Vote by Mail Procedures Manual

Secretary of State

Elections Division Rev. 03/2024

Contents

Introduction

As every county clerk knows, it takes skill, dedication, and hard work to meet the demands of a rigorous election calendar. A properly administered election requires both technical compliance with election law, and painstaking attention to the smallest logistical details. At the same time, clerks must continually meet voters' needs for transparency and reliability, while also safeguarding the security of election infrastructure. For decades, Oregon's county clerks have risen to the challenge, leading the nation in safe, secure, and reliable voting by mail. Clerks have continued that work in recent elections, despite a worldwide pandemic, attempts at interference by foreign actors, and an explosion in mis-and dis-information.

As Oregon's chief elections officer, the Secretary of State is responsible for ensuring the uniform administration of election laws and for supporting and guiding local elections officials in their critical work. County Election Administrators hold the responsibility of ensuring Oregonians' right to cast a private ballot, as enshrined in statute by Senate Bill 166. Both state and county election officials should consider ballot privacy as they review this manual in the conduct if their duties. This Vote by Mail Manual, prepared in collaboration with Oregon Association of County Clerks, is a resource to help clerks in preparing for and administering lawful, fair, and well-planned voting by mail.

Ongoing Voter Registration

Process voter registrations, voter updates and automatic voter address updates

✓ ORS Chapter 247, 247.125, 247.292-247.295

Counties should:
→ On the date received, date stamp cards on the top front of all paper registration materials.
→ Transfer between counties within 5 business days.
→ Perform routine voter file maintenance throughout the year.
→ Perform regular maintenance with data provided from the Elections Division, such as through ERIC (Electronic Registration Information Center) reports regularly provided by the Elections Division that include deceased lists for inactivation, National Change of Address Information, duplicate reports, and make necessary changes to registrations.
→ Perform regular maintenance with electronic reports received from DMV for electronic voter registration of certain electors.

Counties may:
→ Update a voter's address information without a signature from the elector if they have received written evidence:
  ✓ That the address has changed
    and
  ✓ They are confident it is from the voter, DMV, or USPS

❗ If a person registering to vote alters any information printed on a registration card regarding the indication that the person is a citizen of the United States or the signature statement in which the person attests to the person's qualifications as an elector, the county elections official is prohibited from registering the person.

If a registration card is legible, accurate and contains at a minimum the registrant's name, residence address, date of birth, signature, and attestation of US citizenship, the county clerk or elections official shall register the individual to vote.

Ongoing Voter Registration (cont.)

HAVA requirements

HAVA requires new registrants in the State of Oregon to provide identifying information to be eligible to vote on federal offices.

If they have a current, valid Oregon DMV Driver's License or Identification Card:
→ Their Oregon DMV Driver's License/ID number may be provided by the registrant **or** obtained from the DMV database

ⓘ The license or ID number must be current and valid.
✓ A suspended license **is valid**
✓ A revoked license **is not valid**

If they do not have a current, valid Oregon DMV Driver's License or Identification Card:
→ The last four digits of their Social Security number must be provided.

❗ The registrant must affirm that they do not have a current, valid Oregon Driver's License/ID number by selecting the appropriate box.

If they do not have a current, valid Oregon DMV Driver's License/ID or a Social Security number and are registering by mail:
→ A current and valid photo identification **that shows their name**
→ A current utility bill, bank statement, government check, paycheck or other government document **that shows their name and address**

ⓘ The address listed must match the residence or mailing address submitted on their voter registration card.
or
→ Proof of eligibility under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) or the Voting Accessibility for the Elderly and Handicapped Act (VAEH).

❗ The registrant must affirm that they do not have a current, valid Oregon Driver's License/ID or a Social Security number by selecting the appropriate box.

🔍 See **Appendix 11, Sample HAVA Identification Letters**.

Ensure accuracy of effective date

✓ ORS 247.012(3)(c), OAR 165-005-0055

A voter's registration is effective the date the completed registration card was received (date stamped) by:
→ A county elections office
→ Secretary of State's office
or
→ A designated state agency listed in OAR 165-005-0055

Missing information or an unintentional error on a registration card can affect the effective date of a voter's registration. If the registration record has a:
1 Missing or an incomplete date of birth, or contains an unintentional scrivener's error, and the missing information is then provided or the error is corrected, the voter's registration is effective on the date the registration would have occurred if the registration record had been completed.

2 Missing answer to the question, "Are you a citizen of the United States of America?" the elections official will attempt to contact the voter or notify them to come in to complete or fill out a new registration card by Election Day and before issuing a ballot. The voter's registration is effective on the date the registration would have occurred if the registration record had been completed.

ⓘ Minimum requirements do not apply if the voter is currently registered and in either active or inactive status.

Ongoing Voter Registration (cont.)

Determining voter qualifications as it pertains to residential address – new registrations or updates

✅ ORS 247.035(1)(a), 247.035(3), 247.038, 247.174(3)

After receiving a complete registration card, the county elections official must determine if the voter is qualified to register to vote.

Qualifications are:

1 US citizen

2 At least 16 years old

3 An Oregon resident
   → A person's residence must be the place in which habitation is fixed and to which, when the person is absent, the person intends to return.
   Some factors to consider in determining residence include:
   ✓ Where the person receives personal mail
   ✓ Where the person is licensed to drive
   ✓ Where any immediate family members of the person reside
   ✓ The address from which the person pays for utility services
   ✓ The address from which the person files Federal or state income tax returns

If the county elections official determines that the registration should not be accepted because of ineligibility:

1 A notice that the voter's registration is rejected unless more information is provided by the voter should be promptly sent to the person.

2 The person whose registration or update to a registration is rejected may apply to the county elections official no later than the 10th day after the rejection notice to request a hearing.

3 The county elections official has 10 days after receiving the application for a hearing to notify the applicant of the place, date and time of the hearing.

   ⓘ The hearing must be scheduled no sooner than the 2nd and no later than the 20th day after this notice is given. If nothing is received, no action is required.

4 At the hearing, the applicant may present evidence of qualification. If the county elections official determines that the applicant is qualified, the registration should be processed.

🔍 See **Appendices 12 through 16, Sample Voter Registration Inquiry Letters**.

The Rights of Houseless Voters

✅ ORS 247.038

People experiencing houselessness may register to vote if they meet the basic qualifications (age, U.S. citizenship, Oregon residency, etc.). The rules for houseless people also apply to people who live in shelters, parks, motor homes, marinas, or other identifiable locations without traditional addresses.

Residence and Mailing Address for Houseless Voters

✅ ORS 247.038

A houseless voter's Oregon residence address may be <u>any place within a county</u> that describes the voter's <u>physical location</u>.
   → This does *not* have to be where the voter sleeps, since houseless people do not always sleep in the same place.
   → It also does *not* have to be a place with a standard postal address.

Ongoing Voter Registration (cont.)

Many houseless voters have different residence and mailing addresses.
→ These voters may decide to make a county elections office their mailing address and pick up their ballots there. Be sure to let voters know about this option, since it may be the most convenient one for them.
→ These voters may receive mail by General Delivery. This is a USPS program that allows people to pick up their mail at a post office.
✓ Accept this as a valid mailing address.
✓ In OCVR enter "GENERAL DELIVERY" in the Address field of the voter's mailing address and fill out the City/State/Zip fields immediately below.

(ex) **General Delivery address:**
Chester J. Lampwick
General Delivery
Luckymouse, OR 97301

Inquiring into validity of current registrations

✓ ORS 247.195

The county elections official may inquire at any time into the validity of the registration of any elector.
1 If the county elections official determines there is a need to question a person's registration, the county elections official mails a written statement to the elector that describes the nature of the inquiry and provides a suitable form for reply.

2 Not later than the 20th day after the date of mailing the statement, the elector, in writing, may state that the information on the registration card is correct, or fill out a new registration card.

3 If the county elections official determines that the inquiry has not been satisfied, the county elections official will schedule a hearing and mail a notice to the elector of the date, time and place.

ⓘ The hearing must be scheduled no sooner than the 2nd and no later than the 20th day after this notice is given.

4 At the hearing, the elector may present evidence of qualification. If upon conclusion of the hearing, the county elections official determines that the registration is not valid, the registration shall be cancelled.

🔍 See **Appendix 15, Sample Voter Registration Inquiry** and **Appendix 16, Sample Notice of Hearing to Determine Voter Eligibility per ORS 247.195(2)**.

Registration between counties

✓ ORS 247.007(3), OAR 165-007-0130

1 Moving from one county to another within Oregon is a registration update.
→ To avoid creating duplicate voter registration records in OCVR all registration records processed need to be searched statewide for any potential duplicates.
→ All potential duplicates need to be carefully compared for similar names, dates of birth and signatures. (includes active and inactive only)

🎖 **Best Practice:** Examine all names on the duplicate list. Some matches may have a lower percentage score due to last name changes or data entry errors.

2 After receiving evidence a voter moved out of the county, the county elections official may inactivate the voter's registration.
→ If a voter has already cast a ballot in their previous county during an election, the new registration card may be processed but for eligibility purposes, the voter is only to be included in the county where the ballot was counted.

Ongoing Voter Registration (cont.)

Updating registrations based on written evidence from USPS, other county office or voter confirmation card

✓ ORS 247.013(6)(b), 247.563(2)(c)

1 Whenever there is evidence that an elector needs to update their registration, the county elections official shall inactivate the registration and mail a written notice (Voter Confirmation Card (VCC)) to the elector.

🔍 See **Appendix 26, Sample Voter Confirmation Card**

2 The notice must be forwardable, include a pre-paid postage return card and state the following:

→ That the elector should return the card promptly. If the card is not returned by the voter registration cut-off (21st day), the elector may be required to re-register.

3 Upon return of the Voter Confirmation Card, the elector's registration can be updated.

ⓘ If the information received is from the postal service, the elector or another county elections official, the elector's registration should be updated and a Voter Notification Card (VNC) sent.

🔍 See **Appendix 25, Sample Voter Notification Card**

→ The Secretary of State is a member of ERIC and regularly provides information to keep voter registration and records up to date, such as deceased lists, duplicates, and out of state moves.

Oregon Motor Voter (OMV)

✓ ORS 247.017 and OAR 165-005-0170

The OMV registration process begins when a qualified individual takes on of the following actions at DMV:

- Applies for an original driver license, permit, or identification (ID) card;
- Renews a driver license, permit or ID card; or
- Applies for a replacement driver license, permit or ID card.

Only those transactions will initiative the OMV registration process. If an Individual has a different interaction with DMV, such as registering a vehicle, that interaction will not initiative OMV registration. Such an individual may become registered through OMV if they later apply for an original, renewal, or replacement license, permit, of ID card.

🔍 See the **Oregon Motor Voter Registration Manual** for more information.

Electronic DMV Voter Registration (EDVR)

✓ ORS 247.014 and OAR 165-005-0160

The EDVR registration process begins when a qualified individual registers to vote at DMV. Instead of filling out a paper voter registration card, the individual will fill out an electronic voter registration card which will be sent electronically to the Secretary of State and the county elections office.

Deadlines Associated with Voter Registration

| **March of even numbered year** | **Notify nonaffiliated voter (NAV) if major political party opens primary election** ✓ ORS 254.365(3)(a) |

Major political parties must notify the Secretary of State no later than the 90th day before the primary if they intend to open it to nonaffiliated voters.
→ The Secretary of State will inform counties no later than the 85th day before the primary election whether any party has opened its primary.
→ Follow procedures as directed for tracking NAVs requesting major party ballots.

| **75 days before Primary and General Election** | **Identifying certain inactive voters** ✓ ORS 247.281 |

Compile a list of voters who meet the following criteria:

→ The voter is inactive as of the 75th day before the date of the election, including voters who are inactive due to a nonmatching signature or a name change; and
→ The county elections official has a valid and current mailing address for the voter.

| **Not sooner than 70 days and not later than 60 days before election** | **Send notice to certain inactive voters** ✓ ORS 247.281 |

Send a notice to inactive voters using the list compiled on the 75th day before the Primary and General election. The notice must:

→ Inform the voter that their registration is inactive;
→ State the reason their registration is inactive; and
→ Include information on how they can reactivate their registration.

🔍 See **Appendix 19, Inactive Voter Notice**

ⓘ Counties may send these notices for elections other than the Primary or General election, but should aim for consistency in sending the notices.

| **21st day before election** | **Deadline for new voters to register** ✓ ORS 246.021(4)(a), 247.012(3)(b), 247.012(3)(c), OAR 165-005-0055 |

To vote in an election, a new registrant's card must be:
→ Postmarked no later than the 21st day immediately preceding the election
→ Received by the county election official or designated state agency listed in OAR 165-005-0055 no later than the close of business on the 21st day prior to the election if submitted by a physical voter registration card
or
→ Received by 11:59 pm on the 21st day before the election if submitted using the online registration system

ⓘ This only applies if the voter is not currently registered in Oregon. Moving from one county to another within the state is an update to the voter's registration, not a new registration.

| **21st day before primary election** | **Last day to change party affiliation and last day for NAVs to request a major party ballot except as noted below** ✓ ORS 254.365 (3)(a), 254.470(3)(c) |

→ Postmarks **do** apply for valid party affiliation updates.
→ Postmarks **do not** apply for NAV ballot requests.

ⓘ Nonaffiliated voters must request a ballot of the party who has chosen to open their primary election no later than 5 pm the 21st day prior to the primary election.

Ongoing Facility Management, Personnel, and Supplies

Establish supervision procedures and train staff

The county elections official:

1   Ensures all election personnel have been trained.

2   Ensures all election personnel follow established procedures, including those set out in the security plan submitted to the Secretary of State's office.

Analyze tally system needs and track maintenance

✅ ORS 246.565

The county elections official:

1   Shall obtain a copy of the written instructions for the operation and maintenance of any component of a computerized vote tally system from the vendor.

ⓘ Components include the network, program, software, hardware and other equipment.

2   Shall keep a log of all maintenance performed on any component of the vote tally system after component is purchased and installed.

3   Shall set up and maintain vote tally system security requirements and shall include this information in the county's security plan.

Analyze mailing needs and order supplies

Determine whether additional supplies are needed and ensure postage accounts and fees have been paid.

ⓘ Envelope size may differ between elections (larger and/or extra weight may impact the inserting capabilities at the mailing house and expenses charged to the business reply mail account).

Inventory and order envelope stock:

1   Review envelope needs annually or as necessary. See **Appendix 21, Minimum Language Required for Return Ballot Envelope Attestation**.
   → Allow enough time for ordering and receiving envelope stock.
   → Consider conferring with other counties for a group purchase to reduce printing costs.
   → Consider elections that may require oversize envelope stock.
   → Consider potential language changes that may make envelopes obsolete depending on the quantity ordered.

🔍 See **Appendix 24, Sample Return Envelope with Minimum Required Language**.

2   Military/Overseas envelopes.
   → Available from the Secretary of State (forms SER 171 and SER 172).
   → Refer to the Federal Voting Assistance Program for oath and envelope design.

3   Outgoing Window envelopes (often #11).
   → Without tax wording.
   → With tax wording as required by ORS 250.037(4) and 250.038.
   → With or without postal indicia. If using indicia, consider language that generically refers to the office, such as "XX County Clerk" or "XX County Elections", in case the permit number changes. If the election includes the County Clerk on the ballot, the name of the Clerk cannot be on the envelope.
   → With official Elections Mail artwork, if any. Have the artwork approved by the USPS.

🔍 See **Appendix 23, Guide for Local Measure Elections**.

Ongoing Facility Management, Personnel, and Supplies (cont.)

4   Return identification envelopes (often #10)
  → Must include Business Reply Indicia and barcode for postage-free/prepaid return postage.
  → Must include voter attestation language per **Appendix 21**.
  → Consider printing on white stock with a stripe of color to indicate relevant county.
  → Consider printing a separate color for Replacement Ballot return envelopes.
  → Consider providing space for the residential address to be printed above the signature line for the voter to confirm their residential address is accurate.
  → Consider providing space for the voter's name to be printed below the signature line.
  → Consider adding ballot return instructions on envelope.
  → Consider adding reminder of when ballot must be received.

5   Voter secrecy in mailing
If using secrecy envelopes or sleeves,
  → Consider language that includes the word OPTIONAL, if using a sleeve, so voters know they don't have to use it.
  → If using an envelope versus sleeve, consider adding a hole for a visual clue that the ballot has been removed.
  → If the Regular return envelope is white, consider using colored paper for the secrecy sleeve so it contrasts with the white return envelope and white ballots.

If using a method other than a secrecy envelope or sleeve to ensure secrecy, ensure that the Elections Division has approved the form of the envelope. (ORS 254.458)

6   Postage accounts
  → Ensure your annual postal permit fees have been paid.

Ensure that your Business Reply Mail account is active.

Deadlines Associated with Facility Management, Personnel, and Supplies

Before each notice of election deadline

Analyze space needs   ✅ ORS 254.472-254.474, 254.535, and OAR 166-150-0035

Adequate space is necessary to:
1 Assemble the ballot packets, if mailing preparation is performed in-house.
   → Depending on the size of the ballot and the number of extra materials inserted, mail trays will hold approximately 200-250 ballot packets using a size #11 outgoing envelope.
   → To control the flow of materials and expedite the overall process, various teams could be set up:
      ✓ Control Team
      ✓ Labeling Team
      ✓ Packet Assembly Team
      ✓ Support Team
      ✓ Sort Team

   ⓘ If ballot insertion is performed by a mailing house, extra space may not be as critical.

2 Sort undeliverable ballots which should be reviewed promptly. See **Special Handling** on page 46.
   🔍 See **Appendix 22, Undeliverable Ballot Matrix**.

3 Process voted ballots:
   → Dropsite return intake
   → Scan return envelopes into the Oregon Centralized Voter Registration system (OCVR)
   → Signature verification
   → Separate return envelopes needing further review
   → Precincting/batch sort for tallying
   → Opening envelopes
   → Ballot scanning
   → Ballot tallying
   → Tallied ballot storage

4 Setup equipment: Include space for a minimum of 3 voting booths, one of which shall meet accessibility standards.

5 Retain and store the master list of electors (return identification ballot envelopes) and tallied ballots for the statutorily required retention period.

Analyze staffing needs

The county elections official:
   → Ensures that each person who performs signature verification relating to petitions or ballot return envelopes in their county is informed of and receives instructions regarding the requirements and guidelines.
   → Ensures that a sufficient number of election board workers have been trained on a variety of election processes, such as dropsite pickup, opening and processing ballots, tallying, and adjudication.

ⓘ Peak periods may require either more personnel or staggered shifts, if space and/or equipment are not available or are being used to fullest capacity.

Deadlines Associated with Facility Management, Personnel, and Supplies (cont.)

Before each notice of election deadline

Analyze equipment needs, which may affect space needs

Consider potential bottlenecks and solutions, such as:
- → Ability to run data exports/addresses for mailing companies;
- → Software that provides CASS certification (intelligent mail barcode);
- → Insertion, folding and sealing machines;
- → Printer(s);
- → Postage meter;
- → Automatic letter opener;
- → Electronic ballot sorting or sorting (alpha and/or by precincts);
- → Tables for assembly of materials;
- → Carts for transport of ballots.

Not later than 30th day before election

Establish official dropsites for ballot deposit

See Establish Official Ballot Dropsites on page 25.

Not later than 10 days before election

In addition to regular staff, appoint additional persons to serve as elections personnel
ORS 254.476

After determining who will serve as election personnel for processing ballots, **the county elections official shall:**

1 Prepare a list of any people who will participate in ballot processing. The list should include the person's party affiliation and be updated as needed.
- → Confirm personnel are not candidates listed on the ballot (other than an incumbent candidate for county clerk), or a relative or member of the household (as defined by ORS 244.020) of a candidate on the ballot in that particular election. **Relative** is defined as:
  - ✓ spouse;
  - ✓ domestic partner;
  - ✓ child;
  - ✓ son-in-law;
  - ✓ daughter-in-law;
  - ✓ parent;
  - ✓ mother-in-law;
  - ✓ father-in-law;
  - ✓ sibling;
  - ✓ brother-in-law;
  - ✓ sister-in-law;
  - ✓ aunt;
  - ✓ uncle;
  - ✓ niece;
  - ✓ nephew;
  - ✓ stepparent; or
  - ✓ stepchild.

2 Make the list available for public inspection in the office upon request, to the extent required under the public records laws.

3 Administer an oath to personnel before they begin processing ballots. The oath only needs to be administered and signed once per election.

Deadlines Associated with Mailing and USPS Coordination

Before ordering envelopes

Have the USPS review or help design your outgoing and return envelopes to ensure they meet postal standards for automated handling

1   Apply for non-profit indicia (imprinted permit number to show method of postage payment).

2   Work with USPS to create QBRM artwork for postage paid return ballot envelopes. Consider the following:
   → Your office address and zip plus 4
   → USPS approves QBRM artwork for each county, for 1 ounce, and/or 2 ounce mail.
   → Printed samples are supplied to USPS for approval of entire envelope

3   Evaluate outgoing and return envelope design with the USPS Mailing Requirements Section which will:
   → Review for or provide proper wording and placement of endorsements on your envelopes as they apply to USPS.
   → Provide camera-ready copy of both outgoing and return envelopes for the printer.
   → Review the outgoing and return envelope sizes for postal rate conformity and the paper and ink colors for readability.
      ✓ Measure the thickness to ensure it doesn't exceed .25 inches.
      ✓ Consider using different colored bands or stripes on envelopes for different ballot types or different elections.
      ✓ Inform USPS if you are changing the return envelope colors for each election.
   → Ensure the size of window in the outgoing envelope is large enough to accommodate the address and barcode on the reply envelope.

ⓘ   Always have the USPS review and sign-off on the printer's proof (formerly referred to as the "Blue Line") for your outgoing and return envelopes before they are printed. Keep this for your records.

❗   Use the USPS Election Mail Logo on all election-related materials. Discuss potential rate increases that may affect this mailing.

Before each notice of election deadline

Identify and review mailing requirements

1   Identify:
   → Timelines and scheduling (may want to allow for possible delays)
   → Staffing needs at all stages of the process (on-site supervision is required), including insertion/mail assembly
   → Staging requirements (work areas for bar-coding, tray assembly, zipping/sorting, etc.)

2   Review:
   → County security plan for compliance with transporting ballots to the mail house.

3   Establish method of addressing envelopes, such as:
   → Formatting voter and address information
   → Direct printing envelopes vs. using labels

Deadlines Associated with Mailing and USPS Coordination (cont.)

Before each notice of election deadline

4 For inserts that may be needed, check with vendor on insert capability:
   → Secrecy envelopes/sleeve
   → Return and military envelopes
   → Ballot (one or more)
   → Local voters' pamphlet (if applicable)
   → HAVA letter and voter registration card (if applicable)
   → Measure flyer (if applicable)
   → Map (if applicable)
      and
   → Dropsite information (if applicable)

Arrange with vendors to have supplies delivered

Ensure applicable supplies are ordered and delivered.

1 Envelopes
   → Does the election require oversize envelope stock?
      ✓ Larger and/or extra weight may mean more postage.
      ✓ May also impact the inserting capabilities at the mailing house.
   → Does the election contain a bond, local option or permanent rate limit measure?
      ✓ ORS 250.037 and 250.038 require the following tax increase notice be printed clearly and boldly in red: "Contains Vote On Proposed Tax Increase."
      ✓ This only applies to property tax issues regarding bonds, local option taxes and establishment of permanent rate limitations. Does not apply to other revenue measures.
   → Does the election contain a renewal of an existing local option tax?
      ✓ The language on the outer envelope shall read "Contains Vote on Renewal of Current Local Option Taxes."
      ✓ A measure renews a current local option tax if it is for substantially the same purpose and asks for a rate or amount that is equal to or less than the current rate or amount.

      → Some counties have created a combined tax language statement on the outgoing envelope. This could allow the county to have only one type of tax envelope in stock.

   ⓘ Required language is contained within the publication "Tax Election Ballot Measures" provided by the Department of Revenue.

   🔍 See **Appendix 23, Guide for Local Measure Elections**.

2 Labels, if applicable for printing addresses for outgoing and/or incoming envelopes

3 Local voters' pamphlets

4 Other inserts such as dropsite locations
   → Consider different colors for different inserts.

   ⓘ Ballots and voters' pamphlets cannot be ordered in advance, but your printing contract should be in place, including estimated quantities by this time.

Deadlines Associated with Mailing and USPS Coordination (cont.)

Not Later Than 1 week after filing deadline

Coordinate with USPS

1   Contact your local postal representative to coordinate election mailings and changes to election law.
    → Coordinate with USPS (preferably with the postmaster of your county).
    → Consider direct contact with all Post Offices in your county for ballot mailing coordination.

2   Discussions should include date, time and location for delivery of ballots to the Post Office.
    → Provide date you will deliver ballots (and voters' pamphlets, if mailing your own) to the Post Office for mailing. Explain that these are statutory dates, not arbitrary.
        ✓ Take into consideration the size (number of ballots) of the election, allowing for as much time as possible for processing the returned ballots.
        ✓ Take into consideration holidays or three-day weekends so ballots won't sit in a mailbox over a long weekend.
    → Coordinate time of outbound ballot delivery.
        ✓ The Post Office will schedule a time frame that allows for the immediate distribution of ballots.
        ✓ If more than one county will drop their ballots at the same Post Office on the same date, it is important to coordinate the time of delivery for each.
    → The location of where ballots are to be delivered.
        ✓ The larger Post Offices sometimes require delivery to a specific dock area.

3   If delivery is by truck, the Post Office will require the truck to be weighed before the mailing is loaded (light) and again before off-loading the ballots (heavy).

4   Review expected dates for delivery of ballots to voters.

5   Create plan for receipt and logging of ballots without a postmark/postal indicator as defined by Secretary of State by rule. See OAR 165-007-0045.

6   Inform USPS:
    → Of the date voted ballots must be returned to elections officials in order to be counted.
    → That all USPS ballots need a postmark/postal indicator.

7   If a mailing house will deliver ballots directly to the USPS, advise the USPS of the mailing house you're using and the name and phone number of your contact at the mailing house.

8   Discuss steps you can take, if any, to make processing more efficient for the USPS.

9   To ensure everyone is on the same page counties may consider sending a follow up with a letter to the postmaster documenting your conversation and agreements.

Coordinate with mailing house, if applicable

1   Establish method of addressing envelopes.

2   Discuss:
    → Timelines for providing addressing information
    → Information to be printed on the envelope/label
    → The format of the printed information on the envelope

3   Communicate legal mailing dates and your expectations of the mailing house.

Deadlines Associated with Mailing and USPS Coordination (cont.)

4   Discuss who will fold ballots and any additional inserts, if applicable.

5   Finalize ballot transportation security processes:
- → How will ballot transport security needs be met
- → From county office or vendor to mailing house
- → From mailing house to Post Office

6   Specify required quality control processes (tracking, audit trails) and level of communication between county and mailing house.

7   Request any specifics from them that you may be able to provide that would make the addressing/mailing process more efficient for them.

8   To ensure everyone is on the same page counties may consider sending a follow up with a letter to the mailing house documenting your conversation and agreements.

Before mailing ballots

Prepare mailing

Consider providing the USPS with a Sample ballot packet for their inspection.

Barcode the mailing

Consider bar-coding outgoing Vote by Mail packets. The speed and efficiency of delivery for bar-coded mail is greater than non-bar-coded mail.

Determine the number of mailings

To qualify for bulk mailing, all mail pieces in the mailing must weigh the same.

(ex) Packets with five inserts will weigh more than packets with four inserts, so there will be two mailings (one for packets of four and one for packets of five).

Use required forms and mailing profiles

- → Use current postal forms.
- → If a mailing service is used, forms will be provided for you, but be sure that coordination with USPS has already occurred for acceptability of the forms.

Determine what postal supplies are needed

Discuss when and what supplies will be needed for the mailing and arrange for pick-up.

Supplies include:
- → Trays, sleeves or sacks
- → GPCs or pallets
- → Labels, tags and stickers
- → Scanners for date information on certain ballots

(i) If a mailing service is used, be sure to verify that the service will be providing all the needed supplies or can obtain them for you.

Pay USPS for the postage accounts

There are two separate postage accounts that will need a deposit:
- → Postage for the non-profit account to cover the outgoing postage
- → Postage for the undeliverable account to pay for undeliverable returns

Deadlines Associated with Mailing and USPS Coordination (cont.)

Date ballots mailed

Coordinate a time with USPS to pick up the mail each morning

Even if the return address is the elections office, you can arrange with USPS to pick up the voted/returned ballots each day. This will allow for earlier ballot processing.

(i) The elections officer must arrange for the secure transport of ballots.

(Q) See Ongoing Security on page 21.

Before Election Day

Coordinate with USPS for pick-up of ballots for your county

Counties may:

→ Work with USPS to coordinate a ballot pick-up schedule through the seventh day after the election.
→ If your county contains a regional processing center, consider coordinating with adjoining counties to pick-up their ballots.

(!) Ballots are considered received when they are received by any county elections office or official dropsite. When counties receive ballots for other counties they must be forwarded to the other county as soon as possible, but not later than 8 days after Election Day.

Deadlines Associated with Printing Election Related Materials

95th day before primary and general election

Generate special absentee ballots ✓ ORS 253.565

Utilize the Open Offices list available on the Secretary of State's website **oregonvotes.gov** to prepare the special absentee ballot.

Not later than 84 days before primary and general elections

Arrange with printer for voters' pamphlet production

The Secretary of State sends a memo to each county asking if the county will be producing a voters' pamphlet.

The county must notify the Secretary of State of their intent to publish or not publish a county voters' pamphlet. If not producing a voters' pamphlet the county is asked to provide a list of local offices that will be open at the election.

A county may:
1 Publish a county voters' pamphlet and distribute it themselves (either by mail or with official ballots). If this option is chosen, pamphlets must be distributed not later than the last day to mail ballots to voters.
   → **If inserting county voters' pamphlet with the ballot, consider:**
      ✓ Postage costs
      ✓ Limitations for the inserting machines
      ✓ Delivery deadlines to accommodate mailing house or in house insertion
      ✓ Printing may be completed later than ballot printing and closer to mail out date
   → **If mailing separately, consider:**
      ✓ Postage costs
      ✓ Timing of voters' pamphlet delivery must coincide with ballot delivery (ideally, voters' pamphlet should be delivered one week prior to mailing of ballots)
      ✓ Giving deadlines to printer that allows for timely delivery to Post Office

2 Publish a county voters' pamphlet and have it inserted in the state voters' pamphlet. This option is only available at an election for which the Secretary of State is required to publish a pamphlet.
   → **If combining with state voters' pamphlet, consider:**
      ✓ County's time frame must meet State's deadlines
      ✓ Give to printer allowing for timely delivery to State

3 Not publish a county voters' pamphlet. Certain local candidates and measures would then be eligible to be included in the state voters' pamphlet.

ⓘ Consider preparing a voters' pamphlet type of publication for military and overseas voters or prepare a notice to be inserted with ballots for military and overseas voters, which directs them to state or county websites to obtain voters' pamphlet information.

❗ Voters' pamphlet arguments and candidate statements are exempt from public review until the 4th business day after the filing deadline for materials.

Before each filing deadline or ASAP

Arrange with printer for ballot printing ✓ ORS 254.115 – 254.195, 254.470

1 Advise vendor of possible ballot quantities and the number of variations (ballot styles). Determine quantity of blank ballots for ballot on demand.

2 Consider possible weight limitations (printing instructions back-to-back will reduce the amount of paper and overall weight of the mailing).

Deadlines Associated with Printing Election Related Materials (cont.)

3 Consider different colors for different ballot types or districts.
  → At the primary election, you may print ballots for the major political parties in different colors. **If a county chooses to print their major party ballots in color:**
    ✓ Yellow shall be used for the Republican Party ballot
    ✓ Green shall be used for the Democratic Party ballot

4 Include required information and warning per ballot type. Information to be printed on each ballot shall include:
  → Name of county, official election title, and date of election
  → Instructions to voter
  → What to do if you make a mistake
  → Warning required by ORS 254.470(5)
    and
  → Vote both sides of ballot (if appropriate)

5 For primary election, analyze the number of nonaffiliated voters (consider buffering ballot quantities to accommodate for party changes or parties opening their primary).
  → The Secretary of State will notify counties if a major political party chooses to open their primary election to nonaffiliated voters.

6 Determine process for issuing precinct committeeperson ballots and for issuing major party ballots to NAVs, if applicable, for a primary election.

Before or Not Later Than Filing Deadline

Set up election in Oregon Centralized Voter Registration (OCVR) ✓ ORS 254.155, OAR 165-010-0090

1 Complete the "Elections Detail" page.
2 Enter candidate filing information into OCVR once eligibility is confirmed
3 Enter measure filing information into OCVR once challenge period has passed
4 Use Secretary of State's random alphabet list for candidates provided in the certification document or in OCVR.

❗ During a primary election major parties and NAVs are coded in OCVR.

Not Later Than 61 Days Before Election

Certify to other counties joint district and city filings ✓ ORS 250.195, 255.155

If an office or measure will appear on more than one county ballot the filing officer:
  → Certifies the office or measure within OCVR
    and
  → Notifies in writing the other county elections officials of the office or measure that was shared.

❗ As measures are filed publish both receipt of ballot title and publish notice of measure election. This provision is only required for county and district measures as cities and the state publish their own notices.

Deadlines Associated with Printing Election Related Materials (cont.)

After Filing deadline	**Create and Order ballot styles** ✓ ORS 254.115 – 254.145, 254.195, 254.470

1   After confirming all filed candidate information, measures and shared contests from other counties, create the various ballot styles needed for electors in your county in OCVR.

2   Using the ballot style data from OCVR, layout your ballots (either in-house or through your vendor). Confirm that the ballots contain the correct combination of contests and measures based on precinct and district boundaries.

3   Some ballot design and printing concerns to remember:

→   Do not split a contest between two columns or pages, indicate clearly when to vote both sides of the ballot.

→   Don't forget required information, instructions on how to mark your ballot and warning required by ORS 254.470(5).

→   Minimum ballot layout and printing requirement for measures is measure number, caption and yes/no statements (for state measures) or caption and question (for local measures).

→   The complete ballot title and fiscal impact statements for state measures must be provided in ballot packet.

→   In the case of a recall election the following shall be printed on the ballot: the reasons for the demand, the justification and the question "Do you vote to recall _____ _____ from the office of _____ ?" with the name of the person against whom a recall petition has been filed printed in the first blank space and the public office held by the person printed in the second blank space and yes/no statements.

Before printing	**Proof everything**

❗ Proof again.

ASAP after receiving printed ballots	**Test ballot programming and ballot readability by running test ballots in each ballot-counting machine**

Test as soon as possible after receiving printed ballots. Consider using staff who will not be involved in conducting the actual test to mark the ballots.

❗ Test all ballot styles.

❗ Test all precincts.

❗ Perform every function to be used on election night.

ⓘ The test deck may include logic and accuracy sample.

🔍 See **Preparatory Test** on page 41.

Ongoing Security

By January 31st of each year and within one business day of any change

Analyze security needs and update Security Plan   ✓ ORS 192.502(31), 254.074 and OAR 165-007-0310

To the greatest extent possible, security plans should consider possible emergency circumstances and courses of action.

ⓘ Security plans are exempt from disclosure under the public records laws.

1   Prepare a security plan and file it with the Secretary of State Elections Division, using the prescribed method of submission. The plan will address both physical and cyber security. The Secretary of State's Office will approve security plans in writing after review and confirmation that all requirements are met.

2   Establish a written agreement for security measures with any vendor handling ballots or accessing election data.

3   Design security for:
   → Periods of ballot transportation (e.g. from print shop to location of insertion; from mailing house to Post Office and from Post Office to elections office other than regular mail delivery).
   → Ballots during scanning and/or processing.
   → Ballot dropsites.

4   Establish guidelines for security involving observers, county employees, volunteers, vendors or other visitors to the elections office.

5   Review office work area, building, dropsites, and ballot storage to assure security (alarms, cameras, special keys, limited keys).

   ⓘ Ballots must be stored in secure area not accessible to the public.

6   Review security for:
   → Vote tally systems
   → Computer access
   → Off-site storage for system backups
   → FTP or other secure upload of election data and/or files

7   Consider having a backup county with the same ballot tally system (may want to exchange backups of the election set-up and consider executing an intergovernmental agreement).

8   Establish post-election ballot security.

9   Include the number and location of all video surveillance cameras within the elections office.

10 Consider incident response plans for cyber security incidents.

   ❗ Any change in a security plan must be submitted to the Secretary of State Elections Division.

   🔍 See **Appendix 2, Sample Security Plan**.

Ongoing Security (cont.)

Before election	**Implement security plan**

Written security plans must be submitted to the Secretary of State Elections Division yearly by the date set by the Elections Division. Changes made to the security plan must be filed with the Elections Division within one business day of any change, and at least 30 days before the first election date at which the revisions are to be used.

Security protocols shall be established to ensure:
1 Adequate supervision is provided during all processing activities.

2 Only authorized personnel have access to secure areas.
   → Use a log to maintain who has access (keys, electronic codes, etc.) to secure areas.
   → To prevent unauthorized access an option is to install secondary locks accessible only to authorized elections officials for election-specific dates.

3 Ballots are maintained in a secure location at all times in accordance with the security plan filed with the Secretary of State Elections Division.
   → If a secure room is not available, ballots need to be secured in locked or sealed ballot container.
   → If the ballots are kept in a separate locked room, it is not necessary to seal the transport carriers.
   → If ballots are being transported within the same building, it is not necessary to seal transport containers.
   → Use disposable numbered locks if available.

! Use of motion detectors, video cameras, alarm systems and other technology may be appropriate supplements to locks.

Dropsite security

The county elections official:
1 Develops and files a new or amended security plan with the Secretary of State Elections Division, that includes, among other things, provisions for dropsite security.

2 Establishes times that dropsites are available.
   → A dropsite can be opened on the first day ballots are mailed, but at a minimum must be open to the public beginning on the Friday preceding the election, during the normal business hours of each location.
   → **On Election Day dropsites must be open 8 hours or more, and until 8 pm.**

   → **Dropsites must close at 8 p.m. on Election Day. Anyone who is waiting in line to deposit ballots at 8 p.m. on Election Day must be allowed to complete their deposit.**

3 Establishes procedures for overnight security of ballots at dropsites with dropsite personnel.
   → Options include:
      ✓ Using a room that will be locked
      ✓ A vault

Ongoing Security (cont.)

A ballot drop box located at an official dropsite must be:
1   Locked or sealed and accessible only by authorized personnel or deputized staff.
    → The drop box must be transported only by election or deputized staff to the elections facility on a schedule or as needed.

2   Secure from being moved or tampered with.
    → The box may be exchanged for a locked or sealed empty box on a schedule or it may be re-locked or re-sealed when emptied by authorized personnel.

3   At staffed locations (such as libraries, city halls, etc.) and located in view of on-site staff.

An outdoor drop box for drive-by or pedestrian traffic must be:
1   Accessible only by key in possession of authorized personnel.

2   Emptied according to an established schedule or more frequently if necessary.

Transfer voted ballots in a locked or sealed ballot box, bag or pouch to the elections facility.

Before election

Establish supervision procedures and train staff

The county elections official:
1   Ensures all election personnel have received instructions regarding the requirements and guidelines for conducting an election.
2   Ensures all election personnel have received instructions regarding cybersecurity procedures for election computers and equipment.

During election

Maintain an audit trail   ✓ ORS 254.074(3)

An audit trail must be maintained throughout the entirety of the election process.
1   Maintain all statistical information for each precinct. This must include the number of:
    → Ballot envelopes received
    → Ballot envelopes accepted
    → Ballot envelopes not accepted
    → Ballot envelopes rejected
    → Tallied ballots

2   Consider using some reports available in OCVR such as:
    → Ballot envelopes received accept/no accepted BP014
    → Ballot envelopes rejected BP031

    These reports, plus the tallied ballot report from the tally system, can be used after Election Day to complete the SEL form 904 Ballot Count, and help ensure numbers match/are correct.

Ongoing Security (cont.)

3   Consider maintaining logs for different stages of ballot processing. Logs may include:
- → Election date
- → Precinct number or name
- → Number of ballots issued
- → Name, team number or person
- → Date and time processed (maintain for each time a precinct or batch is processed)
- → Date and time of signature verification
- → Number of batches sent to opening boards, including the number of envelopes in each batch
- → Number of ballots tallied
- → Number of ballots adjudicated
- → Number of challenged ballots
- → Number of out-of-county ballots
- → Number of write-ins and duplicated ballots
- → Number of envelopes that do not contain a ballot
- → Number of envelopes containing more than one ballot
- → Number of provisional ballots counted and not counted

Official Dropsites, Voting Booths and Voting Assistance

**Not Later Than
30 days
before election**

Establish official ballot dropsites   ✅ ORS 254.470

The following criteria must be used when establishing dropsites, which may be a dropbox, a dropsite, county facility, or other official ballot collection location:

1   Each county must have at least one dropsite available at the county elections office.

2   Each county must have at least two dropsites for every countywide election.

3   There must be at least one dropsite for every 30,000 active registered voters in the county.

4   Each location with a voting booth must also be a designated dropsite. (In primary and general elections, in counties with more than 35,000 active electors, at least one voting booth must be established for each 20,000 electors.)

5   There must be at least one dropsite within four miles of the main campus of each public university or community college. The dropsite need only be open if the campus is within the electoral district for an election.

ⓘ Consider concentrations of population, geographic areas, security and available funding when determining a dropsite location other than the county elections office or the County Courthouse.

ⓘ When an election only concerns an electoral district that is smaller than an entire county, clerks must open dropsites as follows:

→ The dropsite at the county elections office (whether or not that office is in the relevant electoral district); and
→ At least one dropsite for every 30,000 active registered voters in the relevant electoral district. The county elections office counts toward this requirement if it is in the relevant electoral district.

Designate placement of ballot drop box within a dropsite building

The following must be considered in placement of the ballot drop box within the dropsite building:
→ Security,
→ Voter convenience,
→ Access for people with physical disabilities,
→ Parking,
   and
→ Public perception that dropsite is official and secure.

Ensure proper security measures are taken at all dropsites

🔍 See **dropsite security** on page 22.

File dropsite plan   ✅ OAR 165-007-0310

A dropsite plan must include the number and locations of all dropsites and be:
→ Filed with the Secretary of State Elections Division at least 30 days before Election Day.
→ Updated and filed with the Secretary of State Elections Division if there is any change in the location of any dropsite after the original plan is filed.

🔍 See **Appendix 6, Sample Dropsite Security Plan Form**.

Official Dropsites, Voting Booths, and Voting Assistance (cont.)

Before election

Notify the public of official ballot dropsites

1 Publicize locations and hours for each dropsite.
→ Consider posting dropsite locations on the county website.

2 Ensure the Secretary of State Elections Division has been notified as to the active dropsites for each election.

3 Ensure dropsites are designated with official signage.
→ **Only signs worded as follows should be posted at each dropsite:**
  ✓ Official Ballot Drop Here
  ✓ Official Ballot Depository
  or
  ✓ Official Ballot Dropsite

ⓘ It is recommended that traditional Vote Here signs not be used to designate dropsites.

❗ Only personnel authorized by the county elections official may collect voted ballots from any ballot dropsite.

Designate personnel to transport ballots

1 Designate personnel authorized to pick up ballots from dropsites.
→ Only authorized personnel may transport the ballots to the elections office.
2 If more than one person picks up or transports ballots, it is recommended that they are not members of the same political party.On Election Day, ensure authorized personnel are available at dropsites to determine that everyone in line at 8 pm is allowed to deposit ballots.

3 Consider transporting ballots by law enforcement personnel or deputized personnel.

Instruct personnel

Review procedures with dropsite personnel to:
→ Ensure security of ballots at all times
→ Only accept ballots once a secure ballot drop box has been delivered to the dropsite
→ Ensure overnight security of ballots and follow the established procedures

Issuing ballots through Election Day

Establish voting booths   ✓ORS 254.472

For each election every location where ballots are issued:
→ Establish at least three suitable compartments, shelves or tables where electors may mark their ballots.
  ✓ The arrangement of the compartments, shelves or tables ensures that the elector may conveniently mark their ballot with **absolute secrecy.**
  ✓ The compartments, shelves or tables must be available the entire time that ballots are issued.
  ✓ There should be at least one compartment to serve electors with physical disabilities or physical accessibility needs.

Official Dropsites, Voting Booths and Voting Assistance (cont.)

Before election

For primary and general elections ✓ ORS 254.474

The county elections official is required to maintain additional voting booths as follows:

1 In counties with more than 35,000 active electors, at least one voting booth must be established for each 20,000 electors.

2 All other counties must provide at least one voting booth.

3 The county elections official determines voting booth locations.

4 Each location with a voting booth must also be a designated dropsite.

Plan for assisting voters with disabilities ✓ ORS 254.445

1 Upon request, an elector with physical disabilities or who is unable to read or write is entitled to receive help marking their ballot. This may be done by two people who are not members of the same political party or by some other person chosen by the elector.
  → A person may not assist an elector if the person assisting is:
    ✓ An employer of the elector or an agent of the employer
      or
    ✓ An officer or agent of the union of which the elector is a member

2 The location where the elector would like to receive help in marking their ballot is negotiable. Possible locations depend on the individual elector's need and include:
  → Voter's home
  → Elections office
  → Dropsite location
  → Community service center
  → Senior center or assisted living facility

Other federal and state laws require equal access for people with disabilities. County elections officials must make reasonable modifications to the voting process for people with disabilities, so long as those modifications do not compromise election security or otherwise create a fundamental alteration to the election process. For further information on reasonable modifications and equal access, see **The Americans with Disabilities Act and Other Federal Laws Protecting the Rights of Voters with Disabilities (ada.gov)**

Educate voters ✓ ORS 254.071

1 The county elections official shall make every reasonable effort to acquaint electors with the ballot to be used in the election, the methods used to mark ballots to cast a valid vote, and how to correct a mistake in marking a ballot.

2 The county elections official shall make reasonable efforts to educate electors on where to sign their envelope and the methods and timing of returning their ballots.

3 Counties may provide the Elections Division with written voter education materials or a website link to your county elections website for posting on the Secretary of State's website.

Ongoing Observer Provisions

Provision is made to allow for attendance by observers during all ballot processes

✅ ORS 254.415-254.426, 254.482, ORS 258.211 (2)(a)

Members of the public may observe all ballot processes except confidential election processes such as the challenged ballot process.

If a county is conducting a recount regarding a candidate the affected candidate or an elector authorized in writing by an affected candidate, and an elector authorized in writing by each major or minor political party may be present to watch the recount.

The county elections official:
→ Will determine the number of observers allowed at any given time based on space, security, and staff availability.
→ May add additional restrictions as needed.
→ May conduct tours and/or access to the public for educational and/or media purposes, not classified as official observers.

🔍 See **Appendix 1, Sample Observer Rules**.

Deadlines Associated with Issuing Ballots

Not later than 95 days before primary and general elections	**Mail special absentee ballots** ✅ ORS 253.565

Mail the special absentee ballot to those military and overseas electors who have requested it.

45th to 18th day before election

Begin addressing process

1 Addresses may be printed:
  → Directly onto the envelope
  → On labels

2 Addressing and inserting may be done:
  → By mailing house
  → In-house

  🔍 See **Analyze space needs** on page 11.

3 Address format on all return envelopes should contain the following:
  → Name
  → Mailing address
  → Residence address, if possible
  → Election date or code
  → Voter/ballot identification
  → Precinct number or name
  → Party code (Primary Election only)
    ✓ The party code used may not disclose to the public what party the voter is affiliated with.
  → Style/format code

4 Consider using color in the following areas (always consider USPS readability):
  ✓ Ink color on envelope
  ✓ Different colors for address labels

5 Consider using barcodes or OCR fonts for voter identification.

6 Use automated sorting of returned ballots (precincting) when possible.

Not Later Than 45 days before election

Mail military and overseas elector ballots ✅ ORS 253.065, 253.510, 253.690

1 Mail paper ballots if material from printer is not yet available.

2 Include information on returning voted ballot by fax or email.

3 **Include the following statement** with your military and overseas voter ballot packets in accordance with the MOVE Act:
  → **In order to determine whether your ballot was received by your county election official please visit oregonvotes.gov and go to the My Vote button where you can track your ballot. Additional information for military and overseas voters is available at oregonvotes.gov/military**.

🔍 Refer to the UOCAVA guidelines for military/overseas process.

Deadlines Associated with Issuing Ballots (cont.)

Not Sooner Than 29 and Not Later Than 14 days before election

Mail ballots to out-of-state voters

Consider using First Class postage to expedite delivery.

20th to 14th day before election

Mail all remaining ballots on date arranged with USPS ✓ ORS 254.470(3)

Maintain uniform timeframe for mail out.

Ongoing and before election

Include eligible registrations in mailing

Check postmarks for eligible registrations and include in original ballot mailing.
→ If possible, pull the original ballot from the mailing and send only the new ballot.
→ If not possible, reissue a ballot and make the appropriate entry into the voter's record which alerts the county elections official that a reissued ballot has been sent and the original ballot has been inactivated.

(i) OCVR maintains a supplemental record and the original master record as they are updated.

(🔍) See **Deadline for new voters to register** and **Last day to change party affiliation** on page 8.

Updated voter registrations

1 Voters who update their information will automatically be issued a ballot.
→ Ballots are not required to be mailed after the 5th day before the election.
→ Verify previous registration and that the voter has not already voted in this or in another county (and for the Primary, is not changing their party affiliation).

2 At the voter's request, updates for voters out-of-state or out-of-country that would not have sufficient time to be mailed a ballot and returned by Election Day may be faxed or emailed their ballot with specific instructions how to return, provided there is sufficient time for the voter to mail back their ballot by Election Day.

3 When a voter updates for the purpose of a name change only, the voter may vote once under the previous name.
→ The county elections official may reissue a ballot at the request of the voter.

Ballot Issuing Based on Registration Status, within or between counties

After processing the voter's updated registration, continue as follows:
1 If the voter was previously inactive issue a ballot.

2 If the voter was previously active and has not cast the original ballot issued from the previous county, issue the voter a ballot from the new county.

3 If the voter was previously active and has not yet voted in the current county reissue the voter a ballot.

(🔍) If the voter was previously active and has voted in the previous county or a voted ballot is received by more than one county see **Multiple Ballots** starting on page **Error! Bookmark not defined.**.

Federal only, provisional, reissued, supplemental or replacement ballots

(🔍) See **Special ballots** on page 46.

Reception, Signature Verification and Sorting

After mailing ballots

Receive voted ballots

1 Ballots can be returned to:
- → Any Oregon county elections office
- → Any officially designated ballot dropsite in the state
- → Through USPS or other delivery service to the county elections office

2 When a ballot has been returned by the voter, it is included in the elections database in OCVR for the election.

   (i) The master list and logs for tracking reissued, replacement and challenged ballots are maintained in OCVR.

3 Reissued and replacement ballots must be identified to ensure only the correct ballot is being counted.

4 Challenged ballots should be stored separately during the election process and shall remain confidential until the 15th day after the election.

   (🔍) See Eligibility on page 52.

Track ballot statistics

When the county certifies election results staff must count and record the number of:
- → Ballots returned by USPS
- → Ballots returned after election day, but within the required timeline for receipt of certain mailed ballots, that don't contain a postal indicator
- → Ballots returned after election day, but within the required timeline for receipt of certain mailed ballots, that do contain a postal indicator
- → Ballots received over the counter
- → Ballots received from dropsites
- → Ballots forwarded to other counties
- → Ballots received from other counties
- → Ballots returned unsigned
- → Ballots returned by email
- → Ballots returned by fax
  and
- → Ballots returned undeliverable

Within 48 hours of receipt and Not Later Than 8th Day After Election

Transfer return ballot envelopes belonging to other Oregon counties

Minimum recording standards of ballots received for any other Oregon counties include:
1 Date stamping the date received on each return envelope or indicating if received on time or too late for election.

2 Maintaining a log recording the date, county and number transmitted.

3 Faxing or emailing the other counties of method of delivery and number of ballots being transferred.

4 Mailing or delivering voted ballots (such as UPS, Priority Mail, FedEx, Click N Ship, etc.) with notification to the home county.

   (!) All voted ballots delivered to a county must be forwarded as soon as possible but no later than the 8th day after the last day to receive ballots.

Reception, Signature Verification and Sorting (cont.)

After   **Check for postal indicators**   ✓ ORS 254.470 and OAR 165-007-0045.

Election Day   Evaluate the postmark/postal indicator to determine when ballot was received and sort out those without an indicator for later tallying.

🔍 See OAR 165-007-0045

Review first specifically for:

→   Visible hand cancellation or other marker indicating a date, month, year by USPS
→   Official indicia or other evidence of USPS mailing (received from USPS)

Tally and sort all ballots received after election day with an insufficient postmark/postal indicator.

Tally and sort all ballots received after the last day to receive ballots regardless of postmark/postal indicator.

Use visible postmark/postal indicator as primary source of date received, fluorescent scanners as available and only if visible postmark is not present and consult other barcode information if in use for ballot tracking. Consider tracking ballots in various categories for election results reporting requirements, such as:

→   Number of ballots without a postmark/postal indicator received before last day to return ballots
Number of ballots with a postmark/postal indicator received after last day to return ballots

Check for valid signatures

1   When a ballot has been returned by the voter, the signature on the return identification ballot envelope is compared to the signature on the voter's most current registration record.

ⓘ If the return identification ballot envelope is unsigned the ballot is only accepted if the elector provides a signature either by signing the return identification envelope or by providing the no signature attestation form in Appendix 18.

ⓘ Signature verification on ballot return envelopes may not be conducted by a relative or member of the household of a candidate. (see pg. 12)

2   If the signature does not match the most current registration record review all signatures contained in the registration record in OCVR to determine the validity of the signature. Power of attorneys may not sign the return identification envelope for a voter.

3   If the signature is verified by comparison with voter registration records,   accept the ballot.

Reception, Signature Verification and Sorting (cont.)

Evaluating Signatures

The following characteristics and procedures shall be utilized by a county or state elections official to evaluate signatures to determine whether the signature matches or does not match the signatures contained in the state voter registration record.

1 Agreement in:
- → Style and general appearance, including:
  - ✓ Basic construction
  - ✓ Skill
  - ✓ Alignment
  - ✓ Fluency
  - ✓ General uniformity and consistency between signatures
- → Proportions of individual letters
  - ✓ Height to width
  - ✓ Heights of the upper to lower case letters

2 Irregular spacing, slants, or sizes of letters are duplicated in both signatures.

3 General traits and agreement of the most distinctive, unusual traits of the signatures.

4 Only a signature possessing obvious and predominantly matching characteristics with the signatures in the voter registration record may be reviewed and determined to be a match by a single county elections official.

5 A signature possessing one or more distinctive dissimilarities from the signatures in the voter registration record shall be reviewed by at least two different county elections officials before it is accepted as a matching signature or rejected as a non-matching signature.

6 A single distinctive trait is insufficient to conclude that the signatures are by the same writer. There must be a combination or cluster of shared characteristics. Likewise, there must be a combination or cluster of dissimilarities to conclude that the signatures may be by different writers.

7 When evaluating signatures elections officials may review broad characteristics used to evaluate an entire signature as a unit or they may narrow the scope of their examination to that of specific letters within a signature.

See **Appendix 20, Evaluating Signatures**, for a list of characteristics for consideration when evaluating an entire signature as a unit and a list of characteristics for consideration when narrowing the scope of the examination to specific letters or combinations of letters.

Opening Return Identification Ballot Envelopes

Upon Receipt of Ballots

Begin opening the return identification ballot envelopes

Once signature verification is completed, you may begin removing the ballots from the return identification ballot envelopes.

1 Process ballots from only one precinct or batch at any one workstation at a time.

2 OCVR will keep a record of the number of return identification ballot envelopes accepted.

→ Counts may be automated if sorting equipment is being used.

3 Once the ballots have been removed from the return identification envelopes, count the ballots.

4 May begin scanning ballots if the county has received approval from the Secretary of State as required in OAR 165-007-0310.

Staffing

Election personnel opening envelopes, preparing ballots for counting and tallying votes may not be a candidate who is listed on the ballot or a relative of a candidate or a member of the household of a candidate on the ballot in that particular election.

🔍 See **Election personnel** on page 12 for definition of "relative" and 'member of the household'.

1 Each board member must sign an oath prior to processing ballots at each election.

2 Opening boards must be composed of a minimum of two members, not all of the same political party.

3 A record must be maintained of all board members, including each member's:

→ Political party affiliation
→ Oath
→ Board assignments
  ✓ Consider maintaining a log of which boards process which precincts or batches.

ⓘ The county elections official must provide written procedures and training prior to each election to ensure consistent application of state and local policies regarding all aspects of ballot processing – receipt, signature verification, opening/inspecting and tally.

Opening Boards

⚠ There shall be no lead pencils or blue or black pens at any table where election workers are opening ballots or are working with ballots that have been removed from their envelope.

⚠ The only writing devices that are permitted at a table are those with a distinctive marking color that is not commonly used by voters on ballots.

1 Process one precinct or batch at a time at any one workstation.

Opening Return Identification Ballot Envelopes (cont.)

2   Open the return identification ballot envelope and remove the secrecy envelope, if used, containing the voted ballot.

→   If the return identification ballot envelope was sealed or unsealed and contains a ballot with or without a secrecy envelope, continue processing while maintaining the secrecy of the ballot.

→   If there is another signed return identification ballot envelope inside (with a ballot inside of it), remove and forward inner return envelope to be logged and examined as a separate returned voted ballot.

3   Remove the voted ballot from the secrecy envelope or secrecy sleeve.

→   If there is no ballot enclosed, log as an empty ballot envelope or refer to the election supervisor for instructions.

→   If the ballot is from a different election, reject the ballot.

→   If there are two voted ballots for this election enclosed in one envelope and only one signature on the return identification envelope, reject both ballots.

4   Place rejected ballots in the appropriate envelope/container.

❗   If other material or notations are included on or with the returned ballot and have a bearing on the vote cast, attach the material to the ballot and send to the duplication board.

Ballot Inspection Process

Upon Receipt of Ballots

Ballot inspection board ✔ ORS 254.470(8), 254.505

⚠ There shall be no lead pencils or blue or black pens at any table where election workers are opening ballots or are working with ballots that have been removed from their envelope.

⚠ The only writing devices that are permitted at a table are those with a distinctive marking color that is not commonly used by voters on ballots.

1   The object of ballot inspection is to ensure:
   → All ballots are machine-readable.
   → Voter's actual vote will be recorded accurately.
       ✓ If the ballot has damage or defects that would cause problems in tallying, duplicate as directed in this rule.

   ⓘ In all cases inspection boards must determine whether ballots should be counted, rejected or duplicated.

2   Inspect all ballots to determine voter intent.
   → The responsibility for determining voter intent lies with the inspection board, under the supervision of the county elections official.
   → Ensure that a team of at least two board members not of the same political party works together to determine voter intent.

       ⓘ In counties using digital vote tally systems, ballot inspection and resolution is performed on a computer. A team of at least two board members not of the same political party is still required to work together to determine voter intent.

3   Any extraneous marks, such as names, signatures or initials of the voter should be disregarded unless they have a bearing on the vote cast.

   ⚠ Ballots shall be rejected if a write-in is voted using a rubber stamp, sticker or another marking device, except writing which bears the name of a person and is used to vote for a person whose name is not on the printed ballot.

4   If ballots are counted by precinct, process ballots one precinct at a time at any one workstation.

5   All rejected ballots must be accounted for on log sheets or as directed by the county elections official and placed in the appropriate envelope/container.

   🔍 See guidelines for staffing in the Opening Return Identification Ballot Envelopes section on page 34.

Determining voter intent ✔ ORS 254.505

1   If the inspection board agrees on the voter's intent, the ballot should be enhanced or duplicated in the manner reflecting the voter's intent and the enhanced or duplicate ballot tallied.
   → If it is possible to enhance the ballot, use the enhancement process.
   → If enhancement is not possible, duplicate the ballot.

2   If the inspection board cannot determine the voter's intent, the ballot should not be duplicated but processed as is.

   ⚠ Voter intent in any single contest may not be determined based upon a pattern of partisan voting on the ballot.

Ballot Inspection Process (cont.)

3   For digital computer adjudication processes, the board must agree on the voter's intent. The digital choices must be recorded identifying the team.

4   Any time a note is utilized to determine voter intent, the ballot must be duplicated or enhanced, or adjudicated.
   → All received parts must be assigned a tracking number and kept in the event of a recount.

5   Follow instructions for duplicating a ballot to reflect the intent of the voter.
   → Place duplicate number on all associated pieces.
   → Store together in the appropriate envelope/container.

6   If a note is included that is not relevant to voter intent, do not retain the note.

Enhancing

Questionable marks may require that the ballot be duplicated/enhanced or adjudicated.
1   Election personnel process the ballots to be enhanced making them machine-readable and reflecting the voter's intent by:
   → Placing enhanced mark on the ballot, ensuring that the ballot can be identified as enhanced.
   → Marking the voting area in a manner instructed by the county elections official for questionable marks.
   → Placing enhancement, when appropriate, over questionable marks that affected ballot readability (must be removable for recount purposes).

2   Enhanced ballots are added to the ballots in the container ready for ballot counting.

Questionable marks may also be digitally enhanced

1   Election personnel process the ballots in the digital format.
   → the original ballot will be left as is; and
   → the digital choices will reflect the voter's intent.

2   The system must retain a log of the personnel/team who captures the digital change.

Machine-rejected ballot resolution

1   Machine-rejected ballots are ballots that are not machine-readable, including:

   → Ripped or torn ballot
   → Ballot voted with an instrument that cannot be read by the machine
   → Ballot with extraneous marks within the read head path

2   These ballots are segregated while the machine is in standard tally mode and may not have been previously detected by inspection boards.

3   Ballots that are not machine-readable must be re-inspected.
   → The inspection process should consist of at least two election board members who are not members of the same political party.

4   If the vote tally system requires sorting by precinct at any one workstation, then elections   personnel will only inspect one precinct of unread defective ballots at a time.

Ballot Inspection Process (cont.)

Duplication

1 Duplication boards, regardless of the vote tally system used, process ballots requiring duplication, making a duplicate machine-readable ballot that reflects the voter's intent.
→ Duplicating and proofing must be done by at least two election personnel who are not members of the same political party.
→ Each worker must initial both ballots.
→ If the county elections official uses duplication teams with unique team identification numbers both the original defective ballot and the duplicated ballot must have the team's identifying number on it.
→ The county elections official must keep a record of each team identifying number and must clearly record the name of each team member.

2 Sort by ballot style if there are multiple ballot styles for the precinct.
→ Select the appropriate blank ballot style that matches the ballot to be duplicated.

3 Clearly indicate on the ballots which ballot is the defective original ballot and which ballot is the duplicate ballot.
→ Do not place Duplicate stamp in read head path or voting area.

4 Assign a matching number to the original and duplicate ballot and to any other material bearing on voter intent.

→ The number can only be used once in a given precinct (unless sorted by batch).

5 If other material is included with the ballot or is attached to the secrecy envelope, inspect to determine if it has bearing on voter intent.
→ If the material has bearing, duplicate the ballot as necessary and place original ballot and the material in the appropriate envelope/container for that precinct.
→ If the material has no bearing, discard the material.

6 One board member or team duplicates the entire ballot accurately reflecting the voter's intent and initials both ballots.

7 The second board member or team proofs the duplicate ballot against the original defective ballot, initials both ballots and places the original defective ballot in the appropriate envelope/container for that precinct or batch processing.

8 The duplicate ballot is added to ballots in the carrier for ballot tallying.

9 If it is necessary to duplicate a duplicated ballot because the duplicate ballot becomes damaged, duplicate from the original ballot using the same tracking number. Use a control log to track the assigned numbers.

Ballot Inspection Process (cont.)

Examples

Two (or more) voting areas have been marked and one mark has been erased, but enough residue is left that the scanner may read an overvote.

⬛ **Yes**

⬭ **No** (erasure has been done)

Enhance, resolve (white sticker) the erasure so that the scanner only detects one vote. Duplicate the ballot, if necessary, to reflect only the dark vote.

One response is indicated with a heavy line or dark oval and a second response is marked with a narrow line or pale oval, but no erasure has been attempted.

⬛ **Yes**

⬬ **No** (erasure has not been done)

Since there is no attempt to erase either mark, leave as is and allow scanner to tally as an overvote.

The voting area has been completed for one response and a dot or partially completed voting area is marked for the other.

⬛ **Yes**

⊙ **No**

Mark may or may not have some erasure— usually there is none. Enhance, resolve or duplicate the ballot to eliminate the overvote due to the partial mark or dot.

The voting area has not been marked, but the response is circled.

⬭ **Yes**

⬭ **No**

Enhance or duplicate the ballot by completing the voting area beside the circled vote.

Enhancement cannot permanently obscure the original marks of the voter. Sometimes duplication is necessary because the circle overlaps the voting area.

Ballot Inspection Process (cont.)

Examples

The voting area has not been marked but there is a connective line between the response and the voting area to indicate the vote.

⬭ - - - **Yes**   ⬭   **Troy McClure**

⬭   **No**   ⬭ - - - **Seymour Skinner**

Enhance or resolve the ballot by completing the voting area beside the indicated response.

More than one voting area has been completed, but a word or mark is used to Indicate the correct vote.

⬛   **Yes**

not this ⬛   **No**

Duplicate or enhance the ballot to correct the overvote so that the correct vote can be counted.

A word has been used to indicate the vote instead of completing the voting area.

⬭   **Yes**

I want this one   **No**

Duplicate or enhance the ballot, completing the voting area for the indicated vote.

The entire response area for a contest is crossed out.

⬭   **Yes**

⬭   **No**

Duplicate or enhance the ballot, as voter intent is not clear.

Corrections are made with liquid white-out.

⬭   **Yes**

⬛   **No**

Enhance or duplicate the ballot to eliminate the overvote due to the white-out.

Ballot Counting

Before Election Day and before any ballots are scanned

Preparatory test ✅ ORS 246.565(3)

1. Conduct preparatory test of the vote tally equipment for logic and accuracy to ensure that each ballot style correctly tallies in each precinct for each contest.

2. Note in the maintenance log any maintenance performed during the period that occurs after the preparatory test and before the final public certification test.

3. Use the current election ballots for the test deck.

Public certification ✅ ORS 254.235

1. Conduct a public certification test using a selection of precincts, ballot formats and electoral districts from the preparatory test.

2. Send notice of time and place of the test to political parties that have requested notification.
   → One Representative of each party and each nonpartisan candidate or their designated representative is entitled to be present.

Immediately before scanning any ballots

Repeat public certification ✅ ORS 254.485

If the initial public certification test occurs immediately before ballot scanning begins, the test need not be repeated. If there is a lapse of time between the initial public certification test and the time ballot scanning begins, then repeat public certification test of vote tally equipment before scanning any ballots.
→ Observers may be present.

Upon receipt of Ballots

Scanning ✅ ORS 254.074, 254.478, 260.705

In accordance with a security plan approved by the Secretary of State, county elections officials may begin scanning ballots into a vote tally system but are prohibited from making public the results of votes from any precinct until after 8 pm Election Day.

Counting ballots

1. Begin counting ballots.
   → Transport ballots to the count center in a sealed container if located in a separate building.

2. Once ballot counting begins, tally all ballots before ending Election Day count.
   → **The Election Day count need not include:**
   - ✓ Machine-rejected ballots
   - ✓ Challenged ballots
   - ✓ Write-ins
   - ✓ Ballots in provisional envelopes
   - ✓ Ballots from other counties
   - ✓ Reissued ballots
   - ✓ Replacement ballots

Ballot Counting (cont.)

Write-in processing
(✓) ORS 254.500, 254.505(1)

This section describes the general procedures for processing write-in ballots. Following are examples to illustrate processing write-in votes for all counties and vote tally systems.

1   If it can be ascertained from the ballot for whom the vote was intended it should be counted.
→ Election boards shall disregard misspelling or abbreviations of the names of candidates if it can be ascertained from the ballot for which the vote was intended.
→ This does not allow for counting write-in names consisting of initials, as an initial can stand for any number of names. For example, Bob Smith and Robert Smith might be tallied together. R Smith should not be added into either Bob or Robert but should instead be tallied on its own.

2   Follow the enhancing, duplicating and adjudication instructions from the previous pages, when necessary, for all write-in examples.

Examples

No candidate name written-in, but, voting area is marked and no other candidate is selected

⬭ **Charles Montgomery Burns**

⬭ **Edna Krabappel**

⬭ **Luann Van Houten**

⬬ _____**write-in**

When the write-in line is blank, but the box is marked on the paper ballot or the voting area is marked on the optical scan ballot, the vote is counted as an undervote.

Paper Ballot	**Scanning Ballot**
✓ Ignore write-in marks and tally as an undervote.	✓ Enhance, resolve or duplicate the ballot so the vote is counted as undervote.

If a full recount is conducted, any undervotes that made their way into the write-in pool can be identified and recategorized.

A candidate is selected and no name is written-in, but, voting area is marked.

⬭ **Cecil Terwilliger**

⬬ **Selma Bouvier**

⬭ **Kent Brockman**

⬬ _____**write-in**

When a candidate is selected and the write-in mark is also filled in, the vote is counted for the selected candidate. It is not an overvote because no name is written-in.

Paper Ballot	**Scanning Ballot**
✓ Ignore write-in marks and tally as a vote for the selected candidate.	✓ Enhance, resolve or duplicate the ballot so the vote is counted as a vote for the selected candidate.

Ballot Counting (cont.)

Examples

A real or fictitious name is written-in.

⬭	**Charles Montgomery Burns**	⬭	**Charles Montgomery Burns**
⬭	**Edna Krabappel**	⬭	**Edna Krabappel**
⬭	**Luann Van Houten**	⬭	**Luann Van Houten**
⬛	_Homer J. Simpson_ **write-in**	⬭	_Krusty the Clown_ **write-in**

→ When a real or fictitious name is written-in, whether or not the corresponding mark is completed, the vote is counted as a write-in. ORS 254.145(8) states that the elector is not required to place a mark in the voting square corresponding to a name written in a blank space.

→ If the write-in is Mickey Mouse, Thomas Cruz or John Donovan and if the county elections official validates no such active or inactive voter is registered by that name, the write-in may be abstracted as miscellaneous or as a candidate.

→ If a non-registered candidate receives the majority of votes, that name may be certified to the appropriate special district indicating the candidate's status.

Paper Ballot	**Scanning Ballot**
✓ If the name of a candidate is written-in, count the vote as a write-in.	✓ If the name of a candidate is written-in, enhance or duplicate the ballot so that the vote is counted as a write-in.

A candidate is selected and a name is written-in.

⬛	**Cecil Terwilliger**	⬛	**Cecil Terwilliger**
⬭	**Selma Bouvier**	⬭	**Selma Bouvier**
⬭	**Kent Brockman**	⬭	**Kent Brockman**
⬛	_Patty Bouvier_ **write-in**	⬭	_Patty Bouvier_ **write-in**

When a candidate is selected and a different name is written-in, it is counted as an overvote whether or not the corresponding mark is completed for the write-in.The Board may make a different determination only if the voter added instructions clarifying intent.

Paper Ballot	**Scanning Ballot**
✓ If corresponding write-in mark is not completed, count as an overvote.	✓ If corresponding write-in mark is not completed, enhance vote so it is counted as an overvote.

The write-in line contains a name that is the same as the one that is printed on the ballot for that office, and both the corresponding marks are completed.

⬛	**Barney Gumble**
⬭	**Timothy Lovejoy**
⬭	**Ginger Flanders**
⬛	_Barney Gumble_ **write-in**

The vote is counted as one vote for the selected candidate. It is NOT an overvote.

Paper Ballot	**Scanning Ballot**
✓ Tally as a vote for the selected candidate.	✓ Enhance, resolve or duplicate so the vote is counted as a vote for the selected candidate printed on the ballot.

Ballot Counting (cont.)

Examples

The printed candidate is selected AND the same name is written in. The corresponding mark on the written-in name is not completed.

- ⬛ **Barney Gumble**
- ⬭ **Timothy Lovejoy**
- ⬭ **Ginger Flanders**
- ⬭ _Barney Gumble_ **write-in**

The vote is counted as one vote for the selected candidate. It is NOT an overvote.

Paper Ballot	**Scanning Ballot**
✓ Tally as a vote for the selected candidate.	✓ Enhance, resolve or duplicate if the voting area is completed so the vote is counted as a vote for the selected candidate.

Comments written-in, including "none of the above" and no candidate is selected.

- ⬭ **Gil Gunderson**
- ⬭ **Robert Terwilliger**
- ⬭ **Moe Szyslak**
- ⬭ _None of the above_ **write-in**

If the written-in comment does not include a name, the vote is not valid as cast. This vote is counted as an undervote, whether the corresponding mark is completed or not.

Paper Ballot	**Scanning Ballot**
✓ Ignore write-in marks and tally as an undervote.	✓ Enhance, resolve or duplicate so vote is counted as undervote. **or** ✓ Allow the ballot to be counted as write-in, but tally as undervote if write-ins are tallied.

The write-in line contains a name that is the same as the one that is printed on the ballot for that office.

- ⬭ **Sideshow Bob/Krusty the Clown**
- ⬭ **C. Montgomery Burns/Waylon Smithers, Jr.**
- ⬭ **Lisa Simpson/Ralph Wiggum**
- ⬛ _Lisa Simpson_ **write-in**

Because the write-in candidate is the same as a printed candidate, the vote is counted as a vote for the printed candidate.

❗ On a ballot to select electors for President and Vice President of the United States, the candidates for President and Vice-President appear as paired tickets. The first person in each pair is the candidate for president. A write-in vote for the presidential candidate counts as a vote for electors who support the ticket

Paper Ballot	**Scanning Ballot**
✓ Tally as a vote for the selected candidate printed on the ballot.	✓ Enhance, resolve or duplicate so the vote is counted as a vote for the selected candidate printed on the ballot.

Ballot Counting (cont.)

Examples

The write-in line contains a name that is different than the one that is printed on the ballot for that office.

⚭ **Sideshow Bob/Krusty the Clown**
⚭ **C. Montgomery Burns/Waylon Smithers, Jr.**
⚭ **Lisa Simpson/Ralph Wiggum**
⬤ *Waylon Smithers, Jr.*   **write-in**

The vote is counted as a vote for the write-in candidate, not the presidential ticket.

! On a ballot to select electors for President and Vice President of the United States, the candidates for President and Vice-President appear as paired tickets. The second person in each pair is the candidate for vice-president. A write-in vote for a vice-presidential candidate counts as a vote for electors who support that person for president. Therefore, it does not count as a vote for electors who support the ticket.

Paper Ballot	Scanning Ballot
✓ Tally as a vote for the write-in candidate.	✓ Enhance, resolve or duplicate so the vote is counted as a vote for the write-in candidate.

The write-in line contains a name that is not the same as the one that is printed on the ballot for that office.

⚭ **Lisa Simpson**
⬤ **Kearney Zzyzwicz**
⚭ **Lionel Hutz**
⬤ *Zzyzwicz*   **write-in**

Absent any other evidence of the voter's intent or additional information, this vote is counted as a single vote for the candidate already printed on the ballot. The selection of the printed candidate AND the write-in of the same name create an inference that the voter intended to vote for the printed candidate.

! However, in some unusual circumstances (for example, if another known candidate has the same surname, or if the surname is very common) it may not be possible to discern the voter's intent. In that case, this might need to be counted as an overvote. Counties who believe this circumstance may exist should take particular care to ensure that all similar write-in votes are counted in the same way.

Paper Ballot	Scanning Ballot
✓ Tally as a vote for the selected candidate.	✓ Enhance, resolve or duplicate so the vote is counted as a vote for the selected candidate printed on the ballot.

Special Handling

Special ballots	**Federal Contest Only** ✅ ORS 247.410-247.420

A person who moves:

1 To Oregon less than 20 days before the election and is qualified to register may vote in the election for US President/Vice President, if the person did not vote in another state for the same office during the 6 months immediately preceding.
   → The ballot shall be marked Federal Only.
   → An eligible voter must appear in the office of the county elections official and complete form SEL 525.

   🔍 See **Appendix 10, Sample Federal Only Ballot Request Form, SEL 525**.

❗ In each circumstance validate the qualifications of the voter prior to counting the ballot.

Provisional ballots ✅ ORS 254.408

Provisional ballots are issued to voters when eligibility cannot be immediately determined.

Eligibility Cannot be Confirmed

1 Have the voter fill out a provisional registration card.

2 Confirm whether the voter has already voted and whether the voter meets eligibility requirements of state and/or federal law.

3 Process the ballot in the correct precinct after the voter's eligibility is confirmed.
   → If the voter voted an incorrect ballot style or party ballot but the voter is eligible to vote, duplicate eligible votes onto the correct ballot.

🔍 See **Appendix 5, Sample Return Envelope – Provisional Ballot**.

ℹ️ The county elections official may challenge any ballot pursuant to ORS 254.415.

Ballots Received by Mail Without a Postal Indicator	**Received on or before last day to return mailed ballots** ✅ ORS 254.470 (6)

   → Consult definition of postal indicator
   → Use fluorescent scanner if available
   → Accept, log, and proceed to processing ballots

Ballots Received After Last Day to Receive Ballots	**Received after last day to return mailed ballots**

   → Ballots are invalid and should not be counted

Multiple ballots	**Reissued/supplemental ballots**

More than one ballot may be issued by a county elections official without direct knowledge of the elector in the circumstances listed below.

Examples include:
   → Changing party status in Primary Election
   → Requesting party ballot by NAV, when appropriate, in Primary Election
   → Changing address, same ballot style
   → Changing address, different ballot style

Special Handling (cont.)

→ If a voter is an active registered voter in one Oregon county, but presents to the County Clerk or election official in another county with proof of identity and residence in that first county.

⚠ Always flag the individual voter's file that more than one ballot was issued.

Multiple ballots

Error with original ballot

If there is an error with the original ballot the county elections official may reissue a ballot or issue a supplemental ballot. **A returned ballot should be processed and counted in the following manner:**

→ If only the original ballot is returned, duplicate and count the ballot only for eligible contests.

→ If two ballots are returned, count the reissued ballot and do not count the original ballot.

→ If only the reissued ballot is returned, count the reissued ballot.

ⓘ The elector may only receive a new ballot reflecting an address change. Elector cannot receive a new ballot for a party change after the 21st day before the Primary Election.

⚠ Include elector in 50% eligibility pool. Only applies to **March** and **September** elections.

Party update received before registration deadline

1 When an update is received before the 21-day party registration deadline changing the voter's political party registration information or a NAV request (if applicable) after the initial ballot labeling process is completed, a reissued ballot will automatically be mailed.

2 A returned ballot should be processed and counted in the following manner:
→ If only one ballot is received count that ballot.
→ If two ballots are returned, process and count the ballot reflecting the information on the most current registration record or most current information submitted by the voter.

⚠ Postmark does not apply for NAVs requesting a party ballot. The request must be received no later than 5 pm on the 21st day prior to the Primary Election.

Voter change of address   ✓ ORS 247.563

1 When a voter updates their address after the initial ballot labeling process is complete, the county elections official will automatically reissue and mail a ballot through the 5th day before the election.

2 A returned ballot should be processed and counted in the following manner:

Update is within the same county
→ If 1st ballot is returned, hold until after last day to receive ballots to make sure 2nd ballot is not returned.
→ If 2nd ballot is not returned, inactivate 2nd ballot in OCVR.
→ Make 1st ballot active in OCVR and count ballot as is (in accordance with NVRA).
→ If 2nd ballot is returned, count as is and do not count 1st ballot.

Update in different Oregon county (B)
→ If ballot is returned to County A, County A should hold until after last day to receive ballots to make sure 2nd ballot is not returned to County B.
→ If 2nd ballot is not returned, contact County B and have County B inactivate ballot.
→ County A re-activates 1st ballot and counts as is (in accordance with NVRA).
→ If 2nd ballot is returned to County B, count as is.

Special Handling (cont.)

Multiple ballots

3 If the address update is received after the 5th day before the election, process the ballot as is and count the entire ballot.

(i) Include the voter in the correct eligibility pool for **March** and **August** elections.

(!) If a voter indicates a name change on the return identification ballot envelope, count the ballot. After the election move the voter to inactive and send a registration card for update purposes. If a voter made a change to their address on the return identification ballot envelope, update the voter's record after the election and count the ballot in full.

Replacement ballots   ✓ ORS 254.470

1 A replacement ballot is issued when requested by phone, in writing, or in person because the original ballot was:
→ Destroyed
→ Spoiled
→ Lost
→ Not received

2 A replacement ballot may be mailed with a letter of explanation in the following situations:
→ The voter is identified, but did not return the voted ballot in the return envelope.
→ The ballot is returned damaged (e.g. a postal processing machine has torn the ballot).

3 Upon request for a replacement ballot, the county elections official must:
→ Verify the registration of the elector and ensure that the elector has not voted another ballot.

→ Issue the replacement ballot by mail or other means and inactivate the original ballot.

(i) The elections official need not mail a replacement ballot to an elector after the 5th day before the election date. However, the ballot shall be made available in the election office until 8 pm on Election Day.

4 The county elections official marks the envelope as a replacement ballot in one of the following ways:
→ Specially printed Replacement Ballot return envelope

(Q) See **Appendix 3, Sample Replacement Ballot Envelope, Specially Printed**.

→ With a rubber stamp or gummed label on an existing ballot return envelope adding additional voter attestation

(Q) See example in **Appendix 4, Sample Replacement Ballot Envelope, Rubber Stamp**.

→ Any other indication on the outside envelope, accompanied by a separate attestation form

5 If the voter returns two ballots, count only the first ballot received and refer the elector to the Secretary of State's office if it is clear that the person was intentionally committing fraud as a potential election law violation. ORS 260.715.

(i) These types of violations are criminal in nature, therefore the return identification envelope signed by the elector must be kept for 5 years. Make a copy of the return identification envelope for your records and send the original return envelope to the Secretary of State Elections Division.

(!) The elector must complete and sign a replacement ballot request form SEL 112 or sign the special printed replacement ballot return envelope before the ballot can be counted.

Special Handling (cont.)

Signature
Challenged Ballots

Unsigned envelopes ✓ ORS 253.510, 253.690, 254.431

If the ballot is returned in an unsigned envelope, the county elections official will:

1 Notify the voter that the ballot cannot be accepted unless the voter signs the return identification ballot envelope at the elections office or the voter provides their signature on the attestation form in Appendix 17 no later than 21 days after the election.

2 Send the form and letter; or

3 Have the voter sign the return identification ballot envelope at the elections office.

ⓘ Do not inactivate a voter due to an unsigned return identification ballot envelope.

❗ Unsigned ballots are handled as a special challenged ballot and are kept confidential until the 15th day after the election.

🔍 See Appendix 17, Return Identification Ballot Envelope Inquiry Letter – Notice of Unsigned Ballot Envelope.

Two signatures on one return identification ballot envelope

1 If more than one ballot is returned and both voters from the same household signed the return envelope verify that the signatures match the voters' registration records and count both ballots.
 → Place the other voter's label on the return identification envelope. Refer to county elections official for further review.

2 If signatures do not match the voters' registration records follow signature no match process below.
 → Signatures must be resolved no later than 21 days after the election. If not resolved reject both ballots.

ⓘ If two ballots are enclosed in one return identification ballot envelope but only one signature, both ballots are rejected.

❗ A replacement ballot cannot be issued because the voter has already cast a ballot.

Signatures that do not match the registration record
✓ ORS 246.046, 254.426, 254.470(6), 260.715

1 An experienced, deputized elections staff member, must review all rejected signatures prior to final assignment of that status using the following criteria:
 → Capital letters match
 → Letters tail off alike
 → Letter spacing is the same
 → Space between signature and the line is the same
 → Beginning and ending of signature

2 If the signature is not verified by comparison with voter registration records:
 → Send a challenge notice and a registration form to the voter indicating that the signature does not match. The challenge must be resolved no later than the 21st day after the election.
 → If no response, place the voter into an inactive status after the 21st day after the election.
 → Resolution requires voter providing sufficient proof in-person (or by mail with an updated registration card) reflecting the voter's signature.

🔍 See Appendix 18, Return Identification Ballot Envelope Inquiry Letter – Notice of Non Signature Match.

Special Handling (cont.)

Signatures

3   If the voter returns the registration card or provides sufficient evidence that the voter signed the return identification ballot envelope, count the ballot.

4   If the signatures on the return identification ballot envelope and the new registration record still do not match, do not count the ballot. The ballot is placed with the challenged ballots.

5   If the signature is not verified by comparison with voter registration records and it appears another individual not from the same household has signed a different name on the ballot:
→   Challenge the ballot.
→   Contact the voter as soon as possible to determine the appropriate resolution. Resolution must occur by 8 pm on Election Day. Someone with power of attorney may not sign for a voter.

6   If the signature is not verified by comparison with voter registration records and it appears that someone else within the same household may have signed the wrong return identification envelope:
→   Contact the voter who did not have the opportunity to vote and ask if they would like to be sent a replacement. Ballot must be received by the ordinary deadlines to receive ballots, either to a dropbox or by mail.
→   Place the correct voter's information on the envelope. Do not cover up the original label. Verify the voter's signature and if it matches count the ballot in full.
→   Consider household exception on all other ballots in the household.
→   If there is not enough time to issue a replacement ballot count the ballot that was returned, giving voting credit to the person who signed.

(i)   If this is a Primary Election and the voters within the same household are of different party affiliations and only one ballot was received process to ensure that the ballot enclosed is the ballot that the voter is eligible to vote. If it is not the correct ballot only count the contest that the voter is eligible to vote on.

7   After election, once all ballots are collected:
→   Remove activity from label that was actually received as person did not vote.

(i)   Only ballots from the same household (same residential address) can be considered, crossed signatures from different households cannot be considered.

→   All ballots must be received by the ordinary deadlines to receive ballots, either to a dropbox or by mail.

→   If all ballots are turned in by the ordinary deadline to receive ballots, either to a dropbox or by mail, and the signatures match the voters' registration records count all ballots.

8   After the challenge period is over, the elections official may send a second letter to the elector indicating:
→   Ballot was not accepted.
→   New registration with signature is requested advising the voter that their registration has been moved to inactive status.

9   If the signature does not match the voter registration record and/or it appears that another individual has signed a different name on the return identification ballot envelope and you are unable to resolve the situation, refer to the Secretary of State's office as a potential election law violation.

See **Appendix 7, Sample Signature Verification Problems**.

Special Handling (cont.)

Returned mail   **Sort undeliverable ballots**

1 Sort undeliverables for postal errors, office errors and various unique ballots (i.e. returned to us in our own envelopes) and remail corrected ballots.

2 Sort the ballots for processing:
→ Deceased
→ Temporarily away
→ Change of mailing address
→ New addresses in county
→ New addresses out of county/state
→ Moved left no address (MLNA), unable to forward, etc.

3 Processing is not required until after the election, but if a county decides to process during the election, registration is kept up to date and helps resolve data entry and handling errors while there is still time to get a ballot to a qualified voter. ORS 247.298

4 In a 50% turnout election, process undeliverables in a manner to preserve eligibility determination. (See OAR 165-007-0130).

⊙ See **Appendix 15, Undeliverable Ballot Matrix**.

Envelopes   **Return identification ballot envelopes from previous elections**   ✓ ORS 254.470(7), 254.470(9)

If the voter returns a return identification ballot envelope from a previous election:
→ Do not open the envelope
→ Place the return identification envelope with the rejected ballots

ⓘ Notification is not required.

Voter update   **Voter name change on return identification ballot envelope**

→ If a voter indicates a name change on the return identification ballot envelope, count the ballot.
→ After the election send the voter a registration card for update purposes.

Special Handling (cont.)

Eligibility   **Process eligibility challenged ballots**

1   Eligibility challenged ballots are those that are flagged:
→ Because the county elections official questions whether the voter's eligibility has changed since last registering to vote
or
→ Because a voter challenges another voter's eligibility to vote

2   Eligibility challenges must be:
→ Filed in the elections office
→ Filed on the appropriate form SEL 535

3   Eligibility challenge forms should be attached to the appropriate ballot envelope.
→ Research for eligibility of the voter as soon as practicable but no later than 21 calendar days after the date of the election.

❗ In addition to challenging a voter's *eligibility* to vote, a voter's specific ballot may also be challenged for signature defects at any time before the ballot is removed from its return envelope for processing. Ballots containing no signature or signatures that do not match become public record on the 15th day after the election.

The county elections official completes the following steps in processing eligibility challenged ballots:

1   Flag the eligibility challenged voter's ballot until the challenge is resolved.

2   If a ballot is eligibility challenged under ORS 253.700 or 254.415 send the voter a challenge letter requesting information needed in order to determine eligibility.

3   Inform the voter that the ballot will not be counted unless the voter can demonstrate their eligibility no later than the 21st calendar day after the date of the election.

4   As soon as practicable, but no later than the 21st calendar day after the date of the election, determine whether the challenged ballot should be counted or if the voter has not resolved the challenge place the voter into an inactive status.

5   Tally only the contests for which the voter is qualified to vote for party affiliation changes only in the Primary Election.

6   If an eligibility challenged ballot is to be counted, the county elections official ensures that the challenge number is written on the ballot and is kept confidential. The ballot must include the challenge number so the ballot may be identified in any future contest of election.

❗ **Reminder:** This does not apply to signature-challenged ballots that do not match the voter registration record or ballots return identification envelopes with no signature provided under ORS 254.431.

Elections Results Reporting

Not later than 45 days before election (ongoing)	**Report certified county ballot**	✓ ORS 254.470, ORS 254.485 & OAR 165-007-0550
Not later than 30 days before election	**Provide notice of results reporting schedule and start results testing**	
Not later than 7 days before election	**Complete results testing**	
Not later than 5 days before election	**Confirm election night reporting readiness**	
Not later than 4 days before election	**ENR public site web address becomes active**	
Election Day (ongoing)	**Publish results in accordance with the county reporting schedule**	

Certification

Not later than 8 calendar days after election	**Forward any remaining return ballot envelopes belonging to other Oregon counties**
	🔍 See **Transfer return ballot envelopes belonging to other Oregon counties** on page 31.

Not later than 21 days after election	**Resolve outstanding ballot issues**
	1 Resolve all signature challenged ballots. → Process eligible challenged ballots.
Before certification	**2** Resolve all provisional ballots. → Process eligible provisional ballots.

Upon completion of ballot count and before certification	**Reconcile ballots**
	1 Compare the number of ballots processed to the return identification ballot envelope counts or computer voter history log for the precinct or batch.
	2 If the counts do not match, the county elections official reconciles the totals to resolve the discrepancies prior to certifying the election results.
	3 Once ballots have been reconciled prepare abstracts to be delivered.

After ballots are counted and reconciled but before certification or vote tally system is shut down	**Repeat public certification test of vote tally equipment** ✅ ORS 254.482, 254.525
	1 Use the same selection of precincts, ballot formats and electoral districts as was performed at the Election Day public certification test.
	2 Observers may be present.
	3 Remember to distinguish in tally system maintenance log all maintenance performed after the preparatory test and before the final certification test.
	4 Log everything.
	5 Certify the results of the test.

Not later than 27 days after election	**File abstract of votes**
	File abstract of votes with the appropriate elections officials.

Not later than 35 days after March and August elections	**Determine voter turnout** ✅ OAR 165-007-0130
	Determine voter turnout and issue certification of voter participation for ad valorem property tax measures requiring 50% turnout to be adopted.

Certification (cont.)

Not later than 37 days after each election

Precinct level results and Ballot Count Report   ✓ ORS 254.545(7)

Electronically transmit to the Secretary of State:
→ Results for each contest by precinct
→ Ballot Count Report

Not later than 45 days after election

Post election notices of rejected ballot.

1   Notify the voter of the reason why the voter's ballot was not counted if the ballot was received by the last day to receive ballots. The notice shall include:
→ The reason the ballot was rejected, and
→ Steps the voter can take to ensure that ballots in future elections will be counted.

2   Send a notice to:
→ Any voter whose ballot was not counted because the voter did not sign the return identification ballot envelope.
→ A voter whose ballot was postmarked on or before Election Day but not received by the last day to receive ballots.

🔍 See **Appendix 9, Sample Notice of Rejected Ballot**.

Ballot Storage

After election   **Seal and store ballots**   ✓ OAR 166-150-0035

1   Store all ballots, including ballots received too late, provisional and challenged ballots.

2   Review Archive Retention Rules.

3   Store undeliverables and secrecy envelopes for 60 days after the last date to contest the election.

4   Store all other records of the election (working papers, all return identification ballot envelopes, and master list of voters) for 2 years.

5   Consider storing ballots by precinct or by vote tally machine batch for recount purposes.

6   Store ballots in secure sealed containers, or a locked secure ballot storage room, including:
→   Ballots (voted, counted).
→   Defective ballots (originals of duplicated ballots).
→   Rejected ballot envelopes (passed signature verification but not counted for some other reason).
→   Unaccepted ballot envelopes (did not get past signature verification step) challenged ballot forms (must remain confidential).

Ballots must be retained for 2 years after an election containing federal candidates, or for 90 days after the last day to contest the election for all other elections.

⚠ The seal for stored records exists to detect tampering and verify the chain of custody. Ballots may be sealed, unsealed, and then resealed by the clerk if access is required for a lawful purpose, such as responses to public records requests.

Glossary

Ballot Cast	A ballot that has been deposited into an official dropsite, the USPS mail or submitted to the county elections office.
Challenged Ballot	Ballot that is held for further research because there is a question about whether it should be counted. This includes eligibility-challenged ballots, which present questions about the voter's eligibility (such as questions regarding address) and signature-challenged ballots, which present questions about the validity of a signature because the signatures on the return identification ballot envelope and the registration record do not match or because there is no signature present.
County Elections Official	The county clerk or the county official in charge of elections.
Defective Ballot	Ballots that cannot be accurately tallied by the counting equipment unless enhanced or duplicated. These are found by the inspection boards or are identified by the ballot counting equipment.
Duplicate Ballot	A blank ballot onto which original votes are copied exactly for purposes of counting. A duplicate ballot is created when the original ballot is damaged or is not machine-readable and cannot be enhanced.
Duplication Board	Persons performing the task of duplicating ballots.
Dropsite	A dropsite may be a dropbox, a dropsite, county facility, or other official ballot collection location.
Electronic DMV Voter Registration (EDVR)	When an individual fills out an electronic voter registration card which will be sent electronically to the Secretary of State and the county elections office.
Effective Registration Date	The date the voter registration record was received by a county elections official, the Secretary of State, the Department of Transportation or any designated voter registration agency as described in ORS 247.208; the date it was received from the United States Postal Service; the date it was postmarked by the United States Postal Service, if applicable, or; the date information is entered into OCVR by the county elections official from updated information received from a change of address service endorsed by the United States Postal Service.
Enhance	The process of modifying an original ballot in order to make it machine-readable, or the process of digitally modifying the image to make it tally per voter's intent. The process includes darkening a vote area so the counting/scanning equipment can see the vote or enhancing a vote area so the counting equipment will not read an extraneous mark or an erasure as a vote. The alterations must be made so that the original ballot can be seen in the event of a contest of election.
HAVA ID Ballot	A ballot issued to a registrant new to Oregon who failed to provide the Department of Motor Vehicle or Social Security identification number required by the Help America Vote Act of 2002. The new registrant is not qualified to vote on federal offices until those requirements are met.
HAVA ID	Oregon driver license, social security number or valid photo identification, a paycheck stub, a utility bill, a bank statement, a government document showing name and current address, proof of eligibility under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) or the Voting Accessibility for the Elderly and Handicapped Act (VAEH).

Glossary (cont.)

Inspection Board
Persons who perform the task of inspecting ballots after the ballots are removed from the secrecy envelopes, if used, and before the ballots are counted.

Issue Date for VNC
The date entered into the system to print (now or later) the VNC, or the date a modification was made to the voter record that automatically caused a VNC to be sent. This is the date that shows on the VNC. The original date of registration does not appear on VNC.

OMV
Oregon Motor Voter makes voter registration automatic, shifting from an opt-in process to an opt-out process. The law eliminates the need to fill out the voter registration card for those with qualifying interactions at the DMV. Instead, eligible Oregonians will receive a mailing from the Elections Division explaining their options for registering to vote.

Machine-Rejected Ballot
Defective ballot that is not machine-readable, including a ripped or torn ballot, a ballot voted with an instrument that cannot be read by the machine or a ballot with extraneous marks within the read head path.

Master List
The names of all voters to who ballots were mailed. The list can be an electronic file from OCVR or hard copy.

Military/Overseas Elector
As defined in ORS 253.510 and 253.530 and the District of Columbia the spouse or dependent of a long term absent elector, a resident of this state absent from their place of residence and serving in or discharged 30 days or less from the United States Armed Forces or United States Merchant Marine; or the spouse or dependent of a long term absent elector living outside the territorial limits of the United States or the District of Columbia.

MOVE
Military and Overseas Voter Empowerment Act provides greater protections for service members, their families and other overseas citizens. It requires states to transmit absentee ballots to UOCAVA voters no later than 45 days before a federal election.

Non-Affiliated Voter (NAV)
An elector who has chosen not to be a member of any political party as indicated on the voter registration card.

Opening Board
Persons performing the task of removing ballots from the return identification and secrecy envelopes.

Observer
An individual(s) who has obtained prior approval from the county elections official in representing a candidate, measure, PAC, special interest group or Political Party or a member of the general public for the purpose of observing the election processes. These individuals are only to observe and may not at any time interfere or interact with elections staff while they are performing their duties and must direct any questions only to a designated supervisory staff person.

Original Registration Date
First date a voter registers in the state. This date is not modified after entry unless a clerical error is made at the time of entry.

Postal Indicator
A "postmark" or "postal indicator" is any official mark, imprint, or application that verifies when a ballot was accepted by the United States Postal Service. A postmark or postal indicator on a ballot envelope is the official date of mailing when determining whether to count the ballot. A "postmark" or "postal indicator" includes a hand cancellation by an agent of the USPS.

Glossary (cont.)

Provisional Ballot	A ballot that is issued when the eligibility of the voter has not yet been determined.
Reissued Ballot	An additional ballot that is issued to a voter by the county elections official to correct an error in the printing or issuing of an original ballot. This ballot then becomes the active ballot. The original ballot is inactivated.
Rejected Ballot	Ballots that have passed signature verification but which cannot be counted because of other problems.
Replacement Ballot	A ballot that is issued upon request from a voter when the original ballot has been destroyed, spoiled, lost or not received by the voter. The replacement is an exact duplicate of the original ballot.
Return Identification Ballot Envelope	The envelope issued by the county elections official for a particular election and used by the voter to return a voted ballot. Envelope displays voter's name, address, precinct, ballot type and other pertinent information and provides a place for voter to sign under oath.
Scrivener Error	An error that may be corrected by oral evidence if the evidence is clear, convincing, and precise.
Spoiled Ballot	A ballot that cannot be counted because it is ruined in some way by the voter. The county elections official can issue a replacement ballot for a spoiled ballot but replacement ballots must be voted and mailed by election day.
Supplemental Ballot	An additional ballot that is issued to voters due to a correction in or an addition to the original ballot sent for that election.
Transaction Date	The date a modification of any kind is made to a voter record in the voter registration module (other than a merge).
Unaccepted Ballot	Ballots that are not processed beyond the step of signature verification. Includes envelopes with no signature, signature does not match, ballots not returned in return identification ballot envelope and ballots not received by the last day to receive ballots.
UOCAVA	Enacted in 1986, the Uniformed and Overseas Citizens Absentee Voting Act protects the rights of service members to vote in federal elections regardless of where they are stationed. UOCAVA was expanded in 2009, when Congress passed the Military and Overseas Voter Empowerment Act.
Voided Ballot	Removing the activity of receiving a cast ballot within OCVR. In select cases a ballot that has been received by the county elections official should be considered void. In these cases, the original ballot should return to the sent status in OCVR.
Voter Notification Card (VNC)	A notice mailed to a new registrant or a voter who has updated their registration. ORS 247.181
Voter Confirmation Card (VCC)	A forwardable notice mailed to the elector whose registration appears to be invalid and whose registration may need to be updated. ORS 247.563

Acronyms

BT	Ballot type
CASS	Certified Address Street Service
DMV-COA	Department of Motor Vehicles-Change of Address
EDVR	Electronic DMV Voter Registration
ENR	Election Night Reporting
FPCA	Federal Postcard Application
FVAP	Federal Voting Assistance Program
GPC	General Purpose Cart
HAVA	Help America Vote Act
IMB	Intelligent Mail Barcode
LPB	Large Print Ballot
L&A	Logic and Accuracy Test
MLNA	Moved Left No Address
MOVE	Military and Overseas Voter Empowerment Act
NAV	Non-Affiliated Voter
NCOA	National Change of Address
NLT	Not Later Than
NST	Not Sooner Than
NVF	Number to Vote For
NVRA	National Voter Registration Act
OAR	Oregon Administrative Rule
OCR	Optical Character Recognition
OCVR	Oregon Central Voter Registration System
OMV	Oregon Motor Voter
ORS	Oregon Revised Statute
PCT	Precinct
SOS	Secretary of State
SFTP	Secure File Transfer Protocol
UOCAVA	Uniformed and Overseas Citizens Absentee Voting Act of 1986
USPS	United States Postal Service
UPS	United Parcel Service
VBM	Vote by Mail
VCC	Voter Confirmation Card
VNC	Voter Notification Card
VP	Voters' Pamphlet
VRC	Voter Registration Card

Sample Election Observer Rules

Office of Any County Clerk
Elections Division

Election Observer Rules

Check in Procedures

1   **All observers must report and sign-in daily at front counter.**
2   **An Official Observer badge will be issued and must be worn at all times.**
3   **All observers must be escorted by designated election staff to and from designated observer stations.**
4   **When leaving for the day, return the badge to the front counter.**

General Rules

I, the undersigned, having been appointed as an observer of the (insert election date) process, agree to comply with the following rules:

1   Observers will conduct themselves in a professional manner.

2   Observers will remain silent and not interfere with the activities of election workers.

3   Observers will address all questions to a designated supervisory staff member and comply with their directions.

4   Observers will wear the Official Observer badge at all times while in the ballot processing area.

5   Observers may not handle any ballots or election materials.

6   Observers must keep confidential and not divulge to anyone election results until after 8 pm on Election Day.

> **Violation of these rules may result in removal from the premises and may result in criminal and/or civil penalties as provided for in ORS 260.993 and ORS 260.995.**

Date	Printed Name	Signature	Representing

Sample Oregon County Ballot Security Plan

This sample security plan is intended to provide guidance to counties – it is not a statement of minimum or maximum requirements.

Oregon County Ballot Security Plan (as of latest revision date)

I   Introduction

A security plan must be submitted to the Secretary of State, Elections Division, not later than the date established by the Elections Division. Any revisions to the plan must be submitted not later than one business day after the revision is made. The security plan and all supporting documentation are confidential and not subject to public disclosure.

All ballots must be carefully secured from their inception in the county's computers, through printing, insertion, to the electors and final storage. This secure process must be followed through ballot reception, verification, inspection and counting. The County Elections Official must include accountability procedures for ballots during the election process. During each phase of the process the County Elections Official must maintain an audit trail for all ballots, whether voted or unused.

Copies of all security agreements with outside vendors must be submitted to the Secretary of State as part of the overall security plan.

This sample plan provides for security at the various stages of the election process in Oregon County. This sample plan provides a basis for an actual overall county security plan and is intended to be customized to fit each elections jurisdiction's needs.

II   Ballot Security at the Printers

The following security procedures are to be implemented to safeguard the ballots during the printing and binding process:
→ Ballots should be accessible only to authorized personnel while being printed.
→ All ballots will be typeset using computers that do not allow access by unauthorized users, either on the printer's premises or from the outside. Backup documentation, printed ballots, and depending on the county tally system— any negatives, printing plates and metal plates, must be kept secure.
→ Include accountability methods for:
  ✓ Negatives
  ✓ Printing plates and ballots
  ✓ Audit trail of ballots

III   Ballot Storage Security

All ballots, voted or unused, must be locked in a secure room and accessible to authorized personnel only. Provide the number and location of all video surveillance cameras within the elections office.

IV   Ballot Security During Insertion

→ The secure room must be locked when authorized personnel are not present.
→ Ballots must be stored in sealed boxes or a secure room until the insertion begins.
→ Security Agreement with Vendor:
  ✓ provide personnel assuring security on site
  ✓ an Oregon County Elections staff worker shall verify receipt of ballots upon delivery from the printer, first verifying the count of ballots received by style and number ordered

V Ballot Security During Transport

→ During transfer from printing vendor, ballots must remain in boxes that are sealed. If applicable, upon arrival to insertion vendor, vendor verifies receiving ballots to be inserted.

→ After insertion of ballots, ballots are again stored. These are locked in a secure room until mailing.

→ For counties using a vendor for inserting ballots, ballots are picked up from insertion vendor site by the county or by Postal Service. At that time, the Post Office takes custody of the ballots.

→ Unused ballots from insertion site are brought back to the County Elections Office by authorized personnel.

→ Between Post Office and/or Vendor Presort and Elections (for ballots mailed from Elections Division), ensure that all ballot envelopes are sealed or that authorized personnel accompany the ballots to the Post Office or Vendor Presort.

→ For counties using separate locations for ballot verification and ballot processing, ensure all ballot envelopes are sealed and that authorized personnel accompany the ballots between buildings.

→ Between Dropsite and Elections:
   ✓ Authorized personnel shall package all voted ballots received in transport carrier boxes provided by the county election office. The boxes shall be securely sealed with seals provided by county elections.
   ✓ Transport between sites shall be provided by two authorized personnel or an enforcement or deputized personnel. Transporters shall not stop, park or leave the ballots unguarded while in route to processing, in order to maintain security. If using two elections staff, it is recommended they not be members of the same political party.

VI Ballot Security at Dropsites

→ Secure ballot boxes shall be within sight of an authorized person throughout the hours that the site is open to the public or secured in such a manner as to prevent tampering (e.g. mailbox type installed drop slots that are permanent.). The box shall be removed from public view at end of each site workday, and locked at a secure location assuring the security of the ballots.

→ When the box is full or at specified times during the election time frame, the ballots that have been turned in shall be removed from the secure ballot box, placed in a secure transport carrier box and forwarded to the county elections office via two authorized personnel or by a law enforcement or a deputized personnel. The authorized personnel shall have written authorization signed by the election official and show it to the Dropsite personnel for verification prior to turning over the ballots.

→ Each site shall have a joint security agreement signed by the Dropsite Manager and the election official.

→ Dropsite Security forms must be completed and filed with the Secretary of State.

VII Security of Voted Ballots Awaiting Verification

→ Voted ballots are retrieved from the Post Office on a daily basis or as often as required. Ballots are also removed from official ballot reception boxes as necessary. All problems, such as the ballots with no signatures, are separated and investigated at this time.

→ While ballots are being processed, access to this space shall be limited to authorized personnel only.

🔍 See **Appendix 1, Observers Rules, of Vote by Mail Manual**.

VIII Security of Voted Ballots Verified and Awaiting Inspection

→ After signature verification, the acceptable voted ballots shall be sorted by precinct (if required by vote tally system), counted and kept in a secured manner and location. All ballots other than accepted voted ballots should be stored in a secure area.

IX Security of Voted Ballots Opened and Inspected

→ Ballots that have been inspected and are awaiting vote tally are kept in sight of authorized personnel and/or law enforcement or deputized personnel at all times. If ballots cannot be counted by the end of the day, county election officials shall secure ballots until the tally of ballots begins.

X   Ballot Tally System

→ A county security plan must contain information specific to the county ballot tally system to ensure computer access security. Only authorized personnel may access the system.
→ The plan must also contain provisions for the security of offsite storage for systems backup.
→ The plan must address security of system during 7 day scanning period.

XI   Post Election Security

→ Seal and store all ballots, including ballots received too late, provisional ballots and challenge ballots in a secure facility accessible only to authorized personnel.

XII   Other Security Considerations

→ Security associated with media relations groups.
→ Security at times when ballots are being processed, such as during verification or during processing access to spaces where ballots are being handled shall be limited to authorized personnel.
→ Security associated with elections observers:
   ✓ Observers will be limited depending on amount of space.
   ✓ Interested observers must sign and comply with the Election Observer Rules.

XIII   Emergency Circumstances

→ Include in a county security plan any plans to handle ballot processing and security of such, in the event of various emergency circumstances.

XIV   Prevention of early release of scanned ballot results

→ A county security plan must address prevention of a premature release of vote tally information.

XV   Secrecy Envelopes or Sleeves

→ A county security plan must indicate whether or not the county is using secrecy sleeves or secrecy envelopes.

Sample Replacement Ballot Return Envelope

Specially Printed

Front of sample envelope *not to scale*

OFFICIAL
ELECTION MAIL
Authorized by the U.S. Postal Service
®

Replacement Ballot
Return Envelope

County Elections Office
Address
City State Zip

replacement ballot enclosed

Back of sample envelope *not to scale*

REPLACEMENT BALLOT

325.1

142458253   05/21/2014   18484699

NEDWARD FLANDERS
738 EVERGREEN TER
SPRINGFIELD OR 97477-0808

Voter's Statement
By signing, below I declare under penalty of perjury that::

→ *I am a citizen of the United States;*

→ *I requested this replacement ballot and am the person to whom this ballot was issued;*

→ *I am legally qualified to vote this ballot.*

→ *This is the only ballot I have voted this election; and*

→ *If mailed, this ballot was mailed not later than election day.*

I understand that making a false statement in this declaration is a felony punishable by up to five years' imprisonment and a fine of up to $125,000 and civil offense punishable by penalties of up to $10,000.

_____

voter's signature   NEDWARD FLANDERS

Sample Replacement Ballot Return Envelope

Rubber Stamp

Front of sample envelope *not to scale*

O F F I C I A L
ELECTION MAIL
Authorized by the U.S. Postal Service
®

REPLACEMENT BALLOT

Ballot Return Envelope

County Elections Office
Address
City State Zip

ballot enclosed

Back of sample envelope *not to scale*

REPLACEMENT BALLOT

325.1

316092598   05/21/2014   5373056

HOMER J SIMPSON
742 EVERGREEN TER
SPRINGFIELD OR 97477-0808

Voter's Statement
By signing below I declare under penalty of perjury that:
   I requested this replacement ballot

→ *I am a citizen of the United States;.*

→ *I am the person to whom this ballot was issued;*

→ *I am legally qualified to vote this ballot;*

→ *This is the only ballot I have voted this election; and*

→ *If mailed, this ballot was mailed no later than election day.*

I understand that making a false statement in this declaration is a felony punishable by up to five years' imprisonment and a fine of up to $125,000 and civil offense punishable by penalties of up to $10,000.

_____

voter's signature   HOMER J SIMPSON

Sample Provisional Ballot Return Envelope

Front of sample envelope *not to scale*

OFFICIAL
ELECTION MAIL
Authorized by the U.S. Postal Service
®

**Provisional Ballot
Return Envelope**

County Elections Office
Address
City State Zip

provisional ballot enclosed

Back of sample envelope *not to scale*

PROVISIONAL BALLOT

325.1

152357233   05/21/2014   19474199

MARGARET SIMPSON
742 EVERGREEN TER
SPRINGFIELD OR 97477-0808

Voter's Statement
By signing below I declare under penalty of perjury that:

→ *I am a citizen of the United States;*

→ *I am the person to whom this ballot was issued;*

→ *I am legally qualified to vote this ballot;*

→ *This is the only ballot I have voted this election; and*

→ *If mailed, this ballot was mailed no later than election day.*

I understand that making a false statement in this declaration is a felony punishable by up to five years' imprisonment and a fine of up to $125,000 and civil offense punishable by penalties of up to $10,000.

_____
voter's signature   MARGARET SIMPSON
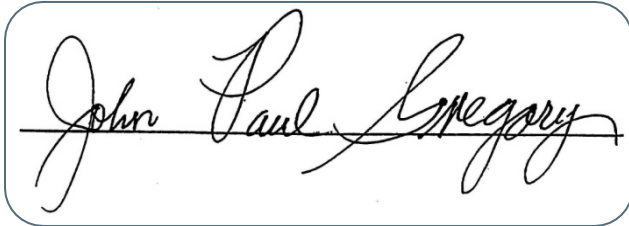
Sample Signature Verification Problems

Signature change has taken place because of age or other factors. If the change is too great recommend that the voter re-register.
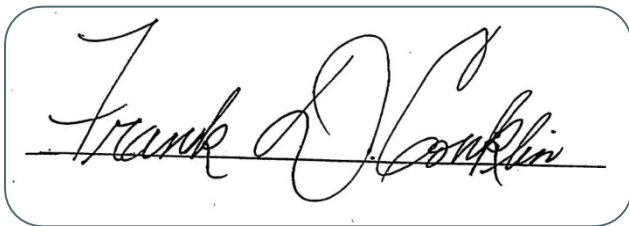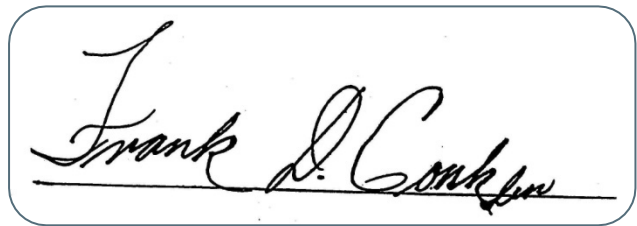
| Signature 1 | Signature 2 |

Signature 2 should be challenged as a possible forgery. Check the registrations of other registered voters in the household with signature 2.
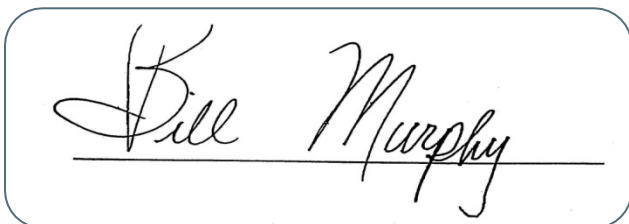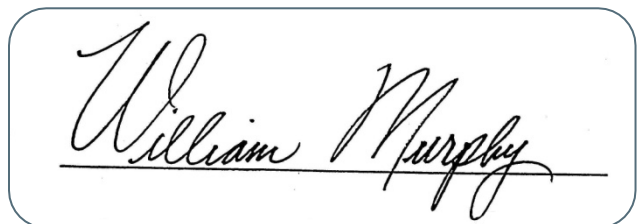
| Signature 1 | Signature 2 |

The signatures show differences, but the differences could be attributed to when the signature was made and the age of the writer at the time. Recommend that the voter re-register.
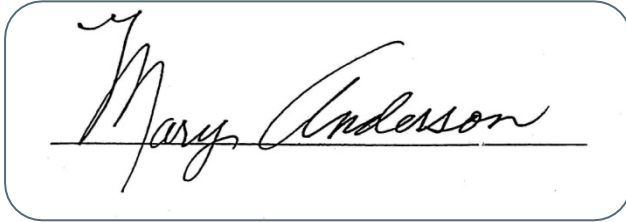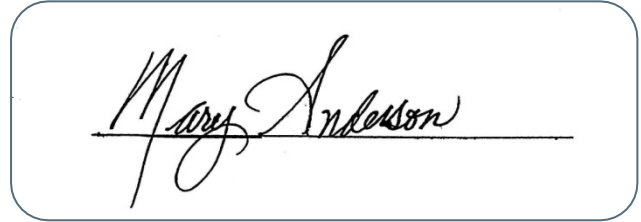
| Signature 1 | Signature 2 |

Signature 1 displays different capital letters and pre-strokes of lower case letters than signature 2. Take into account the time factor (e.g. signature 1 was written in 1967 and signature 2 was written in 1984).
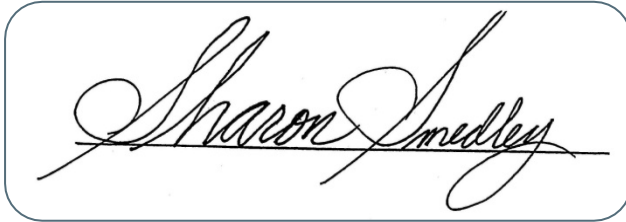
Signature 1   **Signature 2**

Signature 2 shows a great difference and change from signature 1. Registered subject might have been influenced by calligraphy, etc. or other subject is responsible. Recommend that the subject re-register.
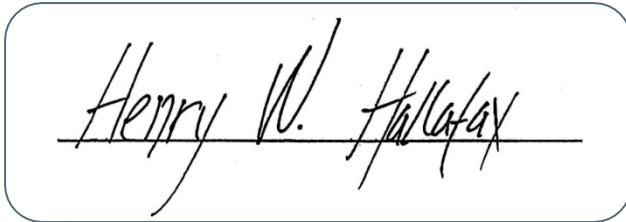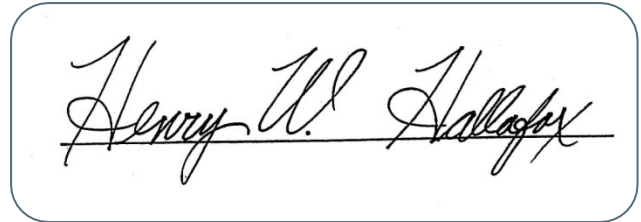
Signature 1   **Signature 2**

Signatures cannot be compared. Signature 1 is printed and signature 2 is handwritten. Recommend that the subject re-register and use the signature that he wants recognized as his official voting signature.

Signature 1   **Signature 2**

Sample Vote by Mail Challenge Form

Vote by Mail Challenge Form

SEL 535

rev 09/94
ORS 254.415

Complete this form to challenge the ballot of a person you know or suspect is not qualified to be an Oregon voter. You cannot file a challenge once the ballot is removed from its return envelope.

Provide the reasons why you believe the person is not qualified to be an Oregon voter. You must swear or affirm a statement of facts upon which the challenge is based. Only sign this form in the presence of a county elections official.

This filing is made by: ☐ **Election Official** ☐ **Elector**

Challenge Information	
Precinct Number	**Challenge Number**

Challenger	
Name	**Contact Phone**
Address	

Person Being Challenged
Name

Statement of Facts The person named above is challenged as a qualified voter for the following reason(s):

Oath of Challenger

Signature

County Elections Official Subscribed and affirmed before me on this day by the challenger named above:

Date	**Signature**

Sample Notice of Rejected Ballot

Office of Any County Clerk
Elections Division

Notice of Rejected Ballot

Dear Elector,

I regret to inform you that your ballot for this past election was not counted. We are providing you this notice so next election you can correctly vote your ballot and your ballot will be counted.

Your ballot was not counted for one of the following reasons:

→ You did not sign your return identification ballot envelope and did not respond to our attempt, if any was possible, to contact you

　 or

→ Your ballot was received after the deadline to receive ballots . Please note if you are not sure you have enough time to mail your ballot we recommend you use an official dropsite box to assure your ballot will be delivered in time.

Sincerely,

County Elections Official

Sample Federal Only Ballot Request Form

Federal Only Ballot Request Form — SEL 525

rev 09/17
ORS 247.410, 247.420

→ Compare the questions below as they apply to your situation to help determine the eligibility to count your provisional ballot.

Elector Information			
First Name	Last Name		
New Residence Address			
City	State	Zip Code	County
Old Residence Address			
City	State	Zip Code	County

Complete Below for Federal Only Ballot (ORS 247.410)
Have you moved here from another state? ☐ Yes ☐ No
If yes, what was the exact day/month/year you moved to Oregon?
In the last 6 months, did you vote, in another state, for the nomination or election of candidates for US President or Vice President or elector of US President or Vice President? ?
Primary Nomination ☐ Yes ☐ No
General Election ☐ Yes ☐ No
If yes, provide the date of the election and state you voted in.

I attest/affirm that:

→ The above is true and correct.
→ I am qualified to register to vote in Oregon but I will have resided in the state for less than 20 days before the election.
→ I have not voted for the nomination or election of the US President in another state during six months preceding this request.

Signature	Date Signed

Sample HAVA Voter Registration Identification Letter

Office of Any County Clerk
Elections Division

Voter Name   Date
Voter Address

Dear   ,

_____ County Elections has received your voter registration card. However, we are unable to complete your registration because identification information required under federal law was not included with your registration application. **Until you provide this required information, your votes on federal offices, including President of the United States will not be counted.**

Under the Help America Vote Act of 2002 you must provide the applicable identifying information to be eligible to vote on federal offices:

If you have a current, valid Oregon DMV Driver's License or Identification Card

→ your Oregon DMV Driver's License/ID number
 ⓘ The license or ID number must be current and valid.
     ✓ a suspended license **is valid**
     ✓ a revoked license **is not valid**

If you do not have a current, valid Oregon DMV Driver's License/ID
→ the last four digits of your Social Security number   ❗ Be sure to select the box indicating you do not have a valid Oregon Driver's License/ID number.

If you do not have a current, valid Oregon DMV Driver's License/ID or a Social Security number and are registering by mail
→ a current and valid photo identification **that shows your name**   ⓘ If an expiration date is provided on the photo identification that identification must not have expired.   **or**   → a current utility bill, bank statement, government check, paycheck or other government document **that shows your name and address**   ⓘ The address listed must match the residence or mailing address submitted on your voter registration card.   ❗ Be sure to select the box indicating you do not have a valid Oregon Driver's License/ID or a Social Security number.

You may provide this identification by submitting a new registration form including the required information by mail or in person at your County Elections Office.

It is important that you act promptly. Please contact our office at XXX-XXX-XXXX if you have any questions regarding this matter.

Sincerely,

County Elections Official

Notice of Incomplete Voter Registration

Office of Any County Clerk
Elections Division

Voter Name   Date
Voter Address

Dear   ,

We received your voter registration card in the mail on _____. It was determined upon review of the card that we need further information before we can process this registration. We have determined this for the following reason:

→   Our records indicate that the residence address you listed on your voter registration card is actually a business address.
→   Our records indicate that the residence address that you listed on your voter registration does not exist. We have been unable to verify the address as being a valid residence address in our County.
→   Our records indicate that this may be a vacation residence and your permanent residence is elsewhere.
→   Other Reason _____.

Oregon law states that a person's residence must be the place in which habitation is fixed and to which, when the person is absent, the person intends to return.

Please contact us at XXX-XXX-XXXX or provide us additional written evidence to consider in determining your eligibility. If we do not receive a response from you, it could result in rejection of your voter registration.

Sincerely,

County Elections Official

Notice of Rejection of Voter Registration

Office of Any County Clerk
Elections Division

Voter Name   Date
Voter Address

Dear   ,

On _____, the _____ County Elections Office sent you a letter questioning your voter registration. Since a response was not received, we are rejecting your registration, as authorized by ORS 247.174(2).

You may apply to the elections office to request a hearing. The request must be received in our office no later than the 10th day from the date of this notice. We will then notify you of the date, time and location of the hearing. At the hearing, you may present evidence of qualification.

Sincerely,

County Elections Official

Notice of Hearing to Determine Voter Eligibility per ORS 247.174(3)

Office of Any County Clerk
Elections Division

Voter Name   Date
Voter Address

Dear   ,

We have received a request from you for a hearing to determine your qualifications as a voter in
_____ County. Below is the date, time and location of the scheduled hearing. At this hearing, you may
present evidence of qualification. Attached to this notice is a list of factors that can be considered in determining residency
for a person.

If upon conclusion of the hearing, it is determined that you are qualified, your registration will be processed.

  The hearing is scheduled for: _____ at _____ am/pm

  The location of this hearing will be: _____

  _____

  _____

If you have any questions, please call our office at XXX-XXX-XXXX.

Sincerely,

County Elections Official

Voter Registration Inquiry
Sent under ORS 247.195

Office of Any County Clerk
Elections Division

Voter Name   Date
Voter Address

Dear   ,

In reviewing our records, it appears that the residence address listed on your voter registration card may be inaccurate. Listed below is the information we show on your voter registration. If your name, residence address, mailing address, or political party has changed, you must update your registration. A voter registration card is enclosed for that purpose. You can also go to www.oregonvotes.gov/myvote to update your registration online.

If this information is correct, please sign the statement at the bottom of this letter and return this letter to us.

If we do not receive a response from you by _____ (not later than the 20th day from the date of this notice), this may require further review and could result in your voter registration either being rejected or cancelled.

  Name:

  Residence Address:

  Mailing Address:

  Political Party:

If you have any questions, please call our office at XXX-XXX-XXXX.

Sincerely,

County Elections Official

Voter Attestation/ Affirmation	
By signing this document, I attest/ affirm that:	
→ My name, residence address, mailing address (if different) and political party shown above are correct.	
Signature	**Date**

Notice of Hearing to Determine Voter Eligibility per ORS 247.195(2)
Sent under ORS 247.195(1)

Office of Any County Clerk
Elections Division

Voter Name   Date
Voter Address

Dear   ,

On _____, the _____ County Elections Office sent you a letter inquiring into the validity of your registration. Since an adequate response was not received from you, a hearing will be scheduled so that you may present evidence of qualification. Attached to this notice is a list of factors that can be considered in determining residency for a person.

If upon conclusion of the hearing, it is determined that your registration is not valid, your voter registration will be cancelled.

The hearing is scheduled for: at _____ am/pm

The location of this hearing will be:

If you have any questions, please call our office at XXX-XXX-XXXX.

Sincerely,

County Elections Official

Notice of Unsigned Ballot Envelope & Required Form
Voter failed to sign the return identification ballot envelope

Office of Any County Clerk
Elections Division

Voter Name   Date
Voter Address

Dear   ,

_____ County Elections has received your return identification ballot envelope for this election.

You did not sign your return identification ballot envelope as required by Oregon Revised Statutes. Your cast ballot cannot be counted unless you send in the included form with a valid signature or come into our office no later than 5:00 pm_____ _____ (21 days from the date of the election) to sign your envelope. Note that the attached form is not a new voter registration form and will only be used to match your signature to and count the ballot received by our office for this election.

Hours: 8 am-5 pm Monday-Friday

Election Day only: 7 am – 8 pm

If you have any questions, please call our office at XXX-XXX-XXXX.

Sincerely,

County Elections Official

Front *not to scale*

Notice of unsigned ballot envelope

❗The signature on your ballot return identification envelope was missing.

For your ballot to be counted:

→ sign your name in the space provided; and

→ this form must be received **no later than 5 pm on:**

<div align="center">Month XX, 202X</div>

How to return your signed Voter's Statement

To return your signed Voter's Statement you may:

Scan and Email:	elections@county.gov
Fax:	541-999-1345
Mail / Deliver:	County Elections
	555 N. Main Street
	Springfield, OR 97220
Hours:	Monday through Friday, 8 am-12 pm and 1 pm-5 pm
	Closed for lunch 12 pm - 1 pm
Contact Us:	541-999-1234 or 541-999-5678

Voter information

Verify your voter information. Update if necessary.

Voter's Statement

By signing below I declare under penalty of perjury that:

→   I am a citizen of the United States;
→   I am the person to whom this ballot was issued;
→   I am legally qualified to vote this ballot;
→   This is the only ballot I have voted this election; and
→   If mailed, this ballot was mailed no later than election day.

I understand that making a false statement in this declaration is a felony punishable by up to five years' imprisonment and a fine of up to $125,000 and civil offense punishable by penalties of up to $10,000.

Signature of Voter   **Date**

Back *not to scale*

URGENT
Voter Notice enclosed.
Your immediate
response is needed.

Return Service Requested

OFFICIAL ELECTION MAIL
Authorized by the U.S. Postal Service

Coos County Elections
250 N. Baxter Street
Coquille OR 97423

Notice of Signature Non Match
Signature on return identification ballot envelope does not match voter registration record

Office of Any County Clerk
Elections Division

Voter Name   Date
Voter Address

Dear   ,

_____ County Elections has received a voted ballot for the _____ election, returned in a return identification ballot envelope that was issued in your name.

However, your ballot has been challenged because the signature on the return identification envelope does not match signatures contained in your voter registration record.

We have enclosed a new voter registration card for your convenience. Please complete the form and return it to our office by 5 pm on, _____ (21 days from the date of the election) or you may choose to update your signature in person by coming to our office at _____ .

Your ballot will not count unless, after comparison, we can verify the signature on your return identification envelope matches the signature on your new voter registration card. If a new voter registration card is not returned by _____ _____ , your registration will be placed in inactive status. This means that you will not receive a ballot for future elections, or be qualified to sign petitions until you submit an updated registration card.

If you have any questions, please call our office at XXX-XXX-XXXX.

Sincerely,

County Elections Official

Inactive Voter Notice

Front *not to scale*

County Elections Office
Address
City State Zip

Forwarding Service Requested

O F F I C I A L
ELECTION MAIL
Authorized by the U.S. Postal Service
®

Inactive Notice

☐   I am an eligible Oregon voter. Activate my registration with the information below.

☐   I am no longer eligible to vote in Oregon. Please cancel my registration.

Personal information

_____

last name   first   middle

_____

Oregon residence address, city and zip code (include apt. or space number)

_____

mailing address, including city, state and zip code (if different from residence address)

You must sign your registration update
I swear or affirm that I am qualified to be an elector and I have told the truth on this registration.

_____

sign here   date today

❶ *If you sign this card and know it to be false, you can be fined up to $125,000 and/or imprisoned for up to 5 years.*

Inactive Voter Notice (cont.)

Back *not to scale*

Dear Voter,

Your voting status has been inactivated because of:

☐ Name change

☐ Nonmatching signature

Reply right away or go online to reactivate your voter registration.

- If you still live in Oregon, update your registration online at **oregonvotes.gov** or use the card on the back of this notice.

- If you are no longer an eligible Oregon voter, check the box that says "I am no longer eligible to vote in Oregon. Please cancel my registration."

You are not entitled to vote, sign petitions or participate in the electoral process until you provide current registration information.

DETACH HERE

BRM PANEL HERE

Evaluating Signatures
List of characteristics for evaluating entire signatures or individual letters/groups of letters

1 Global/Overview Examination
Broad characteristics that are used to evaluate the entire signature as a unit instead of its individual parts:

→ Type of writing
  ✓ hand printed, cursive or a mix of the two

→ Speed of the writing
  ✓ Assess the appearance of the initial and terminal strokes – blunt or finely tapered
  ✓ Assess the presence or absence of changes in pen pressure

→ Line quality
  ✓ Presence or absence of tremor
  ✓ Presence or absence of a tracing guideline

→ Skill level of the writer

→ Style of the writing

→ Overall size of the writing

→ Overall spacing of the writing

→ Overall proportions

→ Slant/Slope of the writing

→ Style and construction of connecting strokes

→ Position of the signature on the signature line or baseline

2 Localized Examinations
Examinations of specific letters or combinations of letters within a signature:

→ Size
  ✓ Letters that are given preference in size or conversely, suppressed

→ Internal spacing
  ✓ between individual letters or letter combinations

→ Proportions
  ✓ Components of individual letters
  ✓ Letter combinations

→ Presence or absence of pen lifts

→ Letters or letter combinations that have a divergent slant/slope

→ Pinpoint characteristics that are distinctive within the writer's signature

Minimum Language Required for Return Identification Ballot Envelope Attestation

By signing below I declare under penalty of perjury that:
◊ I am a citizen of the United States;
◊ I am the person to whom this ballot was issued;
◊ I am legally qualified to vote this ballot;
◊ This is the only ballot I have voted this election; and
◊ If mailed, this ballot was mailed no later than election day.

I understand that making a false statement in this declaration is a felony punishable by up to five years' imprisonment and a fine of up to $125,000 and civil offense punishable by penalties of up to $10,000.

.

_____
[Print elector's name or instruct elector to print their own name]

Appendix 21

Undeliverable Ballot Matrix

Ballots are required to be mailed to voters by non-forwardable mail with a reply requested if not deliverable as addressed by the USPS. Those Undeliverable Ballots include the following categories and the action required by county election officials.

	Action to Take if Received:	
Category of Undeliverable Ballot	**By deadline to receive ballots**	**After deadline to receive ballots**
Temporarily Away Refused – Attempt to contact No Mail Receptacle – Attempt to contact	Do not take any action on this group.	Do not take any action on this group.
Moved out of State or County Attempted Not Known Forwarding Order Expired Vacant Not At This Address Moved Left No Address Moved Left No Forwarding Unable to Forward Gone No Order No Forwarding Address Not Deliverable as Addressed (not an data entry error) Unclaimed	**Inactivate** voter registration record, changing **effective date of registration** to **election day or before** to deduct from eligibility pool for the election, whether done prior to or after election day, but prior to certification if have any 50% measures on ballot.	Do not **inactivate until after certification of election.** (OAR 165-007-0130 (3))
Forwarding address to Mailing or PO address within county Forwarding address from Mailing or PO address within county PO Box Change (except military) Box Closed-No Order	**Inactivate** voter registration record.	**Inactivate** voter registration record.
Forwarding Residential Address within County	Update voter registration record, changing **effective date of registration** to **election day or before** to include in correct eligibility pool for election, whether done prior to or after election day, but prior to certification if you have any 50% measures on the ballot.	Update voter registration record, changing **effective date of registration** to **after last day to receive ballots** to retain in original eligibility pool. (OAR 165-007-0130 (3))
No Such Number Insufficient Address Returned for Better Address Needs Unit #-Multi Unit Address	Need to research to determine if correct data entry for address from voter registration card and if a valid address within County. → If data entry error, correct voter registration record and mail back to voter. → If correct, and voter did not provide accurate address, **inactivate**.	Need to research to determine if correct data entry for address from voter registration card and if a valid address within County. → If data entry error, correct voter registration record. → If correct, and voter did not provide accurate address, inactivate **after certification of election**. (OAR 165-007-0130 (3))

Guide for Local Measure Elections

See Tax Election Ballot Measures Guide, provided by Department of Revenue, rev. 7/13/2022

Local Option Tax Measure   Taxes within Measure 5 limits; not available for ESDs; 50% voter turnout required

Ballot Title Required Language Word count provided in ORS 250.035(1)	**Outer Envelope Style** ORS 250.038
→ Length, in years, the proposed local option tax is to be imposed. *Part of question. 280.070(5)(a)*	**New Local Option Tax** → Must include clearly and boldly in red, "CONTAINS VOTE ON PROPOSED TAX INCREASE."
→ First fiscal year in which the proposed local option tax will be imposed. *Part of question. 280.070(5)(b)*	
New Local Option Tax → "This measure may cause property taxes to increase more than three percent." *Additional statement placed after question; not included in word count. 280.070(4)(a)*	**New Local Option Tax and Renewal of Current Local Option Tax** → Must include clearly and boldly in red, "CONTAINS VOTE ON PROPOSED TAX INCREASE."
Renewal of Current Local Option Tax → "This measure renews current local option taxes." *Additional statement placed after question; not included in word count. 280.070(4)(b)*	**Renewal of Current Local Option Tax** → Must include clearly and boldly in red, "CONTAINS VOTE ON RENEWAL OF CURRENT LOCAL OPTION TAXES."
→ "This measure may be passed only at an election with at least a 50 percent voter turnout." *First statement in summary; not included in word count; not required for elections in May or November of any year. 250.036*	
→ Total amount of local option tax to be raised, in dollars and cents. *Part of summary; not included in word count. 280.075(2)*	
→ If there is an estimated tax impact, "The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor at the time of estimate and may reflect the impact of early payment discounts, compression and the collection rate." *Part of summary; not included in word count. 280.075(1)*	

> ❗ Local option taxes can be used for general or specific purposes and capital projects. Local option taxes used for capital projects may be imposed for the expected useful life of the capital project or 10 years, **whichever is less**.

General Obligation Bonds   Outside Measure 5 limits; 50% voter turnout required

Ballot Title Required Language Word count provided in ORS 250.035(1)	**Outer Envelope Style** ORS 250.037(4)
→ "If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution." *Last sentence after question; not included in word count. 250.037(1)*	→ Must include clearly and boldly in red, "CONTAINS VOTE ON PROPOSED TAX INCREASE."
→ "This measure may be passed only at an election with at least a 50 percent voter turnout." *First statement in summary; not included in word count; not required for elections in May or November of any year. 250.036*	
→ A reasonably detailed, simple and understandable description of the use of proceeds. *Part of summary; included in word count. 250.037(3)*	

Permanent Rate Limit   For operating taxes for a district that has never imposed a property tax, 50% voter turnout required

Ballot Title Required Language Word count provided in ORS 250.035(1)	**Outer Envelope Style** ORS 250.038
→ Tax rate per $1000 of assessed value of the proposed permanent rate limitation. *Included in question. 280.070(6)(a)*	→ Must include clearly and boldly in red, "CONTAINS VOTE ON PROPOSED TAX INCREASE."
→ The first fiscal year in which the permanent rate limit will be imposed. *Included in question. 280.070(6)(b)*	
→ "This measure may be passed only at an election with at least a 50 percent voter turnout." *First statement in summary; not included in word count; not required for elections in May or November of any year. 250.036*	

> ⓘ Measure 5 imposes no additional requirements on any other type of measure.

Sample Return Envelope, Minimum Language

Minimum Required Language for Return Identification Ballot Envelope Attestation

Front of sample envelope *not to scale*

Ballot Return Envelope

O F F I C I A L
ELECTION MAIL
Authorized by the U.S. Postal Service
®

County Elections Office
Address
City State Zip

ballot enclosed

Back of sample envelope *not to scale*

325.1
152357233   05/21/2014   19474199

MARGARET SIMPSON
742 EVERGREEN TER
SPRINGFIELD OR 97477-0808

Voter's Statement
By signing below I declare under penalty of perjury that:

→ *I am a citizen of the United States;*

→ *I am the person to whom this ballot was issued;*

→ *I am legally qualified to vote this ballot;*

→ *This is the only ballot I have voted this election; and*

→ *If mailed, this ballot was mailed no later than election day.*

I understand that making a false statement in this declaration is a felony punishable by up to five years' imprisonment and a fine of up to $125,000 and civil offense punishable by penalties of up to $10,000.

_____
voter's signature   MARGARET SIMPSON

Sample Voter Notification Card

County Elections Office
Address
City State Zip

Return Service Requested

See Reverse Side for Important Information

Voter Number	147258369
Date Issued	11/2/2021
Political Party	Simpsons
Precicnt	ET47X

Voting	Districts
US Congress	24th Cong
State Senate	Dist 101
State Rep	Dist 202
County Comm	Dist 14
City	Ward 8
School	Krabappel

OFFICIAL
ELECTION MAIL
Authorized by the U.S. Postal Service
®

Voter Notification Card

John Frink
754 Evergreen Ter
Springfield OR 9747X

We recently received your voter registration information. Please check your name, address and political party on the front of this card for accuracy. If there are errors or if you have questions call **County Elections Office at 123 456 7890.**

In Oregon We Vote By Mail.
There are no polling places. 14 to 20 days before every election, we will mail you a ballot packet, if you are eligible to vote in that election. You can complete your ballot anywhere you choose.

When are Oregon Elections?
Elections may occur in March, May, August and November. Candidates for state and federal office are voted on in even numbered years. Candidates for special district offices are voted on in odd numbered years.

Changes To Your Registration Information?
Please update your registration if your name, address, signature or political party change. Provide the new information online at **oregonvotes.gov/myvote** or complete and return a registration card to the address on the front of this notice.

vote!

visit	**oregon.gov**
call	**123 456 7890**
tty	**1 800 735 2900**
	for the hearing impaired
fax	**987 654 3210**

Sample Voter Confirmation Card

Front *not to scale*

County Elections Office
Address
City State Zip

Forwarding Service Requested

OFFICIAL
ELECTION MAIL
Authorized by the U.S. Postal Service
®

DID YOU MOVE?

John Frink
754 Evergreen Ter
Springfield OR 9747X

- -

By signing and returning this card, I am stating:

☐ The address above is correct.

☐ The address above is NOT correct. My new address information is below.

☐ **I am no longer an Oregon resident and wish to be removed from the voter records.**

Name

Residence address with City/State/Zip Code (no PO Boxes or Mail Service Centers)

Mailing address with City/State/Zip Code (if different from Residence Address)

Signature

sign here _____ date today _____

❶ *If you sign this card and know it to be false, you can be fined up to $125,000 and/or imprisoned for up to 5 years.*

Sample Voter Confirmation Card (cont.)

Back *not to scale*

Dear Voter,

Your voting status has been inactivated because information has been received that your residence address and/or mailing address has changed, or because the signature on your ballot did not match your voter registration signature.

Reply right away or go online to reactivate your voter registration.

- If you have moved out-of state, check the box that says "I am no longer an Oregon resident and wish to be removed from the voter records."

- If you still live in Oregon, you can visit **www.oregonvotes.gov** to update your registration online.

You are not entitled to vote, sign petitions or participate in the electoral process until you provide current registration information.

Please call County Elections at 123-456-7890 if you have any questions.

DETACH HERE

BRM PANEL HERE