



*United States Election Assistance Commission
Work Products Evaluation*

Local Election Officials Survey

Note: The paper version of the survey will be printed front to back so that the information regarding a given product will appear on the left side of the open booklet, and the questions about that product will be on the right.

The *Survey of Local Election Officials* is designed to obtain your input on the work products created by the United States Election Assistance Commission (EAC). The Commission was created as part of the *Help America Vote Act* (HAVA) to assist State and local election officials with the administration of Federal elections. Section 202 of HAVA requires the EAC to serve as a national clearinghouse and resource for the compilation of information and review of procedures with respect to the administration of Federal elections. Since 2004, the EAC has issued guidance on various topics to assist State and local election officials in managing and administering elections. The purpose of this survey is to determine to what extent Local Election Officials are aware of the products developed by the EAC, and the degree to which they put into practice the recommendations and guidance contained in them.

Your input in this process is very important, **even if you are not familiar with the products developed by the EAC**. This survey should only take 20 minutes to complete. Please respond to all applicable questions. In addition, we ask that you provide any written feedback you may have regarding EAC products. After you have completed the survey, please place the questionnaire in the postage-paid envelope provided and return it in the mail.

PRIVACY ACT STATEMENT

1. The EAC may collect the information requested in this survey under the authority of the *Help America Vote Act* of 2002 (Public Law 107-252). Providing information in this questionnaire is voluntary. There is no penalty associated with failing to respond to specific question in this survey.
2. Public Law 93-573 (Privacy Act of 1974) requires that you be informed of the purpose and uses to be made of the information collected. The information collected in the survey will be used solely to guide the revision of EAC work products and to identify ways in which those products can be of greater benefit to Local Election Officials. Only group statistics will be reported.

Instructions

Please use a number 2 pencil or a pen with black ink to complete the survey.

Completely fill in the circle that corresponds to your answer.

If additional space is needed to provide written answers, please use a separate sheet of paper. Where appropriate, include the question number with your response.

For your reference, we have included the web address where you can access the documents in question.

Thank you for participating.

Background

1. How long have you served as an election official (i.e., total experience in all jurisdictions)?

Enter number of years _____

2. How long have you served as an election official in your current jurisdiction?

Enter number of years _____

3. How many registered voters reside in the jurisdiction you currently serve?

Enter approximate number _____

4. Is your jurisdiction required to provide language assistance under Section 203 of the Voting Rights Act?

- Yes
- No

Effective Designs for the Administration of Federal Elections

EAC provides this best practices report and samples for the design of ballots and polling place materials. Legislative guidelines, design principals, and research with election officials, voters, poll workers, and other experts inform these resources.

Effective Designs for the
Administration of Federal Elections

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http://www.eac.gov/files/BallotDesign/EAC_Effective_Election_Design.pdf

5. Please select the statement below that most accurately reflects your experience with *Effective Designs for the Administration of Federal Elections*.
- I am not aware of this product.
 - I am aware of this product, but have not read it.
 - I read some or all of this product, but did not take actions based on its guidelines.
 - I read this product and took steps to implement some or all of its guidelines.
6. **If you indicated that you didn't know about or haven't seen *Effective Designs for the Administration of Federal Elections*, how interested do you think you would be in the information it provides?**
- Very Interested
 - Interested
 - Not Interested

7. **If you indicated that you read some or all of *Effective Designs for the Administration of Federal Elections*, please indicate the extent to which you agree or disagree with the following statements about it.**

<i>The information provided in Effective Designs for the Administration of Federal Elections...</i>	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
...was easily understood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was comprehensive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...could be practically applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

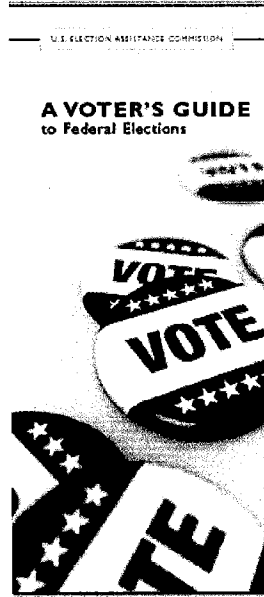
8. **If you indicated that you read some or all of *Effective Designs for Administration of Federal Elections*, but did not take action based on its guidelines, why was this the case?**
- The recommended actions or processes were already in place in my jurisdiction.
 - The processes addressed were already functioning well in my jurisdiction.
 - The recommended actions/processes ran counter to local or state practices/regulations.
 - The recommendations were not specific enough to be useful.
 - I did not have the resources required to act on the guidelines (e.g., people, money).
 - I did not have time to implement the recommendations.
 - I did not like the recommendations or guidelines offered.
 - Other (please specify)
-

9. **If you indicated that you read *Effective Designs for Federal Elections* and took steps to implement some or all of its guidelines, how would you rate the impact of implementing the guidelines?**
- Very Positive Impact
 - Positive Impact
 - No Impact
 - Negative Impact
 - Very Negative Impact

Use the space below to provide feedback on *Effective Designs for Federal Elections*.

A Voter's Guide to Federal Elections

Available in seven languages, this guide is designed to help voters successfully navigate the federal elections process, from registering to vote to casting a ballot on Election Day. In addition to the basics of ballot-casting, it also includes information on eligibility and early voting, as well as the registration and voting process for military and civilians living abroad, and polling place services that make voting more accessible.



http://www.eac.gov/voter/voter/a-voters-guide-to-federal-elections/attachment_download/file

10. Please select the statement below that most accurately reflects your experience with *A Voters Guide to Federal Elections*.

- I am not aware of this product.
- I am aware of this product, but have not read it.
- I read some or all of this product, but did not take action to make it available to my constituents.
- I read this product and distributed copies to interested constituents.

11. **If you indicated that you didn't know about or haven't seen *A Voters Guide to Federal Elections***, how interested do you think you would be in this product?

- Very Interested
- Interested
- Not Interested

12. **If you indicated that you read some or all of *A Voters Guide to Federal Elections***, please indicate the extent to which you agree or disagree with the following statements about it.

<i>The information provided in A Voter's Guide to Federal Elections</i>	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
...was easily understood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was comprehensive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

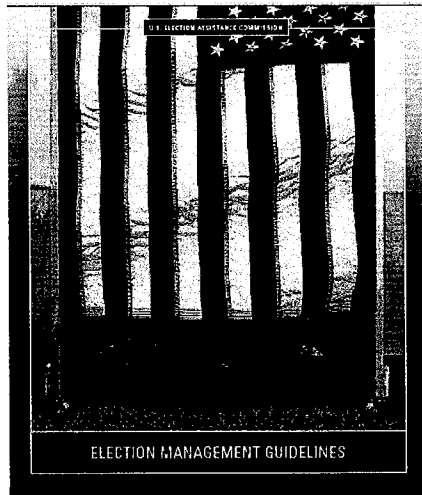
13. Approximately how many copies of the *Voter's Guide* would you say you distributed to your constituents?

- 0
- 1-25
- 26-50
- 51-75
- 76-100
- More than 100

Use the space below to include any comments about this product.

The Election Management Guidelines were created to assist state and local election officials effectively manage and administer elections. These guidelines complement the **voluntary voting system guidelines**' technical standards for voting equipment. They include information on the following topics:

- Certification, System Security, and Physical Security
- Acceptance Testing
- Uniformed and Overseas Citizens
- Pre-election and Parallel Testing
- Developing an Audit Trail
- Contingency Planning and Change Management
- Ballot Building
- Absentee Voting and Voting by Mail
- Polling Place and Vote Center



<http://www.eac.gov/election/quick-start-management-guides>

14. Please select the statement below that most accurately reflects your experience with the *Election Management Guidelines*,

- I am not aware of this product.
- I am aware of this product, but have not read it.
- I read some or all of this product, but did not take actions based on its guidelines.
- I read this product and took steps to implement some or all of its guidelines.

15. If you indicated that you didn't know about or haven't seen the *Election Management Guidelines*, how interested do you think you would be in the information it provides?

- Very Interested
- Interested
- Not Interested

16. If you indicated that you read some or all of the *Election Management Guidelines*, please indicate the extent to which you agree or disagree with the following statements about it.

<i>The information provided in the Election Management Guidelines...</i>	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
...was easily understood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was comprehensive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...could be practically applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. If you indicated that you read some or all of the *Election Management Guidelines*, but did not take action based on the guidelines, why was this the case?

- The recommended actions or processes were already in place in my jurisdiction.
- The processes addressed were already functioning well in my jurisdiction.
- The recommended actions/processes ran counter to local or state practices/regulations.
- The recommendations were not specific enough to be useful.
- I did not have the resources required to act on the guidelines (e.g., people, money).
- I did not have time to implement the recommendations.
- I did not like the recommendations or guidelines offered.
- Other (please specify)

18. If you indicated that you read the *Election Management Guidelines* and took steps to implement some or all of its guidelines, how would you rate the impact of implementing the guidelines?

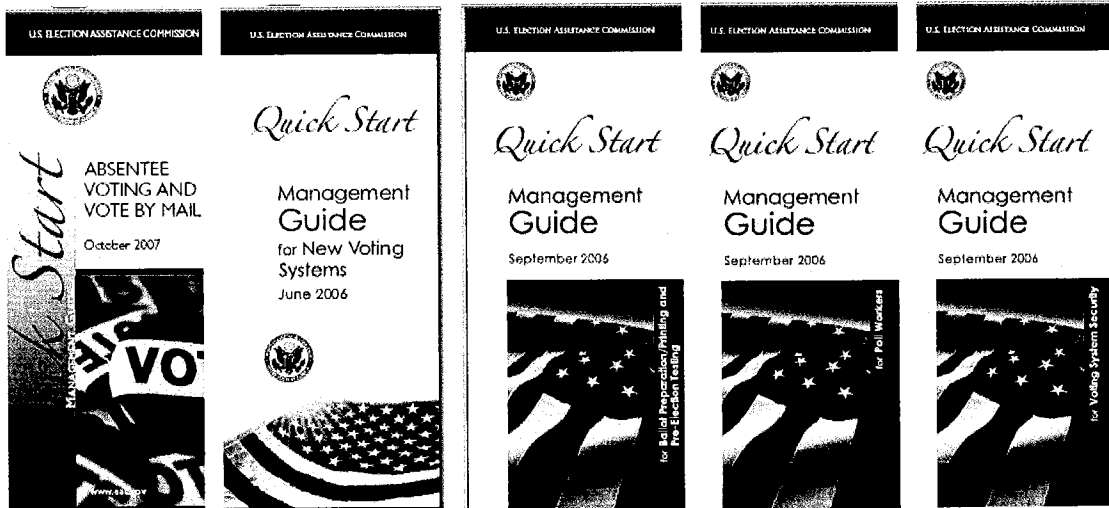
- Very Positive Impact
- Positive Impact
- No Impact
- Negative Impact
- Very Negative Impact

Use the space below to provide feedback on *Election Management Guidelines*.

The *Quick Start Guides* are a series of brochures designed to highlight and summarize the information contained in the chapters of the U.S. Election Assistance Commission's **Election Management Guidelines**. The guidelines are solely designed to serve as a source of information for election officials and not as requirements by which they must abide. Their content has been developed in collaboration with State and local election officials and other election professionals who have first-hand experience managing elections. Currently, the Quick Start Guides cover the following topics:

- Serving Voters in Long-Term Care Facilities
- Provisional Ballots
- Canvassing and Certifying Elections
- Conducting a Recount
- Central Count Optical Scan Ballots
- Uniformed and Overseas Voters
- Developing an Audit Trail
- Polling Places and Vote Centers
- Managing Change in an Election Office
- Media and Public Relations
- Contingency and Disaster Planning
- Absentee Voting and Vote by Mail
- Acceptance Testing
- Voting System Certification
- Voting System Security
- Poll Workers
- Ballot Preparation/Printing and Pre-Election Testing
- New Voting Systems

http://www.eac.gov/election/quick-start-management-guides/quick-start-management-guides#Quick_Start_Guides



19. Please select the statement below that most accurately reflects your experience with the *Quick Start Guides*.
- I am not aware of the *Quick Start Guides*.
 - I am aware of the *Quick Start Guides*, but have not read them.
 - I read some or all of the *Quick Start Guides*, but not take action based on their guidance.
 - I read one or more of the *Quick Start Guides* and took steps to implement some or all of their guidelines.

20. **If you indicated that you didn't know about or haven't seen the *Quick Start Guides*, how interested do you think you would be in the information they provide?**
- Very Interested
 - Interested
 - Not Interested

21. **If you indicated that you read some or all of the *Quick Start Guides*, please indicate the extent to which you agree or disagree with the following statements about them.**

<i>The information provided in the Quick Start Guides...</i>	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
...was easily understood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was comprehensive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...could be practically applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

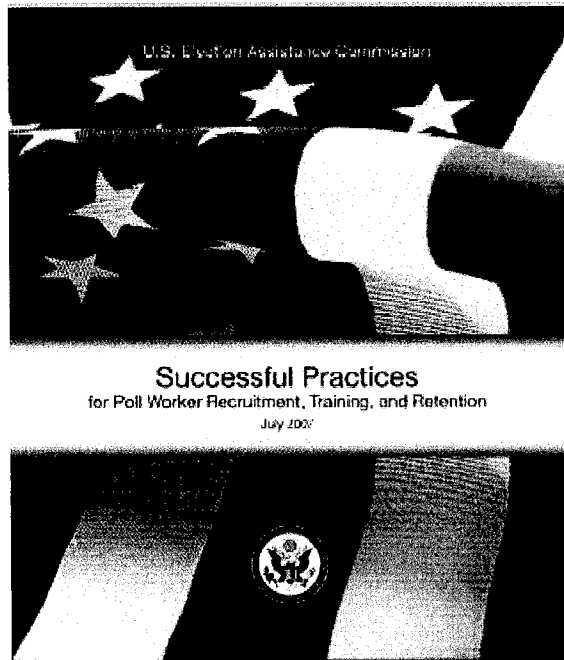
22. **If you indicated that you read some or all of the *Quick Start Guides*, but did not take action based on the guidelines, why was this the case?**
- The recommended actions or processes were already in place in my jurisdiction.
 - The processes addressed were already functioning well in my jurisdiction.
 - The recommended actions/processes ran counter to local or state practices/regulations.
 - The recommendations were not specific enough to be useful.
 - I did not have the resources required to act on the guidelines (e.g., people, money).
 - I did not have time to implement the recommendations.
 - I did not like the recommendations or guidelines offered.
 - Other (please specify)
-

23. **If you indicated that you read the *Quick Start Guides* and took steps to implement some or all of their guidelines, how would you rate the impact of implementing the guidelines?**
- Very Positive Impact
 - Positive Impact
 - No Impact
 - Negative Impact
 - Very Negative Impact

Use the space below to provide feedback on the *Quick Start Guides*.

Successful Practices – Poll Worker Recruitment, Training, and Retention

EAC issued this best practices guidebook to help election officials recruit, train, and retain poll workers. This guidebook was developed by veteran election officials, poll workers, and voters. It was field tested in six locations during the 2006 elections.



<http://www.eac.gov/election/poll%20workers/successful-practices/>

24. Please select the statement below that most accurately reflects your experience with *Poll Worker Recruitment, Training, and Retention*,

- I am not aware of this product.
- I am aware of this product, but have not read it.
- I read some or all of this product, but did not take actions based on its guidelines.
- I read this product and took steps to implement some or all of its guidelines.

25. **If you indicated that you didn't know about or haven't seen *Poll Worker Recruitment, Training, and Retention***, how interested do you think you would be in the information it provides?

- Very Interested
- Interested
- Not Interested

26. **If you indicated that you read some or all of *Poll Worker Recruitment, Training, and Retention***, please indicate the extent to which you agree or disagree with the following statements about it.

<i>The information provided in Poll Worker Recruitment, Training, and Retention...</i>	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
...was easily understood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was comprehensive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...could be practically applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

27. **If you indicated that you read some or all of *Poll Worker Recruitment, Training, and Retention*, but did not take action based on the guidelines**, why was this the case?

- The recommended actions or processes were already in place in my jurisdiction.
- The processes addressed were already functioning well in my jurisdiction.
- The recommended actions/processes ran counter to local or state practices/regulations.
- The recommendations were not specific enough to be useful.
- I did not have the resources required to act on the guidelines (e.g., people, money).
- I did not have time to implement the recommendations.
- I did not like the recommendations or guidelines offered.
- Other (please specify)

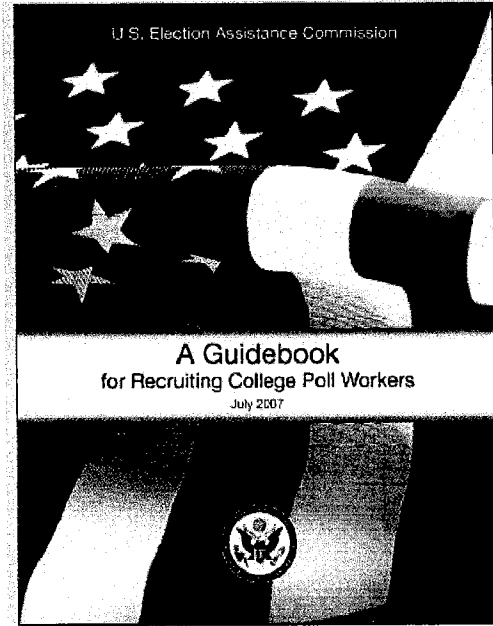
28. **If you indicated that you read *Poll Worker Recruitment, Training, and Retention* and took steps to implement some or all of its guidelines**, how would you rate the impact of implementing the guidelines?

- Very Positive Impact
- Positive Impact
- No Impact
- Negative Impact
- Very Negative Impact

Use the space below to provide feedback on *Poll Worker Recruitment, Training, and Retention*.

A Guidebook for Recruiting College Poll Workers

EAC issued this best practices guidebook to help election officials recruit, train, and retain college poll workers. This guidebook was developed by veteran election officials, poll workers, and voters. It was field tested in six locations during the 2006 elections.



<http://www.eac.gov/election/poll%20workers/successful-practices/>

29. Please select the statement below that most accurately reflects your experience with *A Guidebook for Recruiting College Poll Workers*.
- I am not aware of this product.
 - I am aware of this product, but have not read it.
 - I read some or all of this product, but did not take actions based on its guidelines.
 - I read this product and took steps to implement some or all of its guidelines.

30. **If you indicated that you didn't know about or haven't seen *A Guidebook for Recruiting College Poll Workers*, how interested do you think you would be in the information it provides?**
- Very Interested
 - Interested
 - Not Interested

31. **If you indicated that you read some or all of *A Guidebook for Recruiting College Poll Workers*, please indicate the extent to which you agree or disagree with the following statements about it.**

<i>The information provided in A Guidebook for Recruiting College Poll Workers...</i>	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
...was easily understood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was comprehensive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...could be practically applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

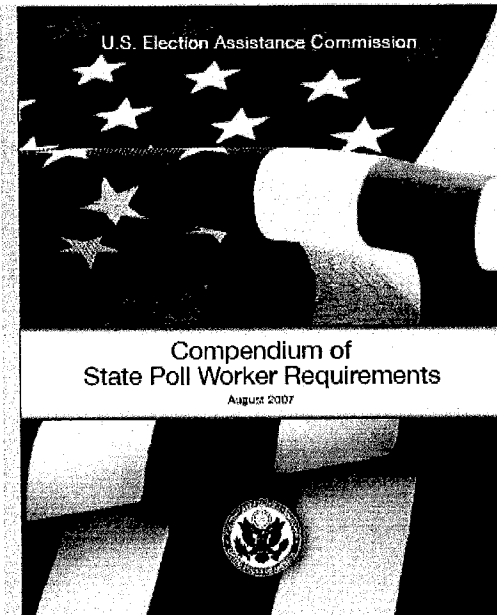
32. **If you indicated that you read some or all of *A Guidebook for Recruiting College Poll Workers*, but did not take action based on the guidelines, why was this the case?**
- The recommended actions or processes were already in place in my jurisdiction.
 - The processes addressed were already functioning well in my jurisdiction.
 - The recommended actions/processes ran counter to local or state practices/regulations.
 - The recommendations were not specific enough to be useful.
 - I did not have the resources required to act on the guidelines (e.g., people, money).
 - I did not have time to implement the recommendations.
 - I did not like the recommendations or guidelines offered.
 - Other (please specify)

33. **If you indicated that you read *A Guidebook for Recruiting College Poll Workers* and took steps to implement some or all of its guidelines, how would you rate the impact of implementing the guidelines?**
- Very Positive Impact
 - Positive Impact
 - No Impact
 - Negative Impact
 - Very Negative Impact

Use the space below to provide feedback on *A Guidebook for Recruiting College Poll Workers*.

Compendium of State Poll Worker Requirements

EAC issued this guidebook to complement the two other Poll Worker guidebooks, offering LEOs a framework for understanding the legal limitations of poll worker services in many States. It contains the State election statutes and administrative regulations that govern poll worker requirements for the 50 States, the District of Columbia, and four territories.



<http://www.eac.gov/election/poll%20workers/successful-practices/>

34. Please select the statement below that most accurately reflects your experience with the *Compendium of State Poll Worker Requirements*.
- I am not aware of this product.
 - I am aware of this product, but have not read it.
 - I read some or all of this product, but it was not used by myself or members of my staff.
 - Myself and/or members of my staff used this product to understand state requirements for poll workers.

35. **If you indicated that you didn't know about or haven't seen the *Compendium of State Poll Worker Requirements*, how interested do you think you would be in the information it provides?**
- Very Interested
 - Interested
 - Not Interested

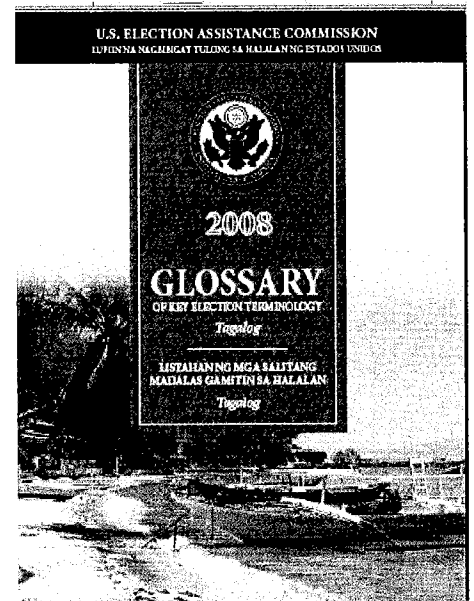
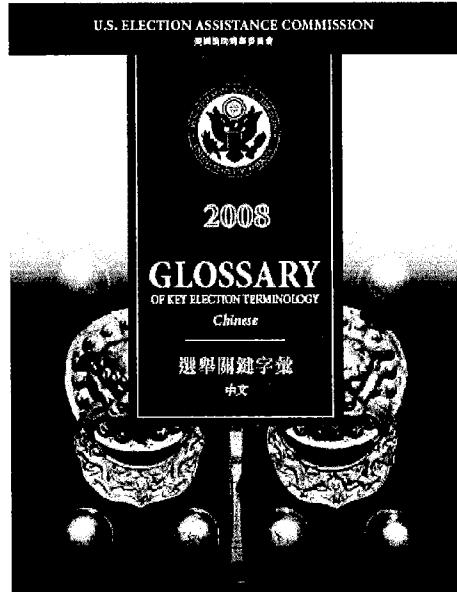
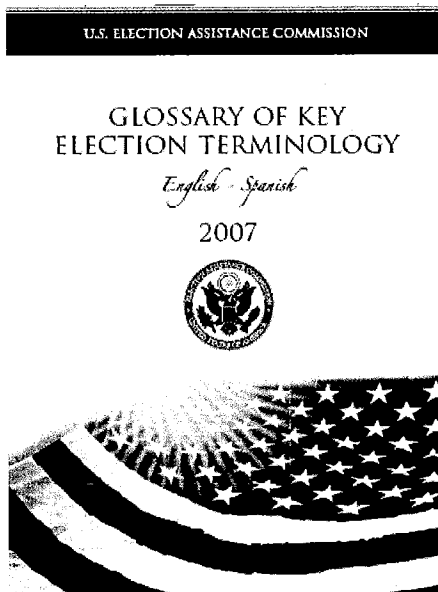
36. **If you indicated that you read some or all of the *Compendium of State Poll Worker Requirements*, please indicate the extent to which you agree or disagree with the following statements about it.**

<i>The information provided in the Compendium of State Poll Worker Requirements...</i>	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
...was easily understood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was comprehensive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...was useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...could be practically applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

37. **If you said you made use of the information in the *Compendium of State Poll Worker Requirements*, please indicate in what ways you used this information. (Check all that apply.)**
- To provide information to my constituents
 - As a reference tool
 - Other (please specify)

Use the space below to provide feedback on the *Compendium of State Poll Worker Requirements*.

The EAC's Language Accessibility Program was developed in accordance with Help America Vote Act's instruction to study and promote methods of ensuring the accessibility of voting, registration, polling places, and voting equipment to all voters. Materials issued by the Language Accessibility Program are the result of collaboration among working groups comprised of election officials, advocacy groups, and research and public policy organizations. EAC *Glossaries of Election Terms* in six languages include: Spanish, Chinese, Japanese, Korean, Tagalog, Vietnamese. They can be used to create voting materials (e.g. ballots, voter instructions) and to assist individual voters with limited English abilities.



38. Please choose the response that most accurately reflects your experience with the EAC's *Election Terminology Glossaries*.
- I am unaware of the glossaries
 - I know about the glossaries, but have not read them
 - I have seen the glossaries, but did not use them
 - I have used the glossaries to serve my constituents
39. **If you said you have seen the glossaries but did not use them**, please indicate why this was the case?
- I had no need (e.g., my staff/poll workers are fluent in required languages)
 - I did not find them useful
 - They did not address the language(s) needed to serve my constituents
 - Other (please specify)
40. **If you said you used the glossaries to serve your constituents**, based on your experience and the feedback you received, how would you rate the effectiveness of the Election Terminology Glossaries in helping you and your staff develop election materials in required languages and/or assist non- or limited-English speakers in voting?
- Very Effective
 - Effective
 - Neither Effective or Ineffective
 - Ineffective
 - Very Ineffective

Use the space below to provide feedback on the *Election Terminology Glossaries*.

END OF SURVEY

THANK YOU FOR RESPONDING TO THIS SURVEY

* This information collection is being requested as part of the EAC's mandate to conduct studies and to carry out other duties and activities to promote the effective administration of Federal elections under HAVA Section 203. Respondent's reply to this information collection is voluntary; respondents include the fifty States, the District of Columbia, and the U.S. territories. This information will be made publicly available on the EAC website (www.eac.gov). According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB Control No. XXXXX (expires XXXX). The time required to complete this information collection is estimated to average 40 minutes per online survey response. This estimate includes the time for reviewing the instructions, and completing and submitting the survey. The time required for each focus group is two hours. Comments regarding this burden estimate should be sent the U.S. Election Assistance Commission – Product Evaluation, 1225 New York Avenue, Suite 1100, Washington, DC 20005.