



**Division for Research, Policy and Programs
U.S. Election Assistance Commission
1225 New York Ave. NW – Suite 1100
Washington, DC 20005**

Testimony before the U.S. Election Assistance Commission

Briefing on the EAC Election Management Guidelines

Submitted by Karen Lynn-Dyson, Director of Research, Policy, and Programs

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Commissioners and Mr. Wilkey, I come before you today to explain the process by which five new chapters to the Election Management Guidelines (EMG) program were produced. These chapters – Building Community Partnerships, Canvassing and Certifying an Election, Communicating with the Public, Conducting a Recount, and Provisional Ballots – represent the culmination of more than a year of working groups, research, writing, and reviews by the EAC's Board of Advisors and Standards Board.

Working groups for three of the chapters were conducted in Washington, DC in February 2008. The chapters are Canvassing and Certifying an Election, Conducting a Recount, and Provisional Ballots. Each working group included EAC staff (Brian Hancock and Laiza Otero), contractors (Connie Schmidt and Britain Williams), and three or four election administration experts. These election experts represented small and large jurisdictions from around the country.

The Communicating with the Public working group was conducted in Philadelphia, PA in May 2008. The EAC staff for this chapter also included the EAC's director of Communications, Jeannie Layson. The five election administration experts represent jurisdictions from across the country, academia, and the National Association of Secretaries of State.

Each chapter working group meeting began with day-long discussions about all of the potential issues to include in an Election Management Guidelines chapter on the topic. The election officials were asked to provide examples of practices in their jurisdictions and information about practices in other areas. The agendas were crafted to allow the experts to guide the discussions. After the meeting, EAC staff and contractors created chapter outlines and began work on Quick Start Management guides.

Using the outlines, the contractors and staff wrote the initial rough drafts of each new chapter. These rough drafts were shared with the working groups in mid-August 2009. Six working group members submitted substantive comments about the individual draft chapters.

The Board of Advisors and Standards Board participated in a review of all five chapters through the EAC's virtual meeting room. This review was conducted between September 9 and

September 18. Six members of the EAC's Standards Board and ten members of the EAC's Board of Advisors submitted over 300 total comments.

EAC staff spent considerable time reviewing the comments and incorporating them into the drafts before the Commission today. These drafts have been professionally edited, as well.

I will now ask Matthew Weil to explain more about the content of each chapter.