

COCHISE COUNTY
CELEBRATES IT'S
RICH HERITAGE TO
LEAVE A LASTING
LEGACY FOR THE
FUTURE!!

Legacy Project

SERVICES
VOLUME

SEPTEMBER 2015

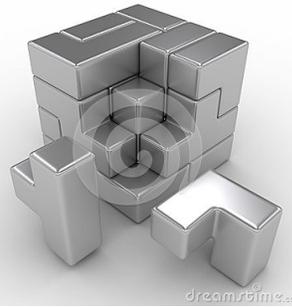
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Building An Election

The Cochise County Elections & Special Districts Department prepares and administers federal, state and county elections.

To prepare for an election, an election calendar is built for each election, usually at least 180 days prior to the election. The districts to be involved in the election are identified and can include federal and state legislative districts, su-



pervisorial, judicial, school and community college districts and other special districts. Once the appropriate districts are identified, the department identifies

all of the races to be included in the election. Again, these can include federal and state officers, county supervisors or other county elected officers, judicial and justice of the peace officers, school or college district board members, special district board members and precinct committee men. Our office also accepts candidate filings for all local offices (i.e., non-

[Continued on Page 3](#)

Services Provided for Special Districts

The department also provides assistance to individuals who are trying to form special taxing districts such as water districts, light improvement districts, road improvement districts, fire district, sanitary districts and others set forth in Title 48 of the Arizona

Revised Statutes. After a district is formed, the department assists them with understanding Open Meeting Laws and public notice requirements. The department also is responsible for collecting each district filing, annual report and annual budget.

In addition, our office works with districts, to conduct elections for board members.



VOTE!



More Information about **Special Districts**

Another function of the Elections/Special Districts Department is to oversee some of the statutory duties of special taxing districts found in Title 48 of the Arizona Revised Statutes. Special taxing districts are formed through a petition process by citizens living in an area outside of an incorporated area, wanting services that are not provided in county areas, such as lighting, water delivery or fire protection. The districts allow for a tax to be placed on the property to fund these services.

The earliest special districts in Cochise County were four volunteer fire districts, Bowie, Naco and two in the Bisbee area, Lowell and Warren. The latter two became part of the City of Bisbee through annexation. Today there are 15 fire districts throughout the county. Another early special district which still exists today is the St. David Irrigation District.

Statute does allow for a special district to form that covers large areas of the county which may have an incorporated area within the proposed boundaries. Two of these special districts are hospital districts covering the northern end of Cochise County, the Northern Cochise Hospital Districts (Willcox area) and the San Pedro Valley Hospital Districts (Benson area).

Another type of special district that covers all of Cochise County is the County Flood Control District and the County Library District. Forming a special district is a complicated process and so the department offers guidance to those attempting to form a district and then verifies that all statutory requirements are met before the Board of Supervisors approves the formation of a special district.

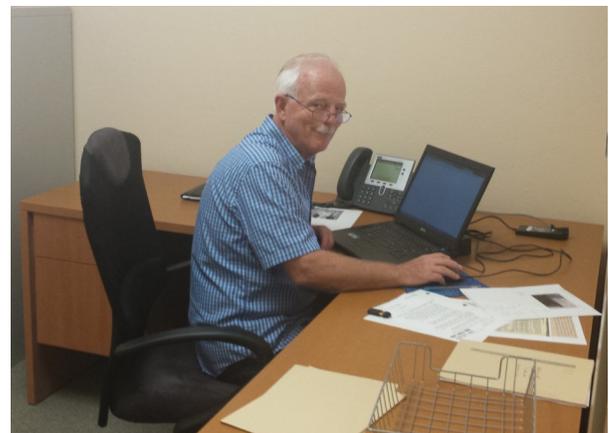
The Board of Supervisors sits as the governing board for the Flood, Library and Light Improvement Districts.

The other 32 special districts in Cochise County have elected governing boards and one of the duties of the Elections/Special Districts Department is to be sure elections are held for these governing board seats and a quorum is maintained on each board.

Special districts file yearly budgets and annual reports with the Elections/Special Districts Department. Along with the County Treasurer's Office, the department then calculates the property tax rate needed to fund the yearly adopted budget of each special district. The Board of Supervisors then is required by statute to adopt the special district tax rates based on these yearly budgets.

Annual Reports are filed 240 days after the close of the fiscal year, June 30th, which must contain specific information required by the Arizona State Auditor. The department reviews the annual reports making sure all forms are complete and then reports the findings to the State Governor, President of the State Senate and Speaker of the State House of Representatives.

All governing board information, budgets and annual reports are then maintained by the department providing easy access to special district information for the public.



Tom Schelling hard at work on Special District budgets

LEGACY PROJECT

**COME JOIN US! OPEN HOUSE TO BE HELD ON MONDAY & TUESDAY, SEPTEMBER 21-22nd, 2015
TOUR RECORDER'S & ELECTIONS/SPECIAL DISTRICTS' OFFICES & VOTE ON OUR NEW ELECTION EQUIPMENT**

TESTING EQUIPMENT



**Martha Rodriguez—
testing wireless
connectivity at a
future Vote Center.**

**Every piece of equip-
ment must be thor-
oughly tested before
an election.**

Building An Election (con't.)

Federal and non-state offices). Candidate filings must be inspected to ensure they are timely filed and complete.

After the candidate filing deadlines have passed, the department can begin laying out the ballot in its new Electionware software. The software is what we use to do ballot layout, design and programming. Special care must be taken to assure that all districts, races and candidates are included on the ballot and that state laws regarding the ballot are adhered to, including the laws regarding candidates' name rotation.

In addition to preparing the ballots, Elections must order and verify the printed ballots; identify and secure polling places; hire, schedule and train over 300 poll workers, troubleshooters, couriers and delivery drivers; rent delivery trucks; test every ballot style and every single piece of elections equipment (several times!); coordinate with the Recorders for de-

livery of the Early ballots; work with a third-party selected by the Secretary of State to facilitate voting by Uniformed and Overseas voters whose ballots must be delivered 45 days prior to the election; work with the Recorders to ensure that the Voter Registration data downloaded into the ePoll book tablets is current and correct. The ePoll books are the electronic signature roster that the voter will sign if they vote at the polls. In addition, the department is simultaneously accepting write-in candidates nomination papers and testing the reporting module which accumulates vote totals. Once all the testing is completed, the Secretary of State sends a team down to Cochise County to conduct a formal Logic & Accuracy test of the equipment and software used to tabulate results. The "L&A Test" is noticed in a newspaper and posted on the County's website; it is open to any member of the public wishing to observe the process.

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Once all of this work is done, the election equipment must be 'staged' for delivery. In the past, Cochise County has had more than 60 polling places! Now, with the advent of Vote Centers, **[See What Are Vote Centers?]** equipment will be sorted and grouped for delivery to each of the County's 18 Vote Centers. Some Vote Centers in the rural areas will have approximately the same amount of equipment as previously; however, most Vote Centers will have more equipment than in the past, to handle the increased number of voters who will be voting at the consolidated polling places. Delivery of equipment normally takes place between 1-5 days prior to the election.

Counting of Early ballots normally begins up to 7 days prior to the election. With the new high-speed digital scanner, it is expected that this process will be accomplished much more quickly and efficiently than in the past!

Continued on Page 4

Building An Election (con't.)

On Election Day, beginning at 5 a.m. the staff and volunteers operate an Election Call Center to respond to voters' questions and to assist poll workers, if needed.

After voting is concluded at the Vote Centers, staff posts the results of the Early ballots tabulated. By law, the earliest any results can be posted is 8:00 p.m. on Election Day. Although posting results timely is critical, it is even more imperative that staff has conducted necessary verification to ensure the accuracy of the results before posting.

Staff is then responsible for receiving the voted ballots from each Vote Center, as well as the tabulated results from each Vote Center's DS200 tabulating machine. As

staff receives these results from each Vote Center, they upload the results in the Election Reporting Module.

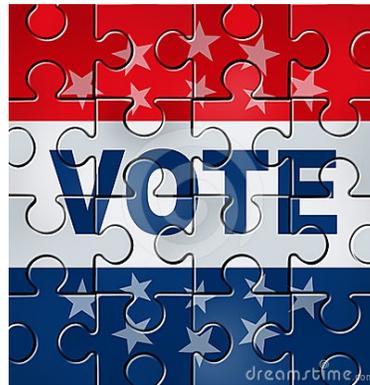
The software adds the new results to the previously tabulated Early ballots for a cumulative count of ballots cast and votes per race; however, Vote Center ballot totals are kept separate from the Early ballot totals. This is an iterative process that is repeated throughout the night as other Vote Center results come in.

At the same time, a group of workers is in the elections warehouse, carefully checking in and inventorying the return of election supplies and equipment from each Vote Center. Some equipment is not returned on Election Day but is picked up by drivers

between 1-3 days following the election.

Once all Election Day results are in and staff has verified results, a final "Unofficial Results" report is posted online.

Results do not become Official until Provisional Ballots are accepted or rejected; a ballot audit has been conducted, accounting for every ballot; myriad reports are produced and verified and an election canvass is presented to the Board of Supervisors for approval.



*“An Election has about a million moving parts—Fitting all the puzzle pieces together, and on time, is a major logistics challenge!”,
Katie Howard,
Elections
Director*

Early Voting & PEVL

Voters can still choose to vote an Early Ballot. A voter may request an Early Ballot for a single election by contacting the Recorder's Office. OR, a voter can sign up on the Permanent Early Voters' List (PEVL) to **automatically** receive an Early Ballot for each election s/he is eligible to vote. Voters who are Independent or Party Not Designated and who

are on the PEVL list will receive a postcard 90 days prior to the Primary Election from the Recorder's Office asking them which party ballot they would like to vote for that election. These voters **MUST** make a selection in order to receive a ballot for the Primary Election.

PEVL voters who are registered as Democratic, Republican or

Libertarian will automatically be mailed their party's ballot.

If you vote an Early ballot, you must mail it in sufficient time to be received at the Recorder's Office by Election Day. Cochise County mail is now routed through Phoenix and takes longer to deliver. Make sure your vote counts—MAIL EARLY!

Voter Outreach



Cochise County Elections & Recorder’s staff are conducting multiple Voter Outreach events. These events provide voters with an opportunity to make sure their voter registration information is current and correct, to avoid any problems at the polls, or to sign up for Early Voting, or to learn about Vote Centers and what to expect on Election Day, and even to participate in a Mock Election and vote on the new voting equipment!

Elections is a department everyone forgets about...until it becomes a huge focus every two years! Then it becomes critical.

The key to smooth elections is planning, preparation, anticipation and voter involvement.

Voter Outreach is a crucial component of a successful election to ensure people are prepared!

OUTREACH EVENTS!!!

Cochise County Recorder’s Office
&
Cochise County Elections
OPEN HOUSE
Sept. 21 & 22, 10a.m.—2p.m.
1415 Melody Lane, Bldgs B & A

Voter Registration
Voting Equipment
Historical Displays
Mock Election—Vote on the new
Elections Equipment

Cochise County Fair
Sept. 24-27th , 2015
10a.m.— 10p.m. Thurs-Sat
& 10a.m.— 2p.m. Sunday
Fairgrounds in Douglas

Voter Registration
Voting Equipment
Mock Election for the kids
(Superhero!)
Voter Information

For a complete list of our currently scheduled Voter Outreach events, please see “Schedule of Voter Outreach Meetings” here:
<https://www.cochise.az.gov/elections-special-districts/home>

If you would like us to schedule a presentation to your group or club, please contact Martha Rodriquez :
mrodriquez@cochise.az.gov or via phone: 520-432-8972

**COME JOIN US! OPEN HOUSE TO BE HELD ON MONDAY & TUESDAY, SEPTEMBER 21-22nd, 2015
TOUR RECORDER’S & ELECTIONS/SPECIAL DISTRICTS’ OFFICES & VOTE ON OUR NEW ELECTION EQUIPMENT**

What Are Vote Centers?

Vote Centers will be like large polling places. There will be more people, more equipment and more assistance available to voters at each of the Vote Centers.

Also, importantly, voters will have the choice to go to ANY Vote Center they choose in the County. No longer must a voter vote only in his/her precinct. If a voter lives in Benson, but works in Sierra Vista during the day, the voter can vote in Sierra Vista! Once a voter signs-in wherever he/she chooses to vote, that information is communicated to all other Vote Centers; this prevents the voter from signing in again and voting a second time elsewhere in the County.

Vote Centers will provide more convenience to the voters by allowing them to vote where they are and the consolidation of people and equipment will provide better service. Going to the Vote Center model also meant that

the County had to purchase less equipment, which is a savings of taxpayer dollars!

At the Vote Centers: The new system is state of the art and, for those voters who vote at a Vote Center, they will begin with check-in. Poll workers will be using the new electronic tablets (ePoll books) which contain the voter registration roll and registration status for the entire County.

Once a voter signs the ePoll book, the voter will be given a ballot card (about 5" wide) which will have only a printed bar code at the top. The bar code contains the appropriate ballot style for that voter (i.e., party (for Primary elections), and the precinct and precinct splits (fire district, water district, school district, etc.) reflecting the races that the voter is entitled to vote).

There is no information about the voter's identity in the bar code.

The voter then takes the ballot card and feeds it into an ExpressVote. This device is a universal ballot marking de-

vice. The ExpressVote guides the voter through the process to make selections in each race. Voters will no longer have to fill in ovals on a paper ballot.

Just like an ATM, voters will use the touch-screen technology on the ExpressVote to select choices for each race, and then review all of their choices for accuracy.

Once the voter is satisfied that the races are all voted as intended, the voter will press "Print Ballot" and the machine will do so. The printed card will contain only the selections the voter made, for each race the voter voted. (This device is fully ADA-compliant and has many features to assist voters who are blind, low-vision, or who have difficulty reading; in addition, the device presents the ballot to the voter in either English or Spanish (voter's choice)).

After the ballot card is printed, the voter feeds the card into the DS200 Tabulator which reads the voter's selections and counts the ballot. That's it!

The election process in Cochise County has been changed to provide a more efficient, user-friendly process for our voters; a more economical approach to staffing/equipping and servicing voting locations and utilizes state-of-the-art technology and systems to assure accurate and timely results.

Where Can I Vote? — ANYWHERE!



2016 ELECTION DATES

PRESIDENTIAL PREFERENCE

Tuesday, March 22, 2016

PRIMARY

Tuesday, August 30, 2016

GENERAL

November 8, 2016

www.cochise.az.gov



**Cochise County Elections
1415 Melody Lane, Building A
Bisbee, Arizona 85603**

**Katie A. Howard, Director
khoward@cochise.az.gov**

**Martha Rodriguez
Election Program Coordinator
mrodriquez@cochise.az.gov**

**Phone: 520-432-8970
Fax: 520-432-8995**

18 VOTE CENTER LOCATIONS

- VC1 Douglas** Douglas Visitor's Center
345 E. 16th St
- VC2 Bisbee** First Baptist Church of Bisbee
1173 State Highway 92
- VC3 Tombstone** American Legion Hall
225 E. Allen St.
- VC4 Willcox** Willcox Community Center
312 W. Stewart
- VC5 Benson** Benson High School Gym
360 S. Patagonia St.
- VC6 Huachuca & Whetstone** Huachuca Community Center
201 Yume St
- VC7 SV West** St Andrews Catholic Church
Kino Hall
800 Taylor Drive, NW
- VC8 SV East** Shiloh Christian Ministries
1519 Avenida del Sol
- VC9 SV-Central** SV United Methodist Church
3225 S. St. Andrews Dr
- VC10 SV-SE** Mountain Vista Baptist Church
5499 S. Moson Rd.
- VC11 Palominas** Palominas Fire Dist Trng Ctr
9222 S. Kings Ranch Rd.
- VC12 Bowie & San Simon** Bowie Unified School District Office
315 W. 5th St.
- VC13 Cochise Stronghold & Sunizona** Sunsites Community Center
1216 Treasure Rd
- VC14 McNeal** Valley Bible Church
4188 Double Adobe Rd.
- VC15 Webb** Elfrida Fire Station
10293 N. Central Hwy
- VC16 Portal** Portal Library
2393 S. Rock House Rd.
- VC17 St David** St David High School
70 E. Patton St.
- VC18 Mescal/ J-Six** Peace in the Valley Lutheran
551 S. J-Six Road

2016 ELECTION DATES



Keep these dates handy, so you don't forget!!!

Presidential Preference Election
March 22, 2016

Last Day To Register to Vote
February 22, 2016

Early Voting Begins
February 24, 2016

Primary Election
August 30, 2016

Last Day To Register to Vote
August 1, 2016

Early Voting Begins
August 3, 2016

General Election
November 8, 2016

Last Day To Register to Vote
October 10, 2016

Early Voting Begins
October 12, 2016

WHO CAN VOTE AT WHICH ELECTION?

There is a lot of confusion about who can vote at which election. This is because Arizona Revised Statutes have different laws that apply to each election.

Presidential Preference Election

Any Cochise County registered voter of a political party recognized at the State level which has a participating candidate running for the office of President.

Primary Election

August 30, 2016

Any Cochise County registered voter. Independents or Party Not Designated must respond to the 90-Day Notice sent by the Recorder in order to choose the party ballot they wish to vote.

General Election

November 8, 2016

Any Cochise County registered voter.

WANT TO HELP OUT WITH THE UPCOMING ELECTIONS?

If you are a Cochise County employee, working for a non-elected department director, and have excellent Customer Service skills —

Please consider helping us out on Election Day ! For more information, contact Martha Rodriguez in the Elections Department: 432-8972 or mrodriquez@cochise.az.gov



**Cochise County Elections &
Special Districts Office
1415 Melody Lane, Building A
Bisbee AZ 85603**

Your Right...Your Duty!

Katie A. Howard, Director
khoward@cochise.az.gov
Martha Rodriquez, Election Program Coordinator
mrodriquez@cochise.az.gov

Phone: 520-432-8970

Fax: 520-432-8995



<https://www.cochise.az.gov/elections-special-districts/home>



Elections—It's What We Do!

Providing professional election services to Voters, to Candidates, to cities & towns and Special Districts, and to any member of the public wishing to bring an Initiative, Referendum or Recall Petition before the Voters.

Our goals are:

- **To conduct elections in accordance with federal and state laws & regulations**
- **To provide accurate & timely results**
- **To provide reliable information about elections to voters & candidates alike**

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dreamstime.com