**2016 Global Presidential Primary Team Report**

May 2016

Prepared by 2016 GPP Team

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# Overview

## Objective

This report provides information about the 2016 Global Presidential Primary (GPP) including information about the GPP team activities, the GPP itself, GPP tabulation, as well as an assessment of the GPP and recommendations for the 2020 GPP.

## Special Note

The report outlines the general information about the GPP. The details are contained within the attachments. It is recommended that anyone using this report to learn about how to run the GPP should also read the attachments particularly the documents with the detailed recommendations from the GPP team and the DPCA leaders.

## Out of Scope

This report does not include details of each individual voting center, details on the remote ballots, GPP communication done by the Communications Team, nor any activities in the Delegation Selection Plan (DSP) not directly related to the GPP; i.e. Affirmative Action, Delegation Election Process, nor Global and Regional Conventions.

# Team Formation

## Overall

The GPP Team was formed by the ExCom to carry out the activities in the DSP associated with the Global Presidential Primary.

## Team Members

In September 2015, the DA International Chair, Katie Solon, asked both Will Bakker (Luxembourg) and Shari Temple (Germany) to head the Global Presidential Primary team. Both agreed to be part of the team but neither was interested in heading it. After the agreement that the Excom would allocate significant time from the ED, Will agreed to chair the team with Shari as the co-chair.

Katie looked for team members from all regions. The core team was announced in mid-October. Tom Schmid (Japan) agreed to be on the team for Asia Pacific. Jim Mercereau (Spain) and Bill Barnard (UK) agreed to be on the team for EMEA, along with Will and Shari. Katie was unable to find someone from the Americas to be part of the team. Orlando Vidal, International Counsel, served in an advisory role for the team. In mid-February 2016, Michelle Taube (Denmark) joined the team.

# GPP Team Activities

## Overall

The GPP Team was responsible for the successful execution and tabulation of the GPP. This included overseeing all of the activities associated with the in-person Voting Centers, remote voting, and the global tabulation. It also worked to ensure that all activities were in compliance with the approved 2016 Delegate Selection Plan (DSP). It should be noted that Will participated in the creation of the DSP so helped the whole team understand what was in the DSP and the rationale behind it.

## Timeline

The GPP Team was obligated to follow the timeline outlined in the DSP. A summary of the deadlines can be found in the attachment: ‘2016 GPP Deadlines CC.pdf’.

In addition a project plan with timelines was created in November that was used as a guideline throughout the GPP process. See attachment: ‘2016 GPP Action Item List.xlsx’. This includes the original plan as well as new action items added during the course of the GPP. The file was stored on a Google Drive allowing access by all team members.

## GPP Team Meetings

The GPP Team met 2-4 times each month from October 2015 through April 2016. The meetings were used to outline tasks, develop and refine the GPP process, review materials created and make decisions where the DSP did not have a prescribed answer.

The agendas for the meetings can be found in the attachment: ‘2016 GPP Team Meeting Agendas.docx’. In some cases additional topics were covered in the meetings but the agendas give an outline of the type of topics that were discussed.

## GPP Questions and Answers

The GPP Team answered multiple questions from DA leaders, voting center managers, and members. To help with the Q&A, the GPP team added a section on the DA Wiki for answers to common questions. Leaders could also post their questions there and then they were answered by the GPP Team Chair.

To read the Q&A from the wiki, see attachment: ‘2016 GPP Q&A.docx’.

## Internal Communication and Training

The GPP team sent out multiple communications to the DPCA Leadership and the Voting Center Managers. These were sent throughout the process to include actions, suggestions, and results. The emails sent can be found in the attachment: ‘2016 GPP Internal Emails.docx’.

The team also conducted several WebEx sessions as well as being an agenda item on other scheduled WebEx sessions. These included regional as well as global sessions.

There was global, regional, country, and chapter level communication about the GPP to all our members.

## External Communication

The Communications Team was responsible for all the external communication and advertising of the GPP. This was done by normal press channels as well as social media.

Thanks to syndication, stories about the GPP appeared in over 8000 news channels.  [The GPP was featured in more than 150 unique stories](https://docs.google.com/spreadsheets/d/1h5hx7puk7V7WO4ZzZ3CN9Kf7miEqDT_eFt8p_37wzfQ/edit?usp=sharing) (follow link for list of press).

A [Storify of the GPP on Twitter](https://storify.com/DemsAbroad/globalprimary) can be found on by following the link. The final numbers for #GlobalPrimary across FB and Twitter were:

* 50.8k Interactions (# comments, likes and replies)
* By 39.5k Unique Users
* 9.2m Potential Reach i.e. Impressions

## Ballots

The GPP Team created the ballots based on the DSP requirements. These were created using Microsoft Publisher and then converted to PDF files.

There were 3 versions of the ballot:

* Remote Ballot
* Voting Center Ballot
* Voting Center Provisional Ballot

The Remote Ballot was available for download from the DA Website. The member could also request the ballot to be sent to them. There were email addresses for the country committee or a global email to request the ballot.

See the following attachments for samples of the ballots: ‘2016 GPP RemoteBallot.pdf’, ‘2016 GPP RegularBallot\_VotingCenters.pdf’ and ‘2016 GPP ProvisionalBallot\_VotingCenters.pdf’.

## Documents Created and Used

The GPP team created a number of documents to be used by the team and the voting center managers. This was a collaborative effort by the team with one or two people doing the initial draft and then reviewed and revised as a team. These documents can be found in the Attachments section.

## Team Decisions

There were several times during the course of the GPP Team that required the team to make decisions or seek decisions from Legal Counsel or the ExCom. Some of these are ones that should be incorporated into future DSP’s so that there is clear direction.

Some of the key decisions that the team made include:

* Remove the wording from the Remote Ballot that allowed a person to become a member by submitting a ballot.
* Only to require ID at the voting centers for new members who joined Democrats Abroad at the voting center.
* Allow a person who voted via email and via post to have one of the ballots counted. Many voted by email and then mailed it just to make sure we had it.
* Only include the voting cities, rather than location, date and times, in the initial communication to members and the press about Voting Centers. This was a good decision since many waivers for changes occurred after the initial information was sent.

# Voting Centers

## Overview

The DSP allowed for on-site voting centers in countries where the Country Committee was in compliance. The GPP team encouraged country committees to hold voting centers in all cities where one had been held in the past. There was very positive feedback from our members about having the opportunity to vote in person.

## Voting Center Locations

Voting Centers were planned in 39 countries in 157 locations/times. The actual numbers were 38 countries and 154 locations/times. These were held in 111 different cities.

The deadline for setting the time and location of the Voting Centers was Dec 31, 2015. The GPP Team created a google form for countries to enter the information about their voting centers. See attachment: ‘2016 GPP Voting Center Info Form.docx’.

After the deadline there were several requests for waivers to change or add locations. Most of these were granted. The initial communication to members only included the name of the cities which minimized the impact of changes in locations, dates and times.

See the list of published voting centers in attachment: ‘2016 GPPVotingCenters2016 as of 2016-02-05.pdf’.

## Voting Center Process

A Voting Center Manager was named for each Voting Center. They were responsible for finding volunteers to help with the setup, actual voting, and the final tabulation.

The GPP Team provided them with a guide for the event as well as a checklist of things to do. See the Voting Center Guide in attachment: ‘2016 GPP GuideforVotingCenterManagers.pdf’. See the checklist in attachment: ‘2016 GPP Global Primary Checklist’.

Each Voting Center was provided a set of rules that were to be on display at the voting center. See the rules in attachment: ‘2016 GPP VotingCenterRules.docx’.

To vote in the voting center, a person must be a member of Democrats Abroad. They were given the opportunity to join at the voting center. The join form can be found in attachment: ‘2016 GPP JoinForm\_VotingCenter.docx’.

The Voting Center managers were provided a list of all members in their country as of Feb 27. This also included whether they had been tagged as a remote ballot voter. Many joined between February 27 and the date of the voting center.

The Voting Center added the member’s ID to the ballot or ‘New’ if they filled out a Join Form. The ballot can be found in attachment: ‘2016 GPP RegularBallot\_VotingCenters.pdf’.

If there were questions about whether a person qualified to vote then they could fill out a provisional ballot. The provisional ballot can be found in attachment:

‘2016 GPP ProvisionalBallot\_VotingCenters.pdf’.

## Voting Center Results

The following table shows the number of ballots cast in the voting centers.

|  |  |  |
| --- | --- | --- |
| **Type Remote Ballot** | **Valid** | **Spoiled** |
| Voting Centers | 13,852 | 521 |

# Remote Ballots

## Overview

The DSP allowed for remote ballots to be sent by members via email, fax, or post. The remote ballot and instructions can be found in attachment: ‘2016 GPP RemoteBallot.pdf’. The guide for the remote ballot processing can be found in attachment: ‘2016 GPP GuidetoRemoteBallots\_11jan.pdf’.

## Email Process

Remote ballots were sent to [PrimaryVoting@democratsabroad.org](mailto:PrimaryVoting@democratsabroad.org) which DA configured in a gmail account. The member needed to download the ballot, fill it out, sign it, scan it or take a photo, and send via email.

## Fax Process

The GPP Team used a Fax Service that allowed members to fax in their remote ballots. This was a single US number. Members could fax their ballot to the fax number. The fax was then forwarded to the [PrimaryVoting@democratsabroad.org](mailto:PrimaryVoting@democratsabroad.org) email.

## Postal Process

Each Country Committee was asked to provide a local address for members to use for mailing their Remote Ballot. In addition, the International Chair provided a postal address that could be used. All of the addresses were included on the Remote Ballot instructions.

## TypeForm Process

When the method of submitting remote ballots by email failed due to a bandwidth cap on the GPP’s email account for ballot intake, Alex Montgomery (RVC of A/P) proposed an alternate method of accepting images of ballots to Katie Solon and Will Bakker. The method allowed an already-prepared, dedicated account with the company TypeForm to accept files via a web-based application without requiring any login details from the individual submitting the file.

After testing the method to determine whether it met the minimum requirements for electronic submission, Will approved the method and Alex activated it as an embedded link to a dedicated app hosted on TypeForm's website from the main GPP webpage on the [democratsabroad.org](http://democratsabroad.org) website. The TypeForm method was in place within two hours of when the email method became unavailable.

The files could be accessed through the TypeForm account by Alex, Will, and Julia Bryan (International Secretary). Any changes or deletions appeared in a log of account activity. There were no log entries of changes or deletions that indicated the loss of images.

After the email method of submitting ballot images started functioning again, the rate of images corresponding to valid ballots submitted did not decrease substantially. Alex and Will concluded that users were continuing to use the TypeForm method even after email became available again.

Rather than closing off a method of submitting valid ballots and potentially disenfranchising remote voters, Will decided to leave the TypeForm method open to the end of the GPP period. That decision was confirmed by the GPP Team after Will’s briefing on the situation at the team’s next meeting.

During the tabulation period, the TypeForm-submitted ballots were counted by Will Bakker using the same method used for emailed ballot images. This tabulation was observed by designated tabulators in Prien. Surprisingly few ballots were illegible or spoiled. Most invalid ballots submitted by this method were invalid for the same reason as other remote ballots: no membership in DA corresponding to the identity of the voter on the ballot.

In all, 1707 valid ballots were received by this method and included in the count of remote ballots in the appropriate categories.

The TypeForm method was a satisfactory solution to an unanticipated technical problem. There were no indications from tabulators or voters that its shortcomings caused any ballots to be lost. In fact, the submission of ballots by third-party web application rather than email was considered briefly by the GPP Team early in the planning stages, but we rejected it for technical reasons that are not likely to apply to the technologies available for future primaries. Thus, we have no recommendations for the future based on the emergency use of TypeForm in 2016.

## Results

The below table shows the number of ballots sent in remotely.

|  |  |  |
| --- | --- | --- |
| **Type Remote Ballot** | **Valid** | **Spoiled** |
| Email/Fax | 18,819 | 410 |
| Country Post | 1,454 | 46 |
| Global Post | 445 | 30 |
| Total Remote | 20,718 | 486 |

# Voting Assistance Events

## Overview

The GPP Team provided guidelines for countries and chapters to hold informal Voting Assistance Events. These were to help and encourage members fill out their remote ballots.

## Voting Assistance Process

The Voting Assistance Centers were just for helping members fill out their ballots and answer questions. They could not accept the ballots, but they could help the member scan and email the ballot. See the guide that the GPP Team created for these events in attachment: ‘2016 GPP RemoteVotingAssistanceEvents.pdf’. The only exception to this rule was that the official Remote Ballot Warden in each country was permitted, although not obligated, to accept remote ballots via hand delivery. Any Ballot Warden who chose to accept hand delivery of remote ballots was obligated to do so impartially and to maintain the security of the ballots received and the integrity of the voting process.

## Results

There was no information collected on the number of people that used Voting Assistance Events. The ballots cast were included in the Remote Ballot numbers.

# Tabulation Process

## Overview

The tabulation was the most complex part of the GPP process. The tabulation process was included in the guides for Remote Ballots and Voting Centers.

## Remote Ballots – Country Postal

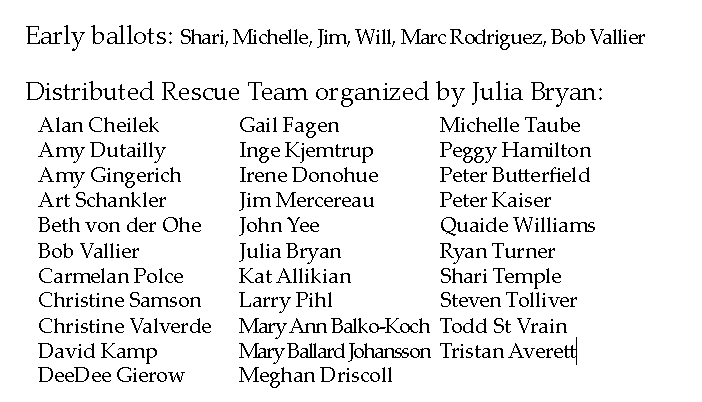
The Remote Ballot Warden added the member’s ID to all ballots received and tagged the members in the DA database, indicating that they had voted with a remote ballot. If the member had already been tagged for voting, then the ballot was considered spoiled. The ballot was also checked for any missing information and if any required information was missing, then the ballot was considered spoiled. If the person voting was not in the DA membership DB, the ballot was also considered spoiled.

The Country Remote Ballot Warden along with at least one Teller counted all the ballots received by post by the deadline. They filled out and signed the tally sheet for remote ballots. The tally sheet can be seen in attachment: ‘2016 RemoteTally-By Post.pdf’.

The ballots and tally sheet were sent via express mail to the International Chair.

## Remote Ballots – Global Email and Fax

Multiple people around the globe helped process all the emails received in the Primary Voting mailbox which included email ballots, fax ballots, and questions. The mailbox was setup to allow multiple people to be logged in at the same time. The following people were involved in the processing of the approximately 25,000 emails received.



Folders were set up on gmail for sorting the ballots. These were by country committee and candidate. There were also folders for the non-committee countries by region, not by individual country. There were also folders for spoiled ballots, duplicate ballots, and other problems.

The email ballot team reviewed each email and if it contained a ballot then looked up the person in the membership database. The member was tagged for submitting a remote ballot. If the member had already been tagged for voting, then the ballot was considered spoiled. The ballot was also checked for any missing information and if any required information was missing, then the ballot was considered spoiled. If the person voting was not in the DA membership DB, the ballot was also considered spoiled.

The email was then filled in the appropriate folder.

The email ballot team did not do any tabulations. These were done by the global tabulation team.

## Voting Center Ballots

At the end of each voting center event, the Voting Center Manager and at least one Teller, counted the votes. These were entered on the Voting Center Tally Sheet and signed by the counters. See attachment: ‘2016 GPP VotingCenterTally Form.pdf’.

The ballots and tally sheet were sent via express mail to the International Chair.

## Global Tabulation Team

A global tabulation team was formed and met in Prien, Germany at the home of the International Chair. The team started tabulation on March 16 and ended on March 31. The team consisted of the following DA members including 3 from the GPP Team:

* Katie Solon (Germany)
* Will Bakker (Luxembourg)
* Shari Temple (Germany)
* Jim Mercereau (Spain)
* Mary Ann Balko-Koch (Austria)
* Meghan Driscoll (Germany)
* Carlos Butkevicius (UK)
* Dona Geyer (Germany)
* Beverly Seebach (Germany)
* Ashley Arreola (Austria)
* Bruce Murray (Austria)
* Jennie Knott (Germany)

Not all members of the team, with the exception of Katie, were there the full time. But all worked long hours while there. Most spent one or more nights in Prien while working on the tabulation.

## Remote Ballots – Global Postal

After the deadline for remote ballots to be received, the International Chair along with other members of the global tabulation team, processed the global postal ballots.

The ballots were sorted by membership country.

The Global Tabulation Team added the member’s ID to all ballots received and tagged the member in the DA membership database, indicating that they had voted with a remote ballot. If the member had already been tagged for voting, then the ballot was considered spoiled. The ballot was also checked for any missing information and if any required information was missing, then the ballot was considered spoiled. If the person voting was not in the DA membership DB, the ballot was also considered spoiled.

At least 2 members of the Global Tabulation Team counted all the ballots received for each country or non-committee regional country. They filled out and signed the tally sheet for remote ballots. The tally sheet can be seen in attachment: ‘2016 GPP RemoteTally-By Post.pdf’.

## Global Audit and Tabulation

The Global Tabulation Team performed several tasks to ensure the final results were correct and auditable. These included:

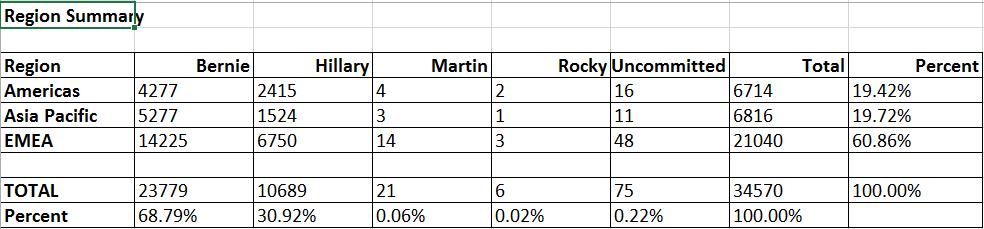
* For any ballot without a Membership ID, the person was looked up in the membership database. If found, they were tagged and their membership ID was added to the ballot. If the member was not found, their ballot was considered spoiled. Since many people have poor penmanship and many do not have their name on the ballot exactly as on the membership list, this was a very time consuming process.
* For all ballots, a double check that the ballot had the required information and that it was a valid ballot. If not, it was considered spoiled.
* For all tally sheets for voting centers and postal votes, double check that the counts matched what had been written on the tally sheet. In many cases there were mismatches.
* An attempt was made to tag all of the members that had voted at voting centers. Only about one third were tagged due to level of effort and time deadlines for finishing the count.
* A global tally sheet was created to enter all of the tally numbers by Country/Region, candidate, and type of ballot. Pivot tables were created for summaries of the vote count. See attachment: ‘2016 GPP Tabulation Form – Final.xlsx’.

## Ballot Sealing

After the ballots were tabulated, all of the ballots were boxed and sealed. They were stored at the International Chair’s house. The password on the gmail account was changed and only given to the International Chair, International Secretary, GPP Chair and GPP Co-Chair.

## Final Results

The final results were announced at 4PM CET on March 21 – just one hour later than the target time.



The full results can be seen in attachment: ‘2016 GPP Tabulation Form – Final.xlsx’.

# Membership Database Updates from Ballots

## Overview

Many countries had asked to receive the ballots so they could update the contact information for their members who voted. Once all state primaries were completed and there was a presumptive Democratic candidate, it was deemed ok to unseal the ballots.

The IT team was tasked with defining and implementing a process to determine how to return the ballots, tag members that voted, extend membership expiration date and update the member data.

## Paper Ballot Scanning

It was decided that scanning all the paper ballots (both voting center and postal ballots) was the most cost effective option as well as the best way to ensure the security of the ballots.

Shari Temple, with her IT Team Chair hat on, picked up the ballots in Prien from Katie. She then unsealed all the boxes and organized the paper ballots by country. The ballots were organized so all were unfolded, facing same direction, paper clips removed, and staples removed. Each country was put into a separate envelop or box with the name of the country.

There were just under 15,000 ballots to scan. The printing service charge 3 cents Euro per page for a total of 440 Euro ($500). They were able to do the scanning in 2 work days. A pdf was created for each country with the exception of the 4 largest countries where there were 2 or 3 pdf files.

The only problem with the scanning was a few things were not legible. One country had used dark blue paper for the provisional ballots. Someone wrote some of the membership ID’s in a light colored pencil. Note that there had been no plans to scan the ballots until mid-June so no guidance had been given to make the ballots scan-able.

After the ballots were scanned, they were resealed at the IT Chair’s house to be destroyed after the November election.

## Paper Ballot Data Processing

All voting center countries were requested to provide a person to process the ballots. For the countries that did not respond, someone from the IT volunteered to process the ballots.

There were 3 key steps for processing the data.

1. Create an excel file with the Membership ID for all voting center ballots (country or IT volunteer)
2. Import the excel file into Nation Builder and tag the person with ‘2016 GPP VC Vote’, set the Last Verified Date to March 1, 2016, and set the Membership Expiration Date to March 1, 2016 (IT chair)
3. Compare the contact information on the ballot with the contact information in the Membership database and update with any new information (country or IT volunteer)

## Email Ballot Data Processing

All emails ballots were tagged as they were checked. No process has been defined on how to allow the countries to check the membership database for contact information changes.

# Team Feedback

## Overall

The general feedback from the team was that the overall process went well despite a few issues along the way. The team all expressed that they were happy with how the members of the team worked so well together and were pleased that things went as well as they did.

## Team Member Feedback

Some of the members provided their personal feedback including what went well, what could have gone better and recommendations for 2020.

To read the feedback see attachment: ‘2016 GPP Team Feedback.docx’.

# Voting Centers’ and Leaders’ Feedback

## Overall

The GPP created a simple feedback survey and solicited feedback from all Voting Center managers and DPCA Leaders. Responses were received from 46 individuals representing 26 countries.

## Survey Results

The general feedback about the Global Presidential Primary was positive. The most common positive comment was that the members were pleased with Democrats Abroad providing them with an opportunity to vote in a global primary. The most common negative feedback was that people need more information and needed it earlier.

The survey included questions about what went well, what did not go well, and what recommendations for 2020 in the following areas:

* Communications
* Training and Documentation
* Remote Ballots
* Voting Centers
* Tabulation Process

The survey also allowed for ‘Other Comments’.

To read all the feedback, see attachment ‘2016 GPP Feedback Survey Responses.docx’.

# Key Recommendations for 2020

Based on the feedback from the GPP Team, Leadership and Voting Center managers, the following are the key recommendations to take into consideration for 2020:

1. Make sure everything is completed as early as possible to ensure there is enough time for the country committee leaders, voting center managers and remote ballot wardens have time to be trained prior to their need to make key decision
2. Investigate options for using an automated system for remote voting in 2019
3. Establish the GPP team at the same time the DSP team is formed so they can work together on the Global Presidential Primary sections of the DSP
4. Provide information about Voting Center requirements at least 4 weeks before the deadline for naming the Voting Center locations and dates
5. Test the ballots with leadership before finalizing them
6. Create and publish the Voting Center Guide, ballots and other key documents at least 8 weeks before the GPP

# 

# Attachments

## List of Attachments

See the following attachments for more details.

* 2008 GPP DA Global Primary Results FINAL REVISED 2008.pdf
* 2012 GPP Global Primary Voting Centers Press Release.pdf
* 2012 GPP Global Primary Voting Guide.docx
* 2016 GPP Action Item List.xlsx
* 2016 GPP Deadlines CC.pdf
* 2016 GPP Feedback Survey Responses.docx
* 2016 GPP Global Primary Checklist
* 2016 GPP GuideforVotingCenterManagers.pdf
* 2016 GPP GuidetoRemoteBallots\_11jan.pdf
* 2016 GPP Internal Emails.docx
* 2016 GPP JoinForm\_VotingCenter.docx
* 2016 GPP ProvisionalBallot\_VotingCenters.pdf
* 2016 GPP Q&A.docx
* 2016 GPP RegularBallot\_VotingCenters.pdf
* 2016 GPP RemoteBallot.pdf
* 2016 GPP RemoteTally-byPost.xlsx
* 2016 GPP RemoteVotingAssistanceEvents.pdf
* 2016 GPP Tabulation Form – Final.xlsx
* 2016 GPP Team Feedback.docx
* 2016 GPP Team Meeting Agendas.docx
* 2016 GPP Voting Center Info Form.docx
* 2016 GPP VotingCenter\_Cities as of 2016-01-11.pdf
* 2016 GPP VotingCenterRules.docx
* 2016 GPP VotingCenters as of 2016-02-05.pdf
* 2016 GPP VotingCenterTally Form.pdf
* 2016 GPP Why sign ballots.pdf

Note that most of these are on the DA wiki as of May 2016 at the following link: <http://wiki.democratsabroad.org/display/DSP2016/Global+Presidential+Primary+2016>

In addition, as of May 2016 these were on Google Drive in the Folder ‘2016GPP Team Folder’ (<https://drive.google.com/drive/folders/0B4I50qTyVuYwOElYd3VkZ1gzazg>) which has restricted shared access.