

DeKalb County Election Commission

What do we do in years with NO
ELECTIONS?



This is what most people think we do! >>



This is what we really do!



NOT REALLY!!

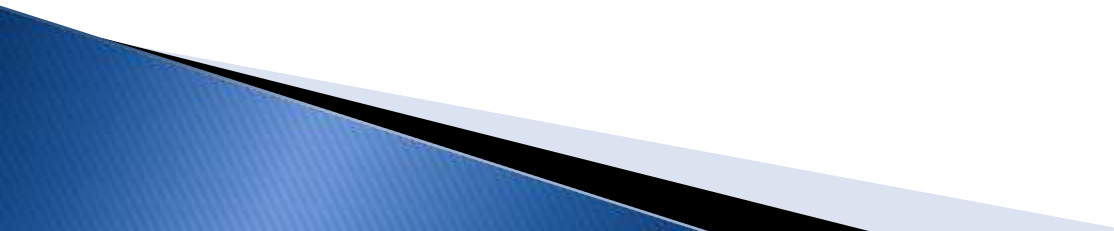
But we do spend time preparing &
strategizing!



This is what we do!



**Elections are the
culmination of actions
taken each & every
day in preparation
for one day or 1 event!**



**EVERY SUCCESSFUL
ENDEAVOR IS BUILT ON A
SOLID FOUNDATION!**



Foundation for Elections:



Voter Registration is the foundation– an accurate voter roll is crucial in making sure that all eligible voters participate in an election.

VOTER REGISTRATION

These are activities we do everyday to ensure the accuracy of our voter rolls

- Verification/Confirmation Process
- Compare Lists:
 - Death
 - Duplicate SSN
 - Registrations in other states
- New Registrations
- Duplicates
- Name Changes
- Address Changes
- Requests for Removal
- Voter Central Software

Verification/Confirmation

- This is a process that occurs every two (2) years.
- Voters with no activity (have not voted or had any contact with our office) for two (2) federal elections are identified.
- These voters are contacted by mail.
- If no response, they are made inactive.
- If no activity for two (2) additional federal elections, they will be removed from the rolls.

This process helps to identify voters that move, but fail to notify us of that move.

State Compare Lists

- Voter Registration in Another Tennessee County
- Death Notices
- Duplicate SSN's
- Registration in other states

Every county in Tennessee receives these notices of voter registration changes daily.

For example, if a person moves from DeKalb County to Warren County, we receive notification that the person registered in another county-this allows us to remove them from our rolls in DeKalb County.

Voter Central Software

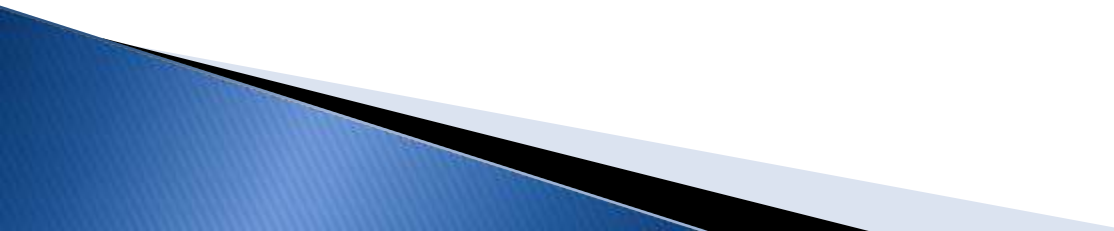
This plays an integral part of accurate voter roll's. This is the software we use to enter and maintain voter registrations. These are processes that are done everyday:

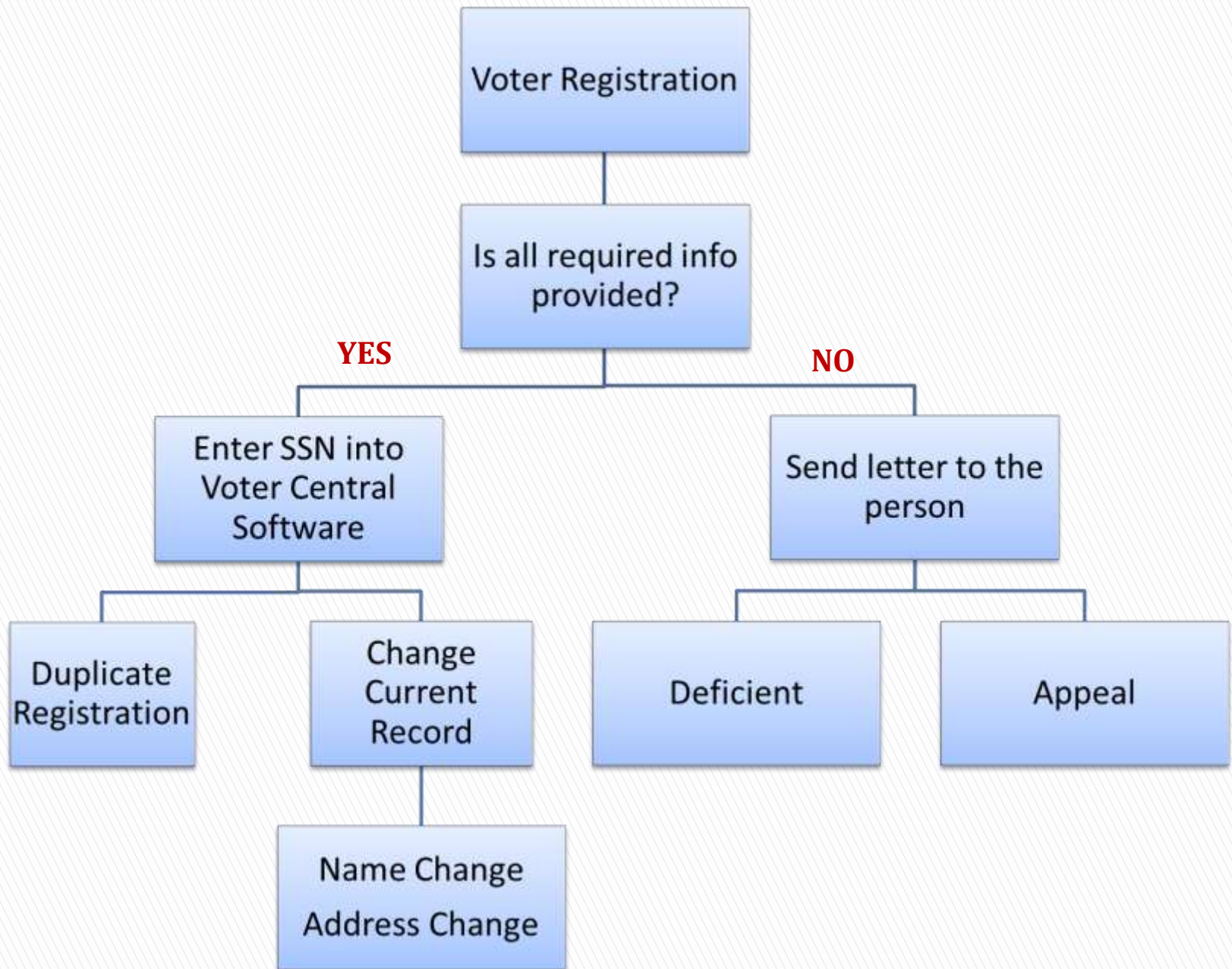
- ☐ New Registrations
- ☐ Duplicates
- ☐ Name Changes
- ☐ Address Changes
- ☐ Requests for Removal

VOTER REGISTRATION STEPS

The voter registration form you complete and send to us is processed when it is received. Voter registration forms are carefully checked to ensure that everyone registered is eligible to vote in DeKalb County and is registered in the correct precinct and districts.

In addition to processing new forms, we process duplicate registrations, change of addresses, change of names and all the compare list changes received daily.






Election Preparation



Preparing for Election Day is an ongoing activity involving:

- Election Equipment
 - Election Software
 - Election Supplies
 - Election Forms
- 

VOTING EQUIPMENT

❖ Maintenance

Our voting machines were recently upgraded and any maintenance work required completed.

❖ Secure Storage

All of our voting machines are stored behind locked doors.

❖ Programming

Voting machines are programmed specifically for each election. The preparation and programming is time consuming and detailed.



ELECTION SUPPLIES

Look around your polling place next election and notice all the supplies required.



Seals
Locks
Signs
Provisional Boxes
Tags
Badges
Envelopes
Folders
HAVA Supplies
Electrical Cords
Surge Protectors
Cones
Manuals
Provisional Manual
Failsafe Manual
Sample Ballots



ELECTION FORMS

These forms provide the records required by law and by our office to ensure every eligible vote that is cast counts.

Assistance Forms
Certification
Forms
Payroll Forms
Photo I.D. forms
HAVA Signs
Complaint Forms

CERTIFICATION FORM—Machines & Ballot Box

PRECINCT #: 1-1

PRECINCT NAME: St. Stephen

Election: Federal & State General & Municipals

November 6, 2012

MACHINE CERTIFICATION:

We, the undersigned, certify that said seals, protective & public count numbers are the same as the numbers certified by the voting machine technicians for these voting machines; and, that a copy of the zero tapes for these machines are placed into the **Election Night Envelope**.

CERTIFICATION FOR iVotronic VOTING MACHINES: OPEN of POLLS

iVotronic MACHINE #	PROTECTIVE COUNT #	PUBLIC COUNT #	DOOR SEAL #	TERMINAL SEAL #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PROVISIONAL BALLOT BOX CERTIFICATION: OPEN of POLLS

We, the undersigned, certify that upon receiving the Provisional Ballot Box for this precinct, that said numbers are the exact seal numbers recorded by the members of the Wilson County Election Commission. (Poll Workers must cut **green** flap seal to open slot in ballot box for Provisional Voting and depositing of any voter registration forms.) Place seal into the **Election Night Envelope**.

REPUBLICAN (Blue)		DEMOCRAT (White)		FLAP (Green)
Lock #	Seal #	Lock #	Seal #	Seal #

**OPEN SIGNATURE OF
PRECINCT MEMBERS**

Candidates



We Provide the Candidates with Their Petitions

Petition Packets Include:

Election Calendar

Guidelines

Qualifications for Office

Campaign Finance Info

Financial Disclosures

Purchasing Voter Lists



FINANCIAL DISCLOSURES

Candidates and elected officials are required to file financial disclosures periodically during elections and in years when there are no elections. Our office receives the completed reports and files them. All filed disclosures are open to public inspection.

Our Greatest Asset

POLL WORKERS

**without them
elections could
not be held!**



Poll Workers Are Our Greatest Asset

Poll Workers are dedicated DeKalb County Voters that willingly train and work long hours on Election Day to make every election in DeKalb County continue to run smoothly.

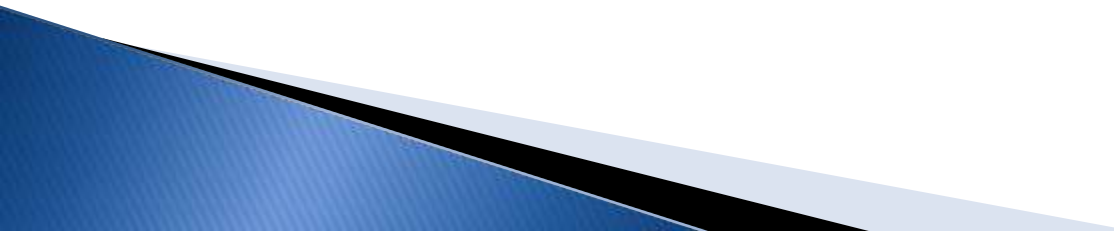
Continually recruiting and training Poll Workers is a top priority in DeKalb County.



POLL WORKER RECRUITING

Recruiting Poll Workers is an priority for us. We encourage individuals who are interested in serving to complete the application found on our website.

We invite civic, school and other eligible groups to partner with us.



POLL WORKER TRAINING

Training is the key to our Poll Workers being confident and competent on Election Day. DeKalb County offers a variety of training opportunities.

CLASSROOM- Poll workers are required to attend a training class prior to election day (or early voting) .

THE PROCESS- Election workers

THE BIG DAY- ELECTION DAY

ELECTION DAY:

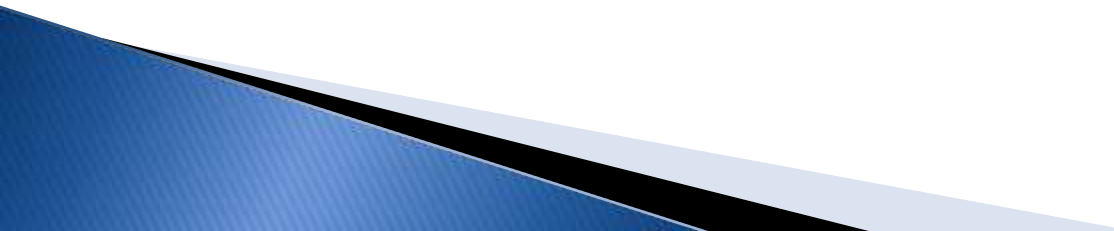
The day that everyone remembers- the culmination of all of the other parts.



At every level of the Election Pyramid these factors are involved

- ❖ Financial Management
- ❖ Security
- ❖ Voter Education
- ❖ Public Information

The mission of the DeKalb County Election Commission is to ensure the integrity of every vote cast in DeKalb County by administering election law and procedures equally and fairly to all, by providing the most efficient, accurate and secure election process possible , and, in all our endeavors, to exceed the expectations of the voters, taxpayers and citizens of DeKalb County in accountability and competence.



Questions?? More Information



615-597-4146 dekalbelections@dtccom.net

