

Washington State Elections Weekly

August 28, 2014

Elections' Phone Issues

Most of you were notified last week that the Elections Division was experiencing phone difficulties. The difficulties included the Voter Hotline (800-448-4881) and the main line (360-902-4180) not connecting to staff. The issues have been resolved – hooray!

We are here to help, so please contact [Allyson Ruppenthal](#) if you ever experience any issues reaching staff.

COOP Basics | Hot to Get Started

Grab a template! The four basic steps are presented in this 1-hr [conference video](#):

1. Conduct research and gather documentation.
2. Grab a [template](#) and start writing.
3. Develop procedures.
4. Train staff and test the COOP.

Modify Pierce County's template above to suit your county's needs. The [Federal Emergency Management Agency](#) (FEMA) provides a comprehensive [template](#) for non-Federal entities, too.

Survey Reminder

Has your county responded to our short [COOP survey](#)? Help us prepare and plan for COOP (Continuity of Operations Plan) Training, Part 2. Designate **one person** from your county to respond. Secretary Wyman will recognize counties at the 2015 Elections Conference who publish and share their COOPs. Thank you!

Election Mail

The United States Postal Service (USPS) will continue to make changes to mail processing and delivery as well as closing facilities through 2015. Including the green "[Tag 191](#)" with your election mail will ensure the best delivery time for the mail class used. Click [here for the PowerPoint](#) presented at last week's Election Center Postal Task Force meeting. USPS's [website](#) also has a section devoted to providing information for election administrators.

Questions | Local Petitions

Several counties are currently processing petitions for local districts. We were recently asked two questions:

Q: Do we update voters' status based on petition information?

A: No. [RCW 29A.08.620](#) and [29A.08.630](#) list the sources of information for making changes to inactive voter records. Signing petitions is no longer listed.

Q: Will signatures of inactive voters still registered outside the city limits count?

A: No. Inactive voters are still eligible to sign a petition as long as the current registration address is within the district. A voter cannot make himself or herself qualified to sign a petition by writing in an address that is inside the district boundaries.

Congrats!

Pierce and Kitsap Counties were honored last Thursday in San Francisco with [Elections Center's](#) Professional Practices awards:

- **Guardian Award to recognize a practice that exemplifies our Principles and Standards of Conduct.** Pierce County, Washington. **Ballot Drop Boxes.** Pierce County developed a program providing secure ballot drop boxes providing for accessibility and convenient locations as over half of the county's ballots are received via drop box.
- **Independence Award for an exceptional innovation for voting accessibility.** Kitsap County, Washington. **Kitsap County Accessible Voting Committee.** The county collaborated with the Voter Access Advisory Committee which has led to numerous innovations that are helping voters overcome ballot accessibility barriers.

HAVA Poster | Lincoln County Solution

During a visit to Davenport, we found a great (and simple!) technique for updating the HAVA poster before each primary or election. In the empty space where Election Information and the Example Ballot are displayed, Lincoln County attached a metal report clasp (see image below). This allows for quick update of the information each election—simply two-hole punch the information and attach to the clasp. No tape, tugs, or tears.



In Remembrance

[Nancy Spears](#), former Asotin County Auditor, passed away last Friday at the age of 75. A memorial service will be held at 2:00 p.m. on September 2nd at Merchant Funeral Home in Clarkston, Washington. A celebration of life will follow at the Moose Lodge in Clarkston. Our thoughts go out to all of her family and friends.

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