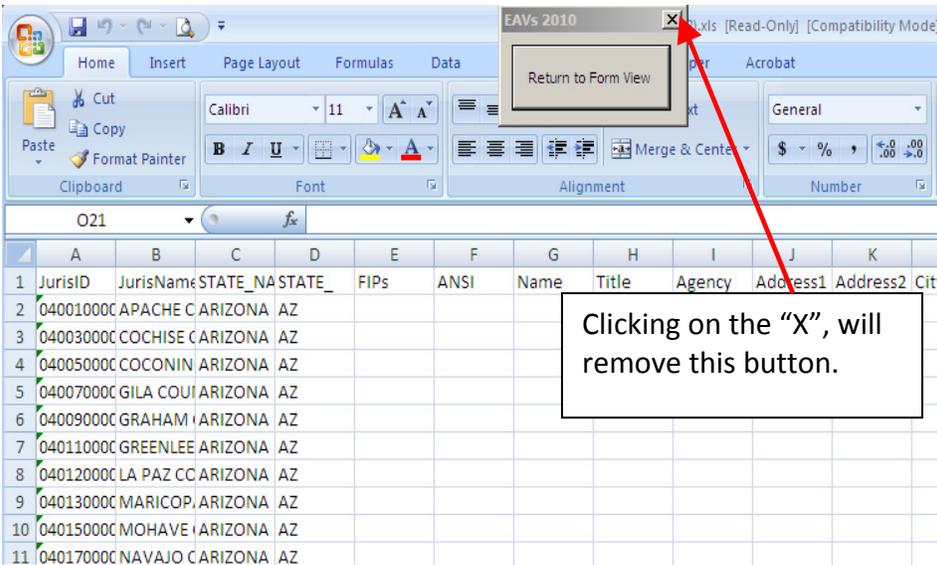
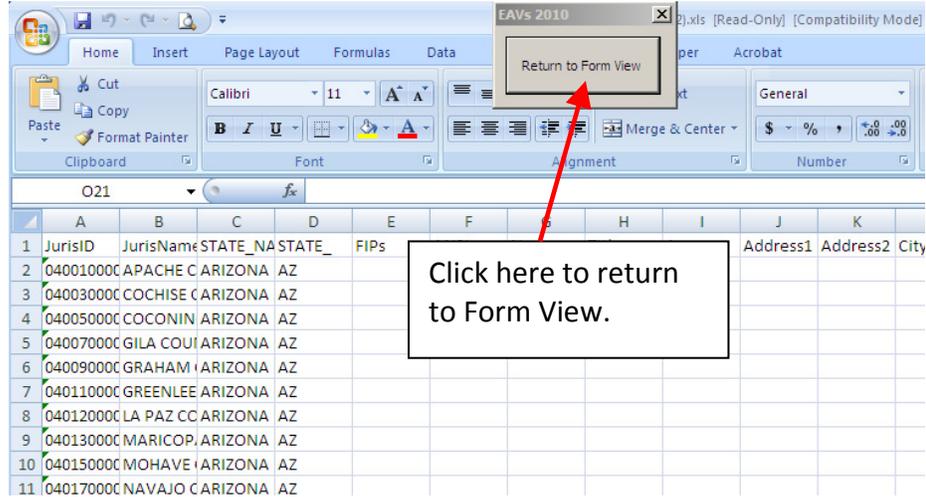
Submit

Click on this button to switch to “Worksheet View”

Click on this button to switch to “Worksheet View”

2010 EAVS Data Entry Template Instructions

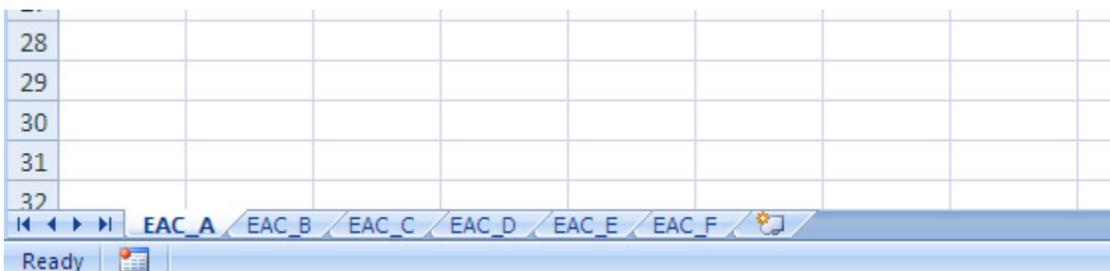
Once in Worksheet View, click on “Return to Form View” to open up the Form View again. This box will remain at the top of the screen while working in Worksheet View so that you always have an easy way to switch to the Form View.



If you close the “Return to Form View” button, but need to return to the Form View, you will need to Save your data, Close the template and re-open the template in order to re-open the Form View.

Entering Data in Worksheet View

Each tab represents a different section. Data for the fields in Section A: Voter Registration are entered on the “EAC_A” tab. Similarly, the data fields for Section B: Uniformed & Overseas Citizens Absentee Voting Act (UOCAVA) are located on tab “EAC_B”.



2010 EAVS Data Entry Template Instructions

When using the Worksheet View it is important to keep in mind the type or format of the information that you are entering in a particular field. Most fields are either numeric fields, for example, where you enter the total number of registered voters or ballots. Other fields are text fields in which you could type in your comments. Entering data in a format other than what is meant to be entered in that field will not allow the Error Checks to identify errors in that field.

In addition, there are a several fields that require a specific response. In most cases, these questions that require that a specific response is typed into the worksheet are the ones with multiple responses that you need to select- either by clicking on a circle (radio buttons) or checking a box. It is a good idea to print this list of formats and keep it handy when entering the data using Worksheet View.

Worksheet Tab	Field	Possible Responses
All Tabs	Data not available	N/A
EAC_A (specific fields only)	A4a – Not applicable F3 – Not applicable	Not Applicable
EAC_A	A2	"active and inactive registered voters" "only active voters" "Other"
EAC_A	A4b	"Yes" "No" "Other" "N/A"
EAC_C	C2	"Yes" "No"
EAC_D	D5	"Very difficult" "Somewhat difficult" "Neither" "Somewhat easy" "Very easy" "Not enough info"
EAC_F	F2	"Poll worker checks + absentee" "Ballot counts" "Vote history" "Highest office votes" "Other"
EAC_F	F4a	"Yes" "No"
EAC_F	F4b	"Yes" "No"
EAC_F	F4c	"Yes" "No"

Worksheet Tab	Field	Possible Responses
EAC_F	F4d	"Yes" "No"
EAC_F	F4e	"TRUE" "FALSE"
EAC_F	F5	"Yes" "No"
EAC_F	F6	"State printed & shipped" "Jurisdiction printed" "Combination" "No Information"
EAC_F	ALL F7a-F7i Machine use Location of Vote Tally	"TRUE" "FALSE"

Error Checking in Worksheet View

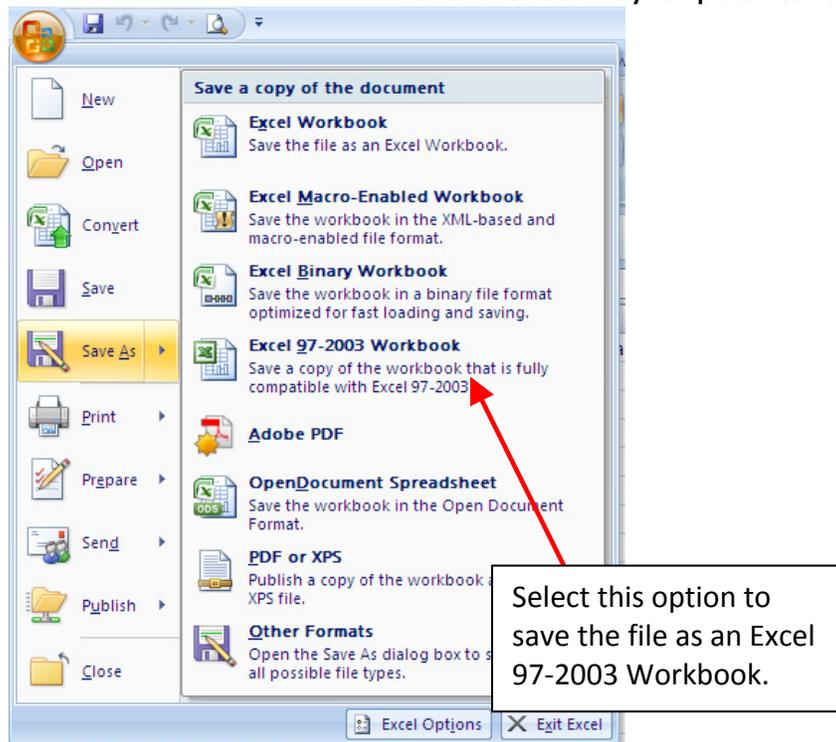
If you have been entering your data in Worksheet View and are ready to run an error check on your data, you will need to return to "Form View". Follow the instructions on Page 14 of this Guide for returning to Form View.

Once in Form View, if you want to run the State Error Check, you can simply click on the "State Error Check" button on the first screen. You will not need to select a jurisdiction. However, if you want to run an error check for a particular jurisdiction, select the jurisdiction from the drop down box and then select the section of the survey that you would like to check. Once you launch the questionnaire section, you can run the error check from the first screen.

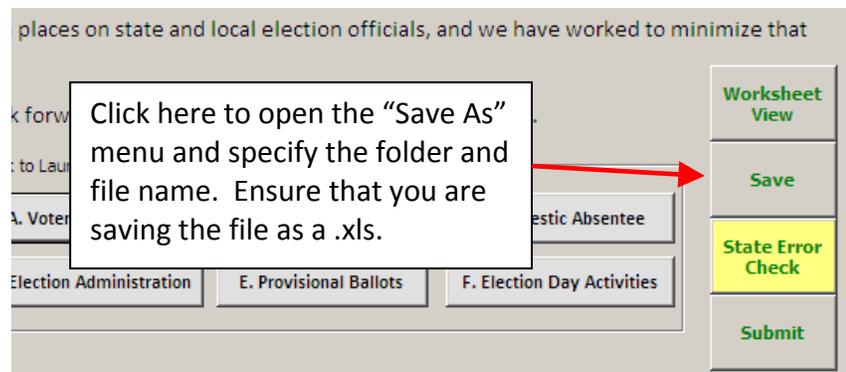
Saving Your Data

It is a good idea to regularly save your data. The Data Entry Template can be saved at any point during the data entry process using the standard method of saving Excel workbooks.

The template works best with Excel 2003. If you are working in Excel 2007, you will need to save it as an Excel 97-2003 Workbook (.xls). Click "Save As" and select "Excel 97-2003 Workbook". This will help you to continue to work with the Form view and the error checking. If you are working in Excel 2003, you can save the file as you normally would an Excel workbook. You may save the workbook under any name that you prefer – but make sure that it is a name you can remember easily.



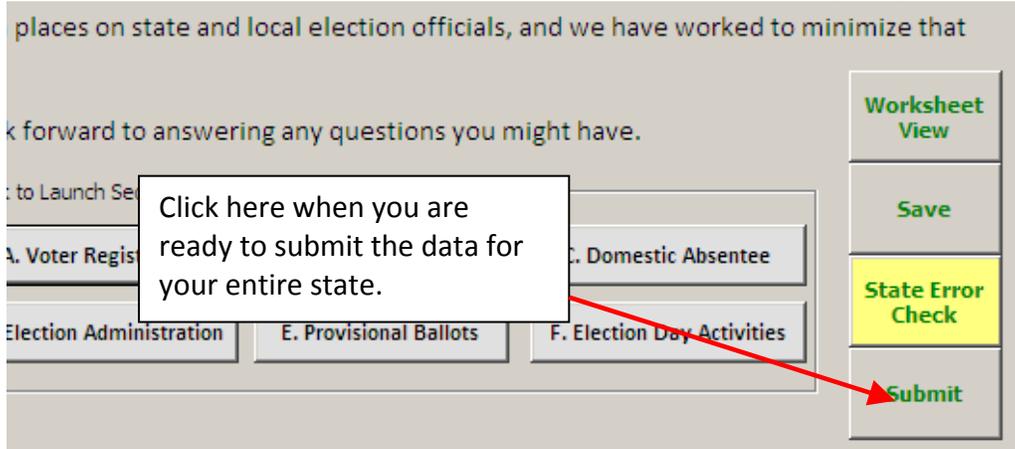
In the Form View, from the EAVS Home screen, you can also click the “Save” button to bring up the “Save As” screen.



Submitting Your Data

Once all the data have been entered, you can run the “State Error Check” to get a complete report of the problems, if any, in your data. After resolving the errors that are identified via the State Error Check, you are ready to submit your 2010 Election Administration and Voting Survey. You can submit your survey in several ways. You can attach it to an email and send it to your Point of Contact at ICF International. Alternatively, you can click on the “Submit” button on the EAVS Home screen.

2010 EAVS Data Entry Template Instructions



When you click on the “Submit” button, the application will ask you to save the template; the word “Final” will be included in the suggested file name. Once you save the data in the folder that you choose, a website will open up. Click on “Login” and enter your login information.



You can upload the file from this website and it will be sent directly to your Point of Contact at ICF International.

2010 EAVS Data Entry Template Instructions

The screenshot shows a web browser window with the URL <https://2010eavproject.com/>. The page title is "2010 EAVS - Microsoft Internet Explorer provided by ICF International". The header features a banner with a checkmark and the text "2010 EAVS" and "VOTER'S GUIDE Election". To the right of the banner are the U.S. Election Assistance Commission logo and the ICF International logo. Below the banner is a navigation menu with links: Admin, Upload Files, Download Files, Contact Us, Links, and Logout.

The main content area is titled "Upload Files". A yellow highlighted box contains a reminder: "REMINDER: The 2010 Election Administration and Voting Survey is due by February 1, 2011." Below this is a form for uploading files. It includes a "File Type" dropdown menu with "Select One" selected, a "File to Upload" text input field, and a "Browse..." button. A note states: "NOTE: In order to perform validation of your data, we only accept completed EAVS Questionnaires and Certification pages. Please ensure that the files you are uploading have complete data for all your reporting jurisdictions." At the bottom of the form are "Upload File" and "Cancel" buttons.

At the bottom of the page, there is a footer with the text "2010 Election Administration & Voting Survey" on the left and "U.S. Election Assistance Commission" on the right.

If you have any questions about the data you are entering or how to use the Data Entry Template, please call your point of contact at ICF International!



U.S. ELECTION ASSISTANCE COMMISSION 2010 Election Administration and Voting Survey

Supplemental Instruction Manual

As all election professionals are aware, even the simplest questions about election data can be complicated when multiple jurisdictions are involved. The information in this Supplemental Instruction Manual is intended to advise respondents to the 2010 Election Administration and Voting Survey on how to fill out the questionnaire accurately.

In the pages that follow, you will find detailed information and guidance, question by question, that will help you supply accurate election data for your state. We hope that it saves you time and effort in completing the survey, and gives us more reliable and accurate information.

In all cases, please use the **comment boxes** as needed to give us additional information on the manner in which you answered the questions. If you have any concern that we might misunderstand the data you are providing, please use these boxes to explain. This will help us analyze and present the data in the most accurate fashion. Your explanations do not need to be detailed or lengthy; we can come back to you for further information if needed.

While we have tried to make this manual as complete as possible, we know it may not answer all your questions. Please refer to our project website, at <https://www.2010EAVSProject.com>, for updates to this manual and to the questions and answers. You should also email or call your 2010 EAVS Point of Contact at ICF directly if you have questions or need assistance.

Thank you in advance for all your hard work in helping the U.S. Election Assistance Commission's 2010 Election Administration and Voting Survey the most successful yet!

SECTION A

VOTER REGISTRATION

A1. Additional Instruction/Explanation:

This question refers to the number of **people** (not votes or ballots) who were registered and eligible to vote in the November 2010 election. This covers the entire election period, including early voting, as well as any registered voters who might have been added after the close of voter registration. This is the broad universe of your jurisdiction's voter pool.

Please do NOT include any persons under the age of 18 who may be registered under a "pre-registration" program.

If your jurisdiction's number includes any special groups or situations that we should be aware of, please use the **A1 Comments** box to tell us.

A2. Additional Instruction/Explanation:

States, and sometimes jurisdictions within a state, differ in how they calculate the official number of registered voters. Some jurisdictions routinely report both active and inactive voters while others only consider active registered voters. Answers to this question will help to document differences between the numbers reported in this survey versus other official reports.

Note that what we want here is how you report your jurisdiction's number for other official purposes; for example, if this number is posted on your state's website, which voters does it include?

Active voters refers to all registered voters except those who have been sent, but who have not responded to a confirmation mailing sent in accordance with NVRA (42 U.S.C. 1973gg-6(d)) and have not since offered to vote.

Inactive voters refers to registrants who have been sent, but who have not responded to a confirmation mailing sent in accordance with NVRA (42 U.S.C. 1973gg-6(d)) and have not since offered to vote. A voter whose name or residence address is no longer current and who has not attempted to reregister, has not voted, or appeared to vote at the address of record.

While a very similar question is asked on Part B, the Statutory Overview, it is repeated in Part A because some localities in the same state may calculate this number differently.

A3. Additional Instruction/Explanation:

This question breaks down the answer in A1 into two parts: the active voters and the inactive voters. For many states, the same number given in A1 will be inserted here.

Include all persons eligible to vote in the election including special categories of voters with extended deadlines (such as returning military) or persons who may have been able to register and vote on Election Day. Do not include any persons under the age of 18 who may be registered under a “pre-registration” program.

If your state/jurisdiction does not classify voters as “inactive”, use the “data unavailable box” for this category, and explain in the **A3 Comments** box.

Active voters refers to all registered voters except those who have been sent but have not responded to a confirmation mailing sent in accordance with NVRA (42 U.S.C. 1973gg-6(d)) and have not since offered to vote.

Inactive voters refers to registrants who have been sent but who have not responded to a confirmation mailing sent in accordance with NVRA (42 U.S.C. 1973gg-6(d)) and have not since offered to vote. A voter whose name or residence address is no longer current and who has not attempted to reregister, has not voted, or appeared to vote at the address of record.

A4. Additional Instruction/Explanation:

This question is worded in a way to capture not only states with Election Day registration, but also the growing number of states that have some variation, such as North Carolina and Ohio. Imagine an unregistered person: were there any circumstances in which that person could register and vote on the same day in your jurisdiction? If there were **NO** such circumstances, please check the “Not Applicable” box and skip to question A5. If there WERE such circumstances, please provide the number of such registrations in Question 4a, and the reason in Question 4b. Please provide any additional information in the comments box for Question 4.

Note that this question is about registration forms, and not ballots cast or votes.

A5. Additional Instruction/Explanation:

This question asks for numbers that will include the answers in A4 (where applicable). Note that we are interested here in the entire 2-year period since the last election.

Next, divide this number into the categories given, or use your own in the “Other → comments:” items A5h through A5l.

New Valid Registrations include all successful registrations that were not invalidated or rejected and do not duplicate a previously existing registration in the jurisdiction

New “Pre” Registrations of Persons under Age 18 include all registrations by persons under the age of 18 years so that they will be registered when they become of voting age

Duplicates of Existing Valid Registrations refer to applications to register by persons already registered to vote at the same address, under the same name and personal information (e.g., date of birth, social security number, driver's license, etc.), and the same political party (where applicable).

Invalid or Rejected Registrations are registrations that do not meet the requirements of eligibility either because they were not completed properly or the individuals are excluded from being able to register in those jurisdictions.

Changes to Name, Party or Within-Jurisdiction Address Change Registrations include those registrations that modify or edit voter information for those individuals with current valid registrations.

Address Changes That Cross Jurisdiction Borders Registrations include those registrations that modify or edit the address of persons with current valid registrations, where the address changes place them in a different jurisdiction (such as a different county) from their current registration.

A6-A9. Additional Instruction/Explanation:

These questions, like several others in the 2010 survey, may look daunting at first, but are actually quite manageable. The key to answering these questions is to consider the different parts of the questions one at a time.

Here we are interested in the sources of your registration forms: Question A6 asks for the total number of such forms, and A7, A8, and A9 break that number down into various categories.

Note: The sum of the figures entered in A7+A8+A9 may not equal the total entered into A6. A6 may also contain new "pre" registrations of persons under age 18; changes to name, party or within-jurisdiction address change; and address changes that cross jurisdiction borders.

Questions A8 and A9 are mutually exclusive: registrations counted in the response to A8 should not be counted in the response to A9, and vice-versa. If your jurisdiction does not track these categories (i.e., duplicate or invalid registrations) separately, please use the NA box to tell us.

Your response to Question A7 should not include any pre-registrations of persons under 18.

New Registrations includes all successful registrations that were not invalidated or rejected and do not duplicate a previously existing registration in the jurisdiction

Duplicate registrations refer to an application to register by a person already registered to vote at the same address, under the same name and personal information (i.e. date of birth, social security number, driver's license, etc.), and the same political party (where applicable).

Invalid or rejected registrations are registrations that do not meet the requirements of eligibility either because they were not completed properly or the individuals are excluded from being able to register in those jurisdictions.

Of the types of sources, note that (c) registration forms submitted via the Internet refer only to registrations that are completed and submitted through a web-based system. Do not include forms that are filled out on line but printed and submitted via mail or email. Forms submitted as email attachments should be included in (a) Individual voters submitting applications by mail, fax, or email.

Please use the comment boxes and the “Other → comments:” lines (items A5j through A5o) to give us complete and accurate information on the sources of your jurisdiction’s registration forms.

A10. Additional Instruction/Explanation:

Here we are only interested in removal notices, although your jurisdiction may call it something else. Item A10a refers to the notices sent out, while items A10b through A10h refer to the resolution of the notices sent.

If your jurisdiction uses different categories for tracking the notices that come back, please use the “Other → comments:” lines (items A10f through A10h) and the **A10 Comments** box to let us know.

A11. Additional Instruction/Explanation:

Note that this question covers the two-year period since the last election in November of 2008. We want to capture here the number of voters whose records were **removed** from the registration rolls, not those whose records were only moved to an inactive list.

Please use the “Other → comments:” lines (items A11h through A11k) and the comments box to apply and define your jurisdiction’s own categories in tracking those removed from the voter rolls.

SECTION B

UNIFORMED & OVERSEAS CITIZENS ABSENTEE VOTING ACT (UOCAVA)

Questions in this section are mostly divided between the ballots or forms your office sends out, and the responses coming back to your office. The 18 questions in this section of the survey reflect the need to understand fully the UOCAVA voting process. By receiving complete information, we can provide a more accurate picture of how voting is handled for this important segment of the American electorate.

B1. Additional Instruction/Explanation:

Unlike in past years, this question combines uniformed voters, both overseas and domestic, into one category.

Transmitted ballots are ballots, such as absentee ballots, that are sent out from the election office to a specific voter. By this definition, FWABs (Federal Write-in Absentee Ballots) are not transmitted, as these ballots are not sent out/transmitted from an election office to a specific voter.

B2. Additional Instruction/Explanation:

This question seeks to find out what happened to the ballots sent out in B1a.

Transmitted ballots are ballots, such as absentee ballots, that are sent out from the election office to a specific voter. By this definition, FWABs are not transmitted, as these ballots are not sent out/transmitted from an election office to a specific voter.

Spoiled ballots are ballots that are incorrectly marked or impaired in some way by the voter and turned in by the voter at the polling place (or mailed in absentee), with a replacement ballot issued so that the voter can correctly mark the ballot; also referred to as a “voided” ballot.

If your office uses other categories to track UOCAVA absentee ballots, please explain, using the “Other → comments:” lines (items B2e through B2g) and the **B2 Comments** box.

B3. Additional Instruction/Explanation:

This question includes those UOCAVA ballots that originated in your office, plus FWABs.

Ballots returned and submitted for counting includes all ballots returned by voters that were submitted to the counting process regardless of whether or not the ballots were later counted or rejected. Note that UOCAVA ballots and FWABs returned as undeliverable should **not** be included in this number.

Please use the **B3 Comments** box to more fully explain your response, if necessary.

B4 thru B7. Additional Instruction/Explanation:

In these questions, we want to break down the answer given in B3 by type of voter, either uniformed services or non-military overseas. We also want to break down that response by whether the ballot was an absentee or FWAB ballot.

Ballots returned and submitted for counting includes all ballots returned by voters that were submitted to the counting process regardless of whether or not the ballots were later counted or rejected. Note that UOCAVA ballots and FWABs returned as undeliverable should **not** be included in this number.

If your jurisdiction is unable to distinguish between UOCAVA absentee ballots and FWAB submitted for counting, then enter the total number of UOCAVA ballots submitted for counting divided by voter type in B4 and use “data not available” for B5 and B6.

In the example below, the jurisdiction has 1,255 uniform service voters and 32 civilian voters but is unable to specify whether these persons submitted UOCAVA absentee ballots or FWABs and therefore checked the “data not available” box for these categories.

		Of the total UOCAVA ballots returned (as entered in B3), how many were ballots of each of the following ballot types:			
		B4. All UOCAVA ballots	B5. Absentee ballots	B6. FWAB	B7. Other type of ballot →
		NA ▼	NA ▼	NA ▼	
Type of UOCAVA voter:					
a.	Uniform services voters – domestic or foreign	1255	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Non-military/civilian overseas voters	32	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
c.	Other type of voter → comments:				
b.	TOTAL	B3			

If your jurisdiction knows how many UOCAVA absentee ballots and FWAB were submitted for counting but is unable to distinguish between military and civilian UOCAVA voters, then enter the number of UOCAVA absentee ballots and FWABs submitted for counting by all UOCAVA voters in row c and use “data not available” for rows a and b. (See example on the next page.)

In the example below, the jurisdiction has 5,000 UOCAVA ballots that were submitted for counting, 4,550 of which were UOCAVA absentee ballots and 50 of which were FWABs. However, this jurisdiction is not able to distinguish how many military voters had their absentee or FWABs submitted for counting nor how many civilian UOCAVA voters had their absentee ballots or FWABs submitted for counting and thus checked the “data not available” box for these items.

		Of the total UOCAVA ballots returned (as entered in B3), how many were ballots of each of the following ballot types:					
B4. All UOCAVA ballots		B5. Absentee ballots		B6. FWAB		B7. Other type of ballot →	
		NA	NA	NA	NA		
		▼	▼	▼	▼		
Type of UOCAVA voter:							
a.	Uniform services voters – domestic or foreign	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Non-military/civilian overseas voters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	c. Other type of voter → comments: <u>absentee & FWAB combined</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	TOTAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		B3	4550	50			

B8. Additional Instruction/Explanation:

Counted ballots are ballots that have been processed and the votes included in the candidates’ vote totals.

B9 thru B12. Additional Instruction/Explanation:

Once again, we are interested in breaking down the response in B8, similar to the way we did in B4 through B7. Here, we want details on the ballots counted.

Counted ballots are ballots that have been processed and the votes included in the candidates’ vote totals.

If your jurisdiction is unable to distinguish between UOCAVA absentee ballots and FWAB counted, then enter the total number of UOCAVA ballots counted divided by voter type in B9 and use “data not available” for B10 and B11.

In the example below, the jurisdiction counted 216 ballots from military voters and counted 4 ballots returned by civilian voters but is unable to specify whether these were UOCAVA absentee ballots or FWABs and therefore checked the “data not available” box for these categories.

		Of the total UOCAVA ballots counted (as entered in B8), how many were ballots of each of the following ballot types:					
B9. All UOCAVA ballots		B10. Absentee ballots		B11. FWAB		B12. Other type of ballot →	
NA ▼		NA ▼		NA ▼			
Type of UOCAVA voter:							
a. Uniform services voters – domestic or foreign	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
b. Non-military/civilian overseas voters	216	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
c. Other type of voter → comments:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
TOTAL	4 B8	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

If your jurisdiction knows how many UOCAVA absentee ballots and FWAB were counted but is unable to distinguish between ballots counted that were submitted by military versus civilian UOCAVA voters, then enter the number of UOCAVA absentee ballots and FWABs counted by all UOCAVA voters in row c and use “data not available” for rows a and b.

In the example below, the jurisdiction counted has 50 UOCAVA ballots that were submitted for counting, 45 of which were UOCAVA absentee ballots and 5 of which were FWABs. However, this jurisdiction is not able to distinguish how many of these absentee ballots came from military versus civilian voters nor how many FWABs came from military versus civilian voters and thus checked the “data not available” box for these items.

		Of the total UOCAVA ballots counted (as entered in B8), how many were ballots of each of the following ballot types:					
B9. All UOCAVA ballots		B10. Absentee ballots		B11. FWAB		B12. Other type of ballot →	
	NA ▼		NA ▼		NA ▼		
a. Uniform services voters – domestic or foreign	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
b. Non-military/civilian overseas voters	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
c. Other type of voter → comments: <u>absentee & FWAB combined</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
TOTAL	50 B8		45		5		

B13. Additional Instruction/Explanation:

Rejected ballots are ballots that do not meet the requirements of eligibility either because they were not completed properly or because the individuals are excluded from being able to vote in those locations.

If your jurisdiction uses a different definition of rejected ballot, you can explain in the comments box.

Note that B13 (the rejected ballots) added to B8 (the counted ballots) should equal B3, (at least in theory!)

B14. Additional Instruction/Explanation:

Rejected ballots are ballots that do not meet the requirements of eligibility either because they were not completed properly or because the individuals are excluded from being able to vote in that location.

Your jurisdiction might use different categories for explaining why ballots were rejected. If so, please use the “Other → comments:” lines and the **B14 Comments** box to explain. We expect that these categories will vary widely between states and between local jurisdictions.

B15 thru B18. Additional Instruction/Explanation:

As with the previous questions, we are seeking more detail on the ballots rejected.

Rejected ballots are ballots that do not meet the requirements of eligibility either because they were not completed properly or because the individuals are excluded from being able to vote in that location.

If your jurisdiction is unable to distinguish between UOCAVA absentee ballots and FWAB rejected, then enter the total number of UOCAVA ballots rejected divided by voter type in B15 and use “data not available” for B16 and B17.

In the example below, the jurisdiction counted 6 ballots from military voters and reject 1 ballot returned by a civilian voter that was rejected but is unable to specify whether these were UOCAVA absentee ballots or FWABs and there for checked the “data not available” box for these categories.

Of the total UOCAVA ballots rejected (as entered in B13), how many were ballots of each of the following ballot types:

B15. All UOCAVA ballots		B16. Absentee ballots		B17. FWAB		B18. Other type of ballot →	
	NA ▼		NA ▼		▼		NA ▼

Type of UOCAVA voter:

	Uniform services voters – domestic or foreign	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text" value="NA"/>	<input checked="" type="checkbox"/>	<input type="text"/>
a.	b. Non-military/civilian overseas voters	<input type="text" value="6"/>	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
	c. Other type of voter → comments:	<input type="text" value="1"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
	TOTAL	<input type="text" value="B8"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>

If your jurisdiction knows how many UOCAVA absentee ballots and FWAB were counted but is unable to distinguish between ballots counted that were submitted by military versus civilian UOCAVA voters, then enter the number of UOCAVA absentee ballots and FWABs counted by all UOCAVA voters in row c and use “data not available” for rows a and b.

In the example below, the jurisdiction counted has 6 UOCAVA ballots were rejected, 5 of which were UOCAVA absentee ballots and 1 was a FWAB. However, this jurisdiction is not able to distinguish whether or not these rejected ballots came from military versus civilian voters and thus checked the “data not available” box for these items.

Of the total UOCAVA ballots rejected (as entered in B13), how many were ballots of each of the following ballot types:

B15. All UOCAVA ballots		B16. Absentee ballots		B17. FWAB		B18. Other type of ballot →	
	NA ▼		NA ▼		▼		NA ▼

Type of UOCAVA voter:

a. Uniform services voters – domestic or foreign	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Non-military/civilian overseas voters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Other type of voter → comments: <u>absentee & FWAB combined</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B8

SECTION C

Domestic Civilian Absentee Ballots

The questions in this section concern “regular” (not UOCAVA) absentee ballots. Note that our **definition of absentee** refers to the traditional meaning of the term, and not “in-person absentee” that we collect through our questions on early voting.

C1. Additional Instruction/Explanation:

This question asks about the number of absentee ballots transmitted by your office, and what became of those ballots.

Domestic Absentee Ballots are ballots that are mailed to a non-UOCAVA voter **prior to** Election Day. Absentee ballots may be returned on or before Election Day by mail, dropped off at a polling place, clerk’s office, etc. By this definition, all voters in “vote by mail” jurisdictions that have eliminated traditional polling places in favor of mailing ballots to voters in advance of the election (such as in Oregon), vote via an absentee ballot. Similarly, voters in jurisdictions that have traditional polling places but also allow voters to use a vote-by-mail ballot (such as in California), are voting via an absentee ballot according to this definition.

Transmitted ballots are ballots, such as absentee ballots, that are sent out from the election office to a specific voter. Do not include absentee ballots transmitted to UOCAVA voters.

Ballots returned and submitted for counting includes all ballots returned by voters that were submitted to the counting process regardless of whether or not the ballots were later counted or rejected.

Returned as undeliverable includes those ballots returned by the U. S. Postal Service as undeliverable. Less important than the reason for being undeliverable (e.g., such as “No such address” or “Addressee Unknown”) is the fact that the Postal Service was not able to complete delivery.

Spoiled ballots are ballots that are incorrectly marked or impaired in some way by the voter, turned in by the voter at the polling place (or mailed in absentee). In such cases, a replacement ballot may be issued so that the voter can correctly mark the ballot; also referred to as a “voided” ballot.

C2. Additional Instruction/Explanation:

This is a “skip” question: **if your answer is “no,” you should skip question C3 and go to Question C4.**

Domestic Absentee Ballots are ballots that are mailed to a non-UOCAVA voter prior to Election Day. Absentee ballots may be returned on or before Election Day by mail, dropped off at a polling place, clerk’s office, etc. By this definition, all voters in “vote by mail” jurisdictions that have eliminated traditional polling places in favor of mailing ballots to voters in advance of the election (such as in Oregon), vote via an absentee ballot. Similarly, voters in jurisdictions that have traditional polling places but also allow voters to use a vote-by-mail ballot (such as in California), are voting via an absentee ballot according to this definition.

C3. Additional Instruction/Explanation:

Domestic Absentee Ballots are ballots that are mailed to a non-UOCAVA voter prior to Election Day. Absentee ballots may be returned on or before Election Day by mail, dropped off at a polling place, clerk's office, etc. By this definition, all voters in "vote by mail" jurisdictions that have eliminated traditional polling places in favor of mailing ballots to voters in advance of the election (such as in Oregon), vote via an absentee ballot. Similarly, voters in jurisdictions that have traditional polling places but also allow voters to use a vote-by-mail ballot (such as in California), are voting via an absentee ballot according to this definition.

Transmitted ballots are ballots, such as absentee ballots, that are sent out from the election office to a specific voter.

C4. Additional Instruction/Explanation:

Domestic Absentee Ballots are ballots that are mailed to a non-UOCAVA voter prior to Election Day. Absentee ballots may be returned on or before Election Day by mail, dropped off at a polling place, clerk's office, etc. By this definition, all voters in "vote by mail" jurisdictions that have eliminated traditional polling places in favor of mailing ballots to voters in advance of the election (such as in Oregon), vote via an absentee ballot. Similarly, voters in jurisdictions that have traditional polling places but also allow voters to use a vote-by-mail ballot (such as in California), are voting via an absentee ballot according to this definition.

Ballots returned and submitted for counting includes all ballots returned by voters that were submitted to the counting process regardless of whether or not the ballots were later counted or rejected. Spoiled ballots, replaced ballots, and absentee ballots returned as undeliverable are discounted before the counting process and by this definition are not considered to be submitted for counting.

Counted ballots are ballot that have been processed and whose vote is included in the candidates' vote totals.

Rejected ballots are ballots that do not meet the requirements of eligibility either because they were not completed properly or the individuals are excluded from being able to vote in those locations.

C5. Additional Instruction/Explanation:

It is important that we understand why absentee ballots were rejected. Note that our categories will in all likelihood not match the ones used in your jurisdiction; using the "Other → comments:" lines and the **C5 Comments** box will allow you to report your categories accurately.

Domestic Absentee Ballots are ballots that are mailed to a non-UOCAVA voter prior to Election Day. Absentee ballots may be returned on or before Election Day by mail, dropped off at a polling place, clerk's office, etc. By this definition, all voters in "vote by mail" jurisdictions that have eliminated traditional polling places in favor of mailing ballots to voters in advance of the election (such as in Oregon), vote via an absentee ballot. Similarly, voters in jurisdictions that have traditional polling places but also allow voters to use a vote-by-mail ballot (such as in California), are voting via an absentee ballot according to this definition.

Rejected ballots are ballots that do not meet the requirements of eligibility either because they were not completed properly or the individuals are excluded from being able to vote in that location.

SECTION D

Election Administration

The questions in this section cover a series of topics of interest in election administration. We recognize that not all jurisdictions will track these data, but if the data are available, it is important that you report it as accurately as possible.

Vote-by-mail jurisdictions may not be able to answer some or all of these questions, and should use the “data not available” box where appropriate.

D1. Additional Instruction/Explanation:

Your jurisdiction may use the terms “ward” or “voting district,” but the following is the definition we use here:

Precinct: The geographic area to which voters are assigned; an administrative division of a county or municipality consisting of a geographic area defined by a map to which voters have been assigned by their residence addresses for voting at an election.

Precincts, then, are not polling places but bounded areas. Put together, your precincts should cover your entire jurisdiction, without overlap and without leaving out any parts of your jurisdiction.

Please use the **D1 Comments** box to explain any special circumstances that apply to your response.

D2. Additional Instruction/Explanation:

By polling place, we mean the physical locations where voters can cast their ballots. Polling places often serve more than one precinct.

We realize that it may sometimes be difficult to tell whether locations are separate polling places; for example, if one precinct votes in the gym of a high school and another in the cafeteria. The key question is whether the locations are administered separately and are physically separated, even if they share a single building.

Early vote: A ballot cast in person by a voter at a designated polling site prior to Election Day; also referred to as “early in-person voting”

D2a includes all the locations at which people can vote in your jurisdiction. A polling place used during early voting and on Election Day should only be counted once in this response.

In D2b through D2g, we want to break down the answer in D2a in two ways: by election office or by other polling place; and by Election Day and by early voting.

Note that the numbers reported here may not add up to D2a, as many polling places will serve both early voting and Election Day voting.

D3. Additional Instruction/Explanation:

This question seeks to find out about the temporary election workers your jurisdiction employed on Election Day. Do not include regular staff, or temporary workers added to help with office duties. If necessary, please use the **D3 Comments** box to explain your response.

D4. Additional Instruction/Explanation:

There is very little information available on the demographics of American poll workers. If your jurisdiction has any data on the age of the poll workers employed in the November 2, 2010 election, please report the age breakdown here.

D5. Additional Instruction/Explanation:

We recognize this question calls for a subjective appraisal on your part. Please consider carefully the process by which your jurisdiction recruited poll workers for the 2010 election, and give us your characterization. We encourage you to use the **D5 Comments** box to amplify your answer, if necessary.

SECTION E

Provisional Ballots

E1. Additional Instruction/Explanation:

If you have any questions about what is a provisional ballot for the purposes of this response, please refer to our definition below. Note that provisional ballots are defined in the Help America Vote Act (HAVA) of 2002.

Provisional ballots are used to record a vote when there is some question regarding the validity of the given ballot or voter. Once voted, such ballots are kept separate from other ballots and are not included in the tabulation until the eligibility of the ballots or voters is confirmed. They are also referred to as challenged ballots.

States that are exempt from the provisional ballot requirements of HAVA and do not offer a provisional or challenged ballot should check the “data not available” box.

E2. Additional Instruction/Explanation:

We recognize that jurisdictions will use various categorizations for why provisional ballots were rejected. Please use the “Other → comments:” lines and the **E2 Comments** box to report as completely as possible the data your jurisdiction tracks for why provisional ballots were not counted.

Provisional ballots are used to record a vote when there is some question regarding the validity of the given ballot or voter. Once voted, such ballots are kept separate from other ballots and are not included in the tabulation until the eligibility of the ballots or voters is confirmed. They are also referred to as challenged ballots.

SECTION F

Election Day Activities

F1. Additional Instruction/Explanation:

Note that what we are asking for is the number of people who participated, not ballots cast or counted or the highest vote total for a candidate. This is often referred to as “turnout.” **F1 Comments** box to explain your response.

Please use the

Next, break down that number into the number of people who voted by various methods as explained below. Use the “Other → comments:” lines to give us as complete an accounting as possible.

By polling place, we mean the physical locations at which voters can cast their ballots. Polling places often serve more than one precinct. We realize that it may sometimes be difficult to tell whether locations are separate polling places; for example, if one precinct votes in the gym of a high school and another in the cafeteria. The key question is whether the locations are administered separately and are physically separated, even if they share a single building.

Domestic Absentee Ballots are ballots that are mailed to a non-UOCAVA voter prior to Election Day. Absentee ballots may be returned on or before Election Day by mail, dropped off at a polling place, clerk’s office, etc. By this definition, all voters in “vote by mail” jurisdictions that have eliminated traditional polling places in favor of mailing ballots to voters in advance of the election (such as in Oregon), vote via an absentee ballot. Similarly, voters in jurisdictions that have traditional polling places but also allow voters to use a vote-by-mail ballot (such as in California), are voting via an absentee ballot according to this definition.

Provisional ballots are used to record a vote when there is some question regarding the validity of the given ballot or voter. Once voted, such ballots are kept separate from other ballots and are not included in the tabulation until the eligibility of the ballots or voters is confirmed. They are also referred to as challenged ballots

An early vote center is a facility that allows persons to vote several weeks prior to the actual election day.

A vote by mail jurisdiction, a new category for the 2010 EAVS, is one in which all registered voters receive a ballot by mail along with a pre-addressed return envelope. Voters complete the ballot at home and are required to return the ballot by mail prior to a deadline specified by that jurisdiction or the State.

F2. Additional Instruction/Explanation:

It is important that we know how you derived the responses in F1. Please read the choices carefully and select only one source. Please use the comments box if necessary.

F3. Additional Instruction/Explanation:

Note that this question asks how many voters provided identification and were able to vote by mail.

Use the Not Applicable option if your jurisdiction has a **computerized voter registration list that complies with HAVA Section 303** and therefore do not need to request ID of new registrants who registered by mail.

F4. Additional Instruction/Explanation:

This question seeks to collect information on the use of electronic poll books and lists.

Electronic Poll Books: Typically, either a type of hardware, software or a combination of both that is used in the place of a traditional paper poll book; also known as an “e-poll book.” These are **not** voting machines or used in the process of voting.

Vote-by-mail jurisdictions should answer no to questions F4a through F4e.

F5. Additional Instruction/Explanation:

Vote-by-mail jurisdictions should answer no and skip to question F7.

F6. Additional Instruction/Explanation:

Use the **F6 Comments** box if necessary. If your jurisdiction did not use printed poll books, please answer “no” to F5 and skip this question.

F7. Additional Instruction/Explanation:

We recognize that responding to this question will take considerable time for some jurisdictions. We appreciate your attention to this question and hope you will give us the most complete picture possible of the voting technology your voters use to cast their ballots.

Note that **F7a** applies to those voting machines **WITH NO** voter-verifiable paper audit trail, and **F7b** applies to those voting machines **WITH** a voter verifiable paper audit trail.

DRE: Direct-Recording Electronic. A voting system (push-button or touch screen) that records votes by means of a ballot display provided with mechanical or electro-optical components actuated by the voter and where voting data are stored in a removable memory component. DRE is also referred to as an “electronic” voting system.

Optical Scan: A system of recording votes by marks in voting response fields on ballot cards that are read by an optical scanner or similar sensor; also referred to as “mark-sense” voting systems.

F8. Additional Instruction/Explanation

The EAC wants to hear from you! Please use this question to share Election Day experiences not covered by the previous questions. Of particular interest is any problems you faced with voting technology: machine failures, lost votes, or ballot confusion. Conversely, please let us know of any worthy successes or challenges overcome. Use as much space as you need.