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California Secretary of State

Office of Voting Systems Technology Assessment

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April 23, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24086

TO: All County Clerks/Registrars of Voters

FROM: /s/ Danielle Dawson
Office of Voting Systems Technology Assessment

RE: Regulations: Ballot Counting

The Secretary of State is providing notice of changes to the Ballot Counting regulations originally published on May 19, 2023. The Secretary of State is proposing amendments to the originally noticed proposed regulation text based upon comments received during the first 15-day public comment period that ended on July 24, 2023. The written comment period on the proposed modifications is as follows:

Written Comment Period on Proposed Modifications: April 23, 2024 – May 8, 2024

Any interested person, or their authorized representative, may submit written comments pertaining to the changes in the text of the proposed regulations. The Secretary of State will accept written comments on the changes from April 23, 2024, through May 8, 2024. The Secretary of State will consider only comments received by the Secretary of State's office by that date.

Following the close of the written comment period, the Secretary of State, upon its own motion or at the instance of any interested party, may thereafter adopt the proposals provided by the public or may modify such proposals if such modifications are sufficiently related to the originally-proposed text. With the exception of technical or grammatical changes, the full text of any modified proposal will be available from our office for 15 days prior to its adoption and will be provided to those persons who submit written comments related to this proposal or who have requested notification of any changes to the proposal.

The Second Notice of Modification to Proposed Regulations and the Second Amended Proposed Regulation Text, with changes identified in **bold single underline** and **~~bold single strikethrough~~**, can be accessed through the Secretary of State's website at <https://www.sos.ca.gov/administration/regulations/proposed-regulations>.

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Questions or written comments should be directed to the Office of Voting Systems Technology Assessment, Attn: Danielle Dawson at: (916) 695-1680 or email votingsystems@sos.ca.gov.

Enclosed:

1. Second Notice of Modification of Text of Proposed Regulations
2. Second Addendum to the Initial Statement of Reasons
3. Second Amended Proposed Text of Regulations
4. U.S. Election Assistance Commission's Glossary of Election Terminology (July 16, 2021)

**Title 2. California Secretary of State
Proposed Regulatory Action:
Ballot Counting Notice**

**NOTICE OF MODIFICATIONS TO TEXT OF PROPOSED REGULATIONS, AND
ADDITION OF DOCUMENTS AND INFORMATION TO RULEMAKING FILE**

Pursuant to the requirements of Government Code section 11346.8(c), and section 44 of Title 1 of the California Code of Regulations, the Secretary of State is providing notice of changes made to proposed regulations originally noticed to the public in the California Regulatory Notice Register on May 19, 2023.

Additionally, pursuant to the requirements of Government Code sections 11346.8(d), 11346.9(a)(1), and 11347.1, Secretary of State is providing notice that documents and other information which the agency has relied upon in adopting the proposed regulations have been added to the rulemaking file and are available for public inspection and comment.

The documents and information added to the rulemaking file are as follows:

Second Addendum to the Initial Statement of Reasons

U.S. Election Assistance Commission’s Glossary of Election Terminology (July 16, 2021)

These documents are available for public inspection on the Secretary of State’s website at <https://www.sos.ca.gov/administration/regulations/proposed-regulations> or at the Secretary of State’s office located at 1500 11th Street, Sacramento, CA 95814 from April 23, 2024 through May 8, 2024 between the hours of 8:00am and 5:00pm.

If you have any comments regarding the proposed changes or the documents and other information, Secretary of State will accept written comments between April 23, 2024, and May 8, 2024. All written comments must be submitted to the Secretary of State no later than May 8, 2024, and addressed to:

Danielle Dawson, OVSTA
California Secretary of State
1500 11th Street, 6th Floor
Sacramento, CA 95814
ddawson@sos.ca.gov

All written comments received by May 8, 2024, which pertain to the indicated changes or the above-listed documents and other information, will be reviewed and any objections and/or recommendations responded to by the Secretary of State staff as part of the compilation of the rulemaking file.

**California Secretary of State
Proposed Regulatory Action:
Ballot Counting
Proposed Regulation Text
Second Addendum to the Initial Statement of Reasons**

This Second Addendum to the Initial Statement of Reasons addresses updates to the Second Amended Proposed Regulations Text, which was originally submitted for a 45-day public comment period on May 19, 2023, through July 5, 2023, and for which a public hearing was held on July 3, 2023. The amended proposed regulation text was submitted for a 15-day public comment period on July 7, 2023, through July 24, 2023. Changes to the amended proposed regulation text have been made based upon comments received during the 45-day comment period, the public hearing, and the first 15-day public comment period.

Purpose and Necessity

The formatting of the proposed regulations title and chapter headings were amended in the proposed regulations to match that of the traditional regulations format. This is a non-substantive change and is added for uniformity in formatting the proposed regulations to current California Code of Regulation standards. Additionally, the note sections of the proposed text have been amended to current standards of formatting for regulations and are non-substantive changes.

Throughout the document the use of the term “Election Day” was amended to be “election day”. These amendments were made to address grammatical and formatting issues and were non-substantive.

In the notes sections of proposed chapter 4.6, the authority cited sections were amended to include reference to Elections Code section 15270.2. Additionally, the reference notes were also updated to cite reference to Elections Code section 15270.1 and 15270.3, as applicable. These updates were necessary due to the newly enacted statutes with the passing of Assembly Bill 969, (Chapter 300; Statutes of 2023). Other minor updates to the notes section were made to address grammatical and formatting errors.

Section 20282(c): In the Initial Statement of Reasons (the “ISOR”), the phrase “his or her” was incorrectly described as being changed to “their”. No such change was made since “their” already exists in the California Code of Regulations (the “CCR”). This is a non-substantive change.

Section 20282(c)(1): In the originally proposed regulations text, the ~~strikeout~~ of “completed” in the phrase “completed arrow” was mistakenly left off, yet the change was cited in the ISOR. In subsection (c)(1), “completed” is proposed to be deleted as voters sometimes use arrows to indicate choices but the term “completed arrow” is too restrictive and causes confusion in application.

Section 20283(d)(1): In subsection(d)(1), the phrase “squiggly/dimpled” marks was changed in the originally proposed regulations text to “squiggly lines” and “dimpled marks” but was mistakenly left out of the ISOR. This change was made because the original phrasing was unclear and confusing as to what a “squiggly/dimpled” marks were. This change was intended to provide further clarification on what qualifies as an invalid voter selection mark on the ballot.

Section 20283(d)(7): Subsection(d)(7) was amended to provide clarification that when determining voter intent for a write in candidate during a manual tally pursuant to Chapter 4.6 of the proposed regulations, the elections official is to accept the vote if the voter wrote in the write in candidate's name but did not fill in the associated voting position target. This clarification is necessary because during a manual tally, staff are verifying the voter's intent first, versus a voting system tabulator, which counts votes based upon the associated voting position target.

Section 20284(b): In subsection(b), the phrase "the hand and eye" was removed and replaced with the phrase "manual tally" and the section was further amended to include reference to the newly proposed chapter 4.6 on manual tally regulations, in the originally proposed text of regulations. However, these changes were mistakenly left out of the ISOR. The phrase "manual tally" is a more commonly used term when referencing the process of counting ballots by hand and is easier to understand than "hand and eye".

Section 20297(a): This subsection was amended to add in clarification that the term manual tally, manual count, and manual vote count are one and the same and refer to the process of counting ballots by hand-to-eye method. This change was made to help provide clarity on the terms used throughout the proposed regulations.

Section 20297(b): This subsection was amended to add a definition for the term "Chain of Custody" to provide additional clarity and direction for as to what chain of custody is and how to maintain it. This definition is modeled after the definition of the same term in the U.S. Election Assistance Commission's "Glossary of Election Terminology" (July 16, 2021).

Sections 20297(c)(d)(e) and (f): The listed subsections were renumbered to adjust for the addition of subsection(b). These are non-substantive changes.

Section 20297(c): This subsection was amended to include an "and" between references to sections 15207 and 15290. This is a grammatical change and is made to correct a formatting issue.

Section 20297(f): This subsection was amended to include the term "the" when referencing the California Elections Code. This is a non-substantive and grammatical change.

Section 20298(a)(1): The subsection was amended to include reference to the newly enacted Elections Code statues with the passing of AB 969. Elections Code section 15270.1 provides further requirements on when a fully manual tally can be conducted. This amendment was necessary to ensure these regulations remain in compliance with state law.

Section 20298(a)(1)(A) & (B): The subsections were added to the proposed regulations to provide clarity on situations in which a manual tally could be conducted. For elections that are voted for wholly within one jurisdiction, determining the registered voters who are eligible to participate in that election is clear, however for consolidated elections and elections not voted for wholly in one jurisdiction additional clarity was needed, therefore the subsection was amended to be provide clarification on how to determine the number of registered voters who are eligible to participate in elections that are consolidated or not wholly voted for in one jurisdiction.

Section 20298(a)(2) & (3): These subsections were amended to remove the "or" at the send of subsection (2) and include it at the end of (3). These are grammatical changes and non-substantive.

Section 20298(a)(4): The subsection was added to include reference to the newly enacted Elections Code statutes with the passing of AB 969. Elections Code section 15270.3 provides further requirements on when a fully manual tally can be conducted. This amendment was necessary to ensure these regulations remain in compliance with state law.

Section 20298(a)(4)(A): This subsection was added in due to the recent passing of AB 969 and newly enacted statute of Elections Code section 15270.3. It was necessary to add in this section to make it clear that when conducting a manual tally pursuant to subsection 20298(a)(4), that the outlined provisions in section 20306 may apply in the event of a statewide election. For local elections, a jurisdiction reports results to their local governing boards, whereas for a statewide election, the jurisdictions report up to the Secretary of State. Therefore, it was necessary to provide clarity on the process for reporting results to the Secretary of State in the event of a natural disaster, in which a jurisdiction needs to resort to manually tallying the votes.

Section 20298(b): This subsection was amended to include reference to subsection 20298(a)(4). With the recent passing of AB 969 and newly enacted statute of Elections Code section 15270.3, it was necessary to amend this section to make it clear that when conducting a manual tally pursuant to subsection 20298(a)(4), that the outlined provisions apply.

Section 20299(e)(1): This subsection was amended to provide further clarification on the requirement for posting the manual tally plan on the elections official's website, should one be available. This amendment is based on feedback received during the public comment period. This amendment provides further clarification that should the elections official have a website, they are required to post the approved manual tally plan within 5 calendar days on the website. This requirement is necessary to provide transparency and public access to information on the process as to how and when the manual tally will occur.

Section 20299(e)(2)(A) & (B): These subsections were amended to remove the use of "through" when describing the timeline of minimum reporting to the Secretary of State by the election's official when implementing a manual tally plan. The use of "through" was not clear and it was determined that "until" and "until submission of" provided more clarify on when the required check ins end. This is a grammatical change and non-substantive.

Section 20299(e)(2)(C): The subsection was amended to provide further clarification on the instances and reasons why the Secretary of State's office would revoke a manual tally plan if sufficient progress was not made in implementation. This amendment is necessary to provide clarification on the instances in which the manual tally would not be revoked and when it would be revoked, so that elections officials have clear guidelines when complying with these regulations.

Section 20299(e)(2)(c)(ii): This subsection was amended to reflect the updated numbering of the referenced section 20299(f)(2), which was renumbered to 20299(f)(3). This is a formatting change and is non-substantive.

Section 20299(e)(3): In the ISOR, this regulation was incorrectly described as permissive instead of mandatory. Subdivision 20299(e)(3) requires the elections official to certify at least 15 days before the election that the jurisdiction has successfully obtained the resources identified in its manual tally plan. If such certification is not provided, the Secretary of State's approval of the plan shall be revoked, and the

jurisdiction shall be required to implement their contingency plan and use a voting system certified by the Secretary of State for purposes of tabulating and reporting election results. This is necessary to establish that the elections official has acquired the necessary resources to successfully conduct the manual tally to comply with state and federal law as set forth in their approved plan. Without the identified resources being obtained, the jurisdiction cannot meet the requirements set forth in their approved plan and cannot comply with state and federal laws therefore it is necessary for the jurisdiction to use a voting system certified by the Secretary of State to tabulate and report election results.

Section 20299(f)(1): This subsection was added to the proposed text of regulations to provided clarity that the submitted manual tally plan shall include the name of the jurisdiction submitting the manual tally plan as well as the contact information for the election’s official. This information is necessary to include in the manual tally plan, so that the Secretary of State’s Office can accurately identify which jurisdiction is submitting the plan as well as reach out to clarify any questions when reviewing the manual tally plan.

Sections 20299(f)(2-16): These subsections were renumbered due to the addition of subsection 20299(f)(1). These are non-substantive changes.

Section 20299(f)(8): This subsection was amended to provide further clarification that the manual tally plan shall include a detailed description of the physical location where the manual tally will be conducted. This amendment is based on feedback received during the public comment period and is intended to provide explicit directions so that the elections officials know exactly what to include in the manual tally plan.

Section 20299(f)(9): This subsection was amended to provide further clarity that the manual tally plan shall include a detailed description of the processes to prepare ballots for counting including the sorting of ballots. This is necessary to put the ballots into manageable numbers to ensure that ballots are properly accounted for, and that chain of custody is maintained.

Section 20299(f)(10): This subsection was amended to remove the term “form” and replace it with the term “documentation”. This change was made to provide clarification that there is not a prescribed form that the cumulating boards must use to tabulate votes, rather that the elections official has the flexibility to implement a performance standard for documentation used by the cumulating board to tabulate votes while maintaining proper chain of custody of all manual tally election materials.

Section 20299(f)(15): This subsection was amended to replace the term “location” with “process” to provide clarification that observers have the right to observe the manual tally process, not just the location in which the manual tally is conducted. This section was amended to ensure compliance with the newly enacted California Code of Regulations, Title 2, Division 7, Chapter 8.2, which regulates the observation of the election process.

Section 20300(a): This subsection was amended to include reference to subsection 20298(a)(4). With the recent passing of AB 969 and newly enacted statute of Elections Code section 15270.3, it was necessary to amend this section to make it clear that when conducting a manual tally pursuant to subsection 20298(a)(4), that the outlined provisions apply.

Section 20301(a): This subsection was amended to include reference to subsection 20298(a)(4). With the recent passing of AB 969 and newly enacted statute of Elections Code section 15270.3, it was

necessary to amend this section to make it clear that when conducting a manual tally pursuant to subsection 20298(a)(4), that the outlined provisions apply.

Section 20301(a)(3): This subsection was amended to remove the text that requires the precinct, serialized ballot numbers, and ballot stack numbers be recorded on the manual tally form because this text was duplicative to the regulations outlined in subsection(a), which requires all the information in subpoints (1-3) to be listed on the manual tally form. This was a non-substantive change and is made to fix grammatical and formatting errors.

Section 20301(a)(7)&(8): This subsection was amended to change the ballot stack limit from 25 to 100 ballots per stack. This amendment was made based on feedback from the public comment period and is consistent with current elections official's practices. The limitation of 100 ballots per stack is still considered a manageable number of ballots to process while maintaining the chain of custody of each ballot.

Section 20302(a): This subsection was amended to include reference to subsection 20298(a)(4). With the recent passing of AB 969 and newly enacted statute of Elections Code section 15270.3, it was necessary to amend this section to make it clear that when conducting a manual tally pursuant to subsection 20298(a)(4), that the outlined provisions apply.

Section 20303(a): This subsection was amended to include reference to subsection 20298(a)(4). With the recent passing of AB 969 and newly enacted statute of Elections Code section 15270.3, it was necessary to amend this section to make it clear that when conducting a manual tally pursuant to subsection 20298(a)(4), that the outlined provisions apply.

Section 20303(a)(5): This subsection was amended to change the ballot stack limit from 25 to 100 ballots per stack. This amendment was made based on feedback from the public comment period and is consistent with current elections official's practices. The limitation of 100 ballots per stack is still considered a manageable number of ballots to process while maintaining the chain of custody of each ballot.

Section 20303(d): This subsection was amended to provide the elections official with discretion on requiring the wearing of gloves by those conducting the manual tally. This amendment was made based on feedback received during the public comment period and allows for the elections official to implement procedures for the manual tally that allows for the most efficient handling and processing of ballots. In the public comments provided, concerns regarding the ballots sticking to the gloves and slowing down the elections official's ability to process the ballots in a timely manner.

Section 20303(i): This subsection requires that, if the manual tallies do not match after the third manual tally count of the contest, the elections official shall have a process in place to review and resolve the discrepancy. This is a necessary requirement for it ensures that the elections official has procedures in place to account for discrepancies during the manual tally process but also can maintain their timeline for processing votes in time for completion of the official canvass period under state elections law.

Section 20303(m)(2)(A) & (B): This subsection was amended to show the proper change formatting. In the originally proposed text, the subpoints of (A) and (B) were mistakenly not underlined to show the addition of new text. This is a non-substantive change and intended to fix grammatical and formatting

errors. Additionally, this section is amended to remove the table from the proposed text as the table is not regulatory. This is a non-substantive change.

Section 20303(m)(6)(B): This is a non-substantive change to fix grammatical and formatting errors.

Section 20304(a): This subsection was amended to include reference to subsection 20298(a)(4). With the recent passing of AB 969 and newly enacted statute of Elections Code section 15270.3, it was necessary to amend this section to make it clear that when conducting a manual tally pursuant to subsection 20298(a)(4), that the outlined provisions apply.

Section 20304(e): This subsection was amended to make it clear that when conducting a manual tally pursuant to subsection 20298(a)(4), that the outlined provisions in section 20304(e) may apply in the event of a statewide election, and that would mean that the jurisdiction would need to comply with section 20306. For local elections, a jurisdiction reports results to their local governing boards, whereas for a statewide election, the jurisdictions report up to the Secretary of State. Therefore, it was necessary to provide clarity on the process for reporting results to the Secretary of State in the event of a natural disaster, in which a jurisdiction needs to resort to manually tallying the votes.

Section 20305(a): This subsection was amended to include reference to subsection 20298(a)(4). With the recent passing of AB 969 and newly enacted statute of Elections Code section 15270.3, it was necessary to amend this section to make it clear that when conducting a manual tally pursuant to subsection 20298(a)(4), that the outlined provisions apply.

Section 20305(b): This subsection requires that in the event the manual tally plan has been revoked by the Secretary of State or if the elections official has determined that completing the manual tally is not feasible, then the elections official shall use a certified voting system tabulator to audit all ballots that have been manually tallied up until this point in addition to tabulating any ballots that have not been manually tallied. This is a necessary requirement to ensure that the elections officials have a clear process on how to accurately tally all ballots during the official canvass period under state elections law.

Section 20306: The note section of subsection 20306 was updated to reflect the addition of Elections Code sections 6020, 6220, 6420, 6461, and 15375 as references. The addition of these subsections is necessary because they outline the requirements of reporting that are reflected in subsection 20306(b)(4), which was renumbered due to the removal of subsection 20303(b).

Section 20306(a): This subsection was amended to include reference to subsection 20298(a)(4). With the recent passing of AB 969 and newly enacted statute of Elections Code section 15270.3, it was necessary to amend this section to make it clear that when conducting a manual tally pursuant to subsection 20298(a)(4), that the outlined provisions apply in the event of a statewide election. For local elections, a jurisdiction reports results to their local governing boards, whereas for a statewide election, the jurisdictions report up to the Secretary of State. Therefore, it was necessary to provide clarity on the process for reporting results to the Secretary of State in the event of a natural disaster, in which a jurisdiction needs to resort to manually tallying the votes.

Section 20306(a)(2): The subsection was amended to fix a grammatical error. The “s” at the end of results was mistakenly left out of the text. This is a non-substantive change.

Section 20306(a)(3): This subsection was amended to fix a transposed number. The subsection accidentally referenced Elections Code 353.5 when it is supposed to reference 335.5, which pertains to the official canvass. This change is fixing a grammatical error.

Section 20306(b): This subsection was removed for the proposed text of regulation because it is no longer applicable.

Section 20306(c)(d)(e)(f) and (g): The listed subsections were renumbered to adjust for the deletion of subsection(b). These are non-substantive changes.

Section 20306(b)(4): This subsection is included in the proposed text of regulations because under Elections Code sections 6020, 6220, 6420, 6461 and 15375, the jurisdiction is required to report the total number of votes received for each candidate and the votes received in each county, for a presidential primary. This section is therefore necessary to ensure compliance with state law.

Section 20306(b)(5): This subsection is included in the proposed text of regulations because when the jurisdictions report in their results to the Secretary of State's Office both on election night and during the official canvass, the number of precincts reporting is a verification method for both the Secretary of State's Office and the jurisdiction when verifying the number of ballots cast. This precinct reporting number is also required to be entered into the statewide election reporting database and without this number jurisdictions would receive an error message and would not be able to send in their votes to the Secretary of State's office. Therefore, this precinct reporting number is necessary to include in the semifinal official canvass report to the Secretary of State by all jurisdictions to verify the number of ballots cast is updating accurately. Additionally, this subsection was amended to address grammatical and formatting errors. Under section 20306(c), the language already outlines that it is the election official's responsibility to include the following subsections in a report. Therefore, the language "The elections official shall identify" is duplicative and not necessary.

Section 20306(b)(6): This subsection is included in the proposed text of regulations because it is necessary for the calculation of voter turnout. Therefore, this number needs to be included in the semifinal official canvass report to the Secretary of State by all jurisdictions conducting a special election to calculate the voter turnout.

Section 20306(e): This subsection was amended to address grammatical and formatting errors through the repositioning of the phrase "as defined in Elections Code section 335.5". This is a non-substantive change.

Section 20306(e)(2): This subsection is included in the proposed text of regulations because it is a necessary data point for the Secretary of State to report out in the Statement of Vote for each election. Therefore, the total number of vote-by-mail ballots cast is necessary to report to the Secretary of State by all jurisdictions so that voter turnout can be further broken down by vote-by-mail participation versus in person voting. Additionally, the total number of vote-by-mail ballots cast is required to be entered into the statewide reporting database and without this number jurisdictions would receive an error message and would not be able to send in their votes to the Secretary of State's office.

Section 20306(f): This subsection was amended to address grammatical and formatting errors through the repositioning of the phrase "as defined in Elections Code section 335.5". This is a non-substantive change.

Section 20307: This subsection was amended to reference the newly enacted regulations for the conduct of election observations. All observations of a manual tally shall be conducted pursuant to Title 2, Division 7, Chapter 8.2 of the California Code of Regulations to ensure uniform requirements and procedures for election officials and any individuals who observe the election process in California.

Section 20311(b): This subsection was added to include a definition for the term “Chain of Custody” to provide additional clarity and direction for as to what chain of custody is and how to maintain it. This definition is modeled after the definition of the same term in the U.S. Election Assistance Commission’s “Glossary of Election Terminology” (July 16, 2021).

Section 20311(b-h): The listed subsections were renumbered to adjust for the addition of subsection 20311(b). These are non-substantive changes.

Section 20311(g): The term “public notice” was incorrectly referenced in the ISOR, as being a current definition in the Elections Code. Subdivision 20311(g) is proposed to include a definition of the term “public notice.” This definition is necessary to clarify what is deemed a public notice for the purposes of this chapter and the methods by which a public notice can be communicated to the public.

Section 20313(b)(2): The subsection was amended to provide further clarification that when selecting ballots for a one percent manual tally, the election official only needs to utilize one of the provided methods in the following subsections of 20313(b)(2). The previous text left it unclear that only one of the methods was required, therefore this amendment helps provide clarification on the requirements for ballot selection methods.

Section 20313(b)(2)(C): This subsection was amended to replace the word “decimal” with the word “digit”. The use of the term decimal was incorrect and was a clerical error. The amendment of “digit” accurately provides clarification that when selecting ballots for manual tally, it should be the digit of a number not a decimal that is written on the slip of paper for random selection and generation of the precinct number.

Section 20315(b): This subsection was amended to reference the “County Board of Supervisors” in lowercase rather than upper case. This change was made to fix a grammatical and formatting error and is non-substantive.

Section 20315(c): The open parenthesis on the subsection reference was mistakenly indicated as deleted in the previously amended text of proposed regulations. This change was to fix that formatting issue and is non-substantive.

Section 20315(c)(8): This section was amended to fix a grammatical error and this is a non-substantive change.

Section 20351(c): This subsection was added to include a definition for the term “Chain of Custody” to provide additional clarity and direction for as to what chain of custody is and how to maintain it. This definition is modeled after the definition of the same term in the U.S. Election Assistance Commission’s “Glossary of Election Terminology” (July 16, 2021).

Section 20351(d-n): The listed subsections were renumbered to adjust for the addition of subsection 20351(c). These are non-substantive changes.

Section 20351(i): The subsection was amended to include duplication logs in the items that can be requested to be reviewed during a recount. The addition of duplication logs is necessary because these logs have been identified as containing helpful data and resources for auditing of a recount and reviewing elections data.

Section 20353(c): The subsection was amended to include further clarification on what item the election official is permitted to exclude from providing access to during the examination of relevant materials in a recount. This amendment was necessary to provide clarification as to what items were permissible to exclude and why, based on security and privacy concerns. Elections officials would not provide copies of confidential info relating to the voter or documentation that would require court order.

Section 20355(b)(1): This section was amended to replace the word “designee” with “designation”. This change is necessary because it provides clarification that it is the designation that must be in writing not the “designee”.

Section 20362: The subsection was amended to fix the numbering of subsections (d) and (e). These sections were incorreced annotated in the previously amended text of proposed regulations. This amendment was to fix the formatting error and is non-substantive.

Economic Impact Assessment:

The Secretary of State has determined that the proposed regulations are (1) unlikely to create or eliminate any jobs in California, (2) unlikely to create or eliminate any California businesses, and (3) unlikely to result in the expansion of businesses currently doing business within California. These regulations do not significantly change existing business practices such that jobs or businesses would be created or eliminated. These regulations pertain to ballot counting and election official responsibilities only.

Evidence Supporting Determination of No Significant Adverse Economic Impact on Business:

These regulations pertain to the duties of the local and state election officials and have no impact to businesses in California for they provide further clarification on the duties currently being oversee by local and state elections officials on how to count ballots in California in a uniform and consistent manner to that outline in state election law.

Anticipated Benefits:

The benefits of these regulations to California residents is establishing greater confidence in the conduct of California’s election activities by providing uniform guidance for the counting and processing of ballots and the responsibilities of elections officials. These regulations will ultimately benefit California residents as rules for counting ballots will be clear and uniformly applied throughout California’s 58 counties. Additionally, these regulations will benefit the public by providing more transparency in the election process and providing more clarity to Californian on how they can participate in their elections. These regulations do not provide any benefits for public health and safety, worker safety or the state’s environment.

Reasonable Alternatives:

No reasonable alternative to the regulation would be either more effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to affected private persons or would be more cost effective to affected private persons and equally effective in implementing and achieving the purposes of the regulation in a manner that ensures full compliance with the law being implemented or made specific by this rulemaking.

Alternative 1: Do not Promulgate the Proposed Regulatory Action

Pursuant to Elections Code section 15270.2, the Secretary of shall adopt regulations regarding manual vote counts. Therefore, it is not a reasonable alternative to not promulgate the proposed regulatory action. Additionally, notwithstanding Elections Code section 15270.2, the proposed regulations provide California jurisdictions and California voters with clarity and uniform practices on how ballots are to be counted when doing so manually. The proposed regulations provide necessary processes and requirements to ensure security, chain of custody, accuracy, fairness and accessibility in the process. Not promulgating the proposed regulatory action may result in California's 58 counties each having widely different processes and procedures, the processes not being secure, chain of custody not being properly maintained and accounted for, the results not being accurate, and the process not being fair and accessible. Furthermore, the failure by election officials to use standardized and uniform procedures creates legal liability for state and local election officials and also increases the likelihood of candidate and voter challenges of election results. Additionally, the lack of standardized and uniform regulations may jeopardize the ability of county and local officials to timely complete the canvass and timely report state and federal election results to the Secretary of State's office. The failure to timely certify an election could have significant and unprecedented state and national impacts.

The Secretary of State has determined that not promulgating the proposed regulatory action would not be more effective in carrying out the purpose for which the action is proposed or would not be as effective and less burdensome to affected private persons or would not be more cost effective to affected private persons and equally effective in implementing and achieving the purposes of the regulation in a manner that ensures full compliance with the law being implemented or made specific by this rulemaking.

Alternative 2: Alternative Methods for the Selection of Ballots to Tally for a 1% Manual Tally

Alternative methods for randomly selecting precincts or batches for the one percent manual tally were proposed and considered.

The methods included in the proposed regulations were developed in conjunction with California elections officials.

The Secretary of State has determined that the alternative methods for selection ballots for the one percent manual tally would not be more effective in carrying out the purpose for which the action is proposed or would not be as effective and less burdensome to affected private persons or would not be more cost effective to affected private persons and equally effective in implementing and achieving the purposes of the regulation in a manner that ensures full compliance with the law being implemented or made specific by this rulemaking.

Alternative 3: Using the one percent manual tally process to audit the full manual tally over the use of a certified voting system

The alternative method for using a one percent manual tally audit in lieu of a certified voting system tabulator to audit the fully manual tally was proposed and considered.

Elections Code section 15360 requires elections officials to conduct a one percent manual tally audit when votes are tabulated using a certified voting system. There is no current statute to provide guidance on how to conduct an audit of a full manual tally of votes. The proposed regulations are necessary to establish audit requirements for a manual tally, which in turn verifies the accuracy of the election results prior to certification.

The Secretary of State has determined that a one percent manual tally audit of a full manual tally would be redundant and not adequate. In the proposed regulations the use of a certified voting system tabulator, pursuant to Elections Code section 19202, is a comprehensive and accurate method of verification of the manual tally election results. The use of a certified voting system tabulator in the auditing process of the manual tally is one of many steps taken to make certain the process of manually counting ballots is consistent, secure, accurate and timely.

The Secretary of State has determined that the use of a one percent manual tally audit in lieu of a certified voting system would not be as effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to affected private persons or would not be more cost effective to affected private persons and equally effective in implementing and achieving the purposes of the regulation in a manner that ensures full compliance with the law being implemented or made specific by this rulemaking.

Consideration of a Performance Standard:

During the public comment period, a commenter pointed out that Secretary of State did not consider a performance standard as an alternative to the requirement in Section 20305 that manual tally results be verified and audited using a certified voting system tabulator.

Section 20305 requires the elections official to verify and audit the manual tally using a certified voting system tabulator. Currently, the Elections Code contemplates a 1 percent manual tally when votes are tabulated using a voting machine. The Elections Code is silent on how to audit a manual tally. Because manual tallies are historically inaccurate, running all ballots through a certified tabulator is necessary to validate the results. Additionally, the elections official must use a certified voting system to tabulate the vote per Elections Code sections 19202 and 19207.5 versus a non-certified voting system. Therefore, it is necessary to have a prescriptive standard in the proposed regulations over a performance standard, so that votes are counted correctly and in a uniformed manner across the 58 California counties.

**California Secretary of State
Proposed Regulatory Action:
Ballot Counting
Second Amended Proposed Regulation Text**

Originally proposed changes are indicated in single underline for additions and single strike through for deletions. Changes proposed in the first Amended Proposed Regulations Text are indicated in double underline for additions and ~~double strikethrough~~ for deletions. Newly proposed changes in this second Amended Proposed Regulation Text are indicated in **bold single underline** for additions and ~~**bold single strikethrough**~~ for deletions.

TEXT OF PROPOSED REGULATIONS

Title 2. Administration

Division 7. Secretary of State

~~**Chapter 8.3. Petition Processing, Signature Verification, Ballot Processing, and Ballot Counting**~~

Chapter 4.5. Uniform Vote Counting Standards

~~Article 8. Uniform Vote Counting Standards~~

209280. Purpose of This Chapter Article.

The purpose of this ~~Chapter article~~ is to provide standards to define the circumstances under which “marking” of a ballot constitutes a vote and when a vote will or will not count ~~for each category of voting system certified and in use in California.~~

Note: Authority cited: Section 12172.5, Government Code. Reference: 52 U.S.C. 21081(a)(6); and Section 12172.5, Government Code.

209281. Definitions.

As used in this ~~Chapter Article~~, the following words have the following meanings:

- (a) A “blank ballot” is a ballot on which the voter has made no marks in any voting position target, ~~or one which has been marked with an unreadable marker, or one which has been consistently marked outside of the “read” area of the ballot scanner.~~
- (b) “Candidate” means a person who is seeking nomination or election to a specified office and who either has met the legal requirements to have their name printed on the ballot or is eligible to have their name written in on the ballot and counted as the voter's choice for the contest.
- (c) A “damaged ballot” is a ballot that has been torn, bent, or otherwise mutilated or rendered unreadable such that it cannot be processed by the ballot tabulating equipment designed for use with the ballot.
- (d) A “duplicated ballot” is a ballot which is a true copy of the originally cast ballot. It is created when damage, improper marking or some other action/defect prevents the original ballot from being read by a ballot tabulating machine and is used to properly process and count the votes originally cast by the voter. A duplicated ballot also is necessary for a ballot cast using a remote

accessible vote-by-mail ballot.

(e) A “listed candidate” is a candidate whose name appears on the ballot at the time the voter received the ballot, as opposed to a write-in candidate.

(f) A “measure” is a ballot proposition, which appears on a ballot and requires voter action in order to enact or reject a proposed law.

(g) An “overvote” occurs when a voter marks more than the maximum number of voting position targets allowed in the contest.

(h) “Personal information” shall have the meaning set forth in Elections Code section 14287.

(i) An “undervote” occurs when a voter marks less than the maximum number of voting position targets allowed in a contest.

(j) A “voting position target” refers to that area of the ballot adjacent to each candidate or measure, or that area of the ballot, specifically designated to record the voter's choice for that contest. The term applies to all types of voting position targets on ballots, regardless of what form they may take, including, but not limited to, rectangle, oval, circle, square, hole punch, cross punch, slotting and open arrow.

Note: Authority cited: Section 12172.5, Government Code. Reference: 52 U.S.C. 21081(a)(6); Sections 303.3, 14287 and 15210, Elections Code; and Section 12172.5, Government Code.

209282. General Vote Counting Standards.

The following general standards shall apply in the counting of all ballots and votes, ~~regardless of the voting system~~ vote tabulation method used, for ~~both~~ the initial count, 1 percent manual tally, and ~~for~~ any recount.

(a) A ballot that is not marked as provided by law must be segregated and counted in the manner directed by the elections official and as required by law. Any ballot that contains personal information, or that is torn, bent, or mutilated shall be segregated as directed by the elections official and a duplicate ballot shall be prepared pursuant to Elections Code section 15210. A ballot that contains marks or markings not related to an indication of the vote choice for a contest and that are not personal information shall be counted. Duplication is not required unless the ballot contains personal information, or the condition of the ballot or markings on the ballot interfere with the ability of the vote tabulation equipment to tally the ballot.

(b) A vote for any candidate or ballot measure shall not be rejected solely because the voter failed to follow instructions for marking the ballot. If, for any reason, it is impossible to determine the choice of the voter for any candidate or ballot measure, the vote for that candidate or ballot measure shall be considered void.

(c) A mark is considered valid when it is clear that it represents the voter’s choice and is the technique consistently used by the voter to indicate their selections.

(1) Such marks may include, but are not limited to, properly filled-in voting position targets, checkmarks, X's, circles, ~~completed~~ arrows, or any other clear indication of the voter's choice, such as the word "yes" next to a candidate's name or a voting position target for a ballot measure.

(2) Conversely, a mark crossed out by the voter, or the word "no" next to a candidate's name or a voting position target for a ballot measure shall not be considered to be a valid vote but will, instead, be deemed an indication that the voter did not choose to cast a vote for that candidate or measure.

(d) In determining the validity of a partially filled-in voting position target, the consistency of a voter's marks on the entire ballot shall be taken into consideration. A "hesitation mark" such as a dot in the voting position target shall not be considered a valid mark unless it is demonstrated that the voter consistently marked their ballot in such a manner.

(e) If a contest is marked with more choices than there are offices to be filled or measures that may prevail, the vote shall not be counted for that contest, but shall be counted in all other contests in which there is no overvote and the voter's choice can be clearly determined.

(f) If a contest is marked with fewer choices than there are offices to be filled or measures that may prevail, the vote choice(s) for all otherwise properly marked candidates or measures shall be counted.

(g) Write-in votes shall be counted pursuant to the provisions established in Elections Code sections 14420, 15342 and 15342.5.

Note: Authority cited: Section 12172.5, Government Code. Reference: 52 U.S.C. 21081(a)(6); Sections 13204, 14287, 14420, 15154, 15208, 15210, 15342, ~~and 15342.5,~~ and 15360, Elections Code; and Section 12172.5, Government Code.

209283. Optical Scan Voting Systems.

(a) When optical scan technology is used to count the votes on a ballot, the provisions of this section shall apply.

(b) The following standards shall be used to determine whether there is a clear indication on the ballot that the voter has made a definite choice. The examples used in this section refer to the "voting position target" as defined in Section 20981. The same principles demonstrated in the examples below shall apply to all types of voting position targets on optical scan ballots, regardless of what form they may take (e.g., rectangle, oval, circle, square, open arrow).

(c) A voter's choice shall be considered a valid vote if the voter:

(1) Indicates their vote choice by consistently filling inside the entire voting position target.

(2) Indicates their vote choice by consistently filling in less than the entire voting position target for all vote choices on the ballot and the ballot is processed in a manner consistent with the use procedures provided and approved for the voting system used in the county.

(3) Indicates their vote choice by consistently placing a distinctive mark, such as (X) or (√) or (←), inside the associated voting position target for a candidate choice or ballot measure.

(4) Indicates their vote choice by consistently placing a distinctive mark, such as (X) or (√) or (←), in the corresponding space directly above, below or beside the associated voting position target for a candidate or ballot measure.

- (5) Marks their vote choices by encircling the entire voting position target for a candidate or ballot measure, or the candidate's name or Yes/No option for a measure.
- (6) Indicates a voting error correction by using correction tape, strikeover, white-out or generic written note of instruction and marks another vote choice for the same contest on the ballot.
- (7) Writes in a qualified write-in candidate's name, or a reasonable facsimile of the spelling of the name, in the designated write-in spaces directly below the list of candidates for that office and marks the associated write-in voting target position.
- (8) Writes in a listed candidate's name in the designated write-in space and marks the associated write-in voting target position. In such case, the vote shall be counted as a single vote for the listed candidate.
- (9) Marks a voting target position for a listed candidate and also enters the listed candidate's name in the designated candidate write-in space. In such case, the vote shall be counted as a single vote for the listed candidate.
- (10) Writes in a qualified write-in candidate's name, or a reasonable facsimile of the spelling of the name, on the secrecy sleeve envelope or stub and indicates the contest for which the vote is being cast, in the case of voting systems where write-in spaces appear separately from the list of candidates for an office and do not provide voting position targets.
- (d) A voter's choice shall be considered an invalid vote if the voter:
- (1) Uses random markings, indentations, punctures, or impressions, squiggly lines, dimpled or crimp marks, pinholes, or pinpricks on a ballot, and there is no distinctive and consistent voting pattern to clearly indicate the voter's choice(s).
- (2) Indicates vote choice by filling in less than the entire voting position target, and the voter has not consistently marked the entire ballot in the same manner, making the voter's choice unclear.
- (3) Inconsistently places a mark above, below, or beside the associated voting position target on a ballot, instead of inside the voting position target, and the voter's choice cannot be clearly determined.
- (4) Writes in the name of a person who has not qualified as a write-in candidate.
- (5) Writes in a listed candidate's name in the designated write-in space and fills in the associated voting position target for a different listed candidate in the same contest.
- (6) Writes in a candidate name that is unrecognizable/undecipherable and it cannot be determined for whom the vote is intended to be cast.
- (7) Writes in a qualified write-in candidate's name in the designated write-in space and does not fill in the associated voting position target for the write-in candidate. However, in the event of **a manual tally pursuant to Title 2, Division 7, Chapter 4.6 of the California Code of Regulations, or** a manual recount, pursuant to Elections Code section 15342.5 if the intent of the voter can be determined, the vote shall be counted regardless of whether the voter has filled in the associated voting position target for the write-in candidate.

(8) Uses pressure-sensitive stickers, rubber stamps, glued stamps, or any other device not provided for in the voting procedures for the approved voting system used by the county to indicate the name of the voter's choice for a write-in candidate.

(e) If the voter leaves the voting booth without casting the ballot, the precinct official shall cause the ballot to be cast without examining the ballot.

Note: Authority cited: Section 12172.5, Government Code. Reference: 52 U.S.C. 21081(a)(6); Sections 15154 and 15342.5, Elections Code; and Section 12172.5, Government Code.

209284. Other Paper Voting Systems.

(a) A paper ballot shall be subject to the standards in the section applicable to the voting system on which it is processed.

(b) When paper ballots, or voting responses on paper other than a ballot, are counted by ~~the hand and eye manual tally~~, the provisions of ~~Section 20983~~ **Title 2, Division 7, Chapter 4.6 of the California Code of Regulations** shall apply.

Note: Authority cited: Section 12172.5, Government Code. Reference: 52 U.S.C. 21081(a)(6); and Section 12172.5, Government Code.

20985. Direct Recording Electronic (DRE) Voting Systems.

~~(a) When direct recording electronic (DRE) technology is used to cast and count the votes on a ballot, the provisions of this section shall apply. The following standards shall be used to determine whether the voter has made a definite choice.~~

~~(b) A voter's choice shall be considered a valid vote if the voter:~~

~~(1) Operates the DRE in a manner to cause an "X" or "√" or "highlight" or similar designation to display in the voting target position of the name of the candidate or measure for which the voter chooses to vote, followed by the voter activating the cast vote indicator.~~

~~(2) Operates the DRE in a manner to cause the name of a qualified write-in candidate to be entered in the designated write-in space, followed by the voter activating the cast vote indicator.~~

~~(3) Operates the DRE in a manner to cause the name of a candidate listed on the ballot to be entered in the designated write-in space, followed by the voter activating the cast vote indicator.~~

~~(4) Operates the DRE in a manner to cause the cast ballot indicator to be activated and has not voted for more contests or candidates than the number for which the voter is eligible to vote.~~

~~(e) If the voter leaves the voting booth without causing the ballot to be cast, the precinct official shall cause the ballot to be cast, without examining how any votes have been recorded on the machine.~~

Note: Authority cited: Section 12172.5, Government Code. Reference: 52 U.S.C. 21081(a)(6); and Section 12172.5, Government Code.

Chapter 4.6. Manual Tally Standards

20296. Purpose of This Chapter.

The purpose of this Chapter is to provide standards and requirements for conducting a manual tally of votes cast by voters.

Note: Authority cited: Section 12172.5, Government Code; and Section 15270.2, Elections Code. Reference ~~cited~~: Sections 15270, 15270.1 and 15270.3 ~~and 15290~~, Elections Code; and Section 12172.5, Government Code.

20297. Definitions.

As used in this Chapter, the following words have the following meanings:

(a) A “manual tally” is the process of counting the votes cast by voters by hand-to-eye, human interpretation of voter markings from the corresponding ballot, under the provisions of Chapter 4.5. **As used in this Chapter, “manual tally” has the same meaning as “manual count” and “manual vote count” as those terms are used in Elections Code sections 15270.1 and 15270.3.**

(b) “Chain of Custody” means a process used to track the movement and control of all election materials related to the conduct of a manual tally through its lifecycle by documenting each person and organization who handles the manual tally election materials, the date and time it was collected or transferred, and the purpose of the transfer. A break in the chain of custody refers to a period during which control of the manual tally election materials is uncertain and during which actions taken with the manual tally elections materials are unaccounted for or unconfirmed.

~~(bc)~~ A “counting board” is the group(s) of individuals appointed by the elections official pursuant to Elections Code sections 339, 15205, 15207, **and** 15290 to participate in the conduct of the manual tally of votes cast.

~~(ed)~~ A “cumulating board” is the group(s) of county election employees appointed by the elections official to participate in the conduct of the manual tally of votes cast to compile the total results from the counting boards for each contest.

~~(de)~~ A “hash mark” refers to a tally mark, which is a form of numeral used for counting.

~~(ef)~~ “Qualified political party” means a political party qualified pursuant to Elections Code, Division 5 of the California Elections Code.

Note: Authority cited: Section 12172.5, Government Code; and Section 15270.2, Elections Code. Reference ~~cited~~: Sections 338, 339, 15102, 15205, 15207, ~~and~~ 15270, 15270.1 and 15270.3, Elections Code.

20298. General Provisions.

(a) An elections official may conduct a manual tally of the ballots voted in an election by utilizing one or more of the following methods:

(1) A full manual tally, which counts all contests on the ballot, at a county designated central return location(s) **pursuant to Elections Code section 15270.1;**

(A) For any election consolidated pursuant to Division 1 or Division 10 of the Elections Code, the registered voters who are eligible to participate in that election for the purpose of Elections Code section 15270.1(b)(1) and (2) shall include all eligible voters for the consolidated election.

(B) For any election not voted for wholly within one jurisdiction, the registered voters who are eligible to participate in that election for the purpose of Elections Code section 15270.1(b)(1) and (2) shall include all eligible voters for the entire contest.

(2) A manual tally recount, which counts a specified number of contests on the ballot, as determined by the elections official; ~~or~~

(3) A 1 percent manual tally pursuant to Elections Code section 15360; ~~or~~

(4) A full manual tally, which counts all contests on the ballot, at a county designated central return location(s) pursuant to Elections Code section 15270.3.

(A) If an elections official conducts a manual tally pursuant to this subsection 20298(a)(4), then the elections official shall comply with section 20306 of these regulations.

(b) If an elections official conducts a manual tally pursuant to paragraph (1) ~~or~~ (4) of subsection (a), the elections official shall:

(1) Conduct the manual tally at a county designated central return location(s) pursuant to Elections Code sections 15260 and 15261. Ballots shall not be tallied at a voting location, except for manual tallies conducted pursuant to Elections Code sections 15270-15281. The location(s) of the manual tally selected by the elections official, shall be large enough to accommodate the presence of all counting boards, other manual tally staff, and election observers. If multiple manual tally locations are selected and designated by the elections official, every location shall have sufficient space:

(A) To accommodate the presence of all counting boards, supervisors, and other manual tally staff assigned to that location; and

(B) For election observers; and

(C) For chain of custody and continuous security.

(2) Process vote-by-mail ballots received prior to ~~E~~election ~~D~~day, such as opening of envelopes and adjudication, beginning at 5:00 p.m. the day before the ~~E~~election but under no circumstance shall vote-by-mail ballots be counted prior to the close of polls on ~~E~~election ~~D~~day pursuant to Elections Code section 15101(b). However, beginning 29 days before the election, the elections official may process vote-by-mail return ballot envelopes, such as signature verification and updating voter history records, pursuant to Elections Code section 15101(a).

(3) Not begin the manual tally until the close of polls on ~~E~~election ~~D~~day pursuant to Elections Code sections 15150 and 15152.

(4) Count all ballots pursuant to Division 15 of the Elections Code.

(5) Comply with the provisions of this Chapter.

(c) If an elections official conducts a manual tally pursuant to paragraph (2) of subsection (a), the manual tally shall be conducted pursuant to Chapter 4.~~7~~8 of these regulations.

(d) If an elections official conducts a manual tally pursuant to paragraph (3) of subsection (a), the manual tally shall be conducted pursuant to Chapter 4.~~8~~7 of these regulations.

(e) The chain of custody of ballots shall be maintained at all times, including, but not limited to, during transport, serializing, scanning, sorting and manual counting.

*Note: Authority cited: Section 12172.5, Government Code; and Section 15270.2, Elections Code.
Reference cited: Sections ~~10004~~, 15101, 15150, 15152, 15260, 15261, 15270, 15270.1, 15270.2, 15270.3, 15271, 15272, and 15273, ~~15274, 15275, 15276, 15277, 15278, 15278.5, 15279, 15280, and 15281~~, Elections Code.*

20299. Manual Tally Plan.

(a) Prior to conducting a manual tally pursuant to paragraph (1) of subsection (a) of section 20298 the elections official shall submit a Manual Tally Plan to the Secretary of State no later than ~~120~~80 calendar days prior to the date of the election.

(b) The Secretary of State shall approve or reject the Manual Tally Plan, no later than ~~90~~70 calendar days prior to the date of the election.

(c) The Secretary of State shall reject a Manual Tally Plan if:

(1) It is missing any of the specified requirements listed below in subsection (f).

(2) The provided requirements lack sufficient detail to fully describe each element listed below in subsection (f).

(3) Any element of the Manual Tally Plan does not comply with state or federal law.

(4) The Manual Tally Plan is insufficient to ensure that the elections official will be able to comply with state or federal law.

(d) If the Manual Tally Plan is rejected the Secretary of State shall provide a written list of any deficiencies in the plan and:

(1) The elections official shall have 10 calendar days from the date of the rejection to amend and resubmit the plan to the Secretary of State.

(2) The Secretary of State shall then have 10 calendar days from the date of resubmission to approve or reject the resubmitted Manual Tally Plan. If the Manual Tally Plan is rejected after resubmittal, the elections official shall tabulate the ballots using a certified voting system and consistent with state and federal law.

(e) If the Manual Tally Plan is approved, the elections official shall:

(1) Post the Manual Tally Plan in a conspicuous place at the office of the elections official, the location(s) where the manual tally takes place, and on the elections official's website, if available. **If the elections official's website is available, the Manual Tally Plan shall be posted on the website within 5 calendar days of the Secretary of State approval.**

(2) Provide status updates to the Secretary of State on the implementation of the Manual Tally Plan at regular intervals:

(A) At a minimum of every 15 calendar days from the date of approval ~~through until Election Day~~.

(B) Weekly from ~~Election Day through until submission of~~ the certified statement of the results pursuant to Elections Code section 15375.

(C) If sufficient progress in implementation has not been made and it appears to the Secretary of State that the elections official's compliance with state and federal laws is at risk, the Secretary of State's approval of the Manual Tally Plan ~~may shall~~ be revoked **unless the jurisdiction can quickly remediate the lack of progress through actions like hiring additional staff, increasing hours of operation, or modifying the manual tally process**, and the elections official ~~may shall~~ be required to:

(i) Use a voting system certified by the Secretary of State for purposes of tabulating and reporting election results; and

(ii) Implement the contingency plan as required in subsection 20299(f)(~~23~~) of these regulations.

(3) At least 15 calendar days before ~~Election Day~~, certify to the Secretary of State that the jurisdiction has successfully obtained the resources identified in its Manual Tally Plan, including but not limited to staff, plans, facilities, security measures, and scanning and tabulating capabilities. If such certification is not provided, the Secretary of State's approval of the Manual Tally Plan shall be revoked, and the jurisdiction shall be required to use a voting system certified by the Secretary of State for purposes of tabulating and reporting election results.

(f) The Manual Tally Plan shall include, but not be limited to:

(1) The name of the jurisdiction submitting the manual tally plan and the contact information for the elections official, which shall include a phone number and email address.

~~(12)~~ A detailed description of the outreach and education that will be conducted to voters about how the voters' ballots will be counted and the timing for election results. The description shall include details on how the outreach and education will meet accessibility and language requirements pursuant to state and federal law.

~~(23)~~ A detailed description of how the manual tally will be conducted in order to meet the deadlines set forth in these regulations and the Elections Code. The elections official shall also include a detailed description of the contingency process in the event that deadlines set forth in these regulations are not met or if the manual tally plan approval is revoked.

~~(34)~~ The daily work schedule for the manual tally, which shall include the hours of operation, daily estimated number of ballots to be processed, approximate breaks, and lunch times.

~~(45)~~ A detailed description of how the counting boards, supervisors, cumulating boards, and any other staff assigned to participate in the manual tally will be trained and organized to conduct the tally.

(56) The total number of counting boards, supervisors, cumulating boards, and any other assigned staff that will be required to complete the manual tally accurately, timely, and securely. The total number shall include sufficient back-up staff to account for unknowns or uncertainties, which includes but is not limited to unexpected high voter turnout, failure for counting board members to report for counting, and slowness in counting board performance.

(67) A detailed description of the process to check in, check out, and monitor the members of the counting boards, supervisors, cumulating boards, and any other staff assigned to participate in the manual tally. This plan shall include a description of how the use of cell phones, cameras, and audio or video recording devices in the location where the manual tally is conducted shall be restricted.

(78) A detailed description of the physical location(s) **where the manual tally will be conducted.** The description shall include:

(A) The security at the location for ballots, forms, counting boards, supervisors, cumulating boards, and other staff assigned to participate in the manual tally; and

(B) ~~A scale diagram depicting~~ The planned setup of the location, including but not limited to the spacing of the tables and designated observation spaces.

(89) A detailed description of the process to prepare the ballots for counting, including but not limited to the sequential serial numbering of ballots **and**, capturing of ballot images, **and sorting the ballots into batches.**

(910) A detailed description of how the chain of custody will be maintained for the ballots, manual tally forms, and cumulating board **documentation forms**, including how they will be collected, transported, delivered, distributed, monitored, stored, and secured.

(1011) A detailed description of how the manual tally will work in conjunction with the use of the voting system. This description shall include at a minimum how ballot set up, accessible voting devices, and tabulation will work together in accordance with the certified voting system use procedures, including compliance with Elections Code section 15003.

(1112) A detailed description of how the manual tally results will be verified and audited using a certified voting system tabulator.

(1213) A detailed description of the process to distribute, monitor, collect, and secure the manual tally forms as described in section 20301 of these regulations.

(1314) A description of the distribution, monitoring and collection of writing devices to be provided by the elections official for the counting boards to use when conducting a manual tally. No member of a counting board shall use or bring their own writing device to the physical location where the ballots will be counted. The writing device shall be provided by the elections officials and the assigned color shall change daily for security purposes. Additionally, the elections official may limit the presence of personal items, such as food and beverages, backpacks, purses, and bags.

(1415) A detailed description of how the elections official will provide reasonable access to the manual tally location-process for observation consistent with Title 2, Division 7, Chapter 8.2 of the California Code of Regulations.

(1516) A detailed description of how the elections official will record, document, and resolve issues and discrepancies, which shall at a minimum include the difference in totals between the two tally keepers, the difference in totals between the tally keepers and the cumulating board, and the difference in totals between what was calculated from the manual tally forms and the certified voting system tabulator results during the conduct of the manual tally.

Note: Authority cited: Section 12172.5, Government Code; and Section 15270.2, Elections Code. Reference cited: Sections 15003, 15270, 15270.1, 15270.2, 15271, 15272, 15273, 15274, 15275, 15276, 15277, 15278, 15278.5, 15279, and 15280, 15281, and 15375, Elections Code; and Section 12172.5, Government Code.

20300. Counting Boards.

(a) When conducting a manual tally pursuant to paragraph (1) or (4) of subsection (a) of section 20298, the elections official shall establish a sufficient number of counting boards to conduct the manual tally.

(b) For each contest (i.e., office or proposition) to be counted, the counting board shall consist of no less than four individuals and be bipartisan in composition, to include representation from more than one qualified political party and representation from voters with no party preference, if feasible.

(c) The individuals appointed to each counting board shall meet the same general provisions and qualifications of a precinct board member as outlined in Elections Code sections 12300-12303, 15205, 15207, and 15290. The appointment of counting boards shall comply with all applicable:

(1) County ordinances, codes, and policies; and

(2) State and federal laws.

(d) The roles of the counting board members shall be as follows at all times:

(1) At least one counting board member shall serve as the reader and shall read from the ballot.

(2) At least one counting board member shall serve as the observer and shall keep watch of each vote read to check for any possible error or omission on the part of the reader.

(3) At least two of the counting board members shall each keep a manual tally form prescribed by the elections official. Each tally keeper of the counting board shall, with the provided writing device, record a hash mark for each name or measure as the name of each candidate or measure voted upon is read aloud by the reader and verified by the observer from the respective ballot.

(e) Prior to conducting the manual tally, each member of a counting board shall complete and sign a declaration of intent to faithfully discharge the counting board duties. Each counting board member shall do so in the presence of the elections official on a form prescribed by the elections official. The elections official shall countersign the declaration. The declaration shall be in the following form:

State of California

County of

}
}
}

ss.

I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of counting board member for the counting board number _____ for the election to be held on _____, 20__.

Signed in the presence of _____ (Signature)

on _____, 20__.

Note: Authority cited: Section 12172.5, Government Code; and Section 15270.2, Elections Code. Reference cited: Sections ~~339, 12300, 12301, 12302, 12303, 12307, 12308, 12309, 12309.5, 12310, 12311, 12312, 12313, 12314, 12315, 12316, 12318, 12319, 12320, 12321, 12327, 15102, 15270, 15270.1, 15270.3, 15271, 15272, 15273, 15274, 15275, 15276, 15277, 15278, 15278.5, 15279, 15280, 15281, and 15290, Elections Code.~~

20301. Manual Tally Forms.

(a) When conducting a manual tally pursuant to paragraph (1) or (4) of subsection (a) of section 20298, the elections official shall prescribe and provide the forms for tallying the results of the manual tally. The manual tally form shall contain all the following:

(1) The title of the election and date on which the election was conducted.

(2) Name of jurisdiction conducting the election and manual tally of votes.

(3) The precinct ~~and~~, serialized ballot numbers, and ballot stack number **shall be recorded on the manual tally form.**

(4) For a presidential primary election, the manual tally form must distinguish between qualified political party ballots and nonpartisan ballots, which each type of ballot must be tallied separately.

(5) The name of each candidate, including any qualified write-in candidates, voted for and the specific office for which each candidate is voted for. The offices shall be listed on the tally form in the same order as they appear on the ballot.

(6) A list of each measure being voted upon in the same order as the ballot type being tallied.

(7) Sufficient space to permit the tallying of no more than **25-100** ballots per stack, including the full vote cast for each candidate and for and against each measure, per assigned stack of ballots.

(8) Sufficient space to permit the tallying of no more than **25 100** ballots per stack, including all undervotes and overvotes cast for each candidate and for and against each measure.

(9) A certificate of performance to be filled in upon completion of the each assigned ballot stack, which includes space for the printed and signed names of each counting board member, their designated role, and the date and time signed.

(10) Designated space for the manual tally cumulating board to sign and acknowledge receipt of ballot stacks and manual tally forms, which includes space for the printed and signed names of each cumulating board member, and the date and time signed.

(11) A watermark provided by the elections official that shall change daily for security purposes.

Note: Authority cited: Section 12172.5, Government Code; and Section 15270.2, Elections Code. Reference cited: Sections ~~339, 12300, 12301, 12302, 12303, 12307, 12308, 12309, 12309.5, 12310, 12311, 12312, 12313, 12314, 12315, 12316, 12318, 12319, 12320, 12321, 12327, 15270, 15270.1, 15270.3, 15271, 15272, 15273, 15274, 15275, 15276, 15277, 15278, 15278.5, and 15279, 15280, and 15281~~ Elections Code.

20302. Other Responsibilities.

When conducting a manual tally pursuant to paragraph (1) or (4) of subsection (a) of section 20298, in addition to the appointment of counting board members the elections official shall appoint:

(a) At least one supervisor for every four counting boards, to oversee the overall conduct of the manual tally, including but not limited to tracking the progress of the manual tally, ensuring compliance with the requirements of this Chapter, inclusive, of this regulation and reporting any issues or concerns to the elections official.

(b) At least one supervisor for each location to supervise and ensure compliance with the public observation of the manual tally, including, without limitation, ensuring that the public is able to observe the manual tally and that the public does not distract or interfere with the conduct of the manual tally.

(c) A cumulating board pursuant to section 20304 of these regulations.

Note: Authority cited: Section 12172.5, Government Code; and Section 15270.2, Elections Code. Reference cited: Sections ~~12300, 12301, 12302, 12303, 12307, 12308, 12309, 12309.5, 12310, 12311, 12312, 12313, 12314, 12315, 12316, 12318, 12319, 12320, 12321, 12327, 15102, 15207, 15270, 15270.1 and 15270.3, 15271, 15272, 15273, 15274, 15275, 15276, 15277, 15278, 15278.5, 15279, 15280, and 15281~~ Elections Code.

20303. Conducting a Manual Tally.

(a) Prior to beginning the manual tally pursuant to paragraph (1) or (4) of subsection (a) of section 20298, the elections official shall:

(1) Sequentially serialize each ballot;

(2) Electronically capture the ballot images on a scanner certified pursuant to Elections Code section 19202;

(3) Sort each ballot by precinct;

(4) Further sort the ballots by qualified political party and nonpartisan ballots if the ballots are for a presidential primary election; and

(5) Divide the ballots into separate stacks containing not more than **25 100** ballots per stack. Each stack must be read and tallied separately. Each stack of ballots shall be:

(A) Secured with a rubber band, binder clip, or equivalent; and

(B) Clearly labeled and numbered consecutively.

(b) The elections official may process all ballots through a tabulator certified pursuant to Elections Code section 19202, prior to beginning the manual tally.

(c) At all times, no fewer than two members of the counting board shall maintain chain of custody of ballots during the manual tally.

(d) ~~At all times w~~While handling the ballots or participating in the manual tally, all individuals **shall may be asked to** wear medical style exam gloves provided by the elections official. **If at any time the gloves provided become torn, soiled, or otherwise unusable, the elections official shall issue a new pair to the counting board member. Additionally, any time a member of the counting board requires a break, upon return the elections official shall issue a new pair of gloves.**

(e) At all times while handling the ballots or participating in the manual tally, the tally keepers shall be the only members of the counting board to utilize the writing device provided by the elections official.

(f) Each counting board shall be positioned ~~at around a designated counting area with sufficient spacing to minimize interference with other counting boards, single table, with at least 10 feet between every edge of the table and any edge of any other table containing a counting board.~~

(g) The ballot shall be tallied one contest at a time within each batch, unless a different method or process is authorized by the elections official.

(h) All undervotes and overvotes for all contests shall be tallied.

(i) A manual tally of the ballots shall be tallied separately by each tally keeper of the counting board for each contest on the ballot. The results of each tally keeper's form for each contest must match exactly. If the results do not match, the counting shall be conducted again until the results match. If the tallies do not match after the third manual tally count of the contest, the elections official shall have a process in place to review and resolve the discrepancy.

(j) ~~Unless otherwise directed by the elections official, the~~ counting board supervisors shall distribute the writing devices, manual tally forms, and one stack of ballots to each counting board at a time, as directed by the elections official.

(k) The counting board shall verify that the precinct and serialized numbers recorded on the manual tally form are the same as what is contained in the stack provided by the counting board supervisor prior to counting.

(l) The reading of the ballots shall be conducted as follows:

(1) The reader of the counting board shall read from the ballot the choice of the voter.

(2) After reading each ballot, the reader shall place the counted ballot in a separate pile on the table in a manner to distinguish the counted ballots from the uncounted ballots. After each stack of ballots is counted, the ballots shall be resecured.

(3) The observer shall observe the reader and ensure the reader is calling the votes correctly.

(m) The tallying of the ballots shall be conducted as follows:

(1) The tally keepers shall record the votes on the prescribed manual tally form. If the election is a presidential primary election, the tallied votes shall be noted on the manual tally form that is designated for the applicable qualified political party or the nonpartisan manual tally form.

(2) As directed by the elections official, the tally keepers shall manually tabulate on the manual tally form by either:

(A) Placing a short vertical hashmark opposite the name of the candidate or ballot measure voted for the first through fourth vote for the same candidate or ballot measure. For every fifth vote for the same candidate or ballot measure, the tally keepers shall place a horizontal hash mark through the previous four vertical hashmarks; or

(B) Placing a diagonal slash (/) through the numbered tally box under the name of the candidate or ballot measure voted for. For every fifth vote for the same candidate or ballot measure, the tally keepers shall place an (X) through the numbered tally box.

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

(3) Once each counting board has read and tallied one contest, the tally keepers shall verify that the total number of votes for each candidate or ballot measure match, prior to moving onto the next contest.

(4) If a tally keeper makes a mistake while marking the manual tally form, the counting board shall halt counting and notify the supervisor. If the supervisor determines that the manual tally shall be halted and the manual tally restarted, the supervisor shall provide the counting board's tally keepers with two new manual tally forms and the counting board shall start the manual tally over. The supervisor shall document on the voided manual tally forms the reason for why the forms were voided. All manual tally forms, including voided forms, shall be kept together with the stack of ballots.

(5) If the tally matches for the contest, then the counting board may proceed to counting the next contest.

(6) If the tally does not match for the contest:

(A) The counting board shall notify the counting board supervisor of the discrepancy.

(B) The counting board supervisor shall clearly document the discrepancy on the manual tally forms and provide the counting board with a new set of manual tally forms, ~~and~~ ~~the~~ The counting board shall count the contest a second time. If the tallies do not match after the second manual tally count of the contest, the counting board shall notify the counting board supervisor, who shall clearly document the discrepancy on the manual tally forms. The counting board supervisor shall provide the counting board with a new set of manual tally forms and shall join the counting board to ~~and~~ assist with the third manual tally of the contest. If the tallies do not match after the third manual tally count of the contest, the elections official shall have a process in place to review and resolve the discrepancy.

(C) All manual tally forms shall be clearly marked and retained with the corresponding stack of ballots.

(n) Once all contests for all ballots in the stack of ballots have been tallied and all results verified, the counting board shall:

(1) Draw lines through the empty spaces on the manual tally form.

(2) Fill in the certificate of performance section.

(3) Secure all ballots, manual tally forms, and writing devices, and return them as directed by the elections official. ~~to the counting board supervisor.~~

(o) The distribution of ballot stacks and tallying shall continue until all ballots are manually counted.

Note: Authority cited: Section 12172.5, Government Code; and Section 15270.2, Elections Code. Reference ~~cited~~: Sections ~~362, 12300, 12301, 12302, 12303, 12307, 12308, 12309, 12309.5, 12310, 12311, 12312, 12313, 12314, 12315, 12316, 12318, 12319, 12320, 12321, 12327, 15000, 15102, 15207, 15270, 15270.1, 15270.3, 15271, 15272, 15273, 15274, 15275, 15276, 15277, 15278, 15278.5, 15279, and 15280, 15281, 15360, and 19202-Elections Code.~~

20304. Manual Tally Cumulating Board.

(a) When conducting a manual tally pursuant to paragraph (1) or (4) of subsection (a) of section 20298, the elections official shall appoint a board to cumulate the results of the manual tally forms comprised of county elections employees.

(b) The manual tally cumulating board shall compile the results by:

(1) Hand, without use of any mechanical, electromechanical, or electronic system, or its software; or

(2) The use of a mechanical, electromechanical, or electronic system and its software or any combination of these, that has been conditionally approved or certified by the Secretary of State pursuant to Elections Code sections 362 and 19202; or

(3) A combination of subsection 20304(b)(1) and subsection 20304(b)(2) above.

(c) Once a counting board has completed the manual tally of all contests on their assigned stack of ballots and returned them to the counting board supervisor, the stacks of ballots and manual tally forms shall be provided to the manual tally cumulating board.

(d) Upon receipt of each stack of ballots and manual tally forms, the manual tally cumulating board shall maintain a cumulative total by precinct for each contest being counted pursuant to Elections Code section 15321.

(e) The elections official shall report the results of the manual tally cumulating board in compliance with section 20306 of these regulations, **if applicable**.

(f) The manual tally cumulating board shall sign the designated space on each manual tally form once the results have been compiled and recorded. All stacks of ballots and their associated manual tally forms shall then be secured by the elections official.

Note: Authority cited: Section 12172.5, Government Code; and Section 15270.2, Elections Code. Reference cited: Sections 362, ~~12300, 12301, 12302, 12303, 12307, 12308, 12309, 12309.5, 12310, 12311, 12312, 12313, 12314, 12315, 12316, 12318, 12319, 12320, 12321, 12327, 15000, 15102, 15207, 15270, 15270.1, 15270.3, 15271, 15272, 15273, 15274, 15275, 15276, 15277, 15278, 15278.5, 15279, 15280, 15281, 15360, and 19202, Elections Code.~~

20305. Auditing the Manual Tally.

(a) When conducting a manual tally pursuant to paragraph (1) or (4) of subsection (a) of section 20298, the elections official shall use a voting system tabulator certified pursuant to Elections Code section 19202 to conduct an audit of all ballots counted in the manual tally.

(1) The audit shall be performed prior to the certification of the official canvass of the vote.

(2) The elections official shall conduct a test or series of tests pursuant to Elections Code section 15000.

(3) All ballots shall be audited using the certified voting system tabulator.

(4) Any discrepancies between the results of the certified voting system tabulator and the manual tally shall be clearly documented.

(5) A 1 percent manual tally pursuant to Elections Code section 15360 is not required.

(b) In the event that the Manual Tally Plan has been revoked by the Secretary of State or the elections official determines that completing the manual tally is not feasible:

(1) Any ballots that have been manually tallied shall be audited pursuant to subsection 20305(a); and

(2) Any remaining ballots shall be tabulated using a voting system tabulator certified pursuant to Elections Code section 19202 and audited pursuant to Elections Code section 15360.

(3) Any discrepancies between the results of the certified voting system tabulator and the 1 percent manual tally shall be clearly documented.

(c) The official conducting the election shall include a report on the results of the audit in the certification of the official canvass of the vote. This report shall identify any discrepancies between the machine count and the manual tally and a description of how each of these discrepancies was resolved.

Note: Authority cited: Section 12172.5, Government Code; and Section 15270.2, Elections Code.
Reference cited: Sections 362, ~~12300, 12301, 12302, 12303, 12307, 12308, 12309, 12309.5, 12310, 12311, 12312, 12313, 12314, 12315, 12316, 12318, 12319, 12320, 12321, 12327, 15000, 15102, 15207, 15270, 15270.1, 15270.3, 15271, 15272, 15273, 15274, 15275, 15276, 15277, 15278, 15278.5, 15279, 15280, 15281, 15360, and 19202, Elections Code.~~

20306. Reporting Elections Results by Manual Tally.

(a) When conducting a manual tally pursuant to paragraph (14) of subsection (a) of section 20298 for any state or federal election, the elections official shall submit to the Secretary of State through key data entry:

(1) The semi-official canvass results pursuant to Elections Code section 353.5.

(2) Updates to election results pursuant to Elections Code section 15302(e).

(3) The official canvass results pursuant to Elections Code section ~~353~~5.5.

(4) The statement of vote and any supplement to the statement of vote pursuant to Elections Code section 15374.

~~(b) The elections official shall participate in at least two manual data entry tests and verifications scheduled and led by the Secretary of State beginning at least 20 days prior to election day.~~

(eb) Following the closing of the polls, the elections official shall submit to the Secretary of State through key data entry a detailed semifinal official canvass report of their cumulative election result totals for each contest and ballot measure as defined in Elections Code section 353.5 and set forth in Elections Code section 15151. The report shall include all of the following:

(1) The date and time of the report.

(2) The number of precincts reporting and ballots cast.

(3) Cumulative vote totals for every contest and ballot measure, as prescribed in Elections Code section 15151.

(4) For presidential primary elections, vote results for ~~all qualified political party Democratic and Republican~~ **Democratic and Republican** presidential candidates ~~shall be reported~~ by each congressional district within the county's jurisdiction, ~~and include~~ **including** the number of precincts reporting and votes cast within each congressional district.

(5) For multiple-county district contests, ~~the elections official shall identify~~ the number of precincts reporting with ballots cast for each multiple-county district contest(s).

(6) For special elections only, the number of registered voters contained in that special election jurisdiction.

(dc) The official canvass shall commence no later than the Thursday following the election, and for state or statewide elections shall result in a report of results to the Secretary of State, pursuant to Elections Code section 15301.

(ed) During the official canvass period, the elections official shall submit to the Secretary of State, through key data entry, any updated election results on the same day that the elections official publicly releases the updated results.

(fe) At the end of the official canvass period as defined in Elections Code section 335.5, the elections official shall submit to the Secretary of State, through key data entry, the statement of vote of their cumulative election result totals for each contest and ballot measure as defined in Elections Code section 335.5 and set forth in Elections Code section 15374. The report shall include:

(1) All of the above information in subsection (c) of section 20306; and

(2) The total vote-by-mail ballots cast.

(gf) At the end of the official canvass period as defined in Elections Code section 335.5, the elections official shall submit to the Secretary of State through key data entry the supplement to the statement of vote of their cumulative election result totals for each contest and ballot measure as defined in Elections Code section 335.5 and set forth in Elections Code section 15502. The report shall include:

(1) The date and time of the report; and

(2) A breakdown of vote totals for every contest and ballot measure, as prescribed in Elections Code section 15502.

Note: Authority cited: Section 12172.5, Government Code; and Section 15270.2, Elections Code. Reference cited: Sections 10, 335.5, 335.5, 353.5, 6020, 6220, 6420, 6461, 15000, 15150, 15151, 15270.2, 15270.3, 15301, 15305, 15371, 15372, 15373, 15374, 15375, 15501, and 15502, Elections Code.

20307. Observing the Manual Tally.

All observations of a manual tally shall be conducted pursuant to Title 2, Division 7, Chapter 8.2 of the California Code of Regulations.

(a) When conducting a manual tally pursuant to paragraph (1) of subsection (a) of section 20298, any person may observe the manual tally proceedings, subject to space limitations of the manual tally location selected by the elections official pursuant to section 20299.

(b) The elections official may require any observer of the manual tally proceedings to log in and receive an identification badge before entering the manual tally location. If required by the elections official, identification badges shall be worn at all times.

(c) Observers shall not interfere in any way with the conduct of the manual tally; touch any ballots, tally sheets or other manual tally materials; sit at the official manual tally worktables; place any material on the official manual tally worktables; talk to members of the manual tally boards or supervisors while they are processing ballots or other manual tally materials; or assist in manual tally procedures.

(d) The elections official may deny entry to the manual tally location to any person who fails to comply with the requirements of this section.

(e) The elections official shall clearly describe in the Manual Tally Plan a policy for providing reasonable access to the manual tally location for the media and observers, which includes the use of cameras and audio or video recording devices in the manual tally location in a manner that will not interfere, compromise the anonymity of any ballot, or record the signature of any voter. No interviews shall be permitted in the manual tally location while the manual tally is being conducted.

*Note: Authority cited: Section 12172.5, Government Code; and Section 15270.2, Elections Code.
Reference cited: Sections ~~12300, 12301, 12302, 12303, 12307, 12308, 12309, 12309.5, 12310, 12311, 12312, 12313, 12314, 12315, 12316, 12318, 12319, 12320, 12321, 12327, 15102, 15207, 15270, 15270.1, 15270.3 and 15271, 15272, 15273, 15274, 15275, 15276, 15277, 15278, 15278.5, 15279, 15280, and 15281~~ Elections Code.*

Chapter 4.7. One Percent Manual Tally

20310. General Provisions.

(a) Pursuant to Elections Code section 15360, during the official canvass of every election in which a voting system is used, the elections official conducting the election shall conduct a one percent manual tally of the ballots tabulated by those devices, including vote-by-mail ballots.

(b) The elections official shall not randomly choose the initial precincts or select an additional precinct for the manual tally until after the close of the polls on election day.

(c) An elections official conducting a one percent manual tally shall do so in accordance with the provisions of this chapter.

*Note: Authority cited: Section 12172.5, Government Code; and Section 15360, Elections Code.
Reference: Section 15360, Elections Code.*

20311. Definitions.

As used in this Chapter, the following terms have the following meanings:

(a) “Ballot” shall have the meaning set forth in Elections Code section 301.

(b) “Chain of Custody” means a process used to track the movement and control of all election materials related to the conduct of a one percent manual tally through its lifecycle by documenting each person and organization who handles the one percent manual tally election materials, the date and time it was collected or transferred, and the purpose of the transfer. A break in the chain of custody refers to a period during which control of the one percent manual tally election materials is

uncertain and during which actions taken with the one percent manual tally elections materials are unaccounted for or unconfirmed.

(bc) “Election management system” shall have the meaning set forth in Elections Code section 2500.

(ed) “Elections official” shall have the meaning set forth in Elections Code section 320.

(de) “One-part manual tally” is the process described in Elections Code section 15360, subdivision (a), paragraph (1).

(ef) “One percent manual tally” shall have the meaning set forth in Elections Code section 336.5.

(fg) “Public notice” means the release of information to the public through two or more of the following readily available communication channels: a website update, a social media post, an email list mailing, a press release, and a notice posted at a building open to the public. This public notice shall comply with Elections Code section 15360(e).

(1) Elections officials are encouraged to maintain an email mailing list of persons who would like to be notified about the one percent manual tally. If an elections official maintains such a list, public notice for the purposes of this Chapter must include sending an email to all persons on this list.

(gh) “Two-part manual tally” is the process described in Elections Code section 15360(a)(2).

(hi) “Voting system” shall have the meaning set forth in Elections Code section 362.

*Note: Authority cited: Section 12172.5, Government Code; and Section 15360, Elections Code.
Reference: Sections 301, 320, 336.5, 362, 2500, and 15360, Elections Code.*

20312. Public Notice and Observation.

(a) The elections official shall ensure that the one percent manual tally is observable by the public. The elections official shall provide:

(1) At least five days public notice prior to selection of ballots to tally pursuant to Elections Code section 15360(e). This notice shall include descriptions of how the one percent manual tally will be conducted, the methods for ensuring ballot security, information regarding the process for selecting ballots, the time and place of the selection of ballots to tally and the date the ballots will be tallied.

(2) Observers with an oral or written explanation of the one percent manual tally, a written code of conduct for observation, and any documentation they will need for informed and effective observation.

(3) The public the opportunity to observe ballots being retrieved and tallied.

(4) The public the opportunity to observe the voters’ marks on every tallied ballot.

(b) Observers may ask questions of a person designated by the elections official, provided the observers do not interfere with the conduct of the one percent manual tally.

Note: Authority cited: Section 12172.5, Government Code; and Section 15360, Elections Code.
Reference: Section 15360, Elections Code.

20313. Selection of Ballots ~~to~~ for Manual Tally.

(a) The elections official shall select precincts and batches of vote-by-mail ballots for the one percent manual tally independent of both the voting system and the election management system.

(b) The elections official shall use one of the following methods to randomly select precincts and batches of vote-by-mail ballots for the one percent manual tally:

(1) The elections official creates one identical, labeled object such as a slip of paper or ball for each item (precinct or batch of vote-by-mail ballots) to tally; places all of these items into a container; shuffles those items within the container; and then draws items one after the other until all required tally items are selected. Example: There are 123 possible precincts to select from. The elections official labels 123 table tennis balls with an identifier for each precinct and then places these balls into a large hopper. The elections official shakes the hopper for one minute to ensure the balls have been sufficiently shuffled. The elections official then reaches in and randomly grabs one ball to identify a precinct. The elections official then draws another ball, and so on.

(2) The elections official creates a list of precincts and batches of vote-by-mail ballots; sequentially numbers that list; and then identifies which item (precinct or batch of vote-by-mail ballots) to tally, by **utilizing one of the following methods:**

(A) Using a random number generator configured to return only numbers represented on that sequential list. Use the random number generator to identify all required tally items. Example: There are 123 possible precincts to select from. The elections official uses the “randbetween()” function in Microsoft Excel to identify a random number between 1 and 123. The elections official relates this number to the precinct in the list. The elections official refreshes this function to identify another random number, and so on.

(B) Rolling one or more fair 10-sided dice to identify each digit of the sequential number, starting with the highest value (left-most) digit. For any die roll that returns a number higher than one available for that digit, the elections official shall re-roll the die for that digit before proceeding to the next digit. Repeat this process for any additional tally item. Example: There are 123 possible precincts to select from. The elections official first rolls a die for the hundreds place digit, rolling until they get the number 0 or 1. They proceed to roll for the tens place digit and then the ones place digit. When that process is complete, they begin new die rolls to identify a second precinct to tally, and so on.

(C) Identifying each digit of a sequential number by randomly drawing one numbered object such as a slip of paper for each **digit-decimal**, starting with the highest value (left-most) digit. Repeat this process for any additional tally item. Example: There are 123 possible precincts to select from. The elections official first identifies the hundreds place digit by drawing from two slips of paper labeled 0 and 1. They proceed to pull slips of paper for the tens place digit and then the ones place digit. When that process is complete, they start the process over to identify a second precinct to tally, and so on.

(D) Placing this list into computerized spreadsheet software; assigning a random number next to each item using a function in that spreadsheet tool; sorting those randomly assigned numbers in either

ascending or descending order; and then selecting items starting at the top until the requisite number of items is identified. Example: A list of 123 precincts is added to Microsoft Excel by placing each precinct on in its own cell in sequential rows. The elections official uses Excel's randbetween() function to assign a random number greater than or equal to 0 and less than 1 next to each cell. The elections official converts these random numbers to static text so that they will not change when the list is sorted. The elections official sorts these now-static random numbers, along with the precincts in the neighboring cells, in descending order. The elections official selects the top two items in this sorted list.

(c) If the elections official, at their discretion, selects additional precincts, batches, or contest(s) beyond the one percent manual tally, they shall do so after randomly identifying ballots to tally. The elections official may not use this discretionary selection to identify one percent of precincts or batches of vote-by-mail ballots in lieu of any portion of the random selection.

*Note: Authority cited: Section 12172.5, Government Code; and Section 15360, Elections Code.
Reference: Section 15360, Elections Code.*

20314. Chain of Custody.

(a) The elections official shall maintain and document at all times the chain of custody for each ballot included in the one percent manual tally. Ballots shall be kept securely, and the chain of custody maintained at all times during the one percent manual tally.

(b) Chain of custody logs shall be available for public inspection after the canvass of the election pursuant to Division 15, Chapters 2 through 4, of the Elections Code is complete.

(c) The elections official shall secure and maintain in sealed ballot containers all tabulated ballots.

(d) The elections official shall establish written procedures to ensure the security, confidentiality, and integrity of any ballot cards, cast vote records, or any other data collected, stored, or otherwise used pursuant to this section.

*Note: Authority cited: Section 12172.5, Government Code; and Section 15360, Elections Code.
Reference: Section 15360, Elections Code.*

20315. Reporting of Results.

(a) The elections official conducting a one percent manual tally shall immediately upon conclusion and prior to certifying the results pursuant to Elections Code section 15372, publish a report of results for the one percent manual tally on their website.

(~~a~~ b) The elections official conducting a one percent manual tally shall report the results in the certification of the official canvass of the vote pursuant to Elections Code section 15372. For elections involving statewide contests, this would be the Secretary of State. For elections involving local contests, this would be the governing board such as the ~~C~~county ~~B~~board of ~~S~~supervisors.

(~~b~~-c) The report required by subsection 20315(a) and 20315(b) above shall contain the following:

(1) The manual tally method used: one-part manual tally or two-part manual tally.

(2) The date and time the public notice required by Section 20312 was provided, and a copy of the notice.

(3) A link to the internet website where additional information about the one percent manual tally is posted, if applicable.

(4) The date and time the one percent manual tally commenced, beginning with the random selection required by Section 20313.

(5) The date and time the one percent manual tally finished.

(6) The estimated number of members of the public who observed the process.

(7) The total number of ballots counted in the election, which shall be the official canvass numbers.

(A) While the one percent manual tally may commence in advance of the confirmation of the official canvass numbers, these numbers will be available at the time of certification which shall coincide with the certification of the official canvass.

(B) The total number of ballots shall be segregated by ty-pe: polling place or vote center, including provisional ballots; and vote-by-mail.

(8) The total number of ballots manually tallied.

(A) The total number of ballots shall be segregated by type: polling place or vote center, including provisional ballots; and vote-by-mail.

(9) The total number of precincts and batches of vote-by-mail ballots in the election, and a list describing each and the number of ballots in each, indicating whether ballots are polling place, vote center, vote-by-mail, or provisional.

(10) The total number of precincts and batches of vote-by-mail ballots selected for the manual tally.

(11) The method used to choose precincts and batches of vote-by-mail ballots to include in the tally.

(A) For the random selection method, indicate which of the methods from Section 20313 was used.

(B) For any discretionary, additional precincts and batches of vote-by-mail ballots, describe the reason those were selected.

(12) A description of any discrepancies noted, including details about each discrepancy and how it was resolved.

(13) Notes on anything unusual or problematic, or that would be useful to improve the process, or that might be of value to the Secretary of State or other elections officials.

(14) A certification from the elections official that the one percent manual tally was conducted in accordance with Elections Code section 15360(f), and this Chapter.

(15) The name and signature of the elections official submitting the report and the date submitted.

(e d) The Secretary of State shall publish any report under this section received from an elections official on its website no later than ten business days after the date it publishes the certification of the official canvass of the vote in accordance with Elections Code section 15372. This subdivision shall not prohibit the elections official from publishing the same report on its website.

*Note: Authority cited: Section 12172.5, Government Code; and Section 15360, Elections Code.
Reference: Sections 15360 and 15372, Elections Code.*

Chapter ~~8.1~~ 4.8. Recounts

Article 1. General Provisions

2081350. Purpose.

(a) The purpose of this chapter is to establish standards and procedures for conducting recounts of votes cast for all elections in the State of California requested pursuant to Chapter 9 of Division 15 of the California Elections Code.

(b) This chapter applies to the Secretary of State and all elections officials within the State of California in conducting recounts of votes cast for all elections in this state.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Sections 15600 and 15601, Elections Code.*

2081351. Definitions.

(a) “Election data media device” means a card, cartridge, USB flash memory stick or other digital storage device that stores ballot information and/or voting results information in a non-volatile form.

(b) “Batches” means any grouping of the ballots for the purpose of tabulation. A batch may be comprised of ballots wholly from one precinct or from multiple precincts.

(c) “Chain of Custody” means a process used to track the movement and control of all election materials related to the conduct of a recount through its lifecycle by documenting each person and organization who handles the recount election materials, the date and time it was collected or transferred, and the purpose of the transfer. A break in the chain of custody refers to a period during which control of the recount election materials is uncertain and during which actions taken with the recount elections materials are unaccounted for or unconfirmed.

~~(b-e d)~~ “Governing board ~~body~~” includes, but is not limited to, a city council or a county board of supervisors.

~~(e-d e)~~ “Interested party” means the requestor and those persons identified in Elections Code section 15628.

~~(d e f)~~ “Observer” means any representative of a qualified political party, representative of a bona fide association of citizens, or other person who wishes to observe the recount proceedings subject to space limitations.

~~(f g)~~ “Outcome of the election” means the candidate(s) identified as the elected official(s) or the final results of the measure (“yes” or “no”) based on certified results of the election pursuant to Elections Code section 15632.

~~(e g h)~~ “Qualified political party” means only a political party qualified to participate in the last primary election.

~~(f h i)~~ “Relevant material” includes but is not limited to unvoted ballots, vote-by-mail and provisional ballot envelopes, voting system redundant vote data, ballot definition files, language translation files and the central database or other electronic repository of results for the election in which the contest subject to recount occurred, election data media devices, audit logs, system logs, pre- and post-election logic and accuracy testing plans and results, polling place event logs, precinct tally results, central count tally results and consolidated results in a structured, non-proprietary format, surveillance video recordings and chain of custody logs, including duplication logs of security seals and access to election related storage areas.

~~(g i j)~~ “Requestor” means a voter who requests a recount or any other voter who, during the conduct of a recount and for 24 hours thereafter, requests the recount of additional precincts not recounted as a result of the original request.

~~(h j k)~~ “Vote tabulating device” means any piece or combination of pieces of equipment, other than a voting machine operated by levers or other mechanical means, that compiles a total of votes cast by means of electronic data processing and ballot card sorting, ballot card scanning, or paper ballot scanning.

~~(i k l)~~ “Voter” means any elector who is registered under the Elections Code.

~~(j l m)~~ “Vote for One” means an election for an office in which the voter may select only one candidate.

~~(k m n)~~ “Vote for Multiple” means an election for an office in which the voter may select two or more candidates.

~~(l)~~ “Voter verified paper audit trail paper copy” does not include a voter verified paper audit trail paper copy from a direct recording electronic voting machine that was used only with a ballot definition or ballot definitions that did not include the contest being recounted.

~~(m n o)~~ “Voting system redundant vote data” means each and every electronic record of election results for ballots cast in a contest subject to recount on one or more voting system units that is stored in any part of the voting system other than the jurisdiction’s central electronic repository of results for that election. Some voting systems do not have redundant vote data on all tabulating or recording devices.

Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code. Reference: Sections 358, 359, 361, 15620, 15621, 15623 and 15625, Elections Code.

2081352. Who May Request Recount.

(a) Any voter may, pursuant to Elections Code sections 15620, 15621 or 15623, request a recount.

(b) Upon receipt of a request for recount, the elections official shall verify that the person requesting the recount is registered to vote in this state.

(c) Any time during the conduct of a recount and for 24 hours thereafter, any voter other than the original requestor may, pursuant to Elections Code sections 15620, 15621 or 15623, request the recount of any precincts not recounted as a result of the original recount request.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Sections 15620, 15621 and 15623, Elections Code.*

2081353. Material to Be Examined; Relevant Material.

(a) Requests to examine specific categories of relevant material shall be made by the requestor in writing and shall be received by the elections official before the recounting of ballots commences.

(b) The elections official shall produce ~~any~~ relevant material requested.

(c) The elections official may establish reasonable guidelines for the ~~production and~~ examination of relevant material. If the elections official establishes reasonable guidelines, the elections official shall make them publicly available on their website. The guidelines ~~shall~~ **may shall** permit photocopying, photography and videotaping of all relevant material except in a manner that would record **confidential voter information including but not limited to** un-redacted voter signatures, **official ballots, proprietary voting system material that may otherwise present a security risk to the voting system, or other material that** ~~or~~ would be prohibited under the Public Records Act, Title 1, Division 10 of the Government Code (sections 7920.000-7931.000).

(d) The elections official shall communicate any request to examine ballots or other relevant material to each interested party or to his or her representative. The interested parties and their representatives appointed pursuant to section 2081356(a)(1) may be present during the examination of ballots or other relevant material.

(e) The elections official, or his or her designee, shall be present during the examination of original ballots or original relevant material, but is not required to be present during the examination of copies of relevant material if the written request specified production of copies for examination.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Sections 15629 and 15630, Elections Code.*

2081354. Order of Recount.

(a) If no order in which precincts are to be counted is specified in the request for recount, the elections official shall determine the counting order of precincts or batches.

(b) The requestor may request, in writing, a change to the order of precinct or batch counting determined by the elections official or specified in the requestor's initial request for a recount. Any change in the counting order of precincts or batches is subject to the approval of the elections official.

(c) Any additional estimated costs associated with requests to change the order of precinct or batch counting shall be paid by the requestor prior to re-ordering the precincts or batches.

(d) Any additional relevant material or precincts shall not be inspected upon conclusion of the recount.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Section 15622, Elections Code.*

2081355. Cost of Recount.

(a) The elections official shall estimate the costs necessary to produce relevant material and the requestor shall pay an advance deposit of the estimated amount at least one day prior to the materials being produced.

(b) The requestor or designee shall pay the advance deposit using cash, cashier's check or money order at the time established by the elections official in accordance with Elections Code section 15624 and the minimum number of hours specified by Elections Code section 15626. At the elections official's discretion, electronic payment by credit or debit card may be accepted.

(1) If a designee is appointed by the requestor to submit a payment or deposit, the requestor shall make the designee designation in writing, and a copy of the written designation shall be submitted to the elections officials.

(c) At least one day prior to the commencement of the recount, the elections official shall determine the estimated cost for the first day of the recount and shall advise the requestor in writing of the advance deposit required. The requestor shall, before the recount is commenced, deposit this amount with the elections official. The same procedure shall be followed for each subsequent day of the recount. Daily estimates may vary based upon experience or additional requests made during the course of the recount.

~~(d) The requestor shall pay the advance deposit using cash, cashier's check or money order. At the elections official's discretion, electronic payment by credit or debit card may be accepted.~~

~~(e)~~ d) All actual costs of the recount that would not have been incurred but for the requestor's particular recount request shall be directly recoverable from the requestor and may include, but are not limited to, additional supervision hours, security guard hours, the elections official's staff hours, space rental, transportation of ballots and materials and administrative costs.

~~(f)~~ e) The elections official shall issue a receipt for payment of the deposits and shall maintain a daily log of estimated costs, deposits, actual expenses and amount of refund due, if any.

~~(g)~~ f) If the advance deposit is not paid by a particular requestor, the elections official will terminate the recount of precincts specified by that requestor.

~~(h)~~ g) When the recount is completed or discontinued, any amount collected from a voter requesting the recount, which exceeds the actual costs, shall be refunded to that requestor.

(i h) If upon completion or discontinuation of the recount actual costs exceed the prepaid estimated costs, the elections official shall charge and the requestor shall pay the additional amount.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Sections 15624 and 15625, Elections Code.*

2081356. Location of Recount.

(a) The recount shall take place in a location to be determined by the elections official. The elections official shall choose a location that is large enough to accommodate the presence of the following:

(1) Not more than two representatives of each interested party and each qualified political party to check and review the preparation, testing and operation of the tabulating devices, and to attend any or all phases of the recount; and

(2) Not more than two representatives of any bona fide association of citizens or a media organization to check and review the preparation, testing and operation of the tabulating devices, and have the representatives in attendance at any or all phases of the recount.

(3) In the event the elections official determines that more than two recount boards are necessary, each interested party may designate one additional representative for every additional recount board appointed, solely for the purpose of viewing the recount of ballots and challenging ballots.

(b) The elections official may limit the total number of representatives employed pursuant to subdivision (a)(2) in attendance to no more than 10 by a manner in which each interested bona fide association of citizens or media organization has an equal opportunity to participate. Any representatives employed and in attendance pursuant to subdivision (a)(1) or (a)(3) shall not be subject to the limit specified in this subdivision.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Sections 5100, 15004, 15625, 15628 and 15629, Elections Code.*

2081357. Security.

(a) The elections official shall ~~develop, and prior to each statewide election, within six (6) months of the effective date of these regulations, submit to the Secretary of State~~ maintain written security measures for recounts to ensure the integrity of the recount proceedings. The security measures shall include, but not be limited to, physical security of the recount proceedings, recount equipment and storage of recount materials; chain of custody controls ~~and signature-verified documentation for all voter-verified paper audit trail paper copies,~~ for all voted, spoiled and unused ballots, and all “relevant material” as described in section 2081351(fh). ~~If submission by the vendor of a security plan to the Secretary of State is a condition of approval of voting system use, written notice to the Secretary of State of designation of that security plan to govern recounts satisfies the requirement of this subdivision.~~

(b) Upon request, all persons authorized to observe the recount pursuant to section 20816 20356 must be permitted to observe and inspect, without physical contact, the integrity of all externally visible security seals used to secure all ballot materials, ~~voter-verified paper audit trail paper copies,~~ printed ballot images, relevant material as described in section 2081351(fh), and recount documentation in a reasonable time and manner as established by the elections official that does not interfere with the conduct of the recount.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Sections 15624 and 15625, Elections Code.*

2081358. Staffing.

(a) Prior to the commencement of the recount, the elections official shall determine the number of special recount boards necessary to complete the recount in a timely manner. Special recount boards shall consist of four members each, as appointed by the elections official. The elections official shall appoint four voters of the county to each special recount board. A voter who is also an employee of the elections' official's jurisdiction shall not be compensated as a special recount board member pursuant to Elections Code section 15625 for any day for which the jurisdiction otherwise compensates the employee unless the employee uses one of his or her vacation days.

(b) There shall be one supervisor for every four special recount boards. The supervisor's function is to enforce the rules and transport ballots and reports. The supervisor shall not resolve challenges.

~~(c) At the end of each day, the elections official or his or her designee shall post and announce publicly the following:~~

~~(1) The results of the recount tally of each precinct recounted that day;~~

~~(2) The certified election results tally for each precinct recounted that day;~~

~~(3) A running tally of the total recount results for all precincts recounted to date; and~~

~~(4) A running tally of the total certified election results for all precincts recounted to date.~~

~~(d-c)~~ The elections official shall determine whether additional personnel is necessary for tasks such as producing relevant material, sorting or retrieving materials, or checking signatures.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Section 15625, Elections Code.*

2081359. Scheduling.

The elections official shall set the daily schedule for the recount, including hours of operation, approximate break and lunch times, in accordance with the requirements of Elections Code section 15626. The schedule shall be posted in a conspicuous place at the office of the elections official and at the location where the recount takes place, if different. Recount activities will continue daily so long as the deposit has been submitted timely. If the deposit is not timely submitted, the recount shall be terminated and the elections official shall post notice in a conspicuous place at the office of the elections official that the recount has been terminated.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Sections 15625 and 15626, Elections Code.*

2082360. Spokespersons and Observers.

(a) Any person may observe the recount proceedings, subject to space limitations of the recount location selected by the elections official pursuant to section ~~20816~~ 20356.

(b) Upon request by the elections official, each interested party shall appoint one of his or her representatives to serve as a spokesperson authorized to make decisions with respect to the recount on behalf of the interested party, or the interested party may serve as his or her own spokesperson. When accompanied by an elections official or his or her designee, the spokesperson shall have access to all areas where ballots are recounted by hand or tabulated by machine.

(c) Questions other than ballot challenges shall be routed through the spokesperson, who shall then direct the question to the elections official or his or her designee. Official discussions with any interested party concerning resolution of questions shall include each interested party or his or her spokesperson.

(d) The elections official may require any requestor, interested party, representative, or observer of the recount proceedings to log in and receive an identification badge before entering the recount location. If required, identification badges shall be worn at all times and returned to the elections official at the end of the day.

(e) Requestors, interested parties, representatives, and observers shall not interfere in any way with the conduct of the recount, touch any voting system components, ballots, tally sheets or other special recount board materials, sit at the official recount worktables, place any material on the official recount worktables, talk to members of the special recount boards or supervisors while they are processing ballots or other recount materials or assist in recount procedures.

(f) The elections official may deny entry to the recount location to any person who fails to comply with the requirements of this section.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Sections 15625, 15629 and 15630, Elections Code.*

2082361. Media, Photography and Recording Devices.

(a) The elections official shall develop, and prior to each statewide election, within six (6) months of the effective date of these regulations, develop-maintain a written policy providing reasonable access to the recount location by the media, and the use of cameras or audio or video recording devices in the recount location in a manner that will not interfere with the recount, compromise the anonymity of any ballot or record the signature of any voter. The elections official shall make the written policy publicly available on their website. Interested parties and observers shall be permitted the same access for use of cameras or audio or video recording devices as members of the media.

(b) No interviews shall be permitted in the recount location while the recount is being conducted.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Sections 15625 and 15629, Elections Code.*

2082362. Results of Recount.

(a) At the end of each day, the elections official or his or her designee shall post and announce publicly the following:

(1) The results of the recount tally of each precinct or batch recounted that day;

(2) The certified election results tally for each precinct or batch recounted that day;

(3) A running tally of the total recount results for all precincts or batches recounted to date; and

(4) A running tally of the total certified election results for all precincts or batches recounted to date.

~~(a)~~ (b) Upon completion of the recount, the elections official shall post the results of the recount in a highly visible public location in the elections official's office and on the elections official's website.

~~(b)~~ (c) In a recount of an election for a statewide office or measure, Assembly, State Senate, Presidential convention delegate or slate of electors, Congress, State Board of Equalization, Supreme Court or Courts of Appeal, transmit one complete copy of all results of the recount to the Secretary of State. The Secretary of State shall compile the results of the recount and notify the affected counties within five (5) business days of receipt of all of the results of the recount as to whether the recount has changed the outcome of the election, as provided in Elections Code section 15632.

~~(ed)~~ If the outcome of an election has changed as a result of a recount, as provided in Elections Code section 15632, the elections official shall:

(1) In a recount of an election for a statewide office or measure, Assembly, State Senate, presidential convention delegate or elector, Congress, State Board of Equalization, Supreme Court or Courts of Appeal, recertify the official returns for the recounted election with the new official count for each precinct involved in the recount and send a copy of the recertification to the Secretary of State.

(2) In a recount of an election for any office or measure not included in subdivision ~~(ed)~~(1), recertify the official returns for the election with the new official count for each precinct involved in the recount and send a copy of the recertification to the public official or governing board ~~body~~ that declares the results of the election subject to the recount, in order that they may adopt the recertification and re-declare the results of the election.

(3) Refund all monies deposited for the recount by any requestor in whose favor the recount changed the outcome of the election. If a recount conducted in multiple counties changed the overall outcome of the election, all monies deposited in all affected counties by such a requestor shall be refunded. No refund shall be made if the recount did not change the overall outcome of the election.

~~(de)~~ Any additional relevant material or precincts shall not be inspected upon conclusion of the recount.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Sections 15624, 15625, 15632 and 15633, Elections Code.*

2082363. Challenges.

(a) A challenged ballot shall be set aside with a notation indicating the precinct number, the method by which it was originally counted for the official canvass, e.g., ~~direct recording electronic~~-voting system, scanner or hand count, the challenge number assigned to the ballot, the reason for the challenge, and the identity of the person making the challenge.

(1) A ballot that was counted in the official canvass, including a counted vote-by-mail or provisional ballot, may be challenged only on grounds of ~~disqualifying distinguishing marks or some other grounds~~ visible on the face of the ballot so that the ballot can be isolated and removed from the count if the elections official determines that the ballot was not properly cast.

(2) A voted ballot that was not counted in the official canvass, including a rejected unopened vote-by-mail or provisional ballot, may be challenged and added to the count if the elections official determines that the ballot was properly cast.

(b) Resolution of challenged ballots shall take place in a segregated area within the recount location, separate from that being used to perform the recount, as determined by the elections official, to avoid confusion and mixing of ballots.

(c) Challenges shall be resolved each day after all special recount boards complete their work, or more often if necessary, as determined by the elections official, but in any event before the conclusion of all recount proceedings. The determination of the elections official on a challenge shall be final. The elections official shall maintain a record of each challenge and the determination on each challenge.

Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code. Reference: Sections 15625 and 15631, Elections Code.

Article 2. Recount of Votes Cast on Ballot Cards or Paper Ballots and Originally Tabulated Automatically

208370. Recounts Using the Type of Vote Tabulating Devices Used In the Election.

(a) Prior to conducting a recount of ballot cards or paper ballots using the type of vote tabulating devices used in the election, a logic and accuracy test limited to the contest subject to recount shall be conducted on each of the vote tabulating devices to be used in the recount, using a test deck created to test logic and accuracy for the contest to be recounted. The test shall be conducted publicly, subject to any limit made necessary by space limitations on the number of additional public observers beyond those that must be accommodated under section 2084356. The results of the test, as well as the test deck used, shall be made available for inspection by any requestor, spokesperson, member of the media or observer present at the recount location between the time the test is completed and the posted time for recounting of ballots to begin.

(b) A recount using the type of vote tabulating devices used in the election shall, to the maximum extent possible, be conducted using the same methods used to tabulate the ballots originally, and shall include the following:

(1) On equipment capable of producing a paper tape or print-out, a zero-results tape or report shall be printed from each vote tabulating device, if feasible without new election coding and if supported by the

device in the configuration used in the election, and verified by the requestor and spokespersons prior to any processing of ballots with that device.

(2) If necessary to preserve the original vote count record, a backup of the election results shall be made and the same type of memory media that was used in the election shall be prepared to capture the recount vote results.

(3) Each voted ballot shall be processed with the same type of vote tabulating devices used in the election.

(4) Ballots that cannot be read by the vote tabulating devices shall be corrected or duplicated in accordance with Elections Code sections 15208, 15210 and 15211.

(c) Once all eligible ballots cast in a precinct have been processed by a tabulating device, the device shall, if supported by the voting system, be rendered incapable of accepting further ballots for that precinct and the vote results shall be printed from that device and made available for public inspection. If supported by the voting system, the following steps shall also be taken:

(1) Recount vote results of ballots cast in each precinct subject to recount shall be uploaded to the voting system's central tabulation and reporting application; and

(2) The elections official shall report separately the recount vote results for each precinct subject to recount. Such reporting will include the number of ballots undervoted and overvoted in the recounted contest.

(d) At the conclusion of tabulation of all precincts designated for the recount, a logic and accuracy test limited to the contest subject to recount shall be conducted on each tabulating device used in the recount, using the same test deck created prior to the recount to test logic and accuracy for the contest. The test shall be conducted publicly, subject to any limit made necessary by space limitations on the number of additional public observers beyond those that must be accommodated under section 20356816. The elections official shall make the results of the logic and accuracy test, as well as the test deck used for the test, available for inspection by the requestor, spokespersons, members of the media and observers at the recount location before the conclusion of the recount.

Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code. Reference: Sections 15633, 19220, 19360, ~~19370, 19380,~~ and 19381, 19382, 19383 and 19384, Elections Code.

208371. Manual Recounts Generally.

(a) One of the four special recount board members shall read the ballot and call out the vote cast for the contest subject to recount on that ballot; one shall observe that the correct call was made, and two members shall each separately and independently record the votes as called out.

(b) Prior to beginning the actual manual recount, the elections official shall instruct all members of the special recount boards, requestor, interested parties, representatives and observers on the procedures to be followed for the recount and shall provide them with copies of these recount regulations, any local documentation concerning recount procedure, and documentation on how to interpret and read the votes cast on the ballot, consistent with federal and state law and Chapter 4.5 of these regulations ~~the State~~

~~Uniform Vote Count Standards.~~ The instructions and documentation shall include a statement that in the event of a challenge, the determination of the elections official shall be final.

(c) Vote-by-mail and early-voted ballots cast from a precinct subject to recount shall be tabulated separately from ballots cast in a polling place on ~~E~~lection ~~D~~ay.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Sections ~~150101-15110~~ 15101, 15102, 15103, 15104, 15105, 15106, 15107, 15108, 15109, 15110, 15276, 15290 and 15625, Elections Code.*

208372. Manual Recounts, “Vote for One” Contests.

Manual recount tabulation on a voting system in a “Vote for One” contest is subject to the following requirements:

(a) Prior to counting the ballots, and in the clear view of the requestor, spokespersons and observers, all ballots for the precinct shall be separated into stacks that do and do not contain the contest. Those that contain the contest shall be sorted as follows:

(1) Ballots that were not voted for the contest (under-voted);

(2) Ballots that were over-voted for the contest; and

(3) Ballots that were voted for the contest, sorted by candidate or position.

(b) Starting with the voted ballots, one member of the special recount board shall state the candidate or position for which the vote was cast making sure the requestor, interested parties and their representatives can observe the contest subject to recount.

(c) After the vote is stated and counted, the counted ballot shall be placed on the table, with the counted ballots placed in stacks of either 10 or 25, at the discretion of the elections official.

(d) Two members of the special recount board shall record the votes stated, marking hashes in succession on their individual tally sheets. Each of these two board members shall announce when he or she has counted 10 (or 25) votes. If both members call out the same number of counted votes at the same time, the tally shall continue forward for the next 10 (or 25) ballots. If both recorders do not reach 10 (or 25) additional votes on the same ballot, then the count for the last interval of 10 (or 25) ballots shall be stricken from their tally sheets and those ballots recounted.

(e) A requestor or an authorized spokesperson may request to inspect any ballot. Tallying shall be halted while the ballot is presented to the requestor or spokesperson for closer inspection. At no time may any requestor or spokesperson touch or come into physical contact with any of the ballots. Tallying will resume once the requestor or spokesperson has completed the inspection, which the requestor or spokesperson shall complete in a reasonable amount of time.

(f) Tallying shall continue in this manner, until all stacks of voted ballots have been tallied.

(g) After all voted ballots have been counted and tallied, the two special recount board members who have been recording the votes shall each independently calculate the total votes for each candidate or position on their tally sheets. When both have completed totaling, they shall each announce their totals one candidate or vote position at a time. If both announce the identical vote total for each candidate or position in the recounted contest, the recount of that precinct shall be deemed complete and the results reported to the elections official. If the special recount board members announce different vote totals for any candidate or vote position in the recounted contest, the recount tallies recorded will be examined. If the difference can be explained by the special recount board or supervisor, or by the elections official or his or her designee, it shall be corrected on the tally sheet. A written report shall be made on an attachment to the tally sheet. In the event of an unexplained discrepancy, the results for that precinct shall be discarded and the recount of that precinct shall start over.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Sections 15276, 15290, 15629, 15630 and 19380, Elections Code.*

208373. Manual Recounts, “Vote for Multiple” Contests.

Manual recount tabulation on a voting system in a “Vote for Multiple” contest is subject to the following requirements:

- (a) Prior to counting the ballots for the contest subject to recount, and in the clear view of the requestor, spokespersons and observers, all ballots for the precinct shall be separated into stacks that do and do not contain the contest. Those that contain the contest shall be sorted as follows:
 - (1) Ballots that were not voted for the contest (under-voted);
 - (2) Ballots that were over-voted for the contest;
 - (3) Ballots indicating a vote for the first candidate listed on the ballot for the contest; and
 - (4) Ballots that do not indicate a vote for the first candidate listed on the ballot for the contest.
- (b) Starting with the voted ballots, one member of the special recount board shall state the candidate or position for which the vote was cast making sure the requestor, interested parties and their representatives can observe the contest subject to recount.
- (c) After the vote is stated and counted, the counted ballot shall be placed on the table, with the counted ballots placed in stacks of 10 (or 25).
- (d) Two members of the special recount board shall record the votes stated, marking hashes in succession on their individual tally sheets. Each of these two board members shall announce when he or she has counted 10 (or 25) votes. If both members call out 10 (or 25) counted votes at the same time, the tally shall continue forward for the next 10 (or 25) ballots. If both recorders do not reach 10 (or 25) additional votes on the same ballot, then the count for the last interval of 10 (or 25) ballots shall be stricken from their tally sheets and those ballots recounted.
- (e) A requestor or an authorized spokesperson may request to inspect any ballot. Tallying shall be halted while the ballot is presented to the requestor or spokesperson for closer inspection. At no time may any

requestor or spokesperson touch or come into physical contact with any of the ballots. Tallying will resume once the inspection is completed, which the requestor or spokesperson shall complete in a reasonable amount of time.

(f) Once all the votes for the first candidate have been recorded, the valid voted ballots shall be resorted into two stacks:

(1) Ballots that were voted for the second candidate in the contest; and

(2) Ballots that do not indicate a vote for the second candidate in the contest.

The ballots voted for the second candidate shall be calculated in accordance with (b) through (e) above. Tallying shall continue in this manner, until the votes for each candidate in the contest have been recounted and tallied.

(g) After all voted ballots have been counted and tallied, the two special recount board members who have been recording the votes will each independently calculate the total votes for each candidate or position on their tally sheets. When both have completed totaling, they will each announce their totals one candidate or vote position at a time. If both announce the identical vote total for each candidate or position in the recounted contest, the recount of that precinct shall be deemed complete and the results reported to the elections official. If the special recount board members announce different vote totals for any candidate or vote position in the recounted contest, the recount tallies recorded and announced will be examined. If the difference can be explained by the special recount board or supervisor, or by the elections official or his or her designee, it shall be corrected on the tally sheet. A written explanation shall be made on an attachment to the tally sheet. In the event of an unexplained discrepancy, the results for that precinct shall be discarded and the recount of that precinct will start over.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 15601, Elections Code.
Reference: Sections 15276, 15290, 15629, 15630 and 19380, Elections Code.*

~~Article 3. Recount of Votes Cast on Direct Recording Electronic Voting Systems~~

~~20840. Recounts on Direct Recording Electronic Voting Systems Using Electronic Vote Results.~~

~~(a) Prior to conducting the actual recount of ballots, a logic and accuracy test limited to the contest subject to recount shall be conducted on each direct recording electronic voting system being used in the recount, using a test pattern created to test the logic and accuracy for the contest. The test shall be conducted publicly, subject to any limit made necessary by space limitations on the number of additional public observers beyond those that must be accommodated under section 20816. The elections official shall make the results of the logic and accuracy test, as well as the test pattern used for the test, available for inspection by the requestor, spokespersons and observers at the recount location before the conclusion of the recount.~~

~~(b) If supported by the voting system, electronic recount tabulation on a direct recording electronic voting system shall be based on a re-import and re-tabulation of the vote results from the electronic media originally used to capture and transfer the vote results from the direct recording electronic voting system devices into the election management system for that voting system. If re-import from electronic media is not supported by the voting system, the DRE vote results shall be manually added to the final results. The~~

~~elections official shall generate a report for each recounted precinct detailing the aggregated direct recording electronic voting system vote results for the recounted contest.~~

~~Note: Authority cited: Section 12172.5, Government Code; **and** Sections 10 and 15601, Elections Code.~~

~~Reference: Sections 19220, 19381, 19382 and 19383, Elections Code.~~

~~20841. Automated Recounts on Direct Recording Electronic Voting Systems Using Voter Verified Paper Audit Trail Paper Copies.~~

~~(a) The voter requesting the recount of votes cast on a direct recording electronic voting system may request that it be conducted based on an automated scan and tabulation of the voted ballots directly from the voter verified paper audit trail paper copies. An automated scan shall not be used unless the Secretary of State has tested and approved the automated scan method as part of the certification of the voting system.~~

~~(b) Prior to conducting the recount of voter verified paper audit trail paper copies from the direct recording electronic voting system, a logic and accuracy test limited to the contest subject to recount shall be conducted, using a test pattern and a test verified paper audit trail paper roll, on each automated scan and tabulation device to be used in the recount. The test shall be conducted publicly, subject to any limit made necessary by space limitations on the number of additional public observers beyond those that must be accommodated under section 20816. The elections official shall make the results of the logic and accuracy test, as well as the test pattern and test paper roll used for the test, available for inspection by the requestor, spokespersons and observers at the recount location before the conclusion of the recount.~~

~~(c) Once all vote results have been scanned and captured from each scanning and tabulating device used for the recount, the elections official shall generate a report for each precinct detailing the aggregated direct recording electronic voting system vote results for the recounted contest.~~

~~Note: Authority cited: Section 12172.5, Government Code; **and** Sections 10 and 15601, Elections Code.~~

~~Reference: Sections 19201, 19220, 19250, 19251 and 19253, Elections Code.~~

~~20842. Manual Recounts of Ballots Cast on Direct Recording Electronic Voting Systems Using Voter Verified Paper Audit Trail Paper Copies.~~

~~The manual recount, using voter verified paper audit trail paper copies, shall include the following:~~

~~(a) If the direct recording electronic voting system used in the election subject to recount created continuous roll voter verified paper audit trail paper copies, the roll shall be re-spooled if necessary to permit the recount to begin at the start of the roll. The roll may not be cut to separate the voter verified paper audit trail paper copies of individual voters.~~

~~(b) One member of the special recount board shall be designated to review the voter verified paper audit trail paper copy and call out the vote results for the recounted contest from that paper copy. If it was printed and retained, this member shall begin by reviewing and verifying the zero results tape printed prior to the opening of the polls and before any votes were captured. The zero results tape, if it was printed and retained, shall also be reviewed and verified by the supervisor of the special recount board and by the requestor and spokespersons.~~

~~(c) The board member designated to review and call out the vote results shall then proceed to review the voter verified paper audit trail paper copies in succession, calling out each ballot in turn and stating how the ballot was voted in the challenged contest until either 10 or 25 (at the discretion of the elections~~

official) have been called out. If there is no legible voter verified paper audit trail paper copy for a ballot due to a malfunction of the voter verified paper audit trail printer, the elections official shall print the ballot image for that ballot from the memory device used by the direct recording electronic voting system to record the ballot. The board member designated to review and call out the votes shall review the printed ballot image and shall state how the ballot was voted in the challenged contest.

(d) Two members of the special recount board shall record the votes stated, marking hashes in succession on their individual tally sheets. The board member designated to call out the votes shall announce when either 10 or 25 votes (at the discretion of the elections official) have been called out, and the recorders shall confirm that their vote counts match exactly. If the vote counts match exactly, the board member reviewing and calling out the vote results shall draw a distinct line on the continuous voter verified paper audit trail roll between the individual voter verified paper audit trail paper copy containing the 10th or 25th counted vote and the individual voter verified paper audit trail paper copy for the next voted ballot, and the tally shall continue forward for the next 10 or 25 counted votes. If the vote counts do not match exactly, then the count for the last interval of voter verified paper audit trail paper copies shall be stricken from their tally sheets and those voter verified paper audit trail paper copies recounted.

(e) The individual voter verified paper audit trail paper copies or printed ballot images shall be displayed to permit the requestor, spokespersons and observers to view the contest subject to recount, either directly or indirectly, as the voter verified paper audit trail paper copy or printed ballot image is reviewed and called. Voter verified paper audit trail paper copies for ballots that were canceled or canceled and re-voted, shall be noted but not counted toward the vote results.

(f) A requestor or an authorized spokesperson may request to inspect any voter verified paper audit trail paper copy or printed ballot image. Tallying shall be halted while the voter verified paper audit trail paper copy or printed ballot image is presented to the requestor or spokesperson for closer inspection. At no time may any requestor or spokesperson touch or come into physical contact with any of the voter verified paper audit trail paper copies or printed ballot images. Tallying shall resume once the inspection is completed, which the requestor or spokesperson shall complete in a reasonable amount of time.

(g) Tallying shall continue in this manner, breaks and meal times excepted, until the entire continuous voter verified paper audit trail record has been reviewed and tallied.

(h) After all ballots of a direct recording electronic voting system have been reviewed and tallied from its voter verified paper audit trail paper copies and, where necessary, printed ballot images, the special recount board members who have been recording the votes shall independently calculate the total votes for each candidate or vote position on their tally sheets. When both have completed totaling, each shall announce his or her totals for that candidate or vote position. If both announce the identical vote total for each candidate or vote position in the recounted contest, the recount of that direct recording electronic voting system shall be deemed complete and the recount shall proceed with the continuous voter verified paper audit trail roll for the next direct recording electronic voting system with voted ballots for the challenged contest.

(i) If the special recount board members announce different vote totals for the candidate or position, the recount tallies recorded and announced for that candidate or position shall be examined. If the difference can be explained by the special recount board or supervisor, or by the elections official or his or her designee, it shall be corrected on the tally sheet. A written explanation shall be made on an attachment to the tally sheet. In the event of an unexplained discrepancy, the results for that direct recording electronic voting system shall be discarded and the recount of that candidate or position shall start over.

~~(j) Once all the voter verified paper audit trail paper copies and, where necessary, printed ballot images containing votes for a precinct have been reviewed and tallied, the recount of that precinct shall be deemed complete and the results reported to the elections official.~~

~~Note: Authority cited: Section 12172.5, Government Code; **and** Sections 10 and 15601, Elections Code.~~

~~Reference: Sections 19250 and 19382, Elections Code.~~



Glossary of Election Terminology



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Purpose

This glossary contains nearly 1,300 terms and phrases used in the administration of elections in the United States. The main purpose of the glossary is to provide election officials with a comprehensive resource of common words and phrases used in the administration of elections. The establishment of uniform election terminology is beneficial for ensuring consistency when communicating with the public about elections and voting. However, because election procedures and terminology vary by jurisdiction, it is best to always refer to state and local election officials when a term differs with the definitions in this glossary.

Glossary of Election Terminology

A

Abandoned Ballot

Ballot that the voter did not place in the ballot box or record as cast on a direct electronic recording device (DRE) before leaving the polling place.

Absentee Application

An application to receive an absentee ballot.

Absentee Ballot

A ballot cast by a voter other than in-person on election day. Some jurisdictions use the term synonymous with mailed ballots while other jurisdictions use the term synonymous with early voting.

Absentee Ballot Request Form

A form used by a voter to request an absentee ballot.

Absentee Mail Process

A series of actions or steps taken when voting using an absentee ballot.

Absentee Procedures

The established series of actions taken by an election official to process absentee ballots.

Absentee Vote

A vote cast using an absentee ballot.

Absentee Voter

A voter who uses an absentee ballot to vote.

Absentee Voter Status

A term used by election officials when determining whether a voter is eligible for, applied for or voted using an absentee ballot.

Absolute Majority

More than 50%.

Acceptance Testing

Examination of a voting system by the purchasing election jurisdiction to validate the performance of delivered devices to ensure they meet procurement requirements, and that the delivered system is, in fact, the certified system purchased. This usually happens in a simulated-use environment.

Access Control

The process of granting or denying specific requests to obtain and use information, and related information processing services, and enter specific physical facilities.

Access Board

Independent federal agency whose primary mission is accessibility for people with disabilities and a leading source of information on accessible design.

Accessibility

Measurable characteristics that indicate the degree to which a system is available to, and usable by, individuals with disabilities. The most common disabilities include those associated with vision, hearing and mobility, as well as cognitive disabilities.

Accessibility Requirements

The set of laws, statutes and procedures that govern the voting process to ensure that voting is accessible to individuals with disabilities.

Accessible Facility

A location that meets all of the laws and statues to ensure that it is available and usable by individuals with disabilities.

Accessible Voting Station

Voting station equipped for individuals with disabilities.

Accreditation

Formal recognition that a laboratory is competent to carry out specific tests or calibrations.

Accreditation Body

(1) Authoritative body that performs accreditation. (2) An independent organization responsible for assessing the performance of other organizations against a recognized standard, and for formally confirming the status of those that meet the standard.

Accuracy

(1) Extent to which a given measurement agrees with an accepted standard for that measurement. (2) Closeness of the agreement between the result of a measurement and a true value of the particular quantity subject to measurement. Accuracy is a qualitative concept and is not interchangeable with precision.

Accuracy For Voting Systems

Ability of the system to capture, record, store, consolidate and report the specific selections and absence of selections, made by the voter for each ballot position without error. Required accuracy is defined in terms of an error rate that for testing purposes represents the maximum number of errors allowed while processing a specified volume of data.

Activation Device

Programmed device that creates credentials necessary to begin a voting session using a specific ballot style. Examples include electronic poll books and card activators that contain credential information necessary to determine the appropriate ballot style for the voter.

Active Registered Voter

A voter whose record is current with the appropriate election authority and is eligible to vote.

Active Status

A term used by election officials when a voter's record shows that the voter is eligible to vote. Active status may not be accurate if the facts have changed since a voter last updated their record.

Adjudication

Process of resolving cast ballots to reflect voter intent. Common reasons that ballots require adjudication include: write-ins, overvotes, marginal machine-readable mark, having no contest selections marked on the entire ballot, or the ballot being unreadable by a scanner.

Adjudicated Ballot

A voted ballot that contains contest selections that required adjudication.

Advance(d) Ballot

A ballot cast prior to election day.

Advisory Board Member

A member of an advisory board or panel.

Advisory Panel

A group of individuals and organizations that provides non-binding strategic advice to the management of a corporation, organization, or foundation.

Affidavit

A written statement confirmed by oath or affirmation.

Affidavit For Absentee Ballot

A form used by a voter to request an absentee ballot that is confirmed by oath or affirmation.

Affidavit of Circulator

A written statement confirmed by oath or affirmation by a person who gathered voters' signatures on a petition.

Affidavit of Identity

A document containing personally identifiable information used to verify your identity or signature.

Affidavit of Registration

A document containing personally identifiable information used to verify your identity or signature.

Affiliation

Officially associated with an organization. In terms of voting, this usually refers to voters registering to vote and formally associating themselves with a recognized political party.

Air gap

A physical separation between systems that requires data to be moved by some external, manual process. Denotes no connection to the internet or other digital networks.

Alert time

The amount of time that a voting device will wait for a detectable voter activity after issuing an alert, before going into an inactive state requiring election official intervention.

Alternative Format

Providing a different way of accessing information, such as an accessible ballot.

Americans With Disabilities Act (ADA)

The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life and all public and private places that are open to the general public.

Anonymous Contributions

Financial contributions made to an organized campaign, that do not require disclosure of the person or organization that made the contribution.

Appeal

(1) When parties to an action request that a higher authority review a formal decision. (2) A formal process by which the EAC is petitioned to reconsider an Agency Decision.

Appeal Authority

The individual or individuals appointed to serve as the determination authority on appeal.

Appeals Process

The process in which decisions are reviewed after an appeal to a decision has been requested.

Application for Ballot By Mail (ABBM)

A document used to request a ballot be mailed to a voter.

Appointed At Large

A member of a governing body who is appointed to represent a whole membership or population (notably a city, county, state, province, nation, club or association), rather than a subset.

Appointed Incumbent

A candidate who is currently serving in an office they were appointed to, and they are a candidate for election to the same office.

Appointed Member

A member of Congress who holds an office they were appointed to, and they are a currently a candidate for election to the same office.

Appointed To Serve Until Next General Election

A person who has been appointed by a governing authority to fill a vacancy in a public office, that will be on the ballot in the next General election.

Appointee

A person who has been appointed to a position in government by an appointing authority.

Appointing Authority

An officer or agency having power to make appointments to positions of public service.

Apportionment

Process of dividing membership or voters.

Appropriation

A sum of money or total of assets devoted to a special purpose.

Approval Voting

An electoral system where each voter may select any number of candidates, and the winner is the candidate approved by the largest number of voters. It is distinct from plurality voting, in which a voter may choose only one option among several, whereby the option with the most votes is chosen.

Assembly

The name given to various legislatures, especially lower houses or full legislatures in states in federal systems of government.

Assembly District

One of a fixed number of districts into which a state is divided, each district electing one member to the lower house of the state legislature.

Assembly Member

A person elected or appointed to the lower house of a state legislature.

Assistance to Vote

Voters with disabilities are allowed assistance from a person of their choice with limited exceptions.

Assistant of Voters

A poll worker or individual chosen by a voter to assist in the voting process.

Assistive Technology

An item used to increase, maintain, or improve the functional capabilities of persons with disabilities.

Asymmetric Cryptography

Encryption system that uses a public and private key pair for cryptographic operation. The private key is generally stored in a user's digital certificate and used typically to decrypt or digitally sign data. The public key is used typically to encrypt the data or verify its digital signatures. The keys could be used interchangeably as needed, that is, a public key can be used to decrypt data and the private key can be used to encrypt the data.

At Large

The whole membership or population (notably a city, county, state, province, nation, club or association), rather than a subset.

Attest

Be a witness to or formally certify.

Audio Ballot

A ballot in which a set of offices is presented to the voter in spoken form.

Audio Format

A ballot display format in which contest options and other information are communicated through sounds and speech.

Audio Function with Headset And Earphones

A ballot display format in which contest options and other information are communicated through sounds and speech.

Audio-Tactile Interface (ATI)

Voter interface designed to not require visual reading of a ballot. Audio is used to convey information to the voter and sensitive tactile controls allow the voter to communicate ballot selections to the voting system.

Audit

(1) Systematic, independent, documented process for determining the extent to which specified requirements are fulfilled. (2) A review of a system and its controls to determine its operational status and the accuracy of its outputs.

Audit Device

Device dedicated exclusively to independently verifying or assessing a voting systems' performance.

Audit Trail

Information recorded during election activities to reconstruct steps followed or to later verify actions taken with respect to election procedures and voting systems.

Audit Trail for Direct-Recording Equipment

Paper printout of votes cast, produced by direct-recording electronic (DRE) voting machines, which election officials may use to cross-check electronically tabulated totals.

Auditor

A person who is performing an audit of any part of the election process.

Authentication

Verifying the identify of a user, process, device, or component of a system, often as a prerequisite to allowing access to resources in an information system but can also refer to verifying the authenticity of voter or ballot.

Authorized Poll Agent

In certain states, a chairperson of an organized party committee, candidate or precinct committee who is appointed to observe an election.

Automated Voter Registration

Voter registration system whereby eligible voters are given the option to register to vote electronically whenever they interact with government agencies.

Automatic Voter Registration (AVR)

Under an automatic voter registration system, eligible voters are automatically registered to vote whenever they interact with government agencies (e.g., departments of motor vehicles).

Availability

The percentage of time during which a system is operating properly and available for use.

B

Ballot

The official presentation of all of the contests to be decided in a particular election. Either in paper or electronic format, the mechanism for voters to show their voter preferences.

Ballot Access

The ability to mark, cast, and verify a ballot privately and independently.

Ballot Board

A group of individuals appointed, usually by local authorities and charged with control of elections and voting procedure.

Ballot Box

A sealed container that holds ballots cast by voters.

Ballot Card

A card or a number of cards upon which are printed, or identified by reference to the ballot, the names of candidates for nomination or election to one or more offices or the ballot titles of one or more measures.

Ballot Cast

The final action a voter takes in selecting contest options and irrevocably confirming their intent to vote as selected. Examples include when a ballot has been deposited by the voter in the ballot box, mailbox, drop box or electronically submitted for tabulation.

Ballot Configuration

Particular set of contests to appear on the ballot for a particular election district, their order, the list of ballot positions for each contest, and the binding of candidate names to ballot positions.

Ballot Counter

Feature in a voting device that counts the votes cast in an election. This can also refer to a person who counts vote by hand.

Ballot Counting Logic

The software logic that defines the combinations of voter choices that are valid and invalid on a given ballot and that determines how the vote choices are totaled in a given election.

Ballot Data

A list of contests and associated options that may appear on a ballot for a particular election.

Ballot Designation

A description, name or formal title printed under a candidate's name on a ballot. May also include a candidate's political party or incumbent status.

Ballot Drop Box

A locked container, either indoor or outdoor, where voters can return an absentee ballot for collection directly by an election official.

Ballot Envelope

The official inner and outer envelopes used to transport absentee and mailed ballots.

Ballot Exhaustion

Refers to processing a ranked choice voting contest on a cast ballot, when that ballot becomes inactive and cannot be advanced in the tabulation for a contest because there are no further valid rankings on the ballot for continuing contest options.

Ballot Fatigue

Phenomenon where voters opt not to vote on races or issues appearing further down the ballot.

Ballot Format

The concrete presentation of the contents of a ballot appropriate to the particular voting technology being used. The contents may be rendered using various methods of presentation (visual or audio), language or graphics.

Ballot Harvesting

The act of collecting ballots, typically by a political party or nonprofit organization, for multiple voters and returning those ballots to an elections office on behalf of those voters. The legality of this practice varies by state, with some states allowing the practice, limiting who can return ballots on behalf of others or banning the practice completely.

Ballot Image

Electronically produced record of all votes cast by a single voter. Also, can mean a digital image of a voted ballot captured by a voting system or ballot tabulation device.

Ballot Instructions

Information provided to a voter that describes the procedures for marking the ballot. This information may appear directly on the paper or electronic ballot or may be provided separately.

Ballot Label

The portion of voting materials that contains information about voters, candidates, ballots, contests or other election data.

Ballot Layout

The concrete presentation of the contents of a ballot appropriate to the particular voting technology being used. The contents may be rendered using various methods of presentation (visual or audio), language or graphics.

Ballot Manifest

A catalog prepared by election officials listing all the physical paper ballots and their locations in sequence. This is a requirement for a Risk Limiting Audit but can be used to track ballot inventory and create an audit record for other types of audits.

Ballot Marking Device

A device that permits contest options to be reviewed on an electronic interface, produces a human-readable paper ballot, and does not make any other lasting record of the voter's selections.

Ballot Measure

(1) A question that appears on the ballot for approval or rejection. (2) A contest on a ballot where the voter may vote yes or no.

Ballot on Demand

A process that produces a paper ballot of the required ballot style with the contests and candidates specific to a voter. This process requires a system with a printer that can create paper ballots that can be tabulated on a voting system and device with all of the data needed to print a ballot style associated with a specific voter. Note: "ballot on demand" is a registered trademark of ES&S, but it is a term that is commonly used for similar systems.

Ballot Order

(1) The order in which contests and candidates appear on a ballot. The order candidates and issues appear on the ballot vary by state. (2) The term used when an election official requests a ballot printer to print a specific number of ballots.

Ballot Pamphlet

Official information about your ballot issued from an elections office, often referred to as a voter information guide.

Ballot Pickup

Refers to the act of collecting an absentee or mailed ballot, instead of returning it via drop box, through the mail, or delivery.

Ballot Position

A specific place in a ballot where a voter's selection for a particular contest may be indicated. Positions may be connected to row and column numbers on the face of a voting machine or ballot, particular bit positions in a binary record of a ballot (for example, an electronic ballot image), or the equivalent in some other form. Ballot positions are bound to specific contests and candidate names by the ballot configuration.

Ballot Preparation

Selecting the specific contests and questions to be contained in a ballot format and related instructions; preparing and testing election-specific software containing these selections; producing all possible ballot formats; and validating the correctness of ballot materials and software containing these selections for an upcoming election.

Ballot Production

Process of generating ballots for presentation to voters, for example, printing paper ballots, or configuring the ballot presentation for an electronic display.

Ballot Question

Proposals to enact new laws or constitutional amendments that are placed on the ballot for approval or rejection by voters.

Ballot Remake

A ballot substituted for a damaged or partially invalid ballot -- usually remade by a regulated process where the votes from the damaged or partially invalid ballot are duplicated onto another ballot that can be tabulated by a scanner.

Ballot Rotation

Process of varying the order of the candidate names within a given contest. This practice varies by state.

Ballot Scanner

Device used to read the voter selection data from a paper ballot or ballot card.

Ballot Secrecy

A set of rules and procedures to establish the fundamental right of voters in the United States to cast a secret ballot. These procedures ensure that no ballot can be associated with a voter, thereby allowing voters to mark their ballots freely and without fear of repercussion or reprisal.

Ballot Stub

A small strip, usually located at the top of a ballot, that is perforated with information about the ballot such as a serial number, the date of the election, and jurisdiction where the election is being held.

Ballot Stuffing

The act of casting illegal votes or submitting more than one ballot per voter when only one ballot per voter is permitted.

Ballot Style

A ballot with a specific set of contests and candidates for a particular precinct. Ballot styles vary based on which combination of contests and which party affiliation (in primary elections), that voters are eligible to participate in. Ballot style varies based on the contests voters are eligible to vote on and, during primary elections, their party affiliation.

Ballot Title

(1) The official short summary of a ballot measure that appears on a ballot. (2) The ballot title typically includes the election date and type (Special, Primary, or General) of election.

Ballot Types

A ballot with a specific set of contests and candidates for a particular precinct. Ballot styles vary based on which combination of contests and which party affiliation (in a primary election), that voters are eligible to participate in.

Barcode

An optical and machine-readable representation of data as a sequence of bars and spaces that conform to accepted standards. A QR code is an example of a barcode.

Barcode Reader

Device used to scan barcodes and convert the encoded information into a usable format. Barcode readers are used to scan codes on a variety of election materials including ballots, driver's licenses, voter ID cards, voter information packets, envelopes, and other election documents.

Baseline Voting

A vote variation in which the candidate with the most votes wins. In single-seat contests, the voter may only select one contest option. In multi-seat contests, the voter may select up to the number of contests specified on the ballot.

Batch

A collection of paper ballots gathered as a group for tabulation and auditing.

Batch-fed scanner

- An electronic voting device that:
- accepts stacks of hand-marked or BMD-produced paper ballots and automatically processes them until the stack is empty;
- is usually used at an election jurisdiction's central location;
- is mostly commonly used to process absentee ballots;
- usually has input and output hoppers for ballots;
- scans a ballot and rejects it if either unreadable or un-processable;
- detects, interprets, and validates contest selections;
- detects and sorts (either digitally or physically) ballots that are unreadable or unprocessable, or that contain undeterminable selections, marking exceptions, or write-ins; and
- tabulates and reports contest results as required.

Benchmark

Quantitative point of reference to which the measured performance of a system or device may be compared.

Bicameral

A legislative body having two branches or chambers.

Biennial

Taking place every other year. Federal elections take place biennially in even-numbered years.

Biennium

A specified period of two years.

Bilingual Requirements

The list of laws and regulations that determine which election materials need to be available in languages other than English.

Blank Ballot

An issued ballot without any selections made.

Blank Space

An area on the ballot typically used by voters to write in a name that is not already pre-printed with the other candidate's name on the ballot for that contest.

Blanket Primary

Primary election wherein a voter may vote for candidates from any party, regardless of the political party affiliation of the voter or candidates.

Blind

Very limited or lack of vision.

Block Voting

A system in which a voter can select as many candidates as there are open seats.

Board (Election)

A group of individuals working together to complete an elections task. Examples include Precinct Boards, Canvassing Boards, Auditing Boards, among others.

Board of Canvassers

A group of individuals working together, following specific rules and procedures, to compile, review, and validate election materials.

Board of Commissioners

The governing body of a county in many U.S. states, especially in the Midwest and the East, consisting of members elected by the voters.

Board of Directors

A board that manages the affairs of an institution or local government.

Board of Elections

A group of individuals appointed, usually by local authorities, and charged with control of elections and voting procedures.

Board of Registrars

A group of individuals appointed, usually by local authorities and charged with control of elections and voting.

Board of Supervisors

The governing body of a county in many U.S. states, especially in the West, consisting of members elected by the voters.

Bond

A debt in which the authorized issuer owes the holders a debt and is obliged to repay the principal and interest at a later date. Bonds questions may be placed on local ballots to approve or deny a bond and, if approved by voters, the bond may be repaid through the collection of property taxes within a determined jurisdiction, school district, or special district. Ballot questions may be placed on Statewide ballots and, if approved by voters, the bond is repaid with taxes or fees collected by the State.

Bond Election

An election where a proposal to allow a state or local government to approve additional spending in which a debt and obligation are repaid with interest appears on the ballot for voters to decide on.

Bond Issue

A proposal to allow a state or local government to approve additional spending in which a debt and obligation are repaid with interest.

Bond Proposition

When a state or local government places a question before the voters as a ballot measure, asking them to approve additional proposed spending using a bond.

Bond Referendum

A proposal to repeal a law authorizing a bond that was previously enacted by a governing body, and that is placed on the ballot to be approved or rejected by voters.

Borough

A town, village, or part of a large city that has its own government.

Boundary Line

The line that divides a precinct, city, or other political unit from another.

Braille Voting Instructions

Voting instructions written in characters that are represented by patterns of raised dots which are read through touch.

Butterfly Ballot

A ballot that has the names of candidates down both sides of a ballot, with a single column to mark choices down the middle.

C

Call an Election

When an authorized government authority proclaims that an election will take place at a particular time.

Campaign

A series of democratic activities to influence a political vote for or against candidates or ballot questions.

Campaign Contributions

Anything of value given, loaned or advanced to influence a political vote for or against candidates or ballot questions.

Campaign Disclosure

The act of reporting campaign contributions.

Campaign Expense Report

Report that details political expenses required to be filed by a governing authority.

Campaign Finance

The act of raising and spending funds for political purposes.

Campaign Finance Disclosure Statements

Reports that detail political contributions and expenses required to be filed by a governing authority.

Campaign Finance Laws

A set of laws that detail the rules and regulations for raising and spending funds and contributions for political purposes.

Campaign Finance Report

Reports that detail political contributions and expenses required to be filed by a governing authority.

Campaign Finance Reporting Requirements

A set of requirements that detail the rules and regulations for raising and spending funds and contributions for political purposes.

Campaign Materials

The documents, resources and other materials used to influence a political vote for or against candidates or ballot questions. Campaign materials may include t-shirts, buttons, bumper stickers, yard signs, and other printed materials.

Campaign Signs

A sign advertising a particular vote.

Cancellation Notices

Written messages to voters informing them they have been removed from voter registration lists.

Cancellation of Registration

The act of removing a voter from a voter registration list.

Cancelled Voter Status

A term used by election officials when a voter's record shows that the voter has been removed from the voting rolls.

Candidacy

The state of being a candidate.

Candidate

A person who is seeking nomination or election to a specified office and who either has met the legal requirements to have his/her name printed on the ballot or is eligible to have his/her name written in on the ballot and counted as the voter's choice for the contest. Note - federal campaign finance and some states do not require a person to have filed petitions to be considered a candidate. Raising money alone can make you a candidate.

Candidate Committee

A group of individuals organized for political purposes to support or oppose candidates for public office.

Candidate Nomination Procedures

The official procedures to propose an individual to be considered for public office.

Candidate Petitions

A formal written document signed by registered voters to request the names of candidates be placed on election ballots .

Candidate Registration

The act of completing the required paperwork to become a certified candidate for public office.

Candidate Roster

A formal list of candidates.

Candidate Statement

A written summary of information about a candidate for public office for the purposes of influencing voters.

Candidate Withdrawal

When a person announces a candidacy or files for an election but later decides—by their own choice—not to appear on the final ballot.

Candidate Withdrawal Periods

The time frame when an individual may remove their name from the list of candidates for public office.

Candidates List

Official listing of all qualified candidates for a public office up for election.

Canvass

(1) Aggregating or confirming every valid ballot cast and counted, which includes absentee, early voting, Election Day, provisional, challenged, and uniformed and overseas citizen. (2) Solicit votes.

Canvass Report

A detailed report of activities and information about the canvass of an election.

Canvassing Board

A group of individuals working together, following specific rules and procedures, to compile, review and validate election materials.

Carry an Election

To win an election.

Cast

The final action a voter takes in selecting contest options and irrevocably confirming their intent to vote as selected.

Cast Ballot

A ballot has been deposited by the voter in the ballot box, mailbox, drop box or electronically submitted for tabulation.

Cast Vote Record

Permanent record of all votes produced by a single voter whether in electronic, paper or other form. Also referred to as ballot image when used to refer to electronic ballots.

Cast Your Ballot (Cast Your Vote)

The act of a voter to place their completed paper ballot in a ballot box, to confirm and record their choices on a touch screen voting device at a voting location, to place a completed ballot in the mail or a drop box or to send a completed ballot through electronic transmission to an elections office. Once a ballot is cast, it usually cannot be changed.

Catastrophic System Failure

Total loss of function or functions, such as the loss or unrecoverable corruption of voting data or the failure of an on-board battery of volatile memory.

Caucus

(1) A closed meeting of a group of persons belonging to the same political party or faction usually to select candidates or to decide on policy. (2) A group of people united to promote an agreed-upon cause.

Caucus Election

A meeting at which local members of a political party register their preference among candidates running for office or select delegates to attend a convention.

Caucus System

Rules and regulations that determine the process for a meeting at which local members of a political party register their preference among candidates running for office or select delegates to attend a convention.

Central Absentee Precinct

A central absentee precinct (CAP) is a precinct established in the courthouse or other public building in a county or city for the receiving, counting, and recording of absentee ballots cast in the county or city.

Central Committee

The organization of the central or executive committees of the political parties in a county, state, or other political subdivision.

Central Count

An act of tabulating ballots from multiple precincts at a central location.

Central Count Process

The rules and regulations followed when tabulating ballots from multiple precincts at a central location.

Central Count Voting System

A voting system that tabulates ballots from multiple precincts at a central location. Voted ballots are placed into secure storage at the polling place. Stored ballots are transported or transmitted to a central counting place which produces the vote count report.

Central Counting Station

A site used to check in, process or tabulate ballots from multiple precincts as a central location.

Central Reporting Device

Electronic voting device that consolidates and reports vote totals from multiple precincts at a central location.

Central Voter Register List

A list of voters maintained in a single, uniform, official, computerized statewide database of registered voters.

Centralized Voter Registration Database (CVR)

A single, uniform, official, computerized statewide database of registered voters.

Certificate

An official document attesting a certain fact.

Certificate of Circulator

A written statement confirmed by oath or affirmation by a person who gathered voter's signatures on a petition.

Certificate of Election

A written statement confirming that a candidate was elected to public office.

Certificate of Error

A written statement detailing an election error.

Certificate of Nomination

A written statement confirming that a candidate received one of the highest numbers of votes for public office, usually indicating they will be moving on to a general or run-off election.

Certificate of Permanent Disability

A form completed by a licensed or certified health professional, or designated agency attesting to an individual's disability.

Certificate of Registration

An official, sworn statement by an elections office to attest that a citizen is a registered voter.

Certificate of Restoration

A certificate issued by a judicial system to restore voting rights.

Certification

Procedure by which a third party gives written assurance that a product, process, or service conforms to specified requirements.

Certification of Election

A written statement attesting that the tabulation and canvassing of the election is complete and accurate.

Certification of Official Election Results

A written statement attesting that the election results are a true and accurate accounting of all votes cast in a particular election.

Certification of Signatures

A written statement attesting that the number of signatures on a petition counted as valid or rejected is a true and accurate accounting of the facts.

Certification Requirements

The laws and regulations that govern the conditions that are essential elements to certify an elections or voting process.

Certification Testing

Testing performed under either national or state certification processes to verify voting system conformance to requirements.

Certified Election Results

Final vote tallies that have been attested as true and accurate by the official responsible for confirming their accuracy.

Certify

The act of a third party giving written assurance that a product, process or service conforms to specified requirements.

Chad

A small piece of wastepaper produced by punching a hole in punched card or tape.

Chain of Custody

A process used to track the movement and control of an asset through its lifecycle by documenting each person and organization who handles an asset, the date/time it was collected or transferred, and the purpose of the transfer.

Challenge

Questioning the eligibility of a voter to cast a ballot, or to accept a ballot for counting.

Challenged Ballot

Ballot voted by an individual whose eligibility to vote has been questioned by another (typically an election official). The ballot is held until the reason for the challenge is resolved.

Challenged Voter

A voter whose eligibility to cast a ballot has been questioned.

Challenger

An individual or official who questions the eligibility of a voter to cast a ballot, or to accept a ballot for counting.

Change in Political Affiliation

The act of a voter re-registering to vote with a different political preference or association.

Change of Address

The act of a voter re-registering to vote to update their residence or mailing address. Voters can also update their address at approved government agencies such as the Department of Motor Vehicles and the United States Postal Service.

Change of Party

The act of a voter re-registering to vote with a different political preference or association.

Charter

A written document by a legislative authority, such as a City or County, that defines the laws and regulations of that body.

Charter Amendment

An amendment to a written document that has been adopted by a legislative authority, such as a City or County, that modifies its organizing charter.

Check the Box

The act of marking a vote on a ballot.

Chief Election Officer

The official responsible for overseeing elections in a jurisdiction.

Chief Inspector

The official responsible for the proper and orderly voting at a polling location or an election process.

Chief State Election Officer

The official responsible for overseeing elections in a state.

Circulate

The act of attempting to gather signatures from voters for initiatives, referendums, or candidates.

Circulation

The process of gathering signatures for initiatives, referendums or candidates.

Circulator

A person who presents petitions to voters to gather signatures for initiatives, referendums, or candidates.

Circulator Statement

A written statement confirmed by oath or affirmation by a person who gathered voter's signatures on a petition.

Citizen

A person who, by place of birth, nationality of one or both parents, or naturalization is granted full rights and responsibilities as a member of a nation or political community, including the right to vote if not otherwise ineligible.

Citizen Initiatives

The procedure by which citizens can propose a law directly to a governing body.

City

An incorporated local government body within a state.

City Charter

A written document by a City that defines the laws and regulations of that body.

City Clerk

A city official who is responsible for election administration for a city.

City General Municipal Election

A regular election of candidates and measures within a city.

City Ordinance

A law passed by a city.

City Special Municipal Election

An election held other than a regularly scheduled primary or general election within a city.

Claim of Conformance

Statement by a vendor declaring that a specific product conforms to a particular standard or set of standard profiles; for voting systems, NASED qualification or EAC certification provides independent verification of a claim.

Clerk

An official responsible for administering an election or an election process.

Clerk of Absentee Voting

An official responsible for overseeing absentee voting or a portion of the absentee voting process.

Close of Registration

The last day that a citizen can register to vote or update their voter registration before an election.

Closed Primary

Primary election in which voters receive a ballot listing only those candidates running for office in the political party with which the voters are affiliated. In some states, non-partisan contests and ballot issues may be included.

Code of Conduct

A set of rules outlining the norms, rules, and responsibilities or proper practices of an individual or organization.

Code of Conduct of Elected Officials

A set of rules outlining the norms, rules, and responsibilities or proper practices of election officials.

Combined Precinct

Two or more precincts treated as a single precinct for a specific election.

Commercial Off-The-Shelf (COTS)

Software, firmware, device, or component that is used in the United States by many different people or organizations for many different applications other than certified voting systems and that is incorporated into the voting system with no manufacturer- or application-specific modification.

Common Data Format

Standard and practice of storing and creating data in a common, described format that can be read by other systems.

Common Industry Format (CIF)

Refers to the format described in ANSI/INCITS 354-2001 "Common Industry Format (CIF) for Usability Test Reports."

Component

Element within a larger system; a component can be hardware or software. For hardware, it is a physical part of a subsystem that can be used to compose larger systems (e.g., circuit boards, internal modems, processors, computer memory). For software, it is a module of executable code that performs a well-defined function and interacts with other components.

Computer Judge

Vote center election worker who checks the voter's ID and signature, and processes the voter in the electronic poll book.

Conditional Voter Registration

Some states use this term to define the action of an individual registering and casting a provisional ballot after the statutory deadline, but whose eligibility or registration status could not be confirmed when they present themselves to vote.

Conduct an Election

The act of managing, running, and overseeing an election.

Configuration Management

Discipline applying technical and administrative direction and surveillance to identify and document functional and physical characteristics of a configuration item, control changes to these characteristics, record and report change processing and implementation status, and verify compliance with specified requirements.

Configuration Management Plan

Document detailing the process for identifying, controlling and managing various released items (such as code, hardware and documentation).

Configuration Status Accounting

An element of configuration management, consisting of the recording and reporting of information needed to manage a configuration effectively. This includes a listing of the approved configuration identification, the status of proposed changes to the configuration, and the implementation status of approved changes.

Confirmation Mailing

A notice mailed to a voter to confirm changes made to their information on a voter list. The notice may request that the voter take an action to confirm that the information contained in the notice is accurate.

Confirmation Notice

A notice mailed to a voter to confirm changes made to their information on a voter list. The notice may request that the voter take an action to confirm that the information contained in the notice is accurate.

Conformance

Fulfilling specified requirements by a product, process, or service.

Conformance Testing

Process of testing an implementation against the requirements specified in one or more standards. The outcomes of a conformance test are generally a pass or fail result, possibly including reports of problems encountered during the execution. Also known as certification testing.

Congressional District

The area within the boundaries of a state which a member of the U.S. House of Representatives is elected.

Congressional Election

An election when voters participate to election their U.S. House of Representative.

Connect the Arrow

On certain ballots, voters are instructed to draw a single line to connect the head and tail of the arrow that points to the choice to vote for a candidate or measure, instead of filling in a bubble or marking an X.

Consolidated Election

An election where more than one jurisdiction is holding an election on the same day, and participating jurisdictions take an official action to combine elections on the same ballot.

Consolidated Precinct

Two or more precincts treated as a single precinct for a specific election.

Consolidated Primaries

An election where more than one jurisdiction is holding an election on the same day, one of which is a scheduled primary election, and participating jurisdictions take an official action to combine elections on the same ballot.

Constituent

A person who is represented politically by a designated government official or officeholder, especially when the official is one that the person represented has the opportunity to participate in selecting through voting.

Constitution

The basic principles and laws of a nation, state, or social group that determine the powers and duties of the government and guarantee certain rights to the people in it.

Contest

(1) A single decision or set of associated decisions being put before the voters (for example, the option of candidates to fill a particular public office or the approval or disapproval of a constitutional amendment). This term encompasses other terms such as “race,” “question,” and “issue” that are sometimes used to refer to specific kinds of contests. (2) A legal challenge of an election outcome.

Contested Races

An election contest with more candidates than there are vacancies for that election.

Continue Voting

Terminology used in some electronic voting systems or ballot marking devices to indicate that the voter either has more selections or has not cast their ballot.

Contribution

Anything of value given, loaned or advanced to influence a political vote for or against candidates or ballot questions.

Contribution Limit

The maximum amount that an individual or organization may give, loan or advance to influence a political vote for or against candidates or ballot questions.

Contributions and Expenses Reports

Reports that detail political contributions and expenses required to be filed by a governing authority.

Contributions and Spending Limits

The regulations that govern the maximum amount that a candidate or committee can spend to influence a political vote and that an individual or organization may give, loan or advance to influence a political vote for or against candidates or ballot questions.

Controls

A device, procedure, or subsystem, which when properly designed and implemented, ensures correctness of operation in a system. Common controls include completeness of processing checks, authentication of users, and accuracy in processing. Controls can be preventative (prevent anomalies from occurring) or paired, detective and corrective controls.

Corrective Action

Action taken to eliminate the causes of an existing deficiency or other undesirable situation in order to prevent recurrence.

Council District

The area within the boundaries of a state which a member of a City or Town Council is elected.

Count

Process of totaling votes.

Counted Ballot

Ballot that has been processed and whose votes are included in the candidates and measures vote totals.

County

A political and administrative division of a state, providing certain local government services.

County Auditor

A county official, in some states, who is responsible for election administration for a county.

County Board of Election

A group of individuals charged with control of elections and voting procedures for a county.

County Board of Supervisors

The governing body of a county in many U.S. states, especially in the West, consisting of members elected by the voters.

County Clerk

A county official who is responsible for election administration for a county.

County Commission

The governing body of a county in many U.S. states, especially in the Midwest and the East, consisting of members elected by the voters.

County Election Commission

A group of individuals appointed, usually by local authorities and charged with control of elections and voting procedure.

County Election Officer

An official who is responsible for election administration for a county.

County Election Precinct

Election administrative division corresponding to a geographic area that is the basis for determining which contests the voters legally residing in that area are eligible to vote on.

County Elections Officials

Officials who are responsible for election administration for a county.

County Measure

A law, issue, or question that appears on a ballot for voters of a county to decide on.

County Recorder

A county official, in some states, who is responsible for election administration for a county.

County of Residence

The county in a state or territory in which, at the time a person or receives services, the person is living and has established an ongoing presence for a permanent or indefinite period of time.

County Special District

A political subdivision of a county established to provide a single public service (such as water supply or sanitation) within a specific geographic area.

Competency Order

An order issued by a court determining whether a person has the mentally capacity to vote.

Critical Infrastructure

The physical and cyber systems and assets that are so vital to the United States that their incapacity or destruction would have a debilitating impact on our physical or economic security or public health or safety.

Cross-Filing

Endorsement of a single candidate or slate of candidates by more than one political party. The candidate or slate appears on the ballot representing each endorsing political party. Also referred to as cross-party endorsement.

Cross-party endorsement

Endorsement of a single candidate or slate of candidates by more than one political party. The candidate or slate appears on the ballot representing each endorsing political party.

Crossover Voting

The act of a voter participating in a partisan primary election of a party that they are not officially registered or affiliated with.

Cryptographic Key

Value used to control cryptographic operations, such as decryption, encryption, signature generation or signature verification.

Cryptography

Discipline that embodies the principles, means, and methods for the transformation of data in order to hide their semantic content, prevent their unauthorized use, prevent their undetected modification and establish their authenticity.

Cumulative Voting

A vote variation used in a multiple seat contest where a voter is permitted to distribute a specified number of votes to one or more contest options. Two major variations are used in US elections, one of which may result in fractional votes.

Curbside Voting

When a voter cannot enter a polling place, in some jurisdictions election officers are authorized to assist a voter with voting and casting a ballot outside of the polling place.

Cure

The process of fixing an error or providing information to an elections office when your ballot has originally been rejected for counting.

Cured Ballot

A ballot that was originally rejected for an error or because it was missing required information but was ultimately counted because the voter corrected the error or supplied the required information.

Cure Period

The time period authorized by law or regulations that a voter has to provide required information to allow a ballot to be counted that was originally rejected. This process is often authorized when signatures on ballot envelopes do not compare to signatures on voter registration cards, or if a voter forgets to sign their ballot envelope.

Current Resident Address

The address where you are current living.

Custodian

Person with the responsibility for protecting information assets.

Cybersecurity

Measures taken to protect computer systems and data from attack and unauthorized access or use.

D

Damaged Ballot

A ballot that has been torn, bent, or otherwise mutilated or rendered unreadable such that it cannot be processed by the ballot tabulating equipment designed for use with the ballot.

Data Accuracy

(1) Data accuracy is defined in terms of ballot position error rate. This rate applies to the voting functions and supporting equipment that capture, record, store, consolidate and report the specific selections, and absence of selections, made by the voter for each ballot position. (2) The system's ability to process voting data absent internal errors generated by the system. It is distinguished from data integrity, which encompasses errors introduced by an outside source.

Data Integrity

Invulnerability of the system to accidental intervention or deliberate, fraudulent manipulation that would result in errors in the processing of data. It is distinguished from data accuracy which encompasses internal, system-generated errors.

Data Security

The practice of protecting digital information from unauthorized access, corruption, or theft throughout its entire lifecycle.

Deadline for Voting

The latest time and date that a citizen can vote.

Deaf

Hearing loss so severe that there is very little or no functional hearing.

Decertification

Revocation of national or state certification of voting system hardware and software.

Declaration of Assistance to Vote

A form completed by a disabled voter to either request or deny assistance during the voting process.

Declaration of Candidacy

The act of completing the required paperwork to become a candidate for public office.

Declaration of Intent

The act of completing the required paperwork to declare a person's intent to become a candidate for public office.

Declaration of Intent to Solicit and Receive Contributions

A document filed with a governing authority to declare a person's intent to raise and spend political contributions.

Declaration of Write-in Candidate

A document filed with a governing authority to declare a person's intent to seek election to an office where their name will not be pre-printed on a ballot but need a voter to write in the candidate's name on a blank space for that contest.

Decryption

Process of changing encrypted text into plain text.

Defective Ballot

A ballot that has been torn, defaced, or marked in a way that it cannot be tabulated by a scanner.

Defense-In-Depth

Multiple levels of logical and physical security measures that deny a single point of security failure in a system. Also called the "Castle" approach.

Delegate

An authorized person sent to represent others, in particular an elective representative.

Democracy

A government in which the supreme power is vested in the people and exercised by them directly or indirectly through a system of representation usually involving periodically held free elections.

Deputy

A person who is empowered or authorized to act on behalf of a person in authority. Election officials can administer an oath to citizens to carry out official election duties as their deputies in some States.

Designation

A description, name, or formal title. In some jurisdictions, a candidate may submit a descriptive designation to be printed under their name on the ballot.

Device

Functional unit that performs its assigned tasks as an integrated whole.

Digital Certificate

A technology by which systems and their users can employ the security applications of Public Key Infrastructure (PKI). PKI is a set of roles, policies, and procedures needed to create, manage, distribute, use, store, and revoke digital certificates and manage public-key encryption.

Digital Signature

An asymmetric key operation where the private key is used to digitally sign an electronic document and the public key is used to verify the signature. Digital signatures provide data authentication and integrity protection.

Digitize

To convert analog data to digital format for storage and use on a computer. The digital form of the character "A" is the byte: 01000001 (ASCII value 65). Any data stored in a computer must be digitized.

Direct Democracy

A form of democracy in which citizens decide on policy initiatives directly, such as when voters decide on initiative, propositions, and referendums.

Direct Primary

A primary election in which members of a party nominate its candidates by direct vote.

Direct Recording Electronic (DRE)

A vote capture device that allows electronic presentation of a ballot, electronic selection of valid contest options, and electronic storage of contest selections as individuals vote. It also provides a summary of these contest selections.

Direct Recording Electronic (DRE) Voting System

An electronic voting system that utilizes electronic components for the functions of ballot presentation, vote capture, vote recording, and tabulation which are logically and physically integrated into a single unit. A DRE produces a tabulation of the voting data stored in a removable memory component and in printed hardcopy.

Directly Verifiable

Voting system feature that allows the voter to verify at least one representation of their ballot with their own senses, not using any software or hardware intermediary. Examples include a Marksense paper ballot and a DRE with a voter verifiable paper record feature.

Directory

A file storage architecture in which individual files are stored in separate, hierarchical directories. The directory is the map to where the file is stored. Most systems will store files in a default directory unless otherwise specified.

Disability

With respect to an individual: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; (3) being regarded as having such an impairment (definition from the Americans with Disabilities Act).

Disabled

An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

Disabled Voters

Voters that may require assistance during the election process to interact with systems not designed using universal design.

Discrimination

Unequal treatment.

Disenfranchise

To deprive someone of the right to vote.

Displaced Voters

Voters who have had to leave their homes, typically because of a natural disaster.

Disqualification

The action of disqualifying a candidate or voter from participating in an electoral process.

Disqualify

Pronounce someone ineligible for an office or unable to participate in an electoral process.

Disqualifying

An action or offense that makes a candidate or voter unable to participate in an electoral process.

Distribution of Contributions

The detailed expenses of political candidate or campaign.

District

A political subdivision established within a specific geographic area.

District Lines

The lines that divide Districts from one another.

District Number

The number assigned to a political district.

District Office

An office of the federal or state government that is not voted on statewide.

Double Voting

When a voter votes more than one ballot.

Download

An act or instance of transferring something (such as data or files) from a usually large computer to the memory of another device (such as a smaller computer) to transfer (data, files, etc.) from one location (such as a large computer or the cloud) to another (such as a smaller computer, smartphone, or storage device).

Dox

Publishing damaging or defamatory information about an individual or organization on the Internet.

Drop Box

A locked container, either indoor or outdoor, where voters can return a mailed ballot for collection directly by an election official.

Duplicate Ballot

A ballot substituted for a damaged or partially invalid ballot. Duplicate ballots are usually remade by a regulated process where the votes from the damaged or partially invalid ballot are duplicated onto another ballot that can be tabulated by a scanner.

Duplicate Records

Identical rows of information or documents.

Duplicate Registrations

An application to register to vote from a person already registered to vote at the same address, under the same name and personal information.

Duty Station

An assigned work location.

Dynamic Password

A password that changes at a defined interval or event.

Dynamic Voting System Software

Software that changes over time once it is installed on the voting equipment.

E

E-pollbook

Device that partially automates the process of checking in voters, assigning them the correct ballot style, and marking voters who have been issued a ballot. May be used in place of a traditional paper poll book. E-pollbooks can stand alone at the precinct with a separate copy of the registration list or can be networked into a central voter registration system where they can check and update voter records in real time.

Early Voting

Voting before election day where the voter completes the ballot in person at an elections office or other designated polling site prior to election day. Early voting can also include voting with a mailed or absentee ballot prior to election day.

Early Voting Ballot Board

A group of individuals, authorized by local authorities, who are charged with participating in or observing elections and voting procedures prior to election day.

Early Voting Clerk

An official responsible for overseeing early voting.

Elect

The act of choosing a person to hold public office through a public election.

Elected

Candidates who received the highest or requisite number of votes in an election for public office.

Elected Office

An office that is filled primarily or exclusively via election.

Elected Officials

Individuals who have been elected to hold public office or candidates appointed in lieu of being elected to a public office.

Elected to Fill Unexpired Term

Elected positions have set terms of usually two, four, or six years. If there is a vacancy in the middle of a term, a candidate will be elected and only hold office until the end of the original term. For example, if an elected official retired one year into a four-year term, the next candidate would be elected to fill the remaining three years.

Election

A formal process of selecting a person for public office or of accepting or rejecting a political proposition by voting.

Election Administration Process

The act of managing, running, and overseeing an election.

Election Assessment

An evaluation and analysis of any election or voting process.

Election Assistance Commission

Election Assistance Commission was created by the Help America Vote Act (HAVA) to assist the states regarding HAVA compliance and to distribute HAVA funds to the states. The EAC is also charged with creating voting system guidelines and operating the federal government's first voting system certification program. The EAC is also responsible for maintaining the National Voter Registration form, conducting research, and administering a national clearinghouse on elections that includes shared practices, information for voters, and other resources to improve elections.

Election Authority

The official responsible for overseeing elections in a jurisdiction.

Election Ballot

The official presentation of all of the contests to be decided in a particular election. Either in paper or electronic format, the mechanism for voters to show their voter preferences.

Election Board

A group of individuals appointed, usually by local authorities, and charged with control of elections and voting procedure.

Election Calendar

The official list of key dates and voting deadlines for an election.

Election Campaign

A series of democratic activities to influence a political vote for or against candidates or ballot questions.

Election Certification

The act of confirming the final official results of a jurisdiction's election. This event occurs after results from valid ballots are tallied from all sources (election day, absentee voting, early voting, provisional ballots, etc.) and results are validated and approved by those legally responsible.

Election Clerk

Any person who is involved with administering or conducting an election, including government personnel and temporary election workers. This may include any county clerk and recorder, election judge, member of a canvassing board, central election official, election day worker, member of a board of county commissioners, member or secretary of a board of directors authorized to conduct public elections, representative of a governing body, or other person engaged in the performance of election duties as required by the election code.

Election Code

The official laws that govern the electoral process.

Election Commission

A group of individuals appointed, usually by local authorities, and charged with overseeing elections and voting procedure.

Election Contest

A single decision or set of associated decisions being put before the voters (for example, the option of candidates to fill a particular public office or the approval or disapproval of a constitutional amendment). This term encompasses other terms such as “race,” “question,” and “issue” that are sometimes used to refer to specific kinds of contests. A single ballot may contain one or more contests.

Election Contribution

Anything of value given, loaned, or advanced to influence a political vote for or against candidates or ballot questions.

Election Databases

Data file or set of files that contain geographic information about political subdivisions and boundaries, all contests and questions to be included in an election, and the candidates for each contest.

Election Day

The last day on which voters may cast a ballot. Absentee ballots and early voting ballots may be cast in advance of Election Day.

Election Definition

Definition of the contests and questions that will appear on the ballot for a specific election.

Election District

Contiguous geographic area represented by a public official who is elected by voters residing within the district boundaries. The district may cover an entire state or political subdivision, may be a portion of the state or political subdivision, or may include portions of more than one political subdivision.

Election Division

The department of government charged with administering elections.

Election Equipment

All of the necessary items to conduct elections and voting. This can include technology such as electronic poll books, voting machines, and other non-technical equipment including voting booths and voting signs.

Election Fraud

The misrepresentation or alteration of the true results of an election.

Election Inspector

The official responsible for the proper and orderly voting at a polling location or an election process.

Election Integrity

An election that is professional, impartial, and transparent in its preparation and administration throughout the electoral cycle.

Election Judge

The official responsible for the proper and orderly voting at a polling location or an election process.

Election Jurisdiction

A geographical area to which a practical authority has been granted to administer elections for political or administrative offices. Areas of jurisdiction apply to local, state, and federal levels. States, counties, cities, towns, and townships are all examples of jurisdictions.

Election Kit

A set of items that election officials need to assist voters at a voting location.

Election Law

The official laws that govern the electoral process.

Election Management System

Set of processing functions and databases within a voting system that defines, develops and maintains election databases, performs election definitions and setup functions, format ballots, count votes, consolidates and report results, and maintains audit trails.

Election Materials

Items needed to assist voters and conduct an election.

Election Night Tabulation

The act of tabulating votes on the night of the election, after the polls have been closed for voting.

Election Officer

An official responsible for administering an election or an election process.

Election Officials

The people associated with administering and conducting elections, including government personnel and poll workers.

Election Order

A legal term used when an authorized government authority proclaims that an election will take place at a particular time.

Election Precinct

Election administration division corresponding to a contiguous geographic area that is the basis for determining which contests and issues the voters legally residing in that area are eligible to vote on.

Election Precinct Officer

The official responsible for the proper and orderly voting at a polling location or an election process.

Election Programming

Process by which election officials or their designees use voting system software to logically define the ballot for a specific election.

Election Registrar

An official who is responsible for election administration.

Election Results

Tallies of votes cast in an election after the polls have been closed for voting.

Election Returns

Tallies of votes cast in an election after the polls have been closed for voting.

Election Seals

A security mechanism using strategically placed serialized or tamperproof evident materials that alert officials if a device used in the elections process has potentially been altered or accessed without authorization.

Election Supervisor

An official responsible for administering an election or an election process.

Election System

A technology-based system that is used to collect, process, and store data related to elections and election administration. In addition to voter registration systems and public election websites, election systems include voting systems, vote tabulation systems, electronic poll books, election results reporting systems, and auditing devices. Can also be used to refer to the entire array of procedures, people, resources, equipment and locations associated with conducting elections.

Electioneer

The activity of trying to persuade people to vote for or against a particular candidate, measure or political party.

Elections Administrator

An official who is responsible for election administration.

Elective Office

An office that is filled primarily or exclusively via election.

Elector

(1) A person qualified to vote in an election. (2) A person appointed by a state in the U.S. to vote for president and vice president in the electoral college.

Elector Candidates

A candidate to be appointed by a state in the U.S. to vote for president and vice president in the electoral college.

Electoral Board

A group of individuals appointed, usually by local authorities, and charged with control of elections and voting procedure.

Electoral College

A body of people representing the states of the U.S., who formally cast votes for the election of the president and vice president.

Electoral Cycle

The time period from the first official act in an election to the last official act. The electoral cycle is divided in three main periods: the pre-electoral period, the electoral period, and the post-electoral period.

Electoral Votes

Votes cast by members of the electoral college.

Electorate

All the people in a political jurisdiction who are entitled to vote in an election.

Electronic Ballot Delivery

The delivery of ballot and voter information packets electronically. The MOVE Act requires each state to provide for the electronic delivery (via fax, email, or an Internet supported application) of ballots and related information from the local election office to the registered Uniformed and Overseas Civilian voters. Some jurisdictions allow voters with a disability, voters who have been displaced or other circumstances where a voter who resides in the election jurisdiction to also receive a ballot electronically.

Electronic Ballot Return

The return of a voted ballot or voter information packet using electronic means. This can be by fax, email, or through the use of an Internet supported application. Sometimes referred to as "Internet Voting."

Electronic Cast Vote Record

Permanent record of all votes produced by a single voter in electronic form.

Electronic Poll Book

Device that partially automates the process of checking in voters, assigning them the correct ballot style, and marking voters who have been issued a ballot. May be used in place of a traditional paper poll book. E-poll books can be stand alone at the precinct with a separate copy of the registration list or can be networked into a central voter registration system where they can check and update voter records in real time.

Electronic Record

Information recorded by a computer that is produced or received in the initiation, conduct, or completion of an agency or individual activity. Examples of electronic records include: e-mail messages, word-processed documents, electronic spreadsheets, digital images, and databases.

Electronic Reporting And Tracking System (ERTS)

An ERT system is used to electronically create stationary source sampling test plans and reports. The ERT calculates the test results from data imported or hand-entered and includes supporting documentation to create a complete electronic report for submittal to the regulatory agency.

Electronic Storage

Any storage of electronic user data on a computer, computer network, or computer system regardless of whether the data is subject to recall, further manipulation, deletion, or transmission. Electronic storage includes any storage or electronic communication by an electronic communication service or a remote computing service.

Electronic Voter Interface

Subsystem within a voting system which communicates ballot information to a voter in video, audio, or other alternative format which allows the voter to select candidates and issues by means of vocalization or physical actions.

Electronic Voting

Voting that uses electronic means to either aid or facilitate casting and counting votes.

Electronic Voting Accessibility

Electronic voting system with accessible features, including touchscreen and audio, that gives voters with disabilities the ability to cast a secret ballot without assistance.

Electronic Voting Machine

Any system that utilizes an electronic component. Term is generally used to refer to DREs.

Electronic Voting System

An electronic voting system is one or more integrated devices that utilize an electronic component for one or more of the following functions: ballot presentation, vote capture, vote recording, and tabulation. A DRE is a functionally and physically integrated electronic voting system which provides all four functions electronically in a single device. An optical scan (also known as Marksense) system where the voter marks a paper ballot with a marking instrument and then deposits the ballot in a tabulation device is partially electronic in that the paper ballot provides the presentation, vote capture and vote recording functions. An optical scan system employing a ballot marking device adds a second electronic component for ballot presentation and vote capture functions.

Electronically Tabulated Totals

Election results tabulated on an electronic device.

Eligibility for Office

All of the legal requirements to hold a public office.

Eligible Candidates

Candidates who have completed all of the things necessary and meet all of the legal requirements to participate in an election process.

Eligible Citizens

The universe of all voters who, if they cast a ballot, would have the legal right to have eligible contests on that ballot tabulated. This would include those who do not appear in the list of eligible voters because they live in a same-day registration or no registration state and did not or could not register ahead of time.

Eligible to Vote

A person who meets the requirements set forth in a political subdivision for being able to vote.

Eligible Voters

The universe of all voters who, if they cast a ballot, would have the legal right to have eligible contests on that ballot tabulated. This would include those who do not appear in the list of eligible voters because they live in a same-day registration or no registration state and did not or could not register ahead of time.

Emergency Ballot

A ballot issued to a voter under special circumstances, such as being out of state during an election or being displaced because of a natural disaster.

Enclose

To put something inside of something else, such as enclosing an absentee ballot in a secrecy sleeve.

Encryption

Process of obscuring information by changing plain text into ciphertext for the purpose of security or privacy.

Endorsement

An act of giving one's public approval or support to someone or something, such as a candidate for public office or a ballot measure question.

Error Correcting Code

Coding system that allows data being read or transmitted to be checked for errors and, when detected, corrects those errors.

Error Rate

Ratio of the number of errors that occur to the volume of data processed.

Error Rate Standards

The maximum allowable number of errors that can occur to the volume of data processed, as established by an official authority.

Exhausted Ballot

Refers to processing a ranked choice voting contest on a cast ballot, when that ballot becomes inactive and cannot be advanced in the tabulation for a contest because there are no further valid rankings on the ballot for continuing contest options.

Exit Poll

A poll taken of a small percentage of voters as they leave the polls, used to forecast the outcome of an election or determine the reasons for voting decisions.

Expected Mark

Mark that falls wholly or partially inside a contest option target area.

Expense Report

Report that details political expenses required to be filed by a governing authority.

Extended Hours

When a person of authority extends by formal action the required number of hours that voters are able to vote, usually in response to a situation that delayed or restricted voting.

Extensible Markup Language

A text-based language used to organize and present information on the World Wide Web (XML).

Extension

Such as "extension of period" or "extension of polling hours."

Extraneous Mark

A mark on a paper ballot that appears to be unrelated to the act of indicating a voter's selection. Examples include: a mark made unintentionally by a voter that is obviously not related to making a selection; a hesitation mark, a dot within or outside of the contest option position made by resting a pen or pencil on the ballot; written notes or identifying information not related to indication of the voter's selection; or printing defects.

F

Fail-Safe Ballot

A ballot cast by a voter who was not on the list of eligible voters, whose information was incomplete or not accurate, or who had already received a ballot in the mail and was allowed to vote. Fail-safe ballots are usually kept separate from the other ballots until an election official can determine if the voter is eligible to vote. These ballots are sometimes called provisional ballots.

Fail-Safe Voter

A voter who was not on the list of eligible voters, whose information was incomplete or not accurate, or who had already received a ballot in the mail but was allowed to vote. Fail-safe ballots are usually kept separate from the other ballots until an election official can determine if the voter is eligible to vote. These ballots are sometimes called provisional ballots.

Fault

Flaw in design or implementation that may result in the qualities or behavior of the voting system deviating from the qualities or behavior that are anticipated, including those specified in the VVSG or in manufacturer-provided documentation.

Fault-tolerant

A system that continues to operate after the failure of a computer or network component.

Federal Election

Any primary, general, runoff, or special election in which a candidate for Federal office (President, Senator, or Representative) appears on the ballot.

Federal Election Campaign Act (FECA)

Strict limits on the amount of money a particular corporation, union, or private individual could give to a candidate in a federal election. It also required candidates and political action committees (PACs) to disclose their receipts and identify their contributors. A 1974 amendment specified additional contribution limits and imposed spending limits for candidates in primary and general elections; however, the Supreme Court struck down the latter provision as unconstitutional in *Buckley v. Valeo*, 424 U.S. 1 (1976). The 1974 amendment also set up the Federal Election Commission and established public funding of presidential elections. Two additional amendments (1976, 1979) were aimed at regulating PACs and boosting the level of party participation.

Federal Election Commission (FEC)

Independent agency responsible for administering and enforcing laws that cover federal election campaigns. The FEC oversees the public financing of presidential elections, ensures public disclosure of campaign finance activities, monitors campaign contributions and expenditures, regulates the campaign activities of political action committees (PACs), and investigates reports of violations. It is composed of six commissioners appointed by the president with the advice and consent of the Senate.

Federal Election Inspector

A U.S. federal inspector general (IG) is the head of an independent, non-partisan organization established within each executive branch agency assigned to audit the agency's operation in order to discover and investigate cases of misconduct, waste, fraud, and other abuse of government procedures occurring within the agency.

Federal Information Processing Standards (FIPS)

Standards for federal computer systems developed by NIST. These standards are developed when there are no existing industry standards to address federal requirements for system interoperability, portability of data and software, and computer security.

Federal Observer

The Voting Rights Act permits federal observers to monitor procedures in polling places and at sites where ballots are counted in eligible political subdivisions.

Federal Office

United States President, member of the U.S. Senate, or member of the House of Representatives.

Federal Postcard Application (FPCA)

Among the challenges military and overseas voters face are the wide variability in rules and procedures governing registration and voting across states. The FPCA serves as a uniform registration and ballot request application accepted in all U.S. states and territories.

Federal Service Voters

Active-duty military and family members and individuals, who vote while living abroad.

Federal Services Ballot

Ballot of active-duty military and family members and individuals, who vote while living abroad.

Federal Voting Assistance

Assistance available from the Federal Voting Assistance Program to voters serving in the military and overseas civilians.

Federal Voting Assistance Officers

Voting Assistance Officers (VAOs) work to ensure that military and overseas voters understand their voting rights, how to register to vote absentee, and have access to accurate nonpartisan voting information and assistance. VAOs may be members of the Uniformed Services, civilians, or members of overseas U.S. citizen organizations.

Federal Voting Assistance Program

Voter assistance and education program to ensure that members of the U. S. armed forces, their eligible family members, and U.S. citizens overseas are aware of their right to vote and have the tools to do so.

Federal Voting Rights Act

The Voting Rights Act of 1965 is a landmark piece of federal legislation in the United States that prohibits racial discrimination in voting.

Federal Voting Systems Standards (FVSS)

The Federal minimum standards that each voting system used in an election for Federal office must meet.

Federal Write-In Absentee Ballot (FWAB)

A blank ballot provided by the Federal Voting Assistance Program by which military and overseas voters can vote by writing in their choices and returning the ballot to their elections office.

Federally Recognized Tribes

Indigenous tribal entities that are recognized as having a government-to-government relationship with the United States, with the responsibilities, powers, limitations, and obligations attached to that designation, and are eligible for funding and services from the Bureau of Indian Affairs. Furthermore, federally recognized tribes are recognized as possessing certain inherent rights of self-government (i.e., tribal sovereignty) and are entitled to receive certain federal benefits, services, and protections because of their special relationship with the United States.

Felony Disenfranchisement

A crime regarded as more serious than a misdemeanor and usually punishable by loss of voting rights for a period of time.

File for Office

The act of completing the required paperwork to declare a person's intent to become a candidate for public office.

Filing Deadline

The last day to file election or voting documents for a specific election and process. Examples include paperwork to circulate a petition, to file paperwork to become a candidate, or to file campaign financial disclosures.

Filing Electronically

The process of submitting election paperwork via the internet.

Filing Fees

The amount of money due when filing election paperwork, such as when filing to become a candidate for public office.

Filing Petitions

Formally submitting a petition to the governing authority.

Fill in The Oval

On certain ballots, voters are instructed to fill in an oval to vote for a candidate or measure, instead of marking an X or connecting an arrow.

Finalize Your Vote

The final action a voter takes in selecting contest options and irrevocably confirming their intent to vote as selected.

Financial Disclosure Reports

Reports that detail information about the source, type, amount, or value of the incomes of public officials and candidates for public office, required to be filed by a governing authority.

Firmware

Computer programming stored in programmable read-only memory thus becoming a permanent part of the computing device. It is created and tested like software.

First-Time Federal Voter

A voter who registers to vote or votes for the first time in a federal election. Pursuant to the Help America Vote Act, these voters must provide identification before they can vote.

First-Time Registrant

The first time that a citizen registers to vote.

First-Time Voter

The first time that a citizen votes.

Fiscal Statement

A report that details political contributions and expenses required to be filed by a governing authority.

Fixed Resident

When a person lawfully and habitually uses a living quarters a majority of the week, it is considered a fixed residence for voting purposes, and the voter is referred to as a fixed resident.

For Election Day Use Only

An election procedure that can only be used on the day of an election.

Forms of Identification

Means of proving a person's identity, especially in the form of official papers. Common examples include Driver's Licenses, Passports and other Government issued documents.

Fraud

The misrepresentation or alteration of the true results of an election.

Fraud Hotline

A direct phone line set up to report voting issues.

Fraudulently Registering to Vote

A form of voter fraud in which someone registers to vote or registers someone else to vote using fictional information, or when they are ineligible to register to vote.

Free from Coercion Or Intimidation

The right to cast a ballot without threat of violence, manipulation, harassment, or fear.

Functional Configuration Audit (FCA)

Exhaustive verification of every system function and combination of functions cited in the vendor's documentation. The FCA verifies the accuracy and completeness of the system's voter manual, operations procedures, maintenance procedures, and diagnostic testing procedures.

Functional Test

Test performed to verify or validate the accomplishment of a function or a series of functions.

Fundraising

To seek financial support for a political candidate, campaign, or organization for the purpose of influencing an electoral outcome.

G

Grounds for Recall

The reasons that citizens would begin the process to remove an elected official from office.

Group Affidavit

A written statement confirmed by oath or affirmation by a group of individuals.

Gubernatorial

Relating to a state governor or the office of state governor.

Gubernatorial Election

Election where the office of the state governor is also on the ballot. Typically includes the other statewide office contests and is held in a year other than when the Presidential contest is on the ballot.

Gubernatorial General Election

Election in which all eligible voters, regardless of party affiliation, are able to vote for candidates to fill public office and/or vote on ballot measures, and the office of the state governor is also on the ballot.

Gubernatorial Primary Election

Election held to determine which candidate will represent a political party for a given office in the general election and the office of the state governor is also on the ballot. Some states have an open primary, while others have a closed or modified-closed primary. Sometimes elections for nonpartisan offices and ballot issues are consolidated with primary elections.

H

Hand Count

Counting ballot sheets and/or selections on ballot sheets by human examination.

Hand-marked Paper Ballot

Paper ballot marked by a voter using a writing utensil. The paper ballot is the independent voter verifiable record.

Hanging Chads

Chad refers to fragments sometimes created when holes are made in a paper, card or similar synthetic materials, such as punched cards. A "hanging chad" is a chad that is incompletely removed.

Hard Money

Political contributions made directly to a specific candidate.

Hard of Hearing

Refers to a hearing loss where there may be enough residual hearing that an auditory device may aid.

Hardware

The physical, tangible, mechanical, or electromechanical components of a system.

Hash

Algorithm that maps a bit string of arbitrary length to a fixed-length bit string.

Hash Function

A function that maps a bit string of arbitrary length to a fixed-length bit string. Approved hash functions satisfy the following properties: 1. (one-way) It is computationally infeasible to find any input that maps to any pre-specified output, and 2. (collision-resistant) It is computationally infeasible to find any two distinct inputs that map to the same output.

Hearing

An opportunity to state one's case through a formal administrative process.

Hearing Officer

An individual who is authorized to apply a legal process, conduct hearings, resolve administrative disputes, facilitate negotiations between opposing parties, and issue legal decisions.

Hearing Procedures

The rules and series of actions that govern how hearings are administered.

Help America Vote Act Of 2002 (HAVA)

Act passed by the U.S. Congress in 2002 to make reforms to the nation's voting process. HAVA addresses improvements to voting systems and voter access that were identified following the 2000 election.

Help America Vote College Program

A program authorized under the Help America Vote Act (HAVA) to encourage student participation as poll workers or assistants, to foster student interest in the elections process, and to encourage state and local governments to use students as poll workers.

High School District

A geographical unit for the local administration of secondary schools. It is a special-purpose government entity with elected board members.

Hold an Election

The term used when a government authority administers an election.

Hold Elections

The term used when government authorities administer elections.

Hold Hearings

To indicate that an agency is organizing a process for an individual or organization to state one's case, resolve administrative disputes, facilitate negotiations between opposing parties, and issue legal decisions.

Hold Office

A term used to describe an individual who has been sworn into public office and is currently serving in the position.

Home Rule

The right of the people cities, village, townships or other local districts to set up and change their own governmental structure.

Home Rule Charter

In some states, known as home rule states, the state's constitution grants municipalities and/or counties the ability to pass laws to govern themselves as they see fit (so long as they obey the state and federal constitutions). The Charter is the written document that defines the laws and regulations of that body.

Home Rule City

A city that has adopted a Charter outlining the form of government and local laws.

House of Representatives

The lower house of the United States Congress, with the Senate being the upper house. Together they compose the national bicameral legislature of the United States. The House's composition is established by Article One of the United States Constitution.

House Seat

One of 435 regions from which voting representatives are elected to the U.S. House of Representatives.

**Internal Audit Log**

A human readable record, resident on the voting machine, used to track all activities of that machine. This log records every activity performed on or by the machine indicating the event and when it happened.

Internet Voting

The return of a voted ballot or voter information packet by email or through the use of an Internet supported application.

Interoperability

The extent to which systems from different manufacturers and devices with different system configurations can communicate with each other.

Interpreter

One who translates for people communicating in different languages.

Interruption of The Voting Process

Voting equipment failures, inadequate supplies, disasters, or anything that prevents voting.

Intrusion Detection System (IDS)

A hardware or software application that detects and reports a suspected security breach, policy violation, or other compromise that may adversely affect the network.

Invalidate Your Vote

An error, mistake, or omission that results in your vote not counting towards the final election result.

Irregularities

Something that is not correct or acceptable, such as when the rules, laws, or usual ways of doing things have not been followed.

Issue

To give something to someone in an official manner.

Issue (To Issue A Vote)

When an official authority, election clerk or poll worker gives a voter a ballot to vote.

J

Judge

The official responsible for the proper and orderly voting at a polling location or an election process, also known as an Elections Judge.

Judicial Candidate

A candidate for Judicial office.

Judicial District

One of a fixed number of districts into which a state is divided, each district electing Judicial candidates.

Judicial Offices

A public Judicial position, for an officer who administers the law.

Judicial Retention Election

An election where voters are asked whether an incumbent (usually a judge) should remain in office for another term. The office holder, who does not face an opponent, is removed from the position if a percentage of voters indicate that they should not remain in office.

K

Key Management

Activities involving the handling of cryptographic keys and other related security parameters (e.g., passwords) during the entire life cycle of the keys, including their generation, storage, establishment, entry and output, and zeroization.

L

Language Assistance

The Voting Rights Act outlaws literacy- and language-based voting qualifications or prerequisites. Section 203 recognizes widespread voting discrimination against Alaskan Native, American Indian, Asian, and Hispanic language minority citizens and seeks to eliminate it by requiring the provision of minority language materials and assistance related to the electoral process—oral and/or written—to language minority groups. Other VRA sections, including 4(e) and 208, are also relevant to language access. The most recent reauthorization of the Voting Rights Act in 2006 extended Section 203 through 2032, and determinations were adjusted to occur every 5 years instead of 10.

Language Minority Citizens

The language minority provisions of the Voting Rights Act require that when a covered state or political subdivision provides registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots, it shall provide them in the language of the applicable minority group as well as in the English language. Covered language minorities are limited to American Indians, Asian Americans, Alaskan Natives, and Spanish-heritage citizens - the groups that Congress found to have faced barriers in the political process.

Lawful Permanent Resident

Non-citizens who are lawfully authorized to live permanently within the United States.

Legal Holiday

A holiday established by law and is usually a non-working day during the year.

Legislative Initiative Amendment

A ballot measure that proposes to amend a law.

Legislative Ratification

The act or process of formal confirmation of a law.

Lever Voting Machine

Machine that directly records a voter's choices via mechanical lever-actuated controls into a counting mechanism that tallies the votes without using a physical ballot.

Lieutenant Governor

The top election official in the states of Alaska and Utah.

Life Cycle

Systems engineering concept that identifies the phases that a system passes through, from concept to retirement. There are different concerns and activities associated with each phase of the life cycle.

Limited Ballot

A ballot with some, but not all of the contests that other voters are entitled to vote on in an election.

List of Registered Voters

A list of the individuals that have registered on an electoral roll where a voter resides, as a prerequisite for being entitled to vote.

Local (Local Government)

Governmental jurisdictions below the level of the state including - counties, cities, districts, boroughs, and parishes.

Local Measures

A proposal to enact, amend, or repeal a new law, ordinance, or charter at the local government level that is placed on the ballot for approval or rejection by voters.

Logic and Accuracy (L&A) Testing

Equipment and system readiness tests whose purpose is to detect malfunctioning devices and improper election-specific setup before the equipment or systems are used in an election. Jurisdictions are required to test the correctness of every ballot style and to determine that every possible valid and invalid voter choice can be captured or handled by the voting system, both technologically and legally. Election officials conduct L&A tests prior to the start of an election as part of the process of setting up the system and the devices for an election according to jurisdiction practices and conforming to any state laws.

Logical Correctness

Condition signifying that, for a given input, a computer program will satisfy the program specification and produce the required output.

Look at Both Side of Your Ballot

Voting instructions reminding voters that election contests can appear on both the front and back of a ballot.

Low/No Dexterity Mode

An interaction mode with accessibility features for voters with no use of one or both hands or have low dexterity.

M

Machine-Readable Mark

Mark in a contest selection position of a paper ballot that meets requirements for detection by a scanner.

Machine-Unreadable Mark

Mark in a contest selection position of a paper ballot that cannot be detected as readable or marginal by a scanner and requires human adjudication.

Magisterial District

One of a fixed number of districts into which a state is divided, each district electing Magisterial candidates.

Magisterial District Judge

A civil officer or lay judge who administers the law, especially one who conducts a court that deals with minor offenses and holds preliminary hearings for more serious ones.

Mail Ballots (Noun)

A ballot cast by a voter other than in-person at a voting location. Mailed ballots are typically mailed to voters but can be issued over the counter from an election's office. Depending on the jurisdiction, mailed ballots can be returned by mail, in a drop box, or in-person. Mailed ballots are synonymous with vote-by-mail and absentee ballots.

Mail Ballots (Verb)

The process of mailing ballots to voters using the U.S. Postal Service.

Mail-In Voter Registration Form

A form used by a voter to request that a ballot be mailed to them.

Mailed Ballot Election

An election that is conducted entirely with the use of mailed ballots and either does not offer in-person voting options or has limited in-person voting options.

Mailed Ballot Precinct

A voting precinct that does not offer in-person voting options.

Mailing Address

The address where a person can receive mail, which may be different than the address where a person lives.

Majority

More than half.

Majority of The Votes

More than half of the votes cast.

Majority of Voters

More than half of the voters.

Majority Party

A political party that receives a minimum percentage of the total vote in a jurisdiction or has sufficient strength to win control of a government or constitute the principal opposition to the winning party.

Majority Voting

A vote variation which requires the winning candidate to receive more than half of the votes cast. If no candidate wins an outright majority, a runoff election may be held between the top two vote-getters.

Make Void

An error, mistake, omission, or intentional act that results in a vote not counting towards the final election result.

Malware

Software or firmware intended to perform an unauthorized process that will have adverse impact on the confidentiality, integrity, or availability of a system. For example, a virus, worm, Trojan horse, or other code-based entity that infects a host. Spyware and some forms of adware are also examples of malware.

Mandate

An official or authoritative command, usually by legislative statute or executive order.

Manual Tabulation of Ballots

Counting ballot sheets and/or selections on ballot sheets by human examination.

Manually-Marked Paper Ballot

Paper ballot marked by a voter using a writing utensil. The paper ballot is the independent voter verifiable record.

Mark

Any symbol made by the signer that represents execution of a document or indicates a voting selection.

Marked Ballot

Ballot that contains voter's selections.

Marking Device

A device that permits contest options to be selected and reviewed on an electronic interface and does not make any other lasting record of the voter's selections.

Marksense

System by which votes are recorded by means of marks made in voting response fields designated on one or both faces of a ballot card or series of cards. Marksense systems may use an optical scanner or similar sensor to read the ballots. Also known as optical scan.

Master Voter Registration List

A list of voters maintained in a single, uniform, official, computerized statewide or local registration database of registered voters.

Measure

A proposal to enact a new law or constitutional amendment that is placed on the ballot for approval or rejection by voters.

Measure Information

The portion of voting materials that contains information about a new law or constitutional amendment that is placed on the ballot for approval or rejection by voters.

Measure Register

Record that reflects the total votes cast for and against a specific ballot issue.

Mechanical Lever Voting Machine

Machine that directly records a voter's choices via mechanical lever-actuated controls into a counting mechanism that tallies the votes without using a physical ballot.

Memory Card

An electronic data storage device used for storing digital information, typically using flash memory.

Method of Application

Several methods of application are available to the public so they may register to vote.

Midterm Election

Elections that take place between presidential elections.

Military Voting

A member of the Uniformed Services in active service, including army, navy, air force, marine corps, coast guard, and merchant marine, and their spouses and dependents.

Military Voting Assistance Officer

Voting Assistance Officers (VAOs) work to ensure that military and overseas voters understand their voting rights, how to register to vote absentee, and have access to accurate nonpartisan voting information and assistance. VAOs may be members of the Uniformed Services, civilians, or members of overseas U.S. citizen organizations.

Minimum Standards

The lowest level of quality or achievement that is acceptable.

Minimum Voting Age

The age established by law that a person must attain before they become eligible to vote in a public election.

Minor Party

A political party that does not meet the requirements to be recognized as a major party, but otherwise is recognized typically because its candidates have received a certain percentage of the vote or through a petition process.

Mismarked

An error, mistake, omission, or intentional act that results in a voter's intent not counting towards the final election result.

Mixed Ticket

A ballot where voters may select candidates of their choice regardless of party affiliation up to the maximum allowed for each race.

Mock Election

A non-partisan educational event that primarily teaches young people how to vote.

Modified Closed Primary

A primary election that allows state parties to decide whether they permit voters registered without a political party affiliate to [participate in their primary elections.

Modified Open Primary

A primary election that allows state parties to decide whether they permit voters registered without a political party affiliate to [participate in their primary elections.

Monitor and Device Controller

An audio-tactile interface that allows users to make selections.

Motor Voter

This act, commonly known as the “Motor Voter Law,” requires that states offer the opportunity to register to vote at their motor vehicle licensing offices (known as the DMV in many states). The law also requires states to offer voter registration at offices that provide public assistance or state-funded programs primarily engaged in providing services to persons with disabilities, and armed services recruitment offices. NVRA also provides guidelines on registration list maintenance and sets limits on how voters can be removed from the rolls.

Multi-Member District

An electoral district or constituency having two or more representatives in a legislative body rather than one.

Multi-Seat Contest

Contest in which multiple candidates can run, up to a specified number of seats. Voters may vote for no more than the specified number of candidates.

Municipal

Relating to a city, borough, village or town, except in the New England states, New York, and Wisconsin, where the name town signifies a subdivision of the county or state by area.

Municipal Ballot

A ballot for candidates or measures related to a municipal governing body.

Municipal Bond Election

An election where a proposal to allow a municipal government to approve additional spending in which a debt and obligation are repaid with interest appears on the ballot for approval or rejection.

Municipal Elections

A regular election of candidates and measures within a municipal governing body.

Municipal School District

A geographical unit for the local administration of elementary or secondary schools.

Municipal Water District

A geographical unit of local government given the task of supplying water and sewer needs to a community.

Municipality

Relating to a city, borough, village or town, except in the New England states, New York, and Wisconsin, where the name town signifies a subdivision of the county or state by area.

N

National

Belonging to or maintained by the federal government.

National Association Of Secretaries Of State (NASS)

A non-partisan professional organization of public officials composed of the secretaries of state of U.S. states and territories.

National Association Of State Election Directors (NASED)

A non-partisan professional association of state election directors and administrators of U.S. states and territories.

National Certification Test Report

Report of results of independent testing of a voting system by an accredited test lab delivered to the U.S. Election Assistance Commission with a recommendation regarding granting a certification number.

National Certification Testing

Examination and testing of a voting system to determine if the system complies with the performance and other requirements of the national certification standards and with its own specifications.

National Change of Address Program (NCOA)

A secure dataset of approximately 160 million permanent change-of-address (COA) records consisting of the names and addresses of individuals, families, and businesses who have filed a change-of-address with the USPS. Election officials use NCOA to update records in their voter registration databases.

National Convention

A meeting where state and territory parties convene to select a presidential nominee.

National Institute of Standards and Technology (NIST)

Federal organization tasked with assisting in the development of voting system standards. NIST develops and maintains standards for a wide array of technologies. NIST scientists assist the U.S Election Assistance Commission in developing testable standards for voting systems.

National Party Convention

A meeting where state and territory parties convene to select a presidential nominee.

National Presidential Nominating Convention

A meeting where state and territory parties convene every four years in the United States to field nominees in the upcoming U.S. presidential election. This allows the nominees to be decided before the National Convention opens.

National Voluntary Laboratory Accreditation Program (NVLAP)

The National Voluntary Laboratory Accreditation Program operated by National Institute of Standards And Technology (NIST).

National Voter Registration Act Of 1993 (NVRA)[Also Known As The "Motor Voter Act"]

This act, commonly known as the "Motor Voter Law," requires that states offer the opportunity to register to vote at their motor vehicle licensing offices (known as the DMV in many states). The law also requires states to offer voter registration at offices that provide public assistance or state-funded programs primarily engaged in providing services to persons with disabilities, and armed services recruitment offices. NVRA also provides guidelines on registration list maintenance and sets limits on how voters can be removed from the rolls.

No Excuse Absentee Voting

A term used when any registered voter can request an absentee ballot, without restrictions.

Nominate

To propose an individual to be considered for public office.

Nominated Officials

Individuals who have been proposed for consideration to appointment to public office or who have received enough votes in a primary election to move onto a general or run-off election. This term can also refer to individuals selected by state and territory parties at a National Party Convention to represent the party as a candidate for U.S. President.

Nominating Petition

A formal written document signed by registered voters to request the names of candidates be placed on election ballots.

Nomination

The process of being proposed for consideration to public office.

Nomination Paper

A formal written document issued by an election office to request the name of a candidate be placed on election ballots.

Nominee

An individual who has been proposed for consideration to public office.

Non-Accepted Ballots

An error, mistake, omission, or intentional act that results in a vote not counting towards the final election result.

Non-Paper Media

Any type of media on which information is stored, but which does not qualify as Paper or Printed Media, such as Micro Media (micro fiche and microfilm) or Computer Hard Drives.

Non-Partisan

Not affiliated with a political party.

Nonpartisan Primary

Primary election held to narrow the field of candidates in non-party-specific contests.

Non-Party-Specific Contest

Contest where eligibility to vote in that contest is independent of political party affiliation.

Noncompliance

Failure or refusal to comply with something (such as a rule or regulation).

Nondiscriminatory

Fair and equitable.

None of The Above

A ballot option in some jurisdictions or organizations, designed to allow the voter to indicate disapproval of all candidates in a voting contest.

Nonpartisan Canvas Board

A group of individuals with either no party affiliation or undisclosed party affiliation, working together following specific rules and procedures, to compile, review, and validate election materials.

Nonpartisan Election

Election held with candidates in non-party-specific contests.

Nonpartisan Office

Elected office for which candidates run without political party affiliation.

Nonpartisan Office Declaration of Candidacy

The act of completing the required paperwork to become a candidate for nonpartisan public office.

Nonvolatile Memory

Memory in which information can be stored indefinitely with no power applied. ROMs and PROMs are examples of nonvolatile memory.

Not Contested

When not more individuals file to become candidates than there are open seats up for election.

Notarized Statement

A document that has been certified by a notary public, who is an official who verifies the identities of everybody signing the document and certifies the document with a stamp.

Notice

The announcement of an organization's intention, action or reminder.

Notice of Clarification

Document providing further guidance and explanation on the requirements and procedures of the Election Assistance Commission's (EAC) Voting System Certification or Voting System Testing Lab (VSTL) programs. NOCs may be issued in response to a clarification request from a Voting System Test Lab or an EAC registered manufacturer. EAC may also issue Notice of Clarifications when it determines general clarifications are necessary.

Notice of Disposition

The final settlement of a matter, and with reference to decisions announced from an agency.

Notice of Election

The legal term used when an authorized government authority provides public notice that an election will take place at a particular time and under particular rules and statutes.

Notice to Voters

Official communication from an elections office about an election, voter registration, or election process.

Notices of Noncompliance

Official communication from an agency that a statute and rule has been violated.

O

Oath

A solemn attestation of the truth of what one says or that one sincerely intends to do what one says.

Oath of Office

An oath or affirmation a person takes to make a public commitment to the duties, responsibilities and obligations associated with holding public office.

Observational Test

Operational test conducted on voting devices during an election by real voters to establish confidence that the voter verifiable paper record is produced correctly when assistive technology is used. Devices subjected to observational testing are used for normal collection of votes; the votes collected are included in the election tally.

Observers

Individuals that monitor the opening and closing of voting locations, voting, the counting and tabulation of results, or any other part an election.

Office

Any federal, state, county, town, parish, borough, municipal, school, district or other government position.

Office Holder

A term used to describe an individual who has been sworn into public office and is currently serving in the position.

Office of The Registrar Of Voters

An official responsible for administering an election or an election process.

Officer

A term used to describe an individual who has been sworn into public office and is currently serving in the position.

Official

(1) Of or relating to an office, position, or trust (2) Holding an office : having authority

Official Ballot

The official presentation of all of the contests to be decided in a particular election. Either in paper or electronic format, the mechanism for voters to show their voter preferences.

Official Ballot Card

An official card or a number of cards upon which are printed, or identified by reference to the ballot, the names of candidates for nomination or election to one or more offices or the ballot titles of one or more measures.

Official Ballot Card Secrecy Sleeve

A paper, envelope, or folder that encloses a ballot to maintain the secrecy of how a voter marked their ballot.

Official Envelope

The official inner, outer, and secrecy envelopes used to transport or enclose ballots.

Official Party Affiliation List

A list of the individuals that have registered with a party affiliation on an electoral roll, as a prerequisite for being entitled or permitted to vote.

Official Roster of Voters

A list of the individuals that have registered on an electoral roll where a voter resides, as a prerequisite for being entitled to vote.

Official Sample Ballot

An example ballot provided to voters with information specific to the voter. Sample Ballot booklets often provide additional election information such as the voter's polling place and hours, information about candidates, questions, and instructions for voting.

Online Registration

Online voter registration follows essentially the same process as a traditional paper-based process, by which new voters fill out a paper form that is submitted to election officials, but instead of filling out a paper application, the voter fills out a form via an Internet site, and that paperless form is submitted electronically to election officials. In most states the application is reviewed electronically. If the request is confirmed to be valid, the new registration is added to the state's voter registration list.

Open Primary

Primary election in which any voters can participate, regardless of their political affiliation. Some states require voters to publicly declare their choice of party ballot at the polling place, after which the poll worker provides or activates the appropriate ballot. Other states allow the voters to make their choice of party ballot within the privacy of the voting booth.

Open Records

Documents or pieces of information that are not considered confidential and generally pertain to the conduct of government.

Open Source

Computer software with its source code (human readable code) made available with a license in which the copyright holder provides the rights to study, change, and distribute the software to anyone and for any purpose. Open source software may be developed in a collaborative public manner. Voting and election systems that contain open source software have had that software reviewed by multiple professional and amateur programmers. Open source systems are usually not free and are typically licensed like other software. Systems can be fully open source or may have only a portion of their software open source.

Operating System

A collection of programs that controls the hardware of a computer system and provides utilities and services to application software that is installed on the device. Operating systems use complex release version numbers to indicate which version is installed and require frequent patches or updates to maintain security and functionality. Managing the software revisions in an election office requires careful coordination of updates to the operating system as well as to the application software.

Operation Manual

The documentation by which an organization provides guidance for members and employees to perform their functions correctly and reasonably efficiently. It documents the approved standard procedures for performing operations safely to produce goods and provide services.

Operational Environment

All software, hardware (including facilities, furnishings and fixtures), materials, documentation, and the interface used by the election personnel, maintenance operator, poll worker, and voter, required for voting equipment operations.

Opponent

Other candidates for offices up for elections who belong to a different party or who have different aims or policies.

Oppose

Disapproving of or disagreeing with.

Optical Scan

A voting system that can scan paper ballots and tally votes. Most older optical scan systems use Infrared (IR) scanning technology and ballots with timing marks to accurately scan the ballot. Newer (digital) optical scan systems can also capture images of ballots as they are tabulated.

Optical Scan Ballots

A card or a number of cards upon which are printed, or identified by reference to the ballot, the names of candidates for nomination or election to one or more offices or the ballot titles of one or more measures, that can be tabulated on an optical scanner.

Optical Scan System

System by which votes are recorded by means of marks made in voting targets designated on one or both sides of a ballot card or series of cards. An optical scan system reads and tabulates ballots, usually paper ballots, by scanning the ballot and interpreting the contents.

Order

An authoritative command, direction, or instruction.

Order on The Ballot

The order in which contests and candidates appear on a ballot.

Ordinance

A piece of legislation enacted by a local authority.

Original Petition

A master document with information about measures, initiatives, referendums, or candidates used to gather signatures from registered voters.

Out-Of-State

To be outside the physical boundaries of a particular state.

Outer Envelope

An official envelope used to transport absentee and mailed ballots and protects voter privacy.

Overseas Ballot

A ballot cast by a member of a uniformed service in active service overseas, or by a civilian living overseas.

Overseas Citizen

A citizen of the United States who is living or located in another country outside of the United States.

Overseas Military Voter

A member of a uniformed service in active service, including army, navy, air force, marine corps, coast guard, and merchant marine, and their spouses and dependents. Members of the uniformed services while in the active service who are permanent residents of the state and are temporarily residing outside the territorial limits of the United States and the District of Columbia; members of the Merchant Marine of the United States who are permanent residents of the state and are temporarily residing outside the territorial limits of the United States and the District of Columbia; and/or other citizens of the United States who are permanent residents of the state and are temporarily residing outside the territorial limits of the United States and the District of Columbia - who are qualified and registered to vote as provided by law.

Overseas Voter

A U.S. citizen who is living outside of the United States and is eligible to vote in their last place of residence in the United States.

Overvote

When the number of selections made by a voter in a contest is more than the maximum number allowed.

Overvoting

Voting for more than the maximum number of selections allowed in a contest.

P

Paper Ballot

A piece of paper, paper roll or multiple card stock, on which all voter selections are either hand marked or printed, depending on the particular voting system.

Paper Printout

A piece of paper on which information from a computer, scanner or similar device has been printed.

Paper Record

Paper cast vote record that can be directly verified by a voter.

Paper Ballot Sheet

A single piece of paper that forms part of a paper ballot. Paper ballots may contain multiple sheets.

Paper Trail

A series of documents providing written evidence of a sequence of events or the activities of a person or organization.

Paper-Based Voting System

Voting system that records votes, counts votes, and tabulates the vote count, using one or more ballot cards or paper ballots.

Parallel Monitoring

Testing a number of randomly selected voting stations under conditions that simulate actual Election Day usage as closely as possible, except that the actual ballots seen by 'test voters' and the voting behavior of the 'test voters' are known to the testers and can be compared to the results that these voting stations tabulate and report.

Parish

A small administrative district corresponding to a county in other states, such as in the State of Louisiana.

Partisan

A committed member of a political party who strongly supports their party's policies.

Partisan Election

An election in which candidates run for offices as representatives of a political party, often in which their party affiliation is printed on the ballot.

Partisan Office

An elected office for which candidates run as representatives of a political party.

Partisan Office Declaration of Candidacy

The act of completing the required paperwork to become a partisan candidate for public office.

Partisan Primary

Election in which political parties choose their nominees for a general or run-off election.

Party

An organization that coordinates candidates to compete in a country's elections. It is common for the members of a political party to have similar ideas about politics, and parties may promote specific ideological or policy goals.

Party Affiliation

Refers to a candidate or elected official's relationship to a particular party, not necessarily to a particular set of philosophical beliefs. In terms of voting, this usually refers to voters registering with a recognized political party.

Party Candidate

A candidate who is running as representatives of a political party for an elected office.

Party Convention

A meeting where states and territory parties convene to select a presidential nominee.

Party Designation

The political party printed with the name of a candidate on a ballot or election materials.

Party Enrollment

The act of registering to vote and selecting a political party affiliation. Note, some states refer to registering with a party preference, and not formal enrollment or affiliation.

Party Label

The political party printed with the name of a candidate on a ballot or election materials.

Party Preference

The act of registering to vote and selecting a political party preference. Note, some states refer to registering with a party as party enrollment or affiliation.

Pattern Voting

Selecting contest options across multiple contests in a predetermined pattern intending to signal one's identity to someone else. The possibility of pattern voting can be an issue for publishing Cast Vote Records (CVR) because it may compromise voter privacy if there are enough selections in each published CVR to make it likely a selection pattern might be unique.

Penetration Testing

An evaluation method that enables researchers to search for vulnerabilities in a system. Election systems, such as the Voter Registration system, are periodically submitted to Penetration Tests to determine their vulnerabilities to cyber-attacks. Also called Pen Testing.

People's Veto Referenda

A proposal to repeal a law authorizing what was previously enacted by a governing body, and that is placed on the ballot by a citizen petition.

Permanent Absentee Application

An application to automatically receive an absentee ballot in the mail for all future elections.

Permanent Absentee Voter

A voter who has applied to use an absentee ballot to vote for all elections and has met the qualifications to be a permanent absentee voter in their jurisdiction.

Permanent Absentee Voter Status

A term used by election officials when a voter has applied for and is eligible to use an absentee ballot for all elections.

Permanent Advance Voter

Synonymous with permanent absentee voter.

Personal Assistive Device

A device that is carried or worn by an individual with some physical impairment whose primary purpose is to help compensate for that impairment.

Persons with Disabilities

The disability community is rapidly evolving to using identity-first language in place of person-first language. This is because it views disability as being a core component of identity, much like race and gender. Some members of the community, such as people with intellectual and developmental disabilities, prefer person-first language. In this column, the terms are used interchangeably.

Petition

A document with information about measures, initiatives, referendums, or candidates used to gather signatures from registered voters.

Petition Drive

An organized effort to collect sufficient valid signatures to support an initiative, candidate, measure, or referendum.

Petition Fund

The act of raising and spending funds for purposes related to a petition.

Petition Signature Gathering

The act of attempting to gather signatures from voters for initiatives, referendums, or candidates.

Petition Verification

Term used when elections officials examine submitted petitions and determine whether they are in proper form, if the signatures of voters are valid, and if the requisite number of valid signatures have been filed to accomplish its purpose.

Physical Configuration Audit (PCA)

Inspection by an accredited test laboratory that compares the voting system components submitted for certification testing to the vendor's technical documentation and confirms that the documentation submitted meets the national certification requirements. Includes witnessing of the build of the executable system to ensure that the certified release is built from the tested components.

PII

Information that permits the identity of an individual to be derived and any information about an individual maintained by an agency, including: information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; any other information that can be linked to an individual, such as medical, educational, financial, and employment information.

Platform

The declared policy of a political party, candidate or group.

Plebiscite

A proposal to repeal a law that was previously enacted by a governing body, and that is placed on the ballot by a citizen petition.

Plurality

The number of votes cast for a candidate who receives more than any other but does not receive an absolute majority (more than 50%).

Pointer

Provide an alternative method of using equipment for people with limited hand use, for activities including turning pages, drawing, as a keyboard aid or a pencil holder.

Pointing to The Candidate or Question on the Ballot

On certain ballots, voters are instructed to draw a single line to connect the head and tail of the arrow that points to the choice to vote for a candidate or measure, instead of filling in a bubble or marking an X.

Political

(1) relating to the government or the public affairs of a country. (2) Relating to the ideas or strategies of a particular party or group in politics.

Political Action Committee (PAC)

From FEC's glossary: Popular term for a political committee that is neither a party committee nor an authorized committee of a candidate. PACs directly or indirectly established, administered or financially supported by a corporation or labor organization are called separate segregated funds (SSFs). PACs without such a corporate or labor sponsor are called nonconnected PACs.

Political Appointee

Any employee who is appointed by the President, the Vice President, or agency head.

Political Caucus

A meeting at which local members of a political party register their preference among candidates running for office or select delegates to attend a convention.

Political Disclaimer

The required information that must accompany any political advertisement that is paid for by a candidate, committee, or individual that is published, displayed, or circulated for the purposes of influencing an election.

Political Organizations

Any organization that involves itself in the political process, including political parties, non-governmental organizations, advocacy groups, and special interest groups.

Political Party

An organization that coordinates candidates to compete in a country's elections. It is common for the members of a political party to have similar ideas about politics, and parties may promote specific ideological or policy goals.

Political Party Affiliation

Refers to a candidate or elected official's relationship to a particular party, not necessarily to a particular set of philosophical beliefs. In terms of voting, this usually refers to voters registering with an authorized political party.

Political Party Statements of Purpose

The declared policy of a political party or group.

Political Subdivision

Any unit of government, such as counties and cities, school districts, and water and conservation districts having authority to hold elections for public offices or on ballot issues.

Politician

A person who is professionally involved in politics, especially as a holder of or a candidate for an elected office.

Poll

(1) To check the status of or record the opinion of a voter. (2) The process of voting in an election.

Poll Book

An official register of electors entitled to vote at an election, used to verify and check in voters prior to issuing them a ballot.

Poll Book Station

A site used to check in, process, or tabulate ballots from multiple precincts as a central location.

Poll Hours

The opening and closing times for voting at polling locations.

Poll List

An official register of electors entitled to vote at an election, used to verify and check in voters prior to issuing them a ballot.

Poll Officer

The official responsible for the proper and orderly voting at a polling location or an election process.

Poll Watcher

Individuals that monitor the opening and closing of voting locations and the voting process.

Poll Worker

The official responsible for the proper and orderly voting at a polling location or an election process.

Polling Location

Physical address of a polling place.

Polling Place

Facility to which voters are assigned to cast in-person ballots.

Polling Place Assignment

The location of the facility where a voter will be on the official list of voters authorized to cast a ballot. Polling places are based on a voter's residential address and the site may change from one election to the next.

Polling Place Officer

The official responsible for the proper and orderly voting at a polling location or an election process.

Popular Vote

The vote for a candidate or issue made by the qualified voters, as opposed to a vote made by elected representatives.

Portable Document Format (PDF)

A standard and commonly used file format, used for creating, sharing, and reading documents, forms, and reports. PDF files can only be opened and read by a reader, such as Adobe Acrobat.

Position

(1) The proper, appropriate, or usual place; such as the location a contest or candidate will appear on a ballot. (2) An opinion or what a person thinks about a political candidate, issue or policy.

Post-Election

Relating to or occurring in the time following an election.

Post-Election Procedures

Laws, policies, and administrative procedures that are conducted after an election, often related to the canvassing, auditing, and certifying of election results.

Post-Election Tabulation Audit

A post-election audit that involves hand-counting a sample of votes on paper records, then comparing those counts to the corresponding vote totals originally reported as a check on the accuracy of election results, and to detect discrepancies using accurate hand-counts of the paper records as the benchmark.

Postage

The fee to use a postal service.

Postage Paid

A form of indication on an envelope that the costs for sending were paid in another way than using stamps or a franking machine. The indication is usually placed in the upper right corner of the front side of an envelope, where otherwise stamps would have been stuck.

Postage Stamp

A small piece of paper issued by a post office, postal administration, or other authorized vendors to customers who pay postage, who then affix the stamp to the face or address-side of any item of mail—an envelope or other postal cover—that they wish to send.

Postal Registration

A mail service offered by postal services in many countries, which allows the sender proof of mailing via a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made.

Postmark

A postal marking made on an envelope, parcel, postcard or the like, indicating the place, date, and time that the item was delivered into the care of a postal service, or sometimes indicating where and when received or in transit.

Pre-Clearance

Under the Federal Voting Rights Act of 1965, specified changes in voting procedures in certain states or political divisions cannot take effect in a state or political subdivision until the change is approved by a specified federal authority. The process that certain states or political divisions must follow to make specified changes in voting procedures Under the Federal Voting Rights Act of 1965.

Pre-Election Procedures

Laws, policies, and administrative procedures that are conducted prior an election, often related to candidacy filings, ballot preparation, logic and accuracy testing of voting machines, poll worker training and all of the other activities required to prepare for voting in an election.

Precandidacy

The time period that a person, otherwise qualified to be a candidate for any public office or position to be determined by public election, prepares to be a candidate and may receive contributions or make expenditures, or both personally or by another individual.

Precinct

Election administration division corresponding to a contiguous geographic area that is the basis for determining which contests and issues the voters legally residing in that area are eligible to vote on.

Precinct Board

A group of individuals working together, following specific rules and procedures, responsible for the proper and orderly voting at a polling location or an election process.

Precinct Board Member

The official responsible for the proper and orderly voting at a polling location or an election process.

Precinct Captain

A party leader who organizes political activities in a specific geographic area.

Precinct Count

Counting of ballots in the same precinct in which those ballots have been cast.

Precinct Count Optical Scan System (PCO)

System by which votes are recorded in a voting location by means of marks made in voting targets designated on one or both sides of a ballot card or series of cards. An optical scan system reads and tabulates ballots, usually paper ballots, by scanning the ballot and interpreting the contents.

Precinct Count Voting System

A voting system that tabulates ballots at the polling place. These systems typically tabulate ballots as they are cast and print the results after the closing of the polls. With an Optical Scan System, after ballots are marked either by hand or with a ballot marking device, they are tabulated when a ballot is placed into the scanner. For direct-recording electronic voting machines (DREs), and for some paper-based systems, these systems provide electronic storage of the vote count and results are later uploaded to a central voting system.

Precinct Official

The official responsible for the proper and orderly voting at a polling location or an election process.

Precinct Register

An official register of electors entitled to vote at an election, used to verify and check in voters prior to issuing them a ballot.

Precinct Split

A subdivision of a precinct which arises when a precinct is split by two or more election districts that may require different ballot styles.

Precinct Technician

The official responsible for the proper and orderly voting of the technology used at a polling location.

Precinct Voting

Voting before or on Election Day where the voter completes the ballot in person at a designated polling site that is overseen by election officials or poll workers.

Precision

(1) Extent to which a given set of measurements of the same sample agree with their mean. Thus, precision is commonly taken to be the standard deviation estimated from sets of duplicate measurements made under conditions of repeatability, that is, independent test results obtained with the same method on identical test material, in the same laboratory or test facility, by the same operator using the same equipment within short intervals of time. (2) Degree of refinement in measurement or specification, especially as represented by the number of digits given.

Presentable Ballot Style

Ballot style that includes all presentational details required to generate a ballot. This may include language, ordering of contests and candidates, and structural content such as headers.

Presidential Candidate

A candidate who is seeking nomination or election to the office of U.S. President and who either has met the legal requirements to have their name printed on the ballot or is eligible to have their name written in on the ballot and counted as the voter's choice for the contest.

Presidential Delegates

Individuals who represent their state at national party conventions for the purpose of nominating a candidate for U.S. President. The candidate who receives a majority of the party's delegates wins the nomination.

Presidential Elector

A member of the electoral college, who is authorized to cast a ballot for U.S. President on behalf of the voters of their state or the District of Columbia.

Presidential Primary Election

Primary election in which voters choose the delegates to the presidential nominating conventions allotted to their states by the national party committees.

Prevailing Party

Successful or winning individual or organization.

Primary

Election held to determine which candidate will represent a political party for a given office in the general election. Some states have an open primary, while others have a closed or modified-closed primary. Sometimes elections for nonpartisan offices and ballot issues are consolidated with primary elections.

Primary Calendar

The official list of key dates and voting deadlines for a primary election.

Primary Election

Election held to determine which candidate will represent a political party for a given office in the general election. Some states have an open primary, while others have a closed or modified closed, primary. Sometimes elections for nonpartisan offices and ballot issues are held during primary elections.

Primary Presidential Delegation Nomination

Primary election in which voters choose the delegates to the presidential nominating conventions allotted to their states by the national party committees.

Primary Results

Tallies of votes cast in a primary election after the polls have been closed for voting.

Prior Registration

When a voter updates their registration in the same or a different jurisdiction, their previous voter registration on the official voter rolls is known as their Prior Registration.

Prior To An Election

Relating to or occurring in the time before the first official act related to an election.

Prior To Election Day

Relating to or occurring in the time before the day of an election.

Privacy

The ability to prevent others from determining how an individual voted.

Private Key

The secret part of an asymmetric key pair that is typically used to digitally sign or decrypt data.

Process the Application

The act of verifying eligibility, adding information to a database, and creating a new or updated voter record upon the receipt of elections application, such as a voter registration card or absentee ballot request.

Product Standard

Standard that specifies requirements to be fulfilled by a product or a group of products, to establish its fitness for a purpose.

Programmed Device

Electronic device that includes software. Most electronic voting devices include application logic (software) and are, therefore, programmed devices.

Proof of Residence

A document confirming where a voter lives.

Proponent

Someone who proposes something, or at least supports it by speaking and writing in favor of it.

Proportional Representation

An electoral system in which parties gain seats in proportion to the number of votes cast for them.

Proportional Voting

A vote variation used in multi-seat contests where the votes allowed in the contest are distributed to the selected candidates proportionally depending on the number of selections. This may result in candidates receiving fractional votes.

Proposition

A proposal to enact a new law or constitutional amendment that is placed on the ballot for approval or rejection by voters.

Protest Petitions

A petition or process to challenge or to raise objections against the conclusions of an administrative action.

Provisional Ballot

A ballot cast by a voter who was not on the list of eligible voters, whose information was incomplete or not accurate, or who had already received a ballot in the mail and was allowed to vote. Fail-safe ballots are usually kept separate from the other ballots until an election official can determine if the voter is eligible to vote. These ballots are sometimes called fail-safe ballots.

Provisional Ballot Envelope

An official envelope used to enclose a ballot that was cast provisionally to separate the ballot from other cast ballots until the voters eligibility can be determined.

Provisional Vote

A ballot cast by a voter who was not on the list of eligible voters, whose information was incomplete or not accurate, or who had already received a ballot in the mail and was allowed to vote. Provisional ballots are usually kept separate from the other ballots until an election official can determine if the voter is eligible to vote. These ballots are sometimes called fail-safe votes.

Provisional Voting

The act of casting a ballot by a voter who was not on the list of eligible voters, whose information was incomplete or not accurate, or who had already received a ballot in the mail and was allowed to vote. Provisional ballots are usually kept separate from the other ballots until an election official can determine if the voter is eligible to vote. These ballots are sometimes called fail-safe votes.

Provisional Voter Instructions

An outline of the rules and procedures for voting provisionally, published by the official authority who is responsible for administering an election.

Proxy Absentee Ballot

A form of voting whereby a member of a decision-making body may delegate his or her voting power to a representative, to enable a vote in absence.

Public Jurisdiction

The authority of a sovereign power to govern or legislate.

Public Key

Public part of an asymmetric key pair that is typically used to verify digital signatures or encrypt data.

Public Measure

A proposal to enact a new law or constitutional amendment that is placed on the ballot for approval or rejection by voters.

Public Network Direct-Recording Electronic (DRE) Voting System

A DRE that transmits vote counts to a central location over a public telecommunication network.

Public Notice

A notice issued by a government agency or legislative body to make the public aware of the various government activities, hearings, public bids or other actions.

Public Office

Any federal, state, county, municipal, town, parish, borough or other district office or government position.

Public Officer

A term used to describe an individual who occupies any federal, state, county, municipal, town, parish, borough, or other district office or government position.

Public Records Request

A formal request made by a member of the public for documents or pieces of information that are not considered confidential and generally pertain to the conduct of government.

Punch Card Ballot

A ballot card that contains voting position targets that a marking device must pierce to form a hole in order to record a voter's choice for a candidate or measure.

Punch Card Voting System

A voting system where voters punch holes in a ballot card with a ballot marking device to mark their selections. After voting, the voter may place the ballot in a ballot box, or the ballot may be fed into a computer vote tabulating device at the precinct.

Punching Device

A ballot marking device used by voters to punch holes in a ballot card to mark their selections.

Punching Tool

A ballot marking device used by voters to punch holes in a ballot card to mark their selections.

Purge

Terminology sometimes used to describe a process that states and counties use to maintain and update voter rolls and data by canceling registrations for voters who are no longer eligible.

Q

QR Code

A machine-readable code consisting of an array of black and white squares, typically used for storing URLs or other information for reading by the camera on a smartphone typically used for storing vote information on ballots that are printed from ballot marking devices to be read and tabulated by a ballot scanner.

Qualification

A requirement, such as being a registered voter, that is necessary in order for a voter, candidate, or election process to be acceptable for a specific purpose.

Qualification Number

A number issued by NASED (National Association of State Election Directors) to a system that has been tested by an accredited independent testing authority for compliance with the voting system standards. Issuance of a qualification number indicates that the system conforms to the national standards.

Qualification Test Report

Report of results of independent testing of a voting system by an independent testing authority documenting the specific system configuration tested, the scope of tests conducted and when testing was completed.

Qualification Testing

Examination and testing of a voting system by a NASED-accredited independent testing authority to determine if the system conforms to the performance and other requirements of the national certification standards and the vendor's own specifications.

Qualification to Register

The conditions necessary in order for an individual to register to vote, such as being a citizen of the United States and over 18 years of age.

Qualification to Vote

The conditions necessary in order for a voter to cast a ballot, such as registering to vote by a certain deadline.

Qualified

Officially recognized as having met the requirements; certified.

Qualified Candidate

Any person who files all of the required forms to become a candidate with the proper election authority before the appropriate deadline. The candidate's name will be printed on ballot.

Qualified Elector

An individual who has registered on an electoral roll with the proper election authority and is entitled to vote.

Qualified Voter

An individual who has registered on an electoral roll with the proper election authority and is entitled to vote.

Qualified Voting Systems

Voting Systems that have met the standards to be certified for use in a jurisdiction.

Qualified Write-in Candidate

Any person seeking election, but whose name will not be printed on the ballot. For these votes to be tallied and certified, the candidate must file forms with the election official during the qualifying period. A space will be provided on the ballot for voters to write in the candidate's name. The candidate must educate voters to write in the candidate's name in the space provided.

Qualify

The process of meeting all of the requirements to be officially recognized as certified.

Qualifying Period

The official time period for individuals to file all of the required forms with the proper election authority to be eligible to be a candidate for public office or to have a ballot measure printed on the ballot for voters to vote on in a public election.

Question Petitions

A formal written request signed by voters, to propose to create, amend, or repeal a state law or constitutional provision.

Questions on The Ballot

Proposals to enact new laws or constitutional amendments that are placed on the ballot for approval or rejection by voters.

R

Random Audit

A public process of manually tallying a percentage of votes, selected at random by the elections official, and typically involves a defined minimum number of precincts or races. This procedure is conducted to verify the accuracy of an automated count.

Ranked Choice Voting

A vote variation which allows each voter to rank contest options in order of the voter's preference, in which votes are counted in rounds using a series of runoff tabulations to defeat contest options with the fewest votes, which elects a winner with a majority of final round votes in a single winner contest and provides proportional representation in multi-winner contests.

Ranked Order Voting

A vote variation which allows each voter to rank contest options in order of the voter's preference, in which votes are counted in rounds using a series of runoff tabulations to defeat contest options with the fewest votes, which elects a winner with a majority of final round votes in a single winner contest and provides proportional representation in multi-winner contests.

Ransomware

Malware that holds the victim's device (computer, phone, etc.) and data for ransom (a sum of money or other payment), by means of encrypting the files on the device or preventing access to the device.

Re-Elect

To elect for another term to the same public office.

Read Ballot

Cast ballot that has been successfully accepted and initially processed.

Reappointment

To appoint for another term to the same public office.

Reapportion

To assign or distribute seats differently in a legislative body based on changes in population.

Reapportionment

The process by which seats in a legislative body are distributed among administrative divisions based on changes in population.

Recall

Process that allows voters to remove elected representatives from office prior to the expiration of their terms of office.

Recall Election

An election in which the question of whether to remove an elected official from office before their term is completed appears on the ballot for approval or rejection.

Recall Grounds

Refers to the reasons that citizens would begin the process to remove an elected official from office in a political recall.

Recall Issue with Options

Process that allows voters to remove elected representatives from office prior to the expiration of their terms of office. The recall may involve not only the question of whether a particular officer should be removed, but also the question of naming a successor in the event that there is an affirmative vote for the recall.

Recall of Public Officer

Process that allows voters to remove elected representatives from office prior to the expiration of their terms of office.

Recall Petition

The procedure by which citizens can gather signatures from voters, using an official form, to propose a recall election directly to a governing body.

Recall Process

Process that allows voters to remove elected representatives from office prior to the expiration of their terms of office.

Recall Statement

The general statement included on a petition, when attempting to gather signatures from voters for a recall election, which describes the reason for seeking a recall election.

Recall Vote

Vote cast in a recall election.

Recallable Ballot

Recorded ballot that can be individually retrieved and included or excluded from further processing.

Receiving Boards

A group of individuals appointed, usually by local authorities, and charged with control of an elections procedure, such as receiving voted ballots, voting material or voting equipment from poll workers after the polls have been closed.

Recertification

Re-examination, and possibly retesting of a voting system that was modified subsequent to receiving national and/or state certification. The object of this is to determine if the system as modified still conforms to the requirements.

Reconcile

An accounting or auditing process that compares two sets of records to check that figures are consistent, accurate, and complete.

Record (noun)

Preserved evidence of activities performed or results achieved (for example, forms, reports, test results).

Record (verb)

To document an action or create a record.

Recorded Ballot

A ballot for which there is an associated cast vote record.

Recount

An additional count of the votes cast in an election, typically required due to state law, a candidate request, or a court order, that is used to determine the accuracy of the reported results of an election. This process may be conducted using ballot tabulation equipment or by-hand depending on local laws and procedures.

Redistrict

The process by which seats in a legislative body are distributed among administrative divisions based on changes in population.

Referenda

The plural of Referendum, which is a process whereby a state law or constitutional amendment may be referred to the voters before it goes into effect.

Referendum

Process whereby a state law or constitutional amendment may be referred to the voters before it goes into effect.

Referendum Petitions

A formal written request signed by voters, to refer a state law or constitutional amendment to the voters before it goes into effect.

Referendum Question

Proposals to enact new laws or constitutional amendments that are placed on the ballot for approval or rejection by voters.

Referendum Vote

Vote cast in a referendum election.

Register

To complete a form with information to be added to an electoral roll for the jurisdiction where a voter resides, as a prerequisite for being entitled to vote.

Register by Mail

To complete a form with information to be added to an electoral roll, sent through the mail, to the jurisdiction where a voter resides, as a prerequisite for being entitled to vote.

Register to Vote

To complete a form with information to be added to an electoral roll for the jurisdiction where a voter resides, as a prerequisite for being entitled to vote.

Registered

A voter who is listed on an electoral roll for the jurisdiction where a voter resides.

Registered Voter

A voter who is listed on an electoral roll for the jurisdiction where a voter resides.

Registrar

An official who is responsible for election administration.

Registrar of Records

An official who is responsible for election administration.

Registrar of Voters

An official who is responsible for election administration.

Registration

A term used by election officials when referring to a voter's record.

Registration Affidavit

An official sworn statement of information used to register to vote by voters. This is sometimes referred to as a Voter Registration Card.

Registration Application

An official sworn statement of information used to register to vote by voters. This is sometimes referred to as a Voter Registration Card.

Registration Book

A list of the individuals that have registered on an electoral roll where a voter resides, as a prerequisite for being entitled to vote.

Registration by Mail Form

A form voters use to supply information to be added to an electoral roll, sent through the mail, to the jurisdiction where a voter resides, as a prerequisite for being entitled to vote.

Registration Card

An official sworn statement of information used to register to vote by voters.

Registration Certificate

An official document providing proof of registration.

Registration Certificate Number

The serial number associated with a voter's registration on an electoral roll.

Registration Database

A list of the individuals that have registered on an electoral roll where a voter resides, as a prerequisite for being entitled to vote.

Registration Deadline

The last day to complete the documents to become a registered voter to participate in a specific election or election process.

Registration Form

An official sworn statement of information used to register to vote by voters. This is sometimes referred to as a Voter Registration Card.

Registration Official

An official who is responsible for election administration.

Registration Status

A term used by election officials to describe whether a voter's record shows that the voter is eligible to vote. Status terms include: Active, Inactive, Canceled, and others.

Registration-By-Mail

To complete a form with information to be added to an electoral roll, sent through the mail, to the jurisdiction where a voter resides, as a prerequisite for being entitled to vote.

Rejected Ballot

A ballot which has been cast but cannot be counted due to a defect or ineligibility of the voter.

Removal (Of A Candidate)

When a candidate has withdrawn, been disqualified, or passed away, or when there is a formal process to remove a candidate from a ballot or from public office.

Repeal

The removal or reversal of a law.

Report of Election Results

A report of the tallies of votes cast in an election after the polls have been closed for voting.

Represent

An arrangement whereby one is enabled to speak and act with authority on the behalf of another.

Representation System

A type of democracy founded on the principle of elected persons representing a group of people, as opposed to direct democracy. Representative democracy places power in the hands of representatives who are elected by the people.

Representative (noun)

(1) A person who has been chosen to speak or vote for somebody else or on behalf of a group. (2) A member of the House of Representatives, the lower house of Congress.

Representative (Adj.)

Typical of a particular group of people.

Representative Districts

Administrative area in which voters are entitled to vote in contests that are specific to that area.

Reproducibility

Ability to obtain the same test results by using the same test method on identical test items in different testing laboratories with different operators using different equipment.

Requirement

Provision that conveys criteria to be fulfilled.

Requirements for Elected Offices

All of the legal requirements to hold an elected office.

Reregister

To complete a form to update your information on an electoral roll for the jurisdiction where a voter resides, as a prerequisite for being entitled to vote.

Residence for Voting

The place in which a voter's habitation is fixed, wherein the person has the intention of remaining, and to which, whenever they are absent, the person has the intention of returning. Persons experiencing homelessness can register and vote, as long as they can describe the physical location where they sleep at night. At a given time, a person may have only one voting residence.

Residency Requirement

The rules that govern if an individual is entitled to become a candidate or vote, based on where they live, and how long they have lived there.

Residual Vote

Vote that could not be allocated to a specific contest option due to an undervote or overvote.

Resilience

The ability to recover gracefully from error conditions and unexpected circumstances. For example, manually marked paper preserves evidence of exceptions that can advise both adjudication and audit to achieve better interpretation of original voter intent.

Resolution

A statement of policy by the governing body or an order by the governing body that a specific action be taken.

Restoration of Voting Rights

The process of restoring voting rights to people who lost their voting rights under felony disenfranchisement or for any other reason that might have disqualified them from voting.

Results

Tallies of votes cast in an election after the polls have been closed for voting.

Retention Vote

A periodic process whereby voters are asked whether an incumbent (usually a judge) should remain in office for another term. The office holder, who does not face an opponent, is removed from the position if a percentage of voters indicate that they should not remain in office.

Retractable Ballot

Recorded ballot that can be individually retrieved and included or excluded from further processing.

Return Envelope

An official envelope used to transport absentee and mailed ballots and protects voter privacy.

Returns

Tallies of votes cast in an election after the polls have been closed for voting.

Reverse Side

The front or back of a flat object which has two sides, such as a ballot card.

Right to Vote

A set of legal and constitutional protections designed to ensure the opportunity to vote in free and fair elections.

Rights Restoration

The process of restoring voting rights to people who lost their voting rights under felony disenfranchisement or for any other reason that might have disqualified them from voting.

Risk Assessment

The process of identifying the risks to system security and determining the probability of occurrence, the resulting impact, and safeguards that would mitigate this impact.

Risk-Limiting Tabulation Audit

Post-election tabulation audit procedure for checking a sample of ballots (or voter verifiable records) that provides a pre-specified statistical chance of correcting the reported outcome of an election if the reported outcome is wrong (that is, if a full hand-count would reveal an outcome different from the reported outcome).

Roster

An official register of electors entitled to vote at an election, used to verify and check in voters prior to issuing them a ballot.

Run-Off

Election to select a winner following a primary or a general election in which no candidate in the contest received the required minimum percentage of the votes cast. The two candidates receiving the most votes for the contest in question proceed to the run-off election.

Run-Off Election

Election to select a winner following a primary or a general election in which no candidate in the contest received the required minimum percentage of the votes cast. The two candidates receiving the most votes for the contest in question proceed to the run-off election.

Run-Off Primary

The election to select a winner in a primary, in which if no candidate in the contest received the required minimum percentage of the votes cast the two candidates receiving the most votes for the contest in question proceed to the run-off election.

Run-Off Results

Tallies of votes cast in a run-off election after the polls have been closed for voting.

Running for Office

Person contending in a contest for office. A candidate may be explicitly presented as one of the choices on the ballot or may be a write-in candidate.

Running Mate

A person running together with another person on two closely associated political offices in an election. For example, President and Vice President, and (in some states) Governor and Lieutenant Governor.

Rural Route

A mail delivery route in a rural area where mail is typically delivered to a box number for destinations without street addresses, as opposed to a P.O. Box.

S

Sample Ballot

An example ballot provided to voters with information specific to the voter.

Sample Ballot Pamphlet

Sample Ballot Pamphlets often provides additional election information such as the voter's polling place and hours, information about candidates, questions, and instructions for voting, in addition to an example ballot specific to the voter.

Sample Official Ballot

An official example ballot provided to voters with information specific to the voter.

Satellite Location

An office that is physically separate from the main election office and may provide limited services. Voters can typically register to vote or receive an absentee ballot from these offices. Satellite offices are also known as branch offices.

Satellite Voting Stations

Temporary site set up by an elections office for the purposes of voting.

Scan-Line

A horizontal line traced across a cathode-ray tube by an electron beam to form part of an image. Typically, this issue is caused by wet ink or some other substance transferred from a piece of paper as it goes through the scanner. The ink or other substance gets on the glass as the paper moves through, and blocks the light of the scanner in that area for future copies.

Scanner

A device that scans documents, images, printed text, handwriting, or an object and converts them into digital data. A Ballot scanner is a device used to read the voter selection data from a paper ballot or ballot card.

Scanning

The practice of using scanners to convert paper documents into digital images. This is done when capturing images of paper voter registration cards, and other election correspondence and when tabulating ballots.

Scheduled Elections

Existing law that requires any federal, state, county, municipal, district, or other district election to be held on certain dates, usually on a reoccurring basis.

School District

A geographical unit for the local administration of elementary or secondary schools.

Score Voting

A single-winner voting system where voters rate candidates on a scale. The candidate with the highest rating wins.

Seal

A security mechanism using strategically placed serialized or tamper-evident materials that alert officials if a device used in the elections process has potentially been altered or accessed without authorization.

Sealed Container

A container used to hold or transport election materials, such as ballots, where strategically placed serialized or tamperproof evident seals have been used to alert officials if it has been altered or accessed without authorization.

Seat

An elected office position that a single officeholder may occupy for a term of office.

Second-Chance Voting

Feature of a voter-facing scanner that reviews the ballot for possible marking mistakes, informs the voter, and presents an opportunity to cast as-is or return the ballot.

Secrecy Cover

A paper, envelope, or folder that encloses a ballot to maintain the secrecy of how a voter marked their ballot.

Secrecy Envelope

An envelope that encloses a ballot to maintain the secrecy of how a voter marked their ballot.

Secrecy of The Ballot

A set of rules and procedures to establish the fundamental right of voters in the United States to cast a secret ballot. These procedures ensure that no ballot can be associated with a voter, thereby allowing voters to mark their ballots freely and without fear of repercussion or reprisal.

Secrecy Sleeve

A paper, envelope, or folder that encloses a ballot to maintain the secrecy of how a voter marked their ballot.

Secret Ballot

A set of rules and procedures to establish the fundamental right of voters in the United States to cast a secret ballot. These procedures ensure that no ballot can be associated with a voter, thereby allowing voters to mark their ballots freely and without fear of repercussion or reprisal.

Secret Ballot Envelope

An envelope that encloses a ballot to maintain the secrecy of how a voter marked their ballot.

Secretary of State

A state-level officer who is responsible for various departments and functions. Secretaries of State are often, but not always, the Chief Election Official in their state.

Secure Receptacle

An object used to store and safeguard election material.

Security Analysis

An inquiry into the potential existence of security flaws in a voting system. Includes an analysis of the system's software, firmware, and hardware, as well as the procedures associated with system development, deployment, operation and management.

Security Controls

Management, operational, and technical controls (i.e., safeguards or countermeasures) prescribed for an information system to protect the confidentiality, integrity, and availability of the system and its information.

Semi-Static Voting System Software

Software that may change in response to the voting equipment on which it is installed or to election-specific programming.

Senate

A deliberative assembly, often the upper house or chamber of a bicameral legislature.

Senate District

One of a fixed number of districts into which a state is divided, each district electing one member to the higher house of the state legislature.

Serial Number

A number showing the position of an item in a series, such as a unique voter registration card number or on a manufactured article for the purposes of identification.

Sign-In Book

An official register of electors entitled to vote at an election, used to verify and check in voters prior to issuing them a ballot.

Signature

A person's name written in a distinctive way as a form of identification in authorizing. This can also be made by a mark.

Signature Roster

An official register of electors entitled to vote at an election, used to verify and check in voters prior to issuing them a ballot.

Simple Majority

A majority in which the highest number of votes cast for any one candidate, issue, or item exceeds the second-highest number, but less than 50%.

Single-Member District

An electoral district or constituency having a single representative in a legislative body rather than two or more.

Sip and Puff

An interface that allows voters to use their mouth on a straw to send inputs to an election voting machine.

Slate

A group of candidates that run in multi-seat or multi-position elections on a common platform. The common platform may be because the candidates are all members of a political party, have the same or similar policies, or some other reason.

Slate Mailer

A mass mailing that supports or opposes multiple candidates or ballot measures.

Software

The collection of programs that control the computer and perform a specific collection of tasks. Software has version numbers and is licensed (not sold) to the end user. Software can be altered to change the functionality of the computer.

Software Independence

Quality of a voting system or voting device where a previously undetected change or fault in software cannot cause an undetectable change or error in election outcome.

Software Patches

Corrections to existing programs, designed to be integrated into the programs without major release changes. Also called fixes or bug fixes.

Source Code

Human readable computer instructions that when compiled or interpreted, become an application. Source code can be written by humans or by computers.

Spear Phishing

A targeted attack by hackers, via bogus emails, that attempts to get the victim to provide login information or personal information to the hackers. Spear Phishing attempts may appear to originate from legitimate known sources, such as organizational IT or known vendors.

Special District

Public agencies created to provide one or more specific services to a community, such as water service, sewer service, parks, fire protection, and others.

Special Election

Primary, general, municipal, proposition, run-off, or recall election that is not held on a date and time regularly scheduled through statute. A special election may be combined with a scheduled election.

Special Interest Group

A group of people who have particular requests and who try to influence political decisions involving them.

Split Precinct

A precinct that contains an election district subdivision, e.g., parts of the precinct are in different political jurisdiction such as a water district or school board district, requiring an additional ballot configuration.

Split Ticket

The act of selecting candidates from different parties for different contests. In states with Straight Ticket Voting, this action overrides the straight ticket vote, and allows voters to select the candidates of their choice. For non-partisan races and proposals, the voter must make selections in these races separately. (Note: Split Ticket Voting is often not allowed during primary elections in some jurisdictions.)

Spoil

To mark or otherwise alter a ballot so it indicates in a human-readable manner that the ballot is not to be cast.

Spoiled Ballot

A ballot which has been mistakenly marked or altered by a voter. A spoiled ballot is not cast, and the voter may request a new ballot to mark correctly.

Spoiled Ballot Affidavit

A written statement confirmed by oath or affirmation, that a voter made a mistake on a ballot and is requesting a new one.

Standards Board

HAVA designates a 110-member Standards Board to assist the EAC in carrying out its mandates under the law. The board consists of 55 state election officials selected by their respective chief state election official, and 55 local election officials selected through a process supervised by the chief state election official.

State

A territory with its own government and borders within a larger country. There are 50 states in the United States of America.

State Assembly

The name given to various legislatures, especially lower houses or full legislatures in states.

State Central Committee

The organization of the central or executive committees of the political parties in several states.

State Certification

State examination and possibly testing of a voting system to determine its compliance with state requirements for voting systems.

State Election Commission

A group of individuals appointed and charged to oversee elections and voting procedure in a state.

State Election Fund

The special revenue account created in a State Treasury, where expenditures from the account are used for the administration of elections.

State Elections

Elections for members to State offices, including Governor, Lieutenant Governor, Secretary of State, Controller, Treasurer, Attorney General, Insurance Commissioner, Superintendent of Public Instruction, and State Legislative Offices, among others.

State Measures

Proposals to enact new laws or constitutional amendments that are placed on the ballot for approval or rejection by voters.

Statement of Contest

The court filings and general requirements to contest the results of an election.

Statewide

Extending throughout a particular U.S. state.

Statewide Election Results

Tallies of votes cast in an election, that have been compiled from voting jurisdiction throughout a state, after the polls have been closed for voting.

Statewide Office

Any government position in a State. State elected offices, include Governor, Lieutenant Governor, Secretary of State, Controller, Treasurer, Attorney General, Insurance Commissioner, and Superintendent of Public Instruction.

Statewide Uniform Registry Of Electors (SURE)

A platform that supports the functions of election systems, including voter registration, voter list maintenance, precinct data, and the production of poll books.

Static Voting System Software

Software that does not change based on the election being conducted or the voting equipment upon which it is installed, e.g., executable code.

Statute

A written law passed by a legislative body of a city, county, state, country, or other political body.

Statutory Initiative Petitions

A citizen-initiated ballot measure that amends statute.

Statutory Provisions

Provisions that expand on the subject matter of the statute, or law, to provide more information about who the law applies to, when it applies, and what the penalties are for violating it.

Statutory Violations

To break the rules of or act against a law.

Straight Party Ballot

A ballot with all candidates from a single political party.

Straight Party Override

Explicit voter selection that overrides or supplements the vote selections made by a straight party voting option. Straight party overrides may be subject to state election rules for how they work or whether they are allowed.

Straight Party Voting

Mechanism that allows voters to cast a single vote to select all candidates on the ballot from a single political party.

Straight Ticket

The action of voting in one oval or box next to a party name at the top of the ballot to cast a vote for every candidate of that political party. No vote will be cast in individual races in which the selected party does not have a candidate. If the voter wishes to vote in any non-partisan races and proposals, the voter must make selections in these races separately.

Straight Vote

When a voter selects every candidate of a single political party on a ballot.

Straw Ballot

An ad hoc or unofficial vote. It is used to show the popular opinion on a certain matter.

Straw Poll

An ad hoc or unofficial vote. It is used to show the popular opinion on a certain matter.

Stray Mark

A mark made by a voter outside of the area of the ballot adjacent to each candidate or measure or that area of the ballot specifically designated to record the voter's choice for that contest.

Street Segment Data

The portion of a street between two consecutive cross streets that can be assigned to a precinct.

Strike Out

To draw a line through or attempt to remove a mark on a document or ballot, with the purpose of erasing it.

Stylus

Adaptive device that allows individuals to access screens, boards, and other devices.

Substitute Candidate

A different candidate for vice president from the one whose name appears on the party's certification or nominating petition at any time before seventy-five days before the general election, by certifying the change to the secretary of state.

Successor

Someone that follows and takes the office or position that was held by another.

Suffrage

The right to vote in political elections.

Supervisor of Elections

An official who is responsible for election administration.

Supplemental Ballot Pamphlet

Official information about your ballot issued from an elections office, after an initial ballot pamphlet has been mailed.

Supplemental Petition

Additional petition sections, after a master document has been issued with information about measures, initiatives, referendums, or candidates used to gather signatures from registered voters.

Supplemental Roster

Additional pages added to an official register of electors entitled to vote at an election, used to verify and check in voters prior to issuing them a ballot.

Support Software

Software that aids in the development, maintenance, or use of other software, for example, compilers, loaders, and other utilities.

Suspend Voting Rights

Deprive someone of the right to vote.

Suspended Status

A term used by election officials when a voter's record shows that the voter is ineligible to vote.

Swear

A solemn attestation of the truth of what one says or that one sincerely intends to do what one says.

Swing Voter

A person who is not a firm supporter of any political party, and whose vote in an election is difficult to predict.

Switch

Switches connects computers into networks. A switch acts as a controller. Routers connect and manage traffic between different networks.

Sworn

Having taken a solemn attestation of the truth of what one says or that one sincerely intends to do what one says.

Sworn and Subscribed To

Having taken a solemn attestation of the truth of what one says or that one sincerely intends to do what one says and signing documentation to provide evidence of the fact.

Symmetric Cryptography

Encryption system that uses the same key for encryption and decryption. This key must be kept secret.

Symmetric (Secret) Encryption Algorithm

Encryption algorithms using the same secret key for encryption and decryption.

System

A collection of unified components that convert inputs to outputs. Systems consist of integrated subsystems. Systems are typically complex and highly interconnected. Information systems consist of hardware, software, data, people, and procedures.

System Audit

A systematic and independent examination to determine whether activities and related results comply with the planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives. Also defines as a systematic, independent, and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled.

Systematic List Maintenance Program

Terminology used to describe a process that states and counties use to maintain and update voter rolls, on a periodic basis and by canceling registrations for voters who are no longer eligible.

System Extent

Administrative unit that is the entire scope within which the voting system is used (for example, a county). The system extent corresponds to the top-level reporting context for which the system generates reports.

T

T-Coil

Inductive coil used in some hearing aids to allow reception of an audio band magnetic field signal, instead of an acoustic signal. The magnetic or inductive mode of reception is commonly used in conjunction with telephones, auditorium loop systems and other systems that provide the required magnetic field output.

Tabletop Exercise

A discussion-based drill where qualified personnel discuss scenarios and responses in order to validate plans and procedures. Also called Incident Response Planning or TTX.

Tabulate

Process of totaling votes.

Tabulating Equipment

The hardware, software, or supplies used to count votes.

Tabulating Equipment Memory Card

An electronic data storage device used for storing digital vote totaling information, typically using flash memory.

Tabulation

Process of totaling votes.

Tabulation Audit

A post-election audit that involves hand-counting a sample of votes on paper records, then comparing those counts to the corresponding vote totals originally reported as a check on the accuracy of election results, and to detect discrepancies using accurate hand-counts of the paper records as the benchmark.

Tabulation Report

A report containing the counts associated with ballots tabulated for a given election district.

Tabulator

The person or device that counts votes.

Tactile Controls

Controls that are discernable or perceptible by touch using hands, feet, or other parts of the body. (Does not include touch screens.) Dual switches are a form of tactile controls that can be used by voters with minimal use of their hands.

Tally

Process of totaling votes.

Tally Sheet

The paper form or electronic record used to collect data in the process of counting votes.

Tape

Report run from a vote tabulation device to show the total number of votes cast per candidate or issue.

Technical Data Package

Vendor documentation relating to the voting system required to be submitted with the system as a precondition of certification testing.

Telecommunications

Transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.

Term Limits

A legal restriction that limits the total number of terms an officeholder may serve in a particular elected office.

Term of Office

The period of time for which a person is elected or appointed to hold a public office. Terms of elected office are usually 2, 4 or 6 years.

Test

Procedure used to determine one or more characteristics of a given product, process, or service according to a specified procedure for conformity assessment. A test may be an operational test or a non-operating test (for example, an inspection).

Test Campaign

Sum of the work by a voting system test lab on a single product or system from contract through test plan, conduct of testing for each requirement (including hardware, software, and systems), reporting, archiving, and responding to issues afterwards.

Test Deck

A set of marked ballots with a predetermined outcome. Used for logic and accuracy testing of a voting system.

Test Method

Specified technical procedure for performing a test, procedures by which tests are derived, or a combination of these.

Test Plan

Document created prior to testing that outlines the scope and nature of testing, items to be tested, test approach, resources needed to perform testing, test tasks, risks, and schedule.

Test Suite

Implementation of a set of operational tests for a particular object (such as a specific voting system) or class of objects (such as all voting systems that can interpret the language in which the test data are expressed).

Testing Laboratories

The process of performing any tests or procedures that are conducted in a controlled environment where the appropriate equipment, supplies, and certified expertise are available. Laboratory testing can be simply referred to as a laboratory test or lab test.

Testing Standard

Standard that is concerned with test methods, sometimes supplemented with other provisions related to testing, such as sampling, use of statistical methods or sequence of tests.

Third Party

A person or group besides the two primarily involved in a situation.

Third Party Auditor

A certified or otherwise credentialed individual or group, other than an election official, who is tasked with reviewing election materials.

Third Party Candidate

A candidate seeking nomination for office, with a political party affiliation other than the two majority political parties (Republican and Democratic).

Third Party Logic

Software, firmware, or hardwired logic that is neither application logic nor COTS. This includes, for example, general-purpose software developed by a third party that is either customized (for example, ported to a new platform, as is Windows Embedded Compact), not widely used, or source-code generated by a COTS package.

Third Party Notification

A notification from a person or group besides the two primarily involved in a transaction. An example is a change of address notification from the US Postal Service forwarded to an elections office.

Ticket

Another name for a ballot.

Tie Vote

An equal number of votes for more than one candidate or issue of the same contest.

Time Limit

An amount of time in which something must be done or completed.

Time of Recall

The legal time period for the process by which citizens can remove elected officials from office before their term is completed.

Time Off for Voting

Almost every state prohibits employers from disciplining or firing an employee who takes time off work to vote. Some state laws require employers to give their employees a specific amount of time off to cast their ballots. In some states, this time off must be paid; in others, it may be unpaid.

Touch Screen

A display device which allows the user to interact with a computer by touching areas on the screen.

Touchscreen Voting

Voting using a machine that utilizes a computer screen to display the ballot and allows the voter to indicate his or her selections by touching designated locations on the screen.

Touchscreen Voting Machine

A voting machine that utilizes a computer screen to display the ballot and allows the voter to indicate his or her selections by touching designated locations on the screen.

Touchscreen Voting System

A voting system that utilizes machines with a computer screen to display the ballot and allows the voter to indicate his or her selections by touching designated locations on the screen.

Town

A civil and political subdivision of a state, which varies in size and significance according to location but is ordinarily a division of a county. A town may or may not have a local government.

Town Clerk

A town official who is responsible for election administration for a town.

Town Council

The governing body of a town in many U.S. states, consisting of members elected by the voters.

Township

A widely used unit of local government in the United States, subordinate to a county, with some form of local government for which it generally conducts elections.

Township Clerk

A township official who is responsible for election administration for a township.

Translate

Express the sense of (words or text) in another language.

Translation

The process of translating words or text from one language into another.

Translator

A person or program that translates from one language into another.

Transmitted Electronically

A communication sent or received through technological apparatuses, including computer terminals or other equipment or mechanisms linked by telephone or microwave relays, or any similar apparatus having electrical, digital, magnetic, wireless, optical electromagnetic, or similar capabilities.

Tribal Lands

The land within the jurisdiction of a federally recognized Indian tribes for which the United States government has a trust responsibility to a Native American tribe or a member of a Native American tribe. This includes reservations, pueblo land grants, tribal trust lands, and individual trust allotments.

Trusted Build

A witnessed software build where source code is converted into machine readable binary instructions (executable code) in a manner providing security measures which help ensure that the executable code is a verifiable and faithful representation of the source code.

Turnout

The number of people attending or taking part in an event, especially the number of people voting in an election. This number is typically reported as a percentage of the total number of voters in an election divided by the total number of registered voters in a given precinct or jurisdiction.

U

U.S. Election Assistance Commission (EAC)

Election Assistance Commission was created by the Help America Vote Act (HAVA) to assist the states regarding HAVA compliance and to distribute HAVA funds to the states. The EAC is also charged with creating voting system guidelines and operating the federal government's first voting system certification program. The EAC is also responsible for maintaining the National Voter Registration form, conducting research, and administering a national clearinghouse on elections that includes shared practices, information for voters, and other resources to improve elections.

Unauthorized Use

Use of technology or data for unapproved or illegal activities.

Unconstitutional

Not in accordance with a political constitution, especially the U.S. Constitution, or with procedural rules.

Under Oath

Having sworn to tell the truth.

Undervote

Occurs when the number of choices selected by a voter in a contest is less than the maximum number allowed for that contest or when no selection is made for a single choice contest.

Undervoting

The act of a voter selecting less than the maximum number allowed for a voting contest or when no selection is made for a single choice contest.

Unenrolled

An individual who is not affiliated with a political party.

Unenrolled Candidate

A candidate for public office who is not affiliated with a political party.

Unexpired Term

The number of calendar days left between a vacancy of a public office and the date that the term is regularly scheduled to end. Unexpired terms may be filled through an appointment or special election.

Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)

UOCAVA citizens are U.S. citizens who are active members of the Uniformed Services, the Merchant Marine, and the commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration, their eligible family members, and U.S. citizens residing outside the United States. This Act provides the legal basis for these citizens' absentee voting requirements for federal offices.

Uniformed Services Voter

U.S. citizens who are active members of the Uniformed Services, the Merchant Marine, and the commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration, their eligible family members.

Uninterruptable Power Supply (UPS)

A battery powered back-up system that quickly switches to battery power when electrical current to the computer system is disrupted (surge, sags, and failures).

United States Citizen

An individual with a legal status that provides them with certain rights within the United States. Citizenship may be derived from place of birth, paternal citizenship, or naturalization.

Unmarked Ballot

An issued ballot without any selections made.

Unregistered

Not having entered one's name on an official voting list.

Upload

Transfer data from a smaller computer or device to a larger computer.

Usability

Effectiveness, efficiency and satisfaction with which a specified set of users can achieve a specified set of tasks in a particular environment. Usability in the context of voting refers to voters being able to cast valid votes as they intended quickly, without errors, and with confidence that their ballot choices were recorded correctly. It also refers to the usability of the setup and operation in the polling place of voting equipment.

Usability Testing

Encompasses a range of methods that examine how users in the target audience actually interact with a system, in contrast to analytic techniques such as usability inspection.

V

Vacancy

When a public office becomes vacant before the end of a term. This can be due to death, resignation, moving out of the jurisdiction when residency is required, removal from office, among other reasons.

Valid

Legally binding due to having been executed in compliance with the law.

Valid Identification (ID)

A means of proving a person's identity, according to the laws of the jurisdiction. Common forms of Identification are Driver's Licenses and Passports.

Valid Registered Voter

A voter whose record is current with the appropriate election authority and is eligible to vote.

Valid Vote

Vote from a ballot or ballot image that is legally acceptable according to state law.

Validation

Process of evaluating a system or component during or at the end of the development process to determine whether it satisfies specified requirements.

Verification

Process of evaluating a system or component to determine whether the products of a given development phase satisfy the conditions (such as specifications) imposed at the start of the phase.

Verify Status

In some states, a flag within a voter's record stating that the voter needs to confirm a certain piece of data in their record, such as an address or date of birth, before they can be issued a ballot.

Verify Your Voter Registration

Confirm that all of your voter registration information is accurate and up to date so that you are able to vote in the next election.

Video Ballot

Electronic voter interface which presents ballot information and voting instructions as video images.

Violate

Fail to comply with a rule or statute.

Violation

Action of failing to comply with a rule or statute.

Virus

A malicious computer program that may replicate itself on a computer network, insert or attach copies of itself into computer programs, and cause harm to computers or systems by corrupting, stealing, or modifying data or access.

Visual Format

A display format in which contest options and other information are displayed on screen or paper for perception using sight.

Visually Impaired

Any kind of vision loss.

Visually Inspected

A common method of quality control, data acquisition, and data analysis by looking over a piece of equipment, or a ballot envelope, using the naked eye to look for flaws.

Void Ballot

A ballot that has been issued but cannot be cast by a voter. This could be because a ballot was lost in the mail, spoiled, or the voter is no longer eligible to vote using that ballot, among other reasons.

Voluntary Voting System Guidelines (VVSG)

A set of specifications and requirements against which voting systems can be tested to determine if the systems meet required standards. Under HAVA, the EAC is responsible for developing, maintaining, and approving these standards. Some factors examined under these tests include basic functionality, accessibility, and security capabilities.

Vote

A valid mark on an official ballot indicating the voter's preference for a particular candidate or ballot question.

Vote A Provisional Ballot

The act of casting a ballot by a voter who was not on the list of eligible voters, whose information was incomplete or not accurate, or who had already received a ballot in the mail and was allowed to vote. Provisional ballots are usually kept separate from the other ballots until an election official can determine if the voter is eligible to vote. These ballots are sometimes called fail-safe votes.

Vote Absentee in Person

Voting before election day where the voter completes an absentee ballot in person at an elections office or other designated polling site prior to election day.

Vote Against

To cast a ballot in opposition to a political candidate or proposition.

Vote by Emergency Paper Ballot

Method of casting a ballot using a paper ballot, when the primary voting system or ballot marking device is not available or not functional.

Vote by Mail

Method of casting ballots by which eligible voters are mailed ballots and information packets by the local jurisdiction. Voters can return their marked ballots by mail, to a voting location, or in drop boxes, depending on the jurisdiction.

Vote by Mail Ballot

A ballot cast by a voter other than in-person at a voting location. Vote by mail ballots are typically mailed to voters but can be issued over the counter from an election's office. Depending on the jurisdiction, vote by mail ballots can be returned by mail, in a drop box, or in-person.

Vote by Mail Ballot Application

A document used by a voter to request a ballot be mailed to the voter.

Vote Capture Device

An electronic voting device that is used directly by a voter to make selections on a ballot.

Vote Center

A vote center is one of multiple voting locations in an election jurisdiction where voters may choose to vote at any of the locations offered (i.e. they are not assigned to one location). Vote centers are typically opened for multiple days and offer a variety of election services.

Vote Counting System

The total combination of mechanical, electromechanical, or electronic equipment (including the software, firmware, and documentation required to program, control, and support the equipment) that is used to count votes; to report or display election results; and to maintain and produce any audit trail information.

Vote For

To cast a ballot in favor of a political candidate or proposition.

Vote for N Of M

A ballot choice in which voters are allowed to vote for a specified number (“N”) of candidates in a multi-seat (“M”) contest.

Vote for No More Than

The maximum number of selections allowed in a contest.

Vote for Up To

The maximum number of selections allowed in a contest.

Vote Illegally

To cast a vote in an election when the individual is not authorized to participate by law.

Vote in Honor of a Veteran Program

A program that provides citizens the opportunity to pay tribute and dedicate their vote to a veteran or active-duty service member.

Vote in Person

Voting before or on Election Day where the voter completes the ballot in person at a designated polling site, elections office, or vote center that is overseen by election officials or poll workers.

Vote Independently

Voters have the right to an accessible voting system must provide the same opportunity for access and participation including independence.

Vote Recorder

A device that permits contest options to be reviewed on an electronic interface, produces a human-readable paper ballot, and does not make any other lasting record of the voter's selections.

Vote Rigging

Illegal interference with the process of an election, either by increasing the vote share of a favored candidate, depressing the vote share of rival candidates, or both.

Vote Tabulating Device

The hardware, software, or supplies used to count votes.

Vote Tabulating Program

The total combination of mechanical, electromechanical, or electronic equipment (including the software, firmware, and documentation required to program, control, and support the equipment) that is used to count votes; to report or display election results; and to maintain and produce any audit trail information.

Vote Tabulation District (VTD)

Counting of ballots in the same District in which those ballots have been cast.

Vote Total

Tallies of votes cast in an election after the polls have been closed for voting.

Vote Variation

Voting style or feature, including but not limited to the following: approval voting, baseline voting, cumulative voting, N-of-M voting, proportional voting, ranked choice voting, score voting, and super majority voting.

Vote Without Assistance

The ability to mark, cast, and verify a ballot privately and independently.

Voted Ballot

Ballot that contains all of a voter's selections and has been cast.

Voter

Person permitted to cast a ballot.

Voter Access Card

Device used with some electronic voting machines programmed for each voter to enable the machine to display the correct ballot style for the voter's precinct.

Voter Aid Card

A card identifying that a voter requires assistance with the voting process, and in some cases the type of assistance required.

Voter Approval

When a question on the ballot has received enough votes to pass.

Voter Assistance Card

A card identifying that a voter requires assistance with the voting process, and in some cases the type of assistance required.

Voter Checklist

A list designed to help voters successfully navigate the elections process, from registering to vote to casting a ballot on Election Day.

Voter Complaint

When a voter files a formal allegation of a violation of voting rights, such as intimidation or refusal to uphold an election law.

Voter Concern Form

A form used to file a complaint or allegation of a violation of voting rights.

Voter-Facing Scanner

System by which votes are recorded in a voting location by means of marks made in voting targets designated on one or both sides of a ballot card or series of cards. An optical scan system reads and tabulates ballots, usually paper ballots, by scanning the ballot and interpreting the contents.

Voter Files

Digital databases of publicly available records of who is registered to vote and who cast ballots in past elections. Voter file records indicate whether or not someone voted in a given election, but does not indicate whom they voted for.

Voter Fraud

Illegal interference with the process of an election, either by increasing the vote share of a favored candidate, depressing the vote share of rival candidates, or both.

Voter Fraud Hotline

Phone number where any individual can report a complaint or allegation of a voting rights violation.

Voter Guide

A guide that provides additional election information such as the voter's polling place and hours, information about candidates, questions, and instructions for voting.

Voter Identification (ID)

A means of proving a person's identity for the purposes of voting, according to the laws of the jurisdiction. Common forms of Identification are Driver's Licenses and Passports.

Voter Information Card

Cards furnished by an elections office to registered voters that contains information regarding a voter's registration record, such as registration number, registration date, name, party affiliation, birth date, residence address, precinct number, polling place address, etc. The elections office may include additional information on the card if they deem it necessary.

Voter Information Guide

A guide that provides additional election information such as the voter's polling place and hours, information about candidates, questions, and instructions for voting.

Voter Information Pamphlet

A guide that provides additional election information such as the voter's polling place and hours, information about candidates, questions, and instructions for voting.

Voter Intent

How the voter attempted to express their vote choices through actions taken to mark, verify, and cast an issued ballot.

Voter Intent Standard

A standard for counting ballots that aims to ensure that ballots are counted in accordance with the goals of the voter, using written rules for both human processes and machine algorithms to ensure that all ballots marked in a similar way are counted in the same way.

Voter Initiative

A means by which voters may propose new laws or amend existing laws by gathering signatures from registered voters to either enact a law or place the issue on the ballot for the public to vote on.

Voter Intimidation

Threat of violence, manipulation, harassment, or fear for the purpose of influencing how a person votes.

Voter List

A list of the individuals that have registered on an electoral roll where a voter resides, as a prerequisite for being entitled to vote.

Voter Notification Card

Cards furnished by an elections office to registered voters that contains information regarding a voter's registration record, such as registration number, registration date, name, party affiliation, birth date, residence address, precinct number, polling place address, etc. The elections office may include additional information on the card if they deem it necessary.

Voter Qualifications

Everything that is necessary in order for an individual to be able to vote in an election.

Voter Registrar

An official who is responsible for election administration.

Voter Registration

A term used by election officials when referring to a voter's record. Voter Registration also refers to the requirement for citizens to register with a state or local elections office in order to be eligible to receive an official ballot for a given election, and to participate in certain election-related activities (including but not limited to signing petitions, serving as poll workers, and running for office).

Voter Registration Application

An official sworn statement of information used to register to vote by voters. This is sometimes referred to as a Voter Registration Card.

Voter Registration Card

An official sworn statement of information used by individuals to register to vote.

Voter Registration Certificate

An official sworn statement by an elections office to attest that a citizen is a registered voter.

Voter Registration Drive

An effort by a government authority, political party, or other entity to register to vote persons otherwise entitled to vote. Participants in a voter registration drive distribute voter registration forms, provide assistance in completing them, and return the forms to elections offices.

Voter Registration List

A list of the individuals that have registered on an electoral roll where a voter resides, as a prerequisite for being entitled to vote.

Voter Registration Rolls

A list of the individuals that have registered on an electoral roll where a voter resides, as a prerequisite for being entitled to vote.

Voter Registration System

A distributed or centralized system that permits the collection, storage, editing, deletion, and reporting of voter records. The Help America Vote Act (HAVA) requires each state to have a centralized, statewide voter registration system (VRS). VRS have multiple interfaces and can interact with Department of Motor Vehicle (DMV) systems, election officials, voters, and other stakeholders. The VRS may be vendor-provided or “homegrown”. They may be client-server architecture or mainframe based.

Voter Statistics

Data on reported voting and registration activities, including factors such as turnout and age.

Voter Turnout

The number of people voting in an election. This number is typically reported as a percentage of the total number of voters in an election divided by the total number of registered voters in a given precinct or jurisdiction.

Voter's Bill of Rights

A set of legal and constitutional protections designed to ensure the opportunity to vote in free and fair elections.

Voter's Declaration

A written statement confirmed by oath or affirmation, declaring a fact or set of facts.

Voter-Verifiable

A voting system feature that provides the voter an opportunity to verify that his or her ballot selections are being recorded correctly, before the ballot is cast.

Voter-Verifiable Audit Record

Human-readable printed record of all of a voter’s selections presented to the voter to view and check for accuracy.

Voter-Verified Paper Audit Trail (VVPAT)

In DRE systems, a paper document containing evidence of a voter’s contest selections that they can check before officially casting the ballot.

Voter-Verified Paper Record System (VVPRS)

Physical paper records of voter ballots as voters have cast them on a voting system. In the event that an election recount or audit is called for, the VVPRS provides the official record of the ballot.

Voter-Verified Paper Trail (VVPT)

Physical paper records of voter ballots as voters have cast them on an electronic voting system. In the event that an election recount or audit is called for, the VVPT provides a supporting record. The ‘voter-verified’ part of the VVPT refers to the fact that the voter is given the opportunity to verify that the choices indicated on the paper record correspond to the choices that the voter has made in casting the ballot. Thus, the result of an election is an electronic tally of the votes cast and a paper record of the individual votes that have been cast.

Voters with Disabilities

A voter who requires assistance or assistive technology to access processes that are not universally designed.

Votes Cast

The number of ballots received which includes ballots that have not yet been accepted for counting.

Voting Booth

An enclosed area in which a person stands for privacy while casting a ballot.

Voting Device

A device that is part of the voting system.

Voting Equipment

All devices, including the voting machine, used to display the ballot, accept voter selections, record voter selections, and tabulate the votes.

Voting Indicator

The space provided next to the name of each candidate and ballot question choice, to be used for marking a vote.

Voting Instructions

Information provided to a voter that describes the procedures for voting. This information may appear directly on the paper or electronic ballot or may be provided separately.

Voting Lever

The mechanism that directly records a voter's choices via mechanical lever-actuated controls into a counting mechanism that tallies the votes without using a physical ballot.

Voting Location

A physical location where voters may cast their ballots.

Voting Machine

The mechanical, electromechanical, and electric components of a voting system that the voter uses to view the ballot, indicate his/her selections, and verify those selections. In some instances, the voting machine also casts and tabulates the votes.

Voting Official

Term used to designate the group of people associated with elections, including election personnel, poll workers, ballot designers and those responsible for the installation, operation and maintenance of the voting systems.

Voting Position

Specific response field on a ballot where the voter indicates the selection of a candidate or ballot proposition response.

Voting Position Target

A voting position target refers to that area of the ballot adjacent to each candidate or measure, or that area of the ballot specifically designated to record the voter's choice for that contest. The term applies to all types of voting position targets on ballots, regardless of what form they may take, including, but not limited to, rectangle, oval, circle, square, hole punch, cross punch, slotting, and open arrow.

Voting Precinct

Election administration division corresponding to a contiguous geographic area that is the basis for determining which contests and issues the voters legally residing in that area are eligible to vote on.

Voting Process

Entire array of procedures, people, resources, equipment, and locations associated with conducting elections.

Voting Punch

A ballot marking device used by voters to punch holes in a ballot card to mark their selections.

Voting Restrictions

A law or set of laws that make it more difficult for people to vote.

Voting Right

The set of laws that protect a citizens ability to participate in public elections.

Voting Rolls

A list of the individuals that have registered on an electoral roll where a voter resides, as a prerequisite for being entitled to vote.

Voting Session

A collection of activities including ballot issuance, voter interaction with the vote-capture device, voting, verification, and casting.

Voting Station

The location within a polling place where voters may record their votes. A voting station includes the area, location, booth, or enclosure where voting takes place as well as the voting machine.

Voting Status

A term used by election officials to describe whether a voter's record shows that the voter is eligible to vote and/or if they have voted.

Voting Stylus

A device used to mark either an analog ballot or direct-recording electronic voting machine.

Voting System

The total combination of mechanical, electromechanical or electronic equipment (including the software, firmware, and documentation required to program, control, and support the equipment) that is used to define ballots; to cast and count votes; to report or display election results; and to maintain and produce any audit trail information; and the practices and associated documentation used to identify system components and versions of such components; to test the system during its development and maintenance; to maintain records of system errors and defects; to determine specific system changes to be made to a system after the initial qualification of the system; and to make available any materials to the voter (such as notices, instructions, forms or paper ballots).

Voting System Certification

The process by which the EAC, through testing and evaluation conducted by an accredited Voting System Test Laboratory, validates that a voting system meets the requirements set forth in existing voting system testing standards (VVSG), and performs according to the Manufacturer's specifications for the system.

Voting System Procedures

The EAC operates a voting system testing and certification program. This program tests and certifies hardware and software and may also decertify those systems. This program accredits test laboratories to perform this testing for the EAC. While states are not required to participate in the program, some have enacted laws or have regulations that require a level of participation.

Voting System Software

All the executable code and associated configuration files needed for the proper operation of the voting system. This includes third party software such as operating systems, drivers, and database management tools.

Voting System Standards (VSS)

Voting systems certified by the EAC are tested to a set of voluntary standards providing requirements that voting systems must meet to receive a Federal certification. These standards are referred to as Voluntary Voting System Guidelines (VVSG).

Voting System Test Laboratory (VSTLs)

VSTLs are privately owned testing laboratories that test voting systems (and other election systems) for conformance to the Voluntary Voting System Guidelines (VVSG) or to other requirements, including individual state requirements. VSTLs are periodically reviewed for conformance to National Voluntary Laboratory Accreditation Program (NVLAP) administered by the National Institute for Standards and Technology.

Voting System Testing

Examination and testing of a computerized voting system by using test methods to determine if the system complies with the requirements in the Voluntary Voting System Guidelines and with its own specifications.

W

Waive (The Right To)

The legal ability to request an exemption to a rule or regulation.

Waiver

The voluntary relinquishment or surrender of some known right or privilege. Regulatory agencies of state departments or the federal government may issue waivers to exempt companies from certain regulations.

Ward

An administrative division of a city or borough that typically elects and is represented by a councilor or councilors.

Water District

A geographical unit of local government given the task of supplying water and sewer needs to a community.

Wheelchair Accessible

Building features that allow for the free movement of individuals using wheelchairs. Accessible doors should provide at least 32 inches of clear width. Door hardware must not require more than 5 lbs. of force to operate. It must also be operable with one hand and without tight grasping, pinching, or twisting of the wrist. Thresholds cannot be higher than 1/2 inch at accessible doors, including sliding doors. Doors require a certain amount of clear space around them, in all cases, the maneuvering space should have a level surface, that is, a maximum slope of 1:48.

White Box Testing

Testing based on an analysis of the internal structure of the component or system.

Wi-Fi

A wireless networking technology that uses radio waves to provide wireless high-speed Internet and network connections. Wi-Fi is a trademarked phrase for the IEEE 802.11x standard.

Wide Area Network

A network that connects computers across metropolitan, regional, and national boundaries.

Wireless

Network connectivity using radio waves instead of wire connections. Wireless signals can be intercepted and, if not encrypted, deciphered.

Withdrawal of Candidacy

When a person announces a candidacy or files for an election but later decides, by their own choice, not to appear on the final ballot.

Withdrawal of Nominating Petition

When a person files paperwork to be considered for Nomination to public office, but later decides, by their own choice, to not seek the nomination.

Withdrawn Candidates

Candidates who had announced a candidacy or filed for an election but later decided, by their own choice, not to appear on the final ballot.

Writ of Election

The legal term used when an authorized government authority proclaims that an election will take place at a particular time.

Write-In

A vote for a candidate that was not listed on the ballot. In some jurisdictions, voters may do this by filling in a write-in space provided on a paper ballot, or they may use a keypad, touch screen, or other electronic means to enter the name on an electronic voting device.

Write-In Campaign

Any person seeking election, but whose name will not be printed on the ballot. The candidate must educate voters to write in the candidate's name in the space provided on the ballot.

Write-In Candidate

Any person seeking election, but whose name will not be printed on the ballot. For these votes to be tallied and certified, the candidate must file forms with the election official during the qualifying period. A space will be provided on the ballot for voters to write in the candidate's name. The candidate must educate voters to write in the candidate's name in the space provided.

Write-In Candidate Requirements

Any person seeking election, but whose name will not be printed on the ballot, must still complete and file forms with the election official during a qualifying period, in order for these votes to be tallied and certified.

Write-In Space

A space provided on a ballot for voters to write in candidate's names that are not pre-printed on the ballot.

Write-In Vote

A vote for a candidate that was not listed on the ballot. In some jurisdictions, voters may do this by using a marking device to physically write their choice on the ballot or they may use a keypad, touch screen, or other electronic means to enter the name.

Write-In Voting

To make a selection of an individual not listed on the ballot. In some jurisdictions, voters may do this by using a marking device to physically write their choice on the ballot or they may use a keypad, touch screen, or other electronic means to enter the name.

X

X of Y

Refers to the number of voting precincts that have been tabulated and reported. Example: 8 of 10 voting precincts have been tabulated and reported.

XML Extensible Markup Language

XML is a text-based language used to organize and present information on the World Wide Web.

Y

Yard Sign

A sign advertising a particular vote.

Z

Zero Report

Report produced prior to tabulation to check that there are no stored votes.