



# DEMOCRATS ABROAD

## Global Presidential Primary

### Guide for Voting Center Managers 2016

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# Introduction to Voting Centers

## The Voting Center & The Voting Center Manager

Simply put, Voting Centers are places where eligible voters may cast ballots in-person in the Global Presidential Primary (GPP) and their operations are governed by the 2016 Democrats Abroad Delegate Selection Plan (DSP).<sup>1</sup> Voting in person is important as the most secure means of voting and a convenient and sociable way of casting a ballot for many Democrats living abroad. Casting a physical ballot is a compelling experience for Americans and an appealing image for local media, so Voting Centers offer an unparalleled opportunity for Democrats Abroad (DA) leaders to expand the reach of our message and increase our membership. This opportunity, available only once every four years, has led to significant growth and expansion in DA's past, most notably in 2008.<sup>2</sup>

All of the responsibilities of the Voting Center Manager are described in detail in the course of this document. (Reading and understanding this entire document is one of those responsibilities, of course.) In summary, the Voting Center Manager is responsible for:

1. Obtaining full permission to use the site of the Voting Center and to establish clear access to it;
2. Understanding all aspects of the DSP that directly apply to voters who will attend Voting Centers, which includes remote voting (for voters who choose to vote using that method) and applications to be a regional, global, or PLEO delegate;
3. Gaining commitments from all volunteers needed to run a Voting Center that is capable of serving the expected population, a number which may vary widely;
4. Ensuring that all the materials and furniture required for the Voting Center are available well before the opening time;
5. Enforcing the rules of the Voting Center and keeping good order throughout its open hours;
6. Tabulating the ballots in a careful, transparent, and accurate manner;
7. Informing the International Chair (or designee) of the results immediately following tabulation;
8. Securing the tabulation form(s) and ballots, particularly if the Voting Center is open more than one day; and
9. Delivering the tabulation and the ballots as directed below, at the cost of the Voting Center Manager's Country Committee.

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<sup>1</sup> Technical details drawn from the Delegate Selection Plan can be found in Appendix 5. The Guide to Remote Ballots describes the methods of administering the GPP's voting by mail, by fax, or by email.

<sup>2</sup> For more focused points about why the GPP is important to voters, see the document available on the DA wiki.

The detailed descriptions of these responsibilities and the procedures for Voting Centers include, by necessity, precise and technical terms. Please refer to the **DEFINITIONS** section at the end of this document as needed.

## Other responsibilities associated with Voting Centers

**Gaining press attention and promoting the Global Presidential Primary** is the responsibility of the elected leaders of Country Committees and chapters. It is *not sufficient* just to inform your members (even if you include the members who cannot be reached by email). According to the Delegate Selection Plan, every part of the DA organization *must* reach out to all eligible voters within its geographical area. To put it bluntly: it's not just a good idea, it's the law. Please see notes on promotion of the GPP later in this document, in the appendices, and as distributed on the DPCA-Leadership listserv.

**Absentee voting (also called "remote voting")** is mainly the responsibility of the Remote Voting Assistant and Remote Ballot Warden designated by each Country Committee to handle absentee voting. Voting Center Managers should be familiar with the general instructions for remote voting, and also know whether they are expected to coordinate mailings or other activities with the Country Committee's Remote Ballot Warden. The International Chair and GPP Team are responsible for receiving and tabulating remote ballots delivered by email and by fax, as well as remote ballots delivered directly by voters to the International Chair by post.

**Final tabulation and the distribution of the global results** is distinct from the tabulation performed at each Voting Center. The International Chair and GPP Team are responsible for collecting all ballots sent to the International Chair, resolving provisional ballots, tabulating the results needed to continue the delegation selection process, and providing the results to the Global Communications Team for distribution and publication.

**Support for Voting Center Managers** is the responsibility, first, of the Chair of the corresponding Country Committee. Chairs of Country Committees must be familiar with this document, all other documents related to the GPP, and the Delegate Selection Plan itself. Chairs are required to assist Voting Center Managers in obtaining the material and personnel necessary to run the Voting Center.

**Support during the open hours of the Voting Center** is the responsibility of the Chair of the corresponding Country Committee whenever possible, but many situations will require the help of others. Emergencies involving health, physical safety, or social conflict are the responsibility of local authorities, and Voting Center Managers are urged to make prior arrangements with appropriate local institutions. Questions about the Voting Center Rules, interpretations, or unusual situations may be resolved by consulting the appropriate Regional Vice Chair or the GPP Team (with detailed contact information to be provided before March 1 and [PrimaryVoting@democratsabroad.org](mailto:PrimaryVoting@democratsabroad.org) as a well-monitored address). The following principle is

covered in great detail below, but bears repeating: *Use provisional ballots to ensure that no voter is disenfranchised by conflicting interpretations, confusion, or uncertainty.*

## **Rules for the Voting Center**

These rules are also available on the DA wiki as an A4-sized poster and must be prominently posted at every Voting Center. These rules are not merely suggestions or recommendations. Exceptions are not permitted except by explicit, written permission from the International Chair.

### **DEMOCRATS ABROAD VOTING CENTER RULES (Revised 12 February 2016)**

#### **2016 DEMOCRATS ABROAD GLOBAL PRESIDENTIAL PRIMARY**

Kathryn Solon, International Chair, Democrats Abroad

1. The Voting Center Manager is in charge of the Voting Center and shall manage the site in accordance with the 2016 Democrats Abroad Delegate Selection Plan (DSP) and these rules.
2. In keeping with Democratic Party rules, the Democrats Abroad 2016 Global Presidential Primary is a party election and shall not be conducted by secret ballot.
3. Voting Centers shall be open during the times previously notified to the International Chair or as modified by the International Chair pursuant to the 2016 Democrats Abroad Delegate Selection Plan. Voters in line at a Voting Center at the notified local closing time shall be permitted to vote.
4. The presidential candidates whose names are on the ballot shall be allowed to have only one (1) official observer at any given time at each Voting Center, who shall be allowed to observe registration of voters and tabulation of presidential preferences, to challenge any aspect of the operation of the Voting Center, and to challenge voter eligibility.
5. The official observer need not be a registered voter or a member of the chapter or Country Committee the Voting Center is in and shall present herself or himself to the Voting Center Manager immediately upon her or his arrival at the Voting Center providing appropriate photo identification and written proof of appropriate authorization from the campaign of the presidential candidate he or she is representing. All official observers shall wear a name tag clearly indicating the presidential candidate they represent and their name.

6. Observers shall not hinder, delay or obstruct the operation of the Voting Center, shall not be involved in the operation of the Voting Center and shall not touch or handle any material necessary for the operation of the Voting Center. Observers shall not threaten or intimidate any voter nor shall voters threaten or intimidate observers. Observers may not observe the act of voting by a voter.
7. Challenges regarding Voting Center operations and voter eligibility shall be made using only official challenge forms, which Voting Center Managers shall make available to anyone upon request.
8. A challenge to a voter's qualification may only be sustained if the challenger, in addition to submitting a valid challenge form, presents *positive proof*, that is, objective documentary evidence, that voter is not qualified. If the Voting Center Manager determines that a voter is not qualified, the voter may nevertheless cast a provisional ballot.

Positive proof may include, but would not be limited to, documents that indicate that a person attempting to vote is not a U.S. citizen, is not a member of Democrats Abroad, is a member of a Country Committee of Democrats Abroad other than the one in which the voter is seeking to participate, or records indicating that the person attempting to vote has already voted in another Country Committee, in another delegate-selection process, or in the corresponding elections of another political party.

9. After registering at the Voting Center, each eligible voter will be given a printed ballot to be completed and marked. All information requested on the ballot must be completed in ink. All ballots must be signed and dated in ink. Printed or illegible signatures shall be considered valid. A ballot will be considered invalid for the following reasons:
  - the voter did not submit all of the information required on the ballot; or
  - the voter voted for two or more different candidates (including uncommitted); or
  - the voter did not sign and date the ballot declaration.
10. Presidential candidates or their representatives may campaign near Voting Centers. No candidate shall receive preferential treatment, and all candidates shall have equal access to all presidential preference primary voters for purposes of campaigning. Campaigning is not permitted within ten (10) meters of the entrance to the Voting Center or within the area devoted to voting in the Global Presidential Primary. Voting Center Managers and Voting Center Staff shall not campaign for or against any presidential candidate.
11. Remote voting by email attachment, mail, and fax closes on March 8, and remote ballots may not be collected at Voting Centers.
12. A voter may be assisted in voting and may ask Voting Center Staff to provide assistance.
13. Voting Centers must provide paper membership forms to accommodate new members of Democrats Abroad who wish to join at the Voting Center. New members can also join by

using the on-line membership form on the Democrats Abroad website in Voting Centers where Internet access is available. Voting Centers are not obligated to provide Internet access to voters.

14. Following the closing of the Voting Center each day it is open, the ballots voted at the Voting Center shall be tallied by the Voting Center Manager and designated Tellers; the official observers representing the presidential campaigns may attend such tallying and may inspect cast ballots. Ballots cast at the Voting Center shall not be open to inspection other than by Voting Center Staff, any official observers present at the tallying at the Voting Center, tellers at the central tabulation in Germany, and any official observers present at the central tabulation. The results of voting shall be entered on to the official tally sheet and signed by the Voting Center Manager in the presence of one or more witnesses.
15. The official observers representing the presidential campaigns may review the tally sheet and take notes with respect to the results, but copies of the tally sheet should not be given to anyone except as provided in the following sentence. The results of the voting tally with the ballots and tally sheet shall promptly be sent to the International Chair as indicated in the Delegate Selection Plan. Any public announcement made of the tally taken at a Voting Center must include a notice that the results are provisional until certified by the International Chair of Democrats Abroad. Copies of the tally sheet should not be made publicly available.
16. With respect to the tallying of all ballots by the International Chair, such tallying shall be attended by at least two (2) other persons designated by the International Chair and may be attended by one (1) officially designated representative of each presidential campaign. The time and place of such final tally will be made known to the official representatives of the presidential campaigns by the International Chair or her designee 48 hours in advance of the beginning of such tallying. The final tally as certified by the International Chair shall be witnessed by at least two (2) of the persons who assisted in the tally.

## Planning for the Voting Center

There are a number of requirements that must be met well before the Voting Center opens. This section is a list of things you need to do in planning and preparing for your Voting Center. If you have questions about any of these, please:

- post your question to the DA wiki's Q&A at <http://wiki.democratsabroad.org/display/DSP2016/Questions+about+the+Global+Presidential+Primary>;
- contact your Regional Vice Chair; or
- contact one of the chairs of the GPP Team: [shari@democratsabroad.org](mailto:shari@democratsabroad.org) or [willbakker@democratsabroad.org](mailto:willbakker@democratsabroad.org)

## Planning for the Physical Location of the Voting Center

1. Make sure you can start setup at least an hour before the opening time.
2. Make sure you can remain on the site at least an hour after the closing time (to leave time for tabulation, which may be observed by more than just the Voting Center Manager and the Tellers).
3. Contact the U.S. Embassy or Consulate with information about the date, time and location of the voting center (specifically, the Regional Security Officer).
4. Contact the local police with information about the date, time and location of the voting center (if appropriate in your locale).
5. Determine the 10 meter perimeter at the Voting Center site, because no active campaigning may be done within 10 meters of the entrance door.
6. Know where the nearest copier or print shop is in case you run out of ballots or other forms.
7. Check for internet connectivity and electrical outlets.

## Layout of the Voting Center

Decide the layout of the Voting Center room(s) well in advance, because this will determine the furniture you will need and also help you estimate the number of volunteers needed at any particular time. Your layout will need to accommodate the expected number of voters, so there is no one ideal layout: a Voting Center open just four hours and serving a region with 250,000 American citizens will have very different requirements from a Voting Center open for multiple days or in a region sparsely populated by American citizens.

The entrance to the Voting Center must be well-marked, easy to find from public spaces, and accessible. Consider having a volunteer outside to make it clear that Americans are in the right place. The signage for the exterior of the Voting Center may promote Democrats Abroad. There is no need to seem non-partisan with respect to other American political parties, although you may decide that a less overwhelmingly partisan presence will attract more voters.

The following areas are required for every Voting Center, and the environment should be accessible, neutral, and professional. Try to create a simple and intuitive flow for voters, in order to minimize congestion and to allow you to accommodate unexpectedly high turnout:

- Volunteers greeting voters and non-voters, providing directions to all
- Voters registering to determine membership status and whether already voted, and then receiving a ballot (with minimum two volunteers and plenty of space)<sup>3</sup>
- Non-members joining Democrats Abroad and obtaining receipts of membership
- Voters filling out the ballot in a quiet, relatively private space (although DA does not use a secret ballot)
- Voters returning their ballot to ballot box or dealing with spoiled ballots
- Volunteers answering questions about voting, the DSP, and DA in general
- Tellers tabulating ballots with observers present (available *immediately* after closing)

There should be no active campaigning within ten meters of the ballot table(s) and the places where ballots can be marked and deposited in the ballot box. (This area of exclusion is in addition to the strict rule above prohibiting active campaigning within ten meters of the entrance to the Voting Center.)

The following areas are strongly recommended but should be kept separate from the flow of voters in the GPP.

- Voters using VoteFromAbroad, preferably with help from volunteers.
- Voters and volunteers talking with press (in view of voting for television, but never disruptive).
- Volunteers soliciting donations to DA or selling DA promotional items. **This must be separated from the voting center area**, ideally so that voters can neither see nor hear this activity.
- Post-voting event (such as speakers or entertainment). **This must be separated from the voting center area**, ideally so that voters can neither see nor hear this activity. Voters must not feel pressure or an expectation that they stay for the event.<sup>4</sup>
- Space for electioneering by campaigns. If individuals wish to engage in active electioneering, it would be best to have an answer more helpful than “beyond the 10 meter limit.”

Activities that do not promote a particular candidate are acceptable as long as there is a clear distinction from voting. In a small and sparsely attended Voting Center, that might amount to just having two separate tables.

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<sup>3</sup> If you expect high volumes at particular times, consider setting up two registration stations according to voters' last names (e.g. A-K and L-Z). This will require two copies of the membership list and a way to share the ballot log, so plan carefully!

<sup>4</sup> Events must not be in favor of one candidate or another *in any way*. Think carefully about even something as innocuous as having an expert compare the candidates or report on the race so far, since editorial comments (and audience questions from the audience) are nearly impossible to avoid, even when talking about the Republican candidates.



Consider where lines of voters will form if you have unexpectedly high turnout. It may help streamline the voters' experience if they prepare while in line, so consider composing a short message ahead of time for a volunteer to announce to those in line.

## **Materials to Prepare to Take to the Voting Center**

### Ballots

- You must print enough regular ballots to make sure you have enough for all current members and potential new members. The safest guideline is 110% of the number of members served by the location of the Voting Center. If you print fewer than this number, you must make arrangements to be able to print more during the open hours of the Voting Center.
- You must print enough provisional ballots to cover the need for provisional ballots. The recommended guideline is 5% of the number of members served by the location.
- You should consider using extra light-weight paper for printed ballots (within reason) in order to minimize the cost of mailing the ballots to Germany at the end of the primary.
- You should consider using brightly-colored paper for provisional ballots to help with the counting process.
- You must prepare to number all the ballots you distribute, because you must account for every ballot at the end of the voting center (voted, spoiled, blank). Be sure that you know the number of blank ballots printed.

### Ballot Box

- The ballot box should be non-transparent and large enough to accommodate all the ballots voted on a particular day, even if some ballots are folded.
- You should consider decorating the ballot box and arranging your layout to encourage people to take a selfie as they put their ballot in the ballot box – and to post the photo on social media, of course!

### Copies of necessary documents

- Paper forms to join Democrats Abroad
- Ballot Log to note each ballot distributed, along with spoiled and invalid ballots.
- Tally Sheet for use after the Voting Center closes.
- Delegate Selection Plan<sup>5</sup>
- Voting Center Rules to post at the site

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<sup>5</sup> The GPP Team does *not* recommend using the Brief Guide to the DSP as a reference at the Voting Center. It is not authoritative in the way that the Delegate Selection Plan is, and some of the practices required and recommended in the Guide to Remote Ballots and this Guide are omitted from its overview.

- Challenge Forms
- Blank confidentiality forms in case a volunteer needs to take an unexpected role
- The printed list of members (along with their membership numbers and whether they voted), which will be provided by the GPP team on Feb 29
- Folders, envelopes, or boxes for collecting spoiled ballots and join forms during opening hours
- Folders, envelopes, or boxes for storing ballots after tabulation, at minimum: a container for valid ballots with dividers among presidential preferences, a container for provisional ballots with dividers, and a container for invalid and spoiled ballots.

## Additional materials

- Hard copies of FPCA forms to help attendees obtain their ballots for the general election
- Pens for voters to use (blue or black ink)
- Pens for Voting Center Staff and Tellers (including 2-3 in green and red ink)
- Stapler for joining provisional ballots to spoiled ballots, as described in a later section
- Signs to label the locations of the various stations in the voting center
- WiFi or Mobile Internet Connector (if none at the location)
- Computers, two if possible – for VFA and Joining DA
- Printer – for VFA (and making more copies of ballots or forms if necessary)
- Envelopes and stamps for VFA use
- Decorations: U.S. Flags, banners and bunting, signs promoting Democrats Abroad and the United States in general. Get creative: a map of the United States and pins in each voter's home state, or a bar-chart of post-it notes for how long voters have lived abroad. Just don't stray into policies or candidates in the Voting Center!
- Cameras and charged mobile phones for photos and videos on the spot
- Markers and paper or cardboard to make signs
- Masking tape
- Colored name tags
- Donation Box and things to sell from the Co-op

Consider using the checklist included as Appendix 3 and available as an Excel file on the DA wiki. Expand the checklist with items specific to your location and your plans, well before your Voting Center opens.

## Volunteers

You will need DA members to help with the voting center. Non-US citizens and non-members can help with setup but not with any ballot handling. There are several roles to fill. The same person can fill more than one role, depending on size of voting center.

The exact list of roles will depend on any additional activities you have planned:

- Greeter
- Help Join DA
- Registration of voters – checking membership and whether voted remotely
- Distribution of regular and provisional ballots and entry in ballot log
- Ballot box watcher
- Help with VFA
- General voter help (including remote voting and interest in being a delegate)
- Media coordinator: spokesperson and DA members who are *not* Voting Center Staff or DA leadership and thus able to speak freely
- At least 2 Tellers for vote tallying (after the Voting Center closes)

You should have special name tags for all volunteers to make them easily identifiable. You should also have special name tags for official observers.

No Voting Center Manager or Voting Center Volunteer should wear insignia or clothing that would convey to a voter or anyone else a preference for a candidate.

Make sure volunteers have received a copy of the Voting Center manual and read it thoroughly. Make sure volunteers know the time to arrive.

Retain signed Confidentiality Forms for anyone who may need to handle members' data.

At least one volunteer should be well-informed about remote voting in the GPP and able to help eligible voters who may need to vote using that method (as described below). At least one volunteer should be able to answer questions about applying to be one of DA's delegates to the Democratic National Convention in Philadelphia (as described below).

## **Advance Publicity and Related Advance Work**

Your members should be given notice of the GPP and its importance whenever and wherever possible.<sup>6</sup> Remember that many of your members do not read email notices and *many of your members do not receive email from Democrats Abroad at all*. You should strongly consider phone-banking in the 7-10 days before your Voting Center is open, and if feasible, a postal mailing even earlier than that.

Country Committees are expected to reach out to all U.S. citizens residing in their country and eligible to vote in the GPP to inform them of the opportunity to cast a ballot remotely or in-person at Voting Centers. There are very few Country Committees that have access to media or advertising received by all or even most eligible voters. By necessity, then, your promotion of the GPP will be to multiple audiences and by diverse media.

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<sup>6</sup> See the many documents from the GPP Team and the Global Comms Team, posted on the DPCA-Leadership listserv and collected on the GPP wiki page.

Please see Appendix 2 for more detailed recommendations on reaching both members and non-members in your area, including:

- Email
- Your country's space on the new Democrats Abroad website
- Social media, particularly Facebook
- Local paper and online media
- Study Abroad programs

Watch DPCA-Leadership for more templates, graphics, and recommendations from your peers and global DA committees.

Finally, the Voting Center itself is a very attractive event for local newsmedia, particularly English-language or expat-focused outlets. Consult earlier advice from DA's Deputy Director of Communications – Press, Mike Heffron ([mike@democratsabroad.org](mailto:mike@democratsabroad.org)), or contact him directly with more specific questions. Inform local media contacts that this is a visually appealing, once-every-four-years chance to cover something extraordinary. Be prepared to give brief interviews stressing the opportunity to vote in the GPP in-person or remotely, and as always, [VoteFromAbroad.org](http://VoteFromAbroad.org).

## Observers and Media

This section deals with two types of observers, casual and official, and the media (e.g. television, print, radio, or online). These attendees at your Voting Center require special preparation and your volunteers should understand their roles before the Voting Center opens.

The 2016 GPP provides a good opportunity to communicate with the media in your country or area and to showcase an example of American democracy at work. If possible, young people under voting age should be encouraged to attend to observe and to learn how democracy works.

You should undertake a well-organized media strategy, as mentioned above.<sup>7</sup> Advance publicity is extremely important. Work towards and expect at least one representative from a news organization to pay a visit. Be proactive with local media outlets to maintain their interest in covering your Voting Center. Also realize that some Voting Centers may be visited by other non-media VIP guests. Conduct yourselves always as if you would be — as you certainly will be — under public scrutiny.

Broadcast and audiovisual equipment at a Voting Center should be set up and used in a way that will not intimidate, hinder, or otherwise obstruct the participation of any voter trying to register or to cast a vote. The Voting Center Manager should designate an individual as a spokesperson. The spokesperson should be free of other duties as needed and well-versed in the Global

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<sup>7</sup> The comments about media and press coverage apply to all Voting Centers with the exception of those few that, for security reasons, do not publicize their operation.

Communications Team’s guidelines.<sup>8</sup> You may want to identify and ask a few DA members who are not part of the Voting Center Staff or DA elected leadership if they would be willing to give interviews (which would less constrained by the requirement to be neutral among candidates).

Presidential candidates listed on the ballot shall be allowed to have only one official observer at any given time within the main voting area of each Voting Center. That official observer shall be allowed to observe registration of voters, casting of ballots, and tabulation of presidential preferences and to challenge any aspect of the operation, and to challenge voter qualification. Challenges regarding Voting Center operations and voter qualification shall be made using only official challenge forms, which Voting Center Managers shall make available to anyone upon request. For more information on handling challenges to voter qualification, please see **Step 4**, below.

The official observer need not be a registered voter or a member of the recognized Chapter or of the Country Committee the Voting Center is in and shall present himself or herself to the Voting Center Manager immediately upon arrival at the Voting Center, providing appropriate photo ID and written proof of appropriate authorization from the campaign of the presidential candidate he or she is representing. All official observers shall wear a name tag clearly indicating the presidential candidate they represent and their name.

Official observers shall not hinder, delay, or obstruct the operation of the Voting Center, shall not be involved in the operation of the Voting Center, and shall not touch or handle any material necessary for the operation of the Voting Center. Official observers shall not threaten or intimidate any voter nor shall voters threaten or intimidate official observers.

Presidential candidates or their representatives may campaign outside Voting Centers, within the Rules above. No candidate shall receive preferential treatment, and all candidates shall have equal access to all GPP voters for purposes of campaigning. Campaigning is not permitted within ten meters of entrance to the Voting Center. Voting Center Managers and Voting Center Workers shall not campaign for or against any presidential candidate.

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<sup>8</sup> For example, mention [VoteFromAbroad.org](http://VoteFromAbroad.org) as often as possible, stress voting going on worldwide at more than 120 sites, “giving all Democrats living abroad a chance to choose our nominee for President,” and the opportunity to vote remotely for those who missed the Voting Center hours (if there are no other open hours locally).

# Setting Up the Voting Center

## Bring to the Voting Center

Review the list of materials in the Planning section of this document, and make sure that they all will be available at the Voting Center. Consider using the checklist included as Appendix 3 and available as an Excel file on the DA wiki. Expand the checklist with items specific to your location and your plans in the weeks before your Voting Center opens.

## Room Setup

Arrive in time to make sure the room is setup properly:

- Arrange tables and chairs
- Hang up signs
- Set up areas for each part of the voting process
- Give out names tags to all volunteers
- Walk through the site as a “test” voter (of each type) to check the flow and that volunteers understand their roles
- Don’t forget to take a few photos of the site and the volunteers to post online

## Opening and Closing

The doors should open based on the opening time published in the final list of Voting Centers. You may begin to answer questions or help voters prepare ahead of the opening time, but you may not allow any voters to cast a ballot early.

At closing time, the doors should be closed and an informative sign posted, but you must allow anyone in line at that time to be processed and submit their ballots.

# Running the Voting Center

## The Voter Arrives: The Registration Procedure & Checking Eligibility

### VOTER QUALIFICATIONS

#### KEY POINTS

1. When a prospective voter arrives at a voting center, the first voting-related question to the voter should be: *Are you a member of Democrats Abroad [Country Committee]?*
2. Voters are presumed qualified to participate in the primary if (1) they have joined the local Democrats Abroad country committee before arriving at the voting center or (2) at the voting center they join Democrats Abroad and establish their **identity** by objective documentary evidence (including passport, residence card, military or student ID, etc.).
3. Persons who appear on the membership rolls of the Democrats Abroad Country Committee in which the voting center is located do not need to provide any form of identification (ID) to be qualified to vote.
4. Persons are not qualified to vote if it can be established by positive proof that: (1) the person is not a U.S. citizen, (2) is not a member of Democrats Abroad, (3) is a member of a Country Committee of Democrats Abroad other than the one in which the voter is seeking to participate, or (4) by records indicating that the person is attempting to vote, voted in another Country Committee, in another delegation's delegate-selection process, or in the corresponding elections of another political party.
5. Any prospective voter who is deemed unqualified to vote by the Voting Center Manager may still cast a provisional ballot.

### Step 1: Greet and screen the voter

Voters who may appear with clothing or insignia indicating a presidential preference should be permitted to vote but should not linger within the area within which campaigning is forbidden.

Greeters should welcome the voter and ask questions that will streamline the voting process. For example, the greeter may ask whether the voter is a member of Democrats Abroad and confirm that the voter has not voted in any other presidential primary in 2016. Members of your Country Committee of Democrats Abroad should be sent directly to the *ballot table* to request and receive a ballot (skip Step 2). Non-members must first join Democrats Abroad, which can be done at the voting center.

The voter must be a member of Democrats Abroad in the Country Committee of your Voting Center in order to vote in your Voting Center. Those who are members of another Country Committee should be directed to a volunteer who can talk with the voter in order to suggest either that the voter should download and send a remote ballot, or that the voter should vote in a Voting Center in his or her home country.

*I'm not sure whether I'm member of the local Democrats Abroad country committee.*

If a voter is unsure whether or not he or she is a member, the voter should be referred to the *join table* and Voting Center Staff should search the database for the voter's name or consult the printed list of members. If the voter's name appears, the voter is presumed qualified to vote. In this case, the voter is then directed to the ballot table. If the voter's name is not in the database, the voter will have to join the local Democrats Abroad country committee and provide proper identification as described below in Step 2.

If a voter may have been or may still be a member of another Country Committee, refer the voter to the *join table* to join at his or her current address and make a note to inform [it\\_help@democratsabroad.org](mailto:it_help@democratsabroad.org) of a potential duplicate record.

### **Key questions to screen voters**

1. *Are you a member of Democrats Abroad [Country Committee]?*

*Yes:* Direct the voter to the ballot table.

*I'm not sure:* Direct the voter to the join table.

*No:* Direct the voter to the join table.

*No but I am a member of another Country Committee:* Direct the voter to an individual able to explain the options of remote voting or voting at a home Voting Center.

2. *Have you voted, or do you intend to vote, in any other presidential primary races?*

*Yes:* The voter cannot participate in the Global Presidential Primary if he or she has already voted in a presidential primary<sup>9</sup> in 2016. Voting in the Global Presidential Primary will disqualify the voter from voting in any other presidential primaries. The individual is welcome to join DA and participate in activities other than casting a ballot.

*No:* The voter may participate in the Global Presidential Primary.

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<sup>9</sup> Remember that voters are permitted to participate in other primaries that may be on the same ballot in their home state, including but not limited to U.S. Senate and U.S. Representative.



## Step 2: Joining Democrats Abroad at the Voting Center

The voter must be a member of Democrats Abroad in order to participate in the Global Presidential Primary. Non-members may join by (1) providing all required information on the join form and (2) by presenting *proper identification*, which is any objective documentary evidence bearing the voter's name that establishes the voter's identity, in other words, *that the voter is who he or she claims to be*. Any non-member who joins Democrats Abroad following this process is immediately presumed to be a qualified voter.

As a best practice, those who are *not* members of Democrats Abroad should be sent to a *join table*, where Voting Center Staff will help the voter complete the online *join form* (on right) via [www.democratsabroad.org/join](http://www.democratsabroad.org/join). Alternatively, the voter may join by completing a paper join form. If a paper form is used, each country committee is responsible for entering the voter's information into the DA database by using the online join form. *This must be completed within 48 hours of the closing of the voting center. No administrative credentials are necessary to enter this information.* After joining Democrats Abroad, new

A screenshot of the 'JOIN DEMOCRATS ABROAD' online form. The form is titled 'JOIN DEMOCRATS ABROAD' and features a progress indicator at the top with four steps: 'STEP 1' (active), 'STEP 2', 'STEP 3', and 'STEP 4'. Below the progress indicator, there are several input fields for personal information, including 'First Name', 'Last Name', 'Email', and 'Phone Number'. There are also checkboxes for 'I am a U.S. Citizen' and 'I am a U.S. Resident'. A red 'Join' button is located at the bottom right of the form.

members should be provided with a receipt indicating that they have joined Democrats Abroad at the voting center, and they should be directed to the ballot table to request and receive a ballot. Volunteers at the ballot table should accept that the receipt indicates that the individual is a member of Democrats Abroad and provide a ballot.

If the individual resides in a different Country Committee, the volunteers may help him or her join Democrats Abroad just as they would someone from the local Country Committee. Rather than providing a receipt and directing the new member to the ballot table, they should send him or her to someone ready to discuss whether they should vote by remote ballot or at a Voting Center in their home country.

**PROPER IDENTIFICATION:** The proper identification requirement is only for the purpose of establishing a presumption that the voter, for example, *John Smith*, is actually *John Smith*. The identification does not need to bear the voter's current address. For example, a passport is unlikely to contain the current overseas address of a voter. Examples of proper identification include but are by no means limited to passports, residence cards, student or military IDs, mail bearing the voter's name, etc.

**VOTER QUALIFICATION (NEW MEMBER):** The join process ensures that the new member's qualifications related to citizenship, age, and residence are satisfied. Thus, once a new member has joined Democrats Abroad and presented proper identification, the voter is *presumed qualified to vote*. Voting Center Staff need not inquire further into the voter's qualifications because the voter will affirm that he or she meets any additional qualifications by signing the

ballot. For more information on handling challenges to a voter's qualification, see **Step 4**, below. When considering the documentation presented by the challenger, the additional qualifying factors listed below may be useful to determine whether the voter is, in fact, qualified.

#### **Qualified Voter Checklist (upon becoming a member at the voting center)**

- The voter is a citizen of the United States of America; *and*
- The voter currently resides in the country in which the voting center is located; *and*
- The voter has not yet voted in any other presidential primary; *and*
- The voter will be 18 years old on or before Election Day (November 8, 2016) (i.e., born on or before November 8, 1998); *and*
- The voter provides “proper identification” (objective documentary evidence) bearing the voter's name that establishes the voter's *identity*, that is, *that the voter is who he or she claims to be*.

### **Step 3: Existing Members are presumed qualified to vote**

Voters who state that they are members of the local Democrats Abroad country committee when greeted at the voting center should proceed directly to the ballot table. A Voting Center Staff member should ask for the voter's name and check for that name in the membership list provided by the GPP Team on February 29.<sup>10</sup> Voting Center Staff should also review any documentation received from Democrats Abroad that indicates whether or not the voter has cast a remote ballot. If the documentation indicates that the voter did cast a remote ballot, the voter may not cast a regular ballot at the voting center. (In that situation, both ballots would be rendered invalid.) However, if the voter insists that he or she has not cast a remote ballot, or is not sure whether he or she cast a remote ballot, the voter may cast a provisional ballot with those circumstances noted on the ballot itself.

**DUPLICATE ENTRIES:** The Democrats Abroad database occasionally contains duplicate membership entries. When possible duplicate entries are identified, Voting Center Staff should take steps to (1) determine whether the entry is a duplicate, (2) delete confirmed duplicate entries at the instruction of the voter, or (3) if there is any question at all, flag unconfirmed duplicates for further follow up.

**VOTER QUALIFICATION (EXISTING MEMBER):** If the member's name appears in the Democrats Abroad database as a member of the country in which the voting center is located, the voter is

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<sup>10</sup> Volunteers with appropriate administrative rights may search for the given name in the Democrats Abroad database. If the member's name exists in the database under the proper Country Committee, then the member is presumed qualified to vote. If more than one membership record appears for any given name, it is acceptable to ask the member to confirm his or her in-country mailing address to be certain that the voting center staff has identified the correct voter.

*presumed qualified to vote.* Voting Center Staff need not inquire further into the voter's qualifications. For more information on handling challenges to a voter's qualification, see Step 4, below. When considering the documentation presented by the challenger, the additional qualifying factors listed below may be useful to determine whether the voter is, in fact, qualified.

### **Qualified Voter Checklist (Existing Member)**

- The voter is a citizen of the United States of America; *and*
- The voter's name is in the Democrats Abroad database; *and*
- The voter is a member of the Country Committee in which the voting center is located and currently resides there; *and*
- The voter has not yet voted in any other presidential primary; *and*
- The voter will be 18 years old on or before Election Day (November 8, 2016) (i.e., born on or before November 8, 1998).

### **Who is *not* qualified to vote?**

- A voter who is NOT a citizen of the United States of America; *or*
- A voter who does NOT currently reside in the country in which the voting center is located; *or*
- A voter who has already voted in another presidential primary; *or*
- A voter who will NOT be 18 years old on or before Election Day (November 8, 2016) (i.e., was NOT born on or before November 8, 1998); *and*
- A voter who is NOT a member of Democrats Abroad and fails to provide a form of identification (objective documentary evidence) bearing the voter's name; *or*
- A member-voter who requests a ballot and whose name appears in the database, but the voter's qualification is challenged by someone present at the voting center, and the challenge is upheld by the Voting Center Manager. (For example, when the Voting Center Staff discover through records provided by Democrats Abroad that the voter has already submitted a remote ballot.)
- A non-member-voter who does provide a form of identification bearing the voter's name, but the voter's qualification is challenged by someone present at the voting center, and the challenge is upheld by the Voting Center Manager upon the presentation of positive proof that the voter is not qualified.

#### Step 4: Handling challenges to voter qualification

Voting Center Staff, official observers, or any other person present at the voting center may challenge the presumed qualification of any voter. To initiate a challenge, the challenger must inform the Voting Center Staff responsible for issuing ballots. If the challenge is raised by Voting Center Staff, the challenger shall respectfully and discreetly inform the voter of the challenge. Challengers shall be given reasonable time to complete and submit a challenge form containing the details of the challenge. A challenge to a voter's qualification may only be sustained if the challenger, in addition to submitting a valid challenge form, presents *positive proof*, that is, objective documentary evidence, that voter is not qualified to the Voting Center Manager. If the Voting Center Manager determines that a voter is not qualified, the voter may nevertheless cast a provisional ballot.

Positive proof may include, but would not be limited to, documents that indicate that a person attempting to vote is not a U.S. citizen, is not a member of Democrats Abroad, is a member of a Country Committee of Democrats Abroad other than the one in which the voter is seeking to participate, or records indicating that the person attempting to vote has already voted in another Country Committee, in another delegate-selection process, or in the corresponding elections of another political party. Information sufficient to uphold a challenge is most likely to be found in documentation in the possession of Democrats Abroad, such as the membership database or other lists generated by Democrats Abroad. When used in support of a challenge against a voter's qualification, the records of Democrats Abroad shall be deemed as positive proof of the facts contained therein.

For more information on voter qualification, please refer to the "qualified voter checklist" boxes in **Step 2** and **Step 3**, above.

Voting Center Staff should be observant to see whether anyone is attempting to challenge the qualifications of the voter. However, Voting Center Staff should not announce that the voter is requesting a ballot or ask whether anyone challenges the voter's qualifications. A challenge should only be considered if it is affirmatively announced by the challenger before the voter receives his or her ballot from the election official. If a ballot has been issued to voter and it is subsequently established by positive proof that the voter was not qualified, the facts and circumstances should be recorded in writing by individuals with knowledge of the situation, and the International Chair should be informed as soon as possible of the irregularity.

Once a ballot (regular or provisional) is placed in the hands of, and accepted by, the voter, the voter controls the ballot. Voting Center Staff shall not attempt under any circumstances to forcibly dispossess the voter of the ballot. If any voting irregularities occur or are suspected, the Voting Center Staff shall record the facts and circumstances in writing, and, to the extent practicable, include the names of the individuals and the "official ballot number" of the ballot(s) involved. Once the ballot is in the voter's possession, do not touch the ballot without the voter's express permission. If the voter surrenders the ballot without having completed any necessary

portion of the ballot, attempt to inform the voter that information is missing. If the voter fails or refuses to complete the ballot, the ballot is invalid. Place the ballot in a folder marked “Spoiled” or “Invalid”. Do not place spoiled or invalid ballots that have been surrendered to you in the ballot box.

## Step 5: Issuing regular ballots

Unless they are successfully challenged, all qualified voters receive regular ballots. When issuing a ballot to any qualified voter, the staff member must confirm that the voter’s membership number properly appears on the ballot. The ballot log should be marked to the effect that the ballot with the unique number was given to the person with the membership number.

Be sure to tell the voter where he or she should deposit the completed ballot! If there is a volunteer dedicated to answering questions, you may want to point out that person as well.

NUMBERING BALLOTS: Each Voting Center Manager must ensure that ballots are properly numbered in ascending order, beginning with the number “1”. If ballots are numbered by hand, the ballot number should be written in the appropriate box in green ink.<sup>11</sup> Alternatively, Voting Center Managers may print labels to number the ballots. Provisional ballots shall also be numbered in ascending order (i.e., 1, 2, 3, . . .) and in green ink, but they shall be numbered separately from regular ballots.

Regular ballots may only be cast at a listed Democrats Abroad Voting Center during the listed Voting Center hours (including a grace period to process voters waiting in line at the closing time).

## Step 6: Issuing provisional ballots

Any person claiming to be a qualified voter may cast a provisional ballot in the Global Presidential Primary, even if challenged or if objective documentary evidence is not provided. Provisional ballots may only be cast at a listed Democrats Abroad Voting Center during the listed Voting Center hours (including a grace period to process voters waiting in line at the closing time). When a provisional ballot is cast, the Voting Center Manager, using the space provided at the bottom of the provisional ballot, is encouraged to summarize the facts and circumstances surrounding the issuance of the provisional ballot.

NOTE ON VALIDATION OF PROVISIONAL BALLOTS: All ballots cast during the Global Presidential Primary—whether valid, invalid/spoiled, or provisional—will be sent by mail to the International Chair of Democrats Abroad. The International Chair of Democrats Abroad will verify whether the voter who cast a provisional ballot was a valid member of the Democrats Abroad country committee at the time the ballot was cast. If the voter is determined to have been a valid member when the ballot was cast and the provisional ballot is itself valid (i.e., contains required

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<sup>11</sup> If green ink is not available, some other unusual color may be substituted, as long as the same color is used throughout the open hours of the Voting Center.

information, only one vote, and is signed), the provisional ballot will be marked as valid, and the ballot shall be tallied.

Anyone who casts a provisional ballot may submit evidence of his or her qualifications to vote to the International Chair. Non-members who join Democrats Abroad but fail to present proper identification may cast a provisional ballot; in this case, to validate a provisional ballot, the voter must submit proof of his or her identity. Any and all evidence submitted to establish a voter's qualifications must be sent to [PrimaryVoting@democratsabroad.org](mailto:PrimaryVoting@democratsabroad.org) on or before March 11, 2016 at 12:00 am Eastern Standard Time. The final decision to accept or reject any evidence in support of a provisional voter's qualifications lies within the sole discretion of the International Chair of Democrats Abroad.

### Step 7: The voter casts a valid ballot

The voter must deposit the ballot in the ballot box to complete the process of casting his or her ballot. After casting a ballot, the voter may not loiter in the voting area. Voters who have cast a ballot should be directed to a comfortable area to talk with fellow members of DA, or to an ongoing event or activity. If necessary, remind the voter of the prohibition on electioneering.

If the voter spoils the ballot and asks for a new ballot, mark the ballot spoiled yourself with green ink, note that the ballot was spoiled in the ballot log, and place the ballot in the container for spoiled ballots. Issue the voter a new, regular ballot and note the issuance of that ballot in the ballot log.

If the voter spoils the ballot (or casts an invalid ballot due to missing information) and informs one of the Voting Center Staff after depositing the ballot in the ballot box, the Voting Center Manager should explain the following process to the voter and then, with the voter's consent, execute it:

1. The ballot is marked as spoiled in the ballot log, in front of the voter.
2. A provisional ballot is given to the voter with the notation that it replaces a spoiled ballot in the ballot box.
3. The voter will complete the provisional ballot and deposit that ballot in the ballot box.
4. When the ballots are tabulated at the end of the open hours of the Voting Center, the ballot will be marked as spoiled with a green pen and attached to the provisional ballot.

### Additional activities recommended for Voting Centers

If at all possible, every Voting Centers should offer U.S. citizens the opportunity to use [VoteFromAbroad.org](http://VoteFromAbroad.org) to print an FPCA form. *It is important to tell the voters that voting in the Global Presidential Primary does not sign them up to receive an absentee ballot for the general election.*

Using [VoteFromAbroad.org](http://VoteFromAbroad.org) is a separate process and should be performed in a separate space, to avoid confusion with joining DA and other parts of the GPP. U.S. citizens who are not able to vote in the GPP for any reason should be strongly encouraged to complete their FPCA on the spot if they will be living abroad through November 2016.

You should expect many attendees who are ineligible to vote but nevertheless curious about the American political process: children, U.S. citizens who are just visiting, DA members who already voted in another presidential primary or caucus, and non-U.S.-citizens. Consider having an alternate activity on site to help them feel part of the process. A “fun” poll with paper ballots will teach children about voting. A “feedback form” about what kind of events your DA chapter should do will help you include members in future decisions. A “Top 3 issues” survey will both engage with members and inform them of DA’s existing efforts in advocacy. A “trivia quiz” will teach everyone about the American political process.

## **Closing the Voting Center (Each Day)**

### **Securing and Counting Ballots - Voting Center Tallies**

Immediately after the voting center closes and the last voter has cast his or her ballot, the Voting Center Manager and a Teller shall remove the ballots from the ballot box, with all other Tellers present, and place them on a clean, flat surface. Official observers have a right to observe tabulation. Other observers, including DA volunteers and newsmedia, may remain in the Voting Center at the discretion of the Voting Center Manager and may not affect or interfere with tabulation in any way.

Tabulation shall commence immediately. At least two Tellers shall tabulate the results. The counting of blank ballots that were not distributed to voters may be performed by any volunteer who is a member of DA. Vote tabulation shall take place in line with the following steps:

1. The Voting Center Managers and Tellers (collectively referred to as the “Tabulation Team”) shall first review each ballot to determine its validity (e.g., a ballot is invalid if it is unsigned, if more than one candidate or preference group has been voted for on any single ballot, if required information is missing, etc.). Ballots in the ballot box but marked as spoiled in the ballot log (as described in Step 7 above) will be mated with their provisional replacement. Invalid ballots shall be separated from valid ballots and shall be excluded from the tabulation. Provisional ballots shall also be separated from valid ballots. Invalid ballots and provisional ballots from the ballot box shall be kept separate from spoiled ballots collected during the open hours of the Voting Center.
2. Next, the presidential preference vote for each valid ballot shall be tallied. Once tallied, each ballot shall be sorted by presidential preference group, and ballots within each presidential preference group shall be sorted by membership number (in ascending order, i.e., lowest number on top of the pile). This will be a great help to the final verification of tallies by the International Chair and her designated global tabulators.
3. The Tabulation Team shall then complete the tally sheet and ballot log, including all required signatures. The tally sheet is the official document for the tally of all results. The ballot log records information such as the number of ballots printed prior to the opening of the voting center, the number of ballots remaining, and so on.
4. The presidential preference vote for each provisional ballot shall be tallied and recorded as required by the tally sheet and/or ballot log.
5. The number of invalid ballots shall be tallied and recorded as required by the tally sheet and/or ballot log.
6. All of the non-blank ballots and all of the tally sheets for a single day shall be packaged by the Voting Center Manager and kept secure. Blank ballots may be either destroyed or preserved for subsequent days of the same Voting Center location.



## End of the Day: Helping DA publish early returns

Once all valid, invalid and provisional ballots have been tallied and recorded, the Voting Center Manager shall report the day's results to the International Chair of Democrats Abroad (+49 8051 5393 or +49 8051 4865). If unable to reach either of these numbers, try +49 151 1816 3965. Do not leave a voicemail – you must continue to call until you receive confirmation from a live person. In addition, the Voting Center Manager shall scan and email the results of the tabulation and the signed statement to the International Chair at [chair@democratsabroad.org](mailto:chair@democratsabroad.org).

In addition, Voting Center Managers shall log the day's voting center results using the Google form designated by the GPP Team (to be distributed). If internet access at the voting site is interrupted or not available, the Voting Center Manager shall complete these forms within 12 hours of the close of the Voting Center for that day.

The press may be present when you complete your tabulation of the results. The GPP Team and the Global Communications Team will issue joint instructions on how to describe these results. With Voting Centers all over the world and remote ballots coming in through March 13, what you say can affect the perceived integrity of the entire GPP. Voting Center Managers have an absolute responsibility for following the instructions on speaking about the voting results.

## Multiple Days for a Single Voting Center

If blank ballots are preserved for additional days of voting at the same Voting Center, you should re-count the number of blank ballots at the beginning of those days. It is easy to miscount the number of blank ballots and very frustrating to find the error during the tabulation process.

If a Voting Center is to be open for multiple days *and* will be managed by the same person for all those days, then the Voting Center Manager may retain the results of each day in a separate envelope or package until the last day that the Voting Center will be open. The Voting Center Manager must report the results of each day as described in the previous section, but the envelopes may be kept in a secure place until sent as a single mailing to the International Chair.

## Sending Ballots

The final step is to return all original ballots cast to the International Chair. A Voting Center Manager who supervises multiple sites or one site for multiple days may retain all the ballots until the last closing and tabulation, in order to ship the ballots in one consolidated mailing, as described above. *Only* the Voting Center Manager may retain the ballots and he or she must take extraordinary care to preserve the ballots and keep each day's tabulation separate.

All ballots shall be sent to the International Chair at the following address:

Kathryn Solon  
Stettenerstr. 61  
83209 Prien  
Germany

All ballots from a Voting Center should be sent within two business days of the close of that Voting Center, except where consolidation is explicitly permitted. All ballots must be sent by a registered method that is guaranteed to arrive at this address by **March 19**. Each Country Committee is responsible for the costs of whatever postal or courier service is required.

Any foreseen obstacles to meeting this requirement must be brought to the attention of your Regional Vice Chair as soon as possible. Similarly, any accidental delay must be brought to the attention of your Regional Vice Chair immediately.

## Consolidating Remote Ballots and Voting Center Ballots

If the Remote Ballot Warden and a Voting Center Manager are able to meet face-to-face on March 13 or 14 *and* they are able to ensure that a consolidated mailing will arrive at the above address by March 19, then they may consolidate their mailing of ballots to the International Chair. Such a consolidated mailing must consist of two separate envelopes or packages clearly marked and signed by each responsible party: the Remote Ballot Warden for the remote ballots and the Voting Center Manager for the rest.

Neither the Remote Ballot Warden nor any Voting Center Manager may mail a package of ballots to some intermediary, including each other. Kathryn Solon in Prien, Germany is the only destination to which tabulated ballots may be sent.

## Remote Ballot Tallies

When ballots are received, the Ballot Warden should write the voter's membership number on the ballot, preferably in green ink, if the number was not written on the form by the voter.

By 6 pm local time on March 14, 2016, the Ballot Warden plus at least one Teller shall tally the presidential preferences of all remote ballots received by mail. All Tellers must be members of Democrats Abroad.

Vote tabulation shall take place in line with the following steps:

1. The Remote Ballot Warden and Tellers (collectively referred to as the "Tabulation Team") shall first review each remote ballot to determine its validity (e.g., a ballot is invalid if it is unsigned, if more than one candidate or preference group has been voted for on any single ballot, if required information is missing, and so on). Invalid remote ballots shall be separated from valid remote ballots and shall be excluded from the tabulation.
2. Next, the presidential preference vote for each valid remote ballot shall be tallied. Once tallied, each remote ballot shall be sorted by presidential preference group, and remote ballots within each presidential preference group shall be sorted by membership number (in ascending order, i.e., lowest number on top of the pile), which will assist the final verification of tallies by the International Chair and the global tellers.

3. The Tabulation Team shall then complete the tally sheet. The tally sheet is the official document for the tally of all results.

Once all valid and invalid/spoiled ballots have been tallied and recorded, the Remote Ballot Warden shall report the results to the International Chair of Democrats Abroad (+49 8051 5393 or +49 8051 4865). If unable to reach either of these numbers, try +49 151 1816 3965. Do not leave a voicemail – you must continue to call until you receive confirmation from a live person. In addition, the Remote Ballot Warden shall scan and email the results of the tabulation and the signed statement to the International Chair at [chair@democratsabroad.org](mailto:chair@democratsabroad.org). The Ballot Warden, upon completing the tally of all remote ballots received, shall log the remote-ballot results using the following Google form (insert link).

## DEFINITIONS

**ACTIVE CAMPAIGNING:** any activity for the purpose of soliciting votes for a specific political candidate that is directed toward one or more persons. For example, the following activities constitute active campaigning: holding campaign signs, passing out campaign literature, campaign speeches, or asking an individual to vote for a certain candidate. However, simply wearing campaign buttons, T-shirts, hats, etc. is considered to be passive campaigning.

**BALLOT TABLE:** the place at which members of Democrats Abroad request their ballots at a voting center.

**BALLOT WARDEN:** the designated Democrats Abroad country committee official who has been appointed for the purpose of receiving, handling, and tabulating remote ballots.

**CHALLENGER:** Voting Center Staff, official observers or any other person present at the voting center who seeks to challenge the voting qualification of any voter.

**JOIN FORM:** a paper or online form used for the purpose of signing up new members of Democrats Abroad. The online form is available at [www.democratsabroad.org/join](http://www.democratsabroad.org/join). Membership management credentials for the Democrats Abroad membership database are not required to use the online join form to enter new members who used paper forms at a Voting Center.

**JOIN TABLE:** the place at a voting center where persons who are not members of Democrats Abroad, but who are eligible to join, complete the join form and present proper identification to Voting Center Staff.

**LOITER:** to stand idly about, linger aimlessly, to proceed slowly or with many stops, to delay or dawdle, etc. Voters who are only engaged in passive campaigning (i.e., wearing campaign buttons etc.) may wait in line and vote, but they may not loiter or engage in any active campaigning.

**OFFICIAL OBSERVER:** any person officially appointed by a 2016 Democratic presidential campaign to observe registration and tabulation of presidential preferences and to challenge any aspect of the operation, and to challenge voter qualification. Official observers must present official written credentials from his or her campaign immediately upon arriving at the voting center. Official observers may not engage in active or passive campaigning of any kind, including wearing campaign buttons, T-shirts or hats on behalf of any candidate.

**POSITIVE PROOF:** objective documentary evidence that voter is not qualified to vote in the Global Presidential Primary. Positive proof may include, but would not be limited to, documents that indicate that a person attempting to vote is not a U.S. citizen, is not a member of Democrats Abroad, is a member of a Country Committee of Democrats Abroad other than the one in which the voter is seeking to participate, or records indicating that the person attempting to vote has already voted in another Country Committee, in another delegate-selection process, or in the corresponding elections of another political party. Information sufficient to uphold a challenge is most likely to be found in documentation in the possession of Democrats Abroad, such as the membership database or other lists generated by Democrats Abroad. When used in support of a challenge against a voter's qualification, the records of Democrats Abroad shall be deemed as positive proof of the facts contained therein.

**PROPER IDENTIFICATION:** any objective documentary evidence bearing the voter's name that establishes the voter's identity, that is, *that the voter is who he or she claims to be*. The proper identification requirement is only for the purpose of establishing a presumption that the voter, for example, *John Smith*, is actually *John Smith*. The identification does not need to bear the voter's current address. For example, a passport is unlikely to contain the current overseas address of a voter. Examples of proper identification include but are by no means limited to passports, residence cards, student or military IDs, mail bearing the voter's name, etc.

**PROVISIONAL BALLOT:** the ballot that may be cast by any voter who has been successfully challenged or who has joined Democrats Abroad at the voting center but has failed to provide proper identification. To be tabulated as a part of the final results of the Global Presidential Primary, a provisional ballot must first be validated by the International Chair.

**REGULAR BALLOT:** the official ballot used for in-person voting at voting centers during the Global Presidential Primary.

**REMOTE BALLOT:** an absentee ballot for the Global Presidential Primary. Remote ballots may be returned by email, fax or mail. They cannot be cast in person at a voting center. Voters who appear at a Voting Center may choose to cast a remote ballot for their own reasons, but these voters should be reminded that if they cast both a remote ballot *and* a ballot in-person, *both ballots will be deemed invalid*.

**TABULATION TEAM:** a team of two or more Tellers.

**TELLER:** any eligible member of the Voting Center Staff who is appointed by a voting center manager to tally votes. To be eligible to serve as a Teller, the person must be a valid member of Democrats Abroad. Voting Center Managers may appoint themselves to serve as Tellers.

**VOTING CENTER:** any place listed in the Democrats Abroad voting center list where in-person voting may take place for the 2016 Democrats Abroad Global Presidential Primary, *provided* that the location may not appear on the voting center list if a waiver was obtained from the International Chair of Democrats Abroad. The voting center list is available at [http://www.democratsabroad.org/global\\_presidential\\_primary](http://www.democratsabroad.org/global_presidential_primary)

**VOTING CENTER MANAGER:** the individual appointed by a country committee chair to oversee the operation of a voting center. All Voting Center Managers were appointed by December 31, 2015, by notice to the International Chair.

**VOTING CENTER STAFF:** persons appointed by a voting center manager to assist with the operation of a voting center. Persons who are not citizens of the United States may serve as Voting Center Staff, but they may not access the Democrats Abroad database, handle ballots or serve as Tellers.

## **Appendix 1: Corrections made to previous documents**

The Brief Guide to the DSP, on page 9, states, “When [the membership form is] complete, the voter's citizenship and a local address needs to be verified by additional documentation (passport, utility bill, driver's license, etc.)” As mentioned in “Running a Voting Center” in this document, the purpose of requesting identification is to establish identity alone. The signed Declaration is sufficient to establish an individual’s citizenship and local address. In any case, it is always true that, “If verification cannot be completed, the Voting Center Manager has the option of allowing the voter to receive a provisional ballot to be verified later.”

## **Appendix 2: Advice for Promoting the GPP**

Email is still the easiest and cheapest way to communicate with existing members, and the country news page and events listings on the new Democrats Abroad website can let your members know what is going on. People often overlook e-mails, but sometimes a provocative subject line makes the difference. Remember, you are providing the opportunity to choose who they want for the next president.

You may want to tell interested US citizens that they can streamline the process of voting by joining online before March 1, but that they are also welcome to join on the spot. Many Americans who have lived in the US in the past 5-10 years are familiar with the idea and practice of same-day registration.

Every Country Committee has space on the new Democrats Abroad website that is likely to be found by U.S. citizens looking for information about participating in politics from abroad, e.g. by Google search. Be sure that they find information about your Voting Centers and about voting remotely in the GPP. Think of the website as a tool to grow your membership in the 21st century when newspapers and the traditional media we grew up with are now only a small part of the world communicates.

Over the past year DA made a huge investment into upgrading our website. It is much easier to use graphics and images that help engage the viewer. Make the GPP your motivation to put into action what you have already learned. The dividends will amaze you.

The very top of the home page on [wiki.democratsabroad.org](http://wiki.democratsabroad.org) has a link to the resources you need for a refresher, it's labeled DA Website, Emails and Membership Upgrade, click it. The training program booklet is a really great tool. If you still feel shaky, reach out for help to the IT folks or even the DA Secretary. This tool will help you make your GPP events a success.

The DemocratsAbroad.org website using the tools of NationBuilder offers some great methods to communicate with current members and the world beyond.

Use a good title of your news article, i.e. Democrats Abroad Global Presidential Primary in (your country) When someone does a Google search looking for this topic you have a very good chance of being listed as one of the places available to click on. An event might be named: Democrats Abroad Primary in Hong Kong, Democratic Americans in UK participate in Super Tuesday, etc. Make the title specific to your country. Think about how your titles can help a search engine give your page as a top position when someone is looking. Remember you are trying to reach beyond your current membership.

The NEWS or EVENT page on your country or chapter page can also serve as a place to link to from posts on Facebook, Press Releases, News articles, and Tweets. Online info sites like, "Meet-Up", "What's going on in Geneva", Expat Groups, and so on, may not give much space to provide the details, but you can cast out the hook then make the link to your Event or News page. Ask your fellow members about the local places or sites they visit where you can potentially post and create links back to your event or news page.

**Social media** is an important asset and Facebook is the easiest to adopt. Facebook doesn't handle always accept text laden images very well. An eye-catching image may have better results. If you have a photo from a prior GPP in person voting event you might consider using that image.

On the line under the image create your message, make a link it to your country DA website page that contains the local information. If you have posted a news article with all the details of the GPP in your country or as an event you can put a link in the Facebook announcement. You may consider using the image of where you are having the voting event so it can be remembered more easily. You might want to superimpose the poster in the photo with the dates and times.

If you are interested in going beyond your own DA friends who have already LIKed you it may be worth **asking your DA Chapter or Country Committee leaders to lead by example** and to comment on and share the event with other groups in the country from their personal Facebook pages. The idea is to increase the overall interactions. That is the real power of Facebook. Don't be shy! Comment as yourself, voice your own thoughts to get your members talking.

Another consideration is **spending some money to boost your page or event**. It is pretty cheap. You can choose how much and for how long. More importantly you can also specify that you want the boost to be limited to the country where you are, an age range, English speakers, Americans, study abroad students, and topics like American politics or even including the names of candidates, etc. The Facebook algorithm will then keep sharing your message within the group with some of the characteristics for as long as you specify.

You may actually pick up lots of locals, but also other Americans who otherwise were not tuned into the event you are putting on and/or may not identifying on their FB page as Americans. You will be surprised at how many LIKES you get. This often means that future posts will end up on the newsfeed of the same people who LIKed your previous post. Boosting the event will appear potentially in thousands of people's news feeds. It is another way to get your message out to folks you otherwise may never have contact with.

If there is a **local hand-out paper or residential community newsletter**, a short note may extend your reach enormously:

Dear Editor or Leader of an Overseas Organization

As you know the race is on by the two main parties in the United States to choose their candidates for the Presidential Election in November 2016.

Please consider posting or publishing this message where Overseas Americans are likely to find it. The short message gives those who belong to one of the parties the opportunity to make their choice known from here.

Many thanks for your consideration. (signature)

*The Primary season is in full swing back in the US. Feeling left out?*

*If you lean toward the Democratic Party and you are a US citizen you can participate from here.*

*Democrats Abroad, the overseas arm of the political party of the same name, makes it easy for you to participate in the US Democratic primary. The overseas affiliate conducts its own primary across the globe, giving its members the ability to cast a ballot in person or to vote from the convenience of their computer. Act now, because your ballot has to be sent by March 8.*

*Full details available at [www.democratsabroad.org/yourcountry](http://www.democratsabroad.org/yourcountry).*

Study-abroad programs may see the GPP as an unique experience, particularly for first-time voters. DA recommends that every Country Committee have and execute a study-abroad plan. If you don't yet have one in place, try a simple invitation:

Dear Program Director,

Your study abroad program hosts many American students from the United States. As you know this is a Presidential election year.

I am writing on behalf of Democrats Abroad, which represents the Democratic Party outside of the United States. Democrats Abroad is considered, for purposes of the primary, like a state back in America. This allows Democrats Abroad to conduct a primary election among its members worldwide to determine who they want to represent the Democratic Party as their presidential candidate.

Many of your students are not prepared to participate in their home state presidential primary as they may not be registered to vote nor have requested a ballot. If they are interested in the candidates of the Democratic Party we can offer them a solution while they are here studying.

We are requesting that you distribute this announcement to all students in the various ways you communicate with them as widely as possible as the date is fast approaching.

In past elections the vote of this age group has played an important role in choosing the Democratic candidate.

Suggested Announcement for distribution, please COPY and PASTE into your communication:

*We have received the following announcement from the local chapter of Democrats Abroad:*

*Feel the Bern? Hil Yes!*

*Feeling left out of the excitement back in the States during this Primary season? You can catch the energy and participate in the primary season in the Democrats Abroad Global Presidential Primary. The party makes it easier for overseas Democrats both temporary or permanent to participate. There will be voting in \_\_\_\_\_ or you can participate online. To find out more please go to [www.democratsabroad.org/\(country\)](http://www.democratsabroad.org/(country)) or like us on Facebook Democrats Abroad (name of country) to learn more.*



# Appendix 3: Checklist

This checklist is also available as an Excel file on the DA wiki.

## Global Presidential Primary

ACTIVITY	COMPLETE
<b>Before the day of the Primary</b>	
Reconfirm reservation for the location, date and time	
Send out press release, use global press release as guideline	
Contact media	
Make sure all volunteers have a copy of the Global Primary Guide	
Inform your local police and ask help for any safety precautions	
Check with local US Embassy or Consulate about any potential dangers	
Download and print ballots and provisional ballots	
Number ballots	
Solicit enough volunteers and confirm shifts	
Make a Ballot Box	
Select 2 people to be tellers after center closes	
<b>Take to the Voting Center</b>	
Ballots and Provisional Ballots	
Ballot Box	
Signs and banners	
List of members - name, address, voting state, voting status	
Computer (for VFA registrations, donations, and membership checks)	
Printer (for VFA registrations)	
WIFI or mobile internet connector (if needed)	
Several copies of the Delegate Selection Plan (DSP)	
Several copies of the Voting Center Rules	
Several copies of the Challenge Form	
Several copies of the Voting Center Guide	
Calculator and mobile phone charging cords	
Clipboards, black/white board(s) and/or flip chart(s)	
Lots of pens, pencils, and extra paper	
Markers and paper or cardboard to make signs	
Masking tape	
Colored name tags	
Hard copy Federal Post Card Absentee (FPCA) Registration Forms	
Camera	
<b>Day of Voting Center</b>	
Arrange chairs and tables	
Put up signs	
Set up join-DA tables and voting tables/booths	
Set up area for voters to complete ballots	
Set up table for Voter Registration	
Give out name tags for all volunteers	
<b>After the Primary</b>	
2 Tellers tally all votes	
Results entered on tally sheet	
Tally sheet signed by Tellers and Voting Center Manager	
Voting Center Manager submits results as soon as tally is complete <small>(use subject line "country/chapter name Voting Results"; Email: PrimaryVoting@democratsabroad.org)</small>	
Voting Center Manager submits Google Forms for tallies	
Voting documents packaged: Ballot Log Signed Tally sheet Ballots	
Send documents by Express (Overnight) if possible to arrive by March 13 to: Katie Solon International Chair, Democrats Abroad Stettenerstr. 61 83209 Prien Germany	

## Appendix 4: The GPP in the DSP

Democrats Abroad is the official arm of the Democratic Party outside the United States. The official name of our global organization is Democratic Party Committee Abroad (DPCA) and it is recognized as a “state party” within the Democratic Party, although we do not have elected politicians at state and local levels.

Being a “state party” is very important when it comes time to choose our party’s nominee for President. Just like the Iowa Democratic Party and other state parties, DA submits a Delegate Selection Plan (DSP) to the Rules and Bylaws Committee of the Democratic National Committee (DNC). Through a long review process, our 2016 DSP was found compliant with the Rules of the Democratic Party.

Our DSP determines how we will help determine the Democratic nominee for President. Ultimately, the Democratic nominee is chosen by delegates at the Democratic National Convention in Philadelphia in July. (Remember 2008, when the contest between Clinton and Obama came down to delegates, and there was a big question about allowing the delegates from Florida and Michigan to vote because those states broke the rules? The popular vote in the Michigan primary didn’t matter – it was whether the Michigan delegates could vote.)

We get to send 21 delegates in 2016, about the same as Wyoming and Alaska. (That number is already a simplification – e.g. we have 17 votes – but the details get complicated quickly.)

Being Democrats, we think that we shouldn’t just have a little meeting of our leaders to pick the presidential preferences of our delegates. We value democracy, so we think that every Democrat living abroad should get an equal vote. The best way to do that is with a primary: an election with lots of voters casting ballots.

That’s how we get two phases of the Delegate Selection process. First, we hold a Global Presidential Primary: an election to ask the huge number of Democrats living abroad to tell us their preferences among the Democratic candidates. We calculate the results as percentages. When we did it in 2008, it was about 66% Obama, 33% Clinton. In our 2016 Delegate Selection Plan, we committed that we will select our at-large delegates to the Democratic National Convention according to the results of the primary.

The presidential preferences of Democrats living abroad need to be represented at the Democratic National Convention in Philadelphia by actual people who get to be *delegates*. Lots of people want to be delegates, and it’s important that our delegates truly represent Democrats Abroad in all our diversity – as well as the presidential candidates for whom they will vote.

So we accept applications from people who want to be delegates for one presidential candidate or another, and we work to encourage underrepresented groups to apply. Then we have a series of caucuses to choose among those applicants – but always in accordance with the presidential preferences expressed by Democrats living abroad in the GPP.

## **Appendix 5: Information on Applying to be a Delegate for Democrats Abroad**

Anyone who is eligible to vote in the GPP is also eligible to apply to be a delegate for Democrats Abroad to the Democratic National Convention in Philadelphia on July 25-28, 2016.

The latest information on how to apply to be a delegate will always be available at <http://www.democratsabroad.org/diversity> and inquiries may be directed to [diversity@democratsabroad.org](mailto:diversity@democratsabroad.org).

Applications for candidates for delegates will be available online from February 15. The deadline to submit all the required forms is April 13 for regional delegates and April 14 for all other delegates. (The same forms can be used by an individual to run for all available delegate positions, but then the April 13 deadline applies.)

Every state party within the Democratic Party has an Affirmative Action Committee to increase the diversity of its delegation to the convention. Our goals – for the 21 delegates we have in 2016 – are African Americans (4), Hispanics (4), Native Americans (1), Asian Americans & Pacific Islanders (1), LGBT Americans (3), People with Disabilities (3), and Youth (6). These are goals, not quotas. In order to help DA do its best to meet these important goals, Country Committee leaders must make information on how to become a delegate widely available.

The Affirmative Action Committee requested support from presidential campaigns to defray the costs of travel and lodging for some delegates. That support is not yet confirmed. If a travel fund is established, full information will be posted to <http://www.democratsabroad.org/diversity>

## **Appendix 6: Technical Details from the DSP**

Voting Centers, as a purely technical matter, are a key part of DA’s Delegate Selection Plan (DSP) as the “proportional-representation system based on the results of a committee-run Presidential Preference Vote, for apportioning delegates to the 2016 Democratic National Convention.” Voting Centers also constitute “the ‘first determining step’ of Democrats Abroad’s delegate-selection process.” (All quotes from page 5 of the DSP.) While it’s true that remote ballots may be sent by voters before Voting Centers open, these ballots are not officially counted until well after they close.

DSP, page 5

Voter Participation in Process.

- a. Participation in Democrats Abroad’s delegate-selection process is open to all United States citizens residing outside the United States who will be eighteen (18) years of age or older on November 8, 2016 and who wish to participate as Democrats.
- b. Each individual participating in the Global Primary must sign a Declaration to the effect of the preceding sentence in the form of the Declaration set forth as Attachment 10 hereto and shall

thereby become a participant in the Global Primary. A person who wishes to participate in the Global Primary and is not a member of Democrats Abroad must first join Democrats Abroad [...]

- c. At no stage of Democrats Abroad's delegate-selection process shall any person be required, directly or indirectly, to pay a cost or fee to Democrats Abroad as a condition for participating. Voluntary contributions to the party may be made, but under no circumstances shall a contribution be mandatory for participation. (Rule 2.D & Reg. 4.4.)
- d. No person shall participate or vote in the nominating process for the Democratic Presidential candidate who also participates in the nominating process of any other delegation to the 2016 Democratic National Convention or of any other political party for the corresponding Presidential elections. (Rule 2.E.)
- e. No person shall vote more than once in the committee-run Presidential Preference Vote process. (Rule 3.E & Reg. 4.6.)
- f. Democrats Abroad shall take the steps set forth in its Affirmative Action, Outreach, and Inclusion Plan (see *infra* Section VII) to improve participation in the Presidential preference primary and delegate-selection process. (Rule 2.I.)

DSP, page 10

f. Procedures for the Primary

All members of Democrats Abroad as at 24:00 (CET) hours on January 31, 2016 are presumed qualified to vote in the Global Primary unless proof can be established to the contrary. Those participants in the Global Primary who join Democrats Abroad after that date and who wish to vote in the Global Primary and who provide proper identification (with, for example, a passport, driver's license, resident's or registration card, or military, college, or university identification card) shall be presumed qualified to vote unless positive proof can be established to the contrary. Positive proof of this kind could include, but would not be limited to, documents that indicate that a person attempting to vote is not a U.S. citizen, is not a member of Democrats Abroad, is a member of a Country Committee of Democrats Abroad other than the one in which the voter is seeking to participate, or records indicating that the person attempting to vote, voted in another Country Committee, in another delegation's delegate-selection process, or in the corresponding elections of another political party. In case of a challenge, the person challenged may cast a provisional ballot. The Democrats Abroad Executive Committee shall establish procedures to prevent multiple voting by any person.

DSP, page 12

Each Voting Center shall be managed by the Voting Center Manager, who shall be the Chapter or Country Committee Chair or his/her designee. ... Specifically, the Voting Center Manager shall:

- (i) not allow any voting by proxy;
- (ii) terminate voting at the time the Voting Center is closed; those in line at the time the Voting Center closes being nevertheless allowed to vote;

(iii) maintain all ballots in a safe location in such a way they remain undisturbed and untampered with during the entire voting period. For this purpose, the Voting Center Managers may remove the ballots from the Voting Centers at the end of each day of voting;

(iv) see that the ballots are accurately tabulated and make note of any challenges and any provisional ballots cast;

(v) after tabulation, secure and seal all ballots and send them immediately by special courier or registered mail to the International Chair of Democrats Abroad: Kathryn Solon, Stettenerstr. 61, 83209 Prien, Germany; also included in this package shall be the results of the tabulation and a signed statement that the tabulation is an accurate reflection of the votes cast in the Primary for that Country Committee;

(vi) report the results of the tabulation to the International Chair of Democrats Abroad by telephone (+49 8051 5393 or +49 8051 4965), immediately upon completion of the tabulation. In addition, the results of the tabulation and the signed statement shall be emailed in scanned format to the International Chair of Democrats Abroad at [chair@democratsabroad.org](mailto:chair@democratsabroad.org).

(vii) appoint any persons or committees necessary for the smooth operation of the Voting Center.

DSP, page 14

#### 6. Uniform Rules and Equal Access by Campaigns

Presidential candidates shall be allowed to have present at each Voting Center a representative who shall be allowed to observe processing of voters and tabulation of ballots. Those representatives may not observe the act of voting by a voter.

A representative of a Presidential candidate shall be allowed reasonable access to any site where vote by mail or email are prepared, mailed, tabulated, or stored to observe those operations.

The International Chair of Democrats Abroad shall establish uniform rules and regulations for “campaigning” of any nature at any Voting Centers. No preferential treatment shall be accorded to any campaign(s). Voting Center Managers shall post these uniform rules and enforce them.

## **Appendix 7: Forms and Documents to be provided by the GPP Team**

The following forms and documents are necessary to run a Voting Center and will be distributed separately from this guide:

- Ballot for in-person voting at a Voting Center
- Provisional Ballot for in-person voting at a Voting Center
- Tabulation Form for Voting Centers
- Tabulation Form for Remote Ballot Wardens
- Ballot Log
- Challenge Form
- Join Form and Receipt for a New Member

The GPP Team will also distribute links to two Google forms:

- Report of results after the close of each day of Voting Center operations
- Report of results by Remote Ballot Warden

*The GPP Team is grateful for all of the effort and attention to detail that DA volunteers all over the world put into making our primary a success.*

*The team:      Will Bakker (Luxembourg)  
                    Shari Temple (Germany)  
                    Bill Barnard (UK)  
                    Jim Mercereau (Spain)  
                    Tom Schmid (Japan)*

Guide for Voting Center Managers, Version 13 Feb 2016