




March Village 
 June Village 

Presidential 
 Primary

September Primary 
 General Election 

**2012
 JANUARY**

COMMISSIONERS
Quarterly
Organizational Meeting
SBOE report- Blue Dot
Registration & Enrollment totals
Annual Report to SBOE
Supplies order to SBOE (check military)
1st of month - make CD of full county voters
March Village Elections- Financial disclosure letter
Check w/ village clerks about inspectors
Update Office Procedures
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
Inventory & order ImageCast supplies

STAFF
Change Files, Calendar, Time/Date
HAVA letter
Run year to date totals for Annual report
Voter List letters to town/city clerks, county party chairs
Send Villages street lists for any changes
Registration form letter to PO/library/town/village clerk
List of inspectors to village clerks with March Elections
Update employment forms
January Periodic Campaign Finance Filing
Vacancies & positions up to county/town/city clerks -

FEBRUARY

COMMISSIONERS
SBOE report- Blue Dot
Registration & Enrollment totals
June Village Elections- Set up petitions & #of signatures Offices to be filled, petition dates, & caucus dates to village chairs
March Village Elections- Program EMS
Order ballots from Phoenix Graphics
Order absentees & samples?
Test deck order (premarked to Dominion) set up machine check schedule candidates/races/ballots in eSuite
Letters to Inspectors- bag pickup, worker list schedule machine delivery/pickup, ADA supplies arrange access to pollsites schedule couriers
Bag return
Presidential Primary- Program EMS- setup Ballot order #s- district ballots, absentee, test decks Schedule Inspectors

STAFF
HAVA letter
March Village Elections- Voter lists for villages with elections in March Inactive & Perm lists- mid Feb
Absentees & samples in house?
Send candidates, chairs & party reps machine check notice candidates & chairs absentee count, certification & audit
Email Village Clerks & newspapers sample ballot
Legal Notice & News Release- last day to register & absentee voting
Save ballot samples
Second notice to town clerks- Vacancies
Presidential Primary- Absentee list & envelopes
Legal Notice & News Release- last day to register PP & absentee voting
Update MOVE website- email military & overseas
Special Federal voter update
Schedule Inspectors

MARCH

Check w/ village clerks about inspectors

Notify maintenance we'll be in bldg late on election night

Presidential Primary-

Pack inspector bags

Canvass in eSuite

Legal Notice- Date, offices, candidates names & addresses

Investigate Affidavits

City pollsite list (day before Election)

3% Audit reports

Legal Notice- Official Tab on file

Certify Results- send to SBOE

Affidavits- voting credit, update, letter count/not counted

Report for front file

Scan voter history

Copy of cards, RTR, save on external HD

Copy all eSuite, absentee & petition reports to folder

MAY

COMMISSIONERS

STAFF

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

Periodic reminder to party chairs, active accounts

Town Elections- Justices & vacancies

Set up petitions & #of signatures

Offices to be filled, petition dates, caucus dates

Mailcheck - get quote from NTS

JUNE

COMMISSIONERS

STAFF

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

Copy of cards, RTR, save on external HD

Send absentee applications to Military Voters

Copy all eSuite, absentee & petition reports to folder

Lists of inspectors to town chairs & town clerks

Filing dates on Financial Disclosure letter

Registration & Enrollment totals
General Election-
Canvass in eSuite
Investigate Affidavits
3% Audit reports
Certify Results- send to SBOE (county & state)
Notify Secretary of State- countywide offices only
Report for front file
Percentage report
Copy of cards, RTR, save on external HD
Copy all eSuite, absentee & petition reports to folder
Certificate to Candidates who won
Update Elected Officials
March Village Elections-
Set up petitions & #of signatures
Offices to be filled, petition dates,
& caucus dates to village chairs

General Election-
Affidavits- voting credit, update, letter count/not counted
Legal Notice- Official Tab on file
Scan voter history
Go through Inspector notes
Pack ballots for storage- label with disposal date
Pack petitions, election material
Update Elected Official Lists
Reorganize Election supplies
Change of Enrollment
Reinitialize EMS petitions for a new petition cycle

DECEMBER	
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COMMISSIONERS
SBOE report- Blue Dot
Registration & Enrollment totals
Mailcheck certification to SBOE
March Village Election-
petition & caucus packages
Update Calendar for 2013

STAFF
HAVA letter
Go through Pollbooks - rescan signatures as needed
New file folders & lists for New Year
Periodic reminder to party chairs, active accounts
Inventory ImageCast supplies & ADA equipment