

**Montana Association of Clerk and Recorders
and Election Administrators (MACR)
SAVA Interim Committee Presentation
September 14, 2017**

Absentee/Mail Ballot Processing
Ballot Security
Training
Assistive Voting Devices

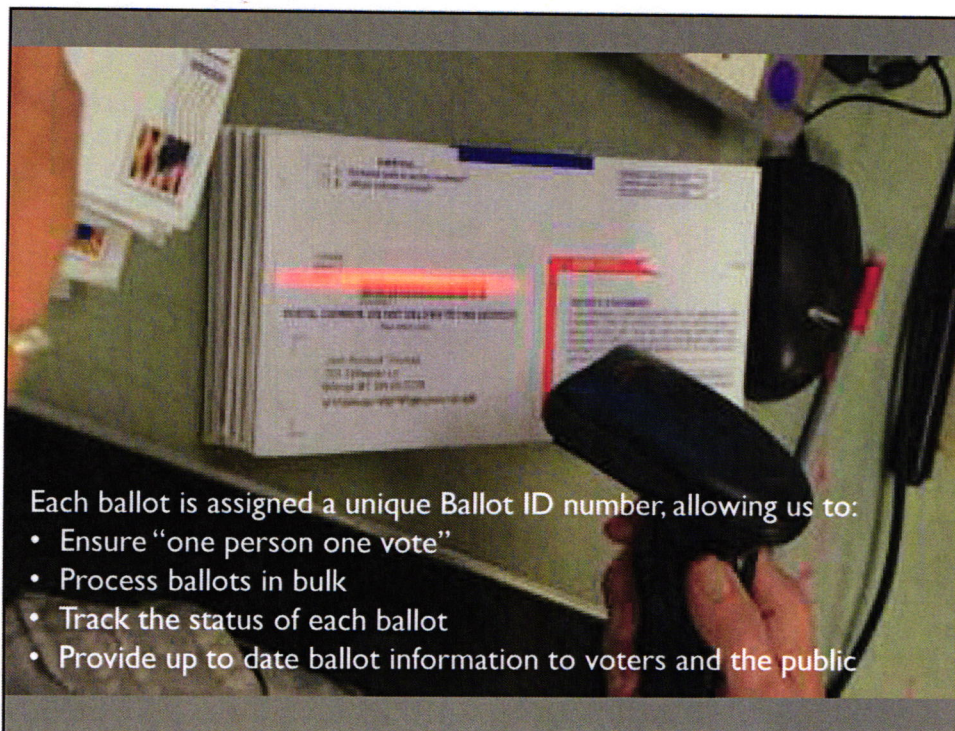
Absentee/Mail Ballot Processing

13-13-241, MCA – 13-13-245, MCA

Montana law describes how absentee ballots are handled, providing a framework for:

- Verifying signatures
- Handling ballots where the signature is not verified
- Removing the ballot from the secrecy and signed return envelope

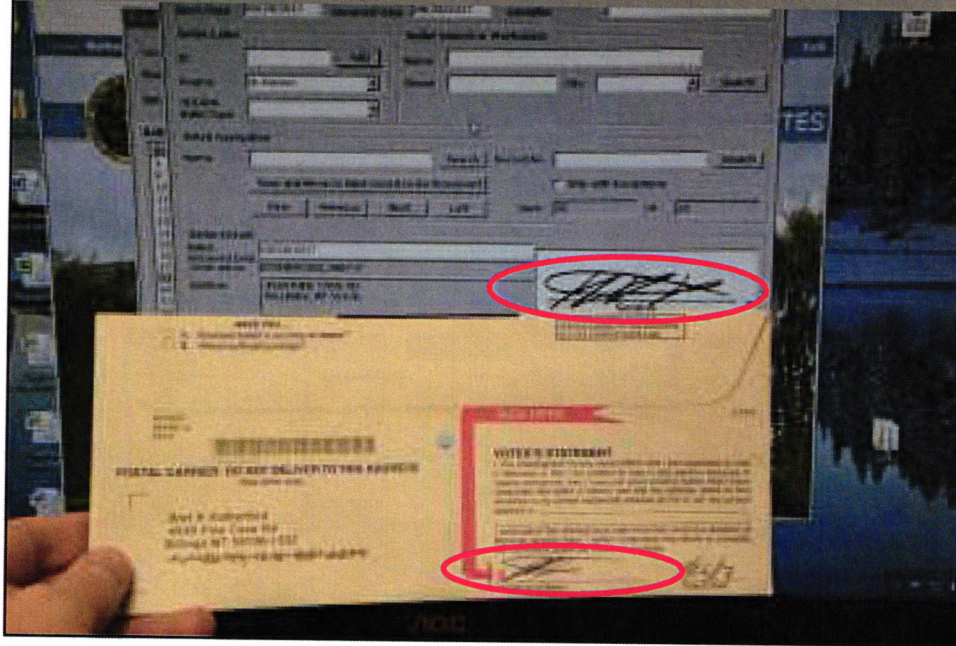
Similar procedures are used across the state; however there are some county-level variations.



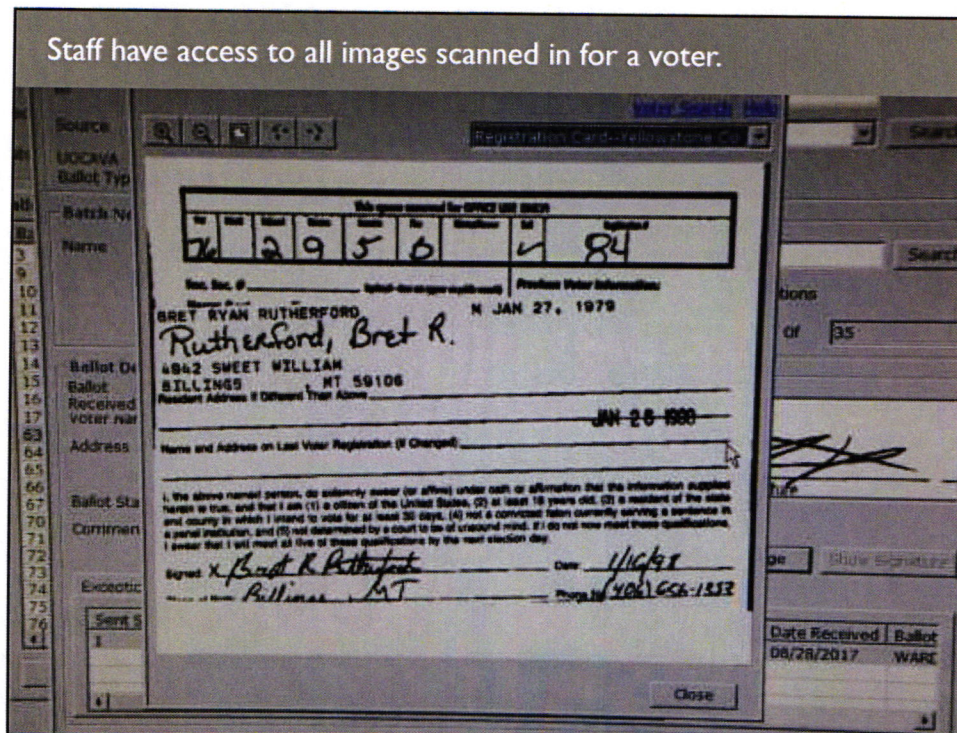
Each ballot is assigned a unique Ballot ID number, allowing us to:

- Ensure “one person one vote”
- Process ballots in bulk
- Track the status of each ballot
- Provide up to date ballot information to voters and the public

The signature on the ballot is compared to the signature on the voter registration application.



Staff have access to all images scanned in for a voter.



If the signature does not match...

The system generates a Ballot Rejection Notice.

Batch ID	Correspondence Type	Count	Status	Batch Date	Completed Date
40019063	Ballot Rejection Notice	11	Completed	Print Labels	8/25/2017
40019064	Ballot Rejection Notice	9	Completed	Print Labels	8/25/2017
40019071	Ballot Rejection Notice	12	Completed	Print Labels	8/29/2017
40019028	Ballot Rejection Notice	4	Completed	Print Labels	8/23/2017
40019038	Ballot Rejection Notice	5	Completed	Print Labels	8/23/2017
40019048	Ballot Rejection Notice	3	Completed	Print Labels	8/23/2017
40019114	Ballot Rejection Notice	3	Completed	Print Labels	8/24/2017
40019004	Ballot Rejection Notice	1	Completed	Print Labels	8/29/2017
40009992	Ballot Rejection Notice	7	Completed	Print Labels	8/27/2017
40009988	Ballot Rejection Notice	10	Completed	Print Labels	8/29/2017
40009993	Ballot Rejection Notice	4	Completed	Print Labels	8/21/2017
40009998	Ballot Rejection Notice	10	Completed	Print Labels	8/29/2017
40009948	Certificate of Late Registration	29	Ready		8/28/2018
40019008	Certificate of Late Registration	25	Ready		
40019008	Provisional Ballot Accepted-Receipt	150	Completed	Print Labels	8/21/2017

The Ballot Rejection Notice

Note to Absentee or Mail Ballot Elector: The absentee ballot or mail ballot you submitted:

- did not have the required signature on the signature envelope.
- included a signature that did not appear to match the signature on your voter registration record and/or on your absentee application
- did not contain the required ID copy to resolve your provisional registration.

Please complete the form below and enclose a copy of Identification*, and return it by mail, fax, email **OR** in person by no later than 8 p.m. on election day: 05/25/2017

****Note:** If this completed form is not received by the day and time above, your ballot will be handled as a Provisional Ballot. To resolve the Provisional Ballot, you may complete and return this form no later than 5 p.m. the day after election day, by mail, fax, email or in person; or you may resolve the issue in person at the county election office by 5 p.m. the day after election day.

rejected and how the voter may resolve the issue.

Montana VOTES

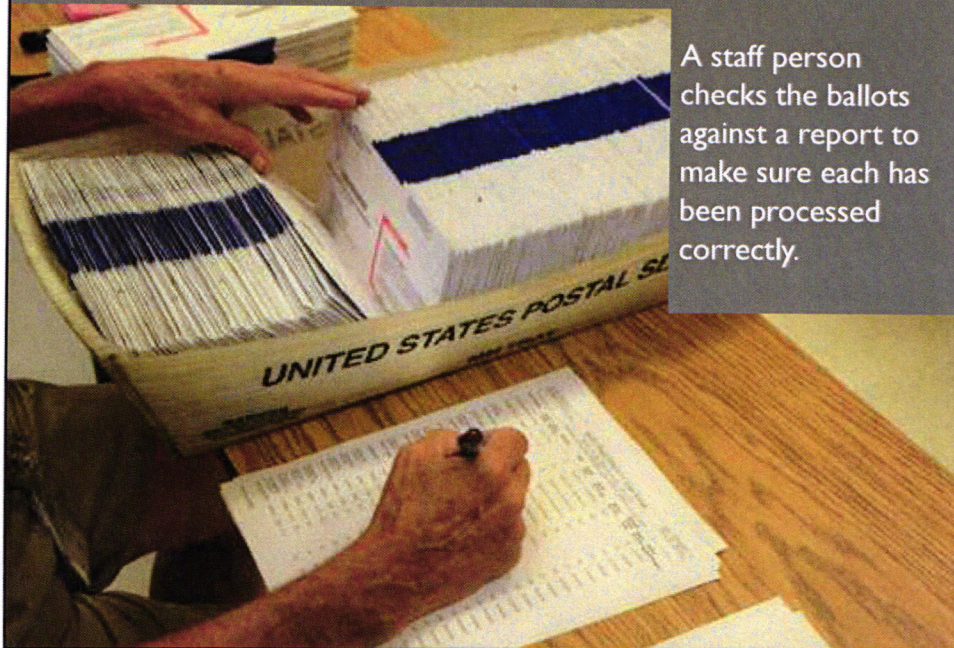
- Workers**
 - Voter Registration
 - Voter Search
 - Voter Merge
 - Batch Scan
 - General Work
- Electoral**
 - Electoral Management
 - Electoral Calendar
 - Ballot Processing**
 - Districts & Precincts
 - Electoral Workers
 - Electoral Maintenance
 - Provisional Ballots**
- Ballots**
 - Ballots
 - Ballot Processing
 - Ballot Pre-Registration
- Administrative**
 - System Configuration
 - Batch Administration
 - Address Library
 - Legal Address Library
 - Messaging
 - Document Templates
 - Local External Data
 - WVBA Process
- Reports**
 - Reports & Labels
 - Schedule Jobs
 - Batch Management
- Admin Search**
 - Provisional Ballots
 - Last updated 08/21/2017
 - Provisional Ballots
 - Last updated 08/21/2017
 - Voter Verify

8/1/2017
8/1/2017

Message: Voter ID 3444568 (name: DCTDr, S42983V) is approved for merging.
Message Sent to other Counties for Merge Approval: Lewis & Clark County is trying to merge ballot...

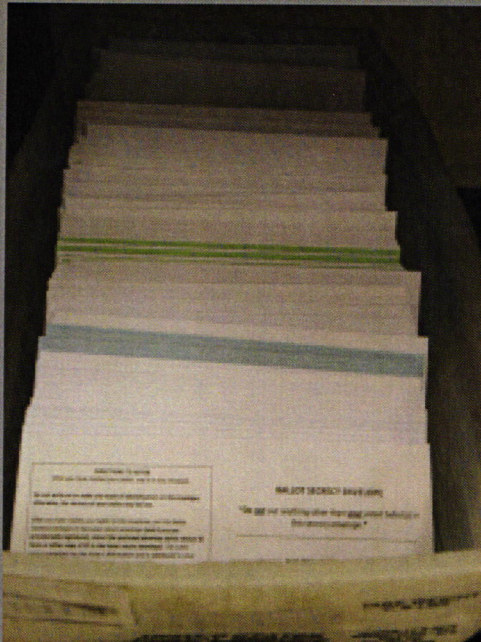
If the signature does match...

The ballot moves on to a reconciliation step.



A staff person checks the ballots against a report to make sure each has been processed correctly.

Once the ballots are reconciled, the secrecy envelope may be separated from the affirmation envelope.



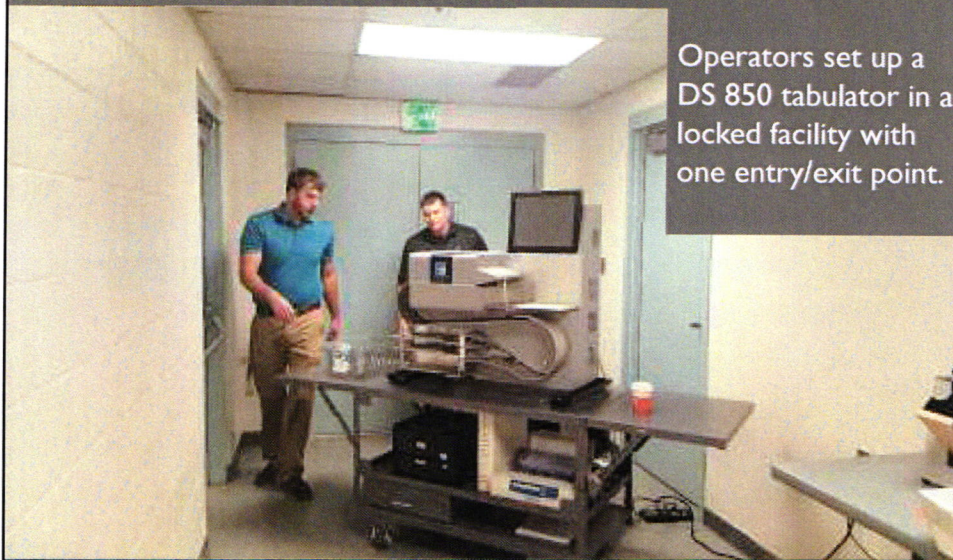
The secrecy envelopes are securely stored until they may be opened.

Because we have tracked the number of accepted ballots, we know how many secrecy envelopes are to be opened and how many ballots are to be counted.

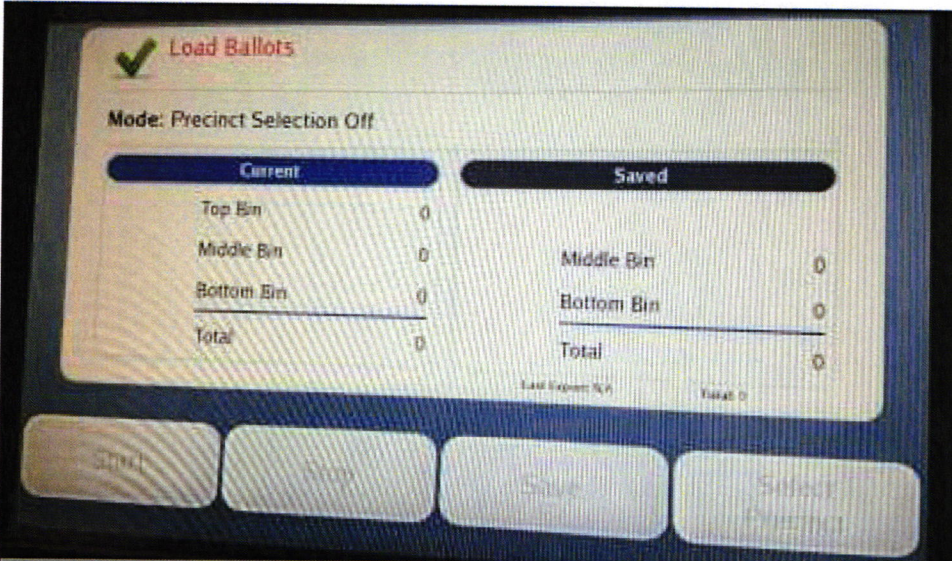
On, or one day before, election day, the secrecy envelopes containing the ballots are opened. The ballots must be back-folded and flattened before they are run through the tabulating equipment.



Tabulators are secured and operated in locations where access can be monitored. The tabulation process is open to public observation; however no results may be released prior to polls closing at 8pm.



Operators set up a DS 850 tabulator in a locked facility with one entry/exit point.



The screenshot shows a software interface titled "Load Ballots" with a green checkmark icon. Below the title, it says "Mode: Precinct Selection Off". There are two columns of data: "Current" and "Saved". Each column has four rows: "Top Bin", "Middle Bin", "Bottom Bin", and "Total". All values in both columns are "0". At the bottom of the interface, there are four buttons: "Print", "Clear", "Save", and "Print Summary".

Current	Saved
Top Bin 0	Middle Bin 0
Middle Bin 0	Bottom Bin 0
Bottom Bin 0	Total 0
Total 0	

Tabulators are tested prior to election day and again on election day to ensure the votes are counted correctly. Before running official ballots on election day, the test counts are "zeroed out," and a "zero count" report is printed.

Ballot Security

The Secretary of State provides a Uniformed Ballot & Voting Systems Procedures Guide with best practices for securing ballots and voting systems.

Common security practices include:

- Inventory Control
- Video Recording Systems
- Lock and Key/Alarm Systems
- Security Seals
- Chain of Custody Logs
- Security Officers/Buddy System

Practices vary by county depending on office layout.

Training

Montana law requires training for election administrators and election judges. Election judge training is based off of the Election Judge Handbook produced by the Secretary of State's office.

	Election Administrators	Election Judges
Certification Training	Provided by Secretary of State Required every 2 years	Provided by Election Administrator Required every 2 years
Additional Training	6 hours of continuing education required per year Must be approved by Secretary of State	May be required at Election Administrator's discretion
Relevant Statutes	13-1-203, MCA	13-4-203, MCA

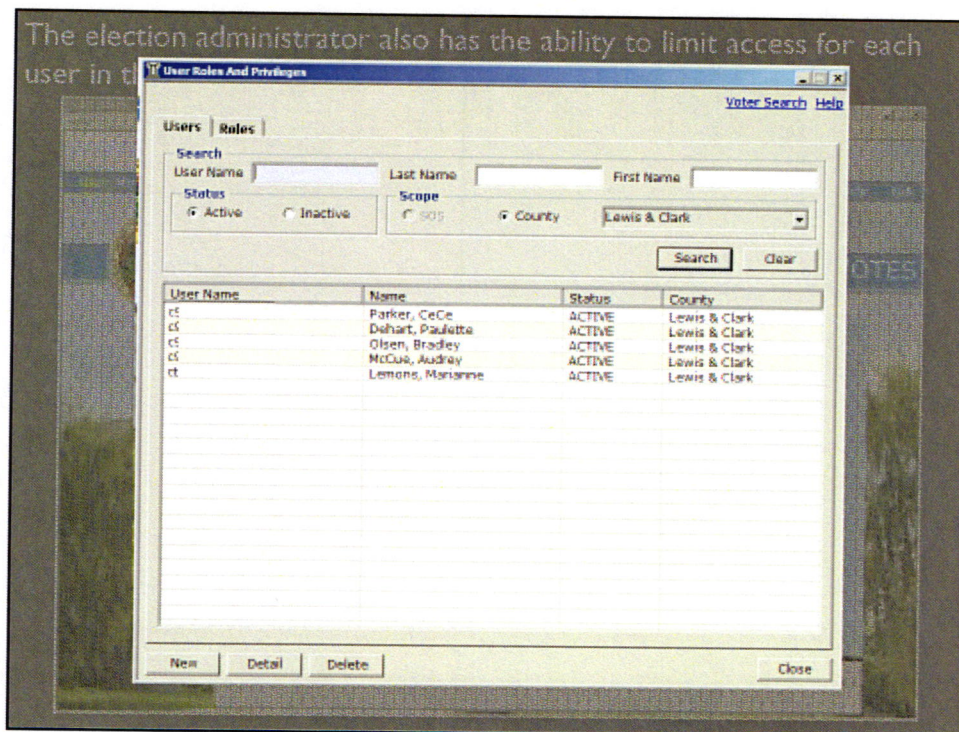
MT Votes

Temp Worker Training

- Intro to MT Votes
- Accessing MT Votes
- Voter Registration
- Late Registration
- Voter Search
- Voter Merge
- Ballot Processing
- Petition Processing

The county election administrator may select additional training beyond what the state requires for user access.





Assistive Voting Devices

Background

- Federal law requires us to provide assistive voting devices at every polling place.
- The device must allow a voter with a disability to independently cast a ballot.
- Montana counties currently provide AutoMARKs, a product made by ES&S.
- The AutoMARKs were purchased with federal grant money.

Today

- The AutoMARKs are over 11 years old.
- ES&S has developed a replacement technology, but it produces a ballot that does not meet current statutory requirements, and is not certified by the State of Montana for use.
- Other options may be available, but so far none meet Montana's legal requirements.
- Compared to the rest of the country, Montana has a small voting population. We do not have the market force to drive new technology.

Questions?

Election Observation Opportunities

Many counties will be conducting municipal elections on November 7, 2017.

Call your county election administrator to find out if they are having a November 7 election, and to schedule a time to observe.