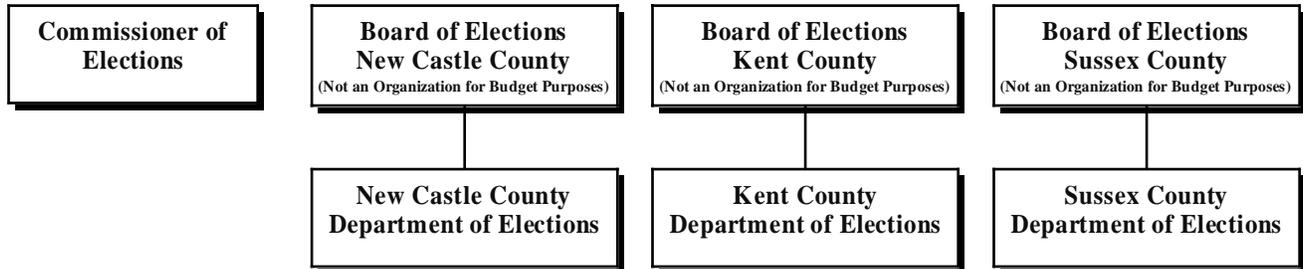


ELECTIONS

70-00-00

Elections



MISSION

The mission of the Department of Elections is to provide for and to maintain a voter registration system for the citizens of Delaware using a verifiable, voter registration process. This process operates within a framework of state and federal laws to ensure the orderly process of voter registration and elections and to provide for the management of campaign finance laws, rules, and regulations.

KEY OBJECTIVES

- Ensure the standard administration of Delaware Election Laws under 14 and 15 Del. C. and applicable federal and state laws. These laws include the Federal Voting Accessibility for the Elderly and Handicapped Act of 1984 (PL94-435), the Uniformed and Overseas Citizens Absentee Voting Act (PL94-410), and the National Voter Registration Act of 1993 (PL103-31)(Motor Voter). The administrative functions of planning, training, and logistical and technical support with clerical activities necessary to insure operation are accomplished at this level.
- Provide for the administration and coordination of the National Voter Registration Act (Motor Voter), which comprises the development and production of standardized materials for the Commissioner's Office, county Departments of Election, and designated agency-based registration agencies. Training of agency-based personnel and organized voter registrars is managed statewide for standardized voter registration procedures. Materials supplied include voter registration documents, forms,

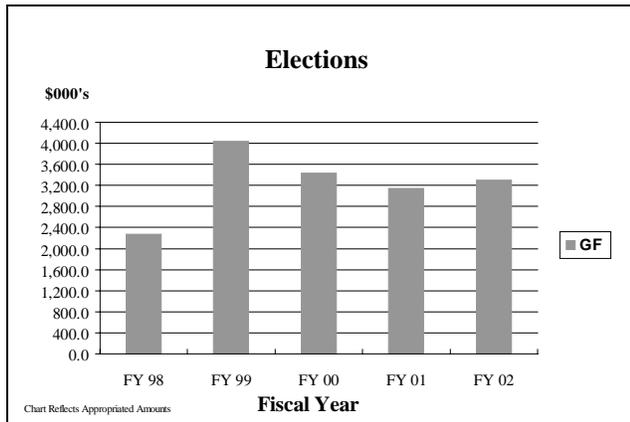
absentee ballot affidavits with envelopes and instructions, copies of 15 Del C., signature cards, polling lists, etc.

- The administration of 15 Del. C. c. 80 Campaign Contributions and Expenditures, is exclusive to the Commissioner's Office with the supporting technical and clerical staff necessary for committees to accomplish campaign functions. The development of a standardized process such as forms, instructional guides, calendars, fliers, and other materials ensure a uniform records management approach and simplified public access.
- Provide for the maintenance and production of statewide materials for the Commissioner, each county Department of Elections, and the recipients of election data and materials, including centrally purchased project materials, computer ballots, signature cards, voter registration applications, voter registration listing, tapes and diskettes, tabulations, election results, and statistical information and services, such as an electronic bulletin board, and websites, are completed at this level.
- Research, develop, and produce materials that establish written, statewide standards for elections, for agency-based personnel/private groups to use in providing consistent application of elections operations. This includes standard address information, application forms, and instructions. Standardized computer-generated materials containing public information are produced for sale to the general public, including street districting books, unofficial and official elections results, courts of canvass, results by age, sex and party, and campaign finance information.

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- Verification of selected data base elements such as name, Social Security number and address are maintained at this level. Monthly audits are performed of scheduled and randomly selected data elements contained in the central database to assess uniformity and statewide standardization of voter records. Technical assistance is available to the county departments, agency-based registration agencies, private registration groups and the public at this level.



BUDGET

	FY 2000 ACTUAL	FY 2001 BUDGET	FY 2002 GOV. REC.
GF	3,432.5	3,149.9	3,300.8
ASF	--	--	--
TOTAL	3,432.5	3,149.9	3,300.8

POSITIONS

	FY 2000 ACTUAL	FY 2001 BUDGET	FY 2002 GOV. REC.
GF	42.0	43.0	43.0
ASF	--	--	--
NSF	--	--	--
TOTAL	42.0	43.0	43.0

FY 2002 BUDGET HIGHLIGHTS

OPERATING BUDGET:

- ◆ Recommend enhancement of \$77.8 to Contractual Services to annualize the extended warranty on the electronic voting machines.

COMMISSIONER OF ELECTIONS

70-01-01

MISSION

The mission of Commissioner of Elections is to assure by standard process, the conduct of voter registration; the conduct of all elections; the administration of campaign finance with advisory opinions, rules, and regulations contained in 14 and 15 Del. C.; and maintain compliance with state and federal law.

KEY OBJECTIVES

- Administer Delaware Election Laws under 14 and 15 Del. C. and applicable federal election laws.
- Provide an Internet-based campaign finance reporting system and election forms database.
- Assure the timely and accurate reporting of election results and provide for public access to that collection process.
- Administer school and municipal election elements.
- Administer 15 Del. C. c. 80 Campaign Contributions and Expenditures.
- Maintain and produce statewide materials for the Commissioner's Office, each county Department of Elections, and the recipients of election data and materials.
- Research, develop, and produce materials that establish written, statewide standards for elections for agency-based personnel/private groups to use in providing consistent application of election operations.
- Verify selected database elements such as name and Social Security number.
- Implement electronic voting machines and improved results reporting.
- Complete the Elections Information System by adding an imaging component and adding connectivity for each county Department of Elections.

BACKGROUND AND ACCOMPLISHMENTS

The Office of the Commissioner provides additional and expanded services as required by state and federal laws and as necessary for citizen involvement in the electoral process.

ELECTIONS

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The office provides training and support to persons in state agencies such as Agency-Based Registrars (Motor Voter) and to Delaware residents who request training as registrars in accordance with the Organized Voter Registration Act. Additional training is offered to familiarize the electorate with electronic voting machines.

The information and assistance to Delaware residents actively seeking to establish and to qualify as political parties with ballot status has increased, including assistance to independent candidates seeking national office.

The office participates in national voter training initiatives, specifically, Student/Parent Mock Election in cooperation with the Office of the Secretary of State, the Department of Education, and the League of Women Voters. This project will continue as an outreach program for the department.

Additional electronic information has been developed which is available on the Internet.

BUDGET

	FY 2000 ACTUAL	FY 2001 BUDGET	FY 2002 GOV. REC.
GF	1,051.9	1,145.8	1,232.4
ASF	--	--	--
TOTAL	1,051.9	1,145.8	1,232.4

POSITIONS

	FY 2000 ACTUAL	FY 2001 BUDGET	FY 2002 GOV. REC.
GF	11.0	11.0	11.0
ASF	--	--	--
NSF	--	--	--
TOTAL	11.0	11.0	11.0

ACTIVITIES

- Administer and coordinate elections and other programs according to state and federal laws.
- Train voter registrars supporting the Organized Voter Registration Program.
- Provide centralized support for each county Department of Elections, candidates, political parties and the public, including increased availability of electronic data.
- Monitor voter registration process and database.
- Increase support and technical assistance to candidates and committees due to additional reporting dates for campaign finance reports.
- Verify the felon's right-to-vote statute.
- Verify voter address under the National Voter Registration Act (Motor Voter).

PERFORMANCE MEASURES

	FY 2000 Actual	FY 2001 Budget	FY 2002 Gov. Rec.
% registrations verified	100	100	100
% trained agency-based registrars	85	95	100
% requested organized voter registration trainers	100	100	100
% campaign finance transaction completed	100	100	100

NEW CASTLE COUNTY DEPARTMENT OF ELECTIONS 70-02-01

MISSION

The Department of Elections for New Castle County operates the voter registration program and conducts primary, general, special, and school elections in accordance with state and federal law.

KEY OBJECTIVES

- Provide prompt and courteous service to all customers.
- Conduct all elections mandated by 14 and 15 Del. C. in an efficient, fair, and impartial manner.
- Maintain the Election District structure in accordance with 15 Del. C.
- Recruit, appoint, and train election officers to conduct fair and impartial elections.
- Register to vote all eligible permanent residents of the State of Delaware who submit a complete and accurate voter registration application.
- Resolve problems with a person's voter registration application or record.
- Provide mobile voter registration teams requested by individuals or groups to register voters at various locations throughout the county within the limits of appropriated funds and as required by 15 Del. C.
- Conduct voter registration drives.
- Educate the public in the use of the electronic voting machine.
- Provide voting machines and other support for municipal elections.

ELECTIONS

70-00-00

- Provide voting machines and other support for elections conducted by other entities in New Castle County within the resources available to the department. These include student government and union elections.
- Update and maintain city codes on the voter registration database in support of Newark and Elsmere municipal elections.
- Remove ineligible voters from the voting rolls in accordance with state and federal law.
- Maintain the department's voting machines and vehicles.
- Enhance the department's productivity through application of technology and redesign of tasks.
- Enhance the capabilities of the department's Elections Unit through training and experience.
- Maintain a website that provides information regarding voter registration and elections to the public.
- Maintain a healthy and productive work environment.

BACKGROUND AND ACCOMPLISHMENTS

The operation of the New Castle County Department of Elections is governed by 14 and 15 Del. C. and federal law.

The table below shows the principal voter registration transactions completed by the department over the past several fiscal years. Starting in Fiscal Year 1999, the department began to process more changes of addresses than new voters.

**Summary of Principal Transactions
FY 1992 to FY 2001**

	New Voters	Address Change	Name Change	Party Change	TOTAL
FY 1992	13,484	7,244	1,326	1,638	23,692
FY 1993	33,250	13,990	1,937	2,071	51,248
FY 1994	12,858	5,139	1,116	490	19,603
FY 1995	24,879	12,553	2,460	1,712	41,604
FY 1996	22,917	12,664	2,592	1,716	39,889
FY 1997	28,644	19,435	3,790	3,275	55,144
FY 1998	18,051	14,848	2,471	624	35,994
FY 1999	18,703	23,543	3,022	2,348	47,616
FY 2000	14,874	22,092	2,921	1,692	41,579
FY 2001*	7,223	7,472	987	1,462	17,144

*Jul. 1 to Oct. 7.

Most voter registration applications are generated outside the control of the Department of Elections. Many of these require additional handling and/or research before they can be correctly processed. The 2000 General Election indicated that there continues to be significant problems with the Agency-Based Registration Program. There were almost 50 registration appeals as a result of persons not being correctly registered through the Division of Motor Vehicles when receiving their drivers license. The registration problems caused the voters to be ineligible to vote, which led to their appeals.

The department uses an address verification program to correct records, update records with new addresses, or remove voters who have moved out-of-state from the voter registration rolls.

Address Verifications 1994 - 2000

YEAR	Total Mailed	Replies	No Response	Not Deliverable
1994	301	202	66	33
1995	1,474	645	405	424
1996	1,705	732	611	362
1997	4,065	1,522	1,568	975
1998	4,502	1,958	1,902	642
1999	2,324	681	984	659
2000*	4,269	1,145	1,919	1,205
TOTAL	18,640	6,885	7,455	4,300

*Jan. 1 to Oct. 6.

There are three important aspects of the address verification program that should be noted:

1. The department has a full-time position devoted to managing this program.
2. The department operates the address verification program using a stand-alone database program. The process needs to be integrated into the Election System Database in order to be fully functional and efficient.
3. Over 25 percent of individuals placed in "INACTIVE" status during 1995 and 1996 were returned to "ACTIVE" status by updating their voter registration record and/or voting.

The following table shows the methods and numbers of voter removals from 1991 to the present for New Castle County.

ELECTIONS

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Voter Removals 1991-2000

Year	Deceased	NVRA Removal	Moved from State	Board Action	Failure to Vote	TOTAL
1991	1,865		924	344	10,812	13,945
1992	1,466		1,510	355		3,331
1993	2,142		1,525	5	16,881	20,553
1994	1,812		1,214	20		3,046
1995	2,101		700	9		2,810
1996	2,084		1,197	12		3,293
1997	2,095		1,580	14		3,689
1998	2,726		1,314	12		4,052
1999	2,543		7,345	13		9,901
2000*	1672	866	1,742	8		4,288

*Jan. 1 to Oct. 7.

The department continues to print many election documents. This reduces printing costs and allows the department to tailor documents to reduce errors in the polling place. Included in this program are absentee ballots for primary and special elections, initial printing of absentee ballots for general elections, voting machine certificates, tally sheets, and payroll vouchers.

The department conducts school board member elections and school referendums. It also supports numerous municipal, student government, and union elections. For each election, the department produces machine ballots, absentee ballots (in some instances), and certification documents. The department also trains the individuals charged with operating the voting machines.

The department publishes a website that provides information regarding elections, the voting process, absentee voting and voter registration to the public.

The department anticipated that the 2000 General Election would have the largest voter turnout in the State's history. In preparation for this event, the department implemented several new programs:

- An election officer focus group made several suggestions that improved training of election officers and changed procedures in the polling place.
- A disability working group improved services to the disabled.
- A polling place signage program improved the placement of signs that marked sites as Polling Places, marked parking for the disabled, and directed voters to the voting area.
- An election officer recruitment program refreshed and replenished the department's supply of election officers.
- Conducted voter registration drives at the libraries in New Castle County.

- Assigned greeters at several polling places where two or more Election Districts voted.
- Purchased and implemented an Interactive Voice Response system to provide voters with information and to assist election officers with identifying persons eligible to vote through the Fail-safe program. The system will provide the department an on-going capability to provide information during non-business hours.

BUDGET

	FY 2000 ACTUAL	FY 2001 BUDGET	FY 2002 Gov. REC.
GF	1,220.9	986.0	1,026.4
ASF	--	--	--
TOTAL	1,220.9	986.0	1,026.4

POSITIONS

	FY 2000 ACTUAL	FY 2001 BUDGET	FY 2002 Gov. REC.
GF	17.0	17.0	17.0
ASF	--	--	--
NSF	--	--	--
TOTAL	17.0	17.0	17.0

ACTIVITIES

- Register new voters.
- Maintain, update, and correct voter registration records.
- Operate the address verification program.
- Plan and program for upcoming elections.
- Remove ineligible voters from the voter registration rolls in accordance with state and federal law.
- Conduct elections in accordance with state and federal law.
- Train permanent and temporary election officers and employees.
- Train staff and board members in the operation of new voting machines.
- Voter education.
- Produce and publish manuals and procedures for election officers and department staff.
- Produce, where feasible, necessary documents and forms tailored for individual elections.
- Develop and maintain the election system structure following redistricting.

ELECTIONS

70-00-00

KENT COUNTY DEPARTMENT OF ELECTIONS

70-03-01

MISSION

The Kent County Department of Elections operates the voter registration program and conducts primary, general, special, and school elections in accordance with state and federal law.

KEY OBJECTIVES

- Perform duties related to conducting an election such as: instruction classes for election officers; securing polling places; setting up voting machines; printing absentee information; preparation of the machine ballots; advertising in local papers; scheduling casual and seasonal employees; and transporting voting machines.
- Provide information to the public, candidates, and political parties regarding election laws, rules and regulations, and registration requirements.
- Provide information to persons wanting to file to become candidates.
- Conducting school elections. There are four school districts in Kent County. Each district could have up to three elections.
- Maintain a current status of city codes on the voter registration files for the City of Dover and the Town of Harrington.

BACKGROUND AND ACCOMPLISHMENTS

During Fiscal Year 2000 multiple city and school elections along with the Statewide Primary and the General Elections all were performed without any difficulties.

The National Voter Registration Act (Motor Voter) is still increasing the word processing load. In Fiscal Year 2000, this department processed 16,500 documents.

BUDGET

	FY 2000 ACTUAL	FY 2001 BUDGET	FY 2002 GOV. REC.
GF	617.1	573.1	587.9
ASF	--	--	--
TOTAL	617.1	573.1	587.9

POSITIONS

	FY 2000 ACTUAL	FY 2001 BUDGET	FY 2002 GOV. REC.
GF	7.0	8.0	8.0
ASF	--	--	--
NSF	--	--	--
TOTAL	7.0	8.0	8.0

ACTIVITIES

- Maintain voter files, analyze problems with voter registration documents.
- Provide voting machine demonstrations.
- Plan for up coming elections, including:
 - Print absentee information
 - Advertise in local papers
 - Schedule casual and seasonal employees
 - Appoint and train election officers on conduction of an election
 - Produce and print manuals and procedures
 - Preparation of the machine ballots
 - Prepare the voting machines
 - Transport voting machines
 - Secure polling places
 - Schedule Mobile Registration
- Maintain Voter Registration files according to Title 15.
- Problem solve Voter Registration Documents.
- Perform referendums, school elections, and statewide elections according to 14 and 15 Del. C.
- Provide voter registration information to candidates upon request.

PERFORMANCE MEASURES

	FY 2000 Actual	FY 2001 Budget	FY 2002 Gov. Rec.
# of documents processed	16,500	41,147	45,000

SUSSEX COUNTY DEPARTMENT OF ELECTIONS

70-04-01

MISSION

The Sussex County Department of Elections operates the voter registration program and conducts primary, general, special, and school elections in accordance with state and federal law.

ELECTIONS

70-00-00

KEY OBJECTIVES

Perform services regulated by 15 Del. C. on a daily basis.

- Maintain the registration records of the qualified electorate of Sussex County.
- Provide mobile registration by scheduled events or at the request of organizations.
- Provide information to the public, candidates, and political parties regarding election laws, rules and regulations, and registration requirements.
- Conduct school district elections and referendums.
- Comply with the Sussex County "911" road naming project.
- Reapportionment of Senate and Representative district lines before the 2002 Primary and General Elections.

BACKGROUND AND ACCOMPLISHMENTS

The operations and services provided by the Department of Elections for Sussex County is regulated by 15 Del. C. and federal law.

The National Voter Registration Act (Motor Voter) continues to impact the Sussex County Department of Elections.

- There is an increased number of new registration applications, change of address applications, and change of name applications due to the Motor Voter Act. The act mandates the Division of Motor Vehicles, Department of Health and Social Services and the Department of Labor to register eligible citizens and residents of the State of Delaware.
- The National Voter Registration Act changed the process to remove ineligible voters from the voter registration files. This law has an impact on the increased number of registered voters in the department's files who will no longer be eligible to vote.

Since January 1, 1994 through June 30, 2000, there has been an increase of 38,258 registered voters in Sussex County.

During Fiscal Year 2002, the department will provide for the set up and delivery of voting machines for six student government elections, six school district elections and referendums, 26 municipal elections and referendums in Sussex County, and the annual Delaware Electric Co-op Board of Directors election.

BUDGET

	FY 2000 ACTUAL	FY 2001 BUDGET	FY 2002 GOV. REC.
GF	541.4	445.0	454.1
ASF	--	--	--
TOTAL	541.4	445.0	454.1

POSITIONS

	FY 2000 ACTUAL	FY 2001 BUDGET	FY 2002 GOV. REC.
GF	7.0	7.0	7.0
ASF	--	--	--
NSF	--	--	--
TOTAL	7.0	7.0	7.0

ACTIVITIES

- Register new voters in the office of the department, by mail, and by scheduled mobile registration.
- Process applications received as a result of agency-based registration.
- Maintain voter registration files.
- Conduct school elections and referendums.
- Provide voting machines for municipal elections and referendums.
- Conduct the primary and general elections in Sussex County.
- Voter education.