ElectionWare Database & Paper Ballot Verification Policy

Contents

Revision History

Version	Date	Author	Purpose
1.0	2/1/2023	Shafiq Satterfield	First released version

Introduction

The current voting system solution used in Maryland requires the development of 24 unique databases within the voting system's Election Management System (EMS also known as ElectionWare). The 24 databases are required to provide the appropriate database design, configuration and ballot layout for Maryland's 23 counties and Baltimore City (also known as the 24 local boards of elections or LBEs). The databases created within the voting system's EMS are what is used by the 24 local boards of elections to prepare the voting equipment for in-person and mail-in voting.

USB media used to define the election for the voting equipment and other applications associated with the voting system solution derive from the voting system EMS (ElectionWare). Currently, SBE has one full-time employee (Director of Election Management Systems) who completes the database design and ballot layout. This policy is being written to ensure that a secondary verification (independent of the agencies Director of Election Management Systems) is completed comparing the printed PDF ballot artwork to the artwork stored within the ElectionWare paper ballot module.

Purpose and scope of the policy

With the implementation of by precinct ballot styles, Maryland now has from 2,000 to approximately 5,000 unique ballot styles for a given election. The precinct ballot styles are split across the 24 jurisdictions in Maryland and are associated with the number of precincts within a jurisdiction. To produce the required media to configure software applications and the voting equipment for an election, SBE must provide each of the local boards with the election database created within the voting system EMS. Within the database, SBE must define the layout of ballots to include contest and candidates as well as the position of the candidates and how they will appear on both the paper and electronic ballot.

Once SBE has completed the initial ballot layout with the voting system EMS, artwork is generated and distributed to the local boards of elections for review which is known as Ballot Proofing. During the proofing phase, the local boards are tasked with reviewing all ballots, ensuring accuracy in the spelling and position of the contests and candidates. Any issues with the ballot are to be reported to SBE for correction. Once an LBE has approved all

ballot artwork, SBE finalizes the ballots within the EMS, creates a backup of the ElectionWare database (this backup is distributed to the local boards of elections) and begins creating test decks and artwork exports for other election-related activities.

Currently, the finalizing, test deck and export creation along with the distribution of databases to the local boards of elections is completed solely by the agency Director of EMS. The current process does not ensure that the integrity of the database or the artwork is intact prior to its distribution. The policy being implemented would require that the final databases, artwork and any other files are reviewed and distributed by a secondary resource which is also a full-time SBE employee.

Acronyms

Acronym	Term
AEMS	Agency Election Management System
EMS	Election Management System
ITPM	Information Technology Project Management
LBE	Local Board of Elections
SBE	State Board of Elections
VS	Voting System

Flow chart
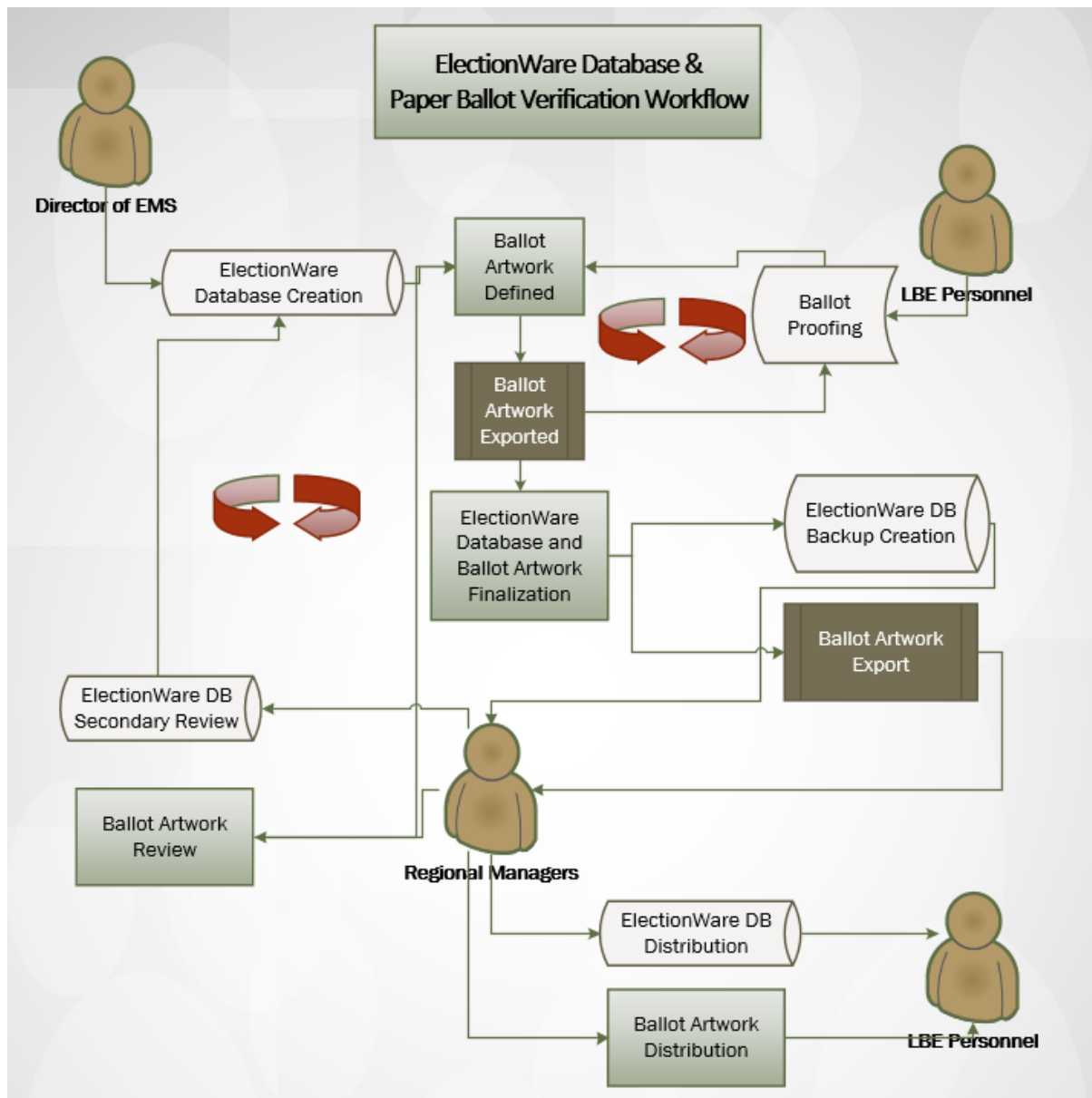
Policy Details

This policy is to be adhered to by SBE and is effective **June 1, 2023.** The details associated with this policy are defined below and are to be executed during each election period (prior to primary, general and special elections). The Director of EMS will create all ElectionWare Databases and Ballot Artwork to be used in Federal and State Elections.

1. The Director of EMS will provide exports of the Ballot Artwork (produced in ElectionWare) to the 24 local boards of elections for proofing.

2. Should the LBEs discovery any issues, the corrective action required will be completed by the Director of EMS and new Ballot Artwork will be exported and provided to the local board for review.

3. Once ballot proofing has been completed by the local boards of elections, the Director of EMS will finalize the ElectionWare Databases and Ballot Artwork.

4. Once finalized, the Director of EMS will create backups of the ElectionWare Databases and exports of the Ballot Artwork.

5. The ElectionWare backups and Ballot Artwork shall be provided to the regional manager team within SBE for secondary review.

6. The regional manager team will restore and review all ElectionWare Databases.

7. As part of the review, the regional manager team will randomly select a minimum of 5 precinct specific ballots to be reviewed in each ElectionWare database.

8. As part of the review, the regional manager team will randomly select a minimum of 3 contests to review (comparing the contest header, candidates, and candidate positions within the paper ballot module of ElectionWare and the Ballot Artwork Exports.

9. The regional manager team will document which precincts and contest were reviewed from each ElectionWare Database.

10. Any variances discovered by the regional manager team during the review of the ElectionWare database and Ballot Artwork will be documented and distributed to the agency's CIO, Director of EMS and the Director of ITPM.

11. Once the review has been completed, the regional manager team will upload and distribute the ElectionWare Databases and Ballot Artwork to the 24 local boards of elections.

Policy Owner

This policy will be owned and enforced by the Agency's Director of IT Project Management. The ITPM Director will be responsible for the annual review and updating of this policy. Once the policy has been reviewed, any updates will be incorporated by the ITPM director with a synopsis of the changes being reflected in the revision history. Once the revisions have been incorporated, the ITPM director shall distribute the revised policy to the

appropriate personnel within SBE. In the event that the review was completed without any revisions being required or identified, the ITPM director is tasked with notifying the Chief Information Officer (CIO) via email that the annual review was completed and no edits are required. The policy name and review date must be included in the body of the email.