March Village Presidential	September Primary	
June Village Primary	General Election	
	2012	
JANUARY		
COMMISSIONERS	STAFF	
Quarterly	Change Files, Calendar, Time/Date	
Organizational Meeting	Offarige Files, Galeridar, Time/Date	
Organizational Meeting	HAVA letter	
SBOE report- Blue Dot	Run year to date totals for Annual report	
Registration & Enrollment totals		
Annual Report to SBOE	Voter List letters to town/city clerks, county party chairs  Send Villages street lists for any changes	
Supplies order to SBOE (check military)	Registration form letter to PO/library/town/village clerk	
	Tregistration form letter to 1 O/library/town/village clerk	
1st of month - make CD of full county voters	List of increators to village playles with Mayob Floations	
March Village Floations	List of inspectors to village clerks with March Elections	
March Village Elections- Financial disclosure letter	Undata ampleyment forms	
	Update employment forms	
Check w/ village clerks about inspectors	La granda Dania dia Canana ina Finana a Filiana	
Update Office Procedures	January Periodic Campaign Finance Filing	
June Village Elections- notify Village Clerks		
Offices up & pollsites		
Village Clerk Responsibilities - posting calendar		
Party Rep letters & oaths	-	
Custodian/Tech letters & oaths		
Order acknowledgement/transfer notices	Vacancies & positions up to county/town/city clerks -	
Inventory & order ImageCast supplies	BDHADV	
	BRUARY	
COMMISSIONERS	STAFF	
SBOE report- Blue Dot	HAVA L II	
Registration & Enrollment totals	HAVA letter	
	March Village Elections-	
June Village Elections-	Voter lists for villages with elections in March	
Set up petitions & #of signatures	Inactive & Perm lists- mid Feb	
Offices to be filled, petition dates,		
	Absentees & samples in house?	
& caucus dates to village chairs	Send candidates, chairs & party reps machine check notice	
& caucus dates to village chairs  March Village Elections-	Send candidates, chairs & party reps machine check notice candidates & chairs absentee count, certification & audit	
& caucus dates to village chairs  March Village Elections-  Program EMS	Send candidates, chairs & party reps machine check notice candidates & chairs absentee count, certification & audit Email Village Clerks & newspapers sample ballot	
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COMMISSIONERS	STAFF
	HAVA letter
SBOE report- Blue Dot	
Registration & Enrollment totals	March Village Elections-
	Print voter list, poll books
Voter Outreach- contact schools/colleges	notify maintenance we'll be in the bldg late election night
send out election year letter, reg/voting/absentee info	Pack inspector bags
	send notice for newly elected officials (elections we don't run)
June Village Election-	Legal notice- Official Tab on file
petition & caucus packages	Scan voter history
Update inspector lists	
Determine Inspectors Schools/ Schedule	
	Polling place letter to Town Clerks -
March Village Elections-	
Certify election early day after	
Canvass in eSuite	Presidential Primary-
Send certificates to winners	Send candidates, chairs & party reps machine check notice
Fax and mail certified results to village clerks asap	candidates & chairs absentee count, recanvass & audit
Report for front file	*Send SBOE copies of the letters & ballot pdfs
3% Audit reports	Send absentee ballots
Copy cf cards, RTR, save on external HD	Setup nursing home voting assistance
Copy all eSuite, absentee & petition reports to folder	Email/send sample ballot to schools, newspapers, clerks
Presidential Primary-	save ballot samples
Program EMS	
Order ballots from Phoenix Graphics	Reinitialize EMS petition for new petition cycle
Order absentees & samples	SBOE registration totals- April1
Test deck order (premarked to Dominion)	
set up machine check schedule	
candidates/races/ballots in eSuite	
Letters to Inspectors- bag pickup, worker list	
Schedule trucks for machine delivery/pickup	
Schedule custodians truck inventory & ADA supplies	
arrange access to pollsites	
schedule couriers	
Bag return schedule	
	APRIL
COMMISSIONERS	STAFF
Quarterly	HAVA letter
SBOE report- Blue Dot	Update all March Village Elections
Registration & Enrollment totals	Send political calendars to-
Follow-up on Voter Outreach	supervisors, town/city clerks & party, county & town chairs
September Primary-	Update vacancies from town clerks
Figures needed for petitions	Send all county/town chairs offices up for election
5% for Dem, Rep,Con & Ind	Send lists of Perms to 10 school districts w/ military
Independent - figures from last Governor's race	
Filing dates for all petitions	Review NCOA list when file is received
Notify county chairs for party calls	
List of insp/alt/party reps to Comm Chairs- approval	List of inspectors to village clerks with June Elections
NCOA process	
June Village Elections-	Presidential Primary-
Financial disclosure letter	Print voter list, poll books

Check w/ village clerks about inspectors	Notify maintenance we'll be in bldg late on election night
	Pack inspector bags
Presidential Primary-	Legal Notice- Date, offices, candidates names & addresses
Canvass in eSuite	City pollsite list (day before Election)
Investigate Affidavits	Legal Notice- Official Tab on file
3% Audit reports	Affidavits- voting credit, update, letter count/not counted
Certify Results- send to SBOE	Scan voter history
Report for front file	Scan voter history
Copy of cards, RTR, save on external HD	
Copy all eSuite, absentee & petition reports to folder	
Copy all esuite, absentee a petition reports to folder	MAY
COMMISSIONERS	STAFF
COMINISSIONERS	
ODOE DI - DI -	HAVA letter
SBOE report- Blue Dot	June Village Elections-
Registration and Enrollment totals	Absentees & samples in house?
June Village Elections-	Send candidates, chairs & party reps machine check notice
Program EMS	candidates & chairs absentee count, certification & audit
Order ballots from Phoenix Graphics	Email Village Clerks & newspapers sample ballot
Order absentees & samples?	Legal Notice & News Release-
Test deck order (premarked to Dominion)	last day to register & absentee voting
set up machine check schedule	Save ballot samples
candidates/races/ballots in eSuite	Finish NCOA
Letters to Inspectors- bag pickup, worker list	Set dates for Inspector schools
schedule machine delivery/pickup, ADA supplies	Send schools of instruction letters to Inspectors
arrange access to pollsites	News Release- 2 wks prior in classes
schedule couriers	'
Bag return	
Town Elections- Justices & vacancies	Periodic reminder to party chairs, active accounts
Set up petitions & #of signatures	pan y arams, arams arams
Offices to be filled, petition dates, caucus dates	
Mailcheck - get quote from NTS	
Walleneek get quote from 1410	
	JUNE
COMMISSIONERS	STAFF
COMMISSIONERS	
ODOE was at Dive D	HAVA letter
SBOE report- Blue Dot	
Registration & Enrollment totals	June Village Elections-
Polling place accessibility to SBOE by 7/1	Print voter list, poll books
	notify maintenance we'll be in the bldg late election night
June Village Elections-	Pack inspector bags
Certify election early day after	send notice for newly elected officials (elections we don't run)
Canvass in eSuite	Legal notice- Official Tab on file
Send certificates to winners	Scan voter history
Fax and mail certified results to village clerks asap	
Report for front file	June Periodic Campaign Finance Filing
3% Audit reports	
576 Addit reports	
Copy cf cards, RTR, save on external HD	Send absentee applications to Military Voters
	Send absentee applications to Military Voters Lists of inspectors to town chairs & town clerks

make CD of full county voters	Reinitialize EMS petition for a new petition cycle
	JULY
COMMISSIONERS	STAFF
Quarterly	HAVA letter
SBOE report- Blue Dot	Mailcheck notice for Post Offices
Registration & Enrollment totals	
	Update all June Village Elections
Check Petitions- against petition book for errors	
send letter to candidates for name on petition	September Primary-
(if not consistent)	Absentee list & envelopes
Set up candidate draw- send notification	Legal Notice & News Release-
Financial disclosure notice to Candidates	last day to register PE & absentee voting
September Primary-	Schedule Inspectors
Program EMS- setup	
Ballot order #s- district ballots, absentee, test decks	
Schedule Inspectors	
NTS Mailcheck- File to NTS, check proofs, fax back	
Lease Agreements to all pollsites	
Candidate information for State Committee,	
Judicial candidates, delegates & alts to SBOE	
A	UGUST
COMMISSIONERS	STAFF
	HAVA letter
SBOE report- Blue Dot	
Registration & Enrollment totals	September Primary-
	Send candidates, chairs & party reps machine check notice
September Primary-	candidates & chairs absentee count, recanvass & audit
Program EMS	*Send SBOE copies of the letters & ballot pdfs
Order ballots from Phoenix Graphics	Send absentee ballots
Order absentees & samples	Update MOVE website- email military & overseas
Test deck order (premarked to Dominion)	Legal Notice- Dates, offices, candidates names & addresses
set up machine check schedule	City pollsite list (day before Election)
candidates/races/ballots in eSuite	Setup nursing home voting assistance
Letters to Inspectors- bag pickup, worker list	Email/send sample ballot to schools, newspapers, clerks
Schedule trucks for machine delivery/pickup	save ballot samples
Schedule custodians truck inventory & ADA supplies	Print voter list, poll books
arrange access to pollsites	Notify maintenance we'll be in bldg late on election night
schedule couriers	Pack inspector bags
Bag return schedule	<u> </u>
Lease agreement- 2nd notice	
SEPTEMBER	
OL:	
COMMISSIONERS	STAFF
	STAFF HAVA letter
COMMISSIONERS	

	Affidavits- voting credit, update, letter count/not counted
September Primary-	Scan voter history
Canvass in eSuite	Legal Notice- Official Tab on file
Investigate Affidavits	Compared Flooring
3% Audit reports	General Election-
Certify Results- send to SBOE (county & state)	Absentee list & envelopes
Report for front file	Legal Notice & News Release-
Copy of cards, RTR, save on external HD	last day to register GE & absentee voting
Copy all eSuite, absentee & petition reports to folder	Update MOVE website- email military & overseas
Notify candidates who won primary races	Extra hours for absentee voting & local registration
Hadata Carrette Cararraitta aa	Schedule Inspectors
Update County Committees	
Certificates for Judicial delegates and alts -	
call county clerk to get date for judicial convention	
General Election-	
Send candidates who need to slash- what party?	
Financial disclosure notices to Candidates, Comm	
Program EMS- setup	
Ballot order #s- district ballots, absentee, test decks Schedule Inspectors	
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COMMISSIONERS	STAFF
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Quarterly SBOF report- Blue Dot	HAVA letter
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SBOE report- Blue Dot Registration & Enrollment totals General Election-	General Election- News release- extra hours for absentee voting
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SBOE report- Blue Dot

Registration & Enrollment totals	General Election-
	Affidavits- voting credit, update, letter count/not counted
	Legal Notice- Official Tab on file
General Election-	Scan voter history
Canvass in eSuite	Go through Inspector notes
Investigate Affidavits	Pack ballots for storage- label with disposal date
3% Audit reports	Pack petitions, election material
Certify Results- send to SBOE (county & state)	Update Elected Official Lists
Notify Secretary of State- countywide offices only	
Report for front file	Reorganize Election supplies
Percentage report	
Copy cf cards, RTR, save on external HD	Change of Enrollment
Copy all eSuite, absentee & petition reports to folder	
Certificate to Candidates who won	
Update Elected Officials	
March Village Elections-	
Set up petitions & #of signatures	Reinitialize EMS petitions for a new petition cycle
Offices to be filled, petition dates,	
& caucus dates to village chairs	
DE	CEMBER
COMMISSIONERS	STAFF
	HAVA letter
SBOE report- Blue Dot	
Registration & Enrollment totals	
Mailcheck certification to SBOE	Go through Pollbooks - rescan signatures as needed
	New file folders & lists for New Year
March Village Election-	
petition & caucus packages	Periodic reminder to party chairs, active accounts
Update Calendar for 2013	Inventory ImageCast supplies & ADA equipment