

General Profile of Election Administration

General Information

Please respond according to the duties you actually perform, not, just the duties you are required to perform under the Code of Virginia

1. Are you a general registrar or an electoral board member?

General registrar

Electoral board

2. Is your jurisdiction a county or a city?

County

Independent city

3. What is the name of your jurisdiction? (Optional)

4. Is your position full or part time?

Full time

Part time

5. On average, how many hours per week do you spend on your election duties?

Hours

6. Did you spend more or less time preparing for elections over the past several years? Select one:

A lot less time

Same amount

A lot more time

-5 -4 -3 -2 -1 0 1 2 3 4 5

7. In question #6, you indicated the average number of hours you spent per week on your election duties. In the six weeks prior to Election Day, approximately how many additional hours per week over that average did you work?

hours

8. Which of the following aspects of election administration do you perform? Select all that apply:

Authorize and adhere to a budget

Hire election officers

Hire election administrators or staff

Manage election officers

Manage election administrators and staff

Purchase election supplies

Purchase a voting system

Maintain a voting system

8. (continued)

- Serve as a liason between my district and federal election officials
- Maintain contact with vendors
- Participate in an election recount when necessary
- Maintain the voter registration database
- Administer the establishment and management of polling places
- Administer candidate filings for the ballots
- Administer campaign finance report
... Administer absentee voting
- Train election officers Manage the redistricting process

9. In the space below, please indicate the primary duties you perform not listed in the previous question.

10. Approximately how many of the following election personnel worked under your supervision during the 2004 election?

- Full time staff
- Permanent part time staff
- Seasonal staff
- Chief/Assistant chief election officers
- Election officers
- Volunteers (NOT election officers or chief election officers)

11. How much are the following election officers currently compensated for their time spent working on Election Day?

- Chief election officer \$ per day or \$ per hour
- Assistant chief election officer \$ per day or \$ per hour
- Election officer \$ per day or \$ per hour

12. Please select your salary range. Choose one:

- | | |
|---|---|
| <input type="checkbox"/> Less than \$5,000 | <input type="checkbox"/> \$60,000 to \$69,999 |
| <input type="checkbox"/> \$5,000 to \$9,999 | <input type="checkbox"/> \$70,000 to \$79,999 |
| <input type="checkbox"/> \$10,000 to \$19,999 | <input type="checkbox"/> \$80,000 to \$89,999 |
| <input type="checkbox"/> \$20,000 to \$29,999 | <input type="checkbox"/> \$90,000 to \$99,999 |
| <input type="checkbox"/> \$30,000 to \$39,999 | <input type="checkbox"/> \$100,000 to \$120,000 |
| <input type="checkbox"/> \$40,000 to \$49,999 | <input type="checkbox"/> More than \$120,000 |
| <input type="checkbox"/> \$50,000 to \$59,999 | |

13. Do you have adequate storage space to store your voting equipment?

- Yes No

14. Has your office space been affected by budget problems?

- Yes No

Training & Experience of Election Administrators

Training & Experience of Local Election Officials

15. How many elections have you administered since your appointment (special, primary, general)?

Election(s)

16. How long have you served in your current capacity?

Years

17. Did you receive any initial training of any type to prepare you for your duties?

- Yes No

18. How would you characterize your initial training? Choose one:

- Not applicable
- Excellent: my training did an excellent job of preparing me for the complexities of running elections
- Good: my training did a good job of preparing me for the complexities of running elections

18. (continued)

Adequate: my training did an adequate job of preparing me for the complexities of running elections

Poor: my training did a poor job of preparing me for the complexities of running elections

19. Beyond any initial training, have you engaged in additional training or education in election administration?

Yes

No

20. Approximately how many hours of additional training did you receive from:

None

SBE Hours

Your predecessor Hours

Election center/CERA Hours

VRAV Hours

Other (please specify below) Hours

21. How would you characterize your additional training? Choose one:

Not applicable

Excellent: my training did an excellent job of preparing me for the complexities of running elections

Good: my training did a good job of preparing me for the complexities of running elections

Adequate: my training did an adequate job of preparing me for the complexities of running elections

Poor: my training did a poor job of preparing me for the complexities of running elections

22. If you received SBE training, how would you characterize your training? Choose one:

Not applicable

Excellent: my training did an excellent job of preparing me for the complexities of running elections

Good: my training did a good job of preparing me for the complexities of running elections

Adequate: my training did an adequate job of preparing me for the complexities of running elections

Poor: my training did a poor job of preparing me for the complexities of running elections

23. As a result of your additional training or education, did you receive any certification in election administration?

Yes No

If so, please name the certifying organization or entity:

24. To what degree did your additional training improve your overall effectiveness?

Substantial Improvement

No Improvement at All

10 9 8 7 6 5 4 3 2 1 0

25. To what degree did your additional training improve your ability to solve the problems you encounter?

Substantial Improvement

No Improvement at All

10 9 8 7 6 5 4 3 2 1 0

26. Did your training prepare you to administer your voting system(s)?

Yes No

27. Did your training prepare you to deal with a voting system malfunction?

Yes No

28. In order for election administrators to conduct a successful election, some believe training is more important than experience while others believe experience is more important than training. What is your view?

- 1: Experience is the only thing that matters
- 2: Experience is more important than training
- 3: Experience and training are equally important
- 4: Training is more important than experience
- 5: Training is the only thing that matters

29. What types of training would further enhance your ability to run elections?

Training & Experience of Election Officers

30. Approximately how many hours of training must election officers complete on average before an election?

Hours

31. In the boxes below, please check the areas in which election officers in your jurisdiction are trained:

- | | |
|---|---|
| <input type="checkbox"/> Operating the voting equipment | <input type="checkbox"/> Responding to the media |
| <input type="checkbox"/> Reporting election results | <input type="checkbox"/> Protecting the integrity of the election |
| <input type="checkbox"/> Adhering to federal, state & local election laws | <input type="checkbox"/> Assisting handicapped voters |
| <input type="checkbox"/> Accessing the electronic voter registration | <input type="checkbox"/> Administering provisional ballots |
| <input type="checkbox"/> Administering voter check-in procedures | <input type="checkbox"/> Verifying voter identification |
| <input type="checkbox"/> Resolving conflict with problem voters | <input type="checkbox"/> Other |

32. How important do you believe election officers' training to be?

Very Important

Not Important at All

10 9 8 7 6 5 4 3 2 1 0

33. How often do you require election officer training?

Every election

Once a year

Periodically (Specify how often:)

Other

34. Do you pay election officers to attend training?

Yes

No

35. Do you believe that elections today are more complex to administer than previous elections?

Yes

No

40. (continued)

	Extremely Difficult						Not Difficult at All			
	10	9	8	7	6	5	4	3	2	1
Identification requirements for certain first-time voters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

41. To what extent is HAVA changing the nature of election officer training?

Substantial Change

No Change at All

10 9 8 7 6 5 4 3 2 1 0

42. To what degree is the funding your jurisdiction received to implement HAVA requirements sufficient for their implementation?

Extremely Sufficient

Not Sufficient at All

10 9 8 7 6 5 4 3 2 1 0

43. How concerned are you that limited funding in the future will leave you unable to comply with HAVA requirements for election administration?

Extremely Concerned

Not Concerned at All

10 9 8 7 6 5 4 3 2 1 0

44. How has HAVA affected the cost of elections in your jurisdiction?

Costs Have Decreased

Costs Have Increased

-5 -4 -3 -2 -1 0 1 2 3 4 5

Conducting Elections & Electronic Voting

2006 Election

45. In your jurisdiction, did any of the following occur during the Nov. 2006 general election? Select all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Repairable electronic voting system malfunction | <input type="checkbox"/> Insufficient supply of paper ballots |
| <input type="checkbox"/> Unrepairable electronic voting system malfunction | <input type="checkbox"/> Excessively long lines |
| <input type="checkbox"/> Electronic voting system was hacked | <input type="checkbox"/> Election officers did not report for duty |
| <input type="checkbox"/> Election officers did not understand their jobs | <input type="checkbox"/> Close local race (2-3% margin of victory) |

45. (continued)

- Unfair media coverage of election administration
- Local race resulting in an election recount
- Vendors did not provide the support expected
- Deliberate election fraud
- Polling places failed to accurately report election results
- Polling places failed to report election results in a timely manner
- A local race resulting in a legal challenge

Provisional Ballots & Voting Systems

46. How many provisional ballots were cast in your jurisdiction during the 2006 election?

Provisional ballots

47. What type of absentee voting system(s) do you have in place? Check all that apply:

- Hand counted paper ballot
- DRE
- Optical scan ballot
- Other:

48. In the space below, indicate the percentage of absentee votes cast in your jurisdiction during the 2006 Nov. general election.

% absentee voting

49. Please estimate the total number of staff hours necessary to process absentee voting prior to Election Day.

Hours for Mailed AB Hours for Optical scan or DRE In-person

Current Voting Systems

50. Would you please verify that your jurisdiction uses the following voting system

- DRE
- Optical scan
- Paper

51. How long has this main voting system been in place?

Years

52. Overall, in the November 2006 elections, how well did the main voting system in your jurisdiction perform?

Extremely Well

Not Well at All

10 9 8 7 6 5 4 3 2 1 0

53. How would you rate the current main voting system in your jurisdiction on the following characteristics?

	Excellent							1	Poor
	7	6	5	4	3	2			
Maintenance costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speed in voting counting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ease by use of election officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ease of use by voters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ease of programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

54. Please provide any additional comments you wish to make here about the performance of the main voting system in the November 2006 election in your jurisdiction:

Election Boards and Oversight

Non-Partisan Election Administration

55. Overall, does election administration at the state level make your job easier or more difficult?

Very Easy

Very Difficult

10 9 8 7 6 5 4 3 2 1 0

56. Would you be in favor of making the chief administrative officer of the State Board of Elections a non-appointed professional position?

In favor

Oppose

No Opinion

57. Would you be in favor of making general registrar a non-appointed professional position?

In favor

Oppose

No Opinion

Characteristics of Election Administrators

Individual Information

58. How old are you?

Years

59. Are you male or female?

Male

Female

60. Do you consider yourself...?

Decline to State

White

Hispanic

Black/African-American

Mixed racial background

Asian

Native Hawaiian or Other Pacific Islander

American Indian or Alaskan Native

Some Other Race:

61. What is the highest level of education you have completed or the highest degree you have received? Choose one:

Completed some high school

High school graduate or equivalent

Completed some college, but no degree

College graduate

Completed some graduate school but no degree

Completed graduate school

62. Are you a member of any of the following professional election organizations? Check all that apply:

National Association of County Recorders, Election Officials and Clerks

The Election Center

International Association of Clerks, Recorders, Election Officials and Treasurers

VRAV or VEBA

Other(s):

63. What is your single greatest worry as a local election official?

64. Do you have any suggested legislative proposals to improve the Virginia electoral process?

65. What level of stress does the position of Registrar and Election Administrator put you under?

Very Stressful

No Stress at All

10 9 8 7 6 5 4 3 2 1 0

66. In the event we have any additional questions, could you please provide the following contact information?

Name:

Address:

Phone #:

Email:

67. Thank you for completing this survey. If you have any additional comments, please indicate below.

Supplemental Section for General Registrar Only

General Profile of Election Administration

General Information

68. Do you have a written job description outlining specific expectations for your position beyond the Code of Virginia?

Yes

No

69. How many total voters are registered in your jurisdiction as of June 1, 2008?

Total voters

70. How many polling places operated in your jurisdiction on November 2007 Election Day?

71. What is the number of precincts as of Nov. 2007?

72. What is the number of split precincts as of Nov. 2007?

73. What is the number of towns in your local jurisdiction for the purposes of elections?

74. How many do you have of each of the following types of districts?

Congressional

General Assembly Senate

General Assembly House

School Board

County Board of Supervisors/City Council

Soil and Water Conservation Board

Other districts

75. Does your locality supplement you salary?

Yes

No

76. How much does your locality supplement your salary? Choose one:

Less than \$10,000

\$30,000 to \$39,999

\$10,000 to \$19,999

\$40,000 to \$49,999

\$20,000 to \$29,999

\$50,000 to \$59,999

77. Do you receive overtime?

Yes

No

78. Do you receive comp. time?

Yes

No

79. Who determines your supplemental raises?

80. Average % of annual supplemental raise?

 %

81. Are you covered under your local jurisdiction's personnel policy?

Yes

No

Partially

82. Are you covered under your local jurisdiction's retirement plan?

Yes

No

83. Please select the salary ranges of your permanent staff, full and part-time (not including yourself). Indicate how many fall within each range:

No permanent staff

Under \$10,000

\$50,000 to \$59,999

\$10,000 to \$19,999

\$60,000 to \$69,999

\$20,000 to \$29,999

\$70,000 to \$79,999

\$30,000 to \$39,999

\$80,000 to \$89,999

83. (continued)

\$40,000 to \$49,999

\$90,000 to \$99,999

84. Please select the salary ranges of your full and part-time temporary staff. Indicate how many fall within each range:

No temporary staff

\$5.75/hr

\$10.01/hr to \$15.00/hr

\$5.76/hr - \$8/hr

\$15.01/hr to \$20.00/hr

\$8.01/hr - \$10/hr

Over \$20.00/hr

85. Do you have adequate staff for your office?

Yes

No

86. If no, how many more staff of the following categories would you need?

Permanent full-time staff

Temporary full-time staff

Permanent part-time staff

Temporary part-time staff

87. Does your budget allow for staff expansion?

Yes

No

88. Have you lost staff due to budget problems?

Yes

No

89. Do you have adequate work space?

Yes

No

90. Have you lost money needed for travel, training or education due to budget problems?

Yes

No

Implementing the Help America Vote Act (HAVA) *Voter Registration Database*

91. How familiar are you with VERIS?

Very Familiar

Not Familiar at All

10 9 8 7 6 5 4 3 2 1 0

