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NEW YORK STATE BOARD OF ELECTIONS



You're Right To Vote.



STATE OF NEW YORK

STATE BOARD OF ELECTIONS

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January 1991

TO: The Honorable Mario M. Cuomo, Governor
and the Members of the New York State Legislature

The State Board of Elections is pleased to submit to you its 1990 Annual Report.

Although we were again faced with fiscal constraints in 1990, the Board made a concerted effort to maintain and improve our current programs. This was largely made possible by the fact that we were provided funding for critically needed staff. The addition of staff enables us to meet our legal mandates through continuing and new programs.

Upon reading this report, we think you will see that the Board and its staff have focused their efforts on improving the overall process of election administration and enforcement. With your support we are confident these improvements will continue.

Respectfully submitted,

Melvin S. Barasch
Chairman

R. Wells Stout
Vice-Chairman

Evelyn J. Aquila
Commissioner

Helena M. Donohue
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1990 SUMMARY

- The State Board's two-year program to implement an office network computer system was completed.
- The processing of candidate petitions for the 1990 elections was done for the first time on an automated system.
- Phase I of the Board's computerization of campaign filings was completed.
- Development of new training materials and curriculum for election inspectors began in 1990. This includes the development of an annual training institute.
- The Board conducted a multi-media public service campaign to inform voters about voting and registration deadlines and the importance of registering and voting. Included in this effort were two television PSAs specifically targeted to voters who are disabled and elderly.
- Access to polling sites for voters who are disabled and elderly increased again throughout the state. Currently, 91% of polling sites in the state are accessible.
- The Board certified two more direct electronic voting system software packages for use in New York State.
- Comprehensive regulations governing the use of digitized poll records were completed.
- A revised and updated book of the Board's formal opinions from 1974 to 1990 was issued.
- As a result of staff reorganization, the Board increased campaign finance statement reviews and the review of complaints regarding possible violations of election laws.
- An election statistics package for the 1990 election was compiled and made available to the press and public.
- Except for printing, this report was produced entirely in-house resulting in a savings to the agency of \$950.00.

ELECTION ADMINISTRATION

The State Board of Elections has primary responsibility for the administration of elections as well as the election law. With all statewide offices and state legislative offices up for election in 1990 it was a very busy year.

However, even with the increased demands of a major election year the Board made considerable progress and improvements in the area of election administration.

1990 HIGHLIGHTS

☑ Direct Electronic Voting Systems

1990 saw the first implementation of computerized voting machines in New York State. Towns in St. Lawrence and Franklin counties purchased systems which were used in the 1990 primary and general elections. The State Board, which had previously certified the systems for use in the state, provided the counties with support in their purchase and acceptance testing procedures as well as election day operations of the new equipment.

The availability of direct electronic voting systems was further expanded with the Board's certification of two additional software packages. The software, which is intended for use in medium and large size counties, was certified after comprehensive testing by the Election Operations Unit staff.

After extensive research and testing, the New York City Board of Elections selected a vendor for the phased implementation of 7,000 electronic voting machines. The Election Operations Unit provided technical assistance throughout the testing and selection process, and will continue to work closely with the New York City Board to ensure satisfactory fulfillment of State Board requirements. The phased implementation will occur over a five year period.

☑ Inspector Training

In 1990 the State Board took another step toward improving the quality of training for New York State's 56,000 election inspectors.

In response to recommendations made by the Board's Task Force on Inspector Recruitment and Training, the State Board has contracted with the Professional Development Program at Rockefeller College to develop improved standard training and reference materials for inspectors. In addition, the contract requires the development and delivery of a two-year training institute for county board officials responsible for training inspectors.

Pivotal to this program is the concept of train-the-trainer. This concept will multiply training resources through preparation of a nucleus of county board officials who will deliver training to election inspectors. A residential training seminar for approximately 40 county board representatives from around the state will begin this process. The seminar will be held at Rockefeller College in Albany, May 21 - 23, 1991, with a follow-up training program to be held in 1992.

To guide the program, the State Board appointed an Inspector Training Advisory Committee. The committee and the staff of the Election Operations Unit, particularly the Board's training and development coordinator, are working closely with Rockefeller College to provide guidance throughout the development and implementation process.

☑ Computerizing the Petition Process

The State Board automated candidate and petition processing for the 1990 elections. The Candidate and Petition Administration System (CAPAS) saved staff time and permitted the agency to administer the 1990 election with fewer temporary staff than ever. CAPAS also provided up to the minute candidate and petition status at each staff member's desk top, allowing the agency to be more responsive to inquiries. The accuracy and efficiency of the new system permitted the agency to issue products, such as the ballot certification, earlier than required by statute. This in turn enabled counties to produce and transmit absentee ballots earlier than in the past.

☑ Registration Digitization

During 1990, Niagara and Monroe counties completed conversion of poll records to a digital format. Digitization, which is the most advanced election administration technology, automates the production of documents used at polling sites during the primary and general election. The use of digitized signatures also improves the portability and storage of poll records.

New York City and Suffolk County plan to implement digitized poll records, with conversion commencing in 1991. As the advantages of digital storage become apparent, more county boards will begin examination and acquisition of this technology.

The State Board completed and implemented comprehensive regulations governing digitized poll records in 1990. These regulations establish clearly defined management and security procedures to guide local boards in the acquisition of digitizing systems or services. Specifically, the regulations provide county boards with request for proposal and contract guidelines as well as information on establishing escrow of software with an independent escrow agent.

☑ Absentee Ballot Counting Systems

During 1990, three additional counties purchased automated absentee ballot counting systems. Westchester, Putnam and St. Lawrence counties have now joined Broome, Rockland and Monroe counties in the use of this technology. The Election Operations Unit provided on-site support to counties that purchased these systems in 1990. This support includes acceptance testing, pre-election test preparation, staff training, procedure drafting, and election day support. In addition, staff provided continued support to those counties that purchased systems in 1989.

The Election Operations staff is preparing comprehensive reports on the 1990 election and will provide detailed accounts of system problems. These reports will be made available to vendors and user counties with accompanying recommendations for remedial action. Upon thorough review and evaluation, additional recommendations may be made for changes in regulations and procedures.

☑ Election Operations Program Support

This Fall, the Board was able to fill three positions in the Election Operations Unit. The hiring of a training and development specialist provides the necessary staff support to implement the comprehensive new inspector training curriculum and the annual training institute. The Board is also better equipped to develop and deliver specific training programs for county board commissioners and staff.

The addition of an administrative analyst enables the Board to increase the frequency of county board reviews. The Board's goal has been to review each county board at least once every two years. Now, with the proper staff in place, the Board is confident it can achieve that goal.

As the use of electronic voting equipment continues to increase, the addition of a second voting equipment specialist was necessary. With this new staff member, the Board will be able to keep pace with the increasing demands for testing and certification of equipment on the local level.

GENERAL OPERATIONS

☑ Local Board Oversight

During 1990, the Election Operations Unit completed a comprehensive review of the Erie County Board of Elections and a one-year follow-up review of the Westchester County Board of Elections 1989 report. The magnitude of recommendations made in these two reviews require periodic follow-up visits which will continue in 1991.

The Board also completed reviews of Chenango, Niagara, Schuyler and Tompkins counties in 1990.

Throughout the year the Election Operations Unit continued monthly monitoring of activities at the New York City Board of Elections. This monitoring ensures a steady course in the implementation of the State Board's 1988 recommendations to the City Board. A report was submitted to the Board which outlined the New York Board's progress in implementing the recommendations.

☑ Technical Assistance to County Boards

Several counties, including Cortland, Oneida, Schuyler and Suffolk, received technical assistance from the director of the Elections Automation Unit in 1990. Areas of assistance ranged from implementation of computerized registration systems to procurement of registration digitization systems. While internal State Board automation programs retain top priority, the agency is eager to assist county board automation efforts whenever possible.

☒ Disabled and Elderly Voting

In 1990, the State Board of Elections reported further gains in access to polling places for voters who are disabled and elderly. Outreach programs were also developed that targeted voters who are disabled or elderly.

Gains Reported

In 1990, 91% of all polling places were declared accessible to voters who are disabled or elderly. This represents a 2% increase from the 89% accessibility rate reported in 1989. There were 633 waivers granted statewide for polls inaccessible to the disabled and elderly, 125 fewer than the 758 waivers granted in 1989.

Upstate counties reported 92% accessibility in 1990 while New York City reported 87% accessibility. Currently there are 22 counties in New York State where 100% of all polling places are accessible to voters who are disabled or elderly. This represents an increase of five counties in the past year.

☒ Summary of Polling Place Accessibility 1986 - 1990

Year	Number of Polling Places	Number of Waivers Granted	Percent of Accessibility
New York State			
1986	8003	1885	77%
1987	8129	1699	80%
1988	8196	1249	85%
1989	7136*	758	89%
1990	7058	633	91%
New York City			
1986	1359	910	33%
1987	1359	769	43%
1988	1333	503	63%
1989	1259	158	87%
1990	1255	161	87%
Outside New York City			
1986	6644	975	85%
1987	6770	930	86%
1988	6863	746	89%
1989	5877*	600	90%
1990	5803	472	92%

* Drop in number of polling places is a result of consistent reporting by all counties of the number of polls, not the number of Election Districts.

☒ Counties Achieving 100% Accessibility in 1990

Allegany	Genesee	Orleans	Schoharie	Wyoming
Broome	Greene	Oswego	Seneca	Yates
Clinton	Hamilton	Otsego	Steuben	
Cortland	Jefferson	Putnam	Tioga	
Fulton	Ontario	Saratoga	Tompkins	

☒ Petitions and Certifications

In June, the five major political parties filed certificates designating candidates for statewide office. There was one statewide primary to determine the Democratic candidate for Comptroller.

In July, 158 petitions for Representative in Congress, State Senator, Member of Assembly, Judicial District Convention Delegate, Alternate Delegate, and member of State Committee were filed with the State Board. Candidate petitions for districts that are wholly contained in a county are filed with the appropriate county board of elections.

Twelve independent petitions were filed with the Board in August: five for statewide office, four for Member of Assembly, and three for State Senate.

Certificates of nomination for Justice of the Supreme Court were filed in September to fill 43 vacancies.

On December 12, 1990, the Board, constituting the State Board of Canvassers, certified the vote for the November 6, 1990 election.

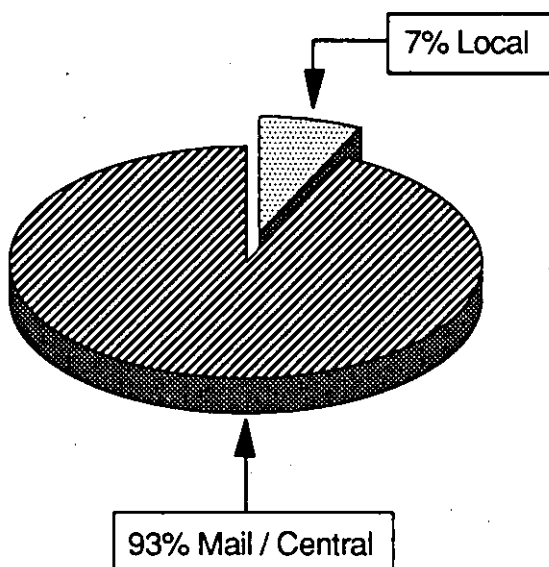
☒ Ballot Issue Printing

The "21st Century Environmental Quality Bond Act" adopted by the Legislature was submitted to the voters at the November election. As required by law, the Board provided public notice of the bond issue in newspapers throughout the state at a cost of \$32,000.

☒ Election Law Printing

This year 3,500 copies of the 1990 election law book were printed at a savings of \$4,720. This savings was achieved through contract re-bidding and because only small sections of the book actually have to be changed each year. Therefore, the entire document does not have to be reformatted.

1990 General Election Registration Forms Received



☒ Registration and Enrollment Reports

On April 4, 1990, the county boards of elections submitted enrollment reports showing 8,135,223 enrolled voters in New York State. A county by county breakdown of the number of enrolled voters in each party can be obtained by referring to Chart A on page 26.

In the November 1, 1990, report on the total number of eligible voters, the county boards reported that 8,201,532 voters were registered for the November 6, 1990, election. Although registration figures fluctuate depending on whether or not it is a statewide election year, the 1990 figures represent an increase of 1.6% since 1986. For a complete breakdown of registered voters by county and voter turnout, please refer to Chart B on page 27 and Chart C on page 28.

In 1990, local boards of elections received 513,861 registration applications, with 93% submitted by mail. This represents a two percent increase over 1989 when 91% of registration applications were received by mail.

ELECTION LAW ENFORCEMENT

The State Board is responsible for the enforcement of the Election Law. This includes instituting judicial proceedings to enforce campaign finance reporting requirements and reviewing and investigating complaints of Election Law violations.

1990 HIGHLIGHTS

☒ Staffing Gains

In February, the Board appointed a special deputy counsel for enforcement. This appointment strengthened the Board's enforcement capabilities by adding a third attorney to the Enforcement Unit. As a result, the Board has been able to conduct more timely reviews of complaints.

☒ Investigations Unit Productivity Gains

As a result of the new productivity measures adopted by the Board following a total review of the enforcement process, 1990 case completion increased by 14.17 cases (45.96%) over the average of the last seven years. Also in 1990, the Investigations Unit completed 15 more cases than in 1989 representing a 48.4% increase in productivity.

Better management techniques and the productivity measures that were adopted also enabled the Investigations Unit to decrease the average time taken to return a case to counsel from 8.5 months to 5.9 months. The Board is continuing its efforts to find ways to meet an ever increasing workload with the resources it has.

The number of cases referred to the Investigations Unit in 1990 increased by 11 cases from 1989, and by 12.5 (40.04%) over the average of the last seven years. The increase in cases was due to increasing public scrutiny of elections, an increase in legal and audit staff and their review capacities, as well as a change in procedures for reviewing complaints and opening investigations.

GENERAL OPERATIONS

☑ Election Law Complaints

The Board received 140 complaints of alleged Election Law violations in 1990. The legal staff completed its review of 112 complaints, supervised an investigative caseload of 75 matters, and advised the Board on 36 investigations which were completed this year.

☑ Investigation Statistics

In 1990, the Board had 71 investigations in progress. On December 31, 1990, 46 cases had been closed. During these investigations 536 affidavits and interviews were taken, 30 subpoenas were served and 13 hearings were conducted. Six cases were referred to district attorneys for prosecution.

These investigations were conducted throughout the state and covered 30 counties. Board investigators logged 78,158 miles of travel and made 84 visits to local county boards of elections, village clerks and various town offices in conducting these investigations.

The Investigative Unit received cooperative assistance from or provided assistance to: the New York State Police Bureau of Criminal Investigations Division, Scientific Laboratory for Handwriting Analysis, NYS Department of Motor Vehicles, Putnam County Sheriff, the New York State Attorney General's Office, Monroe County District Attorney's Office, Village of Greenport Police Department, New York City Police, and the Manhattan District Attorney's Office.

All Board investigators are Peace Officers. As required by statute, each investigator received annual training and qualified in the use of physical force and firearms. Training was provided by certified instructors and the New York State Police. Additionally, one investigator was re-certified as a qualified firearms instructor.

☑ Campaign Finance Enforcement

The Board enforces the filings of campaign finance disclosure statements through civil action. If a filing is not received by the filing deadline the candidate or committee is notified of the failure to file with what is known as a five day letter.

If the filing is not made within five days after receipt of the letter, the Board commences a civil action requesting the court to assess a monetary penalty and to direct that the required filings be made.

The Board's legal staff instituted proceedings and obtained judgements against 477 candidates and committees for failure to file timely campaign financial disclosure statements in 1990. This year 208 judgements were satisfied resulting in the collection of \$17,946.04.

☑ Campaign Finance Disclosure Compliance Summary

The following chart illustrates compliance trends over the past three years.

	Reports Required	Five Day Letters	Judgements
1988	6,559	1,391	351
1989	2,310	715	174
1990	5,734	1,538	477

The above numbers indicate that computerization and staff re-organization have contributed to the Board's strong effort to enforce compliance.

☑ Seminars

The Board's attorneys assisted in the conduct of two seminars on campaign finance enforcement and election laws at the Board's annual conference in Buffalo.

CAMPAIGN FINANCIAL DISCLOSURE

The campaign finance statements for all statewide offices as well as Justices of the Supreme Court, and the New York State Senate and Assembly are required to be filed with the New York State Board of Elections. The State Board is responsible for the receipt, review, audit and public availability of these financial statements.

1990 HIGHLIGHTS

☒ Computerization

One of the major accomplishments in the area of campaign finance disclosure was the completion and implementation of the first phase of the Board's Financial Disclosure Administration System (FIDAS). The first phase of FIDAS automates several major activities related to monitoring and enforcing the financial disclosure filing requirements of the Election Law. Phase I of FIDAS includes functions to track the presence or absence of required filings and triggers enforcement action when appropriate.

Phase II of FIDAS, planned for development in 1991, will allow for the entry and compliance monitoring of detailed campaign finance information. This software system will include the ability to perform computer assisted audits of financial disclosure statements and excessive contribution checks. This capability will further enhance the productivity of the Board's Campaign Finance and Enforcement Units through more timely audits.

☒ Improved Financial Statement Review

Over the past years the Board has consistently requested more staff help in the area of financial disclosure. The addition of four staff members this year is a major gain for the Board that will strengthen the Campaign Finance Unit's ability to review and audit financial disclosure reports in a timely manner. While the actual number of staff only increased by two, instead of four support staffers and two accountants, we now have four accountants and four support staff. With the addition of a senior accountant, two senior accountant trainees, and a secretary, it is estimated that the number of reports reviewed in a year will double.

GENERAL OPERATIONS

☒ Information Requests

The staff provided assistance to 1,179 persons who made in-person requests for information and responded to 5,100 telephone inquiries. In responding to requests the staff copied over 84,000 pages of various reports.

☒ Escrow Accounts

In 1989 the Board made the option of establishing an escrow account available to interested members of the media and the public. These accounts allow the Board to send copies of financial disclosure information to escrow account clients without having to wait for pre-payment.

To date 24 escrow accounts have been established with the Board. In 1990 approximately 29,000 copies of reports were requested by escrow account customers.

☒ Campaign Treasurer Training

In 1990, the Board continued to provide training in campaign finance procedures. During the Spring of this year, Board staff hosted nine campaign finance seminars throughout the state with approximately 318 treasurers and election officials attending.

OFFICE OF THE SPECIAL COUNSEL

The Office of the Special Counsel represents the Board in litigation involving the Election Law statutes and in all cases relating to petition and ballot placement. This office also researches and prepares legal opinions for the Board and is responsible for the drafting of legislation submitted by the Board.

1990 HIGHLIGHTS

☒ Formal Opinions Updated

In 1990 the Board issued a new and updated compilation of the Formal Opinions of the State Board of Elections from 1974 to March 1990.

The formal opinions are available in book format or on 5.25" and 3.5" compatible floppy disks. Copies may be obtained by addressing requests to:

Office of the Special Counsel
New York State Board of Elections
One Commerce Plaza, P.O. Box 4
Albany, NY 12260

The book will be updated as each new opinion is issued. The index will be updated annually and sent out with the first formal opinion issued in a new year.

The new opinions and the index can be placed in a three ring binder along with the book and greatly decrease the Board's costs in providing updates to interested parties.

GENERAL OPERATIONS

☒ Legal Opinions

Legal staff researched and issued one formal opinion and two advisory opinions for the Board in 1990. The formal opinion held that affidavit ballots may not be used in village elections.

Of the two advisory opinions issued, the first set forth conditions permitting surplus campaign funds to be used to establish a scholarship fund. The second advisory opinion of 1990 established conditions which would permit funds of a political committee to be used to pay for child care services.

☒ **Litigation**

The staff engaged in 22 court cases on petitions, ballot placement, and voter registration. In addition, Board attorneys assisted in the conduct of the 20 hearings held by the Board on petition challenges.

☒ **Inquiries**

The Board's legal staff received approximately 4,539 telephone inquiries in 1990 regarding the administration and application of the election law. Board attorneys assisted local boards of elections as well as a wide variety of local government officials and the public in responding to a wide range of topics.

☒ **Seminars**

The Board's special counsel also conducted two seminars on the petition process and the role of county boards in conducting village elections. The special counsel was asked by the Conference of Mayors to conduct three seminars for village clerks on their role in the election process.

☒ **Legislative Assistance**

The legal staff continued to work with the chairs and counsels of the elections committees of both the Senate and Assembly to lend staff legislative expertise in drafting legislation which would clarify and simplify the Election Law.

☒ **Legislation**

The Board submitted a package of its own legislative recommendations in 1990 as it does every year. The Board's legal staff also forwarded all new laws affecting voting rights to the U.S. Justice Department for approval under Section 5 of the Voting Rights Act.

PUBLIC INFORMATION, VOTER OUTREACH AND EDUCATION

The Public Relations staff of the State Board of Elections is responsible for the development and administration of the Board's voter outreach and education programs. In its ongoing effort to reverse the trend of declining voter registration and participation, the Board continued its efforts to maintain an active voter outreach program.

The staff is also responsible for the writing and editing of all agency publications including the annual report, periodic newsletters, and educational and informational materials.

Other responsibilities include: responding to press and public inquiries, releasing important data and developing informational materials and programs for the press and public on election-related procedures, and maintenance and distribution of election-related statistics.

1990 HIGHLIGHTS

☒ Elections Statistics Package

In anticipation of press inquiries during this statewide election year, the staff of the Public Relations Unit assembled a book of election-related statistics for distribution to the press and public.

This 50 page book contained valuable information for reporters who would be covering the election including: voter registration and turnout statistics for New York State dating back to 1948, the vote for governor since 1974, the 1990 political calendar, the text of the "21st Century Environmental Bond Act," and statistics on the number of unopposed races and primaries in New York between 1980 and 1990.

Also included in the book was a complete breakdown of the number of enrolled voters in each party by county and Senate, Assembly, and Congressional district.

This first-time project was so successful that the Board will continue to issue these books during the even-numbered election years.

One of the main goals of the Public Relations Unit in the coming year will be to address how the Board can make better use of its computer technology in maintaining and distributing statistics.

☑ Voter Registration Coordinating Conference

On March 5, 1990, the State Board of Elections and the League of Women Voters of New York State co-sponsored their second voter registration conference. The purpose of the conference was to reconvene groups who had attended the first conference in November of 1989 to continue to discuss strategies for coordinating voter registration efforts in 1990. The conference was attended by people representing 43 groups from across the state. These groups included private companies, unions, community based organizations, education groups, disabled and elderly groups, as well as state agencies and organizations.

The conference generated enthusiasm and action on several specific program ideas. All groups agreed to focus registration efforts during September 1990 which the Governor proclaimed Voter Registration Month.

Examples of some activities that took place in September include: New York Public Interest Group's (NYPIRG) college registration drive at 17 member colleges, regional voter registration meetings hosted by the League of Women Voters of New York State, and a plan by the New York State Realtors Association to have local real estate boards distribute registration forms to new homeowners.

☑ Radio and TV Public Service Announcements

In 1989, our "You're Right To Vote" radio and television voter education advertisements for 1988 were nationally recognized. Although the Board did not receive funding for a paid media program in 1990, it was able to re-work the 1988 advertisements for use in 1990 as public service announcements (PSAs).

The Board distributed copies of its "Register Now" PSA in July to 51 radio and 34 TV stations throughout the state. These stations were targeted in 1990 because they donated additional public service time in 1988 as a result of media buys made by the State Board of Elections. In September the Board mailed its "Get Out The Vote" PSA to those same stations to be run from the close of registration to election day.

☒ **Print Public Service Announcements**

Working with the Secretary of State and League of Women Voters of New York State, the State Board of Elections was able to develop a series of five printed public service announcements (PSAs). The PSAs were mailed to 529 daily and weekly newspapers and pennysavers throughout the state. Each PSA provided timely information about voter registration, absentee voting and important deadlines to remember. The final PSA in the series encouraged turnout on election day.

Local League of Women Voters chapters throughout the state followed up with newspapers in their area to make sure they had received the PSAs and to encourage them to participate in the program.

☒ **Outreach to Voters Who are Disabled or Elderly**

In 1990, the State Board continued to develop and provide various ways for people who are disabled or elderly to use their right to vote.

The State Board and the Office of the Advocate for the Disabled worked together with a volunteer from the private sector to create and produce two professional quality television PSAs. These PSAs encourage people with disabilities or who are elderly to register and vote. Both PSAs encourage voters who are disabled or elderly to contact their county board of elections or call 1-800-FOR-VOTE to find out what polling sites are accessible and how to change polling sites if their polling place is not accessible.

The State Board of Elections also met with the Town Clerks Association in 1990 to introduce a brochure on Polling Site Access Requirements. This brochure describes the reporting calendar, waiver requirements, access requirements and how to get help locally. There were 1,095 copies mailed to the county boards who requested them for their town and city clerks.

With the cooperation and assistance of the Commission for the Blind and Visually Handicapped, the State Board reprinted a second version of the "Voter Registration Information For People Who Have Disabilities Or Are Elderly" flyer in large type for voters who are visually impaired. The Commission distributed 15,000 flyers to their eight regional offices who then distributed the brochures to their clients throughout the state.

✓ Voter Turnout Tracking on Election Day

The most common question on election day in the Public Relations Office is, "How's the turnout?" To move away from responding with a vague educated guess, the staff at the State Board of Elections developed a system to track turnout on election day with the help of the county boards.

Each county board was asked to select five election districts that would provide a good sampling of voters in that county. A system was developed so an inspector from each polling site would evaluate turnout at 10:00 am, 3:00 pm, and 7:00 pm. The inspector would then report to the county board of elections on whether turnout at that time was low, below average, average, above average or high.

Based on the five reports, each county board would then report an overall assessment of turnout to the State Board of Elections using the same five categories.

The inspector's evaluation was based on the number of voters who had voted compared to the total number of voters in that district. Being the first time through this program and having no prior statistics to compare with, the inspectors did have to use their judgement in determining whether turnout at a particular time was low, below average, average, above average or high.

Obviously, this affected the statistical accuracy of the information. However, each county board was asked to keep the data they gathered from each election district so they would be able to run the same program, using the same five districts, every year. This will enable the county boards and the State Board to build a statistical database that we can compare to each year when tracking turnout.

The overall goal of this program was for the State Board and the county boards to be more responsive to the media on election day. The public relations officer of the State Board of Elections issued three turnout reports to the media across the state via Empire Information Services at 11:00 am, 4:00 pm, and 8:00 pm. These turnout reports, based on the reports received from the 43 county boards of elections that participated in the program, were well received by the media.

GENERAL OPERATIONS

☒ Press Releases

In its continuing effort to provide important information to the press and public, the Board issued timely releases throughout 1990. Releases included information on vote tallies, registration and enrollment figures, polling place access, escrow accounts, voter outreach efforts, and registration and absentee ballot application deadlines.

The use of an electronic press release distribution service continued to provide quicker and broader distribution of our press releases while saving staff time.

☒ Escrow Account Advisory

Again, in anticipation of heightened media interest in the 1990 election, the Public Relations Unit sent out a mailing on the Board's escrow account system to approximately 700 media outlets in New York State. The mailing advised them of the opportunity to set up an escrow account so campaign financial disclosure reports could be obtained without pre-payment.

The mailing contained detailed information on how to set up and use an escrow account as well as an application to open an account. As a result of the mailing, 13 new accounts were opened.

☒ Ballot Billboard

The BALLOT BILLBOARD newsletter is an informational piece for local election officials as well as other parties interested in Board programs and updates. In 1990, the Board issued 1,500 copies of the newsletter in April and August.

☒ Annual Conference

The State Board held its 31st Annual Seminar for Election Commissioners this Spring in Buffalo, New York. The annual conference provides an excellent opportunity for election officials from throughout the state to learn and exchange ideas on election laws and administration.

Some of the programs included workshops on how new elections technology will affect county board staffing, new electronic absentee ballot counting systems and poll worker recruitment. This year over 200 people attended the three day conference.

☒ **1-800-For-Vote**

In 1990, the Board received 15,314 calls on its 24-hour voter registration hotline. In response to those calls, we mailed out 17,829 mail registration forms and provided callers with local county board phone numbers and important information on voter deadlines. Funding restrictions resulted in decreasing the number of incoming lines from 12 to four in 1990. Placement of the Board's 1-800-For-Vote number in all telephone directories was completed in 1989.

☒ **Supermarket Registration Drives**

The New York State Food Merchants Association, League of Women Voters of New York State, and the State Board again sponsored September voter registration efforts in most major supermarket chains throughout the state. Over 20 supermarket chains participated by exhibiting posters and publishing our 1-800 number in newspaper ads. It is estimated that over 1,000 stores had them on display around the state. Additionally, over 15,000 voter registration forms were requested by King Kullen Grocery, Wegmans, Bells and Shop 'n Save. The forms and brochures were made available at over 150 stores across the state.

☒ **Mail Registration Forms**

The State Board of Elections provided approximately 500,000 registration forms throughout the year to groups upon request.

The State Board also sent out 2.3 million registration forms to county boards of elections to cover their initial supply orders for 1990.

☒ **Outreach Brochures**

The Board distributed approximately 540,000 brochures on voting and registration procedures in 1990. In 1989, the Board revised existing brochures and created new ones in an effort to provide more information to the public. Some of the new brochures provide helpful hints for a first time voter, information for voters who are disabled or elderly and information for military voters.

The Board also revised and updated a brochure targeted at young people. The "Millions of Young People Have and You Haven't..." brochure was widely distributed to schools throughout the state. This was achieved mainly through distributing 20,000 brochures to the New York State Youth Council as part of its March high school registration drive. Brochures were also distributed to the League of Women Voters of New York State for its Spring efforts to register eligible high school students.

☒ **Commission on Government Integrity Data**

The Elections Automation Unit now serves as the repository for all computer data compiled by the now defunct Commission on Government Integrity (COGI). COGI data has been available for public release upon request since late April of 1990.

PROGRAM SUPPORT AND ADMINISTRATION

The Board began the new fiscal year with an appropriation of \$3.2 million, but with the state facing a budget crisis, the Board's spending was eventually restricted. As a result of the budget crisis the Board was asked to reduce its operating expenses by 7%. Through careful planning and strict cost oversight, the required 7% reduction was achieved and most key program goals remained intact.

1990 HIGHLIGHTS

☑ Installation of New Systems

In June, the Elections Automation Unit completed a two-year effort to implement the agency's local area network computer system. This new system is comprised of fifty personal computers and eleven printers and provides four times the storage capacity at a lower cost than the minicomputer it replaced. The power and flexibility of the new computer system provide the agency with appropriate automation technology for the nineties.

The completion of this system also means that every staff member now has a terminal at his or her desk which allows staff to be more productive and efficient.

☑ Improved Computer Support

Through reclassification of existing positions, the Board was able to reorganize the Elections Automation Unit to better suit the agency's needs for more technically experienced personnel without increasing staff. In March, the Board appointed a senior programmer, and later in the year the Board was able to hire a programmer/analyst. Additionally, one staff member is now a computer programmer trainee.

Since the Board is in the process of developing and implementing new software and systems, this reorganization was necessary to ensure staff had the necessary skills to complete these tasks. Now that the reorganization is complete, the Elections Automation Unit can more effectively manage the agency's systems and move ahead with program development. The reorganization will also enable staff to provide more technical assistance to county boards of elections.

GENERAL OPERATIONS

☑ Computer Training

As the Board develops more sophisticated computer technology, one of its goals is to make sure that staff members are properly trained to take advantage of that technology. The Elections Automation Unit staff provide much of the training in the areas of word processing, electronic spreadsheet, database management and system administration. This year Board staff also received training in how to use the newly developed CAPAS and FIDAS software systems.

User group meetings are also arranged and conducted by the Elections Automation Unit. These meetings provide an opportunity for staff members to share ideas on computer use and technology so they can be more fully developed.

☑ Administrative Improvements

This year the Board reviewed the records retention program in place for its own record series, after having been instrumental in establishing the first unified and comprehensive records management system for county boards of elections. Each unit was asked to review the records it maintains, determine periods of active and inactive use and submit a recommendation for retention and disposition for approval by the State Archives Unit of the Education Department. As a result of the review, the Board found that it was keeping material in active files and in storage long past the actual period of need. The Board will now be able to free up a significant amount of file storage when the records are purged after the first of the year.

☑ SEFA Participation

Continuing its long tradition of enthusiastic response to the State Employees' Federated Appeal, the Board not only met its increased goal for this year's campaign, but exceeded it by more than one-third.

☑ Work Place

The State Board has renewed its lease on its offices at One Commerce Plaza for another five years. They are centrally located and provide easy public access for filing petitions, reviewing campaign finance reports and obtaining voting on campaign related information.

CHART A - 1990 ENROLLMENT

COUNTIES	DEM	REP	CONS	RTL	LIB	BVM	TOTAL
Albany	84,407	41,193	1,208	262	745	36,563	164,378
Alegany	5,632	12,165	228	74	141	2,014	20,254
Broome	36,903	49,172	840	242	759	12,315	100,231
Cattaraugus	14,854	18,130	512	197	359	4,190	38,242
Cayuga	14,301	16,982	874	114	253	4,665	37,189
Chautauque	27,057	30,167	1,322	220	664	11,203	70,633
Chemung	15,097	20,945	382	117	386	6,427	43,354
Chenango	6,037	13,725	293	91	199	2,999	23,344
Clinton	13,974	13,626	249	69	612	6,541	35,071
Columbia	7,823	11,839	598	110	216	9,677	30,263
Cortland	6,943	10,873	263	47	195	3,433	21,754
Delaware	5,891	12,595	271	27	145	2,358	21,287
Dutchess	32,529	45,759	2,591	597	927	32,422	114,825
Erie	264,334	164,209	8,799	2,358	4,792	57,138	501,630
Essex	5,787	12,203	138	29	212	2,625	20,994
Franklin	9,329	9,497	175	35	144	2,361	21,541
Fulton	6,246	15,016	190	29	120	2,254	23,855
Genesee	8,527	14,141	412	96	232	3,928	27,336
Greene	5,306	10,974	354	63	127	5,775	22,599
Hamilton	967	2,833	30	9	8	277	4,124
Herkimer	9,954	18,811	262	57	208	3,591	32,883
Jefferson	12,710	20,961	367	73	350	4,790	39,251
Lewis	3,548	7,206	90	38	99	812	11,793
Livingston	7,970	14,893	340	104	253	3,764	27,324
Madison	7,862	15,829	570	112	275	5,157	29,805
Monroe	117,641	144,196	5,721	1,070	2,284	74,497	345,409
Montgomery	11,274	10,845	261	64	279	2,915	25,638
Nassau	205,996	322,959	9,809	2,128	3,634	124,846	669,372
Niagara	45,145	41,972	1,357	448	1,075	10,646	100,643
Oneida	49,134	51,609	971	305	1,006	17,705	120,730
Onondaga	66,264	95,530	2,904	813	1,524	51,185	218,220
Ontario	13,669	21,759	626	142	327	8,322	44,845
Orange	41,252	58,675	3,188	504	869	22,749	127,237
Orleans	5,140	9,845	216	54	124	2,888	18,267
Oswego	15,413	31,569	1,167	175	560	7,517	56,401
Otsego	8,753	14,438	302	57	238	4,092	27,880
Putnam	11,402	16,093	1,612	231	254	12,136	41,728
Rensselaer	21,509	25,710	2,423	238	528	29,151	79,559
Rockland	56,671	34,177	3,579	805	813	29,867	125,912
St. Lawrence	18,202	21,623	399	73	358	6,037	46,692
Saratoga	21,286	48,155	873	186	542	19,317	90,359
Schenectady	28,032	31,499	1,582	205	489	16,367	78,174
Schoharie	4,699	6,469	182	49	170	2,963	14,532
Schuyler	2,691	4,252	129	33	70	1,112	8,287
Seneca	5,856	7,695	139	70	145	1,788	15,693
Steuben	11,759	27,181	416	121	309	3,778	43,564
Suffolk	157,006	272,619	15,123	2,760	3,376	164,760	615,644
Sullivan	14,557	12,883	705	133	282	7,283	35,843
Tioga	6,669	13,692	247	92	139	3,052	23,891
Tompkins	15,732	14,358	222	68	332	6,595	37,307
Ulster	22,554	30,591	1,668	280	628	26,695	82,416
Warren	7,128	17,373	353	65	203	4,460	29,582
Washington	6,858	14,648	336	64	205	4,253	26,364
Wayne	9,879	20,477	680	120	300	7,569	39,025
Westchester	159,018	149,055	9,578	1,322	2,687	99,722	421,382
Wyoming	5,111	9,559	213	74	126	2,170	17,253
Yates	2,549	6,401	147	22	63	1,075	10,257
TOTAL UPSTATE	1,782,837	2,191,651	88,486	17,941	36,360	1,004,791	5,122,066
Bronx	361,208	47,567	3,925	1,169	3,420	56,212	473,501
Kings	643,177	104,080	5,446	1,976	6,065	108,041	868,785
Manhattan	521,923	90,488	2,420	1,041	6,508	123,134	745,514
Queens	489,341	134,776	8,332	1,441	5,764	113,375	753,029
Richmond	86,498	51,726	4,177	636	1,059	28,232	172,328
TOTAL NYC	2,102,147	428,637	24,300	6,263	22,816	428,994	3,013,157
TOTAL STATE	3,884,984	2,620,288	112,786	24,204	59,176	1,433,785	8,135,223

CHART B - 1990 REGISTRATION BY COUNTY

Counties	Total	Counties	Total
Albany	170,192	Otsego	27,503
Allegany	20,206	Putnam	43,110
Broome	99,755	Rensselaer	77,715
Cattaraugus	37,333	Rockland	125,199
Cayuga	36,332	St. Lawrence	46,450
Chautauqua	72,585	Saratoga	93,697
Chemung	42,942	Schenectady	84,199
Chenango	22,993	Schoharie	14,805
Clinton	34,232	Schuyler	8,582
Columbia	29,972	Seneca	15,424
Cortland	20,841	Steuben	42,734
Delaware	21,193	Suffolk	625,086
Dutchess	113,218	Sullivan	36,069
Erie	492,075	Tioga	23,602
Essex	21,315	Tompkins	36,055
Franklin	21,595	Ulster	81,675
Fulton	23,773	Warren	30,414
Genesee	27,065	Washington	27,378
Greene	22,533	Wayne	39,269
Hamilton	4,156	Westchester	426,911
Herkimer	32,640	Wyoming	17,099
Jefferson	39,826	Yates	10,508
Lewis	12,059	Total Outside	
Livingston	27,333	New York City...	5,149,273
Madison	30,038	Bronx	478,678
Monroe	339,430	Kings	885,255
Montgomery	25,409	Manhattan	751,550
Nassau	681,373	Queens	759,393
Niagara	98,811	Richmond	177,383
Oneida	122,318	Total	
Onondaga	226,110	New York City...	3,052,259
Ontario	44,798		
Orange	126,822		
Orleans	17,854	TOTAL ENTIRE	
Oswego	56,662	STATE	8,201,532

CHART C - TURNOUT FIGURES FOR 1990 ELECTION

Total Turnout	4,290,261
Percent Turnout of Registered Voters	52.31%
Percent Turnout of Voting Age Population *	32.13%

COUNTIES	% Turnout of Reg	% Turnout of VAP	COUNTIES	% Turnout of Reg	% Turnout of VAP
Albany	68.03%	53.60%	Otsego	68.05%	42.42%
Allegany	61.40%	35.73%	Putnam	60.92%	42.67%
Broome	73.68%	46.56%	Rensselaer ...	71.34%	50.01%
Cattaraugus...	61.66%	37.70%	Rockland	62.12%	38.16%
Cayuga	65.41%	41.33%	St. Lawrence	64.35%	36.94%
Chautauqua...	57.39%	39.18%	Saratoga	60.84%	47.23%
Chemung	64.00%	39.86%	Schenectady...	65.76%	48.57%
Chenango	65.61%	41.29%	Schoharie	71.17%	47.66%
Clinton	60.42%	34.59%	Schuyler	62.90%	43.41%
Columbia	70.81%	43.98%	Seneca	64.98%	44.26%
Cortland	63.18%	37.96%	Steuben	59.94%	36.66%
Delaware	73.01%	45.97%	Suffolk	51.04%	29.05%
Dutchess	63.32%	36.37%	Sullivan	58.11%	40.90%
Erie	58.63%	39.25%	Tioga	63.92%	43.54%
Essex	66.93%	50.29%	Tompkins	70.43%	37.66%
Franklin	66.28%	47.64%	Ulster	69.27%	45.07%
Fulton	71.59%	41.00%	Warren	63.53%	46.96%
Genesee	62.34%	39.22%	Washington ..	65.18%	42.50%
Greene	71.30%	52.69%	Wayne	63.31%	38.53%
Hamilton	78.80%	64.33%	Westchester ..	57.84%	37.28%
Herkimer	69.67%	46.29%	Wyoming	64.67%	37.11%
Jefferson	64.87%	32.99%	Yates	65.23%	43.14%
Lewis	71.90%	44.56%	Total Outside		
Livingston	64.68%	40.65%	New York City	60.78%	39.07%
Madison	69.67%	43.98%			
Monroe	66.77%	42.64%	Bronx	34.94%	19.94%
Montgomery...	71.45%	45.98%	Kings	35.81%	20.14%
Nassau	54.02%	36.33%	Manhattan ...	36.79%	23.24%
Niagara	57.34%	35.99%	Queens	41.12%	21.47%
Oneida	70.02%	45.77%	Richmond	49.17%	30.69%
Onondaga ...	64.43%	43.35%	Total		
Ontario	69.07%	45.25%	New York City	38.01%	21.72%
Orange	59.70%	37.51%			
Orleans	60.00%	37.26%	TOTAL ENTIRE		
Oswego	61.30%	39.58%	STATE	52.31%	32.13%

*Based upon projected population figures for 1990.

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Elections Automation

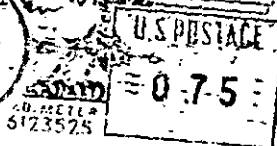
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