



Washington  
**Secretary of State**  
SAM REED

  
**Washington State  
ELECTIONS**

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February 16, 2012

Stevens County Canvassing Board  
c/o The Honorable Tim Gray, Auditor  
215 South Oak Street Rm. 106  
Colville, WA 99114-2836

Dear Canvassing Board Members:

In accordance with RCW 29A.04.570, the State Election Certification and Training Program conducted a comprehensive review of election procedures in Stevens County during the 2010 Primary.

The RCW requires a follow-up visit prior to the next Primary or General Election to verify the County has taken the steps necessary to address the recommendations in the review report.

The following recommendations were discussed during the follow-up interview:

**Inactive voters** *Whenever a confirmation card response indicates that a voter has moved to another Washington State county, the elections department must cancel the voter's registration and they should notify the new county of residence.*

Whenever a voter transfers voter registration to another Washington State county, staff now notifies the new county of residence.

**Name changes** *Voters may submit a change of name on any written document that contains all of the required information.*

Staff now accepts name changes submitted on any written document, provided all required information is included.

**Cancellation of incapacitated voter** *The elections department must send a notice of cancellation to any voter removed from voter registration rolls for the reason of incapacitation. This is the only type of cancellation when the County Auditor is required to send a notice to the cancelled voter.*

Staff notifies votes when the voter's registration cancels by court order for reason of incapacitation.



**Stevens Canvassing Board manual** *The County Canvassing Board should amend the Stevens County Canvassing Board Manual to comply with the statute and rule. The reviewer suggests that the Stevens County Canvassing Board also update the manual to reflect a countywide mail ballot environment and edit for minor errors.*

The Stevens County Canvassing Board edited and updated the manual.

**Voter identification cards** *All information printed on the voter registration card must be correct. For the sake of clarity, all information provided, especially dates and deadlines, should be consistent.*

The recommended changes will be incorporated in the next printing of identification cards. Staff is working with the system vendor to correct the date of mailing.

**Verification notices** *Verification notices must list only the five pieces of required information as being essential to processing an application. Although it would be helpful to administrators, there is no requirement for an applicant to register using the name as it appears on the applicant's Washington State driver license or official identification card or Social Security card.*

Verification notices now correctly state the legal requirements for applicants to complete the registration process.

**Identification verification notice** *The purpose for sending notices per 29A.08.107 (not 29A.08.113) is to obtain verifiable identification for a provisionally registered voter. The notice used by Stevens County is inaccurate regarding the status of the application, the purpose of the notice, the type of identification actually required to upgrade the voter to active status, and the resolution of ballots voted by provisionally registered voters. The County Auditor should either adopt the form provided in WAC 434-250-045, or revise the identification verification notice currently in use to request verifiable identification while providing accurate information to the voter.*

The new identification verification notice contains all required information.

**Email ballots** *Email is a form of electronic transmission; therefore, the same rules apply to returning voted ballots by fax or email. Communication to voters should not exclude returning ballots by email.*

The Stevens County Auditor has amended instructions to voters regarding email ballots. Instructions now inform voters that Stevens County accepts voted ballots transmitted by email, provided ballots meet validation requirements.

**Ballot processing center** *It is impossible to guarantee an open and observable process unless party observers and the public can locate the processing center. The County should install*



*permanent signage, at the most accessible entrance to the building, and along the path to the ballot processing room to ensure an open and public process.*

Not fully implemented, adequate navigational signage is scheduled for placement at the Stevens County Processing Center prior to the 2012 Primary.

**Resolution of ballots** *When resolving ballots the Board is functioning as staff and therefore must comply with WAC. Following every session, ballot resolution logs must be printed and signed.*

In order to provide a resolution report meeting all requirements, staff will generate a ballot resolution summary report and have each resolution team sign following the day's activities.

**Disability Advisory Committee** *The County Auditor must reactivate the Disability Advisory Committee and include members of the disabled community and persons with expertise in the field. Tom Allman, HAVA - Accessibility Coordinator at the Washington Secretary of State's Election Division, might be able to assist by providing resources and contact information. Upon convening, the full committee should then review and update the county's plan for providing voting services to citizens seeking accommodations.*

The Stevens County Disability Advisory Committee has been re-activated.

**Two additional recommendations** included in the 2010 Primary Elections Procedures Report for Stevens County are no longer applicable. Statutory changes removed requirements for hospital ballots and additional instructions when forwarding ballots. The Stevens County Auditor is aware of the changes.

The Honorable Tim Gray and staff demonstrate obvious dedication to the election process and a desire to improve an already excellent operation.

If you have any questions, please feel free to contact me at 360.725.5770 or email [libby.nieland@sos.wa.gov](mailto:libby.nieland@sos.wa.gov).

Sincerely,



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Program Specialist  
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