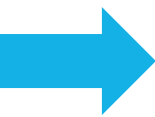


ELECTION ESSENTIALS: VOTING IN OUR COMMUNITY



Information about the template for local election officials to communicate about the voting process:

The following template was created by the *Convergence Collaborative on Trust in Elections*, a cross-sectoral and cross-ideological group of 13 leaders with deep expertise in elections at national, state, and local levels along with communications and behavior change experts. The group met six times from August 2023 to February 2024 to discuss approaches and solutions for equipping election administrators with credible messages for educating and informing their constituents, thereby increasing trust in elections.

The template that follows is meant to help local election officials succinctly and clearly explain the entire voting process in their jurisdiction. To learn more about the rationale behind creating a template, please read the *Convergence Collaborative on Trust in Elections' Final Report*.

How to use the template:

Step 1: Review “Election Messaging Guidance” on the next page. These are talking points developed by the group. It includes advice on how to share the template and points of emphasis when communicating with voters who are skeptical of the elections process.

Step 2: Complete the template in accordance with the rules of your jurisdiction. This resource is a fillable PDF and you will need to fill in every blank and check box before sharing it with voters.

Step 3: Share the template with your constituents. This could be in the form of pamphlets, flyers, on social media, or any other means you use to communicate with voters in your area.

If you have any questions please contact info@convergencepolicy.org. We would be happy to assist you with questions related to the template or the Collaborative’s work.

ELECTION ESSENTIALS:

VOTING IN OUR COMMUNITY



Election messaging guidance for local election officials:

- The U.S. Constitution was designed so that voters have the right to choose their elected representatives by **voting in each election process**.
- Elections are governed by federal, state, and local laws. It is a **highly regulated environment**: from voting system certification to regulatory measures governing security to regulations for voter registration.
- Local election officials are on the **frontlines of our representative democracy** providing voting services for all eligible voters in each election cycle.
- **Poll workers are essential** to running elections. In our district, our poll workers are our teachers, nurses, mail carriers, colleagues, neighbors, and others who care about helping our community thrive.
- Remind your audience and voters that **election officials and poll workers** are people **from their communities**.
- To prevent confusion and any instance of information gaps, it is important to **be very specific** about the **voting and election process** in your state, town, and county.
- Make sure to **describe any checks and balances** in place to promote accuracy in your area, and explain how secure the voting and election systems are.
- Emphasize and reinforce facts that speak specifically to the election process and **prioritize educating voters** over trying to persuade them.
- **Be confident in your content** and do not allude to any systemic or human errors in your information.
- **Be cautious about unintentionally amplifying election mis- or disinformation.** Instead of sharing such posts on social media or repeating bad information, start from the facts and reinforce that elections are safe, secure, and accurate and then address any issue that was raised.
- **Enlist small and medium business leaders** as conduits/messengers.
- Use message pairings that combine a **subject matter expert** and a **person with community reach**. Some examples:
 - Local media personality + Local election official
 - Local poll worker + Local faith leader

ELECTION ESSENTIALS: VOTING IN OUR COMMUNITY

What are the ways to vote in _____
(location)
for the _____ **on** _____ **?**
(name of Election) (date)

- By mail (_____

(if applicable, add more detail here))
- In-person **ahead of** Election Day
- In-person **on** Election Day
- Other: _____

If this is a primary election, read on! If not, move onto page 2.

If you are registered to vote in _____
(location, abbreviated)

and did **not** choose a party affiliation, you:

- ARE** allowed to vote
- are **NOT** allowed to vote

in the upcoming primary election on _____
(date)



In order to cast a ballot, you must be registered and eligible to vote! If you have questions about your voter registration status, eligibility to vote in this election, or anything else related to your ballot, please contact:

(name)

(contact information)

Or visit our website:

(website)



Do you want to vote by mail?

Here is some important information to know about mail-in ballots in

_____ for the _____.
(location) *(name of Election)*

- To register to vote by mail in _____ please go to:
(location)

(website)



The deadline to register to vote by mail in _____ for the
upcoming _____ is _____.
(location) *(name of Election)* *(date)*

- In _____ we require that:
(location)

- | | | |
|--|--|---|
| <input type="checkbox"/> Absentee | | <input type="checkbox"/> postmarked by _____
<i>(date)</i> |
| <input type="checkbox"/> Mail-in ballots | | <input type="checkbox"/> received by _____
<i>(date)</i> |

to be processed and counted towards the final election result. To ensure timely delivery, in _____, we suggest that you mail your ballot no later than _____. If after _____, we suggest you drop off your ballot at one of _____ drop off locations within _____.
(location) *(date)* *(date)* *(# of dropoff locations)* *(location)*

- In _____, voters can return their ballots in person at:
(location)

(locations where voters can return their ballots in person)

See our full list of locations to return your ballot in-person on our website:

(website)

- Our State allows mail-in ballots to be dropped off on Election Day.
 County does **not** allow
- Our state law requires the mail ballot processing in _____
 allows to begin on _____.
(location) *(date)*

• Mail-in ballot processing begins on _____ and ballots counting begins on _____.

(date)

• Mail-in ballot verification in _____ is done through:

(location)

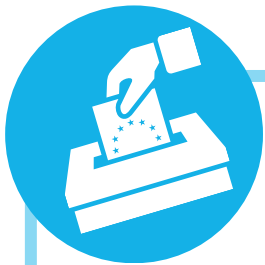


(explain process of mail-in ballot verification)

• We verify the identity of a mail-in ballot voter at _____ by:

(location)

(explain process of identity verification)




Do you want to vote in-person?


Here is some important information to know about voting in-person in

_____ for the _____.

(location) (name of Election)

• Early in-person voting:

is 

is not 



available in _____ for the

(location)

_____.

(name of Election)

If early in-person voting is available:

Early in-person voting starts on _____ and goes until

(start date)

_____. Check this link for more information about early


(end date)

in-person voting locations: _____.

(link to local source)

• Voter registration:

is 

is not 




available on Election Day in _____

(location)

on _____ for the _____.

(date) (name of Election)

- The polls on Election Day in _____ open at _____ and close at _____.
(location) *(time)* *(time)*
If you are in line when the polls close, you are still allowed to vote.

 Who can serve as poll workers in _____ for the _____ ?
(location) *(name of Election)*

Here is a short list of the types of people in our community who work the polls, process ballots, and count votes for our upcoming election:

(list types of people)



Here is what happens after the polls close on Election Day in

_____ on _____
(location) *(date)*
for the _____:
(name of Election)



Ballots cast in-person on (or before) Election Day are processed _____

(explanation of how ballots are processed in jurisdiction)



Unofficial election results from _____ are shared
(location)

(explain where or with whom it is shared)
by _____
(date)



Election results in our state are certified by _____

(name of overseeing body)



Voter Roster Updates + Audits

→ Our state/county updates voter registration records every _____
(timeframe)

→ The process to update our voter lists is _____

(explain process for updating voter lists)

→ Our district will be participating in an audit after this election. We prepare for this audit by _____

(explain process for preparing for audit)

→ The audit results are available _____

(how to find audit results)



Need more help? Visit our website at:

(website)

This form was completed by _____
(name and title)

on _____
(date)

(signature)