



**V**ERITY®

**polling place  
operations guide**



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# **polling place operations guide**



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# introduction

## about this guide

This guide outlines the steps to deploy and operate Verity polling place equipment. The particular device implementation may vary depending on your state and jurisdiction.

This document provides step-by-step instructions for each of the essential polling place tasks, including setting up the voting devices, opening polls, working with voters, and closing polls. The *Verity Polling Place Operations Guide* is designed as an accompaniment to the **Verity Polling Place Operations** training course, as well as a guide for use by election staff and poll workers in a real election environment. For a condensed version of this guide, see the *Verity Poll Worker's Field Guide*.

## objectives of the Verity Polling Place Operations training course

In the **Verity Polling Place Operations** training course associated with this document, election officials and staff will train poll workers on the procedures necessary to set up and operate a polling place successfully using the Verity Voting System. Election officials and staff learn the techniques necessary to conduct a successful training in the **Verity Train the Trainer** training course, taught by Hart instructors.

## about Verity Print

Using **Verity Print**, you can print and issue blank paper ballots to voters using an attached ballot printer. The voter votes their ballot and casts it either using Verity Scan, or into a ballot box to be scanned centrally.



## polling place planning

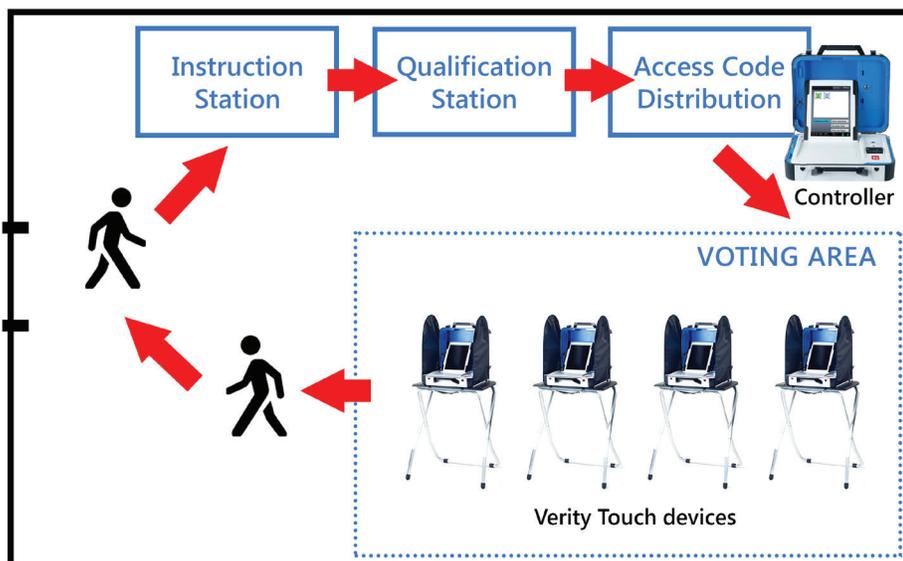
Before polls open, it is important to plan carefully to ensure a smooth experience for both voters and poll workers alike. This section describes the necessary steps to prepare the polling place for voting.

- 1 Plan** the polling place layout to ensure smooth flow of voters.
- 2 Check** supplies (hardware, accessories, paperwork, etc.).
- 3 Familiarize** yourself with contingency procedures.

# 1 follow a polling place layout plan

- ▶ Polling place layout should be planned to ensure a smooth flow of voters. Layouts will vary depending on implementation.
- ▶ Supplies should be staged for easy access by poll workers.
- ▶ Voting devices should be positioned to ensure adequate privacy for voters.
- ▶ Never leave voting equipment unattended while polling place is open.

## sample polling place layout



## 2 maintain and check a supplies checklist

- ▶ Supplies may include: polling place devices and accessories, signage, and paperwork.
- ▶ Election officials should plan for appropriate quantities of all supplies based on the expected needs of each specific polling place.
- ▶ Prior to opening polls, polling place staff should check that they have all supplies on the checklist in the appropriate quantities.



## sample supplies checklist

- voting device(s)
- ballot box(es) and booth(s)
- ballot printer(s) *(if applicable)*
- headphones
- tactile switches
- power bricks and cords
- power strips and extension cords
- tables and chairs
- voter qualification supplies  
*(pollbook, label printer, etc.)*
- paper for thermal printers
- paper/supplies for ballot  
printer(s) *(if applicable)*
- polling place layout plan
- sample ballots
- instructional flyers, etc.
- logs and envelopes
- preprinted paper ballots and pens  
*(in the event of an extended power loss)*

## 3 review any contingency plans in case of emergency

- ▶ Polling place staff should familiarize themselves with proper emergency procedures in case of weather-related or other disasters.
- ▶ In the case of extended power loss, poll workers should be aware of proper procedures for providing paper ballots to voters.
- ▶ Review and follow proper chain-of-custody procedures, whether operating during periods of power loss as well as during normal operations.
- ▶ Review local procedures for dealing with equipment failures and operation from battery power.
- ▶ Review local security procedures.





# Verity Print



## 1

## setting up Verity Print

### setting up the ballot printer

**1** Set up the ballot printer table and place the ballot printer on the table. ▶



## setting up the ballot printer, *continued*

**2** Insert the square end of the printer cable into the printer. ▶



**3** Insert the printer power cord into the printer and the other end into an outlet or UPS/battery backup. ▶



# setting up Verity Print

## setting up the ballot printer, *continued*

- 4 Load the ballot printer with appropriate ballot paper.

### loading 8.5" x 11" (LTR) ballot paper

- 1 Open the printer drawer. ▶



- 2 Load 8.5" x 11" ballot paper as shown and close printer drawer. ▶



## setting up the ballot printer, *continued*

### loading 8.5" x 14" (LGL) ballot paper

- 1 Pull out tray extension on back of printer. ▶



- 2 Pull printer tray completely out of printer. ▼



# setting up Verity Print

## setting up the ballot printer, *continued*

**3** Push blue tab and pull the paper guide to the 8.5" x 14" setting. ▼



**4** Load 8.5" x 14" ballot paper as shown. ▼



**5** Reinsert and close the paper tray. ▼



## setting up the ballot printer, *continued*

### loading 8.5" x 17" ballot paper

**! IMPORTANT:** In order for paper to feed properly from the Manual Paper Tray, you must also load a few sheets of standard sized paper in the main cassette tray.

- 1 Open the front manual feed door; flip up and extend the tray as shown. ▼



- 2 Load 8.5"x17" ballot paper as shown. ▼



- 3 Press the blue release button (located to the right of the paper) to raise the paper to meet the rollers. ►



## setting up Verity Print

### setting up the ballot printer, *continued*

**5** Use the switch on the side of the printer to power on the printer.



**! IMPORTANT:** Do not power on Verity Print until you have powered on the ballot printer and connected it to the Verity Print.

## setting up Verity Print

**1** Set the Verity Print on top of a table next to the ballot printer.

**2** Unlock the case (if locked). Open the case and remove the power brick and power cord from the storage compartment. Close the compartment and case.



**3** Plug the power cord securely into the power brick.



# setting up Verity Print

## setting up Verity Print, *continued*

 **TIP:** The Verity power cord has a connector that locks into place. When inserting the connector into a Verity device, it will make a small “click.” To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Verity device, and slide back the sleeve. This will unlock the connection so that the cord may be removed..

- 4** Plug the power brick into the back of the Verity Print (flat part up).



- 5** Insert the flat end of the USB printer cable to the back of the Verity Print (the notch faces up). ▼



## setting up Verity Print, *continued*

- 6** Open the Verity Print case and push the lid brace to lock it into place. ▼



- 7** Unlock the tablet. ▼ **8** Open the latch. ▼



## setting up Verity Print

### setting up Verity Print, *continued*

- 9** Remove the tablet from its storage compartment. ▼



- 10** Seat the tablet in its cradle and tilt it back. ▼



## setting up Verity Print, *continued*

- 11 Lock the tablet in place.



**! IMPORTANT:** Verity Print will not function unless the lock is engaged.

## setting up Verity Print

### setting up Verity Print, *continued*

**12** Plug the power cord into a power strip/wall outlet.

**! IMPORTANT:** Do not power on Verity Print until you have powered on the ballot printer and connected it to the Verity Print

**TIP:**

Note that software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting System to verify the authenticity of the software before allowing it to operate.

**13** Verify the Print device seals, per local procedure.

**14** Power on the Verity Print using the red power button on the back of the device. ▶



**15** During the power on process, the Verity Print will print the Power-On Self Test report on its built-in thermal printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and restart the device using the red power button.

## Verity Print setup checklist

- 1** Set up ballot printer table and ballot printer
- 2** Load ballot printer paper
- 3** Power on the ballot printer
- 4** Set up the Verity Print
- 5** Connect ballot printer to Verity Print
- 6** Power on Verity Print

## 2

# Verity Print orientation

## screen orientation

When powered up for the first time on Election Day (or the first day of Early Voting), the Verity Print should display the **Print Zero Report** screen. ▶



## screen orientation, *continued*



The following information appears at the bottom of the screen:

### Ballots

- ▶ This is the number of ballots printed on the Verity Print for the current election.
- ▶ At the start of Election Day, or the start of the first day of Early Voting, this number should be **zero**.

### Lifetime

- ▶ The number of ballots printed on the Verity Print for the lifetime of the device (for all elections).
- ▶ This number will vary.

### AC and battery power indicators

- ▶ A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Verity Print Power-On Self Test report.

**! IMPORTANT:** All devices should have access to both AC power and battery power.

## thermal printer operation

The built-in thermal printer is used to print device reports.

**1** The thermal printer is located on the right-hand side of the Verity Print. ▶



**2** To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you. ▶



## thermal printer operation, *continued*

**3** To replace paper: Place the new paper roll into the printer as shown. Paper must roll out from the bottom. ▼



**4** Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper. ►



## entering passcodes

- ▶ Passcodes are entered via the device touch screen.
- ▶ Passcodes must be 6 digits.
- ▶ Passcodes are determined by your local election office prior to the election.
- ▶ Selecting the yellow button to the right of the passcode field will delete the last character entered. Select **Cancel** to return to the previous screen.
- ▶ After entering the passcode, select **Accept** to proceed.





## 3

## opening polls

## opening polls

**! IMPORTANT:** Polls should not be opened until the time designated by your jurisdiction. However, should you inadvertently open polls before directed, do NOT close polls; simply wait for the designated time before admitting voters into the polling place.

**1** Setup and power on all devices. Confirm that you are running on AC power (see page 32). ▶



## opening polls, *continued*

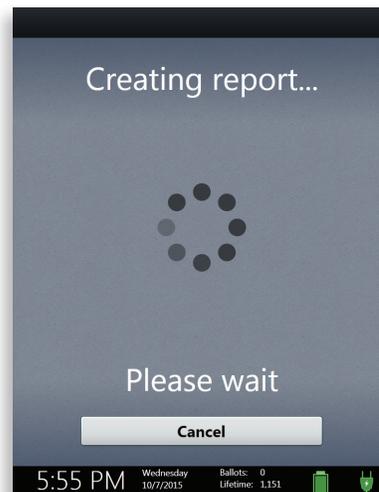
**2** Select Print Zero Report. ▶

**2**

**Note:** *If you are reopening polls during Early Voting (e.g. on the second day of Early Voting, or later), then you will not print a Zero report. See page 44.*



**3** Wait while the Zero report prints on the Verity Print thermal printer. ▶



**! IMPORTANT:** The Zero report must be printed before opening polls (unless you are reopening polls during Early Voting; see page 44).

## about the Zero report

- ▶ This report verifies that no ballots have been printed on the device for the current election. It should also be used to verify that the precinct(s) and polling place are correct.
- ▶ The Zero report must be printed before opening polls.
- ▶ File this report as per your local jurisdiction guidelines.

VOTING MACHINE SURVEY BALLOT Election Date: 1/23/2014		0
County of Fairfax		0
Sample Polling Place		0
Early Voting		0
Verity Scan		0
S/N: 345642		0
Version: 01.01.45		0
Ballot Counter:	0	0
Lifetime Counter:	5034	0
<b>Zero Report</b>		
02/07/2014 1:43 PM		
Tally Summary Report By Contest		
Precincts/Splits Included:	5	
<u>Mayor of Mount Rushmore</u>		
George Washington	0	0
Thomas Jefferson	0	0
Abraham Lincoln		0
Theodore Roosevelt		0
Write-ins		0
Undervotes		0
Overvotes		0
Members of Parliament		0
<b>All ZEROS</b>		
Official Signatures		
_____		
_____		
_____		
_____		

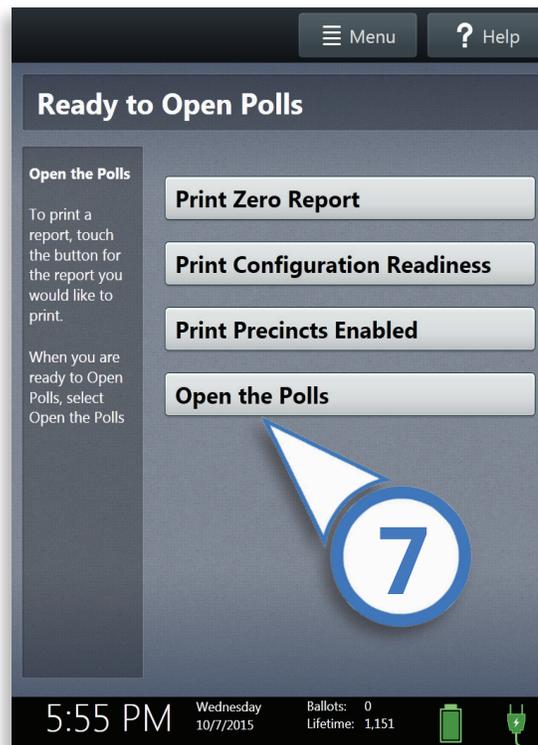
**! IMPORTANT:** Remember, the Zero report must be printed **before** opening polls. Once polls are opened, you cannot print a Zero report.

## opening polls, *continued*

- 4 Verify the ballot count total on the Zero report and enter it in the Reconciliation Log.
- 5 Verify that the precinct(s) and polling place on the report are correct.
- 6 Verify that the device clock in the bottom left corner of the screen displays the correct time.

**If the ballot count, precinct/polling place, or device clock are not correct, contact your election office.**

- 7 Select **Open the Polls**. You can also print a Configuration Readiness report, Precincts Enabled report, or a second copy of the Zero report, if your jurisdiction requires them. A list of device reports with descriptions is found on page 66. ▶



**opening polls**, *continued*

**8** Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶

Enter Open Polls Code

Enter Code

Enter your 6 digit Open Polls Authorization Code using the number pad to the right.

Select "Cancel" to return to the previous screen.

1 2 3

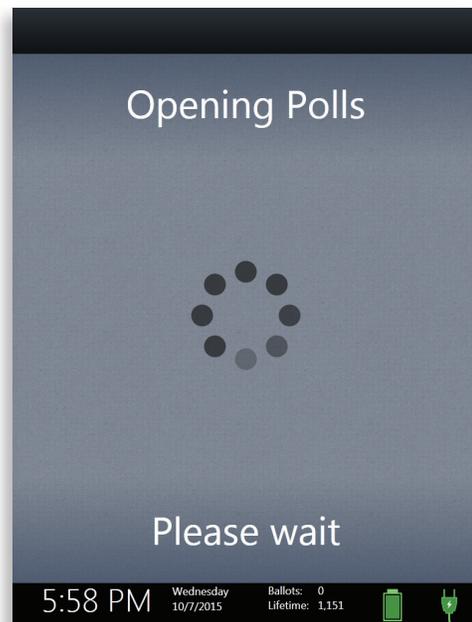
4 5 6

7 8 9

Cancel 0 Accept

5:58 PM Wednesday 10/7/2015 Ballots: 0 Lifetime: 1,151

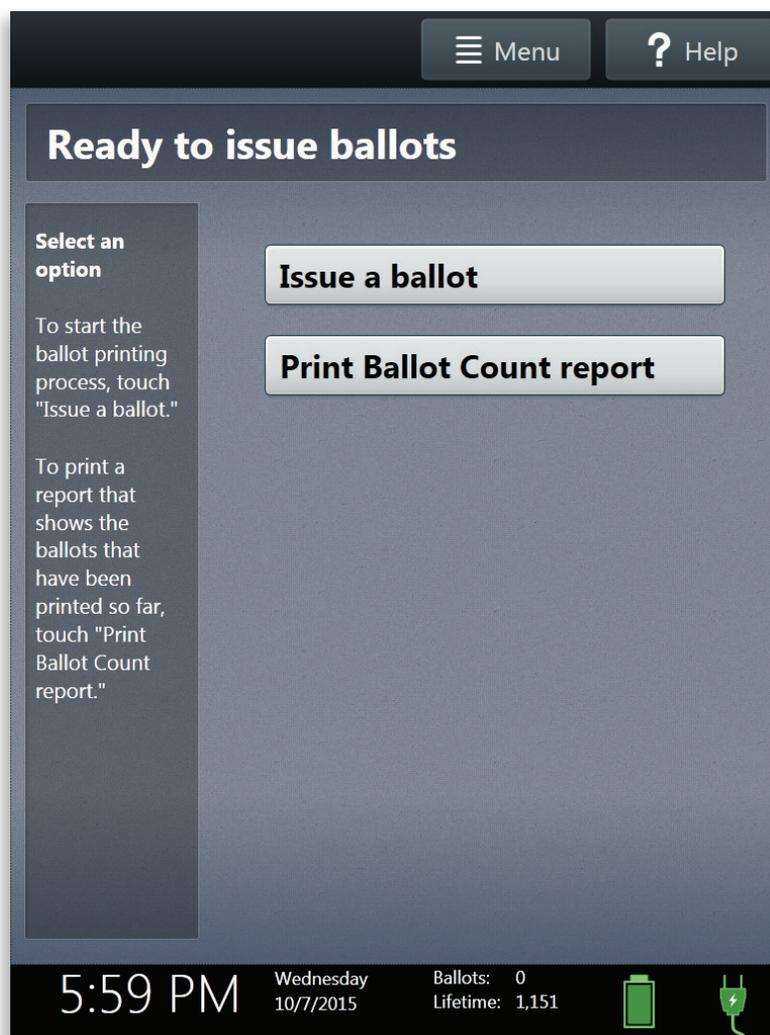
**9** Wait while the Open Polls report prints. ▶



## opening polls, *continued*

**10** File the Zero report and Open Polls report according to local guidelines.

- ▶ When the Verity Print screen displays **Ready to issue ballots**, the device is ready. ▼



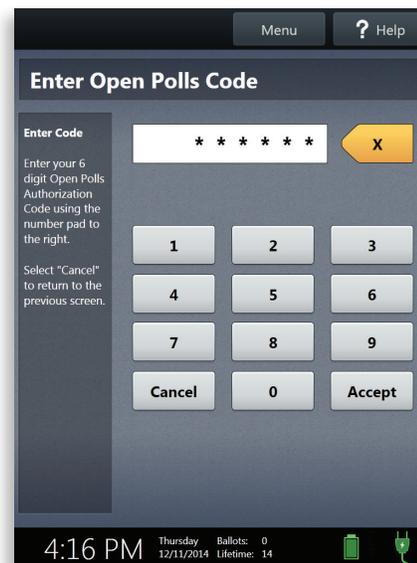
## reopening polls *(Early Voting)*

**1** To reopen polls during Early Voting, power on the Verity Print. When prompted, select **Open the Polls**. ▶

**Note:** *When reopening polls during Early Voting, you will not print a Zero report.*

**2** Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶

**3** Wait while the Open Polls report prints. File the Open Polls report according to local guidelines.



## opening polls checklist

- 1 Set up Verity Print** *(see page 18)*
- 2 Print the Verity Print Zero report and verify that the ballot count is zero and the precinct/polling place are correct; verify the device clock displays the correct time**  
*(Exception: you will not print a Zero report on the second or subsequent days of Early Voting)*
- 3 Select Open the Polls and enter your Open Polls Code**
- 4 File reports according to local guidelines; verify that the Verity Print screen displays 'Ready to Issue Ballots'**

## 4

## issuing ballots with Verity Print

### voter privacy and assisting voters

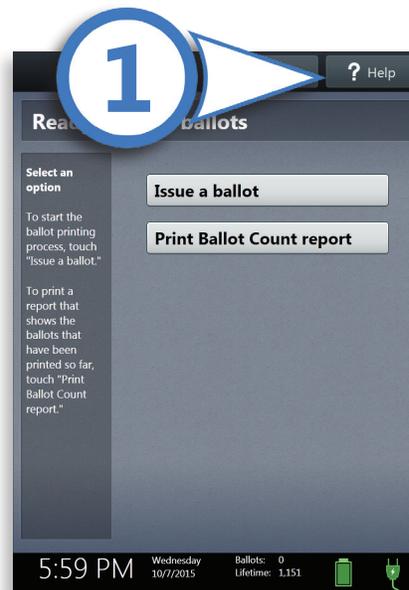
- ▶ No person other than a voter, a person assisting a voter, or a poll worker should enter the voting area.
- ▶ Voters should not be allowed to enter the voting booth area until a voting booth is open and available for use.
- ▶ If assisting a voter, face away from their ballot to maintain voter privacy. Ask appropriate questions to learn what part of the voting process the voter needs help with.

**! IMPORTANT:** Always ask for the voter's explicit permission before viewing or touching the voter's paper ballot.

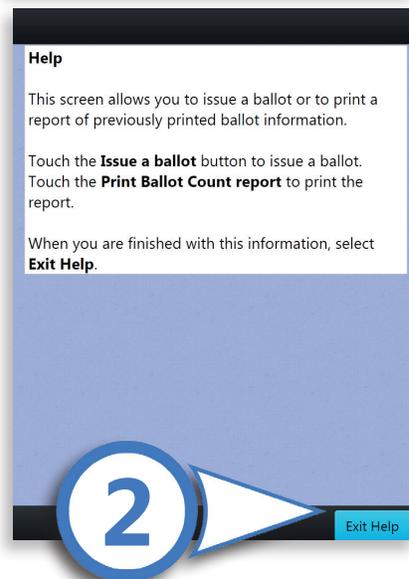
## accessing Verity Print help

Verity Print is equipped with built-in help text that can be accessed from the touch screen. The content of the Help screen will vary depending on the context.

**1** Select **Help** at the top right of the Verity Print screen to access the Help screen. ►

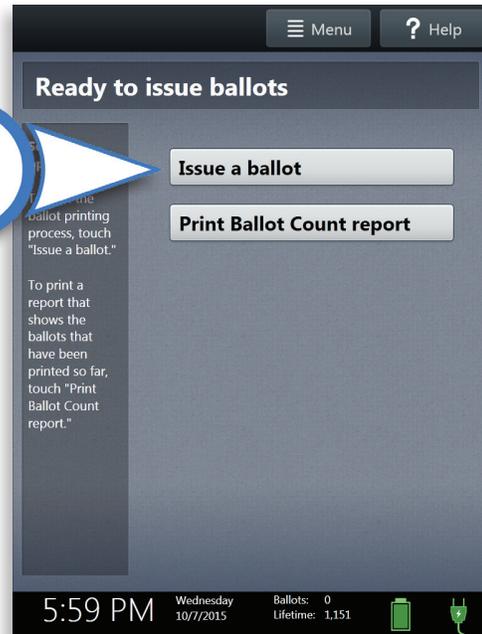


**2** To exit the help screen and resume issuing ballots, select the **Exit Help** button on the bottom right. ►

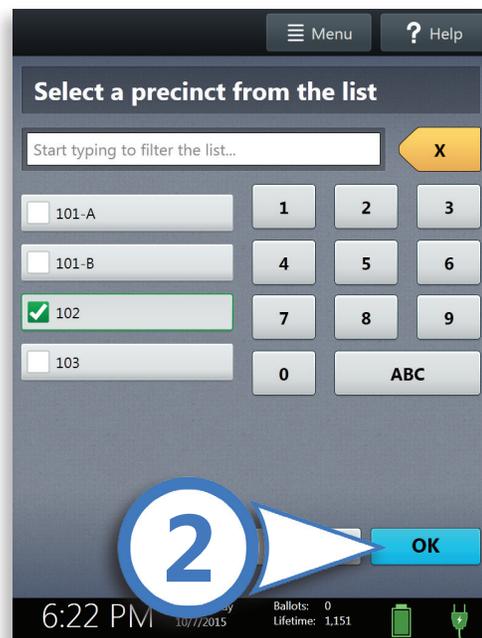


## printing ballots

**1** Select Issue a ballot.



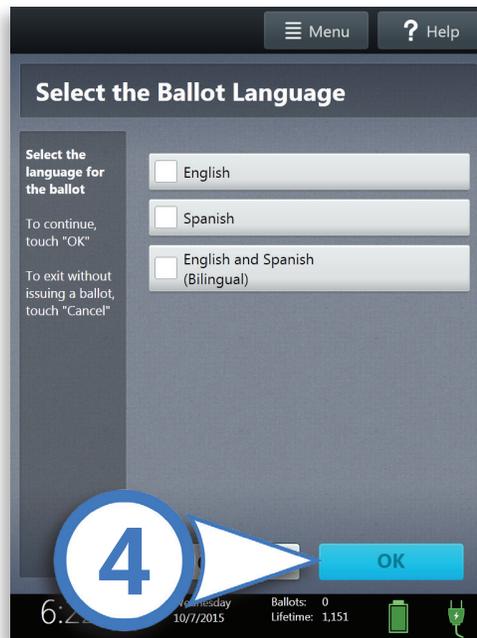
**2** Choose the precinct, and then select OK. You may use the keypad on the screen to search for a precinct (select the ABC button to perform an alphabetic search).



## printing ballots, *continued*

**3** (*Primary Elections only*) Choose the party, and then select **OK**.

**4** Choose the ballot language, and then select **OK**. ▶

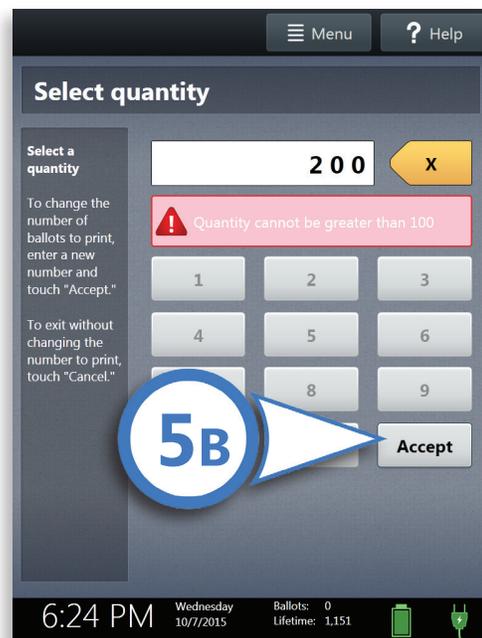
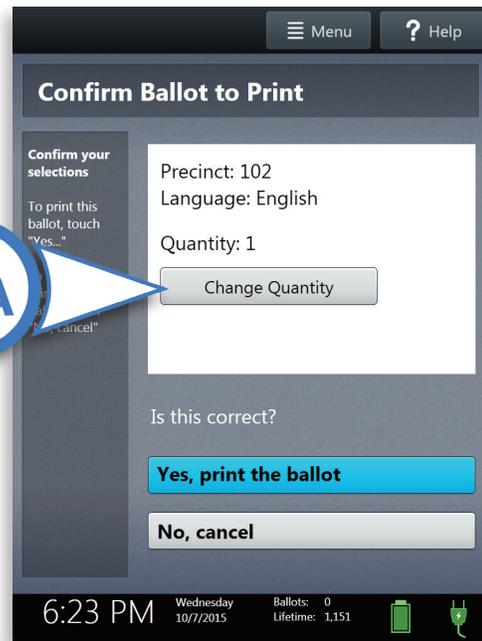


**printing ballots**, *continued*

**5** Verify that the correct precinct and language are displayed on the screen (and party, if this is a primary election). **Select Yes, print the ballot.**

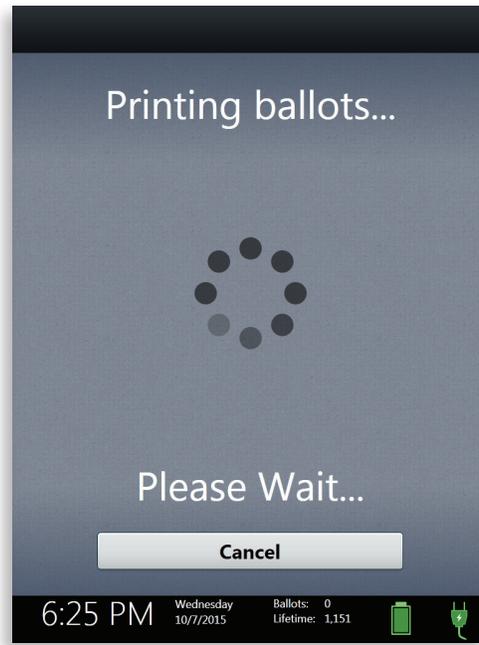
**A)** To change the quantity of ballots to print, select **Change Quantity**. ▶

**B)** Enter the number of ballots to print, and then select **Accept**. You may print up to 100 ballots at a time. ▶



## printing ballots, *continued*

**6** Wait while the ballot(s) print on the attached ballot printer. ►



## using the Verity Autoballot barcode scanner to issue ballots

If your jurisdiction has Verity Autoballot, you can use a barcode reader attached to the Verity Print to scan barcode labels produced by your electronic pollbook. When using Autoballot, you will scan the barcode, skipping steps 1-4.

## printing ballots, *continued*

### printing errors

If an error occurs during printing (for example, the printer is out of paper), the nature of the error will be shown on the screen. Follow the directions on the screen to resolve the issue. ►



### spoiling printed paper ballots

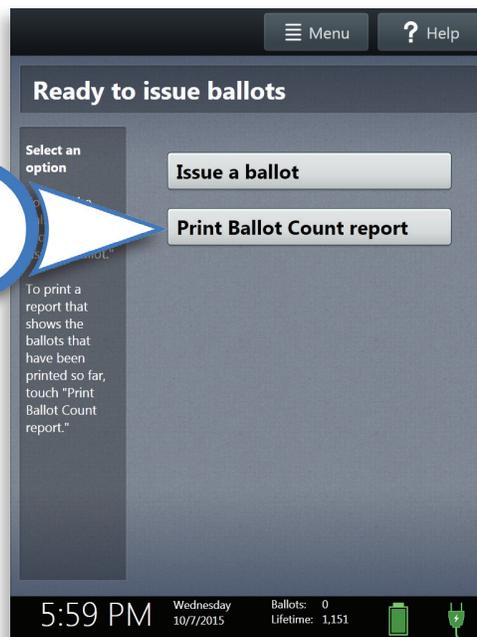
To spoil a ballot that has already been printed from Verity Print, or to spoil a preprinted paper ballot, follow your local procedures (for example, filling out a spoiled ballot log and envelope).

## printing ballots, *continued*

### printing a Ballot Count report

- ▶ You can print a Ballot Count report on Verity Print at any time while polls are open, and after polls are suspended or closed.

**1** On the Ready to issue ballots screen, select **Print Ballot Count report**.

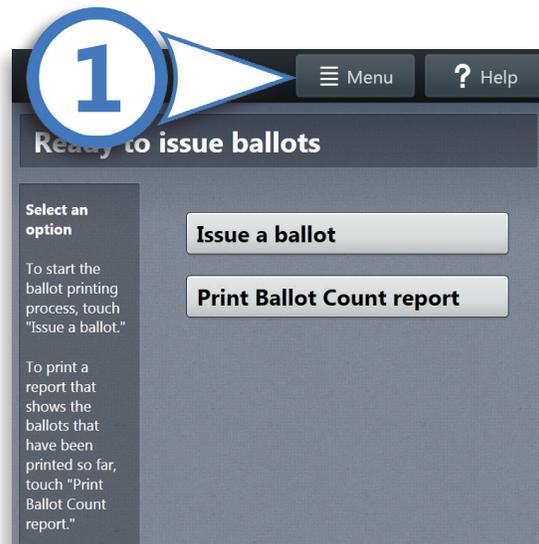


**2** Wait while the report prints on the built-in thermal printer. File the report according to local jurisdiction rules.

## 5

suspending and  
closing pollssuspending polls *(Early Voting)*

- 1 Select Menu at the top of the screen.

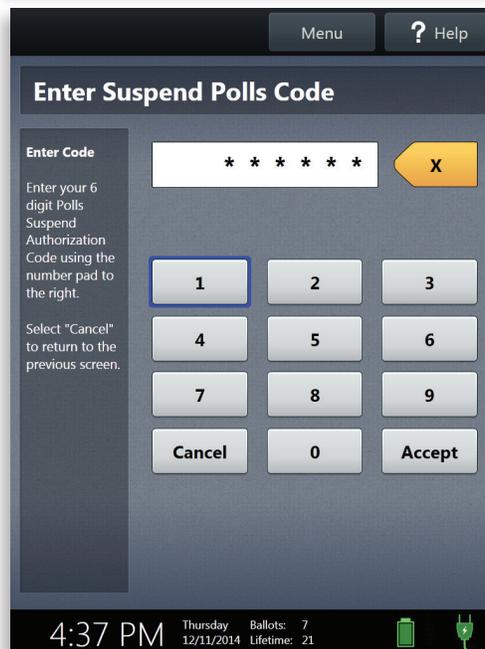


## suspending polls, *continued*

**2** Select Suspend Polls. ▶



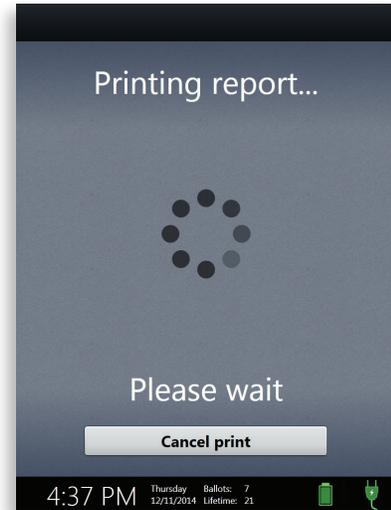
**3** Enter the Suspend Polls Code and select **Accept**. A Suspend Polls report will automatically print. ▶



# suspending and closing polls

## suspending polls, *continued*

**4** Wait while the Suspend Polls report prints. ▶



**5** The polls are now suspended. Print and file reports available on the screen as required by your jurisdiction. The available reports may vary and are configured by the election officials in your jurisdiction. You may use the space below to document your local requirements. ▶



## local reporting requirements

## suspending polls, *continued*

**6** When you have finished printing reports, press the red power button on the back of the Verity Print to power it off.

**7** Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring voting devices, vDrives, and/or ballots to your central counting location. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door. You may use the space below to document local transfer procedures.

### local procedures

---

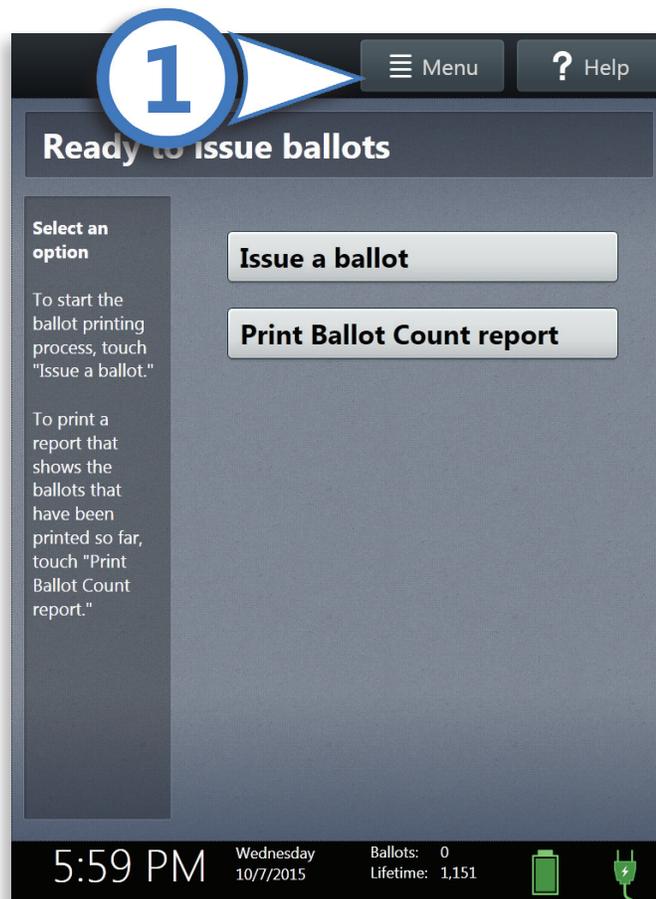
 **TIP:** The Verity power cord has a connector that locks into place. When inserting the connector into a Verity device, it will make a small "click." To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Verity device, and slide back the sleeve. This will unlock the connection so that the cord may be removed.

# suspending and closing polls

## closing polls *(Election Day)*

**! IMPORTANT:** Wait until after the close polls time to close polls. Once polls are closed they cannot be reopened on that device.

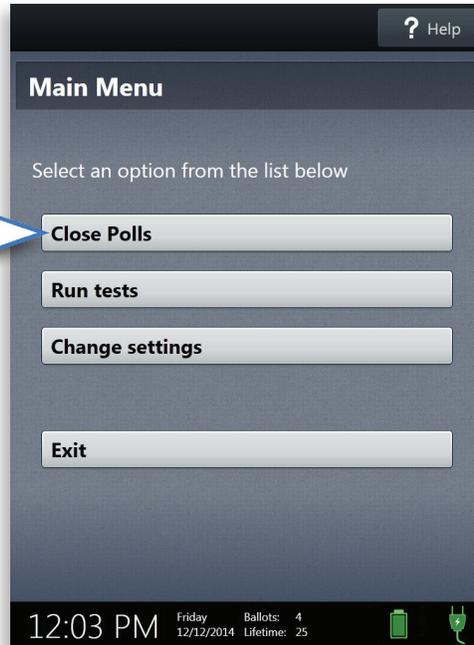
- 1 Select **Menu** at the top of the screen. ▼



## closing polls, *continued*

**2** Select Close Polls. ▶

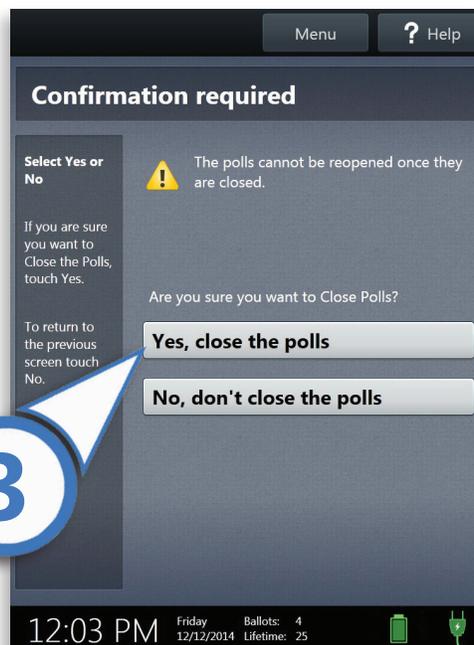
**2**



**3** Select Yes, close the polls.

**IMPORTANT:** Once polls have been closed, they cannot be reopened on that device.

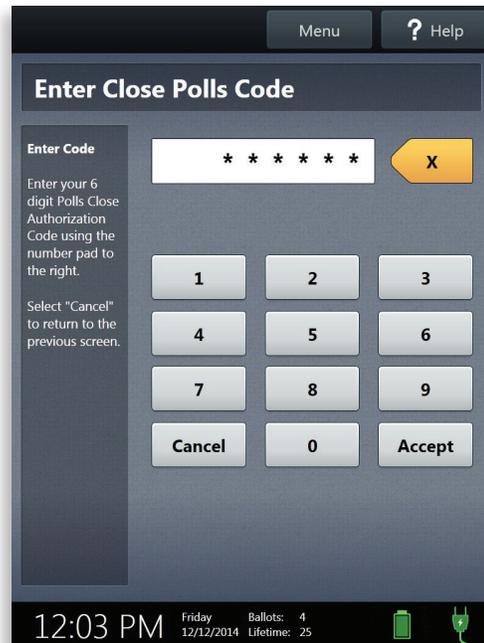
**3**



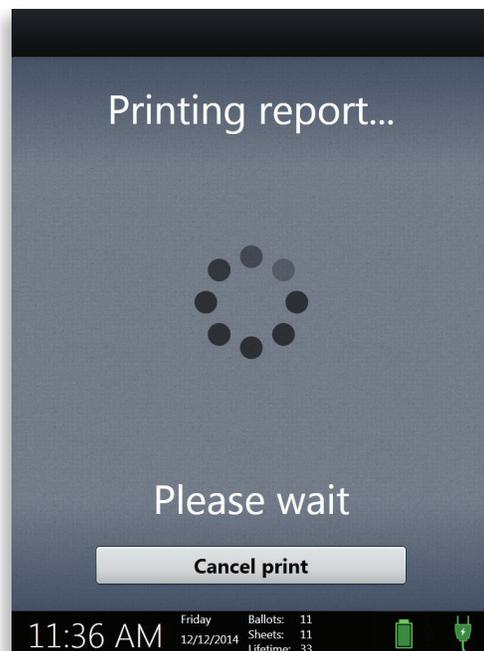
# suspending and closing polls

## closing polls, *continued*

**4** Enter the Close Polls Code and select **Accept**. ▶



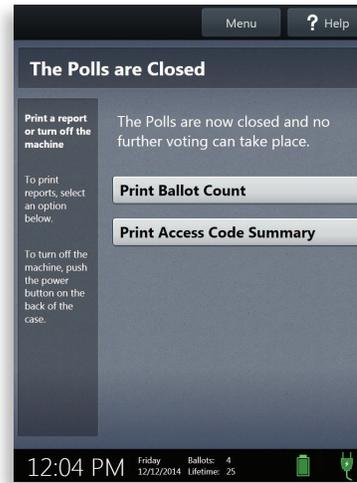
**5** Wait while the Close Polls report prints. ▶



## closing polls, *continued*

**6** The polls are now closed. Print and file available reports as required by your jurisdiction. The available reports may vary and are configured by the election officials in your jurisdiction. You may use the space below to document your local requirements. ▶

- ▶ A list of device reports with descriptions can be found on page 66.



### local reporting requirements

**7** Press the *red* power button on the back of the Verity Print to power it down.

- ▶ Wait for the tablet to be completely powered down and showing a black screen before unlocking and removing it from the cradle
- ▶ After stowing the tablet, make sure to lock it in with the key and pull the blue tab down to secure it in place.

**TIP:** The Verity power cord has a connector that locks into place. When inserting the connector into a Verity device, it will make a small "click." To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Verity device, and slide back the sleeve. This will unlock the connection so that the cord may be removed.

## suspending and closing polls

### **closing polls on Verity Print**, *continued*

**8** Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring voting devices, vDrives, and/or ballots to your central counting location. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door. You can use the space below to document local transfer procedures.

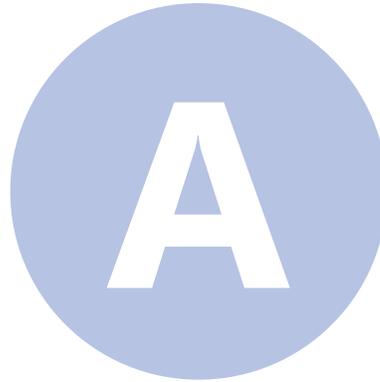
#### **local procedures**

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**closing polls on Verity Print**, *continued*

### **local procedures**

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## appendix A: best practices

### power supply best practices

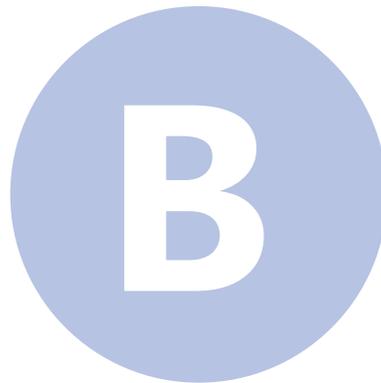
- ▶ Only use grounded AC power outlets (i.e., three prong outlets).
- ▶ Do not use three-prong to two-prong adapters, as these disable the ground path.
- ▶ Use power strips with lights that show when power is present.
- ▶ Ensure power switches on AC power strips are turned on.
- ▶ Test each socket beforehand; it is not uncommon to have a bad socket in a power strip or a wall outlet.



## polling place security recommendations

- ▶ Restrict access to voting equipment behind locked doors when not in use.
- ▶ Ensure chain of custody when delivering, receiving or transporting any voting equipment, vDrives, or ballots.
- ▶ For authentication purposes, check for documentation containing serial numbers, seal numbers, and identification for anyone tasked with delivery or transport.
- ▶ Do not leave voting equipment unattended when polling place is open.
- ▶ Do not remove or tamper with seals, unless directed to do so by senior election officials.
- ▶ Do not issue access codes or paper ballots until voter has been properly qualified and there is an available voting booth.
- ▶ Report any suspicious activity to the local election officer.





## appendix B: device reports

Verity Print device reports are printed on the device's built-in thermal printer. Some reports with are automatically printed at the appropriate time; others are printed only upon request of the user. On the following page is a list containing each device report, including:

- Report name.
- Report contents or description.
- When the report is printed.

**NOTE:** *All reports include the date and time the report was printed.*

## list of Verity device reports

Report name	Report contents/description	When it is printed
Power-up Self Test	<ul style="list-style-type: none"> <li>• Software version</li> <li>• Device status</li> <li>• Power/battery status</li> </ul>	Automatically, when device is powered on.
Zero Report	<ul style="list-style-type: none"> <li>• Election Name and Date</li> <li>• Jurisdiction and polling place</li> <li>• Election Mode (i.e. Early Voting or Election Day)</li> <li>• Ballot count</li> <li>• Lifetime count</li> <li>• Number of precincts/splits</li> </ul>	Before polls are opened, upon request.
Open Polls	<ul style="list-style-type: none"> <li>• Election Name and Date</li> <li>• Jurisdiction and polling place</li> <li>• Election Mode (i.e. Early Voting or Election Day)</li> <li>• Ballot count</li> <li>• Lifetime count</li> </ul>	Automatically, when polls are opened (i.e. Election Day) or re-opened (Early Voting).
Suspend Polls	<ul style="list-style-type: none"> <li>• Total Ballots printed</li> <li>• Precincts printed (summary)</li> </ul>	Automatically, when polls are suspended.
Close Polls	<ul style="list-style-type: none"> <li>• Election Name and Date</li> <li>• Jurisdiction and polling place</li> <li>• Election Mode (i.e. Early Voting or Election Day)</li> <li>• Ballot count</li> <li>• Lifetime count</li> <li>• Total Ballots printed</li> <li>• Precincts printed (summary)</li> </ul>	Automatically, when polls are closed.
Precincts Enabled	<ul style="list-style-type: none"> <li>• Election Name and Date</li> <li>• Jurisdiction and polling place</li> <li>• Election Mode (i.e. Early Voting or Election Day)</li> <li>• Ballot count</li> <li>• Lifetime count</li> <li>• Number of precincts/splits</li> <li>• List of precincts</li> </ul>	Available on the Ready to Open Polls screen.

## appendix C: device reports

Report name	Report contents/description	When it is printed
Configuration Readiness	<ul style="list-style-type: none"><li>• Jurisdiction</li><li>• Polling Place</li><li>• Voting Type</li><li>• Device Type</li><li>• Device Serial Number</li><li>• Software version</li><li>• Ballot count</li><li>• Lifetime count</li><li>• vDrive ID</li></ul>	Available on the Ready to Open Polls screen.
Ballot Count	<ul style="list-style-type: none"><li>• Total ballots issued since polls were opened</li></ul>	Available at any time while polls are open on the Verity Print, also available when polls are suspended or closed.



# glossary

## abandoned ballot

A ballot that the voter did not cast into the ballot box before leaving the polling place. Local election rules dictate dispensation of an abandoned ballot. In some jurisdictions, abandoned ballots must be spoiled (see also spoiled ballot).

## absentee ballot

Ballot cast by a voter unable to vote in person at his or her polling place on election day.

## absentee voting

A voting method by which people can cast their ballots without going to the polling place on election day. In some jurisdictions, early voting is referred to as 'absentee-in-person' or 'absentee walk-in' and by-mail voting is sometimes referred to as 'absentee-by-mail.'

## access code

The five-digit number given to each voter that indicates to the Verity system which precinct and ballot style to display to the voter on the Verity Touch Writer. The access code is printed by the poll worker from

the Verity Touch Writer that the voter will use. The access code is only valid for a limited time and does not link to any voter information.

#### **access code summary report**

A report that is printed on the Touch Writer. It lists the number of access codes issued, voted, expired, and canceled.

#### **Americans with Disabilities Act (ADA)**

A 1990 federal act that established comprehensive standards for the treatment of persons with disabilities in employment, public accommodations, and other programs, including those operated by state and local governments.

#### **audio ballot**

A ballot in which a set of contests is presented to the voter in spoken, rather than written, form.

#### **audio-tactile interface (ATI)**

Voter interface designed to not require visual reading of a ballot. Audio is used to convey information to the voter and sensitive tactile controls allow the voter to communicate ballot selections to the voting system.

#### **audit log**

A report containing recorded information that allows elections officials to view the steps that occurred on the equipment and/or software included in an election in order to verify or reconstruct the user actions taken without compromising ballot or voter privacy.

#### **ballot**

The official presentation of all of the contests to be decided in a particular election.

#### **ballot box**

A secure receptacle for the Verity Scan that collects scanned paper ballots and that also has an emergency compartment for temporary storage of unscanned voted ballots in case the Verity Scan is disabled.

**ballot box security seal**

The seal attached to the ballot box door to secure the paper ballots. *See also security seal.*

**ballot count**

A number, shown on the Verity configuration reports and Polls Open screens that indicates how many ballots have been processed on that device for the current election. The ballot count of a device is reset to zero when a new election is loaded by election staff before an election.

**ballot image**

For a paper ballot, the electronic digital picture of the ballot. For an electronic ballot, the Cast Vote Record of the electronic ballot.

**ballot instructions**

(1) Instructional text that appears at the top of the ballot. There are two separate types of Ballot Instruction text: (1) Electronic and (2) paper ballot. There is also separate audio instruction associated with the Touch Writer ballot instruction. (2) Information provided to the voter during the voting session that describes the procedure for voting a ballot. Such material may (but need not) appear directly on the ballot.

**ballot marking device (BMD)**

An electronic machine at which a voter can make selections and then print a marked ballot, which the voter takes to a scanning device to be cast. No vote records are stored on the ballot marking device itself.

**ballot number**

In Verity, a number that can be placed on the ballot but which is not digitally processed in the system and is not part of the Cast Vote Record.

### ballot position

The order on the ballot in which a candidate's name appears. For example, candidate B may have the 2nd position on the ballot, meaning that there is one candidate's name ahead of candidate B for that contest.

### ballot stub

A perforated, removable portion of a ballot used in some jurisdictions. The ballot stub does not contain voteable contests.

### ballot style

A ballot style is a grouping of certain precincts with an identical contest configuration. Every precinct's (or split precinct's) ballot is linked to one ballot style and there may be several precincts with the same ballot style. In Verity, the ballot style information is carried on the vDrive.

### ballot text

Informational text embedded in the ballot that does not have the properties of a contest and cannot be voted. Ballot text is often used to identify a section of the ballot.

### bar code

A printed horizontal strip of vertical bars of varying widths, groups of which represent decimal digits. In the Verity voting system, bar codes are required in order for paper ballots to be correctly scanned.

### BMD

See **ballot marking device (BMD)**.

### by-mail

When voters receive ballots through the mail system, and then return voted ballots to the scanning and tabulation center via the mail system (or via drop boxes).

**candidate**

Person contending in a contest for office. A candidate may be explicitly presented as one of the choices on the ballot or may be a write-in candidate.

**canvass**

Compilation of election returns and validation of the outcome that forms the basis of the official results by a political subdivision.

**cast ballot**

Ballot that has been deposited by the voter in the ballot box or electronically submitted for tabulation.

**Cast Vote Record (CVR)**

An anonymous record of the contest options that a voter selected on his/her cast ballot (otherwise known as the voter's choice set). In the Verity voting system, Cast Vote Records are stored in electronic format. One Cast Vote Record is equivalent to one ballot, and is the permanent record of all votes produced by a single voter whether in electronic, paper or other form. Also referred to as ballot image when used to refer to electronic ballots.

**certification**

Procedure by which a third party gives written assurance that a product, process or service conforms to specified requirements. See also state certification and national certification.

**certification testing**

Testing performed under either national or state certification processes to verify voting system conformance to requirements.

**challenged ballot**

Terminology and rules for challenged ballots vary by state. In general, a challenged ballot results when a voter's right to cast a ballot in a certain jurisdiction is challenged for various procedural reasons. If the challenge stands, the voter may, in most cases, vote provisionally.

### close polls report

Report printed by the Verity voting device when the polls are closed. This report includes a time stamp indicating the date and time printed.

### closed primary

Primary election in which a voter receives a ballot listing only those candidates running for office in the political party with which the voters is affiliated. In some states, non-partisan contests and ballot issues may be included. In some cases, political parties may allow unaffiliated voters to vote in their party's primary.

### contest

A choice to be made on the ballot; a race. Contest types include offices, issues, referendums, measures, and propositions.

### count

Process of totaling votes. Also the name of Verity's tabulation software application. See **tabulation**.

### credentials

Authentication information that enables access to operations in the system or associated databases. Credentials typically include user IDs and passcodes.

### cryptography

Discipline that embodies the principles, means, and methods for the transformation of data in order to hide their semantic content, prevent their unauthorized use, prevent their undetected modification and establish their authenticity.

### CVR

See **Cast Vote Record (CVR)**.

**damaged ballot**

A paper ballot that has been torn or otherwise damaged to the extent that it cannot be read using an optical or digital scanning device.

**digital scan**

A process where ballots are scanned and the electronic, or digital, images of the ballot are captured in whole (as opposed to optical scan, where the image is not captured but light reflected off of or absorbed by marked surfaces is used to collect vote data).

**direct record electronic (DRE)**

The term for an electronic machine at which a voter can view, vote, and cast a ballot.

**district**

A selection of precincts and/or split precincts that determine a voting group.

**DRE**

See **direct record electronic (DRE)**.

**duplex**

Two-sided. In Verity ballots are printed and scanned on both sides of the ballot sheet. The Verity Scan scans both sides of the ballot sheet.

**early voting**

A term for votes cast in-person prior to election day. Nomenclature for early voting varies from state to state in the U.S. (absentee in-person, absentee walk-in, etc.).

**election**

A formal process of selecting a person for public office or of accepting or rejecting a political proposition by voting.

### Election Assistance Commission (EAC)

Federal agency created by HAVA and chartered with, among other things, overseeing the testing and certification of voting systems.

### election database

In Verity Data and Build, a data file or set of files that contain information about political subdivisions and boundaries, all contests and questions to be included in an election, and the candidates for each contest.

### election day

A specific day, set by federal or state statute, when voting takes place and results tabulation and reporting begins.

### election ID

An identification code assigned to an election by Verity Data and Build that is unique for every election. The election ID is used internally by the software applications.

### emergency ballot slot/emergency ballot bag

A special receptacle in the Verity ballot box, with its own unique access door, that can be used to securely store unscanned ballots.

### encryption

Process of obscuring information by changing plain text into cipher text for the purpose of security or privacy. *See also* **cryptography**.

### firmware

Computer programs (software) stored in read-only memory (ROM) devices embedded in the system. A Verity device's firmware version is displayed on the Power On Self Test report.

### functionality test

Testing of hardware functionality (e.g., testing to see that a Verity Touch Writer button responds correctly when pressed). Functionality tests are built into the Verity voting devices.

**general election**

Election in which voters, regardless of party affiliation, are permitted to select candidates to fill public office and vote on ballot issues. In the U.S., federal general elections are held on the first Tuesday after the first Monday in November, in every even-numbered year.

**Help America Vote Act (HAVA)**

Signed into law October, 2002, HAVA intends to assist states in the administration of federal elections and establishes 'minimum standards for states and units of local governments with the responsibility for the administration of federal elections.' Most importantly, HAVA mandates that each polling place in the United States have a federally approved handicap accessible voting system.

**help button**

Button on the Verity Access; when pressed, the Verity Touch Writer screen will display contextual help text.

**invalid vote**

An instance where a voter in an open primary has voted for a candidate for an opposing party after first declaring affiliation with another party.

**lifetime count**

A number, shown on the Verity device touch screens, that indicates how many ballots (Cast Vote Records) have been voted on the device over its lifetime. The lifetime count cannot be reset.

**logic and accuracy test (LAT or L&A)**

In the context of an election, a test to check the accuracy of the voting system tabulation. An LAT is accomplished by submitting test ballots for which the results are already known (i.e., a 'test deck') through the ballot counting system and comparing the results with the expected results. If an error occurs (i.e., the actual test deck count does not match the expected count), then the problem is investigated and corrected, and the test is repeated.

### **move wheel**

The rotary wheel on the Verity Access that allows a voter to navigate the ballot and highlight choices by turning the wheel.

### **multi-seat contest**

Contest in which multiple candidates can run, up to a specified number of seats. Voters may vote for no more than the specified number of candidates.

### **non-partisan office**

An elected office for which candidates run independent of political party affiliation.

### **open polls report**

Report printed by the Verity voting device when the polls are opened. This report includes a time stamp indicating the date and time printed.

### **open primary**

Primary election in which any voter can participate, regardless of their political affiliation. In the U.S., states that have open primaries do not require voters to register by party. Some states require voters to publicly declare their choice of party ballot at the polling place, after which the poll worker provides or activates the appropriate ballot. Other states allow the voters to make their choice of party ballot within the privacy of the voting booth.

### **option**

A choice on a ballot.

### **option box**

The target area where a voter marks in order to make a selection on a ballot.

**paper-based voting system**

Voting system that records votes, counts votes, and tabulates the vote count, using one or more ballot cards or paper ballots. In some regions, the term paper ballot is equivalent to hand counted ballot.

**poll worker button**

A button located on the back panel of the Verity device used to access poll worker and administrator functions.

**polling location**

Physical address of a polling place.

**polling place**

The area within the polling location where voters cast ballots. Sometimes, a single polling place supports several precincts.

**power on self test report**

A report printed from the Verity voting device any time the device is powered on. This report shows a time stamp, firmware version, and diagnostic test result. A self-diagnostic test is run on the system, and the result is indicated as either a pass or fail on the report.

**precinct**

Election administration division corresponding to a contiguous geographic area that is the basis for determining which contests and issues the voters legally residing in that area are eligible to vote on. In traditional election nomenclature, precinct was once equivalent to polling place. This is not necessarily the case any longer.

**primary election**

Election held to determine which candidate will represent a political party for a given office in the general election.

**provisional ballot**

A ballot provided to individuals who claim they are eligible to vote but whose eligibility cannot be confirmed when they present themselves to vote. Once voted, such ballots cannot be included in the tabulation until after the voter's eligibility is confirmed.

**race**

A choice to be made on the ballot; a contest. Race types include offices, issues, referendums, measures, and propositions.

**ranked choice voting**

Practice that allows voters to rank candidates in a contest in order of choice 1, 2, 3, and so on. A candidate receiving a majority of the first choice votes wins that election. If no candidate receives a majority, the last place candidate is deleted, and all ballots are counted again, with each ballot cast for the deleted candidate applied to the next choice candidate listed on the ballot. The process of eliminating the last place candidate and recounting the ballots continues until one candidate receives a majority of the vote. The practice is also known as instant runoff voting, preferences or preferential voting, or ranked order voting.

**recount**

Re-tabulation of the votes cast in an election.

**replacement ballot**

A ballot that is designated by the election authority to be a replacement for a damaged ballot.

**runoff election**

Election to select a winner following a primary or a general election, in which no candidate in the contest received the required minimum percentage of the votes cast. The two candidates receiving the most votes for the contest in question proceed to the runoff election.

**sample ballot**

A ballot printed as a sample of the real election ballot. Sample ballots contain a special barcode which prevents them from being counted by the Verity system.

**security controls**

Management, operational, and technical controls (such as safeguards or countermeasures) prescribed for an information system to protect the confidentiality, integrity, and availability of the system and its information.

**security seal**

Tamper-evident seals put in place by the jurisdiction on voting devices and ballot boxes to restrict access to voted ballots and compartments containing voted ballots.

**select button**

Button on the Verity Access; a voter presses this button to select an option or ballot choice highlighted by the move wheel.

**sheet**

In reference to paper ballots, one piece of paper printed on both sides, i.e., duplex.

**sheet count**

On the Verity Scan device, a number, shown on the touch screen, that indicates how many physical ballot sheets have been scanned on that device for the current election. The sheet count of a device is reset to zero when a new election is loaded by election staff before an election.

**sip-and-puff**

A voter's personal input device that connects to the Verity Access using the disabled access jack. This enables disabled voters with extremely limited mobility to vote with a mouth-controlled device.

### split precinct

When a precinct is divided to accommodate non-standard division of boundaries within it (i.e. when sub-jurisdiction districts affect the ballot styles within a parent jurisdiction precinct).

### spoiled ballot

A ballot that has been rendered invalid, either by a voter who is still present at the polling place (making it necessary to give the voter a new ballot) or by virtue of being abandoned by the voter. *See also* **abandoned ballot**.

### straight party voting

A voting method that presents a contest at the top of the ballot that allows selection of a single political party in order to automatically select candidates of that party in contests that allow straight party voting.

### stub number

A number that can be placed on the ballot stub. In Verity, the stub number is not tied to the ballot number.

### suspend polls report

A report that automatically prints when suspending polls during early voting.

### system audit log

Captures system-specific information, such as operating system login or logout and operating system alerts, faults, and failures (that is, running on battery).

### system battery

Rechargeable battery pack used in Verity voting devices.

### tabulation

Process of totaling votes. *See also* **count**.

**tactile switches**

Also called 'dual mode switches,' or 'jelly switches,' these red and green 'paddles' enable voters with disabilities to vote without using the touch screen, move wheel or select button on the Verity Touch Writer. Voters without fine motor control may use these. The red tactile switch allows voters to navigate through the ballot, similar to turning the move wheel in a clockwise direction. The green switch is similar to pressing the select button.

**tally report**

An report that may be printed from a Verity voting device after polls are suspended closed. It includes the date, time, precinct, a tally of votes for each contest, and an access code or ballot summary. Use of this report may vary by jurisdiction.

**thermal printer**

Roll-feed printer built in to each Verity voting device used to print reports and (on the Verity Touch Writer) access codes. This printer uses heat to print on the paper, and thus does not use ink or toner.

**touch screen voting machine**

A voting machine that utilizes a computer screen to display the ballot and allows the voter to indicate his or her selections by touching designated locations on the screen.

**undervote**

An instance where the number of choices selected by a voter in a contest is less than the maximum number allowed for that contest, or when no selection is made for a single choice contest.

**uninterruptible power supply (UPS)**

A device that maintains AC power for a connected device during a power outage.

**unique identifier**

A number placed on the sheets of a ballot that uniquely identifies the

ballot in order to prevent scanning of duplicate paper ballots. Within the Verity system, unique identifiers are optional and cannot be tied to an individual voter (as there is no individual voter data in the Verity system). Unique identifiers contain no serial (i.e. sequential) data.

### **universal serial bus (USB)**

An external peripheral interface standard for communication between a computer and other devices. In the Verity voting system, the vDrive and Verity Key connect to a USB port.

### **Verity Access**

Verity's audio-tactile interface device.

### **Verity Controller**

Verity polling place device for issuing access codes for and managing Verity Touch direct record electronic voting devices.

### **Verity Print**

Verity device for on-demand selection and printing of paper ballots.

### **Verity Relay**

Verity application designed to receive transmissions from specially-equipped Verity Scan with Relay devices. Transmitted data is written to a transfer vDrive and taken to Verity Count for tabulation.

### **Verity Scan**

Verity polling place scanning device. These devices scan physical printed and marked ballots for collecting and tabulating votes.

### **Verity Scan with Relay**

Verity Scan device modified with Relay modem kit upgrade. Scan with Relay is a Scan device equipped and configured for Relay transmission.

### **Verity Touch**

Verity polling place direct record electronic voting device.

**Verity Touch Writer**

Verity polling place ballot marking device, with print capabilities for paper ballots.

**Verity vDrive**

In the Verity system, the electronic media used for transferring of election definitions and data, CVRs, and device audit logs between the Verity software workstations and voting devices.

**vote center**

Sometimes called super precincts or county-wide polling places. A polling place where all or a large set of election precincts and ballot styles are available for voters from a large area to come in-person to vote on election day.

**vote for n of m**

A ballot choice in which voters are allowed to vote for a specified number ('n') of candidates in a multi-seat contest where 'm' is the number of valid choices.

**voted ballot**

A ballot that has been cast.

**voting position**

Specific response field on a ballot where the voter indicates the selection of a candidate or ballot proposition response.

**voting system**

The total combination of mechanical, electromechanical or electronic equipment (including the software, firmware, and documentation required to program, control, and support the equipment) that is used to define ballots, cast and count votes, report or display election results; and to maintain and produce any audit trail information; and the practices and associated documentation used to identify system applications and versions of such applications; to test the system during its development and maintenance; to maintain records of

system errors and defects; to determine specific system changes to be made to a system after the initial qualification of the system; and to make available any materials to the voter (such as notices, instructions, forms or paper ballots).

#### **write-in**

A name of a candidate entered by the voter in order to vote for a candidate that is not listed in that contest.

#### **write-in, certified**

A candidate that has been certified by the election authority as being a valid write-in candidate for the election.

#### **zero report**

A voting device report that must be printed before polls are opened on the first day of early voting and on election day. A zero report must also be printed from the tabulation workstation prior to counting ballots on election day. This report lists the time, the number of precincts at the polling place, the contests and candidates on the ballot, and verifies that the current number of votes for each candidate or option is zero.

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**notes:**

**notes:**



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