

Appendix A

New York State Communication Plan for UOCAVA Voters

Special Election for 26th Congressional Seat

4/1/11 – Email was sent from Co-Executive Directors to all applicable County Boards with information regarding how to prepare transmittal of voting materials for each UOCAVA voter in the preference they stated, along with sample documents and the surveys that were to be filled out (pre- and post-election).

4/6/11 – Email was sent from Co-Executive Directors to all County Boards within the 26th, thanking them for getting their ballots uploaded into the Scytl system, and reminding them of their transmittal obligations and deadlines.

4/7/11 – Sent email to USPS district heads in the 26th, alerting them to the various postal deadlines of the Special Election Calendar, and asking them to keep an eye out and to do whatever possible to help expedite both transmittal and receipt of ballots.

4/8/11 – Provided confirmation to DOJ that all boards had relayed to us that they did indeed transmit all ballots to UOCAVA voters in the method necessary.

4/8/11 – Finished receiving Pre-Election Surveys

6/3/11 – Sent reminder about completing Post-Election Survey to all 7 boards

6/9/11 – Finished receiving Post-Election Surveys

September 13th Special Elections

7/19/11 – Email was sent from Co-Executive Directors to all applicable County Boards with information regarding how to prepare transmittal of voting materials for each UOCAVA voter in the preference they stated, along with sample documents and the surveys that were to be filled out (pre- and post-election).

7/29/11 – Received notification from all applicable boards that ballots had been transmitted in method necessary and had received Pre-Election Surveys.

7/29/11 – Provided confirmation to DOJ that all boards had relayed to us that they did indeed transmit all ballots to UOCAVA voters in the method necessary.

9/23/11 – Reminder email to be sent for Post-Election Surveys

9/29/11 – Deadline for Post-Election Surveys

September 13th Primaries

8/2/11 – Email was sent from Co-Executive Directors to all applicable County Boards with information regarding how to prepare transmittal of voting materials for each military voter in the preference they stated, along with sample documents.

November 8th General Election

9/30/11 – Email to be sent from Co-Executive Directors to all applicable County Boards with information regarding how to prepare transmittal of voting materials for each military voter in the preference they stated, along with sample documents for 10/7 deadline.

IMPORTANT

Dear Commissioners and County Election Officials,

In complying with the **Military and Overseas Voter Empowerment Act (MOVE)** and **New York State Election Law**, county boards of elections are required to provide ballot materials to Military and Special Federal voters by mail, email or fax based on the preference they have indicated on their application.

For those voters who prefer to receive their ballot materials by email, the New York State MOVE Secure Ballot site (<http://www.SecureBallotUSA.com/NY>) provides this service. For this upcoming Special Election, we are piloting a new feature whereas email notice alerts will be automatically generated and sent to those Military and Special Federal voters who have email addresses on file once a ballot has been successfully uploaded to the system by your staff.

For voters who have indicated a preference to receive their ballot materials via fax, we are including both sample instructions (*see Attachment A*) and a sample fax cover sheet (*see Attachment B*). This information along with the voter's ballot and pre-printed return envelope kits should be faxed to the individual at the number provided on their application.

To measure compliance success, we will be asking you to complete two surveys. The **Pre-Election Survey** (*see Attachment C*), which is also included in this email, will help us to track the number of applications on file in your office as well as your efforts to get ballot materials to Military and Special Federal voters in a timely manner.

ALL MILITARY AND SPECIAL FEDERAL BALLOTS MUST BE SENT AS SOON AS PRACTICABLE BUT NOT LATER THAN APRIL 8th

The **Post-Election Survey** will be provided to you in a follow-up email and will continue to help us track the number of military and special federal applications. It will also track how many ballots are received, and how many of those received are counted or rejected, and if rejected, for what reason.

Please review the following steps to ensure that military and special federal voters who have submitted applications are assisted with obtaining their ballot:

- 1) If the voter has requested that their ballot be transmitted by **email**:
 - a) **Save the voter's email address in the Secure Ballot system.** When you have successfully uploaded your ballot to the system, an email will automatically be generated to all voters with email addresses on file.
 - i) Log on the system with your County login and password information.
 - ii) Go to "Voter Management – Voter Accounts" on the left menu.
 - iii) Find the voter that has made the request. You may open the filter at the top of the page to search for a name.
 - iv) Add the email address of the voter to the voter's profile and save as shown in the diagram below.

Date of Birth: 01/14/1987	Voter ID: NY000000000200573
Email:	Political Party: DEM
Registration Date: 09/28/2010	Election District: CHATEAUGAY 000001
Your actual address:	Voter Type: Uniformed Service Member
Your actual country of residence:	Ballot Type: OA
Address Street US:	Active: <input checked="" type="radio"/> Yes <input type="radio"/> No
Address Number US:	The number of Ballot Styles is: 1
City:	Voter Update
Zip Code: 12920	
State of last residence in the US: NEW YORK	

- b) Please **track the number of voters who have requested their ballot materials via email on the Pre-Election Survey.**
 - c) If you have the need to email information on accessing ballot materials electronically to a military or special federal voter outside of the Secure Ballot system, you can save and email the attachment **"Your Ballot is Available"** to them **(see Attachment D).**
- 2) If the voter has requested that their ballot be transmitted by **fax**:
- i) **Fax all necessary ballot materials** to the fax number provided on their application. These materials should include a cover letter with your county's contact information, a ballot, instructions for the voter on returning their ballot and pre-addressed return envelope kits.
 - ii) Please **track the number of faxes you send on the Pre-Election Survey.**
- 3) If the voter has requested that their ballot be transmitted by **mail**:
- i) Mail the ballots to the voter at the address provided on their application and **track the number of such ballots sent on the Pre-Election Survey.**

If you have any questions, please contact Thomas Connolly at (518)474-1953 or email at tconnolly@elections.state.ny.us

County Board of Elections
Street Address
City, State 11111
Phone: ###-###-####
Fax: ###-###-####
Email: boe@county.com
Web: <http://www.countyboe.com>

**Your Ballot & Voter
Information Packet
are Included**

Fax

To:	From:
Fax:	Pages:
Phone:	Date:
Re: Your Requested Voting Materials for the 26 th Congressional District Special Election	

Dear Military / Special Federal Voter,

Included in this packet, you will find all of the information and materials that you'll need to vote in the upcoming Special Election for the 26th Congressional District, including:

- Your Ballot
- Instructions for Returning Your Ballot
- Pre-Addressed Return Envelopes

If you are missing any of these items, please contact us using the information at the top of this page and ask that the package be faxed to you again. Additionally, you may visit <http://www.SecureBallotUSA.com/NY> and register on-line to access your ballot materials electronically.

Attachment A

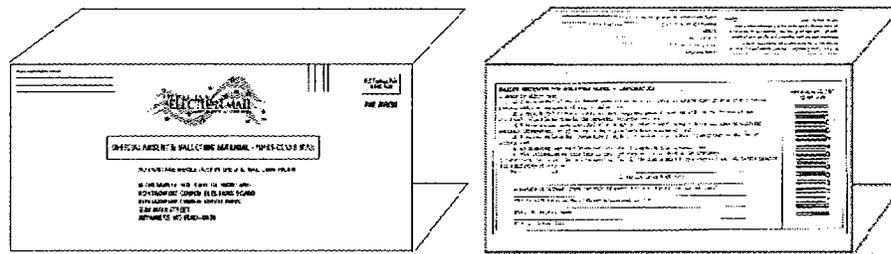
***Sample Instructions to Accompany Fax Transmission of
Ballot Materials to Military and Special Federal Voters***

PLEASE FOLLOW THESE INSTRUCTIONS TO PROPERLY RETURN YOUR BALLOT

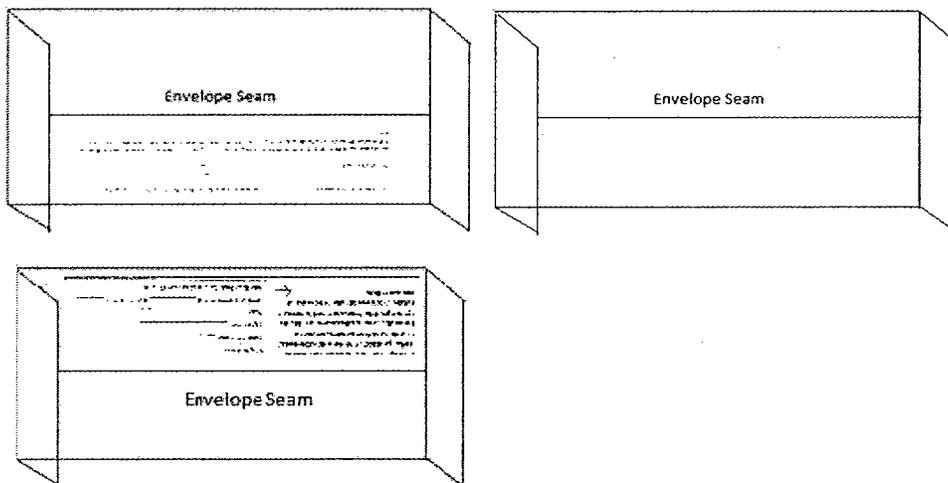
Step 1: Assembling Your Envelopes

You will be assembling **two (2)** separate envelopes: an **Affirmation Security Envelope** and a **Ballot Return Envelope**. Your marked ballot will go inside the Affirmation Security Envelope which will then go inside the Ballot Return Envelope.

Using the included envelope templates, fold the envelope pages in the proper order along the dotted lines to create two (2) envelopes



(Front of Envelope - Example for Folding)



(Back of Envelope - Example for Folding)

Review and ensure that the ballot is marked as desired. Fold and insert the ballot into the assembled Affirmation Security Envelope and seal the envelope.

***** IMPORTANT *****

Read and complete the FRONT of the Affirmation Security Envelope form. Sign and date the Affirmation. Make sure to date the forms in U.S. format – month-day-year.

Insert the signed Affirmation Security Envelope into the assembled Ballot Return Envelope. Ensure that the Affirmation Security Envelope is sealed inside the Ballot Return Envelope. Tape to seal the outer mailing envelope.

Step 2: Return Your Ballot

For further questions and instructions, please refer to the cover sheet for your county's contact information.

Send in your completed ballot by mail to the address printed on the Ballot Return Envelope.

Voting Materials Transmission: New York State is concerned that all military and special federal voters receive their ballots in a timely manner that allows them to be returned in time to be counted. In order to accomplish this, counties have added services for sending blank ballots to voters by (a) postal mail, (b) fax; or (c) email. You may update your absentee application to indicate your preference in how to receive your voting materials in the future.

Thank you for voting.

Attachment B

***Sample Fax Cover Sheet for Fax Transmission of
Ballot Materials to Military and Special Federal Voters***

County Board of Elections
Street Address
City, State 11111
Phone: ###-###-####
Fax: ###-###-####
Email: boe@county.com
Web: <http://www.countyboe.com>

**Your Ballot & Voter
Information Packet
are Included**

Fax

To:	From:
Fax:	Pages:
Phone:	Date:
Re: Your Requested Voting Materials for the 26 th Congressional District Special Election	

Dear Military / Special Federal Voter,

Included in this packet, you will find all of the information and materials that you'll need to vote in the upcoming Special Election for the 26th Congressional District, including:

- Your Ballot
- Instructions for Returning Your Ballot
- Pre-Addressed Return Envelopes

If you are missing any of these items, please contact us using the information at the top of this page and ask that the package be faxed to you again. Additionally, you may visit <http://www.SecureBallotUSA.com/NY> and register on-line to access your ballot materials electronically.

Attachment C

***Pre-Election Survey for Military and Special Federal Voters
in 26th CD Special Election***

Pre-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Please gather and report precise information on activity related to the transmittal of Military and Special Federal Ballots to eligible voters in the 26th Congressional District Special Election. This form must be completed, signed and returned no later than the close of business on Friday, April 8, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

Applications on File	Mail	Email	Fax
Military (Living Overseas)			
Military (Living in the U.S.)			
Special Federal			
Total			

Ballots Sent			
Military (Living Overseas)			
<i>Dates Sent</i>			
Military (Living in the U.S.)			
<i>Dates Sent</i>			
Special Federal			
<i>Dates Sent</i>			
Total			

COUNTY _____ DATE _____

COMMISSIONER SIGNATURES:

Commissioner

Commissioner

Attachment D

***“Your Ballot is Now Available” Document to be Included
in Emails Manually Sent to Military and Special Federal Voters***

THOMAS CONNOLLY - CD 26 Military Voters and Special Federal Voters

From: CoExecutiveDirectors
To: Aina, Eileen; Allen, Lora; Anderson Behrndt, Colleen; Arthur O. Eve; ...
Date: 4/6/2011 9:30 AM
Subject: CD 26 Military Voters and Special Federal Voters
CC: BREHM, ROBERT; BURNS, JOSEPH; CAMPION, PATRICK; CONKLIN, JOHN; CONNO...

IMPORTANT

Dear Commissioners and County Election Officials,

Thank you all for getting your ballots for the 26th Congressional District Special Election uploaded into the Secure Ballot system in a timely manner. For those voters who provided an email address on their application and indicated a preference to receive their ballot materials by email, we have been working with our vendor responsible for the Secure Ballot site, and will be automatically generating emails to those voters whose email addresses have been entered into the system by the process described in our email from this past Friday.

For those voters for whom you have an email address and a stated preference for email delivery of ballot materials but whose email address has **NOT** been entered into the Secure Ballot system, you will need to email them separately per the instructions provided on Friday, including the attachment entitled "Your Ballot is Available" in your email to the voter.

Please remember to track all emails sent, along with all faxes transmitted and ballots sent out by mail. These should be recorded on the Pre-Election Survey Form that was provided on Friday.

***** REMINDER *****

**ALL MILITARY AND SPECIAL FEDERAL BALLOTS MUST BE SENT
AS SOON AS PRACTICABLE BUT NOT LATER THAN APRIL 8th**

If you have any questions, please contact Thomas Connolly at (518)474-1953 or email at tconnolly@elections.state.ny.us

Thomas E. Connolly
Deputy Director of Public Information
New York State Board of Elections
40 Steuben Street
Albany, New York 12207
(518) 474-1953
(518) 486-4068 (fax)
tconnolly@elections.state.ny.us

THOMAS CONNOLLY - RE: NY's 26th Congressional District Special Election - May 24, 2011

From: "Egloff, Janine H - Buffalo, NY" <Janine.H.Egloff@usps.gov>
To: THOMAS CONNOLLY <TCONNOLLY@elections.state.ny.us>
Date: 4/7/2011 12:52 PM
Subject: RE: NY's 26th Congressional District Special Election - May 24, 2011
CC: "Corcoran, Ronald G - Buffalo, NY" <ronald.g.corcoran@usps.gov>

Hi Thomas,

Thank you for the information below. I will send info out to our WNY District Post offices and processing plants so they will be on the look out for these ballots.

Will you or someone from your office be in contact with the Board of Elections offices? Do you know what class of mail these ballots will be mailed as?

Thank you.

Janine H. Egloff
Mailing Standards Specialist
55 Msgr. Valente Dr.
Buffalo, NY 14206
716-846-2430

From: THOMAS CONNOLLY [mailto:TCONNOLLY@elections.state.ny.us]
Sent: Thursday, April 07, 2011 11:47 AM
To: Egloff, Janine H - Buffalo, NY; Corcoran, Ronald G - Buffalo, NY
Subject: NY's 26th Congressional District Special Election - May 24, 2011

Good Afternoon,

I am writing to you in follow up to the email you received from Jan Tyler from FVAP about the absentee ballots expected to be sent out and received in the near future for the above mentioned election.

I left a message on Mr. Corcoran's voicemail, and you are both welcome to call me to discuss this situation further, but I wanted to just provide you with the information regarding the dates we are dealing with.

April 8 - This is the deadline for ballots to be transmitted to military and special federal (overseas voters who vote in federal elections). Please be aware of any such ballots being sent out from the 7 counties involved in the 26th Congressional District (which includes Erie, Genesee, Livingston, Monroe, Niagara, Orleans & Wyoming counties)

May 17 - The last day to postmark an application for an absentee ballot to a voter's local Board of Elections

May 23 - The last day for an absentee ballot being returned to be postmarked in order to be considered timely to be counted

May 31 - The last day for a board of elections to receive absentee ballots (not including military or special federal) by mail

June 6 - The last day for the board of elections to receive military / special federal ballots by mail

Obviously our goal is to enfranchise as many people as possible, and so I am hopeful that in providing you with the information,

above and the understanding that you will be seeing these ballots and ballot applications going out and coming in more frequently in the next couple of months, that the USPS will do whatever they can to help us in our goal of maximum enfranchisement.

Thank you for your time, and as I said, please feel free to contact me with any questions.

Thomas E. Connolly
Deputy Director of Public Information
New York State Board of Elections
40 Steuben Street
Albany, New York 12207
(518) 474-1953
(518) 486-4068 (fax)
tconnolly@elections.state.ny.us

THOMAS CONNOLLY - NY 26th CD Special

From: KIMBERLY GALVIN
To: Berkower, Risa (CRT)
Date: 4/8/2011 4:26 PM
Subject: NY 26th CD Special
CC: CONNOLLY, THOMAS

Risa-

This is to memorialize our conversation of a minute ago wherein I confirmed for you that our Deputy Information Officer here at the State Board has spoken with all 7 of the county boards of election involved in the 26th CD special election and all 7 confirmed to us that their Military/Federal ballots have been mailed as of today.

We are in the process of compiling ballot numbers from them and will forward those numbers to you early next week.

Please let us know if you need anything else. My best to you, Richard and the crew with the whole governmental shut down thing looming.

Thanks,
Jim

Preclection Survey for Military and Special Federal Voters in 26th CD Special Election

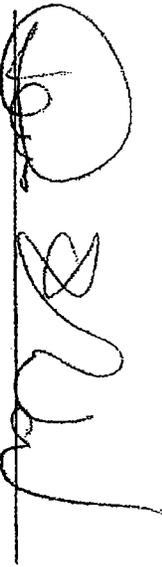
Please gather and report precise information on activity related to the transmittal of Military and Special Federal Ballots to eligible voters in the 26th Congressional District Special Election. This form must be completed, signed and returned no later than the close of business on Friday, April 8, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

Applications on File	Mail			Email			Fax		
Military (Living Overseas)	3			5			0		
Military (Living in the U.S.)	36			6			0		
Special Federal	89			18			0		
Total	128			29			0		

Ballots Sent									
Military (Living Overseas)	Dates Sent								
	4-8-2011	8							0
Military (Living in the U.S.)	4-8-2011	42							0
Special Federal	4-8-2011	107							0
Total	4-8-2011	157							0

COUNTY FRIE DATE 4-8-2011

COMMISSIONER SIGNATURES:

 Commissioner

 Commissioner

Pre-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Please gather and report precise information on activity related to the transmittal of Military and Special Federal Ballots to eligible voters in the 26th Congressional District Special Election. This form must be **completed, signed and returned** no later than the close of business on Friday, April 8, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

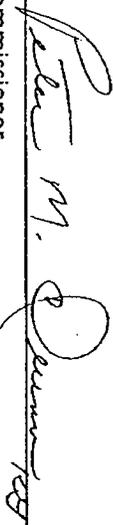
	Mail	Email	Fax
Military (Living Overseas)	21	14	0
Military (Living in the U.S.)	66	73	0
Special Federal	91	90	0
Total	178	177	0

Military (Living Overseas)	21	14	0
	04/07/2011	04/06/2011	
Military (Living in the U.S.)	66	73	0
	04/07/2011	04/06/2011	
Special Federal	91	90	0
	04/07/2011	04/06/2011	
Total	178	177	0

COUNTY Monroe County

DATE 04/08/2011

COMMISSIONER SIGNATURES:


 Commissioner


 Commissioner

Pre-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Please gather and report precise information on activity related to the transmittal of Military and Special Federal Ballots to eligible voters in the 26th Congressional District Special Election. This form must be completed, signed and returned no later than the close of business on Friday, April 8, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

	Mail	Email	Fax
Applications on File			
Military (Living Overseas)	7	—	—
Military (Living in the U.S.)	31	—	—
Special Federal	22	—	—
Total	60	—	—

Ballots Sent			
Military (Living Overseas)	10	—	—
Dates Sent	4.8.11	—	—
Military (Living in the U.S.)	36	—	—
Dates Sent	4.8.11	—	—
Special Federal	24	—	—
Dates Sent	4.7.11	—	—
Total	70	—	—

COUNTY _____

COMMISSIONER SIGNATURES:

W. Gerning
Anna Mae Balmas

Commissioner

DATE 4/8/11

James Archibald
 Commissioner

Commissioner

Pre-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Please gather and report precise information on activity related to the transmittal of Military and Special Federal Ballots to eligible voters in the 26th Congressional District Special Election. This form must be **completed, signed and returned** no later than the close of business on Friday, April 8, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

	Mail	Email	Fax
Military (Living Overseas)	3	0	0
Military (Living in the U.S.)	14	0	0
Special Federal	86	3	0
Total	43	3	0

Military (Living Overseas)	3	0	0
	4-6-11	-	-
Military (Living in the U.S.)	14	0	0
	4-10-11	-	-
Special Federal	86	3	0
	4-6-11	4-5-11	-
Total	43	3	0

COUNTY Seneca DATE 4-7-11

COMMISSIONER SIGNATURES:

Thomas S. Cassidy
Commissioner

Melvin S. Ramm
Deputy Commissioner

Pre-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Please gather and report precise information on activity related to the transmittal of Military and Special Federal Ballots to eligible voters in the 26th Congressional District Special Election. This form must be completed, signed and returned no later than the close of business on Friday, April 8, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

Applications on File	Mail	Email	Fax
Military (Living Overseas)	7	0	0
Military (Living in the U.S.)	26	0	0
Special Federal	75	0	0
Total	108		

Ballots Sent			
Military (Living Overseas)	7	0	0
4/7/2011	Dates Sent		
Military (Living in the U.S.)	26	0	0
4/7/2011	Dates Sent		
Special Federal	75	0	0
4/7/2011	Dates Sent		
Total	108		

COUNTY NIAGARA DATE 4/8/11

COMMISSIONER SIGNATURES:
McCasome Commissioner
Thomas J. Brody Commissioner

Pre-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Please gather and report precise information on activity related to the transmittal of Military and Special Federal Ballots to eligible voters in the 26th Congressional District Special Election. This form must be completed, signed and returned no later than the close of business on Friday, April 8, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

Applications on File	Mail	Email	Fax
Military (Living Overseas) App/FPD	4	1	0
Military (Living in the U.S.)	16	0	0
Special Federal	2	0	0
Total	22	1	0

Ballots Sent			
Military (Living Overseas) App/FPD	Dates Sent		
5 *	4/6/11	1 *	0
Military (Living in the U.S.)	Dates Sent		
16	4/6/11	0	0
Special Federal	Dates Sent		
2	4/6/11	0	0
Total	23	1	0

* = 1 email requested ballot was also mailed.

COUNTY Livingston

DATE 4/6/11

COMMISSIONER SIGNATURES:

Nancy Spivey
Commissioner

Shawn M. Stearns
Commissioner

Pre-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Please gather and report precise information on activity related to the transmittal of Military and Special Federal Ballots to eligible voters in the 26th Congressional District Special Election. This form must be completed, signed and returned no later than the close of business on Friday, April 8, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

Applications on File	Mail	Email	Fax
Military (Living Overseas)	1		
Military (Living in the U.S.)	11		
Special Federal	1		
Total	13	0	0

Ballots Sent	Dates Sent	Total
Military (Living Overseas)	4-7-11	1
Military (Living in the U.S.)	4-7-11	11
Special Federal	4-7-11	1
Total	4-7-11	13

COUNTY Orleans DATE 4-7-2011

COMMISSIONER SIGNATURES:

Paula Blodgett
Commissioner

James St. Laurent
Commissioner

THOMAS CONNOLLY - Post Election Survey Reminder for Military and Special Federal Voters in the 26th CD Special Election

From: THOMAS CONNOLLY
To: Aina, Eileen; Allen, Lora; Anderson Behrmdt, Colleen; Arthur O. Eve; ...
Date: 6/3/2011 3:04 PM
Subject: Post Election Survey Reminder for Military and Special Federal Voters in the 26th CD Special Election
CC: BREHM, ROBERT; BURNS, JOSEPH; CAMPION, PATRICK; CONKLIN, JOHN; Kelln...
Attachments: CD26 Post-Election Survey.pdf

Good Afternoon,

I wanted to reach out to all of you again regarding the **Post Election Survey** for absentee ballots from **Military Voters** and **Special Federal Voters**. Please use the survey (I have attached it again to this email) to update the number of applications you have on file for these voters and the ballots you transmitted to them, along with information about those ballots that were returned to your board.

The first page contains tables in which to provide your updated numbers, broken down by method of transmittal. It also contains a table to track the overall number of ballots that were returned to your board, and whether or not they were counted. This latter set of numbers is broken down by the manner in which your board received each returned ballot.

On the second page of the survey, we ask that you detail out the reason why rejected ballots were not counted. This will allow us to get a better idea as to our response rate from voters who actually received their ballots, as well as how frequently the stated rejection reasons occur, in the hopes of improving out enfranchisement of Military Voters & Special Federal Voters in the future.

We are requesting that the survey be completed, signed by both Commissioners and returned no later than the close of business on **Thursday, June 9th**. It can be returned via email by sending it to survey@elections.state.ny.us or by fax at 518-486-4546. If you have any questions, please feel free to contact me.

Once again, thank you for your efforts.

Thomas E. Connolly
Deputy Director of Public Information
New York State Board of Elections
40 Steuben Street
Albany, New York 12207
(518) 474-1953
(518) 486-4068 (fax)
tconnolly@elections.state.ny.us

Post-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Absentee Applications on File for Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of all absentee ballot applications on file for the Military Voters & Special Federal Voters eligible to vote in the 26th Congressional District.

	Voter's Preference for Method to Receive Ballot		
	By Mail	By Email	By Fax
Military (Overseas Address)	4	5	/
Military (U.S. Address)	45	8	/
Special Federal	113	58	/
Total	162	71	

Number of Ballots Transmitted by Method to Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of ballots sent to each type of voter specified below, broken down by the manner in which it was transmitted to the voter.

	Manner in Which Ballot was Transmitted		
	By Mail	By Email	By Fax
Military (Overseas Address)	9	5	/
Military (U.S. Address)	53	8	/
Special Federal	171	58	/
Total	233*	71	

** All ballots were sent by mail. Any that requested them via email received it that way as well.*

Ballots Received and Whether or Not They Were Counted:

In the table below, please specify the total number of ballots received at your BoE by mail or in-person and whether or not they were counted.

	RECEIVED AND COUNTED		RECEIVED BUT NOT COUNTED	
	By Mail	In-Person	By Mail	In Person
Military (Overseas Address)	6	0	0	/
Military (U.S. Address)	29	0	0	/
Special Federal	111	1	3	/
Total	146	1	3	

Reasons Why Ballots Were Not Counted:

For those ballots that were received but not counted, please use the table below to specify the reason for its rejection. If a ballot was rejected for multiple reasons, please choose only one reason from the list below, using the first applicable one that appears from left to right (for example, if a ballot did not have a timely postmark, but the envelope was also not signed, count that ballot in the "Postmark Not Timely" category only).

	Specific Reason Why Ballot Was Not Counted				
	Returned Undeliverable	Postmark Not Timely	Envelope Not Signed	Received Too Late	Other
Military (Overseas Address)	0	0	/	/	/
Military (U.S. Address)	0	0	/	/	/
Special Federal	0	3	/	/	/
Total	0	3			

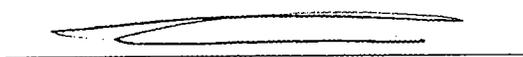
ERIE

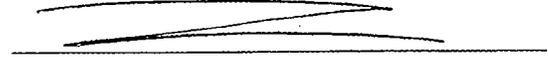
County

6/8/11

Date

COMMISSIONER SIGNATURES:


Commissioner


Commissioner

This form must be **completed, signed and returned** no later than the close of business on Thursday, June 9, 2011.
It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546.

Post-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Absentee Applications on File for Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of all absentee ballot applications on file for the Military Voters & Special Federal Voters eligible to vote in the 26th Congressional District.

	Voter's Preference for Method to Receive Ballot		
	By Mail	By Email	By Fax
Military (Overseas Address)	4	0	0
Military (U.S. Address)	15	1	0
Special Federal	30	3	0
Total	49	4	0

Number of Ballots Transmitted by Method to Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of ballots sent to each type of voter specified below, broken down by the manner in which it was transmitted to the voter.

	Manner in Which Ballot was Transmitted		
	By Mail	By Email	By Fax
Military (Overseas Address)	4	0	0
Military (U.S. Address)	15	1	0
Special Federal	30	3	0
Total	49	4	0

Ballots Received and Whether or Not They Were Counted:

In the table below, please specify the total number of ballots received at your BoE by mail or in-person and whether or not they were counted.

	RECEIVED AND COUNTED		RECEIVED BUT NOT COUNTED	
	By Mail	In-Person	By Mail	In Person
Military (Overseas Address)	2	0	0	0
Military (U.S. Address)	8	0	0	0
Special Federal	17	2	0	0
Total	27	2	0	0

Reasons Why Ballots Were Not Counted:

For those ballots that were received but not counted, please use the table below to specify the reason for its rejection. If a ballot was rejected for multiple reasons, please choose only one reason from the list below, using the first applicable one that appears from left to right (for example, if a ballot did not have a timely postmark, but the envelope was also not signed, count that ballot in the "Postmark Not Timely" category only).

	Specific Reason Why Ballot Was Not Counted				
	Returned Undeliverable	Postmark Not Timely	Envelope Not Signed	Received Too Late	Other
Military (Overseas Address)	1	/	/	/	/
Military (U.S. Address)	1	/	/	/	/
Special Federal	2	/	/	/	/
Total	4				

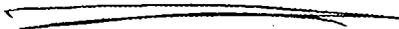
Genesee

County

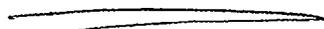
6/9/11

Date

COMMISSIONER SIGNATURES:



Commissioner



Commissioner

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Post-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Absentee Applications on File for Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of all absentee ballot applications on file for the Military Voters & Special Federal Voters eligible to vote in the 26th Congressional District.

	Voter's Preference for Method to Receive Ballot		
	By Mail	By Email	By Fax
Military (Overseas Address)	4	1	/
Military (U.S. Address)	17	1	/
Special Federal	3	0	/
Total	24	2	

Number of Ballots Transmitted by Method to Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of ballots sent to each type of voter specified below, broken down by the manner in which it was transmitted to the voter.

	Manner in Which Ballot was Transmitted		
	By Mail	By Email	By Fax
Military (Overseas Address)	5	1*	/
Military (U.S. Address)	17	1	/
Special Federal	3	0	/
Total	25	2	

* was also mailed a ballot

Ballots Received and Whether or Not They Were Counted:

In the table below, please specify the total number of ballots received at your BoE by mail or in-person and whether or not they were counted.

	RECEIVED AND COUNTED		RECEIVED BUT NOT COUNTED	
	By Mail	In-Person	By Mail	In Person
Military (Overseas Address)	2	/	/	/
Military (U.S. Address)	12	/	/	/
Special Federal	2	/	/	/
Total	16			

Reasons Why Ballots Were Not Counted:

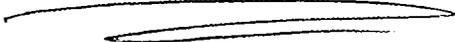
For those ballots that were received but not counted, please use the table below to specify the reason for its rejection. If a ballot was rejected for multiple reasons, please choose only one reason from the list below, using the first applicable one that appears from left to right (for example, if a ballot did not have a timely postmark, but the envelope was also not signed, count that ballot in the "Postmark Not Timely" category only).

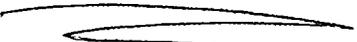
	Specific Reason Why Ballot Was Not Counted				
	Returned Undeliverable	Postmark Not Timely	Envelope Not Signed	Received Too Late	Other
Military (Overseas Address)	/	/	/	/	/
Military (U.S. Address)	/	/	/	/	/
Special Federal	/	/	/	/	/
Total					

Livingston
County

6/7/11
Date

COMMISSIONER SIGNATURES:


Commissioner


Commissioner

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Post-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Absentee Applications on File for Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of all absentee ballot applications on file for the Military Voters & Special Federal Voters eligible to vote in the 26th Congressional District.

	Voter's Preference for Method to Receive Ballot		
	By Mail	By Email	By Fax
Military (Overseas Address)	7	13	/
Military (U.S. Address)	23	43	/
Special Federal	51	39	/
Total	81	95	

Number of Ballots Transmitted by Method to Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of ballots sent to each type of voter specified below, broken down by the manner in which it was transmitted to the voter.

	Manner in Which Ballot was Transmitted		
	By Mail	By Email	By Fax
Military (Overseas Address)	7	13	/
Military (U.S. Address)	23	43	/
Special Federal	51	39	/
Total	81	95	

Ballots Received and Whether or Not They Were Counted:

In the table below, please specify the total number of ballots received at your BoE by mail or in-person and whether or not they were counted.

	RECEIVED AND COUNTED		RECEIVED BUT NOT COUNTED	
	By Mail	In-Person	By Mail	In Person
Military (Overseas Address)	2	/	17	/
Military (U.S. Address)	16	/	9	/
Special Federal	21	/	7	/
Total	39		33	

Reasons Why Ballots Were Not Counted:

For those ballots that were received but not counted, please use the table below to specify the reason for its rejection. If a ballot was rejected for multiple reasons, please choose only one reason from the list below, using the first applicable one that appears from left to right (for example, if a ballot did not have a timely postmark, but the envelope was also not signed, count that ballot in the "Postmark Not Timely" category only).

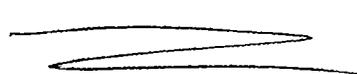
	Specific Reason Why Ballot Was Not Counted				
	Returned Undeliverable	Postmark Not Timely	Envelope Not Signed	Received Too Late	Other
Military (Overseas Address)	17	/	/	/	/
Military (U.S. Address)	9	/	/	/	/
Special Federal	7	/	/	/	/
Total	33				

Mourse
County

6/7/11
Date

COMMISSIONER SIGNATURES:


Commissioner


Commissioner

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Post-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Absentee Applications on File for Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of all absentee ballot applications on file for the Military Voters & Special Federal Voters eligible to vote in the 26th Congressional District.

	Voter's Preference for Method to Receive Ballot		
	By Mail	By Email	By Fax
Military (Overseas Address)	8	/	/
Military (U.S. Address)	31	/	/
Special Federal	78	/	/
Total	117		

Number of Ballots Transmitted by Method to Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of ballots sent to each type of voter specified below, broken down by the manner in which it was transmitted to the voter.

	Manner in Which Ballot was Transmitted		
	By Mail	By Email	By Fax
Military (Overseas Address)	8	/	/
Military (U.S. Address)	31	/	/
Special Federal	78	/	/
Total	117		

Ballots Received and Whether or Not They Were Counted:

In the table below, please specify the total number of ballots received at your BoE by mail or in-person and whether or not they were counted.

	RECEIVED AND COUNTED		RECEIVED BUT NOT COUNTED	
	By Mail	In-Person	By Mail	In Person
Military (Overseas Address)	1	/	/	/
Military (U.S. Address)	17	/	/	/
Special Federal	32	/	/	/
Total	50			

Reasons Why Ballots Were Not Counted:

For those ballots that were received but not counted, please use the table below to specify the reason for its rejection. If a ballot was rejected for multiple reasons, please choose only one reason from the list below, using the first applicable one that appears from left to right (for example, if a ballot did not have a timely postmark, but the envelope was also not signed, count that ballot in the "Postmark Not Timely" category only).

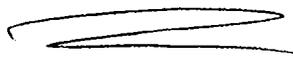
	Specific Reason Why Ballot Was Not Counted				
	Returned Undeliverable	Postmark Not Timely	Envelope Not Signed	Received Too Late	Other
Military (Overseas Address)	/	/	/	/	/
Military (U.S. Address)	/	/	/	/	/
Special Federal	/	/	/	/	/
Total					

County Niagara

Date 6/6/11

COMMISSIONER SIGNATURES:


Commissioner


Commissioner

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Post-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Absentee Applications on File for Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of all absentee ballot applications on file for the Military Voters & Special Federal Voters eligible to vote in the 26th Congressional District.

	Voter's Preference for Method to Receive Ballot		
	By Mail	By Email	By Fax
Military (Overseas Address)	1	/	/
Military (U.S. Address)	11	/	/
Special Federal	1	/	/
Total	13		

Number of Ballots Transmitted by Method to Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of ballots sent to each type of voter specified below, broken down by the manner in which it was transmitted to the voter.

	Manner in Which Ballot was Transmitted		
	By Mail	By Email	By Fax
Military (Overseas Address)	1	/	/
Military (U.S. Address)	11	/	/
Special Federal	1	/	/
Total	13		

Ballots Received and Whether or Not They Were Counted:

In the table below, please specify the total number of ballots received at your BoE by mail or in-person and whether or not they were counted.

	RECEIVED AND COUNTED		RECEIVED BUT NOT COUNTED	
	By Mail	In-Person	By Mail	In Person
Military (Overseas Address)	1	/	/	/
Military (U.S. Address)	4	/	/	/
Special Federal	1	/	/	/
Total	6			

Reasons Why Ballots Were Not Counted:

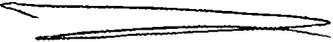
For those ballots that were received but not counted, please use the table below to specify the reason for its rejection. If a ballot was rejected for multiple reasons, please choose only one reason from the list below, using the first applicable one that appears from left to right (for example, if a ballot did not have a timely postmark, but the envelope was also not signed, count that ballot in the "Postmark Not Timely" category only).

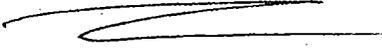
	Specific Reason Why Ballot Was Not Counted				
	Returned Undeliverable	Postmark Not Timely	Envelope Not Signed	Received Too Late	Other
Military (Overseas Address)	/	/	/	/	/
Military (U.S. Address)	/	/	/	/	/
Special Federal	/	/	/	/	/
Total					

Orleans
County

6/7/11
Date

COMMISSIONER SIGNATURES:


Commissioner


Commissioner

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Post-Election Survey for Military and Special Federal Voters in 26th CD Special Election

Absentee Applications on File for Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of all absentee ballot applications on file for the Military Voters & Special Federal Voters eligible to vote in the 26th Congressional District.

	Voter's Preference for Method to Receive Ballot		
	By Mail	By Email	By Fax
Military (Overseas Address)	3	/	/
Military (U.S. Address)	15	/	/
Special Federal	3	/	/
Total	21		

Number of Ballots Transmitted by Method to Military Voters and Special Federal Voters in the 26th CD:

Please provide the number of ballots sent to each type of voter specified below, broken down by the manner in which it was transmitted to the voter.

	Manner in Which Ballot was Transmitted		
	By Mail	By Email	By Fax
Military (Overseas Address)	5	/	/
Military (U.S. Address)	15	/	/
Special Federal	3	/	/
Total	23		

Ballots Received and Whether or Not They Were Counted:

In the table below, please specify the total number of ballots received at your BoE by mail or in-person and whether or not they were counted.

	RECEIVED AND COUNTED		RECEIVED BUT NOT COUNTED	
	By Mail	In-Person	By Mail	In Person
Military (Overseas Address)	3	/	/	/
Military (U.S. Address)	15	/	/	/
Special Federal	3	/	/	/
Total	21			

Reasons Why Ballots Were Not Counted:

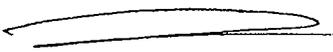
For those ballots that were received but not counted, please use the table below to specify the reason for its rejection. If a ballot was rejected for multiple reasons, please choose only one reason from the list below, using the first applicable one that appears from left to right (for example, if a ballot did not have a timely postmark, but the envelope was also not signed, count that ballot in the "Postmark Not Timely" category only).

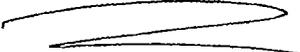
	Specific Reason Why Ballot Was Not Counted				
	Returned Undeliverable	Postmark Not Timely	Envelope Not Signed	Received Too Late	Other
Military (Overseas Address)	2	/	/	/	/
Military (U.S. Address)	1	/	/	/	/
Special Federal	0	/	/	/	/
Total	3				

County Wyoming

Date 6/6/11

COMMISSIONER SIGNATURES:


Commissioner

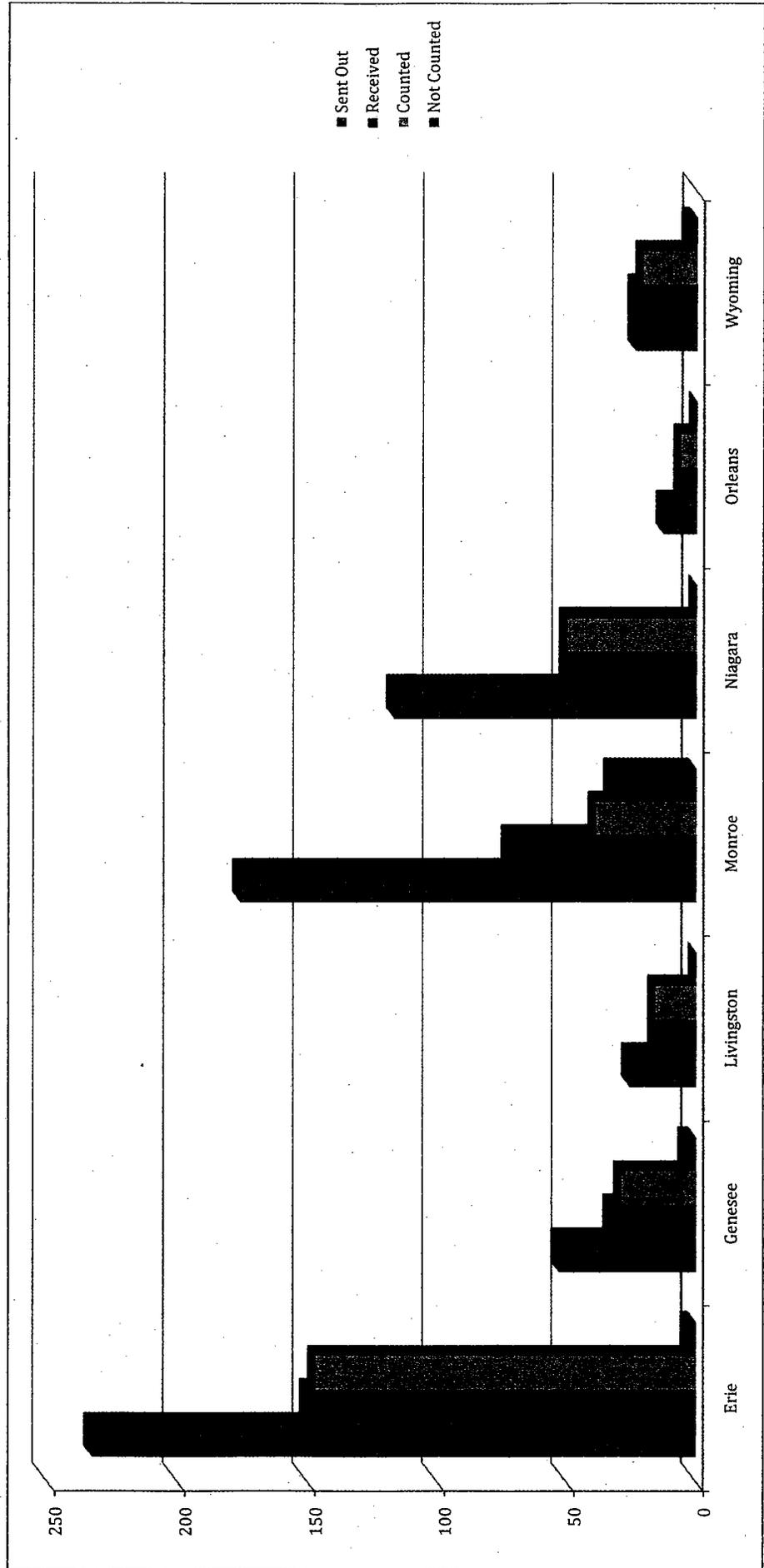

Commissioner

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Statistics on Military & Special Federal Voters in the 26th CD Special Election

	Sent Out		Received		Counted		Not Counted		Undeliverable		Late Postmark		% of BNC*	
		%		%		%		%		%		%		%
Erie	233	64.38	150	98	147	98	3	2	0	0	3	3	100	100
Genesee	53	62.26	33	87.88	29	87.88	4	12.12	4	100	0	0	0	0
Livingston	26	61.54	16	100	16	100	0	0	0	0	0	0	0	0
Monroe	176	40.91	72	54.17	39	54.17	33	45.83	33	100	0	0	0	0
Niagara	117	42.74	50	100	50	100	0	0	0	0	0	0	0	0
Orleans	13	46.15	6	100	6	100	0	0	0	0	0	0	0	0
Wyoming	24	100	24	87.5	21	87.5	3	12.5	3	100	0	0	0	0
Total	642	54.67	351	87.75	308	87.75	43	12.25	40	93.02	3	3	6.98	6.98

*BNC = Ballots Not Counted



Comparison of Statistics for Military Voters & Special Federal Voters between General Election 2010 & 26th CD Special Election

	2010	%	2011	%
Military Sent	15275	100	263	100
Military Received	6879	45.03	149	56.65
Military Counted	5095	74	118	79.19
Military Rejected	1784	26	31	20.81
Sp. Fed Sent	39094	100	379	100
Sp. Fed Received	19975	51.09	202	53.3
Sp. Fed Counted	16149	80.85	190	94.06
Sp. Fed Rejected	3826	19.15	12	5.94
Total Sent	54369	100	642	100
Total Received	26854	49.39	351	54.67
Total Counted	21244	79.11	308	87.75
Total Rejected	5610	20.89	43	12.25

THOMAS CONNOLLY - Sending out Ballots in Compliance with the MOVE Act

From: CoExecutiveDirectors
To: Cardone, Carolann; Green Perkins, Pamela; Mandryck, Pamela; Mohr, Ral...
Date: 7/19/2011 3:32 PM
Subject: Sending out Ballots in Compliance with the MOVE Act
CC: BREHM, ROBERT; BURNS, JOSEPH; COLLINS, PAUL; CONKLIN, JOHN; CONNOLLY...
Attachments: Attachment A - Sample Instructions for Faxed Military and Special Federal Voters.pdf; Attachment B - Sample Fax Cover Sheet for Faxed Military and Special Federal Voters.pdf; Attachment C - Pre-Election Survey for Military and Special Federal Voters.pdf; Attachment D - Post-Election Survey for Military and Special Federal Voters.pdf; Attachment E - Your Ballot is Available.pdf; September13 Special Election Instructions.pdf

Dear Commissioners,

Pursuant to **Military and Overseas Voter Empowerment Act (MOVE)** and **New York State Election Law**, county boards are to provide ballots to Military and Special Federal voters by mail, email or fax based on the preference they have indicated on their application.

Sending Out Ballots

REGARDLESS OF PREFERENCE, ALL MILITARY AND SPECIAL FEDERAL BALLOTS MUST BE SENT AS SOON AS PRACTICABLE, BUT NOT LATER THAN FRIDAY, JULY 29th.

For ballots sent by email, our SecureBallot site (<http://www.SecureBallotUSA.com/NY>) provides this service. For September Special Election, email notice alerts will be automatically generated and sent to those MOVE voters who have email addresses on file within the SecureBallot system once a county uploads the ballot

For ballots sent via fax, included are sample instructions (*see Attachment A*) and a sample fax cover sheet (*see Attachment B*). These along with the voter's ballot and pre-printed return envelope kits should be faxed to the individual at the number provided on their application.

In the event that a voter indicated a preference to receive their voting materials electronically, but did not provide an email address, or indicated a preference for fax transmittal, but provided no fax number, or if no preference was chosen, the default method of transmittal for ballots would be by mail.

List Maintenance

The attached **September 13 Special Election Instructions** provides key information on how to perform the necessary initial list maintenance for Military and Special Federal voters.

Pre and Post-Election Surveys

We need you to complete two surveys. The **Pre-Election Survey** (*see Attachment C*), will help us to track the number of applications on file in your office as well as your efforts to get ballot materials to Military and Special Federal voters in a timely manner.

The **Post-Election Survey** (*see Attachment D*) will help us not only track the applications you have on file and ballots you have transmitted, but also the ballots that get returned to your board. The first page contains tables to provide us updated numbers from your pre election survey, broken down by method of transmittal. The first page also contains a table to track the overall number of ballots that were returned to your board, and whether or not they were counted. This latter set of numbers is broken down by the manner in which your board received each returned ballot.

On the second page of the survey, we ask that you detail out the reason why rejected ballots were not counted. This will allow us to get a better idea as to our response rate from voters who actually received their ballots, as well as how frequently the stated rejection reasons occur, in the hopes of improving in the future.

If you have any questions, please contact Thomas Connolly at (518)474-1953 or email at tconnolly@elections.state.ny.us

Robert A. Brehm
Co-Executive Director

Todd Valentine
Co-Executive Director

New York State Board of Elections
40 Steuben Street
Albany, New York 12207
Ph. 518-474-8100
Fax. 518-486-4068

Web: www.elections.state.ny.us

IMPORTANT INSTRUCTIONS FOR MILITARY AND SPECIAL FEDERAL VOTER LIST MAINTENANCE

Please review the following steps to ensure that military and special federal voters who have valid applications on file are assisted with obtaining their ballot.

- 1) If the voter's application has **expired**:
 - a) **Change their status** to something other than Active Military or Active Special Federal in your local voter registration system. Otherwise, they will be re-imported into the SecureBallot system, and incorrectly allowed access to a ballot.
 - b) **Delete the voter's account in SecureBallot**
 - i) Log on the system with your County login and password information.
 - ii) Go to "Voter Management – Voter Accounts" on the left menu.
 - iii) Find the voter. You may open the filter at the top of the page to search for a name.
 - iv) Delete the voter's account within SecureBallot as shown in the diagram below.

VONSTIEGEL,HERTA	
Date of Birth: 09/22/1957	Voter ID: NY000000000403584
email:	Political Party: BLK
Registration Date: 05/24/2011	Election District: YONK 03015
Your actual address:	Voter Type: Citizen indefinitely
Your actual country of residence:	Ballot Type: SF
Address Street US:	Active: <input checked="" type="radio"/> Yes <input type="radio"/> No
Address Number US:	The number of Ballot Styles is: 0
City:	<input type="button" value="Send Password"/>
Zip Code: 10701	<input type="button" value="Voter Update"/>
State of last residence in the US: NEW YORK	
County of Last Residence in the US: WESTCHESTER	

- 2) If the voter has a valid application and has requested that their ballot be transmitted by **email**:
 - a) **Save the voter's email address in the Secure Ballot system.** When you have successfully uploaded your ballot to the system, an email will automatically be generated to all voters with email addresses on file.
 - i) Log on the system with your County login and password information.
 - ii) Go to "Voter Management – Voter Accounts" on the left menu.
 - iii) Find the voter that has made the request. You may open the filter at the top of the page to search for a name.
 - iv) Add the email address of the voter to the voter's profile and save as shown in the diagram below.

Date of Birth: 01/14/1987	Voter ID: NY0000000000200573
email:	Political Party: DEM
Registration Date: 09/28/2010	Election District: CHATEAUGAY 000001
Your actual address:	Voter Type: Uniformed Service Member
Your actual country of residence:	Ballot Type: OA
Address Street US:	Active: <input checked="" type="radio"/> Yes <input type="radio"/> No
Address Number US:	The number of Ballot Styles is: 1
City:	Voter Update
Zip Code: 12920	
State of last residence in the US: NEW YORK	

- b) Please **track the number of voters who have requested their ballot materials via email** on the **Pre-Election Survey**.
- c) If you have the need to email information on accessing ballot materials electronically to a military or special federal voter outside of the Secure Ballot system, you can save and email the attachment **"Your Ballot is Available"** to them (*see Attachment E*).
- 3) If the voter has requested that their ballot be transmitted by **fax**:
- i) **Fax all necessary ballot materials** to the fax number provided on their application. These materials should include a cover letter with your county's contact information, a ballot, instructions for the voter on returning their ballot and pre-addressed return envelope kits.
 - ii) Please **track the number of faxes you send** on the **Pre-Election Survey**.
- 4) If the voter has requested that their ballot be transmitted by **mail**:
- i) Mail the ballots to the voter at the address provided on their application and **track the number of such ballots sent** on the **Pre-Election Survey**.

If you have any questions, please contact Thomas Connolly at (518)474-1953 or email at tconnolly@elections.state.ny.us

Attachment A

***Sample Instructions to Accompany Fax Transmission of
Ballot Materials to Military and Special Federal Voters***

***** IMPORTANT *****

Read and complete the FRONT of the Affirmation Security Envelope form. Sign and date the Affirmation. Make sure to date the forms in U.S. format – month-day-year.

Insert the signed Affirmation Security Envelope into the assembled Ballot Return Envelope. Ensure that the Affirmation Security Envelope is sealed inside the Ballot Return Envelope. Tape to seal the outer mailing envelope.

Step 2: Return Your Ballot

For further questions and instructions, please refer to the cover sheet for your county's contact information.

Send in your completed ballot by mail to the address printed on the Ballot Return Envelope.

Voting Materials Transmission: New York State is concerned that all military and special federal voters receive their ballots in a timely manner that allows them to be returned in time to be counted. In order to accomplish this, counties have added services for sending blank ballots to voters by (a) postal mail, (b) fax; or (c) email. You may update your absentee application to indicate your preference in how to receive your voting materials in the future.

Thank you for voting.

Attachment B

***Sample Fax Cover Sheet for Fax Transmission of
Ballot Materials to Military and Special Federal Voters***

County Board of Elections
Street Address
City, State 11111
Phone: ###-###-####
Fax: ###-###-####
Email: boe@county.com
Web: http://www.countyboe.com

**Your Ballot & Voter
Information Packet
are Included**

Fax

To:	From:
Fax:	Pages:
Phone:	Date:
Re: Your Requested Voting Materials for the Upcoming Special Election	

Dear Military / Special Federal Voter,

Included in this packet, you will find all of the information and materials that you'll need to vote in the upcoming Special Election, including:

- Your Ballot
- Instructions for Returning Your Ballot
- Pre-Addressed Return Envelopes

If you are missing any of these items, please contact us using the information at the top of this page and ask that the package be faxed to you again. Additionally, you may visit <http://www.SecureBallotUSA.com/NY> and register on-line to access your ballot materials electronically.

Attachment C

***Pre-Election Survey for Military and Special Federal Voters
in the Upcoming Special Election***

Pre-Election Survey for Military and Special Federal Voters in Upcoming Special Election

Please gather and report precise information on activity related to the transmittal of Military and Special Federal Ballots to eligible voters in the upcoming Special Election. This form must be **completed, signed and returned** no later than the close of business on Friday, July 29, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

Applications on File	Mail	Email	Fax
Military (Living Overseas)			
Military (Living in the U.S.)			
Special Federal			
Total			

Ballots Sent	Dates Sent
Military (Living Overseas)	
Military (Living in the U.S.)	
Special Federal	
Total	

COUNTY _____

DATE _____

COMMISSIONER SIGNATURES:

Commissioner

Commissioner

Attachment D

***Post-Election Survey for Military and Special Federal Voters
in the Upcoming Special Election***

Post-Election Survey for Military and Special Federal Voters

Absentee Applications on File for Military Voters and Special Federal Voters:

Please provide the number of all absentee ballot applications on file for the Military Voters & Special Federal Voters eligible to vote in the recent Special Election.

	Voter's Preference for Method to Receive Ballot	
	By Mail	By Fax
Military (Overseas Address)		
Military (U.S. Address)		
Special Federal		
Total		

Number of Ballots Transmitted by Method to Military Voters and Special Federal Voter:

Please provide the number of ballots sent to each type of voter specified below, broken down by the manner in which it was transmitted to the voter.

	Manner in Which Ballot was Transmitted	
	By Mail	By Fax
Military (Overseas Address)		
Military (U.S. Address)		
Special Federal		
Total		

Number of Ballots Received and Whether or Not They Were Counted:

In the table below, please specify the total number of ballots received at your board by mail or in-person and whether or not they were counted.

	RECEIVED AND COUNTED		RECEIVED BUT NOT COUNTED	
	By Mail	In-Person	By Mail	In Person
Military (Overseas Address)				
Military (U.S. Address)				
Special Federal				
Total				

Post-Election Survey for Military and Special Federal Voters (continued)

Reasons Why Ballots Were Not Counted:

For those ballots that were received but not counted, please use the table below to specify the reason for its rejection. If a ballot was rejected for multiple reasons, please choose only one reason from the list below, using the first applicable one that appears from left to right (for example, if a ballot did not have a timely postmark, but the envelope was also not signed, count that ballot in the "Postmark Not Timely" category only).

	Specific Reason Why Ballot Was Not Counted			
	Returned Undeliverable	Postmark Not Timely	Envelope Not Signed	Received Too Late
Military (Overseas Address)				Other
Military (U.S. Address)				
Special Federal				
Total				

County _____

Date _____

COMMISSIONER SIGNATURES:

Commissioner

Commissioner

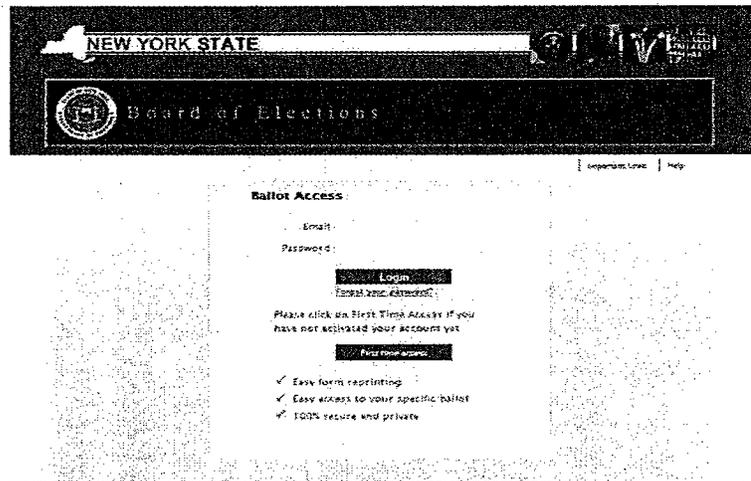
This form must be completed, signed and returned no later than the close of business on Thursday, September 29, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546.

Attachment E

***“Your Ballot is Now Available” Document to be Included
in Emails Manually Sent to Military and Special Federal Voters***

Your ballot is now available

To access your ballot, go to: www.secureballotusa.com/NY



If this is the first time you have accessed your ballot online, please click

First time access

Provide your County, Name, Date of Birth and Zip Code to create an account. You will be asked to provide an email address and password so that you may return to this site to track the status of your ballot and gain access to your ballots for future elections, when they become available.

If you are a returning voter, please provide you email address and password to gain direct access to your ballot and ballot status.

Login

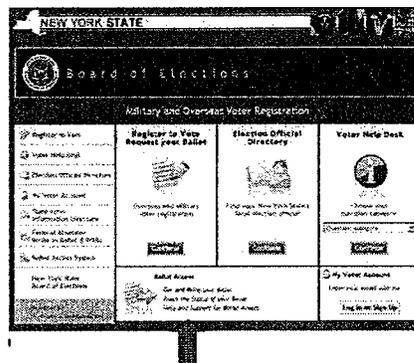
You can also access the Secure Ballot site though:

<http://www.elections.state.ny.us/>

See:

**MILITARY & OVERSEAS
VOTERS, CLICK HERE!**

Find Ballot Access at the bottom of the page:



THOMAS CONNOLLY - Special Election

From: ROBERT BREHM
To: CONNOLLY, THOMAS
Date: 7/29/2011 1:32 PM
Subject: Special Election
CC: CONKLIN, JOHN; GALVIN, KIMBERLY; VALENTINE, TODD

Hello Tom:

Todd, John and I received around Noon a confirming call from the NYCBOE indicating that all was complete with regard to the 45-pre-special election transmission of the MOVE ballots for the September 13th Special.

Pam Perkins indicated that the pre-election surveys were being prepared and would be sent today without signatures as the signatures would be completed on Tuesday when the commissioners and clerks would be 32 Broadway for the weekly board meeting. Todd and I indicated that would be fine as we had their verbal confirmation that the tasks were completed and today the state board would have the statistical numbers.

Also, I heard from Carolann at the Oneida BOE. She also confirmed that the ballots were transmitted by mail, they had no fax requests and she had worked with Ingrid to confirm that the Military voters that selected email as its preferred method of transmission were timely completed. She also indicated that the survey will be sent today, but that a 'jointly' signed version would be sent on Monday because both Pam and Cathy were out of the office today.

Bob

Pre-Election Survey for Military and Special Federal Voters in Upcoming Special Election

Please gather and report precise information on activity related to the transmission of Military and Special Federal Ballots to eligible voters in the upcoming Special Election. This form must be completed, signed and returned no later than the close of business on Friday, July 29, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

Applications on File	Mail	Email	Fax
Military (Living Overseas)	5	2	0
Military (Living in the U.S.)	19	3	0
Special Federal	N/A	N/A	N/A
Total	24	5	0

Ballots Sent	Mail	Email	Fax
Military (Living Overseas)	7	2	0
Dates Sent	7/29/11	7/29/11	0
Military (Living in the U.S.)	22	3	0
Dates Sent	7/29/11	7/29/11	0
Special Federal	N/A	N/A	N/A
Total	29	5	0

COUNTY ERIE (144TH AD) DATE 7-29-2011

COMMISSIONER SIGNATURES:

[Signature] Commissioner

[Signature] Commissioner

Pre-Election Survey for Military and Special Federal Voters in Upcoming Special Election

Please gather and report precise information on activity related to the transmittal of Military and Special Federal Ballots to eligible voters in the upcoming Special Election. This form must be completed, signed and returned no later than the close of business on Friday, July 29, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

Applications on File	Mail	Ballot	Fax
Military (Living Overseas)	8	2	0
Military (Living in the U.S.)	39	10	0
Special Federal	N/A	N/A	N/A
Total	47	12	0

Ballots Sent	Dates Sent	Dates Sent	Dates Sent
Military (Living Overseas)	8	7/28/2011	7/29/2011
Military (Living in the U.S.)	39	11/0	11/0
Special Federal	N/A	7/28/2011	7/29/2011
Total	47	12	0

COUNTY Oneida DATE 7/29/2011

COMMISSIONER SIGNATURES:

Arthur J. Lisciani
Commissioner

Pamela Mandryk
Commissioner

QUEENS

Pre-Election Survey for Military Voters in Upcoming Special Election for Member of Assembly

Please gather and report precise information on activity related to the transmission of Military Ballots to eligible voters in the upcoming Special Election for Member of Assembly. This form must be completed, signed and returned no later than the close of business on Friday, July 29, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

Application Details	Count	Count	Count
Military (Living Overseas)	4	1	
Military (Living in the U.S.)	5	1	
Total	9	2	

Young Male Ballots Returned	Date Sent	Count	Count
Military (Living Overseas)	7/28/11	4	1
Military (Living in the U.S.)	7/28/11	5	1
Total	7/28/11	9	2

ASSEMBLY DISTRICT 23 COUNTY Queens DATE 7/29/11

COMMISSIONER SIGNATURES:

Victoria A. Jones
Commissioner
Deputy Chief Clerk

Brian A. ...
Commissioner
Chief Clerk

*Note: The numbers in this column reflect the number of voter email addresses sent to each from the Board of Elections in the City of New York.

Casey

Pre-Election Survey for Military Voters in Upcoming Special Election for Member of Assembly

Please gather and report precise information on activity related to the transmittal of Military Ballots to eligible voters in the upcoming Special Election for Member of Assembly. This form must be completed, signed and returned no later than the close of business on Friday, July 29, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

Applicable on file		Total	Email	Fax
Military (Living Overseas)		0	2	
Military (Living in the U.S.)		4	3	
Total				

Valid Materials Submitted		Total	Email	Fax
Military (Living Overseas)	0			
Military (Living in the U.S.)	4			
Total		7/29/11		

ASSEMBLY DISTRICT 27

COUNTY Albany

DATE 7/29/11

COMMISSIONER SIGNATURES:

Richard J. ...
Commissioner
Deputy Chief Clerk

Frank ...
Commissioner
Chief Clerk

*Note: The numbers in this column reflect the number of voter email addresses sent to Scyll from the Board of Elections in the City of New York.

Pre-Election Survey for Military & Special Federal Voters In Upcoming Special Election for the 9th Congressional District

Please gather and report precise information on activity related to the transmittal of Military and Special Federal Ballots to eligible voters in the upcoming Special Election for the 9th Congressional District. This form must be completed, signed and returned no later than the close of business on Friday, July 29, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

Applications on File	Mail	Email	Fax
Military (Living Overseas)	2	4	
Military (Living in the U.S.)	13	8	
Special Federal	894	228	
Total	609	240	

Voting Materials Transmitted			
Military (Living Overseas)	Dates Sent	2	7/26/11
Military (Living in the U.S.)	Dates Sent	13	7/25/11, 7/26/11
Special Federal	Dates Sent	894	7/25/11, 7/26/11
Total	Dates Sent	609	7/25/11, 7/26/11

COUNTY

Rockwell

DATE

7/29/11

COMMISSIONER SIGNATURES:

[Signature]
Commissioner Deputy Chief Clerk

[Signature]
Commissioner Chief Clerk

Note: The numbers in this column reflect the number of voter email addresses sent to SOVI from the Board of Elections in the City of New York.

MANHATTAN

Pre-Election Survey for Military Voters in Upcoming Special Election for Member of Assembly

Please gather and report precise information on activity related to the transmittal of Military Ballots to eligible voters in the upcoming Special Election for Member of Assembly. This form must be completed, signed and returned no later than the close of business on Friday, July 29, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

	Special	General	Total
Military (Living Overseas)	1	2	0
Military (Living in the US)	5	1	0
Total	6	3	0
Military (Living Overseas)	1	2	0
Military (Living in the US)	5	1	0
Total	6	3	0

ASSEMBLY DISTRICT 73rd

COUNTY New York

DATE July 29, 2011

COMMISSIONER SIGNATURES:

[Signature]
Commissioner

[Signature]
CLIFF CURRAN

[Signature]
Deputy Chief

Note: The numbers in this column reflect the number of voter email addresses sent to Scyrl from the Board of Elections in the City of New York.

Pre-Election Survey for Military Voters in Upcoming Special Election for Member of Assembly

Please gather and report precise information on activity related to the transmittal of Military Ballots to eligible voters in the upcoming Special Election for Member of Assembly. This form must be completed, signed and returned no later than the close of business on Friday, July 29, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

	Mail	In-person	Total
Military (Living Overseas)	4	1	
Military (Living in the U.S.)	11		
Total	15		
Military (Living Overseas)	4	1	
Military (Living in the U.S.)	11		
Total	15	1	

ASSEMBLY DISTRICT 54 COUNTY Kings DATE JULY 29 2011

COMMISSIONER SIGNATURES

[Signature]
Commissioner

[Signature]
Commissioner

*Note: The numbers in this column reflect the number of voter email addresses sent to Scytl from the Board of Elections in the City of New York.

POSE

**Pre-Election Survey for Military & Special Federal Voters in
Upcoming Special Election for the 9th Congressional District**

Please gather and report precise information on activity related to the transmittal of Military and Special Federal Ballots to eligible voters in the upcoming Special Election for the 9th Congressional District. This form must be completed, signed and returned no later than the close of business on Friday, July 29, 2011. It may be returned by email to survey@elections.state.ny.us, or via fax to 518-486-4546. Thank you.

	MOI	Total	EN
Military (Living Overseas)	2		
Military (Living in the U.S.)	5	1	
Special Federal	178	41	
Total	185	42	
Special Federal			
Military (Living Overseas)	2		
Military (Living in the U.S.)	5	1	
Special Federal	178	41	
Total	185	42	

COUNTY

KINGS

COMMISSIONER SIGNATURES:

[Signature]

Commissioner

Notes:

DATE July 29 2011

[Signature]

Commissioner

The numbers in this column reflect the number of voter email addresses sent to each from the Board of Elections in the City of New York.

THOMAS CONNOLLY - Sending out Military Ballots for Sept. Primary

From: CoExecutiveDirectors
To: All County Contacts
Date: 8/2/2011 10:18 AM
Subject: Sending out Military Ballots for Sept. Primary
CC: Aquila, Evelyn; BREHM, ROBERT; BURNS, JOSEPH; COLLINS, PAUL; CONKLIN...
Attachments: September13 Primary Election Instructions.pdf; Attachment A - Sample Instructions for Faxed Military Voters.pdf; Attachment B - Sample Fax Cover Sheet for Faxed Military Voters.pdf; Attachment C - Your Ballot is Available.pdf

Dear Commissioners & County Election Officials,

Pursuant to **New York State Election Law**, in its implementation of the **Military and Overseas Voter Empowerment Act (MOVE)**, county boards are to provide ballots to Military voters by mail, email or fax based on the preference they have indicated on their application.

Sending Out Ballots

REGARDLESS OF PREFERENCE, ALL MILITARY BALLOTS MUST BE SENT AS SOON AS PRACTICABLE, BUT NOT LATER THAN FRIDAY, AUGUST 12th FOR THE PRIMARY ELECTION BEING HELD ON SEPTEMBER 13th.

For ballots sent by email, our SecureBallot site (<http://www.SecureBallotUSA.com/NY>) provides this service. For September Special Election, email notice alerts will be automatically generated and sent to those Military voters who have email addresses on file within the SecureBallot system once a county uploads the ballot

For ballots sent via fax, included are sample instructions (*see Attachment A*) and a sample fax cover sheet (*see Attachment B*). These along with the voter's ballot and pre-printed return envelope kits should be faxed to the individual at the number provided on their application.

In the event that a voter indicated a preference to receive their voting materials electronically, but did not provide an email address, or indicated a preference for fax transmittal, but provided no fax number, or if no preference was chosen, the default method of transmittal for ballots would be by mail.

List Maintenance

The attached **September 13 Primary Election Instructions** provides key information on how to perform the necessary initial list maintenance for Military and Special Federal voters.

If you have any questions, please contact Thomas Connolly at (518) 474-1953 or email at tconnolly@elections.state.ny.us

If you need help with the SecureBallot site or need envelope template kits for your county, please contact Ingrid Giordano from Scytl at (214) 642-6293 or email at ingrid.giordano@scytl.com

Robert A. Brehm
Co-Executive Director

Todd Valentine
Co-Executive Director

New York State Board of Elections
40 Steuben Street
Albany, New York 12207
Ph. 518-474-8100
Fax. 518-486-4068

Web: www.elections.state.ny.us

IMPORTANT INSTRUCTIONS FOR MILITARY VOTER LIST MAINTENANCE

Please review the following steps to ensure that military voters who have valid applications on file are assisted with obtaining their ballot.

- 1) If the voter's application has **expired**:
 - a) **Change their status** to something other than Active Military in your local voter registration system. Otherwise, they will be re-imported into the SecureBallot system, and incorrectly allowed access to a ballot.
 - b) **Delete the voter's account in the SecureBallot system**
 - i) Log on the system with your County login and password information.
 - ii) Go to "Voter Management - Voter Accounts" on the left menu.
 - iii) Find the voter. You may open the filter at the top of the page to search for a name.
 - iv) Delete the voter's account within SecureBallot as shown in the diagram below.

VONSTIEGEL,HERTA	Voter ID: NY000000000403584
Date of Birth: 09/22/1957	Political Party: BLK
email:	Election District: YONK 03015
Registration Date: 05/24/2011	Voter Type: Citizen indefinitely
Your actual address:	Ballot Type: SF
Your actual country of residence:	Active: <input checked="" type="radio"/> Yes <input type="radio"/> No
Address Street US:	The number of Ballot Styles is: 0
Address Number US:	Send Password
City:	Voter Update
Zip Code: 10701	Delete ←
State of last residence in the US: NEW YORK	
County of Last Residence in the US: WESTCHESTER	

- 2) If the voter has a valid application and has requested that their ballot be transmitted by **email**:
 - a) **Save the voter's email address in the Secure Ballot system.** When you have successfully uploaded your ballot to the system, an email will automatically be generated to all voters with email addresses on file.
 - i) Log on the system with your County login and password information.
 - ii) Go to "Voter Management - Voter Accounts" on the left menu.
 - iii) Find the voter that has made the request. You may open the filter at the top of the page to search for a name.
 - iv) Add the email address of the voter to the voter's profile and save as shown in the diagram below.

Date of Birth: 01/14/1987	Voter ID: NY0000000000200573
email:	Political Party: DEM
Registration Date: 09/28/2010	Election District: CHATEAUGAY 000001
Your actual address:	Voter Type: Uniformed Service Member
Your actual country of residence:	Ballot Type: OA
Address Street US:	Active: <input checked="" type="radio"/> Yes <input type="radio"/> No
Address Number US:	The number of Ballot Styles is: 1
City:	Voter Update
Zip Code: 12920	
State of last residence in the US: NEW YORK	

- b) If you have the need to email information on accessing ballot materials electronically to a military voter outside of the SecureBallot system, you can save and email the attachment ***"Your Ballot is Available"*** to them (*see Attachment C*).
- 3) If the voter has requested that their ballot be transmitted by **fax**:
- i) **Fax all necessary voting materials** to the fax number provided on their application. These materials should include a cover letter with your county's contact information, a ballot, instructions for the voter on returning their ballot and pre-addressed return envelope kits (*see Attachments A & B*).
- 4) If the voter has requested that their ballot be transmitted by **mail**:
- i) Mail the ballots to the voter at the address provided on their application.

If you have any questions, please contact Thomas Connolly at (518) 474-1953
or email at tconnolly@elections.state.ny.us

Attachment A

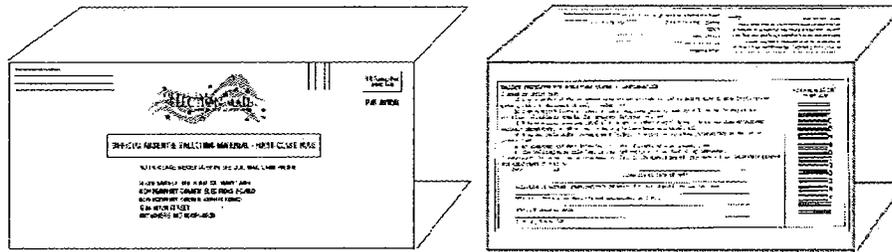
***Sample Instructions to Accompany Fax Transmission of
Voting Materials to Military Voters***

PLEASE FOLLOW THESE INSTRUCTIONS TO PROPERLY RETURN YOUR BALLOT

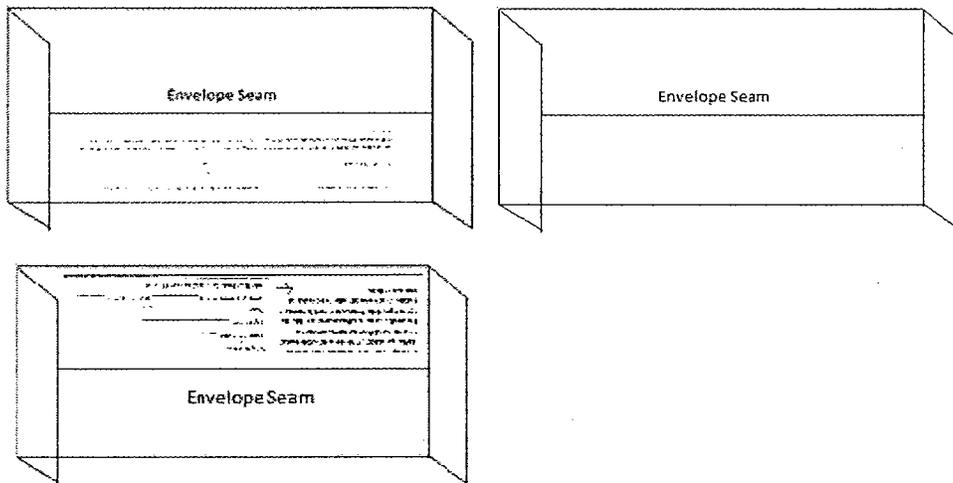
Step 1: Assembling Your Envelopes

You will be assembling **two** (2) separate envelopes: an **Affirmation Security Envelope** and a **Ballot Return Envelope**. Your marked ballot will go inside the Affirmation Security Envelope which will then go inside the Ballot Return Envelope.

Using the included envelope templates, fold the envelope pages in the proper order along the dotted lines to create two (2) envelopes



(Front of Envelope - Example for Folding)



(Back of Envelope - Example for Folding)

Review and ensure that the ballot is marked as desired. Fold and insert the ballot into the assembled Affirmation Security Envelope and seal the envelope.

***** IMPORTANT *****

Read and complete the FRONT of the Affirmation Security Envelope form. Sign and date the Affirmation. Make sure to date the forms in U.S. format – month-day-year.

Insert the signed Affirmation Security Envelope into the assembled Ballot Return Envelope. Ensure that the Affirmation Security Envelope is sealed inside the Ballot Return Envelope. Tape to seal the outer mailing envelope.

Step 2: Return Your Ballot

For further questions and instructions, please refer to the cover sheet for your county's contact information.

Send in your completed ballot by mail to the address printed on the Ballot Return Envelope.

Voting Materials Transmission: New York State is concerned that all military and special federal voters receive their ballots in a timely manner that allows them to be returned in time to be counted. In order to accomplish this, counties have added services for sending blank ballots to voters by (a) postal mail, (b) fax; or (c) email. You may update your absentee application to indicate your preference in how to receive your voting materials in the future.

Thank you for voting.

Attachment B

***Sample Fax Cover Sheet for Fax Transmission of
Voting Materials to Military Voters***

County Board of Elections
Street Address
City, State 11111
Phone: ###-###-####
Fax: ###-###-####
Email: boe@county.com
Web: <http://www.countyboe.com>

**Your Ballot & Voter
Information Packet
are Included**

Fax

To: _____ From: _____
Fax: _____ Pages: _____
Phone: _____ Date: _____
Re: Your Requested Voting Materials for the Upcoming Primary Election

Dear Military Voter,

Included in this packet, you will find all of the information and materials that you'll need to vote in the upcoming Primary Election, including:

- Your Ballot
- Instructions for Returning Your Ballot
- Pre-Addressed Return Envelopes

If you are missing any of these items, please contact us using the information at the top of this page and ask that the package be faxed to you again. Additionally, you may visit <http://www.SecureBallotUSA.com/NY> and register on-line to access your ballot materials electronically.

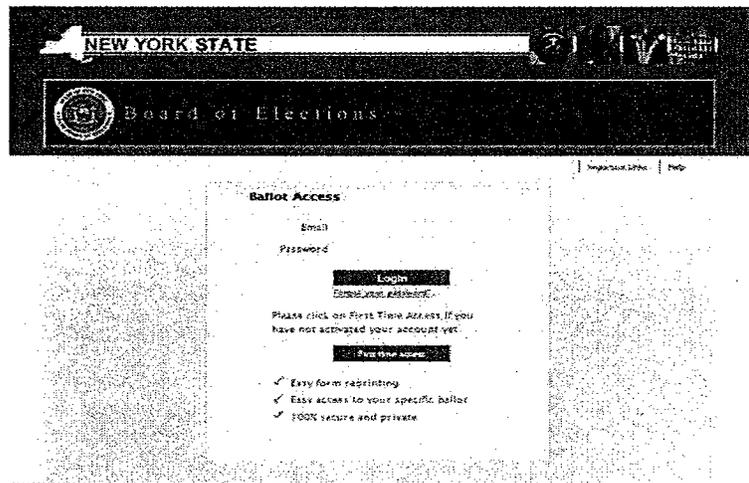
Attachment C

***“Your Ballot is Now Available” Document to be Included
in Emails Manually Sent to Military Voters***



Your ballot is now available

To access your ballot, go to: www.secureballotusa.com/NY



If this is the first time you have accessed your ballot online, please click

First time access

Provide your County, Name, Date of Birth and Zip Code to create an account. You will be asked to provide an email address and password so that you may return to this site to track the status of your ballot and gain access to your ballots for future elections, when they become available.

If you are a returning voter, please provide you email address and password to gain direct access to your ballot and ballot status.

Login

You can also access the Secure Ballot site though:

<http://www.elections.state.ny.us/>

See:

**MILITARY & OVERSEAS
VOTERS, CLICK HERE!**

*Find Ballot Access at the
bottom of the page:*

