

Primary Administration

2016 Primary



Program & Test



➤ Logistic & Accuracy (L&A)

- Done up to three times.
 - ✦ Primary Election
 - Before Early Voting
 - Before Election Day
 - ✦ Runoff Election
 - Before Election Day
- Best to have the same person all three for continuity.
- Good practice to notify all candidates when and where testing will occur to give them the opportunity to observe.

Program & Test



➤ **Should you be present?**

- Yes! Both voting and tabulating are tested prior to the election for accuracy.
 - ✦ If you cannot attend, have your County Party's Primary Administrator there or another Party officer.
- It is open to the public.
 - ✦ If you have an activist who is an IT guru he/she can attend as the machines are tested.

➤ **Can you contract this responsibility with the county?**

- Yes! You can contract this task to the County Clerk or County Elections Administrator.

Ballot Programming & Printing



- Be sure to **PROOF, PROOF, PROOF!**
 - Before sending for printing and/or programming:
 - ✦ Check **EVERY PRECINCT** Ballot!
 - Check again when the sample ballot is sent to you by the printer/elections administration.
 - Get a fresh set of eyes on the proofs.
 - Refer to the sample ballot that you used when drawing for ballot positions.
 - ✦ Should have **been signed by the candidate or designee as to accuracy.**

- **SOS will NOT pay for any ballot re-printing costs if there's an error on your part!**

Logic & Accuracy Deadlines



Primary Election

- **Jan 13th** – Recommended last day to conduct first L&A Test
 - Notice must be posted 48 hours before testing begins. (**Jan 11th**)
- **Feb 12th** – Last day to conduct first L&A Test
 - Notice must be posted 48 hours before testing begins. (**Feb 10th**)
- **Feb 28th** – Last day to conduct second L&A Test
 - Notice must be posted 48 hours before testing begins. (**Feb 26th**)

Runoff Election

- **May 13th** – Recommended last day to conduct first L&A Test
 - Notice must be posted 48 hours before testing begins. (**May 11th**)
- **May 22nd** – Last day to conduct second L&A Test
 - Notice must be posted 48 hours before testing begins. (**May 21st**)

Chair's Role on Election Day



➤ **Expectations vs Requirements:**

- Be sure you and your HQ are fully staffed and trained to answer questions about polling sites and other election issues.
 - ✦ If there are complaints about alleged violations or problems, those should be referred to you asap.
 - ✦ It preferable to have a bi-lingual clerk at each polling site, but if that's not possible, you should have at least one bi-lingual clerk at your HQ available to do phone translations if needed.
 - This person is paid just as any other election clerk.
- It is also prudent to have at least one “emergency” judge that can go take over in case of illness, wreck, or other complications.
- You can't be everywhere at once!
 - ✦ Make sure that all election workers have both your phone number and that of your Primary Administrator if you have one.
 - ✦ Create a special “hotline” for your Elections Administration or County Clerk for the election workers and YOU to use.

Chair's Role on Election Day



➤ **Expectations vs Requirements:**

- Some sites may not want electioneering to take place, but the law requires them to allow it if they are a public building, such as schools, senior centers, etc. (Sec 43.031 (d))
 - ✦ It is a good idea to include in your contract with the building that electioneering is allowed by law, define it and note that the signing of this contract acknowledges that they understand and will comply with the law.
 - ✦ Additionally, you might have your county party's pro bono attorney (if you have one!) send a letter before the primary to each of the public polling places reminding them of that law.
 - This attorney needs to be on stand-by for you on election day to make a phone call or a personal visit to any site that isn't complying and speak with the proper officials.
- Non-public buildings, such as churches, do NOT have to allow electioneering, but you should try to work out with them to permit it, even if it's somewhat modified as to exact location (outside the 100 foot mark.) Include those details in your contract.

Chair's Role on Election Day



➤ **Dos & Don'ts:**

- It is good to visit as many of the polling sites as you can to be sure that everything is going well.
 - ✦ Particularly in sites/workers which have had problems before
 - ✦ Take into account the likelihood of a huge voter turnout for this year due to the Presidential election.
- In Republican Primary voting sites, you should have no trouble just walking through and asking how things are going.
 - ✦ Joint Primary or a shared facility with the Democrats, appoint yourself as a poll watcher and have that with you to give any Judge who may be hostile.
 - Make several copies!
 - ✦ Remember you should be observing not participating in the process.
- If there is a long line of voters:
 - ✦ Thank them for coming and waiting patiently to vote.
 - ✦ Check inside to see if there is an issue (such as not enough voting booths, machines, etc.) that Elections Administration could solve.
 - ✦ Invite them to the Precinct Convention.

Chair's Role on Election Night



➤ **Expectations vs Requirements:**

- Expect it to be a long night --- we have a huge presidential primary coming up!
 - ✦ You should have with you the contact information on each polling site's Judge and official person from that site in case there is a need to contact them.
 - ✦ Sometimes a Judge will forget a piece of equipment and the building has been locked, so you need a contact phone number to get in.
 - This should be covered in your contract with the site.

Chair's Role on Election Night



➤ Allowable and Legal:

- Once it's time for the polls to be closed, you may/should be at the Central Counting Station. It's a good idea to stay there until all your polling sites' results have been delivered, in case you need to track down one or more.
 - ✦ As County Chair, you are allowed by law to go into Central Counting Station.
 - ✦ You also may appoint one or more poll watchers on behalf of the County Party to be there as the ballots are counted or the electronic machines are brought in and their returns processed.
 - In the past, some county chairs have not been allowed into the Central Counting Station, but the law does require that they shall be.
 - ✓ 31.092 (d) In a contract authorized by Subsection (b), *the county election officer may not prevent the county chair or the chair's designee from supervising the conduct of the primary election, including the tabulation of results, as required by Chapter 172.*

Chair's Role on Election Night



➤ **Suggestions:**

- Contact candidates with election results and congratulations as appropriate.
- Speak with the media about Republican Victory and why we won.
 - ✦ Have a good statement prepared for the media concerning both our Presidential candidates and your local candidates.
- Enjoy the results of the hard work your county's Republicans produced at a Victory Party!