

**721—22.261(52) Election Systems & Software Model 100—preparation and use in elections.**

**22.261(1) Security.** The commissioner shall have a written security plan for the voting system. Access to equipment, programs and passwords shall be limited to those persons authorized in writing by the commissioner. The security plan shall be reviewed at least annually.

*a.* Passwords used at the polling places on election day shall be changed for each election.

*b.* The control key for the Model 100 shall be in the possession of the precinct chairperson during election day.

**22.261(2) Configuration choices.** The following selections are mandatory for all elections:

*a.* Maximum number of votes. The following description for each office shall be used: “Vote for no more than xx.” Do not include “vote for” language for public measures or judges.

*b.* Ballot format. The voting target shall be printed on the left side of the candidate’s name and on the left side of each “yes” and “no” choice for public measures and judges. The voting target shape shall be an oval.

*c.* Ballot control. In an official election, the commissioner shall never program the Model 100 for unconditional acceptance of all ballots; shall not divert blank ballots to the write-in bin; and shall always accept undervoted ballots. The system shall be programmed to query the voter in each of the following situations:

(1) Overvoted ballot.

(2) Blank ballot.

(3) Unreadable ballot.

*d.* Unit control. The commissioner shall not select automatic transmission of election results by modem. The precinct officials must print the official results at the polling place before transmitting them.

*e.* Reports. The following are required reports:

(1) Opening the polls. Print the Zero Certification report.

(2) Closing the polls. Print the poll report before transmitting the election results by modem. The poll report is the official record of the votes cast in the precinct on election day.

(3) Certification text to appear at the end of the poll report:

We, the undersigned Precinct Election Officials of this precinct, hereby attest that this tape shows the results of all ballots cast and counted by the M100 Optical Scan tabulation device at this election. This is [not] the complete record of the ballots in the precinct. [Another set of results from the iVotronic direct recording electronic voting machine device must be added to these results for the complete results of this precinct.]

[print lines for each of the officials to sign]

Precinct Election Officials Date: \_\_\_\_\_ Time: \_\_\_\_\_

*f.* Reopen polls. The commissioner shall enable this option, but protect it against unauthorized use. If it is necessary to reopen the polls, the chairperson of the precinct board shall contact the commissioner for the password.

*g.* The commissioner shall not authorize automatic transmission of the election results immediately after closing the polls. The results shall be printed first.

**22.261(3) Ballot printing.** The voting target shall be an oval printed on the left side of the candidate’s name and the “yes” and “no” choices for judges and public measures.

*a. Format.* The office title, instructions about the maximum number of choices the voter can make for the office, the candidate names and all write-in lines associated with each office on the ballot shall be printed in a single column on the same side of the ballot. All text and the “yes” and “no” choices for each public measure and for each individual judge on a ballot shall be printed in a single column on the same side of the ballot. No office or public measure or judicial office on any ballot shall be divided to appear in more than one column or on more than one page of a ballot.

*b. Instructions for voters.* The following instructions shall be printed on ballots:

(1) Voting mark. To vote, fill in the oval next to your choice.

 CANDIDATE NAME

 CANDIDATE NAME

(2) Straight party voting. To vote for all candidates from a single party, fill in the oval in front of the party name. Not all parties have nominated candidates for all offices. Marking a straight party vote does not include votes for nonpartisan offices, judges or questions.

(3) Public measures.

Notice to voters. To vote to approve any question on this ballot, fill in the oval in front of the word “Yes”. To vote against a question, fill in the oval in front of the word “No”.

**22.261(4) System error messages.** Precinct election officials shall be provided with the following list of system error messages and the appropriate responses. The officials shall be instructed to contact the commissioner or the commissioner’s designee for all other messages.

**Overvoted ballot returned.** Ask voter to reinsert ballot. If the ballot is returned again, do not look at the voter’s ballot. Put it in a secrecy folder. Tell the voter that for one or more offices the scanner read more votes than the maximum number of votes allowed. To correct the error, the voter must mark a new ballot and may copy votes from the original ballot. Only if the voter agrees to mark a new ballot, write “spoiled” on the original ballot and tear off one corner to prevent it from being accepted by the scanner. Advise the voter to return to the booth and mark the new ballot. Be sure to collect the spoiled ballot before the voter leaves.

**Overvoted ballot accepted.** This message will appear when the scanner accepts an overvoted ballot.

**Unidentified mark—check your ballot.** One or more marks on the ballot are not dark enough to be seen as a vote. Do not look at the voter’s ballot. Put it in a secrecy folder and return the ballot to the voter. Ask the voter to review the ballot and to darken the marks. Then the voter may put the ballot back into the scanner.

If any of the following messages appear more than twice for the same ballot, call the auditor’s office to report the problem:

100—MISSED ORIENTATION MARKS/Turn Ballot Over and Try Again.

101—MISSED TIMING MARKS/Turn Ballot Over and Try Again.

102—NO DATA FOUND/Please Reinsert Ballot After Beeps.

104—ORIENTATION SKIP ERROR.

106—MISSED TIMING MARKS/Turn Ballot Over and Try Again.

If any of the following messages appear, ask the voter to remove the ballot and reinsert it. If the same message appears more than twice for the same ballot, call the auditor’s office to report the problem.

107—BALLOT ERROR: INVALID CC SEQUENCE.

108—BALLOT ERROR: INVALID CC TYPE.

109—BALLOT ERROR: INVALID CC SPLIT.

115—MISSED BACK ORIENTATION MARK/Turn Ballot Over and Try Again.

119—MULTIPLE BALLOTS DETECTED/Please Reinsert Ballot After Beeps. Did the voter actually try to put an extra ballot in? Is the ballot folded?

123—UNABLE TO READ TIMING BAND/Turn Ballot Over and Try Again.

124—BALLOT DRAGGED/Turn Ballot Over and Try Again.

126—BLACK CHECK: FACE DOWN HEAD EDGE/Turn Ballot Over and Try Again.

127—BLACK CHECK: FACE DOWN TAIL EDGE/Turn Ballot Over and Try Again.

128—BLACK CHECK: FACE UP HEAD EDGE/Turn Ballot Over and Try Again.

129—BLACK CHECK: FACE UP TAIL EDGE/Turn Ballot Over and Try Again.

130—POSSIBLE FOLDED BALLOT/Turn Ballot Over and Try Again.

**22.261(5) Preelection testing.** The voting equipment shall be tested as part of the preparation for each election.

*a.* Test decks generated by the Ballot on Demand test deck program are not sufficient. These decks do not include tests for straight party voting or handling overvotes.

*b.* Ballots of every ballot style printed for the election shall be tested to ensure that they are correctly printed and can be read by the scanner.

*c.* Each Model 100 shall be tested publicly before use in any election following the requirements of rules 22.41(52) and 22.42(52).

**22.261(6) Record retention.** The Model 100 uses a thermal printer. The maximum anticipated life span of the results from each Model 100 is only five years. In order to preserve the permanent record of the precinct results required by Iowa Code section 50.19, the commissioner shall print a copy of the results of each precinct on permanent paper and store these copies with the tally lists from precincts where the Model 100 was used.

**22.261(7) Using iVotronic and Model 100 in the same polling place.** The officials shall print the vote totals from each machine after all ballots have been entered. The results from the two devices shall be added together at the polls on election night. The officials shall put each tape in the tally list. The officials may send the results from each device separately if the commissioner has authorized electronic transmission of the results.

**22.261(8) to 22.261(19) Reserved.**

**22.261(20) AutoMARK Voter Assist Terminal (VAT).** AutoMARK VAT is an electronic vote-marking device certified for use only with the Election Systems & Software Unity 2.5 voting system, including the M100 precinct count optical scanner and the Model 650 central count optical scanner. It shall not be used with any other version of an Election Systems & Software voting system or with any another voting system.

*a.* Acceptance testing. Upon receipt of the equipment from the vendor, the commissioner shall subject each AutoMARK VAT to a thorough acceptance test. The test shall be in addition to any testing provided by the vendor and shall include a demonstration of all functionalities of the device.

*b.* Audio ballot preparation. Each candidate shall have the opportunity to provide a record of the proper pronunciation of the candidate's name. The same voice shall be used for the entire ballot including instructions, office titles, candidate names and the full text of all public measures.

*c.* Preelection testing. Each AutoMARK VAT shall be tested thoroughly before each election in which it will be used. The commissioner may use the AutoMARK VAT to prepare some ballots for test decks required by 721—22.42(52). In addition, the commissioner shall:

- (1) Perform the test ballot print, then review the ballot to be sure that all ovals are darkened and the appropriate names are printed on each line.
- (2) Calibrate the touchscreen.
- (3) Test all functions and select, then deselect each voting position in each race.
- (4) Verify that overvote and undervote functions are programmed correctly.
- (5) Test the write-in function for each office on one ballot, and test all of the letters in the alphabet.
- (6) Using the audio ballot function, use each function to mark one ballot.
- (7) Tabulate the marked ballots from this test on the appropriate Model 100 or Model 650.
- (8) Ensure that the AutoMARK VAT is available for demonstration at public tests.

*d.* Compact flash memory cartridge or memory card. The compact flash memory cartridge is programmed for each election and holds the offices, candidates and other information necessary to provide the correct ballot for each voter who will be using the AutoMARK VAT. The compact flash memory cartridge shall be installed before the AutoMARK VAT is locked, sealed and shipped to the polling place for election day. In addition to locking the memory cartridge access door, the commissioner shall seal the door with a numbered seal, record the seal number, and provide the number to the precinct election officials as required by 721—22.51(52). Between delivery to the polling place and the time the precinct officials arrive, the AutoMARK VAT shall be stored securely to prevent tampering. On election day, the precinct election officials shall inspect the seal and verify that the original numbered seal is present and undamaged. The commissioner shall not provide the election officials with keys to the memory cartridge access door.

*e.* Print cartridge. For primary and general elections, the commissioner shall install a new print cartridge in each AutoMARK VAT. For all other elections, the commissioner shall determine whether a previously used cartridge has been in storage longer than the manufacturer's recommendation and that the cartridge contains enough ink to last all day. The commissioner shall consider the number of votes that may be cast on each ballot, the number of registered voters in each precinct where the AutoMARK VAT will be used, and the anticipated voter turnout for that precinct. The compartment containing the print cartridge shall be sealed following installation of the print cartridge. The precinct election officials

shall be provided with the seal number and shall verify on election morning that the seal is present and undamaged.

*f.* Calibration testing. The commissioner shall provide for printer and screen calibration to be tested after delivery of the AutoMARK VAT to the polling place. The delivery staff shall complete the test before the polls open on election day. The delivery staff shall keep a log for each AutoMARK VAT and record the machine serial number, the precinct name or number, date and time of the test, the name of the person performing the test and the lifetime printer counter number at the completion of the test. The ballot to be used in the calibration test shall be provided to the tester. It shall be labeled with the precinct name and election date. The completed calibration test ballot shall be returned to the commissioner and kept with the election records.

*g.* AutoMARK VAT keys. The mode switch key is used to turn on the AutoMARK VAT and to enable the device for voting. Each key for the AutoMARK VAT shall be labeled. Possession of the keys shall be restricted to precinct election officials and authorized members of the commissioner's staff. Possession of the keys shall be monitored. The precinct election official shall sign a receipt when the official receives the key. The commissioner shall sign a receipt when the official returns the key. The receipts shall be kept with the official records of the election. The commissioner shall maintain a log of the keys in the possession of the commissioner's staff members.

*h.* Table. The table used to support the AutoMARK VAT shall meet the following requirements: The table shall be sturdy enough to hold the 40-pound AutoMARK VAT safely without wobbling. Knee clearance shall be at least 27 in (685 mm) high, 30 in (760 mm) wide, and 26 in (660 mm) deep. The top of the table shall be from 28 in to 34 in (710 mm to 865 mm) above the floor.

*i.* Privacy shield. The commissioner shall provide each AutoMARK VAT with a privacy shield to protect the secrecy of each voter's ballot. The commissioner shall instruct the precinct election officials to position the AutoMARK VAT to provide maximum access for voters (especially voters who use wheelchairs), as well as privacy.

*j.* If a voter or precinct election official discovers that a voter has left the AutoMARK VAT without printing the voter's ballot, the two election officials designated to assist voters shall print the ballot without reviewing the ballot or making any changes, enclose the ballot in a secrecy folder and immediately deposit the ballot in the ballot reader.