

CITIZENS GUIDE TO BUILDING AN ELECTION INTEGRITY INFRASTRUCTURE

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INTRODUCTION TO ELECTION INTEGRITY

Since the 2020 general election, there has been a national citizens' movement to learn about the election systems in our country and to understand what happened in 2020. The powers-that-be in America don't want citizens to discuss the 2020 election or to question the process that millions of Americans believe was less than fair. We are learning more each day about how ideological advocacy groups and Democratic party operatives and lawyers descended upon courthouses across the nation demanding – and getting – changes in the duly enacted state election laws, with judges rewriting the rules of the elections in some cases after voting had started.



And we also have learned how one billionaire, Mark Zuckerberg, channeled hundreds of millions of dollars into the election system in the closing days before the general election to turn election administration offices into Democrat turnout machines, in targeted counties and cities, in targeted states. That is hardly what Americans would think of as fair – and regardless of the media's insistence that there is 'nothing to see' insofar as the 2020 election, that is far from the truth.

This guide is for interested and engaged citizens who are determined to reclaim the election processes and systems in America. The work begins at the local level: the county, the unit, the parish: whatever the local jurisdiction is called, where the election offices exist. The goal of this guide is to assist patriotic Americans in their quest to become engaged and involved in the election process from the perspective of election operations. As many have noted: campaign engagement is crucial but if the election system is hijacked by one party or candidate and the outcome is manipulated by partisans, then the campaigns are doomed – regardless of how good the candidate or his/her campaign may be.

Election integrity is an undertaking that requires engagement and involvement year round, year in and year out. It is not something to think about only the 30 days before an election. This guide provides the overview of the tools that are needed in order to create that permanent citizen engagement in the election process. Now is the time for all Americans to come to the aid of their country: and that means becoming involved in the election systems near you.

The Conservative Partnership Institute's Election Integrity Network is here to assist citizens in their efforts to build and maintain that permanent presence in every election office. Join the CPI Election Integrity Network by signing up at www.whoscounting.us, subscribe to the Who's Counting? with Cleta Mitchell podcast – and help us save our country by saving our elections.

Cleta Mitchell

Cleta Mitchell, Esq.

Senior Legal Fellow

Conservative Partnership Institute



Election Integrity Network is a project of Conservative Partnership Institute (CPI). CPI is a nonpartisan, nonprofit organization located in Washington, D.C. It was founded in 2017 by former U.S. Senator and CPI Chairman Jim DeMint, and joined this year by former Trump White House Chief of Staff and former U.S. Congressman Mark Meadows, who now serves as CPI Senior Partner.



Jim DeMint

Chairman

CPI is led by Senator Jim DeMint, who has spent his career serving in and building up the modern conservative movement. He and his team of veteran staff have over 50 years of combined Capitol Hill experience, and a shared mission of helping conservatives of all stripes become successful.



Mark Meadows

Senior Partner

Mark Meadows joined CPI as Senior Partner following his tenure as Chief of Staff to former President Donald J. Trump. Mark began serving North Carolina's 11th District in Congress in January of 2013, running for Congress after a nearly 30 year career in business, creating growth and value by specializing in startups and business reorganization.

GETTING STARTED

ESSENTIALS FOR AN ELECTION INTEGRITY INFRASTRUCTURE

Building a successful election integrity infrastructure in a state requires certain components, working together toward the common goal of ensuring that the laws of the state are designed to protect the integrity of the elections and are then upheld and enforced by election administrators.

1. A state task force, focused on the state election board, the state office and operations.
2. A local task force in each county, or unit, or parish, focused on the local election board office and operations in that county, unit or parish.

Within the task force at either the state or local levels (or both), there are several areas of expertise that are needed in order to be fully effective, including groups devoted to:

- Technology and voting systems
- Protecting vulnerable voters
- Understanding and following the postal service (USPS) and its interactions with the election offices
- Legal compliance and enforcement (including the laws governing list maintenance, FOIA/ open records, and state and federal election laws)
- Legislative solutions

And, ultimately, the most important work of the State Election Integrity Task Force is to provide a platform and clearinghouse for the local / county task forces to come together, share information, needs, and ideas. Regular communications (weekly, or twice weekly, zoom / conference calls) are essential to be sure all the moving parts are moving in the same direction.

A WORD ABOUT POLITICAL PARTIES:

Election Integrity is not (or should not be) a partisan issue. This Citizens Guide is for all citizens, regardless of political party affiliation, political persuasion or beliefs. All that is required is a commitment to the principle that 'governments derive their just powers from the consent of the governed' (as our Declaration of Independence says). The election system must be trusted by the people as fair and honest, giving neither side, no candidate, and no political party an advantage. Most states require the active involvement of all political parties in the election system and apparatus. It is up to every individual who becomes involved with the election integrity network to choose for himself/herself which political party he/she wishes to join for purposes of applying the steps and actions described in this guide.



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THE STATE ELECTION INTEGRITY TASK FORCE

The State Election Integrity Task Force is focused on the chief state elections official: in some states, it is the Secretary of State, in other states, it is the administrator appointed by the Governor or the State Election Board. This task force should become well-versed in the state election statutes, the rules and regulations of the state board, the policies and formal opinions, protocols and guidance and all the less formal opinions and directives given by the State to the local election offices. The goal of the State Election Integrity Task Force is to research, learn, and become familiar with:

1. The People in Charge at the State Election office:

- b. Who are the people who comprise the State Elections office: the chief elections official, the members of the board, the key staff members
- c. How are they chosen?
- d. Who chose these particular individuals?
- e. What are their backgrounds, their relationships to political leaders in the state?
- f. Are the GOP members effective or silent partners? Who knows them?
- g. What are the roles played by the various people in the state election office?
- h. Who in the state AG's office is assigned to work with the state election office – is that a friend or foe?

2. State Election Board Procedures:

- a. When and where does the state board meet?
- b. The task force members must be ever present at the state board meetings and committee and subcommittee meetings of the board
- c. When and how are new rules and guidance being developed and what are the opportunities for comment and input?
- d. How does the state office interact with and direct the local offices?

3. Learning the voting systems used in each voting jurisdiction in the state:

- a. What are the voting systems used in the states and how are those selected?
- b. When are the voting systems selected?
- c. What are the public meetings where citizens can have input into the selection of the vendors and the components of the contracts?
- d. Who owns the companies selling the voting systems to the state and local jurisdictions?
- e. What complaints or concerns have been raised in the past regarding any of the voting systems used in the state? What was the resolution?

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4. Researching the outside influences:

- a. Who are the outside organizations involved with the State election office and local offices in the state
- b. What are the protocols for hiring temporary workers during elections?
- c. Who were the contractors in the 2020 election and who owns the companies who had contracts with the state election office?
- d. Who are the leaders of the organizations and vendors engaged with the State election office?
- e. Someone should read the minutes of the state election board meetings going back for the previous several years to become familiar with the issues and people engaged with the state election office.

5. List Maintenance Rules, Procedures and Protocols:

- a. What are the laws, rules and directives for list maintenance in the state?
- b. What are the laws, rules, and directives for voter registration in the state?
- c. What are the procedures for challenging problematic registrations?
- d. Develop a plan for addressing the issues in the voter rolls in the state with the advice of legal counsel to protect against legal attacks by ideological activist groups

6. Becoming part of the election apparatus:

- a. What are the laws, rules and directives for poll watchers and observers for:
 1. In person voting
 2. Voting by mail
 3. Ballot drop boxes
 4. Ballot harvesting
- b. What are the procedures for enforcement of the law once voting starts and who makes the decisions regarding complaints or concerns?

7. The Election Calendar and Procedures:

- a. What is the election calendar for the coming year, and what are the procedures for each step of the election process?
 1. When are absentee ballot applications sent?
 2. To whom are the absentee ballot applications sent?
 3. What is the process for confirming identity of absentee voters applications?
 4. What is the situation with permanent absentee ballot lists?
 5. What is the process for receiving / processing absentee ballot applications?
 6. What is the process for sending absentee ballots to those applying?



7. What is the calendar / process for receiving, processing, tabulating absentee ballots?
8. Same questions for early voting: learn what the state procedures are supposed to be, so local volunteers can be trained – and can confirm that the procedures followed at the local level conform to state requirements
9. What were the problems in 2020 and how have those been addressed?
10. Develop the plan for identifying and addressing the concerns from prior elections to protect against repeating the same problems
11. What is the post election calendar? The election continues until the last ballot has been received and processed. The rules for recounts should also be part of the calendar. **Remember: Elections no longer being or end on election day.**

8. Protecting vulnerable voters:

- a. What are the laws and procedures for protecting each category of vulnerable voters:
 - ii. Senior citizens in assisted living facilities and nursing homes
 - iii. People in group homes
 - iv. The disabled and physically handicapped voters
 - v. Homeless and other voters susceptible to being taken advantage of by political operatives
 - vi. New citizens and voters in immigrant communities
- b. Prepare a plan to ensure that such voters are protected and that laws protecting them are followed and enforced

For more information, visit: www.protectelderlyvotes.org

9. The Role of the USPS in the state

- a. Where is election mail processed for each geographic location in the state? Note: it could be out of state
- b. What interactions are there between the State Election Board and the USPS
- c. Research the experience and reports from USPS from prior elections
- d. How does the state election calendar fit within the USPS systems – what should be changed
- e. Meet with the USPS Election Mail director to discuss issues, concerns, and the systems for processing election mail in the state: processing times reported, delays and sources of delay in meeting USPS standards

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10. Know Your Opponents

- a. Identify the key sources of ideological activism in the state in previous elections
- b. Identify potential problems and how to recognize arising issues
- c. Gather information from local election boards about past problems and how to address on a larger scale in coming elections
- d. Be prepared for intimidation tactics to keep conservatives out of the election offices.

KEY TIPS ON CONTACTS WITH AND CONDUCT AT ELECTION OFFICES:

1. *Always go to election offices in a pair so there is always a witness to what transpires*
2. *Never lose your temper or raise your voice*
3. *Smile and remind whoever wants you out of there, that you're just gathering information and trying to help make the system*
4. *Document any encounter that is intended to make you uncomfortable being at the election offices*



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WITH CLETA MITCHELL

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THE LOCAL ELECTION INTEGRITY TASK FORCE

Ideally, there would be local election integrity task forces organized at every local election office in America. Each of the election integrity task forces should include the following capabilities and subcommittees, which mirror but may be more robust than the State Election Integrity Task Force:

- a. Building the Presence in the Election Office
- b. Researching the Local Election Office: vendors, contractors, entities and people already engaged in the election office
- c. Gathering and analyzing the local voting data
- d. Learning and Observing the Voting Systems and Technology
- e. Becoming part of the election apparatus: election officials and poll watchers
- f. Protecting Vulnerable Voters
- g. Connecting with the USPS in the local area
- h. List maintenance, voter rolls, and voter registration review

Every local task force needs certain tools and areas of expertise in order to function properly:

- Strong leadership to ensure all the components are functioning
- At least one individual knowledgeable about technology, who will understand the jargon involved in voting systems, tabulators, electronic poll books, and the other types of technology associated with the functions of the election office
- One or more lawyers who will assist in explaining the election laws, the state's Freedom of Information / Open Records laws, which are vital to obtaining information that government offices and officials try to avoid providing to citizens
- At least one individual who can manage a database of the work of the Task Force
- At least one individual who is comfortable in the world of data, spreadsheets, and numerical reports
- At least one individual who is a competent researcher, and how to use search engines and websites to gather important facts and information
- At least one individual to gather and analyze voting and other data to inform the task force of past issues, potential problems and opportunities

These areas of knowledge and expertise are necessary in order to be able to cover all the functions needed for an Election Integrity Task Force.



The leaders of the local task force must:

- Recruit and welcome interested citizens and try to keep them engaged and involved, utilizing their strengths and their time availability
- Seek to build each component on an ongoing basis, to ensure that each component continues as individuals' time commitments ebb and flow
- Communicate and stay in contact with the State Task Force and other interested parties and groups
- Be able to handle the local election officials, attend meetings, manage the interactions between the task force members and the election office and officials
- Recruit one or more individuals with each of the areas of expertise and knowledge

In addition, each local task force must identify the project management and communications software that is best for the group. Tracking projects, volunteers, calendars, data collection and review, meetings, etc. must be automated and easily accessible for everyone involved in the task force.

A NOTE ABOUT COLLABORATION:

The Fairfax County Election Integrity Task Force in 2021 chose to use Basecamp. There is a free version for up to 20 users. If the Task Force has more than 20 people, a subscription must be purchased. Some groups may ask the local GOP to purchase the subscription, or it could be possible for the State Election Integrity Task Force to purchase a subscription that is made available to each of the local / county Election Integrity Task Forces. That will ultimately allow local task forces to communicate and plan with one another as well as with the state task force.

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STEP ONE: BECOME A PRESENCE IN THE LOCAL ELECTION OFFICE

A. Ideally, there would be local election integrity task forces organized at every local election office **The Election Board and Administrator:**

- Attend meetings of the election board – as well as committees and subcommittees
- Befriend the Elections Director and local board members
- Election offices are historically understaffed and underfunded
- Know and become acquainted with the members of the local election board, ask what they believe the needs are, where volunteers could help
- Meet with the Director of Elections – learn where help is needed, how volunteers can help
- Read the minutes of past meetings: learn the issues that have been addressed by the office in past elections
- Make the commitment that every decision made by the election office will be made in the presence of one or more representatives of the Election Integrity Task Force
- Learn the informal process for becoming election officials: board members, judges, counters, paid workers inside the election process
- Determine how many people are needed, starting with the most problematic areas
- The goal is for the task force members to be ever-present at the election office and board meetings, to hear and see and learn things that are only learned by being there.
- Reporting back to the project management database as new information is discerned is important for the overall management of the task force

STEP TWO: RESEARCH YOUR ELECTION OFFICE

A. Gather information on the vital functions – and assign task force members with the expertise in the area to research their areas – and coordinate with the information from the State Election Integrity Task Force where applicable:

- Know the FOIA / Open Records laws in your state and learn how to use them to obtain information
 - Keep asking questions
 - Use the available FOIA / Open Records laws to gather information
 - Identify weaknesses in the law that need to be enhanced and contact local legislators



- What are the 'nonprofit' groups that are engaged / involved in each county re: election activities and who are they really?
- Who has contracts with the election office?
- Did the local election office hire temporary workers during the 2020 election and, if so, who were the companies and how was the contractor selected?
- Who owns the companies that do business with the election office?
- What equipment / software is used (designate a person who is tech savvy for this role)
- What are the testing and training opportunities related to voting machines, software and technology used by the election offices?
- What has been / is being done re: list maintenance? How can volunteers assist?
- What would the local office require in order to remove ineligible voters?
- What are the requirements for voter registration and the procedures followed by the local election office?
- What are the chain of custody rules for each type of ballot, all voting materials, drop boxes, tabulating equipment?
- How are tabulations and results transmitted?

STEP THREE: GET KNEE DEEP IN VOTING BY MAIL AND ABSENTEE BALLOTS IN YOUR COUNTY

A. Learn the procedures and identify potential problems or issues with mail / absentee voting, processing, and tabulation:

- Learn the particulars re: managing applications for absentee ballots, verification procedures for ensuring identity of absentee voters
- Know the calendar and when mailed ballots are processed and the step-by-step process for receiving, processing, 'curing', and managing absentee ballots
- Know the deadlines for receiving mailed ballots
- What are the rules for third party group mailings for absentee ballot applications
- Are those sent unsolicited and pre-populated with the voter's information (not a good idea and something to take up with the legislature)
- Meet with local USPS officials to obtain information about where election mail is processed for the jurisdiction and how that office manages election and political mail (see the discussion above re: USPS procedures and questions)
- Learn the process for citizens to observe the various procedures used by the office for managing absentee and mail ballots
- Recruit, train, and deploy observers to watch every step of the vote-by-mail process al-

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lowed by law and make sure that the local office follows the laws related to observation

B. Develop Teams for Following Absentee / Mail ballots. With the avalanche of mail voting in the last several years, procedures have also been put into place to allow voters to 'cure' defects in their applications for absentee ballots, as well as in the ballots themselves. The election integrity task force should have a component for watching, observing and witnessing both of these systems.

- Curing absentee ballots:
 - Learn the process and timing for ballot curing procedures
 - Request opportunity to have observers during 'curing' process
 - Prepare for observing and reporting improper curing by local election offices, candidates, political parties and third-party groups
- Chasing absentee ballots
 - Learn procedures used by election office for publication of absentee ballot applications and ballots, and permissible procedures allowed for AB chasing
 - Track chasing of AB ballots
- Track statistics of ballot applications received, ballots issued, ballots returned, ballots to be cured, ballots chased and monitor for anomalies and issues that arise once the process begins

STEP FOUR: BECOME PART OF THE ELECTION APPARATUS IN YOUR COUNTY

A. Election workers / officials. Every state has citizen engagement as a key component of the election process – and the first goal of the Task Force should be recruiting, training, and deploying citizens to become election officials and workers:

- Learn the process for becoming a trained election worker/official
- Recruit citizens to become election workers
- Help make certain that the individuals trained are actually appointed to fill the roles of election officials, workers, judges, etc.
- Contact past workers and election board members: gather information from them re: issues, problems, needs, concerns
- Gather information about past problems in key areas of the county, units, precincts
- Prepare for response system to problems (more discussion later)

B. Poll Watchers / Observers. All but two states allow for citizen engagement to observe



the process of voting, the tabulation of ballots, and the processing of absentee and mail ballots

- Learn the system for the designation/ appointment of poll watchers and observers
- Most state laws require the political parties of candidates to designate poll watchers / observers. Nine states allow non-party or candidate designation of poll watchers
- Develop and disseminate training for poll watchers on the basics and important aspects of the election laws and procedures in the state, to ensure poll watchers are knowledgeable and know what to look for
- The number of observers is determined by the length of the voting process, the number of polling places where voting is taking place and the rules for the number of observers allowed at each location
- Develop a reasonable plan for shifts – normally 2 hours, but something that is up to your local task force based on local considerations and requirements
- Prioritize locations based on difficulties from past elections
- Recruit and train poll watchers to cover all aspects of the voting process for which observers are allowed within the shifts determined by the Task Force
- Facilitate appointment from the source defined by law: county chairman, candidate, non-party group, etc.
- Assign teams to observe voting in every space, venue where it is occurring:
 - Ballot drop boxes
 - Libraries
 - Early voting locations
 - Processing of absentee / mailed ballots
 - In person voting locations

C. Tools needed for poll watchers system:

- Database and signup software for documenting training and assigning shifts of volunteers
- Election history analysis by precinct, in each county, to prioritize assignments
- Technology volunteer reports to train observers on issues to watch and report, related to oversight of voting equipment and software
- There must be a hotline and reporting system for receiving information from poll watchers once voting begins, to alert other poll watchers of potential issues that are arising.
- Addressing and resolving problems witnessed by poll watchers (and election officials) is vital to ensuring that those who volunteer for such roles will continue to participate. Ignoring the problems and having no ability to resolve them is sure to drive away the

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best volunteers

- The political parties and candidates are normally the best source to handle the process of creating and managing a 'War Room' hotline once voting has started. Should that not be happening in your county, there are some specific steps to take which are described below
- Don't forget to plan for the "ends":
 - The end of every day of voting and what steps to take to ensure that all information is recorded (serial numbers of routers, numbers of votes on specific machines, securing of machines and ballots, etc.
 - The post-election processes and procedures.

REMEMBER: ELECTIONS NO LONGER BEGIN – OR END – ON ELECTION DAY!

STEP FIVE: CLEANING VOTER ROLLS, LIST MAINTENANCE

- A. The voter rolls are a problem in every jurisdiction in America, due to the constant duplications, difficulty of removing and updating the rolls because of threats by ideological groups to sue if and when a jurisdiction tries to update voter rolls and remove those who have died, or moved, or stopped voting for some reason and are no longer active. However, a key goal of an election integrity task force should be to assist the local election office in the list maintenance required by federal, and in some cases, state law requiring the ongoing updating of voter rolls. Steps to follow to accomplish the objective of helping to maintain the accuracy of the voter rolls without triggering attacks and even lawsuits from leftwing groups is a challenge, requiring careful planning and knowledge.

NOTE: Never engage in any conduct that would imply or suggest that volunteers are harassing or intimidating voters. All contacts must be respectful, and research must be conducted in a manner that does not intimidate, accuse, or harass any voter.

Remember: The Department of Justice has its eyes on active engagement by citizens in the election integrity process. Do not give them any reason to inquire about the work of



the task force. Always be respectful to every voter at all times.

B. A suggested protocol for list maintenance should include:

- Purchase or acquire a current copy of the voter registration database in the county in a format that can be used by the list maintenance task force
- Require legal training for each person involved in the list maintenance project, to know what federal and state law allow and what state law requires for purposes of valid registrations, and what to avoid for purposes of legal action
- Learn the process used by local election office for removing invalid registrations: what evidence is needed and who can provide such evidence?
- Develop data on 2020 elections and any list maintenance actions taken by the local board in past two years
- Learn whether any additional voter roll cleanup is planned during 2022
- Identify data needed from 3d party sources: USPS data on vacant lots, voters who have moved, active voters who failed to vote in 2020 and how many elections those voters may have missed prior to 2020
- Identify process for confirmation of legal registration: whether voters have moved, or if the registrations are PO Boxes, commercial addresses or vacant lots
- Develop protocols for obtaining evidence: photos of commercial buildings? Vacant lots? Affidavits from current residents that registered voter no longer resides at address on registration list
- Develop process for multi-family residential units: transitory residences and confirming the legitimacy of current residents, compared to voter rolls
- What are the protocols of the local election office for sending / receiving confirmation of current information on the voter rolls
- Consider creating a Neighbors for America Plan: Develop pro-America materials that are NOT partisan and send letters with questions/surveys about issues, and where the residents stand on the issues, with return envelope for sending back surveys, requests to have someone register the person.
- Develop a database for following up with the respondents, to engage interested voters in the election integrity efforts.
- Catalogue responses, returned mail and follow up with calls, photos, affidavits, and meetings to engage those who are interested and document potential bad addresses

C. Follow voter registration drives taking place in the area:

- Develop procedures for following up to obtain evidence of wrong registrations, to be presented to county and possibly to court, based on the procedures followed by local election office

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- Monitor new registrations – are there patterns? Are there registration drives by others?
- How are the new registrations from DMV and other government agencies processed into the system?

STEP SIX: VULNERABLE VOTERS PLAN

A. What are the laws and procedures for protecting each category of vulnerable voters:

- Senior citizens in assisted living facilities and nursing homes
- People in group homes
- The disabled and physically handicapped voters
- Homeless and other voters susceptible to being taken advantage of by political operatives and facilities staff
- New citizens and voters in immigrant communities
- Hospitalized citizens

B. Develop plans and protocols for ensuring that ideological operatives cannot prey upon vulnerable voters

- Identify and map the facilities in the county
- Prepare letters in advance of election / start of voting related to laws of the state that protect vulnerable voters. [NOTE: The American Constitutional Rights Union has developed a program focused on protecting elderly voters in facilities. They have templates for letters to nursing home and senior facilities operators and a hotline to report problems. The ACRU can assist in developing your local effort. Contact: [Home - Protect Elderly Votes](#)]
- Assign team members to observe voting process among vulnerable groups and to watch for illegal activities, coercion and harassment of vulnerable voters

STEP SEVEN: EYES ON THE VOTING SYSTEMS AND SOFTWARE

- #### A.
- Every election integrity task force should have at least one tech savvy team to research and understand the voting equipment, software, and other technology used by the jurisdiction. It is important that they learn the types of technology from the beginning to the end of the voting process, how the systems work, what the vulnerabilities are, and how to address those before voting begins. There are sources available to help local



task forces research information pertinent to the systems and technology used in the local election office. For instance, the Election Assistance Commission certifies election systems and software used across the nation. www.eac.gov

- The technology component of the task force should become familiar with the decisions that have been made and are being made by both the State and local election offices regarding equipment and systems
- There are points prior to the election when voting machines are supposed to be tested and such testing is supposed to be conducted in public settings
- Understand the methods and capabilities of the systems used, and what components the local election office has contracted to receive. For instance, does the voting machine have the capability to generate a digital image of the completed ballot in real time on a daily basis? If so, the task force should inquire as to whether the county has contracted for that capability.
- Some questions that should be asked:
 - What voting systems are used for in person voting?
 - What software or other systems are used for processing mail ballots?
 - What systems are used for tabulating ballots?
 - What security measures are followed to protect against intrusion or hacking?
 - What issues have been reported in past elections related to the voting systems?
 - Are there electronic poll books and are those connected from the voting location to county or state offices?
 - How are voting results transmitted on election night?
 - What are the vulnerabilities for each system and each step in the process?

**FOR MORE ELECTION INTEGRITY RESOURCES,
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