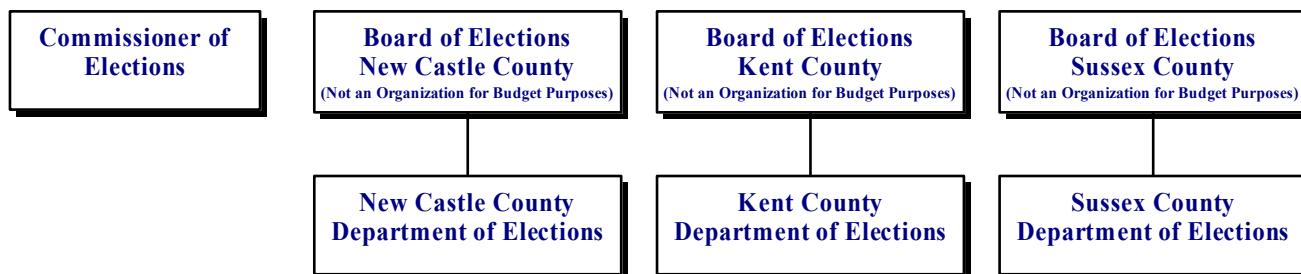


# ELECTIONS

## 70-00-00

### Elections



### MISSION

The mission of the Department of Elections is to provide a standardized, secure, and current election system for the citizens of Delaware. The department endeavors to provide citizens with the information and the means to participate, as well as provide election results in an expedient manner.

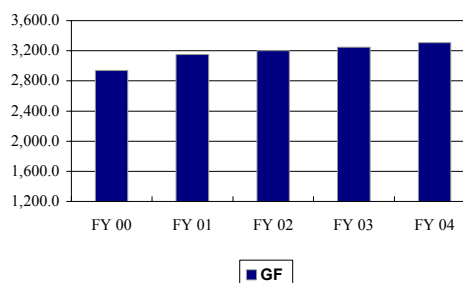
### KEY OBJECTIVES

- Ensure the standard administration of Delaware election laws.
- Use technology to improve services to Delaware citizens.
- Conduct elections for Delaware citizens from presidential primaries to school and municipal elections.

### BACKGROUND AND ACCOMPLISHMENTS

The Department of Elections has led the nation in developing the first statewide electronic voting system. Elections have been successfully conducted on all regional levels.

### Five-Year Appropriation History



### FUNDING

	FY 2003 ACTUAL	FY 2004 BUDGET	FY 2005 GOV. REC.
GF	5,204.3	3,308.3	3,447.1
ASF	--	--	--
<b>TOTAL</b>	<b>5,204.3</b>	<b>3,308.3</b>	<b>3,447.1</b>

### POSITIONS

	FY 2003 ACTUAL	FY 2004 BUDGET	FY 2005 GOV. REC.
GF	43.0	43.0	43.0
ASF	--	--	--
NSF	--	--	1.0
<b>TOTAL</b>	<b>43.0</b>	<b>43.0</b>	<b>44.0</b>

### FY 2005 BUDGET HIGHLIGHTS

#### OPERATING BUDGET:

- ◆ Recommend one-time funding of \$850.0 in the Budget Office's contingency for the 2004 general elections.

# ELECTIONS

## 70-00-00

### **COMMISSIONER OF ELECTIONS** **70-01-01**

#### **MISSION**

The Commissioner of Elections provides departmental leadership in developing and executing election policies and standard practices across the state. The office administers campaign finance reporting and provides public access to services and information.

#### **KEY OBJECTIVES**

- Provide information and training concerning scheduled elections and voter registration, citizen participation and educational programs.
- Provide direction to the department and to the State concerning federally, mandated elections programs.
- Facilitate the exchange of information between divisions within the Department of Elections, and among other state agencies, school districts, local governments and the public.
- Maximize effectiveness and efficiency by improving the department's delivery of services and operational readiness through the use of technology and fiscal controls.
- Develop and coordinate statewide programs to improve the department's response to client requests services.

#### **BACKGROUND AND ACCOMPLISHMENTS**

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

Campaign finance reporting is available through an online Internet program (CFIS) providing continuous availability.

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 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 as a voter education program. The project has grown to provide an online voting program available in every school district.

An online program (Polling Place Locator) has been designed to enable voters to search for their election districts and polling places.

The Commissioner of Elections administers the Help America Vote Act (HAVA) as the Chief State Election Official. This act mandates federal standards for voting machines and access.

#### **FUNDING**

	FY 2003 ACTUAL	FY 2004 BUDGET	FY 2005 GOV. REC.
GF	1,308.8	1,227.1	1,235.9
ASF	--	-	--
<b>TOTAL</b>	<b>1,308.8</b>	<b>1,227.1</b>	<b>1,235.9</b>

#### **POSITIONS**

	FY 2003 ACTUAL	FY 2004 BUDGET	FY 2005 GOV. REC.
GF	11.0	11.0	11.0
ASF	--	--	--
NSF	--	--	1.0
<b>TOTAL</b>	<b>11.0</b>	<b>11.0</b>	<b>12.0</b>

#### **ACTIVITIES**

- Administer and coordinate the department's state and federal programs, such as the Organized Voter Registration Program, which involves training voter registrars throughout the state.
- Provide centralized support for each county Department of Elections, candidates, political parties and the public, including availability of electronic data.
- Monitor the voter registration process and database.
- Provide support and technical assistance to candidates and committees.
- Verify the felon's right-to-vote statute.
- Implement programs that provide access to information during non-regular business hours.
- Verify voters' addresses under the National Voter Registration Act (Motor Voter).

# ELECTIONS

## 70-00-00

### PERFORMANCE MEASURES

	FY 2003 Actual	FY 2004 Budget	FY 2005 Gov. Rec.
# candidate committees	1,025	1,639	2,485
# political party committees	111	114	171
# political action committees	178	210	315
# referenda elections	8	12	18
# school board elections	15	15	15

### NEW CASTLE COUNTY DEPARTMENT OF ELECTIONS 70-02-01

#### MISSION

The Department of Elections for New Castle County serves the citizens of New Castle County by registering voters and conducting primary, general, special and public school elections in accordance with state and federal laws.

#### 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.
- Register to vote all eligible permanent residents of the State of Delaware who submit a complete and accurate voter registration application.
- Educate the public in the use of the electronic voting machine and the election process.
- Remove ineligible voters from the voting rolls in accordance with state and federal laws.
- Enhance the department's productivity through application of technology and redesign of tasks.

#### BACKGROUND AND ACCOMPLISHMENTS

Federal mandates over the past ten years, such as the National Voter Registration Act of 1993, the Help America Vote Act of 2002, and Delaware's purchase of Direct Recording Electronic Voting Equipment (DRE) in 1996 have radically changed the administration and conduct of elections within the state.

Key problems facing the department include:

- Voters who have difficulty operating the state's voting machines;
- Election Officers who do not follow the correct procedures;
- Polling places that are not accessible to some disabled voters; and
- The large volume of requests for absentee ballots and voted ballots that places considerable strain on staff, resources, and polling places.

The department is addressing these issues by enhancing the training of Election Officers, looking at new methods of educating the voter on the voting process, and replacing inaccessible polling places with accessible polling places where possible.

As a result, the Department of Elections, NCC will enhance programs that educate the voter in his/her responsibilities, train poll workers and find fully accessible polling places.

The Help America Vote Act of 2002 has provided the state with federal funds that can be used to meet federal mandates and improve the administration of elections. The department, in collaboration with the State Election Commissioner, is working to enhance the voting process within the state. Changes that will enhance the state's voting system over the next two election cycles include:

- New voter information poster;
- Provisional voting;
- A central count absentee voting system; and
- The opportunity for disabled voters to vote without assistance at their polling place.

The department makes large numbers of voter registration transactions each year, with the largest numbers in election years. As shown in the following table, the department has changed more addresses than registering new voters. The department expects this trend to continue.

# ELECTIONS

## 70-00-00

### Voter Registration Transactions FY 1999 - FY 2003

	New Voters	Address Change	Name Change	Party Change	TOTAL
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	20,379	28,569	3,527	3,860	56,335
FY 2002	12,152	22,204	3,059	664	38,079
FY 2003	13,268	26,129	3,005	1,629	44,031

The department has several on-going programs for maintaining the lists of registered voters. The Address Verification program identifies persons who may no longer be eligible to vote within the county through mail returned to the department as undeliverable. The program removes a substantial number of persons from the list of registered voters following each election in accordance with the procedures that comply with the National Voter Registration Act of 1993 (NVRA).

### Address Verifications 1999 - 2003

YEAR	Total Mailed	Replies	No Response	Not Deliverable
1999	2,324	681	984	659
2000	4,953	1,418	2,250	1,285
2001	2,364	578	1,067	719
2002	4,091	747	1,481	1,863
*2003	6,193	1,367	3,562	1,264

\*Jan. 1 to Oct. 10.

The department continues to remove persons from the list of eligible voters in accordance with state and federal laws.

### Cancelled Voter Registration 1999 – 2003 (Calendar Years)

Year	Deceased	NVRA Removal	Moved from State	Board Action	TOTAL
1999	2,543	6,630	715	13	9,901
2000	2,250	1,465	1,571	13	5,299
2001	2,129	3,324	1,071	6	6,530
2002	3,756	1,559	1,317	8	6,640
*2003	1,463	8,302	845	17	10,627

\*Jan. 1 to Oct. 10.

The department continues to use technology to implement positive changes in planning, preparation and the conduct of elections. Electronic voting machines have improved the accuracy of election night results and facilitated the official canvass. An interactive voice response telephone system greatly increased the department's capacity to deliver critical information to voters, provide timely Election Day responses to the voters, and provide vital information to staff at polling places.

The department conducts school board member elections and school referendums. It also supports numerous municipal, student government and union elections.

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

### FUNDING

	FY 2003 ACTUAL	FY 2004 BUDGET	FY 2005 GOV. REC.
GF	2,185.2	1,044.2	1,088.5
ASF	--	--	--
<b>TOTAL</b>	<b>2,185.2</b>	<b>1,044.2</b>	<b>1,088.5</b>

### POSITIONS

	FY 2003 ACTUAL	FY 2004 BUDGET	FY 2005 GOV. REC.
GF	17.0	17.0	17.0
ASF	--	--	--
NSF	--	--	--
<b>TOTAL</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>

### ACTIVITIES

- Register voters.
- Maintain, update and correct voter registration records.
- Perform address verification.
- Plan, program and budget for upcoming elections.
- Conduct elections in accordance with state and federal law.
- Train employees and election officers.
- Publish manuals, checklists and other documents as necessary.
- Educate the public in the voting process and use of the state's voting machines.
- Maintain the election system structure.
- Plan for and implement federal mandates.
- Conduct elections for unions, student government and other entities.

### PERFORMANCE MEASURES

#### Voter Registration Transactions

	FY 2003 Actual	FY 2004 Budget	FY 2005 Gov. Rec.
New voters	13,268	22,000	22,000
Change - address	26,129	30,000	30,000
Change - name	3,005	4,000	4,000
Change - party	1,629	2,500	2,500
<b>Total</b>	<b>44,031</b>	<b>58,500</b>	<b>58,500</b>

# ELECTIONS

## 70-00-00

### Cancelled Voter Registrations

	FY 2003 Actual	FY 2004 Budget	FY 2005 Gov. Rec.
Deceased	1,672	3,000	3,000
Verification programs	4,207	4,000	8,000
Moved out of state	1,031	1,500	1,500
Board action	10	12	12
Total	6,920	8,512	12,512

### Absentee Ballots

	FY 1997 *Actual	FY 2001 *Actual	FY 2005 Gov. Rec.
Total Voted Ballots **	5,949	8,538	10,000

\* Years reflect presidential elections.

\*\* Ballots returned in-time and sent to polling places.

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## KENT COUNTY DEPARTMENT OF ELECTIONS

### 70-03-01

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### MISSION

The Kent County Department of Elections serves the residents of Kent County and the State of Delaware with the operation of voter registration programs, and conducts all elections in accordance with state and federal laws.

### KEY OBJECTIVES

- Perform all duties related to conducting an election pursuant to state and federal laws.
- Provide information to the public, candidates and political parties regarding election laws, rules and regulations, and registration requirements.
- Conduct school elections mandated by 14 Del. C.; there are five school districts that Kent County Department of Election serves.
- Notify, appoint and train election officers for all elections mandated by 14 and 15 Del. C. to perform uniform and non partisan elections.
- Remove ineligible voters from the voter registration files in accordance with federal and state laws.

### BACKGROUND AND ACCOMPLISHMENTS

In addition to the final completion of the redistricting task, the office conducted a Statewide Primary and General Election, school elections, municipal elections, filing deadlines, and voter registration deadlines all in a timely and professional manner. The department

assisted with municipal elections pursuant to 15 Del.C. The department also performed many activities for voter education with the school districts and with group functions, such as supplying voting machines, ballots, voter registrars, polling place information, absentee balloting information, and promotional items to keep the public aware of the on-going changes in voting.

### FUNDING

	FY 2003 ACTUAL	FY 2004 BUDGET	FY 2005 GOV. REC.
GF	900.9	580.5	609.4
ASF	--	--	--
<b>TOTAL</b>	<b>900.9</b>	<b>580.5</b>	<b>609.4</b>

### POSITIONS

	FY 2003 ACTUAL	FY 2004 BUDGET	FY 2005 GOV. REC.
GF	8.0	8.0	8.0
ASF	--	--	--
NSF	--	--	--
<b>TOTAL</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>

### ACTIVITIES

- Maintain voter registration files, analyze voter registration documents, and keep statistical information on problem documents.
- Maintain a felon database for the prothonotary reports, and Criminal Justice Information System (CJIS).

### PERFORMANCE MEASURES

#### Voter Registration Transactions

	FY 2003 Actual	FY 2004 Budget	FY 2005 Gov. Rec.
New voters	3,160	3,318	3,483
Change - address	6,676	7,009	7,359
Change - name	898	942	989
Change - party	755	792	831
Total	11,489	12,061	12,662

# ELECTIONS

## 70-00-00

### Cancelled Voter Registrations

	FY 2003 Actual	FY 2004 Budget	FY 2005 Gov. Rec.
Deceased	491	515	541
Verification programs	942	989	1,038
Moved out of state	316	331	347
Board action	441	80	84
Felons	174	182	191
Total cancelled voter registrations	2,364	2,097	2,201

### Voter Registration Corrections

	FY 2003 Actual	FY 2004 Budget	FY 2005 Gov. Rec.
Corrections	27,918	29,000	30,450
Social Security # changes	236	247	259

### Absentee Ballots

	FY 2001 Actual	FY 2003 Actual	FY 2005 Gov. Rec.
Total Voted Ballots	2,749	1,388	1,592

## SUSSEX COUNTY DEPARTMENT OF ELECTIONS 70-04-01

### MISSION

The Department of Elections for Sussex County serves the citizens of Sussex County by registering voters and conducting primary, general, special and public school elections in accordance with state and federal laws.

### 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.
- Register to vote all eligible permanent residents of the State of Delaware who submit a complete and accurate voter registration application.
- 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.
- Comply with the Sussex County 911 road naming project.

- Educate the public in the use of the electronic voting machine and the election process.
- Remove ineligible voters from the voting rolls in accordance with state and federal laws.
- Enhance the department's productivity through application of technology and redesign of tasks.

### BACKGROUND AND ACCOMPLISHMENTS

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

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

There are increasing numbers 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 will have an impact on the increased number of registered voters in the department's files who will no longer be eligible to vote.

During Fiscal Year 2005, 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.

### FUNDING

	FY 2003 ACTUAL	FY 2004 BUDGET	FY 2005 GOV. REC.
GF	808.1	456.5	513.3
ASF	--	--	--
<b>TOTAL</b>	<b>808.1</b>	<b>456.5</b>	<b>513.3</b>

### POSITIONS

	FY 2003 ACTUAL	FY 2004 BUDGET	FY 2005 GOV. REC.
GF	7.0	7.0	7.0
ASF	--	--	--
NSF	--	--	--
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

# ELECTIONS

## 70-00-00

### 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.
- Conduct voter education.

### PERFORMANCE MEASURES

#### Voter Registration Transactions

	FY 2003 Actual	FY 2004 Budget	FY 2005 Gov. Rec.
New voters	5,199	5,558	5,559
Change - address	8,981	8,196	8,196
Change - name	795	869	870
Change - party	606	470	471
Total	15,581	15,093	15,096

#### Cancelled Voter Registrations

	FY 2003 Actual	FY 2004 Budget	FY 2005 Gov. Rec.
Deceased	808	1,320	1,330
Verification Program	4,150	1,000	500
Moved out of state	3,013	1,688	1,698
Board Action	176	176	186
Total	3,997	3,184	3,214