Klickitat County

Continuity of Operations Plan Elections Division

Revised 4/2015

Continuity of Operation Plan
Election Division

A Continuity of Operations Plan (COOP) is an outline of the activities that our department will perform. The plan will ensure that essential functions continue, minimizing the impact on the public, and assisting the county in maintaining the integrity and accuracy of elections in the event of an emergency. An emergency is a serious, unexpected, and often dangerous situation requiring immediate action.

SCOPE – The scope of this plan applies to all staff within the Election Division. The plan provides for continuity of management and decision making in the event that managers or supervisors at any level are not available.

ASSUMPTIONS – It is every individual's responsibility to be accountable for their own actions and to take action in concert with emergency staff to provide for their own safety and the safety and preparedness of their families during emergencies. In large-scale disasters, however, it may be necessary to draw on people's basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. Efforts normally required of those functions may be redirected to accomplish the emergency responsibilities to maintain vital services and essential functions.

ACTIVATION OF THE PLAN – Emergencies vary in size and severity which makes it important to have a way to ensure the appropriate measures are used. Most emergencies will fit into one of the following categories: 1) natural disasters, 2) technological/man-made disasters. The **Auditor and/or Chief Deputy** will decide which level applies based on an initial assessment. Activation of the plan will be determined by the **Auditor** following an event. Once the **Auditor** activates this plan following an incident or event, all **Election** employees will be notified of the activation by the best means possible.

Essential Functions - The Auditor or the Chief Deputy will determine who is essential depending on the severity of the emergency and the timing of the event within the election cycle. Some jobs must continue in order to uphold time sensitive election laws. For essential job guidelines, refer to the COOP Essential Function Matrix.

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Order of Succession

Process for Orders of Succession

The Auditor and Chief Deputy Auditor are responsible for consulting and activating the Klickitat County Election Division COOP plan. If an event occurs which is likely to cause this conversation to take place, it is the duty of the remaining Election Division Staff to check in with the Auditor. If the Auditor cannot be reached, the Chief Deputy Auditor should be contacted. Failing that, the next highest Deputy Auditor will assume the role of Chief Deputy Auditor as per the published Order of Succession. Each Deputy Auditor should have contact information and follow that sequence.

The following table shows the Klickitat County Election Division Order of Succession. Refer to the Delegation of Authority section for details of each succession plan. Begin by either confirming the Auditor is capable of performing his/her function or follow the succession plan below and assign a qualified replacement. Only those persons qualified to be a replacement for the Auditor should call in until that position has been filled.

The Auditor will initiate the process to fill all remaining positions.

Figure 1
Order of Succession

Position	Successors
Auditor	Chief Deputy Auditor
Chief Deputy Auditor	Deputy Auditor-Election Administrator
Deputy Auditor-Election Administrator	Deputy Auditor-Voter Registration

Delegation of Authority

In the event of a catastrophic event where key leadership positions within Klickitat County Elections Division are unable to perform their duties, the use of both a Succession Plan and Delegation of Authority are vital.

The Succession Plan describes who will serve in the role that is vacant and the Delegation of Authority is the legal statement within the COOP plan that confers the actual authority to assume the role.

Legal Statement

All of the powers, duties and functions of the Auditor, Chief Deputy Auditor, shall be delegated to the officers of Klickitat County Elections Division and listed as "Successors" on Figure 1 – Orders of Succession included elsewhere in this COOP, as set forth below:

Figure 1
Order of Succession

Position	Successors
Auditor	Chief Deputy Auditor
Chief Deputy Auditor	Deputy Auditor-Election Administrator
Deputy Auditor-Election Administrator	Deputy Auditor-Voter Registration

If, during a period of time that this COOP is activated, any of the persons employed in the "Position" identified in Figure 1 cannot discharge the powers, duties and functions of such position by reason of inability, then the officer of Klickitat County Elections Division who is highest on the list of "Successors" identified in Figure 1, and who is not under disability to discharge the powers and duties of the Position, shall act in such Position.

In the event any Deputy Auditor listed in Figure 1 serves as Auditor, then the officer of Elections Division who is highest on the list of "Successors" identified in Figure 1 shall serve as such Chief Deputy for the Elections Division.

Further delegations of this authority other than as outlined herein are not permitted.

The period of authority will continue only until the removal of such inability.

Klickitat County Prosecuting Attorney's Office

_____Date_____
David Quesnel, Klickitat County Prosecuting Attorney

Staff Roster

Responders

Name & Title	Contact Information	
Brenda Sorensen Klickitat County Auditor	Land Line Land Line Home Mobile Phone Email Personal Email	(509) 773-2315 brendas@klickitatcounty.org
Heather Gallagher Chief Deputy Auditor	Land Line Land Line Home Mobile Phone Email	(509) 773-2312 heatherg@klickitatcounty.org
Brandie Sullivan Elections Administrator	Land Line Land Line Home Mobile Phone Email	(509) 773-2309 brandies@klickitatcounty.org
Leah Hansen Assistant Elections Administrator	Land Line Mobile Phone Email	(509) 773-2319 leahh@klickitatcounty.org

Elections Team

Staff	Office	Home	Cell	Other
Brandie Sullivan	(509) 773-2309			
Leah Hansen	(509) 773-2319			
Heidi Steen	(509) 773-2318			
Donna Scarola				Election Worker
Marlene Schwabauer				Election Worker

Support, Vendor, Press, & Political Party Contact Information

Support

Name & Title	Contact Information	
Board of Commissioners	Land Line	(509) 773-4612
	Clerk-Cris McEwen Email	crism@klickitatcounty.org
Emergency Management Director, Jeff King 199 Industrial Way, Goldendale, WA 98620	Land Line	(509) 773-0570
	Dept. Land Line	(509) 773-2477
	Mobile Phone	(509) 250-0528
	Email	jeffk@klickitatcounty.org
Prosecuting Attorney, David Quesnel	Land Line	(509) 773-5838
	Email	davdq@klickitatcounty.org
Hart Support	Land Line	(866) 275-4278
	Email	hartsupport@hartic.com
Office of the Secretary of State	Main Land Line	(360) 902-4180; (800) 448-4881
	Lori Augino, Elections Director	(360) 725-5771
	Lori Augino Email	lori.augino@sos.wa.gov
	WEI Support	(360) 902-4194
	WEI Email	weisupport@sos.wa.gov
	VRDB Support	(360) 902-4194
	VRDB Support Email	vrsupport@sos.wa.gov
	Voters' Pamphlet Lindsay Pryor	(360) 902-4143
	Voters' Pamphlet Email	voterspamphlet@sos.wa.gov
	Cert. and Training Sheryl Moss	(360) 902-4146
	C&T Support Email	ctsupport@sos.wa.gov
Public Disclosure Commission	Land Line	(360) 753-1111; (877) 601-2828
	Fax	(360) 753-1112
	Website	www.pdc.wa.gov
	Email	pdc@pdc.wa.gov
Votec Support Randy Propp, Director of Operations	Land Line	(800) 348-6832
	Randy Propp Cell	858-472-4158
	Help Center	https://voteczendesk.com Elections Administrator has a login
	Email	support@votec.net
Clark County Elections	Land Line	(360) 397-2241
	Email	elections@clark.wa.gov Joint Library Dist., Cong. Dist.
Cowlitz County Elections	Land Line	(360) 577-3005
	Email	elections@co.cowlitz.wa.us Joint Library Dist.
Skamania County Elections Nathan Phillips, Elec. Admin,	Land Line	(509) 427-3730
	Email	phillips@co.skamania.wa.us Joint White Salmon School Dist., Cong. Dist.
Yakima County Elections Kathy Fisher, Elec. Admin.	Land Line	(509) 574-1340
	Email	kathy.fisher@co.yakima.wa.us Joint Bickleton School Dist.

Vendors

Name & Title	Contact Information	
Ballot and Business Forms Printing Sally Andrews, President	Land Line Fax Email	(360) 400-1207 (360) 400-1208 ballots@fairpoint.net Ballot Envelopes, Drop Box Inserts, ID Cards, Conf. Card Stock
Optimist Printers Matt Herriges, Owner	Land Line Fax Email	(541) 296-2954 (541) 296-2611 matt@optimistprinters.com Ballot Paper

Press

Organization	Contact Information	
The Goldendale Sentinel Lou Marzeles, News Editor	Land Line Fax Email	(509) 773-3777 (509) 773-4737 lmarzeles@goldendalesentinel.com
The White Salmon Enterprise Sverre Bakke	Land Line Fax Email	(509) 493-2112 (509) 493-2399 sbakke@WhiteSalmonEnterprise.com
Haystack Broadcasting KLCK (877)773-5525 KYYT (888)297-9102 KWCQ (800)606-4951 Roger Nichols, News Director	Main Land Line Roger Land Line Roger cell Fax Email PSA Email	(541) 296-9102 (541) 296-3747 (541) 980-1728 (541) 298-7775 roger@haystackbroadcasting.com psa@haystackbroadcasting.com
KODL AM	Land Line Website	(541) 296-2101 www.KODL.com

Political Parties

Name & Title	Contact Information	
Klickitat County Democratic Party Chairperson Rosemary Hoyt Vice Chairman Doug Charters	Email Mailing Address	DemsKlick@gmail.com PO Box 154 Lyle, WA 98635
Klickitat County Republican Party Chairman John Deo Vice Chairperson Sharon Aleckson	Chairman Land Line Chairman email Vice Chair Land Line Vice Chair Email	(509) 637-5099 johndeo@vsisurplus.com (509) 365-4429 sharlen@centurylink.net

Glossary of Terms and Abbreviations

AVU	Accessible Voting Unit
BOCC	Klickitat County Board of County Commissioners
C&T	Certification and Training Program in the Secretary of State's Office
COOP	Continuity of Operation Plan
HVS	Hart Voting System (Hart is the vendor of the voting system Klickitat County uses.)
OSOS	Office of the Secretary of State
PC	Personal Computer
PDC	Washington State Public Disclosure Commission
PSA	Public Service Announcement
TS	Technical Support (used alone references Klickitat County technical support staff)
USPS	United States Postal Service
Votec	The vendor for the electronic voter registration system that Klickitat County uses.
VP	Voters' Pamphlet
VRDB	Washington State Voter Registration Data Base
WEI	Washington Election Information System

Activation Check List

DONE	Step	Action (what & how)	Role (Who)	Notes
☐	1	Assess the situation and status of each program:		
		☐ Voter Registration ☐ Candidate Filing ☐ Voters' Pamphlet ☐ Ballot Design ☐ Envelope Printing ☐ Ballot Printing ☐ Ballot Boxes ☐ Mailing Ballots ☐ Voting Centers ☐ Accessible Voting Unit (AVU) ☐ Signature Verfication ☐ Ballot Tabulation ☐ Canvassing and Certification		
☐	2	Staff accounted for and available (See Staff Rooster Appendix A)		Check to see who is OK and who might need assistance
		☐ Elections ☐ TS ☐ Administration		Include temporary staff/volunteers
☐	3	Assess operational availability		What is working and what is not?

DONE	Step	Action *(what & how)*	Role *(Who)*	Notes
		☐ Facility ☐ Communication Tools ☐ Connectivity ☐ TS ☐ Email ☐ Shared Drives ☐ Votec Server ☐ PC with Internet/Votec Program ☐ Hart ☐ Scanner ☐ Boss/Tally Computer ☐ Ballot Now Computer ☐ Ballot Scanner ☐ Ballot Printer ☐ Report Printer ☐ Judges Booth Controller (JBC) ☐ Accessible Voting Unit (AVU) ☐ Mobile Ballot Boxes (MBBs) ☐ Jump Drive (to move results) ☐ USB Rosetta key (ECM Key) ☐ WEI Admin (Washington Election Information site) ☐ VRDB (Washington State Voter Registration Database) ☐ Websites-KT Co and OSOS (vote.wa.gov/klickitat and www.secstate.wa.gov) ☐ Transportation ☐ Building and Grounds ☐ Envelope Printer ☐ Envelope Printer Computer ☐ Election Supplies		
☐	4	Report status of programs to **Managers:** Auditor, Chief Deputy Auditor, BOCC, Emergency Management Director		When conditions change continue to update **Managers**
☐	5	Review program plans and modify to suit the situation/event:		Make sure that programs can adjust to the situation

DONE	Step	Action (what & how)	Role (Who)	Notes
		☐ Voter Registration ☐ Candidate Filing ☐ Voters' Pamphlet ☐ Ballot Design ☐ Envelope Printing ☐ Ballot Printing ☐ Ballot Boxes ☐ Mailing Ballots ☐ Voting Centers ☐ Accessible Voting Unit (AVU) ☐ Signature Verfication ☐ Ballot Tabulation ☐ Canvassing and Certification		Verify if program is really unavailable or was temporarily down.
☐	6	Prioritize recovery of programs: See attached calendar.		Which programs need to be recovered first? What assistance can others provide?
		☐ Voter Registration ☐ Candidate Filing ☐ Voters' Pamphlet ☐ Ballot Design ☐ Envelope Printing ☐ Ballot Printing ☐ Ballot Boxes ☐ Mailing Ballots ☐ Voting Centers ☐ Accessible Voting Unit (AVU) ☐ Signature Verfication ☐ Ballot Tabulation ☐ Canvassing and Certification		
☐	7	Assess resource level for recovery of programs: See Elections Calendar Appendices A & B		
		☐ Voter Registration ☐ Candidate Filing ☐ Voters' Pamphlet ☐ Ballot Design ☐ Envelope Printing ☐ Ballot Printing ☐ Ballot Boxes ☐ Mailing Ballots ☐ Voting Centers ☐ Accessible Voting Unit (AVU) ☐ Signature Verfication ☐ Ballot Tabulation ☐ Canvassing and Certification		
☐	8	Develop continual staffing plans for each program: See Elections Calendar Appendix A & B		Schedule staff according to availability and needs

DONE	Step	Action *(what & how)*	Role *(Who)*	Notes
		☐ Voter Registration ☐ Candidate Filing ☐ Voters' Pamphlet ☐ Ballot Design ☐ Envelope Printing ☐ Ballot Printing ☐ Ballot Boxes ☐ Mailing Ballots ☐ Voting Centers ☐ Accessible Voting Unit (AVU) ☐ Signature Verfication ☐ Ballot Tabulation ☐ Canvassing and Certification		Who is available to work? For what length of time?
☐	9	Report to **Manager** the updated status of programs:		Continue to update the **Auditor, Chief Deputy** as conditions change
		☐ Voter Registration ☐ Candidate Filing ☐ Voters' Pamphlet ☐ Ballot Design ☐ Envelope Printing ☐ Ballot Printing ☐ Ballot Boxes ☐ Mailing Ballots ☐ Voting Centers ☐ Accessible Voting Unit (AVU) ☐ Signature Verfication ☐ Ballot Tabulation ☐ Canvassing and Certification		
☐	10	Assess and report the needs of programs to **Manager**		Get more detailed information on program needs. Continue to update the **Auditor, Chief Deputy** as conditions change.
		☐ Voter Registration ☐ Candidate Filing ☐ Voters' Pamphlet ☐ Ballot Design ☐ Envelope Printing ☐ Ballot Printing ☐ Ballot Boxes ☐ Mailing Ballots ☐ Voting Centers ☐ Accessible Voting Unit (AVU) ☐ Signature Verfication ☐ Ballot Tabulation ☐ Canvassing and Certification		
☐	11	Ongoing assessment of programs availablity:		Continue to assess program's recovery as incident progress.

DONE	Step	Action *(what & how)*	Role *(Who)*	Notes
		☐ Voter Registration ☐ Candidate Filing ☐ Voters' Pamphlet ☐ Ballot Design ☐ Envelope Printing ☐ Ballot Printing ☐ Ballot Boxes ☐ Mailing Ballots ☐ Voting Centers ☐ Accessible Voting Unit (AVU) ☐ Signature Verfication ☐ Ballot Tabulation ☐ Canvassing and Certification		

Essential Functions Checklist

EF #	DONE	Essential Functions	Dependent On / Contact
1	☐	Voter Registration	
2	☐	Candidate Filing	
3	☐	Voters' Pamphlet	
4	☐	Ballot Design	
5	☐	Envelope Printing	
6	☐	Ballot Printing	
7	☐	Ballot Boxes	
8	☐	Mailing Ballots	
9	☐	Voting Centers	
10	☐	Accessible Voting Unit (AVU)	
11	☐	Signature Verification	
12	☐	Ballot Tabulation	
13	☐	Canvassing and Certification	

Vital Records

This is a list of all vital records **Election Division** is responsible for. Some may be involved in essential functions; others may simply need to be protected during an emergency event.

Vital File, Record or Database	Form of Record	Location	Backup Exists?	Requires Protection?
Address Confidentiality Voter Registration	Paper	Locked overhead cabinet above Voter Registration Desk	No	Yes
Certification of Election Oaths	Paper	Election Folders		
Oaths of Office	Paper	Filing Cabinet on East Wall in Voter Reg Area		

Essential Function Details

Essential Function #1: Voter Registration

DONE	Step	Essential Function – Voter Registration	Dependent On/ Contact
☐	1	Assess the status of the process (where are we?)	Votec VRDB/OSOS Tech Support
		☐ Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
☐	2	Assess resources (people, software)	
		☐ Facility • Are the following available: ▪ Power ▪ Internet ▪ Votec Server/Network Connection If not, consider alternate location ☐ Alternate Location • Backup equipment is located in the Emergency Management Building ☐ If Alternate location is necessary: • Contact Jeff King Emergency Management Director ☐ PC with Votec Program/Connected to Votec Server ☐ Internet Connection ☐ Voter Registration Database(VRDB) Program-State ☐ Technical Support-Votec ☐ Technical Services-County ☐ Access to a printer ☐ Paper Voter Registration Applications ☐ Pens	Voter Registration Elections Administrator See Support, Vendor, Press, & Political Party Contact Information
☐	3	Identify how to access file (template, data, etc.)	
		☐ PC connected to Votec Server/Votec Program/Internet (If Votec Server unavailable but VRDB is available, signatures can be manually checked using the VRDB) ☐ VRDB website: https://vr.secstate.wa.gov/vrdbAdmin/login.aspx ☐ Accept paper voter registration applications process when the systems comes back online. • If during an election and a ballot is requested, issue a provisional ballot in-office.	Votec OSOS Technical Support-County
☐	4	Ongoing assessment with interdependent.	
		☐ Technical Services-County ☐ Votec ☐ OSOS-VRDB Support	
☐	5	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #2: Candidate Filing

DONE	Step	Essential Function – Candidate Filing	Dependent On/ Contact
☐	1	Assess the status of the process (where are we?)	
		☐ Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
☐	2	Assess resources (people, software)	
		☐ Facility • Are the following available: ▪ Power ▪ Internet ▪ Votec Server/Network Connection If not, consider alternate location ☐ Alternate Location • Backup equipment is located in the Emergency Management Building ☐ If Alternate location is necessary: • Contact Jeff King Emergency Management Director ☐ PC with Votec Program/Connected to Votec Server ☐ Internet Connection ☐ Voter Registration Database(VRDB) Program-State https://vr.secstate.wa.gov/vrdbAdmin/login.aspx ☐ Washington Election Information (WEI Admin) Website: https://weiadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiadminweb%2fdefault.aspx ☐ If internet unavailable but fax is, fax declarations of candidacy to the Public Disclosure Commission at the end of each business day. ☐ Counties with joint districts ☐ Access to a printer/photocopier/fax ☐ Paper Candidate Packets containing • Withdrawal Forms • Public Disclosure Forms (F1 and C1) • Declaration of Candidacy Forms • Political Sign Regulations ☐ Paper county maps with School/Port/PUD/County Commissioners Districts/Precincts ☐ Lot Drawing Supplies • Candidates who have filed log/report • hat or basket to draw names from • paper • pen • Lot Draw Certification Form • Lot Draw Results Form	Voter Registration Elections Administrator Technical Support-Votec Technical Services-County See Support, Vendor, Press, & Political Party Contact Information
☐	3	Identify how to access file (template, data, etc.)	

DONE	Step	Essential Function – Candidate Filing	Dependent On/ Contact
		☐ WEI Author (to publish Online Candidate Filing Start function): https://wei.sos.wa.gov/county/klickitat/_layouts/authenticate.aspx ☐ WEI Admin (to check for online candidate submissions and enter filings as they arrive): https://weiadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiadminweb%2fdefault.aspx ☐ If the internet/Votec server is unavailable, accept paper declaration of candidacy as pending and when the internet/Votec server is available finish processing the filing.	
☐	4	Identify alternative methods of candidate filing	
		☐ In person • Paper Candidate Filing Packets • County Maps • Receive the application as pending • If possible, give the candidate a receipt or copy • When system is back up and running, check the WEI	
☐	5	Ongoing assessment with interdependent.	
		☐ Technical Services-County ☐ Votec ☐ OSOS-VRDB Support	
☐	6	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #3: Voters' Pamphlet

DONE	Step	Essential Function – Voters' Pamphlet	Dependent On/ Contact
☐	1	Assess the status of the process (where are we?)	
		☐ Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
☐	2	Assess resources (people, software)	
		☐ Facility • Power • PC with Internet Connection • Hart Computers and Scanner ☐ Alternate Location • Backup equipment is located in the Emergency Management Building ☐ If Alternate location is necessary: • Contact Jeff King Emergency Management Director ☐ PC with Internet Connection ☐ Indesign discs (to be installed) located in backup supplies at the Emergency Management Building ☐ Candidate Filing Log/Reports ☐ Candidate Statements and Photos submitted-saved on the Auditors drive M:/Election/(current year) Elections/Voters Pamphlet also located in WEI Admin at: https://weiadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiadminweb%2fdefault.aspx	Elections Administrator Auditor Technical Support-County Voters' Pamphlet support-OSOS See Support, Vendor, Press, & Political Party Contact Information
☐	3	Identify how to access file (template, data, etc.)	
		☐ On the PC that Indesign was installed on: go to the start menu, all programs, Adobe Design Standard CS4, Adobe Indesign CS4	
☐	4	Ongoing assessment with interdependent.	
		☐ Technical Services-County ☐ Votec ☐ OSOS-VRDB Support	
☐	5	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #4: Ballot Design

DONE	Step	Essential Function – Ballot Design	Dependent On/ Contact
☐	1	Assess the status of the process (where are we?)	
		☐ Check the Elections Calendar (See Appendices B & C) If this step can wait, consider the priority compared to other essential functions.	Voter Registration Elections Administrator
☐	2	Assess resources (people, software)	

		☐ Facility
		   • Are the following available:
		     ▪ Power
		     ▪ Internet
		     ▪ Votec Server/Network Connection
		  If not, consider alternate location
		☐ Alternate Location
		   • Backup equipment is located in the Emergency Management Building
		☐ If Alternate location is necessary:
		   • Contact Jeff King Emergency Management Director
		☐ Internet
		☐ PC with Votec Server/Votec Program
		☐ Boss Backup Computer
		☐ Ballot Now Backup Computer
		☐ Backup Hart Scanner
		☐ Access to a ballot printer
		☐ Judges Booth Controller (JBC)
		☐ Accessible Voting Unit (AVU)
		☐ Mobile Ballot Boxes (MBBs)
		☐ Jump Drive (to move Ballot EDX file from WEI Admin download on internet accessible PC)
		☐ USB Rosetta key (ECM Key)
		☐ WEI Admin website:
		https://weiadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiadminweb%2fdefault.aspx
		☐ Election Supplies: ballot paper
			Technical Support-Hart
			
			See Support, Vendor, Press, & Political Party Contact Information

☐	3	Identify how to access file (template, data, etc.)	
		☐ Download EDX file from WEI Admin, save to a jump drive, take to Boss Computer, follow directions for Infusion Program in Hart Manuals ☐ List of Candidates and Ballot Measures ☐ Boss Images ☐ OSOS Ballot Checklist	
☐	4	Contact another Hart County if needed.	
☐	5	Ongoing assessment with interdependent.	
		☐ Technical Services-County ☐ Votec ☐ OSOS-VRDB Support	
☐	6	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #5: Envelope Printing

DONE	Step	Essential Function – Envelope Printing	Dependent On/ Contact
☐	1	Assess the status of the process (where are we?)	
		☐ Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
☐	2	Assess resources (people, software)	Elections Administrator Voter Registration
		☐ Facility - Are the following available: - Power - Internet - Votec Server/Network Connection If not, consider alternate location ☐ Alternate Location - Backup equipment is located in the Emergency Management Building ☐ If Alternate location is necessary: - Contact Jeff King Emergency Management Director ☐ Printer ☐ PC with Votec Server/Votec Program/Access to Auditors Drive ☐ Envelope Printer ☐ Envelope Printer Computer ☐ Jump Drive to move Envelope Printer file from PC connect to Votec Server to Envelope Printer Computer ☐ Election supplies: Envelope Printer Ink, Affidavit Envelopes, rubber bands, sticky notes, pen, copier paper, one 3 Ring binder, hole punch	Votec Support Technical Services-County See Support, Vendor, Press, & Political Party Contact Information
☐	3	Identify how to access file (template, data, etc.)	
		☐ Follow Procedures To Create Absentee Ballot Label Export For The Envelope Printer, Appendix E ☐ Follow the Envelope Printer Procedures, Appendix E	
☐	4	Contact Votec Support if unable to access Votec Server, they may be able to run the Envelope Printer file for you. If Envelope Printer unavailable contact a printer to print envelopes.	
☐	5	Ongoing assessment with interdependent.	
		☐ Technical Services-County ☐ Votec Support ☐ OSOS-VRDB Support	
☐	6	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #6: Ballot Printing

DONE	Step	Essential Function – Ballot Printing	Dependent On/ Contact
☐	1	Assess the status of the process (where are we?)	
		☐ Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
☐	2	Assess resources (people, software)	Elections Administrator Voter Registration

		☐ Facility
		 • Are the following available:
		   ▪ Power
		   ▪ Internet
		   ▪ Votec Server/Network Connection
		 If not, consider alternate location
		☐ Alternate Location
		 • Backup equipment is located in the Emergency Management Building
		☐ If Alternate location is necessary:
		 • Contact Jeff King Emergency Management Director
		☐ Internet
		☐ Ballot Now Backup Computer
		☐ MBBs with Boss Database saved on it
		☐ USB Rosetta key (ECM Key)
		☐ Access to a ballot printer (if printer unavailable, go to step 5)
		☐ Election supplies: ballot paper, ink, binder clips, mail trays
			See Support, Vendor, Press, & Political Party Contact Information

☐	3	Identify how to access file (template, data, etc.)	
		☐ MBB containing the Boss Database for the election or Boss Computer containing Boss Database for the election that can be saved onto a MBB ☐ Run an internal Logic and Accuracy Test and get approval from Chief Deputy prior to printing ballots	
☐	4	Contact another Hart county if necessary.	
☐	5	Contact a printer/mailing house, if unable to print in house.	
☐	6	Ongoing assessment with interdependent.	
		☐ Technical Services-County ☐ Votec ☐ OSOS-VRDB Support ☐ Technical Services-Hart	
☐	7	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #7: Ballot Boxes

DONE	Step	Essential Function – Ballot Boxes	Dependent On/ Contact
☐	1	Assess the status of the process (where are we?)	
		☐ Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
☐	2	Assess resources (people, software)	Auditor Chief Deputy Elections Administrator Voter Registration
		☐ Opening person availablity (Auditor) ☐ Ballot collection team(s) ☐ Election supplies: canvass collection bags, collection seal logs, Ballot box seal logs, seals for boxes and bags, green pens, locks and bars (for older boxes), closing procedures, two sets of keys for each box ☐ Closing teams availability ☐ Closing teams supplies transported to teams	See Support, Vendor, Press, & Political Party Contact Information
☐	3	Identify how to access file (template, data, etc.)	
		☐ Keys are located in the key box in the Auditors Office supply room.	
☐	4	Ongoing assessment with interdependent.	
		☐ Technical Services-County ☐ Votec ☐ OSOS-VRDB Support	
☐	5	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #8: Mailing Ballots

DONE	Step	Essential Function – Mailing Ballots	Dependent On/ Contact
☐	1	Assess the status of the process (where are we?)	
		☐ Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
☐	2	Assess resources (people, software)	
		☐ Postage Statement Form 3602-EZ ☐ Check for Postage to mail with Postage Statement ☐ Transportation ☐ Ballots, in mail trays, sorted by zipcode, sleeved and tagged	Elections Administrator Voter Registration
☐	3	Identify how to access file (template, data, etc.)	
		☐ Envelope Printer file used to print envelopes and sort voters by zipcode is saved under Auditors Drive M:/Election/(current year) Elections/(Election Date file)	See Support, Vendor, Press, & Political Party Contact Information
☐	4	If unable to mail ballots contact a mailing house if possible.	
☐	5	Ongoing assessment with interdependent.	
		☐ Technical Services-County ☐ Votec ☐ OSOS-VRDB Support	
☐	6	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #9: Voting Center

DONE	Step	Essential Function – Voting Center	Dependent On/ Contact
☐	1	Assess the status of the process (where are we?)	
		☐ Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	Elections Administrator Voter Registration
☐	2	Assess resources (people, software)	
		☐ Facility • Are the following available: ▪ Power ▪ Internet ▪ Votec Server/Network Connection If not, consider alternate location ☐ Alternate Location • Backup equipment is located in the Emergency Management Building ☐ If Alternate location is necessary: • Contact Jeff King Emergency Management Director ☐ Internet ☐ PC with Votec Server/Votec Program ☐ Ballot Now Backup Computer ☐ Backup Hart Scanner ☐ Access to a ballot printer ☐ Judges Booth Controller (JBC) ☐ Accessible Voting Unit (AVU) ☐ Mobile Ballot Boxes (MBBs) ☐ Jump Drive (to move Ballot EDX file from WEI Admin download on internet accessible PC) ☐ USB Rosetta key (ECM Key) ☐ WEI Admin website: https://weiadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiadminweb%2fdefault.aspx ☐ Election Supplies: ballot paper, ballot envelopes,labels	See Support, Vendor, Press, & Political Party Contact Information
☐	3	Identify how to access file (template, data, etc.)	
		☐ Poll Site Requirements-Auditor's Office located on the Auditors Drive M:\Election\Poll Site Requirements-Auditor's Office	
☐	4	Ongoing assessment with interdependent.	
		☐ Technical Services-County ☐ Votec ☐ OSOS-VRDB Support	
☐	5	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #10: Accessible Voting Unit (AVU)

DONE	Step	Essential Function – Accessible Voting Unit (AVU)	Dependent On/ Contact
☐	1	Assess the status of the process (where are we?)	
		☐ Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
☐	2	Assess resources (people, software)	Elections Administrator Voter Registration
		☐ Facility • Power • PC with Internet Connection • Hart Computers and Scanner ☐ Alternate Location • Backup equipment is located in the Emergency Management Building ☐ If Alternate location is necessary: • Contact Jeff King Emergency Management Director ☐ Emergency Logic and Accuracy Test (L & A Test) (if using back up equipment) • Test ballots for an Emergency L & A Test • L & A Test Matrix • L & A Test AVU Log ☐ Judges Booth Controller (JBC) ☐ Accessible Voting Unit (AVU) ☐ Mobile Ballot Boxes (MBBs) ☐ Jump Drive (to move Ballot EDX file from WEI Admin download on internet accessible PC) ☐ USB Rosetta key (ECM Key) ☐ WEI Admin website: https://weiadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiadminweb%2fdefault.aspx ☐ Ballots voted on the AVU must be duplicated on a paper ballot to be tabulated ☐ Election Supplies: JBC paper, AVU paper, ballot paper	Technical Support-Hart See Support, Vendor, Press, & Political Party Contact Information
☐	3	Identify how to access file (template, data, etc.)	
		☐ PC connected to Votec Server/Votec Program/Internet (If Votec Server unavailable but VRDB is available, signatures can be manually checked using the VRDB) ☐ VRDB website: https://vr.secstate.wa.gov/vrdbAdmin/login.aspx	
☐	4	Ongoing assessment with interdependent.	
		☐ Technical Services-County ☐ Votec ☐ OSOS-VRDB Support	
☐	5	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #11: Signature Verification

DONE	Step	Essential Function-Signature Verification	Dependent On/ Contact
☐	1	Assess the status of the process (where are we?)	Votec VRDB/OSOS Tech Support
		☐ Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority of other essential functions.	
☐	2	Assess resources (people, software)	
		☐ Facility • Are the following available: ▪ Power ▪ Internet ▪ Votec Server/Network Connection If not, consider alternate location ☐ Alternate Location • Backup equipment is located in the Emergency Management Building ☐ If Alternate location is necessary: • Contact Jeff King Emergency Management Director ☐ PC with Votec Program/Connected to Votec Server ☐ Internet Connection ☐ Voter Registration Database(VRDB) Program-State ☐ Technical Support-Votec ☐ Technical Services-County ☐ Access to a printer	Voter Registration Elections Administrator See Support, Vendor, Press, & Political Party Contact Information
☐	3	Identify how to access file (template, data, etc.)	
		☐ PC connected to Votec Server/Votec Program/Internet (If Votec Server unavailable but VRDB is available, signatures can be manually checked using the VRDB) ☐ VRDB website: https://vr.secstate.wa.gov/vrdbAdmin/login.aspx	Votec OSOS Technical Support-County
☐	4	Ongoing assessment with interdependent.	
		☐ Technical Services-County ☐ Votec ☐ OSOS-VRDB Support	
☐	5	Report status to Auditor/BOCC/OSOS/Media/Political Parties	

Essential Function #12: Ballot Tabulation

DONE	Step	Essential Function – Ballot Tabulation	Dependent On/ Contact
☐	1	Assess the status of the process (where are we?)	
		☐ Check the Elections Calendars (Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	Voter Registration Elections Administrator
☐	2	Assess resources (people, software)	

		☐ Facility
		 • Are the following available:
		  ▪ Power
		  ▪ Internet
		  ▪ Votec Server/Network Connection
		 If not, consider alternate location
		☐ Alternate Location
		 • Backup equipment is located in the Emergency Management Building
		☐ If Alternate location is necessary:
		 • Contact Jeff King Emergency Management Director
		☐ PC with internet connection
		☐ Boss (Backup) Computer
		☐ Ballot Now (Backup) Computer
		☐ Tally (Backup) Computer
		☐ Access to a printer
		☐ Judges Booth Controller (JBC)
		☐ Accessible Voting Unit (AVU)
		☐ Mobile Ballot Boxes (MBBs)
		☐ Jump Drive (to move Ballot EDX file from WEI Admin download on internet accessible PC)
		☐ USB Rosetta key (ECM Key)
		☐ WEI Admin website:
		https://weiadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiadminweb%2fdefault.aspx
		☐ Emergency Logic and Accuracy Test (L & A Test) (if using back up equipment)
		 • Test ballots for an Emergency L & A Test
		 • L & A Test Matrix
		 • L & A Test AVU Log
		☐ Archive boxes and seals and seal logs
			Technical Support-County
			
			Technical Support-Hart
			
			See Support, Vendor, Press, & Political Party Contact Information

☐	3	Identify how to access file (template, data, etc.)	
		☐ Follow Hart Manuals for process Contact Hart Technical Support if needed.	
☐	4	Ongoing assessment with interdependent.	
		☐ Technical Services-County ☐ Votec ☐ OSOS-VRDB Support	
☐	5	Report status to Auditor/BOCC/OSOS/Media/Political Parties	

Essential Function #13: Canvassing and Certification

DONE	Step	Essential Function – Canvassing and Certification	Dependent On/ Contact
☐	1	Assess the status of the process (where are we?)	Elections Administrator Voter Registration
		☐ Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
☐	2	Assess resources (people, software)	

		☐ Facility
		• Power
		• PC with Internet Connection
		• Hart Computers and Scanner
		☐ Alternate Location
		• Backup equipment is located in the Emergency Management Building
		☐ If Alternate location is necessary:
		• Contact Jeff King Emergency Management Director
		• Notify Canvassing Board
		• Notify the public
		  ▪ Post at original location
		  ▪ If possible, add notice to website and notify media
		• Notify political party chairpersons
		☐ Auditor(or designee)
		☐ Chairman of the Board of County Commissioners(or designee)
		☐ Prosecuting Attorney(or designee)
		☐ Certification Forms
		• Oath of Authenticity
		• Oath of Personnel Assigned to the Election Board-for designees to the Canvassing Board
		• Certification of the Canvassing Board
		• Reconciliation Form
		• Delegation of Authority Forms (if needed)
		• Ballots requiring a decision by the board
			A quorum is required by statute.
			
			See Support, Vendor, Press, & Political Party Contact Information

☐	3	Identify how to access file (template, data, etc.)	
		☐ Certification Forms are available on the Secretary of State's website: http://www.sos.wa.gov/elections/ReconciliationandCertification.aspx and the Auditors Drive M:\Election\Forms	
☐	4	Ongoing assessment with interdependent.	
		☐ Technical Services-County ☐ Votec ☐ OSOS-VRDB Support	
☐	5	Report status to Auditor/BOCC/OSOS/Media/Political Parties	

Appendix A
Washington State Election's Calendar

- **1/1/2015:** NEW YEARS'S DAY [RCW 1.16.050](#)

- **1/2/2015:** Last day to submit petition signatures supporting Initiatives to the Legislature [RCW 29A.72.160](#)

- **1/3/2015:** First day to file Initiatives to the People with Secretary of State [RCW 29A.72.030](#)

- **1/7/2015:** Last day to publish Notice of February Special Election [RCW 29A.52.355](#)

- **1/11/2015:** Military and overseas ballots mailed for the February Special Election [RCW 29A.40.070](#)

- **1/12/2015:** Regular legislative session begins [RCW 44.04.010](#)

- **1/12/2015:** Deadline for mail or online new registrations and voter updates prior to the February Special Election [RCW 29A.08.140](#)

- **1/19/2015:** MARTIN LUTHER KING, JR. DAY [RCW 1.16.050](#)

- **1/23/2015:** February Special Election 18-day voting period begins [RCW 29A.40.070](#)

- **2/2/2015:** Last day for in-person registration to vote in the February Special Election [RCW 29A.08.140](#)

- **2/10/2015:** SPECIAL ELECTION [RCW 29A.04.321](#)

- **2/16/2015:** PRESIDENTS' DAY [RCW 1.16.050](#)

- **2/24/2015:** County Canvassing Board certifies February Special Election results [RCW 29A.60.190](#)

- **3/11/2015:** First day to file Initiatives to the Legislature with Secretary of State [RCW 29A.72.030](#)

- **3/13/2015:** Last day to file a resolution for the April Special Election [RCW 29A.04.330](#)

- **3/15/2015:** First day to publish Notice of April Special Election [RCW 29A.52.355](#)

- **3/25/2015:** Last day to publish Notice of April Special Election [RCW 29A.52.355](#)

- **3/29/2015:** Military and overseas ballots mailed for the April Special Election [RCW 29A.40.070](#)

- **3/30/2015:** Deadline for mail or online new registrations and voter updates prior to the April Special Election [RCW 29A.08.140](#)

- **4/10/2015:** April Special Election 18-day voting period begins [RCW 29A.40.070](#)

- **4/11/2015:** Last day for filing officer to number office positions [RCW 29A.24.010](#)

- **4/20/2015:** Last day for in-person registration to vote in the April Special Election [RCW 29A.08.140](#)

- **4/26/2015:** Regular legislative session scheduled to end [Article II, Sec. 12, Washington State Constitution](#)

- **4/27/2015:** Last day to make precinct boundary changes before November General Election RCW 29A.16.040

- **4/27/2015:** First day filing officer may receive candidate declarations by mail RCW 29A.24.081

- **4/28/2015:** SPECIAL ELECTION RCW 29A.04.321

- **5/8/2015:** Last day to file a resolution for August Primary RCW 29A.04.330

- **5/11/2015:** Official Candidate Filing Week opens RCW 29A.24.050

- **5/12/2015:** County Canvassing Board certifies April Special Election results RCW 29A.60.190

- **5/15/2015:** Final day for all candidates to file for office RCW 29A.24.050

- **5/18/2015:** Candidate withdrawal deadline RCW 29A.24.131

- **5/19/2015:** Last day for Secretary of State to certify candidates to County Auditors RCW 29A.36.010

- **5/22/2015:** Last day to submit photos and statements for voters' pamphlet WAC 434-381-120

- **5/25/2015:** MEMORIAL DAY RCW 1.16.050

- **6/20/2015:** Military and overseas ballots mailed for the August Primary RCW 29A.40.070

- **6/21/2015:** First day to publish Notice of August Primary RCW 29A.52.355

- **7/1/2015:** Last day to publish Notice of August Primary RCW 29A.52.355

- **7/2/2015:** Last business day to submit petition signatures supporting Initiatives to the People to the Secretary of State RCW 29A.72.160

- **7/3/2015:** LEGAL HOLIDAY

- **7/4/2015:** INDEPENDENCE DAY RCW 1.16.050

- **7/6/2015:** Deadline for mail or online new registrations and voter updates prior to the Primary RCW 29A.08.140

- **7/17/2015:** August Primary 18-day voting period begins RCW 29A.40.070

- **7/17/2015:** Last day to file write-in candidacy for the August Primary RCW 29A.24.311

- **7/24/2015:** Final day to submit Referendum Measure petition signatures to the Secretary of State (office will remain open on Saturday) RCW 29A.72.160

- **7/26/2015:** Laws enacted in the regular legislative session become effective Article II, Sec. 41, Washington State Constitution

- **7/27/2015:** Last day for in-person registration in order to vote in the August Primary RCW 29A.08.140

- **8/1/2015:** Deadline for Secretary of State to propose an alternative Presidential Primary date. *RCW 29A.56.020*

- **8/3/2015:** Last day a void in candidacy causes that office to reopen filing RCW 29A.24.181

- **8/4/2015:** PRIMARY *RCW 29A.04.311*

- **8/4/2015:** Last day to file a resolution for the November General Election RCW 29A.04.330

- **8/18/2015:** County Canvassing Board certifies and transmits results of August Primary RCW 29A.60.190

- **8/21/2015:** Deadline for Secretary of State to certify results of the August Primary RCW 29A.60.240

- **9/1/2015:** Last day a major party state committee may propose alternate Presidential Primary date. *RCW 29A.56.020*

- **9/7/2015:** LABOR DAY RCW 1.16.050

- **9/19/2015:** Military and overseas ballots mailed for the November General Election RCW 29A.40.070

- **9/20/2015:** First day to publish Notice of November General Election RCW 29A.52.355

- **9/30/2015:** Last day to publish Notice of November General Election RCW 29A.52.355

- **10/1/2015:** Final day to adopt an alternative date for the Presidential Primary. *RCW 29A.56.020*

- **10/5/2015:** Deadline for mail or online new registrations and voter updates prior to the General Election RCW 29A.08.140

- **10/16/2015:** Final day to file as a write-in candidate for the November General Election RCW 29A.24.311

- **10/16/2015:** November General Election 18-day voting period begins RCW 29A.40.070

- **10/26/2015:** Last day for in-person registration in order to vote in the General Election RCW 29A.08.140

- **11/3/2015:** GENERAL ELECTION RCW 29A.04.321

- **11/11/2015:** VETERANS' DAY RCW 1.16.050

- **11/24/2015:** County Canvassing Board certifies and transmits results of November General Election RCW 29A.60.190

- **11/26/2015:** THANKSGIVING DAY RCW 1.16.050

- **11/27/2015:** LEGAL HOLIDAY RCW 1.16.050

- **12/3/2015:** Last day for Secretary of State to certify November General Election results RCW 29A.60.250

- **12/25/2015:** CHRISTMAS DAY RCW 1.16.050

- **12/25/2015:** Statutory deadline to file a resolution for next year's February Special Election RCW 29A.04.330

- **12/27/2015:** First day to publish Notice of February Special Election. *RCW 29A.52.355*

- **12/31/2015:** Last business day to submit petition signatures supporting Initiatives to the Legislature *RCW 29A.72.160*

Appendix B

Klickitat County Elections Department Calendar

January 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
		31 Publish Notice	**1** Holiday	**2** Ballot Design-E Adm; Ballot Proofing-Vr/E Adm; Open bbox plans	
5 Ballot Proof-Vr/E Adm	**6** Ballot Approval-Ch Dep; Run Int. L&A-Vr; Creat AVU DB-E Adm; Proof AVU/ Get Approval; Test MyBallot-Vr/E Adm	**7** Print Mil Labels-Vr; Print Mil. Ballots-E Adm; Assemble Military-Vr; Pol. Prty Ltrs-E Adm	**8** Set up AVU, Test, Reset; Print-E Adm; Fold-Vr; Print-Fold; Open ballot boxes	**9** Mail Mil.-Vr; Send Eballot emails-E Adm; Postage Stmnt Request	
12 L&A Test-10am; M/O VR; Print-Fold	**13** Assemble	**14** Assemble	**15** Assemble	**16**	Eric Reports; processed 13th, 14th
19 Holiday	**20** Seal; Sleeve	**21** Mailed ballots; send cert mail form osos	**22** Deadline to mail ballots; Set up AVU; Set up Office as pollsite; Mail ACP ballots	**23**	Notes; Next year begin; Assembly sooner; if countywide; Finish up Jr; Dist. Questionnaries; mail by 1/30
26 Processing	**27** Processing	**28** Processing	**29** Processing	**30** Processing	Voter Reg Billing; Postage Refunds

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February 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
	2	3	4	5	6
Processing	Processing	Processing	Processing	Processing	Finish VR Billing
	Email B&G		WEI upload Test		
	Closing Bbox Plans				
	9	10	11	12	13
Processing	Processing	Processing	Processing	Processing	
	16	17	18	19	20
Processing	Processing	Processing	Processing	Processing	
	Init. Canv. Mtng 9:15 am	Prep Cert Docs/Wrksht	Call NS/NM-Vr		
	23	24	25	26	27
Processing	Cert. Canvass Mtng 9:15am	Billing	Billing	Billing	Notes
	Complete Rec. Wrksht				
	Update Perm/Flat V Hist				
	Global Update				

March 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
2	3	4	5	6	
9	10	11	12 April Election Cycle begins Election Setup Create Pol Prty Ltr Setup Canvass Mtngs Schedule L&A	13 Res. Due April Special Create Notice Create Matrix/L&A Mat Proof Matrix Proof Notice/Submit	
16 Ballot Design Update Election Setup Create Env. Printer Exp. Set up Env Printer-E Adm	17 Ballot Design	18 Ballot Design Proof Ballot-Vr/E Adm Publish Notice Open Bbox plans Submit Matrix-Ch Dep	19 Ballot Proof-Ch Dep Copy DB/MBBs Finalize DB/Tally DB Run Internal L&A Approve L&A-Ch Dep	20 Print Env - Vr Proof Pol Prty Ltr-BSS Order Mail Trays Mail Pol Prty Ltr Print Ballots	
23 Print Env.-Vr Print Mil Ballots Print Ballots	24 Print Mil. Labels-Vr Test MyBallot-Vr/E Adm Assemble Mil. Ballots Print Ballots	25 Fold-Vr Print Ballots-E Adm Separate-E Adm	26 Fold-Vr Separate-E Adm	27 Mail Mil. Ballots Assemble Open Ballot Boxes	Notes
30 Assemble M/O VR Deadline					

April 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
		1 Assemble	2 Assemble	3 Assemble	
6 Seal	7 Sort / Sleeve / Tag	8	9 Office pollsite	10 Mail April Ballots Deadline / Mail ACP Ballot / AVU Available / Mail Ballot Cert-OSOS	
13 Process Ballots / Prep Filing Wk Notice / In-person VR Deadline / Prep Filing Packets / Filing info on Website	14 FINANCE Conference / Process Ballots / Proof Filing Wk Notice	15 FINANCE Conference / Process Ballots / Approve Notice-AUD	16 FINANCE Conference / Process Ballots	17 Process Ballots / Submit Filing Wk Notice	
20 Process Ballots	21 Process Ballots	22 Process Ballots / Publish Filing Wk Notice	23 Process Ballots	24 Process Ballots	Notes
27 Process Ballots / In person-VR Deadline / Rec. Cand Filings-Mail	28 April Special Election / Process Ballots	29 Process Ballots	30 Process Ballots		

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May 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
				1 Process Ballots	
4 Process Ballots Billing	**5** Process Ballots Canvass Mtng	**6** Billing Process Ballots	**7** Primary Elec Cycle Begins Billing Setup Elec Votec Call NS/NM-SJB Prep Cert Docs	**8** Enter Meas in WEI Proof Meas in WEI Create Matrix Process Ballots	
11 Turn on Online Filing Create Matrix/L&A Mat. Order inserts-proof Enter cand WEI-Vr Process Ballots	**12** Complete Rec. Wrksht Update Perm/Flat v hist Global Update Enter cand WEI-Vr Cert. April Spec Election	**13** Approve Matrix-CH Dep Enter cand WEI-Vr Proof Matrix Submit Matrix to CH Dep Check supplies	**14** Enter cand WEI-Vr	**15** Turn off Online Filing Enter cand WEI-Vr	**15** Candidate Filing Week
18 Candidate Withdrawl DL Prep cand ltr No Primary Proof cand ltr Approve cand ltr-AUD Ballot Design	**19** State Cert Candidates Ballot Design Order Mail Trays AUDITOR'S Conference	**20** Ballot Design Proof Ballot Pick up mail trays AUDITOR'S Conference	**21** Auditor's Conference Proof Ballot Submit Ballot-CH Dep Env. Printer Exp. Ballot Printing Log Set up Env. Printer	**22** Auditor's Conference VP Photo/Stmnt Deadline Block Cand WEI-VR Print Env.-VR	Notes
25 Holiday	**26** Enter stmnts in WEI Enter photos in WEI Proof WEI Approve Ballot-CH Dep Print Env.-Vr	**27** Copy Boss DB/ MBBs Finalize DB/create Tally DB Internal L&A Get L&A Approved-Ch Dep	**28** Print-E Adm Fold-Vr Separate	**29** Voters' Pamphlet Print Fold-VR Separate	

June 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
1 Voters' Pamphlet prep / Print / Fold-Vr / Separate	**2** Voters' Pamphlet prep / Print / Fold-Vr / Separate	**3** Voters' Pamphlet prep / Print / Fold-Vr / Separate	**4** Voters' Pamphlet prep / Print / Fold-Vr / Separate	**5** Voters' Pamphlet prep / Print / Fold-Vr / Separate	
8 Voters' Pamphlet prep / Print / Fold-Vr / Separate	**9** Elections Conference	**10** Elections Conference	**11** New Laws Effective / Elections Conference	**12** Elections Conference	
15 Create Primary Notice / Proof VP / Print Mil Ballots	**16** Proof Primary Notice / Proof VP / Print Mil Labels	**17** Approve Notice-BSS / Proof VP-Ch Dep / Proof VP-BSS / Assemble Mil Ballots-Vr	**18** Create AVU DB / Proof AVU / Approve AVU-Ch Dep	**19** Mail Military Ballots / Submit Primary Notice / Run Internal Test AVU / Write AVU MBBs	
22	**23**	**24** Publish Primary Notice	**25**	**26** Election Workers / Assemble	Notes
29 Election Workers / Assemble	**30**				

July 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
		1 Election Workers; Assemble	**2** Election Workers; Assemble; Seal	**3** Holiday	
6 Assemble/Seal; M/O VR Deadline; Voters' Pamphlet prep	**7** Pull Deceased/Changes; Voters' Pamphlet prep	**8** Voters' Pamphlet prep	**9** Voters' Pamphlet prep	**10** Arrange ballot transport; Ballot Box opening plans	
13 Sort; Sleeve; Tag	**14** Sort	**15** Create spec filing notice; Website Updates; Test MyBallot	**16** Office pollsite; Proof spec filing notice; Test MyBallot	**17** Mail Primary Ballots; Mail ACP Ballot; Mail Ballot Cert-OSOS; Approve notice-AUD	
20 Scan Signatures; Open/Inspect; Scan Ballots	**21** Scan Signatures; Open/Inspect; Scan Ballots	**22** Scan Signatures; Open/Inspect; Scan Ballots	**23** Scan Signatures; Open/Inspect; Scan Ballots	**24** Submit spec filing notice; Scan Signatures; Open/Inspect; Scan Ballots	Notes
27 In-person VR Deadline; Scan Signatures; Open/Inspect; Scan Ballots	**28** Email B&G re:doors; Scan Signatures; Open/Inspect; Scan Ballots; Update Website	**29** Publish spec filing notice; Scan Signatures; Open/Inspect; Scan Ballots	**30** Scan Signatures; Open/Inspect; Scan Ballots	**31** Scan Signatures; Open/Inspect; Scan Ballots	

August 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
3	**4** Primary	**5** Special 3 Day Filing	**6** Special 3 Day Filing	**7** Special 3 Day Filing	
Scan Signatures	Scan Signatures	Scan Signatures	Scan Signatures	Scan Signatures	
Open/Inspect	Open/Inspect	Open/Inspect	Open/Inspect	Open/Inspect	
Scan Ballots	Scan Ballots	Scan Ballots	Scan Ballots	Scan Ballots	
	Res. Due for General	Turn on Online Filing		Turn off Online Filing	
10	**11**	**12**	**13**	**14**	
Scan Signatures	Canvass Mtng	Scan Signatures	Prep Cert Docs	Scan Signatures	
Open/Inspect	Scan Signatures	Open/Inspect	Call NM/NS-SJB	Open/Inspect	
Scan Ballots	Open/Inspect	Scan Ballots	Scan Signatures	Scan Ballots	
Spec 3 Day Filing	Scan Ballots	Enter Meas in WEI	Scan Ballots	Create Matrix/L&A Mat	
Cand.stmnt/photo due	Set up Election Votec	Proof Meas in WEI		Proof Matrix	
17	**18** Cert. Primary	**19**	**20**	**21**	
Scan Signatures	Complete Rec. Wrksht	Copy Boss DB/ MBBs	Voters' Pamphlet prep	Voters' Pamphlet prep	
Open/Inspect	Update Perm/Flat v hist	Finalize DB/create Tally DB			
Scan Ballots	Global Update	Internal L&A			
Voters' Pamphlet prep		Get L&A Approved-Ch Dep			
Approve Matrix-PAM					
24	**25**	**26**	**27**	**28**	Notes
Voters' Pamphlet prep	Voters' Pamphlet prep	Voters' Pamphlet prep	Voters' Pamphlet Proof	Voters' Pamphlet Proof	
31					
Voters' Pamphlet Proof					

September 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
	1	2	3	4	
	Voters' Pamphlet Proof	Voters' Pamphlet Proof	Voters' Pamphlet Proof	Voters' Pamphlet Due	
7	8	9	10	11	
Labor Day Holiday	General Ballot Design	General Ballot Design	Proof Ballot	Create Env Printer Exp	
			Submit Ballot Proof-Ch Dep	Approve Ballot-Ch Dep	
				Setup Env Printer	
14	15	16	17	18	
DOL Conference	DOL Conference	DOL Conference	DOL Conference		
Copy Boss DB/ MBBs — Print	Print Mil Ballots	Test MyBallot	Test MyBallot		
Finalize DB/create Tally DB — Fold	Print Mil Labels	Assemble Mil Ballots-VR	Print/Separate		
Internal L&A — Separate	Print/Separate	Print/Separate	Fold		
Get L&A Approved-Ch Dep — Print Env-VR	Fold	Fold	WFOA Conference		
	WFOA Conference	WFOA Conference			
21	22	23	24	25	Notes
Print	Print	Print	Print		
Fold	Fold	Fold	Fold		
Separate	Separate	Separate	Separate		
28	29	30			
Print	Print	WACO Conference			
Fold	Fold				
Separate	Separate				
WACO Conference	WACO Conference				

October 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
			1 Assemble/Seal; Election Workers	**2** Assemble/Seal; Election Workers	
5 Assemble/Seal; Election Workers	**6** Assemble/Seal	**7** WACO Conference	**8** WACO Conference	**9** Assemble/Seal	
12 Pull deceased/changes; sort; sleeve; tag	**13** Billing	**14** Billing	**15** Open Ballot Boxes	**16** Mail Ballots; Mail Ballot Cert-OSOS; Mail ACP	
19 Scan Signatures; Open/Inspect; Scan Ballots	**20** Scan Signatures; Open/Inspect; Scan Ballots	**21** Scan Signatures; Open/Inspect; Scan Ballots	**22** Scan Signatures; Open/Inspect; Scan Ballots	**23** Scan Signatures; Open/Inspect; Scan Ballots	Notes
26 In-person VR deadline; Scan Signatures; Open/Inspect; Scan Ballots	**27** Scan Signatures; Open/Inspect; Scan Ballots	**28** Scan Signatures; Open/Inspect; Scan Ballots	**29** Scan Signatures; Open/Inspect; Scan Ballots	**30** Scan Signatures; Open/Inspect; Scan Ballots	

November 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
2	**3**	**4**	**5**	**6**	
Scan Signatures	General Election	Scan Signatures	Scan Signatures		
Open/Inspect	Scan Signatures	Open/Inspect	Open/Inspect		
Scan Ballots	Open/Inspect	Scan Ballots	Scan Ballots		
	Scan Ballots				
	Close Ballot Boxes				

Monday	Tuesday	Wednesday	Thursday	Friday	
9	**10**	**11**	**12**	**13**	
Scan Signatures	Scan Ballots	Veteran's Day Holiday	Scan Signatures		
Open/Inspect	Scan Signatures		Open/Inspect		
Scan Ballots	Open/Inspect		Scan Ballots		

Monday	Tuesday	Wednesday	Thursday	Friday	
16	**17**	**18**	**19**	**20**	
Scan Signatures	Canvass Board Mtng	Scan Signatures	Scan Signatures		
Open/Inspect	Open/Inspect	Open/Inspect	Open/Inspect		
Scan Ballots	Scan Ballots	Scan Ballots	Scan Ballots		
	Scan Signatures	Call NM/NS-LH			
		Prep Cert Docs			

Monday	Tuesday	Wednesday	Thursday	Friday	Notes
23	**24**	**25**	**26**	**27**	
Scan Signatures	General Election Cert.	Billing	Thanksgiving	Holiday	
Open/Inspect	Complete Rec. Wrksht	Prep Oaths of Office			
Scan Ballots	Update Perm/Flat v hist	Swearing in plans			
	Global Update				
	Get Validation Totals				

Monday	Tuesday	Wednesday	Thursday	Friday	
30					
Billing					

December 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
	1 Billing	**2** Billing	**3** Billing	**4** Update Procedures	
7 Update Procedures	**8** Update Procedures	**9** Update Procedures	**10** Update Procedures	**11** Update Procedures	
14 Election Setup; Create Notice; Enter Meas in WEI; Feb Elec Cycle Begins	**15** Proof Meas WEI; Create Matrix/L&A Mat; Proof Matrix; Submit Matrix-VR; Proof Notice	**16** Ballot Design; Submit Notice-CH Dep	**17** Ballot Design	**18** Proof Ballot	
21 Submit Ballot-Ch Dep	**22** Notify Paper of Notice; Order Mail Trays; Get Mail Trays; Bring up supplies	**23**	**24** Submit Notice; Order Inserts	**25** Res. Due for Feb Spec; Christmas Holiday	Notes
28 Create Env Printer Exp; Set up Env Printer; Print Env-VR	**29** Print Env.-SJB; Copy Boss DB/ MBBs; Finalize DB/create Tally DB; Internal L&A; Get L&A Approved-VR	**30** Publish Notice	**31** Print; Print Military Ballots/Fold; Fold-VR; Separate		

Appendix C

Memorandum of Understanding

Between Klickitat County Auditor's Office and Klickitat County Emergency Management

Use of Emergency Management Building as Alternate Emergency Facility for the Klickitat County Elections Division

THIS UNDERSTANDING is made and entered into by and between the Klickitat County Auditor's Office and Klickitat County Emergency Management authorizing the use of the Klickitat County Emergency Management Facility, namely the Emergency Management Building as an alternate emergency facility in the event that a continuity of operations plan is activated and such event renders the Auditor's Office unsustainable.

WHEREAS, the Continuity of Government is defined as a principle of establishing defined procedures that allow all branches of government to continue their essential operations in a wide range of emergencies; and

WHEREAS, Klickitat County Auditor's Office has developed and maintains effective Continuity of Operations Plans for the Election Division. This Plan identifies the County's essential functions and personnel, the preservation of vital records, plan implementation and notification procedures, alternate facilities, and plan maintenance for the Election Division; and

WHEREAS, an alternate facility assures a safe location for operations if permanent offices are untenable, provides the capability to maintain essential functions, and serves as a communication center for contact with all levels of government, the public, and media; and

WHEREAS, the Auditor has an effective COOP plan which can be implemented with and without warning, become operational within 12 hours after activation, and sustain operations for up to 30 days; **NOW THEREFORE**

It is agreed by and between the Auditor's Office and Emergency Management that:

1. Emergency Management will provide space and a minimum of services (access to a computer, telephone, electric power, basic furniture, etc.) at the Emergency Management Building, located at 199 Industrial Way, Goldendale, WA 98620, as needed for the Auditor's Office to conduct its essential operations for the Elections Division in the event of activation of the Auditor's COOP and the need for relocation to an alternate site other than Auditor's Office.

2. Emergency Management will allocate secure storage space for the Election Division emergency supplies to be used in such an event, and allow for regular inspection and replacement of supplies twice each year.

3. Emergency Management will provide the means for access to the buildings and security during emergency operations.

4. Auditor's Office will notify the Director of Emergency Management and/or designee when the COOP and emergency relocation is activated, provide the details of activation, and advise the Director and/or designee of the plans to conclude the emergency status and return to normal operations.

Klickitat County Auditor's Office   **Department of Emergency Management**

_____ Date: _____   _____ Date: _____

Brenda Sorensen, Klickitat County Auditor   Jeff King, Director of Emergency Management

Klickitat County Prosecuting Attorney's Office

_____ Date: _____

David Quesnel, Klickitat County Prosecuting Attorney

Appendix D

COOP Essential Functions Matrix

Essential Role/ Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption
1. Voter Registration	1. Voter Reg 2. Elec Admin 3. Auditor	• Facility • Power • PC w/internet & connection to shared drives • Desk with Supplies (including chairs) • Phone • Scanner/if unavailable scan later • Elections calendars • Paper applications	• Facility • Power • Internet/VRDB lookup • Votec • VRDB • PC w/internet & connection to shared drives • Email • Copier	• Emergency Manage-ment Building • Anywhere, if remote access can be obtained	• Phone, if available, to communicate with voters and vendor • Internet • Email	• Any unprocessed registrations should be secured for future processing • Issue provisional ballots, if disaster happens on or near Election Day and unable to process registrations	• Send out press release • Partner with another Votec county for processing – send staff to do the work
2. Candidate Filing	1. Elec Admin 2. Voter Reg 3. Auditor	• Facility • Power • PC w/internet & connection to shared drives • Desk/supplies (Including chairs) • Candidate Filing Forms • Recorder or receipts • PDC Forms • Phone • Fax • Lot Drawing Supplies • Printer	• Facility • Power • County Tech Support • Phone • Fax • USPS • PC w/internet & connection to shared drives • Email • Votec • VRDB • WEI Admin • WEI Author	• Emergency Management Building • other county facility • OSOS • Another county	• Email, if available to communicate to candidates, OSOS, PDC, alternate counties • Phone • Filing Location(s) need to be publicized • Internet, to publish list of candidates who filed • Internet, to find candidates who filed with OSOS and notify	• If system access exists, conduct candidate filing at alternate location (if office unusable). • If not, accept filing(s) and verify eligibility upon system restore	• Seek guidance from OSOS and/or Superior Court

Essential Role/ Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption
		• Filing Reports • District maps	• Copier • Scanner				
3. Voter Pamphlet	1. Elec Admin 2. Auditor	• Facility • Power • Candidate/ Jurisdiction Statements • Desk/supplies (Including chairs) • Phone • PC w/internet & connection to shared drives with Indesign Program • Copier • Printer	• Facility • Power • PC w/internet & connection to shared drives with Indesign Program Installed	• If system access exists, VP could be completed at alternate location	• Email, if available to communicate to candidates, OSOS • Internet, to publish VP • Fax to committees, if appropriate	• Postpone printing	• Seek BOCC approval to waive voter pamphlet require-ments
4. Ballot Design	1. Elec Admin 2. Voter Reg	• Facility • Power • Desk/supplies (including chairs) • Approved Ballot Titles & Candidate List • Phone • Matrix • Votec Precinct/District reports • WEI Ballot Export EDX file • Printer • PCs with Hart Voting System programs: Boss, Ballot Now, and Tally	• Facility • Power • PCs with Hart Voting System programs: Boss, Ballot Now, and Tally • Printer • PC w/internet & connection to shared drives • Ballot Printer • Votec Precinct/District Reports • Matrix	• Emergency Management Building • other county facility • Another county with Hart Voting System	• Phone, if available, to communicate with printer and vendor • Internet, to send pdf images to printer • Email, if available, to communicate with printer and vendor	• Evaluate if ballot design can be postponed • If not, contact another county for coordination of ballot design • Acquire stand-alone PC/Laptop to design ballots	• Continue with one week interruption plan • Seek guidance from OSOS, BOCC, and/or Superior Court

Essential Role/ Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption
5. Envelope Printing	1. Elec Admin 2. Voter Reg 3. Auditor	• Facility • Power • Desk/supplies (including chairs) • Phone • Envelope Printer • Envelope Printer Computer • Envelopes • Copier • Printer	• Facility • Power • PC w/internet & connection to shared drives • Copier • Printer	• Other county facilities • Other counties that use Votec • OSOS	• Phone • Email	• Postpone, if time allows • If not, seek guidance from Superior and/or OSOS	• Seek guidance from Superior Court and/or OSOS
6. Ballot Printing	1. Elec Admin 2. Voter Reg 3. Auditor	• Facility • Power • Desk/supplies (including chairs) • Phone • Ballot Paper • Trays • Seals/Oaths • USPS supplies • Storage Cage or secure storage • Ballot Printer • Ink for Ballot Printer • PCs with Hart Voting System programs: Boss, Ballot Now, and Tally	• Facility • Power • Votec • PC w/internet & connection to shared drives • Copier • Printer • PCs with Hart Voting System programs: Boss, Ballot Now, and Tally • If ballot printer unavailable, contact a printer/mailing house	• Emergency Management Building • Other county facilities • Other counties that use Votec • OSOS	• Phone • Email	• Postpone, if time allows • If not, seek guidance from Superior and/or OSOS	• Seek guidance from Superior Court and/or OSOS
7.Ballot Boxes	1. Elec Admin 2. Voter Reg 3. Auditor	• Seal Logs • Canvass Bags • Vests	• Drop Box • Closers	• N/A – boxes are permanently located	• Phone	• Signage for alternate location • Public Notification	• N/A

Essential Role/ Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption
		• Seals • Closing Procedures • Keys	• Personnel to Pick up Ballots				
8. Mailing Ballots	1. Elec Admin 2. Voter Reg 3. Auditor	• Facility • Power • Desk/supplies (including chairs) • Phone • Envelopes • Ballots • Trays • Seals/Oaths • USPS supplies • Storage Cage or secure storage • Hand Truck • Transportation • Postage Statement • Check for Postage Amount	• Facility • Power • Votec • PCs with connection to County systems • Copier • Printer • Transportation	• Emergency Manage-ment Building • Other county facilities • Other counties that use Votec • OSOS	• Phone • Email	• Postpone, if time allows • If not, seek guidance from Superior and/or OSOS	• Seek guidance from Superior Court and/or OSOS
9. Voting Centers	1. Elec Admin 2. Voter Reg	• Facility • Power • Phone • Election Supplies • Registration Forms • Provisional Ballots • Desk/supplies (including chairs) • Voting Machine • PC w/internet & connection to shared drives	• Facility • Power • Electricity • PC w/internet & connection to shared drives • Votec • VRDB	• Anywhere, if remote access available	• Phone • Internet	• If system access exists, conduct accessible voting either at alternate location • If no system access, setup anywhere and use provisional ballot process	• N/A

Essential Role/ Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption
10.Accessible Voting Unit	1. Elec Admin 2. Voter Reg	• Facility • Power • PC with connection to Votec • Phone • Election Supplies • Registration Forms • Provisional Ballots • Desk/supplies (including chairs) • Voting Machine	• Facility • Power • PC with connection to Votec	• Anywhere, if remote access available	• Phone • Internet	• If system access exists, conduct accessible voting either at alternate location • If no system access, setup anywhere and use provisional ballot process	• N/A
11. Signature Verification Ballot Processing and Petition Checking	1. Elec Admin 2. Voter Reg	• Facility • Power • Desk/supplies (including chairs) • PC w/internet & connection to shared drives • Petition (recover from offsite backup copy, if needed)	• Facility • Power • PC w/internet & connection to shared drives • Phone • Petition Checking Module in Votec	• Emergency Mange-ment Building • Another County • OSOS • other county facility	• Phone, if available, to communicate petition statistics to jurisdictions from reports produced • Email, if available, to communicate petition statistics to jurisdictions from reports produced	• Evaluate if ballot processing can be postponed • Evaluate if petition can be postponed • If system access exists, petition can be done remotely • If not, use Votec/ VRDB at remote location	• If system access exists, ballots process or petition checking can be done remotely • If not, use Votec/VRDB at remote location
12. Ballot Tabulation	1. Elec Admin 2. Voter Reg	• Facility • Power • Desk/supplies (including chairs) • Phone • PC w/ HVS software Ballot Now and Tally • Results files • PC with internet and WEI Admin program • Ballot Scanner	• Facility • Power • PCs with HVS • Jump Drive • Internet • Adobe Acrobat • PC with connection to County systems • Email • Copier	• Emergency Manage-ment Building • other county facility • Another HVS County	• Email, if available to communicate to candidates, OSOS • Internet, to publish results • Email to media, if appropriate	• Send results files to HVS to generate unofficial results • Regain access to WEI Admin to report results	• Seek guidance from OSOS, BOCC, and/or Superior Court

Essential Role/ Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption
13. Canvassing & Certification	1. Elec Admin 2. Voter Reg 3. Auditor	• Facility • Power • Desk/supplies (including chairs) • Break room or meeting area • Phone • PC • Printer • Official Statement of Canvass for measures • Certification and Oath • Reconciliation Report • Results Report • Canvass Board Stamp • Green Pens • Canvassing Board Phone Numbers	• Facility • Power • Votec • PC with connection to County systems • PCs with Hart Voting System programs: Ballot Now, and Tally • Copier	• Emergency Manage-ment Building • Other county facility • Other public facility	• Email, if available to communicate to OSOS, public, canvassing board members, media • Phone, if available, to communicate with OSOS, public, canvassing board members, media • Canvassing & Certification legal ad • Media Press Release	• Postpone, if certification is greater than one week • If not, seek guidance from Superior and/or OSOS	• Seek guidance from Superior Court and/or OSOS