

## REPORTING REQUIREMENTS

The following information needs to be tracked for reporting to the Election Assistance Commission before January 1 in odd-numbered years.

- a) Total # of ballots cast on Election Day
- b) Total number of requested absentee ballots
- c) Total number of absentee ballots returned
- d) Total number of absentee ballots counted
- e) Total number of absentee ballots not counted
- f) Reasons for absentee ballots being rejected (i.e. not signed, late, etc.)
- g) Undervotes (Not applicable to Paper Ballot Counties)
- h) Overvotes (Not applicable to Paper Ballot Counties)
- i) Type of voting equipment used including type, manufacturer, number of units used in the election and software version if applicable (i.e. Votomatics, etc.)
- j) Any malfunctions that occurred (i.e. power failure, computer failure, screen failure, broken counter, etc.)
- k) Total number of poll workers
- l) If a deficit in poll workers, identify the number of additional poll workers needed.
- m) Total number of precincts
- n) Total number of polling places
- o) Total number of polling places that can be accessed by a voter who uses a wheelchair
- p) Total number of polling places where a visually impaired voter can cast a private ballot
- q) Total number of polling places where a physically disabled voter can cast a ballot on an accessible voting system

Pursuant to Title VII, Section 703, HAVA, the following information needs to be tracked to "Report on Absentee Ballots Transmitted and Received After General Elections" to the Election Assistance Commission not later than 90 days after the date of each regularly scheduled general election for Federal office. This information is used to analyze Military and Overseas Citizens Absentee Voting.

- a) Total number of absentee ballots sent to absent military and overseas citizens.
- b) Total number of absentee ballots returned by absent military and overseas citizens.
- c) Total number of absentee ballots that were returned by absent military and overseas citizens that were counted.
- d) Of those absentee ballots not counted enter the number next to the specific reason that the ballot was rejected (i.e. Lacked postmark, lacked voter signature, could not verify signature, no date of signature, received after the state deadline, returned as undeliverable, and other reasons but be specific.)
- e) Total number of Federal Write-In Absentee Ballots (FWAB's) received from absent military and overseas citizens.

