National Council of Jewish Women

Promote the Vote, Protect the Vote Resource Guide

Election 2008

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Introduction: Promote the Vote, Protect the Vote 2008

This year marks the 88th anniversary of the 19th Amendment to the Constitution – granting women the right to vote. Our foremothers in NCJW played a role in winning that cherished right for women. Decades later, NCJW advocates fought hard for the historic Voting Rights Act to end discrimination in voting and, more recently, NCJW supported legislation to remove barriers to voting through the Help America Vote Act. Throughout our history, NCJW has understood that voting is the cornerstone of our democracy.

Add to that legacy of action, a legacy of service in promoting the vote through voter registration, education, and get-out-the-vote activities in communities nationwide. During this critical election year, NCJW is renewing and enhancing its Promote the Vote project and launching Promote the Vote, Protect the Vote – an initiative to ensure that every eligible voter is able to vote and to ensure that every vote cast is counted.

This Promote the Vote, Protect the Vote Resource Kit includes planning tips, activity ideas, resources, and information to help you make a difference in the upcoming election in keeping with the rules that govern NCJW’s status as a 501 (c)(3) tax-exempt organization.

The NCJW Washington office can provide additional resources and technical assistance to you as you undertake this initiative. Because of our tax status, NCJW is subject to restrictions and rules for our election-related efforts. As a result it is important that any Promote the Vote, Protect the Vote activities be vetted with the Washington office to ensure that they are in keeping with our 501 (c)(3) status. Contact: Debbie Stillman at debbie@ncjwdc.org or 202 296 2588 x 2.

Please let us know what you are doing in your community to Promote the Vote, Protect the Vote in election year 2008!
Table of Contents

Introductory Materials
► Introduction
► Q & A on NCJW’s 501(c)(3) Status

Promote the Vote
► Promote the Vote, Protect the Vote Activity Timeline
► Promote the Vote Activity Ideas
► Guide to Voter Registration
► Election Day: Get Out The Vote (GOTV)
► Creating Candidate Forums, Questionnaires, and Voter Guides
► Tips on Building Partnerships: Coalition-Building Dos and Don’ts
► Absentee Voting and Accessibility
► Poster to Display at Events

Protect the Vote
► Election Day Protect the Vote Activities
► Understanding and Applying the Help America Vote Act (HAVA)
► Ensuring Enfranchisement
► Guarding Against Obstacles to Voting on Election Day
► Know Your Rights: Poster for Distributing

Resources
► Contact Information for Every State Board of Elections
► Guide to Additional Resources
NCJW is a 501(c)(3) tax-exempt non-profit organization, as determined by the Internal Revenue Service. While this status allows tax advantages for organizations such as NCJW, it also limits the political activities of the organization. Here are some frequently asked questions and answers regarding permissible activity by NCJW and its sections during an election year. All election-related activities should first be cleared with the NCJW Washington office.

Can NCJW sections or members endorse a candidate or party? No, only as private individuals can NCJW members endorse. Their role in NCJW must be completely distinct from any personal activity endorsing, supporting, or promoting a candidate or party.

Can NCJW endorse or work for or against referenda or ballot initiatives? Yes, we can get do advocacy for issue-related measures, and sections are encouraged to do so.

Can NCJW encourage members to vote for candidates with certain views? No, telling members to vote for candidates who are “pro-choice” or “supportive of Israel” (for example) is similar to endorsing an individual candidate directly.

Can NCJW do candidate questionnaires? Yes, but with restrictions. NCJW must:
► Distribute the questionnaire to every candidate.
► Ask a broad range of unbiased questions.
► Print responses exactly as received from the candidates without edits, editorial comment, and without stating NCJW’s views.

Can NCJW host candidate forums? Yes, with restrictions. NCJW must ensure that:
► All candidates are invited to participate.
► A broad range of unbiased questions are asked.
► Candidates do not solicit contributions.
► NCJW’s views on the issues are not mentioned or available in writing at the event.

What if one of the candidates cannot attend or does not respond to a questionnaire? First, ask that candidate to send a campaign representative to participate in the forum. If they do not, and only one candidate is left to attend the forum, you must cancel. In the case of questionnaires, make it clear that you received no response from a candidate. Again, if only one candidate provides answers, you should cancel the questionnaire. In the case of a multi-candidate race where some participate and some do not, please contact the Washington office to determine next steps.

May we invite someone who is running for office to speak? It is safer not to invite candidates to speak even at programs unrelated to elections. If, however, you do invite a candidate to speak as an expert on an issue or as a sitting public official, make it clear to the invitee that he/she must not refer to their candidacy or electioneer in any way. Clarify in your program that the appearance does not constitute a political endorsement.

In what sort of election activities is NCJW allowed to participate? NCJW members can and should engage in voter registration, conduct public education and trainings about participation in elections, initiate get-out-the-vote drives that are directed at all voters irrespective of their views or party, and publish voting records if guidelines are observed.

Are there restrictions on publishing voting records? Yes. NCJW must:
► Include the entire legislative body/delegation.
► Ensure that a broad range of issues is covered.
► Limit distribution of the voting records to NCJW members if the publication states NCJW’s positions on issues and compares those positions with the candidates’ votes. Under no circumstances should it be distributed to the general public.

What are some basic tips when planning election activities?
► Always include all candidates.
► Never state positions or editorialize on any questions asked of candidates.
► Present a broad and varied array of questions.
► Never endorse or oppose a candidate or party.
► Make sure your presentation is unbiased.

Do I need approval for election-related activities? Yes, please contact the NCJW Washington office at 202 296 2588 or action@ncjwdc.org to have your activity or event approved.
Promote the Vote, Protect the Vote Activity Timeline

Planning is everything! Here’s a suggested plan and timeline for your Promote the Vote, Protect the Vote involvement. On the other side of this page are some suggested activities. As your section determines its plan for participating in Promote the Vote, Protect the Vote, adapt this timeline for your unique needs, complete with concrete deadlines and goals as you prepare for the election.

Months in Advance
► Identify a group of interested individuals within your section to take the lead on planning and implementing Promote the Vote, Protect the Vote.
► Seek out potential community partners – other 501 (c)(3) groups – to collaborate with or join in an existing local effort working to promote and protect the vote.
► Assess and gather the resources you will need – funds, volunteers, etc.
► Decide on your strategies – selecting activities that will attract volunteer participation and that are appropriate for your community (see the back of this page for list of ideas).
► Begin to gather and develop the materials you will need for your activities (leaflets for canvassing, phone bank scripts, press releases, candidate questionnaires, voter registration forms, etc).

45-60 Days before the Election:
► Recruit, organize, and train volunteers to phone bank/canvass (a good opportunity to engage new individuals).
► Reach out to local press for coverage of your activities.
► Hold a candidates forum and release the candidate questionnaire.
► Bring voter registration forms to all section events and activities.
► Remind section members and those you have registered, about the absentee voting deadlines in your state.
► Recruit, organize, and train volunteers for Election Day activities.
► Line up “in-kind” donations of staff, office space, phones, and food for Election Day volunteers.
► Remind absentee voters to request absentee ballots (depending on the timeline in your state for such requests).

Weeks Immediately Before Election
► Organize a phone tree, ensuring that you contact every member of your section to make sure that they get out to vote.
► Assign roles for Election Day volunteers.
► Do final rounds of canvassing, phone banking, and leafleting.
► Coordinate transportation to take people who need rides to the polls on Election Day.
Promote the Vote Activity Ideas

There are many ways to promote the vote – by registering voters, educating them, and getting them to the polls. When planning your efforts, remember the rules that govern NCJW as a 501 (c)(3) tax-exempt organization. You can’t tell people to vote for a specific candidate, a specific party, or even a specific ideology, but you can emphasize the importance of participating in the democratic process by voting. A successful get-out-the-vote (GOTV) campaign takes hard work but can make a significant impact. Here are some ideas for activities in which you might engage:

Canvassing to Get Out the Vote
Face-to-face contact has proven to be the most effective tool in registering voters and reminding them to go to the polls. Here are some tips for successful canvassing.

► Produce and distribute non-partisan leaflets reminding people when and where to vote.
► Train volunteers who will be canvassing on messaging and procedure and the do’s and don’ts for non-partisan organizations.
► Produce and distribute maps of your neighborhood to canvassers.
► Wear comfortable shoes and NCJW-branded items to increase visibility.
► Bring voter registration forms, a clipboard, pens, and pencils with you.
► Follow state regulations on registering voters and become a registrar if required.
► Make sure to carefully document where you have gone and whom you registered to avoid duplicating efforts and to ensure you can follow-up closer to Election Day.

Phone Banking to Remind People to Vote

► Create a brief, non-partisan sample script for those phone banking.
► Use an office with multiple phone lines so several volunteers can phone at once.
► Train volunteers about 501 (c)(3) rules and record-keeping beforehand.
► Keep track of whom you have contacted in case they need transportation to the polls.
► Organize a phone tree in your section to remind people to vote on Election Day, asking each NCJW member to make additional calls to their friends and family.

Voter education events

► Organize a candidates forum.
► Create candidates questionnaires.
► Identify 501 (c)(3) partners to work with on a forum or questionnaire.
► Prepare press releases or media kits around large events like forums.
► Have voter registration forms at NCJW and other visible community events.
► Hold registration drives regularly in visible public places like high schools, community fairs, and supermarkets.

Transportation to the Polls

► Recruit available drivers for Election Day – preferably owners of vehicles with larger capacities (without partisan bumper stickers!).
► Identify areas/populations that may need rides (i.e. disabled and elderly voters) and publicize your service.
► Prepare maps and lists of poll locations and pick-up sites as well as a way for drivers to keep track of whom they drive to the polls.
► Create non-partisan, NCJW-branded posters or vehicle decorations reminding people to vote and notifying them of a number to call to request a ride to the polls.
► Remind volunteer drivers that they must be non-partisan and cannot discriminate against anyone based on that person’s expressed candidate/political party preference.
Guide to Voter Registration

Registering voters is the first step in promoting the vote. Non-partisan organizations like NCJW can easily undertake this important activity without jeopardizing our tax-exempt status. Each new voter registered strengthens our democracy. You can plan elaborate voter registration drives or events or simply make registration forms available at section meetings and events.

With the recent development of the National Mail-In Voter Registration Form, registering voters has become a more standardized and somewhat easier process on the national level; however, it is extremely important that the form be filled out accurately according to the specific rules of your state. Pay particular attention to deadlines—only a handful of states allow same-day voter registration. In the majority of states, you must register to vote between 10 and 30 days before the date of an election.

The National Mail-In Voter Registration Form

► Download the National Mail-In Voter Registration Form from the US Election Assistance Commission’s website: www.eac.gov/voter/. All states (except New Hampshire, Wyoming, and North Dakota) permit the use of this standard form as a valid means of voter registration

► Make sure to read the instructions carefully, particularly the state-specific instructions located in the downloadable application packet. Each state’s specific registration policies vary, as in the examples below:

► Item 6 – ID Number: Every state requires some form of ID, but the specific requirements vary as follows:
  ▪ States requiring a full Social Security Number (SSN): AL, DE, GA, HI, KY, NM, OH, SC, TN, VA
  ▪ States requiring the last four digits of SSN: KS, MO
  ▪ States requiring the last four digits of SSN and driver’s license number: CO, OK, UT
  ▪ States requiring driver’s license number or state ID: AZ, AR, CA, CT, DC, FL, ID, IL, IN, IA, LA, MA, ME, MD, MI, MN, MS, MT, NE, NJ, NY, NC, OR, PA, RI, SD, TX, VT, WA, WV, WI

► Item 7 – Choice of Party: In many states, you must register with a party in order to vote in that party’s primary election, caucus, or convention
  ▪ States that do not require advance party registration in order to vote in primaries: AL, AK, AZ, CA, GA, HI, ID, IL, IN, IA, MA, MI, MN, MS, MO, MT, NJ, OH, SC, TN, TX, UT, VT, VA, WA, WI

► Item 8 – Race or Ethnic Group: Few states require this information, and it can never be used to deny registration
  ▪ States that require or request this information: AL, FL, GA, LA, SC, TN
► Item 9 – Signature: Before you submit a voter registration form, you must swear/affirm to certain facts, which vary widely from state to state. *Note: You must contact your state or local officials to find out the rules in your state. They will also be able to give you the mailing address for this form

► Proof of Identification: If you are registering to vote for the first time in your jurisdiction and are mailing this registration application, you may be required to provide proof of identification the first time you vote
  ▪ The list of acceptable documentation includes: a copy of a current and valid piece of photo identification or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address in the jurisdiction

Resources for State-Specific Information
Several organizations devote time and resources to monitoring specific state requirements and deadlines for voter registration. Please visit any of the following websites for reliable information on individual state policy

► Declare Yourself: A national non-partisan, non-profit campaign to empower and encourage every eligible 18-year-old to register and vote in the presidential primaries and 2008 presidential election.
  www.declareyourself.com/voting_faq/state_by_state_info_2.html

► Rock the Vote: A non-profit, non-partisan organization, founded in 1990 in response to a wave of attacks on freedom of speech and artistic expression.

► Project Vote Smart: A non-partisan, non-profit organization that brings citizens of all backgrounds together to defend democracy.
  http://www.votesmart.org/voter_registration_resources.php

► Your State’s Board of Elections: See the enclosed list of the website and contact information for every state’s Board of Elections
Election Day: Get Out the Vote (GOTV)

Election Day is the culmination of all of your work to promote the vote, and it is the most crucial day of all! On Election Day, efforts turn to get out the vote. Use the list of individuals you registered or reached out to in the months before as a starting point for get-out-the-vote activities. Here are some Election Day ideas.

► **Phone Banking**
As you canvass, phone bank, and hold registration drives in the weeks and months leading up to the election, maintain a list of individuals whom you have helped register to vote. Set up a phone bank to contact these individuals as well as your own membership to remind them that it is Election Day, and the polls are open. Make sure you provide your callers with a list of polling locations and voting hours, so that they can give people specific instructions on where to vote. These calls might also be made the night before Election Day.

► **Door-to-Door Canvassing**
Identify neighborhoods that typically have low voter turnout. Send volunteers to knock on doors to remind people to go to the polls. Again, make sure that you can provide anyone who asks with accurate polling information. Create flyers with this information to leave at houses where no one is home.

► **Transportation to the Polls**
In the weeks and months leading up to the election, volunteers should be identifying those voters who will need transportation to the polls. On Election Day, ensure that these voters get to the polls. Be sure to: advertise a central phone number that voters can call if they need a ride on Election Day, keep track of each individual whom you are driving, identify the vehicle as one being used for a non-partisan get out the vote effort, and remember that you must take any voter regardless of party affiliation or candidate preference.

► **Go Get Out the Vote!**
With proper planning and committed volunteers, your Election Day GOTV efforts will be fruitful, rewarding, and fun. By the time the polls close, you will have the satisfaction of knowing that you have helped people in your community participate in the democratic process by casting a ballot.
Creating Candidates Forums, Questionnaires, and Voter Guides

Educating voters about where every candidate stands on various issues is an important community service that NCJW sections can provide. As a result of our status as a 501(c)(3) tax-exempt organization, it is essential that NCJW plan candidates forums and craft questionnaires and voter guides with the utmost care. Here is a guide to how to undertake this important voter education.

Planning Candidates Forums
Candidate forums provide an excellent opportunity for constituents to hear the views of candidates running for office. For the candidate, such events provide a chance to address the concerns of a community in a fair and open setting. Holding a forum shows the candidates that community members care about the issues and want to be informed voters. It also demonstrates that NCJW cares about educating voters. Candidates forums should be viewed as a great opportunity to work with other organizations, raise your section’s profile with the media, recruit new members, keep current members engaged, and most of all, help to inform voters.

Do:
► Invite all viable candidates for an office. Even if all are invited, there is a risk that the event could appear partisan if some candidates refuse to participate. If only one candidate agrees to attend, you should cancel the forum.
► Pick an accessible and neutral location – the location must not be selected for political reasons.
► Use an independent moderator so that the rules of the forum don’t favor any one candidate over another.
► Compile a list of fair questions. Questions should address a broad range of issues and should not suggest the response the forum sponsor prefers. Questions should not be selected to show particular candidates in a better or worse light. (This doesn’t mean they can’t be controversial, but it does mean you might want to consult with other 501(c)(3) organizations to ensure your questions are broad and unbiased.)

Don’t:
► Invite only the candidates with whom you agree.
► Select a location designed to intimidate a particular candidate.
► Indicate support for or opposition to a particular candidate.
► Use the forum as a political fundraiser or allow others to do so.
► Give any indication of NCJW’s views on issues so as not to prejudice the forum.

Crafting Candidates Questionnaires
Like the candidates forum, the candidates questionnaire is a valuable tool to help ensure that the NCJW membership, as well as the general community, is informed about the views of those running for office. A questionnaire, which must cover a broad range of issues that candidates would address if elected, provides an opportunity for all candidates to make their positions known.

Do:
► Invite all candidates, regardless of party affiliation, to complete the questionnaire.
► Include a deadline for completion of the questionnaire, maximum word count for answers, information about where candidates should send responses, and an explanation of how the questionnaire will be used i.e. printed in a local newspaper, online, or in an NCJW section bulletin.
► Verify that all candidates have received the questionnaire and provide a reasonable amount of time for them to respond.
► Compile a list of neutral, unbiased questions on a variety of issues. NCJW resolutions are a useful tool in selecting issues your questionnaire will address.
► Print answers in their entirety unless they exceed the previously established word limit.
► List all candidates and indicate if he or she did not respond to the questionnaire or to a particular question.

Don’t:
► Include only the candidates with whom you agree.
► Write biased questions that reflect approval or disapproval of a particular candidate’s position or give a hint as to NCJW’s bias.
► Highlight any one question or the response of any one candidate.
► Ask only yes or no questions without allowing for an explanation.
► Compare candidates’ positions to NCJW’s positions on the issues or state NCJW’s position anywhere near where the questionnaire will be published.

Writing an Informative Voter Guide
A voter guide is a voter education tool that offers a “one-stop-shop” for information about how every candidate stands on various issues. By compiling voting histories, responses from a candidate questionnaire, and candidate position statements in one place, the voter guide is a great way to educate the public and makes it easy for voters to compare candidates’ positions on important issues.

Do:
► Include all viable candidates’ positions, regardless of party affiliation.
► Cover a broad range of issues that the candidates would address if elected.
► Describe the issues using unbiased, neutral language that does not hint at NCJW’s positions.
► Use only positions that are in the candidates’ own words in response to a question or are described in a neutral, unbiased, and complete manner.

Don’t:
► Include only the candidates with whom you agree.
► Highlight only a narrow set of issues.
► Use biased language to describe the issues or the candidates’ responses.
► Edit candidates’ statements.
► Compare candidates’ positions to NCJW’s positions on the issues or put NCJW’s positions anywhere in the guide.
Tips on Building Partnerships: Coalition-Building Dos and Don’ts

Efforts to promote the vote can be amplified through partnerships with local and national groups who share NCJW’s goal of ensuring broad participation in the electoral process. Coalitions unite a group of individuals and/or organizations with a common interest who agree to work together toward a common goal. An election year provides an opportunity to seek out new partners. The effectiveness of your promote the vote efforts can go hand-in-hand with building trust and working relationships with organizations and individuals with whom you may not typically work.

Getting Started:
- Investigate whether there are existing nonpartisan coalitions working to promote and protect the vote. Don’t reinvent the wheel!
- Contact interested 501 (c)(3) organizations to invite them to participate in your Promote the Vote, Protect the Vote activities.
- Follow up written invitations with personal phone calls.
- Build on connections you already have.
- Develop a plan with coalition members and implement, monitor, and adjust the plan together.

DO:
- Use activities to build working relationships with other organizations. Just make certain the effort is nonpartisan. Participating organizations and individuals cannot make any statements in support of or in opposition to any particular candidate or party, or participate in any other activity designed to reflect a preference or recommendation for any political candidate or party.
- Use available resources. Before creating something from scratch, check out the resources included and/or referenced in this guide or those available from other agencies or groups.
- Be inclusive and participatory. Work at making the coalition a group in which anyone in the community will feel welcome.
- Acknowledge diversity among your members. Your coalition may represent a diversity of opinion and types of members. Make sure to take everyone’s opinion and restraints into account and to use diversity as a spur to discussion, rather than a source of division.
- Communicate. Open communication will assure that no one feels left out of the loop, and that everyone has the information necessary to make coalition efforts successful.
- Set concrete, reachable goals. Achieving reachable goals can help a coalition develop the strength and motivation to pursue and achieve longer-term goals.
- Be realistic and keep your promises. If you’re not sure you can do it, don’t say you will. If you say you will, be sure you do.

DON’T:
- Work in partnership with parties, candidates, or other more political organizations such as 501(c)(4) advocacy organizations. If working with a 501(c)(4) organization, or a 501(c)(3) organization that also has a 501(c)(4) component, be absolutely certain that the activity will be conducted in a nonpartisan fashion.
- Reinvent the wheel. One of the benefits of working in coalition is that you can share the resources of your partners. Save time and money by taking advantage of your partnerships.
- Give the impression of partisanship. Be careful not to allow your efforts to be timed in such a way as to appear to coincide with politically significant events in a particular candidate’s campaign.
Absentee Voting and Accessibility

Promote the vote by educating people about their rights when it comes to absentee voting. Protect the vote by ensuring that these rules are followed in your community.

Federal and state law requires every city and township to provide accessible registration and voting locations for voters who are disabled or otherwise unable to get to the polls.

If you are unable to get to the polls on Election Day, you may vote by absentee ballot. Any registered voter, for any of the following reasons, is eligible to cast an absentee ballot:

► Students, their spouses and dependents residing with them
► Members of the Armed Forces, Merchant Marines, Red Cross, USO, government employees, their spouses and dependents residing with them
► Workers who for reasons of employment will not be able to vote on Election Day
► Physically disabled persons
► Persons on vacation
► Persons age 65 or older
► Persons admitted to the hospital as emergency patients on Election Day or at least four days prior to the election
► Persons with a death or funeral in the family within three days before the election
► Persons confined to a jail or pre-trial facility pending disposition of arrest or trial
► Persons attending sick or physically disabled persons
► Persons who cannot vote at the polls due to religious beliefs.

These are only some of the criteria for obtaining absentee ballots. Each state has its own requirements for absentee voting and provides information on how to obtain an absentee ballot. Use the resources listed below to learn your state’s procedure for casting a vote by absentee ballot.

Resources for More Information on Absentee Voting

► State-by-State Guide to Absentee Voting to identify each state’s requirements for absentee voting and access related forms or applications visit: www.iop.harvard.edu
► Federal Voting Assistance Program for Uniformed Services members and overseas citizens http://www.fvap.gov/
Our voter registration services are available without regard to the voter’s political preference

Information and other assistance regarding registering or voting, including transportation and other services offered, shall not be withheld or refused on the basis of support for or opposition to particular candidates or a particular party.

The posting of this notice is required by the Federal Election Commission

NCJ

National Council of Jewish Women
Election Day Protect the Vote Activities

Election Day is the culmination of all the hard work you will have done to promote the vote. But as essential as this work is, strong voter turnout is not enough to ensure that the democratic process will work. It is also essential that we ensure that every vote counts and that everyone who is eligible to vote is able to do so. Consider the following options for protecting the vote on Election Day:

Be a poll worker
▶ Sign-up to be a poll worker through your local government, US Election Assistance Commission, the National Association of State Election Directors, or coordinate with national organizations like People for the American Way. Often, poll workers are required to participate in a short training so be sure you sign up well before Election Day.
▶ Prepare yourself with the tools in this packet and additional resources recommended – your knowledge of permissible and impermissible election activity may be critical to voters in your community.
▶ Be prepared with contact information for your local election commission and watchdog groups so that you can help individual voters contact the right authorities or legal counsel if they are intimidated, harassed, kept from casting their ballot, or if you observe a poll worker make an error that nullifies a ballot.

When you’re working at the polls, it is essential that you:

Are informed
▶ Review the materials provided in this packet about the Help America Vote Act, enfranchising traditionally disenfranchised communities and protecting against and reporting problems at the polls.
▶ Make sure to bring the one-pager in this section entitled “Guarding against Obstacles to Voting on Election Day” with you to the polls. Use the one-pager as a quick reference for some of the more common barriers to voting and who to call if you observe an act of voter intimidation or other problems.

Remember to vote!
▶ If you are volunteering at a polling place beyond your own precinct or working in your neighborhood as a driver or canvasser, make sure you schedule time for yourself and the volunteers you are coordinating to go and cast your ballots. If you know you won’t have time, consider casting an absentee ballot prior to Election Day or participate in early voting if it is available in your state.
Understanding and Applying the Help American Vote Act (HAVA)

The Help America Vote Act (HAVA) was enacted in 2002 to give voters across the country basic rights and protections to cast a ballot and have their vote count. Prior to HAVA, most election matters were left up to the states and localities to regulate, except where elections were subject to the Voting Rights Act as a result of past discrimination. HAVA is very comprehensive, addressing many facets of election law. Some aspects that may help shape your sections’ efforts to protect the vote are explained below. To view a copy of the full bill text, go to http://www.fec.gov/hava.

HAVA includes these basic rights for every voter:
► The right to verify (in a private and independent manner) their vote before their ballot is cast and counted;
► The opportunity (in a private and independent manner) to change the ballot or correct any error before the ballot is cast and counted, including the opportunity to correct the error by using a replacement ballot if the voter was otherwise unable to change the ballot or correct any error.
► If the voter accidentally selects more than one candidate for a single office:
  ► The right to be notified by election officials that he or she has selected more than one candidate for a single office on the ballot;
  ► The right to be notified by election officials before the ballot is cast and counted of the effect of casting multiple votes for the office;
  ► The right to have a chance to correct the ballot before the ballot is cast and counted.

To comply with HAVA, any state or jurisdiction that uses a paper ballot voting system, a punch card voting system, or a central count voting system, including mail-in absentee ballots and mail-in ballots, is required to:
► Establish a voter education program specific to that voting system that notifies each voter of the effect of casting multiple votes for an office;
► Provide the voter with instructions on how to correct the ballot before it is cast and counted, including instructions on how to correct the error through the issuance of a replacement ballot if the voter was otherwise unable to change the ballot or correct any error.
Ensuring Enfranchisement

The right to vote has not been applied equally in every community, county, and state in our country. The history of our nation is blemished by incidents of systematic voter disenfranchisement. As we engage in our protect the vote efforts to safeguard against the practice of exclusion, it is helpful to be aware of some of the specific rights provided for in HAVA, which focus on all-too-frequently disenfranchised communities.

Voters with Disabilities
► Under HAVA, any voting system must be accessible for individuals with disabilities, including non-visual accessibility for the blind and visually impaired, in a manner that provides the same opportunity for access and participation (including privacy and independence) as for other voters.
► According to HAVA, every polling place must use at least one direct recording electronic voting system or other voting system equipped for individuals with disabilities.

Language Minority Voters
Under HAVA, a voting system must provide alternative language accessibility as specified in the Voting Rights Act of 1965, which covers jurisdictions meeting certain criteria regarding non-English speaking voters. The Voting Rights Act states that:
► Whenever any state or political subdivision covered by the Voting Rights Act provides any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots, it shall provide them in the language of the applicable minority group as well as in the English language.
► If the predominant language is historically unwritten, the State or political subdivision may instead furnish oral instructions, assistance, or other information relating to registration and voting. Contact your local board of elections to determine regulations associated with voter assistance.
Guarding Against Obstacles to Voting on Election Day

Volunteering at the polls on Election Day is a great way to help strengthen and safeguard the rights and liberties at the core of our democracy. You also empower others in your community by ensuring that their right to vote is protected. Review this sheet before you go to the polls on Election Day to be aware of problems you may encounter. These are just examples, and you should use the resources listed at the bottom of this page if you see anything of concern.

Warning Signs of Voting Obstacles
► Excessively long wait to vote: Voters have reported waiting in line for as long as three hours before they could vote.
► Equipment malfunctions: Poll workers have encountered machines that fail to tally, record, or retrieve voter data.
► Delayed opening of the polls: Polls have failed to open on time due to late arrival of ballots or personnel.
► Polling places that are inaccessible to people with disabilities
► Voters leaving without voting: Long lines, insufficient ballots, machine malfunctions have all resulted in voters leaving the polls without having had the chance to vote.

Resources to Help Address Obstacles:
► To find out whether formerly incarcerated people can vote in your state, contact the American Civil Liberties Union (ACLU)
► To locate your polling place and find out what type of identification is required, contact the National Association of Secretaries of State
http://www.nass.org
► For help assisting disabled voters, contact the National Disability Rights Network
http://www.ndrn.org/issues/voting/day/help.htm
► For information on how to vote if you are living overseas, contact the Overseas Vote Foundation
http://www.overseasvotefoundation.org
► To find out what the requirements are for poll workers in your state or to learn about complaint procedures, contact the US Election Assistance Commission
Compendium of State Poll Worker Requirements;
State Administrative Complaint Procedures;
http://www.eac.gov/voter/state-complaint-procedures/election/complaints
You Have the Right to:

1. **Receive a Ballot**
   If you are a registered voter, but your name is not on the rolls, you have the right to request a provisional ballot.

2. **Use an Accessible Polling Place**
   Persons with physical disabilities and persons in need of language translation must be provided with accommodation and must be assisted in voting.

3. **Review a Sample Ballot Before Voting**
   If you want to see a sample ballot in order to help you vote properly, you are entitled to do so.

4. **Cast a Vote As Long As You Arrive Before the Poll Closes**
   If you are in line before the polls close, you are entitled to vote, no matter how long it may take.

5. **Have Your Vote Count**
   If you fail to vote in some of the races on the ballot or if there is an error on your ballot, and you fill out a provisional ballot instead, your vote must still be counted.

If you experience or witness voter disenfranchisement, please call 1-866-MYVOTE1 or 1-888-VE-Y-VOTA
Contact Information for Every State Board of Elections

Below is contact information for every state’s board of elections. For state specific voter information (registration deadlines, election dates, absentee voting, polling hours, voting machines, or provisions for voters with disabilities), call or visit your state’s website. These offices can answer state-specific questions that may arise.

ALABAMA
Janice McDonald, Elections Director
Office of Secretary of State
PO Box 5616
Montgomery, AL 36106
(334) 242-7559 FAX (334) 242-2444
http://www.sos.state.al.us/election/index.cfm

ALASKA
Whitney Brewster, Director, Division of Elections
PO Box 110017
Juneau, AK 99811-0017
(907) 465-4611 FAX (907) 465-3203
http://www.elections.state.ak.us

ARIZONA
Joe Kanefield, Election Director
Arizona Secretary of State’s office
1700 W. Washington, 7th Floor
Phoenix, AZ 85007
(602) 542-8683 FAX (602) 542-6172
http://www.azsos.gov/

ARKANSAS
Jill E. Belin, Director of Elections
Secretary of State, State Capitol, Room 026
Little Rock, AR 72201
(501) 682-3419 FAX (501) 682-3408
http://www.sos.state.ar.us/elections.html

CALIFORNIA
Caren Daniels-Meade, Chief of Elections
1500 11th St., 5th Floor
Sacramento, CA 95814
(916) 657-2166 FAX (916) 653-3214
http://www.ss.ca.gov/

COLORADO
Holly Lowder, Director of Elections
1700 Broadway, Suite 270
Denver, CO 80290
(303) 894-2680 FAX (303) 869-7731
http://www.sos.state.co.us/pubs/elections

CONNECTICUT
Michael Kozik, Director of Elections
30 Trinity Street
Hartford, CT 06106
(860) 509-6100 FAX (860) 509-6127
http://www.sots.state.ct.us/ElectionsDivision/ElectionIndex.html

DELAWARE
Frank Calio, State Election Commissioner
111 S. West Street, Suite 10
Dover, DE 19904
(302) 739-4277 FAX (302) 739-6794
http://elections.delaware.gov/

DISTRICT OF COLUMBIA
Alice P. Miller, Executive Director
Board of Elections & Ethics
441 Fourth St., NW, Suite 250N
Washington, DC 20001
(202) 727-2525 FAX (202) 347-2648
http://www.dcbioee.org

FLORIDA
Amy Tuck, Director
Division of Elections, Dept. of State
Room 316, R.A. Gray Building
500 S. Bronough Street
Tallahassee, FL 32399-0250
(850) 245-6200 FAX (850) 245-6217
http://election.dos.state.fl.us

GEORGIA
Cliff Tatum, Acting Director of Elections
Georgia Elections Division
Suite 1104, West Tower
1441 Martin Luther King, Jr. Drive, SE
Atlanta, GA 30334-1505
(404) 656-2871 FAX (404) 651-9536
http://www.sos.state.ga.us/elections/default.htm

HAWAII
Dwayne Yoshina, Chief Election Official
Office of Elections
802 Lehua Avenue
Pearl City, HI 96782
(808) 453-8683 FAX (808) 453-6006
http://www.state.hi.us/elections

IDAHO
Tim Hurst, Chief Deputy
Idaho Secretary of State
700 W. Jefferson, Rm. 203
Boise, ID 83720-0080
(208) 334-2300 FAX (208) 334-2282
http://www.id sos.state.id.us/elect/eleindex.htm
Contact Information for Every State Board of Elections

ILLINOIS
Becky Glazier, Executive Assistant to the Director
State Board of Elections
1020 S. Spring St., PO Box 4187
Springfield, IL 62708
(217) 782-4141 FAX (217) 782-5959
http://www.elections.il.gov

INDIANA
Brad King, Co-Director
Indiana Election Division
302 W. Washington, Rm E204
Indianapolis, IN 46204
(317) 232-3939 FAX (317) 233-6793
http://www.in.gov/sos/elections/

IOWA
Sandy Steinbach, Director of Elections
Iowa Secretary of State Office
321 E. 12th Street
Des Moines, IA 50319
(515) 281-5823 FAX (515) 281-7142
http://www.sos.state.ia.us/elections/index.html

KANSAS
Brad Bryant, Deputy Assistant for Elections
120 SW 10th Ave.
First Floor, Memorial Hall
Topeka, Kansas 66612-1594
(785) 296-4561 FAX (785) 291-3051
http://www.kssos.org

KENTUCKY
Sarah Ball Johnson, Executive Director
State Board of Elections
140 Walnut St.,
Frankfort, KY 40601
(502) 573-7100 FAX (502) 573-4369
http://www.kysos.com/index/main/elecdiv.asp

LOUISIANA
Angie LaPlace, Commissioner of Elections
8549 United Plaza Blvd.
P.O. Box 94125
Baton Rouge, LA 70802-9125
(225) 922-0900 FAX (225) 922-0945

MAINE
Julie L. Flynn, Deputy Secretary of State
101 State House Station
Augusta, ME 04333-0101
(207) 624-7734 FAX (207) 287-5428
http://maine.gov/sos/cec/elec/

MARYLAND
Linda Lamone, Administrator of Elections
State Board of Elections
P.O. Box 6486
Annapolis, Maryland 21401-0486
(410) 269-2840 FAX (410) 974-2019
http://www.elections.state.md.us/

MASSACHUSETTS
Michelle Tassinari, Legal Counsel
Election Division
One Ashburton Place, Room 1705
Boston, MA 02108
(617) 727-2828 FAX (617) 742-3238
http://www.state.ma.us/sec/ele/eleidx.htm

MICHIGAN
Christopher M. Thomas, Director
Bureau of Elections
Treasury Building, 1st Floor
430 W. Allegan Street
Lansing, MI 48918
(517) 373-2540 FAX (517) 241-2784
http://www.michigan.gov/sos/0,1606,7-127-1633---00.html

MINNESOTA
Gary Poser, Director of Elections
Office of the Secretary of State
100 Martin Luther King Blvd., Suite 180
St. Paul, MN 55155
(651) 215-1440 FAX (651) 296-9073
http://www.sos.state.mn.us/election/index.html

MISSISSIPPI
Linday Rigsby, Assistant Secretary of State for Elections
PO Box 136, 401 Mississippi St.
Jackson, MS 39205
(601) 359-6368 FAX (601) 359-1499
http://www.sos.state.ms.us/

MISSOURI
Betsy Byers, Co-Director of Elections
Missouri Secretary of State's Office
PO Box 1767
Jefferson City, MO 65102
(573) 751-2301 FAX (573) 526-3242
http://www.sos.mo.gov/elections/

MONTANA
Elaine Graveley, Deputy for Elections
PO Box 202801
Helena, MT 59620
(406) 444-5376 FAX (406) 444-2023
http://sos.state.mt.us/css/index.asp
<table>
<thead>
<tr>
<th>State</th>
<th>Contact Information</th>
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| **NEBRASKA**        | Neal Erickson, Assistant Secretary of State  
|                     | State Capitol, Suite 2300  
|                     | Lincoln, NE 68502  
|                     | (402) 471-3229 FAX (402) 471-3237  
|                     | http://www.nol.org/home/SOS/Elections/election.htm                                   |
| **NEVADA**          | Ellick Hsu  
|                     | Deputy Secretary of State  
|                     | Secretary of State  
|                     | 101 North Carson St., Suite 3  
|                     | Carson City, NV 89701  
|                     | (775) 684-5793 FAX (775) 684-5718  
|                     | http://sos.state.nv.us                                                             |
| **NEW HAMPSHIRE**   | Anthony Stevens  
|                     | Assistant Secretary of State  
|                     | State House, Room 204  
|                     | Concord, NH 03301-4989  
|                     | (603) 271-5335 FAX (603) 271-7933  
|                     | http://www.sos.nh.gov/electionsnew.htm                                              |
| **NEW JERSEY**      | Maria DelValle-Koch  
|                     | Director, Division of Elections  
|                     | Office of the Attorney General  
|                     | 44 South Clinton Avenue, 7th Floor  
|                     | P.O Box 304  
|                     | Trenton, New Jersey 08625-0304  
|                     | (609) 292-3760 FAX (609)777-1280  
|                     | http://www.njelections.org                                                          |
| **NEW MEXICO**      | Daniel Ivey-Soto, Director Bureau of Elections, Legal Counsel  
|                     | Secretary of State’s Office  
|                     | 325 Don Gaspar, Suite 300  
|                     | Santa Fe, NM 87503  
|                     | (505) 827-3600 FAX (505) 827-8403  
|                     | http://www.sos.state.nm.us/Main/Elections/ElectionInfo.htm                         |
| **NEW YORK**        | Peter Kosinski, Deputy Executive Director  
|                     | State Board of Elections  
|                     | 40 Steuben Street  
|                     | Albany, NY 12207  
|                     | (518) 474-8100 (518) 486-4068  
|                     | http://www.elections.state.ny.us                                                    |
| **NORTH CAROLINA**  | Gary Bartlett, Executive Director  
|                     | State Board of Elections  
|                     | PO Box 27255  
|                     | Raleigh, North Carolina 27611-7255  
|                     | (919) 733-7173 FAX (919) 715-0135  
|                     | http://www.sboe.state.nc.us/                                                        |
| **NORTH DAKOTA**    | Jim Silrum  
|                     | Deputy Secretary of State  
|                     | 600 E Boulevard Ave Dept 108  
|                     | Bismarck, ND 58505-0500  
|                     | (701) 328-3660 FAX (701) 328-2992  
|                     | http://www.nd.gov/sos/                                                               |
| **OHIO**            | Patricia Wolfe, Director of Elections  
|                     | 180 E. Broad St., 15th Floor  
|                     | Columbus, OH 43215  
|                     | (614) 466-2585 FAX (614) 752-4360  
| **OKLAHOMA**        | Michael Clingman, Secretary  
|                     | State Election Board  
|                     | Room 6, State Capitol  
|                     | Oklahoma City, OK 73105  
|                     | (405) 521-2391 FAX (405) 521-6457  
|                     | http://www.state.ok.us/~elections/                                                   |
| **OREGON**          | John Lindback, Director of Elections  
|                     | Office of the Secretary of State  
|                     | 141 State Capitol  
|                     | Salem, OR 97310  
|                     | (503) 986-1518 FAX (503) 373-7414  
|                     | http://www.sos.state.or.us/elections/elechp.htm                                     |
| **PENNSYLVANIA**    | Harry VanSickle, Commissioner of Elections  
|                     | 210 North Office Building  
|                     | Harrisburg, PA 17120  
|                     | (717) 787-5280 FAX (717) 705-0721  
|                     | http://www.dos.state.pa.us/bcel/site/default.asp                                      |
| **PUERTO RICO**     | Mr. Aurelio Gracia, Presidente  
|                     | Puerto Rico State Election Commission  
|                     | P.O. Box 19552  
|                     | San Juan, PR 00919-5552  
|                     | (787) 777-8675 FAX (787) 296-0173  
|                     | http://www.ceepur.org                                                              |
| **RHODE ISLAND**    | Robert Kando, Executive Director  
|                     | State Board of Elections  
|                     | 50 Branch Avenue  
|                     | Providence, RI 02904  
|                     | (401) 222-2345 FAX (401) 222-3135  
|                     | http://www.elections.state.ri.us                                                   |
Contact Information for Every State Board of Elections

SOUTH CAROLINA
Marcy Andino, Executive Director
State Election Commission
Post Office Box 5987
Columbia, SC 29250
(803) 734-9060 FAX (803) 734-9366
http://www.state.sc.us/scsec

SOUTH DAKOTA
Kea Warne, Election Supervisor
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3537 FAX (605) 773-6580
http://www.state.sd.us/sos/

TENNESSEE
Brook Thompson, Coordinator of Elections
Tennessee Secretary of State’s Office
312 Eighth Avenue North
9th Floor
Nashville, TN 37243
(615) 741-7956 FAX (615) 741-1278
http://www.state.tn.us/sos/election.htm

TEXAS
Ann McGeehan
Director of Elections
Post Office Box 12060
Austin, TX 78711-2060
(512) 463-5650 FAX (512) 475-2811
http://www.state.tx.us/sos/election.htm

UTAH
Michael Cragun, Director of Elections
State Elections Office
Utah State Capitol Complex
East Office Building, Suite E325
P.O. Box 142325
Salt Lake City, UT 84114-2325
(801) 538-1041 FAX (801) 538-1133
http://www.elections.utah.gov

VERMONT
Kathy DeWolfe
Director of Elections and Campaign Finance
Office of Secretary of State
26 Terrace Street, Drawer 09
Montpelier, Vermont 05609-1101
(802) 288-2304 FAX (802) 288-5171
http://www.sec.state.vt.us/#elections

VIRGINIA
Jean Jensen, Secretary
State Board of Elections
200 North 9th Street, Room 101
Richmond, VA 23219
(800) 552-9745; (804) 864-8901 FAX (804) 371-0194
http://www.sbe.state.va.us/

WASHINGTON
Nick Handy, Director
Office of Secretary of State, Elections Division
Legislative Building, P.O. Box 40220
Olympia, WA 98504-0220
(360) 902-4180 FAX (360) 586-5629
http://www.vote.wa.gov

WEST VIRGINIA
Jason Williams, Manager of Elections
1900 Kanawha Blvd E.
State Capitol Room 157-K
Charleston, WV 25305-0770
(304) 558-6000 FAX (304) 558-0900
http://www.wvsos.com

WISCONSIN
Kevin Kennedy, Executive Director
State Elections Board
17 West Main Street, Suite 310
Madison, WI 53703-3305
(608) 266-8087 FAX (608) 267-0500
http://elections.state.wi.us/

WYOMING
Peggy Nighswonger, Director of Elections
Wyoming Secretary of State’s Office
200 W. 24th Street
Cheyenne, WY 82002-0020
(307) 777-3573 FAX (307) 777-7640
http://soswy.state.wy.us/election/election.htm

*Adapted from the National Association of State Election Directors
Guide to Additional Resources

Many non-profit and government entities have resources available to help in your efforts to promote and protect the vote. Below is a partial list of sites and organizations that have resources to supplement this guide.

**US Department of Justice**
The Civil Rights Division of the US Justice Department has a voting section devoted to enforcement of federal voting rights laws. Information about civil rights laws protecting the right to vote is available on their website.

www.usdoj.gov/crt/voting
202 514 2000

**US Election Assistance Commission**
The US Election Assistance Commission (EAC) was established by the Help America Vote Act of 2002 (HAVA). EAC is an independent, bipartisan commission charged with developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, and serving as a national clearinghouse of information about election administration.

http://www.eac.gov/clearinghouse
866 747 1471
HAVAinfo@eac.gov

**US Federal Election Commission**
The FEC was created to administer and enforce federal election laws. The Commission is made up of six members (three from each political party) who are appointed for six year terms. Their website has comprehensive information on a range of election-related topics.

www.fec.gov/
202 694 1000

**Declare Yourself**
Declare Yourself is a national nonpartisan, nonprofit campaign to empower and encourage every eligible 18-year-old to register and vote in the presidential primaries and '08 presidential election. In addition to offering easy voter registration, their Voting FAQ has extensive information about state election rules and procedures.

http://www.declareyourself.com/
DY@DeclareYourself.com

**League of Women Voters**
The League of Women Voters has a get-out-the-vote effort including extensive web resources. Online voter registration and answers to questions about eligibility can be found on their website.

www.lwv.org
202 429 1965

**National Association for the Advancement of Colored People**
The NAACP Civic Engagement Department has developed a 2008 Voter Empowerment Program, a nonpartisan campaign designed to empower African Americans and people of color by increasing awareness and participation in the electoral process. Resources address: voter education, get-out-the-vote activities, and election protection.

www.naaccp.org/advocacy/civic/index.htm
410 580 5777

**National Council of La Raza**
The National Council of La Raza’s Latino Empowerment and Advocacy Project (LEAP) engages Latino and immigrant communities in the political process, focusing on unregistered, newly registered, and infrequent voters.

http://www.nclr.org/section/leap
202 785 1670
ldaniels@nclr.org

**People for the American Way**
People for the American Way has developed new and innovative ways to engage voters through their civic participation initiative. Their guide to overcoming voter suppression efforts is an ideal resource for use in communities where voter intimidation is a concern.

www.pfaw.org
202 467 4999
Pfaw@pfaw.org
**Rock the Vote**
Rock the Vote is an organization aimed at increasing youth voter turnout through media campaigns and street team activities. Rock the Vote coordinates voter registration drives, get-out-the-vote events, and voter education efforts, all with the intention of ensuring that young people take advantage of their right to vote.

[www.rockthevote.com](http://www.rockthevote.com)
202 223 1520

**Union for Reform Judaism**
The URJ has a voter registration manual directed at mobilizing the American Jewish vote. This guide provides some good recommendations for community events in advance of the election.

[www.rac.org/gotv](http://www.rac.org/gotv)
202 387 2800
info@rac.org

**The White House Project**
The White House Project aims to advance women’s leadership in all communities and sectors, up to the US presidency. Their Vote, Run, Lead program is designed to engage women in the political process as voters, activists, and candidates through trainings, inspiration, and networking.

[www.thewhitehouseproject.org/](http://www.thewhitehouseproject.org/)
212 261 4400

**Women’s Voices. Women Vote**
Women’s Voices. Women Vote started with one goal in mind: improving unmarried women’s participation in the electorate and policy process. They provide tools for both organizations and individuals to get more unmarried women registered to vote and to help get out the vote. Their Women’s Voices section offers resources for those seeking political commentary from women.

[www.wvwv.org/](http://www.wvwv.org/)
202 659 9570
info@wvwv.org

**Yale University Civic Engagement Project**
The Yale Civic Engagement Project, and the Center for Information & Research on Civic Learning and Engagement (CIRCLE), have conducted experiments and collected data to determine best practices for increasing voter participation. Their suggestions focus on traditional methods and not on web-based organizing.

[http://www.yale.edu/vote/](http://www.yale.edu/vote/)
203 432 3234
beth.weinberger@yale.edu