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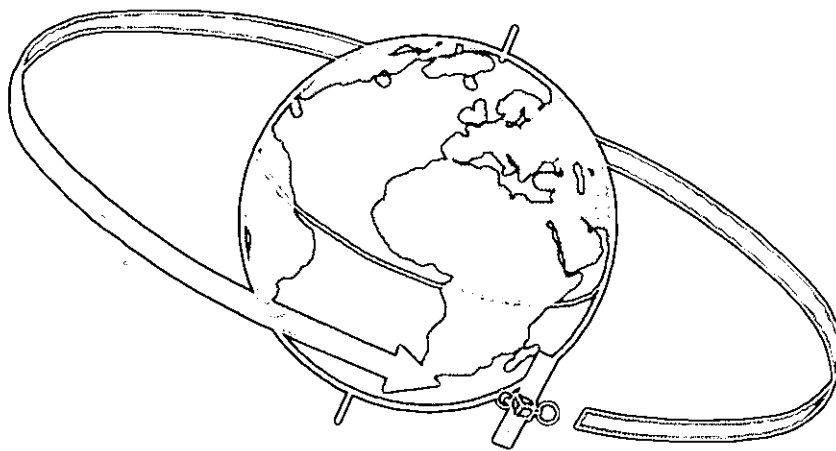
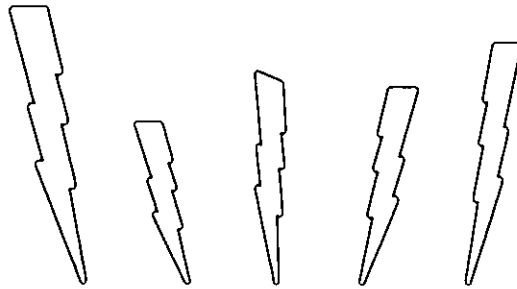
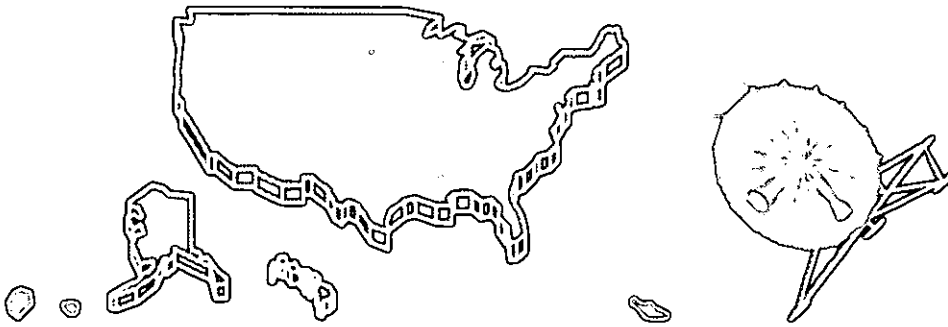


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Electronic Transmission of Election Materials

Manual for Local Election Officials



Federal Voting Assistance Program

We wish to acknowledge the advice and assistance received from Secretaries of State, Directors of Elections, their staffs, and the local election officials.

Questions or comments concerning any aspect of this manual may be directed to:

Director
Federal Voting Assistance Program
Office of the Secretary of Defense, Pentagon, Room 1B457
Washington, DC 20301-1155
Telephone: 1-800-438-8683 or 703-695-0663
Fax: 703-693-5507
E-Mail Address fvap@fvo.osd.mil

The Federal Voting Assistance Program

Electronic Transmission of Election Materials

Manual for Local Election Officials

**This Manual has been prepared by
The Federal Voting Assistance Program
Office of the Secretary of Defense
Washington, DC**

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Electronic Transmission of Election Materials

A. THE FEDERAL VOTING ASSISTANCE PROGRAM ELECTRONIC TRANSMISSION SERVICE

This service enables local election officials to transmit to, and receive election materials from, military and overseas voters through the electronic transmission system provided by the Federal Voting Assistance Program (FVAP). Local election officials may use the service at no cost in order to serve military personnel & U.S. Citizens overseas covered by the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*.

B. WHEN TO USE THIS ALTERNATIVE

A local election official or the voter should use this service any time he/she believes the regular absentee ballot cannot be received, voted and returned by mail in time to be counted, providing the materials sent or received are not prohibited by State law. Some State or local procedures require the regular absentee ballot be sent by mail as a backup measure, and many State and local laws do not permit the return of voted ballots to election officials by fax. It is important that the local election officials understand the policy in their State. If local election officials are not certain whether their State law allows the use of this service for a particular item, they should refer to their State's section in Chapter Three of the *Voting Assistance Guide*, contact the Federal Voting Assistance Program or their State Election Office.

Using this fax alternative, local election officials may, depending on State and local policy:

- | | |
|----------|--|
| Receive: | <ul style="list-style-type: none"> • A general information request • Federal Post Card Application (FPCA) / registration and ballot request • State Registration materials • A voted ballot |
| Send: | <ul style="list-style-type: none"> • Request for additional information to enable voter to vote (i.e., an incomplete FPCA is received) • Responses to voter request for information • Other election materials necessary for the voting process • Blank ballots to the voter |

C. HOW IT WORKS

Election officials send election materials to military and overseas voters via the FVAP electronic transmission service's toll-free number. This system transmits the materials directly to the voter. Military and overseas voters may use the same number to send election materials to their local election official. The FVAP service transmits materials in a read-only mode just as they are received, regardless of completion, legibility or accuracy.

How to Fax Election Materials

A. HOW TO FAX A BALLOT

When faxing an absentee ballot, the following materials should be sent in the order listed. Instructions for preparing these materials are provided in this chapter.

- ① Official Election Materials Electronic Transmission (Cover) Sheet
- ② Voting Instructions to the Voter
- ③ Ballot Pages

Numbers to use when sending a Fax:

703-693-5527
1-800-368-8683
DSN 223-5527

DO NOT USE ANY OTHER FAX NUMBER(S) INDICATED BY THE VOTER.

The use of these numbers protects the security of the materials transmitted and provides an audit trail for all documents. If a fax transmission is interrupted before completion, the entire package should be resent.

Number to call for technical assistance:

800-966-8683

Number to call with questions concerning
policy for use of the system:

800-438-8683
703-695-0663
DSN 225-0663

The Federal Voting Assistance Program
Office of the Secretary of Defense
The Pentagon, Room 1B457
Washington, DC 20301-1155

Fax Number 703-693-5507
E-Mail Address [fvap@fvo.osd.mil]

① Preparing the Official Election Materials Electronic Transmission (Cover) Sheet for Ballots

The Official Election Materials - Electronic Transmission Sheet is always the first item in a packet and serves as the cover sheet. Appendix C of this manual is the Official Transmission Sheet. It should be reproduced as needed for transmissions.

When a ballot is faxed, the Transmission Sheet must be completed as follows:

- a. Complete the “To” and “From” sections legibly and as completely as possible. Check “Ballot” in the contents area.
- b. Show the voter’s fax number and full address and Social Security Number, in the “To” section. If the fax number is not available, the voter’s full address and Social Security Number must be shown for the ballot to be properly routed.
- c. Be sure to include the number of pages being transmitted so the receiver will know when the transmission is complete.
- d. Type or print in dark ink all information so it is fully legible and easy to read.

② Preparing Voting Instructions to the Voter

The second item in a faxed absentee ballot packet are the instructions for voting the absentee ballot. It is important that the instructions are concise and clear so that the procedures will be followed correctly and the voting will go smoothly. A sample page format for organizing the instructions is provided on page 7 of this chapter. The format provides space for the instructions to include:

- How to vote the ballot
- How to return the ballot, where to send it, and by when it must be received
- The secrecy waiver to be signed if the ballot is returned by fax (see box on page 6)

Paper Ballots

If paper ballots are used for absentee voting they can be adapted for the fax ballot. The fax voting instructions should describe how to identify races and mark candidate and issue choices in the same way a regular in-person voter marks their ballot or a mail-in absentee voter marks the absentee ballot. Previously prepared ballot marking directions for mail-in absentee voters may be useful for this adaptation.

Mechanical Lever Machine Ballots

If the actual lever machine ballot is used for absentee voting, the races must be described for identification as well as how the absentee voters should mark the faxed ballot to indicate a vote. If other methods of voting such as paper ballots, punch card ballots, or optical scan ballots are used for absentee voting, provide fax ballots for that method of voting and include instructions for that type of ballot marking.

Optical Scan Paper Ballot

If optical scan paper ballots are used for fax ballots, the instructions must be prepared for marking the optical scan ballot which has been faxed with the ballot selections. Tell the voter how to identify the different races and how to indicate which candidate(s) and issues he or she wishes to select. The fax ballot may be marked in the same way it is marked for use with the scanning ballot counter. However, if the ballot is sent/received by fax, it cannot be counted by the ballot scanner and must be counted by hand, or used to make a replacement ballot that can be read by the scanner.

Direct Recording Electronic System Ballots

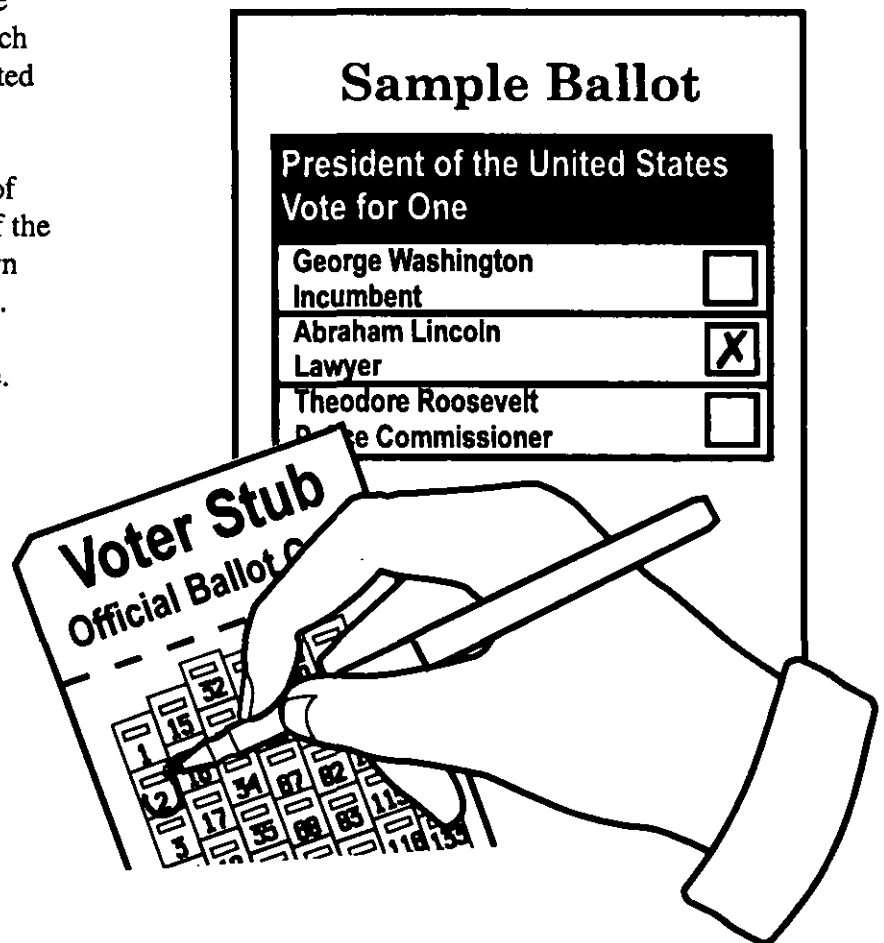
If a paper ballot is being created from a Direct Recording Electronic System ballot, instruct the voters how to identify the races and how to mark an "X", or other indicator, beside their choice for candidate or issue. If another system is being used, such as optical scan or punch card ballots for absentee voting, the instructions for voting that type of ballot should be sent.

Prescored Punch Card Ballots

If the faxed absentee ballot is adapted from a punch card with booklet, first describe how to identify a race to vote. Then clearly tell how to determine the number of votes that are valid for each race. Next describe how to mark the voted choice on the ballot. A diagram of a marked sample ballot, such as the sample illustrations shown below, may be included.

Example:

1. Make your choice from the enclosed sample ballot. Each candidate has a number listed by their name.
2. Clearly circle the number of your choice on the copy of the official ballot card as shown in the diagram on the right. Only circle the number of votes allowed for that race.



Mechanically Punched Punch Card Ballots

If the faxed absentee ballot is based on a punch card with the choices presented on a card, first instruct voters how to identify the races. Then provide the instructions to vote by marking an "X" in the square to the left (or right, depending on the ballot) of the name of the candidate(s) or the issue. To write in the name of a candidate who is not listed on the ballot instruct voters to use the blank line appearing under the list of named candidates for the office. Write the candidate's name on the line, and mark an "X" in the square by the candidate's name.

Example:

UNITED STATES SENATOR	(Vote for One)
R. Smith	<input type="checkbox"/>
J. Doe	<input type="checkbox"/>
B. Jones	<input type="checkbox"/>
	<input type="checkbox"/>



*What about
the Secrecy
Waiver?*

SECRECY WAIVER

The wording for the secrecy waiver appearing on the instruction sheet may vary from state to state. Be sure to check the wording of the secrecy waiver against the state's law or administrative instructions.

SAMPLE INSTRUCTION SHEET

Attached is your absentee ballot which is available by fax only to military personnel and overseas citizens.

HOW TO VOTE YOUR BALLOT

(Insert instructions for your type of ballot in this part of the instruction form)
Follow the above procedure for each candidate for whom you wish to vote.
Vote for only one candidate in each office.
DO NOT mark the ballot except as instructed: such marks may void the entire ballot.

HOW TO RETURN YOUR BALLOT

To be counted, your ballot must be received in the office of the (your locality name) Board of Elections before (time) on (date).

Fax only to one of these numbers: 1-800-368-8683, 703-695-0663, or DSN 223-5527

Your ballot must be mailed as well as faxed. If both arrive in time for the election, only the mailed ballot will be counted.

Voters may obtain the security envelope and ballot transmittal envelope from the Federal Write-In Absentee Ballot (SF-186), which are available from your Voting Action Officer (VAO) at military installations, embassies, or consulates. Detach the envelope from the rest of the form and place the voted ballot in the security envelope and immediately mail it back to this election office.

If a Federal Write-In Absentee Ballot is not available, use two (2) plain envelopes and mark one as the "security envelope". Place your faxed ballot in the security envelope, and seal. Place this envelope inside the second envelope. Print your residence address, sign your name and date the envelope across the sealed envelope flap. Address the envelope to:

Your Locality name

Your Locality address

(The following section is not to be included in the instructions if a voted ballot is not allowed to be returned by fax.)

The following statement MUST be signed if returning a ballot by fax (see box on page 6):

"I hereby voluntarily waive my right to a secret ballot if necessary to have my vote counted."

Signed _____ Date _____

Return this sheet signed and dated with your ballot.

SAMPLE INSTRUCTION SHEET

③ Preparing Ballot Pages

Before a ballot can be faxed, it must be prepared properly for fax transmission. This section provides instructions for preparing each different ballot type for fax transmission. In jurisdictions where it is applicable and allowed, replacement ballots can be made by the Board of Elections from the faxed ballot. These ballots can then be counted in the same manner as regular absentee ballots.

Paper Ballots

Follow the steps listed below to prepare paper ballots for fax transmission:

1. Make a photocopy of the original ballot and use the copy to cut and paste.
2. Cut and paste the ballot if necessary so it fits on one or more 8 ½" by 11" pieces of paper leaving a one inch margin on all sides.
3. If the paper ballot is smaller than 8 ½" by 11", copy it onto 8 ½" by 11" paper leaving a one inch margin on all sides. This will ensure a smooth feed through the fax machine reader mechanism.
4. If the ballot is a long or an otherwise oversized ballot and/or it is printed on both sides of the paper, make a copy of each ballot page and cut and paste the ballot onto one or more 8 ½" by 11" sheets of paper leaving a one inch margin on all sides.
5. Do not change the order of the races or split a race among two or more pieces of paper.
6. If the ballot is two-sided and is 8 ½" by 11", do not try to fax the actual ballot. It will not be possible to turn the ballot over and fax the second side before the fax machine ends the transmission. Make a copy of the second side so it can be transmitted in sequence.

Example Ballot (shown reduced):

<p>OFFICIAL BALLOT FOR THE GENERAL ELECTION NOVEMBER 5, 1998</p> <p>INSTRUCTIONS TO THE VOTER To vote mark an "X" in the box next to the candidate of your choice.</p> <p><u>For Governor (Vote for One)</u></p> <p><input type="checkbox"/> William A. (Bill) Allain <input type="checkbox"/> Billy M. Davis <input type="checkbox"/> Evelyn Candy <input type="checkbox"/> Lonnie C. Johnson <input type="checkbox"/> Mike P. Sturdivant <input type="checkbox"/> _____</p> <p><u>For United States Senator (Vote for one)</u></p> <p><input type="checkbox"/> Troy Majure, Jr. <input type="checkbox"/> Jim Buck Ross <input type="checkbox"/> Vivian J.D. Tillman <input type="checkbox"/> _____</p> <p><u>For United States House of Representatives, District One (Vote for One)</u></p> <p><input type="checkbox"/> Elizabeth Verterano <input type="checkbox"/> Nick DeRosa <input type="checkbox"/> Thomas P. Costa <input type="checkbox"/> Eugene DeCarpo <input type="checkbox"/> _____</p>

Mechanical Lever Machine Ballots

Systems in this category include:

- **AVM**
- **Shoup Mechanical Lever Machine**

Refer to the ballot preparation section for the system normally used for absentee voting. If paper ballots are used, refer to the section on paper ballots. If optical scan is used, refer to the section on optical scan. For punch cards, refer to the section for the type of punch card used.

Optical Scan Paper Ballots

Systems in this category include:



- **AIS**
- **Accu-Vote ES-2000**
- **BRC Optech**
- **Airmac**
- **EPI**

Follow the steps listed below to prepare optical scan paper ballots for fax transmission:

1. Make a photocopy of the original ballot and use the copy to cut and paste.
2. If necessary, cut and paste the ballot so it fits on one or more 8 ½" by 11" pieces of paper leaving a one inch margin on all sides.
3. If the paper ballot is smaller than 8 ½" by 11", copy it onto 8 ½" by 11" paper leaving a one inch margin on all sides. This will ensure a smooth feed through the fax machine reader mechanism.
4. If the ballot is a long or otherwise oversized ballot and/or it is printed on both sides of the paper, make a copy of each ballot page and cut and paste the ballot onto one or more 8 ½" by 11" sheets of paper leaving a one inch margin on all sides.
5. Do not change the order of the races. Do not split a race among two or more pieces of paper. For ballots with two or more columns, a column may be placed on a separate page as shown in the example below.
6. If the ballot is two-sided and is 8 ½" by 11", do not try to fax the actual ballot. It will not be possible to turn the ballot over and fax the second side before the fax machine ends the transmission. Make a copy of the second side of the ballot so it can be transmitted in sequence.

See example on following pages:

Example of Optical Scan Paper Ballot
 Original Ballot (larger than 8 1/2 x 11 inches)

OFFICIAL GENERAL ELECTION BALLOT		General Election Held Tuesday, November 2, 1993		
A	STATE OF KENTUCKY	B	HENRY COUNTY	
Instructions to Voters		KY-052		
<p>1. TO VOTE YOU MUST BLACKEN THE OVAL (●) COMPLETELY.</p> <p>To write in a name, you must blacken the oval (●) to the left of the line provided, and write the name in the space provided for that purpose.</p> <p>2. USE ONLY THE PENCIL PROVIDED.</p> <p>3. DO NOT CROSS OUT. If you change your mind, exchange your ballot for a new one.</p> <p>4. STRAIGHT PARTY VOTING. To vote for every candidate of one party, blacken the oval (●) to the left of the party name.</p>		<p>Property Valuation Administrator (Vote for One)</p> <p><input type="radio"/> Rhelda MOORE</p> <p>Write in _____</p>	<p>Constable 1st Magisterial District (Vote for One)</p> <p>Write in _____</p>	
<p>SYMBOLS & EMBLEMS</p> <p><input type="radio"/> Democratic Party Candidate </p> <p><input type="radio"/> Nonpartisan Judicial Candidate</p> <p><input type="radio"/> Nonpartisan School Candidate</p>		<p>County Judge/Executive (Vote for One)</p> <p><input type="radio"/> Tommy BRYANT</p> <p>Write in _____</p>		
<p>NONPARTISAN JUDICIAL BALLOT</p>		<p>County Attorney (Vote for One)</p> <p><input type="radio"/> William F. IVERS JR.</p> <p>Write in _____</p>		
<p>District Judge 12th Judicial District — 1st Division (Vote for One)</p> <p><input type="radio"/> Julia L. FIELDS</p> <p>Write in _____</p>		<p>County Clerk (Vote for One)</p> <p><input type="radio"/> Rhonda M. CARPENTER</p> <p>Write in _____</p>		
<p>District Judge 12th Judicial District — 2nd Division (Vote for One)</p> <p><input type="radio"/> Paul Well ROSENBLUM</p> <p>Write in _____</p>		<p>Sheriff (Vote for One)</p> <p><input type="radio"/> Ray POWELL</p> <p>Write in _____</p>		
<p>COUNTY OFFICES</p>		<p>Jailer (Vote for One)</p> <p><input type="radio"/> Neil STIVERS</p> <p>Write in _____</p>		
<p>STRAIGHT PARTY VOTING</p> <p><input type="radio"/>  DEMOCRATIC PARTY</p>		<p>Coroner (Vote for One)</p> <p><input type="radio"/> James POLLARD</p> <p>Write in _____</p>		
<p>Commonwealth's Attorney 12th Judicial Circuit (Vote for One)</p> <p><input type="radio"/> William P. CROLEY</p> <p>Write in _____</p>		<p>County Surveyor (Vote for One)</p> <p>Write in _____</p>		
<p>Circuit Clerk (Vote for One)</p> <p><input type="radio"/> Leland PAYTON</p> <p>Write in _____</p>		<p>Magistrate 1st Magisterial District (Vote for One)</p> <p><input type="radio"/> Wayne GUNNELL</p> <p>Write in _____</p>		
				<p>NONPARTISAN "SCHOOL CANDIDATES"</p> <p>Member Board of Education Eminence Independent School District (Unexpired Term) (Vote for One)</p> <p><input type="radio"/> Eleanor BRAMMELL</p> <p>Write in _____</p>
A	EAST EMINENCE	B		A101
		C	001:1 001	

Example (cut and pasted on 8 1/2 x 11 inch paper)

STATE OF KENTUCKY

INSTRUCTIONS TO VOTERS

- TO VOTE YOU MUST BLACKEN THE OVAL (●) COMPLETELY. To vote as a voter - you must blacken the oval (●) in the left of the line provided and write the name in the space provided for this purpose.
- USE ONLY THE PENCIL PROVIDED.
- DO NOT CROSS OUT! If you change your mind, exchange your ballot for a new one.
- STRAIGHT PARTY VOTING: To vote for every candidate of one party, blacken the oval (●) in the left of the party name.

SYMBOLS & EMBLEMS

Commonwealth Party Candidate	
Nonpartisan Judicial Candidate	
Nonpartisan School Candidate	

NONPARTISAN JUDICIAL BALLOT

District Judge
12th Judicial District - 1st Division
(Vote for One)

Julia L. FLETCHER

District Judge
12th Judicial District - 2nd Division
(Vote for One)

Paul Neal BENNELL

COUNTY OFFICES

STRAIGHT PARTY VOTING

DEMOCRATIC PARTY

Commonwealth's Attorney
(Vote for One)

William P. CROLEY

Circuit Clerk
(Vote for One)

Robert PAYTON

HENRY COUNTY

Property Valuation Administrator
(Vote for One)

Rhonda WIGGINS

County Judge/Executive
(Vote for One)

Steven BRAYANT

County Attorney
(Vote for One)

William P. FLYNN, JR.

County Clerk
(Vote for One)

Rhonda M. CARPENTER

Sheriff
(Vote for One)

Ray POWELL

Jailer
(Vote for One)

Neil STEVENS

NONPARTISAN "SCHOOL CANDIDATES"

Member Board of Education
Eminence Independent School District
(Unexpired Term) (Vote for One)

Eleanor BRAMMELI

Direct Recording Electronic (DRE) Systems

Systems in this category include:

- **Shouptronic**
- **MicroVote**
- **Sequoia Pacific**

If another method of voting for absentee voters is normally used, refer to the ballot preparation instructions for that system. If paper ballots are used, refer to the section on paper ballots. If optical scan ballots are used, refer to the section on optical scan. If punch cards for absentee voting are used, refer to the section on punch card ballots for the type of punch card used.

Otherwise, a paper ballot can be made from the DRE ballots. Follow the steps listed below to prepare paper ballots for fax transmission from DRE ballots:

1. Make a photocopy of the original ballot and use the copy to cut and paste.
2. If necessary, cut and paste the ballot so it fits on one or more 8 1/2" by 11" pieces of paper leaving a one inch margin on all sides.
3. If the paper ballot is smaller than 8 1/2" by 11", copy it onto 8 1/2" by 11" paper leaving a one inch margin on all sides. This will ensure a smooth feed through the fax machine reader mechanism.
4. If the ballot is a long or otherwise oversized ballot and/or it is printed on both sides on the paper, make a copy of each ballot page and cut and paste the ballot onto one or more 8 1/2" by 11" sheets of paper leaving a one inch margin on all sides.
5. Do not change the order of the races or split a race among two or more pieces of paper.
6. A place must be provided for the voter to indicate his/her choice. Place a box or blank beside each voting position, and instruct the voter on how to indicate his/her choice. In the example below, boxes have been added to the original ballot. The voter will indicate a vote by placing an "X" in the box beside the candidate of his/her choice. If the ballot includes write-ins, a line should also be added for write-ins to the original ballot.

See example on following pages:

Example of Direct Recording Electronic (DRE) System

Original Ballot (larger than 8 1/2 x 11 inches)

Straight Party REPUBLICAN	Button PARTY
-------------------------------------	------------------------

Straight Party DEMOCRATIC	Button PARTY
-------------------------------------	------------------------

Straight Party AMERICAN	Button PARTY
-----------------------------------	------------------------

Straight Party INDEPENDANT	Button PARTY
--------------------------------------	------------------------

PRESIDENTIAL ELECTORS

Vote For One

6	George R. JONES Republican Party	Thomas L. ALLEN
---	-------------------------------------	-----------------

7	William T. JOHNSON Democratic Party	Robert E. SCOTT
---	--	-----------------

8	Sharon SAUNDERS American Party	Jeremy F. GALLAGER
---	-----------------------------------	--------------------

9	Gina Maria OLAF Independent Party	Barbara A. HULLETT
---	--------------------------------------	--------------------

GOVERNOR AND LIEUTENANT GOVERNOR

Vote For One

11	Harold K. BOND Republican Party	Marcus S. BAKER
----	------------------------------------	-----------------

12	Rodger M. LUCEY Democratic Party	John J. YORK
----	-------------------------------------	--------------

13	Frank L. IRWIN American Party	Michael L. WAKE
----	----------------------------------	-----------------

UNITED STATES SENATOR

Vote For One

15	Harold K. BOND Republican Party	BAKER
----	------------------------------------	-------

16	Frank L. BOND Democratic Party	BOND
----	-----------------------------------	------

17	Honora BRUBAKER American Party	BRUBAKER
----	-----------------------------------	----------

18	George B. BROWNING Independent Party	BROWNING
----	---	----------

19 WRITE-IN

ATTORNEY GENERAL

Vote For One

21	Anity VILLAREAL Republican Party	VILLAREAL
----	-------------------------------------	-----------

22	Raymond F. BOURBON Democratic Party	BOURBON
----	--	---------

23	Newton G. GARFIELD American Party	GARFIELD
----	--------------------------------------	----------

24	Gina Maria BROWNING Independent Party	BROWNING
----	--	----------

SUPERINTENDANT OF PUBLIC INSTRUCTION

Vote For One

27	Robert F. YORKING Republican Party	YORKING
----	---------------------------------------	---------

28	James C. O'HARA Democratic Party	O'HARA
----	-------------------------------------	--------

29	Betty J. SHEILDS American Party	SHEILDS
----	------------------------------------	---------

30	Jason R. KANTOR Independent Party	KANTOR
----	--------------------------------------	--------

U.S. REPRESENTATIVE

1st Congressional District Vote For One

Martin H. REESE Republican Party	32
-------------------------------------	----

Kevin F. CLARK Democratic Party	33
------------------------------------	----

Vernon H. THOMAS Independent Party	34
---------------------------------------	----

WRITE-IN 35

STATE SENATOR

District 33 Vote For One

Rinaldo GARCIA Republican Party	37
------------------------------------	----

Herman GRAHAM Democratic Party	38
-----------------------------------	----

Joseph L. FULLER American Party	39
------------------------------------	----

STATE REPRESENTATIVE

District 20 Vote For Two

Raymond A. BLACK Republican Party	41
--------------------------------------	----

Matthew W. MUDGE Republican Party	42
--------------------------------------	----

Janet Y. DOMBROW Democratic Party	43
--------------------------------------	----

Gilbert C. BROSIUS Democratic Party	44
--	----

WRITE-IN 45

WRITE-IN 46

JUDGE OF COUNTY COURT

District One Vote For One

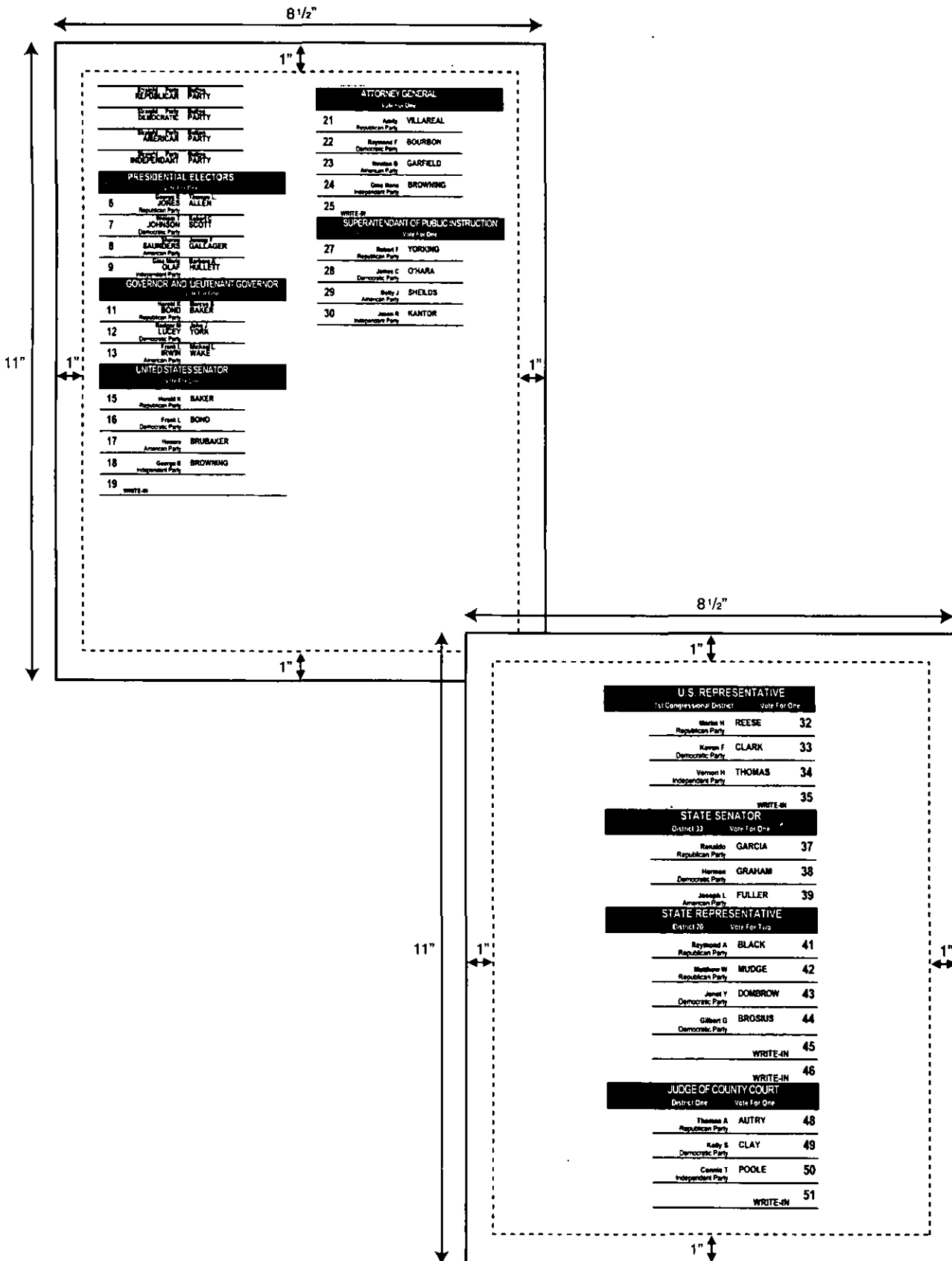
Thomas A. AUTRY Republican Party	48
-------------------------------------	----

Kelly S. CLAY Democratic Party	49
-----------------------------------	----

Connie T. POOLE Independent Party	50
--------------------------------------	----


WRITE-IN 51

Example (Ballot cut and placed on 8 1/2 x 11 inch paper)



Example of Mechanically Punched Punch Card Ballot

Stub No. 2


B

OFFICIAL BALLOT

GENERAL ELECTION
MANATEE COUNTY, FLORIDA
NOVEMBER 6, 1990

(DETACH THIS STUB AFTER VOTING)

MANATEE CO. GENERAL ELECTION 11/6/90

NONPARTISAN JUDICIAL		
Justice of the Supreme Court		
Shall JUSTICE LEANDER J. SHAW, JR. of the Supreme Court be retained in office?	YES ▶	+
	NO ▶	+
2nd District Court of Appeal		
Shall JUDGE CHRIS W. ALTENBERND of the 2nd District Court of Appeal be retained in office?	YES ▶	+
	NO ▶	+
Shall JUDGE PAUL W. DANAHY, JR. of the 2nd District Court of Appeal be retained in office?	YES ▶	+
	NO ▶	+
Shall JUDGE JAMES E. LEHAN of the 2nd District Court of Appeal be retained in office?	YES ▶	+
	NO ▶	+
Shall JUDGE JERRY R. PARKER of the 2nd District Court of Appeal be retained in office?	YES ▶	+
	NO ▶	+
Shall JUDGE DAVID F. PATTERSON of the 2nd District Court of Appeal be retained in office?	YES ▶	+
	NO ▶	+
Shall JUDGE HERBOTH S. RYDER of the 2nd District Court of Appeal be retained in office?	YES ▶	+
	NO ▶	+

41-202
VOTE BOTH SIDES
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 NO for Rejection
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 and it is enacted by
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 certain negative fiscal conse
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 these requirements.

Example (cut and placed on 8 1/2 x 11 inch page)

8 1/2"

1"

Stub No. 2
 TOP

OFFICIAL BALLOT

GENERAL ELECTION
 MANATEE COUNTY, FLORIDA
 NOVEMBER 6, 1990

(DETACH THIS STUB AFTER VOTING)

MANATEE CO. GENERAL ELECTION 11/6/90

NONPARTISAN JUDICIAL	
Justice of the Supreme Court	
Shall JUDGE LEANDER J. SHAW, JR. of the Supreme Court be retained in office?	YES <input type="checkbox"/> + NO <input type="checkbox"/> +
2nd District Court of Appeal	
Shall JUDGE CHRIS W. ALTENBERND of the 2nd District Court of Appeal be retained in office?	YES <input type="checkbox"/> + NO <input type="checkbox"/> +
Shall JUDGE PAUL W. DANAHY, JR. of the 2nd District Court of Appeal be retained in office?	YES <input type="checkbox"/> + NO <input type="checkbox"/> +
Shall JUDGE JAMES E. LEHAN of the 2nd District Court of Appeal be retained in office?	YES <input type="checkbox"/> + NO <input type="checkbox"/> +
Shall JUDGE JERRY R. PARKER of the 2nd District Court of Appeal be retained in office?	YES <input type="checkbox"/> + NO <input type="checkbox"/> +
Shall JUDGE DAVID F. PATTERSON of the 2nd District Court of Appeal be retained in office?	YES <input type="checkbox"/> + NO <input type="checkbox"/> +
Shall JUDGE HERBOTH S. RYDER of the 2nd District Court of Appeal be retained in office?	YES <input type="checkbox"/> + NO <input type="checkbox"/> +

41-201X **VOTE BOTH SIDES** B

MANATEE CO. GENERAL ELECTION 11/6/90

PROPOSED CONSTITUTIONAL AMENDMENTS	
NO. 1 CONSTITUTIONAL AMENDMENT ARTICLE III, SECTION 3	
Regular Legislative Sessions	
Proposing an amendment to the State Constitution to require the Legislature to convene at an earlier specified date in 1991 and, in 1992 and thereafter, to convene on the first Tuesday after the first Monday in February of each odd-numbered year and on the first Tuesday after the first Monday in February, or such other date as may be fixed by law, of each even-numbered year.	
YES for Approval	<input type="checkbox"/> +
NO for Rejection	<input type="checkbox"/> +
NO. 2 CONSTITUTIONAL AMENDMENT ARTICLE I, SECTION 8	
Three-Day Waiting Period for Handgun Purchases	
Requires a mandatory period of three days, excluding weekends and legal holidays, between the purchase and delivery at retail of any handgun. Defines the terms "purchase" and "handgun" and requires the Legislature to enact legislation to provide a felony penalty for violations.	
YES for Approval	<input type="checkbox"/> +
NO for Rejection	<input type="checkbox"/> +
NO. 3 CONSTITUTIONAL AMENDMENT ARTICLE VII, SECTION 18	
Laws Affecting Local Governmental Expenditures or Ability to Raise Revenue or Receive State Tax Revenue	
Excuses counties and municipalities from complying with general laws requiring them to spend funds unless: the law fulfills an important state interest; and it is enacted by two-thirds vote, or funding or funding sources are provided, or certain other conditions are met. Prohibits general laws that have certain negative fiscal consequences for counties and municipalities unless enacted by two-thirds vote. Exempts certain categories of laws from these requirements.	
YES for Approval	<input type="checkbox"/> +
NO for Rejection	<input type="checkbox"/> +

41-202 **VOTE BOTH SIDES** B

11"

1"

① Preparing the Official Election Materials Electronic Transmission (Cover) Sheet for Stored Ballots

The Official Election Materials - Electronic Transmission Sheet is always the first item in a packet and serves as the cover sheet. Appendix C of this manual is the Official Transmission Sheet. It should be reproduced as needed for transmissions.

When a pre-stored ballot is faxed, the Transmission Sheet must be completed as follows:

- a. Complete the "To" and "From" sections legibly and completely. Check "Send Stored Ballot" in the contents area and indicate the ballot number of the ballot being sent. The Election Official authorizing transmission must sign the sheet if required by state law in order for a ballot to be transmitted.
- b. Show the voter's fax number and full address and Social Security Number, in the "To" section. If the fax number is not available, the voter's full address and Social Security Number must be included for the ballot to be properly routed.
- c. Be sure to include the number of pages being transmitted so the receiver will know when the transmission is complete.
- d. Type or print all information so it is fully legible and easy to read.

Handling Election Materials Received by Fax

A. HANDLING CONSIDERATIONS

Each locality should establish a **policy** regarding the handling of election materials received by fax. Each State may have established its own set of guidelines for local election officials to follow. These procedures should ensure the maximum possible privacy of the voted ballot. Likewise, the access to the facsimile machine should be as limited as possible. Preferably, it should be located in the Election Administrator's office. A log should be maintained of all fax transmissions sent and received.

Immediately upon receipt of materials by fax, the transmission should be checked to be sure it is complete and of sufficient quality to determine the voter's intent. If it is not, call for technical assistance at 1-800-966-8683. Also the applications should be checked for acceptability. If information is missing or illegible, a return message should be faxed to the sender using 1-703-693-5527 or 1-800-368-8683 as soon as possible so that corrections may be made. If additional forms are required by the State, they should be included in the return message to the voter.

Local election officials should also be familiar with the policies of their State for the handling of fax materials. For example, States may have a set of administrative rules for fax balloting that covers facsimile machine access, handling of facsimile ballots, ballot transmission, receiving ballots, ballot log, elector affirmation, ballot acceptance, transcription of ballots, election judges and ballot secrecy.

B. RECEIVING FPCAs BY FAX

As the Federal Voting Assistance Program electronic transmission system receives Federal Post Card Applications (FPCAs) and general inquiries from military and overseas voters, the materials are forwarded directly to the proper locality. If the locality does not have a fax number on record with the FVAP system, the local election official will be contacted to arrange delivery of the election materials.

Should any difficulty be experienced, or if the number of pages indicated on the cover sheet were not received, the FVAP electronic transmission system technical number should be contacted immediately at 1-800-966-8683.

C. RECEIVING VOTED BALLOTS BY FAX

Voters receiving their blank absentee ballots by fax should return the voted ballot as described in the local election official's instructions sent with the blank ballot. If State and local law allows a voted ballot to be returned by fax, the voter should be told to return the ballot to 703-693-5527, 800-368-8683 or DSN (military) 223-5527 in the instructions provided with the ballot. The use of only these numbers protects the security of the materials transmitted and provides an audit trail for all documents. If a fax transmission is interrupted before completion, the entire package should be resent. **THE LOCAL ELECTION OFFICIAL SHOULD NOT GIVE HIS/HER FAX NUMBER AS A RETURN NUMBER.** When a voted ballot is faxed as well as mailed, and the mailed absentee ballot is received in sufficient time to be counted, the faxed ballot is not to be counted.

Preparing the Transmission (Cover) Sheet

The Official Election Materials Electronic Transmission Sheet is always the first item in a packet and serves as the cover sheet. Instructions for completing it are provided below and in the diagram on the next page. Appendix C of this manual is the Official Transmission Sheet. It should be reproduced as needed for transmissions.

A. HOW TO PREPARE THE TRANSMISSION SHEET FOR A BALLOT

1. Complete the "To" and "From" sections legibly and completely. Check "Ballot" in the contents area.
2. Show the voter's fax number and full address and Social Security Number, in the "To" section. If the voter's fax number is not provided, the voter's full address and Social Security Number must be shown for the ballot to be properly routed.
3. Type or print all information so it is fully legible and easy to read.

B. HOW TO PREPARE THE TRANSMISSION SHEET FOR OTHER ELECTION MATERIALS

1. Complete the "To" and "From" sections legibly and completely. Check "Other Election Material" in the contents area, and briefly describe material being faxed in the space provided.
2. Show the voter's fax number and full address and Social Security Number, in the "To" section. If the voter's fax number is not provided, the voter's full address and Social Security Number must be shown for the ballot to be properly routed.
3. Type or print all information so it is fully legible and easy to read.

C. HOW TO PREPARE THE TRANSMISSION SHEET FOR A STORED BALLOT

1. Complete the "To" and "From" sections legibly and completely. Check "Send Stored Ballot" in the contents area and indicate the ballot number of the ballot to be sent. The Election Official authorizing transmission must sign the sheet in order for a ballot to be transmitted.
2. Show the voter's fax number and full address and Social Security Number, in the "To" section. If the voter's fax number is not provided, the voter's full address and Social Security Number must be shown for the ballot to be properly routed.
3. Type or print all information so it is fully legible and easy to read.

See example on following pages.

Official Election Materials Electronic Transmission Sheet

Sample Transmission Sheet

Official Election Materials - Electronic Transmission Sheet
Transmittal (Cover) Sheet from the Local Election Official to the Absentee Voter

TO:

Last Name _____

First Name _____ Middle Name _____

Phone Number _____

Fax Number _____

Social Security Number _____ Date of Birth - MM/DD/YY _____

Street Address _____

City _____ State or Country _____

Unit/Ship _____

Postal Code / APO/FPO _____

Service (Circle One): Army Navy Air Force Marine Corps Coast Guard Other _____

FROM:

City/County Board of Elections _____ State _____

Last Name of Local Election Official _____

Telephone Number _____

Fax Number _____

Street Address _____

City _____ State _____ Zip Code _____

Contents of Transmission (Check One): Ballot Stored Ballot Number _____

Other Election Materials (Specify) _____

Authorizing Signature _____ Date _____

Number of Pages being transmitted, including this one _____

Fax ONLY to _____

700 _____, 1-800-368-8683, or DSN 223-5527

Federal Voting Assistance Program Use Only - DO NOT Complete this Section

Date Received _____ Time Received _____

Date Sent _____ Time Sent _____

Transaction Number _____ Processed By _____

IF YOU HAVE A FAX NUMBER FOR THIS VOTER, ENTER IT HERE.

IMPORTANT: IF YOU DO NOT HAVE A FAX NUMBER FOR THIS VOTER, YOU MUST PROVIDE THE VOTER'S SOCIAL SECURITY NUMBER.

FULLY COMPLETE YOUR INFORMATION, INCLUDING CONTACT PERSON, PHONE NUMBER, AND FAX NUMBER.

INDICATE WHETHER YOU ARE SENDING A BALLOT, STORED BALLOT, OR OTHER MATERIALS.

INDICATE THE TOTAL NUMBER OF PAGES SENT.

PROVIDE COMPLETE NAME AND ADDRESS INCLUDING ZIP CODE OR APO/FPO

ENTER BALLOT NUMBER FOR STORED BALLOTS. (EXAMPLE: DEMOCRAT 1)

AUTHORIZED SIGNATURE AND DATE OF FAX.

DO NOT FILL IN THIS SECTION

Stored Ballots

Stored ballots are an additional service provided by the Federal Voting Assistance Program Electronic Transmission Service. By storing the ballots (one of each ballot style) and instructions with the service, ballots can be faxed to voters by simply completing and faxing a cover sheet. This saves time which would normally be spent individually preparing and faxing ballots to voters, and is especially recommended when the ballot is several pages in length or if large quantities of ballots will be sent to voters by fax.

A. HOW TO STORE BALLOTS

To have ballots electronically stored, send by mail:

- ① One copy of each of the voter instructions for each type of ballot.
- ② One copy of each ballot being stored electronically. These ballots **MUST** be prepared in the proper format for faxing before being submitted to the FVAP electronic transmission system. (If assistance in preparing ballots is needed, please refer to Chapter 2 of this manual which describes how to prepare instructions and ballots, or call 1 (800) 966-8683 for technical assistance).
- ③ Number each ballot using a simple numbering system. Separate the ballots by party if necessary. Keep a list for referral to the ballot by number when faxing to the voter.
- ④ Include complete information including locality, address, phone, fax, and contact person should the FVAP need to contact the local election official.
- ⑤ The name(s) and title(s) of the person(s) on the staff authorized to approve transmission of stored ballots.

A typical submission for ballot storage might include:

- Cover letter giving locality information and contact person
- Voter Instruction Sheet(s)
- Republican Primary Ballots 1996-P001
- Democratic Primary Ballots 1996-P002
- Non-Partisan Primary Ballots 1996-P003

Before mailing, please call 1-800-966-8683 so that the materials will be expected and the process expedited. Mail the package to:

**Election Technology Company
P.O. Box 31525
Raleigh, NC 27622**

B. TO FAX A STORED BALLOT TO A VOTER

When faxing a stored ballot only the Election Materials Electronic Transmission Sheet needs to be sent to the processing center at 1-800-368-8683. Be certain that the Ballot Number has been indicated and the voter information is completed, including Social Security Number, his/her fax number, and the **signature** of the authorizing election official approving the electronic transmission of the ballot.

Upon receipt of the transmission cover sheet, the processing center will attach the proper instructions to the corresponding ballot, log the transaction and transmit the entire packet of materials to the voter. Once the ballot has been transmitted, the local election official will receive confirmation including voter name, date and time ballot was sent, and the number of the ballot sent.

C. STORAGE OF BALLOTS

Stored ballots and instructions will be retained for **30 days following the election** and then deleted from the system, unless otherwise specified in writing by the locality.

Frequently Asked Questions and Answers

QUESTION: I received an APO/FPO list during Operation Desert Shield. Do I still only fax to voters on that list?

ANSWER: That list was only used during Operation Desert Shield/Storm. Any military person for whom sufficient information is supplied, may be faxed to, regardless of APO/FPO.

QUESTION: When can I fax?

ANSWER: The fax system accepts faxes 24-hours a day 7 days a week. Technical assistance is available 6:00 a.m. to 10:00 p.m. EST, and at extended hours during crucial periods.

QUESTION: What if my fax doesn't go through the first time?

ANSWER: All the pages must be re-faxed to the voter, being certain to include the Official Election Materials Electronic Transmission Sheet. Since there is more than one routing station for the fax to be received by, and people all around the world fax to this system, it is essential that any interrupted transmission be faxed again in its entirety. If difficulties are experienced in transmitting a fax, call 1-800-966-8683.

QUESTION: Do I have to make a separate transmission for each ballot?

ANSWER: Yes. For security purposes faxes sent cannot be altered. This means that several ballots sent in one transmission cannot be separated to be routed to different voters. This is why it is very important that each transmission be comprised of the completed Election Materials Electronic Transmission Sheet for the voter, the instructions, and the ballot, in that order. Election materials for the same destination, such as a husband and wife, may be sent together.

QUESTION: I have a special oath on the envelope, what should I do?

ANSWER: If there is any information, such as a special oath on the envelope, the oath should be copied and included in the fax transmission. The instructions should explain how this oath is to be signed and returned.

APPENDICES

- A** **DEFINITIONS**
- B** **ABSENTEE BALLOT FACSIMILE LOG**
- C** **TRANSMITTAL (COVER) SHEET**

APPENDIX A

DEFINITIONS

APO/FPO - Essentially a military "zip-code", this portion of the address must be included on the transmission sheet to ensure delivery to the proper location.

Ballot ID Number - Used when storing ballots, the number used by local election officials to identify a ballot and its instructions that have been stored at the DoD Processing Center.

Ballot Pages - The 8½" by 11" page with a one inch margin format in which the ballot is faxed.

Ballot Transmittal Envelope - Envelope used for returning by mail, a voted ballot that is sent by fax. This envelope is provided with the Federal Write-In Absentee Ballot (FWAB, SF 186) and is available from Voting Assistance Officers.

Contact Person - The election official in locality who is responsible for the participation in the electronic transmission program, and who may be contacted regarding the transmissions sent to, or received from, the locality.

Federal Voting Assistance Program Electronic Transmission Service - The processing and customer service center where transmissions are routed between absentee voters and state and local government officials.

Federal Post Card Application (FPCA, SF 76) - Form used by military and overseas voters to register to vote and request a ballot.

Federal Write-In Absentee Ballot (FWAB, SF 186) - Form available to military and overseas voters through their Voting Assistance Officers which allows them to cast their vote in federal elections. State laws differ in the extent of use for the FWAB. The envelopes which are part of the form may be used to return, by mail a ballot received by fax.

Other Election Materials - Materials to be transmitted to voters other than ballots, such as voter information, or requests for additional information when an application is incomplete.

Oversized Ballot - Any ballot larger than 8½" by 11" is considered oversized for this program and must be prepared in the proper format as described in Chapter 2.

Read-Only - Documents that may only be seen on a computer display but not altered in any way. All transmissions routed through the FVAP Electronic Transmission Service are handled in this manner.

Secrecy Waiver - Statement that must be signed by a voter who returns a voted ballot by fax. (See box on page 6.)

Security Envelope - Inner envelope that protects the secrecy of the ballot that is being returned by mail. The secrecy envelope from the Federal Write-In Absentee Ballot (FWAB).

Simple Numbering System - A simple scheme used to identify stored election materials. For example, a ballot might be identified as DEM-001 for a primary election, or 001 for a general election.

Split Races - A race whose candidates are split between two pages of a ballot when it is formatted for faxing. **DO NOT ALLOW SPLIT RACES WHEN PREPARING BALLOTS FOR FAXING.**

Stored Ballot - A ballot (or set of ballots) that is (are) marked with ID numbers and sent to the processing center prior to an election so that the absentee ballot does not have to be transmitted with each transmission cover sheet. See Chapter 5 for information and instructions on stored ballots.

Official Election Materials Electronic Transmission (Cover) Sheet - Cover sheet that must be used as the first page of any transmission sent to the voter. See Chapter 4 for information on preparing the cover sheet for various types of election materials.

Voter Instructions - Instruction sheet provided by the local election official that instruct the voter on how to vote and return the ballot. See Chapter 2, Section A.

APPENDIX C:

OFFICIAL ELECTION MATERIALS

ELECTRONIC TRANSMISSION SHEET

Copies should be made of the transmission sheet for actual use.

Always be sure to have a few blank copies on hand, and do not write on the original.

Official Election Materials - Electronic Transmission Sheet
Transmittal (Cover) Sheet from the Local Election Official to the Absentee Voter

TO:

Last Name

First Name Middle Name

Telephone Number

Fax Number

Social Security Number Date of Birth - MM/DD/YY

Street Address

City State or Country

Unit/Ship

Postal Code / APO/FPO

Service (Circle One): Army Navy Air Force Marine Corps Coast Guard Other _____

FROM:

City/County Board of Elections State

Last Name of Local Election Official

Telephone Number

Fax Number

Street Address

City State Zip Code

Contents of Transmission (Check Those Applicable): _____ Ballot _____ Stored Ballot (Number _____)
_____ Other Election Materials (Specify) _____

Authorizing Signature (if required) _____ Date _____

Number of pages being transmitted, including this sheet _____
Fax ONLY to one of these numbers:
703-693-5527, 1-800-368-8683, or DSN 223-5527

Federal Voting Assistance Program Use Only - DO NOT Complete this Section

Date Received _____ Time Received _____
Date Sent _____ Time Sent _____
Transaction Number _____ Processed By _____

Official Election Materials - Electronic Transmission Sheet
Transmittal (Cover) Sheet from the Local Election Official to the Absentee Voter

TO:

Last Name _____

First Name _____ Middle Name _____

Telephone Number _____

Fax Number _____

Social Security Number _____ Date of Birth - MM/DD/YY _____

Street Address _____

City _____ State or Country _____

Unit/Ship _____

Postal Code / APO/FPO _____

Service (Circle One): Army Navy Air Force Marine Corps Coast Guard Other _____

FROM:

City/County Board of Elections _____ State _____

Last Name of Local Election Official _____

Telephone Number _____

Fax Number _____

Street Address _____

City _____ State _____ Zip Code _____

Contents of Transmission (Check Those Applicable): _____ Ballot _____ Stored Ballot (Number _____)
_____ Other Election Materials (Specify) _____

Authorizing Signature (if required) _____ Date _____

Number of pages being transmitted, including this sheet _____

Fax ONLY to one of these numbers:

703-693-5527, 1-800-368-8683, or DSN 223-5527

Federal Voting Assistance Program Use Only - DO NOT Complete this Section

Date Received _____ Time Received _____

Date Sent _____ Time Sent _____

Transaction Number _____ Processed By _____

