



Election Readiness Checklist



These reminders can be a valuable guide as you prepare and conduct elections in your county. Check each step to catch potential problems early and ensure a successful election process, from training through tabulation.

***Important note** – The Secretary of State's office presents this information as a supplemental overview to help catch common procedural problems; it does not represent all the steps necessary to prepare for an election.*

Before the Election

1. Voting & Tabulation Equipment

- Do you have enough equipment on hand for this election? Remember to include the equipment you'll use for Early Voting.
- Test each voting machine. Is it working properly? Are the batteries charged? Is the RTAL paper roll loaded correctly?
- Do you have acceptance testing (A/T) paperwork on each piece of equipment? (This will help document that the purchased equipment is the same equipment that is state-certified)
 - ADA iVotronics
 - M-100's (if applicable)
 - Communication Packs
 - M-650's (if applicable)
- Have you tested your Tabulation Laptop?
 - Is it working properly? Is the battery charged? Is the ERM software loaded and cleared from the previous election? Follow the steps in the user manual.
 - If not, contact your SOS Election Coordinator immediately for assistance.
[See the attached State Coordinator Map for contact information](#)
- Is all equipment stored in a secure (locked) location?

2. Supplies

- Do you have enough supplies on hand to conduct an election?
- Have you checked your paper inventory?
 - Ballots: Absentee, Provisional and Election Day
 - Paper rolls: RTAL, Communication Pack, M-100

Contact ES&S to re-order
[See the attached ES&S Support Tree for contact information](#)

3. Poll Workers & Training

- Have you contacted local colleges or high schools to invite students to serve as Election Day poll workers/Pages?
- Did your election officials complete the mandatory training from the State Board of Election Commissioners (required by state statute and administrative rules)?
- Do you have enough poll workers available and confirmed to work on Election Day?
- Do you have at least two poll workers at each poll with a strong working knowledge of your voting equipment? (*Make sure at least two poll workers from each polling site are trained on the iVotronic DRE and/or M100 optical scanner.*)
 - If you can't find at least one poll worker who is well trained on the iVotronic or the M-100, call your Secretary of State Election Coordinator to schedule refresher training. **See the attached State Coordinator Map for contact information***
 - For other equipment and software refresher training, please notify ES&S customer service. **See the attached ES&S Support Tree for contact information***
- Are poll workers trained and ready to complete the following duties?
 - Set up of the iVotronic and M-100
 - Plug in the machine
 - Use the battery reset button, the master reset button and the RTAL paper roll tension release lever
 - Check each compact flash card (*Is it inserted correctly?*)
 - Check each PCMCIA card (*Is it inserted correctly?*)
 - Open the polls and print zero tapes
 - Handle situations such as walk-a-ways and cancelling a ballot
 - Handle voters who are in line when the polls close at 7:30 p.m.
 - Close the polls and print totals tapes
 - Change the RTAL paper roll
 - Change the M-100 Paper roll
 - Change the paper roll in the communication pack
 - Secure RTAL paper rolls, PEBs and CF cards that are to be returned to election central
 - Recollect on the supervisor PEB's
 - Process provisional voters vs. regular voters
 - Follow the county's set up diagrams to ensure privacy when using the voting equipment
 - Determine who to call for help (*whether it should be the County Clerk or the County Board of Election Commissioners*)
 - Follow troubleshooting procedures

4. Security Procedures

- Do you have an established chain of custody plan for all equipment, election media, ballots, spent RTAL paper rolls, etc.?
- Do you know the procedure for reporting a security incident?
- Have you developed a plan for delivering the voting systems to the polls and collecting from the polls?
 - Who will transport the equipment and how?
 - When should the equipment arrive?
 - Where is each piece of equipment going?
 - Will the destination be available for delivery?

5. Coding Forms

- Have you completed all the necessary Coding Forms and submitted them to ES&S?
Must be sent to ES&S no later than 24 hours after your ballot draw.
- Have you sent a pronunciation guide to ES&S?
 - The Secretary of State's office will submit a pronunciation guide to ES&S for all federal, state, and district candidates.*

6. Ballot Printing

- Who will print your ballots -- ES&S or a local printer?
 - If using a local printer, both you and the printer should follow ES&S's printing procedures to ensure that paper ballots are correct and will tabulate correctly.*
- What is the ship date and tracking number for the ballot order?

7. Audio

- Will you use the recording services of ES&S or a local audio vendor?
 - If using a local audio vendor, both you and the audio vendor should know the correct process for working with ES&S to ensure that the audio is correct and programming is not compromised in any way.*
- Have you sent pronunciation guides to your audio vendor?
 - If you are using ES&S, the state will submit a pronunciation guide for all federal, state, and district candidates, as well as state ballot issues. Each county must submit the pronunciation guide for all local candidates and local ballot issues.*
 - If you are using a local audio vendor, you are responsible for submitting all completed pronunciation guides (federal, state and local).*

8. Proofing

- Send proofs by e-mail for a faster coding/programming/proofing process.
 - Layout PDF proofs first, DRE screen shots second*
- Who will proof each PDF (layout)? Commissioners? County Clerk? Staff?
 - It is important to have at least a two person proofing process.*
 - The proofers should not be the same people who filled out coding forms.*
- Has someone checked **each** proof??
 - Be sure to carefully proof **each** ballot style or precinct ballot and clearly mark changes on all proofs before returning to ES&S.*
 - All corrections must be marked the first time the proof is returned to ES&S.*
 - When you receive the corrected ballots, it is necessary to proof the **entire** ballot again, not just the changes.*
- You must approve proofs no later than 48 hours after you receive the final and correct version.
 - Did your designated proofers check **each** final ballot style or precinct ballot prior to approval?*
 - Did your designated proofers check **each** DRE screen shot prior to approval?*

9. HAVA/State Required Postings

- Do you have an adequate number of posters to display at the polling site on Election Day?
 - “Voting Rights”*
 - “State & Federal Election Laws”*
 - “1-2-3 Vote!”*

If not, contact your Secretary of State Election Coordinator to re-order (at least 30 days prior to Early Voting).

See the attached State Coordinator Map for contact information

10. Site Support

- In addition to Election Day, do you need Site Support for logic and accuracy testing?
(Available through the Arkansas Department of Information Systems or ES&S)
- Do you need Site Support for the election?
 - To schedule ES&S Site Support*
See the attached ES&S Support Tree for contact information
 - To schedule DIS Site Support*
Contact B.J. Wyrick, DIS Customer Service Representative, 501.682.4907

Absentee Voting

(Ballots must go out 35 days prior to the election)

11. Equipment/Media/Testing

- Did you receive enough absentee ballots for each ballot style or precinct?
- Did you receive Zip disks and/or PCMCIA cards to perform logic and accuracy testing (L&A)?
- Did you complete L&A testing on the paper absentee ballots before sending them to voters?
- Backup Plan
 - If you do not have or did not complete the items above, is there a backup plan for sending absentee ballots on time?*
 - Do you have corrected proofs to photocopy and mail to voters? (These ballots can only be hand counted.)*

Early Voting

(For General and Preferential Primary, begin 15 days prior to Election Day; for Presidential Preferential Primary, General Runoff, and School Elections, begin 7 days prior to Election Day)

12. Equipment/Media/Testing

- Did you receive PEB's, ERM/Election definition disk, Zip disks and/or PCMCIA cards to perform logic and accuracy testing?
- Did you complete logic and accuracy testing (L&A) on all electronic vote tabulation devices (*optical scan*), paper ballots, DRE's and tabulation software programming at least 5 days prior to the start of early voting?
- Did you fax an L&A *Certification Memo* to your Secretary of State Election Coordinator? **Find it under "Documents" at www.votenuaturally.org/for_election_officials.html.**
- Did you clear and test each DRE with election media that has the same EQC code as the current election?
- Backup Plan
 - If you cannot complete the items above, is there a backup plan for starting early voting on time?*
 - Do you have corrected proofs to photocopy for early voting? (These ballots can only be counted by hand.)*

13. Chain of Custody & Security

- Do you have a procedure to secure/lock, close and seal the voting machine at the end of each day during early voting?
- Do you have a procedure to secure the voting media in a tamper-proof location separate from the voting machine each night during early voting?

Election Day

14. Equipment/Media Testing

- Did you receive PEB's, ERM/Election definition disk, Zip disks and/or PCMCIA cards to perform logic and accuracy testing?
- Did you complete logic and accuracy testing (L&A) on all electronic vote tabulation devices (optical scan), paper ballots, DRE's and tabulation software programming at least 5 days prior to election day?
- Did you clear and test each DRE with media that has the same EQC code as the current election?

15. Communication Plan for Election Day

- Instruct each polling location to contact your county's Election Central when the poll is open and running, then again when the poll is closed.
- When all your polls have reported in, notify your Secretary of State Election Coordinator.*
- Do you need technical assistance?
 - Call your Site Support first.*
 - If you did not schedule Site Support, contact the ES&S Election Day toll-free number.*
 - You may also contact your Secretary of State Election Coordinator for help.*
- Do you know when to contact the State Board of Election Commissioners vs. ES&S or the Secretary of State's office?
- Before going home on election night, have you notified your Secretary of State Election Coordinator whether or not you have completed tabulation?*

16. Chain of Custody & Security

- Do you have procedures in place to secure/lock, close and seal the voting machine at the end of Election Day?
- Do you have procedures in place to secure the voting media in a tamper-proof location separate from the voting machine until transported to election central?

Post Election

17. Run Off

- Will your county have a run-off election?
 - If yes, submit coding forms to ES&S right away and proceed with coding, programming, proofing and printing process (beginning with **Step 5** on Page 3).*

18. Audit Data

- Did you collect and archive the audit data from each voting machine and each vote tabulation device?

19. Election Night Reporting (ENR) and Certification

- Did you complete the Election Night Reporting requirements?
- Did you sign the election certification abstract that is created from the Election Night Reporting system and send to the Secretary of State's office?

20. Chain of Custody & Security

- Following the election, have you accounted for all voting devices?
- Have you confirmed that the equipment has not been tampered with during transport?
- Has your designee signed off on the return of all equipment and peripherals?
- Are the machines returned to storage and secured?