

Standards Governing the Examination and Certification of Electronic Pollbooks for Use in Ohio Elections

Adopted by the Ohio Board of Voting Machine Examiners on February 6, 2014

I. Definitions

- a. "Electronic pollbook, " as used in these rules, means "an electronic list of registered voters for a particular precinct or polling location that may be transported to a polling location." Ohio Revised Code §3506.05(A).
- b. "Ohio Board of voting machine examiners " or "Board of Voting Machine Examiners," as used in these rules, is the public body created by and defined in Ohio Revised Code §3506.05(B).
- c. "Vendor," as used in these rules, means "the person that owns, manufactures, distributes, or has legal right to control the use of equipment, or the person's agent. Ohio Revised Code §3506.05(A)(3).

II. Testing Requirements

- a. Each electronic pollbook must undergo testing by an independent testing authority recognized by the National Institute of Standards and Technology (NIST).
- b. The results of the testing by the testing authority must demonstrate that the electronic pollbook meets or exceeds the requirements set forth in the attached Testing Matrix, adopted by the Ohio Board of Voting Machine Examiners.
- c. Neither the Ohio Secretary of State nor the Ohio Board of Voting Machine Examiners will cover any costs associated with the testing.

III. Application for Use in Ohio Elections

- a. A vendor that seeks to have its electronic pollbook approved and certified for use in Ohio elections must submit an application package to the Ohio Board of Voting Machine Examiners via the office of the Ohio Secretary of State, c/o Elections Division, 180 East Broad Street, 15th Floor, Columbus, Ohio 43215. The application package must include:
 - i. The examination fee required by Ohio Revised Code §3506.05(C) in the form of a check or money order made payable to the state treasurer of Ohio – board of voting machine examiners fund.
 - ii. A paper or electronic copy of any and all documentation produced by the testing authority during the testing of the electronic pollbook, including the results of all testing.

- iii. A letter or other document (in paper or electronic form) from the testing authority certifying that the electronic pollbook meets or exceeds the minimum requirements set forth in the testing matrix.
- iv. A paper or electronic copy of all procedural, instruction, and/or training manuals, including a polling location “how to” guide, that are provided with the electronic pollbook upon purchase and/or delivery.
- v. A letter or other document (in paper or electronic form) certifying that the source code and related documents have been placed in escrow with an independent escrow agent.
- vi. A paper or electronic copy of all support, repair, and/or maintenance policies that are provided by the vendor to a purchaser of the electronic pollbook.
- vii. A paper or electronic copy of a list of any and all customers who have purchased the electronic pollbook. This list must identify any and all known anomalies experienced with the use of the electronic pollbook and a description of the resolution of each anomaly.
- viii. If the documentation from the testing authority does not contain the following information, it must be provided in paper or electronic form:
 - 1. End user documentation, system-level documentation, and a model of the system’s architecture;
 - 2. A list of all consumables (and the supply chain for each) required for the continued operation of the electronic pollbook;
 - 3. A list of the patents and copyrights relevant to the operation of the electronic pollbook; and
 - 4. A description of the construction and method of operation of the electronic pollbook.
- b. A vendor that needs additional information or clarification of the requirements of set forth above may contact the office of the Ohio Secretary of State, Elections Division, at (614)466-2585.

IV. Examination by the Ohio Board of Voting Machine Examiners

- a. Upon receipt of the application package and within the timeframe set forth in Ohio Revised Code §3506.05(D), the Ohio Board of Voting Machine Examiners shall meet in an open meeting to review the application package, examine the electronic pollbook and any related equipment, and, consistent with the provisions of Ohio Revised Code §3506.05(D), make a written recommendation to the Ohio Secretary of State regarding the use of the electronic pollbook in Ohio elections.
- b. The aforementioned examination of the electronic pollbook and any related equipment shall be conducted using the standards set forth in the attached Examination Matrix, adopted by the Ohio Board of Voting Machine Examiners.

V. Certification of Electronic Pollbook

- a. In accordance with Ohio Revised Code §3506.05(D), after receiving the written recommendation from the Board of Voting Machine Examiners, the Secretary of State shall notify all boards of elections of any such certification.
- b. The vendor shall notify the Secretary of State of any enhancement and/or significant adjustment to the electronic pollbook. Upon such notification, the vendor may be required to submit the electronic pollbook to another examination by the Board of Voting Machine Examiners in accordance with Ohio Revised Code §3506.05(E) and as outlined by these rules.
- c. The Secretary of State may withdraw certification of an electronic pollbook by following the procedures prescribed by Ohio Revised Code §3506.05(F)-(G).

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