National Committee for Voting Integrity

RECOMMENDATIONS FOR AN OPTICAL SCAN BALLOT
CENTRAL COUNT SYSTEM:

Election Administrators

1. Carefully manage ballot design for clarity and functionality.
2. Carefully constrain and document all vendor access to central counting technology during any closure period prior to and including Election Day and post election period that contest or legal challenges may be filed by interested parties.
3. Allow no uncertified changes to software or firmware installed on central ballot tabulation system.
4. Any wireless technology associated with any voting technology should be disabled.
5. A documented chain of custody should be maintained for optical scan ballots, ballot markers and central counting mechanism.
6. Packages of optical scan ballots, and marking instruments should have physical tamper detection measures applied to them.
7. Make sure the voting stations have sufficient space to provide privacy to voters.
8. Election Administration should test all ballot marking devices to be sure that they meet specifications of the central tabulating technology. (Do not rely on the vendor).
9. Make sure that the Precinct-count ballot reader and central count tabulators can read to ballot marked with a number two soft lead pencil, which should include a dark stroke crossing the voting target on its long dimension and half the width of the target should register as a vote.
10. At the least 3 hours of training for each poll worker.
11. Provide a sufficient number of optical scan ballots as well as a supply of both local and federal provisional ballots for use on Election Day.
12. Voters should be instructed in their right to request a Provisional Ballot and what remedial action should be taken if that right is denied.
13. Allow voters needing assistance to select who may assist them in voting.
14. Report the total number of optical scan ballots, federal and local provisional ballots provided to each polling location.
15. Report the total number of voters who visit each polling/precinct location on Election Day, along with the total number of votes cast for each candidate or question on the ballot, the number of undervotes, overvotes registered by race, as well as the total number of unused and spoiled ballots.