# 2022 Election Integrity Manual

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*This manual is a work in progress, and will be updated whenever new or additional information is available. If you have any comments, suggestions, or corrections, please send those to: Johnny Barfoot* johnnybarfoot2@yahoo.com

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# Introduction

Free and fair elections are an essential foundation for democracy. Unfortunately, after the disputed 2020 election, confidence in the integrity of elections has reached an all-time low. Although Florida has better elections than many other states, we still have significant problems that must be resolved to restore public faith in the integrity of the voting process, and the democratic legitimacy of our elected representatives.

In Florida, our specific concerns are that:
- privately conducted (third-party) voter registration facilitates fraud, coercion, intimidation, and vote buying.
- ID requirements for registration and voting are insufficient to ensure identity and citizenship.
- there are no provisions for non-partisan election observation, meaning independents have no role in ensuring election integrity.
- early voting and mail-in voting enables and facilitates fraud, coercion, intimidation, and vote buying.
- there is widespread doubt among voters of all parties in the accuracy and security of machine-based voting, which public distrust in the integrity of the election process and the democratic legitimacy of elected representatives.

Fundamental reforms in law and procedures are required to restore lasting public confidence in the integrity of Florida elections, but these reforms will take time. Unfortunately, we don't have much time. While we must not cease to advocate for fundamental reforms, in the near term we believe that the most important action we can take to strengthen the integrity of our elections, and confidence in the democratic legitimacy of our elected representatives, is to increase transparency in electoral processes.

Your participation is essential to achieving this goal. This guide aims to provide you, a citizen, with the knowledge and tools needed to help ensure a free and fair election process for all voters. In the guide you will find information on election reform advocacy, becoming an officer of election, and monitoring election processes; all activities aimed at increasing transparency in the elections, and public ownership of that process.

The American republic was founded on the principle and promise of self-government. Now that promise is threatened by a loss of faith in the integrity of the very process that enables self-government, and the republic that so many struggled and fought and died to establish, is at risk. Now, as our forefathers once did, we are called to lead; to secure again the right to self-government for ourselves and our families and our fellow citizens. If we are to save our republic, it must begin here, now, and with this election. As has ever been, success will require sacrifice and hard work, but with your help, and the guiding hand of God, it is not too late to restore our republic.

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Michael Thompson
State Director
Floridians for Election Transparency

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# Operation Eagles Wings

Floridians for Election Transparency and Floridians for Election Transparency are part of a national initiative called "Operation Eagles Wings" supported by the America Project (TAP), and through the voluntary contributions of individuals committed to the restoration and strengthening of constitutional democracy in America. OEW grew out of a program developed for the 2021 state and local elections in Virginia, creating a template for issue advocacy and election integrity programing which became known as the "Virginia Model".[1]

Virginians for America First (VFAF) launched on 09 March 2021 with the intent to achieve which aimed to elect an America First majority in the Virginia House of Delegates. Bishop Leon Benjamin, initially supported by Americans for Limited Government (ALG), led the efforts as the founder of Virginians for America First.  His courageous stand on America First principles resonated with Virginians of all races and social standing.  He was instrumental in bringing unity, building coalitions, and reaching into communities not normally engaged.

Once VFAF launched there was great response with hundreds of sign-ups within hours. This came as a surprise. The *overwhelming* interest of those sign-ups was *election integrity* (EI). It became obvious we must include an EI program component to satisfy the interests of our volunteers.

While I was a political appointee during the Trump Administration at the US Agency for International Development, I had worked with Tim Meisburger, who was appointed to USAID by President Trump in 2017 as a director of USAID's Center for Democracy, Human Rights, and Governance (DRG).

Tim is an expert in EI, with 30+ years experience around the globe working to ensure free and fair elections in third world and developing democracies; so I contacted him, and asked for his help in developing an EI program based on accepted international standards. Tim joined VFAF/ALG and developed the EI program.  He generated a manual for election observation specific to Virginia based on recognized international standards.

The EI program in conjunction with the America First voter education component became the complete "Virginia Model."  Parts of this model are being shared in states across the nation by others, but only TAP is providing the model in total.

In the summer of 2021 TAP learned of VFAF's project in Virginia, and began supporting it financially as the major contributor. TAP recognized early on that this project was making an impact in Virginia, and that what had been effective in Virginia in 2021 could serve as a model for programs in battleground states in 2022.

The EI component of OEW consists of four major parts:

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[1] See Fixing Virginia's Elections to Save America

- Voter education of America First issues concentrating on low-propensity voters. These are voters who are generally not politically engaged but want America First principles in our government.

- Training of poll workers/poll watchers with an in-depth program on election observation, reporting, and the rights of citizens to have free and fair elections.

- Direct citizen observation and review of processes and procedures pertaining to the maintenance of and handling of voter rolls. This is primarily achieved by communicating directly with election officials in each municipality.

- Real time evaluation of absentee ballot processing during election season (45 days of early voting in Virginia). This part of the program will need to be adjusted to correspond with state specific statutes.

The voter education component of the OEW conducts campaigns to inform voters who have historically had little access to information on the America First movement about the of how America First policies can increase their freedom and improve their lives. Increased turnout by new America First voters, particularly in minority communities, was a very important part of the victory in Virginia. We learned through our targeted voter education efforts, and canvassing, that addressing issues that directly affected voters and their families made the difference in turning out minorities to support candidates who embraced America First principles.

Following its successes in Virginia, TAP developed the "Operation Eagles Wings" program to share its approaches with like-minded organizations across the country, and to implement the Virginia Model Template in nine critical states: Florida, Georgia, Virginia, Pennsylvania, Michigan, Wisconsin, Arizona, Texas, and Illinois.

2021 in Virginia was a message sent to every America First Patriot that with dedicated hard work, focus, and a united effort "We the People" can save the Republic for future generations. 2022 offers us the opportunity to repeat a Virginia type victory all around the nation. Join us by going to [www.americaproject.com](www.americaproject.com) to volunteer for, and donate to this effort.


Mark Lloyd
Director
Operation Eagles Wings

# 1   Advocacy for Election Reform in Florida

To restore confidence in the integrity of Florida's elections will require fundamental reform of election laws and procedures to increase the transparency and security of the entire process. Volunteers should be advocates in their communities and across the state for these simple, commonsense reforms.

## 1.1   Commonsense Election Reforms

Eliminate third-party registration; Require voter registration take place in front of a county official. Make special arrangements to register people unable to travel to a registration facility.

Require photo ID to register and vote; If a potential registrant lacks photo ID, require proof of ID sufficient to acquire a REAL ID driver's license in the state, and issue the registered voter a state ID free of charge that can be used for polling and other purposes. (REAL ID will soon be required to fly domestically, and requires proof of citizenship for issuance.)

Demand clean voter rolls; Bloated and inaccurate voter rolls facilitate all forms of vote fraud. Require the Florida Secretary of State to conduct a comprehensive voter list audit using internationally accepted standards and practices, and then address the weaknesses in our voter registration process identified through the audit.

Allow increased observation; Transparency is the key to creating voter confidence in the integrity and legitimacy of elections, and effective election observation is recognized around the world as the most important factor in promoting transparency. To increase transparency in elections, allow observation of polling and counting by state accredited non-partisan election integrity groups.

End most early and mail-in voting; Supposedly to make it easier to vote, our election day has expanded to two weeks, with mail-in absentee voting beginning five weeks before election day; but election professionals agree that early voting and mail-in voting facilitate voter intimidation, impersonation, and other forms of fraud. To Florida's elections and restore confidence in their integrity, we must demand that lawmakers return to a single election day, with absentee voting limited to those with a genuine and provable need.

Use manual rather than machine-based voting and counting processes; Voting and counting machines are inherently non-transparent, prone to malfunction, and are viewed by many computer experts (and by senior politicians of both parties) as highly susceptible to rigging, fraud and abuse. Machine processes cannot be effectively observed and certified by election officials, observers, or ordinary citizens, and as such they have no place in Florida's elections. To restore confidence in the integrity of elections, Florida must revert to a simple, transparent, and manual polling and counting processes.

Expose "foreign" funding for campaigns from outside the affected constituency; No country in the world allows foreign funding in their election campaigns, because in a democracy only the citizens who will be represented should have influence on who is elected.

The same principle should apply across constituencies in the US. For example, it is incredibly unfair and undemocratic for Silicon Valley moguls or Davos billionaires to influence federal, state and local level races in Florida. If it is not possible to prohibit these immoral and undemocratic practices, "foreign" funding of Florida elections must be monitored and exposed, to ensure voters know who is trying to unfairly influence our representatives.

## 1.2  Taking Action

In 2022, our objective is to elect candidates committed to making commonsense election reforms that will ensure that all voters' voices are heard, and make it easy to vote and hard to cheat. To achieve this objective will require a concerted effort across the state, and FFAF volunteers have a key role to play.

> **Florida Commonsense Election Reforms**
>
> - *Eliminate third-party voter registration*
> - *Require photo ID to register and vote*
> - *Demand clean voter rolls*
> - *Allow increased observation*
> - *End most early and mail-in voting*
> - *Use manual rather than machine-based voting and counting processes*
> - *Expose "foreign" funding for campaigns from outside the affected constituency*

First, publicize the Commonsense Election Reforms by preparing posters and/or leaflets to put up or pass out in your AOR. The FFAF office will prepare some examples and templates you can use, but feel free to also use your own creativity, and share your creations across the network.

Print the *Commonsense Election Reform Pledge* (in the box at the end of this section), and ask all of your local candidates to sign the pledge. If any will sign, you can use that as a lever to pressure the others, as the coalition will endorse any candidate that signs the pledge. Please let us know who does sign, and who does not.

Write op-eds and letters to the editor for local papers or social media, or get interviewed on local radio. Explain the reforms and endorse the candidates who signed the pledge, and question the fitness of those who have refused to do so.

Enjoy the fine weather, and hold a rally/barbeque/party for election reform. Invite local leaders, candidates, and press. Hang out with like-minded folks, eating burnt meat and drinking beer. And please let us know about anything you do, so we can share your ideas and activities across the FFAF!

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**Commonsense Election Reform Pledge**

*I recognize that democracy in Florida is dependent on free and fair elections, and if elected,*
*I promise to support legislation that will:*
- *Eliminate third-party voter registration*
- *Require photo ID to register and vote*
- *Demand clean voter rolls*
- *Allow increased observation*
- *End most early and mail-in voting*
- *Use manual rather than machine-based voting and counting processes*
- *Expose "foreign" funding for campaigns from outside the affected constituency*

Signed _____

Candidate for _____

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## 2   Serving as a Poll Worker

### 2.1   Why Serve as a Poll Worker?
Most election cheating and fraud is not possible without collusion from poll workers, so our number one priority role for those interested in promoting election integrity is to serve as a poll worker. From this position you can best prevent or expose efforts to undermine election integrity. Many left-leaning organizations encourage their followers to become poll workers, but there has never been a comparable effort among independent or right-leaning organizations, so currently there is a preponderance of left-leaning poll workers, and in many precincts and election offices the entire team may be left-leaning. Likewise, in some heavily Republican districts there may be too few Democrat officers. When this occurs, one of the essential checks and balances built into the system is missing, and this contributes directly to many voters lack of confidence in the integrity of the election process.

### 2.2   Qualifications for Poll Workers
Poll workers are recruited by each county Supervisor of Elections, and qualifications may vary slightly by county, but in general, the qualifications to be a poll worker in Florida are:

- Be a registered or pre-registered voter in the county where you will work

- Be able to read and write the English language

- Attend state-approved training prior to each election (can be in-person or online)

- Be able to work long hours (typically 14 hours on election day)

- Remain nonpartisan while at the polls

## 2.3   Great for Students!

Serving as a poll worker is a great opportunity for regular and home-schooled high school students to learn about civics and the process of democracy, while also earning some spending money! Students not yet old enough to vote must at least 16 years old, and pre-registered to vote in the county where they will work, and meet all of the other requirements for poll workers.

## 2.4   Process for application

If you are interested in serving as a poll worker, go to the website of your county's Supervisor of Elections.

## 2.5   Promoting Election Integrity as a Poll Worker

As a poll worker, you have a legal and moral duty to administer elections that are free and fair for all voters. Although it is unlikely, in the performance of your duties you may witness other officials engaging in practices not consistent with law or regulations. These can be irregularities (i.e., failure to follow law or procedure due to ignorance), or malfeasance (intended to undermine the integrity of the vote).

In some cases, it may be difficult to determine whether an incident is an irregularity or malfeasance, but in every case, poll workers should attempt to rectify the situation. That may be as simple as informing the poll worker of the correct procedure (with reference to official documentation), reporting to the team leader, or contacting senior election officials. In cases of potentially criminal conduct, refer to the specific guidance below.

FFAF encourages all inspectors to fill in and submit a *Poll Worker Report* after the election. The form is printed below, but it will be easiest to fill in and submit the online version here. This information (but not your name) will be combined with information from other poll workers in a public report, and used to evaluate the election process and make recommendations for improving future elections.

| 2.6 Poll Worker Report | | |
|---|---|---|
| Instructions: *fill out the form and send to FFAF, or use the online form here: (insert address). If you need additional space for any question, use the back of the form, or attach additional sheets, as needed.* | | |
| Name: | Precinct: | |
| Date Submitted: | County/City: | |
| **Before the election** | | |
| 1 Did you receive training before election day? | | Yes___ No___ N/A___ |
| 2 Was your training provided in person or online? | | In person___ Online___ |
| **On election day** | | |
| 3 Did you receive all required equipment for the polling process? | | Yes___ No___ N/A___ |
| If not, what was missing? | | |
| 5 Were pollwatchers present during preparations to open? | | Rep___ Dem___ |
| 6 Were pollwatchers present throughout the day? | | Rep___ Dem___ |
| 7 Were pollwatchers present during the closing process? | | Rep___ Dem___ |
| 9 Where there poll workers representing both the Republican and Democratic parties present for all sensitive operations? | | Yes___ No___ N/A___ |
| 11 Did any media or press visit your precinct? | | Yes___ No___ N/A___ |
| 12 Was your precinct overcrowded or normal? | | Over___ Normal___ |
| 13 Did you witness any irregularities or malfeasance during the process? (if yes, please provide details on the back of the form) | | Yes___ No___ N/A___ |
| 14 Please grade the overall efficiency of the polling at your precinct on the scale A-excellent, B-above average, C-average, D-below average, E-failing. If D or E, please provide details on the back. | | _____ |
| 15 Please grade the overall integrity of the polling at your precinct on the scale A-excellent, B-above average, C-average, D-below average, E-failing. If D or E, please provide details on the back. | | _____ |
| Thank you! | | |
| | | |

## 2.7 Reporting Irregularities and Malfeasance

Irregularities are procedural errors that may be caused by a lack of knowledge or a lack of critical materials. Minor irregularities may not affect the integrity of the process, but are indicators of poor training or election management. Some irregularities *can* impact the integrity of the process (such as positioning polling booths so that poll watchers or other voters can see a voter marking a ballot; or preventing poll watchers from effectively observing the election process), and if these are done intentionally, would be considered malfeasance.

We generally think of malfeasance as an intentional effort to undermine the integrity of the election process. If you witness serious malfeasance or what you think may be criminal behavior in the election process, you have several options. You can call the Florida Department of State Voter Fraud Hotline at 1-877-868-3737, or submit a fraud complaint here. These reports are not confidential, and become public documents when submitted.

Alternatively, or in addition to, you can submit an *FFAF Incident Report Form*. This form has been designed by legal professionals to ensure sufficient information is collected to form the basis of a legal declaration or affidavit that can be used in any needed follow up. FFAF's legal team will review all incident reports, and follow up with legal action, if warranted. Your name and contact details are required to submit an incident report, but would not be public. The online incident report form is available here, and a print version is attached below.

## 2.8   Election Incident Report Form

*Instructions: Please fill in the form as completely as possible as soon as possible after (or during) the incident. Take the time to collect names and contact details of other witnesses. If you collect electronic evidence (picture, video or audio recording), make a copy of the file and submit with your report, but retain the original on your phone or other electronic device. Submit the completed form as soon as possible to FFAF*

**REPORTER INFORMATION**

| Reported by: | Phone: |
|---|---|
| Position (voter, election inspector, poll watcher, etc.): | Email: |

DESCRIPTION OF THE INCIDENT

| Date of incident: | Time of incident: | Were the police notified:  Yes / No |
|---|---|---|
| Location of incident: | | |

Description of the incident: (What happened, how it happened, etc. Be as specific as possible. Continue on back if needed and attach additional sheets if necessary)

| Is there electronic evidence of the incident?  Yes___ No___<br>Is the evidence in your possession?            Yes___ No___ | What type of evidence is it? Phone photo__ video__ audio__<br>CCTV___  Other_____ |
|---|---|
| Did you witness the incident?     Yes___ No___ | If no, list the person who reported the incident to you below, along with details of any other witnesses. Attach additional sheets if needed. |

**WITNESSES**

| Name of Witness: | Phone: |
|---|---|
| Role of Witness: | Email: |
| Name of Witness: | Phone: |
| Role of Witness: | Email: |
| Name of Witness: | Phone: |
| Role of Witness: | Email: |
| Name of Witness: | Phone: |
| Role of Witness: | Email: |

**PARTIES INVOLVED IN INCIDENT**

| Name: | Phone: |
|---|---|
| Role: | Email: |
| Name: | Phone: |
| Role: | Email: |
| Name: | Phone: |
| Role: | Email: |

**ADDITIONAL INFORMATION**

# 3   About Election Monitoring and Observation

To help ensure a free and fair election for all voters, FFAF supports a non-partisan program called *Floridians for Election Transparency (MFET),* which will deploy volunteer observers to monitor election processes and procedures throughout the election cycle. Observers can deter malfeasance and cheating, or by detecting and formally documenting such malfeasance, can deny legitimacy to fraudulent elections and provide evidence for lawsuits and other post-election court cases. By increasing the transparency of the election, observers can enhance public confidence in the integrity of the election process.

Observation will be conducted in phases, beginning with *Pre-Election Observation*. During the pre-election phase observers will look at the voter list, election administration, the legal framework and procedures for elections, and the broader election environment. Pre-election observation seeks to confirm the process, or to highlight potential problems or concerns so that they can be addressed prior to the election. Internationally, pre-election observers are usually referred to as Long-Term Observers or LTOs. LTOs often play an important role in recruiting, training, and managing the larger number of volunteers needed for election observation.

FFET pre-election observers are non-partisan. In contrast to partisan observers (poll watchers), they do not represent a specific party. Instead, they represent all voters, and their primary objective is ensuring a free and fair process for all voters, regardless of outcome. Non-partisan observers are normal in other democracies, but still relatively rare in the US, where we have primarily relied on partisan observers. Non-partisan observation provides any voter, regardless of party, the possibility to support free and fair elections; allowing participation by independent voters, and by neutral groups (like church groups) that want to support a fair process, but don't want to affiliate with a particular party.

*Election Season Observation* – Election observation (poll watching) used to be largely confined to election day, but with long periods of advance voting, and all the opportunities that creates for malfeasance and fraud, we have to develop new approaches to strengthening transparency and deterrence. The primary innovations of the FFET approach are facilitating increased deployment of observers and poll watchers during the advance voting, and the expectation that observers and poll watchers will file regular reports throughout the election season.

Although MFET will continue to deploy its LTOs during election season, its primary focus will be the provision of training and/or materials for party-endorsed poll watchers.

*Observing Election Day and the Counting Process* – Although the actual election day in Florida is not as important as it used to be because of the long election season, to deter malpractice and enhance transparency will require more poll watchers than any other day. The objective is to detect and deter malfeasance through complete coverage of, and reporting from, all precincts in the state.

Poll watchers may work in shifts organized before election day. They will arrive before the precinct opens to observe set up of the precinct and machines, and will watch the polling process throughout the day, then the counting process after the poll. Each precinct poll watcher (or team)

and observer should have a checklist and report form to facilitate monitoring, and the collection of data that can be used to validate or delegitimize the election process at the precinct after the election. In addition, poll watchers will have access to the legal hot line to report irregularities or malfeasance as they happen.

*Post-Election Audits and Reports* – After the election, FFET will continue to monitor any post-election audits or court cases. Pre-election, election season and election day reports will be synthesized, and used to develop a comprehensive narrative report on the integrity of the entire election process, with recommendations for needed reforms in advance of the 2024 national elections.

# 4    Pre-Election Observation

FFET will recruit, train, and manage the initial LTO teams. Each team will be made up of 3-4 volunteers, and will be responsible for implementing activities in several counties and/or municipalities during the first phase of observation. Teams will establish and maintain good relations with election officials, and other relevant government and security officials, in their area of operations (AOR). These teams will also facilitate the recruitment and training of additional observers. As the network is built out, we hope to identify coordinators and team members for every county and city in the state. To learn more about how you can volunteer for this effort, please visit us online at FFAF.

## 4.1    Supervisor of Elections Survey

An initial Supervisor survey should be conducted in a sample of cities and counties. LTO teams should request a meeting with the selected Supervisor in their Area of Operations. A sample request letter is included below. The letter should be sent by email, and immediately followed up by a phone call. Use the sample letter as a guide for the call, explaining who you are and who you represent, and that you are election observers interested in learning more about the election process in the relevant county.

Ideally, all interviews should be conducted within a week of the initial call, so request an early date. If they try to put it off, note that you have a deadline for reporting, and that it would be a shame if they were not represented in the state report. During the interview, be respectful, non-confrontational, and non-partisan. Express our common objective of excellent elections that are accepted by all as fair and credible.

Prior to conducting the interview, you will be provided with an online video briefing on the questionnaire by FFET staff. The questionnaire is attached below. During the interview, please record responses directly on the form, using additional pages if required. After completing the questionnaire, you may want to ask additional questions specific to your AOR, but don't take up too much time.

Make arrangements with the Supervisor to follow up by email or phone to collect any information that wasn't available during your visit. Thank the registrar for his/her time, and note that you look forward to remaining in touch throughout the election cycle.

After leaving the office, please photograph your forms, and email them to [report@ffet.us](mailto:report@ffet.us). As soon as possible, please enter the information from the form into the electronic form on the website.

### 4.1.1   Tips for getting an appointment with a registrar for the survey

*Get ready*
- *Gather information for your county: registrar name, phone number, email, physical address*
- *Start a page in a notebook for each supervisor office that you plan to visit*
- *Let your team know that you are hoping to get some appointments and that you will need immediate feedback to confirm their availability.*

*Remember*
- *Be confident, polite, and friendly.*
- *It's absolutely our right to ask questions, but we don't want to be confrontational.*
- *We want to establish a relationship, and don't want to burn any bridges*

*Contact the supervisor*
- *Preferable to call - they can't avoid you as easily, and you can keep it informal and friendly*
- *Email is a good way to follow up to let confirm the appointment*

*Introduce yourself*
- *Explain that you are working with FFAF on a statewide initiative to survey supervisors.*
- *"We are a non-partisan group looking to educate citizens about our election process"*
- *"We want to show people some of the behind the scenes aspects and help them gain confidence in our election process"*
- *So far we've met with about 5 (this number will be growing obviously) Definitely mention if you have met with another supervisor nearby*

*Ask for the interview*
- *"We have developed a survey with about 25 questions"*
- *"I think it should take about an hour at the most"*
- *"How about tomorrow or later this week"*

*Document the call*
- *Record the date and time you called*
- *Who you spoke to, when/if you need to call back*
- 

*Tips provided by Johanna Carrington, Lancaster County, Va.*

### 4.1.2   Tips for an Office Visit

a)  *Prepare before arrival: Make sure you have questions printed, roles assigned, and equipment ready*
1. *Enter, and wait your turn. Introduce yourself, and ask to see the supervisor.*
2. *Record the names and positions of the people with whom you speak*
3. *Calmly ask the questions and collect the responses*

4. *If they provide service, write a thank you note and mail it that day*
5. *Report to the organizers the results of the visit*
6. *Return to the organizers any and all documentation collected*

*Tips provided by Diana Shores, Lynchburg, Va.*

### 4.1.3   Sample Request Letter

*From:  Floridians for Election Transparency*
*(county or city) Observer Team*
*(email address)*
*To:      Supervisor*
*(county or city)*
*(email address)*
*Subj:  Request for meeting*
*Date:  XXXXXX*

*Dear Supervisor,*

*Floridians for Election Transparency is a group dedicated to transparent and credible election processes. We are engaging students, first time voters, and other citizens in learning more about the process in hopes they will continue to be part of our elections either as poll workers, poll watchers, or volunteers.*

*Our findings will be shared publicly in hopes that it will increase transparency and public confidence in election processes, and to provide the public with the information needed to accurately evaluate the integrity of current processes and procedure.*

*As part of our civic engagement work, we are conducting a survey of clerks across the state, and would like to request a meeting with you this week to conduct that survey, and to introduce our team. These meetings will facilitate greater learning for our network, allowing them to act as a sort of "ambassador" to other groups regarding the local operations. This is meant to be a positive experience, with positive outcomes, for both citizens and local clerk's office. We anticipate the meeting in total will last about 45 minutes. Please email or call me to confirm a suitable time.*

*Sincerely,*

*XXXXXX*
*Coordinator*
*XXXX Observer Team*

**Florida Supervisor of Elections Survey Form – 4/05/22**

County/City _____    Observers _____

Date of interview _____    Supervisor of Elections
_____

*Before the Interview* - Record the time and date of your call and email, and if the meeting is not set immediately, the time and date of their response

a)  Time and date of initial call and email: _____
b)  Time and date of response: _____
c)  Did the Supervisor of Elections refuse to meet you:        Yes____    No____
d)  If yes, please provide the reason given for not meeting: _____
    _____

*The Interview* - Thank the Supervisor for agreeing to see you. State that the purpose of the observation program is to provide voters with accurate information about the election process. Emphasize how important you think his/her role is in ensuring that everyone in the county sees the elections here are free, fair and legitimate.

*First, we have a few general questions.*

| | |
|---|---|
| 1. | What is your biggest concern about the upcoming election? (open ended. Record verbatim.) |
| 2. | Any other major concerns? (open ended. Record verbatim.) |
| 3. | a.  Do you feel like you have the resources, equipment, personnel, and training needed to run an effective election in November?<br>Yes              ____<br>No               ____<br>Don't know     ____<br>No answer/refused ____<br><br>b.  If no, what is missing? |

| | |
|---|---|
| 4. | Many changes in election procedures were introduced in response to the COVID pandemic, and some people have argued that these changes weakened the integrity of the election process. As an election professional, do you think the changes made in the election process in Florida in response to COVID have weakened election integrity, strengthened election integrity, or made no change in election integrity?<br><br>weakened integrity.  \_\_\_\_<br>strengthened integrity \_\_\_\_<br>made no change  \_\_\_\_<br>Don't know  \_\_\_\_<br>No answer/refused  \_\_\_\_ |

*Thank you. Now a few questions on the voter roll and voter registration.*

| | |
|---|---|
| 5. | When was the last time the voter file in your county was scrubbed or cleaned? (Enter date, and the number of days since last audit) Date: _____ |
| 6. | When was the last time you had access to the National Change of Address List or any other change of address list? (record date and other list(s), if relevant)<br>_____ |
| 7. | a.  Are you confident that the voter file is accurate and up to date?<br>Yes  \_\_\_\_<br>No  \_\_\_\_<br>Don't know  \_\_\_\_<br>No answer/refused \_\_\_\_<br><br>b.  If no, what is/are your main concern(s) about the list? |
| 8. | a.  Have you had private third-party individuals or groups conducting voter registration activities in this county?<br>Yes  \_\_\_\_<br>No  \_\_\_\_<br>Don't know  \_\_\_\_<br>No answer/refused  \_\_\_\_<br><br>b.  If yes, can you tell me which groups conducted these activities?<br><br>c.  If yes, are you confident these registration activities take place without bribery, intimidation or coercion, and that only qualified voters are registered through these third-parties?<br>Yes, I'm confident  \_\_\_\_<br>No, not sure  \_\_\_\_<br>Don't know  \_\_\_\_<br>No answer/refused.  \_\_\_\_ |

| | |
|---|---|
| | *Moving on, we have some questions on voting processes and technology.* |
| 9. | Can you explain how your office manages voting in nursing homes? |
| 10. | There are two types of voting machines used in Florida: Dominion and ES&S. Can you tell me which machines you use?<br>Dominion _____<br>ES&S.    _____ |
| 11. | We understand the State of Florida is responsible for updating the voting machines before an election. Is that done by a state employee, or by a contractor or consultant from a private company?<br><br>State employee ____<br>Private    ____    If private, which company: _____ |
| 12. | Are you present when the machines are updated, or is that process supervised by someone else? If someone else, what is their position?<br>I am present    ____<br><br>Another person supervises this process (insert title and position) _____ |
| 13. | Do you invite party representatives to witness the update?<br>Yes    ____<br>No    ____<br>Don't know    _____<br>No answer/refused ____ |
| 14. | a. Are voting machines ever connected to the internet?<br>Yes    ____<br>No    ____<br>Don't know    ____<br>No answer/refused ____<br><br>b. If yes, when and why are they connected? |

| | |
|---|---|
| 15. | Concerns were raised across the country about the accuracy and integrity of voting machines in the 2020 elections, and there are now calls to get rid of the machines, and use a manual process like that used in France.<br>a. Do you think it a good idea to go back to a manual voting process?<br>Yes      ____<br>No      ____<br>Don't know      ____<br>No answer/refused ____<br><br>b. If no, why? |
| 16. | Can you tell us what it costs per voter to implement an election in this county? |

*Now we have a few questions about the counting process.*

| | |
|---|---|
| 17. | a. How many (%) extra ballots are available in each precinct?<br><br>b. Can you describe the process used to track and account for these excess ballots? |
| 18. | We know that in some areas machines had difficulty reading many mail-in ballots, and the votes on these had to be copied on to clean ballots and rescanned.<br><br>a. Can you describe briefly how this process is done?<br><br><br>b. About what percentage of absentee ballots required copying in this county/city during the 2020 election?    _____<br><br>c. Were pollwatchers from each party present during the copying process?<br><br>Yes      ____<br>No      ____<br>Don't know      ____<br>No answer/refused ____ |

*Observation of election processes enhances transparency and strengthens public confidence in the integrity of elections, and have a few questions about pollwatchers and non-partisan observers.*

| 19. | Have your local party chairs been notified that they are entitled to send observers to your office each day it is open and receiving in-person absentee ballots?<br><br>Yes          ____<br>No          ____<br>Don't know      ____<br>No answer/refused ____ |
|---|---|
| 20. | a.  Did you have both Republican and Democrat pollwatchers at every polling location in 2020?<br>Yes          ____<br>No          ____ (go to b.)<br>Don't know      ____<br>No answer/refused ____<br><br>b.  If no, please estimate the percentage of polling locations covered by each party:<br>Democrats  _____        Republicans _____ |
| 21. | a.  Do you have a publication that you provide to your election officials regarding rights and responsibilities of pollwatchers?<br>Yes          ____<br>No          ____ (go to b.)<br>Don't know      ____<br>No answer/refused ____<br><br>b.  If no, would you be willing to distribute such a publication that we would prepare based on Florida law?<br>Yes          ____<br>No          ____<br>Don't know      ____<br>No answer/refused ____ |
| 22. | If the Legislature through the Department of State allowed independent non-partisan observers, would you welcome that?<br><br>Yes          ____<br>No          ____<br>Don't know      ____<br>No answer/refused ____ |

*Thank you. The survey is complete now. We deeply appreciate your time today, and look forward to keeping in touch as we go through the 2022 elections. (if you have additional questions) If you don't mind, we have a few additional questions related specifically to (county or city).*

| 23. | Post survey question – Please characterize your interaction with the Supervisor of Elections as (circle all that apply)<br><br>Helpful     Polite     Defensive     Unhelpful     Antagonistic |
|---|---|

*To the survey team: Thank you for all you have done and will do to ensure a free and fair election in Florida! Please submit your completed survey form as soon as possible.*

*4.2*   Other Possibilities for Pre-Election Observation

You may wish to conduct interviews with political party chairs in your county, to gain a greater understanding of their concerns with the election process. These interviews may be conducted by phone. If your county Supervisor has public meetings about election issues, you should send observers to those to ask questions, and report on issues discussed. These meetings may also be a good time to raise specific concerns you have with the transparency or integrity of the election process.

A sample report format for such a meeting is included below:

1. Name of county/city
2. Did the county/city hold a meeting this month? If no, end report. If yes,
3. Agenda of meeting (this is often included in the meeting notice)
4. Decisions of the meeting
5. Any other issues

At the state level, FFET leadership may conduct similar interviews with relevant officials from the Secretary of State's Election Division.

# 5   Election Season Observation

## 5.1   Monitoring Mail-In Absentee Voting

One of the reasons absentee voting has previously been limited is because it is inherently insecure, enabling ghost voters and ballot box stuffing, political pressure and intimidation, vote buying and selling, and other forms of fraud. When it was limited primarily to soldiers and diplomats on duty for the US government, plus very limited exceptions for individuals with provable need, the risks were deemed acceptable; but with the introduction of widespread and sometimes universal postal voting, gaps in security can be easily exploited to alter election outcomes.

Because postal voting occurs in private, malpractice is difficult to monitor and control. A spouse or relative in an abusive relationship, or workers on a farm or in a factory, or the elderly and patients confined in a care facility, may be forced to apply for an absentee ballot, and then be forced to vote the ballot for a particular candidate or party, all out of sight of monitors or law enforcement officials. In Florida, photo ID is required for early in-person or election day voting, but not required for postal voting, enabling impersonation.

Controlling abuse in the home is difficult, but some deterrence can be expected from public education on the right to vote in secret and to vote your conscience; with a contact number or hotline provided to report abuse. For large farms, factories, businesses, and especially care homes; visit (or recruit a patriot insider) and ask the following questions:

1. Has anyone asked or required or offered to help you apply for an absentee ballot?
2. Has anyone offered to help you fill in an absentee ballot?
3. Has anyone tried to force or to pay you to vote a particular way?

Answers to these questions will help you determine if there is a possibility that organized vote fraud is occurring in the location.

Regrettably, homes for the elderly and those requiring cognitive care are particular targets for vote thieves, so it may be important to recruit patriot insiders in these institutions who can monitor and record the activities of people offering to "help" with applications or voting. The best deterrent for this form of theft, which is a felony, is to ensure the thieves know we are watching, and know they will go to prison if caught.

# 6 Poll Watcher Training Manual

## 6.1 Introduction

Poll watchers are an essential element in ensuring election integrity and transparency, and in reassuring the public that the election process will be free and fair for all voters. This training manual provides a comprehensive overview of the polling process, and the rights and duties of poll watchers. It is intended to serve both as a resource to guide the training of poll watcher, and as a ready reference for poll watchers as they perform their mission.

## 6.2 Election Administration[2]

### 6.2.1 Personnel

The Supervisor of Elections is the senior election official in a county. The Supervisor of Elections responsibilities include conducting federal, state, county, and local elections; registering voters; maintaining voter registration rolls; mailing advance notice of elections for absentee voters; accepting vote-by-mail ballot requests and sending, receiving and verifying vote by mail ballots; receiving candidate campaign finance reports for district and county offices and making them available to the public; qualifying candidates for district and county offices; maintaining voting equipment; acquiring and equipping polling locations; mapping precincts; and conducting voter outreach drives and voter education activities.

The Supervisor of Elections is also responsible for recruiting and training election officials, including the clerks and inspectors who will staff the election boards (polling teams) in each precinct. The Sheriff is responsible for appointing a deputy to work with each polling team, who will supervise and control the area outside the room where polling takes place. The polling team will be managed by the clerk of the precinct, but if questions arise during the process, these shall be decided by majority vote within the team.

### 6.2.2 Polling Place Setup

Each polling place should be set up to maintain an efficient flow of voters through the room, while maintaining privacy for ballot marking. There should be sufficient space within the polling location to allow poll watchers to effectively observe all election processes, except the marking of the ballot by the voter. In general, voters will enter the room and stop at the first table, where their ID will be

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[2] For more information on the polling process, the State of Florida polling place procedures manual can be found here. The Florida election statutes can be found here.

checked and name marked off the voter roll; then they will be issued a ballot, and instructions on how to mark it; then they will be directed to an empty voting screen. The voter will mark the ballot, then proceed to the ballot box/tabulator and insert their ballot, then leave the precinct.



Sample layout of polling room
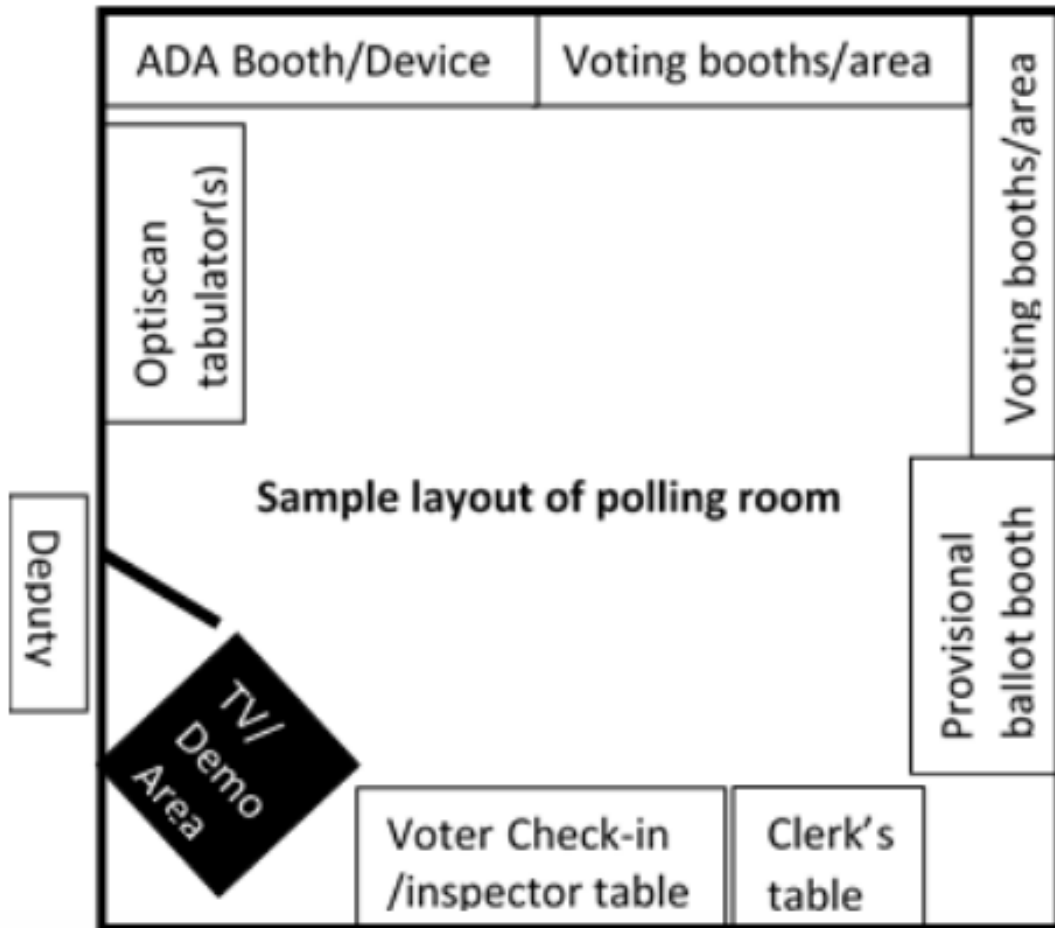
## 6.3  Rights and Responsibilities of Poll Watchers and Observers

### 6.3.1  Poll Watchers

Poll watchers must be qualified voters in the county where they are appointed, and may visit any early or election day polling location in the county; but a party or candidate is only entitled to have only one poll watcher present at any one time. Each poll watcher will be provided with a poll watcher badge that identifies them by name, and they must wear that badge while in the polling room.

Poll watchers may observe all processes in the polling location except the voter marking their ballot, but may not obstruct the orderly conduct of the election. This means that observers may move anywhere within the polling place they need to, as long as they are not impeding the process, or violating the voter's right to mark their ballot in secrecy. The actual wording of the law is important in this case, as some Supervisors (Palm Beach) have attempted to define a particular location in the polling place for poll watchers:

> *No watcher shall be permitted to come closer to the officials' table or the voting booths than is reasonably necessary to properly perform his or her functions, but each shall be allowed within the polling room or early voting area to watch and observe the conduct of electors and officials.*

Poll watchers must be close enough to inspectors to read IDs and poll books if they are to perform their functions, so in this case that would be a reasonable distance, and is the accepted international standard for election observation. Poll watchers are not permitted to speak to or interact with voters in the polling room, and if they have questions about the process, should address those to the clerk.

> Poll Watcher Note: For elections to be transparent and credible, poll watchers must be able to effectively observe all election processes, and record their observations. If you are prevented from or hindered in observing any process (except a voter in the process of marking a ballot) at any time during the polling or counting, that is a serious offence, and should be challenged to the clerk. If the challenge does not result in immediate relief, record the circumstance and details on an incident report form, and submit that immediately.

## *6.4* Challenging a Voter

### *6.4.1 The Challenge Process*

If an elector or poll watcher has good reason to believe a prospective voter is not qualified to vote in the precinct, they may formally challenge that individual's right to vote. Once challenged, the voter must either prove their eligibility to vote, or cast a provisional ballot.

Challenging a voter is rare for several reasons. It is primarily designed to prevent a form of fraud that is now uncommon, where unqualified people are brought in from neighboring districts to sway an election. It is also rare because of the difficulty of making an effective voter challenge, as the poll watcher or citizen challenging a voter has to be able to recognize the individual, know their name, and know that they are not qualified to vote.

According to statute, any registered elector or poll watcher of a county may challenge the right of a person to vote in that county. The challenge must be made in writing in the following format:

---

OATH OF PERSON ENTERING CHALLENGE

State of Florida
County of  _____

I do solemnly swear or affirm that my name is _____; that I am a member of the _____ Party; that I am a registered voter or pollwatcher; that my residence address is _____, in the municipality of _____; and that I have reason to believe that _____ is attempting to vote illegally and the reasons for my belief are set forth herein to wit:

---

When a voter is challenged, the clerk or inspector will immediately deliver a copy of the challenge (implying it is done on a carbon copy form provided by the clerk) to the voter. If the basis for the challenge is that the voter's legal residence is not in the precinct, the voter can execute a change of legal residence form, and if their new address is in the precinct, they can vote a regular ballot. If their new address is not in the precinct, the clerk will direct the voter to the proper precinct.

Any elector or poll watcher filing a frivolous challenge of any person's right to vote commits a misdemeanor, however, electors or poll watchers shall not be subject to liability for any action taken in good faith and in furtherance of any activity or duty permitted of such electors or poll watchers by law.

### 6.4.2   Conducting a Voter Challenge

If a voter arrives at the polling location that you know is not qualified to vote in the precinct, you may challenge the voter. Because it will take some time to prepare the challenge form, alert the clerk or an inspector that you plan to challenge the voter, and ask that they suspend processing the voter until the challenge can be prepared. If they refuse to suspend processing, and the individual proceeds through the process; fill in and file an incident report.

A voter challenge should be clear, concise and complete. The report must contain the date, time, and location of the challenge.  Example:

> On 11/22/22 at approximately 8:45am I observed John Doe enter the polling location after previously casting a ballot. Mr. Doe received another ballot and attempted to vote a second time. I immediately contacted the Elections Clerk and advised him/her that Mr. Doe had already voted. (Print name, Sign and date).

## 6.5   The Polling Process

### 6.5.1   Before Opening

Precinct staff are required to arrive at the polling location by 6:00 am to begin setting up. If you will be at the location all day, or for the first shift, you should aim to arrive no later than 6:30 am, so you can witness opening processes. Be sure to wear your poll watcher ID, and introduce yourself to the clerk when you arrive. Members of the election board will also wear badges identifying them as staff, their role, and if relevant, their ability to provide language assistance.

Outside the polling room required signage in English and Spanish will be posted in a place visible to entering voters. At early voting sites, staff will set-up and clearly designate the secure vote-by-mail drop box. Outside, the deputy will establish a 150-foot perimeter from the door called the no-solicitation zone, within which no electioneering is allowed.

The election team will arrange furniture, precinct supplies, and voting equipment; set up the voting booths in a way that voters cannot see each other's ballots to ensure privacy, and set up the accessible voting equipment for persons with disabilities. The clerk will confirm the required equipment is operational, and will check the ballots to confirm the names, numbers and letters on the ballots are identical to a sample ballot provided, and will then certify this by signing a form.

With any Poll Watchers present in attendance, the clerk will then confirm the seals on the voting machines are unbroken, and that the numbers on the seals match those in the log, then will open the machines to confirm there are no ballots in the main storage area and the emergency storage area. The clerk will then print a report from each machine. The report, called a zero tape, should list all candidates for the election, with vote totals of zero. Each member of the polling team will sign the zero tape. The zero tape is left attached to the tabulator throughout the day. Poll watchers should be able to confirm that all candidates who should be on the ballot are listed on the zero tape, and that the totals for each candidate are zero.

### 6.5.2 Permitted in the Polling Room

The public is allowed to enter the polling room and watch the procedures before the polls open and after the polls close and all voters have cast their ballots. While the polls are open, the only persons allowed in the polling room on Election Day or during the early voting period are:

- Poll workers
- The supervisor of elections or deputy supervisor of elections
- Voters who are present to vote
- A person (such as an elderly person or a child) in the care of a voter
- A person caring for a voter or assisting a voter (for example, someone assisting a voter who cannot read or does not speak English or assisting an elderly person or a person with disabilities)
- A person who is helping with or participating in a simulated election for minors which has been approved by the supervisor of elections (for example, the Kids Voting Program)
- Poll watchers approved by the supervisor of elections

### 6.5.3 Not Permitted in Polling Room

While the polls are open, the following persons or activities are not allowed in the polling room:

- Candidates, except to vote
- Members of the media, except to vote
- Law enforcement officers or emergency service personnel in a capacity other than as a voter, unless permitted by the clerk or a majority of the election board

If the polling room is in a location commonly used by the public to gain access to businesses or homes (such as the lobby of a condominium) or in an area traditionally used as public area for discussion (such as a mall), there may be other people traveling through the polling area, in which case the clerk will ensure these people do not interfere with the voting process.

### 6.5.4 Partisan Expression in the Polling Room

Poll workers and election staff must remain nonpartisan while on duty during the early voting period and on Election Day. They are not permitted to wear campaign buttons, shirts, hats, or any other items that are politically oriented; or discuss any candidate, political party, issue, or any related topic with other poll workers, poll watchers, or voters. Poll watchers are not allowed to wear campaign buttons, shirts, hats, or other campaign items; or speak to or seek to influence in any way, voters in the polling room.

Voters may bring in pre-marked sample ballots or campaign literature for their personal use, but cannot use these to campaign inside the polling place or within 150 feet of the entrance to the polling place. Voters may wear campaign buttons, shirts, hats, or any other campaign items when they enter the polling place to vote. After each voter leaves, a poll worker must remove and discard any campaign or other materials left behind in the voting booth.

### 6.5.5 Voter Check-in

At 7:00 the clerk with open polling. Voters will be allowed into the location and will stop at the voter check-in table and present a photo ID. Accepted forms of ID include:

- Florida driver's license

- Florida identification card issued by the DMV
- United States passport
- Debit or credit card
- Military Identification
- Student Identification
- Retirement center Identification
- Neighborhood association identification
- Public assistance identification
- Veteran health identification card issued by Department of Veterans Affairs
- Florida license to carry a concealed weapon or firearm
- Employee identification card issued by any branch, department, agency, or entity of the federal government, the state, a county, or a municipality

Prospective voters who do not have the required ID may cast a provisional ballot. After voting by provisional ballot, the voter is given a "Notice of Rights" which will include instructions on how to find out if your provisional ballot was counted, and if not, the reason(s) why.

The voter then moves to the E-Pollbook table, where their name will be checked off of the voter list. If the voter is listed as having requested and received an absentee ballot, the voter must surrender their absentee ballot to the clerk or inspector before voting.

Poll watchers should be able to clearly see the ID presented, and confirm that the photo on the ID matches the voter, and that the name of the voter is the same as that checked off in the e-pollbook.

### 6.5.6   The Voting Process

The voter will then be issued a ballot sleeve and ballot, with instruction on how to mark the ballot and use the sleeve to protect the secrecy of their vote as they insert it into the tabulator. They are then directed to an empty voting screen. After marking their ballot, the voter proceeds to the tabulator, and inserts the ballot into the tabulator while covering it with the sleeve, so no one can see how they voted.

If the ballot is mismarked in some way (over vote, under vote, stray marks), the machine will notify the voter and they will have an opportunity to correct the problem. If the ballot is fine, it is accepted, and the voter should be able to see the counter advance by one number, and will then leave the polling room.

### 6.5.7   Closing the Poll and the Counting Process

At 7:00 the clerk will announce the polls are closed, and prevent anyone else from joining a line, but anyone in line at closing will be allowed to vote. When all votes have been cast, an inspector will check the emergency ballot storage on the tabulator, and run any ballots found there through the tabulator. Unless the tabulator broke down during the day, there should not be any ballots in the emergency storage, so if there are, challenge them, and record full details in an incident report form.

Next, the clerk will enter a password in the tabulator, close the poll, and the machine will automatically print a report. As a poll watcher, you should receive a copy of the report. If they do

not provide one, photograph, or hand copy the results report, as this information will be needed for your report. When this process is over, your observation is complete. Please fill in the observation form, if you have not already, and submit immediately.

Thank you for your dedication to free and fair elections in Florida!

The online Poll Watcher Form can be accessed here. The online Incident Report Form can be accessed here. Print versions are below.

## Florida Poll Watcher Report Form

| Precinct: | | Name: | |
|---|---|---|---|
| Address: | | Phone No: | |
| City/Town: | | Email: | |
| County: | | Arrival: | Departure: |

### Instructions

*Read the questions carefully. Please make a check ( ✔ ) in the appropriate box. If you cannot answer the question, or it is not relevant, leave it blank. If clarification is required, briefly explain in the comment section of the form. If at any time you re prevented from observing any process, please challenge this, and if the challenge is not resolved, immediately file an incident report.*

| | Before Opening | Yes | No |
|---|---|---|---|
| 1 | Were you allowed to observe the set-up of the precinct before opening? (if no, prepare and immediately file an incident report) | | |
| 2 | Are all polling team members and required materials present? | | |
| 3 | Are there individuals from both major parties on the polling team? | | |
| 4 | Did a poll worker confirm the seals on the machines were unbroken, and that the numbers on the seals matched the numbers in the log? | | |
| 5 | Did the clerk or an inspector open the tabulators and show you that the main and emergency boxes were empty, before resealing the machines? | | |
| 6 | Was a zero tape printed and signed by the clerk and inspectors? | | |
| 7 | Were you able to confirm the zero tape listed all candidates, and showed no votes? | | |
| 8 | Was the zero tape left attached to the tabulator? | | |
| 9 | Did the precinct open on time (7:00 AM)? | | |

| | The Polling Process | Yes | No |
|---|---|---|---|
| 10 | Were you able to see voter's photo and name on their ID and their name on the e-pollbook? | | |
| 11 | Could voters mark and cast their ballots in secret, without anyone see how they voted? (if no, give details in the comment section) | | |
| 12 | Were any voters challenged? (if yes, provide details in the comment section) | | |
| 13 | Were any procedures challenged? (if yes, provide details in the comment section) | | |
| 14 | Were poll watchers present from both major parties? | | |

| | Closing the Poll and the Counting Process | Yes | No |
|---|---|---|---|
| 15 | Did the precinct close at 7:00 PM? | | |
| 16 | Were voters in the line at closing time allowed to vote? | | |
| 17 | Were there any ballots in the emergency (auxiliary) ballot storage area of the tabulator? (if yes, question clerk, and provide explanation in comment section, or file incident report) | | |
| 18 | Was a results report run on the tabulator? | | |
| 19 | Were you given a copy (or allowed to copy) the results tape from the tabulator (if no, file an incident report). | | |
| 20 | Were you allowed to observe all aspects of the polling and counting process? (If no, file an incident report) | | |
| 21 | Record the total number of voters from E-Pollbook | Record the total number of ballots cast from tabulator | | |
| 22 | Did the total number of votes cast from the tabulator report equal the total number of voters checked off in the E-Pollbook? (If no, provide details in the comment section, or file an incident report). | | |

### Please record the total votes for each candidate below

| Candidate Name | Votes | Candidate Name | Votes | Candidate Name | Votes |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

# Florida Poll Watcher Incident Report Form

*Instructions: Please fill in the form as completely as possible as soon as possible after (or during) the incident. Take the time to collect names and contact details of other witnesses. If you collect electronic evidence (picture, video or audio recording), make a copy of the file and submit with your report, but retain the original on your phone or other electronic device. Submit the completed form as soon as possible to: FFET*

**REPORTER INFORMATION**

| Reported by: | Phone: |
|---|---|
| Position (voter, poll worker, poll watcher, etc) | Email: |

DESCRIPTION OF THE INCIDENT

| Date of incident: | Time of incident: | Police notified: ___<br>District Attorney notified: ___ |
|---|---|---|
| Location of incident: | | |

Description of the incident: (What happened, how it happened, etc. Be as specific as possible. Continue on back if needed and attach additional sheets if necessary)

| Is there electronic evidence of the incident? Yes___ No___<br>Is the evidence in your possession?          Yes___ No___ | What type of evidence is it? Phone photo__ video__ audio__<br>CCTV___ Other_____ |
|---|---|
| Did you witness the incident?      Yes___ No___ | If no, list the person who reported the incident to you below, along with details of any other witnesses. Attach additional sheets if needed. |

**WITNESSES**

| Name of Witness: | Phone: |
|---|---|
| Role of Witness: | Email: |
| Name of Witness: | Phone: |
| Role of Witness: | Email: |
| Name of Witness: | Phone: |
| Role of Witness: | Email: |
| Name of Witness: | Phone: |
| Role of Witness: | Email: |

**PARTIES INVOLVED IN INCIDENT**

| Name: | Phone: |
|---|---|
| Role: | Email: |
| Name: | Phone: |
| Role: | Email: |
| Name: | Phone: |
| Role: | Email: |

**ADDITIONAL INFORMATION**

# 7   Voter Registration Audits

## 7.1   Introduction

An accurate and complete voter roll is the foundation of secure and credible elections. Although relatively uncommon in the U.S., voter registration audits are a common tool used in other democracies by legislators, election administrators, election observers, and other stakeholders to assess the overall accuracy of a voter register, and to provide the information needed for effective reforms. Voter registration audits can also provide evidence of some forms of election malpractice.

A typical audit will include an initial assessment of the registration process as defined in law and regulation; an IT-based audit of the register (if appropriate); and random sample-based surveys of voters to assess the accuracy of the register. The scope and focus of the surveys can be general, or targeted at specific aspects of the register, depending on the priorities of sponsor.

Voter registration audits are of particular interest to civil society-based election integrity organizations because, unlike other types of election audits, they can be conducted without the participation of local government or election officials.

### 7.1.1   General Voter Registration Audit

The survey portion of a comprehensive voter registration audit may include two different tests, referred to as *list-to-people* and *people-to-list*. Whether one or both tests are included in an audit would be determined by priorities and available resources.

The *list-to-people* test involves surveying a random sample of voters drawn from the voter list to determine the accuracy of the list, including the percentage of moved or deceased voters on the list. The *list-to-people* test can also reveal fraud, if voter history is included in the survey. For example, if the surveyor finds a voter has moved or died or never lived at the address, that shows error in the list; but if the same voter is listed as having cast a ballot in an election after they moved or died, that shows fraud.

The *people-to-list* test measures the proportion of eligible citizens listed on the list (comprehensiveness). For example, if you survey a random sample of 1000 citizens who would be eligible to vote, and confirm 780 are on the voter list, you have a registration rate of 78%. If you know the total number of citizens in an area who meet the age and residence requirements to vote from the census, and calculate 78% of that total, then that number should equal (within the margin of error) the total number of registered voters on the voter list.

Typically, the number of voters on the list will be greater than the number calculated from the census, because the list still includes some voters who have moved or died. The percentage over your calculated number will be the magnitude of error or bloat in the list. A well-maintained list might be just a few percent off, while a poorly maintained list could contain 50 or 100% more names than actual voters. This is important, as a bloated list can be used to facilitate fraud, and also skews turnout percentages.

A general voter registration audit with a *list-to-people* test, or both a *list-to-people* and a *people-to-list* test, would be most appropriate when the priority is to drive reform of the voter registration process.

### 7.1.2 Targeted Audit

A targeted audit is primarily focused on just one aspect of the voter list, or one period in time. A targeted audit would normally be based on the voter list, so would be a *list-to-people* test.

An example of a targeted audit was conducted in Virginia in 2021. The election commission reported weekly the names of people who had returned absentee ballots during Virginia's 45-day voting season, and after the first week an election integrity organization ran that list through commercial software to identify suspect addresses, then drew a sample from that list and sent surveyors to confirm that the submitted ballots came from qualified voters. They found that at least 5.7% of absentee ballots submitted during the first week of polling came from addresses where the voter was unknown, or was known but had moved well before the election.

A targeted audit can be conducted at any time using this method, not just during the advance voting period or for absentee ballots. A voter list with voter history is processed through commercial software that identifies a likely mismatch between the voter's listed name and address, and their actual address. A sample from the processed list is then surveyed, and the percentage confirmed as bad addresses during the election period in question can then be applied to the whole list to yield a minimum number of fraudulent votes (this is a minimum number because the commercial software may not catch all bad addresses, and because fraud may have occurred in other ways).

A targeted audit might be most appropriate when the priority is to prove that this type of fraud occurred in a previous election. This type of audit would be less effective at driving reform of registration processes than a general VRA.

### 7.1.3 IT-Based Audit

An IT audit might be an examination of the machines and processes used for voter registration, or could be a machine-run analysis or test based on available data. The list screening process for bad addresses described above is one type of IT-based audit. IT audits can be easier and cheaper to conduct, because they don't require fieldwork, but are less accurate and therefore less credible than more intensive audits; making them most useful when an overview is needed, or as part of a more in-depth audit.

Types of IT Based Audits
- Comparison of voter registry with obituaries.
  Comparison of voter history across states to detect double voting
- Compare the voter registry with census data
  Compare voter history with post-election registry to identify registrants who voted and then were purged from the list

### *7.1.4  Sampling*

Surveys or canvassing without a sampling frame can reveal the existence of errors or fraud, but not their prevalence, and consequently such surveys have less impact in driving reform than sample-based surveys. While it is slightly more difficult to survey using a robust sampling methodology, doing so will allow accurate characterization of the area being surveyed, so it is well worth the extra effort.

If it is too difficult to do a random sample of a whole state, you can use a multistage random sampling methodology. For example, a random sample of counties, then a random sample of precincts, then a random sample of voters. It's actually a bit more complicated than that, but the science is well-known, and accessible, as it is used by polling firms all the time.

Another option is to limit the size of the survey area. If the auditing organization is strong in only some parts of the state, several counties can be selected as sampling areas. For example; if you do three counties across the state, you can accurately (authoritatively) characterize the situation in each of those counties, compare and contrast results across those counties, and hypothesize about the causes of similarities and differences. This is enough for a good report and may be enough to spur reform, or further investigation.

While a limited but rigorous and representative audit is more useful than no audit, or an unrepresentative audit, a comprehensive audit is preferred is possible. A comprehensive audit provides the most possible useful data; but can also be a tool for the organization to build out and strengthen their network across the state.

## 7.2  Conducting a Voter Registration Audit

### *7.2.1  Process Map*

a. Decide what type of audit you want to do. Consider your priorities (voter list reform or revealing previous malpractice). Also consider what types of data are available.
b. Decide the area you will audit (state-wide or counties/municipalities).
c. Acquire relevant data.
d. Draft the questionnaire. Most of this should be off-the-shelf, with minor changes based on priorities and local conditions. While drafting questionnaire, also do an outline of the report. This will help ensure your questionnaire captures the information you need for your report.
e. Draw the sample.
f. Test the questionnaire
g. Build questionnaire app for iPad or cellphone (primarily off-the-shelf)
h. Recruit and train enumerators/canvassers.
i. Field work and data collection.
j. Analysis and report.
k. Develop recommendations.
l. Present report (press, radio, TV, election commission, executive and legislative branches, and judicial branch/law enforcement if significant violations have been found).

### 7.2.2   General Voter Registration Audit

Sample – Either households or individual voters. If households, could any registered voter be the respondent or do we need something like a kish grid? Timing? How do we manage "no one home" or "voter not home"? I think we will probably just have to over-sample, and record limitations in the methodology.

Draft Questionnaire

    *a.* Does the address exist?                     Y/N     if Y, go to next field, if N, record and end

    *b.* Did someone respond to the knock?        Y/N     if Y, go to next field, if N, record and end

    *c.* Can I speak to X?                        If home, wait. If not home, ask any inhabitant

    *d.* Did you, or anyone else present now, live here during the fall of 2020? (if no, end)

    *e.* I'm checking the accuracy of the voter roll, which lists the following people as registered voters at this address (show list). Can you tell me if they lived here during the fall of 2020?

         Responses:     don't recognize
                        Yes, lived here
                        Used to live here, but moved before period in question
                        Died

    *f.* I don't want to know who you voted for, but can you tell me, did you vote in 2020?

This questionnaire should yield percent of voters on the list who have moved or died or are unknown at the address (error in the list), and (if we have voter history) the percent of fraudulent votes cast in the missing voters' names.

### 7.2.3   Targeted Voter Registration Audit

The exact shape of a targeted audit would depend on specific local priorities, but one similar to that done in Virginia could be conducted by screening the relevant voter register to identify voters that likely did not live at the listed address, but were shown as having voted in the last election. This set would be potential fraudulent votes. A representative sample of these addresses would then be canvassed to verify information and collect affidavits.

In the 2021 Virginia statewide elections, the IT-based audit suggested 7.5% of absentee ballots submitted in the first week of polling came from suspect addresses, and that was further refined to 5.7% though canvassing. This formed the floor for fraudulent votes, as the initial screen likely missed some people that moved or died, as it incorrectly identified some who had not moved. If fraud occurred throughout the polling period at a similar rate, it would have totaled about 19,000 fraudulent votes.