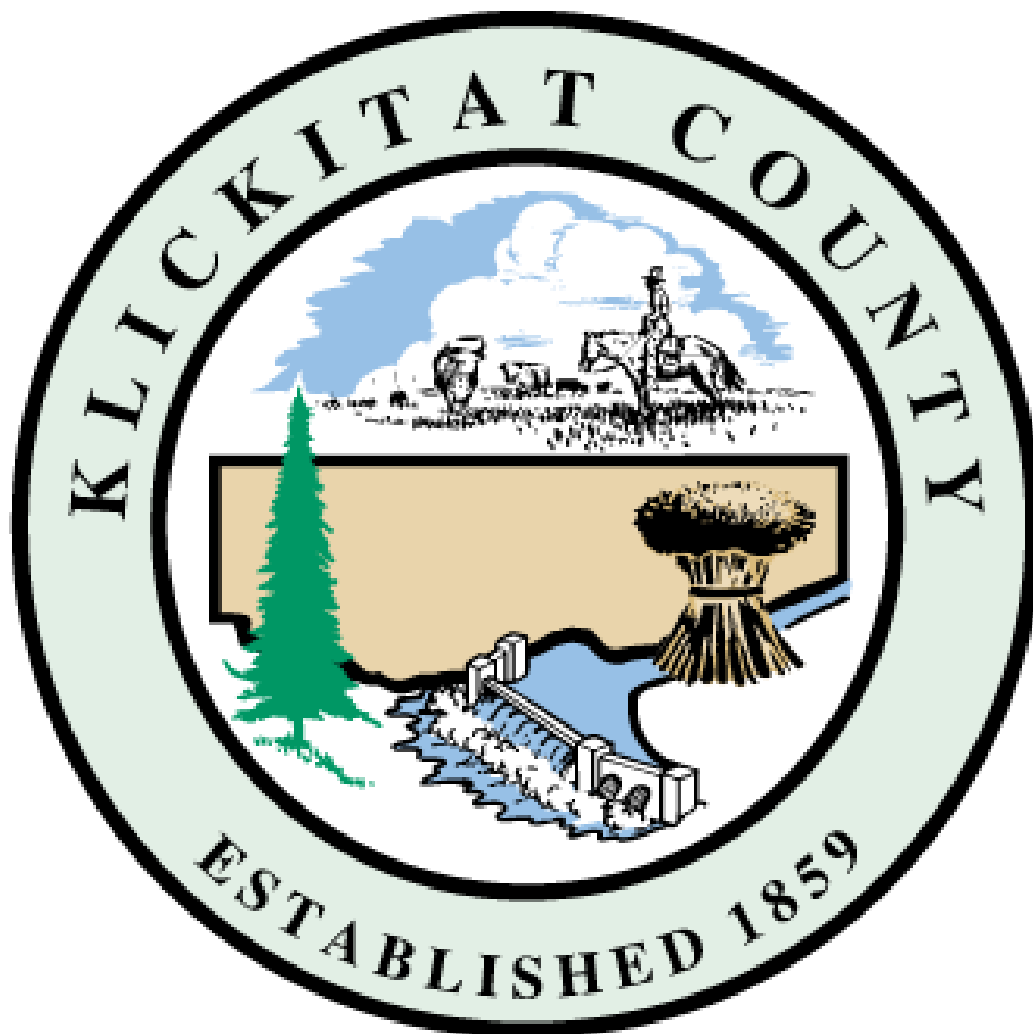


Klickitat County

Continuity of Operations Plan Elections Division

Revised 4/2015



Continuity of Operation Plan

Election Division

A Continuity of Operations Plan (COOP) is an outline of the activities that our department will perform. The plan will ensure that essential functions continue, minimizing the impact on the public, and assisting the county in maintaining the integrity and accuracy of elections in the event of an emergency. An emergency is a serious, unexpected, and often dangerous situation requiring immediate action.

SCOPE – The scope of this plan applies to all staff within the Election Division. The plan provides for continuity of management and decision making in the event that managers or supervisors at any level are not available.

ASSUMPTIONS – It is every individual's responsibility to be accountable for their own actions and to take action in concert with emergency staff to provide for their own safety and the safety and preparedness of their families during emergencies. In large-scale disasters, however, it may be necessary to draw on people's basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. Efforts normally required of those functions may be redirected to accomplish the emergency responsibilities to maintain vital services and essential functions.

ACTIVATION OF THE PLAN – Emergencies vary in size and severity which makes it important to have a way to ensure the appropriate measures are used. Most emergencies will fit into one of the following categories: 1) natural disasters, 2) technological/man-made disasters. The **Auditor and/or Chief Deputy** will decide which level applies based on an initial assessment. Activation of the plan will be determined by the **Auditor** following an event. Once the **Auditor** activates this plan following an incident or event, all **Election** employees will be notified of the activation by the best means possible.

Essential Functions - The Auditor or the Chief Deputy will determine who is essential depending on the severity of the emergency and the timing of the event within the election cycle. Some jobs must continue in order to uphold time sensitive election laws. For essential job guidelines, refer to the COOP Essential Function Matrix.

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Order of Succession

Process for Orders of Succession

The Auditor and Chief Deputy Auditor are responsible for consulting and activating the Klickitat County Election Division COOP plan. If an event occurs which is likely to cause this conversation to take place, it is the duty of the remaining Election Division Staff to check in with the Auditor. If the Auditor cannot be reached, the Chief Deputy Auditor should be contacted. Failing that, the next highest Deputy Auditor will assume the role of Chief Deputy Auditor as per the published Order of Succession. Each Deputy Auditor should have contact information and follow that sequence.

The following table shows the Klickitat County Election Division Order of Succession. Refer to the Delegation of Authority section for details of each succession plan. Begin by either confirming the Auditor is capable of performing his/her function or follow the succession plan below and assign a qualified replacement. Only those persons qualified to be a replacement for the Auditor should call in until that position has been filled.

The Auditor will initiate the process to fill all remaining positions.

Figure 1
Order of Succession

Position	Successors
Auditor	Chief Deputy Auditor
Chief Deputy Auditor	Deputy Auditor-Election Administrator
Deputy Auditor-Election Administrator	Deputy Auditor-Voter Registration

Delegation of Authority

In the event of a catastrophic event where key leadership positions within Klickitat County Elections Division are unable to perform their duties, the use of both a Succession Plan and Delegation of Authority are vital.

The Succession Plan describes who will serve in the role that is vacant and the Delegation of Authority is the legal statement within the COOP plan that confers the actual authority to assume the role.

Legal Statement

All of the powers, duties and functions of the Auditor, Chief Deputy Auditor, shall be delegated to the officers of Klickitat County Elections Division and listed as "Successors" on Figure 1 – Orders of Succession included elsewhere in this COOP, as set forth below:

Figure 1
Order of Succession

Position	Successors
Auditor	Chief Deputy Auditor
Chief Deputy Auditor	Deputy Auditor-Election Administrator
Deputy Auditor-Election Administrator	Deputy Auditor-Voter Registration

If, during a period of time that this COOP is activated, any of the persons employed in the "Position" identified in Figure 1 cannot discharge the powers, duties and functions of such position by reason of inability, then the officer of Klickitat County Elections Division who is highest on the list of "Successors" identified in Figure 1, and who is not under disability to discharge the powers and duties of the Position, shall act in such Position.

In the event any Deputy Auditor listed in Figure 1 serves as Auditor, then the officer of Elections Division who is highest on the list of "Successors" identified in Figure 1 shall serve as such Chief Deputy for the Elections Division.

Further delegations of this authority other than as outlined herein are not permitted.

The period of authority will continue only until the removal of such inability.

Klickitat County Prosecuting Attorney's Office

_____ Date _____
David Quesnel, Klickitat County Prosecuting Attorney

Staff Roster

Responders

Name & Title	Contact Information	
Brenda Sorensen Klickitat County Auditor	Land Line Land Line Home Mobile Phone Email Personal Email	(509) 773-2315 brendas@klickitatcounty.org
Heather Gallagher Chief Deputy Auditor	Land Line Land Line Home Mobile Phone Email	(509) 773-2312 heatherg@klickitatcounty.org
Brandie Sullivan Elections Administrator	Land Line Land Line Home Mobile Phone Email	(509) 773-2309 brandies@klickitatcounty.org
Leah Hansen Assistant Elections Administrator	Land Line Mobile Phone Email	(509) 773-2319 leahh@klickitatcounty.org

Elections Team

Staff	Office	Home	Cell	Other
Brandie Sullivan	(509) 773-2309			
Leah Hansen	(509) 773-2319			
Heidi Steen	(509) 773-2318			
Donna Scarola				Election Worker
Marlene Schwabauer				Election Worker

Support, Vendor, Press, & Political Party Contact Information

Support

Name & Title	Contact Information	
Board of Commissioners	Land Line Clerk-Cris McEwen Email	(509) 773-4612 crism@klickitatcounty.org
Emergency Management Director, Jeff King 199 Industrial Way, Goldendale, WA 98620	Land Line Dept. Land Line Mobile Phone Email	(509) 773-0570 (509) 773-2477 (509) 250-0528 jeffk@klickitatcounty.org
Prosecuting Attorney, David Quesnel	Land Line Email	(509) 773-5838 davdq@klickitatcounty.org
Hart Support	Land Line Email	(866) 275-4278 hartsupport@hartic.com
Office of the Secretary of State	Main Land Line Lori Augino, Elections Director Lori Augino Email WEI Support WEI Email VRDB Support VRDB Support Email Voters' Pamphlet Lindsay Pryor Voters' Pamphlet Email Cert. and Training Sheryl Moss C&T Support Email	(360) 902-4180; (800) 448-4881 (360)725-5771 lori.augino@sos.wa.gov (360) 902-4194 weisupport@sos.wa.gov (360) 902-4194 vrsupport@sos.wa.gov (360) 902-4143 voterspamphlet@sos.wa.gov (360) 902-4146 ctsupport@sos.wa.gov
Public Disclosure Commission	Land Line Fax Website Email	(360) 753-1111; (877) 601-2828 (360)753-1112 www.pdc.wa.gov pdc@pdc.wa.gov
VoteC Support Randy Propp, Director of Operations	Land Line Randy Propp Cell Help Center Email	(800) 348-6832 858-472-4158 https://voteczendesk.com Elections Administrator has a login support@votec.net
Clark County Elections	Land Line Email	(360) 397-2241 elections@clark.wa.gov Joint Library Dist., Cong. Dist.
Cowlitz County Elections	Land Line Email	(360) 577-3005 elections@co.cowlitz.wa.us Joint Library Dist.
Skamania County Elections Nathan Phillips, Elec. Admin,	Land Line Email	(509) 427-3730 phillips@co.skamania.wa.us Joint White Salmon School Dist., Cong. Dist.
Yakima County Elections Kathy Fisher, Elec. Admin.	Land Line Email	(509) 574-1340 kathy.fisher@co.yakima.wa.us Joint Bickleton School Dist.

Vendors

Name & Title	Contact Information	
Ballot and Business Forms Printing Sally Andrews, President	Land Line Fax Email	(360) 400-1207 (360) 400-1208 ballots@fairpoint.net Ballot Envelopes, Drop Box Inserts, ID Cards, Conf. Card Stock
Optimist Printers Matt Herriges, Owner	Land Line Fax Email	(541) 296-2954 (541) 296-2611 matt@optimistprinters.com Ballot Paper

Press

Organization	Contact Information	
The Goldendale Sentinel Lou Marzeles, News Editor	Land Line Fax Email	(509) 773-3777 (509) 773-4737 lmazeles@goldendalesentinel.com
The White Salmon Enterprise Sverre Bakke	Land Line Fax Email	(509) 493-2112 (509) 493-2399 sbakke@WhiteSalmonEnterprise.com
Haystack Broadcasting KLCK (877)773-5525 KYYT (888)297-9102 KWCQ (800)606-4951 Roger Nichols, News Director	Main Land Line Roger Land Line Roger cell Fax Email PSA Email	(541) 296-9102 (541) 296-3747 (541) 980-1728 (541) 298-7775 roger@haystackbroadcasting.com psa@haystackbroadcasting.com
KODL AM	Land Line Website	(541) 296-2101 www.KODL.com

Political Parties

Name & Title	Contact Information	
Klickitat County Democratic Party Chairperson Rosemary Hoyt Vice Chairman Doug Charters	Email Mailing Address	DemsKlick@gmail.com PO Box 154 Lyle, WA 98635
Klickitat County Republican Party Chairman John Deo Vice Chairperson Sharon Aleckson	Chairman Land Line Chairman email Vice Chair Land Line Vice Chair Email	(509) 637-5099 johndeo@vsisurplus.com (509) 365-4429 sharlen@centurylink.net

Glossary of Terms and Abbreviations

AVU	Accessible Voting Unit
BOCC	Klickitat County Board of County Commissioners
C&T	Certification and Training Program in the Secretary of State's Office
COOP	Continuity of Operation Plan
HVS	Hart Voting System (Hart is the vendor of the voting system Klickitat County uses.)
OSOS	Office of the Secretary of State
PC	Personal Computer
PDC	Washington State Public Disclosure Commission
PSA	Public Service Announcement
TS	Technical Support (used alone references Klickitat County technical support staff)
USPS	United States Postal Service
Votec	The vendor for the electronic voter registration system that Klickitat County uses.
VP	Voters' Pamphlet
VRDB	Washington State Voter Registration Data Base
WEI	Washington Election Information System

Activation Check List

DONE	Step	Action <i>(what & how)</i>	Role <i>(Who)</i>	Notes
<input type="checkbox"/>	1	Assess the situation and status of each program:		
		<input type="checkbox"/> Voter Registration <input type="checkbox"/> Candidate Filing <input type="checkbox"/> Voters' Pamphlet <input type="checkbox"/> Ballot Design <input type="checkbox"/> Envelope Printing <input type="checkbox"/> Ballot Printing <input type="checkbox"/> Ballot Boxes <input type="checkbox"/> Mailing Ballots <input type="checkbox"/> Voting Centers <input type="checkbox"/> Accessible Voting Unit (AVU) <input type="checkbox"/> Signature Verification <input type="checkbox"/> Ballot Tabulation <input type="checkbox"/> Canvassing and Certification		
<input type="checkbox"/>	2	Staff accounted for and available (See Staff Roster Appendix A)		Check to see who is OK and who might need assistance
		<input type="checkbox"/> Elections <input type="checkbox"/> TS <input type="checkbox"/> Administration		Include temporary staff/volunteers
<input type="checkbox"/>	3	Assess operational availability		What is working and what is not?

DONE	Step	Action <i>(what & how)</i>	Role <i>(Who)</i>	Notes
		<input type="checkbox"/> Facility <input type="checkbox"/> Communication Tools <input type="checkbox"/> Connectivity <input type="checkbox"/> TS <input type="checkbox"/> Email <input type="checkbox"/> Shared Drives <input type="checkbox"/> Votec Server <input type="checkbox"/> PC with Internet/Votec Program <input type="checkbox"/> Hart <input type="checkbox"/> Scanner <input type="checkbox"/> Boss/Tally Computer <input type="checkbox"/> Ballot Now Computer <input type="checkbox"/> Ballot Scanner <input type="checkbox"/> Ballot Printer <input type="checkbox"/> Report Printer <input type="checkbox"/> Judges Booth Controller (JBC) <input type="checkbox"/> Accessible Voting Unit (AVU) <input type="checkbox"/> Mobile Ballot Boxes (MBBs) <input type="checkbox"/> Jump Drive (to move results) <input type="checkbox"/> USB Rosetta key (ECM Key) <input type="checkbox"/> WEI Admin (Washington Election Information site) <input type="checkbox"/> VRDB (Washington State Voter Registration Database) <input type="checkbox"/> Websites-KT Co and OSOS (vote.wa.gov/klickitat and www.secstate.wa.gov) <input type="checkbox"/> Transportation <input type="checkbox"/> Building and Grounds <input type="checkbox"/> Envelope Printer <input type="checkbox"/> Envelope Printer Computer <input type="checkbox"/> Election Supplies		
<input type="checkbox"/>	4	Report status of programs to Managers: Auditor, Chief Deputy Auditor, BOCC, Emergency Management Director		When conditions change continue to update Managers
<input type="checkbox"/>	5	Review program plans and modify to suit the situation/event:		Make sure that programs can adjust to the situation

DONE	Step	Action <i>(what & how)</i>	Role <i>(Who)</i>	Notes
		<input type="checkbox"/> Voter Registration <input type="checkbox"/> Candidate Filing <input type="checkbox"/> Voters' Pamphlet <input type="checkbox"/> Ballot Design <input type="checkbox"/> Envelope Printing <input type="checkbox"/> Ballot Printing <input type="checkbox"/> Ballot Boxes <input type="checkbox"/> Mailing Ballots <input type="checkbox"/> Voting Centers <input type="checkbox"/> Accessible Voting Unit (AVU) <input type="checkbox"/> Signature Verification <input type="checkbox"/> Ballot Tabulation <input type="checkbox"/> Canvassing and Certification		Verify if program is really unavailable or was temporarily down.
<input type="checkbox"/>	6	Prioritize recovery of programs: See attached calendar.		Which programs need to be recovered first? What assistance can others provide?
		<input type="checkbox"/> Voter Registration <input type="checkbox"/> Candidate Filing <input type="checkbox"/> Voters' Pamphlet <input type="checkbox"/> Ballot Design <input type="checkbox"/> Envelope Printing <input type="checkbox"/> Ballot Printing <input type="checkbox"/> Ballot Boxes <input type="checkbox"/> Mailing Ballots <input type="checkbox"/> Voting Centers <input type="checkbox"/> Accessible Voting Unit (AVU) <input checked="" type="checkbox"/> Signature Verification <input type="checkbox"/> Ballot Tabulation <input type="checkbox"/> Canvassing and Certification		
<input type="checkbox"/>	7	Assess resource level for recovery of programs: See Elections Calendar Appendices A & B		
		<input type="checkbox"/> Voter Registration <input type="checkbox"/> Candidate Filing <input type="checkbox"/> Voters' Pamphlet <input type="checkbox"/> Ballot Design <input type="checkbox"/> Envelope Printing <input checked="" type="checkbox"/> Ballot Printing <input checked="" type="checkbox"/> Ballot Boxes <input checked="" type="checkbox"/> Mailing Ballots <input type="checkbox"/> Voting Centers <input type="checkbox"/> Accessible Voting Unit (AVU) <input type="checkbox"/> Signature Verification <input type="checkbox"/> Ballot Tabulation <input type="checkbox"/> Canvassing and Certification		
<input type="checkbox"/>	8	Develop continual staffing plans for each program: See Elections Calendar Appendix A & B		Schedule staff according to availability and needs

DONE	Step	Action (what & how)	Role (Who)	Notes
		<input type="checkbox"/> Voter Registration <input type="checkbox"/> Candidate Filing <input type="checkbox"/> Voters' Pamphlet <input type="checkbox"/> Ballot Design <input type="checkbox"/> Envelope Printing <input type="checkbox"/> Ballot Printing <input type="checkbox"/> Ballot Boxes <input type="checkbox"/> Mailing Ballots <input type="checkbox"/> Voting Centers <input type="checkbox"/> Accessible Voting Unit (AVU) <input type="checkbox"/> Signature Verification <input type="checkbox"/> Ballot Tabulation <input type="checkbox"/> Canvassing and Certification		Who is available to work? For what length of time?
<input type="checkbox"/>	9	Report to Manager the updated status of programs:		Continue to update the Auditor, Chief Deputy as conditions change
		<input type="checkbox"/> Voter Registration <input type="checkbox"/> Candidate Filing <input type="checkbox"/> Voters' Pamphlet <input type="checkbox"/> Ballot Design <input type="checkbox"/> Envelope Printing <input type="checkbox"/> Ballot Printing <input type="checkbox"/> Ballot Boxes <input type="checkbox"/> Mailing Ballots <input type="checkbox"/> Voting Centers <input type="checkbox"/> Accessible Voting Unit (AVU) <input type="checkbox"/> Signature Verification <input checked="" type="checkbox"/> Ballot Tabulation <input type="checkbox"/> Canvassing and Certification		
<input type="checkbox"/>	10	Assess and report the needs of programs to Manager		Get more detailed information on program needs. Continue to update the Auditor, Chief Deputy as conditions change.
		<input type="checkbox"/> Voter Registration <input type="checkbox"/> Candidate Filing <input type="checkbox"/> Voters' Pamphlet <input type="checkbox"/> Ballot Design <input type="checkbox"/> Envelope Printing <input checked="" type="checkbox"/> Ballot Printing <input checked="" type="checkbox"/> Ballot Boxes <input checked="" type="checkbox"/> Mailing Ballots <input type="checkbox"/> Voting Centers <input type="checkbox"/> Accessible Voting Unit (AVU) <input type="checkbox"/> Signature Verification <input type="checkbox"/> Ballot Tabulation <input type="checkbox"/> Canvassing and Certification		
<input type="checkbox"/>	11	Ongoing assessment of programs availability:		Continue to assess program's recovery as incident progress.

DONE	Step	Action <i>(what & how)</i>	Role <i>(Who)</i>	Notes
		<input type="checkbox"/> Voter Registration <input type="checkbox"/> Candidate Filing <input type="checkbox"/> Voters' Pamphlet <input type="checkbox"/> Ballot Design <input type="checkbox"/> Envelope Printing <input type="checkbox"/> Ballot Printing <input type="checkbox"/> Ballot Boxes <input type="checkbox"/> Mailing Ballots <input type="checkbox"/> Voting Centers <input type="checkbox"/> Accessible Voting Unit (AVU) <input type="checkbox"/> Signature Verification <input type="checkbox"/> Ballot Tabulation <input type="checkbox"/> Canvassing and Certification		

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Essential Functions Checklist

EF #	DONE	Essential Functions	Dependent On / Contact
1	<input type="checkbox"/>	Voter Registration	
2	<input type="checkbox"/>	Candidate Filing	
3	<input type="checkbox"/>	Voters' Pamphlet	
4	<input type="checkbox"/>	Ballot Design	
5	<input type="checkbox"/>	Envelope Printing	
6	<input type="checkbox"/>	Ballot Printing	
7	<input type="checkbox"/>	Ballot Boxes	
8	<input type="checkbox"/>	Mailing Ballots	
9	<input type="checkbox"/>	Voting Centers	
10	<input type="checkbox"/>	Accessible Voting Unit (AVU)	
11	<input type="checkbox"/>	Signature Verification	
12	<input type="checkbox"/>	Ballot Tabulation	
13	<input type="checkbox"/>	Canvassing and Certification	

Vital Records

This is a list of all vital records **Election Division** is responsible for. Some may be involved in essential functions; others may simply need to be protected during an emergency event.

Vital File, Record or Database	Form of Record	Location	Backup Exists?	Requires Protection?
Address Confidentiality Voter Registration	Paper	Locked overhead cabinet above Voter Registration Desk	No	Yes
Certification of Election Oaths	Paper	Election Folders		
Oaths of Office	Paper	Filing Cabinet on East Wall in Voter Reg Area		

Essential Function Details

Essential Function #1: Voter Registration

DONE	Step	Essential Function – Voter Registration	Dependent On/ Contact
<input type="checkbox"/>	1	Assess the status of the process (where are we?)	Votec VRDB/OSOS Tech Support
		<input type="checkbox"/> Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
<input type="checkbox"/>	2	Assess resources (people, software)	
		<input type="checkbox"/> Facility <ul style="list-style-type: none"> • Are the following available: <ul style="list-style-type: none"> ▪ Power ▪ Internet ▪ Votec Server/Network Connection If not, consider alternate location <input type="checkbox"/> Alternate Location <ul style="list-style-type: none"> • Backup equipment is located in the Emergency Management Building <input type="checkbox"/> If Alternate location is necessary: <ul style="list-style-type: none"> • Contact Jeff King Emergency Management Director <input type="checkbox"/> PC with Votec Program/Connected to Votec Server <input type="checkbox"/> Internet Connection <input type="checkbox"/> Voter Registration Database(VRDB) Program-State <input type="checkbox"/> Technical Support-Votec <input type="checkbox"/> Technical Services-County <input type="checkbox"/> Access to a printer <input type="checkbox"/> Paper Voter Registration Applications <input type="checkbox"/> Pens	Voter Registration Elections Administrator See Support, Vendor, Press, & Political Party Contact Information
<input type="checkbox"/>	3	Identify how to access file (template, data, etc.)	
		<input type="checkbox"/> PC connected to Votec Server/Votec Program/Internet (If Votec Server unavailable but VRDB is available, signatures can be manually checked using the VRDB) <input type="checkbox"/> VRDB website: https://vr.secstate.wa.gov/vrdbAdmin/login.aspx <input type="checkbox"/> Accept paper voter registration applications process when the systems comes back online. <ul style="list-style-type: none"> • If during an election and a ballot is requested, issue a provisional ballot in-office. 	Votec OSOS Technical Support- County
<input type="checkbox"/>	4	Ongoing assessment with interdependent.	
		<input type="checkbox"/> Technical Services-County <input type="checkbox"/> Votec <input type="checkbox"/> OSOS-VRDB Support	
<input type="checkbox"/>	5	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #2: Candidate Filing

DONE	Step	Essential Function – Candidate Filing	Dependent On/ Contact
<input type="checkbox"/>	1	Assess the status of the process (where are we?)	
		<input type="checkbox"/> Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
<input type="checkbox"/>	2	Assess resources (people, software)	
		<input type="checkbox"/> Facility <ul style="list-style-type: none"> • Are the following available: <ul style="list-style-type: none"> ▪ Power ▪ Internet ▪ Votec Server/Network Connection If not, consider alternate location <input type="checkbox"/> Alternate Location <ul style="list-style-type: none"> • Backup equipment is located in the Emergency Management Building <input type="checkbox"/> If Alternate location is necessary: <ul style="list-style-type: none"> • Contact Jeff King Emergency Management Director <input type="checkbox"/> PC with Votec Program/Connected to Votec Server <input type="checkbox"/> Internet Connection <input type="checkbox"/> Voter Registration Database(VRDB) Program-State https://vr.secstate.wa.gov/vrdbAdmin/login.aspx <input type="checkbox"/> Washington Election Information (WEI Admin) Website: https://weiadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiadminweb%2fdefault.aspx <input type="checkbox"/> If internet unavailable but fax is, fax declarations of candidacy to the Public Disclosure Commission at the end of each business day. <input type="checkbox"/> Counties with joint districts <input type="checkbox"/> Access to a printer/photocopier/fax <input type="checkbox"/> Paper Candidate Packets containing <ul style="list-style-type: none"> • Withdrawal Forms • Public Disclosure Forms (F1 and C1) • Declaration of Candidacy Forms • Political Sign Regulations <input type="checkbox"/> Paper county maps with School/Port/PUD/County Commissioners Districts/Precincts <input type="checkbox"/> Lot Drawing Supplies <ul style="list-style-type: none"> • Candidates who have filed log/report • hat or basket to draw names from • paper • pen • Lot Draw Certification Form • Lot Draw Results Form 	Voter Registration Elections Administrator Technical Support- Votec Technical Services- County See Support, Vendor, Press, & Political Party Contact Information
<input type="checkbox"/>	3	Identify how to access file (template, data, etc.)	

DONE	Step	Essential Function – Candidate Filing	Dependent On/ Contact
		<input type="checkbox"/> WEI Author (to publish Online Candidate Filing Start function): https://wei.sos.wa.gov/county/klickitat/layouts/authenticate.aspx <input type="checkbox"/> WEI Admin (to check for online candidate submissions and enter filings as they arrive): https://weiadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiadminweb%2fdefault.aspx <input type="checkbox"/> If the internet/Votec server is unavailable, accept paper declaration of candidacy as pending and when the internet/Votec server is available finish processing the filing.	
<input type="checkbox"/>	4	Identify alternative methods of candidate filing	
		<input type="checkbox"/> In person <ul style="list-style-type: none"> • Paper Candidate Filing Packets • County Maps • Receive the application as pending • If possible, give the candidate a receipt or copy • When system is back up and running, check the WEI 	
<input type="checkbox"/>	5	Ongoing assessment with interdependent.	
		<input type="checkbox"/> Technical Services-County <input type="checkbox"/> Votec <input type="checkbox"/> OSOS-VRDB Support	
<input type="checkbox"/>	6	Report status to Auditor/BOCC/OSOS/Media	

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Essential Function #3: Voters' Pamphlet

DONE	Step	Essential Function – Voters' Pamphlet	Dependent On/ Contact
<input type="checkbox"/>	1	Assess the status of the process (where are we?)	
		<input type="checkbox"/> Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
<input type="checkbox"/>	2	Assess resources (people, software)	
		<input type="checkbox"/> Facility <ul style="list-style-type: none"> • Power • PC with Internet Connection • Hart Computers and Scanner <input type="checkbox"/> Alternate Location <ul style="list-style-type: none"> • Backup equipment is located in the Emergency Management Building <input type="checkbox"/> If Alternate location is necessary: <ul style="list-style-type: none"> • Contact Jeff King Emergency Management Director <input type="checkbox"/> PC with Internet Connection <input type="checkbox"/> Indesign discs (to be installed) located in backup supplies at the Emergency Management Building <input type="checkbox"/> Candidate Filing Log/Reports <input type="checkbox"/> Candidate Statements and Photos submitted-saved on the Auditors drive M:/Election/(current year) Elections/Voters Pamphlet also located in WEI Admin at: https://weiaadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiaadminweb%2fdefault.aspx	Elections Administrator Auditor Technical Support-County Voters' Pamphlet support-OSOS See Support, Vendor, Press, & Political Party Contact Information
<input type="checkbox"/>	3	Identify how to access file (template, data, etc.)	
		<input type="checkbox"/> On the PC that Indesign was installed on: go to the start menu, all programs, Adobe Design Standard CS4, Adobe Indesign CS4	
<input type="checkbox"/>	4	Ongoing assessment with interdependent.	
		<input type="checkbox"/> Technical Services-County <input type="checkbox"/> Votec <input type="checkbox"/> OSOS-VRDB Support	
<input type="checkbox"/>	5	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #4: Ballot Design

DONE	Step	Essential Function – Ballot Design	Dependent On/ Contact
<input type="checkbox"/>	1	Assess the status of the process (where are we?)	
		<input type="checkbox"/> Check the Elections Calendar (See Appendices B & C) If this step can wait, consider the priority compared to other essential functions.	Voter Registration Elections Administrator
<input type="checkbox"/>	2	Assess resources (people, software)	
		<input type="checkbox"/> Facility <ul style="list-style-type: none"> • Are the following available: <ul style="list-style-type: none"> ▪ Power ▪ Internet ▪ Votec Server/Network Connection If not, consider alternate location <input type="checkbox"/> Alternate Location <ul style="list-style-type: none"> • Backup equipment is located in the Emergency Management Building <input type="checkbox"/> If Alternate location is necessary: <ul style="list-style-type: none"> • Contact Jeff King Emergency Management Director <input type="checkbox"/> Internet <input type="checkbox"/> PC with Votec Server/Votec Program <input type="checkbox"/> Boss Backup Computer <input type="checkbox"/> Ballot Now Backup Computer <input type="checkbox"/> Backup Hart Scanner <input type="checkbox"/> Access to a ballot printer <input type="checkbox"/> Judges Booth Controller (JBC) <input type="checkbox"/> Accessible Voting Unit (AVU) <input type="checkbox"/> Mobile Ballot Boxes (MBBs) <input type="checkbox"/> Jump Drive (to move Ballot EDX file from WEI Admin download on internet accessible PC) <input type="checkbox"/> USB Rosetta key (ECM Key) <input type="checkbox"/> WEI Admin website: https://weiaadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiaadminweb%2fdefault.aspx <input type="checkbox"/> Election Supplies: ballot paper	Technical Support-Hart See Support, Vendor, Press, & Political Party Contact Information
<input type="checkbox"/>	3	Identify how to access file (template, data, etc.)	
		<input type="checkbox"/> Download EDX file from WEI Admin, save to a jump drive, take to Boss Computer, follow directions for Infusion Program in Hart Manuals <ul style="list-style-type: none"> <input type="checkbox"/> List of Candidates and Ballot Measures <input type="checkbox"/> Boss Images <input type="checkbox"/> OSOS Ballot Checklist 	
<input type="checkbox"/>	4	Contact another Hart County if needed.	
<input type="checkbox"/>	5	Ongoing assessment with interdependent.	
		<input type="checkbox"/> Technical Services-County <input type="checkbox"/> Votec <input type="checkbox"/> OSOS-VRDB Support	
<input type="checkbox"/>	6	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #5: Envelope Printing

DONE	Step	Essential Function – Envelope Printing	Dependent On/ Contact
<input type="checkbox"/>	1	Assess the status of the process (where are we?)	
		<input type="checkbox"/> Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
<input type="checkbox"/>	2	Assess resources (people, software)	Elections Administrator Voter Registration
		<input type="checkbox"/> Facility <ul style="list-style-type: none"> • Are the following available: <ul style="list-style-type: none"> ▪ Power ▪ Internet ▪ Votec Server/Network Connection If not, consider alternate location <input type="checkbox"/> Alternate Location <ul style="list-style-type: none"> • Backup equipment is located in the Emergency Management Building <input type="checkbox"/> If Alternate location is necessary: <ul style="list-style-type: none"> • Contact Jeff King Emergency Management Director <input type="checkbox"/> Printer <input type="checkbox"/> PC with Votec Server/Votec Program/Access to Auditors Drive <input type="checkbox"/> Envelope Printer <input type="checkbox"/> Envelope Printer Computer <input type="checkbox"/> Jump Drive to move Envelope Printer file from PC connect to Votec Server to Envelope Printer Computer <input type="checkbox"/> Election supplies: Envelope Printer Ink, Affidavit Envelopes, rubber bands, sticky notes, pen, copier paper, one 3 Ring binder, hole punch	Votec Support Technical Services-County See Support, Vendor, Press, & Political Party Contact Information
<input type="checkbox"/>	3	Identify how to access file (template, data, etc.)	
		<input type="checkbox"/> Follow Procedures To Create Absentee Ballot Label Export For The Envelope Printer, Appendix E <input type="checkbox"/> Follow the Envelope Printer Procedures, Appendix E	
<input type="checkbox"/>	4	Contact Votec Support if unable to access Votec Server, they may be able to run the Envelope Printer file for you. If Envelope Printer unavailable contact a printer to print envelopes.	
<input type="checkbox"/>	5	Ongoing assessment with interdependent.	
		<input type="checkbox"/> Technical Services-County <input type="checkbox"/> Votec Support <input type="checkbox"/> OSOS-VRDB Support	
<input type="checkbox"/>	6	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #6: Ballot Printing

DONE	Step	Essential Function – Ballot Printing	Dependent On/ Contact
<input type="checkbox"/>	1	Assess the status of the process (where are we?)	
		<input type="checkbox"/> Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
<input type="checkbox"/>	2	Assess resources (people, software)	Elections Administrator Voter Registration
		<input type="checkbox"/> Facility <ul style="list-style-type: none"> • Are the following available: <ul style="list-style-type: none"> ▪ Power ▪ Internet ▪ Votec Server/Network Connection If not, consider alternate location <input type="checkbox"/> Alternate Location <ul style="list-style-type: none"> • Backup equipment is located in the Emergency Management Building <input type="checkbox"/> If Alternate location is necessary: <ul style="list-style-type: none"> • Contact Jeff King Emergency Management Director <input type="checkbox"/> Internet <input type="checkbox"/> Ballot Now Backup Computer <input type="checkbox"/> MBBs with Boss Database saved on it <input type="checkbox"/> USB Rosetta key (ECM Key) <input type="checkbox"/> Access to a ballot printer (if printer unavailable, go to step 5) <input type="checkbox"/> Election supplies: ballot paper, ink, binder clips, mail trays	See Support, Vendor, Press, & Political Party Contact Information
<input type="checkbox"/>	3	Identify how to access file (template, data, etc.)	
		<input type="checkbox"/> MBB containing the Boss Database for the election or Boss Computer containing Boss Database for the election that can be saved onto a MBB <input type="checkbox"/> Run an internal Logic and Accuracy Test and get approval from Chief Deputy prior to printing ballots	
<input type="checkbox"/>	4	Contact another Hart county if necessary.	
<input type="checkbox"/>	5	Contact a printer/mailing house, if unable to print in house.	
<input type="checkbox"/>	6	Ongoing assessment with interdependent.	
		<input type="checkbox"/> Technical Services-County <input type="checkbox"/> Votec <input type="checkbox"/> OSOS-VRDB Support <input type="checkbox"/> Technical Services-Hart	
<input type="checkbox"/>	7	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #7: Ballot Boxes

DONE	Step	Essential Function – Ballot Boxes	Dependent On/ Contact
<input type="checkbox"/>	1	Assess the status of the process (where are we?)	
		<input type="checkbox"/> Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
<input type="checkbox"/>	2	Assess resources (people, software)	Auditor Chief Deputy Elections Administrator Voter Registration
		<input type="checkbox"/> Opening person availability (Auditor) <input type="checkbox"/> Ballot collection team(s) <input type="checkbox"/> Election supplies: canvass collection bags, collection seal logs, Ballot box seal logs, seals for boxes and bags, green pens, locks and bars (for older boxes), closing procedures, two sets of keys for each box <input type="checkbox"/> Closing teams availability <input type="checkbox"/> Closing teams supplies transported to teams	See Support, Vendor, Press, & Political Party Contact Information
<input type="checkbox"/>	3	Identify how to access file (template, data, etc.)	
		<input type="checkbox"/> Keys are located in the key box in the Auditors Office supply room.	
<input type="checkbox"/>	4	Ongoing assessment with interdependent.	
		<input type="checkbox"/> Technical Services-County <input type="checkbox"/> Votec <input type="checkbox"/> OSOS-VRDB Support	
<input type="checkbox"/>	5	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #8: Mailing Ballots

DONE	Step	Essential Function – Mailing Ballots	Dependent On/ Contact
<input type="checkbox"/>	1	Assess the status of the process (where are we?)	
		<input type="checkbox"/> Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
<input type="checkbox"/>	2	Assess resources (people, software)	
		<input type="checkbox"/> Postage Statement Form 3602-EZ <input type="checkbox"/> Check for Postage to mail with Postage Statement <input type="checkbox"/> Transportation <input type="checkbox"/> Ballots, in mail trays, sorted by zipcode, sleeved and tagged	Elections Administrator Voter Registration
<input type="checkbox"/>	3	Identify how to access file (template, data, etc.)	
		<input type="checkbox"/> Envelope Printer file used to print envelopes and sort voters by zipcode is saved under Auditors Drive M:/Election/(current year) Elections/(Election Date file)	See Support, Vendor, Press, & Political Party Contact Information
<input type="checkbox"/>	4	If unable to mail ballots contact a mailing house if possible.	
<input type="checkbox"/>	5	Ongoing assessment with interdependent.	
		<input type="checkbox"/> Technical Services-County <input type="checkbox"/> Votec <input type="checkbox"/> OSOS-VRDB Support	
<input type="checkbox"/>	6	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #9: Voting Center

DONE	Step	Essential Function – Voting Center	Dependent On/ Contact
<input type="checkbox"/>	1	Assess the status of the process (where are we?)	
		<input type="checkbox"/> Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	Elections Administrator Voter Registration
<input type="checkbox"/>	2	Assess resources (people, software)	
		<input type="checkbox"/> Facility <ul style="list-style-type: none"> • Are the following available: <ul style="list-style-type: none"> ▪ Power ▪ Internet ▪ Votec Server/Network Connection If not, consider alternate location <input type="checkbox"/> Alternate Location <ul style="list-style-type: none"> • Backup equipment is located in the Emergency Management Building <input type="checkbox"/> If Alternate location is necessary: <ul style="list-style-type: none"> • Contact Jeff King Emergency Management Director <input type="checkbox"/> Internet <input type="checkbox"/> PC with Votec Server/Votec Program <input type="checkbox"/> Ballot Now Backup Computer <input type="checkbox"/> Backup Hart Scanner <input type="checkbox"/> Access to a ballot printer <input type="checkbox"/> Judges Booth Controller (JBC) <input type="checkbox"/> Accessible Voting Unit (AVU) <input type="checkbox"/> Mobile Ballot Boxes (MBBs) <input type="checkbox"/> Jump Drive (to move Ballot EDX file from WEI Admin download on internet accessible PC) <input type="checkbox"/> USB Rosetta key (ECM Key) <input type="checkbox"/> WEI Admin website: https://weiadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiadminweb%2fdefault.aspx <input type="checkbox"/> Election Supplies: ballot paper, ballot envelopes, labels	See Support, Vendor, Press, & Political Party Contact Information
<input type="checkbox"/>	3	Identify how to access file (template, data, etc.)	
		<input type="checkbox"/> Poll Site Requirements-Auditor's Office located on the Auditors Drive M:\Election\Poll Site Requirements-Auditor's Office	
<input type="checkbox"/>	4	Ongoing assessment with interdependent.	
		<input type="checkbox"/> Technical Services-County <input type="checkbox"/> Votec <input type="checkbox"/> OSOS-VRDB Support	
<input type="checkbox"/>	5	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #10: Accessible Voting Unit (AVU)

DONE	Step	Essential Function – Accessible Voting Unit (AVU)	Dependent On/ Contact
<input type="checkbox"/>	1	Assess the status of the process (where are we?)	
		<input type="checkbox"/> Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
<input type="checkbox"/>	2	Assess resources (people, software)	Elections Administrator Voter Registration
		<input type="checkbox"/> Facility <ul style="list-style-type: none"> • Power • PC with Internet Connection • Hart Computers and Scanner <input type="checkbox"/> Alternate Location <ul style="list-style-type: none"> • Backup equipment is located in the Emergency Management Building <input type="checkbox"/> If Alternate location is necessary: <ul style="list-style-type: none"> • Contact Jeff King Emergency Management Director <input type="checkbox"/> Emergency Logic and Accuracy Test (L & A Test) (if using back up equipment) <ul style="list-style-type: none"> • Test ballots for an Emergency L & A Test • L & A Test Matrix • L & A Test AVU Log <input type="checkbox"/> Judges Booth Controller (JBC) <input type="checkbox"/> Accessible Voting Unit (AVU) <input type="checkbox"/> Mobile Ballot Boxes (MBBs) <input type="checkbox"/> Jump Drive (to move Ballot EDX file from WEI Admin download on internet accessible PC) <input type="checkbox"/> USB Rosetta key (ECM Key) <input type="checkbox"/> WEI Admin website: https://weiadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiadminweb%2fdefault.aspx <input type="checkbox"/> Ballots voted on the AVU must be duplicated on a paper ballot to be tabulated <input type="checkbox"/> Election Supplies: JBC paper, AVU paper, ballot paper	Technical Support-Hart See Support, Vendor, Press, & Political Party Contact Information
<input type="checkbox"/>	3	Identify how to access file (template, data, etc.)	
		<input type="checkbox"/> PC connected to Votec Server/Votec Program/Internet (If Votec Server unavailable but VRDB is available, signatures can be manually checked using the VRDB) <input type="checkbox"/> VRDB website: https://vr.secstate.wa.gov/vrdbAdmin/login.aspx	
<input type="checkbox"/>	4	Ongoing assessment with interdependent.	
		<input type="checkbox"/> Technical Services-County <input type="checkbox"/> Votec <input type="checkbox"/> OSOS-VRDB Support	
<input type="checkbox"/>	5	Report status to Auditor/BOCC/OSOS/Media	

Essential Function #11: Signature Verification

DONE	Step	Essential Function-Signature Verification	Dependent On/ Contact
<input type="checkbox"/>	1	Assess the status of the process (where are we?)	Votec VRDB/OSOS Tech Support
		<input type="checkbox"/> Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority of other essential functions.	
<input type="checkbox"/>	2	Assess resources (people, software)	
		<input type="checkbox"/> Facility <ul style="list-style-type: none"> • Are the following available: <ul style="list-style-type: none"> ▪ Power ▪ Internet ▪ Votec Server/Network Connection If not, consider alternate location <input type="checkbox"/> Alternate Location <ul style="list-style-type: none"> • Backup equipment is located in the Emergency Management Building <input type="checkbox"/> If Alternate location is necessary: <ul style="list-style-type: none"> • Contact Jeff King Emergency Management Director <input type="checkbox"/> PC with Votec Program/Connected to Votec Server <input type="checkbox"/> Internet Connection <input type="checkbox"/> Voter Registration Database(VRDB) Program-State <input type="checkbox"/> Technical Support-Votec <input type="checkbox"/> Technical Services-County <input type="checkbox"/> Access to a printer	Voter Registration Elections Administrator See Support, Vendor, Press, & Political Party Contact Information
<input type="checkbox"/>	3	Identify how to access file (template, data, etc.)	
		<input type="checkbox"/> PC connected to Votec Server/Votec Program/Internet (If Votec Server unavailable but VRDB is available, signatures can be manually checked using the VRDB) <input type="checkbox"/> VRDB website: https://vr.secstate.wa.gov/vrdbAdmin/login.aspx	Votec OSOS Technical Support- County
<input type="checkbox"/>	4	Ongoing assessment with interdependent.	
		<input type="checkbox"/> Technical Services-County <input type="checkbox"/> Votec <input type="checkbox"/> OSOS-VRDB Support	
<input type="checkbox"/>	5	Report status to Auditor/BOCC/OSOS/Media/Political Parties	

Essential Function #12: Ballot Tabulation

DONE	Step	Essential Function – Ballot Tabulation	Dependent On/ Contact
<input type="checkbox"/>	1	Assess the status of the process (where are we?)	
		<input type="checkbox"/> Check the Elections Calendars (Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	Voter Registration Elections Administrator
<input type="checkbox"/>	2	Assess resources (people, software)	
		<input type="checkbox"/> Facility <ul style="list-style-type: none"> • Are the following available: <ul style="list-style-type: none"> ▪ Power ▪ Internet ▪ Votec Server/Network Connection If not, consider alternate location <input type="checkbox"/> Alternate Location <ul style="list-style-type: none"> • Backup equipment is located in the Emergency Management Building <input type="checkbox"/> If Alternate location is necessary: <ul style="list-style-type: none"> • Contact Jeff King Emergency Management Director <input type="checkbox"/> PC with internet connection <input type="checkbox"/> Boss (Backup) Computer <input type="checkbox"/> Ballot Now (Backup) Computer <input type="checkbox"/> Tally (Backup) Computer <input type="checkbox"/> Access to a printer <input type="checkbox"/> Judges Booth Controller (JBC) <input type="checkbox"/> Accessible Voting Unit (AVU) <input type="checkbox"/> Mobile Ballot Boxes (MBBs) <input type="checkbox"/> Jump Drive (to move Ballot EDX file from WEI Admin download on internet accessible PC) <input type="checkbox"/> USB Rosetta key (ECM Key) <input type="checkbox"/> WEI Admin website: https://weiadmin.sos.wa.gov/WEIAdminWeb/Login.aspx?ReturnUrl=%2fweiadminweb%2fdefault.aspx <input type="checkbox"/> Emergency Logic and Accuracy Test (L & A Test) (if using back up equipment) <ul style="list-style-type: none"> • Test ballots for an Emergency L & A Test • L & A Test Matrix • L & A Test AVU Log <input type="checkbox"/> Archive boxes and seals and seal logs	Technical Support-County Technical Support-Hart See Support, Vendor, Press, & Political Party Contact Information
<input type="checkbox"/>	3	Identify how to access file (template, data, etc.)	
		<input type="checkbox"/> Follow Hart Manuals for process Contact Hart Technical Support if needed.	
<input type="checkbox"/>	4	Ongoing assessment with interdependent.	
		<input type="checkbox"/> Technical Services-County <input type="checkbox"/> Votec <input type="checkbox"/> OSOS-VRDB Support	
<input type="checkbox"/>	5	Report status to Auditor/BOCC/OSOS/Media/Political Parties	

Essential Function #13: Canvassing and Certification

DONE	Step	Essential Function – Canvassing and Certification	Dependent On/ Contact
<input type="checkbox"/>	1	Assess the status of the process (where are we?)	Elections Administrator Voter Registration
		<input type="checkbox"/> Check the Elections Calendars (See Appendices A & B) If this step can wait, consider the priority compared to other essential functions.	
<input type="checkbox"/>	2	Assess resources (people, software)	
		<input type="checkbox"/> Facility <ul style="list-style-type: none"> • Power • PC with Internet Connection • Hart Computers and Scanner <input type="checkbox"/> Alternate Location <ul style="list-style-type: none"> • Backup equipment is located in the Emergency Management Building <input type="checkbox"/> If Alternate location is necessary: <ul style="list-style-type: none"> • Contact Jeff King Emergency Management Director • Notify Canvassing Board • Notify the public <ul style="list-style-type: none"> ▪ Post at original location ▪ If possible, add notice to website and notify media • Notify political party chairpersons <input type="checkbox"/> Auditor(or designee) <input type="checkbox"/> Chairman of the Board of County Commissioners(or designee) <input type="checkbox"/> Prosecuting Attorney(or designee) <input type="checkbox"/> Certification Forms <ul style="list-style-type: none"> • Oath of Authenticity • Oath of Personnel Assigned to the Election Board-for designees to the Canvassing Board • Certification of the Canvassing Board • Reconciliation Form • Delegation of Authority Forms (if needed) • Ballots requiring a decision by the board 	A quorum is required by statute. See Support, Vendor, Press, & Political Party Contact Information
<input type="checkbox"/>	3	Identify how to access file (template, data, etc.)	
		<input type="checkbox"/> Certification Forms are available on the Secretary of State's website: http://www.sos.wa.gov/elections/ReconciliationandCertification.aspx and the Auditors Drive M:\Election\Forms	
<input type="checkbox"/>	4	Ongoing assessment with interdependent.	
		<input type="checkbox"/> Technical Services-County <input type="checkbox"/> Votec <input type="checkbox"/> OSOS-VRDB Support	
<input type="checkbox"/>	5	Report status to Auditor/BOCC/OSOS/Media/Political Parties	

Appendix A

Washington State Election's Calendar

- **1/1/2015:** NEW YEARS'S DAY [RCW 1.16.050](#)
- **1/2/2015:** Last day to submit petition signatures supporting Initiatives to the Legislature [RCW 29A.72.160](#)
- **1/3/2015:** First day to file Initiatives to the People with Secretary of State [RCW 29A.72.030](#)
- **1/7/2015:** Last day to publish Notice of February Special Election [RCW 29A.52.355](#)
- **1/11/2015:** Military and overseas ballots mailed for the February Special Election [RCW 29A.40.070](#)
- **1/12/2015:** Regular legislative session begins [RCW 44.04.010](#)
- **1/12/2015:** Deadline for mail or online new registrations and voter updates prior to the February Special Election [RCW 29A.08.140](#)
- **1/19/2015:** MARTIN LUTHER KING, JR. DAY [RCW 1.16.050](#)
- **1/23/2015:** February Special Election 18-day voting period begins [RCW 29A.40.070](#)
- **2/2/2015:** Last day for in-person registration to vote in the February Special Election [RCW 29A.08.140](#)
- **2/10/2015:** SPECIAL ELECTION [RCW 29A.04.321](#)
- **2/16/2015:** PRESIDENTS' DAY [RCW 1.16.050](#)
- **2/24/2015:** County Canvassing Board certifies February Special Election results [RCW 29A.60.190](#)
- **3/11/2015:** First day to file Initiatives to the Legislature with Secretary of State [RCW 29A.72.030](#)
- **3/13/2015:** Last day to file a resolution for the April Special Election [RCW 29A.04.330](#)
- **3/15/2015:** First day to publish Notice of April Special Election [RCW 29A.52.355](#)
- **3/25/2015:** Last day to publish Notice of April Special Election [RCW 29A.52.355](#)
- **3/29/2015:** Military and overseas ballots mailed for the April Special Election [RCW 29A.40.070](#)
- **3/30/2015:** Deadline for mail or online new registrations and voter updates prior to the April Special Election [RCW 29A.08.140](#)
- **4/10/2015:** April Special Election 18-day voting period begins [RCW 29A.40.070](#)
- **4/11/2015:** Last day for filing officer to number office positions [RCW 29A.24.010](#)
- **4/20/2015:** Last day for in-person registration to vote in the April Special Election [RCW 29A.08.140](#)
- **4/26/2015:** Regular legislative session scheduled to end [Article II, Sec. 12, Washington State Constitution](#)

- **4/27/2015:** Last day to make precinct boundary changes before November General Election [RCW 29A.16.040](#)
- **4/27/2015:** First day filing officer may receive candidate declarations by mail [RCW 29A.24.081](#)
- **4/28/2015:** SPECIAL ELECTION [RCW 29A.04.321](#)
- **5/8/2015:** Last day to file a resolution for August Primary [RCW 29A.04.330](#)
- **5/11/2015:** Official Candidate Filing Week opens [RCW 29A.24.050](#)
- **5/12/2015:** County Canvassing Board certifies April Special Election results [RCW 29A.60.190](#)
- **5/15/2015:** Final day for all candidates to file for office [RCW 29A.24.050](#)
- **5/18/2015:** Candidate withdrawal deadline [RCW 29A.24.131](#)
- **5/19/2015:** Last day for Secretary of State to certify candidates to County Auditors [RCW 29A.36.010](#)
- **5/22/2015:** Last day to submit photos and statements for voters' pamphlet [WAC 434-381-120](#)
- **5/25/2015:** MEMORIAL DAY [RCW 1.16.050](#)
- **6/20/2015:** Military and overseas ballots mailed for the August Primary [RCW 29A.40.070](#)
- **6/21/2015:** First day to publish Notice of August Primary [RCW 29A.52.355](#)
- **7/1/2015:** Last day to publish Notice of August Primary [RCW 29A.52.355](#)
- **7/2/2015:** Last business day to submit petition signatures supporting Initiatives to the People to the Secretary of State [RCW 29A.72.160](#)
- **7/3/2015:** LEGAL HOLIDAY
- **7/4/2015:** INDEPENDENCE DAY [RCW 1.16.050](#)
- **7/6/2015:** Deadline for mail or online new registrations and voter updates prior to the Primary [RCW 29A.08.140](#)
- **7/17/2015:** August Primary 18-day voting period begins [RCW 29A.40.070](#)
- **7/17/2015:** Last day to file write-in candidacy for the August Primary [RCW 29A.24.311](#)
- **7/24/2015:** Final day to submit Referendum Measure petition signatures to the Secretary of State (office will remain open on Saturday) [RCW 29A.72.160](#)
- **7/26/2015:** Laws enacted in the regular legislative session become effective [Article II, Sec. 41, Washington State Constitution](#)
- **7/27/2015:** Last day for in-person registration in order to vote in the August Primary [RCW 29A.08.140](#)
- **8/1/2015:** Deadline for Secretary of State to propose an alternative Presidential Primary date. [RCW 29A.56.020](#)
- **8/3/2015:** Last day a void in candidacy causes that office to reopen filing [RCW 29A.24.181](#)

- **8/4/2015:** PRIMARY [RCW 29A.04.311](#)
- **8/4/2015:** Last day to file a resolution for the November General Election [RCW 29A.04.330](#)
- **8/18/2015:** County Canvassing Board certifies and transmits results of August Primary [RCW 29A.60.190](#)
- **8/21/2015:** Deadline for Secretary of State to certify results of the August Primary [RCW 29A.60.240](#)
- **9/1/2015:** Last day a major party state committee may propose alternate Presidential Primary date. [RCW 29A.56.020](#)
- **9/7/2015:** LABOR DAY [RCW 1.16.050](#)
- **9/19/2015:** Military and overseas ballots mailed for the November General Election [RCW 29A.40.070](#)
- **9/20/2015:** First day to publish Notice of November General Election [RCW 29A.52.355](#)
- **9/30/2015:** Last day to publish Notice of November General Election [RCW 29A.52.355](#)
- **10/1/2015:** Final day to adopt an alternative date for the Presidential Primary. [RCW 29A.56.020](#)
- **10/5/2015:** Deadline for mail or online new registrations and voter updates prior to the General Election [RCW 29A.08.140](#)
- **10/16/2015:** Final day to file as a write-in candidate for the November General Election [RCW 29A.24.311](#)
- **10/16/2015:** November General Election 18-day voting period begins [RCW 29A.40.070](#)
- **10/26/2015:** Last day for in-person registration in order to vote in the General Election [RCW 29A.08.140](#)
- **11/3/2015:** GENERAL ELECTION [RCW 29A.04.321](#)
- **11/11/2015:** VETERANS' DAY [RCW 1.16.050](#)
- **11/24/2015:** County Canvassing Board certifies and transmits results of November General Election [RCW 29A.60.190](#)
- **11/26/2015:** THANKSGIVING DAY [RCW 1.16.050](#)
- **11/27/2015:** LEGAL HOLIDAY [RCW 1.16.050](#)
- **12/3/2015:** Last day for Secretary of State to certify November General Election results [RCW 29A.60.250](#)
- **12/25/2015:** CHRISTMAS DAY [RCW 1.16.050](#)
- **12/25/2015:** Statutory deadline to file a resolution for next year's February Special Election [RCW 29A.04.330](#)
- **12/27/2015:** First day to publish Notice of February Special Election. [RCW 29A.52.355](#)
- **12/31/2015:** Last business day to submit petition signatures supporting Initiatives to the Legislature [RCW 29A.72.160](#)

Appendix B

Klickitat County Elections Department Calendar

January 2015				Thursday	Friday	Important Dates
		31			1	2
	Publish Notice		Holiday			Ballot Design-E Adm
						Ballot Proofing-Vr/E Adm
						Open bbox plans
Monday	Tuesday	Wednesday	Thursday	Friday		
5	6	7	8	9		
Ballot Proof-Vr/E Adm	Ballot Approval-Ch Dep	Print Mil Labels-Vr	Set up AVU, Test, Reset	Mail Mil.-Vr		
	Run Int. L&A-Vr	Print Mil. Ballots-E Adm	Print-E Adm	Send Eballot emails-E Adm		
	Great AVU DB-E Adm	Assemble Military-Vr	Fold-Vr	Postage Stmt Request		
	Proof AVU/ Get Approval	Pol. Prty Ltrs-E Adm		Print-Fold		
	Test MyBallot-Vr/E Adm			Open ballot boxes		
Monday	Tuesday	Wednesday	Thursday	Friday		
12	13	14	15	16		
L&A Test-10am	Assemble	Assemble	Assemble	Assemble		Eric Reports processed 13th, 14th
M/O VR						
Print-Fold						
Monday	Tuesday	Wednesday	Thursday	Friday		Notes
19	20	21	22	23		Next year begin
Holiday	Seal	Sort	Mailed ballots	Deadline to mail ballots		Assembly sooner if countywide
		Sleeve	send cert mail form osos	Set up AVU		
				Set up Office as pollsite		
				Mail ACP ballots		Finish up Jr
Monday	Tuesday	Wednesday	Thursday	Friday		Dist. Questionnaires mail by 1/30
26	27	28	29	30		
Processing	Processing	Processing	Processing	Processing		Voter Reg Billing
						Postage Refunds

February 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
2	3	4	5	6	
Processing	Processing	Processing	Processing	Processing	Finish VR Billing
Email B&G			WEI upload Test		
Closing Bbox Plans					
Monday	Tuesday	Wednesday	Thursday	Friday	
9	10	11	12	13	
Processing	Processing	Processing	Processing	Processing	
Monday	Tuesday	Wednesday	Thursday	Friday	
16	17	18	19	20	
Processing	Processing	Processing	Processing	Processing	
Init. Canv. Mtng 9:15 am	Prep Cert Docs/Wrksht	Call NS/NM-Vr			
Monday	Tuesday	Wednesday	Thursday	Friday	Notes
23	24	25	26	27	
Processing	Cert. Canvass Mtng 9:15am	Billing	Billing	Billing	
	Complete Rec. Wrksht				
	Update Perm/Fiat V Hist				
	Global Update				



March 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
2	3	4	5	6	
Monday	Tuesday	Wednesday	Thursday	Friday	
9	10	11	12	13	
			April Election Cycle begins	Res. Due April Special	
			Election Setup	Create Notice	
			Create Pol Prty Ltr	Create Matrix/L&A Mat	
			Setup Canvass Mtngs	Proof Matrix	
			Schedule L&A	Proof Notice/Submit	
Monday	Tuesday	Wednesday	Thursday	Friday	
16	17	18	19	20	
Ballot Design	Ballot Design	Ballot Design	Ballot Proof-Ch Dep	Print Env - Vr	
Update Election Setup	Proof Ballot-Vr/E Adm	Copy DB/MBBs	Proof Pol Prty Ltr-BSS	Order Mail Trays	
Create Env. Printer Exp.	Publish Notice	Finalize DB/Tally DB	Run Internal L&A	Mail Pol Prty Ltr	
Set up Env Printer-E Adm	Open Bbox plans	Approve L&A-Ch Dep	Print Ballots		
Monday	Tuesday	Wednesday	Thursday	Friday	Notes
23	24	25	26	27	
Print Mil. Labels-Vr	Fold-Vr	Fold-Vr	Mil. Ballots	Assemble	
Print Mil Ballots	Test MyBallot-Vr/E Adm	Print Ballots-E Adm	Separate-E Adm	Open Ballot Boxes	
Print Ballots	Assemble Mil. Ballots	Separate-E Adm			
	Print Ballots				
Monday	Tuesday	Wednesday	Thursday	Friday	
30					
Assemble					
M/O VR Deadline					

April 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
		1	2	3	
	Assemble	Assemble	Assemble	Assemble	
Monday	Tuesday	Wednesday	Thursday	Friday	
6	7	8	9	10	
Seal	Sort		Mail April Ballots Deadline		
	Sleeve		Office pollsite	Mail ACP Ballot	
	Tag			AVJ Available	
				Mail Ballot Cert-OSOS	
Monday	Tuesday	Wednesday	Thursday	Friday	Notes
Monday	Tuesday	Wednesday	Thursday	Friday	
13	14	15	16	17	
Process Ballots	Process Ballots	Process Ballots	Process Ballots	Process Ballots	
Prep Filing Wk Notice	Proof Filing Wk Notice	Approve Notice-AUD		Submit Filing Wk Notice	
In-person VR Deadline					
Prep Filing Packets					
Filing info on Website					
Monday	Tuesday	Wednesday	Thursday	Friday	
20	21	22	23	24	
Process Ballots	Process Ballots	Process Ballots	Process Ballots	Process Ballots	
In person-VR Deadline		Publish Filing Wk Notice			
Monday	Tuesday	Wednesday	Thursday	Friday	
27	28	29	30		
Process Ballots	April Special Election	Process Ballots	Process Ballots	Process Ballots	
Rec. Cand Filings-Mail	Process Ballots				

May 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
				1	
				Process Ballots	
Monday	Tuesday	Wednesday	Thursday	Friday	
	4	5	6	7	8
Process Ballots	Process Ballots	Billing	Primary Elec Cycle Begins	Enter Meas in WEI	
Billing	Canvass Mtng	Process Ballots	Billing	Proof Meas in WEI	
			Setup Elec Votec	Create Matrix	
			Call NS/NIM-SJB	Process Ballots	
			Prep Cert Docs		
Monday	Tuesday	Wednesday	Thursday	Friday	
	11	12	13	14	15
Turn on Online Filing	Complete Rec. Wrksh	Approve Matrix-CH Dep	Enter cand WEI-Vr	Turn off Online Filing	Candidate Filing Week
Create Matrix/L&A Mat.	Update Perm/Flat v hist	Enter cand WEI-Vr		Enter cand WEI-Vr	
Order inserts-proof	Global Update	Proof Matrix			
Enter cand WEI-Vr	Enter cand WEI-Vr	Submit Matrix to CH Dep			
Process Ballots	Cert. April Spec Election	Check supplies			
Monday	Tuesday	Wednesday	Thursday	Friday	Notes
	18	19	20	21	22
Candidate Withdrawl DL	State Cert Candidates	Ballot Design	Auditor's Conference	VP Photo/Stmnt Deadline	
Prep cand ltr No Primary	Ballot Design	Proof Ballot	Submit Ballot-CH Dep	Block Cand WEI-VR	
Proof cand ltr	Order Mail Trays	Pick up mail trays	Env. Printer Exp.	Print Env.-VR	
Approve cand ltr-AUD			Ballot Printing Log		
Ballot Design	AUDITOR'S Conference	AUDITOR'S Conference	Set up Env. Printer		
Monday	Tuesday	Wednesday	Thursday	Friday	
	25	26	27	28	29
Holiday	Enter stmnts in WEI	Copy Boss DB/ MBBs	Print-E Adm	Voters' Pamphlet	
	Enter photos in WEI	Finalize DB/create Tally DB	Fold-Vr	Print	
	Proof WEI	Internal L&A	Separate	Fold-VR	
	Approve Ballot-CH Dep	Get L&A Approved-Ch Dep		Separate	
	Print Env.-Vr				

June 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
1	2	3	4	5	
Voters' Pamphlet prep	Voters' Pamphlet prep	Voters' Pamphlet prep	Voters' Pamphlet prep	Voters' Pamphlet prep	
Print	Print	Print	Print	Print	
Fold-Vr	Fold-Vr	Fold-Vr	Fold-Vr	Fold-Vr	
Separate	Separate	Separate	Separate	Separate	
Monday	Tuesday	Wednesday	Thursday	Friday	
8	9	10	11	12	
Voters' Pamphlet prep	Elections Conference	Elections Conference	New Laws Effective	Elections Conference	
Print	Elections Conference	Elections Conference	Elections Conference	Elections Conference	
Fold-Vr					
Separate					
Monday	Tuesday	Wednesday	Thursday	Friday	
15	16	17	18	19	
Create Primary Notice	Proof Primary Notice	Approve Notice-BSS	Create AVU DB	Mail Military Ballots	
Proof VP	Proof VP	Proof VP-Ch Dep	Proof AVU	Submit Primary Notice	
Print Mil Ballots	Print Mil Labels	Proof VP-BSS	Approve AVU-Ch Dep	Run Internal Test AVU	
		Assemble Mil Ballots-Vr		Write AVU MBBS	
Monday	Tuesday	Wednesday	Thursday	Friday	Notes
22	23	24	25	26	
		Publish Primary Notice		Election Workers Assemble	
Monday	Tuesday	Wednesday	Thursday	Friday	
29	30				
Election Workers Assemble	Election Workers Assemble				

July 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
			1	2	3
		Election Workers Assemble	Election Workers Assemble Seal	Holiday	
Monday	Tuesday	Wednesday	Thursday	Friday	
6	7	8	9	10	
Assemble/Seal				Arrange ballot transport	
M/O VR Deadline	Pull Deceased/Changes	Voters' Pamphlet prep	Voters' Pamphlet prep	Ballot Box opening plans	
Voters' Pamphlet prep	Voters' Pamphlet prep				
Monday	Tuesday	Wednesday	Thursday	Friday	
13	14	15	16	17	
Sort	Sort	Create spec filing notice	Office pollsite	Mail Primary Ballots	
	Sleeve	Website Updates	Proof spec filing notice	Mail ACP Ballot	
	Tag	Test MyBallot	Test MyBallot	Mail Ballot Cert-OSOS	
				Approve notice-AUD	
Monday	Tuesday	Wednesday	Thursday	Friday	Notes
20	21	22	23	24	
Scan Signatures	Scan Signatures	Scan Signatures	Scan Signatures	Submit spec filing notice	
Open/Inspect	Open/Inspect	Open/Inspect	Open/Inspect	Scan Signatures	
Scan Ballots	Scan Ballots	Scan Ballots	Scan Ballots	Open/Inspect	
				Scan Ballots	
Monday	Tuesday	Wednesday	Thursday	Friday	
27	28	29	30	31	
In-person VR Deadline	Email B&G re:doors	Publish spec filing notice	Scan Signatures	Scan Signatures	
Scan Signatures	Scan Signatures	Scan Signatures	Open/Inspect	Open/Inspect	
Open/Inspect	Open/Inspect	Open/Inspect	Scan Ballots	Scan Ballots	
Scan Ballots	Scan Ballots	Scan Ballots	Update Website		

August 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
	3	4	5	6	7
Scan Signatures	Primary	Special 3 Day Filing	Special 3 Day Filing	Special 3 Day Filing	
Open/Inspect	Scan Signatures	Scan Signatures	Scan Signatures	Scan Signatures	
Scan Ballots	Open/Inspect	Open/Inspect	Open/Inspect	Open/Inspect	
	Scan Ballots	Scan Ballots	Scan Ballots	Scan Ballots	
Monday	Res. Due for General	Turn on Online Filing	Turn off Online Filing	Turn off Online Filing	
	Tuesday	Wednesday	Thursday	Friday	
	10	11	12	13	14
Scan Signatures	Canvass Mtg	Scan Signatures	Prep Cert Docs	Scan Signatures	
Open/Inspect	Scan Signatures	Open/Inspect	Call NM/NS-SJB	Open/Inspect	
Scan Ballots	Open/Inspect	Scan Ballots	Scan Signatures	Scan Ballots	
Spec 3 Day Filing	Scan Ballots	Enter Meas in WEI	Open/Inspect	Create Matrix/L&A Mat	
Cand.stmnl/photo due	Set up Election Votec	Proof Meas in WEI	Scan Ballots	Proof Matrix	
Monday	Tuesday	Wednesday	Thursday	Friday	
	17	18	19	20	21
Scan Signatures	Cert. Primary	Complete Rec. Wrksh	Voters' Pamphlet prep	Voters' Pamphlet prep	
Open/Inspect	Complete Rec. Wrksh	Copy Boss DB/ MBBs			
Scan Ballots	Update Perm/Flat v hist	Finalize DB/create Tally DB			
Voters' Pamphlet prep	Global Update	Internal L&A			
Approve Matrix-PAM		Get L&A Approved-Ch Dep			
Monday	Tuesday	Wednesday	Thursday	Friday	Notes
	24	25	26	27	28
Voters' Pamphlet prep	Voters' Pamphlet prep	Voters' Pamphlet prep	Voters' Pamphlet Proof	Voters' Pamphlet Proof	Voters' Pamphlet Proof
Monday					
	31				
Voters' Pamphlet Proof					

October 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
				1	2
			Assemble/Seal Election Workers	Assemble/Seal Election Workers	
Monday	Tuesday	Wednesday	Thursday	Friday	
5	6	7	8	9	
Assemble/Seal Election Workers	Assemble/Seal	Assemble/Seal	Assemble/Seal	Assemble/Seal	
Monday	Tuesday	Wednesday	Thursday	Friday	
12	13	14	15	16	
Pull deceased/changes sort	Billings	Billings	Billings	Mail Ballots	
	sort		Open Ballot Boxes	Mail Ballot Cert-OSOS	
	sleeve			Mail ACP	
	tag				
Monday	Tuesday	Wednesday	Thursday	Friday	Notes
19	20	21	22	23	
Scan Signatures Open/Inspect Scan Ballots	Scan Signatures Open/Inspect Scan Ballots	Scan Signatures Open/Inspect Scan Ballots	Scan Signatures Open/Inspect Scan Ballots	Scan Signatures Open/Inspect Scan Ballots	
Monday	Tuesday	Wednesday	Thursday	Friday	
26	27	28	29	30	
In-person VR deadline Scan Signatures Open/Inspect Scan Ballots	Scan Signatures Open/Inspect Scan Ballots	Scan Signatures Open/Inspect Scan Ballots	Scan Signatures Open/Inspect Scan Ballots	Scan Signatures Open/Inspect Scan Ballots	

November 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Important Dates
Monday	Tuesday	Wednesday	Thursday	Friday	6
2	3	4	5		
Scan Signatures	General Election	Scan Signatures	Scan Signatures	Scan Signatures	
Open/Inspect	Scan Signatures	Open/Inspect	Open/Inspect	Open/Inspect	
Scan Ballots	Open/Inspect	Scan Ballots	Scan Ballots	Scan Ballots	
	Scan Ballots				
	Close Ballot Boxes				
Monday	Tuesday	Wednesday	Thursday	Friday	
9	10	11	12	13	
Scan Signatures	Scan Ballots	Veteran's Day Holiday	Scan Signatures	Scan Signatures	
Open/Inspect	Scan Signatures		Open/Inspect	Open/Inspect	
Scan Ballots	Open/Inspect		Scan Ballots	Scan Ballots	
Monday	Tuesday	Wednesday	Thursday	Friday	
16	17	18	19	20	
Scan Signatures	Canvass Board Mtng	Scan Signatures	Scan Signatures	Scan Signatures	
Open/Inspect	Open/Inspect	Open/Inspect	Open/Inspect	Open/Inspect	
Scan Ballots	Scan Ballots	Scan Ballots	Scan Ballots	Scan Ballots	
	Scan Signatures		Call NM/NS-LH		
			Prep Cert Docs		
Monday	Tuesday	Wednesday	Thursday	Friday	Notes
23	24	25	26	27	
Scan Signatures	General Election Cert.	Billing	Thanksgiving	Holiday	
Open/Inspect	Complete Rec. Wrksh	Prep Oaths of Office			
Scan Ballots	Update Perm/Flat v hist	Swearing in plans			
	Global Update				
	Get Validation Totals				
Monday	Tuesday	Wednesday	Thursday	Friday	
30					
Billing					

December 2015

	Tuesday	Wednesday	Thursday	Friday	Important Dates
	1	2	3	4	
	Billing	Billing	Billing	Update Procedures	
Monday	7	8	9	10	11
Update Procedures	Update Procedures	Update Procedures	Update Procedures	Update Procedures	
Monday	14	15	16	17	18
Election Setup	Proof Meas WEI	Ballot Design	Ballot Design	Proof Ballot	
Create Notice	Create Matrix/L&A Mat	Submit Notice-CH Dep			
Enter Meas in WEI	Proof Matrix				
Feb Elec Cycle Begins	Submit Matrix-VR				
	Proof Notice				
Monday	21	22	23	24	25
Submit Ballot-Ch Dep	Notify Paper of Notice	Submit Notice	Submit Notice	Res. Due for Feb Spec	
	Order Mail Trays	Order Inserts			
	Get Mail Trays				
	Bring up supplies			Christmas Holiday	
Monday	28	29	30	31	
Create Env Printer Exp	Print Env.-SJB	Print			
Set up Env Printer	Copy Boss DB/ MBBs	Publish Notice	Print Military Ballots/Fold		
Print Env-VR	Finalize DB/create Tally DB		Fold-VR		
	Internal L&A		Separate		
	Get L&A Approved-VR				

Appendix C

Memorandum of Understanding

Between Klickitat County Auditor's Office and Klickitat County Emergency Management

Use of Emergency Management Building as Alternate Emergency Facility for the Klickitat County Elections Division

THIS UNDERSTANDING is made and entered into by and between the Klickitat County Auditor's Office and Klickitat County Emergency Management authorizing the use of the Klickitat County Emergency Management Facility, namely the Emergency Management Building as an alternate emergency facility in the event that a continuity of operations plan is activated and such event renders the Auditor's Office unsustainable.

WHEREAS, the Continuity of Government is defined as a principle of establishing defined procedures that allow all branches of government to continue their essential operations in a wide range of emergencies; and

WHEREAS, Klickitat County Auditor's Office has developed and maintains effective Continuity of Operations Plans for the Election Division. This Plan identifies the County's essential functions and personnel, the preservation of vital records, plan implementation and notification procedures, alternate facilities, and plan maintenance for the Election Division; and

WHEREAS, an alternate facility assures a safe location for operations if permanent offices are untenable, provides the capability to maintain essential functions, and serves as a communication center for contact with all levels of government, the public, and media; and

WHEREAS, the Auditor has an effective COOP plan which can be implemented with and without warning, become operational within 12 hours after activation, and sustain operations for up to 30 days; **NOW THEREFORE**

It is agreed by and between the Auditor's Office and Emergency Management that:

1. Emergency Management will provide space and a minimum of services (access to a computer, telephone, electric power, basic furniture, etc.) at the Emergency Management Building, located at 199 Industrial Way, Goldendale, WA 98620, as needed for the Auditor's Office to conduct its essential operations for the Elections Division in the event of activation of the Auditor's COOP and the need for relocation to an alternate site other than Auditor's Office.
2. Emergency Management will allocate secure storage space for the Election Division emergency supplies to be used in such an event, and allow for regular inspection and replacement of supplies twice each year.
3. Emergency Management will provide the means for access to the buildings and security during emergency operations.
4. Auditor's Office will notify the Director of Emergency Management and/or designee when the COOP and emergency relocation is activated, provide the details of activation, and advise the Director and/or designee of the plans to conclude the emergency status and return to normal operations.

Klickitat County Auditor's Office

Date: _____

Brenda Sorensen, Klickitat County Auditor

Klickitat County Prosecuting Attorney's Office

Date: _____

David Quesnel, Klickitat County Prosecuting Attorney

Department of Emergency Management

Date: _____

Jeff King, Director of Emergency Management

Appendix D

COOP Essential Functions Matrix

Essential Role/ Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption
<u>1. Voter Registration</u>	1. Voter Reg 2. Elec Admin 3. Auditor	<ul style="list-style-type: none"> • Facility • Power • PC w/internet & connection to shared drives • Desk with Supplies (including chairs) • Phone • Scanner/if unavailable scan later • Elections calendars • Paper applications 	<ul style="list-style-type: none"> • Facility • Power • Internet/VRDB lookup • Votec • VRDB • PC w/internet & connection to shared drives • Email • Copier 	<ul style="list-style-type: none"> • Emergency Management Building • Anywhere, if remote access can be obtained 	<ul style="list-style-type: none"> • Phone, if available, to communicate with voters and vendor • Internet • Email 	<ul style="list-style-type: none"> • Any unprocessed registrations should be secured for future processing • Issue provisional ballots, if disaster happens on or near Election Day and unable to process registrations 	<ul style="list-style-type: none"> • Send out press release • Partner with another Votec county for processing – send staff to do the work
<u>2. Candidate Filing</u>	1. Elec Admin 2. Voter Reg 3. Auditor	<ul style="list-style-type: none"> • Facility • Power • PC w/internet & connection to shared drives • Desk/supplies (Including chairs) • Candidate Filing Forms • Recorder or receipts • PDC Forms • Phone • Fax • Lot Drawing Supplies • Printer 	<ul style="list-style-type: none"> • Facility • Power • County Tech Support • Phone • Fax • USPS • PC w/internet & connection to shared drives • Email • Votec • VRDB • WEI Admin • WEI Author 	<ul style="list-style-type: none"> • Emergency Management Building • other county facility • OSOS • Another county 	<ul style="list-style-type: none"> • Email, if available to communicate to candidates, OSOS, PDC, alternate counties • Phone • Filing Location(s) need to be publicized • Internet, to publish list of candidates who filed • Internet, to find candidates who filed with OSOS and notify 	<ul style="list-style-type: none"> • If system access exists, conduct candidate filing at alternate location (if office unusable). • If not, accept filing(s) and verify eligibility upon system restore 	<ul style="list-style-type: none"> • Seek guidance from OSOS and/or Superior Court

Essential Role/ Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption
		<ul style="list-style-type: none"> • Filing Reports • District maps 	<ul style="list-style-type: none"> • Copier • Scanner 				
3. Voter Pamphlet	1. Elec Admin 2. Auditor	<ul style="list-style-type: none"> • Facility • Power • Candidate/ Jurisdiction Statements • Desk/supplies (Including chairs) • Phone • PC w/internet & connection to shared drives with Indesign Program • Copier • Printer 	<ul style="list-style-type: none"> • Facility • Power • PC w/internet & connection to shared drives with Indesign Program Installed 	<ul style="list-style-type: none"> • If system access exists, VP could be completed at alternate location 	<ul style="list-style-type: none"> • Email, if available to communicate to candidates, OSOS • Internet, to publish VP • Fax to committees, if appropriate 	<ul style="list-style-type: none"> • Postpone printing 	<ul style="list-style-type: none"> • Seek BOCC approval to waive voter pamphlet requirements
4. Ballot Design	1. Elec Admin 2. Voter Reg	<ul style="list-style-type: none"> • Facility • Power • Desk/supplies (including chairs) • Approved Ballot Titles & Candidate List • Phone • Matrix • Votec Precinct/District reports • WEI Ballot Export EDX file • Printer • PCs with Hart Voting System programs: Boss, Ballot Now, and Tally 	<ul style="list-style-type: none"> • Facility • Power • PCs with Hart Voting System programs: Boss, Ballot Now, and Tally • Printer • PC w/internet & connection to shared drives • Ballot Printer • Votec Precinct/District Reports • Matrix 	<ul style="list-style-type: none"> • Emergency Management Building • other county facility • Another county with Hart Voting System 	<ul style="list-style-type: none"> • Phone, if available, to communicate with printer and vendor • Internet, to send pdf images to printer • Email, if available, to communicate with printer and vendor 	<ul style="list-style-type: none"> • Evaluate if ballot design can be postponed • If not, contact another county for coordination of ballot design • Acquire stand- alone PC/Laptop to design ballots 	<ul style="list-style-type: none"> • Continue with one week interruption plan • Seek guidance from OSOS, BOCC, and/or Superior Court

Essential Role/ Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption
5. Envelope Printing	1. Elec Admin 2. Voter Reg 3. Auditor	<ul style="list-style-type: none"> • Facility • Power • Desk/supplies (including chairs) • Phone • Envelope Printer • Envelope Printer Computer • Envelopes • Copier • Printer 	<ul style="list-style-type: none"> • Facility • Power • PC w/internet & connection to shared drives • Copier • Printer 	<ul style="list-style-type: none"> • Other county facilities • Other counties that use Votec • OSOS 	<ul style="list-style-type: none"> • Phone • Email 	<ul style="list-style-type: none"> • Postpone, if time allows • If not, seek guidance from Superior and/or OSOS 	<ul style="list-style-type: none"> • Seek guidance from Superior Court and/or OSOS
6. Ballot Printing	1. Elec Admin 2. Voter Reg 3. Auditor	<ul style="list-style-type: none"> • Facility • Power • Desk/supplies (including chairs) • Phone • Ballot Paper • Trays • Seals/Oaths • USPS supplies • Storage Cage or secure storage • Ballot Printer • Ink for Ballot Printer • PCs with Hart Voting System programs: Boss, Ballot Now, and Tally 	<ul style="list-style-type: none"> • Facility • Power • Votec • PC w/internet & connection to shared drives • Copier • Printer • PCs with Hart Voting System programs: Boss, Ballot Now, and Tally • If ballot printer unavailable, contact a printer/mailing house 	<ul style="list-style-type: none"> • Emergency Management Building • Other county facilities • Other counties that use Votec • OSOS 	<ul style="list-style-type: none"> • Phone • Email 	<ul style="list-style-type: none"> • Postpone, if time allows • If not, seek guidance from Superior and/or OSOS 	<ul style="list-style-type: none"> • Seek guidance from Superior Court and/or OSOS
7. Ballot Boxes	1. Elec Admin 2. Voter Reg 3. Auditor	<ul style="list-style-type: none"> • Seal Logs • Canvass Bags • Vests 	<ul style="list-style-type: none"> • Drop Box • Closers 	<ul style="list-style-type: none"> • N/A – boxes are permanently located 	<ul style="list-style-type: none"> • Phone 	<ul style="list-style-type: none"> • Signage for alternate location • Public Notification 	<ul style="list-style-type: none"> • N/A

Essential Role/ Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption
		<ul style="list-style-type: none"> • Seals • Closing Procedures • Keys 	<ul style="list-style-type: none"> • Personnel to Pick up Ballots 				
8. Mailing Ballots	<ol style="list-style-type: none"> 1. Elec Admin 2. Voter Reg 3. Auditor 	<ul style="list-style-type: none"> • Facility • Power • Desk/supplies (including chairs) • Phone • Envelopes • Ballots • Trays • Seals/Oaths • USPS supplies • Storage Cage or secure storage • Hand Truck • Transportation • Postage Statement • Check for Postage Amount 	<ul style="list-style-type: none"> • Facility • Power • Votec • PCs with connection to County systems • Copier • Printer • Transportation 	<ul style="list-style-type: none"> • Emergency Management Building • Other county facilities • Other counties that use Votec • OSOS 	<ul style="list-style-type: none"> • Phone • Email 	<ul style="list-style-type: none"> • Postpone, if time allows • If not, seek guidance from Superior and/or OSOS 	<ul style="list-style-type: none"> • Seek guidance from Superior Court and/or OSOS
9. Voting Centers	<ol style="list-style-type: none"> 1. Elec Admin 2. Voter Reg 	<ul style="list-style-type: none"> • Facility • Power • Phone • Election Supplies • Registration Forms • Provisional Ballots • Desk/supplies (including chairs) • Voting Machine • PC w/internet & connection to shared drives 	<ul style="list-style-type: none"> • Facility • Power • Electricity • PC w/internet & connection to shared drives • Votec • VRDB 	<ul style="list-style-type: none"> • Anywhere, if remote access available 	<ul style="list-style-type: none"> • Phone • Internet 	<ul style="list-style-type: none"> • If system access exists, conduct accessible voting either at alternate location • If no system access, setup anywhere and use provisional ballot process 	<ul style="list-style-type: none"> • N/A

Essential Role/ Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption
10. Accessible Voting Unit	1. Elec Admin 2. Voter Reg	<ul style="list-style-type: none"> • Facility • Power • PC with connection to Votec • Phone • Election Supplies • Registration Forms • Provisional Ballots • Desk/supplies (including chairs) • Voting Machine 	<ul style="list-style-type: none"> • Facility • Power • PC with connection to Votec 	<ul style="list-style-type: none"> • Anywhere, if remote access available 	<ul style="list-style-type: none"> • Phone • Internet 	<ul style="list-style-type: none"> • If system access exists, conduct accessible voting either at alternate location • If no system access, setup anywhere and use provisional ballot process 	<ul style="list-style-type: none"> • N/A
11. Signature Verification Ballot Processing and Petition Checking	1. Elec Admin 2. Voter Reg	<ul style="list-style-type: none"> • Facility • Power • Desk/supplies (including chairs) • PC w/internet & connection to shared drives • Petition (recover from offsite backup copy, if needed) 	<ul style="list-style-type: none"> • Facility • Power • PC w/internet & connection to shared drives • Phone • Petition Checking Module in Votec 	<ul style="list-style-type: none"> • Emergency Management Building • Another County • OSOS • other county facility 	<ul style="list-style-type: none"> • Phone, if available, to communicate petition statistics to jurisdictions from reports produced • Email, if available, to communicate petition statistics to jurisdictions from reports produced 	<ul style="list-style-type: none"> • Evaluate if ballot processing can be postponed • Evaluate if petition can be postponed • If system access exists, petition can be done remotely • If not, use Votec/VRDB at remote location 	<ul style="list-style-type: none"> • If system access exists, ballots process or petition checking can be done remotely • If not, use Votec/VRDB at remote location
12. Ballot Tabulation	1. Elec Admin 2. Voter Reg	<ul style="list-style-type: none"> • Facility • Power • Desk/supplies (including chairs) • Phone • PC w/ HVS software Ballot Now and Tally • Results files • PC with internet and WEI Admin program • Ballot Scanner 	<ul style="list-style-type: none"> • Facility • Power • PCs with HVS • Jump Drive • Internet • Adobe Acrobat • PC with connection to County systems • Email • Copier 	<ul style="list-style-type: none"> • Emergency Management Building • other county facility • Another HVS County 	<ul style="list-style-type: none"> • Email, if available to communicate to candidates, OSOS • Internet, to publish results • Email to media, if appropriate 	<ul style="list-style-type: none"> • Send results files to HVS to generate unofficial results • Regain access to WEI Admin to report results 	<ul style="list-style-type: none"> • Seek guidance from OSOS, BOCC, and/or Superior Court

Essential Role/ Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption
13. Canvassing & Certification	1. Elec Admin 2. Voter Reg 3. Auditor	<ul style="list-style-type: none"> • Facility • Power • Desk/supplies (including chairs) • Break room or meeting area • Phone • PC • Printer • Official Statement of Canvass for measures • Certification and Oath • Reconciliation Report • Results Report • Canvass Board Stamp • Green Pens • Canvassing Board Phone Numbers 	<ul style="list-style-type: none"> • Facility • Power • Votec • PC with connection to County systems • PCs with Hart Voting System programs: Ballot Now, and Tally • Copier 	<ul style="list-style-type: none"> • Emergency Management Building • Other county facility • Other public facility 	<ul style="list-style-type: none"> • Email, if available to communicate to OSOS, public, canvassing board members, media • Phone, if available, to communicate with OSOS, public, canvassing board members, media • Canvassing & Certification legal ad • Media Press Release 	<ul style="list-style-type: none"> • Postpone, if certification is greater than one week • If not, seek guidance from Superior and/or OSOS 	<ul style="list-style-type: none"> • Seek guidance from Superior Court and/or OSOS