

Innovations in Election Administration 16

**Using the
Internet in
Election
Offices**





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Author:

David Maidenbergl
8025 Claridge Road
Indianapolis, Indiana 46260

Managed and Edited by:

William C. Kimberling
Office of Election Administration

Published by:

Office of Election Administration
Federal Election Commission
Washington, D.C. 20463

April 1998



Introduction by the Office of Election Administration

This report is another in the series on *Innovations in Election Administration* being published by the FEC's Office of Election Administration.

The purpose of this series is to acquaint State and local election officials with innovative election procedures and technologies that have been successfully implemented by their colleagues around the country.

Our reports on these innovations do not necessarily constitute an endorsement by the Federal Election Commission either of any specific procedures described or of any vendors, suppliers, or products that might be identified in the report. Moreover, the views and opinions expressed in these reports are those of the author and are not necessarily shared by the Federal Election Commission or any division thereof.

We welcome your comments on these reports as well as any suggestions you may have for future topics. You may mail these to us at:

The Office of Election Administration
Federal Election Commission
999 E. Street, N.W.
Washington, D.C. 20463

or else contact us

Direct on 202/694-1095
Toll free on 800/424-9530
By FAX on 202/219-8500
e-mail on bkimberling@fec.gov

Acknowledgements

My thanks go to the hundreds of individuals who provided information for this project. Many people filled out survey forms, responded to telephone calls, e-mails and other appeals for information. My thanks also go to the managers, employees, technicians and advocates who have explored—or enabled the exploration of—the Internet and its use as a medium for enhancing election administration. In this regard, this publication was written by hundreds of people.

Special thanks go to:

- Bill Kimberling and Penelope Bonsall at the Federal Election Commission's Office of Election Administration for enabling this project and for their patience and guidance with it;
- Ed Packard for his written contributions, advice, and for creating both the ElecNet Web site as well as the ElecNet listserv, both of which greatly enhanced the research for this project;
- And to the writers and publishers who allowed their work to be share with this project:
 - Larry Magid (of "Larry's World")
 - John Kaufeld and the Indianapolis Business Journal
 - Kim Alexander and the California Voter Foundation
 - Craig B. Holman, Robert Jystad, Robert M. Stern and the National Resource Center for State & Local Campaign Finance Reform

Part I: An Overview for the Beginner and Non-Believer



1. The InterWhat?

“I thought this was something I could ignore,” said an acquaintance recently, referring to the Internet. “But I am finding that I can’t.”

Many of us who are uncomfortable with high-tech stuff first assumed the Internet and “online” services were fads that would eventually become unfashionable. Then we thought these things would just pass us by, leaving us in the dust with our jokes about being “roadkill” on the information superhighway.

Wrong — on both counts. The Internet will evolve, but it won’t go away. Neither is it going to leave us alone. It is transforming our world: how we communicate, how we educate, how we do business, and how we work, among many other — nearly all — facets of modern life.

The dramatic transformation in just the last few years is just the tip of a massive iceberg. As fast as the Internet is transforming us, the “Net” itself is evolving, growing more sophisticated, and reaching more people every day. Some have compared the phenomena to the debut of the telephone or early television: a seemingly small step that balloons into a major cultural transformation. Judging by the global growth of the Internet and its impact on widely varying facets of life, such comparisons may be difficult to refute. Indeed, even

television and the telephone may be transformed in the days to come by the Internet.

But what does this have to do with elections? The long answer is what this publication is about. The short answer is that election administration, like almost every thing else, can be enhanced by an appropriate use of the Internet. It is already happening — and is spreading like a brush fire in a dry wind.

Use of the Internet in election administration makes such good sense that someday we will likely see laws requiring it.

In mid-1995, only a handful of State election offices were using the Internet. By the end of 1996, practically all of them were either connected or planning to be. Local election offices are also jumping in with both feet. And their constituents — like the agencies themselves — are better off because of it.

Using the Internet in election offices makes such good sense that someday we will likely see laws requiring it. We have already seen the forerunners of this (see Chapter 9).

Regardless of requirements, hundreds of State and local election administrators already

feel that agency missions require them to use this inexpensive medium to better reach their public. As desktop computers have become standard tools in election offices, so too will the Internet. It is already happening – even in the smallest of jurisdictions.

In this twilight of the twentieth century, election officials (among others) who think they can ignore the Internet may want to consider the words of a prominent economist who recently said, “If you don’t know how to use a computer and if you don’t know how to access the Internet, then you are probably on your way to becoming obsolete.”

Well now don’t get discouraged. The good news is that using the Internet is not that difficult, nor need it be expensive. In fact, most find it to be fun. Furthermore, as an election official, you don’t need to be a computer whiz. You only need to know how to manage and to keep your mind open. Chances are, if you are reading these words, then you have the inquisitiveness and resources to lead your agency into the 21st century and the age of the Internet.

What follows is a collection of material on the use of the Internet by election officials, some written by me, some by others. It is “non-technical” — written for election officials — not their computer staff. This publication discusses what the Internet can do for you and your constituents, provides some ideas on “how to get there from here.” I also include some thoughts on various issues along the way.

First however, let’s take a quick look at Internet basics. Columnist Larry Magid, in the next section, offers a brief look at this technology, followed by a glossary of terms. After that, we’ll take a quick look at how your colleagues in State and local election offices are already using the Internet.

2. Larry Magid's Concise Guide to the Internet

by Lawrence J. Magid

What is the Internet?

The Internet is a global network of computers. Any computer connected to the Internet can communicate with any other computer on the Internet. The Internet is neither a single computer nor even a single service. Think of it like a world-wide highway system. You can get from any highway to any other highway, though not necessarily via a direct route. The Internet has rules, called protocols, that determine how data gets from one connected computer to another.

Where Did the Internet Come From and Who Owns It?

The Internet evolved out of the Department of Defense's "ARPANET" project which was started in 1969 to link military researchers at four universities. It was designed as a decentralized network so that it couldn't be knocked out by a single nuclear attack. During the 1980s, the Internet was adopted by the National Science Foundation which provided funding to make it available to a wider array of scientists and researchers. Later it was opened up to commercial traffic.

No one owns or even governs the Internet. It's a decentralized network that is supported

by the companies and institutions that access it. There is no single governing body however there is a project, called InterNIC, which registers Internet domain (names).

How Do I Connect to the Internet?

You can connect to the Internet via a commercial online service such as Prodigy, CompuServe or America Online or through any of thousands of Internet service provider such as Netcom or PSI. Most home users connect to one of these services by using a computer equipped with a modem to dial in over a regular phone line. Many businesses, universities, government agencies and other organizations have a direct connection to an Internet provider, often via a special high-speed "digital" line. Regardless, once you are connected to a provider, the provider links you to the Internet.

What is the difference between an Internet service provider and an online service?

The distinctions are starting to blur, but online services generally provide a connection to the Internet as well as proprietary data that is available only to their subscribers. Internet service providers generally provide a connec-

tion to the Internet but no special data. Online services like America Online, CompuServe and Prodigy, have been designed for ease of use, though the Internet, too, is getting easier to use over time.

What is the World Wide Web and What's a Web Site?

The World Wide Web has become extremely popular because it is easy to use and rich in terms of the type of information it provides. It was developed in 1989 by CERN, the European Laboratory for Participle Physics, as a way to transfer information between researchers around the world. It is distinctive in two regards. First, it adds a graphical front-end to the Internet so that users can get where they want to go by pointing and clicking with their mouse on pictures as well as words. Second, people who create "web sites" are able to link users to any other web site. Users who "surf" the World Wide Web are able to quickly move from one site to another just by clicking on "links" that are part of the site they're on. A link transfers you to another web page anywhere on the World Wide Web.

A web site is a place on the World Wide web that is maintained by a person, organization or business. It can be as little as one screen or a vast number of screens, or "pages," containing enormous quantities of information. The Encyclopedia of Britannica, for example, is a single web site that contains as much information as the multi-volume printed edition.

How Do Messages Get from Place to Place?

Messages sent over the Internet can travel directly from your Internet service provider to that of the person you're communicating with, but often they travel indirect routes. In fact, messages are sometimes broken apart into small packets or envelopes. Each one of these packets can travel a different route until it gets to where it is going. Then they are re-assembled to form a single message. This is called packet switching.

What Type of Data Can Travel Over the Internet?

The Internet can handle all types of data including text, numbers, programs, illustrations, photographs, audio, animation and video. Anything you can view on a computer screen or hear through a computer's speakers can be transmitted over the Internet. It's not possible to transport objects or people — at least not yet!

What is "bandwidth" and why is it so important?

Think of the Internet as a series of pipes that carry data. Little pipes can carry only a small amount of data while larger pipes carry more data. Bandwidth refers to the size of the pipe or the amount of data that can be handled at any one time. Larger pipes, or more bandwidth, not only mean that more people can use the Internet at any one time but it also means that people can work with larger files. Text and numbers take up relatively little bandwidth but audio takes up a lot more and video a great deal more. A single photograph can take up as

much bandwidth as thousands of words, making the old adage, “a picture’s worth a thousand words,” a bit of an understatement.

How Are Web Pages and Web Sites Created?

A web page is created using a language called HTML (hyper text markup language). This sounds complicated but it really isn’t. HTML is basically text with some “tags” or commands that tell it how to display graphics or how to link to other sites. It’s not that hard to learn HTML, but you don’t have to know a line of HTML to create web pages or a web site. That’s because there are numerous programs available that let you create web sites just as there are word processing programs that help you create documents. Programs like Microsoft’s FrontPage, Claris Home Page, Corel WebDesigner and Netscape Gold, are like word processing programs for creating web pages. They are very easy to use.

What Else Does the Internet Offer Besides the World Wide Web?

Although one of its most popular features, the World Wide Web is only one of many services available over the Internet. The most popular Internet service is electronic mail. Just about anyone connected to the Internet can now send mail to anyone else on the Net. Another very popular feature, called “Newsgroups,” are like forums or bulletin boards. One person posts a message and others respond. Everyone can read what everyone else says and you don’t all have to be in the same time zone or online at the same time. That’s because newsgroup messages are saved so that people can look at them and respond at any time.

Another popular service is called “Chat” or “Internet Relay Chat.” Unlike Newsgroups, chat sessions are “real time.” Think of a chat session as a global party line where many people can speak and listen at the same time. Anything you type will instantly be displayed on the screen of anyone else who is turned into the same “channel” as you.

The Internet also lets you transfer files from one computer to another. This is called ftp or file transfer protocol. You can now use the Internet to listen to audio or watch short videos. It’s even possible to use the Internet as a voice or video phone system.

What Are Those Funny Things that Start with http://?

It’s hard to read a newspaper or even watch a TV program these days without seeing a web address, usually starting with http://. Actually, a web address is known as a Universal Resource Locator or URL and it’s not that hard to decipher.

All web site addresses start with http://. But many sites no longer include it as part of their name and it’s not necessary to type in http:// when you enter a web address in a browser.

The next part of an address, often, is www. This is optional and an increasing number of web sites aren’t even using it. It stands for World Wide Web. The next part of the address is the domain name. This is actually a two part item. The first is often the name or an abbreviation of the company or organization such as Bankamerica, latimes, ucla, etc. The next part of it is the type of domain. If it’s a company it is usually followed by .com (for commercial). Educational organizations are followed by .edu. Military is .mil and government

agencies are .gov. So, **<http://www.ibm.com>** is IBM's web site. UCLA's is **<http://www.ucla.edu>**. The President of the United State's web site is **<http://www.whitehouse.gov>**.

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*Lawrence J. Magid is a syndicated columnist for the Los Angeles Times and contributing editor of HomePC. His web site, "Larry's World" (**<http://www.larrysworld.com>**) contains numerous articles about computing and the Internet. His e-mail address is **magid@latimes.com**.*

3. Terms of Enclearment: An Internet Glossary

by Lawrence J. Magid

Browser or Web Browser

Software that allows you to access the World Wide Web. The software, which runs on your PC or Macintosh, provides the graphical interface between your computer and the Web. The most popular browser is Netscape Navigator followed by Microsoft Explorer. These programs can be downloaded for free from the Internet. Netscape is available from Windows, Windows 95, UNIX and Macintosh. Microsoft Explorer is available for Windows, Windows 95 and Macintosh.

Cyb rspace

A term coined by science fiction author William Gibson to describe the whole range of information resources available through computer networks.

Electronic Mail (E-mail)

Messages sent from one computer to another via a network, online service or the Internet. It generally takes only seconds for a message to reach its destination anywhere in the world. E-mail messages can contain only text or contain programs or data including graphics, word processing files and even audio and video.

FTP

An acronym for File Transfer Protocol — a very common method of transferring one or more files from one computer to another. FTP is built into most browsers so you don't need to know complex commands to use it.

Gopher

“Gopher,” is a menu driven system that links you to other Internet sites around the world. You can access it with special Gopher software or most Web browsers will also allow you to access Gopher menus. In some cases, web sites will automatically link you to gopher sites. When you access Gopher you get a series of menus, one of which lets you connect to other Gophers in Africa, Asia, Europe, North America and other locations around the world.

HTTP

Anyone who's used the World Wide Web has seen those web sites that begin with http://. HTTP is abbreviation for Hyper Text Transfer Protocol.

Internet

A global network of networks, the Internet

is a system that links computer systems so that they can exchange various types of data including e-mail, video, audio, data and program files, World Wide Web pages and more. The Internet isn't a single computer service. It's a worldwide network of networks that consists of thousands of computers located on every continent. Once you're connected to the Internet you can "cruise the digital highways" to other connected machines. You don't have to pay extra fees or phone charges and, in many cases, you don't need an account on those other computers. That's because many libraries, universities, companies and government agencies allow guests to browse through their data banks, even if the users don't have an account on that system. The World Wide Web, newsgroups, e-mail and FTP are all part of the Internet.

Internet Service Provider (ISP)

A company that provides users with access to the Internet, usually for a fee. Unlike an online service, an ISP doesn't necessarily provide additional content but does provide dial up access and, in most cases, technical support for its users.

Java

Java is a programming language developed by Sun Microsystems, Inc. to create executable content (i.e. self-running applications) that can be easily distributed through networks like the World Wide Web. Developers use Java to create special programs called "applets" that can be incorporated in a web page to make it interactive.

Local Area Network (LAN)

A network of computers that is typically located within a company, a department or a

campus. They are not necessarily connected to computers outside the facility though a LAN can be connected to other computers via the Internet.

Microsoft Explorer (see Browser)

Netscape Navigator (see Browser)

Online

The process of "going online." When you connect your computer to another computer, usually via a phone line, it's known as "going online." The term typically refers to connecting your machine to an online service or the Internet though it can also be used to refer to connecting to a local area network.

Online Service or Online Service Provider

An information service that provides dial up access as well as proprietary information. Examples include America Online, CompuServe, Prodigy and the Microsoft Network. Major online services all provide e-mail, forums where users can exchange information and ideas. These days all major online services also provide access to the Internet including Internet e-mail and World Wide Web access.

Protocol

A protocol is the standard or set of rules that two computers use to communicate with each other. Also known as a communications protocol or network protocol, this is a set of standards that assures that different network products or programs can work together. Any product that uses a given protocol should work with any other product using the same protocol.

Search Engine

A search engine is a type of software that creates indexes of databases or Internet sites based on the titles of files, key words, or the full text of files. The search engine has an interface that allows you to type what you're looking for into a blank field. It then gives you a list of the results of the search. When you use a search engine on the Web, the results are presented to you in hypertext, which means you can click on any item in the list to get the actual file. Leading search engines include Yahoo (<http://www.yahoo.com>), Alta Vista (<http://altavista.digital.com/>) and Excite (<http://www.excite.com/>). A directory of popular search engines can be found at <http://www.larrysworld.com/searching.html>.

URL

An abbreviation for Universal Resource Locator, it is an addressing scheme. A URL is just an address. The URL for the Los Angeles Times, for example, is <http://www.latimes.com>.

Web page

A single "page" on a web site. A page may be longer than a single screen (you may have to scroll down to read its entire contents). A web site can consist of multiple pages.

World Wide Web

The part of the Internet that provides access to documents and pages through "hypertext links." Users can jump from one document to another by clicking on a link even if they documents are stored on different computers on the Internet. World Wide Web documents often contain graphics and sometimes audio, animation or video. They are created

using a language called HTML. Web sites generally have a Home Page which typically links to other pages on that and other Web sites.

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4. Examples of Using the Internet in Election Officials

The most popular uses of the Internet, not only among election officials but the population in general, are electronic mail (e-mail) and the World Wide Web. Newsgroups (also called "USENET"), chat rooms and others facets of the Internet also exist but are not yet widely used in election administration.

E-Mail

E-mail is lightning fast, informal communication that can be either "one to one" in nature or among a group. Of course it doesn't matter where the users are: it is just as easy (and quick) to e-mail to an election office in Bucharest as it is in Boise — provided, of course, that you have the correct e-mail address.

For example, in preparing this publication I surveyed State and some local election offices. Some of this surveying was done by e-mail, as was much of the follow-up. What I like about e-mail is its ease, speed and informality: I can type a message on my personal computer, send it using my e-mail software and modem, and have it available to the recipient's computer screen within a moment or two. The response can come back to me with similar speed, all recorded in a file on my computer

for future reference. No paper, no faxing, no telephone messages, no envelopes or stamps.

Your constituents can send you comments and questions via the Internet. When the Indiana State Election Board first added e-mail capability to its site on the World Wide Web, the first e-mail message came from a disabled voter in search of help. She complained that her polling place claimed to be accessible to disabled voters — in spite of the presence of stairs. Her battles with precinct officials went nowhere. Could the State help? Sure, a telephone call or letter may have accomplished the same thing. But to this voter, e-mail was more accessible and an easy way to get her message across. Many State and local election agencies have e-mail capability and invite the public to contact them this way.

Group E-Mail: Listserv

In addition to e-mail with agency constituents, election officials also find great value in communicating with one another. The one-on-one communication afforded by e-mail is a great tool, but perhaps even better is the ability to communicate with groups of people. "Mailing lists" and "listservs" are e-mail devices that allow a user to send one e-mail message and have it automatically delivered to all

others who subscribe to that particular list. Several lists have been established pertaining to election administration (see appendix for more details).

The beauty is that as more and more election offices connect to the Internet and learn of these resources, the richer and more useful the discussions will be.

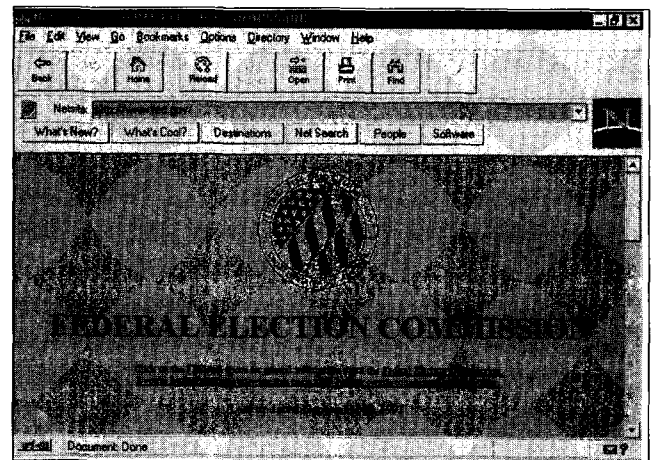
An example of such a list is one designed and used exclusively by State election officials. Communications on that list during a one-month period several years ago is instructive. When a controversy arose in one State concerning fictitious voter registrations, the State election director inquired through the listserv about procedures in other States and received quick e-mail responses. An official in another State was able to conduct some quick research on ballot access procedures in other jurisdictions. Yet another State official picked the brains of her colleagues on the use of social security numbers on voter registration forms. NVRA list maintenance procedures was a topic raised by another State office.

People who have used these Internet discussions know what a tremendous resource they are. The beauty is that as more and more election offices connect to the Internet and learn of these resources, the richer and more useful the discussions will be. We are starting to see more specialized discussion lists established. For example, one county official recently began organizing a list of election offices that use a particular type of voting system. This will allow information sharing on system problems, solutions, spare parts, etc.

The Web

E-mail and related tools are but one dimension of the Internet of value to election officials. Another one is the World Wide Web, often referred to just as “the Web.” It is the Web that has captured the attention and imagination of millions of people in the last few years. While e-mail is “sent” from one person to another, the Web allows a user to “visit” a Web site (via computer, of course). Once there, the visitor can view text, graphics, documents or data files made available by the “host.”

For example, the Federal Election Commission hosts a Web site that offers a variety of publications, campaign finance and other information. To visit the site, an Internet user utilizes software called a “browser” or “Web Browser” (see Chapter 3). The “address” of the



FEC site (<http://www.fec.gov>) is typed in and your browser connects via the Internet with a computer that the FEC uses as a “Web server.” On your computer screen you will see the FEC’s “home page” (see graphic #1), which offers a menu of options. Want to see what the FEC offers concerning election administration? *Point and click on that option* (underlined words “link” you to another screen, taking you to that page when “clicked on”).

Is it Case Sensitive?

Have you ever typed a URL (Web address) into your Web browser, knowing that you typed every letter and symbol correctly and still couldn't get connected to your target page? The answer may lie in capitalization. Some of us who learned that e-mail addresses were not case sensitive naturally assumed the same is true of Web addresses. Wrong. URL's (or parts of them) are case sensitive.

A Web page might contain links to pages hosted by another organization. For example, the Web site for a State election office might provide links to local election offices or to the FEC. Thus a Web user can quickly view information from Web sites around the globe. This facet of the Internet is literally a web of information obtained by connecting with computers around the world.

Most State election offices and a rapidly growing number of local offices have Web sites,

offering a wealth of information to their constituents and colleagues. The content offered by these sites differs, but generally includes information on voter registration and elections; how, when and where to vote; publications, and other commonly requested data. Specific information on content can be found later in this publication, especially in Chapters 9-11. Also note that the appendix includes a "Directory of Election Agency Web Sites."

World Wide Web Addresses vs. E-mail Address

Many people confuse these two types of Internet addresses. An e-mail address is where an e-mail message is sent to or originates from. It always contains the "at" sign: @.

For example at the Federal Election Commission (FEC), Bill Kimberling's e-mail address is **<bkimberling@fec.gov>** (the brackets are not actually used in addressing e-mail).

The FEC has a site on the World Wide Web. Its address is **<http://www.fec.gov>**. A Web address (also called a "URL" for Universal Resource Locator) always begins with "http" or contains "www."

Thus, if you wish to visit the FEC Web site, you would point your Web "browser" to **<http://www.fec.gov>**. But if you want to send a message to Bill, you would address it to **bkimberling@fec.gov**.

5. Why You Should Be on the Internet

Having Internet access in your office is like having three staff assistants: one (e-mail) provides you with powerful communication tools allowing you to reach colleagues, vendors, constituents, and others quickly. You can reach them individually or en masse. Another (Web browsing) allows you access to the Web, providing you with the equivalent of several Libraries of Congress. With this, you can research practically anything, from election statutes and procedures in a neighboring State to recommended restaurants in the city where your next election conference is going to be held. The third assistant (Web serving) provides your information, procedures and forms to the world at-large. That Marine who lives

The information you want on our Web site. You can get it yourself.

down the street from you, but is stationed in central Asia, can obtain an absentee ballot application in a moment from this “assistant.” The students who want to learn about the election process can do so through this “assistant.” Reporters and citizens who want minutes of your last Election Board meeting can get them quickly and easily as well.

When I first developed a Web site in 1995 for the election agency I directed, I was motivated primarily by a desire to experiment in offering information this way. Developing the Web site was easy and free, thanks to State government resources. The State’s information services department handled the actual programming work and provided the server. All I had to do was initiate the request and work with the Web programmer on content.

What I did not anticipate then was how much time this was going to save the agency. Shortly after the Web site made its debut, it occurred to us that some of the common calls the agency received for information, including those that came from vendors, news organizations and others requesting faxed information, could be best answered by saying, “Its on our Web site. You can get it yourself.” Many of those callers had Web access and much preferred receiving the information that way. For in most cases, the recipient of that information was going to load the data on his or her own computer. By “downloading” it from our Web site, they were getting it already in a digital (computerized) format. Had they received it on paper or by fax, someone would likely have had to retype it.

It was a “win-win” situation. The caller could get what he or she wanted – in the format they wanted it. Our agency staff did not have to collect, copy and fax the information to the caller.

In 1995, callers were impressed with that. In 1997, after several years of phenomenal growth in Internet use, they are growing to expect that kind of customer service. Sooner or later, you may be required to offer information in this manner.

If your agency’s mission includes making disclosure information available to the public – such as campaign finance or ethics reports – you should pay particular attention. Use of the World Wide Web for making this information available to the public makes such good sense, that it will surely be required someday. But don’t wait until that happens. As a service to your public, as well as to your own staff, begin the process now of becoming knowledgeable of the Internet and how you can use this tool (see chapter 9 for more on disclosure).

The computer divisions (often called “information service division” or “MIS”) of many State and local governments now offer Internet access and/or Web hosting services for governmental departments. If your’s is doing so, take advantage of it. If it is not, tell them they should – and then look at options for getting those services from other sources (see Chapter 14).

6. Getting Connected: What You Need

If you have a computer, then you already have the only “significant” piece of equipment that you need for an Internet connection. Additional cost will be fairly minimal – and perhaps non-existent. Many computers that are sold today already include the “extras” needed for the Internet: a modem and an appropriate software program. In addition, you will need an account with an Internet service provider. Even that may be available to you in a pre-loaded program on your computer - if you choose to use an online service for Internet access. But don’t make that decision too quickly. You may have more options than you realize.

Hardware

If, in this publication about the Internet, you look at the word “hardware” and think of things like screws, tools and plumbing fixtures – then you may actually be as antiquated as you fear. But fear not; we’ll help you out of your cave. “Hardware” is computer talk for computers and related equipment like monitors (screens) and printers – things you can touch.

You probably already have one or more computers in your agency. Most administrators view them as basic, essential equipment in any

office, especially one that tracks thousands of registered voters, multiple polling places, many disclosure reports and the like. If you are still resisting using computers for these functions, then you may need counseling – but that is a different topic.

Are you still resisting computers?

The real question for you is likely to be whether your computers have the “horsepower” to drive on the information highway. The answer may depend on which “lane” you plan to cruise. Using e-mail can be a fairly simple function, meaning that you do not necessarily need sophisticated software programs. “Surfing” the Web, however, draws rich graphics onto your screen – and requires more computer power (memory) to run the software programs.

So what do you need? For PC users (cave dwellers may substitute the term “IBM compatible” for “PC”) you should have at least a “486” computer. If you purchased your PC new since 1995 or so, chances are you have a 486. The 386 PC’s that preceded these are ready for the museum. If you are still using a 286 – well, you need to discuss this with your counselor.

Mac users tend not to talk in terms of 86's, but keep in mind the same time frame as above. If you bought your hardware (see how much you've learned already?) new since 1995, then you might have enough power.

Another way of looking at it is the colors on your monitor. If you have a black and white screen on your computer, chances are it is time for a new one. If you are still seeing only green, then drop the equipment off at the museum.

"But this eight year old computer works just fine," said a colleague of mine. "There has never been a problem with it," she continued. That may be true. But it is irrelevant. Some Model T automobiles also work fine, but you wouldn't want to drive one on a crowded InterState. The same is true on the information highway. The power you need to get where you want to go cannot be provided on the "old" equipment. What is making computer hardware obsolete today is not unreliability, it is rapidly progressing sophistication.

There are other specifications to look for in hardware: memory and size of the hard drive are two key ones. Most experts at the moment say 8MB (megabytes) of RAM memory is a bare minimum. Before long, it may be inadequate. 32MB of RAM is no longer uncommon on new PC's. The storage capacity of the computer is also important. Like everything else with computers, more is better.

As of late 1996, most election officials using the Internet reported that they are using various types of PC's, mostly 486's.

Software

If hardware is the "body" – then software is the "soul," the intelligence that tells the body what it is supposed to be and do. Hardware without software is plastic and glass.

Software can instruct your computer to be a voter registration management system. Or it can tell it to be a budget management tool – or a solitaire dealer. Software can also instruct your computer to connect to another computer in a different part of the globe and send information to it – or bring information back from it.

There are several basic types of software used for Internet access, one package for e-mail, another for Web browsing. Some people use software that will do both. Talk with your Internet service provider (see below) about software if you don't already have some – or if you don't like what you have. Basic Web browsing and e-mail software is available for free. More sophisticated software can be purchased. One reason to speak with your Internet service provider first is that they may provide you with all the software you need as part of their service.

Research for this publication indicates that as of early 1997, most election agencies were using a wide variety of software for e-mail, including Eudora, cc:mail, Groupwise. Netscape was the most popular Web browsing software, although a Microsoft Explorer was used by a significant minority.

Modems & Direct Connections

A modem is a small but mighty device that connects to your computer. In many cases, it appears to be nothing more than a small circuit board inside the computer; it may also be a small box outside the computer. In either case, it provides a means for plugging a phone line into your computer, thus enabling it to send and receive information from "out there." For most people, "out there" means the Internet or an "on-line service" such as American Online, Prodigy or CompuServe - but it

can also include direct connections with other computers or electronic bulletin board systems. Most computers sold for home use now include modems. Because government computer use tends to be more specialized, government purchasing programs may offer modems as an add-on feature.

Many State and local governments, however, now have in place an internal communications backbone for computer connections in agencies and departments. This provides a direct connection from your office computer network (or perhaps an individual computer in your office) to the government's wider network. Such setups may provide several services:

- They allow agencies to communicate with one another by computer, including the sending of files and "documents" back and forth,
- They may provide an "intranet," which is like an in-house Web, and
- Perhaps best of all, they provide an Internet gateway, allowing the computer sitting on your desk instant (and constant) access to e-mail, the World Wide Web, and other facets of "the Net."

This direct connection to the government's communications backbone means that a modem is unnecessary, although other equipment (such as connectors and hubs) may be required instead. If your government offers this infrastructure, as many do, it will probably offer the expertise you need to connect with it. Whether it provides the funds to do so is another question. It is an excellent service to have available to your agency. This type of connection to the Internet is the "cream" of the access crop. Not only does it provide significantly faster service, but its presence at all times

means that e-mail comes directly to you. With dial-up service, you receive e-mail only when you dial in and connect with your mail box.

I am no fan of "dial-up" access (using a modem to have your computer "dial" the phone number and connect to another computer). For me, this is the weakest link in the Internet chain. Even the best dial-up Internet service providers occasionally have jammed phone lines. I suspect the day will come when even home users will have a better way of connecting to the Internet, perhaps through cable TV systems or satellites. I look forward to that day.

However, until it comes, dial-up Internet access is something that is available and inexpensive for most of us. It is a step down (or more accurately, several floors down) from direct Internet access. If you can connect directly in a cost-effective manner, then jump at the opportunity.

Internet Service Providers

An Internet service provider (ISP) is to your computer what the telephone company is to your telephone. It is responsible for assuring that the Internet is available to your computer through the appropriate cable – whether that is a phone line for dial-up service or a direct connection.

Internet service providers come in a variety of types. For most State and local election offices, their government computer services department functions as an in-house ISP, usually by providing a direct connection.

Not all local governments provide Internet service to their agencies. Some that do, charge more than some election offices care to (or can) pay. The likeliest alternatives are either private ISP's or online services. Internet service providers may be either local, regional or

national in scope. For a fee (\$20/month is common at the moment), the ISP typically provides you with Internet software, an e-mail address, and Internet access for your computer through a phone number it provides.

Online services operate much the same way. Most of these services, including America Online and Prodigy, began as closed information systems for members to dial into. As the Internet grew in popularity earlier in the '90's, the online services began offering an Internet gateway, providing subscribers with Web access and Internet e-mail. These services still offer proprietary information as well as Internet access. Some election agencies subscribe to an online service, using it as an ISP.

“So I’m connected. Now what do I do?”

For the novice, I suggest exploring both e-mail and the Web. Send a few e-mails to associates who are online to get a feel for how your e-mail software works. Not sure who to contact? Check the E-Mail Directory in the appendix of this publication for names and e-mail addresses of election officials and consultants. Most State election offices are connected, so you might send an e-mail to the election director in your State to let him or her know that you have an e-mail address. Feel free to contact me, if you like (**maidenberg@iquest.net**).

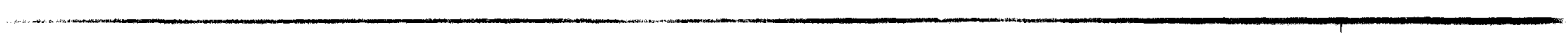
You will want to explore the wonders of the Web as well, by activating your Web browser while you are connected to the Internet. Most election officials use Netscape Navigator or Microsoft Explorer, but other browsers exist as well. Where should you go on the Web? There is no limit. Check out some of the Web sites of your colleagues that are listed in the Web Directory in the appendix. And while

doing so, note that many of these Web sites will offer additional links that easily take you elsewhere.

Another thing for a beginner is to do is begin using the Internet as a resource. It offers much help on use of the Net itself (and everything else for that matter). Take a look at Chapter 14 (“Where To Go For Help”). It includes tips on how to learn about the Internet from the Web. One way of doing so is by e-mailing with colleagues, most of whom would be happy to offer advice or assistance.

Subscribing to an e-mail list (listserv) is another way to plug into the resources of the Internet. Information on these e-mail groups that may be pertinent to you and your agency can be found in the appendix. Explore! Enjoy! And ask for help if you get stuck.

Part II: Developing A Web Site



7. Obtaining a Web Host

While Part I discussed issues concerning basic Internet use: getting connected, sending and receiving e-mail, and browsing (viewing) the World Wide Web, the sections in Part II of this publication will discuss issues related to hosting a site on the Web. “Hosting a site,” means having your own Web site so that your constituents and others interested may browse the information that your office makes available on the Web.

“... even an election office that lacks its own Internet connection (or its own computer, for that matter) is still able to have its own site on the Web. . .”

Because hosting is more specialized than connecting, many organizations with Web sites use an experienced provider to build and place information on the Web. Thus, even an election office that lacks its own Internet connection (or its own computer, for that matter) is still able to have its own site on the Web – by making information available to the “Webmaster,” or the entity whose Web server is feeding that data to the Internet. This is true in my own agency at the moment (see “Diary

of Connecting an Agency” in the appendix). While one sister agency helped us connect to the Internet, another agency established a Web site for us. This is true in most organizations: the tasks of getting connected to the Internet and providing a Web site are independent of one another.

Once you’ve decided to have a Web site (you are thinking about it, aren’t you?), the next question is who will host it for you. Your choice will likely be one of the following.

State or County Government

Many State and local governments have developed in-house Web services, centralizing their Web hosting into a single office (usually the computer services department absorbs the task). Having this service available makes the decision of a Web service provider easy for election agencies. Of those surveyed for this publication, almost 80% of those with Web sites, obtained their Web service from a sister agency. This held true regardless of whether the agency was a State or local one, although State offices were more likely to have in-house Web servers (about 13%). Many such agencies that received Web services from the computer division of their government, received them at little or no cost to the election office. Choosing

a Web service provider is easy when this is an option.

Private Internet Service Provider

Virtually all Internet service providers also provide Web site development and hosting. These will cost, probably for up-front development as well as monthly charges for space on the ISP's Web server.

State Election Office

The Election Division of the Florida Secretary of State's office provides a Web site for each county election office. In addition, some of those counties maintain an independent site. Perhaps a similar arrangement could be made in your State.

Do it Yourself

Some State and local election offices maintain their own Web server and handle all Web authoring in-house. To do this correctly requires having certain equipment and skills on one's staff, and a high level of confidence that these will be maintained over time. As one would expect, it is only the larger election offices that are able to do this. Some larger offices that have this capability prefer not to, focusing their resources in other areas.

If your government executives do not yet provide Web services to member agencies, consider lobbying them for it. Another alternative is to join with sister agencies and seeking combined Web services from private ISP's or from educational institutions. The latter, either high schools or colleges, may be a source of inexpensive (or free?) Web service, in exchange for your allowing them to use the provision of

these services as an educational tool for students.

Once you know how your proposed Web site will be provided, you can focus on issues such as content, development and maintenance. These, among others, are discussed in the next section.

8. Creating an Election Agency Web Site

by Edward P. Packard

Note: This chapter discusses considerations in creating your own agency Web site. A few portions get a bit “technical” as it includes issues for those agencies that wish to create Web documents in-house. Since most agencies will likely NOT do in-house Web formatting and defer such tasks to the Web service provider, one need not fear anything in this chapter that appears alien.

Many election offices have staked territory on the World Wide Web and are finding that the Internet is a useful tool for disseminating information the public. However, as with any project, preparing a Web page is much more than just wishing it to be. The quality – and utility – will generally reflect the amount of time, effort, and thought invested in creating the web site. The purpose of this chapter is to outline some key considerations that an election office should address when planning its initial web site.

In its simplest form, the World Wide Web is a publishing medium, an electronic piece of paper.

These considerations fall into seven broad categories. The order of these considerations

does not necessarily reflect any particular order of importance:

- Technical support
- Content.
- Presentation
- Navigation.
- Graphics.
- Updating.
- Future planning

Technical support

When considering the construction of an agency web site, the election office should assess what resources are available for building the web site.

Hosting: Staff needs to identify who will provide the Web service, as discussed in the previous chapter. In most cases, the Web server will be available to State and local election offices through their respective data/information processing agencies.

Authoring: The agency should identify who will be responsible for creating (formatting, not “authoring” in the conventional sense) the web pages and ensure that individual has the ap-

propriate resources at his or her disposal. Thus, the “author” is more of a “word processor” for the web page, translating it using certain formatting conventions to text and graphics that will govern the appearance of a web page on a browser.

HTML (hypertext markup language) is the basic building block of the World Wide Web and is used for those web pages primarily intended to disseminate general information. HTML is a system of instructions that tell Web browsers how to treat text and graphics included on the web page. Many resources are available to assist the author in constructing the agency’s page. Reference guides are readily available and computer software can usually convert your regular computer documents to an HTML format that can be placed on the Web. HTML is a very accessible language. More importantly, your MIS department or Web service provider can either help your staff do this – or often do it for you.

Content

In its simplest form, the World Wide Web is a publishing medium, an electronic piece of paper. Just as an agency determines what information it will provide on printed paper (outside of statutory mandates), so too must it decide what will be included on its Web site. Anything provided on paper can be provided electronically through the World Wide Web. Therefore, many election offices use their current publications as a benchmark for identifying items to be included on the web page:

- procedures for registering to vote,
- elections calendar, including dates of elections and close of registration books,
- the address and phone number of the elections office, including the phone numbers

for departments or divisions within the office and staff, and

- elections results.

Many offices are limited in what they may publish on paper due to the costs associated with traditional printing. The World Wide Web presents new possibilities with respect to the amount of information that can be made available to the public. Generally, an election office may consider publishing more and more varied information due to the convenience and lower publishing costs of the electronic format.

Keep in mind, however, three issues when creating electronic documents. First, electronic publishing does have its own costs. Preparing a document for the World Wide Web requires staff time just like traditional printing. Additional time is sometimes required for conversion HTML. Also, depending on one’s arrangement with the Web service provider, the agency may be charged a fee for placing documents on the web server.

The second consideration involves determining what information is of reasonable value to the public and thus worthy of publication on a Web page. While election results and voter outreach materials are clearly examples of important information to be included on an agency’s web site, other materials may address such narrow interests that the information should not be included.

As a side issue, when determining Web page content the agency should carefully weigh the benefits of duplicating information already available on the web. Unless there is a specific goal to be achieved by doing so, there is no reason to reinvent the wheel. One of the most powerful aspects of the World Wide Web is the ability to link to other pages or web sites so that the reader can readily access information from a wide variety of sources on the

Internet. For example, a local election office may not wish to place on its own web pages the addresses for other local election offices if the State election office has already constructed a page achieving the same goal. The local office can provide a link to the State office's page, thus providing the same information to the reader without duplicating the effort.

One of the most powerful aspects of the World Wide Web is the ability to link to other pages or web sites so that the reader can readily access information from a wide variety of sources

Finally, election officials should not bite off more than they can chew when preparing a Web page. Be careful about advertising what information is available if all the documents are not yet completed. Although experienced users of the Web are used to encountering sites that are "under construction," they can become frustrated, annoyed, or just disappointed with sites that promise a lot but take a long time to deliver. Depending on the level of frustration, annoyance, or disappointment, the users may dismiss such sites as not being useful, never (or rarely) to return.

Pr sentation

As with any publishing effort, the style – or appearance – of the Web site can be just as important as its substance. Users of the Web often make remarks about the way a page looks and are generally more satisfied with those pages that provide information in an organized, eye-catching manner. Therefore, as

much thought should be directed to the way information is arranged on the web page as would be given to the design of a brochure, letter, or other document printed on paper.

Present information in a logical, coherent order. Haphazard layout of information, or the lack of organization at all, tends to serve as a disincentive for reading web pages. Users of Web sites tend to quickly browse Web pages to see if the information they are seeking is available. If they must first decipher the page, they are more likely to find the web site of less value than others – and move on.

A key factor in determining layout and presentation is the amount of information that should be included on any one Web page. A good rule of thumb is that the opening page of a Web site (called the index or home page) should serve as a general index or table of contents of what is available on the site. The site should then be layered with additional pages that move from the more general to the most specific. You will notice this tendency yourself, as you browse the Web.

Layering of pages in this manner serves several purposes. It helps present information in a coherent manner so that the user can determine what is available on the site. Second, it permits the user to jump immediately to the information that he or she is looking for, rather than having to "scroll" through other data until reaching the desired text. Lastly, it facilitates the transfer of information from the Web server to the user's personal computer by "chunking" data. By breaking the information into chunks on separate pages, the user accesses smaller files on an incremental basis until he finds the desired information. The "chunking" method makes more efficient use of the Web server's and the Internet's resources, as well as the time of the user.

Navigation

Related to the issue of presentation is navigation. The object is to adopt a style of presentation that empowers the user to select that information that is useful to him or her. In addition to convenient layout, this task requires efficient use of navigational tools that permit the user to move efficiently through the pages on the web site.

To the greatest extent possible, Web pages should not require the reader to constantly scroll up and down through text on the screen to find information. "Hotlinks" can be placed strategically throughout the pages to allow the user to navigate quickly (e.g., back to the top of the page or to an index or table of contents). Watch for such navigational tools on other Web sites that you visit.

Graphics

To this point, the discussion has assumed that the Web pages contain straight text that has been formatted for a particular style of presentation. However, the World Wide Web and most browsers provide for graphics and images. Most Web pages now incorporate various types of graphics for a variety of purposes. Photos and drawings provide useful illustrations or supporting documentation. Charts give graphic representation to data. And in many cases, graphics provide an aesthetic element that makes the site more pleasing. However, graphics also serve an additional purpose on Web pages; they can be used as navigational tools. Clicking on "icons," such as arrows or buttons, or on sections of a map can move the user through the web site.

While graphics can add an intriguing or pleasing visual element to a Web page, the author should make careful and measured use of them for several reasons. Larger graphics

take more time to retrieve from the Web server, thus delaying the user's access to the page. This concern is especially true for users of dial-up services with slower modems.

Second, some Web browsers do not support graphics; they are text based only. Users with these types of browsers will find themselves at a disadvantage if a web site relies heavily on graphics or images to relate important information. Also, most browsers allow the user to turn off the graphics and read the pages solely as text to shorten the length of time it takes to fully load a web page.

The World Wide Web, and the Internet as a whole, is revolutionizing the way information is presented to the public

Some very simple alternatives are available so that an agency may provide Web pages that are equally accessible to all users while not relinquishing the use of graphics. The office may provide two versions of their Web site, one that is text only and one with graphics. However, this does take some additional time to construct the two sets of parallel pages. The second option is to utilize a more recent feature of that permits the Web author to designate text that should be displayed in a browser if graphics are not supported or not desired.

Election offices need not preclude themselves from the use of graphics and images to jazz up their web sites. However, they should consider the aforementioned concerns regarding the impact of graphics-laden pages on the ability of all users to access data on the site. Pages should be designed so that all users can access available information, not just those individuals with the most current personal computer technology.

Updating

Some election offices may choose to place information on their Web site that is static and not time-sensitive. However, most will prefer to provide a mixture of static information (e.g., office address and phone number; historical statistics on turnout or elections results) and customized information, such as upcoming elections dates, lists of candidates for the current election, and specific deadlines for registering to vote.

Those offices going beyond static information should be diligent about maintaining their site on a timely basis. Time-sensitive information should be updated regularly. Accuracy of information is imperative in the election field, as you well know! Your Web site will be a reflection of your agency.

Future Planning

A final consideration when constructing a Web site is the future. The World Wide Web is still in its infancy. Although the number of users grows each day, most jurisdictions, especially at the local level, lack a population that is significantly connected to the Internet and thus the Web. These jurisdictions would be justified if they questioned to what degree resources should be invested in building Web sites at this point.

Although this concern is admittedly valid, jurisdictions should keep in mind that the World Wide Web, and the Internet as a whole, is revolutionizing the way information is presented to the public. The web and the Internet are rapidly becoming integral information resources accessible not only by the general public in their homes but also by schools, colleges, and libraries. These locations, as well as the construction of "freenets" are making Internet access a way of life for conducting business not

only with the private sector but also the public sector. Election offices are no exception. This demand can be expected to only grow as computers permeate society in much the same way as radio and television.

During this time that the demand for election-related information is relatively low compared to other uses of the Web and the Internet, elections officials have a prime opportunity to begin the construction of sites and enhance them as time and resources allow. They have the opportunity to build a solid presence on the Internet and the World Wide Web so that they will be prepared when the Internet boom brings more patrons to their electronic door.

State and local election offices that have already created a Web presence are discovering that if you build the site, people will come. And they will look to the election offices to provide more and more information in varying degrees of detail to fulfill their curiosity and thirst for electoral knowledge.

Election offices should be as proactive as resources permit to address this technological revolution and reap the benefits that a Web presence can provide.

Ed Packard serves as the Administrator for the National Voter Registration Act in the Elections Division of Alabama's Office of the Secretary of State. He is also the creator of the ELECnet Internet resources for elections administrators: the ELECnet web site (<http://www.iupui.edu/~epackard/eleclink.html>) and the ELECnet electronic mailing list. You can reach him at <epackard@champion.iupui.edu>.

9. Providing Disclosure on the Web

No area of election administration is better suited for Internet technology than campaign finance and disclosure administration. Many election officials have made great strides in using the Internet for disclosure and other areas of election administration. But it is on disclosure that people from outside our field – lawmakers, public interest groups and editorial writers – have begun to focus in a way that has already begun to fundamentally reshape the way campaign finance, ethics, and similar disclosures are administered.

This is important, so let me say it a different way. If disclosure administration is included in the mission of your agency, take note and prepare now for a public demand (or legislative mandate) to provide such information to the public via the Internet. Better yet, do so because it is wonderful service to provide to your constituents. The era of providing disclosure from paper documents located in filing cabinets to people who trudge to your office at the Government Center is rapidly drawing to a close.

There are entire publications devoted to this topic; they provide much more detail than does this chapter (see the resources listed at the end of this chapter). In this chapter I will discuss the dynamic that is underway, and where that

is likely to take us. Your being aware of these trends can assist your office leading the way, rather than being pushed by constituents – or dragged by a mandate.

Your being aware of these trends can assist your office in leading the way, rather than being pushed by constituents – or dragged by a mandate.

As election officials build Web sites offering information to their public, they must ask themselves what data is it they have that the public wants. For those of us with disclosure responsibilities, the answer almost always includes the details being disclosed, including campaign contributions. By placing such information on the agency's Web site, constituents, journalists, and others interested in these reports can view such data via their personal computer at any time, day or night. This is a tremendous convenience and is a compelling reason on its own to make the information available. But it is not the only reason.

Information offered through a Web site is, by its very nature, computerized data. This

means that academics, journalists and other constituents who wish to study the data can do so with relative ease. Analyzing political contributions or expenditures is difficult, if not impossible, to do adequately without loading data into a computer. But the system we election officials have traditionally fostered, together with lawmakers, has made that difficult. For a constituent to study campaign reports, one would have to find time to get to the election office (during business hours, of course), locate the needed reports, and copy them. This alone can be time consuming and costly, especially if the person must travel some distance to the government center. Even then, the person must still enter the data into his or her computer before analysis can begin.

But when the election office converts the campaign finance reports from paper to a computerized format, and places the information on its Web site, it saves these constituents untold hours of labor – and enables the analysis to begin almost immediately. It is a huge public service – and it is exactly why we are there.

It is logical – and inevitable – that we ask (or require) those filing their disclosure reports in our offices to do so electronically.

For some offices, however, it can also be an insurmountable job. For State election offices or others that receive voluminous campaign finance filings, entering each individual contribution may be impossible – certainly without the ability to hire or contract out data-entry services to convert the paper filings into computerized data. This can be very expensive.

But wait a minute. Almost 100% of the committees that produce these voluminous reports

use computers to manage their finances and produce their reports in the first place. This irony has not escaped observers: that political committees use computers to produce campaign finance reports on paper which they file with election offices – whose constituents would really rather have the data available in a digital (computerized) format. Some of these election offices then spend time and money to reconvert the paper filings back into a computerized format to make them available to the public on the Internet. The Federal Election Commission does this. The conversion process, in addition to being costly, takes time. In many cases the election office's conversion of the reports is not be available for Internet disclosure until after an election comes and goes.

Electronic Filing

This is one of several reasons why as logical as it is to use the Internet to make information available to our public, so too is it logical – and inevitable – that we ask (or require) those filing their disclosure reports in our offices to do so digitally (electronically). Electronic filing means that instead of (or in addition to) receiving these reports on paper, we receive them as a computer file, delivered to us either on a diskette or through the Internet.

When this process is enabled, the election office need not spend the time and money to convert paper to digits. Instead of a lag time of months, it may be only hours until the election office makes the electronically filed report available over the Internet.

There are a number of questions that must be dealt with in electronic filing. Should electronic filing be voluntary or mandatory – or perhaps mandatory above a certain threshold of committee activity? In what format should electronic filings be? How are electronic reports

certified or signed by their treasurers? How are archival requirements dealt with for electronic records?

These are a few of the many important questions. They may seem daunting, however, a rapidly growing number of jurisdictions (local as well as State) are working through these issues as they develop and institute modern disclosure processes. You can learn more about these efforts through the resources listed at the end of this chapter. In addition, some laws or proposed laws are included in appendix. Some of these directly impact issues raised by high-tech disclosure.

Internet disclosure is a bit more access than some had in mind. It is the inevitability of Internet disclosure that will ultimately break through such reluctance.

An issue that is perhaps a bit more difficult with which to deal is the reluctance that some lawmakers may feel about these new processes. Internet disclosure is a bit more access than some had in mind. It is the inevitability of Internet disclosure that will ultimately break through any such reluctance. For if disclosure agencies are unable or unwilling to provide this service, others will. The news media, not-for-profit organizations and advocacy groups are already doing so in some places. It does not take a public law to place public information into the hands of the public via the Internet. It is going to happen.

The computerization process that enables Internet disclosure has an additional benefit as well. When these disclosure reports are in a digital format, they can be more easily audited by the agency. Certain types of audits

can only be done with computerization. Checking to see if contribution limits have been exceeded may require auditing multiple reports. As an example, Indiana law limits the amount of money that corporations and labor organizations (aside from PACs) can contribute in a given year. A corporation or union can contribute no more than \$2000 among all legislative candidates in a given year, and no more than \$5000 total to candidates for Statewide office. If the "ABC Corporation" contributes \$500 each to more than 4 legislative candidates in the same year, they are in violation of State election law. But in a paper-based system, the violation will be invisible to State auditors. Only when reports for those candidates are analyzed together, will it become apparent that contribution limits were exceeded. Computerization enables this.

The Future of Disclosure

State and local officials with disclosure administration responsibilities have already begun seeing the transformation of the disclosure process. The two-faces of this process, Internet disclosure and electronic filing, are showing up in jurisdictions of all sizes throughout the nation. It is a trend that can only grow. Election officials should arm themselves with knowledge of these processes and prepare for their arrival.

Advice from the “Guru” of Internet Disclosure

by Tony Raymond

Here are four guidelines for disclosing campaign finance data on the World Wide Web:

1) keep the interface simple, 2) assume the users have little or no campaign finance background, 3) assume that the users have a slow connection to the Internet, and 4) use the feedback you receive.

Although campaign finance laws are complicated, there isn't any reason that the disclosure of campaign contributions should be. Simplicity means no more than three 'mouse clicks' to the data. More than that and users become frustrated and lose interest.

Another aspect of simplicity in data disclosure design is 'key word' searches that lead to information quickly. For example, being able to type in part of a candidate's name to produce a list of potential candidates a user is looking for eliminates the need for the user to know more about a candidate than his/her last name (though having the ability to locate the candidate's data with other information, such as, district or state, is also essential).

When a user comes to a campaign finance web site, you need to assume that they have little or no background in the field. The goal is to minimize the jargon. Explaining the difference between heavily 'lawyered' concepts is difficult, but needs to be explained in anecdotal pieces. References to 'line numbers' on forms should be avoided at all costs.

The third rule—designing a site where slow connections will work—is something all site developers should attempt to do. Heavy graphics, notorious for slow-loading pages, aren't necessary for sites offering substantive, source data. If the web pages are more than 30k bytes, they're too big.

Finally, your users are your best source for new ideas. Although some of the needs users describe may sound peculiar, often they are the needs of dozens or hundreds of other users. Incorporating suggestions from users makes a site responsive to its users—something they expect.

Tony Raymond has a national reputation for taking cumbersome campaign finance data bases and transforming them into easy to navigate, Web-based tools. He worked at the Federal Election Commission from 1978 through 1996. Since he left in 1996, Tony has consulted for the FEC. He's now webmaster of the non-partisan Center for Responsive Politics in Washington, DC. He is also author of the Web site "FEC Info" which can be found at: <<http://www.tray.com/fecinfo>>.

Advice from a User

By Ed Feigenbaum

Here is what I like in a campaign finance Web site:

- A compact and contiguous site, which sacrifices fancy graphics to get you the menus in one screen or close to just one screen.
- Every conceivable search option that you might want – the site should do the thinking, not the user.
- Ways to cross-tab data (all donors of “x” amount or greater who also gave to “y” candidates after “z” date).
- The ability to look at one particular race with just one command, so I can see both what the winner and loser did in all categories, linked by hypertext to other things.
- The ability to download files without having technical knowledge, or needing yet another piece of software to clog a hard disk.
- Accurate information that is updated frequently.
- The ability to get things in list or ranked form (e.g., top 100 soft money donors in Indiana).

Ed Feigenbaum is an attorney who publishes public policy newsletters. He is an election law consultant and is co-author of the Federal Election Commission's Campaign Finance Law series.

Resources for Internet Disclosure and Electronic Filing

Campaign Money on the Information Superhighway

This December 1996 report evaluates electronic filing and disclosure efforts in various states. Authored by Craig B. Holman, Robert Jystad, and Robert M. Stern. Published by the National Resource Center for State & Local Campaign Finance Reform, Center for Governmental Studies, 10951 W. Pico Blvd., Suite 100, Los Angeles, CA 90064; (310) 470-6590.

Digital Sunlight Progress Report #1

This June 1997 publication from the California Voter Foundation summarizes the electronic filing/online disclosure trend, providing an overview of recent activities in seven states. It is available from the Foundation at P.O. Box 1151, Sacramento, CA 95812-1151; (916) 325-2120 or from the "Digital Sunlight" Web site (see below).

Electronic Filing: A New Era In Campaign and Lobbying Financial Disclosure

This is a report to California Secretary of State Bill Jones by an advisory Panel on electronic filing. Many subtopics of electronic filing, such as thresholds, software, standard file formats, and diskette vs. online reporting, are covered in this report. Available from the Office of the Secretary of State, 1500 11th Street, Sacramento, California 95814, the California Voter Foundation or the "Digital Sunlight" Web site.

Plugging In The Public: A Report by the Center For Responsive Politics

This March, 1996 publication includes case studies of electronic filing systems in several jurisdictions, including New Mexico, San Francisco and New York City. Available from the Center at 1320 19th Street, NW Suite 700, Washington, DC 20036; (202) 857-0044 or from the "Digital Sunlight" Web site.

Web Sites

Digital Sunlight: A project of the California Voter Foundation, this site offers comprehensive resources designed to promote electronic filing and access to campaign finance data.

<http://www.digitalsunlight.org/>

FECInfo: Tony Raymond, the proprietor of this site, uses Federal Election Commission data-entered contribution records to create this well designed, easy to use site.

<http://www.tray.com/FECinfo>

Arizona Secretary of State:	http://www.sosaz.com/elections.htm
California Secretary of State:	http://www.ss.ca.gov
San Francisco Camp. Finc. Data:	http://sf95.election.digital.com/finance/home.html
Florida Camp. Finc. Data:	http://election.dos.state.fl.us/campfin/cfindb.htm
Hawaii Camp. Spending Comm.:	http://www.hawaii.gov/campaign
Indiana Election Commission:	http://www.ai.org/seb/html/campaignindex.html
Seattle Ethics & Elections Comm:	http://www.pan.ci.seattle.wa.us/~seec

Excerpted from (or otherwise inspired by) the
Digital Sunlight Web Site: <http://www.digitalsunlight.org/>

10. Providing Voter Registration Services on the Web

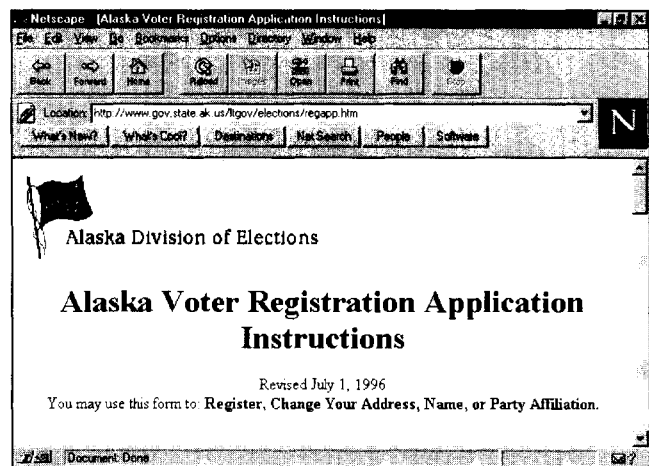
Another reason prompting a constituent to visit the election office Web site is voter registration. While “online” registration does not exist (due to the need for a signature on the registration application), the Internet can (and does) greatly facilitate the registration process. For example, if I were to move into your jurisdiction and did not otherwise cross paths with registration forms, I would likely check to see if the local election office (or alternatively, the State office) had a Web site that offered the form. Many election agency Web sites do so in one way or another. There are three primary methods that agency Web sites tend to choose from in facilitating registration via the Internet.

The Internet can (and does) greatly facilitate the registration process.

Printing or Downloading a Form

One method of offering access to registration is to make the form available via the Web, allowing the user to simply print it out and use as one would with any other form. For example, if I were a resident of Alaska, I might find the Elections Division of the Lieutenant

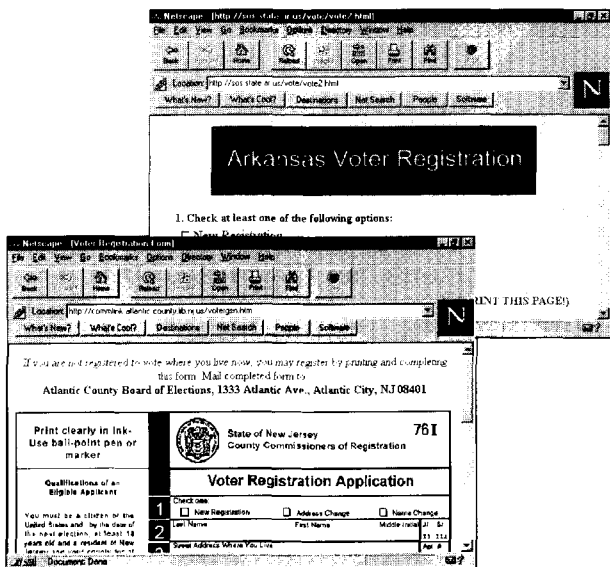
Governor’s office Web site. I would see that they offered a choice of options. The simplest for me might be to print out a text based form. Alternatively, they offer a word processing file that Web visitors can download. Once downloaded (saved onto my computer), the file can be opened and shown on screen or printed out as needed without my being online. The latter image will look a lot more like a conventional



registration form, but its primary advantages to me are that it includes instructions and I can open the file whenever I need to. Thus, I would be more apt to use the latter if I had occasion to get others registered to vote. For quick, one shot registration for myself, I would likely use the text form. Either would have to

be printed out, signed by the applicant and mailed to the election office.

The Arkansas Secretary of State's Office takes a similar approach, but with a twist: when you are viewing their Web site, you fill out the information on-screen using the keyboard. When you are done, you "click" on a screen "button" and the application is created for you. You print it out, sign and mail it.

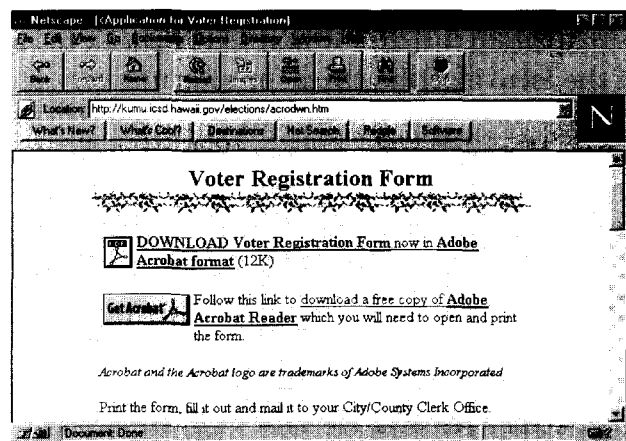


Local offices can just as easily provide the registration form. The Atlantic County, New Jersey Board of Elections provides a printable form on their Web site, as do others.

Downloading a "PDF"

Another common method of offering voter registration materials on the Web is with a PDF file. This stands for "portable document format," but it is more commonly known simply as a PDF. This format is a proprietary product of Adobe Systems Incorporated and is a common means of "publishing" material on the Web. A PDF file of a document looks just like the published version, as did the word processing software program used by above by Alaska.

But to read the Alaska file, one must have compatible software. The same is true of a PDF file, but that software (Adobe Acrobat Reader) is freely available on the Internet at no cost. Most Web sites that offer PDF documents also provide a link to Adobe's download site, to facilitate a user's obtaining the necessary software. My personal view is that offering PDF documents is fine, however I like to see alternative versions available. Some Web programmers believe that Internet users are born with innate knowledge of PDF downloads, assume that users have hard drives with adequate space for more software, and have the time and interest to obtain it. Many people do – and it is good software to have. But the fact is that for whatever reason, not everyone can or wants to go through the additional steps needed for viewing a PDF file. I suggest offering your Web visitors choices.

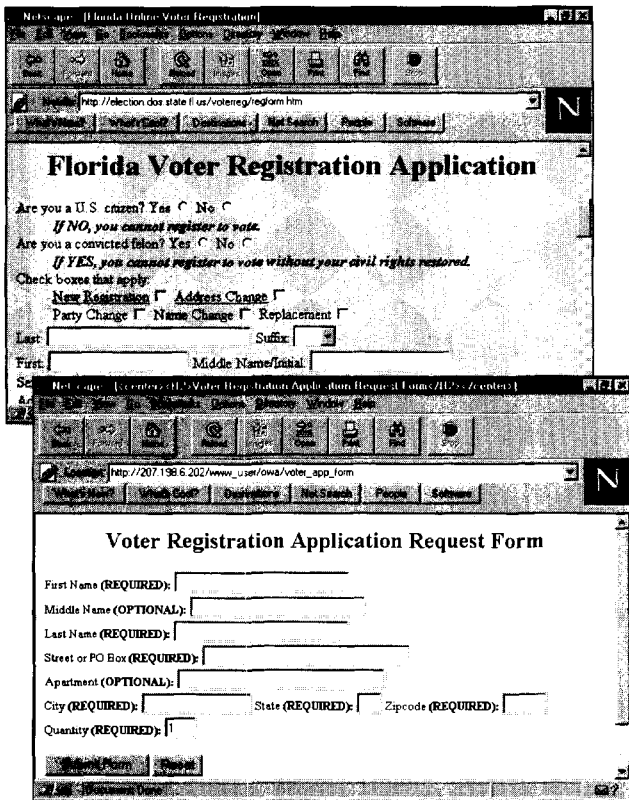


Jurisdictions that offer registration forms through PDF files are included in the resources at the end of this chapter.

E-Mailing a Request to the Agency

Another, more simple means of offering registration services is to provide an e-mail link

on the agency's Web page for the visitor to send an electronic request to the election office requesting an application be mailed to the specified address. That is the means used by the Alabama Secretary of State's office on their Web site. The Florida Secretary of State's Office takes this a step further. Instead of sending a simple e-mail, the prospective registrant fills out an on-line registration form, which is e-mailed to the Elections Division. They in turn, mail the paper registration form already filled in to the applicant who then needs only to sign and return it. Lancaster County, Nebraska election officials take a similar approach.



Providing Registration Information

In addition to facilitating voter registration itself, many election agencies provide information about the process through their Web sites. Registration deadlines, qualifications, and registration sites are among the most common types of information provided.

Many registration offices often provide statistical data on registration as well. Since such data is frequently requested from agencies, many find that they can save staff time by routinely posting this information on the Web for news organizations and others that may be interested.

Since statistical data on registration is frequently requested from agencies, officials find that staff time can be saved by routinely posting this information on the Web.

Some jurisdictions also allow a voter to check on their registration status through the Web. The Chicago Board of Election Commissioners provides such a service. One can type in their name and see if they are registered at the appropriate address.

Providing voter registration resources on the Internet can be an important contribution to the overall Internet resources that your community provides. Your's may be among the more popular resources and one to which other Web sites in the community may wish to link.

Voter Registration Links in this section:

Printing or Downloading a Form

Alaska, Office of the Lieutenant Governor

<http://www.gov.state.ak.us/ltgov/elections/regapp.htm>

Arkansas, Office of the Secretary of State

http://sos.state.ar.us/vote/sos_vote.html

Atlantic County, New Jersey Board of Elections

<http://commlink.atlantic.county.lib.nj.us/votergsn.htm>

Downloading a "PDF"

Federal Election Commission (National Voter Registration Form)

<http://www.fec.gov/votregis/vr.htm>

Hawaii Office of Elections

<http://kumu.icsd.hawaii.gov/elections/>

Indiana, Office of the Secretary of State (Election Commission)

<http://www.state.in.us/seb/index.html>

Kansas, Office of the Secretary of State

<http://www.ink.org/public/sos/elewelc.html>

E-Mailing a Request to the Agency

Alabama, Office of the Secretary of State

<http://www.alalinc.net/alsecst/requesta.htm>

Florida, Office of the Secretary of State

<http://election.dos.state.fl.us/voterreg/regform.htm>

Lancaster County, Nebraska Office of Election Commissioner

<http://interlinc.ci.lincoln.ne.us/InterLinc/cnty/election/votereg.htm>

New York State Board of Elections

<http://www.elections.state.ny.us/register.htm>

Providing Registration Information

Alameda County, California, Office of the Registrar of Voters

<http://www.co.alameda.ca.us/rov.html>

Chicago Board of Election Commissioners

<http://www.chicagoelections.com/>

Oklahoma State Election Board

<http://www.state.ok.us/~elections/97regst.html>

11. Providing Other Election Services on the Web

The last two chapters focused on two specific areas of elections and Web-related issues pertaining to each. This chapter takes a broader view, looking at many additional elements of election administration as they relate to the Web. The information about elections that you can provide on your agency Web site is limited only by your imagination (well, perhaps the patience and time available to your staff plays a role too).

The following subjects are among those that election officials have included on their Web sites. Included in each subject are some agencies that present such material, and the URL's (Web addresses) for that specific presentation. These are examples and are by no means intended to be exhaustive. Please be aware that these are current as of the summer of 1997 but are subject to change by the agencies.

Abs ntee Ballot Application and/or Information

Absentee ballot information, like voter registration, is among the most commonly presented on election agency Web sites. It is a service of most election-related agencies and one that a significant percentage of agency constituents will need at one time or another.

It is especially useful to present this information on the Web since some who need this service will be requesting it from outside the jurisdiction. A soldier stationed overseas, or a student or worker living temporarily out of State can save significant time by obtaining absentee voting information and an application from the Web. It may take weeks for a member of the armed forces stationed in the Far East to request and receive an absentee ballot application through the mail. Yet he or she can obtain it in barely a moment if the local election agency offers it via the Internet.

Clackamas County (OR) Clerk
<http://www.co.clackamas.or.us/clerk/elections/absentee.html>

Ocean County (NJ) Clerk
<http://204.141.122.24/bro-serv/absentee.htm>

Pueblo County (CO) Clerk
<http://www.pueblo.org/clerk/absentee.html>

Agency NVRA Manual

With so many governmental agencies now serving as voter registration sites, due to the National Voter Registration Act of 1993, it is logical (and useful) to make policy and proce-

dure manuals quickly available. At least one State uses their Web site to facilitate this.

North Carolina State Board of Elections
<http://www.sboe.state.nc.us/SBOE/agenman.htm>

Calendar of Election Administration

Many election offices publish or otherwise make available a calendar of deadlines. Many officials in these offices are finding that they can save printing and distribution costs – and provide the information to recipients more quickly – by making this information available on the Web. Even though State election offices produce many of these publications, there is no reason why local agencies cannot provide links to these and other State produced documents.

Vermont Office of the Secretary of State
<http://www.sec.state.vt.us/when/elcal96.htm>

South Dakota Secretary of State
<http://www.state.sd.us/state/executive/sos/98calen.htm>

New York State Board of Elections (which provides a calendar by subject area)
<http://www.elections.state.ny.us/calendar.htm>

Campaign Finance and Disclosure

See Chapter 9.

Candidates (Information for)

Many jurisdictions provide candidates or prospective candidates with information on the election process. Is it possible that somewhere,

someone has decided to run for office who otherwise would not have, by coming across this information on a Web site?

Brevard County (FL) Elections Office
<http://www.brev.lib.fl.us/elections/candinfo.htm>

Kansas Secretary of State
<http://www.ink.org/public/sos/elefile.html>

Tennessee Secretary of State
<http://www.state.tn.us/sos/qualify.htm>

Orange County (FL) Supervisor of Elections
<http://www.ocfelections.com/runofc.htm>

Johnson County (KS) Election Commissioner
<http://www.jocoelection.org/fileab.htm>

South Dakota Secretary of State
<http://www.state.sd.us/state/executive/sos/sig.htm>

Rhode Island Secretary of State
<http://www.sec.state.ri.us/rielec/htrpolof.htm>

Ohio Secretary of State
<http://www.state.oh.us/sos/candpage.html>

Directory of Elected Officials

Citizens who wish to voice an opinion on a particular matter may look to an election agency Web site for a directory of elected officials. Such directories can provide official addresses as well as names of incumbents. Some also include information of the terms or party identification of these officials.

Johnson County (KS) Election
Commissioner
[http://www.jocoelection.org/
7elect.htm](http://www.jocoelection.org/7elect.htm)

Texas Secretary of State
[http://www.sos.state.tx.us/function/
elec1/official/cand.html](http://www.sos.state.tx.us/function/elec1/official/cand.html)

Wake County (NC) Board of Elections
[http://wakecounty.state.nc.us/depts/
BordElec/official.htm](http://wakecounty.state.nc.us/depts/BordElec/official.htm)

Ocean County (NJ) Clerk
<http://204.141.122.24/official.htm>

District Information

One of the basic questions that all constituents have at one time or another concerns what district they are located in. A growing number of election agencies use their Web resources to help voters answer these questions. This may be done in a variety of ways, sometimes including maps. Also be aware of two jurisdictions that are discussed elsewhere in this chapter: the Chicago Board of Election Commissioners, discussed below under "Polling Place Locations" and the Johnson County (Kansas) Election Commissioner's office, which is discussed under "Sample Ballots." These jurisdictions provide district information in conjunction with other data for the voter.

WITHOUT MAPS:

Denton County (TX) Clerk (Districts by precinct)
[http://www.iglobal.net/county/dept/
voter.htm](http://www.iglobal.net/county/dept/voter.htm)

Michigan Secretary of State
[gopher://gopher.sos.state.mi.us:70/00//
law_and_elect/election/district.inf](http://gopher://gopher.sos.state.mi.us:70/00//law_and_elect/election/district.inf)

WITH MAPS:

Clackamas County (OR) Clerk
[http://www.co.clackamas.or.us/gis/
htmls/polit.htm](http://www.co.clackamas.or.us/gis/htmls/polit.htm)

Montgomery County (MD) Board of Supervisors of Elections
[http://www.co.mo.md.us/services/
elections/distmaps.htm](http://www.co.mo.md.us/services/elections/distmaps.htm)

Florida Department of State
[http://election.dos.state.fl.us/maps/
index.htm](http://election.dos.state.fl.us/maps/index.htm)

Early Voting Information

Like absentee voting, early voting is a subject that voters can learn about from the Web. Early voting locations will likely be one of the questions for which constituents will seek an answer from the Web.

Harris County (TX) Clerk
[http://www.co.harris.tx.us/cclerk/
ELECT.HTM](http://www.co.harris.tx.us/cclerk/ELECT.HTM)

Kansas Secretary of State
<http://www.ink.org/publi/sos/adv.html>

Election Results

This is the most common subject area of elections provided on the Web. Many jurisdictions that provide no other information about elections do provide election results. This information takes many different forms. Some is basic, bottom-line election results; some provides a breakdown by county or precinct. Many election offices provided election returns as they came in on election night. This service was so popular in some places that some users were unable to reach Web servers due to overcrowding. I encourage you to provide election results on as well as after election night. But if you do use the Web to post incoming

returns on election night be sure to: (1) let people know of this service in advance, and (2) be prepared with adequate "bandwidth" to allow an unusually large number of users to access the data at one time. You may wish to talk with (or e-mail) agencies that have experience with this. These include the Oklahoma State Election Board; Clark County, Nevada; and the Florida Secretary of State's office, among others.

Vermont Secretary of State
Selections of race & precinct
<http://www.sec.state.vt.us/results/96gstate.htm>

Davidson County (TN) Election Commission
Spreadsheet as text document
<http://janis.nashville.org/vptot.txt>

Ohio Secretary of State
<http://www.state.oh.us/sos/repdelrs.html>

Kentucky State Board of Elections
<http://www.state.ky.us/agencies/sbe/pastelec.htm>

Louisiana Secretary of State
<http://www.sec.state.la.us/cgibin/?rqstyp=ELCINQ&rqsdtta=start>

Montana Secretary of State
<http://www.mt.gov/sos/election.htm>

North Carolina State Board of Elections
Statewide race by county (w/State wide total)
<http://www.sboe.state.nc.us/SBOE/history/govgen92.htm>

Tompkins County (NY) Board of Elections
Good Query Template
<http://owasco.co.tompkins.ny.us/boe/>

Minnesota Secretary of State
<http://www.sos.state.mn.us/genindex.html>

Massachusetts Secretary of State
<http://www.magnet.state.ma.us/sec/ele/eleres/eleresidx.htm>

Electoral College Q&A

Election agencies sometimes receive policy questions – or otherwise may wish to provide information about certain aspects of the electoral system. The Electoral College is one such topic.

Indiana Election Commission
<http://www.state.in.us/seb.html/electors.html>

Emergency Voting

If a constituent is hospitalized the night before an election, he or she may not be able to rush to a computer and access the Internet. But a friend or relative might.

Clark County (NV) Election Department
<http://www.co.clark.nv.us/election/emgrvote.htm>

Forms Availability

Making election-related forms available through the Internet is an easy, quick way to distribute them anywhere in the world. This ability need not be restricted to voter registration or absentee ballot application forms (see these areas, especially Chapter 10 (Voter Registration) for a discussion of varying methods for offering a forms).

Kansas Secretary of State
<http://www.ink.org/public/sos/elecdown.html>

How to Vote

Among the most basic, most important information election offices can provide to its constituents is how to vote. Use of the voting system(s) in your jurisdiction, hours of the polling place, access for disabled voters and other information can be offered via the Web.

Orange County (FL)
Supervisor of Elections
<http://www.ocfelections.com/votproce.htm>

Initiative & Referendum Process

Voters in many States are expected to make ballot decisions on issues as well as candidates. Making information available to voters on the process as well as specific ballot issues can be quite useful. Some agencies that lack the ability to prepare such information, can still facilitate its availability from their Web site by "linking" to other respected, Web sources for the information, such as a League of Women Voters.

Nebraska Secretary of State
<http://www.nol.org/home/SOS/initinfo.htm>

Laws & Procedures

Want to get a copy of the Texas election code? It is always fun to telephone a Texas election official to ask for a copy, but if they're all at a barbecue, you can still get the information from the Web. Many State statutes (election codes and otherwise) are now available on the Web. Is yours?

Texas Secretary of State
<http://www.sos.state.tx.us/function/elec1/laws/laws.html>

Offices to be on the Ballot in Future Election(s)

Whether yours is a county, State or village election office, your constituents may want to know what to expect on their ballot and when.

Indiana Election Commission
http://www.state.in.us/seb/docs/el_sched.html

Johnson County (KS)
Election Commissioner
<http://www.jocoelection.org/cal-mast.htm>

South Dakota Secretary of State
<http://www.state.sd.us/state/executive/sos/98offices.htm>

Polling Place Locations

Its 6AM and you want to vote. You know that they have moved your polling place but you forget where. You try to call your local election office but the lines are all busy (because panic-stricken poll inspectors are all calling in over their election workers that failed to show). So you check in on the election office Web site to see if polling places are listed. Are yours?

Wake County (NC) Board of Elections
<http://wakecounty.state.nc.us/depts/BordElec/polls.htm>

Mecklenburg County (NC)
Board of Elections
(This county includes political/
demographic data for each precinct)
<http://www.charweb.org/government/election/precints/index.htm>

Lancaster County (NB)
Election Commissioner
(This county includes a map of polling places.)

**[http://interlinc.ci.lincoln.ne.us/
InterLinc/maps/precinct/elect-nw.htm](http://interlinc.ci.lincoln.ne.us/InterLinc/maps/precinct/elect-nw.htm)**

Los Angeles County and the City of Chicago offer powerful "look-up" programs which allows voters to type in their address and find out where their polling place is. Chicago's program will also tell you the district numbers that apply to your address):

Chicago Board of Election Commissioners
**[http://www.chicagoelections.com/
findjuris.htm](http://www.chicagoelections.com/findjuris.htm)**

Los Angeles County Registrar-Recorder /
County Clerk
<http://rrcc.co.la.ca.us/>

Poll Worker Recruitment

Election agencies now use whatever means they can to recruit poll workers. Why not recruit on the Web as well?

Wake County (NC) Board of Elections
**[http://wakecounty.state.nc.us/depts/
BordElec/officials.htm](http://wakecounty.state.nc.us/depts/BordElec/officials.htm)**

Camden County (NJ) Board of Elections
**[http://www.co.camden.nj.us/
board.htm](http://www.co.camden.nj.us/board.htm)**

Minnesota Secretary of State
**[http://www.sos.state.mn.us/
elecjudg.html](http://www.sos.state.mn.us/elecjudg.html)**

Brevard County (FL) Elections Office
**[http://www.brev.lib.fl.us/elections/
ebw.htm](http://www.brev.lib.fl.us/elections/ebw.htm)**

Sample Ballots

A sample ballot is among the information that election agencies offer on their Web sites. This can be as general as the typical sample ballot that sometimes appears in the newspaper the weekend before an election. It can also

be very specific. Among the most impressive of election Web programs (and one that is not listed here due to its seasonal nature) is that of the Johnson County (Kansas) Election Commissioner's Office. In 1996, that office allowed Web site visitors to type a registration address and quickly see a sample ballot customized to that voting address. Now that is a sample ballot!

Harris County (TX) Clerk
**[http://www.co.harris.tx.us/cclerk/
ELECT/SAMPLBLT.HTM](http://www.co.harris.tx.us/cclerk/ELECT/SAMPLBLT.HTM)**

Student Outreach

Johnson County, Kansas election officials also use their Web site to reach out to students and future voters.

Johnson County (KS)
Election Commissioner
**[http://www.jocoelection.org/
student1.htm](http://www.jocoelection.org/student1.htm)**

also see:

**[http://www.jocoelection.org/
future.htm](http://www.jocoelection.org/future.htm)**

Voter Education

Election offices, such as those in the West, that are required to publish and distribute a Voter's Guide, are turning to the Internet to provide an alternative (or additional) means of making the information available. Election agencies that do not publish such materials can still offer links to Web sites that do. Some offices provide links to political party Web sites, whereas others feel more comfortable linking to non-partisan sites such as those of Project Vote Smart, the League of Women Voters, or similarly respected organizations.

California Secretary of State
<http://www.ss.ca.gov/>

Washington Secretary of State
Online Voters Guide to the November 5th
General Election
<http://www.wa.gov/vote/>

Prince George's County (MD) Board of
Supervisors of Elections
Voters' Guide (Published by the League of
Women Voters)
[http://www.co.pg.md.us/election/
voters.htm](http://www.co.pg.md.us/election/voters.htm)

Voter Information, Synopsis of

Election offices at all levels of government frequently offer a summary of election information for voters. This is sometimes in the form of "Frequently Asked Questions" (or "FAQ's" as they are called in Internet lingo).

Clackamas County (OR) Clerk
[http://www.co.clackamas.or.us/clerk/
elections/facts.html](http://www.co.clackamas.or.us/clerk/elections/facts.html)

Mecklenburg County (NC)
Board of Elections
Frequently Asked Questions
[http://www.charweb.org/government/
meckboe/faq.htm#faq](http://www.charweb.org/government/meckboe/faq.htm#faq)

or their more in depth

Voter Guide Publication
[http://www.charweb.org/government/
meckboe/vg.htm](http://www.charweb.org/government/meckboe/vg.htm)

Lancaster County (NB)
Election Commissioner
[http://interlinc.ci.lincoln.ne.us/
InterLinc/cnty/election/voteinfo.htm](http://interlinc.ci.lincoln.ne.us/InterLinc/cnty/election/voteinfo.htm)

Minnesota Secretary of State
(Voter's Guide)
[http://www.sos.state.mn.us/
96voter.html](http://www.sos.state.mn.us/96voter.html)

Voter Registration

See Chapter 10 of this publication.

Voting System Information

A variety of information on voting systems can be offered via the Web. Some States offer the frequently requested list of "which local jurisdiction uses what." Some local agencies provide instructions to voters on how to use the local voting system. And some simply describe for voters how election officials tabulate votes.

Wake County (NC) Board of Elections
[http://wakecounty.state.nc.us/depts/
BordElec/voting.htm](http://wakecounty.state.nc.us/depts/BordElec/voting.htm)

Mecklenburg County (NC)
Board of Elections
"Finger Tip Voting"
[http://www.charweb.org/government/
meckboe/ftv.htm](http://www.charweb.org/government/meckboe/ftv.htm)

Florida Department of State
[http://election.dos.state.fl.us/
votemeth/votemeth.htm](http://election.dos.state.fl.us/votemeth/votemeth.htm)

Indiana Election Commission
[http://www.state.in.us/seb/html/
votingindex.html](http://www.state.in.us/seb/html/votingindex.html)

Johnson County (KS)
Election Commissioner
"How We Count the Votes on Election
Night"
[http://www.jocoelection.org/
count.htm](http://www.jocoelection.org/count.htm)

Uniformed and Overseas Citizens

(also see "Absentee Ballot Application and/or
Information")

Web sites provide an invaluable opportunity for election administrators to provide services to military and overseas constituents. The Internet will likely become a primary means of providing instructions, deadlines and forms to such faraway residents. The “Net” will undoubtedly facilitate voting by this special constituency. Be sure not to overlook these voters when planning and maintaining your Web site.

Hawaii Election Office
**[http://kumu.icsd.hawaii.gov/elections/
uniform.htm](http://kumu.icsd.hawaii.gov/elections/uniform.htm)**

And . . .

Any other information that is in demand from your office is fair game for your Web site. This often includes general information about the agency, its staff, board and mission. Publications that are either prepared or distributed by your office can be made available on the Web. State election agencies should probably include listings of local election offices, including links to their Web sites. Larger Web sites typically include search mechanisms, so a visitor can type in a key word or phrase and quickly find its location. E-mail links are also commonly included in agency Web sites. These provide visitors with an easy means of e-mailing a question or comment to the agency. Be sure, however, to check and respond to such messages. Agency Web site content is limited primarily by your imagination.

Part III: Issues & Resources



12. Obstacles & Problems

In surveying election agencies for this publication, surprisingly few reported any significant problems using the Internet. These surveys largely came from agencies already using the Internet, however. So obstacles preventing Internet use may be under-represented.

Having made that journey (from a computer-less office environment to the online world) a time or two I have some inkling of the obstacles one can meet along the way. This section looks at some of these. You may also want to read “Diary of Connecting an Agency” in the appendix – but only if you promise not to let it discourage you (it does have a happy ending).

Time

The most frequently mentioned difficulty was the lack of staff time to devote to Web site development and maintenance. “Our Webmaster has other duties,” said one election administrator, “and those take priority over the Web site.” That sentiment was echoed from a many offices. Many of these use the Internet and have Web sites, but due to the lack of time and staff resources, had to moderate their desire to further develop to their sites. One agency official put it this way,

“While a more exciting presence on the Web could be crafted, its development will necessarily be limited by the extent to which our energy must be focused on more basic issues.”

Keeping this balance in mind would also seem to be a primary challenge for agency official. Web site development and Internet use in general must be managed in such a way that it enhances the agency’s mission. If it approaches the point where it begins to detract from that mission, then it is a signal that management is needed to add balance.

Web site development and Internet use must be managed in such a way that it enhances the agency’s mission. If it detracts from that mission by absorbing too many resources, then balance may be needed.

Finances

It may be surprising to those officials who have no experience with the Internet that venturing into the online world is rarely expensive. Granted, “expensive” is a relative term,

but the costliest part of adding e-mail to your agency is the purchase of a computer. And all of you already have computers, right? (If you don't, keep it to yourself). Even an old, slow computer can handle basic e-mail. Browsing the Web does require more computer horsepower than e-mail.

You will need a modem or a connection to your government's Internet gateway (if it has one), but these need not be prohibitive costs (my agency recently purchased two modems at a cost of about \$150 each). Basic software for Internet applications is available at for free through the Internet or from Internet service providers. It often comes loaded on new computers as well.

State and local government's computer service divisions are generally available to provide good quality technical services. If yours is not, then lobby your government administrators for it.

Some agencies pay monthly charges for Internet access and/or for Web site service. For most agencies, however, the costs are low or non-existent. If this is not the case for you, consider alternatives. Perhaps Chapter 14 will provide some ideas.

Technical Assistance

Aside from the computers themselves, human resources might cost you. There are a variety of skills that are useful when working with computers and the Internet, not the least of which is patience. And while this particular skill is necessary, it is not usually sufficient. Please understand that using the Internet is

not difficult. However, in my humble opinion, the ability of the computer industry to provide user-friendly, intuitive products that work in concert with one another is abysmal. My experience suggests that with almost every new product or upgrade comes an unforeseen headache (see "Diary of Connecting an Agency" in the appendices). Perhaps this is a byproduct of the rush of innovative new products that are coming onto the market. Or perhaps I am just getting old. Regardless, don't let temporary frustrations (a) make you feel stupid, or (b) stop you from using these outstanding tools.

The good news for election agencies is that State and local government computer service divisions are generally available to provide good quality technical services as well as hand-holding. If yours is not, then lobby your government administrators for this service (it will be of use to them as well). Otherwise you will need to look elsewhere for your support group (see Chapter 14).

Plunging into this new technology is like getting a new puppy. There is likely to be a somewhat difficult adjustment period as you and your new pet learn what to expect from one another. Accidents will happen. You will sometimes feel inclined to threaten your new pet with a rolled up newspaper. But rest assured: you will emerge from this adjustment period well rewarded for your patience.

13. Other Issues Concerning Internet Use

Using the Internet will open many opportunities for your office to better serve constituents. It will also pose new questions and problems. Some administrators may choose to avoid the Internet as a way of avoiding new problems. That would be unfortunate. The advantages of Internet use to election agencies and their constituents far outweigh the headaches. Some of the issues are discussed in this section for your consideration.

Management Issues

The Internet, like any other work area – be it voting systems, personnel, or budgeting – requires management by the administrator to make sure that it provides benefits and not abuse. Some jurisdictions, either at the agency

If your consultants present you with systems that are so complicated that you avoid using them, then you need new consultants.

level or the broader government, require employees with Internet access to sign a Statement recognizing that Internet use by the employee should be for official use only. Regardless of such Statements and policies, it will

fall on office supervisors to make sure that the Internet is used appropriately in the office.

Another management issue is that of expertise. We are election officials, not computer experts. As such, we have a certain level of dependency on others for expertise in this area. There is sometimes a tendency to put too much faith in these folks. Like any other consultants, be it in-house staff or external, never forget that they are there to produce for you. If they present you with an e-mail system that is so complicated that you avoid it, then tell them to get lost. These systems should be arranged in such a way to simplify your life, not otherwise. If your people are not producing such a system, then the problem may be your people.

Private Use and Public Records

If asked to think about it, most governmental employees would probably agree that, technically, an e-mail sent from an agency is usually considered a public document. Most however do not think about it – until too late.

In October 1996, an enterprising reporter with the Associated Press sought and obtained records of over 200 e-mail messages sent from State-provided Internet addresses in a Midwestern State. His subsequent article embar-

rassed many (including the State election director) and sent shivers down many a spine.

The article quoted Dale Herbeck, a Boston College professor who discussed the “Faustian bargain” of Internet technology: “There’s an incredible upside potential—you can now have access to the Library of Congress, access to academics worldwide,” Herbeck said. “We’re now discovering there are all sorts of problems. What if some State employees log into their favorite football team’s home page and spend hours? What if they post something potentially defamatory or libelous? If you stop and think about what a State employee could do with a computer, it’s daunting—both the good things and the bad things.”

Many officials who diligently apply public records laws to paper documents have not even considered the application of these to electronic records.

Also daunting is another public records issue: archival. Election officials are well acquainted with retention requirements of public records. Federal election law requires that certain documents be retained for certain periods of time. State and local governments typically require all agencies to abide by additional archival requirements. With the age of the electronic document upon us, archival challenges take on new dimensions. Many officials who diligently apply public records laws to paper documents have not even considered the application of these to electronic records.

Be aware of these issues. Learn about the public records laws in your jurisdiction and how they might apply to Internet use – and computers in general. You may want to adjust your agency policy and procedures manual –

and don’t forget to discuss these issues with your employees.

Managing E-Mail

I have this friend who drives me crazy. He checks his e-mail once a month and then finds dozens, sometimes hundreds of messages awaiting him. He of course is overwhelmed – and ignores them all for another month.

E-mail is easier to hide from view than letters sitting in an in-basket, but it may be important nonetheless. Be sure to establish routines for regularly checking e-mail. Some may be “junk-mail” not worth responding to. But some may be from a constituent with an urgent problem. If you are getting too much e-mail, then work through the problem before it overwhelms you. Can some be better directed to other staff? Is your e-mail address “too” public? These are problems that can be dealt with – but not by ignoring them.

Junk e-mail on the Internet is a growing problem, and one that Congress is now debating. If this is a problem that is plaguing you, then discuss it with your Internet service provider.

Using Listservs & Automated E-Mail

Some of your e-mail may come from “listservs,” or mailing lists organized around a particular subject (see information in appendix). As you may recall from Chapter 4, when one subscriber sends an e-mail to the listserv, that message is automatically distributed to all other subscribers.

Setting up a listserv is relatively easy and is something that your government computer services department may be able to do for you, perhaps for no cost. The use of specialized

listservs by election agencies is growing. For example, local and State election officials in California use a listserv to communicate with one another en masse. Such systems will likely be common someday, as more local election offices gain e-mail capabilities. Similar electronic communication systems are showing up as components of the growing number of State-wide voter registration networks around the nation. This ability to instantly communicate with your election colleagues throughout the State provides participants with a powerful support network.

Campaign finance agencies are starting to use listservs or similar tools to communicate with political committees. They can send bulletins, including reminders of filing deadlines. Other agencies are using these tools to send out news releases and notices of public meetings. Using listservs for these functions can be a boon for both the sender and recipient, eliminating work and postage while speeding communications.

Role of State Election Offices

There will inevitably be some local election officials who steadfastly resist change (unlike you who is reading this). There will be others that simply lack exposure to opportunities or resources to learn about the Internet.

State election directors can play an important role in developing the potential of the Internet in election administration by teaching local administrators about its advantages and how one enters the "online" world. Inclusion of Internet topics at periodic seminars hosted by State officials is but one way of preaching this gospel.

State officials, at their own meetings, can (and probably do) share some of their own innovations in enticing local jurisdictions into

State election officials should encourage Internet technology among local jurisdictions. Local officials should insist on it – and help them do so.

the Internet. For example, the Florida Secretary of State's office has developed Web sites for each of its counties. The Michigan Secretary of State's Office in developing its forthcoming Statewide "Qualified Voter File" will introduce its many local jurisdictions to the Internet. The California Secretary of State has also taken a leadership role in advocating use of the Internet in various aspects of elections.

State election officials can and should use their unique role in the election community to encourage this technology among the local jurisdiction within its boundaries. Local officials, in turn, should insist that State officials fulfill these duties – and help them do so.

ELECnet

election administration resources on the internet

ELECnet: Building Bridges to One Another with the Internet

By Edward P. Packard

Over time, as election administration has grown toward maturity as a professionalized public service, many election officials have concluded that there is much to be learned from our colleagues in neighboring jurisdictions. This fact is becoming frequently more evident whether those jurisdictions are across a county line, across the state, or across the nation.

Traditionally, this sharing has occurred through seminars, meetings, newsletters and other publications. However, the Internet and its renowned child, the World Wide Web, are increasingly being recognized as powerful tools for connecting people to information and each other. That power is not lost on election officials who, like other professionals, are creating a significant presence on the Web.

The ELECnet Elections Resource Pages on the World Wide Web, and the ELECnet electronic mailing list, are two of the resources that have been created by present and former election officials to promote communication - and a sense of community - among election officials. The ELECnet Web site provides an ever growing index to the presence of elections offices on the Web - and links to them. The mailing list provides a forum for discussing issues involving election administration.

The Internet offers the potential for revolutionizing interaction among election officials - in addition to facilitating our interaction with the public. Through e-mail, election officials nationwide are able to conduct dynamic conversations with one another. We can easily probe each other for information, brainstorm ideas to resolve common problems, or just correspond and strengthen the bonds within our own "community."

Through Web pages, our offices can impart vast information to the public. That same information can assist election officials who may be seeking information from their counterparts. No limit exists in the Internet in our ability to share knowledge and experiences. In only a moment, one can be browsing through the publications and other information made available by hundreds (and soon thousands) of election agencies around the globe - while never leaving your desk.

The ELECnet resources were created to help election officials harness this power of the Internet. Through these types of ventures, we hope to promote further professionalization of the field by facilitating an ongoing dialogue and sharing among colleagues and others interested in progressive and efficient public administration.

Ed Packard serves as the Administrator for the National Voter Registration Act in the Elections Division of Alabama's Office of the Secretary of State. He is the creator of the ELECnet web site and the ELECnet electronic mailing list. You can reach him at epackard@ibm.net. The ELECnet Web site can be found at <http://www.iupui.edu/~epackard/eleclink.html>. Information on the ELECnet mailing list can be in the appendices of this publication in the "listserv" section.

14. Where to Go for Help

Let's say that you are ready to take the plunge: you want e-mail and you want to develop a basic Web site for your office. But your county is a small one. It has no computer services division. Most people say that you are the most knowledgeable person about computers in county government, and you don't know where to start. You have a computer, but there is no modem. In fact, you wouldn't recognize a modem if someone left a pile of them on your desk. What can you do?

There's a lot you can do. Here are a few ideas. Maybe they will stimulate others:

- Call or write the principal of a local high school. Ask him if he would refer you to a teacher (or department) that might be interested in making a student project out of getting you connected.
- Contact a nearby college or university and make a similar pitch – perhaps to their computer department, or even to the chairman of the political science department. Internet-literate students of government might relish the idea of helping to bring the election office online.
- Call or write the manager of a local (or regional) Internet service provider. Explain that you want to develop a Web site and

e-mail capability for your office to bring registration and election services closer to community residents, including students and military personnel away from home. Ask if they would donate services, including technical expertise to help make this possible, perhaps as a community service gesture.

- Make the same type of pitch to the local Chamber of Commerce – or ask them to refer you to a business that might be interested in providing the community with such a service.

Consider filling future vacancies of any position on your staff with someone who also brings computer and Internet skills to your office.

- Contact the library and see if they have their own Internet service and can offer assistance in getting the election office connected.
- Perhaps the library or the Chamber of Commerce would know of a local not-for-profit organization that can share services and expertise.

-
- Contact the telephone company, a local utility, or perhaps a bank. Speak to someone fairly high up the chain, such as the local manager or bank president.

You may well receive a few “no” answers, but someone out there is going to jump at the chance of providing you with a Web site, technical expertise and e-mail capability. After all, who can say “no” to bringing democracy closer to its citizens? If your sales pitch is a good one, then you will probably be overrun with offers of help. If you are not skilled at making such pitches, then recruit someone who can help you do it.

Chances are that you can find willing and enthusiastic assistance in your own backyard.

Election managers are also finding ways of building staff resources with technical capabilities. Larger offices may have their own in-house technical division. Smaller offices may have to get by with adding a “systems analyst” position or two. If nothing else, consider filling future vacancies of any position on your staff with someone who also brings to your office computer and Internet skills. Thus, whether you are filling an attorney position or a clerical one, you might look for people who are not only good at that skill, but also knowledgeable of computers and the Internet. There are many such people out there.

Some election officials hire outside consultants to help them with the Internet. Others believe that is a terrible idea, preferring to develop such skill at the staff level. Certainly, there may be a time and place for either approach. If, however, you are able to add these skills to your staff, then try to do so. One advantage this provides is to have (or develop)

technical expertise in someone who also has knowledge of elections. This can make the technical advice that much more valuable.

Perhaps either your State election office or your State association of election officials can provide temporary expertise. Perhaps you can borrow a colleague from another office – even one from another election office in a neighboring jurisdiction. Chances are, however, that you can find willing, if not enthusiastic assistance in your own backyard, either from a school or business. Such a partnership may have the side benefit of a good public relations story for one or both partners.

Online Resources for Using the Internet

Creative Good

Creative Good has written dozens of columns about how to understand various Internet topics — for example, what's a cookie? How do you use AltaVista? What's Java? These columns, like the rest of the site, are free (and free of any advertising)

<http://www.creativegood.com>

Washington Post's "Fast Forward"

Fast Forward publishes software reviews, pointers to useful Web sites, a calendar of events of interest to the digitally inclined and withering analysis of the world of home computing.

<http://www.washingtonpost.com/ffwd/>

Patrick Crispen's Internet Roadmap Workshop

Roadmap is comprised of 27 lessons plus "extras" written for beginners and are delivered in an easy-to-follow, entertaining style that will soothe even the most nervous "student driver" on the Information Superhighway.

<http://rs.internic.net/nic-support/roadmap96>

Library of Congress

Internet tools and guides from the Library of Congress Web site

<http://lcweb.loc.gov/global/explore.html>

Harris Semiconductor

The following list of Internet Information Sources is provided by the HARRIS Mountaintop site as a service to the Internet Community.

http://www.mtp.semi.harris.com/internet_info.html

Larry's World

This is columnist Larry Magid's Web site, from which chapter's 2 and 3 of this publication are extracted (with Larry's permission). Larry's World includes articles of computers and the Internet.

<http://www.larrysworld.com/>

Yahoo's Computer & Internet Resources Page

This is Yahoo's collection of links to computer and Internet resources

http://www.yahoo.com/Computers_and_Internet/Internet/Resources/

Landfield Group's Page on Internet Newsgroup Information

If you are looking for references to Usenet newsgroups check out this page of references and resources.

<http://www.landfield.com/usenet/>

PBS Online's Life on the Internet

"Life On The Internet" examines the ways people use this new medium and its impact on all of us. Includes Beginner's Guide and historical information.

<http://www.pbs.org/internet/>

Your friends and colleagues

A good online, personal resource is your own friends and colleagues. Find your friends in the E-mail Directory in the appendices of this publication. Or subscribe to the ElecNet listserv (see "Listservs" in the appendices). Send an e-mail asking for help with a particular problem.

15. Final Thoughts

The Internet is no fad. Not only is it here to stay, but it is just getting warmed up. Its phenomenal growth in numbers is second only to the its phenomenal growth in ability. What I've offered to you is just a small tip of the iceberg. There are other facets of the Internet not discussed in this publication: newsgroups (also known as USENET) are quite popular, although not used much yet in election administration. Internet "chat" is another dimension of the Net that you will someday have occasion to use.

The truth is that we cannot even conceive of the things we will be doing via the Internet in ten years. We do know this: You ain't seen nothin' yet.

As with almost every other fact of modern life, the Internet is transforming election administration. Our ability to e-mail one another is a wonderful tool. Our ability to expand the reach of our services through the World Wide Web is also terrific. But there is much more yet to come. We are just beginning to see a few of the possibilities. The Internet offers us the ability to move vast quantities of information quickly and easily. That is a tool that we will find very useful in the years to come. The State of Michigan, for example, is planning to use the Internet as part of it Statewide voter reg-

istration system. State and local election offices will be sharing voter registration data with each other via Internet file transfers.

While the Michigan system may be "State of the art" once it is in place, someday such high-tech systems will be the norm. The days of the isolated, independent, rural election office are passing. Such offices may still be rural, and no doubt the same friendly faces will still inhabit them. But they will likely be receiving e-mail absentee ballot applications

We cannot even conceive of the things we will be doing via the Internet in ten years. We do know this: You ain't seen nothin' yet

from soldiers tens of thousands of miles away. They will likely have their voter registration data base electronically connected to State and local agencies involved in the registration process. Perhaps they will automatically e-mail election information into people's homes. And who knows if and how the Internet may ultimately affect the casting of ballots.

Whatever the future may hold for us, it is a safe bet that the Internet, in one way or another, will be a part of it. It will change the

way we do business – and we will wonder how we ever lived without it.

You and I may or may not be among those smiling office inhabitants. Regardless, we can play a pivotal role today in preparing our offices for the future. Get better acquainted with the Internet. Develop a plan to enter the online world. If you are already there, further develop those resources.

***We can play a pivotal role today
in preparing our offices for the
future.***

I saw one of those inspirational posters a few weeks ago in a store. I tend not to pay much attention to such things, but the words caught my eye: “If you are not riding the wave of change, you’ll find yourself beneath it.” Ride the wave. You’ll be glad you did.

Appendices

1. **Agony and Ecstasy: Diary of Connecting an Agency**
2. **John Kaufeld Columns:**
 - Publicizing Your Web Presence
 - Finding Information on the Web
 - Sending Files Through the Internet
 - “Plug-Ins” for Web Browsers
3. **Electronic Filing and Disclosure: Supplemental Reports**
 - Digital Sunlight Progress Report
 - Proposed Model Electronic Reporting Law
 - California Legislative Proposal (digest)
4. **Internet Use Agreements**
5. **Listservs & Internet Mailing Lists**
6. **Directory of Web Sites for Election Agencies**
7. **E-Mail Directory for Election Offices and Officials**

Appendix 1

Agony and Ecstasy: Diary of Connecting an Agency

While preparing this publication I began work as director of the Indiana State Ethics Commission. ISEC is a small state agency with five employees. By early 1997 it had become one of a minority state agencies that remained “unconnected” to the Internet. The agency did have some presence on the State’s “*intranet*,” which serves as an in-house Web. Since I tend to use e-mail more than my voice, I knew this lack of an Internet connection was something I wanted to address quickly.

Internet access was only one of the technology issues facing the agency. All employees were equipped with Macintosh computers, most of which were aging. Since the initial purchase of these computers, the State’s Information Services Division (ISD) discontinued support for Macs. Our first decision was whether to continue investing in this technology or convert to PC’s (IBM compatible) and Windows operating system.

Other issues we faced included whether or not to connect to the State’s communication backbone, providing us with constant and fast access to the Internet as well as intranet access; and how to get started in the development of an agency Web site. I also wanted to look into the development of a listserv (Internet mailing group) on the topic of governmental ethics.

March 10, 1997

This is my first day as agency director. I find what I fear: aging Macs, no Internet access, no Web site and, no connection to state communications backbone. I call ISD and set up appointment with their consultants to help us through these issues.

March 17, 1997

Met with Jim and Fred from ISD. This is an exploratory meeting, where we talk about where the agency is in terms of technology and where we are going. Finances, of course, will impact these decisions. We have some money available in our budget this fiscal year (ending in 2+ months), but we will have to make decisions fairly quickly to take advantage of it. Nothing was decided at this meeting, but we laid out the issues and will talk more soon.

March 25, 1997

I called Access Indiana Information Network (AIIN), which provides Web services for state employees. Their contact discussed their procedures for working with agencies, which include a contract. This is required but there is no charge to the agency. I signed the contract copies (already in the office)

and mailed them back. AIIN explained that they are a semi-private organization, financed through a small fraction of the Web pages they maintain for the State. AIIN will assign a Web developer to assist us, however, content and updating decisions will be our responsibility.

April 3, 1997

Jim called from ISD to set up a meeting to follow up on computerization & backbone issues. Fred will again be there, as will Joe, who has experience with conversion issues (such as Mac to PC) and procurement.

April 7, 1997

Met with representatives from Access Indiana to discuss agency Web site development. The formal unveiling of our Web site cannot occur until the contract is fully through the approval process, which usually takes a month. However, we can (and will) begin Web site development and establish a "test" site prior to that. I am to provide them with an outline of what I envision our home page to look like. They also want us to think about the general presentation of our material on the Web. It can be very flashy or very basic. They gave examples of each.

I mentioned that I would eventually like to make the financial disclosure statements available on our Web site. They said they would help us do so.

April 9, 1997

Kent from Access Indiana (AI) returned my call about procedures and guidelines for setting up a listserv. He says it is very simple and that there is no cost. There are two types: administered and non-administered. "Administered" means that a subscriber must be pre-approved by the designated person. He says AI provides the hardware & software but that it is essentially a self-operating mechanism.

April 10, 1997

Met with my three friends from ISD (Fred, Jim & Joe) for just under an hour this afternoon. Jim serves as liaison from ISD to our agency, Fred's focus appears to be networks, and Joe's specialty appears to be PC issues (including system conversion and procurement).

I mentioned two key questions: (1) whether to stick with Macs or move toward PC's (which have become the standard in Indiana state government), and (2) whether or not to connect to the state's backbone. Two concerns relate to these issues: security and finances. We have confidential case information which must be protected. With regard to finances, money will be available incrementally, including some from this year's budget, if we can make a decision quickly enough.

To move things forward, I tossed out the approach I was leaning toward: buy two PC's right away – one for me and one for everyone else (other employees will still have their desktop Mac's, but can use the "communal" PC for Internet access and to become acquainted with a Windows based system. In addition, buy one or two printers, get two modems and install phone lines for each. Software can hopefully be obtained through ISD.

With one exception, they liked this approach. My plan bypasses the State's communication backbone, because of the monthly cost. I said I would love the speed of a backbone connection, but it is a luxury and I won't pay \$175/month for it when I can get dial-up service for \$20/month from a private Internet

service provider. The focus now moves to implementation. Joe will call me with prices. Jim will arrange a visit to the agency for them to see how we are currently set up.

April 14, 1997

Joe & Jim from ISD came to the agency & did a walk-through. Jim has learned of the availability of surplus computers from another agency. They want to set up yet another meeting, this time including folks from the Data Processing Oversight Commission. I said I want any such meeting to be this week so we can move forward, keeping an eye on procurement deadlines. I like the plan on the table, and am not eager to change it - or delay it

Jim called back later. The meeting with DPOC is set for Friday morning in our offices.

April 16, 1997

Johnny, the Access Indiana Webmaster called. He wants to get together to discuss Web site & content. Meeting set for tomorrow afternoon.

April 17, 1997

Met with Johnny about our home page. We gave him a diskette with some (but not all) of the information that he will reformat for the Web site.

April 18, 1997

Met again with the three musketeers from ISD. The folks from DPOC decided against joining us, making me wonder why we were meeting at all. We rehashed what we had talked about before. They were to get back with me on what might be available in the way of surplus equipment. I am inclined to buy new equipment anyway, but I am curious if printers might be available. I want to get procurement papers moving early next week.

April 22, 1997

Jim (ISD) called. They have not been able to see the surplus hardware yet. Forget it, I said. It is procurement time.

I arranged for Joe and Joann (our business manager) to get together. Joe will fax me updated information on prices including a faster modem than he previously listed and a range of choices for printers.

Steve from Access Indiana called. The "Gov-Ethics" listserv is set up! He will e-mail instructions to me at home.

May 6, 1997

I called another friend at ISD who is acquainted with the state's free dial-up service (as an alternative to the backbone connection). He said he was unsure if their capacity has improved since he once mentioned jammed phone lines. There had been an attempt, he said, to add more and faster modems, but it didn't happen. All of their modems are currently 14400 baud (slow, by today's standards).

That is all I need to know. I will contact a private service provider.

May 9, 1997

Phone lines for the modems were installed today!

I left a message with John at the company where we ordered our two inkjet printers wondering when they would be shipped.

May 12, 1997

I called a regional Internet service provider and ordered service for the agency. They will mail a packet tomorrow with everything we need for a Windows 95 connection. Our agency e-mail address will be <ethics@iquest.net>.

May 14, 1997

John, the printer salesman, finally called back. It seems the printers we ordered have been discontinued. "Discontinued? You quoted us a price on them and accepted our order!" He offered to try to find some anyway, but that may take a few days. I told him we'll get printers elsewhere.

May 20, 1996

I called Johnny, the Webmaster, who apologized for being so busy. (That's okay, we don't have much Web information together for him yet anyway). But we agree to get diskettes with material to him in a few days. We set a target date for the second week in June to have the agency Web site up. We agree on a URL (Web address) for the agency, which we will publish in the newsletter we are preparing.

May 21, 1996

Good news: our two new PC's arrived today. Bad news: The vendor failed to send us any monitors! This is a little bit like having a fancy, new car – but without the steering wheel. One of the PC's is rattling; sounds like a loose screw. I'll ignore it. I called the vendor. They promised to get us monitors, but were a bit vague as to when.

May 23, 1997

During a "day off," I tried to buy printers at a local store where we had an account. The account is inactive, because we haven't used it in over a year. Still no printers.

May 27, 1997

Webmaster Johnny called. Where is the Web stuff, he wanted to know. I've got a lot ready, just not quite as organized as I would like it. He picked up a diskette 20 minutes later.

With our account reactivated at the local office supply store, we made another attempt at ordering printers.

I left a message for our erstwhile computer vendor: "You didn't call back as promised last Friday. Where are the damn monitors?"

May 28, 1997

Computer vendor calls back. We should have monitors by the 30th.

May 29, 1997

Good news: The monitors arrive! More good news: the printers arrive!

Bad news: Neither the computer vendor nor printer manufacturer supplied a cable to connect the printer to the computers. I briefly consider using agency subpoena power, but my staff attorney counsels otherwise.

Both PC's now work, albeit without printing yet. The modems, which appear to be circuit boards and which arrived long ago, must still be installed.

May 30, 1997

Both printers now work, thanks to cables we bought locally. I called ISD for help in installing the modems.

June 4, 1997

Why can't anything be easy? Joe from ISD arrived today to install the modems, and in so doing:

(1) We find that they are the wrong ones – 28800 baud instead of the 33600 we ordered (I said let's get them installed now and return them when we get the faster ones we ordered), and

(2) The 28800 modems won't work anyway. Joe suggests this latter problem is what he calls "a faulty link between the chair and the keyboard." He plans to return tomorrow with ISD's "hardware guru" to try again.

June 5, 1997

Joe and The Guru put another hour in on the modem and then give up. I later left a voice-mail message for Joe asking, "Which do we shoot: the modem, the computer, or the hardware guru?"

Joe later makes arrangements to pick up the modem and do some tests on it at ISD.

June 9, 1997

I called Joe, asking how our modem is doing. Not well, he says. Problem is still unknown. He plans to call the modem manufacturer today.

June 10, 1997

I called Joe, leaving a message: I want the modems back, dead or alive. Its time to return them and get on with our lives.

I called the vendor who supplied the modems-from-hell to us and told their sales office of our troubles. I said that I wanted to exchange them for the faster ones we ordered – and preferably ones that work. The sales person said I should talk with someone in Tech Support.

Rick, in Tech Support, says this problem sounds familiar! Although Rick speaks in "technical-ese," he appeared to be saying that we have the correct modem – but that the manufacturer shipped it with (a) incorrect packaging, and (b) the wrong driver (programming). His proposed solution was to download the correct modem driver from a Web site. My solution was to get Rick and Joe together.

June 11, 1997

Joe called. Rick's solution works! He will return the first modem tomorrow and install the second one then.

June 12, 1997

Finally! Two, new PC's, both of which now work, connected to printers that now work, and functioning modems! We have Internet access! And that is just in time to see our new Web site, which Webmaster Johnny now has up and running.

Appendix 2

John Kaufeld Columns: “Doing Business On-Line”

These four columns discuss issues that election officials raised questions about in surveys for this project. They are written for a business audience but the issues have relevance to election officials. These columns are reprinted through the courtesy of



Publicizing Your Web Presence

By John Kaufeld, (February 1996)

Q: My consulting company recently set up e-mail access and a World Wide Web site, but I'm not sure what comes next. How do I tell people that we're on the Internet?

A: Arriving at the Internet party is only the first half of the online business equation. Announcing your presence is the other. If your company is an electronic wall flower, your customers will end up dancing with the competition.

The easiest way to tell people about your online presence is to make it part of your regular business address.

Start by adding a couple of lines to your business card for your e-mail address and the Uniform Resource Locator (or *URL*) of your Web site. By putting that right onto your card, new contacts automatically have the information handy.

If your firm has a general information e-mail address (like *info@smallcorp.com*), put that on your company letterhead. Provide your personal e-mail address in the body of your letters, the same way you would tell someone your direct phone number.

When giving out your e-mail address, use the standard Internet format of *name@company.com*, just like the example above.

If your e-mail account is through an online service like America Online or CompuServe, don't bother putting *America Online: JKaufeld* or *CompuServe: 71303,3713* on your card. Instead, just use the regular Internet address format (*jkaufeld@aol.com* and *71303.3713@compuserve.com* in these examples).

Your World Wide Web address should be in regular URL format, which looks like *http://members.gnn.com/minstrel* (which, by the way, is the address of my new Web site on the Global Network Navigator system).

Don't stop there, though — print your online addresses on everything that sits still long enough. Put them on brochures, newspaper ads, flyers, and billboards. Some companies even include them in radio ads (but I think that's going a little overboard).

One of the best ways to advertise your e-mail address is to simply use it. Communicating with your customers via e-mail and contributing your expertise to an Internet mailing list are both great ways to tell the world about your company.

When writing an e-mail message, remember to include a signature section at the end.

E-mail signatures are a standard part of Internet culture. They started years ago on Unix computers and are a ready-to-use feature of most Internet e-mail programs today.

A normal e-mail signature consists of your name and e-mail address, plus a witty quote or reference to your World Wide Web page. Signatures should never be longer than four lines of text (that's another cultural standard).

Your signature is personal; it's like choosing which tie to wear. You might make one that's all business or add a splash of color with a quote or comment about life.

My standard signature is *John Kaufeld, Author on the Loose, jkaufeld@aol.com — http://members.gnn.com/minstrel*, and a quote from the movie "Monty Python and the Holy Grail".

Since Monty Python isn't appropriate for every occasion (although it comes close), I use an alternate signature that's strictly business. It says *John Kaufeld, Author, Trainer, and Speaker*, and then my email and Web page addresses.

Some e-mail programs allow for two signatures, a default and an alternate, but it's not a widely available feature. If you aren't sure what your software does, look in the online Help file (select the Help option on the menu) or ask your friendly computer support person.

Signatures are also socially acceptable way to advertise on the Internet. Many mailing lists and network newsgroups revolt against straight advertising messages, but they don't mind a commercial spin in your signature.

Keep your signature advertisement low-key and short. Limit it to a single line of text.

For example, a rug importer might use something like *Visit the House of Pile at http://www.carpet.com*. It clearly gives the company's World Wide Web URL, piques the reader's curiosity with an interesting site name, and (most importantly) is short and to the point.

Finding Information on the Web

By John Kaufeld, (April 1996)

Q: I hear that there's lots of great information out there somewhere on the World Wide Web, but does a non-nerd like me find it? I don't have lots of time to play with the Net; I have a cleaning business to run!

A: It sounds like you discovered one of the Internet's great paradoxes. Yes, there are an almost infinite number of great information resources just waiting for you "out there somewhere".

Unfortunately, the key word in that sentence is *somewhere* — and the Internet is a very big place.

Finding the right resource is enough of a problem that it turned into an opportunity for some enterprising Net nerds. Thanks to their efforts, the Net now offers quite a selection of tools for searching World Wide Web sites, software libraries, and the network newsgroups.

The two basic types of World Wide Web search tools are *directories* and *search engines*.

A directory is a big index of Web sites. It's organized by topic, like the index in a book. You can either browse the directory manually, looking here and there for things that pique your interest, or use the directory's built-in search feature to build a list of sites that might match your interests.

Some of the popular general-purpose directories are Yahoo (<http://www.yahoo.com>), Alta Vista (<http://altavista.digital.com>), Excite Netdirectory (<http://www.excite.com>), Point Communications (<http://www.pointcom.com>), and Galaxy (<http://galaxy.einet.net>).

For more specific business-oriented searches, check out Linkstar (<http://www.linkstar.com>), the Nynex Interactive Yellow Pages (<http://www.niyp.com>), the Virtual Yellow Pages (<http://www.vyp.com>), and one simply called The Yellow Pages (<http://theyellowpages.com>).

The McKinley Magellan Internet Directory (<http://magellan.mckinley.com>) is a particularly good one for businesspeople who moonlight as parents. With Magellan's *Green Light* setting, you can automatically exclude sites with mature content that the kids (and some accountants) shouldn't see.

Web search engines only offer searches — they lack a directory's browsable topic list. Don't let that turn you off, though, because the pure search engines are fast and flexible, with powerful options not available in the general directory searches.

Most of the pure search engines support Boolean logic so you can look for *this AND that*, *this OR that*, and *this NOT that*. Some support proximity searches which let you look for words occurring near each other instead of next to each other.

My top picks for search engines are Excite (<http://www.excite.com>), InfoSeek Guide (<http://guide.infoseek.com>), Opentext (<http://www.opentext.com:8080>), and the Webcrawler (<http://webcrawler.com>).

The ultimate Web search tools are the *metasearch engines*. These tools simultaneously submit your query to several of the search engines and compile the results for you. The big kahunas here are the All-In-One

Search Page (<http://www.albany.net/allinone>), Internet Sleuth (<http://www.intbc.com/sleuth/sleuth.html>), and SavvySearch (<http://guaraldi.cs.colostate.edu:2000/>).

As you probably noticed soon after trying out the Web, there's always something new going on out there. If you want to try and keep up with all the latest changes, make one of the what's new pages a regular stop on your Net surfing journeys.

The recommendations in this category are New and Exciting Items on the Internet (<http://www.lsu.edu/~poli/newexci.html>), What's New on Yahoo (<http://www.yahoo.com/new>), What's New Too (<http://newtoo.manifest.com>), and Net-Happenings (<http://www.midinet/NET>).

When your attention turns to finding a useful shareware program or utility, use one of the file search systems. In the past, these tools made you search by program file name (which almost nobody ever knew), but some new sites can search with a the description of the program you want.

The three sites to look at for the best in software are Shareware.Com (<http://www.shareware.com>), FTPSearch (<http://129.241.190.13/ftpsearch>), and Jumbo (http://www.jumbo.com/Home_Page.html).

Jumbo gets special honors for its program descriptions, which make it easy to figure out if a particular program will do what you want before you spend time downloading it.

If you want to scour the network newsgroups (or the USENET, as it's sometimes called), your options are a little more limited. There are only a few systems that monitor the voluminous traffic in the newsgroups.

For the best results, try Dejanews (<http://www.dejanews.com>). It's devoted entirely to the network newsgroups. While you're at it, give InfoSeek Guide a try (<http://guide.infoseek.com>). It covers both the newsgroups *and* the World Wide Web, giving you a larger pool of possible resources.

Sending Files Through the Internet

By John Kaufeld, (July 1996)

Q: Another artist and I are working together on a project. Since she's on the west coast and I'm in the midwest, it makes sense to share files via e-mail instead of overnighting disks back and forth. A friend of mine said that you can't send files through the Internet — that the files get messed up. We tried it anyway, but, sure enough, the graphic file arrived as a mess of letters and numbers. What happened? Isn't there a way to attach files to e-mail messages?

A: Fear not — it *is* possible to send files through the Internet, provided you know how to do it. (Isn't that how everything works?)

The Internet's e-mail system wasn't really designed to handle things like word processing documents, graphic files, and databases. The folks who created it had a narrowly-defined goal: Create a way to move text messages from computer to another.

The system they built worked just fine for a while, but it didn't take long before people wanted to share more than just text — they wanted to send *binary files* along with their messages.

Binary files contain both plain text (known by the computer folks as ASCII text) and special codes that aren't meant for human eyes. A word processing document, for instance, contains the text you type, plus a horde of behind-the-scenes codes for things like fonts, text styles, margins, and so on.

Other common binary files include databases, spreadsheets, presentations, graphics, and scanned pictures.

So how do you send a binary file through a mail system that only understands text? By temporarily converting your binary file *into* text, that's how.

The conversion doesn't hurt your binary file at all, so there's no need to worry. Better still, your e-mail software usually knows how to convert both outgoing files and incoming ones.

The most common conversion is known as MIME. That's an acronym (what a surprise!) for Multipurpose Internet Mail Extensions. Eudora, Pegasus, and many other e-mail programs understand MIME.

Even America Online's e-mail system knows about MIME messages. It automatically translates file attachments without involving you at all.

In the Macintosh world, the popular binary-to-text conversion is called BinHex. It's not particularly better or worse than MIME, just different. Many e-mail programs support it along with MIME.

The last way to attach files to Internet e-mail messages is with the somewhat senile UUencode system. This is the oldest method of translating files for a trip through the e-mail system.

UUencode isn't used too often these days — MIME basically stole its thunder. If you communicate with some of the more remote areas of the world, though, don't be surprised if e-mail messages arrive with UUencoded attachments.

Translating a UUencoded file isn't any harder than MIME or BinHex. Good e-mail programs (America Online included) understand UUencoded files just fine.

When sending a file to someone, your e-mail program will probably choose MIME encoding automatically because it's the most commonly used format.

If the program offers you a choice among a variety of options, pick MIME. Finally, if you're sending a file from one Macintosh to another, your best bet is either BinHex or MIME.

Of course, the *best* option is the one that both your e-mail program and your recipient's e-mail program understands. When in doubt, start with MIME, but if that doesn't work, try your software's other options.

“Plug-Ins” for Web Browsers

By John Kaufeld, (September 1996)

Q: On my recent jaunts through the World Wide Web, I keep coming across sites that say I need this or that “plug-in” to see what they offer. What are these plug-ins and where do I get them?

A: Just 18 months ago, we all thrilled at the sight of a simple color graphic on a Web page. It was new, different, and exciting. Faced with the same page today, we yawn.

To keep the excitement up, the technology gurus constantly look for new things to do with the Web — new experiences to keep us coming back. New technology, though, requires new software.

Since it isn't feasible for software companies to constantly release new Web browsers, Netscape (who make the popular Navigator browser) came up with the *plug-in* idea.

A plug-in is a piece of software that adds some new feature to your Web browser. Although the technology is young, plug-ins are supported in Netscape Navigator 2.02 and 3.0 and Microsoft Internet Explorer 3.0.

Finding and installing various plug-ins isn't hard — after all, the browser makers *want* you to use them. There's even a special page of the Netscape Web site (www.netscape.com) and the Microsoft Web site (www.microsoft.com) dedicated to nothing but various plug-ins.

With so many options out there, though, it's tough to know which plug-ins you really need and which are fluff. Three of my picks in the plug-in world are listed below. This is barely a scratch on the surface of what's available, so be sure to check the Netscape and Microsoft Web sites for all of the details.

Remember that these plug-ins only work with the most popular Web browsers: Netscape Navigator 2.02 and 3.0, Microsoft Internet Explorer 3.0, and only a few others. If you aren't using one of these products, then you can't use the plug-ins.

By the way, America Online and CompuServe customers have a browser built into their software, but they're still able to use Navigator or Internet Explorer. Both products work just fine with connections from these online services. For all the details, check the Internet area of your service.

Shockwave — Animation

Macromedia's Shockwave product fills the Web with animation and audio. Many sites include some Shockwave animation these days. Companies like Living Books (www.livingbooks.com) and Intel (www.intel.com) use Shockwave animation as integral parts of their Web sites.

To pick up a copy of the plug-in, go to www.macromedia.com/shockwave. With a 28,800BPS modem, it takes about 10 minutes to download the plug-in file to your computer.

RealAudio — Sound

Sound on the Internet is the killer application of the day. Progressive Networks, the company behind the RealAudio plug-in, is deep in the action. In fact, Internet World Magazine chose RealAudio as its Outstanding Software Product this year.

With RealAudio installed in your Web browser, you can experience real-time audio through the Web. Whether your interest is news, business commentary, or even live radio, companies like ABC, NPR, the Dow Jones Investor Network, and the Weather Channel bring it right to your computer.

Get a copy of the RealAudio plug-in at www.realaudio.com. With a 28,800BPS connection, the download takes less than five minutes.

After installing the plug-in, fire up your browser and check out www.timecast.com, a new service that helps you find RealAudio broadcasts all over the Net.

Enliven — Animation

Although Shockwave is the undisputed king of animation plug-ins today, there's still room for improvement. Enliven, from Narrative Communications, is the new up-and-comer in the field.

Despite the fact that it's still somewhat new, Enliven is stirring a lot of interest. If you're a die-hard Web surfer, I'd recommend adding it to your plug-in arsenal. As of this writing, the product is in a late testing stage, so you might want to wait until it gets into its final version before picking up a copy.

For a copy of Enliven, point your Web browser at www.narrative.com. Through a 28,800BPS modem, expect to wait about five minutes for the software.

Bio Information

John Kaufeld is president of the Internet training and consulting firm Access Systems, Inc. A 1996 member of the Indianapolis Business Journal's "Who's Who in Information Technology", Kaufeld speaks and trains throughout the United States and Canada about the Internet and the online world. He is the author of eight books, including "America Online for Dummies, 3rd Edition", "Access 97 for Windows for Dummies", and "Internet Games for Dummies". Kaufeld can be reached at (317) 578-0262 or via e-mail at jkaufeld@aol.com.

Appendix 3

Electronic Filing and Disclosure: Supplemental Reports

Digital Sunlight Progress Report #1

A Proposed Model Electronic Reporting Law

California Legislative Proposal: SB 49



Progress Report #1

By **Kim Alexander,**

with research assistance from Amy Howard

Published June 16, 1997, © California Voter Foundation. (reprinted with permission)

Are campaign contributions just a mouseclick away? In a growing number of places, the answer is yes. Across the country, efforts are underway to provide the public with Internet access to political disclosure records, such as campaign contributions and expenditures. While most jurisdictions already require public disclosure of campaign finance data, these records are usually made available to the public in a paper format at the filing agency's office.

"For a long time, when it came to public access to campaign finance records, citizens were forced to struggle along a dusty paper trail," according to Pennsylvania Governor Tom Ridge, who is leading that state's online disclosure efforts. "Despite instantaneous communications, such as the Internet and the information superhighway, access to information about those who seek public office lagged behind, stuck in the rut of paper files and manual retrievals," Ridge stated in a recent news release.

But that's rapidly changing, as more and more states experiment with electronic filing and other methods of delivering data to filing agencies in a digital, rather than paper format, thereby allowing for immediate publication on the Internet. Last week, in an historic vote, the California State Senate overwhelmingly passed a bill that would require candidates and other filers to submit their records electronically, and require the Secretary of State to publish the data on the Internet.

"Our current disclosure system is a technological dinosaur," complains California State Senator Betty Karnette, a Long Beach Democrat and author of SB 49. "It is unbelievable that California, the computer capital of the entire world, still relies on paper filings for campaign and lobbying reports."

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Two decades ago, in the wake of the Watergate scandal, new laws were enacted across the country requiring public disclosure of campaign contributions and expenditures. It was hoped that public disclosure would deter politicians from being unduly influenced by their political patrons. But since the 1970's, the cost of campaigns has skyrocketed. In a typical California election season, campaigns will raise and spend around \$300 million, all of it disclosed to the public on half a million pieces of paper sitting in files at the Secretary of State's office in Sacramento.

While the California Legislature considers mandatory electronic filing legislation, Secretary of State Bill Jones, a Republican from Fresno, is moving forward with plans to implement a voluntary electronic filing system for the 1998 election. "Our goal has been to give the people of California real and immediate access to political campaign contribution and expenditure information," explains Jones, who is also a strong supporter of SB 49 and mandatory electronic filing.

Jones, Karnette and Ridge are among a growing number of politicians leading efforts across the country to shed digital sunlight on campaign finance practices by requiring digital disclosure and Internet publication of campaign finance records. Though details of state plans may vary, they all promote a similar idea: give the public timely, convenient and meaningful access to disclosure records.

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The California Voter Foundation recently surveyed efforts underway in seven states to move from a paper-based filing system to a digital one:

Maryland — On May 22, Governor Parris Glendening signed a bill passed by the Maryland Legislature in April that requires digital disclosure by statewide candidates beginning in 1997, and all other candidates by 1999. The legislation also requires the State Board of Elections to provide candidates with filing software.

Wisconsin — Governor Tommy Thompson's Blue Ribbon Commission on Campaign Finance Reform released its final report last week which included the recommendations that electronic filing be required for all statewide and legislative candidates who raise or spend \$20,000 or more, and that the State Elections Board provide technical training for candidates. In addition, several digital disclosure proposals are currently circulating in the Wisconsin State Legislature.

Pennsylvania — Governor Tom Ridge has been leading efforts to computerize Pennsylvania's campaign finance data since 1996. Just last month, the Pennsylvania Legislature approved a \$370,000 appropriation to finance Ridge's plan, which calls for a combination of diskette filing and data entry to bring about online disclosure.

Illinois — The Legislature recently passed a bill requiring that all disclosure reports be placed on the Internet, and authorizing the use of electronic filing. The bill, which is currently on Governor Jim Edgar's desk, would also eliminate a law that requires anyone who wants to view a disclosure report to first fill out a form, called the D-3 form, providing their name, address, occupation and reason for looking at the report. The bill would also do away with the requirement that the State Board of Elections notify politicians when their reports have been viewed, and send them a copy of the viewer's D-3 form.

Virginia — The Virginia Legislature passed a bill earlier this year which was signed into law by Governor George F. Allen directing the State Board of Elections to develop an electronic filing system by 1999. In the meantime, a consortium of newspapers, working with a new non-profit organization called the Virginia Public Access Project, has developed an Internet-accessible database. Ten of the eleven candidates running in three statewide contests this year have voluntarily agreed to supply their contributions to the project on diskette.

Indiana — Last month, Governor Frank O'Bannon signed a bill requiring the Indiana Election Commission to develop an electronic filing system and train candidates how to use it.

California — On June 4, the State Senate passed SB 49/Karnette, a bill that would require statewide candidates who raise \$100,000 or more to file their disclosure reports on diskette in 1998, and all other candidates who raise \$50,000 or more to file electronically by 2000. SB 49 also requires the Secretary of State to publish the records on the Internet. The Senate passed SB 49 on a strong, bi-partisan vote of 31 - 7, marking the first time that house voted for online disclosure and electronic filing. SB 49 now heads to the Assembly for consideration, where a similar bill passed last year on a vote of 65-4. SB 49 is likely to be taken up by the Assembly Elections Committee on June 30, 1997. In addition to these legislative efforts,

California Secretary of State Bill Jones announced plans in April to establish a voluntary electronic filing system for the 1998 election.

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Meanwhile, 13 other states, along with the Federal Elections Commission and several local jurisdictions including San Francisco, Seattle and New York City have already experimented with, or are in the process of developing digital disclosure systems. Hawaii's new system, which allows candidates to file their reports over the Internet, is considered by many to be one of the most sophisticated and successful programs in the country.

But while there is growing support for electronic filing and online disclosure, many jurisdictions are finding that moving from a paper system to a digital one is no easy task.

Often state election agencies lag behind the technology curve, and may not be adequately prepared to produce web sites or manage digital records. Technical issues still need to be worked out to ensure that agencies can authenticate digital records and to ensure that online data is secure from tampering. And while many legislatures have authorized the development of digital disclosure systems some, like Illinois, have not provided filing agencies with any funding to complete the job. Electronic filing also means the development of software or shareware that filers can use to comply with the new laws.

One issue that has arisen in California and that is likely to pop up elsewhere is privacy. The country's disclosure laws were written long before the Internet existed. Government agencies will need to strike a balance between the public's right to know and a donor's right to privacy. Omitting a donor's street address from the online records, while retaining their city, state, zip code, occupation and employer data may provide that balance.

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Next month, representatives from more than a dozen states will gather in Chicago to consider how states can work together to ease the transition into digital disclosure.

"We hope that the Chicago conference will mark the beginning of a long-term, collaborative effort," said Bob Watada, director of Hawaii's Campaign Spending Commission and coordinator of the Chicago conference. "Every state is facing the same issues and questions as we move toward online disclosure. The Chicago conference will give us a chance to compare systems, avoid re-inventing the wheel, and learn from each others' experiences."

The Chicago conference will also provide an opportunity for states to begin discussing a national standard filing format, which, if developed and adopted, would allow for the integration of campaign finance data across jurisdictional lines while also ensuring that candidates don't have to alter their record-keeping practices when they run for offices in different jurisdictions.

Although there is still much work to be done before all of the nation's contribution records are brought into the digital sunlight, a movement in that direction is clearly underway, as politicians across the country respond to the public's appetite for better access to disclosure records.

The national movement is certainly aided by recent activities in California. Recognizing the Golden State's tendency to be a "bellweather state" where new political movements sprout, a June 13th New York Times editorial highlighted the importance of the California Senate vote, noting that "...having the country's largest state in the fold would be a major step forward.... and may provide an incentive for other states that have yet to go on line."

Digital sunlight is an issue that transcends partisan politics, and is a concept embraced by citizens, politicians and election agencies alike. At a time when there is much disagreement over how to best address the issue of money in politics, there is at least a growing consensus that we can and should shine a brighter light into the dark corners of campaign finance.

Kim Alexander is Executive Director of the California Voter Foundation, where she has produced and directed several award-winning disclosure projects such as the San Francisco campaign finance database, Late Contribution Watch, and the Digital Sunlight Web site. Since 1995, Alexander has participated in, and monitored the development of an electronic filing system for California. This report is available for republication; please submit inquiries to <kimalex@netcom.com>.

More information about the movement toward online disclosure, as well as a hyperlinked version of this news release, can be found at the Digital Sunlight Web site, <<http://www.digitalsunlight.org>>. Special thanks to the Joyce Foundation and the Columbia Foundation for their support of CVF's efforts to promote Internet access to political disclosure data.

A Proposed Model Electronic Reporting Law

Reprinted from "Campaign Money on the Information Highway: Electronic Filing and Disclosure of Campaign Finance Reports," published by the National Resource Center for State & Local Campaign Finance Reform. See "Additional Resources for Internet Disclosure and Electronic Filing" in Chapter 9 for contact information.

Article 1 FINDINGS AND PURPOSES

100. Title

This law shall be known as the [state] Electronic Reporting Act.

101. Findings and Declarations

The people find and declare each of the following:

- (a) The intent of disclosure is to make information about the role of money in politics accessible to the public.
- (b) The volume of campaign finance reports submitted each year to the state renders it virtually impossible, without the aid of computer technology, to derive meaningful conclusions from the records.
- (c) Computer automation is a necessary and effective means of transmitting, organizing, storing and retrieving vast amounts of data submitted by candidates in election campaigns.
- (d) Many candidates already rely on computer technology for accounting and fundraising purposes and requiring that these candidates and their committees submit their campaign finance data electronically would pose no undue hardship to them.

102. Purpose of This Act

The people enact this Act to accomplish the following purposes:

- (a) To make the mass of campaign finance reports submitted to the state both accessible in a timely fashion and intelligible to the public.
- (b) To ease the burden on candidates, candidate committees, political committees and lobbyists of tabulating, filing and maintaining public records of financial activity.
- (c) To strengthen both the disclosure and enforcement capabilities of the [state elections and ethics agencies].
- (d) To cooperate in the standardization of reporting formats among states so that interstate as well as intrastate sources of political money can be made known.
- (e) To allow concerned persons easy and convenient access to the financial records of officeholders, candidates, committees and lobbyists.
- (f) To provide for a fully informed electorate.
- (g) To help restore public trust in the governmental and electoral institutions of this state.

Article 2 DEFINITIONS

200. Interpretation of this Act

Unless the term is specifically defined in this Act or the contrary is stated or clearly appears from the context, the definitions set forth in [insert relevant code] shall govern the interpretation of this Act.

201. Electronic Reporting

(a) "Electronic reporting" means the electronic process by which a candidate, committee, lobbyist or lobbying firm or any other entity required to submit financial disclosure reports, compiles and transmits these reports either via diskette or on-line to the state and the electronic process by which the state retrieves, stores, analyzes and discloses the financial reports.

(b) "Filer" refers to any candidate, committee, lobbyist or lobbying firm and any other person or group required to submit financial disclosure reports to the state.

(c) "Filer-side software" refers to software provided to or used by the filer that enables transmittal of financial reports to the state agency.

(d) "Government-side software" refers to software used by the state in order to receive, store, analyze and disclose to the public campaign finance data or financial activity submitted by filers.

(e) "Electronic reporting system" encompasses both filer-side software and government-side software.

(f) "Electronic format" or "format" refers to the configuration by which the filing program organizes data. Format includes, but is not limited to, the type of computer operating system (also known as "platform").

(g) "Encryption" is the process whereby electronic signatures are attached to reports such that the identity of the filer is confirmed and cannot be falsified by unauthorized filers.

(h) A "home page" is the primary World Wide Web site from which other secondary Web sites may be directly accessed. The home page for state governments is typically referred to as "the government locator page."

Article 3
ELECTRONIC REPORTING

300. Development of an Electronic Reporting System

(a) The [state agency] shall develop an electronic reporting system for the submission, retrieval, storage and public disclosure of campaign finance reports and financial activity statements required under section [xxxxx] and is authorized to spend no more than [\$x] for its development and no more than [\$x] annually for its maintenance.

(b) The [state agency] shall determine the electronic format in which campaign finance reports and financial activity statements are to be submitted and may utilize the assistance of experts in the field, both publicly and privately employed, or other interested parties in that determination.

(c) The [state agency] has the discretion to develop the electronic reporting system on its own or to contract with private vendors to develop the system or to specify the format in which data is to be filed and to permit the private sector to adapt its filing software to the required format.

(1) If the [state agency] contracts with a private vendor to develop the filer-side software, the [state agency] shall not, under any circumstances, require filers to use that software.

(2) The electronic format of the electronic reporting system shall be public information in order that additional private vendors have the opportunity to develop and to market competitive filer-side software products that are compatible with the state's electronic reporting system.

(3) Any person who attempts to exclude a private vendor or vendors from the filer-side software market shall be guilty of a misdemeanor.

(d) The [state agency] further shall provide the public with electronic access to all campaign finance data and financial activity statements submitted to the agency, electronically or otherwise, no later than [xx] days after the filing is received. The [state agency] shall not charge any fee for electronic access to filer financial activity records.

(1) The agency has the discretion to determine the most efficient means of providing electronic access to the financial activity data which shall include access through the largest nonproprietary, nonprofit cooperative public computer network.

(2) Should the state government develop a "home page" or "government locator page" on the World Wide Web, access to financial records submitted to the [state agency] shall be made available via that Web site.

(e) The [state agency] shall develop encryption technology and other means of ensuring the integrity of transmitted data which may be used by filers in lieu of a handwritten signature for verification purposes.

301. Implementation of an Electronic Reporting System

(a) Beginning January 1 of the next immediate election cycle following implementation of this Act, all statewide candidates and political committees required to file campaign finance reports that receive or spend [\$\$xx] or more in any calendar year either to support or oppose one or more candidates or support or oppose one or more statewide ballot measures, shall file electronically.

(b) Beginning January 1 of the subsequent election cycle two years after implementation of this Act, all state candidates and political committees required to file campaign finance reports that receive or spend [\$x] or more in any calendar year either to support or oppose one or more candidates or support or oppose one or more statewide ballot measures, shall file electronically.

(c) Lobbyists, lobbying firms, lobbyist employers and other persons required to file financial activity statements may file electronic reports on a voluntary basis during the first two election cycles following implementation of this Act. Thereafter, electronic filing of these statements shall be mandatory.

(d) Filers specified in subsections (a), (b) and (c) of this section shall also file paper-generated reports and statements as a form of backup until such time that the [state agency] determines that filings pursuant to the electronic filing system meet all pertinent filing and disclosure requirements.

(e) Local government agencies may enact their own electronic filing requirements, provided the data entry format is compatible with that developed by the state.

Article 4

ENFORCEMENT

400. Enforcement

(a) Any attempt to submit reports under a false identity, or to alter data in transmission to the [state agency] or received by the [state agency], shall be subject to the penalties prescribed by law for the falsification or tampering with financial disclosure records.

(b) The remedies provided in subdivision (a) shall also apply to any person who purposely causes any other person to violate any provision of this Act or who aids and abets any other person in a violation.

(c) Any person residing in the state may sue for injunctive relief to enjoin violations or to compel compliance with the provisions of this Act. If a judgment is entered against the defendant or defendants in an action brought under this section, the plaintiff shall receive 50% of the amount recovered. The remaining 50% shall be deposited in the General Fund of the state. In an action brought by a local civil prosecutor, 50% shall be deposited in the account of the agency bringing the action and 50% shall be paid to the General Fund of the state.

California Legislative Proposal: SB 49

Legislative Counsel's Digest

SENATE BILL No. 49 (California)
Introduced by Senator Karnette
As amended in assembly August 7, 1997

SB 49, as amended, Karnette. Political Reform Act of 1974: Online disclosure.

Existing provisions of the Political Reform Act of 1974 require specified candidates for public office and committees supporting or opposing candidates or ballot measures to periodically file reports with the Secretary of State and certain local officials setting forth information concerning contributions they received and expenditures they made during the specified reporting period. Existing provisions of the act also require lobbyists, lobbying firms, and lobbyist employers to periodically file specified reports and statements with the Secretary of State.

This bill would require the Secretary of State to develop a process whereby reports and statements that are required under the act to be filed with the Secretary of State could be filed electronically and viewed by the public at no cost and an online disclosure system by way of the largest nonproprietary, cooperative public computer network.

This bill would establish timeframes within which the Secretary of State would be required to implement this process and within which controlled committees of elected state officers that receive contributions, and any other committees, lobbyists, lobbying firms, and lobbyist employers that file these reports and statements, must begin to file them electronically. The bill would require that the Secretary of State implement its provisions statewide in connection with the state primary election in the year 2000.

This bill would permit committees that are not required to file electronically to do so.

This bill would require the Secretary of State to define a standardized record format or formats for transmission of data required to be filed by this bill, ~~certify computer software that complies~~ *accept test files from vendors to ensure compliance and compatibility* with these formats, and publish a list of the certified vendors to be made available to the public.

This bill would require that persons who are subject to these electronic filing requirements must continue to file paper copies of these reports and statements as currently required under the act until the Secretary of State is satisfied with the performance of the electronic filing system. *The bill would require that all persons and committees required to file reports in connection with a statewide elective office or ballot measure appearing on the November 1998 ballot submit, in addition to a filing on paper, a computer disk in an approved format, unless they file electronically.*

This bill would not require local officials who also receive filings of these reports and statements to maintain a similar electronic filing system, but would impose a state-mandated local program by requiring county elections officials to receive this information from the Secretary of State.

The bill would provide, pursuant to a specified provision of existing law, that no employee or official of a state or local government agency shall utilize, for political or campaign purposes, public facilities or resources to retrieve or maintain any of the data produced pursuant to the bill.

This bill would appropriate the sum of \$1,100,000 to the Secretary of State for the purposes of developing the electronic reporting system and reimbursing local agencies for any costs they incur in the development of the system.

Existing law makes a violation of the act subject to administrative, civil, and criminal penalties.

This bill would impose a state-mandated local program by imposing these penalties on certain persons who violate the provisions of the bill.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, except as provided in this act, no reimbursement is required by this act for specified reasons.

The Political Reform Act of 1974, an initiative measure, provides that the Legislature may amend the act to further the act's purposes with a 2 /3 vote of each house and compliance with specified procedural requirements.

This bill, which would declare that it furthers the purposes of the act, would therefore require a 2/3 vote.

The bill would declare that it is to take effect immediately as an urgency statute.

Appendix 4

Internet Use Agreements

As government use of the Internet grows, so too do efforts to regulate its use among governmental employees. On the two pages that follow are employee agreements from the State of Indiana and from the City of Los Angeles.

The underlying Internet policies from these jurisdictions can be found on the World Wide Web:

Indiana: <http://www.state.in.us/dpoc/dpoc.html>

Los Angeles: <http://www.ci.la.ca.us/policy/intpolgu.htm>

For additional information on Internet policies, see the article in Government Technology entitled: "How to Develop an Internet Use Policy" in the June 1997 issue (page 32). Also see <http://www.govtech.net>.

Indiana Internet Use Agreement



**EMPLOYEE USE AGREEMENT FOR
STATE PROVIDED INTERNET SERVICE**
State Form 48023 (9-96)

You are being asked to read and sign the agreement below which describes your responsibilities regarding the use of the Internet..

1. I acknowledge that the State of Indiana has provided me with Internet service (the "Service") in order for me to execute my responsibilities as a state government employee.
2. I understand that the Service is to be used strictly to conduct state government business, and to be used in a manner consistent with my specific job responsibilities and in accordance with the policies in effect in my agency, and that the service is not to be used for personal or non-official purposes.
3. I will not engage in unauthorized access or jeopardize security, and I will not permit others to use the service which the state has provided me.
4. If uncertain whether an activity is permissible, I will refrain from the activity and secure clarification of the activity before proceeding.
5. I am aware that my inappropriate use of the Service could result in disciplinary action being taken against me. Such action could result in my termination from state employment. I am also aware that the state retains the right to pursue prosecution when misuse of its information and computing resources is suspected to be in violation of law.
6. I understand that all information I place on or retrieve from the Service, including my e-mail account and the facilities of the worldwide Internet, may be subject to the Access to Public Records Act, Indiana Code 5-14-3. Unless exempted by law, information placed on or retrieved from the Internet is a public record and, therefore, eligible for public disclosure.
7. I acknowledge that the state has the right to monitor my use of the Service, including communications occurring through it.

STATE AGENCY _____

I hereby acknowledge that I have read this document, fully understand it, and agree to abide by it as a condition of my employment.

<i>(Printed name of employee:)</i>	<i>(Printed name of supervisor:)</i>
<i>(Signature of employee:)</i>	<i>(Signature of Supervisor:)</i>
<i>(Date signed:)</i>	<i>(Date signed:)</i>

Los Angeles Internet Use Agreement

INTERNET POLICIES AND GUIDELINES

I have read and reviewed the Internet Policies and Guidelines (Guide). By signing this form, I agree to abide by the Guidelines currently in place and I agree to review periodically any changes or modifications. I recognize that the law and associated policy regarding the use of Internet, electronic mail and the City's information systems are continually evolving. Therefore, I understand that my regular review of policy is required. I understand updates to the policies and guidelines will be available on the City's main Web page (<http://www.ci.la.ca.us/policy/>) and the Information Technology Agency's Intranet Pages (<http://ita/policy/>). I also understand that both should be included in my browser bookmark lists for easy reference.

Print Name: _____

Signature: _____ Date: _____

To be included in employee's personnel file.

Appendix 5

Listservs & Internet Mailing Lists

Listservs and Mailing Lists are mechanisms that enable Internet users to e-mail a message to one address and have it delivered quickly and automatically to all subscribers to that list. People may reply in the same manner, enabling a quick, informal “discussion” via e-mail. Mailing groups are organized around a myriad of topics. This appendix includes mailing lists organized around issues of interest to election and disclosure officials.

ElecNet List

ELECnet is an electronic mailing list established to serve the needs of election administrators and other individuals interested in electoral policy. It is open to the public. The list administrator is Edward P. Packard, an election official in the Alabama Secretary of State's office. It is hosted through the courtesy of the Political Science Department of Indiana University-Purdue University at Indianapolis (IUPUI).

To subscribe, send an e-mail message to the following address:

listserv@listserv.iupui.edu

The first line of your message should read the following text ONLY:

subscribe elecnet firstname lastname

You should substitute your first and last names in the appropriate places.

If you have problems subscribing, or just have questions about the list, address them to:

epackard@champion.iupui.edu

LEAT List

LEAT (Local Government Elections and Technology) is a moderated list for administrative issues relating to local government election administration and technology commerce and is sponsored by the International Institute of Municipal Clerks (IIMC). Although a moderated list (meaning that posted messages must first be accepted by a designee), most messages to this list are approved since the format is fairly informal.

Approved messages will also be cross-posted to the newsgroup: <gov.us.nat.local-elections>. Those without access to newsreaders can still read newsgroup messages on either the financenet Web or gopher sites: <<http://www.financenet.gov/discuss.htm>> or <gopher.financenet.gov>.

To subscribe to LEAT, address an e-mail message to: <listproc@financenet.gov>.

In the body of the mail message, type:

subscribe leat your name

An example: subscribe leat John Doe

The list's owners can be reached at <brich@nsf.gov> or <dsivagna@nsf.gov>. You should contact them if there are any problems.

NASED List

The NASED list is a closed list for state election directors and their designees. Members of NASED (National Association of State Election Directors) should request information about this listserv from the NASED secretariat: the Washington, D.C. office of the Council of State Governments, 444 North Capitol Street, Washington, DC 20001, 202-624-5460.

Gov-Ethics List

The Gov-Ethics listserv a forum for discussion of governmental ethics issues. Gov-Ethics provides subscribers with a means of sharing information on problems, statutes, procedures, proposals, litigation and other matters of interest to governmental ethics officials. The listserv is owned by the Indiana State Ethics Commission (in cooperation with the Access Indiana Information Network) and is unmoderated. If you have problems subscribing, or just have questions about the list, address them to David Maidenber **<maidenberg@iquest.net>**.

To subscribe, send an e-mail message to: **<majordomo@ai.org>**. In the body of the message (not the subject line), write:

subscribe gov-ethics

CVF's "e-filing"

The California Voter Foundation has established an electronic discussion list, called "e-filing," designed to help those working on electronic filing in various jurisdictions and learn from one another's experiences. To subscribe, send an email message to: **<majordomo@igc.org>**.

Leave the subject line blank, and in the body of the message type:

subscribe e-filing yourfirstname yourlastname

For example, if Governor Pete Wilson wanted to subscribe, he would type:

subscribe e-filing Pete Wilson

The e-filing discussion list is managed and maintained by Kim Alexander. All subscriptions are subject to approval. For further information contact Kim at **<kimalex@netcom.com>**.

CVF-News

Unlike the other lists in this section, CVF-News is an e-mail newsletter, not a discussion group. It features news and updates about the California Voter Foundation's projects, Web sites, and California election news. To be added to the distribution list, send an email message to: **<cvf@netcom.com>**.

Appendix 6

Directory of Web Sites For Election Agencies

This directory lists Web sites for State and local election offices. Where the office has divisions, the Election Division is generally the target of the listed URL. Also included, at the end, is a section of Web sites for organizations that may be of interest to election administrators. Although attempts were made to be as inclusive as possible, no doubt many offices were missed. Also be aware that Web site URLs are sometimes subject to change for various reasons.

There are a number of ways to find other (and future) agency Web sites. For county agencies, locate the county government home page perhaps through the National Association of Counties at <http://www.naco.org/links/counties.htm>. Also try the ElecNet Election Administration Resources Web site at <http://www.iupui.edu/~epackard/eleclink.html>.



Directory of World Wide Web Sites for Election Offices

<u>Jurisdiction</u>	<u>Web Site Location (URL):</u>
Alabama	
Secretary of State's Office	http://www.alalinc.net/alsecst
Alaska	
Ofc of Lt. Gov.-Div. of Elections	http://www.gov.state.ak.us/lsgov/elections/homepage.html
Public Offices Commission	http://www.state.ak.us/local/akpages/ADMIN/apoc
Arizona	
Secretary of State's Office	http://www.sosaz.com/elections.htm
Arkansas	
Secretary of State's Office	http://sos.state.ar.us/elections/elections.html
California	
State Links:	
Secretary of State's Office	http://www.ss.ca.gov
Secretary of State/Digital Eq. Gopher	gopher://gopher.elections.ca.gov
Fair Political Practices Commission	http://infra1.dgs.ca.gov/fppc
County & City Links:	
Alameda Co. Registrar of Voters	http://www.co.alameda.ca.us/rov.html
Butte Co. Elections Dept.	http://elections.co.butte.ca.us/Elections/ElectionsHomePage.htm
El Dorado County Elections Dept.	http://spider.innercite.com/~edced
Los Angeles City Ethics Commission	http://www.ci.la.ca.us/dept/ETH
Los Angeles Co. Registrar of Voters	http://www.co.la.ca.us/ROVELEC/main.htm
Marin County Registrar of Voters	http://marin.org/mc/clerk/elections
Monterey County Registrar of Voters	http://tmx.com/monterey

Directory of World Wide Web Sites for Election Offices

<u>Jurisdiction</u>	<u>Web Site Location (URL):</u>
San Bernardino County	http://www.co.san-bernardino.ca.us/rov
San Diego (City of): Elections	http://www.sannet.gov/city-clerk/election.html
San Francisco City & Co. Elections	http://www.ci.sf.ca.us/election
San Francisco Ethics Commission	http://www.ci.sf.ca.us/ethics
San Mateo County Registrar of Voters	http://www.care.co.sanmateo.ca.us/elections.shtml
Santa Clara Registrar of Voters	http://CLARAWEB.CO.Santa-Clara.CA.US/rov/rov.htm
Santa Cruz Co. Elections Dept.	http://www.cruzio.com/~countysc/ele/election.htm
Tulare County Registrar's Office	http://tmx.com/tulare
Yolo County Clerk's Election Page	http://www.dcn.davis.ca.us/GO/Election
Colorad	
Secretary of State's Office	http://www.state.co.us/gov_dir/sos/index.html
Boulder Co. Clerk & Recorder	http://www.boco.co.gov/clerk.html
Pueblo Co. Election Information	http://www.pueblo.org/clerk
Connecticut	
Sec'y of State's Election Services Div.	http://www.state.ct.us/sots/elect.htm
Conn. Election & Voting Info (CSU)	http://www.ctstateu.edu/state/election/election.html
Delaware	
Department of Elections	http://www.state.de.us/govern/agencies/election/welcome.htm
D.C.	
D.C. Home Page	http://www.ci.washington.dc.us/index.htm
Florida	
Secretary of State: Div of Elections	http://election.dos.state.fl.us

Directory of World Wide Web Sites for Election Offices

<u>Jurisdiction</u>	<u>Web Site Location (URL):</u>
also see Florida Elections Online	http://election.dos.state.fl.us/online/index.htm
Alachua Co. Supervisor of Elections	http://www.co.alachua.fl.us/~supvelec/elecs.html
Brevard County Supervisor of Elections	http://www.brev.lib.fl.us/elections
Duval County Supervisor of Elections	http://www.jis.com/elections/netbrow.htm
Hillsborough County Sup. Of Elections	http://www.votehillsborough.org/
Metro-Dade Co. Sup. of Elections	http://elections.metro-dade.com
Orange Co. Supervisor Of Elections	http://www.ocfelections.com
Note: All Florida Counties are provided with Web sites by their Secretary of State's office. These may	
be found at-----	http://election.dos.state.fl.us/county/cntyidx.htm
Georgia	
Secretary of State	http://www.sos.state.ga.us/elections
State Ethics Commission	http://rampages.onramp.net/~gaethics
Hawaii	
Office of Elections	http://www.hawaii.gov/elections
Campaign Spending Commission	http://www.hawaii.gov/campaign
Idaho	
Secretary of State's Elections Div.	http://www.idsos.state.id.us/elect/eleindex.htm
Illinois	
State Board of Elections	http://www.state.il.us/election
Aurora Election Commission	http://www.aocn.aurora.edu/coa/mayor/elec.html
Chicago Bd. of Election Comm.	http://www.chicagoelections.com
Cook County Clerk	http://www.cookctyclerk.com/system/cookserv.html#elections

Directory of World Wide Web Sites for Election Offices

<u>Jurisdiction</u>	<u>Web Site Location (URL):</u>
Rockford Board of Election Comm.	http://www.inwave.com/election
Indiana	
Indiana Election Commission	http://www.ai.org/seb
State Ethics Commission	http://www.ai.org/ethics
Marion County Election Board	http://www.ci.indianapolis.in.us/mclk/election.htm
Iowa	
Ethics & Campaign Disclosure Board	http://www.state.ia.us/government/ecdb
Secretary of State's Office	http://www.sos.state.ia.us
Johnson County Auditor	http://www.jccn.iowa-city.ia.us/~auditor
Kansas	
Governmental Standards & Conduct	www.ink.org/public/gsc
Secretary of State Elections Division	http://www.ink.org/public/sos/elewelc.html
Johnson Co. Election Office	http://www.jocoelection.org
Kentucky	
Registry of Election Finance	http://www.state.ky.us/agencies/kref/krefhome.htm
State Board of Elections	http://www.state.ky.us/agencies/sbe/sbehome.htm
Louisiana	
Secretary of State's Office	http://www.sec.state.la.us/elect-1.htm
Maine	
Secretary of State Elections Division	http://www.state.me.us/sos/cec/elec/elec.htm
Maryland	
State Administrative Board of Elections	http://www.mdarchives.state.md.us/sabel

Directory of World Wide Web Sites for Election Offices

<u>Jurisdiction</u>	<u>Web Site Location (URL):</u>
Allegany Co.	http://www.alle.lib.md.us/allgov/election.html
Baltimore County Sup. Of Elections	http://www.co.ba.md.us/bacoweb/services/elections/html/elechome.htm
Frederick County	http://www.co.frederick.md.us/govt/voting.html
Howard County Board of Elections	http://www.softaid.net/nbenz/voting.html
Montgomery Co. Bd. of Elections	http://www.co.mo.md.us/services/elections
Prince George's Co. Bd. of Elections	http://www.co.pg.md.us/election
Washington Co. Bd. of Sup. of Elections	http://198.76.236.5/washco/elect.html
Massachusetts	
Secretary of State Elections Division	http://www.magnet.state.ma.us/sec/ele
Cambridge (City of) Election Comm.	http://www.ci.cambridge.ma.us/city_hall/elec.html
Michigan	
Secretary of State Bureau of Elections	http://www.sos.state.mi.us/election/elect.html
Minnesota	
Campaign Finance and Public Disclosure Board (formerly Ethical Practices Board)--- http://www.epb.state.mn.us	
Secretary of State	http://www.sos.state.mn.us
Plymouth (City of)	http://www.ci.plymouth.mn.us/city_services/elections/elections_index.html
Mississippi	
Secretary of State	http://www.sos.state.ms.us
Missouri	
Secretary of State	http://mosl.sos.state.mo.us
St. Louis Co. Bd. of Election Comm.	http://www.st-louis.mo.us/st-louis/county/government/vote.html
Montana	

Directory of World Wide Web Sites for Election Offices

	<u>Jurisdiction</u>	<u>Web Site Location (URL):</u>
	Secretary of State	http://www.mt.gov/sos/election.htm
Nebraska		
	Secretary of State Election Adm.	http://www.nol.org/home/SOS/election.htm
	Lancaster Co. Election Commissioner	http://interlinc.ci.lincoln.ne.us/InterLinc/cnty/election
Nevada		
	Secretary of State	http://jvm.com/sos/HTML/pagetwo.shtml
	Clark County (Las Vegas)	http://www.co.clark.nv.us/election/electindx.htm
New Hampshire		
	State Home Page	http://www.state.nh.us/
New Jersey		
	Dept. of State Elections Division	http://www.state.nj.us/state/election/electidx.html
	Election Law Enforcement Commission	http://www.state.nj.us/lps/elec
	Camden County Clerk's Office	http://www.co.camden.nj.us/clerk.htm
	Ocean County	http://204.141.122.24/election.htm
New Mexico		
	Secretary of State Bur. of Elections	http://www.sos.state.nm.us/elect.htm
	Secretary of State Ethics Div.	http://web.state.nm.us/ethics.htm
New York		
	New York City Campaign Finc. Board	http://www.cfb.nyc.ny.us
	State Board of Elections	http://www.elections.state.ny.us
	Cortland County Board of Elections	http://zeus.odyssey.net/cc_boe
	Tompkins County Board of Elections	http://owasco.co.tompkins.ny.us/boe

Directory of World Wide Web Sites for Election Offices

	<u>Jurisdiction</u>	<u>Web Site Location (URL):</u>
North Carolina		
	State Board of Elections	http://www.sboe.state.nc.us/SBOE
	Cabarrus County Board of Elections	http://www.co.cabarrus.nc.us/pages/boe.html#Elections
	Durham County Board of Elections	http://www.co.durham.nc.us/elections
	Forsyth County Board of Elections	http://www.co.forsyth.nc.us/boe/boe.htm
	Mecklenburg Co. Board of Elections	http://www.charweb.org/government/meckboe
	Wake County Board of Elections	http://wakecounty.state.nc.us/depts/BordElec/boe_hp.htm
North Dakota		
	State Home Page	http://www.state.nd.us
Ohio		
	Secretary of State	http://www.state.oh.us/sos
	Lucas County	http://www.election.lucas.oh.us
	Wood County	http://www.wcnet.org/gov/boe
Oklahoma		
	Ethics Commission	http://www.state.ok.us/~ethics
	State Election Board	http://www.state.ok.us/~elections
Oregon		
	Secretary of State	http://www.sos.state.or.us/elections/elechp.htm
	Clackamas County Election Division	http://www.co.clackamas.or.us/clerk/elections
	Lane County Elections Office	http://www.co.lane.or.us/Elections/default.htm
	Multnomah County Elections Division	http://www.multnomah.lib.or.us/elect
	Washington County Elections Div.	http://www.co.washington.or.us/deptmts/at/election/ELECTION.HTM

Directory of World Wide Web Sites for Election Offices

<u>Jurisdiction</u>	<u>Web Site Location (URL):</u>
Yamhill Co. Clerk (McMinnville)	http://www.co.yamhill.or.us/clerk
Pennsylvania	
Dept. of State Bureau of Elections	http://www.state.pa.us/PA_Exec/State/index.htm
Rhode Island	
Secretary of State: Elections Menu	http://www.sec.state.ri.us/submenus/rielecInk.htm
Board of Elections	http://www.sec.state.ri.us/stdept/sd9.htm
South Carolina	
State Election Commission	http://www.state.sc.us/scsec
South Dakota	
Secretary of State	http://www.state.sd.us/state/executive/sos/sos.htm
Tennessee	
Dept. of State - Div of Elections	http://www.state.tn.us/sos/election.htm
Anderson Co. Election Commission	http://www.acelect.com
Davidson Co. Election Comm. (Nashville)	http://janis.nashville.org/dcec.html
Texas	
Ethics Commission	http://www.ethics.state.tx.us
Secretary of State	http://www.sos.state.tx.us/function/elec1
Denton County Election Office	http://www.co.denton.tx.us/election
Harris Co. (Houston) Clerk/Elections	http://www.co.harris.tx.us/cclerk/ELECT.HTM
Utah	
Lt. Governor's Office Elections Div.	http://www.gvnfo.state.ut.us/lt_gover/election.htm
Vermont	

Directory of World Wide Web Sites for Election Offices

<u>Jurisdiction</u>	<u>Web Site Location (URL):</u>
Secretary of State	http://www.sec.state.vt.us
Virginia	
State home page	http://www.state.va.us
Chesterfield Co. Electoral Board	http://co.chesterfield.va.us/registrar/genreg.htm
Henrico Co. Ofc of the Gen'l Registrar	http://ns1.co.henrico.va.us/registrar/votreg.htm
Roanoke Co. Voter Registration	http://www.co.roanoke.va.us/election/webpg.htm
York County Voter Registration	http://www.co.york.va.us/voting
Washington	
Secretary of State	http://www.wa.gov/sec
Public Disclosure Commission	http://www.washington.edu/pdc
King Co. Records & Elections Div.	http://www.metrokc.gov/elections
King Co. Board of Ethics	http://www.metrokc.gov/ethics
Kitsap Co. Auditor (Port Orchard)	http://www.wa.gov/kitsap/departments/auditor
Seattle Ethics & Elections Comm.	http://www.pan.ci.seattle.wa.us/~seec
Snohomish County Auditor's Office	http://www.accessone.com/~snocoaud/election.html
Spokane Co. Elections	http://www.spokanecounty.org/elections
Thurston Co. Auditor (Olympia)	http://www.halcyon.com/thurston/auditor/election/election.htm
Yakima Co. Elections Dept.	http://www.pan.co.yakima.wa.us/auditor/election/election.htm
West Virginia	
State Election Commission	http://www.state.wv.us/sec
Wisconsin	
State Home Page	http://www.state.wi.us

Directory of World Wide Web Sites for Election Offices

<u>Jurisdiction</u>	<u>Web Site Location (URL):</u>
Green Bay City Clerk	http://www.ci.green-bay.wi.us/clerk
Wyoming	
Secretary of State	http://soswy.state.wy.us/election/election.htm
Canada	
Elections Canada	http://www.elections.ca
Elections British Columbia	http://www.elections.bc.ca
Organizations & Other Sites	
California Voter Foundation	http://www.webcom.com/cvf
Citizen's Guide to the NVRA (LWV-EF)	http://lwvia.cornell-iowa.edu/National/EduFund/VoterAct/TOC.html
COGEL	http://www.cogel.org
Council of State Governments	http://www.csg.org
Digital Sunlight	http://www.digitalsunlight.org
ELECnet Election Resource Page	http://www.iupui.edu/~epackard/eleclink.html
Federal Election Commission	http://www.fec.gov
Federal Voting Assistance Program	http://www.fvap.gov
Gov't ethics links (via Legaethics.com)	http://www.legaethics.com/govt.htm
Human Serve	http://www.igc.apc.org/humanserve
IACREOT	http://www.iacreot.com
Inst. For Democracy and Electoral Asstc (IDEA)	http://www.Int-idea.se
International election links (via IFES)	http://www.ifes.org/links.htm
International election links (via Klipsan Press)	http://www.klipsan.com/#agency
Int'l Foundation for Election Systems (IFES)	http://www.ifes.org
Int'l Institute of Municipal Clerks (IIMC)	http://www.financenet.gov/financenet/state/iimc/iimc.htm

Directory of World Wide Web Sites for Election Offices

	<u>Jurisdiction</u>	<u>Web Site Location (URL):</u>
	Kids Voting USA	http://www.kidsvotingusa.org
	Klipsan Press (Election news, et al)	http://www.klipsan.com
	League of Women Voters	http://www.lww.org/~lwwus
	National Assoc. of Secretaries of State	http://www.nass.org
	NCSL Elections & Reapportionment Page	http://www.ncsl.org/programs/legman/elect/elecprt.htm
	Project Vote Smart	http://www.vote-smart.org
	Rock the Vote	http://www.rockthevote.org
	State and Local Govt indices (Libr of Cong.)	http://lcweb.loc.gov/global/state/stategov.html
	US Census Bureau: Voting	http://www.census.gov/ftp/pub/population/www/socdemo/voting.html



Appendix 7

E-Mail Directory for Election Offices and Officials

This directory lists e-mail addresses for election agencies and personnel. Also included, at the end, is a section of e-mail addresses for organizations and individuals that work in election administration. Although attempts were made to be as inclusive as possible, no doubt many addresses were missed. Hopefully this directory will be just one of many such directories to be compiled to enhance use of the Internet in election administration. Also, be aware that e-mail addresses are subject to change for various reasons.



Directory of E-Mail Addresses for Election Offices

Alabama			
Secretary of State's Office			
	Office e-mail address	-----	alsecst@aol.com
Alaska			
Lt. Governor's Office			
	Fran Ulmer	Lt. Governor	Fran_Ulmer@Gov.state.ak.us
<i>DIVISION OF ELECTIONS:</i>			
	Sandra J. Stout	Director	sandi_stout@gov.state.ak.us
	Barbara Whiting	Election Coordinator	barb_whiting@gov.state.ak.us
	Gail Fenumiai	Election Programs Specialist	gail_fenumiai@gov.state.ak.us
	Dana LaTour	Administrative Officer	dana_latour@gov.state.ak.us
	Ann Daniels	Programmer	ann_daniels@gov.state.ak.us
	Pamela J. Crowe	Election Sup. - SE - Juneau	pam_crowe@gov.state.ak.us
	Carol Thompson	Election Sup. - SC - Anchorage	carol_thompson@gov.state.ak.us
	Shelly Growden	Election Sup. - Cen. - Fairbanks	shelly_growden@gov.state.ak.us
	Monica Giang	(Acting) Election Sup. - NW - Nome	monica_giang@gov.state.ak.us
Public Offices Commission			
	Karen Boorman	Executive Director	karen_boorman@admin.state.ak.us
	Gary Granquist	Research Analyst	Greg_Granquist@admin.state.ak.us
	Christina Ellingson	Paralegal Assistant	chris_ellingson@admin.state.ak.us
	Nancy Freeman	Paralegal Assistant	Nancy_Freeman@admin.state.ak.us
	Brooke Miles	Administrator, Juneau Branch	Brooke_Miles@admin.state.ak.us

Directory of E-Mail Addresses for Election Offices

Arizona		
Secretary of State's Office		
Jane Dee Hull	Secretary of State	jhull@mail.sosaz.com
Gila County		
Linda Haught Ortega	County Recorder	lindao@gila.net
Arkansas		
Secretary of State's Office		
Sharon Priest	Secretary of State	Sharon_Priest@CCM1.STATE.AR.US
California		
Secretary of State's Office		
Bill Jones	Secretary of State	bjones@ss.ca.gov
<i>ELECTIONS DIVISION:</i>		
Rob Lapsley	Undersecretary of State	rlapsley@ss.ca.gov
Vickie Glaser	Legislative Director	vglaser@ss.ca.gov
Alfie Charles	Deputy Media Director	acharles@ss.ca.gov
John Mott-Smith	Chief of Elections	jmsmith@ss.ca.gov
Caren Daniels-Meade	Program Mgr for Cdates & Elections	cdaniels@ss.ca.gov
<i>POLITICAL REFORM DIVISION:</i>		
David A. Hulse	Political Reform Specialist	dhulse@ss.ca.gov
Alameda County		
Brad Clark	Registrar of Voters	reg2vote@aol.com
Butte County Election Office -----		elections@co.butte.ca.us
Ed Dorado County Election Office -----		edced@el-dorado.ca.us

Directory of E-Mail Addresses for Election Offices

Los Angeles City Ethics Commission			
	Office e-mail address	-----	cec@ethics.ci.la.ca.us
	Rebecca Avila	Executive Director	ravila@ethics.ci.la.ca.us
	LeeAnn M. Pelham	Deputy Director	lpelham@ethics.ci.la.ca.us
	Barbara Freeman	Senior Analyst	bfreeman@ethics.ci.la.ca.us
	Ray Uyemura	Systems Analyst II	ruyemura@ethics.ci.la.ca.us
Los Angeles County Registrar-Recorder/County Clerk			
	Conny McCormack	Registrar-Recorder/County Clerk	cmccorma@eagle.co.la.ca.us
Marin County Registrar of Voters -----			hhanson@marin.org
Monterey County Registrar of Voters -----			mocovote@redshift.com
Newport Beach (City of)			
	LaVonne Harkless	City Clerk	lharkles@city.newport-beach.ca.us
San Bernardino County Registrar of Voters -----			igonzales@co.san-bernardino.ca.us
San Diego (City Clerk's Office) -----			info1@sdcity.sannet.gov
San Francisco Dept. of Elections -----			sfrov2@sirius.com
San Francisco Ethics Commission -----			ethics_commission@ci.sf.ca.us
San Mateo County Elections Department -----			wslocum@care.co.sanmateo.ca.us
Santa Barbara County Elections Dept -----			pettit@sbarbara.mhs.compuserve.com
Santa Cruz County Elections Department -----			scruza.rcd110@hw1.cahwnet.gov
Stanislaus County Elections Department -----			stancorec@aol.com
Tuolumne County Elections Department -----			tuolelec@mlode.com
Yuba County Clerk's Office -----			cntyclrk@dcn.davis.ca.us

Directory of E-Mail Addresses for Election Offices

C lorad		
Secretary of State's Office		
Office e-mail address	-----	sos.admin1@state.co.us
Boulder County Clerk & Recorder		
Charlotte Houston	County Clerk & Recorder	cjhcr@boco.co.gov
Nancy Jo Wurl	Elections Office Manager	njwcr@boco.co.gov
Conn cticut		
Secretary of State's Office		
Office e-mail address	-----	peter.bartucca@po.state.ct.us
Delaware		
Department of Elections		
Thomas J. Cook	Commissioner of Elections	tomcook@state.de.us
District of Columbia		
Antonio Laso	Webmaster	alaso@dclink.com
Florida		
Secretary of State's Office		
Office e-mail address	-----	doe@mail.dos.state.fl.us
Alachua County Supervisor of Elections		
Office e-mail address	-----	supvelec@ns1.co.alachua.fl.us
Brevard County Supervisor of Elections		
Fred Galey	Supervisor of Elections	fgaley@manatee.brev.lib.fl.us
Lee White	Systems Manager	lwhite@manatee.brev.lib.fl.us
Duval County Supervisor of Elections		
Office e-mail address	-----	duvelect@jax-inter.net

Directory of E-Mail Addresses for Election Offices

Hillsborough County Supervisor of Elections			
	Office e-mail address	-----	info@votehillsborough.org
Metro-Dade County Supervisor of Elections			
	Office e-mail address	-----	tov@itd.metro-dade.com
Orange County			
	Bill Cowles	Supervisor of Elections	main_office@ocfelections.com
Pascagoula County Supervisor of Elections Office			
	Kurt S. Browning	Supervisor of Elections	kbrowning@poboxes.com
Pinellas County			
	Donna Daloisio	Elections Data Center Manager	ddaloisio@compuserve.com
Georgia			
Secretary of State's Office			
	Linda Beazley	Director, Elections Division	lbeazley@sos.state.ga.us
	Office e-mail address	-----	sosweb@sos.state.ga.us
State Ethics Commission			
	Office e-mail address	-----	gaethics@onramp.net
Hawaii			
Office of Elections			
	Dwayne D. Yoshina	Chief Election Officer	elections@aloha.net
Campaign Spending Commission			
	Office e-mail address	-----	csc@pixi.net
Idaho			
Secretary of State's Office			
	Pete Cenarrusa	Secretary of State	secstate@idsos.state.id.us

Directory of E-Mail Addresses for Election Offices

	Ben Ysursa	Chief Deputy	bysursa@idsos.state.id.us
	Penny Ysursa	Elections Division	pysursa@idsos.state.id.us
	Marilyn Johnson	Elections Division	mjohnson@idsos.state.id.us
	Pat Herman	Elections Division	pherman@idsos.state.id.us
	Office e-mail address	-----	elections@idsos.state.id.us
Kootenai County			
	County Clerk-Elections Office	-----	dane@nidlink.com
Illinois			
State Board of Elections			
	Ron Michaelson	Executive Director	rmichael@sbe084r1.state.il.us
	Dan White	Asst. Executive Director	dwhite@sbe084r1.state.il.us
	Yvonne Smith	Asst. Executive Director	ysmith@sbe084r1.state.il.us
	Dan Hagan	Dir., Legislative Affairs	dhagan@sbe084r1.state.il.us
	Don Schultz	Dir., Election Operations	dschultz@sbe084r1.state.il.us
	Pat Freeman	Dir., Election Information	pfreeman@sbe084r1.state.il.us
	Dianne Felts	Dir., Voting Systems	dfelts@sbe084r1.state.il.us
	Barbara Mason	Dir., Campaign Disclosure	bmason@sbe084r1.state.il.us
	Joe McFadden	Dir., Support Services	jmcfadde@sbe084r1.state.il.us
	Al Zimmer	General Counsel	azimmer@sbe084r1.state.il.us
Chicago Board of Election Commissioners			
	Lance Gough	Executive Director	lgough@earthlink.net
	Office e-mail address	-----	cboe@earthlink.net
Rockford Board of Election Commissioners			
	Office e-mail address	-----	election@inwave.com

Directory of E-Mail Addresses for Election Offices

Indiana			
Election Division, Secretary of State			
	Laurie Christie	Co-Director	lchristie@iec.state.in.us
	Mary Ann Tippett	Co-Director	mtippett@iec.state.in.us
Ethics Commission			
	David Maidenberg	Director	maidenberg@iquest.net
	Office e-mail address	-----	ethics@iquest.net
Iowa			
Ethics & Campaign Disclosure Board			
	Karen Hansen	Systems Administrator	khansen@max.state.ia.us
Office of Sec'y of State			
	Carol Olson	Deputy Secretary of State	carol@sos.state.ia.us
	Office e-mail address	-----	sos@sos.state.ia.us
Johnson County			
	Tom Slockett	Johnson County Auditor	auditor@pobox.com
Kansas			
Governmental Standards & Conduct			
	Carol Williams	Executive Director	ethics@kspress.com
	W. Charles Smithson	Attorney	legal@kspress.com
	Janet Williams	Campaign Statistics	stancon0@ink.org
Secretary of State's Office			
	Office e-mail address	-----	kssos@ssmail.wpo.state.ks.us
	Brad Bryant	Dep. Asst. Sec. of State	bradb@ssmail.wpo.state.ks.us
Johnson County Election Office			

Directory of E-Mail Addresses for Election Offices

	Connie Schmidt	County Election Commissioner	75017.13@compuserve.com
	Marco Segura & Gloria Barnhart, Homepage Dev't Team		election@jocoelection.org
Kentucky			
Registry of Election Finance			
	George Russell	Executive Director	grussell@mail.state.ky.us
	Stephen Smith	Information Systems Mgr	ssmith1@mail.state.ky.us
State Board of Elections			
	George Russell	Executive Director	grussell@mail.state.ky.us
Louisiana			
Secretary of State's Office			
	Wade Martin	Administrator, Elections Div.	martinw.lasos@sec.state.la.us
Maine			
Secretary of State's Office			
	Dan A. Gwadosky	Secretary of State	dan.gwadosky@state.me.us
	Nancy Kelleher	Dep. Secretary of State	ssnkell@state.me.us
	Julie Flynn	Election Director	ssjflyn@state.me.us
	Denise Garland	Asst. Election Director	ssdgarl@state.me.us
Maryland			
State Administrative Board of Elections			
	Tim Augustine	Deputy Administrator	76247.2706@compuserve.com
Montgomery Co. Board of Elections			
	Carol S. Evans	Elections Administrator	carol.evans@co.mo.md.us
	Sara Harris	Election Operations Manager	sara.harris@co.mo.md.us
	Stuart Harvey	Administrative Specialist	stuart.harvey@co.mo.md.us

Directory of E-Mail Addresses for Election Offices

	Betty Ann Lucey	Registration/Absentee Manager	betty.lucey@co.mo.md.us
	Joan Bruns	Candidacy/Camp. Finance Mgr.	joan.brun@co.mo.md.us
Massachusetts			
Secretary of State's Office			
	Josephine Fatta	Director of Graphic Communicat'n	jfatta@tiac.net
Michigan			
Secretary of State's Office			
	Christopher M. Thomas	Director of Elections	christophert@sosmail.state.mi.us
Minnesota			
Campaign Finance and Public Disclosure Board (formerly Ethical Practices Board)			
	Jeanne Olson	Executive Director	jeanne.olson@state.mn.us
	Gary Goldsmith	Asst. Executive Director	gary.goldsmith@state.mn.us
	Office e-mail address	-----	cf.board@state.mn.us
Secretary of State's Office			
	Joe Mansky	Director, Elections Div.	secretary.state@state.mn.us
Mississippi			
Secretary of State's Office			
	Phil Carter	Asst. Sec. Of State for Elections	pcarter@sos.state.ms.us
	Office e-mail address	-----	administrator@sos.state.ms.us
Missouri			
Secretary of State's Office			
	Office e-mail address	-----	sosmain@mail.sos.state.mo.us
Montana			
Secretary of State's Office			

Directory of E-Mail Addresses for Election Offices

	Joe Kerwin	Deputy Sec. of State	jkerwin@mt.gov
Nebraska			
Secretary of State's Office			
	Office e-mail address	-----	sosadmin@sos.state.ne.us
Lancaster County Election Commissioner			
	Patricia L. Hansen	Election Commissioner	phansen@email.ci.lincoln.ne.us
	Kelly M. Guenzel	Dep. Election Comm.	kguenzel@email.ci.lincoln.ne.us
Nevada			
Secretary of State's Office			
	Office e-mail address	-----	sosmail@govmail.state.nv.us
Clark County (Las Vegas)			
	Kathryn Ferguson	Registrar of Voters	kjf@co.clark.nv.us
	Alise Haney	Asst. Registrar for Registration	aih@co.clark.nv.us
	Julie Barker	Management Analyst	jba@co.clark.nv.us
	Elsa Garcia	Management Analyst	efg@co.clark.nv.us
New Hampshire		n/a	
New Jersey			
Election Law Enforcement Comm.			
	Frederick M. Herrmann	Executive Director	njelec1@njcc.com
Secretary of State's Office			
	Office e-mail address	-----	feedback@sos.state.nj.us
New Mexico			
Secretary of State's Office			
	Office e-mail address	-----	73160.1711@compuserve.com

Directory of E-Mail Addresses for Election Offices

New York			
New York City Campaign Finance Board			
	Office e-mail address	-----	info@cfb.nyc.ny.us
	Nicole A. Gordon	Executive Director	nagcfb@juno.com
State Board of Elections			
	Thomas R. Wilkey	Executive Director	twilkey@elections.state.ny.us
	Peter Kosinski	Deputy Executive Director	pkosinski@elections.state.ny.us
	Todd Valentine	Special Counsel	tvalentine@elections.state.ny.us
	Stanley L. Zalen	Enforcement Counsel	szalen@elections.state.ny.us
	Lee Daghlian	Public Information Officer	ldaghlian@elections.state.ny.us
	John A. Flicker	Supervisor of Data Processing	jflicker@elections.state.ny.us
	George E. Stanton	Data Communications Specialist	gstanton@elections.state.ny.us
N orth Carolina			
State Board of Elections			
	Gary Bartlett	Executive Secretary-Director	gbartlett@sboe.state.nc.us
	Johnnie McLean	Deputy Director	jmclean@sboe.state.nc.us
	Yvonne Southerland	Deputy Director	ysoutheria@sboe.state.nc.us
	Michelle Wyatt	Voter Reg. Director	mwyatt@sboe.state.nc.us
	Barry Garner	Research & Educ. Director	bgarner@sboe.state.nc.us
Davidson Co. Board of Elections			
	Ruth H. Huneycutt	Director of Elections	rhuneycu@co.davidson.nc.us
F orsyth Co. Board of Elections			
	Kathie Chastain Cooper	Director of Elections	k_cooper@co.forsyth.nc.us
	Angie Whaley	Deputy Dir. Of Elections	whaleyea@co.forsyth.nc.us

Directory of E-Mail Addresses for Election Offices

Mecklenburg Co. Board of Elections			
	William B. A. Culp	Director of Elections	culpwb@mail.charmeck.nc.us
	Jane Cirulis-McSwain	Deputy Director	ciruljm@mail.charmeck.nc.us
	Daniel A. Binford	Systems Administrator	binfoda@mail.charmeck.nc.us
North Dakota			
Secretary of State's Office			
	Alvin A. "Al" Jaeger	Secretary of State	msmail.scal@ranch.state.nd.us
	Bob Schaible	Dep. Secretary of State	msmail.scbob@ranch.state.nd.us
	Cory G. Fong	Elections Director	msmail.sccory@ranch.state.nd.us
	Lee Ann Oliver	Elections Assistant	msmail.scleeann@ranch.state.nd.us
Ohio			
Secretary of State's Office			
	Bob Taft (& Office)	Secretary of State	taft@ohio.gov
Hancock County Board of Elections			
	Jody O'Brien	Director	election@bright.net
	Lori Miller	Deputy Director	election@bright.net
Licking County			
	Office e-mail address	-----	egsd16a@prodigy.com
Oklahoma			
State Election Board			
	Office e-mail address	-----	elections@oklaosf.state.ok.us
Ethics Commission			
	Office e-mail address	-----	mrussell@oklaosf.state.ok.us
	Marilyn Hughes	Executive Director	mhughes@oklaosf.state.ok.us

Directory of E-Mail Addresses for Election Offices

	Rebecca Adams	General Counsel	radams@oklaosf.state.ok.us
Oregon			
Secretary of State's Office			
	Colleen Sealock	Director, Elections Division	colleen.c.sealock@state.or.us
	Scott Tighe	Operations Manager	scott.s.tighe@state.or.us
	Fred Neal	Campaign Finance Manager	fred.r.neal@state.or.us
	Office e-mail address	-----	elections-division@sosinet.sos.state.or.us
Clackamas County			
	John Kauffman	County Clerk	johnk@co.clackamas.or.us
Yamhill Co. Clerk			
	Charles Stern	County Clerk	sternc@co.yamhill.or.us
Pennsylvania			
		n/a	
Rhode Island			
Secretary of State's Office			
	James R. Langevin	Secretary of State	jlangevin@sec.state.ri.us
	Jan Ruggiero	Director of Elections	jruggiero@sec.state.ri.us
South Carolina			
State Election Commission			
	James Hendrix	Executive Director	election@infoave.net
	Marci Andino	Dir. Information Services	marci@infoave.net
	Julie Lybrand	Public Information	jlybrand@infoave.net
South Dakota			
Secretary of State's Office			
	Chris Nelson	Election Supervisor	chrism@sos.state.sd.us

Directory of E-Mail Addresses for Election Offices

Tennessee		
Secretary of State's Office		
	Brook Thompson	Coordinator of Elections bkthompson@mail.state.tn.us
	Beth Henry-Robertson	Assistant Coordinator of Elections bhenry-robertson@mail.state.tn.us
	Chris Christian	Elections Attorney cchristian@mail.state.tn.us
Anderson County Election Commission		
	Allan L. Williams	Administrator of Elections acec@esper.com
	Kim Eby	Dep. Admin. of Elections acec@esper.com
Texas		
Secretary of State's Office		
	Office e-mail address	----- elections@sos.state.tx.us
Ethics Commission		
	Tom Harrison	Executive Director tom.harrison@ethics.state.tx.us
	Karen Lundquist	General Counsel karen.lundquist@ethics.state.tx.us
	Sarah Woelk	Director of Opinions & Education sarah.woelk@ethics.state.tx.us
	Sharon Finley	Director of Computer Services sharon.finley@ethics.state.tx.us
Denton County Election Office		
	Jim Wicker Jr.	Elections Supervisor jrwicker@co.denton.tx.us
Collin County Election Office		
	Bill Bilyeu	Elections Supervisor election@co.collin.tx.us
Utah		
Lt. Governor's Office		
	Kelleen Leishman Potter	Deputy for Elections kpotter@state.ut.us
Vermont		

Directory of E-Mail Addresses for Election Offices

Secretary of State's Office		
Ellen Tofferi	Elections Director	etofferi@sec.state.vt.us
Virginia		
Chesterfield County Electoral Board		
Office e-mail address	-----	haakel@co.chesterfield.va.us
Washington		
Public Disclosure Commission		
Office e-mail address	-----	pdc@wln.com
Secretary of State's Office		
Office e-mail address	-----	elections@secstate.wa.gov
King County Elections (Seattle area)		
Office e-mail address	-----	pamiller@metrokc.gov
King County Board of Ethics (Seattle area)		
Office e-mail address	-----	ethics@seanet.com
Seattle Ethics & Elections Commission		
Carol Van Noy	Executive Director	carol.van.noy@ci.seattle.wa.us
Bob DeWeese	Management System Analyst	bob.deweese@ci.seattle.wa.us
Thurston Co. (Olympia) Auditor's Office		
Sam Reed	Auditor	reeds@co.thurston.wa.us
Kim Wyman	Elections Manager	wymank@co.thurston.wa.us
Pam Floyd	Asst. Elections Manager	floyd@co.thurston.wa.us
Steve Homan	Asst. Elections Manager	homans@co.thurston.wa.us
Yakima County Elections Department		
Office e-mail address	-----	kevinw@co.yakima.wa.us

Directory of E-Mail Addresses for Election Offices

West Virginia		
Secretary of State's Office		
Office e-mail address	-----	wvsos@secretary.state.wv.us
Wisconsin		
State Elections Board		
William Barnett-Lewis	Information Systems Mgr	wlewis@mailbag.com
Wyoming		
Secretary of State's Office		
Peggy Nighswonger	Election Officer	pnighs@misc.state.wy.us
James Mitchell	Service Div. Director	jmitch@misc.state.wy.us
Office e-mail address	-----	elections@misc.state.wy.us
Canada		
Elections British Columbia -----		ElectionsBC@gems3.gov.bc.ca
Edmonton, Office of City Clerk		
Ulli Watkiss	City Clerk	cityclerk.coe@notes.gov.edmonton.ab.ca
Sherryl Vint	Operations Analyst	sherryl_vint.coe@notes.gov.edmonton.ab.ca
Additional contacts:		
Ballot Access News	Richard Winger, Publisher	ban@igc.apc.org
Brace, Kim	Pres., Election Data Services, Inc.	kbrace@aol.com
California Voter Foundation		
Office e-mail address	-----	cvf@netcom.com
Kim Alexander	Executive Director	kimalex@netcom.com

Directory of E-Mail Addresses for Election Offices

	Center for Responsive Politics		info@crp.org
	Council of State Governments (Washington office)		
	Abe Frank	Washington Office Director	afrank@csg.org
	Dave Scott	Policy Analyst/ NASED Liaison	dscott@csgcomm.csg.org
	Council on Governmental Ethics Laws (COGEL)		
	Robert Stern	Staff Director	SternCGS@aol.com
	Election Adm. Reports	Richard Smolka, Publisher	eareditor@aol.com
	Federal Election Commission, Office of Election Administration		
	Penelope Bonsall	Director	pbonsall@fec.gov
	Bill Kimberling	Deputy Director	bkimberling@fec.gov
	Peggy Sims	Election Research Specialist	psims@fec.gov
	Brian Hancock	Election Research Specialist	bhancock@fec.gov
	Elfi Blum	Election Research Specialist	eblum@fec.gov
	Federal Voting Assistance Program		fvap@fvo.osd.mil
	Feigenbaum, Edward	Consultant, Election Law	fasted@sprintmail.com
	Garber, Marie	Consultant	mariegarbe@aol.com
	IACREOT	Office e-mail address	iacreot@earthlink.net
	Inst. For Democracy and Electoral Asstc (IDEA)		info@int-idea.se
	Maidenberg, David	Consultant	maidenberg@iquest.net
	Packard, Edward	ELECnet Internet Site	epackard@champion.iupui.edu
	Resenfield, Peg	Consultant	prosen@freenet.columbus.oh.us
	Smolka, Dick	Election Administration Reports	eareditor@aol.com
	Stern, Robert	COGEL Staff Director	SternCGS@aol.com
	Storey, Tim	Nat'l Conf. of State Legislatures	tim.storey@ncsl.org



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**Office of Election Administration
Federal Election Commission
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Washington, D.C. 20463**

**Toll Free 800/424-9530
Direct 202/649-1094
FAX 202/219-8500
e-mail bkimberling@fec.gov**

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