



Florida Department of State Division of Elections Bureau of Voting Systems Certification

New Supervisor of Elections Orientation

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Bureau of Voting Systems Certification

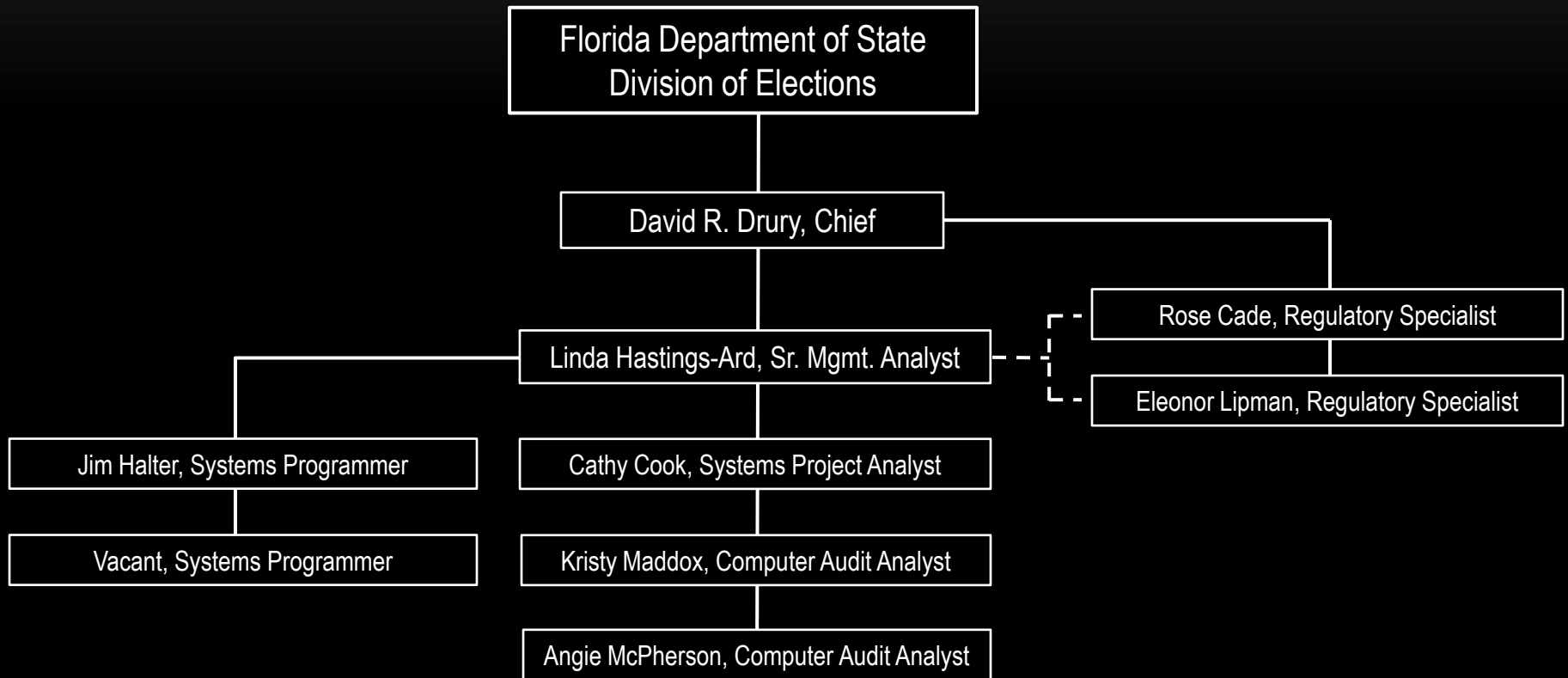
The Bureau of Voting Systems Certification (BVSC) establishes and implements Florida's voting systems certification standards as well as providing voting systems' technical assistance to the county Supervisors of Elections

"There is created a Bureau of Voting Systems Certification within the Division of Elections of the Department of State which shall provide technical support to the supervisors of elections and which is responsible for voting system standards and certification.

The positions necessary for the Bureau to accomplish its duties shall be established through the budgetary process."

Section 101.017, Florida Statutes (F.S.)

BVSC Organizational Chart



What is a Voting System?

- A Voting System consists of all of the components necessary to cast, process, and tabulate votes.
- Florida's voting systems are precinct-count tabulation systems.
- Florida does not certify an individual element or device class in a voting system.

Voting Systems Certification Process

The certification process is governed by:

- Election Laws of Florida (Florida Statutes)
- Florida Administrative Code (Rules)
- Florida Voting Systems Standards

Voting Systems Certification Process

- Vendor Submits Application & Technical Data Package (TDP), including the programs and procedures for casting/processing votes and the operating manuals, supplies, and hardware and software needed to operate the voting system.
- BVSC Reviews Application & TDP Submission(s)
 - ◆ Vendor Provides Missing Documents and/or Clarification as needed *(until BVSC determines that application is complete)*
- BVSC Examines TDP & Prepares Test Plan

Voting Systems Certification Process

BVSC Conducts Phase I & Phase II Tests

Phase I typically includes:

- Physical audit
- Functional audit
 - ◆ A “clean” install of the voting system
 - ◆ Creation and/or restoration of four election databases (Primary, General, Municipal, and PPP), along with activities for associated election media (i.e., disks, compact flash, memory cards, etc.)
- Sensitivity Testing of Marked Ballots

Voting Systems Certification Process

BVSC Conducts Phase I & Phase II Tests

Phase II typically includes:

- Implementation of two or more simulated elections
- Electronic Transmission of Results
- Machine Recount
- Mass Ballot Count Testing
 - ◆ Precinct Count Tabulator [> 9,900 ballots / one tabulator]
 - ◆ Central Count Tabulator(s) [> 192,000 ballots / # tabulators @ vendor's discretion]

Voting Systems Certification Process

- At the Conclusion of Testing, BVSC Prepares Test Report & Presents Report to Division Director
 - ◆ Vendor resolves issues found during testing and re-submits an application when they are ready to re-test
- ~OR~
 - ◆ Certificate is issued

Voting Systems Certification Process

Issuance of a Certificate, includes:

- Certificate Signed by Division Director
- Cover Letter and Certification Disk to Vendor *[vendor makes county voting system copies & returns them to us. We verify and forward to counties.]*
- Memorandum to County Supervisors

Voting Systems Certification Process

Certification

ABC Voting Systems, Inc. - SoftwareName Release 1.00.02, Version 1

On this date, the Department of State certifies the SoftwareName Release 1.00.02, Version 1 voting system, submitted by ABC Voting Systems, Inc., for purchase by Municipal Governments of the State of Florida.

Election Administration:

- Election Management Software (SoftwareName), Release 1.00.02
- xxxxxx, version 1.5.00
- xxxxxx, version 2.0110.0
- COTS hardware and software
 - Windows 2008 Standard Server with Service Pack 2.0
 - Windows 2003
- Optional COTS software
 - Adobe Standard 8.0 or later
 - WinZip 8.1 or later
- Auxiliary equipment:
 - xxxxxxxxxxxxxx
 - xxxxxxxxxxxxxx
- Election media:
 - xxxxxxxx Memory Cards: 128K SRAM
 - Qualified xxxxxxxxxxxx USB Drive (512 MB, 2GB, 8 GB)
 - xxxxxx Compact Flash Drive (512 MB)

Precinct Count (one or more of the following):

- ABC Optical Scan Tabulator (Hardware Configuration xxxxxx)
 - Firmware version 90.4.35
 - w/ ballot box
- ADA polling equipment
- ABC ADA Tabulator (Hardware Configuration xxxxxx)
 - Firmware version 67.2243

Central / Absentee Count (one or more of the following):

- ABC Optical Scan Tabulator (as defined for precinct count)
- ABCentral Count Scan Tabulator
- Firmware version 1.1112

* Note: By 2016, ADA polling equipment must comply with Section 101.56075(3), Florida Statutes and Section 101.5605, Florida Statutes, Rule 1S-5.001, Florida Administrative Code, and DS-DE 101, effective 1-12-05.

Certification #130115-AVS
Given under my hand and the Great Seal of the State
A.D. 2013.

Director, Division of Elections
Department of State, State of Florida



ROCK SCOTT
Governor

MEMORANDUM

TO: Supervisors of Elections
FROM: Director, Division of Elections
DATE: January 15, 2013
SUBJECT: Voting System Certificates #130115-AVS

KEN DETZNER
Secretary of State

The Bureau of Voting Systems Certification has completed qualification testing for ABC Voting Systems, Inc. SoftwareName Release 1.00.02, Version 1. The Division of Elections has approved this voting system in accordance with Section 101.5605(1)(b), F.S., and offers its notice of certification as #130115-AVS. Under this certification, all counties and municipalities in Florida may purchase or use this system. We have enclosed a copy of the certificate for your records.



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Division of Elections
Celebrating 500 years of Florida history



County Statutory Election Reporting Requirements

(to BVSC)

- Logic and Accuracy Test Election Definition
- Conduct of Elections Report
- Overvote & Undervote Report
- Precinct Level Results Report*
- Post Election Certification Voting System Audit Report
- Security Procedures
- Official Results Database
- Voting Systems Acquisition Report

** Although BVSC has statutory oversight for this report, it is now submitted to DOS Central Computing Facility. Questions regarding submission should be directed to them. Voting systems questions or issues regarding creation of the file should be directed to the vendor and/or BVSC.*

County Statutory Election Reporting Requirements

(to BVSC)

Logic and Accuracy Test Election Definition:

- Supervisor of Elections is required to submit an election database “backup” to the Bureau within 24 hours of the public L&A test.
- The primary objective is to preserve the election definition that represents the version that the county Supervisor of Elections publicly tested.

County Statutory Election Reporting Requirements

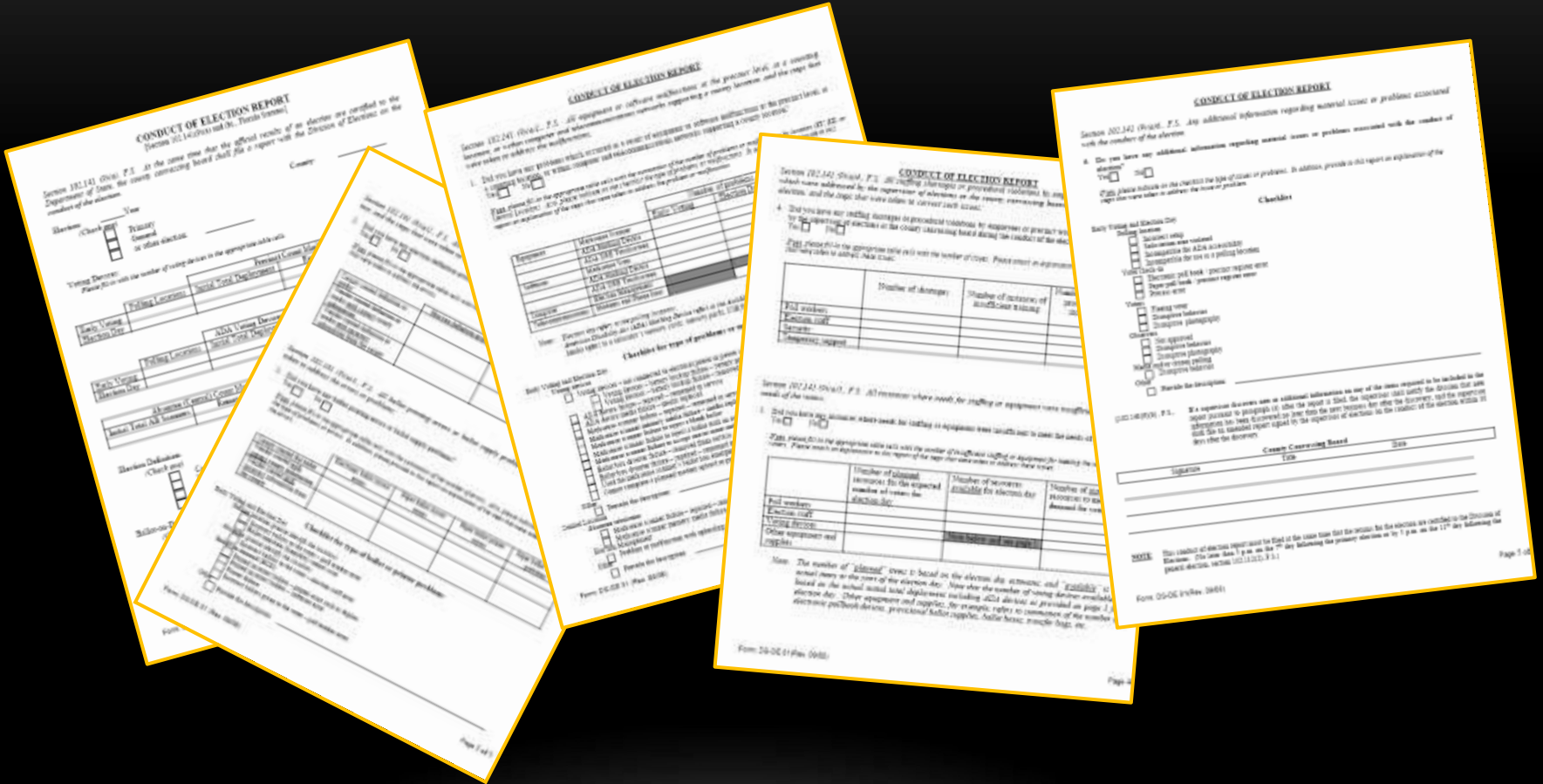
(to BVSC)

Conduct of Elections Report:

- To be filed by the county canvassing board at the same time that election results are certified.
- This report assists BVSC with discovering difficulties that were encountered in the current election, with the intent of proactively searching for possible solutions to these problems for future elections.

County Statutory Election Reporting Requirements

(to BVSC)



County Statutory Election Reporting Requirements

(to BVSC)

Overvote & Undervote Report:

- By December 15th of a General Election year, Supervisors must submit a report including the total number of overvotes and undervotes cast for the “President / Vice President” or the “Governor / Lt. Governor” contest or, if neither appears, the first race appearing on the ballot.*
- The data is compiled into a report that is submitted to the Governor, President of the Senate, and the Speaker of the House of Representatives by January 31 of each year following a General Election.
- The purpose is to detect problems with ballot design or instructions that might have caused voter confusion, voting system problems, and to identify recommendations for correction of such problems, if they exist.

County Statutory Election Reporting Requirements

(to BVSC)

Precinct Level Election Results*:

- Submittal of this file is required within 30 days after certification of a Presidential Preference Primary Election, Special Election, Primary Election, or General Election by the Elections Canvassing Commission.
- County data is compiled in order to comply with the requirement that precinct-level election results be made available to the both the Legislature and the public in a uniform, searchable, sortable, electronic format.

** Although BVSC has statutory oversight for this report, it is now submitted to DOS Central Computing Facility. Questions regarding submission should be directed to them. Voting systems questions or issues regarding creation of the file should be directed to the vendor and/or BVSC.*

County Statutory Election Reporting Requirements

(to BVSC)

Post-Election Manual Audit of the Voting System:

- Manual tally of the votes cast in one randomly selected race
- For 1%, but no more than 2%, of the county's precincts chosen at random (if 1% is less than a full precinct, then one precinct)
- Early Voting, Election Day, Absentee, Provisional, and Overseas ballots
- Audit results must be completed and posted no later than the 7th day after an election has been certified and are due to the BVSC within 15 days after the audit is finalized
- The purpose of the audit is to provide a description of problems or discrepancies encountered, the likely cause of same and to provide recommended corrective action with respect to avoiding or mitigating such circumstances in future elections.

County Statutory Election Reporting Requirements

(to BVSC)

Voting System Post Election Audit Report

County: _____

Date of Election: _____

Precinct Number(s): _____

Race: _____

1. Overall accuracy of the audit:
2. Description of any problems or discrepancies encountered:
3. Likely cause of such problems or discrepancies:
4. Recommended corrective action with respect to avoiding or mitigating such circumstances in future elections:

I hereby certify that the report of the voting system audit performed for the _____ (Date) election is accurate and that attached are precinct summary reports for each precinct audited.

Signatures of County Canvassing Board members conducting the audit:

Printed Name Signature Date

Printed Name Signature Date

Printed Name Signature Date

County Statutory Election Reporting Requirements

(to BVSC)

Security Procedures:

- Security procedures ensure that the county has adequate safeguards for their ballots, voting system, and facilities.
- BVSC conducts a review during odd-numbered years or any time there are changes in the procedures.
- After the review, a checklist of acceptable/unacceptable items is provided to the county.
- When a revision is made to the procedures, the updated document is required no later than 45 days before Early Voting commences or if such change is made as a result of an emergency situation or other unforeseen circumstance, submission is expected even if it is within the 45 day window.

NOTE: With the exception of information having to do with a facility's security, the county procedures are public records, as prescribed under Section 119.071(3), F.S.

County Statutory Election Reporting Requirements

(to BVSC)

Official Results Database:

At the same time that the official results are certified by the county (to the state), a copy of the elections results database must be furnished the Division.

County Statutory Election Reporting Requirements

(to BVSC)

Election Night Results:

- All Early Voting & all tabulated absentee results must be reported to the Department of State within 30 minutes after the polls close. Thereafter, with the exception of provisional and outstanding absentee ballot results, precinct election results must be updated at least every 45 minutes until all results are reported.
- The Supervisor of Elections is required to notify the department immediately of any circumstances that prevent or delay periodic updates as required.
- Election Results – All returns for Election Day & Early Voting must be submitted to the Department of State by 2:00 a.m. of the day following a primary, general, or other election.

** This report is submitted to DOS Central Computing Facility. Questions regarding e-night submission should be directed to your BVRS contact. Voting systems questions or issues regarding creation of the file should be directed to the vendor and/or BVSC.*

County Statutory Election Reporting Requirements

(to BVSC)

Election Results:

- Filings for federal, statewide, state, and multicounty office contests or ballot measures:

PRIMARY / PPP	TIME DUE	DAY DUE after election
1ST UNOFFICIAL	12:00 p.m.	3rd day
2ND UNOFFICIAL	3:00 p.m.	5th day
OFFICIAL	5:00 p.m.	7th day

GENERAL	TIME DUE	DAY DUE after election
1ST UNOFFICIAL	12:00 p.m.	4th day
2ND UNOFFICIAL	3:00 p.m.	9th day
OFFICIAL	5:00 p.m.	12th day

County Statutory Election Reporting Requirements

(to BVSC)

Voting Systems Acquisition Report:

- The acquisition form is sent from BVSC, along with the voting system installation disks. The form has two parts:
 1. General voting system information.
 2. A checklist for the verified installation of the items for a certified voting system.

- The Supervisor of Elections is required to provide an updated voting system acquisition report whenever there is a change or update to the voting system.

Other BVSC Activities

- Election Observations - Official / Unofficial
- Review & Approve New Technology
- Website Updates – Counties' Election(s) Calendar & Voting Systems/Equipment Data
- “Mock” Elections
- Public Demonstrations of the Certified Voting Systems

Questions ?