



DEMOCRATS ABROAD

Global Presidential Primary

Guide to Remote Voting in the 2016 Global Presidential Primary for Democrats Abroad Leaders

Responsibilities

The **Remote Voting Assistant** for a Country Committee accepts and fulfills requests for remote ballots for the Global Presidential Primary from January 11 to March 8. Requests may arrive by email or by postal mail, to the addresses designated by the Country Committee Chair.

The **Remote Ballot Warden** for a Country Committee is responsible for receiving and taking custody of all remote ballots returned by mail to the warden's address from January 11 through March 13. The Remote Ballot Warden should tag voters in the membership database no later than February 27. (Further details below.) On or just after March 13, the Remote Ballot Warden must accurately tabulate the results, sign the tabulation form along with the Country Committee Chair, secure and seal all ballots, and send them by special courier or registered mail to the International Chair.

The **Global Remote Voting team** receives ballots by email, by post, and by fax from January 11 through March 13. The Global Remote Voting team will assemble a report of the remote ballots cast through late February, for distribution to Voting Center Managers to help avoid double-voting during the week of in-person voting.

A Remote Voting Assistant will need:

- The electronic document consisting of the official remote ballot and instructions.
- Printed ballots and instruction sheets, envelopes, and local postage, in order to send remote ballots to eligible voters who request a blank ballot delivered by mail.
- Access to a printer for individual messages to both eligible voters and ineligible voters who request a blank ballot delivered by mail.
- Access to the membership database, in order to determine the membership status and membership number of each voter requesting a remote ballot and to tag those voters as having requested a ballot.
- Access to the email account to be used for ballot requests within your Country Committee, as submitted by your Country Committee Chair by December 31, 2015.

A Remote Ballot Warden will need:

- Access to the postbox associated with your Country Committee's postal address for ballot reception.
- A secure place to keep ballots.

A Remote Ballot Warden will need (continued):

- A pen with green ink and a pen with red ink.
- Access to the membership database, in order to determine the membership status and membership number of the individual casting each completed remote ballot and to tag those voters as having cast a completed ballot.
- The packaging and postal fees needed to send all ballots received by March 13 to Germany by March 15 (postmark).

Instructions for Handling Ballot Requests

Each Country Committee Chair has designated an individual, the Country Committee's Remote Voting Assistant, to receive requests to vote remotely in the Global Presidential Primary. That volunteer must respond to all such requests. Except in extraordinary circumstances, the Remote Voting Assistant should respond within one business day to a request to send a ballot by email and two business days to a request to send a ballot by post or fax.

Other volunteers should forward any formal requests for a ballot to the Country Committee's Remote Voting Assistant. This may seem counter-intuitive, because the goal is to get ballots into the hands of as many voters as possible, but a written request for a remote ballot has an official status and must leave a paper trail with an officially designated individual. Every individual should feel free to help voters obtain ballots *and also* bring the Remote Voting Assistant into the loop. (Please note that casual requests for help at local events or in conversation are not official in this way. Everyone should feel free to send individuals to <http://www.democratsabroad.org/GPP/>)

Receiving and answering ballot requests by email

In brief, the process for each request is for the Remote Voting Assistant to:

1. Check the eligibility of the requester. If the requester is ineligible due to not being a member of Democrats Abroad, explain the requirements and provide a link to the Join form of the Democrats Abroad website (or make other arrangements to help the requester join). If the requester is ineligible due to not meeting other requirements, explain the requirements and suggest an alternate activity.
2. Note the eligible requester's membership number and tag the eligible requester in the membership database as "2016 GPP Request". You may tag by accessing the member's record for each response you send, or by keeping an Excel file of names and membership numbers to send to the Global Remote Voting team by February 27.
3. Send an email in response with the standard instructions for remote voting, as provided below. If the requester specifically asks for a ballot to be sent by post or by fax, follow the instructions in the following section for doing so.
4. Note the requester's name and the action taken.

The remainder of this section reviews these four steps in detail.

The first step is to check the eligibility of the requester to vote in the 2016 Global Presidential Primary. In most cases, this will involve searching the DA database for that individual's name.

The formal requirements for eligibility are:

- citizenship of the United States of America
- residence outside of the United States and its territories, whether temporary or permanent (study abroad students may vote in the Global Presidential Primary if they have a local residential address, no American-style P.O. Boxes)
- eighteen (18) years of age or older on November 8, 2016
- the wish to participate as a Democrat and membership in Democrats Abroad
- that the voter did not and will not participate in any other 2016 Presidential nominating process

All of these qualifications are covered by the signed Declaration on the remote ballot and the membership of the voter in Democrats Abroad. The Remote Voting Assistant is not required to ensure that the requester is a US citizen or meets the other specific requirements.

If a Remote Voting Assistant has extraordinary reasons to conclude that a requester who is a member of Democrats Abroad is, in fact, not a US citizen or does not live abroad, then the Remote Voting Assistant should still fulfill the request and notify the chair of the GPP Team, Will Bakker, at willbakker@democratsabroad.org with a copy to the International Counsel, Orlando Vidal, at counsel@democratsabroad.org.

If the requester is ineligible due to not being a member of Democrats Abroad, explain the requirements and provide a link to the Join form of the Democrats Abroad website (or make other arrangements to help the requester join). Please keep in mind that the requester may be a member of Democrats Abroad in a Country Committee that you are not able to access. If this appears to be the case, please forward the request to PrimaryVoting@democratsabroad.org using the subject "Urgent: Check for Eligible Voter" and note that action.

Sample email response to a non-member who is otherwise eligible to vote in the GPP:

Dear [Voter],

This is an urgent message in response to your request to receive a ballot in the Global Presidential Primary of Democrats Abroad.

One of the requirements to vote in this primary is that you subscribe to the principles of the Democratic Party. For Americans living abroad, you must do so by being or becoming a member of Democrats Abroad. Democrats Abroad has no membership fees of any kind, and you may opt out of solicitations from Democrats Abroad.

Please join Democrats Abroad by filling out the form at <http://www.DemocratsAbroad.org/join>. You will receive a message with your membership number and further instructions on how to request your ballot. Please file your request after that confirmation of your membership.

If you are unable to join Democrats Abroad online, please respond to this message and I will be happy to work with you.

If the requester is clearly ineligible due to not meeting other requirements, explain the requirements and suggest an alternate activity. For example, non-members who already voted in another primary may be encouraged to join Democrats Abroad for its many other benefits and U.S. citizens living in the U.S. may be referred to their local Democratic Party. It would be best for you to track ineligible requests separately from fulfilled requests.

The second step is to continue to use the membership record of the requester to note the requester's membership number and to tag the record with "2016 GPP Request". If you would prefer not to tag records as you fulfill requests, you may keep an Excel file with names and membership numbers of all eligible requesters. You must send that file by February 27 to the Global Remote Voting team at PrimaryVoting@democratsabroad.org with the subject line "File of Ballot Requesters." The tags (or file) will be used to compile a list of DA members who may have already voted when in-person voting begins on March 1.

The third step in handling a request for a ballot is to provide the ballot! A Country Committee's Remote Voting Assistant should respond to an official request for a ballot received by email with an email response as follows:

Dear [Voter],

This is an important message in response to your request to receive a ballot in the Global Presidential Primary of Democrats Abroad.

Please visit the link provided, print out the resulting file, fill it out completely, and return the ballot by one of the following means:

Email: PrimaryVoting@democratsabroad.org

Fax: +1-888-958-6739

Post: [address of Remote Ballot Warden in your Country Committee] OR
International Chair, Democrats Abroad

Stettenerstr. 61

83209 Prien, Germany

Your membership number is [number looked up in the membership database]. Please write that number on the appropriate line of the ballot.

The link to obtain your ballot and instructions to complete and return the ballot is:

<http://www.democratsabroad.org/GPP/>

If the link does not work for you, please respond to this message and I will send you a ballot by attachment.

The Remote Voting Assistant may add details about the local Country Committee or Chapter, or personal details as appropriate and within reason. Any mention of the Presidential candidates is inappropriate, of course.

An official request for a ballot may arrive via email but specify that the remote ballot should be sent by other means. For example, someone may write, "This request is sent from my son's email account, so please post a ballot to me at Edward Handy, 14 Suburban Ave, Slough, Poland."

Remote Voting Assistants should fulfill such requests unless they are obviously fraudulent. Obviously fraudulent requests should be reported to willbakker@democratsabroad.org

The fourth and final step is to record each request so that all responses are recorded in some way that allows the Remote Voting Assistant to account for the interaction as late as July 30, 2016. Ways of keeping that record include entries in a spreadsheet, notations in a text document, or the retention of emails in an online folder.

Sending a ballot by post or by fax

You may receive requests from voters to receive a blank ballot by post or by fax. As above, first check the eligibility of the individual to vote in the Global Presidential Primary.

If the individual does not appear to be a member of Democrats Abroad, print out the following message and one of the blank membership forms available on the DA wiki.

Dear [Voter],

One of the requirements to vote in this primary is that you subscribe to the principles of the Democratic Party. For Americans living abroad, you must do so by being or becoming a member of Democrats Abroad. Democrats Abroad has no membership fees of any kind, and you may opt out of solicitations from Democrats Abroad.

You do not appear to be a member of Democrats Abroad as of [date]. To cast the included ballot, you must first join Democrats Abroad by filling out the form at <http://www.democratsabroad.org/join>

After doing so, you will receive a message with your membership number. Kindly write that membership number on your ballot.

If you are unable to join Democrats Abroad online, you must complete the included membership form and include it with your completed ballot. If you have any questions, please contact me at [contact information: phone or email].

For both non-members and members requesting ballots, print the electronic ballot file to create a paper ballot and instructions.

If at all possible, please look up the voter's membership number and write it on the ballot. Also tag the voter's record (or enter the voter's membership number and name on your Excel file) as explained above. Make no other marks on the ballot. Send the ballot and the instructions to the individual who requested it by the local equivalent of first-class mail. Use the Remote Ballot Warden's address for your Country Committee as the return address for the envelope.

You may include a small flyer about the local Country Committee or Chapter, or a note with personal details as appropriate and within reason. It is not appropriate to solicit donations of any kind. Any mention of the Presidential candidates would be inappropriate, of course.

You may receive a request to send a ballot by fax. If you have access to a reliable fax machine or online fax service, please fulfill the request yourself. If you do not, please send the request to PrimaryVoting@democratsabroad.org where a member of the GPP Team will fulfill the request. Be sure to use the subject "Urgent: Ballot request" to call attention to the request.

Instructions for Handling Completed Ballots

The majority of ballots are expected to be returned to the Global Remote Voting team directly, without the help of Remote Ballot Wardens in Country Committees. An eligible voter may cast a remote ballot by sending it as an attachment to an email message or by faxing it to the Global Remote Voting team by 24:00 CET on March 8, 2016.

email: PrimaryVoting@democratsabroad.org

fax: +1-888-958-6739

An eligible voter may also cast a remote ballot by sending it via post to the globally central address, such that it arrives by March 13, 2016.

International Chair, Democrats Abroad

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Eligible voters who live in a country with a Country Committee of Democrats Abroad also have the option of mailing their remote ballots to a local address. The Remote Ballot Warden in each country is responsible for receiving, securing, and tabulating those remote ballots.

Receiving completed remote ballots by mail

At the level of the Country Committee, the Remote Ballot Warden is only expected to receive ballots by postal delivery. If you receive any completed remote ballots by fax or by email, you should respond as described below in the section entitled “Completed remote ballots that are erroneously received by email.”

Remote Ballot Wardens are under no obligation to receive completed remote ballots by hand-delivery (for example at DA meetings), but you may do so as long as you receive all such ballots impartially.

All remote ballots should be secured as soon as received. The Remote Ballot Warden will inspect ballots and record their receipt in a timely fashion, following the instructions below. Ultimately, the Remote Ballot Warden will fill out and sign the tabulation form, and send the ballots and the tabulation form to the Global Remote Voting team after remote voting closes on March 13, 2016.

In brief, the process for each ballot received is for the Remote Ballot Warden to:

1. Determine whether the ballot is spoiled or incomplete. Incomplete or spoiled remote ballots should be placed in a folder or other container separate from valid remote ballots and marked with an “X” in green ink in the top-right corner of the ballot. Please remember that these ballots must be sent to the Global Remote Voting team in March, along with the valid remote ballots as specified below. Continue these instructions only for legible and complete ballots.

2. Determine whether the individual named on the ballot is a current member of Democrats Abroad using the membership database. If there is no membership number on the ballot, please add the voter's number in green ink. Ballots from non-members should be placed in a folder or other container separate from valid remote ballots and marked with a "N" in green ink in the top-right corner of the ballot. Continue these instructions only for ballots cast by eligible voters.
3. If you have not yet opened the membership record for the voter, do so now. Tag the eligible voter's record with "2016 GPP Remote Vote". This tag will allow the Global Remote Voting team to compile a list of DA members who already voted when in-person voting begins on March 1. If you notice a change in the member's contact information, you may change the membership record at this time.
4. Place the valid ballot with the other valid ballots in a secure place, separate from all other papers, to be held by the Remote Ballot Warden until tabulated.

Remote Ballot Wardens are expected to perform these tasks in a timely fashion for all the ballots they receive by February 27. This will give Democrats Abroad adequate notice of unusual situations (such as large numbers of invalid ballots) and also help our members avoid double-voting through the tags mentioned in Step 3 above.

You may receive a paper ballot accompanied by a paper application for Democrats Abroad (as sent by a Remote Voting Assistant). Please work with your Country Committee's Membership Administrator to process the membership application and *then* handle the ballot by following the steps above.

If you encounter a ballot that appears to be cast by a member of Democrats Abroad who may be ineligible to vote in the Global Presidential Primary, please contact the Global Remote Voting team at PrimaryVoting@democratsabroad.com before deeming the ballot invalid. If you encounter suspicious patterns or evidence of problems with the voting process, please contact Will Bakker at willbakker@democratsabroad.com. If you have questions about how to determine whether a ballot is spoiled or incomplete, please contact Will Bakker at willbakker@democratsabroad.com

The tabulation of votes and the tabulation form will be addressed in a separate document. Nevertheless, Remote Ballot Wardens should know that the signed tabulation form and all remote ballots collected by the Remote Ballot Warden -- valid and invalid -- must be mailed by March 15 (postmark) to the address below by special courier or registered mail. The Country Committee is responsible for these postal costs.

International Chair, Democrats Abroad
Stettenerstr. 61
83209 Prien, Germany

Ballots received after March 13, 2016 are invalid. The forthcoming tabulation document will provide further instructions on what to do with them.

Completed remote ballots that are erroneously received by email

If a Country Committee officer or any other volunteer with Democrats Abroad receives a scanned and completed ballot by email, that individual should respond to the sender immediately as follows:

Dear [Voter],

This is an urgent message in response to your attempt to cast a ballot in the Global Presidential Primary of Democrats Abroad. Your ballot was not delivered to a valid destination and will not count unless sent properly.

You must deliver your ballot using one of the following methods:

Attachment to an email to PrimaryVoting@democratsabroad.org

Fax: +1-888-958-6739

Postal mail:

[address of Remote Ballot Warden in your Country Committee]

OR

International Chair, Democrats Abroad

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The volunteer may use information from the email to make sure that the reply is received, but the volunteer should not collect that information or share it with others. The goal is to help the individual cast a valid ballot without violating local privacy laws or reasonable expectations of privacy.

Voting Assistance Events for the GPP

Many Democrats living abroad will receive, fill out, and return their remote ballots by themselves. Our process of remote voting allows individuals to organize events where groups of Democrats gather at a particular place and time to help one another complete the process correctly. If you intend on organizing such an event, you are responsible for compliance with all rules in Democrats Abroad's 2016 Delegate Selection Plan. You may find the forthcoming document "Advice on Voting Assistance Events for the GPP" helpful.

Glossary

Remote Voting: The process of casting a ballot in the Global Presidential Primary by fax, by postal mail, or by attaching an image to an email message, as opposed to voting in-person at a Voting Center. Other primaries refer to “absentee voting” so DA adopted this term to avoid confusion.

Remote Ballot: One of three types of ballots to be used in the 2016 Global Presidential Primary. The other two ballots are valid only for in-person voting at official Voting Centers: the official in-person ballot and the official provisional ballot. The official remote ballot does not contain the words “Remote Ballot” but it may be identified by the three methods for returning the ballot in the top-third of the page.

Remote Ballot Warden: According to the DSP, each Country Committee Chair is responsible for accepting mailed ballots and tabulating the results of all mailed ballots received by March 13 (pages 13-14 of the DSP). The Country Committee Chair is permitted to designate an individual to receive the ballots but the Chair remains ultimately responsible for all ballots received.

Completed ballot: A ballot that includes all of the following: (1) the voter’s required information, (2) one and only one bubble filled to express a Presidential preference, and (3) the voter’s signature and date to the Declaration.

Incomplete ballot: A ballot that does not include all of the information required by the rules of DA’s Delegate Selection Plan, including Presidential preference. Incomplete ballots are not valid and should not be counted in the tabulation of votes for Presidential candidates.

Spoiled ballot: A ballot that contains illegible information in a required part, such as the voter’s contact information, the Presidential preference, or the signature and date at the bottom. A scanned or faxed image that cannot be read due to a fault in the file or due to a blurred or low-resolution image is a spoiled ballot. Spoiled ballots are not valid and should not be counted in the tabulation of votes for Presidential candidates.

Valid ballot: A completed ballot that was (1) submitted by a member of Democrats Abroad who has not voted in any other primary or caucus, (2) completed legibly with all required information, and (3) delivered appropriately to a designated Remote Ballot Warden at the Country Committee level or to the Global Remote Voting team.

Postal address for ballot reception: By December 31, 2015, each Country Committee Chair designated an official address to which eligible voters may send their completed ballots. The list of addresses is available at <http://www.democratsabroad.org/GPP/>