

CITIZENS GUIDE TO
**BUILDING AN
ELECTION
INTEGRITY
INFRASTRUCTURE**

SUMMER 2023 EDITION

ELECTION INTEGRITY NETWORK

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INTRODUCTION TO **ELECTION INTEGRITY**



The 2020 Presidential election was an eye-opening experience for millions of Americans, who understood that something (or many things) had gone wrong in the election, but were not really sure WHAT those things were.

Now, millions of Americans realize that somehow, slowly over the past decade, the political and election systems have been changed – before our very eyes, but without much fanfare and without a vigorous public debate about what those changes would mean for the future of honest elections in our country.

Leftwing billionaires and rich leftwing foundations have poured literally hundreds of millions of dollars into a decades-long plan to change America’s election systems and to change America’s political outcomes to fit their socialist worldview.

This Citizen’s Guide to Building an Election Integrity Infrastructure is for you – and for any American citizen who wants to join the fight for our country, by defending our electoral systems in each state.

The Election Integrity Network (EIN) was created in 2021 as a platform for reclaiming our elections, by having an election integrity infrastructure in state after state and engaging citizens in all the components described in this Citizen’s Guide. Our work is what stands between the havoc the left is wreaking in our elections and our ability to stop them.

Use this Citizens Guide and all the resources at www.whoscounting.us to become involved in your local community. Join with thousands of others who are working tirelessly to save our elections... and to save our country.

God bless you for caring. We welcome you to our ranks!

Founder, Election Integrity Network

A NOTE FROM LYNN TAYLOR



Americans have been joining together to embrace individual liberty, economic prosperity and protection of our basic rights since the dawn of the American Revolution. It is no different now, and the security of our voting rights remain key to every other freedom Americans enjoy.

Perhaps the Sons of Liberty and the Minutemen did not formally use the term “coalition,” but this coming together for a common purpose was at the heart of their fight for freedom just as it is for us today. Unless we get election integrity right, none of our other rights and American values can be protected from influences that wish them harm.

At the Virginia Institute for Public Policy, we believe that our Election Integrity Network project is one of the most important nationwide coalitions in America today and our many decades of success in building effective coalitions with quantifiable results allows us to be an unmatched ally and resource to you in this fight.

This *Citizens Guide to Building an Election Integrity Infrastructure*, created by EIN Founder Clela Mitchell, is America’s handbook for protecting the ballots of all Americans regardless of their voting choices and it is where we start. Covering all aspects of coalition building from concerned citizens coming together at a local kitchen table through building a statewide election integrity coalition, it also provides an understanding of all aspects of election policy, procedures and problems and answers any questions for new and experienced election integrity advocates alike.

If only the Minutemen had such a handbook!

We are honored to present this *Guide* to you and our dedicated election integrity staff is always ready to support your efforts or answer any questions you may have about coalition building or election integrity challenges.

As you learn about election integrity and become more engaged in the fight to protect elections and ensure they are run in accordance with the law, we hope your copy of the *Citizens Guide to Building an Election Integrity Infrastructure* will become tattered, dog-earned and annotated as it leads you on to election integrity success for all our citizens.

Election integrity is a movement, and this is our moment.

Chairman, Election Integrity Network
President, Virginia Institute for Public Policy

WHERE IT ALL STARTED THE VIRGINIA MODEL



Much of Election Integrity Network's success is a result of its partnership with Virginia's preeminent state-based think tank, the Virginia Institute for Public Policy led by its President, Lynn Taylor. With its decades of experience in founding, building, and sustaining coalitions, the Institute and EIN were a natural fit.



In the summer of 2021, EIN focused on Virginia as a “beta site” for the idea that citizen patriots engaged in the local election process would protect the integrity of the Commonwealth's elections.

At that time, the Virginia Institute founded the Virginia Fair Elections Coalition (VFE) – now the template and national model for every state election integrity coalition. As of May 2023, “The Virginia Model” is active and operational in twenty states, with more coming on board every month.

The Virginia Model, at its core, is training, educating and supporting local task forces composed of citizen volunteers who become the eyes and ears of election integrity through their presence in local election offices before, during and after elections.

The failures of states' election systems across the country to protect the integrity of the election was made manifest in the 2020 election. The lawlessness, and corrupt procedures became evident and have been debated by experts and citizens alike since that time.

What the Virginia Institute brought to the table with The Virginia Model was not complaints, but citizen engagement, planning, and execution. The ability to bring EIN's vision of a permanent election integrity infrastructure to fruition with active task forces, state coalitions and working groups is the model that has proven to be effective with demonstrable results in states across the nation.

THE EIN TEAM

Cleta Mitchell, Founder

Election Integrity Network was originally founded by renowned national election integrity attorney and expert Cleta Mitchell through the Conservative Partnership Institute. Cleta is the creator of the *Citizens Guide to Building an Election Integrity Infrastructure* and was the guiding force behind EIN as its first Chairman. Still fully engaged with EIN, Cleta's role is now as the organization's founder.

Lynn Taylor, Chairman

In addition to her EIN leadership, Lynn is also president and co-founder of the Virginia Institute for Public Policy and oversees all aspects of the Institute's work to promote individual and economic liberty in numerous policy areas. Lynn has unparalleled experience in the management and funding of nonprofit organizations.

Jonathan Haines, Acting Executive Director

Jonathan oversees all aspects of the relationship between EIN and the Virginia Institute, including the technical and administrative procedures that support EIN State Coalitions and National Working Groups. He also manages the EIN staff who provide critical administrative and online support.

Kerri (Houston) Toloczko, National Networks Director

Kerri oversees training, content development and outreach to election integrity partners. She is moderator of the Vulnerable Voters National Working Group, co-moderator of the Stop Ranked Choice Voting National Working Group, senior advisor to the Florida Fair Elections Coalition, and assists new state coalitions with their growth and inclusion into the Network.

Ned Jones, Deputy Director

An expert researcher, Ned investigates the deep infiltration into our local, state and federal election system by left-wing non-profit organizations. Ned is moderator of the Citizens Research Project and the Vote By Mail/USPS National Working Group and helps identify and develop new state coalitions to join the Network.

Melody Himel Clarke, Deputy Director

Melody is an expert in coalition building, grassroots management and the legislative process. She is co-moderator of the Stop Ranked Choice Voting National Working Group and is focused on helping states establish new election integrity coalitions and grow the impact of existing networks.

Bryson Davis, Coalitions Coordinator

Bryson provides expertise to EIN in the areas of coalition engagement and strategic use of technology to support multi-partner collaboration. Bryson is responsible for coordinating and ensuring administrative coverage of all state coalitions and National Working Groups.

GETTING STARTED

ESSENTIALS FOR AN ELECTION INTEGRITY INFRASTRUCTURE

Building a successful election integrity infrastructure in a state requires certain components, working together toward the common goal of ensuring that the laws of the state are designed to protect the integrity of the elections and are then upheld and enforced by election administrators.



1. A state coalition, focused on the state election board, the state office and operations.
2. A local task force in each county, unit, city, or parish, focused on the local election board office and operations in that county, unit or parish.
3. State and local working groups on each of the subject matter areas described in this Guide.

Within the State Coalition and / or the local task force there are several areas of expertise that are needed to be fully effective, including working groups devoted to:

- Technology and voting systems
- Protecting vulnerable voters
- Understanding voting by mail and following the postal service (USPS) and its interactions with the election offices
- Cleaning voter rolls
- Monitoring election offices
- Becoming part of the election apparatus: election officials and poll observers
- Legal compliance and enforcement (including the laws governing list maintenance, FOIA/ open records, and state and federal election laws)
- Legislative solutions

Ultimately, the most important work of the State Election Integrity Coalition is to provide a platform and clearinghouse for the local / county task forces to come together, share information, needs, and ideas. Regular communications are imperative.

A WORD ABOUT POLITICAL PARTIES:

Election Integrity is not (or should not be) a partisan issue. This Citizens Guide is for all citizens, regardless of political party affiliation, political persuasion or beliefs. All that is required is a commitment to the principle that 'governments derive their just powers from the consent of the governed' (as our Declaration of Independence says). The election system must be trusted by the people as fair and honest, giving neither side, no candidate, and no political party an advantage. Most states require the active involvement of all political parties in the election system and apparatus. It is up to every individual who becomes involved with the election integrity network to choose for himself/herself which political party he/she wishes to join for purposes of applying the steps and actions described in this guide.



SECTION ONE

THE STATE ELECTION INTEGRITY COALITION

The State Election Integrity Coalition is focused on the chief state elections official: in some states, it is the Secretary of State, in other states, it is the administrator appointed by the Governor or the State Election Board. The State Coalition should become well-versed in the state election statutes, the rules and regulations of the state board, the policies and formal opinions, protocols and guidance and all the less formal opinions and directives given by the State to the local election offices. The goal of the State Election Integrity Coalition is to research, learn, and become familiar with:

- 1. The people in charge at the state election office:**
 - a. Who are the people who comprise the State Elections office: the chief elections official, the members of the board, the key staff members.
 - b. How are they chosen?
 - c. Who chose these particular individuals?
 - d. What are their backgrounds, their relationships to political leaders in the state?
 - e. Are the GOP members effective or silent partners? Who knows them?
 - f. Are the Democrat members close to leftist groups? Who knows them?
 - g. What are the roles played by the various people in the state election office?
 - h. Who in the state AG's office is assigned to work with the state election office – is that person a friend or foe of election integrity?

- 2. State election board procedures:**
 - a. When and where does the state board meet?
 - b. Designated members of the state coalition must be ever present at the state board meetings and committee and subcommittee meetings of the board.
 - c. When and how are new rules and guidance being developed and what are the opportunities for comment and input?
 - d. How does the state office interact with and direct the local offices?

- 3. Learning the voting systems used in each voting jurisdiction in the state:**
 - a. What are the voting systems used in the states and how are those selected?
 - b. When are the voting systems selected?
 - c. What are the public meetings where citizens can have input into the selection of the vendors and the components of the contracts?
 - d. Who owns the companies selling the voting systems to the state and local jurisdictions?
 - e. What complaints or concerns have been raised in the past regarding any of the voting systems used in the state? What was the resolution?

SECTION ONE

THE STATE ELECTION INTEGRITY COALITION

4. Researching the outside influences:

- a. Who are the outside organizations involved with the State election office and local offices in the state?
- b. What are the protocols for hiring temporary workers during elections?
- c. Who were the contractors in the 2020 election and who owns the companies who had contracts with the state election office?
- d. Who are the leaders of the organizations and vendors engaged with the State election office?
- e. Someone should read the minutes of the state election board meetings going back for the previous several years to become familiar with the issues and people engaged with the state election office.
- f. Is the State Election Office tied in any way with the US Alliance for Election Excellence or any of its 'partners' – especially Center for Tech and Civic Life ("CTCL") or Center for Election Information Research (CEIR), the two groups who received / directed the Zuckerbuxx \$400 million in 2020 Other partners in the US Alliance for Election Excellence are found here: [Partners – U.S. Alliance for Election Excellence](#).

5. List maintenance rules, procedures and protocols:

- a. What are the laws, rules and directives for list maintenance in the state?
- b. What are the laws, rules, and directives for voter registration in the state?
- c. What are the procedures for challenging problematic registrations?
- d. What evidence does the State allow to be presented for purposes of removing bad registrations?
- e. Develop a plan for developing the data and information about how the process of cleaning voter rolls works in the state, and how to address the issues in the voter rolls in a manner consistent with federal and state law, if possible, with the advice of legal counsel to protect against legal attacks by ideological activist groups.

6. Becoming part of the election apparatus:

- a. What are the rules for becoming an election judge, worker, or other election official in the state / at the local levels?
- b. What are the rules for becoming a poll watcher or observer in the state, and at the local level?
- c. What are the laws, rules and directives for poll watchers and observers for overseeing:
 1. In person voting
 2. Voting by mail
 3. Ballot drop boxes

4. Ballot harvesting

- a. What are the procedures for enforcement of the law once voting starts and who makes the decisions regarding complaints or concerns?

7. The election calendar and procedures:

- a. What is the election calendar for the coming year, and what are the procedures for each step of the election process?
1. When are absentee ballot applications sent?
 2. To whom are the absentee ballot applications sent?
 3. What is the process for confirming identity of absentee voters applications?
 4. What is the situation with permanent absentee ballot lists?
 5. What is the process for receiving / processing absentee ballot applications?
 6. What is the process for sending absentee ballots to those applying?
- b. What is the calendar / process for receiving, processing, tabulating absentee ballots?
- c. Same questions for early voting: learn what the state procedures are supposed to be, so local volunteers can be trained – and can confirm that the procedures followed at the local level conform to state requirements.
- d. What were the problems in past elections and how have those been addressed?
- e. Develop the plan for identifying and addressing the concerns from prior elections to protect against repeating the same problems.
- f. What is the post election calendar? The election continues until the last ballot has been received and processed. The rules for recounts should also be part of the calendar. **Remember: Elections no longer begin or end on election day.**

8. Protecting vulnerable voters:

- a. What are the laws and procedures for protecting each category of vulnerable voters:
- ii. Senior citizens in assisted living facilities and nursing homes
 - iii. People in group homes
 - iv. The disabled and physically handicapped voters
 - v. Homeless and other voters susceptible to being taking advantage of by political operatives
 - vi. New citizens and voters in immigrant communities
- b. Prepare a plan to ensure that such voters are protected and that laws protecting them are followed and enforced.

9. The role of the USPS in the state

- a. Where is election mail processed for each geographic location in the state? Note: it could be out of state.
- b. What interactions are there between the State Election Board and the USPS?
- c. Research the experience and reports from USPS from prior elections.
- d. How does the state election calendar fit within the USPS systems – what should be changed?
- e. Meet with the USPS Election Mail director to discuss issues, concerns, and the systems for processing election mail in the state: processing times reported, delays and sources of delay in meeting USPS standards.

SECTION ONE

THE STATE ELECTION INTEGRITY COALITION

10. Know the ideological influences and bureaucratic opposition to citizen engagement

- a. Identify the key sources of ideological activism in the state in previous elections.
- b. Identify potential problems and how to recognize arising issues.
- c. Gather information from local election boards about past problems and how to address on a larger scale in coming elections.
- d. Be prepared for intimidation tactics to keep conservatives out of the election offices – but stand your ground. These are taxpayer funded offices and as a taxpayer, you have a right to be there and to ask questions, obtain documents and records, and observe the entire process.

KEY TIPS ON CONTACTS WITH AND CONDUCT AT ELECTION OFFICES:

1. *Always go to election offices in pairs so there is always a witness to what transpires.*
2. *Never lose your temper or raise your voice.*
3. *Smile and remind whoever wants you out of there, that you're just gathering information and trying to help make the system better.*
4. *Document any encounter that is intended to make you uncomfortable being at the election offices.*
5. *Always be "right and polite."*

EIN'S NATIONAL WORKING GROUPS

EIN's National Working Groups are working coalitions of individuals, grassroots advocates and organizational representatives from around the country that provide education and collaboration by addressing specific policy or procedural issues in the election process.

Calls include presentations by subject matter experts and interactive participation of attendees.

- **Citizens Research Project**

The Citizen's Research Project focuses on investigating third-party influences in our elections, educating grassroots advocates on the power these organizations hold, and how to identify them in local election offices.

Moderator: Ned Jones, Deputy Director, EIN.

- **Legislative**

The Legislative Working Group is a resource for individuals to identify election integrity laws and statutes with both a negative or positive impact on election procedures in their states in order to advance pro-election integrity provisions.

Moderator: Kathy Harms, Tennessee Election Integrity Coalition

- **Voter Rolls**

The Voter Rolls group is working to ensure voter registration lists are consistently and accurately updated in accordance with state and federal law to prevent ballot exploitation and an opportunity for fraud. It also addresses privacy protections of voter rolls.

Moderator: Cleta Mitchell, EIN Founder

- **Vote-By-Mail & USPS**

This working group's objective is to shed light on vulnerabilities in the vote-by-mail system, the absentee ballot voter verification process, and to address the significant deficiencies in the USPS system where potential fraud mishandling of ballots can occur.

Moderator: Ned Jones, EIN Deputy Director

- **Vulnerable Voters**

This working group addresses all classifications of vulnerable voters including seniors, military, homeless, non-military UOCAVA voters, voters with disabilities and college students. Topics cover statutory and procedural issues as well as training for community interaction with these groups.

Moderator: Kerri Toloczko, EIN National Networks Director

- **Stop Ranked Choice Voting**

"Rigged" Choice Voting is an emerging threat to the integrity of our local, state and federal elections and diminishes the political voices of American voters. This working group focuses on educating individuals on the specifics of this dangerous election procedure change and how to effectively message against it.

Moderators: Melody Clarke, EIN Deputy Director and Kerri Toloczko, EIN National Networks Director

- **Voting Technology & Election Systems**

This working group examines the mechanics of all technology (including machines) involved in our elections to better understand vulnerabilities and develop solutions that can be replicated in each state.

Moderator: Jim Womack, North Carolina Election Integrity Team

- **Introduction to Election Integrity Coalitions & Infrastructure**

This introductory "newbie" class educates new coalition members and leaders on the Election Integrity Network and infrastructure. It includes an introduction to Election Integrity Network, defines terms, and instructs on creating, managing and growing a local or state coalition and working with external stakeholders.

- **Media Training**

EIN's media training provides the tools for you to engage and communicate with traditional media and on social media platforms.

Trainer: Kerri Toloczko, EIN National Networks Director

**FOLLOW THE QR CODE TO JOIN EIN'S
WORKING GROUPS ONLINE**





WHO'S COUNTING?

WITH CLETA MITCHELL

AMERICA'S PODCAST ABOUT ALL THINGS ELECTIONS

Who's Counting? With Cleta Mitchell is a weekly podcast about all things elections: How Elections are supposed to be run, how sometimes they are not run the way they are supposed to, and what we as citizens can do about it.

Cleta's weekly Podcast (80+ episodes as of June 2023) connects subscribers and election integrity advocates with national and state election integrity experts in an easily accessible format. These experts, principled public officials and citizen leaders provide valuable data, knowledge, insight and solutions that would otherwise be difficult for citizens to access. Each Podcast is an invaluable tool in understanding election integrity from our nation's foremost experts.

www.WhosCounting.us



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SECTION TWO

THE LOCAL ELECTION INTEGRITY TASK FORCE

Ideally, there would be local election integrity task forces organized for every local election office in America. Each of the election integrity task forces should include the following capabilities and subcommittees, which mirror but may be more robust than the State Election Integrity Coalition:



- a. Building the presence in the election office.
- b. Researching the local election office: vendors, contractors, entities and people already engaged in the election office.
- c. Gathering and analyzing the local voting data.
- d. Learning and observing the voting systems and technology.
- e. Becoming part of the election apparatus: election officials and poll watchers.
- f. Protecting vulnerable voters.
- g. Connecting with the USPS in the local area.
- h. List maintenance, voter rolls, and voter registration review.
- i. Legislative and local/state agency administrative communications.

Every local task force needs certain tools and areas of expertise in order to function properly:

- Strong leadership to ensure all the components are functioning.
- At least one individual knowledgeable about technology, who will understand the jargon involved in voting systems, tabulators, electronic poll books, and the other types of technology associated with the functions of the election office.
- One or more lawyers or experts who will assist in explaining the election laws, the state's Freedom of Information / Open Records laws, which are vital to obtaining information that government offices and officials try to avoid providing to citizens.
- At least one individual who can manage a database of the work of the Task Force
- At least one individual who is comfortable in the world of data, spreadsheets, and numerical reports.
- At least one individual who is a competent researcher, and how to use search engines and websites to gather important facts and information.
- At least one individual to gather and analyze voting and other data to inform the task force of past issues, potential problems and opportunities.

These areas of knowledge and expertise are necessary in order to be able to pursue all functions needed for an effective election integrity task force.



The leaders of the local task force must:

- Recruit and welcome interested citizens and keep them engaged and involved, utilizing their strengths and their time availability.
- Seek to build each component on an ongoing basis, to ensure that each component continues as individuals' time commitments ebb and flow.
- Communicate and stay in contact with the State Task Force and other interested parties and groups.
- Be able to handle the local election officials, attend meetings, manage the interactions between the task force members and the election office and officials.
- Recruit one or more individuals with each of the areas of expertise and knowledge.



In addition, each local task force must identify the project management and communications software that is best for the group. Tracking projects, volunteers, calendars, data collection and review, meetings, etc. must be automated and easily accessible for everyone involved in the task force.

A NOTE ABOUT COLLABORATION:

The Fairfax County Election Integrity Task Force in 2021 chose to use Basecamp. There is a free version for up to 20 users. If the Task Force has more than 20 people, a subscription must be purchased. State Election Integrity Task Forces may wish to purchase a subscription that is made available to each of the local / county Election Integrity Task Forces. That will ultimately allow local task forces to communicate and plan with one another as well as with the state task force.

You can also investigate or pursue other communication platforms.

SECTION TWO

THE LOCAL ELECTION INTEGRITY TASK FORCE

STEP ONE: BECOME A PRESENCE IN THE LOCAL ELECTION OFFICE



- A. Ideally, there would be local election integrity task forces organized at every local election office The Election Board and Administrator:**
- Attend meetings of the election board – as well as committees and subcommittees
 - Befriend the Elections Director and local board members.
 - Election offices are historically understaffed and underfunded.
 - Know and become acquainted with the members of the local election board, ask what they believe the needs are, where volunteers could help.
 - Meet with the Director of Elections – learn where help is needed, how volunteers can help.
 - Read the minutes of past meetings: learn the issues that have been addressed by the office in past elections.
 - Make the commitment that every decision made by the election office will be made in the presence of one or more representatives of the Election Integrity Task Force.
 - Learn the informal process for becoming election officials: board members, judges, counters, paid workers inside the election process.
 - Determine how many people are needed, starting with the most problematic areas.
 - The goal is for the task force members to be ever-present at the election office and board meetings, to hear and see and learn things that are only learned by being there.
 - Reporting back to the project management database as new information is discerned is important for the overall management of the task force.

STEP TWO: RESEARCH YOUR ELECTION OFFICE



- A. Gather information on the vital functions – and assign task force members with the expertise in the area to research their areas – and coordinate with the information from the state election integrity coalition where applicable:**
- Know the FOIA / Open Records laws in your state and learn how to use them to obtain information.
 - Keep asking questions.
 - Use the available FOIA / Open Records laws to gather information.
 - Identify weaknesses in the law that need to be enhanced and contact local legislators.
 - What are the 'nonprofit' groups that are engaged / involved in each county re: election.



activities and who are they really?

- Who has contracts with the election office?
- Did the local election office hire temporary workers during the last two election cycles and, if so, who were the companies and how was the contractor selected?
- Who owns the companies that do business with the election office?
- What equipment / software is used (designate a person who is tech savvy for this role?)
- What are the testing and training opportunities related to voting machines, software and technology used by the election offices?
- What has been / is being done re: list maintenance? How can volunteers assist?
- What would the local office require in order to remove ineligible voters?
- What are the requirements for voter registration and the procedures followed by the local election office?
- What are the chain of custody rules for each type of ballot, all voting materials, drop boxes, tabulating equipment?
- How are tabulations and results transmitted?

STEP THREE: GET KNEE DEEP IN VOTING BY MAIL AND ABSENTEE BALLOTS IN YOUR COUNTY

A. Learn the procedures and identify potential problems or issues with vote by mail / absentee voting, processing, and tabulation:

- Learn the particulars re: managing applications for absentee ballots, verification procedures for ensuring identity of absentee voters.
- Know the calendar and when mailed ballots are processed and the step-by-step process for receiving, processing, 'curing', and managing absentee ballots.
- Know the deadlines for receiving mailed ballots.
- What are the rules for third party group mailings for absentee ballot applications?
- Are they sent unsolicited and pre-populated with the voter's information (not a good idea and something to take up with the legislature.)
- Meet with local USPS officials to obtain information about where election mail is processed for the jurisdiction and how that office manages election and political mail (see the discussion above re: USPS procedures and questions.)
- Learn the process for citizens to observe the various procedures used by the office for managing absentee and mail ballots.
- Recruit, train, and deploy observers to watch every step of the vote-by-mail process allowed by law and make sure that the local office follows the laws related to observation.



SECTION TWO

THE LOCAL ELECTION INTEGRITY TASK FORCE

- B. Develop teams for following absentee / vote by mail ballots.** With the avalanche of mail voting in the last several years, procedures have also been put into place to allow voters to 'cure' defects in their applications for absentee ballots, as well as in the ballots themselves. The election integrity task force should have a component for watching, observing and witnessing both of these systems.
- a. Verifying identity of absentee Voters:
 - Learn the system used in the local election office for verifying identity of absentee voters from the applications to the returned ballots.
 - Learn the system for challenging potentially illegal or improperly verified ballots.
 - Recruit volunteers to monitor and observe the verification process.
 - Keep records of the challenges and actions taken.
 - Learn what the election office does with applications and ballots that are returned 'undeliverable' – whether there is required follow-up to address the issue of undeliverable mail.
 - b. Curing absentee ballots:
 - Learn the process and timing for ballot curing procedures.
 - Request opportunity to have observers during 'curing' process.
 - Prepare for observing and reporting improper curing by local election offices, candidates, political parties and third-party groups.
 - c. Chasing absentee ballots:
 - Learn procedures used by election office for publication of absentee ballot applications and ballots, and permissible procedures allowed for absentee ballot chasing.
 - Track chasing of absentee ballots.
 - d. Track statistics of ballot applications received, ballots issued, ballots returned, ballots to be cured, ballots chased and monitor for anomalies and issues that arise once the process begin.

STEP FOUR: BECOME PART OF THE ELECTION APPARATUS IN YOUR COUNTY

- A. Election workers / officials.** Every state has citizen engagement as a key component of the election process – and the first goal of the local task force should be recruiting, training, and deploying citizens to become election officials and workers:
- Learn the process for becoming a trained election worker/official.
 - Recruit citizens to become election workers.
 - Help make certain that the individuals trained are actually appointed to fill the roles of





election officials, workers, judges, etc.

- Contact past workers and election board members: gather information from them re: issues, problems, needs, concerns.
- Gather information about past problems in key areas of the county, units, precincts.
- Prepare for response system to problems (more discussion later.)

B. Poll Watchers / Observers. All but two states allow for citizen engagement to observe the process of voting, the tabulation of ballots, and the processing of absentee and mail ballots.



- Learn the system for the designation / appointment of poll watchers and observers.
- Most state laws require the political parties of candidates to designate poll watchers / observers. Nine states allow non-party or candidate designation of poll watchers.
- Develop and disseminate training for poll watchers on the basics and important aspects of the election laws and procedures in the state, to ensure poll watchers are knowledgeable and know what to look for.
- The number of observers is determined by the length of the voting process, the number of polling places where voting is taking place and the rules for the number of observers allowed at each location.
- Develop a reasonable plan for shifts – normally 2 hours, but something that is up to your local task force based on local considerations and requirements.
- Prioritize locations based on difficulties from past elections.
- Recruit and train poll watchers to cover all aspects of the voting process for which observers are allowed.
- Facilitate appointment with the source defined by law: county chairman, candidate, non-party group, etc.
- Assign teams to observe voting in every space, venue where it is occurring:
 - Ballot drop boxes
 - Libraries
 - Early voting locations
 - Processing of absentee / mailed ballots
 - In person voting locations



C. Tools needed for poll watchers system:

- Database and sign up software for documenting training and assigning shifts of volunteers .
- Election history analysis by precinct, in each county, to prioritize assignments.
- Technology volunteer reports to train observers on issues to watch and report, related to oversight of voting equipment and software.

SECTION TWO

THE LOCAL ELECTION INTEGRITY TASK FORCE

- There must be a hotline and reporting system for receiving information from poll watchers once voting begins, to alert other poll watchers of potential issues that are arising.
- Addressing and resolving problems witnessed by poll watchers (and election officials) is vital to ensuring that those who volunteer for such roles will continue to participate. Ignoring the problems and having no ability to resolve them is sure to drive away the best volunteers.
- The political parties and candidates are normally the best source to handle the process of creating and managing a 'War Room' hotline once voting has started. Should that not be happening in your county, there are some specific steps to take which are described below.
- Don't forget to plan for the "ends":
 - The end of every day of voting and what steps to take to ensure that all information is recorded (serial numbers of routers, numbers of votes on specific machines, securing of machines and ballots, etc.
 - The post-election processes and procedures.

REMEMBER: ELECTIONS NO LONGER BEGIN – OR END – ON ELECTION DAY!

STEP FIVE: CLEANING VOTER ROLLS, LIST MAINTENANCE

- A. The voter rolls are a problem in every jurisdiction in America, due to the constant duplications, difficulty of removing and updating the rolls because of threats by ideological groups to sue if and when a jurisdiction tries to update voter rolls and remove those who have died, or moved, or stopped voting for some reason and are no longer active. However, a key goal of an election integrity task force should be to assist the local election office in the list maintenance required by federal, and in some cases, state law requiring the ongoing updating of voter rolls. Steps to follow to accomplish the objective of helping to maintain the accuracy of the voter rolls without triggering attacks and even lawsuits from leftwing groups is a challenge, requiring careful planning and knowledge.



NOTE: Never engage in any conduct that would imply or suggest that volunteers are harassing or intimidating voters. All contacts must be respectful, and research must be



conducted in a manner that does not intimidate, accuse, or harass any voter.

Remember: The Department of Justice has its eyes on active engagement by citizens in the election integrity process. Do not give them any reason to inquire about the work of the task force. Always be respectful to every voter at all times.

B. A suggested protocol for list maintenance should include:

- Purchase or acquire a current copy of the voter registration database in the county in a format that can be used by the list maintenance task force.
- Require legal training for each person involved in the list maintenance project, to know what federal and state law allow and what state law requires for purposes of valid registrations, and what to avoid for purposes of legal action.
- Learn the process used by local election office for removing invalid registrations: what evidence is needed and who can provide such evidence?
- Develop data on recent election cycles and any list maintenance actions taken by the local board in past several years.
- Use Open Records and Freedom of Information laws to request / obtain copies of list maintenance records from your local election office.
- Learn when additional voter roll cleanup is planned and the calendar for such action.
- Identify data needed from third party sources: USPS data on vacant addresses, voters who have moved, active voters who failed to vote in recent elections and how many elections those voters may have missed prior to 2020 or 2022.
- Identify process for confirmation of legal registration: whether voters have moved, or if the registrations are PO Boxes, commercial addresses or vacant lots.
- Develop protocols for obtaining evidence: photos of commercial buildings? Vacant lots? Affidavits from current residents that registered voter no longer resides at address on registration list.
- Develop process for multi-family residential units: transitory residences and confirming the legitimacy of current residents, compared to voter rolls.
- What are the protocols of the local election office for sending / receiving confirmation of current information on the voter rolls.
- Consider creating a Neighbors for America Plan: Develop pro-America materials that are NOT partisan and send letters with questions/surveys about issues, and where the residents stand on the issues, with return envelope for sending back surveys, requests to have someone register the person.
- Develop a database for following up with the respondents, to engage interested voters in the election integrity efforts.
- Catalogue responses, returned mail and follow up with calls, photos, affidavits, and

SECTION TWO

THE LOCAL ELECTION INTEGRITY TASK FORCE

- meetings to engage those who are interested and document potential bad addresses.
 - What confirmation of citizenship and other eligibility to vote is undertaken by the local election office before entering voter registrations into the voter rolls in the county / city.
- C. **Follow voter registration drives taking place in the area:**
- Develop procedures for following up to obtain evidence of wrong registrations, to be presented to county and possibly to court, based on the procedures followed by local election office.
 - Monitor new registrations – are there patterns? Are there registration drives by others?
 - How are the new registrations from DMV and other government agencies processed into the system?

STEP SIX: VULNERABLE VOTERS PLAN

A. **What are the laws and procedures for protecting each category of vulnerable voters:**

- Senior citizens in assisted living facilities and nursing homes
- People in group homes
- Military and overseas voters
- The disabled and physically handicapped voters
- Homeless and other voters susceptible to being taking advantage of by political operatives and facilities staff
- New citizens and voters in immigrant communities
- Hospitalized citizens





B. **Develop plans and protocols for ensuring that ideological operatives cannot prey upon vulnerable voters**

- Identify and map the facilities in the county.
- Prepare letters in advance of election / start of voting related to laws of the state that protect vulnerable voters. Assign team members to observe voting process among vulnerable groups and to watch for illegal activities, coercion and harassment of vulnerable voters.





STEP SEVEN: EYES ON THE VOTING SYSTEMS AND SOFTWARE

- A. Every election integrity task force should have at least one tech savvy team to research and understand the voting equipment, software, and other technology used by the jurisdiction. It is important that they learn the types of technology from the beginning to the end of the voting process, how the systems work, what the vulnerabilities are, and how to address those before voting begins. There are sources available to help local task forces research information pertinent to the systems and technology used in the local election office. For instance, the Election Assistance Commission certifies election systems and software used across the nation. www.eac.gov
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- The technology component of the task force should become familiar with the decisions that have been made and are being made by both state and local election offices regarding equipment and systems.
 - There are points prior to the election when voting machines are supposed to be tested and such testing is supposed to be conducted in public settings.
 - Understand the methods and capabilities of the systems used, and what components the local election office has contracted to receive. For instance, does the voting machine have the capability to generate a digital image of the completed ballot in real time on a daily basis? If so, the task force should inquire as to whether the county has contracted for that capability.
 - Some questions that should be asked:
 - What voting systems are used for in person voting?
 - What software or other systems are used for processing mail ballots?
 - What systems are used for tabulating ballots?
 - What security measures are followed to protect against intrusion or hacking?
 - What issues have been reported in past elections related to the voting systems?
 - Are there electronic poll books and are those connected from the voting location to county or state offices?
 - How are voting results transmitted on election night?
 - What are the vulnerabilities for each system and each step in the process?
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MASTER CLASSES IN ELECTION INTEGRITY

BUILDING THE ELECTION INTEGRITY INFRASTRUCTURE

The Master Class Curriculum is based on the *Citizens Guide to Building the Election Integrity Infrastructure*. This series of short training videos walks through the *Citizens Guide* and provides a simple, step-by-step process for creating and maintaining citizen oversight of the election process. The classes are taught by Cleta Mitchell, Chairman of the Election Integrity Network; Kerri Toloczko, EIN's National Training Director; Ned Jones, EIN Deputy Director; and Lynn Taylor, Chairman, Virginia Fair Elections Coalition and President of the Virginia Institute for Public Policy.



We encourage you to watch these training videos as often as necessary for you to become confident in your understanding of these important topics, and also to use them as training modules during your in-person task force meetings or on your statewide or local coalition calls. Election Integrity Network created these Master Classes for you, and we trust they will be a valuable resource as you increase your participation in your state's election integrity infrastructure.

These Master Classes assist the leaders of local task forces and state coalitions to:

- Recruit and welcome interested citizens and try to keep them engaged and involved, utilizing their strengths and their time availability.
- Seek to build each component on an ongoing basis, to ensure that each component continues as individuals' time commitments ebb and flow.
- Communicate and stay in contact with the state coalition and other interested parties and groups.
- Be able to handle the local election officials, attend meetings, manage the interactions between the task force members and the election office and officials.
- Recruit one or more individuals within each of the areas of expertise and knowledge.

Master Classes will help you to identify the project management and communications software that is best for the group. Tracking projects, volunteers, calendars, data collection and review, meetings, etc. must be automated and easily accessible for everyone involved in the task force.

Link to Master Class videos: www.whoscounting.us/MasterClass

No Video is Longer than 8 Minutes



Topic

Trainer

Lesson 1:	Introduction to the Election Integrity Infrastructure	Cleta Mitchell
Lesson 2:	Forming your Local Election Integrity Task Force	Kerri Toloczko
Lesson 3:	Growing your local Election Integrity Task Force & Working Groups	Kerri Toloczko
Lesson 4:	Researching your Local Election Office	Kerri Toloczko
Lesson 5:	Working Groups in Election Integrity are Necessary	Kerri Toloczko
Lesson 6:	Get Knee Deep in Voting by Mail	Kerri Toloczko
Lesson 7:	Know the Role of the USPS in Voting by Mail	Ned Jones
Lesson 8:	Becoming an Election Worker	Kerri Toloczko
Lesson 9:	Becoming a Poll Watcher	Kerri Toloczko
Lesson 10:	The Difference Between Poll Workers and Poll Watchers	Kerri Toloczko
Lesson 11:	Regulations and Requirements for Poll Watchers	Kerri Toloczko
Lesson 12:	Cleaning Voter Rolls	Kerri Toloczko
Lesson 13:	Protecting Vulnerable Voters	Kerri Toloczko
Lesson 14:	Protecting Vulnerable Voters Part 2	Kerri Toloczko
Lesson 15:	Citizen Oversight of Voting Machines, Part 1	Kerri Toloczko
Lesson 16:	Citizen Oversight of Voting Machines, Part 2	Cleta Mitchell
Lesson 17:	The “Virginia Model”	Lynn Taylor
Lesson 18:	Citizens Research Project	Ned Jones
Lesson 19:	Supporting your Local Election Integrity Task Force	Kerri Toloczko
Lesson 20:	Developing Legislator Relationships	Lynn Taylor
Lesson 21:	Understanding Legislative Procedures	Lynn Taylor

SECTION THREE

Legislation and Citizen Lobbying on Election Laws:

KNOW BEFORE YOU GO!

Research and understand your state's laws regarding citizen "lobbying."

Remember - every state is different. Although every citizen has a First Amendment right to participate in the legislative process, some states have low triggers on registering, reporting and handling expenses. This [state-by-state guide](#) from the National Conference of State Legislators (www.ncsl.org) has general information but please make sure you have confirmed the latest guidelines for your state. Those can usually be easily accessed from the state agency where such registrations and reports are filed.

a. Legislative structure and process in your state

- How are new laws proposed, drafted and sponsored?
- What is the process that governs a bill becoming a law in your state?

b. Understanding legislative calendars and committees

- What is your state's legislative calendar and committee structure?
- Is your legislature full time? Part time? Annual?
- What does your legislature do during the interim between legislative sessions?
- What do legislative committees do between legislative sessions?
- What are the deadlines for introduction, reporting, and final passage of bills?

c. Understanding legislative calendars and committees

- Build relationships with legislators and their staff members.
- Understand the unwritten rules of each chamber.
- Become a subject matter resource on election laws for legislators, staff, and other officials.
- Manage the time between legislative sessions to build relationships and plans for legislative action once the session begins.



**FOR MORE ELECTION INTEGRITY RESOURCES
VISIT WWW.WHOSCOUNTING.US**

Election Integrity Network
Email: info@whoscounting.us



A PROJECT OF:

Virginia
Institute
for Public Policy