

House Legislative Oversight Committee

May 9, 2017

Products and Services

- Opportunity to register to vote at certain agencies (3)
- Allowance of qualified service members and overseas citizens to register and vote using electronic communications (5,6)
- Training and certification program (7,16,52)
- Maintain master file of registered voters (10,11,12,15,21,23)

Products and Services Con't.

- Conduct candidate filing (25)
- Electronic voter registration (20)
- Conduct primaries and elections (26,28,29,31)
- Furnish forms and supplies (19,27,43)
- Training program for poll managers (32)
- Prepare ballots (33,35,36,37,38,40,43,44)
- Approve voting systems (41,42)

Products and Services Con't.

- Certify elections (46,47)
- Hear election protests and appeals (48)
- Provide jury lists (49)
- Disburse county board member stipends (50)

Topics of Special Interest

- Proof of citizenship
- Special election calendar/absentee voting for military and overseas citizens
- Training and Certification Program

Proof of Citizenship

- No state requires proof of citizenship for federal elections
- Arizona and Kansas require proof of citizenship for state elections
- Alabama and Georgia passed laws requiring proof of citizenship, but did not implement

Legal Challenges

- Arizona - Supreme Court ruled law violated federal law because requirements are set by federal gov't.
- Kansas – Appeals Court ruled states must accept and use federal form for all federal elections. Kansas appealed.

Voter Registration in SC

SOUTH CAROLINA VOTER REGISTRATION MAIL APPLICATION

Are you a citizen of the United States of America? Yes No

Will you be 18 years of age on or before election day? Yes No

**If you checked 'NO' in response to either of these questions,
DO NOT complete this form.**

Voter Registration in SC

Voter Declaration – (read and sign below)

I swear or affirm that:

- I am a citizen of the United States of America
- I will be 18 years of age on or before Election day
- I am a resident of South Carolina, this county and precinct
- I am not under a court declaring me mentally incompetent
- I am not confined in any public prison resulting from a conviction of a crime
- I have never been convicted of a felony or offense against the election laws OR if previously convicted, I have served my entire sentence, including probation or parole, or I have received a pardon for the conviction
- the address listed above is my only legal place of residence, and I claim no other place as my legal residence

Signature

Date of Application

Whoever shall, willfully and knowingly, swear (or affirm) falsely in taking any oath required by law shall be guilty of perjury and, on conviction, incur the pains and penalties of the offense.

Documents to Verify Citizenship

- County boards may request additional information if they believe an applicant is not a citizen
 - Birth certificate
 - Passport
 - Certificate of citizenship
 - Naturalization certificate
- Cannot be used to create a barrier to voter registration

Systematic Alien Verification for Entitlements (SAVE)

- Database maintained by US Dept. of Homeland Security
- Does not include a comprehensive listing of US citizens
- Questions regarding accuracy and timeliness of information

Special Election Calendar

- Federal and state law requires ballots be mailed to military and overseas citizens 45 days prior to any election
- Special election schedule modified to
 - Reduce filing period by 2 days to provide 45 days between close of filing and primary
 - Add two additional weeks between runoff and special election

Training and Certification Program

- Board members
 - Must complete six classes to be certified
 - 2 core classes
 - Duties of Voter Registration and Elections
 - Election Administration
 - 2 election electives
 - 2 professional development electives
 - 1 continuing education class each calendar year

Training and Certification Program

- **Directors**
 - Must complete 11 classes to be certified
 - 4 core classes
 - Duties of Voter Registration and Elections
 - Election Administration
 - Introduction to VREMS/Unity
 - Directors: Roles and Responsibilities
 - 3 management/leadership classes
 - 2 election electives
 - 2 professional development electives
 - 2 continuing education class each calendar year

Training and Certification Program

- Staff
 - Must complete seven classes to be certified
 - 3 core classes
 - Duties of Voter Registration and Elections
 - Election Administration
 - Absentee
 - 2 election electives
 - 2 professional development electives
 - 1 continuing education class each calendar year

Classes (Partial List)

- Absentee Voting
- Election Security
- Protest Hearings
- Training Poll Managers
- Accessibility
- Office Procedures
- Conflict Resolution
- Team Building
- Setting Goals
- Supervisory Skills
- Planning for Results
- Freedom of Information Act
- Redistricting
- Ballot Design
- Business Writing
- Employee Motivation
- Elements of Email Style
- Customer Service
- Duties of the Board
- Federal Election Law
- Leadership Skills
- Disaster Planning
- How Adults Learn
- Managing Multiple Projects

Training and Certification Program

- Approximately 25 classes offered each year at various locations across the state
- In-person instruction and online through learning management system
 - Poll Manager Training
 - Conducting Municipal Elections
 - Municipal Protest Hearings
- 98% of board members are compliant with requirements (309 of 315)

Number of Customers

- SC Population – 4,777,575
- Voting Age Population (VAP) – 3,695,745
- Citizen VAP – 3,566,510
- Active, Registered Voters – 3,213,913
- 2016 General Election Voters – 2,123,584
 - Absentee Voters – 508,137
 - In-person 370,072
 - By mail 138,065

Number of Customers

- Board Members & Staff – Approx. 500
- Clerks & Poll Managers – Approx. 20,000
- Candidates
 - 2016 General Election – 1,604
 - 2014 General Election – 1,339
- Elected Officials

Evaluation of Customer Service

- Formal
 - Training and Certification Program
 - Poll Manager Survey
- Informal feedback
 - Voters
 - County Boards and Staff
 - Candidates and Political Parties
 - Advocacy Groups

Charges for Products/Services

- Training and certification program classes - \$25 per class
- Furnish lists to qualified electors (sale of list program)
- Candidate filing fees
 - Federal, statewide, State Senate, State House, Solicitor, county wide, county council, school board
 - 1% of salary X term of office

Sale of List Program Fees

Type of List	Form	Cost	
Statewide	Electronic	\$2,500	
Congressional	Electronic	\$1,000	
State Senate	Electronic	\$ 300	
State House	Electronic	\$ 160	
District Offices (Council, school, etc.)	Electronic	\$ 160	
Multi-districts or demographics	Electronic	\$ 160	1 st 25,000 names \$75 for each add'l 25,000

Filing Fees

- Filing Fees Collected
 - Presidential Preference Primaries
 - 2016 - \$360,000
 - 2012 - \$180,000
 - 2008 - \$380,000
 - Statewide Primaries/Runoffs
 - 2016 - \$1,210,926
 - 2014 - \$ 907,396

Aid to County Stipend

- Appropriations - \$533,000
- \$1,500 per member
- \$12,500 cap per county
 - For boards with 9 members, stipend is reduced

Cost Per Unit Product/Service

- Cost of conducting elections
 - Statewide General \$3M
 - Statewide Primaries \$3.5M
 - Presidential Preference Primaries \$2.6M

Training Revenues/Expenses

2016 Calendar Year Summary

Total Events	31
Total Costs	\$25,894
Total Revenue	\$18,750
Net Loss	\$7,144

Sale of List Revenues/Expenses

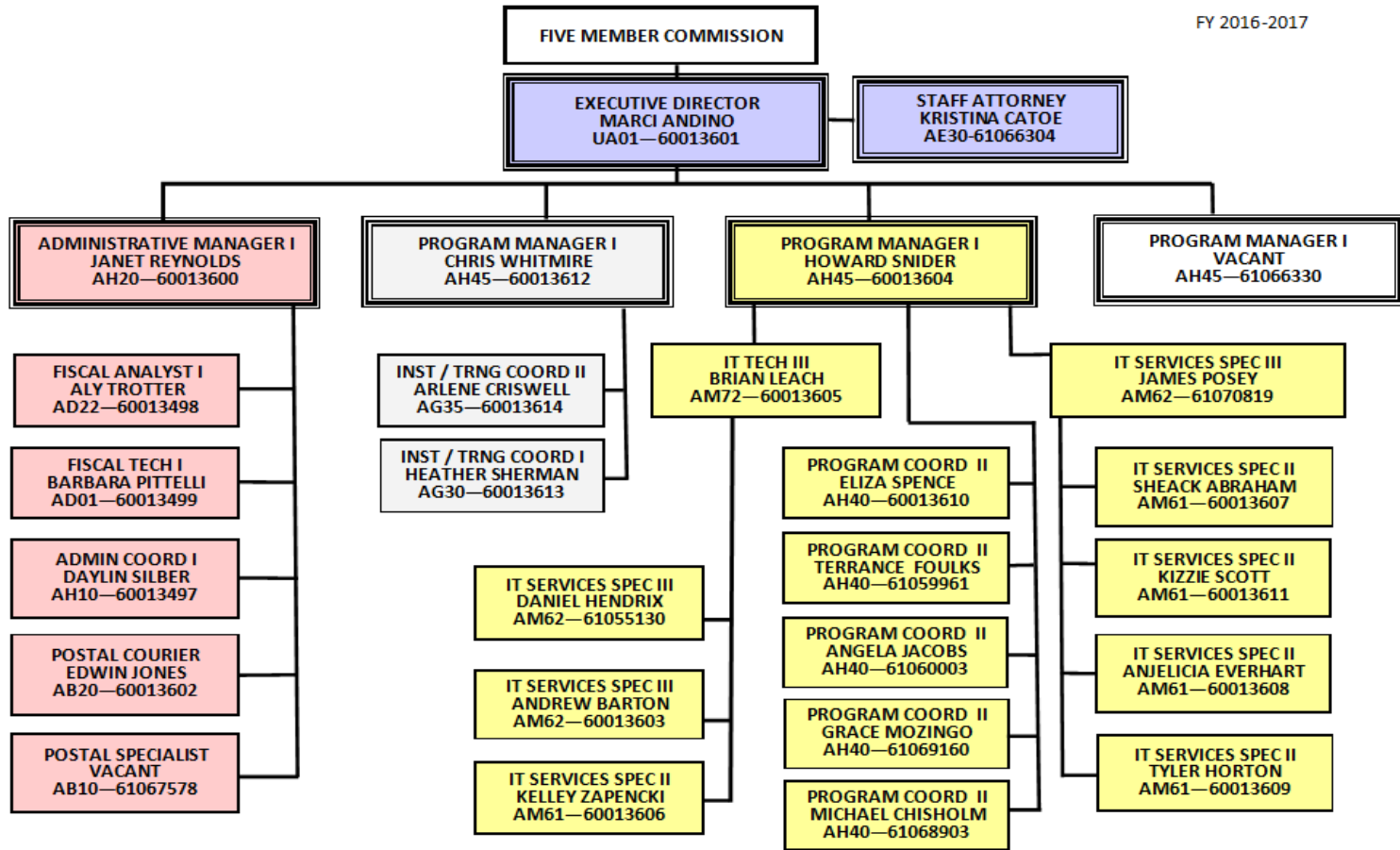
Fiscal Year	2012	2013	2014	2015	2016
Revenues	110,997	78,736	108,621	104,637	175,957
Expenses	106,562	94,483	99,263	77,811	97,357

Other Agencies

- Same or similar
 - ✗ Customers
 - ✗ Products
 - ✗ Services
- Products and services do not fit within the mission of any other agency.
- Other agencies assist SEC with voter registration services

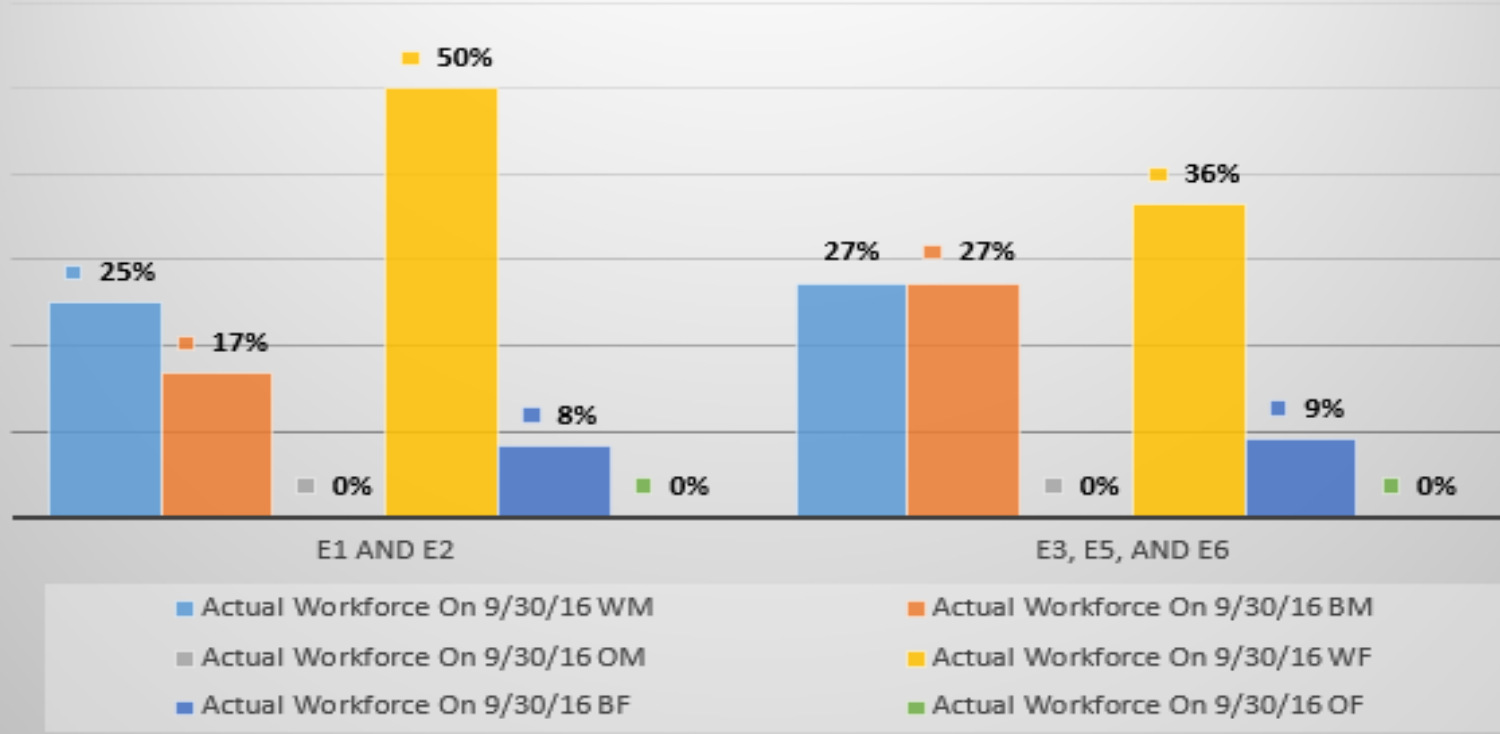
Organizational Chart

FY 2016-2017

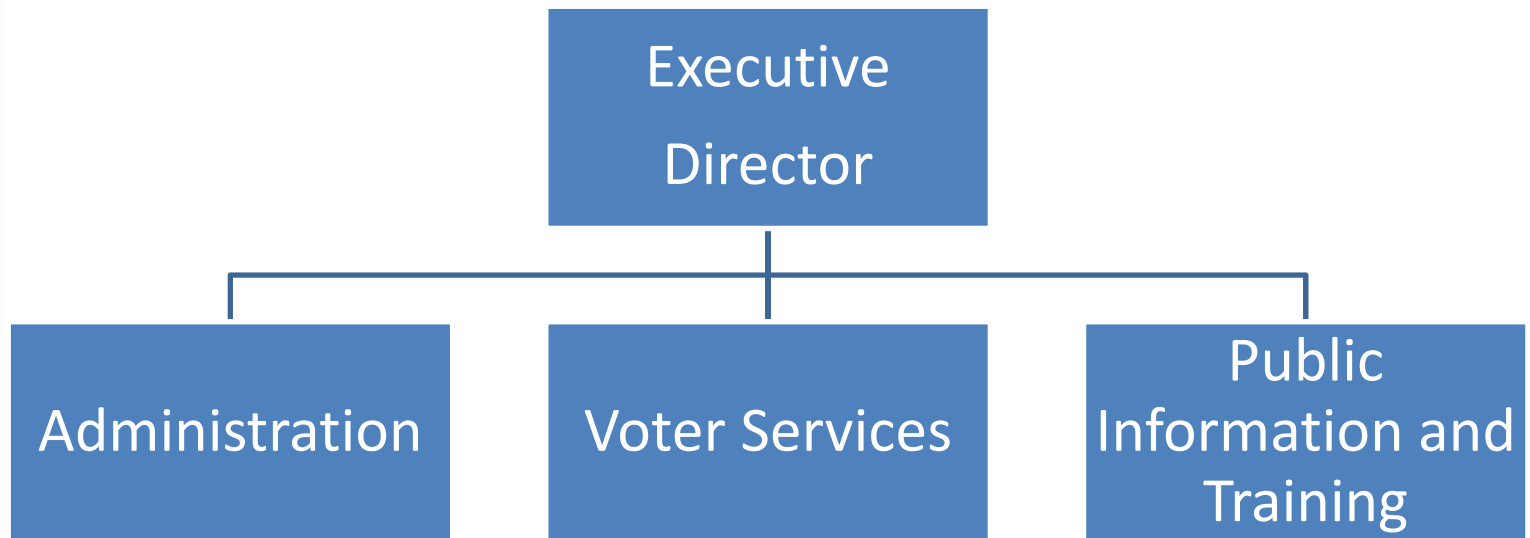


Employee Demographics

Data as of 9/30/2016 from the SC State Human Affairs Commission Annual Report



Organizational Unit Details



Administration

- Provide leadership and direction for the agency, including administration, finance and support services.

Administration

- Turnover rate
 - 2013-14 60%
 - 2014-15 0%
 - 2015-16 0%
- Employee satisfaction is evaluated
- Anonymous employee feedback is allowed
- One job requires certification

Voter Services

- Provide and support the statewide voter registration system, provide election-specific databases to produce ballots for county and municipal election commissions, provide counties with election support services and technical assistance related to statewide voting system; provide election security oversight and guidance to counties.

Voter Services

- Turnover rate
 - 2013-14 13%
 - 2014-15 10%
 - 2015-16 15%
- Employee satisfaction is evaluated
- Anonymous employee feedback is allowed
- No jobs require certification

Public Information and Training

- Administer a mandatory statewide training and certification program for county and municipal election officials; provide ongoing training events and workshops; provide a poll manager training program and materials; educate the public on the voter registration and election process; provide information regarding elections and agency activities.

Public Information and Training

- Turnover rate
 - 2013-14 0%
 - 2014-15 0%
 - 2015-16 0%
- Employee satisfaction is evaluated
- Anonymous employee feedback is allowed
- No jobs require certification

Agency Mission

To ensure every eligible citizen in South Carolina has the opportunity to register to vote, to participate in fair and impartial elections, and have the assurance that their vote will count.

Agency Vision

The State Election Commission will conduct secure, fair and impartial elections through the management of resources along with the use of innovative strategies and technologies to reflect the will of the electorate in South Carolina.

Agency Goals

- **Goal 1** - Provide a system of voter registration that is free of barriers
 - **Intended Public Benefit/Outcome:** All citizens have the opportunity to register to vote
 - **Responsible Employee:** Howard Snider

Agency Goals

- **Goal 2** - Certify and support a statewide voting system that meets state law, federal standards and is accessible for all voters
 - **Intended Public Benefit/Outcome:** All voters have the opportunity to vote in fair and impartial elections and have the assurance that their vote will count
 - **Responsible Employee:** Howard Snider

Agency Goals

- **Goal 3** - Support counties in conducting voter registration and fair, open and impartial elections
 - **Intended Public Benefit/Outcome:** All voters have the opportunity to vote in fair and impartial elections and have the assurance that their vote will count
 - **Responsible Employee:** Chris Whitmire and Howard Snider

Agency Goals

- **Goal 4** - Effectively oversee all agency programs and operations
 - **Intended Public Benefit/Outcome:** Agency operates in an efficient and prudent manner
 - **Responsible Employee:** Janet Reynolds

Methodology for Allocation

- Agency expenditures assigned to objectives
- Each employee's job duties were compared to individual objectives based on percentage of time spent performing job duties related to the objective
- All agency expenditures and cost of employee salaries/benefits included in amount assigned to objective.

Appropriations/Authorization

- General Fund Appropriations
\$5,742,078
- Authorization of other funds
 - Sale of list (\$305,000)
 - Training (\$35,000)
 - Statewide Primaries Filing Fees (\$1,200,000)
 - Special Primaries (\$100,000)

Carry Forward Funds – FY2016-17

- **General Fund – \$3,856,315**
 - Operating \$ 233,212
 - Aid to county 104,252
 - Elections 3,333,831
 - HAVA Match 185,020
- **Other Funds - \$1,193,537**
 - Sale of Lists 249,612
 - Candidate Filing 897,679
 - Training 37,246
- **Federal - \$399,929**

Questions

