

2014 Accessible Voting Plan



Klickitat County Accessible Voting Advisory Committee
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Klickitat County Accessible Voting Plan to Improve Accessibility of Elections for Voters with Disabilities

1. Number of Voting Centers

The Auditor's Office will be maintained as Klickitat County's voting center to ensure that people with disabilities have reasonable access to accessible voting devices. An accessible voting unit will be available at the voting center for eighteen days prior to each election from 8:30 A.M. to 5:00 P.M. with extended hours on Election Day from 8:30 A.M. to 8:00 P.M.

2. How the number of Voting Centers was determined

Klickitat County currently has two Accessible Voting Units (AVUs) to service the county. It has been determined that the optimum availability to the AVU would be achieved by placing it in the Klickitat County Courthouse for eighteen days prior to each election. All outreach materials published and mailed have indicated that the AVU is available in the Auditor's Office of the Klickitat County Courthouse. This location is accessible and has full time staffing without incurring undue administrative or financial burden to Klickitat County.

3. Locations

Voting Center:

- Klickitat County Auditor's Office
205 S. Columbus Ave. Room 203—Main (Upper) Floor
Goldendale, WA 98620

The Auditor's Office is wheelchair accessible from the handicap parking on the east side of the building, traveling up the Accessibility Ramp on the north side of building, entering the building using the automatic doors, riding the elevator to the main floor, and traveling south down the hall to Room 203.

DROP BOX SITES (all are ADA accessible):

- **Goldendale**
 1. Klickitat County Courthouse - Auditor's Office
205 S. Columbus Ave., Room 203 – Main
(Upper) Floor
 2. Parking Lot, on the corner of S. Columbus Ave.
and W. Court St.
- **Dallesport**
Community Center Parking Lot
136 6th St.
- **Klickitat**
State Hwy. 142 at Depot Park
- **Lyle**
Lions Club Parking Lot, Intersection of 5th St. and
Hwy. 14
- **Roosevelt**
Roosevelt School Parking Lot

- **White Salmon**
Pioneer Center Parking Lot, as you exit
501 N.E. Washington St.
- **Wishram**
Park Place (north of Historic Locomotive)

4. Community Outreach

Every election, information is provided to the voters that the AVU is available in the Auditor's Office. A legal notice is published in both newspapers in Klickitat County for each election, published on our website, and posted on our bulletin board.

The location will allow us to determine if additional access is necessary and to what extent it is necessary.

5. Transportation of Voting Devices

No transportation is required at this time.

6. Implementation of the provisions of Help America Vote Act (HAVA)

The Committee helped our office devise a plan to help accommodate disabled voters in Klickitat County. The Auditor's Office is wheelchair accessible as previously noted within item number 3. An Elections Deputy will greet and assist voters with casting their ballot on the AVU.

2014 Accessible Voting Plan:

With the Committee's assistance, the Auditor's Office will test the location of the AVU, its accessibility to voters with disabilities, and will train election staff to assist voters using the AVU with the guidelines set forth by the Secretary of State's Office.

7. Training in respectful communication

The Elections Staff will go over and discuss the guidelines in the Disability Awareness Section of the Election 101 Training Manual provided by the Office of the Secretary of State every year prior to the Primary (see Attachment A).

8. Annual meeting to be held in May.

Laws regarding the Advisory Committee Plan

RCW 29A.04.223

Vote by mail impacts on voters with disabilities — Mitigation — Advisory committee, plan.

(1) The legislature finds that the elimination of polling places resulting from the transition to vote by mail creates barriers that restrict the ability of many voters with disabilities from achieving the independence and privacy in voting provided by the accessible voting devices required under the help America vote act. Counties must take appropriate steps to mitigate these impacts and to address the obligation to provide voters with disabilities an equal opportunity to vote independently and privately, to the extent that this can be achieved without incurring undue administrative and financial burden.

(2) Each county shall establish and maintain an advisory committee that includes persons with diverse disabilities and persons with expertise in providing accommodations for persons with disabilities. The committee shall assist election officials in developing a plan to identify and implement changes to improve the accessibility of elections for voters with disabilities. The plan shall include recommendations for the following:

- (a) The number of voting centers that will be maintained in order to ensure that people with disabilities have reasonable access to accessible voting devices, and a written explanation for how the determination was made;
- (b) The locations of ballot drop-off facilities, voting centers, and other election-related functions necessary to maximize accessibility to persons with disabilities;
- (c) Outreach to voters with disabilities on the availability of disability accommodation, including in-person disability access voting;
- (d) Transportation of voting devices to locations convenient for voters with disabilities in order to ensure reasonable access for voters with disabilities; and
- (e) Implementation of the provisions of the help America vote act related to persons with disabilities.

Counties must update the plan at least annually. The election review staff of the secretary of state shall review and evaluate the plan in conformance with the review procedure identified in RCW 29A.04.570.

(3) Counties may form a joint advisory committee to develop the plan identified in subsection (2) of this section if no more than one of the participating counties has a population greater than seventy thousand.

[2011 c 10 § 44; 2010 c 215 § 5; 2006 c 207 § 7. Formerly RCW 29A.46.260.]

Notes:

Notice to registered poll voters -- Elections by mail -- 2011 c 10: See note following RCW 29A.04.008.

Findings -- 2010 c 215: See note following RCW 50.40.071.

GUIDELINES & SUGGESTIONS FOR INTERACTING WITH PEOPLE WITH DISABILITIES

Be Respectful- Treat people with disabilities with the same respect and consideration that you have for everyone else.

Meeting Someone- Avoid actions and words that suggest the person should be treated differently. People who use wheelchairs may have a variety of different disabilities. When you meet someone, extend your hand to shake if that is what you normally do. A person who cannot shake hands will let you know. If you are meeting a blind person, identify yourself. Use a normal tone of voice when extending a verbal welcome. Do not raise your voice unless requested.

Helping- Do not automatically give assistance. Ask first if the person wants help. If the offer is accepted, listen to or accept instructions. The person may refuse your offer of assistance or may not wish to discuss his/her disability.

Communication- Talk directly to the person, not to an aide, friend or interpreter. When talking with a person in a wheelchair for more than a few minutes sit down and converse at the same level. Offer to make basic information available in large print, Braille, electronic or audio formats.

Touching -Do not pet guide dogs

- Do not pat or touch a person with a disability unless there is a good reason (such as shaking hands in greeting or if the person has requested assistance).
- Gently touching a deaf person to get his attention is permissible.
- Do not touch someone's cane, wheelchair or other device.

Environments – Provide wide & clear paths of travel for people who use wheelchairs or are blind. Be aware that some people may be sensitive to smoke, perfumes, or any other toxins that may be in the air.

Service Animals - Do not make noises at the Service Animal; it may distract the animal from doing its job.

- A service animal is NOT required to have any special certification.
- Federal law protects the civil rights of persons with disabilities to be accompanied by their service animals in all public places.
- Never touch a service animal, or the person it assists, without permission.

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ETIQUETTE: RELATING TO PEOPLE WITH DISABILITIES

- Remember that a person who has a disability is a person -- like anyone else.
- Relax. If you do not know what to do or say, allow the person who has a disability to help put you at ease.
- Do not assume anything. If you have a question about what to do, how to do it, what language or terminology to use, what assistance to offer, ask the person with the disability. That person should be your first and best resource.
- Offer assistance, quietly and tactfully, if it seems needed, but do not overdo it, insist on it or make a scene. Respect the person's right to reject help or to indicate the kind of help needed.
- If you cannot assist in the way that is requested, discuss it with the person. You have a right to set limits on what you can and cannot do. Your relationship with a person with a disability should be, like any other relationship, a reciprocal one.
- If there is time and opportunity, explore your mutual interests in a friendly way. The person probably has many interests besides those connected with the disability and the job.
- Talk about the disability if it comes up naturally, without prying. Let the person guide you.
- Appreciate what the person can do. Remember that difficulties the person may be facing may stem more from society's attitudes and barriers than from the disability itself.
- Be considerate of the extra time a person with a disability may need to say or do things. Let the person set the pace in walking or talking.
- Speak directly to a person with a disability. Do not use a companion or interpreter as a conversational go-between.
- Do not move a wheelchair, crutches, or other mobility aids out of reach.
- Never push a wheelchair without first asking the occupant if you may do so.
- Before deciding whether to push a wheelchair up or down a step, curb, or other obstruction, ask the person if and how he wants you to proceed. Respect your own limitations.
- Do not invade personal space by leaning on a wheelchair. Do not patronize a person in a wheelchair by patting them on the head.

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Give whole, unhurried attention to the person who has difficulty speaking. Don't talk for the person, but give help when needed. Keep your manner encouraging rather than correcting. When necessary, ask questions that require short answers or a nod or shake of the head.

Don't pretend to understand a person with a speech difference when you do not. Don't be afraid to let the person know that you do not understand. Be patient, not only with the person with the disability but also with yourself.

Speak calmly, slowly, and distinctly to a person with a hearing problem or other difficulty understanding. Stand in front of the person, speak directly to the person, and use natural gestures to aid communication. When full understanding is doubtful, try writing notes.

When dining with a person who has trouble cutting meat or buttering rolls, offer to help. Explain to a person with a visual problem where dishes, utensils, and condiments are located on the table.

Do not pet or otherwise distract dog guides. They are working and must not be distracted.

Be alert to architectural barriers. Inadequate lighting is difficult for those with hearing and sight problems.

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