



## U.S. ELECTION ASSISTANCE COMMISSION 2012 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 2012 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 concerns 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.2012EAVSProject.com>, for updates to this manual and to the questions and answers. You should also email or call your 2012 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 to make the U.S. Election Assistance Commission's 2012 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 2012 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. An inactive voter is a registrant 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. An inactive voter is a registrant 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 to Question A4 (where applicable). Note that we are interested here in the entire 2-year period since the last election; for States with Election Day or Same Day voter registration, the end of Election Day is considered the end of the voter registration period.

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 2012 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 interested in confirmation notices as defined under NVRA Section 8 (d) (2). Although NVRA distinguishes between confirmation notices and removal notices, some jurisdictions refer to confirmation notices as removal notices or 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.

If your State is exempt from NVRA, please provide the information on confirmation notices as requested, but explain in A10 Comments why voters received a confirmation notice, including any differences from confirmation notices as defined by NVRA.

**A11. Additional Instruction/Explanation:**

Note that this question covers the two-year period since the last election in November of 2010. 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			
		▼		▼			
<b>Type of UOCAVA voter:</b>							
a. Uniform services voters – domestic or foreign .....	1255	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Non-military/civilian overseas voters .....	32	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Other type of voter → comments: .....		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL .....	B3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 ▼			
<b>Type of UOCAVA voter:</b>								
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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Other type of voter→ comments: <u>absentee &amp; FWAB combined</u>	<input type="text" value="5000"/>	<input type="checkbox"/>	<input type="text" value="4550"/>	<input checked="" type="checkbox"/>	<input type="text" value="50"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL .....	<input type="text" value="B3"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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:				
<b>B9. All UOCAVA ballots</b>		<b>B10. Absentee ballots</b>		<b>B11. FWAB</b>		<b>B12. Other type of ballot →</b>
	NA ▼		NA ▼		NA ▼	
<b>Type of UOCAVA voter:</b>						
a. Uniform services voters – domestic or foreign .....	216	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Non-military/civilian overseas voters .....	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Other type of voter → comments: .....		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL .....	B8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 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 &amp; FWAB combined</u>	<input type="text" value="50"/>		<input type="text" value="45"/>		<input type="text" value="5"/>		<input type="text"/>
TOTAL .....	<input type="text" value="B8"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>

**Type of UOCAVA voter:**

- a. Uniform services voters – domestic or foreign.....
- b. Non-military/civilian overseas voters .....
- c. Other type of voter → comments: absentee & FWAB combined
- TOTAL .....

**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 ▼		NA ▼

**Type of UOCAVA voter:**

a. Uniform services voters – domestic or foreign .....	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Non-military/civilian overseas voters .....	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Other type of voter → comments: .....						
TOTAL .....	B13					

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 has 6 UOCAVA ballots that 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 ▼		NA ▼

**Type of UOCAVA voter:**

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 &amp; FWAB combined</u>	<input type="text" value="6"/>		<input type="text" value="5"/>		<input type="text" value="1"/>		<input type="text"/>
TOTAL .....	<input type="text" value="B13"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>

## 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 ballots 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 number of temporary election workers your jurisdiction employed on Election Day or before Election Day in the case of early voting. 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. If these workers work more than one shift (e.g. during early voting and on Election Day), count the individual only one time; we are asking about the number of workers, not the number of shifts that are staffed.

**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 6, 2012 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 2012 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. In addition, we recognize that ballots may be rejected for multiple reasons. If ballots are classified into more than one reason for rejection, please indicate the number of ballots that are classified into two categories in E2 Comments. 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. This is often referred to as “turnout.” Please use the **F1 Comments** box to explain your response.

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., and include ballots submitted for counting regardless of whether or not they were ultimately counted. 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 is one in which all registered voters receive a ballot by mail along with a pre-addressed return envelope. Voters who complete the ballot at home 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 first-time 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 does 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 are 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.