



Northampton Board of Registrars

Meeting Agenda

Date: July 12, 2022

Time: 5:30 pm

210 Main Street, Room 4
Northampton, MA 01060

Join Zoom Meeting <https://us06web.zoom.us/j/88106795563?pwd=YmRaU2hMTE5oNnV6VGZHRGZYcm4vZz09>

Meeting ID: 881 0679 5563

Passcode: LK7gb7

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Find your local number: <https://us06web.zoom.us/u/kja17cfxx>

1. Meeting Called To Order
2. Review Meeting Minutes From The Previous Meeting
3. ROV Statistics
4. State Primary Update
 - Voter Registration Deadline:** August 27, 2022
 - Vote by Mail Application Deadline:** August 29, 2022
 - Early Voting:** August 27 - September 2
 - Election Day Polling Hours:** 7 a.m. – 8 p.m.
 - On Ballot:** Representative in Congress, Governor, Lieutenant Governor, Attorney General, Secretary of State, State Treasurer, State Auditor, Governor's Council, State Senator, State Representative, District Attorney, Sheriff, County Commissioner (only in certain counties).
5. State Election Update

Voter Registration Deadline: October 29, 2022

Vote by Mail Application Deadline: November 1, 2022

Early Voting: October 22 - November 4

Election Day Polling Hours: 7 a.m. – 8 p.m.

On Ballot: Representative in Congress, Governor, Lieutenant Governor, Attorney General, Secretary of State, State Treasurer, State Auditor, Governor's Council, State Senator, State Representative, District Attorney, Sheriff, County Commissioner (only in certain counties), statewide ballot questions.*

6. Update On Redistricting Notification To Voters

7. Update On Street List Project

8. Votes Act & Early Voting

Documents:

[VOTES ACT AND ENTERING EVS IN VRIS.PDF](#)

9. New Business

10. Adjourn

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VOTES ACT AND EV IN VRIS

Changes in the law and how they affect voting
and local election officials

Entering EVs in VRIS



Agenda:

- Votes Act Changes:
 - Voter Registration Deadlines
 - Vote by Mail
 - In Person EV
 - Other Changes
- Entering EVs in VRIS
 - EV Search
 - EV Maintenance
 - Additional Reminders
- Commonly Asked Questions



VOTES ACT

Voter Registration Deadlines:

- Voter registration deadline for ALL elections/town meetings: 10 days
- Last Day to Register In-Person Sessions:
 - 1,500 voters or more: 9am-5pm
 - Less than 1,500 voters: 9am-11am and 3pm-5pm



Vote by Mail:

- Overview
- Applications
- SOC Applications and Portal
- Application Deadlines
- Mailing and Receiving Ballots
- Other Vote by Mail Changes



Vote by Mail Overview:

- Early voting by mail is now required for all elections
 - Includes: primaries, state elections, and municipal elections
- Voters may apply to vote by mail for all elections in a calendar year

Vote by Mail Applications:

- Any written communication is sufficient
- Can sign by hand or electronically
 - Electronic signature: written substantially the same way as by hand
- Must include vote by mail applications with all acknowledgment notices to:
 - Newly registered voters
 - Voters who change their address
- Family members can apply for an EV ballot
- Application must be posted on city/town website

Vote by Mail SOC Applications and Portal:

- SOC will mail applications at least 45 days before every regular state primary, state election, and presidential primary
- Applications are pre-addressed to LEO and postage pre-paid
- Include voter ID barcode
- Application is for any election on primary or election date or all elections during the year
- SOC will establish online ballot request portal
 - Additional information will be forthcoming

Vote by Mail Application Deadlines:

- Deadline to receive application for mailed ballot: 5pm on 5th business day before election
- 2022 Deadlines:
 - September 6 – 5pm on Monday, August 29
 - November 8 – 5pm on Tuesday, November 1
- Deadline applies to both AV and EV mail-in ballots
 - Voters who qualify can still request an “emergency” absentee ballot

Vote by Mail Mailing and Receiving Ballots:

- Return ballot envelopes (AV-8s) are pre-addressed and postage pre-paid
 - Used for both AV and EV
- Ballots must be received by close of polls for most elections
 - Biennial state elections: Ballots mailed by Election Day can be accepted until 5pm on 3rd day after election
 - November 8 election deadline: 5pm November 12th
- Ballots can be returned by voter or family member
 - In Person at clerk's office
 - In Person at EV location during EV hours
 - Drop Box
 - Mail

More on mailing and receiving ballots on Thursday, July 21st at 10AM

Vote by Mail Other Changes:

- Advance removal and depositing
- A voter's ballot can be counted as long as the voter was alive when it was cast
- Accessible Vote by Mail
 - Voters with a disability preventing them from marking a paper ballot independently may request accommodation
 - Additional information will be coming soon



In-Person Early Voting:

- EV Dates
- EV Hours
- Locations
- Notice Requirements
- 150 Foot Rule
- Local Elections

In-Person Early Voting Dates:

- In-person EV must be offered for all regular state primaries, state elections, and presidential primaries
- In-person EV for state and presidential primaries: 10th day before through 4th day before primary
 - September 6, 2022 EV Period: August 27th – September 2nd
- In-person EV for state elections: 17th day before through 4th day before election
 - November 8, 2022 EV Period: October 22nd – November 4th

In-Person Early Voting Hours:

- Weekday hours:
 - Under 5,000 voters: at least 25% of usual business hours
 - 5,000 – 40,000 voters:
 - 15th – 11th day: at least 50% of usual business hours
 - 8th – 4th day: during usual business hours
 - Over 40,000 voters: during usual business hours
- Weekend hours:
 - Under 5,000 voters: at least 4 hours a weekend, 1 day per weekend, at least 2 hours when open
 - 5,000 – 24,999 voters: at least 6 hours a weekend, 1 day per weekend, at least 3 hours when open
 - 25,000 – 39,999 voters: at least 4 hours each weekend day
 - 40,000 – 74,999 voters: at least 6 hours each weekend day
 - 75,000+ voters: at least 8 hours each weekend day
- You may provide additional EV hours if desired

In-Person Early Voting Locations:

- Must include local election office, unless determined to be unsuitable or inaccessible
 - If unsuitable/inaccessible, must identify alternative centrally-located, suitable, and convenient public building within city/town as EV location
- City/Town can provide for additional early voting sites
- Each EV location must be accessible
- Must be designated at least 14 days before EV period starts
 - September Primary: August 13
 - State Election: October 8

In-Person Early Voting Notice:

- Must publish notice of locations and schedules for EV:
 - At least 5 business days before EV starts
 - State Primary: August 22
 - State Election: October 17
 - At least once during EV period
- Notice must be posted:
 - In your office or on city/town bulletin board
 - Any other public building considered necessary
 - On city/town website
 - On SOC website – must enter into VRIS (or email if VRIS is locked)

In-Person Early Voting 150 Foot Rule:

- 150 ft. rule prohibiting campaigning at polling places is extended to EV locations as of September 6 primary
- No campaigning for or against candidate or question on ballot within 150 feet of entrance to EV location during EV hours
- No signature gathering of any kind allowed within 150 feet during EV hours

In-Person Early Voting Local Elections:

- Cities and towns can choose to have in-person EV for local elections
 - If on same date as state primary, state election, or presidential primary, must have in-person EV for same hours
 - At least 2 registrars must recommend it
 - Board of selectmen, town council, or city council must vote to authorize
- Opt-in vote must be at least 5 days before start of EV and must include EV schedule
 - EV can't start before 17th day before and can't end after 2 business days before
 - Hours: usual business hours unless vote specifies otherwise
 - Location and EV schedule must be posted at least 48 weekday hours before start of EV

Other Changes:

- Poll workers:
 - Vacancies 6 weeks before election: appointing authority appoints
 - Vacancies 3 weeks before election: clerk appoints
 - Can fill vacancies without regard to party, voter registration status, or residence
- Police Officer Assignments
 - Board of selectmen, town council, or city council assigns police officers or constables to polling places
- Jail-Based Voting – Starting 2023
- Back-end Automatic Voter Registration – Starting 2023



EV AND VRIS



EV and VRIS:

- EV Search
- EV Maintenance
- Additional Reminders

EV and VRIS EV Search:

- Select 9/6/2022 from 'Election Date' dropdown
- Search voter one of two ways:
 - Scan barcode:
 - Click into 'Voter ID' field. Cursor must be in 'Voter ID' field before scanning
 - Scan barcode
 - Search results display with voter information and voter highlighted
 - Search manually:
 - Enter at least one character for last name or street name, then 'enter' or 'Search'
 - Search results display with matching voters
 - Select voter record matching application to highlight record
- Once record is highlighted, select 'Create EV' to open EV Maintenance

EV and VRIS EV Maintenance:

- Date App Received: Auto-populate date EV created
- Mailing Address: Auto-populates with voter record mailing address
 - Can be edited or added based on application
 - If left blank, labels will automatically print using residential address
- State Election Checkbox: to create EV for state election, make sure box is checked
 - Current default: checked
 - Upcoming deployment default: unchecked
- Party
 - Voters in party: populates with voter party
 - Unenrolled/designations: select party from dropdown

EV and VRIS Additional Reminders:

- EV Search with barcode:
 - After closing EV Maintenance, select 'Search' or 'Clear' before next scan
- EV Scan
 - EV scan should ONLY be used to update ballot information or to create in-person EVs.
 - EV Scan doesn't allow you to:
 - Create EV for both state primary and election at same time
 - Verify residential address from application
 - Update mailing address

Commonly Asked Questions:

- Can a voter enrolled in a party request a different party ballot?
 - NO. You can send them the ballot for the party they are registered in OR
 - Contact the voter and have them submit an updated voter registration for the other party
- An unenrolled voter indicated they want a primary ballot but did not check a party box. How do we process it?
 - If a voter is unenrolled/in a designation and did NOT indicate a party, you cannot send them a ballot
 - You can attempt to contact the voter directly to clarify

Commonly Asked Questions:

- What if the voter didn't sign the application?
 - Can NOT send them a ballot
 - If not an AV or EV for November election, they will be sent another application in September
- Do we need to attach registrars certification to each application?
 - NO. When you receive applications by mail, you should timestamp them
 - When entering into VRIS, we recommend adding the initials of the person entering it and the date they entered it on the application itself

Commonly Asked Questions:

- What if voter is listed as inactive?
 - The voter will be automatically activated when you process the application for the voter
- What if the voter is flagged to show identification?
 - You must send the requested ballot to the voter, but you need to include notice to the voter that they must return a copy of their identification with the completed ballot

Upcoming Classes:

- Thursday, July 7th at 10AM: UOCAVAs – Entering UOCAVAs in VRIS and Sending Ballots
- Thursday, July 14th at 10AM: Common Questions on UOCAVAs and EV Applications
- Thursday, July 21st at 10AM: Mailing and Receiving EV Ballots
- Additional Classes to be Scheduled:
 - In-person EV
 - Advance Processing and CTFs
 - Mail-in Application Portal and Accessible Vote by Mail
 - Tallying the Primary and Election



Questions?

Elections Division

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Help Desk

617-727-2600