**POLICY FOR RENTAL OF VOTING EQUIPMENT AND ELECTRONIC POLLBOOKS**

**GENERAL INFORMATION**

The Arlington County Electoral Board will permit the political parties and their various district committees to rent the Office of Elections’ OpenElect voting equipment and electronic pollbooks (EPBs) for the purpose of conducting their party caucuses or nominating events, with the following limitations:

* Requests must be received at least 3 weeks (15 business days) prior to the event. Reasonable notice will be given in the event a special election is called.
* Event location(s) must be within Arlington County.
* A maximum of 2 scanners and 2 ADA ballot marking machines may be requested per date.
* A maximum of 15 EPBs may be requested per date.
* The political committee will pay the cost for data preparation, transportation, onsite supervision, assistant registrar availability and creating a post-election report. A cost estimate will be provided after the User Request Form has been received.
* All voting equipment requests are subject to the availability of equipment and staff when election preparations are underway.
* EPBs may only be used as stand-alone look-up devices or as networked check-in stations.
* Committees may request that an assistant registrar be available in the Office of Elections to verify registration information during the event.
* If multiple requests are received for the same date, the requests will be considered in the order received.

**OFFICE OF ELECTIONS RESPONSIBILITIES:**

The Office of Elections will provide the following:

* A draft ballot and machine test to be approved by the committee representative(s).
* A PDF file of the ballot artwork for the committee’s printer. After the party receives ballots from their printer, another test will be run to verify the printed ballot are able to be scanned correctly.
* Transportation of equipment to and from each location(s.) No overnight storage will be permitted.
* All machines with their required peripherals, including power strips and extension cords.
* One or more onsite supervisors, depending upon the duration and expected attendance for the event, beginning approximately one hour before the event for set-up and remaining until conclusion.
* One or more copies of the zero report, results tape, and cast vote record, as requested.
* EPB data preparation, including downloading registration lists from the Virginia Election and Voter Registration Information System (VERIS.) Note that the EPB data is encrypted and that the social security number and birth day and month will be removed from voter records. No paper lists will be printed or provided.
* If requested, one or more assistant registrars in the Office to verify registration information.
* If requested, a post-event report of voters checked-in will be provided in PDF or Excel formats.

**COMMITTEE RESPONSIBILITIES**

The political committee requesting the voting equipment is responsible for the following:

* Completing and submitting the User Request Form 3 weeks (15 business days) prior to the event and providing the ballot information, i.e., header information, candidates, order of candidates, etc.
* Determining the method of voting and the rules for the event.
* Making all arrangements with the school/facility, including tables, chairs, extension cords, etc.
* Approving the draft ballot and witnessing the testing of the voting equipment.
* Making arrangements with a ballot printer and paying the cost for the printed ballots.
* Providing an enough Office of Elections trained Election Officers to operate the voting equipment.
* Paying the cost for the voting equipment usage within 30 days of receiving the invoice.

**FEE SCHEDULE FOR RENTAL OF VOTING EQUIPMENT AND ELECTRONIC POLLBOOKS**

**GENERAL INFORMATION**

Following is the fee schedule for the rental, preparation and use of equipment. The Office of Elections will prepare a cost estimate. The final invoice will reflect the actual cost and will differ from the estimate. Payment is due within 30 days upon receipt of the final invoice.

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| **Item** | **Description** | **Cost** |
| EPB and Ballot Programming | EPB programming includes downloading and converting the registration data to EPB format  Ballot programming includes ballot layout, creating an audio ballot, and burning the USB media. | $35 per hour, minimum 1 hour |
| Voting Machine Preparation | Preparation includes machine preparation, Logic and Accuracy testing (L&A), and consumables such as paper rolls and numbered security seals. | $25 per machine |
| EPB Preparation | Preparation includes testing and providing required peripherals, such as cables, USBs, etc. | $15 per machine |
| Machine transportation: Mileage | Machines will be transported by Office of Election staff to and from the event site. No overnight storage is permitted. | Mileage charge will be at the County mileage reimbursement rate. |
| Staff time for the event | Staff time includes loading and unloading the equipment, set-up and take-down at the event, and on-site supervision of the equipment at the event, beginning approximately 1 hour before the event until the conclusion. Staff are required to supervise use of the equipment throughout the event. | $25 per hour per staff member |
| Removable Media | The voting machines require a removable media to store vote data. If a cast vote record is being requested, media to transport the data will be required. | TBD |