

# Week in Brief



September 21, 2012

**Announcing Weekly Conduct of Elections Conference Calls....**As the election draws near, we would like to institute weekly calls to keep you informed of events as they occur at the state and to give you the opportunity to share experiences and information with us and, more importantly, with your peers across the state. We will conduct these calls each Tuesday morning at 10:00 am from September 25 until October 30 using our customary conference call information that may also be found at the top of the column to the right.

## ERIC Mailing Update

You may be receiving calls and emails about the ERIC mailing encouraging Coloradans who are not currently registered to use OLVR to register for the 2012 election.

When you receive a call from someone who is already registered, in every case it's because the DMV and SCORE data are not exactly the same. For instance, where a driver's license has been mistyped into SCORE, ERIC assumes that the person with two driver's license numbers is actually two people – thus generating the mailing. The best way to check when you get this call is to look at the list we uploaded to your FTP site. This list has the information for each person in your county who received a card. By comparing that list to the SCORE database, you will find the error between the two databases and explain it to the voter.

If you have any questions about these guidelines, please contact the Judd Choate at [judd.choate@sos.state.co.us](mailto:judd.choate@sos.state.co.us) or by phone at 303-894-2200 Ext 6301.

## Watcher Guidelines

The six foot rule only applies in the voting area, while the voter is present for the purpose of voting.

For all other activities in the conduct of elections or a recount watchers must be permitted to witness and verify election activities. This means a watcher must be permitted access that would allow them to attest to the accuracy of election-related activities. This includes personal visual access at a reasonable proximity to read documents, writings or electronic screens and reasonable proximity to hear election-related discussions.

These activities include, but are not limited to:

- Witnessing the signature verification of mail envelopes at close enough distance to verify or challenge the signature.
- Witnessing the duplication of ballots to verify accuracy of voter intent.
- Observing the tabulation process or display screens of voting equipment at any time that the voter is not in the immediate voting area for purposes of voting or casting his ballot.
- Witnessing hand count tabulations as they are being conducted.
- Visual access to all documents and materials during the LAT and post-election audit.

If you have any questions about these guidelines, please contact the Judd Choate at [judd.choate@sos.state.co.us](mailto:judd.choate@sos.state.co.us) or by phone at 303-894-2200 Ext 6301.

## Military Address or Email Address Information

Did you know that FVAP has access to current contact information for active duty military?

If you are trying to reach a military voter and the email or mailing address is no longer valid, you can contact FVAP and they will look up the current information for you. Contact Robin Burgess at FVAP at (571) 372-0744 or by email at [Robin.Burgess@fvap.gov](mailto:Robin.Burgess@fvap.gov).

## Dates to Remember

### Conference Call

(877)820-7831

### Passcode

125984#

## Weekly Conduct of Election

### Conference Call

10:00 am Tuesday,  
September 25

#### • September 21

Last day to file pro/con comments pertaining to local ballot issues with the DEO in order to be included in the issue mailing. (Friday before the 45<sup>th</sup> day before the election)

#### • September 22

Deadline to send mail-in ballots to overseas military voters. (No later than 45 days prior to the elections)

#### • September 25 – 10:00 am

Conduct of Elections Conference Call

## Month at a Glance September

- Election Judge Training
- Prepare voting equipment
- Mail UOCAVA ballots
- Coordinating entities submit ballot content

## Reminder: UOCAVA 45-day Mailing Compliance Survey

As we discussed on the UOCAVA conference call this week, the DOJ is asking us for information about our state's compliance with the 45-day mailing requirement by September 24<sup>th</sup>. As soon as you have your 45-day mailing ready or send your ballots, please send Hilary an email outlining the number of UOCAVA requests you received and ballots sent by the 45-day deadline, and the date that you sent ballots.

Please note that we don't need a breakdown by transmission method, we just need to know how many UOCAVA voters you sent a ballot to by the 45-day deadline. Please email or give Hilary a call with any questions.

## Rulemaking Update

### Rulemaking Hearing – Campaign & Political Finance Rules

The Secretary of State held a rulemaking hearing on **Tuesday, September 18, 2012** (1:00 pm in our Blue Spruce Conference Room) concerning the Colorado CPF Rules.

A copy of the notice, including the draft rules and proposed statement of basis, is available online via the following link:  
[http://www.sos.state.co.us/pubs/rule\\_making/hearings/2012/RulesHearingCPF20120918.html](http://www.sos.state.co.us/pubs/rule_making/hearings/2012/RulesHearingCPF20120918.html)

Please submit any written comments by the close of business Tuesday, September 25, 2012 for consideration. If you have any questions or would like to submit written comments, please email [SoS.Rulemaking@sos.state.co.us](mailto:SoS.Rulemaking@sos.state.co.us).

## Election Forms Update

The following updated Mail Ballot/Mail-in Ballot Forms and UOCAVA Write-in Ballot Forms are attached and posted online at the clerk's corner SOS approved forms website:

- Missing Signature Letter (out-of-state mail/mail-in voters)
- Missing Signature Letter (UOCAVA voters)
- Federal Write-in Blank Absentee Ballot (FWAB) for the November 6, 2012 General Election

Main edits to the missing signature letters include formatting and updates to the affidavit sections.

We are developing the bilingual versions of the forms above and anticipate release and posting on the clerks corner website early next week. If you have any questions or concerns, please contact Andrea Gyger at [Andrea.Gyger@sos.state.co.us](mailto:Andrea.Gyger@sos.state.co.us).

## Updated Provisional Ballot Policy Manual

The Provisional Ballot policy manual is updated to incorporate the recent changes to Rule 26 and is posted to the Clerk's Corner Policy & Legal Resources Page.

If you should have any questions, comments or concerns about these guidelines, please contact the Customer Support line at 1-888-271-2007.

## SCORE Ballot Label Export and Ballot on Demand Mail-In Ballot Printing

Counties using the Ballot On Demand to print all their Mail-In Ballots will find the attached instructions to be very helpful. Currently the ballot label *Print to File* export does not use any sort order (even if you select one). However, when printing labels for ballots the system has a default sort order. The instructions include the steps to be used so your ballots will print from Ballot on Demand in the same order as your labels.

If you have questions or would like assistance, please call SCORE Customer Support 1.888.271.2007.

## Training Update

### Watchers and Observers Class Available to the Public

Our office has made the Watchers and Observers class available to the public. This is a great training for political parties, watchers, and the general public. We encourage you to point these folks to the training to get information about the rights, roles, and responsibilities of watchers.

Go to <https://cosos.learnercommunity.com>. The site will prompt the learner to create a login using an email address and password.

Note: Clerks and staff who are taking the course for certification credit must access the class through CoTrain. No credit is offered for the public class.

If you have any questions, please contact Amy Wilson at [amy.wilson@sos.state.co.us](mailto:amy.wilson@sos.state.co.us)

## Election Night Reporting Updates

### ENR Refresher

The SOS and SOE will be hosting a Refresher Training for the ENR project on October 2nd at 11:30 a.m. and on October 3rd at 2:00 p.m. The times have been revised but if you have already registered for a session you do not need to register again. The trainings are not mandatory but we encourage you to attend one of the sessions. The GoToWebinar information was sent to your ENR contact earlier this week. Please register for the training through one of the links so that you can receive the appropriate training information.

If you have questions about ENR or have trouble registering for the ENR Refresher Sessions please contact Christi at [christi.mcelveen@sos.state.co.us](mailto:christi.mcelveen@sos.state.co.us).

### ENR Setup Files

SOE requires a setup file from each county in order to create the ENR websites for the General Election. The setup file is the export file from your tabulation software, or in the case of manual entry counties, a listing of all of the contests and candidates that are on the ballot. The instructions for creating the export file are the same as used for the ENR practice election. Please send your setup file as soon as possible to [voting.systems@sos.state.co.us](mailto:voting.systems@sos.state.co.us) and we will forward it to SOE. If you have to zip your file in order to e-mail it please use WinZip as your compression utility. Call ENR Tier 1 support at 877-436-5677 if you have any questions.

Colorado Secretary of State  
1700 Broadway Suite 200  
Denver, CO 80290  
(303)894-2200 - Phone  
(303)869-4861 - Fax  
[www.sos.state.co.us](http://www.sos.state.co.us)

Questions, Comments,  
Concerns E-Mail:

[Lisa.doran@sos.state.co.us](mailto:Lisa.doran@sos.state.co.us)  
(303)860-6901



Thanks for your continued support with these various best practice efforts.

#### Language Assistance

Please contact Hilary with any questions at (303) 869-4922 or by email at [hilary.rudy@sos.state.co.us](mailto:hilary.rudy@sos.state.co.us).

#### Healthcare Facilities Best Practices

If you have questions regarding Healthcare Facilities Best Practices, please send them to Hilary Rudy at [hilary.rudy@sos.state.co.us](mailto:hilary.rudy@sos.state.co.us)

#### Provisional Ballot Best Practices

If you have questions or comments regarding the Provisional Ballot Policy Manual, please contact Hilary by email at [hilary.rudy@sos.state.co.us](mailto:hilary.rudy@sos.state.co.us) or by phone at (303)869-4922.

#### UOCAVA Best Practices

**The next conference call will be scheduled after the election.**

On the last call we discussed the 45-day and post-election surveys. For the 45-day survey, please send Hilary an email with the number of requests received and ballots sent for the 45-day deadline, and the date you sent them. We need this as quickly as possible to respond to the DOJ by September 24<sup>th</sup>. We are continuing to work on centrally collecting data for the post-election survey. Stay tuned for additional details.

We also discussed processing FWABs and last chance ballots. We will issue a process doc or checklist within the next few weeks. In the meantime, please call Hilary with any questions.

#### Security Working Group

Please contact Michael Hagihara at [michael.hagihara@sos.state.co.us](mailto:michael.hagihara@sos.state.co.us) or by phone at (303)894-2200 ext 6331 if you have any questions regarding Voting System Security.

#### Elections Printing and Mailing

Please contact Christ McElveen at [christi.mcelveen@sos.state.co.us](mailto:christi.mcelveen@sos.state.co.us) or by phone at (303)894-2200 ext 6340 if you have any questions, issues or concerns with Elections Printing and Mailing.

**Conference  
Call Number**  
(877)820-7831  
**Passcode**  
125984#