DOUBLE CLICK DEMOCRACY

ONLINE VOTING

MANUAL

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Dear Administrations and School Elections Coordinators:

The Martin County Supervisor of Elections and staff enjoy the partnership we have with the Martin County School District. Providing your schools with voting equipment in order to conduct your school elections has given us an opportunity to instill the importance of voting to our younger generation. We, at the Elections Center take great pride in providing the "future" voters of Martin County with an opportunity to take an active role in the democratic process; whether it's voting for SGA officers, Prom King and Queen, or Sunshine Readers.

Understanding that our future voters are technology savvy, we have changed the way we conduct school elections. Therefore, the Martin County Supervisor of Elections is pleased to introduce our new online voting program. "Double Click Democracy" will allow schools to conduct all of their elections, from any computer on your school's campus.

To schedule an online election on your school's campus, contact Kherri Anderson, Deputy of Elections Outreach, at 772-288-5637 or kanderso@martinvotes.com. In order to have a successful online election, you will need to contact Ms. Anderson two weeks prior to your election with the number of students who will be participating in order for her to program the election.

Attached to this letter, is the online voting manual, providing you information about conducting your school's election.

We are excited to provide you with this new program and opportunity to conduct your school elections online. My staff and I are committed to doing everything necessary to ensure that your school has a fun and smooth Election Day! Please feel free to contact us with any questions you have regarding this program. It is our privilege to continuing partnering with you and sharing the elections process with your students.

Sincerely,

Vicki Davis
Martin County Supervisor of Elections

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<u>Online Voting Contact Information</u>

. **KHERRI ANDERSON**

DEPUTY OF ELECTIONS OUTREACH

Kherri has been with the Martin County Supervisor of Elections for 7 years. She is responsible for providing elections information to Martin County's registered voters. Her work involves conducting voter registration drives, press releases, attending community events, demonstrating the voting equipment, as well as scheduling and conducting school elections. Kherri is also the poll worker coordinator, where she is responsible for recruiting and training all poll workers who work the polls for Early Voting and Election Day.

Kherri Anderson can be contacted at the Elections Center: 772-288-5637 ext. 8063 or kanderso@martinvotes.com.

In order to schedule an online election, Kherri will need to be contacted **two weeks**, prior to the scheduled election date.

Scheduling a School Election

Election Preparation:

1. Your schedule will be based on two variables:
   a. The total number of students that will participate in the election
   b. The number of computers available to host your election

2. When you have determined the number of students who will be voting and your ballot:
   a. Contact Kherri Anderson two weeks prior to your Election Day. Kherri will create voter ID pass for all students participating in the election and email them to you.
   b. Kherri will create your ballot and schedule your elections start and finish dates.
   c. Kherri will then send "I Voted" Stickers to your school for your Election Day.

3. When developing your schedule for your online election, use this appropriate equation to determine how many students can vote per class period:
   a. Two-minutes per voter: (# of students / # of computers) / 30 = # of students per hour
   b. One-minute per voter: (# of students / # of computers) / 60 = # of students per hour
   c. If this is your **first** time using DoubleClick Democracy, we recommend you use the conservative 2-minute schedule to allow for student questions and answers.

4. Once you have determined your voter capacity, you can create your schedule.

5. Schedule classes that will prevent a student from voting more than one time.
   a. For example, schedule the vote during English class or a class that all students in their grade level are required to take. This will reduce the opportunity for a student to cast two votes.
   b. Note: The voter roll is the safeguard used to prevent multiple votes being cast by one student.

6. Distribute the voting schedule to the teachers so they will be prepared and on time.

Election Prep:

Recruiting Volunteers

1. Depending on the grade level voting, student, teacher and parent volunteers are important to a successful election.

2. Student, Teacher, and Parent Volunteer opportunities.
    a. Classroom runners
    b. Check voter rolls
    c. Distribute voter ID cards
    d. Election assistants
    e. "I Voted" sticker distribution

Election Prep:

Preparing the Student Voters

1. Distribute a list of ballot items that will be voted on prior to the scheduled election.
2. Allow time for students to review their sample ballots prior to entering the voting precinct.
3. Encourage students to bring a completed sample ballot to the precinct to use at the voting booth.
4. This is designed for two purposes:
    a. A completed sample ballot will decrease the amount of time it takes for a student to vote.
    b. This will foster the habit of using a sample ballot when the student reaches voting age.

Election Day:

Promoting the Vote

1. An Election Day announcement on the morning news or over the intercom is recommended. This will generate excitement and serve as a reminder to teachers and students.

Election Day:

Precinct Preparation

1. It is important to have all the computers setup prior to the first voter entering the precinct. (If you have any problems contact Kherri Anderson)
2. You will receive a ballot specific URL that should be loaded into all computers.
3. Save the voting portal URL as your homepage on each computer for the election.
   a. This is a time-saver in the case a student closes the web browser. If you have saved the ballot URL as the homepage, it will auto load when the browser is re-opened.
4. Set-up voter check-in table with voter ID cards and the voter roll.
5. Determine where students will stand when in line to maintain order and prevent disruptions within the voting precinct.
6. Set-up a table to use for "I Voted" sticker distribution.
7. Determine where students will exit the voting precinct to prevent students from congregating around the computers after voting.
8. Hold a pre-election meeting with all volunteers to answer last minute questions and prepare students for the election.
   a. This is a good time to let the volunteers cast their votes so they can experience the voting process. This experience will help them to assist other student voters.

Election Day:

Stay on Schedule

1. It is important to stay on schedule.
2. Runners are utilized to bring classes to the voting location on time according to schedule.
3. If you fall behind schedule, your election can be extended for extra days.

Election Day:

Voter ID Distribution

1. This is the most important part of the election to maintain the integrity of the vote.
2. A voter roll is needed to ensure each student only votes one time.
3. When students arrive at the precinct, they will create a line at the voter ID distribution table.
4. Students will be checked off the voter roll and then receive a voter ID card.
5. Once the student receives a voter ID card, he/she will move to the next open computer to vote.
6. Voter ID cards are coded by grade and should be distributed accordingly.
7. It is recommended that ID cards be color coded by grade.
8. Each voter ID number is randomly generated to avoid spamming.
9. Each voter ID number is associated with a specific election, school, and grade level.
10. When the voter ID number is entered into the voting portal, the appropriate ballot will populate the screen.

Election Day:

"I Voted" Sticker Distribution

1. "I Voted" stickers will be sent to each school, when an election has been scheduled.
2. It is important to distribute the stickers away from the voting booths.
3. Often, this becomes a point of congregation as students take a minute to apply the stickers and discuss the vote with fellow students.
4. Another option is to have sticker distribution at the door as students exit.

Election Day:

Election Results

1. Results will be distributed via email to all Election Coordinators at the end of the Election.

Election Day:

Election Day Support

1. If you run into an issue during the election, please call Kherri Anderson at (772) 288-5637 ext. 8057.
2. During your first election, an Elections Center staff member, will be on your school campus to assist you.

Student Voting Process:

Basics

1. Students receive voter ID
2. Students enter voter ID number at voting station
3. Students make their selections
4. Students confirm their selections
5. Students cast ballot
6. Students receive "I Voted" sticker (optional)

Step 1:

Students Receive Voter ID

- Students form a line at the voter ID distribution table located at the election site.
- Each student receives one voter ID card. Note: each voter ID number only works one time to prevent vote spamming.
- When a student receives his/her voter ID card, the student's name is checked off of the voter roll.
- The student voter goes to the first available voting station to cast his/her ballot.
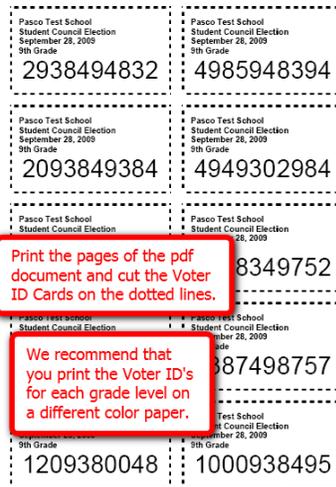
Step 2:

Login to Ballot

- The student enters his/her voter ID number into the voting portal.
- The appropriate ballot displays on the screen. Note: The voter ID number tells the voting system which ballot to load.

Step 3:

Make Selections

- The student makes selections on his/her ballot.
- A student may under-vote. The student is not required to vote for each ballot item.
- A student may not over-vote.
- Once the student makes a selection, he/she will click the "Confirm Selections" button.

Step 4:

Confirm Selections

- The student will have an opportunity to double-check his/her selections and make corrections if needed.
- If the student is happy with the selections, they click "Cast Ballot".
- If the student recognizes a mistake or wants to change a selection, he/she clicks "Make Changes".

Step 5:

Cast Ballot

- If the student is happy with the selections, they click "Cast Ballot"
- Once the student casts the ballot, the voting portal will automatically re-direct to the login screen and is ready for the next voter.

<u>Successful School Online Election:</u>

Clark Advanced Learning Center

Susan Roark, Assistant Director of Clark Advanced Learning Center said the follow:

"*I found this to be one of the best school elections with minimal interruptions in the classroom (each class took from 3-5 minutes to complete the voting process!)*

<u>Student Comments:</u>

"*Really efficient and quick because it's electronic!" Maryna Wakeman*

"*It was simple and fast!" Gabrielle Pierre-Jerome*

"*It was easy and organized!" Tim Webster*

"*Best new way to vote!" Preston Zimmardo*