



Early Voting & Election Day Preparation Resources for New Election Officials



Lay the Groundwork

Create a plan, build partnerships, and communicate proactively

- Develop a detailed election calendar. Allow sufficient time to complete critical processes like ballot design and testing to minimize the chance of errors.
 - [Developing an Election Calendar: Quick Start Guide](#)
 - [Ballot Building: Quick Start Guide](#)
 - [Logic and Accuracy Testing: Quick Start Guide](#)
- Review and update Standard Operating Procedures (SOPs). Include SOPs used to maintain proper chain of custody of ballots, voting equipment, and related data.
 - [Standard Operating Procedures: Quick Start Guide](#)
 - [Best Practices: Chain of Custody](#)
- Cultivate relationships with stakeholders that can help your efforts.
 - [Building Community Partnerships: Quick Start Guide](#)
- Participate in state, local, and national information-sharing networks.
 - [EAC Clearinghouse Community](#): join the EAC's official network for election officials to access resources and engage with other election professionals across the country.
- Position your office as a trusted source for election information. Develop key media contacts and address common voter questions proactively.
 - [Voter Education: Quick Start Guide](#)
 - [Voting 101 - Election Information for New Voters](#)
 - [Best Practices: FAQs for Election Officials](#)
 - [Media and Public Relations: Quick Start Guide](#)

Best Practices

- ✓ *Brunswick County, NC* – [Election Education Series](#): A seminar series and expo produced to provide educational opportunities for the community to engage in and better understand the election administration process.



Prepare for High Turnout

Use resources efficiently to process a large volume of voters and ballots

- Plan for high turnout by all methods of voting available in your jurisdiction, including vote by mail and in-person at Early and Election Day voting sites.
 - [Polling Place Line Alleviation Simulation](#)
 - [Voting by Mail Quick Start Guide](#)
 - [Ballot Drop Boxes Quick Start Guide](#)
- Recruit and train more poll workers than you expect to need, and recruit early.
 - [Poll Worker Quick Tips: Recruitment](#)
 - [A Guidebook for Recruiting College Poll Workers](#)

Best Practices

- ✓ *Anne Arundel County, MD* – [Mail-in Ballot Processing Efficiencies](#): a software solution that saved 500 labor hours while notifying voters their ballot was received.
- ✓ *Charleston County, SC* – [Partnerships at the Polls](#): two programs to assist in recruiting and retaining poll workers while supporting local nonprofits: Adopt a Polling Location and Day for Democracy.



Plan for the Unexpected

Develop, review and update contingency plans

- Create or update your Continuity of Operations Plan (COOP). Include plausible scenarios that could occur before and on Election Day.
 - [Contingency Planning, including a COOP Template](#)
 - [Polling Place Interruptions Simulations](#)

Best Practices

- ✓ *North Carolina SOS* – [Attack Response Kits](#): allow counties to securely continue operations while not relying on infrastructure that may be impacted by a cyber incident.

For Additional Resources: www.eac.gov/election-officials