



***STATE OF OKLAHOMA PLAN
For Implementation of the
Help America Vote Act of 2002***

A state plan as required by Public Law 107-252,
Help America Vote Act 2002, Section 253 (b)

August 18, 2003

State of Oklahoma Plan for Implementation of the Help America Vote Act of 2002

Contents

Introduction	Pages 1 - 3
Authority of State Election Board Secretary.....	Page 1
Training.....	Page 1
Supply Inventory.....	Page 2
Statewide System.....	Page 2
HAVA Requirements.....	Page 2
Committees.....	Page 3
Administrative Rules.....	Page 3
Legislation.....	Page 3
State Plan.....	Page 3
Required Provisions of State Plan SEC. 254. STATE PLAN. (42 U.S.C. 15404)	
IN GENERAL	Pages 4 - 29
Section 254 (a): (1) Requirements payment to meet the requirements of title III	
Implementation of provisional voting.....	Page 6
Implementation of voter identification requirements.....	Page 6
Coordination of state databases.....	Page 6
Upgrades for state voter registration database.....	Page 6
Polling place technology enhancements.....	Page 7
Design and/or evaluation of new voting device system.....	Page 7
Support for newly created federal agencies.....	Page 7
Improved process for uniformed services and overseas voters.....	Page 7
Improved processes for disabled voters.....	Page 7
Improved processes for minority language voters.....	Page 8
Improvement in voter outreach programs.....	Page 8
Study on implementation of all-mail elections in Oklahoma.....	Page 8
Precinct Official training.....	Page 8
Section 254 (a): (2) Distribution of requirements payment to units of local government	
Regular reports on various aspects of election administration and HAVA-related requirements.....	Page 9
Information collected by Regional Coordinators.....	Page 10
Section 254 (a): (3) Programs for voter education	
Voter information brochures.....	Page 11
<i>A Guide to the Statewide Elections</i>	Page 12
<i>Press Release Kit</i>	Page 12
<i>Vote Oklahoma!</i>	Page 12
<i>The Oklahoma Ballot Box</i>	Page 12
The State Election Board website.....	Page 12

Section 254 (a): (4) How the State will adopt voting system guidelines and processes.....	Page 14
Section 254 (a): (5) How the State will establish a fund.....	Page 15
Section 254 (a): (6) The State’s proposed budget for activities.....	Pages 16 - 17
Section 254 (a): (7) The State’s use of requirements payment.....	Page 18
Section 254 (a): (8) How the State will adopt performance goals and measures..	Page 19
Voter registration statistics	Page 19
Polling place accessibility.....	Page 20
Absentee voting statistics	Page 20
Precinct Official training	Page 20
County Election Board financial information.....	Page 21
Voting device usage and maintenance.....	Page 21
Section 254 (a): (9) Complaint procedures	Page 22
Section 254 (a): (10) Title 1 fund activity	Page 23 - 24
Section 254 (a): (11) Management plan.....	Page 25
Section 254 (a): (12) State plan effect on fiscal year	Page 26
Section 254 (a): (13) Description of committee to develop State plan	Page 27
State Plan Advisory Committee.....	Page 27
Local Election Officials Working Committee.....	Page 28 - 29
Appendix A: Organization of Oklahoma Election System	Pages 30 - 33
Appendix B: Regional Coordinator Program	Pages 34 - 35
Appendix C: State Election Board Publications	Pages 36 - 44
Appendix D: State Plan Advisory Committee Meeting Summaries	Pages 45 - 47
Appendix E: Local Election Professionals Working Committee Meeting Summaries	Pages 48 - 53



State of Oklahoma Plan for Implementation of the Help America Vote Act of 2002 INTRODUCTION

The Help America Vote Act of 2002 (HAVA) requires significant changes in methods used by state and local jurisdictions to conduct elections and administer voter registration. The Act authorizes new funds to improve election administration at both the state and local levels. HAVA also increases the involvement, for most states, of state officials in the conduct of elections at the local level.

Authority of State Election Board Secretary

In Oklahoma, we understand both the concept and the advantages of a uniform system of election administration. The system in place in Oklahoma today was born on January 1, 1975, when a new set of election laws became effective. One of the most important features of Oklahoma's election system is the authority of the Secretary of the State Election Board.

“The Secretary of the State Election Board shall be the administrative officer of the State Election Board and shall have general supervisory authority over county election boards. . . . The Secretary may promulgate, repeal or modify such rules or regulations as he deems necessary to facilitate and assist in achieving and maintaining uniformity in the application, operation and interpretation of the state and federal election laws and a maximum degree of correctness, impartiality and efficiency in administration of the election laws” [Title 26 O.S. 2001, Section 2-107]

The Secretary of the State Election Board has used the rulemaking authority granted by the statute to create and implement uniform procedures governing every aspect of the operations of the 77 County Election Boards in Oklahoma. Beginning with the first publication of the *Secretary's Digest* (a compendium of the administrative rules, illustrations and other material) in 1975, and continuing to this day, the Oklahoma State Election Board provides the County Election Boards both with a consistent interpretation of the election laws and with instructions and procedures necessary to implement those laws on a daily basis.

Training

The Oklahoma Election Code of 1974 (Title 26 of the *Oklahoma Statutes*) also included stringent training requirements for county and precinct election officials. In order to meet this duty, the State Election Board staff conducts training for new County Election Board Secretaries, Assistant Secretaries and/or Chief Clerks at the time of their appointment/employment. The training consists of a self-guided workbook course called the *Independent Study Program* which is completed in the County Election Board office, and a two-day course in the use of the Oklahoma Election Management System software conducted in the State Election Board's office in Oklahoma City. Additionally, training workshops for County Election Board Secretaries and their staffs are held at locations across the state in the fall of odd-numbered years.



The State Election Board provides training materials — an Instructor’s manual, participant materials and, in recent years, a video — for Precinct Official training. All Precinct Officials are trained in even-numbered years prior to the start of the statewide election season. (This training may begin in late 2003 because Oklahoma’s 2004 Presidential Preferential Primary Election has been moved to February 3, 2004.)

Supply Inventory

Materials used for voter registration services and to conduct elections also are provided by the State Election Board. All forms used in the conduct of an election, as well as such items as paper clips, pens, ballot transfer boxes, and absentee ballot envelopes, are provided to the County Election Board by the State Election Board. The State Election Board keeps records of the election supply inventory in County Election Board offices and ships new supplies and materials in the summer of even-numbered years and at other times as necessary.

Statewide System

By the late 1980s, four counties (Oklahoma, Tulsa, Cleveland and Canadian) were using optical scan vote counting devices in their precincts, and three of those counties (Oklahoma, Tulsa, and Cleveland) had computerized their voter registration records. Procedures for using these systems were worked out by the County Election Board personnel. Although the State Election Board staff provided advice and adapted materials when requested to accommodate the different voting device and voter registration systems, it soon became apparent that if individual counties continued to acquire their own vote counting systems, Oklahoma’s uniform statewide election system would be rapidly and irrevocably lost.

In 1989, the Oklahoma Legislature authorized a project that soon became known as the Oklahoma Election Management System (OEMS). OEMS is comprised of the hardware and software needed to automate and computerize most of the basic administrative functions of the County Election Board office. OEMS was implemented in three stages beginning on July 1, 1990, when the statewide voter registration and absentee voting functions went online, through March 10, 1992, when the optical scan precinct vote counting devices were used for the first time in the Presidential Preferential Primary Election.

Acquisition of the computer and voting device hardware and the development of software was borne by the state, paid by a special bond issue. As with other aspects of Oklahoma’s election system, the ongoing maintenance of OEMS hardware and software is funded by the state.

HAVA Requirements

Many of the administrative changes required by HAVA on a national basis are already in place in Oklahoma, implemented in stages over two decades from the mid-1970s through the mid-1990s. As for those elements of HAVA that are not already part of Oklahoma’s system of election administration, our system can and will be adapted to accommodate the newly prescribed tasks and responsibilities.



Committees

State Election Board Secretary Michael Clingman recently formed two committees (see page 27 for membership lists and additional information) to assist the State Election Board staff with the preparation of the state plan and with development of procedures for the provisional voting and voter identification requirements of HAVA.

Administrative Rules

Our immediate plan is to promulgate emergency administrative rules, as provided in Title 75, Section 253 of the Oklahoma Statutes, that prescribe procedures for provisional voting and voter identification. These emergency rules will be in effect for the Presidential Preferential Primary Election in early 2004. Additional emergency rules will be promulgated following enactment of HAVA compliance legislation next year, with permanent administrative rules finally being promulgated in early 2005.

Legislation

Legislation that will conform Oklahoma's election laws to the requirements in HAVA will be introduced in the 2004 regular session of the Oklahoma Legislature. Recommendations concerning that legislation will be developed over the coming months by the Secretary, in consultation with County Election Board personnel and other interested parties.

The election officials involved in the development of this first state plan are committed to the standard of a single set of procedures for all elections they conduct — federal, state, county, municipal and school district. They believe it imperative that HAVA requirements — especially provisional voting, but others as well — be extended to all elections by the Oklahoma Legislature in 2004.

State Plan

In the following pages, Oklahoma's initial plan for implementing the requirements of HAVA is outlined. Many specific decisions concerning implementation have not yet been made; therefore, the plan is primarily a statement of intent and a description of the methods we expect to use to arrive at those decisions. It should be noted that we intend to meet the various deadlines of the major HAVA requirements, although it is possible that the solution employed to meet those deadlines may not be the final, long-term solution of choice. We anticipate much of this plan will change over the next three to five years as Oklahoma election officials make the new requirements of HAVA part of their daily routine. The uncertain availability of federal funding for HAVA beyond the current fiscal year's appropriations will impact the future of this plan.



Required Provisions of State Plan

SEC. 254. STATE PLAN. (42 U.S.C. 15404)

(a) IN GENERAL.—The State plan shall contain a description of each of the following:

- (1) How the State will use the requirements payment to meet the requirements of title III, and, if applicable under section 251(a)(2), to carry out other activities to improve the administration of elections.
- (2) How the State will distribute and monitor the distribution of the requirements payment to units of local government or other entities in the State for carrying out the activities described in paragraph (1), including a description of—
 - (A) the criteria to be used to determine the eligibility of such units or entities for receiving the payment; and
 - (B) the methods to be used by the State to monitor the performance of the units or entities to whom the payment is distributed, consistent with the performance goals and measures adopted under paragraph (8).
- (3) How the State will provide for programs for voter education, election official education and training, and poll worker training which will assist the State in meeting the requirements of title III.
- (4) How the State will adopt voting system guidelines and processes which are consistent with the requirements of section 301.
- (5) How the State will establish a fund described in sub-section (b) for purposes of administering the State's activities under this part, including information on fund management.
- (6) The State's proposed budget for activities under this part, based on the State's best estimates of the costs of such activities and the amount of funds to be made available, including specific information on—
 - (A) the costs of the activities required to be carried out to meet the requirements of title III;
 - (B) the portion of the requirements payment which will be used to carry out activities to meet such requirements; and
 - (C) the portion of the requirements payment which will be used to carry out other activities.
- (7) How the State, in using the requirements payment, will maintain the expenditures of the State for activities funded by the payment at a level that is not less than the level of such expenditures maintained by the State for the fiscal year ending prior to November 2000.
- (8) How the State will adopt performance goals and measures that will be used by the State to determine its success and the success of units of local government in the State in carrying out the plan, including timetables for meeting each of the elements of the plan, descriptions of the criteria the State will use to measure performance and the process used to develop such criteria, and a description of which official is to be held responsible for ensuring that each performance goal is met.



- (9) A description of the uniform, nondiscriminatory State-based administrative complaint procedures in effect under section 402.
- (10) If the State received any payment under title I, a description of how such payment will affect the activities proposed to be carried out under the plan, including the amount of funds available for such activities.
- (11) How the State will conduct ongoing management of the plan, except that the State may not make any material change in the administration of the plan unless the change
- (A) is developed and published in the Federal Register in accordance with section 255 in the same manner as the State plan;
 - (B) is subject to public notice and comment in accordance with section 256 in the same manner as the State plan; and
 - (C) takes effect only after the expiration of the 30-day period which begins on the date the change is published in the Federal Register in accordance with subparagraph (A).
- (12) In the case of a State with a State plan in effect under this subtitle during the previous fiscal year, a description of how the plan reflects changes from the State plan for the previous fiscal year and of how the State succeeded in carrying out the State plan for such previous fiscal year.
- (13) A description of the committee which participated in the development of the State plan in accordance with section 255 and the procedures followed by the committee under such section and section 256.



Section 254 (a):

(1) How the State will use the requirements payment to meet the requirements of title III, and, if applicable under section 251(a)(2), to carry out other activities to improve the administration of elections.

Oklahoma plans to use the requirements payment to implement the following election and voter registration administration changes and/or improvements as required by HAVA.

- **Implementation of provisional voting [Sec. 302(a)].** Provisional voting as described in HAVA does not currently exist in Oklahoma. The Secretary of the State Election Board is in the process of developing procedures for provisional voting, in consultation with the Local Election Officials Working Committee members, which will be promulgated as emergency rules in time to be implemented for the Presidential Preferential Primary Election in early 2004. Such emergency rules will be applicable only to elections involving federal offices. State law must be amended to extend provisional voting to other elections in Oklahoma.
- **Implementation of voter identification requirements [Sec. 303(b)(2)].** Voter identification requirements for first time voters in the Presidential Preferential Primary Election will be implemented by emergency administrative rules. Procedures for Precinct Election Officials and for County Election Board personnel are being developed by the State Election Board staff and the Local Election Officials Working Committee members. Like the emergency rules for provisional voting, the emergency voter identification rules will be applicable only to elections involving federal offices. State law must be amended to extend voter identification requirements to other elections in Oklahoma.
- **Coordination of state databases [Sec. 303(a)].** Since the implementation of the National Voter Registration Act in Oklahoma in 1995, the State Election Board has been interested in coordinating the voter registration database with the Department of Public Safety's driver's license database. Although some discussions on the subject were conducted with DPS officials in 1994 and 1995, no solution could be devised that either agency could afford to implement. New discussions will be held with DPS officials and we are confident that a solution eventually will be developed.
- **Upgrades for state voter registration database [Sec. 303(a)].** The statewide voter registration database in place in Oklahoma since 1990 is compliant with most of the requirements of HAVA. The existing database can be upgraded only on the platform on which it resides currently. Therefore, any discussion of "upgrading" the Oklahoma voter registration database is actually a discussion of replacing both the database and the hardware platform.



- **Polling place technology enhancements [Sec. 301].** Oklahoma election officials and voters are generally well-pleased with the Optech IIP-E optical scan voting devices used here since 1992. However, in order to comply with the disability access requirements of HAVA, our system must either be modified or replaced by January 1, 2006. Although we cannot at this time know what the best course for Oklahoma will be, we do know that a large percentage of the HAVA funding due to Oklahoma will be applied to polling place technology.
- **Design and/or evaluation of new voting device system.** One of the first steps to implementing the polling place technology enhancements referred to in the previous paragraph will be to evaluate existing voting device systems and to investigate methods for integrating new technology with our existing optical scan devices. We anticipate that another working group of election officials interested in evaluating voting systems and making recommendations to the Secretary of the State Election Board and to the Legislature will be formed later this year. State Election Board staff members already have attended a vendor show in Jackson, Mississippi, and we anticipate they will attend other similar events in the future. Expenses connected with these efforts will be paid with a portion of the requirements payments.
- **Support for newly created federal agencies.** The State Election Board will reimburse expenses incurred by Oklahoma's representatives on the Standards Board as they travel to meetings.
- **Improved process for uniformed services and overseas voters [Title VII and UOCAVA].** Legislation (SB358) was passed in the 2003 session of the Oklahoma Legislature to implement the provisions of Title VII of HAVA and to codify a solution to the ongoing problem of insufficient ballot transit time for UOCAVA voters for Oklahoma's Runoff Primary Election. Implementation of this legislation will require promulgation of new and amended emergency rules and permanent rules; design, production and distribution of several new forms and instructional materials for UOCAVA voters; and revision of some other absentee voting materials used by UOCAVA voters. However, another bill (SB260) that changes the dates of the candidate filing period and of the Primary and Runoff Primary Elections in 2004 already has been passed by the Legislature and signed by the Governor. The new election schedule does not alleviate the ballot transit time problem for the Runoff Primary and actually reduces the amount of time available prior to the Primary Election.
- **Improved processes for disabled voters [Sec. 301(a)(3)].** We expect to apply a large portion of the funds available to us to acquire appropriately accessible polling place technology to meet the HAVA mandates. We also expect to use HAVA funding to improve access to other services and information provided to disabled voters.



- **Improved processes for minority language voters [Sec. 301(a)(4)].** The Bureau of the Census determined in 2002 that, as a result of the 2000 federal Census, two counties in Oklahoma (Harmon and Texas) are required to provide minority language services to Hispanic voters. The State Election Board staff and the Secretaries of those two County Election Boards took a number of emergency steps to ensure that such services were provided in the 2002 elections. We intend to adapt the language material used in those two counties for use statewide, as well as to continue to improve language accessibility services and materials in those counties.
- **Improvement in voter outreach programs.** Voter outreach has not been a priority for the State Election Board for many years, although in the late 1970s and early 1980s several ambitious voter education and outreach projects were coordinated by the State Election Board staff. We recognize that successful implementation of many of the changes to election procedure at the polling place (provisional voting, voter identification requirements and, eventually, new voting devices) all will require carefully designed and targeted voter education and outreach programs.
- **Study on implementation of all-mail elections in Oklahoma.** The issue of all-mail elections was considered in Oklahoma several years ago, but not pursued because we could not realize the kinds of savings claimed by Oregon and other jurisdictions considering the process. However, the issue is worth revisiting in light of the potential expense of placing several DRE touch-screen devices in every precinct.
- **Precinct Official training.** Precinct Official training, always considered by Oklahoma election officials as one of our most important election preparation duties, will be even more vital as we prepare for the 2004 Presidential Preferential Primary Election on February 3, 2004. The training program for Precinct Officials will be revised for the Presidential Preferential Primary Election, based on procedures adopted as emergency administrative rules. Following the 2004 session of the Oklahoma Legislature, when we anticipate HAVA compliance legislation to incorporate HAVA requirements into state law and to apply those requirements to all elections conducted by the State and County Election Boards, it is possible that a second round of Precinct Official training may occur prior to the Primary Election on July 27, 2004, in order to accommodate any differences between the procedures established in the emergency rules and new state law.



Section 254 (a):

(2) How the State will distribute and monitor the distribution of the requirements payment to units of local government or other entities in the State for carrying out the activities described in paragraph (1), including a description of—

(A) the criteria to be used to determine the eligibility of such units or entities for receiving the payment; and

(B) the methods to be used by the State to monitor the performance of the units or entities to whom the payment is distributed, consistent with the performance goals and measures adopted under paragraph (8).

As stated in the introduction, many of the duties and responsibilities that HAVA shifts from local jurisdictions to the states were assumed by the State of Oklahoma in stages over a period of almost twenty years. Acquisition and maintenance of election equipment, database resources, training, and many other functions of election administration are funded by the State through budget appropriations to the State Election Board. In turn, the State Election Board has several mechanisms in place to purchase and distribute supplies and other materials to the County Election Boards and to reimburse county governments for a variety of expenditures related to elections and the operations of County Election Board offices. Any new equipment will be purchased and owned by the state and provided to the County Election Boards at no cost.

We anticipate no change in this system of state-funded election administration as HAVA is implemented. Resources will be allocated to the County Election Boards based upon population and voter registration levels, numbers of precincts, minority language assistance requirements, and many other factors, in the same way that state resources are allocated now.

However, it is possible that when HAVA is fully implemented in Oklahoma, county governments will incur some expenses that do not exist at the present time. As in the past, the State Election Board staff will make every reasonable effort to keep any such new expenses to a minimum and to assist with those expenses whenever and however possible.

The Secretary of the State Election Board will monitor the performance of the County Election Boards through a variety of methods that will include, but not be limited to, the following.

- **Regular reports on various aspects of election administration and HAVA-related requirements.** County Election Board Secretaries are required by administrative rule (OAC 230:10-7-51; 230:40-3-23; 230:40-5-84; 230:40-7-118) to file “election analysis reports” following all regular and special statewide, county, municipal, and school district elections. These reports include figures on the number of voters who cast ballots at polling places, the numbers of absentee ballots cast, the outcome of the elections, and the expenses associated with the election. These reports are compiled by State Election Board staff and provide a great deal of valuable information about elections of all types in Oklahoma.



- **Information collected by Regional Coordinators.** Regional Coordinators are County Election Board Secretaries, Assistant Secretaries or Chief Clerks who work with the State Election Board staff to provide information to the County Election Boards and to provide feedback to the State Election Board staff on many subjects. The members of the Regional Coordinator program are an absolutely invaluable resource both to the State Election Board staff and the County Election Boards and they will play a vital role in the successful implementation of HAVA. (See Appendix B for more information about Regional Coordinators.)



Section 254 (a):

(3) How the State will provide for programs for voter education, election official education and training, and poll worker training which will assist the State in meeting the requirements of title III.

The State Election Board staff develops training programs for County Election Board Secretaries, Assistant Secretaries and/or Chief Clerks and other employees, for County Election Board members, and for Precinct Officials. Information on the new procedures required by title III, especially provisional voting and voter identification requirements, will be incorporated into existing training materials. Additionally, special training will be provided as needed to any election official charged with direct implementation of a procedure that affects individual voters.

Two events already are in the planning stages for the second half of 2003. First, the 2003 Summer Seminar is scheduled in July and will feature information about HAVA. Summer Seminars have been held regularly since the late 1980s and are intended to provide County Election Board personnel with information and ideas about a variety of election administration topics and the viewpoints of their counterparts in other states.

Second, in the fall of odd-numbered years, the State Election Board regularly conducts workshops at several locations around the state. Attendance at Fall Workshops is mandatory for County Election Board Secretaries and Assistant Secretaries or Chief Clerks. These programs provide County Election Board personnel with instruction on new laws and procedures, and usually involve several members of the State Election Board staff, usually including the State Election Board Secretary and Assistant Secretary. The Fall Workshops for 2003 have not yet been scheduled, but most of the subject matter will be related to HAVA.

HAVA funding will be used to educate Oklahoma voters about provisional voting, voter identification requirements, and, eventually, about the new precinct voting system. No specific voter education plans have been made at this time. However, we publish and distribute several informational items to County Election Boards, candidates, and the general public during election years and all these documents will be revised to include pertinent HAVA-related information. [A list of State Election Board's publications for County Election Boards and for the general public is included in Appendix C.] A few examples:

- **Voter information brochures.** A series of four brochures are provided for voter information and education. The topics covered by these brochures are voter registration, absentee voting, voter assistance, and elections. All four brochures will be revised to include relevant information concerning HAVA in 2004.
- ***A Guide to the Statewide Elections.*** This booklet is prepared for candidates, the news media and the general public. It contains basic information about candidate filing, voter registration, absentee voting, and election day procedures, as well as



information on recounts and other contests of elections. This publication will be revised to include information about HAVA. It will be available prior to the candidate filing period in 2004.

- ***Press Release Kit.*** The State Election Board staff has prepared a set of generic, fill-in-the-blank press release forms for County Election Boards to use to provide local newspapers and radio stations with basic information about all elections they conduct. Existing press releases in the Kit will be revised and new ones added as necessary in 2004 to accommodate information about HAVA.
- ***Vote Oklahoma!*** *Vote Oklahoma!* is a publication designed for use in the classroom. It includes information on the history of voting in the United States, exercises, and materials and instructions for mock voter registration and mock election activities. It will be revised to include information about HAVA.
- ***The Oklahoma Ballot Box.*** *The Oklahoma Ballot Box*, a newsletter published by the Secretary of the State Election Board and distributed to County Election Board members, alternate members, Secretaries and staff is an ideal vehicle for keeping County Election Board personnel informed about new issues and changing procedures. Published monthly from 1974 until 2002, and now published bimonthly, the *Ballot Box* regularly features articles on such topics as proofreading ballots, new legislation and procedures, new personnel in various counties, and ideas for organizing offices and election supplies. At least two articles were published about HAVA in 2002, and an announcement of the formation of the State Plan Advisory Committee and of the Local Election Professionals Working Committee appeared early in 2003. More coverage is planned in the months ahead.
- **The State Election Board website.** Our website (www.elections.state.ok.us) will be an important avenue for the dissemination of voter information in the coming years. At the present time, it includes information about the formation of the State Plan Advisory Committee, the Local Election Professionals Working Committee, and summaries of the meetings held by each committee. The state plan also will be posted when it is completed.

Prior to the first statewide use of optical scan voting devices in 1992, County Election Board Secretaries were encouraged to conduct a number of public demonstrations of the devices, using a mock election entitled "The Best of Oklahoma." Following instructions and procedures soon to be used to set up the real Presidential Preferential Primary Election, State and County Election Board staff members created a mock primary election. Ballots were printed by the State Election Board for the election and distributed to the counties. County Election Board Secretaries and staff members then conducted the demonstration election over a period of several days by taking voting devices to community events, local schools, club meetings, churches and many other gathering places such as malls and grocery stores and offered voters the opportunity to mark a ballot and



insert it in the device. Personnel staffing the Best of Oklahoma demonstrations were able to answer questions from voters concerning the device itself, the correct way to mark a ballot, etc.

Later, at a specified time, County Election Board personnel across the state began uploading the data from voting device memory packs into the computer system and “certified” the results to the State Election Board. The State Election Board staff tested the new statewide results accumulation software and eventually certified statewide results of the demonstration election. The Best of Oklahoma demonstration election provided a very effective and informative dress rehearsal for all aspects of the new system a few weeks prior to the Presidential Preferential Primary Election.

The Best of Oklahoma demonstration election and ballots are still used for classroom presentations and other demonstration purposes.

We anticipate developing similar education and outreach programs to implement various elements of HAVA.



Section 254 (a):

(4) How the State will adopt voting system guidelines and processes which are consistent with the requirements of section 301.

We anticipate receiving input from County Election Board personnel, from state legislators, other state officials, and the public before any decision is made concerning a new precinct vote counting system in the State of Oklahoma. Additionally, the voluntary voting system guidelines to be recommended by the Technical Guidelines Development Committee will be considered. Oklahoma officials will not pursue acquisition of a voting system that fails to meet the requirements stated in section 301 or one that lacks a proven record of accuracy and reliability in the field.

Procedures concerning the use of a new voting system by County Election Board personnel and Precinct Officials will be developed by the State Election Board staff, in consultation with the vendor and County Election Board personnel, especially those who are members of the Regional Coordinator program. Such procedures eventually will be promulgated by the Secretary of the State Election Board as administrative rules under the provisions of the Oklahoma Administrative Procedures Act (75 O.S. 2001, § 250 et seq) and published in both the Oklahoma Administrative Code (Title 230) and in the *Secretary's Digest*.



Section 254 (a):

(5) How the State will establish a fund described in sub-section (b) for purposes of administering the State's activities under this part, including information on fund management.

Senate Bill 192 has been passed by the Legislature and signed by the Governor. It creates two new funds in the State Treasury, the "State Election Board Election System Revolving Fund" and the "State Election Board Help America Vote Act Revolving Fund," for the receipt and expenditure of HAVA funds. Both funds are continuing funds not subject to fiscal year limitations. The bill contained an emergency clause making it effective immediately upon passage and approval.

Both new funds will be subject to procedures of the State Treasurer's office and the Office of State Finance and to audit by the Office of the State Auditor and Inspector. The funds will be managed by State Election Board personnel responsible for managing our other financial resources with personnel from these other state agencies performing oversight and review functions.



Section 254 (a):

(6) The State’s proposed budget for activities under this part, based on the State’s best estimates of the costs of such activities and the amount of funds to be made available, including specific information on—

- (A) the costs of the activities required to be carried out to meet the requirements of title III;**
- (B) the portion of the requirements payment which will be used to carry out activities to meet such requirements; and**
- (C) the portion of the requirements payment which will be used to carry out other activities.**

(A) Oklahoma may receive requirements payments of as much as \$40 million if HAVA is fully funded beyond the current fiscal year’s appropriations. The title III mandates are listed below in several broad categories along with an estimated amount to be budgeted for implementing each.

Provisional Voting	\$500,000.00
Voter ID requirements for voters who register by mail on or after January 1, 2003	\$165,000.00
Voting System Standards	\$33,400,000.00

- technical enhancements and adaptations to integrate current optical scan devices with a compliant DRE in each polling place — \$900,000.00
- purchase and support of approximately 2500 compliant DREs (one per polling place) — \$13,000,000.00
- replacing all precinct vote counting devices and central count devices used in largest counties — \$19,500,000.00



Database requirements and hardware platform \$11,100,000.00

- coordination of state agency databases — \$300,000.00
- replacing election management system, including study, design, purchase, implementation, training and support for new hardware and software — \$10,800,000.00

TOTAL: \$45,165,000.00

(B) If the State provides additional funding for these projects, we expect to use not less than 70% of the requirements payments for completion of these activities.

(C) We expect to use approximately 30% of the requirements payments to fund other activities which are related to these activities but not directly part of them, such as general voter outreach and public information projects.



Section 254 (a):

(7) How the State, in using the requirements payment, will maintain the expenditures of the State for activities funded by the payment at a level that is not less than the level of such expenditures maintained by the State for the fiscal year ending prior to November 2000.

The maintenance of effort requirements of HAVA should pose no problem in Oklahoma, which, as previously stated, has made significant investments in the election system. The State of Oklahoma will continue to fund the election system at or above the level required by HAVA. HAVA funds will be used only for the new and enhanced programs and procedures required by HAVA.



Section 254 (a):

(8) How the State will adopt performance goals and measures that will be used by the State to determine its success and the success of units of local government in the State in carrying out the plan, including timetables for meeting each of the elements of the plan, descriptions of the criteria the State will use to measure performance and the process used to develop such criteria, and a description of which official is to be held responsible for ensuring that each performance goal is met.

The State Election Board staff, in consultation with County Election Board personnel, especially those who serve in the Regional Coordinator program (see Appendix B), will identify the performance goals and define the measures to be used to determine the success of the State and County Election Boards in implementing the plan.

The Secretary of each County Election Board will be responsible for meeting the performance goals at the county level. Ultimately, the Secretary of the State Election Board is the official responsible for ensuring that each performance goal is met by the County Election Boards and by the State of Oklahoma.

Information routinely collected by the County Election Boards and reported to the State Election Board can be used to determine successful implementation of HAVA requirements. Existing reports will be revised to include information about HAVA, and new reports may be created to monitor provisional voting, voter identification requirements, etc.

Following is a list of some reports compiled by the State Election Board staff. This list is not all-inclusive, but is representative of the areas in which we already monitor performance of the County Election Boards.

Voter registration statistics

- **January Registration Report.** No later than January 15 each year, the State Election Board compiles a report on voter registration by county. The report lists the number of voters registered as members of each recognized political party or political organization or as Independent (nonpartisan) voters. The report also lists the number of precincts in each county. The January 15 report on voter registration is the official statement of voter registration in Oklahoma. In even-numbered years, a supplemental report is prepared on November 1 to provide a more accurate count prior to the General Election. The report is compiled by OEMS.
- **Monthly Administration and Registration Reports.** This report, created automatically by OEMS in each county every month, details voter registration transactions in the county – new registrations and changes of address, name, or political affiliation – and cancellations of registrations. It also lists the numbers of voter registration applications received by source category (County Election Board



office, by mail, motor license agencies, public assistance agencies, disability service agencies, armed forces recruitment offices, and other agencies), and inactive voters restored to active status as a result of voting or submitting a change to their voter registration. A statewide version of the monthly administration and registration report is also compiled and summarized by OEMS at the State Election Board. The January administration and registration report is the source of the official annual January 15 report.

Polling place accessibility

- **Physical accessibility of facility.** The State Election Board requires biennial reports on the physical accessibility of polling places at General Elections. County Election Board Secretaries are required to maintain records in OEMS on the physical accessibility of their polling places and to survey potential polling place locations for accessibility. The survey form used was developed several years ago and is based on survey forms recommended by the Federal Election Commission when biennial reports on accessibility still were required under the Voting Accessibility for the Elderly and Handicapped Act of 1984.
- **Numbers of voters who require assistance as provided by Oklahoma statutes.** State law currently allows assistance to blind and visually disabled voters, to physically incapacitated voters, to physically incapacitated voters who cannot enter the polling place, and to illiterate voters. These statistics are collected as part of the election analysis reports filed by the County Election Board Secretary following elections.

Absentee voting statistics. Absentee voting statistics are included in each county's election analysis report. The reports from each county are compiled by State Election Board staff members. The absentee voting statistics include the numbers of applications for absentee ballots received, ballots mailed; voted ballots returned; ballots counted and ballots not counted.

Precinct Official training. County Election Board Secretaries are required to maintain records on the training of each Precinct Official appointed in their counties. Questions concerning the correct use of certain forms and materials on election day and the frequency of certain common errors by Precinct Officials have been used for years by the State Election Board staff to evaluate the effectiveness of Precinct Official training.

County Election Board financial information. The State Election Board staff routinely tracks certain information about funds appropriated to County Election Boards by the counties using data entered in OEMS and information collected by Regional Coordinators during their quarterly county visits. Regional Coordinators and the State Election Board staff also monitor use of the County Election Board Special Depository Account. Election expense information also is included on the election analysis reports.



Voting device usage and maintenance. County Election Boards submit regular reports to the State Election Board on the use of the voting devices. The State Election Board staff maintains records on maintenance performed on the devices and related equipment.



Section 254 (a):

(9) A description of the uniform, nondiscriminatory State-based administrative complaint procedures in effect under section 402.

The Secretary of the State Election Board will adopt emergency administrative rules to create and implement a complaint procedure to be in effect for the 2004 Presidential Preferential Primary Election. The complaint procedure will meet the requirements outlined in Sec. 402(a)(2) and will apply only to complaints concerning suspected violations of title III in elections involving candidates for federal offices. The complaint procedure may be expanded to suspected violations in other elections conducted by County Election Boards after the Oklahoma Legislature enacts HAVA compliance legislation in its 2004 session.



Section 254 (a):

(10) If the State received any payment under title I, a description of how such payment will affect the activities proposed to be carried out under the plan, including the amount of funds available for such activities.

We anticipate using funds received under title I (\$5 million) for a variety of projects, including but not necessarily limited to the following.

- Reimbursement of expenses incurred in connection with the activities of the State Plan Advisory Committee and the Local Election Professionals Working Committee.
- Promulgation of emergency rules needed to comply with the HAVA requirements that become effective January 1, 2004.
- Obtaining the services of appropriate consultants to assist the State Election Board staff with the development and implementation of procedures, systems and materials necessary to meet the requirements and established deadlines of HAVA.
- Development of materials and implementation of training for Precinct Officials that include new procedures established by said emergency rules prior to the 2004 Presidential Preferential Primary Election.
- Obtaining the services of training professionals to assist with and/or to conduct training for Precinct Officials.
- Information and training for County Election Board personnel on the requirements of HAVA and its effect on the Oklahoma election system.
- Software updates for OEMS to identify those voters who must provide identification when voting for the first time as required by Section 303(b).
- Updates for the Voter Information Request System (VIRS) software included in OEMS.
- Expanding Internet capabilities and improving the State Election Board website.
- Redesigning forms, such as the Oklahoma Voter Registration Application form and absentee ballot applications, and revising, printing and distributing publications to include HAVA requirements.
- Planning for database replacement.



Oklahoma State Election Board

- Examining and perhaps testing DRE systems in anticipation of acquiring these devices to meet the requirements of Section 301(a)(3)(B).
- On-site evaluation of voting systems in other jurisdictions.



Section 254 (a):

(11) How the State will conduct ongoing management of the plan, except that the State may not make any material change in the administration of the plan unless the change

(A) is developed and published in the Federal Register in accordance with section 255 in the same manner as the State plan;

(B) is subject to public notice and comment in accordance with section 256 in the same manner as the State plan; and

(C) takes effect only after the expiration of the 30-day period which begins on the date the change is published in the Federal Register in accordance with subparagraph (A).

The Secretary of the State Election Board and the staff of the State Election Board will manage the activities described in this plan and required by HAVA in the same way all other agency activities are managed. We are fortunate in the Oklahoma election system already to have in place excellent working relationships between the State Election Board staff and the 77 County Election Boards. We also have the experiences of implementing OEMS in 1989 through 1992 and of implementing NVRA in 1995 to draw upon as we look toward the implementation of new procedures and, eventually, a new voting device system.

In the event that consultants are hired to assist with the development and implementation of systems, procedures and materials, those consultants may be required to monitor and manage certain activities and to report regularly on those activities to the Secretary of the State Election Board and/or to designated State Election Board staff members.

Any material change in Oklahoma's state plan will be developed in consultation with County Election Board personnel, especially the members of the Regional Coordinator program, and with other state officials. Any such material changes will be subject to public comment and, once adopted, they will be published in the Federal Register before taking effect.



Section 254 (a):

(12) In the case of a State with a State plan in effect under this subtitle during the previous fiscal year, a description of how the plan reflects changes from the State plan for the previous fiscal year and of how the State succeeded in carrying out the State plan for such previous fiscal year.

This is the first state plan.



Section 254 (a):

(13) A description of the committee which participated in the development of the State plan in accordance with section 255 and the procedures followed by the committee under such section and section 256.

The Secretary of the State Election Board is the chief state election official responsible for the implementation of HAVA. In January, 2003, State Election Board Secretary Michael Clingman appointed two committees to advise the State Election Board staff on the development of the state plan.

State Plan Advisory Committee

The first committee, the State Plan Advisory Committee, reflects the membership requirements outlined in Section 255.

- **Doug Sanderson**, Secretary, Oklahoma County Election Board
- **Scott Orbison**, Secretary, Tulsa County Election Board
- **Connie Parnell**, Secretary, Cherokee County Election Board
- **Harvey Bush**, Secretary, Grant County Election Board
- **Paula Roberts**, Secretary, Cleveland County Election Board
- **Lee Slater**, Oklahoma City attorney-at-law, former State Election Board Secretary
- **Steve Stokes**, Oklahoma Office of Handicapped Concerns
- **Ed Romo**, League of United Latin American Citizens
- **Dolores Martin**, League of Women Voters
- **Opio Toure**, State Representative

Oklahoma, Tulsa, and Cleveland Counties are the first, second, and third most populous counties in Oklahoma, respectively. The population of Cherokee County is in the mid-range in Oklahoma and Grant County is one of the smallest.

All the committee members bring unique perspectives to the discussions. Summaries of the discussions during the State Plan Advisory Committee's meeting are included in Appendix D.

Local Election Officials Working Committee

The second committee appointed by Clingman to work with the State Election Board staff on HAVA-related issues is the Local Election Professionals Working Committee. This committee also has reviewed and offered feedback on early drafts of the state plan. However, the Working Committee also has been charged with researching methods for implementing provisional voting and the new voter identification requirements. As mentioned in another section, the Secretary of the State Election Board must promulgate emergency administrative rules to implement these requirements at the Presidential Preferential Primary Election in early 2004. The Working Committee also may participate in the drafting of recommendations for HAVA compliance to the Legislature in 2004.



Oklahoma State Election Board

Members of the Local Election Professionals Working Committee are listed below.

- **Doug Sanderson**, Secretary, Oklahoma County Election Board
- **Shelly Boggs**, Assistant Secretary, Tulsa County Election Board
- **Connie Parnell**, Secretary, Cherokee County Election Board
- **Paula Roberts**, Secretary, Cleveland County Election Board
- **Pam Strawn**, Assistant Secretary, Cleveland County Election Board
- **Terri Thomas**, Secretary, Rogers County Election Board
- **Joy Naifeh**, Secretary, Creek County Election Board
- **Joyce Smith**, Secretary, Grady County Election Board
- **Joyce Thornburgh**, Secretary, Alfalfa County Election Board

The combined experiences and talents of the Working Committee members resulted in productive meetings. Summaries of the Local Election Professionals Working Committee's meetings are included in Appendix E.

In addition to these two committees, members of the Regional Coordinator program also reviewed early drafts of the state plan and offered valuable feedback on its contents. Regional Coordinators who are not also serving on the Working Committee are listed below.

- **Dondee Klein**, Secretary, Logan County Election Board
- **Jane Roach Crawford**, Secretary, Blaine County Election Board
- **Jan Lacy**, Chief Clerk, Custer County Election Board
- **Barbara Squires**, Secretary, Dewey County Election Board
- **Diana Knight**, Secretary, Pottawatomie County Election Board
- **Yvonne Shively**, Assistant Secretary, Washington County Election Board



Appendix A: Organization of Oklahoma Election System

State Election Board

The State Election Board was created at statehood in 1907 by the Constitution of the State of Oklahoma:

Article III. Suffrage.

Section 2. State Election Board - Creation - Membership.

The Legislature shall create a State Election Board to be charged with the supervision of such elections as the Legislature shall direct. Not more than a majority of the members of said Board shall be selected from the same political party.

The details of the Board's membership, organization, and responsibilities are defined by the Legislature in the Oklahoma Statutes, Title 26, Section 2-101, et seq, and are summarized below.

The State Election Board consists of three members, appointed by the Governor from lists of nominees provided by the state central committees of the two political parties with the largest numbers of registered voters as shown on the January registration report. Two members are appointed from the party with the largest number of registered voters, and one member from the party with the second largest number of registered voters. The Governor's appointments to the State Election Board are subject to the advice and consent of the State Senate.

State Election Board members serve four-year terms, beginning on the first Monday in April in odd-numbered years following the election of the Governor. The three members meet on that day to elect a Chairman and Vice Chairman.

The State Election Board is charged by law with the responsibility of appointing County Election Board members and Secretaries, with certifying the results of state elections and of hearing contests of candidacy involving candidates for state offices. The members of the State Election Board have no responsibility for the day-to-day operation of the election system or for the activities of the State Election Board staff.

Secretary of the State Election Board

The Secretary of the State Senate also serves as Secretary of the State Election Board. The Secretary of the State Election Board was a member of the State Election Board until 1981, when new laws (26 O.S. § 2-101.5 and 2-101.6) provided for the appointment of a third member of the Board who is not the Secretary.



The duties of the Secretary are outlined in the Oklahoma Statutes:

26 O.S. § 2-107. Secretary's duties

The Secretary of the State Election Board shall be the administrative officer of the State Election Board and shall have general supervisory authority over county election boards and shall have the authority to provide administrative supervision to any county election board, as well as the authority to stand in the place of the secretary of the county election board for the purpose of employing county election board personnel when a vacancy exists in the office of the secretary of the county election board. The Secretary shall have the authority to employ and fix the salaries and duties of such personnel as may be necessary to perform the duties of the State Election Board. The Secretary may promulgate, repeal or modify such rules or regulations as the Secretary deems necessary to facilitate and assist in achieving and maintaining uniformity in the application, operation and interpretation of the state and federal election laws and a maximum degree of correctness, impartiality and efficiency in administration of the election laws; provided, however, that such rules or regulations, to be binding and effective, must have been officially adopted by the Secretary of the State Election Board; the procedure and adoption of such rules and regulations shall be subject to the provisions of the Administrative Procedures Act. The Secretary shall promote and encourage voter registration and voter participation in elections. The Secretary shall be the chief state election official responsible for coordination of state responsibilities under the National Voter Registration Act of 1993. The Secretary shall have the authority to implement programs for confirmation of voter registration and for removal of ineligible voters in compliance with general Oklahoma election law and requirements of the National Voter Registration Act of 1993.

The Secretary of the State Election Board is responsible for the day-to-day operation of the Oklahoma election system and of the State Election Board staff.

State Election Board Staff

The State Election Board staff currently consists of 22 employees organized in four divisions: General Services, Support Services, Information Services and Election Services.

County Election Boards

The County Election Boards are established by the Oklahoma Statutes:

Section 2-110 - County Election Boards - Number of Members.

A county election board shall be appointed in each of the seventy-seven counties of Oklahoma and shall be composed of three (3) members.

County Election Board members are appointed by the State Election Board from nominations submitted by the county central committees of the two political parties with the largest numbers of registered voters in the state, based on the latest January 15 registration report. One member is



appointed from each party. In addition to the County Election Board members, an alternate member is also appointed from each party. The alternate serves in the absence of the member of the same party to provide a quorum in order to certify elections and/or to conduct other business of the Board in a timely manner. County Election Board members and alternates serve four-year terms, and are appointed no later than May 1 in odd-numbered years following election of the Governor. The County Election Board members meet on the first Monday in June following their appointments to elect a Chairman and Vice Chairman.

The members of the County Election Board have no responsibility for the day-to-day operation of the county election system. Their duties include appointment of Precinct Officials, hearing contests of candidacy for county, school and municipal offices, and the canvassing and certification of election results.

County Election Board Secretaries

The Secretary of each County Election Board is appointed by the State Election Board. The Secretary serves a two-year term which begins on May 1 in odd-numbered years. The Secretary of the County Election Board is a voting member of the County Election Board, but may not be elected as either Chairman or Vice Chairman of the Board.

The Secretary of the County Election Board is responsible for the day-to-day operation of the county election system. The basic duties of the Secretary of the County Election Board are outlined in the Statutes:

2-117 - Secretary's Duties - Appointment of Assistant Secretary and Chief Clerk - Compensation.

The secretary of the county election board shall be the administrative officer of the county election board and shall have general supervisory authority over the several precinct election boards within the county. In counties having seventeen thousand five hundred or more registered voters, the secretary shall have the authority to employ and/or terminate an assistant secretary and such other employees as are necessary to perform the duties of the county election board. In counties having fewer than seventeen thousand five hundred registered voters, the secretary shall employ a chief clerk and such other employees as are necessary to perform the duties of the county election board. In the event a vacancy exists in the office of the secretary of the county election board, the Secretary of the State Election Board shall have the authority to stand in the place of the secretary of the county election board for the purpose of employing necessary county election board personnel. The secretary shall be charged with the operational responsibilities of the board, including, but not limited to, supervision, defining job positions and responsibilities of the employees, preparation of the annual budget, preparation and filing of all reports, and the implementation of policy, findings and actions lawfully prescribed or determined by the county election board. The minimum salary of the assistant secretary shall be equal to ninety percent (90%) of the scheduled salary of the secretary in the same county, but shall not exceed the salary of the highest salaried first or chief deputy or assistant to any county officer, excluding the under sheriff, in the same county. The minimum salary of the chief clerk



shall be equal to one-half (1/2) of the salary of the highest salaried first or chief deputy or assistant to any county officer in the same county, or ninety percent (90%) of the scheduled salary of the secretary in the same county, whichever is lower. The salary limitation contained in this section shall not operate to reduce the salary of any person employed as an assistant secretary or chief clerk on May 1, 2003. Salaries of additional personnel, including personnel employed temporarily, shall not exceed the salary of the assistant secretary or chief clerk and shall be comparable to salaries paid for the same positions in other offices within the county. The salaries of the assistant secretary, chief clerk and other personnel shall be paid from county funds on a monthly basis. In the event that the secretary, assistant secretary, chief clerk, or any other essential county election board employee must be away from work for a period of time due to personal illness, family illness, or family emergency, the county election board shall be required to fund compensation of appropriate temporary personnel during the employee's absence.

The salary of the County Election Board Secretary is set by statute according to a schedule based on the number of active registered voters in the county. The County Election Board Secretary's salary and benefits are paid from county funds but are reimbursed to the county by the State Election Board with funds appropriated for that purpose by the Legislature.

County Election Board staffs

The same statute (26 O.S. § 2-117) also requires the employment of an Assistant Secretary or Chief Clerk of the County Election Board and establishes a minimum salary for that individual, based upon the number of registered voters in the county. The County Election Board Secretary also is authorized by administrative rule (OAC 230:10-3-15) to employ additional staff as required to perform the duties of the office. The salaries of the Assistant Secretary or Chief Clerk and any additional personnel are paid from county funds.



Appendix B: Regional Coordinator Program

The State Election Board's Regional Coordinator Program, now in its twentieth year, is a linchpin in the Oklahoma election system. Regional Coordinators are County Election Board Secretaries, Assistant Secretaries and/or Chief Clerks who work with the State Election Board staff to fulfill the requirements of Title 26 O.S., Section 3-109:

"The Secretary of the State Election Board shall cause regular inspections to be made of each county election board to achieve uniformity in administration of the election laws."

These "inspections" occur in the form of quarterly visits by the Regional Coordinator to the County Election Boards in his or her assigned region. The topics of the visits are planned up to a year in advance, beginning at the annual Regional Coordinator workshop in June and continuing through monthly meetings at the State Election Board office in Oklahoma City. In the early years of the program, the visit topics and materials were developed by the Regional Coordinator Supervisor, the State Election Board staff member responsible for the day-to-day operation of the program. Today, however, the Regional Coordinators collaborate fully in the development and implementation of their program. A copy of a typical Regional Coordinator quarterly visit checklist is included.

There are ten Regional Coordinator positions in the program for 2002 – 2003. Each year, at least one Regional Coordinator leaves and a new Coordinator is selected. The Regional Coordinators are asked to recommend other County Election Board personnel to the program. Several State Election Board staff members, including the Regional Coordinator Supervisor, the Director of Support Services, and the Assistant Secretary, participate in the selection process and make recommendations to the State Election Board Secretary, who makes the final decision concerning personnel changes within the program.

Regions are usually, but not always, geographically contiguous groups of counties. A Regional Coordinator may be assigned counties that are located near his or her own home county, but occasionally a Coordinator may be assigned to counties in another part of the state. When regions are designed each year, an effort is made to assign each returning Regional Coordinator to a few counties he or she has not previously visited.

When the Regional Coordinator program was launched in 1983, it was described as a "feedback loop" and that characterization remains valid. Regional Coordinators take information from the State Election Board to the County Election Board personnel in their regions, and return information from the counties to the State Election Board staff. Regional Coordinators play an important role in the development of procedures to implement new law. Several current and former Regional Coordinators are serving on the HAVA State Plan Advisory Committee and/or on the Local Election Professionals Working Committee. In the past, Regional Coordinators served on a task force that made recommendations to the Legislature for the implementation of the National



Voter Registration Act, and on design committees for each phase of the Oklahoma Election Management System project. Regional Coordinators also helped the State Election Board staff conduct training for each phase of OEMS.

Regional Coordinators participate in the administrative rulemaking process by reviewing drafts of proposed new and amended rules throughout the year. Their comments, often the only ones received during the formal comment period required by the Administrative Procedures Act, help reveal errors and unintended consequences in new procedures long before the rules are adopted by the Secretary and distributed to County Election Boards in the *Secretary's Digest*.



Appendix C: State Election Board Publications

Secretary's Digest

The *Secretary's Digest* is one of the most important resources available to the election administrator in Oklahoma. Sometimes referred to as the County Election Board “bible,” the *Secretary's Digest* contains almost everything that County Election Board personnel need to know to conduct an election and to provide voter registration services. Persons new to the election system in Oklahoma are directed to the *Secretary's Digest* to begin learning about their new responsibilities. Veteran election administrators turn to the *Digest* daily to answer questions both simple and complex from candidates, voters and others.

One question that people new to the election system often ask is this: What exactly is the *Secretary's Digest*?

What is the *Secretary's Digest*?

The *Secretary's Digest* is a publication compiled by the staff of the State Election Board. It contains the text of the administrative rules of the State Election Board as well as illustrations and examples intended to aid in understanding the rules. The *Digest* also contains several items that are not part of the administrative rules but that are valuable sources of information and help to County Election Board personnel in the daily performance of their duties.

Once this brief explanation is offered, the next question is likely to be “What’s an administrative rule?” This answer is neither brief nor simple, but it is very important.

Some state agencies, including the State Election Board, are granted “rulemaking authority” by the Oklahoma Legislature. These agencies are entitled to make rules — procedures, policies, regulations — to implement laws passed by the Legislature and to discharge the responsibilities assigned to the agencies by the Legislature. Rules are made according to procedures established in the Administrative Procedures Act (APA) in the Oklahoma Statutes [Title 75 § 250 et seq]. A rule that has been enacted according to the APA has the force of law unless it is struck down by a court.

Another question that County Election Board personnel sometimes ask about the *Secretary's Digest* is this: “What part of the *Digest* is the law and what part is just procedure?” In light of the preceding definition of an administrative rule, the simplest answer is that, as far as any County Election Board Secretary is concerned, every word of the *Secretary's Digest* is the law.



History of the *Secretary's Digest*

The first *Secretary's Digest* was published in 1975. Prior to 1975, most of the things that Oklahoma election officials take for granted today as routine and necessary tools of their trade did not exist. A new County Election Board Secretary arriving at the County Election Board office would have found a copy of the Oklahoma Election Laws. Not only was there no *Digest*, but also no *Ballot Printing Kit*, no Precinct Official training materials — only the Election Laws.

In 1974, however, a new Election Code was enacted by the Legislature. It became effective January 1, 1975. The new Election Code included requirements for training County Election Board personnel, Voter Registrars, and Precinct Officials. The new law gave the Secretary of the State Election Board “general supervisory authority over the several county election boards” and also gave the Secretary the authority to “promulgate, repeal or modify such rules or regulations as he deems necessary to facilitate and assist in achieving and maintaining uniformity in the application, operation and interpretation of the state and federal election laws . . . “

The *Secretary's Digest* was created in 1975 to provide County Election Board Secretaries with uniform policies and procedures with which to implement the new election laws. Designed to be the “official” interpretation of the new election law, the *Secretary's Digest* is the foundation upon which Oklahoma’s present uniform, unitary election system was built.

Organization of the *Secretary's Digest*

The *Secretary's Digest* is organized by chapters and subchapters. Chapters represent a broad subject area, while subchapters represent specific topics within that subject area. For example, the first chapter in the *Digest* is “The County Election Board.” Subchapters within this chapter are “Personnel,” “Training” and “Administration.”

Within each subchapter are numbered paragraphs. These numbered paragraphs are referred to as Sections. A Section is a rule. Sections are identified by their numbers, for example: Section 1-1 is the first Section — the first rule — in the *Secretary's Digest*. Sections also have tag lines. The tag line for Section 1-1 is “Membership.”

Illustrations are included in some, but not all, subchapters. When illustrations are included, they are printed on green paper to make them more easily distinguishable.

Updates of the *Secretary's Digest*

The *Secretary's Digest* has been revised many times since 1975. Traditionally, *Digest* “updates” are prepared once or twice each year to provide County Election Board personnel with current information and correct procedures to accommodate changes in the law. In addition to these regular updates, completely new, comprehensive editions of the *Digest* are prepared every three to five years. (The most recent comprehensive edition was published July 1, 2001.)



Every effort is made by the State Election Board staff to keep the contents of the *Secretary's Digest* up-to-date. However, before updates can be distributed to County Election Boards, the revisions must first be formally adopted and approved according to procedures established by the Administrative Procedures Act. For this reason, there is sometimes a gap between the time a new law becomes effective and the time *Digest* updates are distributed. When such gaps occur, the State Election Board staff provides the County Election Board Secretary with all the information needed to comply with the new law until *Digest* updates are ready for distribution. Sometimes the information is provided in a "Dear Secretary" letter, and occasionally by a "draft" copy of the revised *Digest* subchapter printed on colored paper. Only one such draft copy is provided per county, and it is not intended to be inserted into the *Digest* binder. When draft copies are received, each County Election Board staff member should have the opportunity to read them and should know where they are kept. When the next set of *Digest* updates is received, the draft copy should be discarded immediately.

When *Digest* updates are prepared and distributed, each *Digest* user will receive a completely new copy of each subchapter containing changes. The entire subchapter usually is replaced even if only one page is affected.

When a new Section must be added between two existing Sections, the new Section will be given a decimal number. For example, if it were necessary to add a new rule between existing Sections 1-1 and 1-2, the new Section would be assigned the number "1-1.1." Also, when a Section is revoked (deleted), the Section number will remain in the *Digest* so that subsequent Sections will not have to be renumbered. For example, if Section 5-10 were revoked, the number would remain in the *Digest* with a notation that the text of the Section had been revoked: **5-10. Revoked.**

Many State Election Board materials and publications contain references to *Digest* Sections. If the Sections in a subchapter are renumbered every time a new Section is added or an old one is revoked, all the other materials and publications also must be revised to correct the *Digest* Section references in them. By maintaining revoked Section numbers and assigning decimal numbers to new Sections, the process of keeping other materials and publications updated is easier and less expensive.

Over time, however, a subchapter may be amended many times and may come to contain too many decimal numbers and revoked numbers to be read easily. When that happens, the entire subchapter will be renumbered.



OEMS Manual

The *OEMS Manual* is the user's guide for the Oklahoma Election Management System (OEMS) — our computer system. The two-volume *OEMS Manual* contains instructions for using the OEMS hardware and software. The *OEMS Manual* has four divisions that correspond to the major functions of the computer system.

Every County Election Board has one complete copy of the *OEMS Manual*. Additional copies of the *OEMS Manual* are not available.

1. **Computer Usage, Hardware, and Training — Volume 1.** This part of the *OEMS Manual* contains the three individual sections indicated in the title. “Computer Usage” contains basic information about using the computer system. It includes a glossary of computer terms as they are used in OEMS and also a list of all the reports and processes available on the system. “Hardware” contains information about each of the hardware components in OEMS and instructions for basic maintenance. It also includes instructions for requesting backups and for turning the system on and off. The “Training” section, printed on pink paper, is a self-paced training program for the Voter Registration System. New employees must complete these “pink pages” before they can be authorized to do any work in OEMS. Additional training on the other functions of OEMS is provided in a two-day workshop held at the State Election Board office in Oklahoma City.
2. **Voter Registration System — Volume 1.** This part of the *OEMS Manual* contains five individual sections covering the functions of the Voter Registration System: “Voter Applications,” “Voter Registration,” “MLA Transactions,” “Absentee Processing,” and “Street Guide.” These sections provide step-by-step instructions for entering voter registration application information into the system; for printing voter identification cards, rejection notices, and Precinct Registries; for giving voters credit for voting in elections; for cancelling voter registrations; and for maintaining other information about voter registrations.
3. **Election Administration System — Volume 2.** This part of the *OEMS Manual* contains six individual sections covering the functions of the Election Administration System: “CEB Management,” “Election Accounting,” “Election Officials,” “Election Preparation,” “Events Calendar,” and “Precinct Management.” These sections provide step-by-step instructions for the comprehensive election accounting system and also instructions for recording information about County Election Board members and personnel, Precinct Officials, precincts and polling places. The first steps required to program election information are found in “Election Preparation.”
4. **Voting Devices — Volume 2.** This part of the *OEMS Manual* contains information and instructions about the Op-Tech III-PE voting devices used in Oklahoma. There are three labeled tabs in the Voting Devices portion of the *OEMS Manual*: “EMS,” “AERO,” and “Voting Device Maintenance.” There also are three other sections that are not individually tabbed: “Voting Device System Introduction,” “Election Setup,” and “Election Tallying.” These three untabbed sections should be located between the large “Voting Devices” tab and the “EMS” tab. The instructions for entering election and candidate information into the programs that create ballots, operate the voting devices and produce the documents used to



certify elections all are found in this part of the *OEMS Manual*. Also included are instructions for testing voting devices before an election.

Training Publications

The Handbook for County Election Board Chairman and Vice Chairman

The Handbook for County Election Board Chairman and Vice Chairman describes the specific duties and responsibilities of County Election Board members and alternate members. Each Board member receives a copy of *The Handbook* upon appointment to the County Election Board. One copy of *The Handbook* is also provided for the County Election Board office.

Independent Study Program

The *Independent Study Program* is a training program for new County Election Board Secretaries and employees. It is designed for individual, self-paced study in the County Election Board office. The *Independent Study Program* has three objectives:

1. to produce familiarity with the contents and the organization of the *Secretary's Digest*;
2. to master basic information about the duties of County Election Board personnel; and
3. to practice solving specific problems by referring to the *Secretary's Digest*.

The *Independent Study Program* is delivered to new Secretaries, Assistant Secretaries and/or Chief Clerks by a State Election Board staff member. The *Independent Study Program* is also made available to other new County Election Board employees when requested by the Secretary. A visit to deliver the *Independent Study Program* includes an explanation of the types of training provided by the State Election Board and a general introduction to Oklahoma's election system.

When the trainee finishes the *Independent Study Program*, the county's Regional Coordinator visits to review and summarize the material covered by the program and to answer any questions the trainee may have. The Regional Coordinator returns the finished *Independent Study Program* notebook to the State Election Board office.

OEMS Training Review

The *OEMS Training Review* is a look back at all the major functions of the OEMS system. It is distributed to trainees at the conclusion of the OEMS training workshop held in the State Election Board office. Trainees complete the *Review* back in their own offices at their own pace. It is intended to provide a measure of one's mastery of OEMS.



All-in-1 Instruction Guides

The *All-in-1 Instruction Guides* are exercises to help County Election Board personnel learn the All-in-1 word processor included in OEMS. Copies have been provided to each County Election Board. Additional copies are available by request from the State Election Board.

Precinct Official Training Program: Instructor's Guide

The *Instructor's Guide* contains instructions for scheduling, preparing for and conducting Precinct Official training workshops. One copy of the *Instructor's Guide* is provided to each County Election Board.

Training for Absentee Voting Boards

This document outlines the State Election Board's recommendations for training in-person and nursing home Absentee Voting Board members. *Training for Absentee Voting Boards* includes instructions for adapting Precinct Official training materials — including the *Election Day 101 and Pieces of the Precinct Puzzle* videos — to cover the duties of Absentee Voting Board members as well as instructions for training on tasks unique to these Boards. Each County Election Board received one copy of this publication. Additional copies are available from the State Election Board upon request.

Tools Of The Trade

School Election Kit

The *School Election Kit* contains information and materials designed to guide County Election Board personnel through school district elections. The centerpiece of the *School Election Kit* is the Checklist — a step-by-step, chronological guide for conducting a school district election. There is a Checklist for the Annual School Election and one for the Annual School Runoff Election. Also included in the *School Election Kit* are record-keeping worksheets for single and multi-county school districts, an overview of school election expenses, and instructions for adapting the *Uniform Election Checklist* for special school district elections. The *Kit* also includes illustrations.

Each County Election Board office has one copy of the *School Election Kit*. The Checklists for the Annual School Election and the Annual School Runoff Election are revised and distributed each year. Other materials in the *Kit* are revised as needed and distributed with the Checklists.



Ballot Printing Kit

The *Ballot Printing Kit* contains information, instructions and materials needed to print ballots for an election. It details the steps of the process that begins with a request for bids and ends with delivery of the finished ballots. Included in the *Ballot Printing Kit* are model contracts, a summary of ballot specifications, instructions for evaluating a printer's bid, instructions for preparing copy to send to the printer, special instructions for various types of elections, and proofreading instructions. Each County Election Board office has one copy of the *Ballot Printing Kit*.

Contest Kit

The *Contest Kit* contains information, instructions and materials needed to prepare for and conduct contests of candidacy and election recounts. Among the items included in the *Contest Kit* are checklists, forms and even diagrams of the physical arrangements of a room used to conduct a hearing. The *Contest Kit* is an invaluable tool for the County Election Board Secretary when contests of candidacy or election recounts are filed. Each County Election Board office has one copy of the *Contest Kit*.

Press Release Kit

The *Press Release Kit* is designed to help the County Election Board Secretary use local news media to disseminate important information about voter registration, absentee voting and elections. The *Press Release Kit* contains 27 model press releases that can be customized to fit almost any election situation. Divided into two groups — election press releases and special events press releases — these model, fill-in-the-blank releases and the instructions that accompany them enable the County Election Board Secretary to keep voters well informed. Also included are tips for writing press releases. Each County Election Board office has one copy of the *Press Release Kit*.

The BIG Kit

The BIG Kit is actually four separate publications housed inside a single binder.

1. ***Municipal Election Kit.*** This publication contains information about the five types of municipal government permitted in Oklahoma. Included in the *Municipal Election Kit* are model letters to the governing board of each type of municipality that inform the boards of their upcoming election dates and deadlines. Also included are checklists for receiving resolutions from each type of municipality and answers to the most commonly asked questions about accepting resolutions for municipal elections.
2. ***Meetings of the Board Kit.*** This publication contains information and instructions for scheduling and conducting meetings of the County Election Board. The County Election Board must comply with the Oklahoma Open Meetings Act, and the *Meetings of the Board Kit* helps the Secretary ensure that it does. Included in the *Meetings of the Board Kit* are detailed instructions for preparing notices of Board meetings, agendas, and minutes that all pass muster under the Open Meetings Act. Also included are several sample sets that cover



as many types of County Election Board meetings as possible and offer model language that easily can be adapted.

3. ***Telephone Assistance Guide.*** This publication is a “troubleshooting” guide for use on election day. It is designed to help County Election Board personnel talk Precinct Officials through certain voting device problems that may occur on election day. The *Guide* covers problems while setting up the device before the polls open, during the day and after the polls close.
4. ***Election Night Instruction Packet.*** This publication contains the procedures followed by County Election Board personnel on election night. It includes instructions for setting up an OEMS terminal for public display of the election results, counting absentee ballots, reading memory packs, printing reports, conducting election night recounts and finally, certifying the election results. The *Election Night Instruction Packet* was created for the very first election in which our voting devices were used statewide (the March 10, 1992, Presidential Preferential Primary Election), and it has proved so popular and helpful among County Election Board personnel it has been maintained, even though most of the procedures now are included in the *Secretary’s Digest*, the *OEMS Manual* and other publications.

A Guide to the Implementation of Polling Place Accessibility in Oklahoma

In 1990, State Election Board Secretary Lance Ward appointed several County Election Board Secretaries to a task force to study the issue of polling place accessibility and make recommendations to the State Election Board concerning methods available to the counties to improve polling place accessibility across the state. This publication is the final report of that task force, and it includes many practical suggestions for improving the accessibility of our polling places for elderly and handicapped voters.

A Guide to the Implementation of Polling Place Accessibility in Oklahoma is included in the Appendix of the *Independent Study Program*. Also, copies of *A Guide* have been distributed on other occasions and additional copies still are available upon request from the State Election Board.

Oklahoma Mapping Guide (2003)

This publication provides information on using land descriptions (legal descriptions), maps produced for the County Election Board by the Geo Information Systems department at the University of Oklahoma, and the OEMS Street Guide software to place registered voters in the correct precincts and to establish the eligibility of individual voters to vote in school district elections. Each County Election Board office has at least one copy of the *Oklahoma Mapping Guide (2003)*.



Public Information

The Oklahoma Ballot Box

The Oklahoma Ballot Box is a bi-monthly newsletter published by the State Election Board and distributed to County Election Board members, alternate members and employees throughout the state. The newsletter provides news and information about people in the Oklahoma election system, state and federal legislation, our computer system, training and solutions to common problems. Copies of the *Ballot Box* are mailed to the homes of the County Election Board, Chairman and Vice Chairman, to the two alternate Board members, and to each County Election Board office.

A Guide to the Statewide Elections

Each election year, the State Election Board compiles and publishes *A Guide to the Statewide Elections*. *A Guide to the Statewide Elections* is intended to provide candidates and the news media with information about the election system. It includes information on voter registration, absentee voting and election day and night procedures. The text of the *Guide* is taken from the *Secretary's Digest*.

Copies of *A Guide to the Statewide Elections* are provided to the County Election Board for distribution to each candidate who files for county office. A copy of the *Guide* is given to every candidate who files a Declaration of Candidacy with the State Election Board. Copies are distributed to the news media. The State Election Board also includes a copy of the *Guide* in a packet provided to teachers, students and other interested persons who ask for information about the election system.

Voter Information Brochures

The State Election Board publishes a series of voter information brochures during each even-numbered election year. Topics covered by the brochures are voter registration, absentee voting, elections and voter assistance and accessibility of election and registration services. Each County Election Board receives a quantity of the brochures based on a percentage of its total voter registration. Additional quantities are available while supplies last.

Vote Oklahoma!

Vote Oklahoma! is a voter education publication provided by the State Election Board. It contains lesson outlines, information and exercises designed for use in the classroom by junior high and high school teachers. *Vote Oklahoma!* also includes materials and instructions for conducting mock elections in the classroom. Copies of *Vote Oklahoma!* have been distributed to County Election Boards. Additional copies are available from the State Election Board upon request.



Precinct Officials

The Manual for Precinct Election Officials

The Manual for Precinct Election Officials contains information and instructions for Precinct Officials. It is used both to train Precinct Officials and as a reference tool at the polling place on election day. Included in the manual is information about the qualifications and appointment of Precinct Officials, instructions for setting up the polling place, for processing voters and for closing the polls and returning election results and materials to the County Election Board at the end of the day. Each County Election Board receives a sufficient quantity of *The Manual* to provide one copy to each Inspector, Judge and Clerk who attends training and to include one copy in the election day supplies for each precinct.

Precinct Problem Solver

The *Precinct Problem Solver* is a companion publication to *The Manual for Precinct Election Officials*. The *Precinct Problem Solver* contains instructions for dealing with certain types of problems that voters may have on election day. Each County Election Board receives a sufficient quantity of the *Precinct Problem Solver* to provide one copy to each Inspector, Judge and Clerk who attends training and to include one copy in the election day supplies for each precinct.

Voting Device Handbook for Precinct Officials

The *Voting Device Handbook for Precinct Officials* contains instructions for setting up the voting device before the polls open, operating the device and responding to messages during the day and securing it after the polls close. Each County Election Board receives a sufficient quantity of the *Voting Device Handbook for Precinct Officials* to provide one copy to each Inspector, Judge and Clerk who attends training and to include one copy in the election day supplies for each precinct.



Appendix D: State Plan Advisory Committee Meeting Summaries

Help America Vote Act State Plan Advisory Committee January 29, 2003

Meeting Summary

State Election Board Secretary **Michael Clingman** convened the first meeting of the Help America Vote Act State Plan Advisory Committee with introductions of Committee members and State Election Board staff in attendance. Present were: **Harvey Bush**, Grant County Election Board Secretary; **Scott Orbison**, Tulsa County Election Board Secretary; **Connie Parnell**, Cherokee County Election Board Secretary; **Paula Roberts**, Cleveland County Election Board Secretary; **Ed Romo**, League of United Latin American Citizens; **Doug Sanderson**, Oklahoma County Election Board Secretary; **Lee Slater**, attorney-at-law; **Steve Stokes**, Director, Office of Handicapped Concerns; **Opio Toure**, member, State House of Representatives. Committee member **Dolores Martin**, League of Women Voters, was unable to attend.

In addition to Clingman, the following State Election Board staff members were present: Assistant Secretary **Carol Slater**, Director of Information Services **Montie Fisher**, Director of Support Services **Fran Roach**, Director of Election Services **Theresa Potthoff**, and Publications Editor **Suzanne Cox**. **Pam Strawn**, Cleveland County Election Board Assistant Secretary, and **Shelly Boggs**, Tulsa County Election Board Assistant Secretary, also were present as observers.

The following topics were discussed during the meeting.

- Circumstances leading to enactment of the Help America Vote Act of 2002 (Public Law 107-252 — October 29, 2002)
- HAVA's anticipated impact on the Oklahoma election system
- Development of the required state plan
- State Plan Advisory Committee's role in development of Oklahoma's state plan

The group set the next meeting on Friday, March 7, 2003, at 9 a.m.



**Help America Vote Act
State Plan Advisory Committee
March 7, 2003**

Meeting Summary

The following members of the State Plan Advisory Committee were present: **Connie Parnell**, Cherokee County Election Board Secretary; **Dolores Martin**, League of Women Voters; **Paula Roberts**, Cleveland County Election Board Secretary; **Ed Romo**, League of United Latin American Citizens; **Lee Slater**, attorney-at-law; **Steve Stokes**, Director, Office of Handicapped Concerns; **Opio Toure**, member, State House of Representatives; **Scott Orbison**, Tulsa County Election Board Secretary; **Harvey Bush**, Grant County Election Board Secretary; and **Doug Sanderson**, Oklahoma County Election Board Secretary.

In addition, several observers attended the meeting: **Helen Arnold**, Tulsa; **Debbie Ashley**, Tulsa; **Shelly Boggs**, Tulsa County Election Board Assistant Secretary; and **Pam Strawn**, Cleveland County Election Board Assistant Secretary.

The following members of the State Election Board staff were present: **Michael Clingman**, Secretary; **Carol Slater**, Assistant Secretary; **Fran Roach**, Support Services Director; **Montie Fisher**, Information Services Director; **Theresa Potthoff**, Election Services Director, and **Suzanne Cox**, Publications Editor.

The following topics were discussed during the meeting.

- Congress's recent appropriation of HAVA funding and appropriation of funds to reimburse the State of Oklahoma for implementation of OEMS in the early 1990s
- HAVA planning in other states
- History of the development of Oklahoma's election system
- Discussion of Oklahoma's draft plan

The next meeting of the State Plan Advisory Committee was set for May 2, 2003, at 9 a.m. A new draft of the state plan will be distributed to members in advance of that meeting.



**Help America Vote Act
State Plan Advisory Committee
June 3, 2003**

Meeting Summary

The following members of the State Plan Advisory Committee were present at a meeting on June 3, 2003: **Connie Parnell**, Cherokee County Election Board Secretary; **Dolores Martin**, League of Women Voters; **Paula Roberts**, Cleveland County Election Board Secretary; **Ed Romo**, League of United Latin American Citizens; **Lee Slater**, attorney; **Steve Stokes**, Director, Office of Handicapped Concerns; **Opio Toure**, member, State House of Representatives; **Scott Orbison**, Tulsa County Election Board Secretary; **Harvey Bush**, Grant County Election Board Secretary; and **Doug Sanderson**, Oklahoma County Election Board Secretary.

Pam Strawn, Assistant Secretary of the Cleveland County Election Board, and **Debbie Ashley** from Tulsa attended as observers.

Also attending from the State Election Board were **Michael Clingman**, Secretary; **Carol Slater**, Assistant Secretary; **Fran Roach**, Support Services Director; **Montie Fisher**, Information Services Director; **Theresa Potthoff**, Election Services Director; and **Suzanne Cox**, Publications Editor.

The following topics were discussed.

1. Clingman reported on the status of Oklahoma's share of the federal funds authorized by HAVA.
2. State Election Board staff members offered a brief demonstration of a touchscreen DRE voting device.
3. Clingman also led the Committee members through the most recent draft of the state plan.
4. Need for continuing advice and oversight of implementation of HAVA.

Clingman stated that this will be the last meeting of the State Plan Advisory Committee before the public hearings begin later this summer. The plan will be submitted for publication in the Federal Register, as required by HAVA, before the current federal fiscal year ends on September 30, 2003.



Appendix E: Local Election Professionals Working Committee Meeting Summaries.

Help America Vote Act Local Election Professionals Working Committee January 29, 2003

Meeting Summary

State Election Board Secretary **Michael Clingman** convened the first meeting of the Local Election Professionals Working Committee. The following County Election Board officials were present: **Doug Sanderson**, Oklahoma County Election Board Secretary; **Pam Strawn**, Cleveland County Election Board Assistant Secretary; **Terri Thomas**, Rogers County Election Board Secretary; **Connie Parnell**, Cherokee County Election Board Secretary; **Joy Naifeh**, Creek County Election Board Secretary; **Shelly Boggs**, Tulsa County Election Board Assistant Secretary; **Joyce Smith**, Grady County Election Board Secretary; and **Joyce Thornburgh**, Alfalfa County Election Board Secretary.

In addition, the following members of the State Election Board staff attended: **Carol Slater**, Assistant Secretary; **Fran Roach**, Director of Support Services; **Montie Fisher**, Director of Information Services; **Theresa Potthoff**, Director of Election Services; **Carol Morris**, Training Coordinator; **Karen Mobly**, Regional Coordinator Supervisor; **Vada Holstein**, Information Representative, and **Suzanne Cox**, Publications Editor. Cleveland County Election Board Secretary **Paula Roberts** also attended as an observer.

The following topics were discussed.

- Purpose of the Local Election Officials Working Committee and purpose of the State Plan Advisory Committee
- Issues and concerns about provisional voting requirements
- Issues and concerns about voter identification requirements
- Elements of the required state plan

The group set the next meeting on February 20, 2003, at the Oklahoma County Election Board office. The meeting will begin at 10 a.m. and is expected to last all day.



**Help America Vote Act
Local Election Professionals Working Committee
February 20, 2003**

Meeting Summary

The second meeting of the Local Election Professionals Working Committee was held Thursday, February 20, 2003, in the offices of the Oklahoma County Election Board. The following committee members were present: **Doug Sanderson**, Oklahoma County Election Board Secretary; **Paula Roberts**, Cleveland County Election Board Secretary; **Pam Strawn**, Cleveland County Election Board Assistant Secretary; **Terri Thomas**, Rogers County Election Board Secretary; **Joy Naifeh**, Creek County Election Board Secretary; **Joyce Smith**, Grady County Election Board Secretary; **Connie Parnell**, Cherokee County Election Board Secretary; **Joyce Thornburgh**, Alfalfa County Election Board Secretary; and **Shelly Boggs**, Tulsa County Election Board Assistant Secretary.

In addition, the following members of the State Election Board staff were in attendance: **Michael Clingman**, Secretary; **Carol Slater**, Assistant Secretary; **Fran Roach**, Support Services Director; **Montie Fisher**, Information Services Director; **Theresa Potthoff**, Election Services Director; **Carol Morris**, Training Coordinator; **Karen Mobly**, Regional Coordinator Supervisor; **Suzanne Cox**, Publications Editor; and **Vada Holstein**, Information Representative.

The following topics were discussed.

- Congress's recent appropriation of HAVA funding and appropriation of funds to reimburse the State of Oklahoma for implementation of OEMS in the early 1990s
- Provisional ballot procedures used in four jurisdictions (Brevard County, Florida; Maricopa County, Arizona; Orange County, Florida; and Shawnee County, Kansas) using optical scan voting devices
- Voter identification requirements for first time voters in federal elections who registered to vote by mail
- Oklahoma's existing statewide voter registration database and its compliance with the HAVA requirements
- First draft of Oklahoma's required state plan for the implementation of the Title III requirements

The Working Committee agreed to meet again on Monday, April 7, 2003, at 9:30 a.m. in the offices of the Oklahoma County Election Board. The meeting adjourned at approximately 3:30 p.m.



**Help America Vote Act
Local Election Professionals Working Committee
April 7, 2003**

Meeting Summary

The third meeting of the Local Election Professionals Working Committee was held Monday, April 7, 2003, in the offices of the Oklahoma County Election Board. The following committee members were present: **Doug Sanderson**, Oklahoma County Election Board Secretary; **Joy Naifeh**, Creek County Election Board Secretary; **Terri Thomas**, Rogers County Election Board Secretary; **Joyce Thornburgh**, Alfalfa County Election Board Secretary; **Joyce Smith**, Grady County Election Board Secretary; **Paula Roberts**, Cleveland County Election Board Secretary; **Pam Strawn**, Cleveland County Election Board Assistant Secretary; **Connie Parnell**, Cherokee County Election Board Secretary; and **Shelly Boggs**, Tulsa County Election Board Assistant Secretary.

In addition, the following members of the State Election Board staff were present: **Michael Clingman**, Secretary; **Carol Slater**, Assistant Secretary; **Fran Roach**, Support Services Director; **Montie Fisher**, Information Services Director; **Theresa Potthoff**, Election Services Director; **Carol Morris**, Training Coordinator; **Karen Mobly**, Regional Coordinator Supervisor; **Suzanne Cox**, Publications Editor; and **Vada Holstein**, Information Representative.

Voting Device Systems

Montie Fisher and Theresa Potthoff reported on their recent visit to an election systems trade show in Jackson, Mississippi, organized by the Mississippi Secretary of State's office for the benefit of county election officials in that state who are considering the purchase of new, HAVA-compliant voting device and voter registration database systems. Officials from other states also were invited to the event.

Provisional Voting Study Group Report

Since the last meeting, Doug Sanderson organized study groups among the committee members to consider provisional voting requirements and ways in which provisional voting might be implemented in Oklahoma. The group presented the results of their work.

Next Meeting

The next meeting has been set tentatively for Tuesday, May 6, at 9:30 a.m. in the offices of the Oklahoma County Election Board. The meeting adjourned at approximately 3 p.m.



**Help America Vote Act
Local Election Professionals Working Committee
May 6, 2003**

Meeting Summary

The fourth meeting of the Local Election Professionals Working Committee was held Monday, May 6, 2003, in the offices of the Oklahoma County Election Board. The following committee members were present: **Doug Sanderson**, Oklahoma County Election Board Secretary; **Joy Naifeh**, Creek County Election Board Secretary; **Terri Thomas**, Rogers County Election Board Secretary; **Joyce Thornburgh**, Alfalfa County Election Board Secretary; **Joyce Smith**, Grady County Election Board Secretary; **Paula Roberts**, Cleveland County Election Board Secretary; **Pam Strawn**, Cleveland County Election Board Assistant Secretary; **Connie Parnell**, Cherokee County Election Board Secretary; and **Shelly Boggs**, Tulsa County Election Board Assistant Secretary.

In addition, the following members of the State Election Board staff were present: **Michael Clingman**, Secretary; **Carol Slater**, Assistant Secretary; **Fran Roach**, Support Services Director; **Montie Fisher**, Information Services Director; **Theresa Potthoff**, Election Services Director; **Carol Morris**, Training Coordinator; **Karen Mobly**, Regional Coordinator Supervisor; **Suzanne Cox**, Publications Editor; and **Vada Holstein**, Information Representative.

Legislation Updates

Michael Clingman discussed the status of various election-related bills. Two bills, SB3 and SB260, have been signed by the Governor. These bills change the dates of the Presidential Preferential Primary Election, of the candidate filing period and of the Primary and Runoff Primary Elections for state and county officers. Following are the new election dates for 2004.

Presidential Preferential Primary Election	February 3, 2004
Candidate Filing Period	June 21 – 23, 2004
Primary Election	July 27, 2004
Runoff Primary Election	August 24, 2004
General Election	November 2, 2004

Provisional Ballots

Doug Sanderson made a presentation on the projected timetable for verifying and counting provisional ballots, certifying elections, and contests of election with the new election calendar for 2004.



Presentation of newest draft of State Plan

A new draft of the state plan was distributed to the committee members at the meeting. Because the committee members did not have an opportunity to review the state plan draft prior to the meeting, Clingman asked them to take it home, read it, and contact any State Election Board staff member on the committee with comments or suggestions by May 16.

Next Meeting

The next meeting for the Working Committee is scheduled for Thursday, June 5, 2003, at 9:30 a.m. at the Oklahoma County Election Board office.



**Help America Vote Act
Local Election Professionals Working Committee
June 5, 2003**

Meeting Summary

The Local Election Professionals Working Committee met Thursday, June 5, 2003, at 9:30 a.m. in the office of the Oklahoma County Election Board in Oklahoma City. Members attending the meeting were: **Connie Parnell**, Cherokee County Election Board Secretary; **Shelly Boggs**, Tulsa County Election Board Assistant Secretary; **Doug Sanderson**, Oklahoma County Election Board Secretary; **Joyce Smith**, Grady County Election Board Secretary; **Joyce Thornburgh**, Alfalfa County Election Board Secretary; **Terri Thomas**, Rogers County Election Board Secretary; **Paula Roberts**, Cleveland County Election Board Secretary; and **Pam Strawn**, Cleveland County Election Board Assistant Secretary.

State Election Board staff members in attendance included **Michael Clingman**, State Election Board Secretary; **Carol Slater**, State Election Board Assistant Secretary; **Fran Roach**, Support Services Director; **Montie Fisher**, Information Services Director; **Karen Mobly**, Regional Coordinator Supervisor; **Carol Morris**, Training Coordinator; **Suzanne Cox**, Publications Editor; and **Vada Holstein**, Information Representative.

1. Clingman provided a brief update of the status of the federal funds supporting HAVA implementation.
2. The State Election Board staff is in the process of applying for a federal grant of approximately \$144,000 for the purpose of making polling places accessible.
3. Clingman also briefly reviewed the major provisions of new state legislation.
4. The group discussed the voter identification requirements and has tentatively agreed to recommend only the minimum required by HAVA.
5. Clingman led the committee through the most recent draft of the state plan.

The Working Committee scheduled its next meeting for Tuesday, July 22, 2003, at 9:30 a.m. at the Oklahoma County Election Board office.