

Testimony before the U.S. Election Assistance Commission

Briefing on the EAC Election Management Guidelines

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In 2007, the Election Management Guidelines staff will be working on developing the next chapters of the EMG and new Quick Start Management Guides. Topics for this year's chapters include: military/overseas voting; vote by mail/absentee voting; contingency/disaster planning; ballot design; developing an audit trail; acceptance, pre-election, and parallel testing; and polling place/vote center management. The next series of Quick Starts will cover: certification; developing an audit trail; public relations; contingency/disaster planning; and change management. EMG staff expects the Quick Starts to have been developed and distributed by September 1, 2007. The EMG chapters will have been drafted by December 15, 2007, and EAC staff will work to distribute those chapters to election officials in time for the first presidential primary. In addition to these topics, EMG staff will work with the EAC's Language Accessibility Program staff to develop an EMG chapter and a Quick Start on language accessibility, including non-written languages. This chapter and Quick Start are in queue for early next year.

EMG staff will once again work with state and local election officials in small, informal working groups to develop this year's chapters and Quick Starts. This format has greatly facilitated the development of EMG materials by allowing the exchange of election practices across jurisdictions to incorporate best practices and lessons learned into the final EMG products. We have already conducted meetings on polling place/vote center management, vote by mail/absentee voting, and contingency/disaster planning. The next round of meetings will be conducted in late July. In addition to state and local election officials, EMG staff will closely work with the EAC research department to incorporate information gathered through its current collections of information regarding uniformed and overseas voters, absentee/vote by mail practices, alternative voting methods, and ballot design. This collaboration will supplement and enhance the information gathered directly from election officials through the focus groups, and it also provides a method for highlighting research information in an easy to use format.

During the next few days, EMG staff will collaboratively work with The Election Center to facilitate a day and a half workshop on the Election Management Guidelines here in Kansas City, MO. This workshop will provide an in depth look at the first chapters of the guidelines (certification, system security, and physical security), and it also includes presentations on ballot design and printing, pre-election testing, and developing an audit trail. Facilitators will include EMG staff and some of the participants from previous working groups. EMG staff is particularly excited about this meeting as it marks the initial phase of the distribution of the EMG binder to election officials. In the next

couple of weeks, copies of this binder will be mailed to all state and local election officials. Additional hard copies of the EMG will be made available upon request by calling our office at (202) 566-3100 or by sending an e-mail to the EAC HAVAinfo@eac.gov address. An electronic version of the document will also be posted on the EAC website (www.eac.gov) for viewing and downloading.