

MEMORANDUM OF UNDERSTANDING

Between

Clallam County Auditor's Office

and

North Olympic Library System

For Points of Assistance Pilot Project

This Memorandum of Understanding (MOU) is made between the CLALLAM COUNTY AUDITOR'S OFFICE (the "Auditor's Office") and NORTH OLYMPIC LIBRARY SYSTEM (the "Library"), in which the partnering organizations agree to the purpose, roles, responsibilities, duration and follow-up steps related to a Points of Assistance Pilot Project, conducted in support of the elections process.

Background

During the 2018 General Election, the Auditor's Office heard feedback from voters who needed to request replacement ballots close to or on Election Day. A few of these voters did not have internet access and therefore could not download their ballots from home. Additionally, those who lived outside of the Port Angeles area found the distance required to travel to the voting center to be a barrier for them. The Auditor's Office seeks to find solutions that remove such barriers to voting.

In accordance with RCW 29A.40.160, for each primary, special election, and general election, the county auditor may provide election services at locations in addition to the voting center. The county auditor has discretion to establish which services will be provided at the additional locations, and which days and hours the locations will be open.

Purpose

In the Points of Assistance (POA) Pilot Project, the Library serves a conduit for voter services on Election Day. Library POAs collaborate with the Auditor's Office to help ensure that every voter can register and vote on Election Day when it's not practical for the voter to travel to the designated Voting Center.

Library staff would NOT be designated as election workers. Auditor's Office employees who are elections workers will still perform all of the registration, verification, and balloting tasks. Library staff would serve as knowledgeable, friendly election concierges.

Availability of POA Services

POA services will be made available during the Library's regularly scheduled hours, on Election Day only, to voters who need these services at the Clallam Bay, Forks and Sequim Branch Libraries.

The partnering organizations recognize that on Election Day, the Library's hours end one hour or more before voting time has ended. This leaves time for voters to go to a nearby Official Ballot Drop Box to turn in their ballots before the drop box closes at 8:00 p.m.

POA Pilot Project Responsibilities

The Auditor's Office will:

1. Be solely responsible for voter registration transactions, registration verification, balloting, and election management.
2. Provide training on POA services to designated Library staff.
3. Provide the Library with supplies needed for the POA pilot project.
4. Refer voters to libraries as needed on Election Day. NOTE: The statutorily-required 18-day Voting Center will be advertised and open at the Auditor's Office as normal. Most voters will come to the Auditor's Office. This model serves geographically isolated or last-minute voters who are unlikely to get to the Voting Center or who will be substantially inconvenienced on Election Day.
5. Ensure dedicated staff is available to receive calls and emails from library staff on Election Day.
6. Send PDF ballot packets by email to designated library staff.
7. Solicit feedback on the value of the POA Pilot Project from voters who used the service. A supply of comment cards will be provided to the Library for handing out to voters who use the POA service.
8. At the end of each election, compile feedback from voters who used the services. Arrange a meeting with the Library to discuss the effectiveness of the pilot project and any recommended changes or improvements.

Designated Library staff will:

1. Provide the Auditor's Office with a list of designated Library staff who will be providing the POA services, which would include their names, email addresses and phone numbers.
2. Ensure that there is designated Library staff available to citizens during the Library's open hours at the Clallam Bay, Forks and Sequim Branch Libraries on Election Day.
3. Ensure that each designated Library staff member receives POA training from the Auditor's Office.
4. Post "Official POA Location" signage (to be provided by the Auditor's Office) inside the Clallam Bay, Forks and Sequim Branch Libraries upon opening on Election Day.
5. Distribute supplies received from the Auditor's Office to each participating branch library prior to Election Day.
6. Greet, assess and assist visiting voters on Election Day.
7. For voters who are able to use self-service options, provide a computer terminal in each participating library where voters can go online, look up their voter record and print their ballots with no printing fee.
8. For those voters who need to register to vote or need help obtaining a printed replacement ballot, call the Auditor's Office and transmit voter registration data over the phone.
9. Print ballot packets transmitted from the Auditor's Office for new voters. If the ballots are printed in advance of the voter's arrival to the library, keep the printed ballots in a secure location until picked up.
10. For newly-registered voters, ensure that the hard copy of their voter registration form is stapled to their ballot packet. Instruct such voters that the voter registration form must be submitted with their voted ballot.
11. Direct voters on where the official ballot drop boxes are located and that they must submit their ballots there before 8:00 p.m. on Election Day for their ballots to be counted.
12. Provide comment cards to voters who use the POA services, and let such voters know they can drop the completed comment card into an Official Ballot Drop Box along with their ballot.
13. Participate in a review of feedback received from voters, and discuss any suggested changes or improvements.

Project Coordinators

The following individuals will serve as the main points of contact for this pilot project, to help with planning, arranging training, and other coordination involved in the project:

Auditor's Office:

Becky Pettigrew, Elections Manager

Phone: (360) 417-2217

Email: bpettigrew@co.clallam.wa.us

Library:

Theresa Tetreau, West End Library Manager

Phone: (360) 417-8500 ext. 7793

Email: ttetreau@nols.org

Duration and Modification

The POA Pilot Project will be conducted for two elections, the 2019 Primary and the 2019 General Election, with services provided each election on Election Day only.

This MOU is at-will and may be modified or terminated by mutual consent of authorized officials from the Auditor's Office and the Library.

Agreement

This MOU shall become effective upon signature by the authorized officials of both partnering organizations.

(Signatures and acknowledgements appear on the following pages.)

North Olympic Library System Signature Page

North Olympic Library System, a Washington Junior Taxing District:

By: _____



Printed Name: _____

Margaret Jakubcin

Title: _____

Library Director

Date: _____

June 5, 2019

CLALLAM COUNTY SIGNATURE PAGE

Clallam County, a municipal corporation and political subdivision of the state of Washington:

APPROVED AS TO LEGAL FORM ONLY:

By: Ely Stanley 5/30/2019
Deputy Prosecuting Attorney Date

RECOMMENDED:

By: Snoona Riggs 6.6.19
County Auditor Date

FINAL ACTION:

By: Mark Ozias 6/25/19
Board of Commissioners - Chair Date
Mark Ozias