

**COMMISSION CHECKLIST  
FOR  
STATEWIDE SPECIAL ELECTIONS**  
(Effective May 18, 2004; Revised September 21, 2011)

This checklist is provided by the State Board of Election Commissioners as a tool for capturing and maintaining relevant data pertaining to a statewide special election.

1. \_\_\_\_ Published the proclamation calling for the statewide special election as soon as practicable in a newspaper of general circulation in the county. [*§7-11-202(b)*]
2. \_\_\_\_ Altered the boundaries of existing election precincts and established new ones by order
  - a) \_\_\_\_ **at least thirty-one (31) days before the election**
  - b) \_\_\_\_ recorded the board's order with the county clerk [*§7-5-101*]
  - c) \_\_\_\_ county clerk submits five (5) copies of the changes to the Secretary of State (map & written description)
3. \_\_\_\_ Designated a polling site for each election precinct **at least thirty-one (31) days before the election** in a public meeting by unanimous vote [*§7-5-101*]
  - a) \_\_\_\_ provided polls accessible to voters with disabilities [*§7-5-311(a)*]
  - b) \_\_\_\_ posted notice of any changes in polling sites at all previous polling sites used in the last election [*§7-5-101(d)(3)*]
- 4 \_\_\_\_ Held early voting at additional polling sites outside the county clerk's office [*§7-5-418(b)(1)(A)*]
  - a) \_\_\_\_ determined, in a public meeting by unanimous vote, the location(s) of additional off-site early voting polling sites [*§7-5-418(b)(1)(B)*]
  - b) \_\_\_\_ notified the county clerk of the board's decision **within ten (10) days of its decision** [*§7-5-418(b)(3)(A)*]
5. \_\_\_\_ Provided absentee ballots for qualified electors temporarily residing outside the U. S.
  - a) \_\_\_\_ delivered the ballots to the county clerk **at least forty-seven (47) days before the election** [*§§7-5-211(c); 7-5-407(a)*]
6. \_\_\_\_ Prepared paper ballots and voting machine ballot styles as provided by law under A.C.A. §§ 7-5-208, 7-5-601, and 7-11-205
  - a) \_\_\_\_ certified the printed ballots and voting machine ballot styles before delivery to the county clerk for absentee voting [*§7-5-512(a)*]
7. \_\_\_\_ Prepared voting machines upon the proper certification of the questions [*§7-5-515(a)*]
  - a) \_\_\_\_ published notice of the time and place of the voting machine preparation [*§7-5-516*]
8. \_\_\_\_ Appointed election officials **at least twenty (20) days before the election** [*§7-4-107(b)(1)*]
  - a) \_\_\_\_ selected and appointed a sufficient number of poll workers for each polling site [*§7-4-107(b)(1)*]

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- b) \_\_\_\_ selected and appointed at least one (1) poll worker per poll that attended approved training [§7-4-107(b)(2)]
  - c) \_\_\_\_ selected and appointed minority party poll workers for each poll as provided by law [§7-4-107(b)(2)]
  - d) \_\_\_\_ appointed poll workers to adequately staff additional off-site early voting polling sites under the election commission's supervision [§7-5-418(b)(2)]
  - e) \_\_\_\_ appointed absentee election clerks to process, count, and canvass absentee ballots [§7-5-414(a)]
9. \_\_\_\_ Published in a newspaper of general circulation in the county, public notice of the date of the election, the places and times for early voting, hours of voting on election day, polling sites, and the time and location of opening, processing, canvassing, and counting ballots
- a) \_\_\_\_ by the deadline of **at least ten (10) days before the election** [§§7-5-202(a); 7-11-303]
  - b) \_\_\_\_ published a second publication **at least five (5) days before the election** [§§7-5-202(b); 7-11-303]
10. \_\_\_\_ Delivered at least one (1) voting machine equipped for use by individuals with disabilities to the county clerk's designated early voting location and all off-site early voting polling locations by the deadline of **at least eight (8) days before the election** [§§7-5-413(a)(1); 7-5-418(a)(2)]
11. \_\_\_\_ Posted in a public place in the county clerk's office, the list of appointed election officials, including the names of election commissioners **at least fifteen (15) days before the election** [§7-5-202(b)(2)]
12. \_\_\_\_ Posted a list at the door of the courthouse of all measures and questions to be submitted to the electors at the election **at least ten (10) days before the election** [§§7-5-206; 7-11-303]
13. \_\_\_\_ Tested and secured voting systems:
- a) \_\_\_\_ Held public testing of voting machines and electronic vote tabulating devices **at least seven (7) days before early voting begins for the election** [§§7-5-515(c)(1); 7-5-611(a)(2)]
  - b) \_\_\_\_ gave public notice of the time and place of the test by publication in a daily or weekly newspaper in the town, city, or county using the voting machines or devices **at least forty-eight (48) hours before testing** [§§ 7-5-515(c)(2); 7-5-611(a)(3)]
  - c) \_\_\_\_ ensured that paper ballot systems that include electronic vote tabulating device(s) were programmed to reject overvoted ballots [§7-5-604(a)(5)(B), (6)(B)]
  - d) \_\_\_\_ certified the accuracy of the voting system and filed the test results with the county clerk [§§7-5-515(e); 7-5-611(a)(8)]
  - e) \_\_\_\_ after preparation, testing, and examination, secured the voting machines against further voting [§7-5-517(a)]
  - f) \_\_\_\_ placed voting machine activation devices in a sealed package labeled with the serial number of the voting machine, the precinct location of the voting machine and the number registered on the protective counter [§7-5-517(b)]

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- g) \_\_\_\_\_ certified, by machine serial number, the number registered on the protective counter of each voting machine and that all contest counters registered ZERO in the presence of the candidates or their representative, if in attendance [§7-5-517(c)]
  - h) \_\_\_\_\_ secured voting machine activation devices until released for delivery to poll workers [§7-5-517(d)]
14. \_\_\_\_\_ Developed a voter education program to inform voters about the consequences of overvoting if using paper ballots to be counted by hand or at a central counting location [§7-5-604(a)(5)(C), (6)(C)]
15. \_\_\_\_\_ **At least one (1) day before the election,** delivered ballots and supplies to persons designated by the commission to deliver to poll workers [§7-5-211(a)]
- a) \_\_\_\_\_ provided sufficient quantities of ballots, voting booths, and voting machines for each polling site [§§7-5-309(a); 7-5-512(c); 7-5-602]
  - b) \_\_\_\_\_ provided all required supplies, forms, and postings [§§7-5-211(a)(2); 7-5-512(b),(d); 7-9-114(b)], including a poll workers' certificate to use on election day to record the exact time and number of votes shown on the public counters and to attest that voting machines were made inaccessible to voting at the official time for closing the polls and upon terminating of the voting by removing the activation devices [§7-5-526]
16. \_\_\_\_\_ Received all election materials and returns from the poll workers **immediately after the polls closed** [§7-5-317(b)]
- a) \_\_\_\_\_ provided poll workers with a receipt for delivery of the sealed package containing the voting machine activation devices and certified return records [§7-5-527(e)]
  - b) \_\_\_\_\_ delivered ballot stubs to the county treasurer
17. \_\_\_\_\_ Declared preliminary and unofficial results of the election (including a statement of the number of outstanding absentee ballots of overseas voters) **immediately after the count of the votes was completed** on election day and reported the results to the county clerk for immediate transmission to the Secretary of State via the internet website provided by the Secretary of State [§7-5-701(a)(2)]
18. **Before certification of the results of the election,**
- a) \_\_\_\_\_ reviewed and determined the validity of all provisional ballots [§§ 7-5-308(d)(1); 7-5-417(c)]
  - b) \_\_\_\_\_ mailed first class notice to all provisional voters telling them whether their vote was counted, and, if not counted, the reason not counted [§7-5-308(c)(1), Rule 906 on Poll Watchers, Vote Challenges, and Provisional Voting]
  - c) \_\_\_\_\_ counted all overseas absentee ballots that were properly executed and received by the county clerk by 5:00 p.m. ten (10) calendar days after the election REGARDLESS of whether they would change the outcome of the election [§7-5-411(a)(1)(B)]

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- d) \_\_\_\_ compiled electronic countywide totals from the activation pack or device from each voting machine used to collect votes and verified that they matched manually compiled countywide totals from the polling locations' certified return records [§7-5-529]
  - e) \_\_\_\_ produced an audit log for each voting machine used in the election [§7-5-530(a)]
19. \_\_\_\_ Certified the official election results via the internet to the Secretary of State and by mail to the county clerk by the deadline of **no earlier than forty-eight (48) hours and no later than the fifteenth day after the election** [§§7-5-701(a)(1); 7-5-707(a)]
20. \_\_\_\_ Mailed to the Secretary of State certified copies of the abstract of the returns of the election
- a) \_\_\_\_ by the deadline of **no earlier than forty-eight (48) hours and no later than the fifteenth day after the election** [§7-9-119(b)]
  - b) \_\_\_\_ filed a certificate detailing the result of the election with the county clerk [§7-5-701(b)]
21. **After certification:**
- a) \_\_\_\_ cleared the voting machines for future elections [§7-5-531(b)(2)]
  - b) \_\_\_\_ secured all voting machines, audit logs, and voter-verified paper audit trails [§7-5-531]
  - c) \_\_\_\_ preserved all ballots, certificates, and election materials according to Ark. Code Ann. §§ 7-5-531 and 7-5-702
22. **RECOUNT (if applicable):**
- a) \_\_\_\_ Conducted a recount upon a motion of the county board of election commissioners [§7-5-319(b)]
  - b) \_\_\_\_ Opened the package containing the paper ballots and recounted the paper ballots
    - 1. \_\_\_\_ in the same manner as the initial count [§7-5-319(d)]
    - 2. \_\_\_\_ in a manner different than the initial count [§7-5-319(d)]
    - 3. \_\_\_\_ if direct recording electronic voting machines were used, recounted the ballots using the voter verified paper audit trail as the official ballot [§7-5-319(c)]
      - A. \_\_\_\_ manually added the total votes for each issue involved in the recount from the voter-verified paper audit trail, OR
      - B. \_\_\_\_ counted by hand the votes for each issue involved in the recount from the voter-verified paper audit trail, OR
      - C. \_\_\_\_ used the paper record produced by the machine for manual audit due to a damaged voter-verified paper audit trail, OR
      - D. \_\_\_\_ used the paper record produced by the machine for manual audit, as the machine is exempt from the voter-verified paper audit trail requirement
    - 4. \_\_\_\_ after the recount, secured the paper ballots, voting machines, electronic vote tabulating devices, audit logs, VVPATs, election materials and returns for retention and storage as provided by law [§§7-5-319(f); 7-5-531; 7-5-532(e); 7-5-702]
    - 5. \_\_\_\_ certified the results of the last recount [§7-5-319(b)]