

The annual Borough election held each October is an important event that includes many preparations that begin in January of each year. This session will cover the processes we employ to safeguard the public trust and to secure the integrity of our election. In addition to your questions, we will cover the following topics:

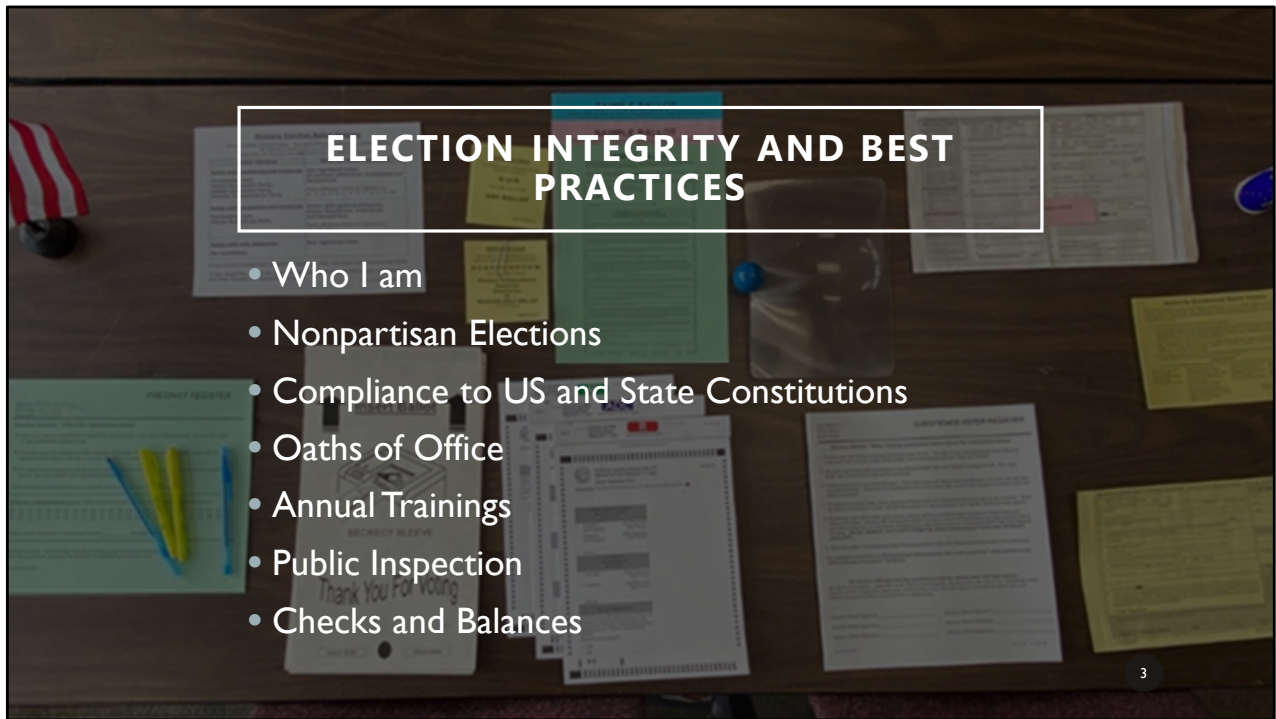
- Election Security and Accessibility
- Election Integrity and Best Practices
- Election equipment programming
- Ballot design (races and propositions), preparation, and printing
- Ballot tabulation at polling places and election night results
- Absentee in-person, by-mail, and by-fax voting
- Canvass Board tabulation of absentee, questioned, and special needs ballots
- Certification of the Election

## SECURITY AND ACCESSIBILITY



### 1. **Security and Accessibility**

- a. All election policies and procedures address both security and accessibility. Both are equally important. Cannot compromise on either.
- b. Provide for transparency of the process at the same time as confidentiality of the voter's ballot.
- c. All processes must be available for any voter regardless of physical ability.
- d. All processes must be safeguarded from abuse or fraud with planned redundancies to ensure reliability.



## 1. Election Integrity and Best Practices

- a. Who I am – a person of integrity, accountability, and transparency.
- b. Borough elections are nonpartisan; Clerk's Office staff are neutral and nonpartisan officials; the Borough election code incorporates all provisions of the US and State Constitutions.
- c. All election officials attest to an Oath of Office to uphold national, state, and local laws and prevent the violation of any law by any other person.
- d. All election officials attend annual training.
- e. All election forms, policies, procedures, and equipment, are available for public inspection, with the exception of the populated voter register and completed forms containing confidential or identifying voter information.
- f. Checks and balances in place to identify errors, omissions.
- g. Procedures and planned redundancies in place to safeguard against abuse or fraud.
- h. We work closely with the State Division of Elections, and with the City Clerk's Office.
- i. We have a planned redundant process in the event of equipment failure. We are prepared for a hand count if needed.

## ELECTION SECURITY

- Physical Security of Election Storage Room
- Chain of Custody for transfer of election ballots, supplies, equipment
- Security seals for equipment to safeguard against tampering
- Armed security guard
- No electronic transmittal of election results
- Elimination of email voting



### 1. Election Security

- a. Physical security: election storage room fully secure with zero access to anyone other than Clerk's office staff.
- b. Chain of custody followed for every transfer of supplies and equipment.
- c. Security seals applied to election equipment, and number recorded and verified.
- d. Armed security guard in place on election night.
- e. No electronic transmittal of election results. All results are printed, hand carried to Clerk, and hand entered into final results spreadsheet. Process is 100% auditable.
- f. Eliminated email voting to eliminate risk of cyber attack, malware exposure, or security breach through the internet.



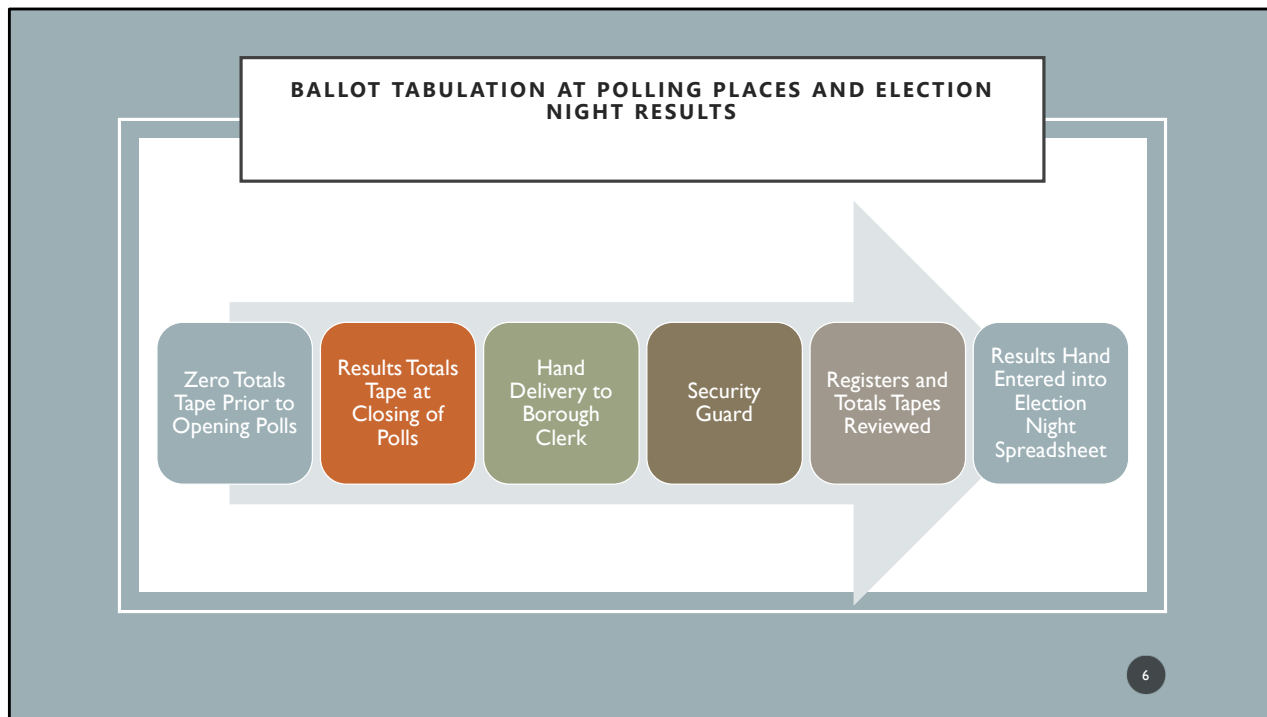
## ELECTION EQUIPMENT PROGRAMMING

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### 1. Election equipment programming

- a. Clerk sends ballot and equipment program information to memory card programmer after filing period closes.
- b. Dominion Voting Systems
  - i. The Borough uses Dominion ICP Tabulator Scanners for scanning and tabulating the ballots.
  - ii. We have contracted with Dominion and/or its predecessor Premier Elections for at least 20 years, with the exception of one year when we used a competitor, and returned to Dominion the following year.
  - iii. Dominion is professional, accurate, efficient, proven.
- c. Tabulator scanners stay in Ketchikan and contain no stored data. The data is uploaded onto a memory card, which is set up specifically for each election with proper candidate and proposition information.
- d. Logic and Accuracy Testing (LAT) performed
  - i. The LAT testing includes preparing test ballots by creating a sample election with votes for the various races and propositions and includes all ballot types.
  - ii. Our office works with the City clerks to conduct the LAT testing on the City precinct machines. The test for two of the City precincts

- includes testing the touch screen unit and printer for voters with disabilities.
- iii. The test for each machine includes properly marked ballots, as well as improperly marked ballots, overvoted races, and incorrect ballot types.
  - iv. The test ballots are first tabulated by hand and the totals are verified.
  - v. Next, the test ballots are run through each individual machine and tabulated.
  - vi. The results from the hand count are compared to the machine's tabulation, and are verified.
  - vii. The machines are then prepared for election.
- a. All of our equipment is functioning properly, the cards are programmed accurately, the ballots are correct, and all are secure and prepared for the election. All of the Borough's election ballots, equipment, and supplies are stored in our secure election room.
  - b. LAT Testing and the results tapes and sample ballots are open to the public and available for inspection.



## 1. Ballot tabulation at polling places and election night results

- a. The precinct polling place officials start the day with verifying that the precinct tabulator runs a Zero Totals Report for the precinct. At the end of voting, the officials run the Results Totals Tape and print it out for the precinct.
- b. Each polling place chairperson leads the precinct team through the closing procedures, and after storing all of the ballots, supplies, and equipment, delivers it to the Clerks at Election Central at White Cliff accompanied by a second poll worker.
- c. We have an armed security guard at Election Central for added security with ballot and equipment transport.
- d. Precinct registers and precinct totals tapes are reviewed by Clerks. Totals are hand entered into the Election Night Results Spreadsheet by Borough Clerk and verified by City Clerk.
- e. Media, candidates, and public are invited to attend the Election Night Results Reporting at Election Central.

## BALLOT DESIGN, PREPARATION, PRINTING

**KETCHIKAN GATEWAY BOROUGH**  
OFFICIAL BALLOT  
REGULAR BOROUGH ELECTION  
OCTOBER 4, 2022

**Instructions:**  
To vote, completely fill in the oval next to your choice like this: ●  
Use a blue or black ink pen to mark your ballot. NO RED INK. If you make a mistake, ask for a new ballot.  
To vote for a person whose name is not printed on the ballot, fill in the oval and print the person's name on the blank line provided for a write-in candidate.

<p><b>BOROUGH MAYOR</b> (Three-year term) Vote for not more than one (1)</p> <p><input type="radio"/> Kalle Jo Perrott <input type="radio"/> Rodney Dial <input type="radio"/> Write-in</p>	<p><b>PROPOSITION NO. 1</b> Assembly Representation</p> <p>Shall the present form of assembly representation whereby all members of the assembly are elected at large by the qualified voters of the borough be retained?</p> <p><input type="radio"/> YES <input type="radio"/> NO</p>
<p><b>BOROUGH ASSEMBLY MEMBER</b> (Three-year term) Vote for not more than two (2)</p> <p><input type="radio"/> Michael Iam Martin <input type="radio"/> Joshua Titus <input type="radio"/> Austin Otis <input type="radio"/> Glen Thompson <input type="radio"/> Write-in</p>	<p><b>PROPOSITION NO. 2</b> Nonareswide Library Powers</p> <p>The Ketchikan Gateway Borough's nonareswide library powers were adopted through voter approval in 1985. Resolution 2006-C proposes to repeal the nonareswide library powers. If this proposition is approved, the effective date of the repeal would be January 1, 2024.</p> <p>Shall the Ketchikan Gateway Borough's adoption of nonareswide library powers be repealed, as proposed in Resolution 2006-C?</p> <p><input type="radio"/> YES <input type="radio"/> NO</p>
<p><b>SCHOOL BOARD MEMBER</b> (Three-year term) Vote for not more than two (2)</p> <p><input type="radio"/> Robb Arnold <input type="radio"/> Tom Hudle <input type="radio"/> Melissa O'Bryan <input type="radio"/> Ginger yell alsoou McCormick <input type="radio"/> Write-in</p>	

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### 1. Ballot Design, Preparation, Printing

- a. KGBC 5.20.010 requires form of ballot.
- b. Candidate names for each race are "established by the random drawing of each name by the borough clerk after the filing period closes."
- c. Lines for write-ins must equal in number to the positions to be filled for each office.
- d. Propositions or questions are placed after the candidate races and must include the words "YES" and "NO."
- e. Propositions must be clear and concise. Avoid verbosity, inform and advise the voter of the issue in a clear and forthright manner. Stated in the affirmative. Multi-syllables will be avoid, and simple sentences SHALL be used. KGBC 5.20.040.
- f. After filing period closes and the last Assembly meeting in August placing propositions on the ballot, the Clerk finalizes the ballot and sends the information to the ballot printer and the memory card programmer.
- g. Ballot order is based on 50-75% voter turnout.
- h. Memory card programmer sends program data to ballot printer, who reviews the program information with ballot layout.
- i. Ballot proofs and sample ballots are received and approved by me, and

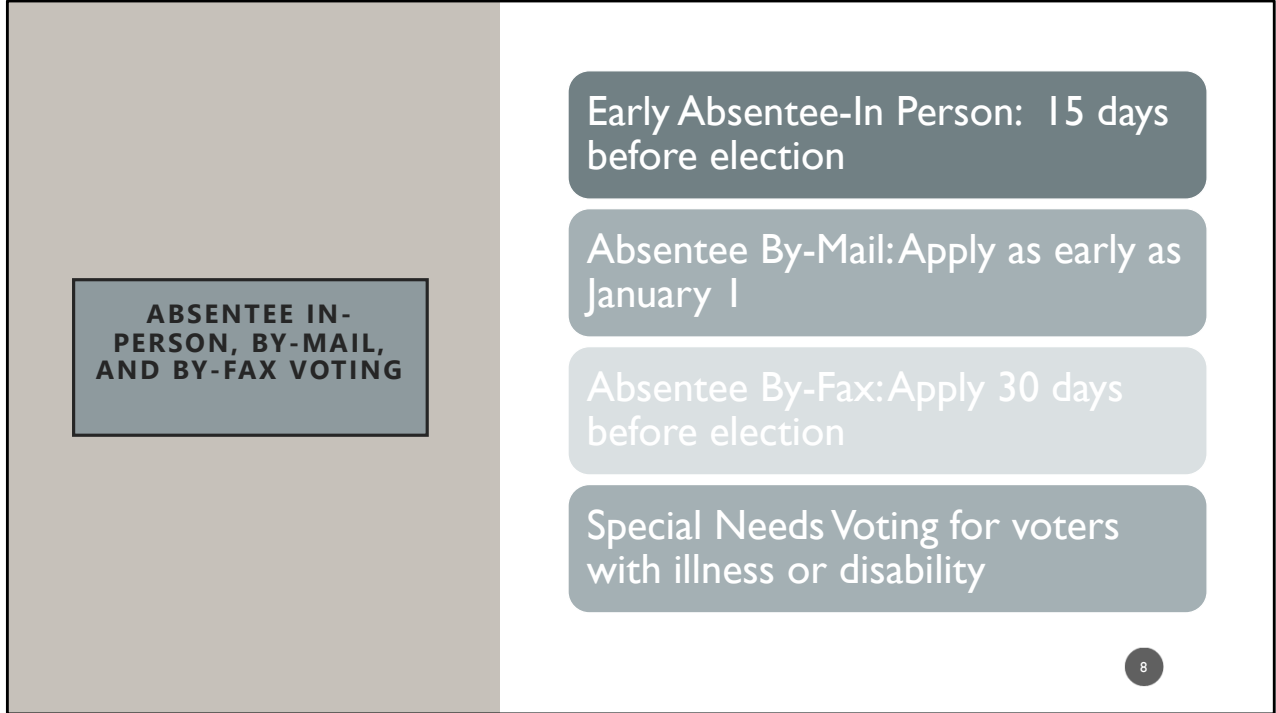


the ballots are ordered.

- j. After we receive and verify the ballots and programmed memory cards, we schedule the LAT testing.

**1. Ballot Issuance**

- a. Ticking marks identify ballot type for scanner
- b. Ballot Type issued is based on voter registration and precinct jurisdiction
- c. Questioned ballot envelopes are used if voter does not have ID or is not listed on the precinct register.



**1. Absentee in-person, by-mail, and by-fax voting**

- a. For the convenience and accessibility of the voter, with security safeguards put into place to verify voter identity and eligibility.
- b. In person 15 days before election at Clerk’s Offices, must show ID
- c. By mail
  - i. Can apply as early as January 1 until 7 days prior to election
  - ii. Ballots mailed out 15 days prior to election until 7 days prior
  - iii. Must have witness signature
  - iv. Must be postmarked by election day and received by beginning of Canvass Board
  - v. Signature verification
- d. By fax
  - i. Can apply 30 days prior to election until 5 pm day preceding election
  - ii. Ballots issued until day preceding
  - iii. Can return by fax or by mail
  - iv. If by fax, receive by 8 pm election night
  - v. If by mail, postmark by election day, receive by canvass board
  - vi. Signature verification
- e. Special Needs

- i. Any voter who cannot appear in person can have another person (personal representative) pick up a special needs ballot for them.
  - ii. Personal representative serves as voting official, delivers ballot, witnesses voter's signature, signs form, and returns ballot in envelope.
- a. All early absentee, questioned, and special needs ballots are entered into a database, sorted by precinct, and noted on the precinct register to safeguard against duplicate voters.
- b. Any discrepancies in signatures, registration, etc, are presented to the Canvass Board for determination of validity.



## CANVASS BOARD

- ✓ Oath of Office
- ✓ Borough Clerk Report and Review of Registers
- ✓ Absentee/Special Needs Ballots
- ✓ Questioned Ballots
- ✓ Hand Count for Write-In Votes
- ✓ Scanning and Tabulation of Ballots
- ✓ Verification of spreadsheet, reports, and certificates
- ✓ Board signs reports for presentation to Assembly

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### 1. **Canvass Board tabulation of absentee, questioned, and special needs ballots**

- a. Oath of Office
- b. Presentation of Report of Borough Clerk
- c. Review Precinct Registers
- d. Absentee/Special Needs Ballots
  - i. Electronic Ballot Review and Mark-up of official ballot
  - ii. By-Mail Ballot Envelope Review
  - iii. In-Person ballot envelope review
  - iv. Tabulation of all valid ballots
- e. Questioned ballots
  - i. Register review
  - ii. Application of rejection codes
  - iii. Tabulation of valid ballots
- f. Hand Count for write-in votes
- g. Clerk enter printed results from tabulator and hand count
- h. Verification of spreadsheet, reports, and certificates
- i. Clerk prints results spreadsheet, reports, and certificates
- j. Board signs all reports for presentation to Borough Assembly.

## CERTIFICATION OF THE ELECTION



Assembly meets to receive report of Canvass Board. If, after considering the report, the assembly determines that the election was validly held, the election shall be certified by resolution and entered upon the minutes of the meeting, together with the total number of votes cast for each candidate and for or against each proposition or question.

See KGBC 5.40.060(a)-(d)

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### 1. Certification of the Election

- a. No later than second Monday after election
- b. Canvass Board Results and Reports presented to Assembly
- c. Assembly adopts Resolution declaring the election was validly held, certifying the election, and accepting the reports of the Canvass Board.

#### **5.40.060 Certification of the election results.**

(a) As soon as possible after completion of the canvass, but no later than the second Monday following the election, the assembly shall meet in public session to receive the report of the canvass board. In the event that the second Monday should fall on a borough holiday, the meeting shall be held on the next day which is not a holiday. If, after considering the report, the assembly determines that the election was validly held, the election shall be certified by resolution and entered upon the minutes of the meeting, together with the total number of votes cast for each candidate and for or against each proposition or question.

(b) If the canvass board reports that a failure to comply with provisions of state law and borough ordinances, or an illegal election practice has occurred, and that such failure is sufficient to change the outcome of the election, then the assembly may exclude the votes cast in one or more

precincts where such failure or illegal practices occurred from the total returns, or may declare the entire election invalid and order a new election.

(c) If the canvass board reports an apparent discrepancy in the returns of one or more precincts, the assembly may order a recount of votes cast in said precinct or precincts. Such recount shall be held in accordance with the procedures outlined in Chapter [5.45](#) KGBC and the results shall be reported to the assembly. The assembly shall meet as soon as possible to certify the results of the election recount.

(d) Upon certification of a valid election, the borough clerk shall deliver to each person elected to office a certificate of election, signed by the borough clerk and authenticated by the seal of the borough.

## REFERENCES

- ✓ AS Title 15
- ✓ AS Title 29
- ✓ KGBC Title 5
- ✓ [www.kgbak.us/elections](http://www.kgbak.us/elections)
- ✓ [kaciep@kgbak.us](mailto:kaciep@kgbak.us)

QUESTIONS?

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