

Standards Board Newsletter

March 2018

Volume 5, Issue 1

U.S. Election Assistance Commission
1335 East West Highway, Suite 4300
Silver Spring, MD 20910

NOTE FROM THE STANDARDS BOARD CHAIR

Dear Fellow Standards Board Members,

At last, we are within sight of our goal! At our upcoming meeting in Miami (April 18-20), we will consider a resolution to recommend that the Election Assistance Commission adopt "VVSG 2.0," the first comprehensive update of the voluntary voting system guidelines since 2005, more than 12 years ago. While you've previously received the proposed VVSG 2.0, this document is included in this newsletter for your convenience. I have also included a draft agenda for our time together.


We greatly appreciate the work of everyone at the EAC, TGDC, and NIST, who helped us reach this point. During our meeting, we will discuss the important details that we want the EAC to consider in moving forward on VVSG 2.0, such as planning for a smooth implementation and ensuring that the important role of the Standards Board will be respected and preserved as the commission uses these updated guidelines.

Ahead of our gathering next month, I encourage you to read "Resolution 2018-01," which is also included in this newsletter. It sets forth some of these discussion topics. Of course, you may have further issues regarding the proposed standards and the ongoing implementation of the new guidelines, so please be prepared to discuss those when we meet, as well.

Please note that it is not too late to submit your comments about the proposed standards. If you have questions about VVSG 2.0, contact Brian Hancock (bhancock@eac.gov).

I look forward to seeing you in Miami and to hope to celebrate the achievements of the Standards Board!

With best regards,



Brad King

STANDARDS BOARD EXECUTIVE BOARD

J. Bradley King, Chair

Co-Director, Indiana Elections Division

Vice-Chair (Vacant)

Secretary (Vacant)

Mark Goins

Coordinator of Elections Tennessee
Division of Elections

Gary Poser

Director of Elections Minnesota Secretary
of State

Greg Riddlemoser

Director of Elections / Gen. Registrar
Stafford County, Virginia

Reynaldo Valenzuela, Jr.

Director of Elections Maricopa County,
Arizona

Genevieve Whitaker

Deputy Supervisor of Elections U.S. Virgin
Islands

Sally Williams Director

Election Liaison Division Michigan Bureau
of Elections

WHAT'S NEW

(Please note that all links connect to a trusted source.)

Election Security Hearing Scheduled

On the afternoon of April 18 in Miami, the EAC's will hold a public hearing focused on election security and exclusively featuring testimony from state and local election officials. Election officials gathered in Miami for the EAC's Standards Board meeting, as well as other election administrators in attendance will have the opportunity to provide comments about their plans ahead of election day, concerns about cyber or other security matters, or other related topics. Members of the general public are invited to submit written testimony, but will not have the opportunity to provide oral testimony.

New Election Security Resource

The EAC recently released a new [short video](#) that details the broad spectrum of steps election officials take to secure elections. The new resource is part of the commission's #Countdown18 effort to provide election officials with the tools necessary to carry out secure, accessible and efficient elections. Read the press release [here](#).

Postal Preparation

The Standards Board's USPS Committee has compiled a new resource featuring tips for state and local elections officials as they gear up for the 2018 election cycle. This one page document is included at the end of this newsletter. It features important reminders and information pertaining to election mail, as well as contact information for experts who are able to assist election officials with questions or concerns.

Honoring a Legend of Election

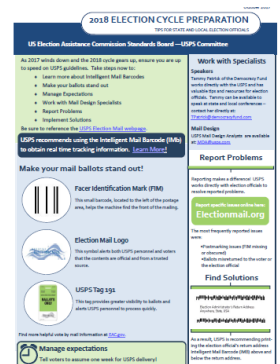
In a [joint statement](#), the three EAC Commissioners honored Former Boone County Clerk Wendy Noren, who was also a member of the EAC's Board of Advisors. In part, the Commissioners noted that Wendy "will long be remembered as one of our nation's most innovative, informed, and dedicated election officials. She was also the consummate example of preparedness, professionalism, and grit."

Women's History Month

During Women's History Month, the EAC is celebrating women from across the nation whose broad spectrum of professional experience contributes to election administration. The EAC is posting video content and original blogs, including a Q&A series "hosted" by Vice Chair McCormick. first installment featured FVAP's Meghan Kelly, whose interview you can read [here](#). The

List Maintenance

If it's March, it's time to focus on "spring cleaning" and list maintenance. Keep an eye on the commission's website for [new blogs](#) and resources related to voter registration list maintenance, including a new "Deep Data Dive" focused on election technology such as e-poll books.



UPCOMING DATES & BOARD UPDATES

Standards Board Meeting

April 18: EAC Public Hearing on Election Security (See above for details)

April 19 -20: Standards Board Meeting

Miami, Florida

Draft Agenda Attached

Please contact Robin Sargent (rsargent@eac.gov) to discuss about travel or other logistics.



Standards Board members gathered in San Antonio last year for their annual meeting.



**Draft Agenda
U.S. ELECTION ASSISTANCE COMMISSION
STANDARDS BOARD MEETING
Hyatt Regency Coral Gables
Coral Gables, Florida 33134
April 18-20, 2018
[subject to change and approval]**

Wednesday, April 18, 2018

**Miami-Dade Emergency Operation Center (a.m.)
EAC Public Hearing on Election Security (p.m.)**

Thursday, April 19, 2018

7:30 a.m. - 8:30 a.m.	Registration
8:00 a.m. - 8:15 a.m.	Brief Executive Board meeting Brief Resolution Committee meeting concerning Resolution 2018-1
	Breakfast
8:30 a.m. - 9:00 a.m.	Welcome
	Call to Order J. Bradley King, Chairman, EAC Standards Board
	Pledge of Allegiance Christy McCormick, Vice-Chairman, EAC, DFO
	Roll Call Secretary pro tem, EAC Standards Board
	Roll Call; Determination of Quorum J. Bradley King, Chairman, EAC Standards Board

Thursday, April 19, 2018, cont.

Welcoming Remarks from the Commissioners

Thomas Hicks, Chairman, EAC
Christy McCormick, Vice-Chair, EAC, DFO
Matthew Masterson, Commissioner, EAC

9:00 a.m. – 9:30 a.m.

Introductory Business

Approval of Minutes of April 27-28, 2017 Meeting
Presentation of Certificates to New Members
Packet Material Review: incl. committee interest
Overview of VVSG, Bylaws, EAVS, EAC Clearinghouse, and USPS committees

9:30 a.m. – 9:45 a.m.

FACA Responsibilities and role of Board under HAVA

Clifford D. Tatum, General Counsel, EAC

9:45 a.m. – 11:45 a.m.

VVSG

Brian Hancock & Ryan Macias, Testing & Certification, EAC
Greg Riddlemoser, VVSG Committee

11:45 a.m. – 1:15 p.m.

Lunch

Elections & Disaster Recovery
EAC Commissioner Christy McCormick (moderator)
Bob Giles, Director of the New Jersey Division of Elections
Walt Latham, General Registrar of York County, Virginia
Genevieve Whitaker, Deputy Supervisor of Elections, Virgin Islands

1:15 p.m. – 3:00 p.m.

VVSG Cont.; Consideration of Resolution 2018-1

3:00 p.m. – 3:15 p.m.

Break/Refreshments

3:15 p.m. – 4:45 p.m.

Election Security

4:45 p.m. – 5:00 p.m.

Miscellaneous Announcements & Business

Recess until Friday, April 20, 2018

Dinner

On your own

7:30 p.m.

Executive Board meeting

Approval of past minutes
Committee reports
Election of Officers
Review of member interest surveys
Review of committee members

Friday, April 20, 2018

7:30 a.m. – 8:00 a.m. Breakfast

8:00 a.m. - 8:15 a.m. Housekeeping

8:15 a.m. - 9:15 a.m. Committee Meeting Breakouts
VVSG
EAC Clearinghouse
EAVS
USPS
Bylaws

Open mic with EAC Commissioners

9:15 a.m. – 9:45 a.m. Committee Reports

9:45 a.m. – 10:00 a.m. Overview of EAC Mission & Objectives for 2018 & Beyond (EAC Video)
Brian D. Newby, Executive Director, EAC

10:00 a.m. – 11:30 a.m. EAC's 2018 Campaign (and beyond) Preview
Sean Greene, Director of Research, EAC
Simona Jones, Webmaster & Social Media Specialist, EAC
David Kuennen, Senior Research Program Specialist, EAC
Natalie Longwell, Public Affairs Specialist, EAC
Brenda Bowser Soder, Director of Communications & Public Affairs, EAC

11:30 a.m. -11:45 a.m. Any remaining announcements or business
Motion to Adjourn



U.S. ELECTION ASSISTANCE COMMISSION
STANDARDS BOARD

RESOLUTION 2018-01

Whereas, The United States Election Assistance Commission, in accordance with Section 222 of Public Law 107-252, also designated as the Help America Vote Act of 2002 (HAVA), adopted Voluntary Voting System Guidelines on December 13, 2005, which were subsequently modified by the Election Assistance Commission in accordance with Section 222 on March 31, 2015;

Whereas, The Election Assistance Commission Standards Board was established by Section 211 of HAVA;

Whereas, The Standards Board is required under Section 212 of HAVA to review the Voluntary Voting System Guidelines in accordance with Section 222(b)(3) of HAVA;

Whereas, The Executive Director of the United States Election Assistance Commission has submitted to the Executive Board of the Standards Board proposals for further modifications of the Voluntary Voting System Guidelines recommended on September 12, 2017 by the Technical Guidelines Development Committee under Section 221 of HAVA;

Whereas, The Executive Board has reviewed the proposed modifications to the Voluntary Voting System Guidelines and forwarded its recommendation to the entire membership of the Standards Board that the proposed modifications be adopted as presented;

Whereas, The Executive Board has recommended that the membership of the Standards Board consider this recommendation at the next annual meeting of the Standards Board required under Section 215(a)(2) of HAVA; and

Whereas, after thorough and diligent review of the proposed modifications by the membership of the Standards Board;

Now, therefore, be it Resolved, by the Election Assistance Commission Standards Board, that:

SECTION 1. The United States Election Assistance Commission Standards Board recommends to the United States Election Assistance Commission that the proposed modifications to the Voluntary Voting System Guidelines recommended by the Technical Guidelines Development Committee on September 12, 2017, be adopted by the Commission.

SECTION 2. The United States Election Assistance Commission Standards Board further recommends that these modifications be designated as “Voluntary Voting System Guidelines 2.0” to reflect the comprehensive nature of the modifications.

SECTION 3. The United States Election Assistance Commission Standards Board further recommends that the United States Election Assistance Commission, in its consideration of the recommended modifications, take into account the following:

- (1) The schedule and procedures to implement “Voluntary Voting System Guidelines 2.0” should be as efficient as possible to ensure a smooth transition to the new Guidelines.
- (2) The role of the entire membership of the Standards Board under HAVA should be respected and preserved with regard to the implementation and modification of more

detailed technical procedures and standards employed to conduct the certification of voting systems under “Voluntary Voting System Guidelines 2.0”.

- (3) The requirement under Section 311(c) of HAVA that the United States Election Assistance Commission review and update recommendations adopted with respect to voting system standards no less frequently than once every 4 years.

MOTION CARRIED

A True Record Attest:

**Secretary Pro Tem
Standards Board
Executive Board**

Submitted by: J. Bradley King

Approved as to Form by Resolution committee _____

Submitted to the Standards Board for Approval/Denial on _____

Passed on

Voluntary Voting System Guidelines 2.0

Principles and Guidelines

Principle 1: HIGH QUALITY DESIGN

The voting system is designed to accurately, completely, and robustly carry out election processes.

- 1.1 - The voting system is designed using commonly-accepted election process specifications.
- 1.2 - The voting system is designed to function correctly under real-world operating conditions.
- 1.3 - Voting system design supports evaluation methods enabling testers to clearly distinguish systems that correctly implement specified properties from those that do not.

Principle 2: HIGH QUALITY IMPLEMENTATION

The voting system is implemented using high quality best practices.

- 2.1 - The voting system and its software are implemented using trustworthy materials and best practices in software development.
- 2.2 - The voting system is implemented using best practice user-centered design methods, for a wide range of representative voters, including those with and without disabilities, and election workers.
- 2.3 - Voting system logic is clear, meaningful, and well-structured.
- 2.4 - Voting system structure is modular, scalable, and robust.
- 2.5 - The voting system supports system processes and data with integrity.
- 2.6 - The voting system handles errors robustly and gracefully recovers from failure.
- 2.7 - The voting system performs reliably in anticipated physical environments.

Principle 3: TRANSPARENT

The voting system and voting processes are designed to provide transparency.

- 3.1 - The documentation describing the voting system design, operation, accessibility features, security measures, and other aspects of the voting system can be read and understood.
- 3.2 - The processes and transactions, both physical and digital, associated with the voting system are readily available for inspection.
- 3.3 - The public can understand and verify the operations of the voting system throughout the entirety of the election.

Principle 4: INTEROPERABLE

The voting system is designed to support interoperability in its interfaces to external systems, its interfaces to internal components, its data, and its peripherals.

- 4.1 - Voting system data that is imported, exported, or otherwise reported, is in an interoperable format.
- 4.2 - Standard, publicly-available formats for other types of data are used, where available.
- 4.3 - Widely-used hardware interfaces and communications protocols are used.
- 4.4 - Commercial-off-the-shelf (COTS) devices can be used if they meet applicable VVSG requirements.

Principle 5: EQUIVALENT AND CONSISTENT VOTER ACCESS

All voters can access and use the voting system regardless of their abilities, without discrimination.

- 5.1 - Voters have a consistent experience throughout the voting process in all modes of voting.
- 5.2 - Voters receive equivalent information and options in all modes of voting.

Principle 6: VOTER PRIVACY

Voters can mark, verify, and cast their ballot privately and independently.

- 6.1 - The voting process preserves the privacy of the voter's interaction with the ballot, modes of voting, and vote selections.
- 6.2 - Voters can mark, verify and cast their ballot or other associated cast vote record, without assistance from others.

Principle 7: MARKED, VERIFIED, AND CAST AS INTENDED

Ballots and vote selections are presented in a perceivable, operable, and understandable way and can be marked, verified, and cast by all voters.

- 7.1 - The default voting system settings for displaying the ballot work for the widest range of voters, and voters can adjust settings and preferences to meet their needs.
- 7.2 - Voters and election workers can use all controls accurately, and voters have direct control of all ballot changes.
- 7.3 - Voters can understand all information as it is presented, including instructions, messages from the system, and error messages.

Principle 8: ROBUST, SAFE, USABLE, AND ACCESSIBLE

The voting system and voting processes provide a robust, safe, usable, and accessible experience.

- 8.1 - The voting system's hardware and accessories protect users from harmful conditions.
- 8.2 - The voting system meets currently accepted federal standards for accessibility.
- 8.3 - The voting system is measured with a wide range of representative voters, including those with and without disabilities, for effectiveness, efficiency, and satisfaction.
- 8.4 The voting system is evaluated for usability by election workers.

Principle 9: AUDITABLE

The voting system is auditable and enables evidence-based elections.

- 9.1 - An error or fault in the voting system software or hardware cannot cause an undetectable change in election results.
- 9.2 - The voting system produces readily available records that provide the ability to check whether the election outcome is correct and, to the extent possible, identify the root cause of any irregularities.
- 9.3 - Voting system records are resilient in the presence of intentional forms of tampering and accidental errors.
- 9.4 - The voting system supports efficient audits.

Principle 10: BALLOT SECRECY

The voting system protects the secrecy of voters' ballot selections.

- 10.1 - Ballot secrecy is maintained throughout the voting process.
- 10.2 - The voting system does not contain nor produce records, notifications, information about the voter or other election artifacts that can be used to associate the voter's identity with the voter's intent, choices, or selections.

Principle 11: ACCESS CONTROL

The voting system authenticates administrators, users, devices, and services before granting access to sensitive functions.

- 11.1 - Access privileges, accounts, activities, and authorizations are logged, monitored, and reviewed periodically and modified as needed.
- 11.2 - The voting system limits the access of users, roles, and processes to the specific functions and data to which each entity holds authorized access.
- 11.3 - The voting system supports strong, configurable authentication mechanisms to verify the identities of authorized users and includes multi-factor authentication mechanisms for critical operations.
- 11.4 - Default access control policies enforce the principles of least privilege and separation of duties.
- 11.5 - Logical access to voting system assets are revoked when no longer required.

Principle 12: PHYSICAL SECURITY

The voting system prevents or detects attempts to tamper with voting system hardware.

- 12.1 - The voting system supports mechanisms to detect unauthorized physical access.
- 12.2 - The voting system only exposes physical ports and access points that are essential to voting operations.

Principle 13: DATA PROTECTION

The voting system protects sensitive data from unauthorized access, modification, or deletion.

- 13.1 –The voting system prevents unauthorized access to or manipulation of configuration data, cast vote records, transmitted data, or audit records.
- 13.2 - The source and integrity of electronic tabulation reports are verifiable.
- 13.3 - All cryptographic algorithms are public, well-vetted, and standardized.
- 13.4 - The voting system protects the integrity, authenticity, and confidentiality of sensitive data transmitted over all networks.

Principle 14: SYSTEM INTEGRITY

The voting system performs its intended function in an unimpaired manner, free from unauthorized manipulation of the system, whether intentional or accidental.

- 14.1 - The voting system uses multiple layers of controls to provide redundancy against security failures or vulnerabilities.
- 14.2 - The voting system limits its attack surface by reducing unnecessary code, data paths, physical ports, and by using other technical controls.
- 14.3 - The voting system maintains and verifies the integrity of software, firmware, and other critical components.
- 14.4 - Software updates are authorized by an administrator prior to installation.

Principle 15: DETECTION AND MONITORING

The voting system provides mechanisms to detect anomalous or malicious behavior.

- 15.1 - Voting system equipment records important activities through event logging mechanisms, which are stored in a format suitable for automated processing.
- 15.2 - The voting system generates, stores, and reports all error messages as they occur.
- 15.3 - The voting system employs mechanisms to protect against malware.
- 15.4 - A voting system with networking capabilities employs appropriate, well-vetted modern defenses against network-based attacks, commensurate with current best practice.

2018 ELECTION CYCLE PREPARATION

TIPS FOR STATE AND LOCAL ELECTION OFFICIALS

US Election Assistance Commission Standards Board —USPS Committee

As 2017 winds down and the 2018 cycle gears up, ensure you are up to speed on USPS guidelines. Take steps now to:

- ◆ Learn more about Intelligent Mail Barcodes
- ◆ Make your ballots stand out
- ◆ Manage Expectations
- ◆ Work with Mail Design Specialists
- ◆ Report Problems
- ◆ Implement Solutions

Be sure to reference the [USPS Election Mail webpage](#).

USPS recommends using the Intelligent Mail Barcode (IMb) to obtain real time tracking information. [Learn More!](#)

Work with Specialists

Speakers

Tammy Patrick of the Democracy Fund works directly with the USPS and has valuable tips and resources for election officials. Tammy can be available to speak at state and local conferences – contact her directly at:

TPatrick@democracyfund.com

Mail Design

USPS Mail Design Analysts are available at: MDA@usps.com

Report Problems

Reporting makes a difference! USPS works directly with election officials to resolve reported problems.

Report specific issues online here:

Electionmail.org

The most frequently reported issues were:

- Postmarking issues (FIM missing or obscured)
- Ballots misreturned to the voter or the election official

Find Solutions



Election Administrator's Return Address
Anywhere, State, USA



As a result, USPS is recommending printing the election official's return address Intelligent Mail Barcode (IMB) above and below the return address.

Make your mail ballots stand out!



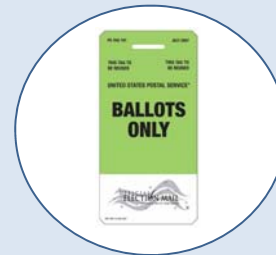
Facer Identification Mark (FIM)

This small barcode, located to the left of the postage area, helps the machine find the front of the mailing.



Election Mail Logo

This symbol alerts both USPS personnel and voters that the contents are official and from a trusted source.



USPS Tag 191

This tag provides greater visibility to ballots and alerts USPS personnel to process quickly.

Find more helpful vote by mail information at EAC.gov.



Manage expectations

Tell voters to assume one week for USPS delivery!