

MARICOPA COUNTY ELECTIONS OPERATIONS AGREEMENT

The MARICOPA COUNTY BOARD OF SUPERVISORS, CLERK OF THE BOARD OF SUPERVISORS and COUNTY RECORDER (“the Parties”) enter into this Agreement to outline their intentions for the management of election-related activities in Maricopa County. This agreement supplements and amends the Maricopa County Elections Department Charter originally agreed upon between the three parties listed above on October 6, 1975 and last updated on February 19, 1985.

I. Intent of the Agreement

The Maricopa County Recorder (“Recorder”), the Board of Supervisors (“Board”) and the Clerk of the Board of Supervisors (“Clerk”) are charged by the Arizona Revised Statutes with the responsibility of accomplishing certain election-related activities. The Parties have a shared interest in the conduct of the Elections Department. The purpose of this Agreement is to coordinate all election-related activities in Maricopa County for sound economic reasons, efficiency, and public convenience. The Board and the Recorder agree that their election-related functions should be handled by a single Elections Department serving at the direction of two co-Directors who should work in collaboration to manage the duties of the Department. The two co-Directors (collectively, the “Directors”) are as follows.

- A. **The Director for Election Day and Emergency Voting** operates under the direct supervision of the Board and provides leadership and directs the daily operations of all election day planning activities as well as emergency voting activities, in accordance with all applicable laws, ordinances, rules and regulations. The Director will work in partnership with the Director of Election Services and Early Voting and will provide direct oversight for the majority of election services for which the Board of Supervisors is statutorily responsible (see section III. The Board’s Responsibilities).
- B. **The Director of Election Services and Early Voting** operates under the direct supervision of the Recorder and provides leadership and directs the daily operations of all election services and early voting activities, in accordance with all applicable laws, ordinances, rules and regulations. The Director will work in partnership with the Director for Election Day and Emergency Voting and will provide direct oversight for the majority of election services for which the County Recorder is statutorily responsible (see section IV. The Recorder’s Responsibilities).
- C. These Directors, county employees outside the merit system, are responsible for ensuring every qualified citizen is afforded their constitutional right to vote and that elections within the county’s jurisdiction are conducted in an accurate, efficient, transparent, equitable, secure, and lawful manner. They work in tandem to bridge any process and information gaps in order to provide the best level of customer service to the voter. Under the terms of this agreement the Directors are charged with certain responsibilities detailed in sections VI. - *Responsibilities of the Director for Election Day and Emergency Voting* and VII. *Responsibilities of the Director for Election Services and Early Voting* below.

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II. General Definitions and Terms

- A. General Intention. The Parties appoint the Directors to act for them and to exercise the operational and administrative authority to carry out election-related duties prescribed by law. The responsibilities of the Parties are individually retained.
- B. County Manager. The Parties by this Agreement intend to charge the County Manager to assist the Elections Department's Directors in carrying out the administrative and operational matters delegated and authorized by this Agreement. The Recorder's Office administrative, technical, and human resources staff provide support for the Elections Department as a first-line service upon request.
- C. Term and Termination. This Agreement shall become effective upon the signature of all of the Parties and will continue until terminated by the Parties. This Agreement supplements all prior agreements related to the delegation of election-related duties. Conversely, where this agreement contradicts prior agreements, this agreement has higher authority and supersedes any prior agreement. Any Party seeking to terminate this agreement, must provide all other Parties 90 days notice prior to the start of a calendar year. If the agreement is terminated, the termination date will be effective at the end of the current calendar year in which a Party provides notice.
- D. Successors and Assigns. This Agreement will be binding upon and inure to the benefit of the Parties and their respective representatives, successors, and assigns. The Parties will continue to be bound by all terms of this Agreement without regard to the individuals holding the respective offices of the Parties. This Agreement is intended to be solely for the benefit of the Parties, their successors, and assigns. Each party and signatory to this Agreement represents that it freely and voluntarily enters into this Agreement without any degree of duress or compulsion. Notice shall be given to successors in office to review and offer any amendments to reflect changes in state law or any other amendments the successor deems necessary.
- E. Integration; Amendment. This Agreement constitutes the complete understanding and agreement between the Parties. This Agreement may not be amended except by a written amendment signed by each Party.
- F. Severability. If any term of this Agreement is to any extent invalid, for any reason including illegality or conflict with applicable law or regulation, or is otherwise unenforceable, such particular term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term.
- G. Elections Department. The Elections Department is defined as a consortium and collaborative effort amongst the Board, Recorder, and the Clerk. The management

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responsibility of the Elections Department falls upon the Directors. The Directors will work in tandem in the best interest of the voter, staff, and the process.

H. County Election Plan. The Director of Election Day and Emergency Voting shall present Election Plans to the Board of Supervisors and Clerk of the Board. Such plans shall be provided as soon as practicable but no later than 90 days before each Federal, State or Countywide election and for Federal, State or County-level special elections. Items to be covered in the Election Day plan are detailed in section VI. - *Responsibilities of the Director for Election Day and Emergency Voting below.*

I. County Early Voting Plan. The Recorder and Director of Early Voting and Election Services agree to present Early Voting Plans to the Board of Supervisors and Clerk of the Board. Such plans shall be provided as soon as practicable but no later than 90 days before each Federal, State, or Countywide election and for Federal, State, or County-level special elections. The Early Voting plan is presented to the Board so it can be reviewed when considering approval of the Election Day Plan. Items to be covered in the Election Day plan are detailed in section VII. - *Responsibilities of the Director for Early Voting and Election Services below.*

III. Board's Responsibilities

The Board's responsibilities with respect to elections are quite broad, ranging from the requirement to call and notice elections to tallying election results. Some of these responsibilities, as defined in Arizona Statute are listed below.

- A. Designating polling locations and providing supplies *See* §§ 16-411, -412 and 16-248.
- B. Appointment and training of poll workers *See id.* §§ 16-531 through 16-537.
- C. Tallying and certifying election results *See id.* §§ 16-607, -608; 16-622; 16-642 through 16-646.

The Board agrees to authorize the management of elections functions that relate to its statutory authority to the Director for Election Day and Emergency Voting while still retaining their statutory authority. For each applicable election that falls within the authority of the Board, the Director for Election Day and Emergency Voting will be responsible to prepare an Election Day plan that addresses the statutory responsibilities of the board. When preparing the plan, the Director for Election Day and Emergency Voting will work in tandem with the Director of Election Services and Early Voting to develop a plan that best serves the citizens of Maricopa County and aligns with the Early Voting Plan approved by the Recorder. The Board is responsible to provide oversight and guidance of the Election Day and Emergency Voting plan through a review process and formal approval of the plan. The Board shall also review and provide feedback to the Recorder about the Early Voting Plan.

The Board is responsible for personnel-related decisions with regard to the Director of Election Day and Emergency Voting including the hiring, discipline or termination of the Director.

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IV. Recorder's Responsibilities

The Recorder's duties are expansive with regard to voter registration, early voting, and provisional ballots. Some of these responsibilities, as defined in Arizona Statute are listed below.

- A. Voter Registration *See* §§ 16-101 through 16-184.
- B. Ensuring compliance with the Uniformed and Overseas Citizens Absentee Voting Act ("UOCAVA"). *See* § 16-543.
- C. Maintaining voter rolls and inactive voter lists *See* §§ 16-163 through 16-166.
- D. Petition and other Candidate Nomination Challenges *See* § 16-351
- E. Certifying, creating, and distributing precinct registers *See* § 16-169.
- F. Administering early voting and special district mail ballot elections *See* §§ 16-541 through 16-558.02
- G. Provisional Ballots and Voter Challenges *See* §§ 16-584 and 16-594

With the exception of most Arizona Statutes that involve voter registration¹, the Recorder agrees to authorize the Director for Election Services and Early Voting to oversee on his behalf the management of election functions while still retaining his statutory authority. In retaining responsibility for voter registration functions, the Recorder agrees to provide necessary access to the voter registration information so that the Directors of the Elections Department have the information they need to carry out their assigned duties and responsibilities under the terms of this agreement. In order to safeguard voter registration information, the Recorder can place access restrictions as defined in section X – *Access to Voter Registration Data*. Once the Elections Department takes necessary measures to satisfy these precautions, the Recorder is responsible for providing necessary access.

For each applicable election that falls within the authority of the Recorder, the Director for Election Services and Early Voting will prepare an Early Voting plan that addresses the statutory responsibilities of the Recorder. When preparing the plan, the Director for Election Services and Early Voting will work in tandem with the Director of Election Day and Emergency Voting to develop a plan that best serves the citizens of Maricopa County and aligns with the Election Day Plan. The Recorder is responsible to provide oversight, and approval of the Early Voting plan. The Recorder shall also review and provide feedback to the Director for Election Day and Emergency Voting (to share with the Board) into the development of the Election Day Plan.

The Recorder is responsible for making personnel-related decisions regarding the Director of Early Voting and Election Services including the hiring, discipline or termination of the Director.

¹ § 16-112

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V. Clerk of the Board's Responsibilities

The Clerk is tasked with delivering a certificate to those individuals declared to be the nominee of their party, and those who are deemed to have been elected to public office. *See id.* § 16-647. The Clerk is also tasked with publishing gubernatorial proclamations relating to elections *See id.* §§ 16-214 -223 and maintaining the official canvas in special district elections. *See id.* § 16-646.

VI. Responsibilities of the Director for Election Day and Emergency Voting

The operation and administrative authority to carry out the Board's statutory responsibilities with regard to elections are provided to the Director for Election Day and Emergency Voting, a county employee, that is charged with the management responsibility over the recruiting, training, logistics, and warehouse divisions within the Elections Department and jointly shares the responsibility for ballot tabulation with the Director of Election Services and Early Voting. The Director will advise the Board of Supervisors on election matters related to their individual responsibilities under Arizona Statutes. When doing so, the Director will keep the County Recorder and Director of Election Services and Early Voting informed of such advice and/or recommendations. The Director for Election Day and Emergency Voting provides direct oversight over the following Elections Department functions:

- A. Design, preparation, presentation, and execution of the Board's approved Election Day Plan for all applicable elections that fall within the authority of the Board of Supervisors. Such plan shall be provided as soon as practicable but no later than 90 days before each Federal, State or Countywide election and for Federal, State, or County-level special elections. The Election Day Plan should include plans for communications, staffing resources, contingencies, and facilities.
 1. This plan must be created and executed in conjunction with the Early Voting Election Plan as created by the Director of Election Services and Early Voting.
 2. For any part of the Plan that the Board does not approve, the Director will seek the Board's authorization at a subsequent meeting prior to executing the specific election-related duties.
 3. Final approval of specific items requiring Board approval by statute shall be addressed according to timelines outlined in statute. For example: § 16-531 - board worker appointments –lists are required to be approved at least 20 days before an election.
- B. Preparing, designing, and presenting Election Day polling and emergency voting locations to the Board for approval.
- C. Acquisition, preparation, and setup of voting locations (works collaboratively with the Recorder and Director for Election Services and Early Voting to adequately acquire, prepare, and setup early voting locations). The number and location of early voting locations will be determined by the Recorder.
- D. Recruiting and training poll workers and central board workers (works collaboratively with Director for Election Services and Early Voting to adequately staff and train temporary and fulltime staff to support early voting functions). When an election is

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ordered, recruitment and training efforts should provide each election polling location (e.g., precinct, co-located precinct, vote center) with the amount of inspectors, marshals, judges, and clerks as required by statute, the Arizona Secretary of State's Election Procedures Manual, and the approved Early Voting and Election Day plans.

- E. Election Day and emergency voting preparations and activities including opening/operating/closing voting locations, assisting voters, issuing/securing/transporting ballots (including provisional ballots), troubleshooting activities, and establishing an election reporting system.
- F. Implementing a Wait Time Reduction Plan including projecting Election Day voter turnout, and reprecincting pursuant to the Huerena, et.al. v Michele Reagan, et. al. settlement (No.CV2016-007890).
- G. Warehouse operations including the delivery, pick-up, inventory, storage, tracking, maintenance, and preparation of Elections Department equipment and supplies.
- H. Prepare and present the official canvass of election results to the Board.
- I. Collaboratively working with the Director of Election Services and Early Voting to ensure hand-offs between shared functions are seamless and efficient. Activities where hand-offs between statutory responsibilities will likely occur are during candidate filing, staffing for early voting and central board workers, ballot preparation, tabulation (early vote / election day), transitioning vote centers to election day polling locations, and provisional ballot processing.

VII. Responsibilities of the Director for Election Services and Early Voting

The operation and administrative authority to carry out the Recorder's statutory responsibility with regard to elections is provided to the Director for Elections Services and Early Voting, a county employee, who is then charged with the management responsibility of the early voting, ballot preparation, and jointly shares the responsibility for ballot tabulation with the Director of Election Day and Emergency Voting. The Director will advise the Recorder on election matters related to his individual responsibilities under Arizona Statutes. When doing so, he will keep the Board and Director of Election Day and Emergency Voting informed of such advice and/or recommendations. The Director for Election Services and Early Voting provides direct oversight as authorized by the Recorder over the following Elections Department functions:

- A. Design, preparation, presentation, and execution of the Recorder's approved Early Voting Election Plan for all applicable elections that fall within the authority of the Recorder. Such plan shall be provided as soon as practicable but no later than 90 days before for each Federal, State or Countywide election and for Federal, State or County-level special elections.
 - 1. The Early Voting Election Plan should include plans for communications, staffing & resources, contingencies, and facilities.
 - 2. This plan must be created and executed in conjunction with the Election Day Plan as created by the Director of Election Day and Emergency Voting.

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- B. Managing access to voter rolls for use in the election process to include but not limited to updating voter registration information at the polls and other workflow production as prescribed by the Recorder and as outlined in this agreement in Section X – *Access to Voter Registration Information*. The Director’s oversight of voter registration in this context is limited to that of using the information for the conduct of the elections and in no way does this abdicate or remove the Recorder’s statutory authority over the voter registration rolls.
- C. Oversight of all Early Voting activities, including administration of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) program, Special Election Boards (SEB) program, and Signature Verification of early ballots.
- D. Processing of Provisional Ballots to determine voter eligibility.

Collaboratively working with the Director of Election Day and Emergency Voting to ensure hand-offs between shared functions are seamless and efficient. Activities where hand-offs between statutory responsibility will likely occur are during staffing for early voting and central board workers, ballot preparation, tabulation (early vote / election day), transitioning vote centers to election day polling locations, and provisional ballot processing.

VIII. Shared Responsibilities between the Directors of the Elections Department

Under the terms of this agreement and to ensure election functions are managed efficiently, the Directors share oversight and responsibility for the following activities and functions.

A. Elections Department Organizational Structure

Both Directors are responsible for developing an organizational structure that clearly identifies staff reporting lines and areas of responsibility. When developing the organizational structure, the Directors should consider statutory authority with Election Day functions primarily reporting to the Board and Early Voting functions primarily reporting to the Recorder. The Directors will create an organizational chart that depicts this structure and present it to the Board and Recorder for their approval.

B. Budget Authority

Both Directors are responsible for reviewing, managing, and authorizing the Elections Department budget items under the statutory authority of their specific areas. The Recorder’s Office will assist the department to create a budget structure that mirrors the organizational structure established in section VIII.A – *Elections Departments Organizational Structure*, and is capable of tracking costs based on statutory authority. Final approval authority for budget expenditures is based on area of statutory responsibility. In Fiscal Years 2020 and 2021, the Directors will work collaboratively, with the assistance of the Recorder’s Office budget and administrative staff, to manage budget issues and prepare a joint budget request to the Board. Beginning in FY2022 (or before if possible) separate budget requests will be made for Elections Department responsibilities that fall under each Director, based on statutory authority (e.g. “Elections ELE budget” and a “Recorder ELE budget”). The Recorder’s Office budget and administrative staff will draft both budget proposals, assist both Directors in presenting

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the budget plans to the Board for consideration, and administer budget funds that are awarded to both Directors' budgets.

C. Department Mission, Vision, and Strategic Goals

Both Directors are responsible for developing a department mission and vision. The Directors are also responsible for developing strategic measures and performance metrics to ensure the department achieves strategic goals. Prior to formalizing the department's mission, vision, and strategic goals, the Directors should seek input and feedback from the Board of Supervisors and the Recorder.

D. Department Goals, Policies, and Procedures

Both Directors are responsible for developing, approving, and enforcing department policies. Policies should align as appropriate with County and Recorder's Office policies.

E. Elections Department Facilities and Workspaces

Both Directors are responsible for determining space needs and designing a work space that supports the Elections Department.

F. Voting Security

Both Directors are responsible for ensuring the safeguarding and integrity of elections for those areas under their authority. This includes requirements specified by Arizona Statute and charged to the Board of Supervisors and County Recorder and other reasonable measures not specifically identified in Arizona Statute. The Recorder's Office is responsible for security related to information technology and the network security (see section IX.D – *Information Technology Support*).

G. Early Vote and Election Day Ballot Tabulation (including adjudication)

Both Directors share responsibility for oversight of the ballot design, printing, tabulation, duplication, and adjudication processes. This shared oversight increases the integrity and security of the ballots from the design throughout the entire process through adjudication and final tabulation.

H. Equipment and Supplies

The various divisions of the Elections Department share equipment (e.g., SiteBooks, Ballot on Demand Printers, vehicles, precinct tabulation machines, central count tabulators), supplies (e.g., voting booths, poll worker duty cards), and other materials (e.g., ballots, sample ballots, signage, provisional envelopes) to ensure that early, emergency, and election day voting locations have necessary resources. The Directors, in conjunction with the Assistant Director of logistics and warehouse management, will develop an equipment and resource plan to manage department resources so they are shared to meet these needs. This plan will be updated for each bi-annual election cycle. When preparing this plan, an assessment of equipment needs will be completed.

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All equipment and supplies used to carry out an election are the property of the Elections Department. This ensures an efficient and easy transition when vote centers transition from Early Voting to Election Day polling locations.

I. Conducting Voter Education

The Directors share responsibility for educating voters on voting procedures and disseminating information to help voters.

J. Communications

It is essential that elections related communications between all county government and the public are consistent, accurate, and reliable. The Directors and other staff of the Elections Department and Recorder's Office will work collaboratively with the elected officials and other county staff as appropriate to accomplish these goals.

The Board and Recorder agree to create an Elections Communication Officer that reports directly to the Director of Election Day and Emergency Voting. Any hiring, firing, or disciplinary actions of the Elections Communication Officer will be the responsibility of the Director of Election Day and Emergency Voting. The Elections Communications Officer and Recorder's Office communication staff will work collaboratively to coordinate internal and external communications as part of the communications team for the Elections Department.

K. Public Information Requests

External requests for information will be handled jointly between the Elections Communications Officer, the Directors of the Elections Department, and leadership from the Recorder's Office. Public records requests may be fulfilled and assigned following the division of duties noted in this agreement. Such requests will initially be taken in by one central departmental point of contact that will exist at the administrative level already existing in the Recorder's Office. Based on the topic or category, such requests will then be distributed to the appropriate authority or division, or reviewed by Maricopa County Attorney's Office (MCAO) as appropriate.

L. Tabulation and Central Counting

The Directors oversee central counting place operations and are tasked with ensuring procedures are completed in accordance with the state statute and Arizona's Elections Procedures Manual. All early ballots and provisional ballots are initially processed by the Early Voting Division reporting to the Director of Early Voting and Election Services. Ballots are transferred to the Tabulation Division, under the direction of both Directors, for central count tabulation. Regular ballots cast on Election Day that are not processed and tabulated at the voting location are also transmitted to the central counting place for processing and tabulation.

The Directors share the responsibility for appointing central count boards for receiving, inspecting, duplicating, electronically adjudicating, data processing, and auditing.

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M. Ballot Duplication and Adjudication Procedures

The Recorder and Board of Supervisors, through their Directors, will electronically adjudicate damaged, unreadable, and over-voted ballots in accordance with the procedures set forth in federal law, state law, and/or Arizona's Election Procedures Manual.

N. Reprecincting

As needed, the Director of Election Day and Emergency Voting shall prepare voting precinct line adjustment proposals in odd-numbered years, beginning in 2021. The Director of Early Voting and Election Services and the Recorder's Office shall assist in making recommendations for precinct line adjustments based on voter registration increases and fluctuation and changes to boundaries as a result of jurisdictional annexation and de-annexations.

Upon the request of the Board, and as required by law based on workload distribution, the Director of Election Day and Emergency Voting shall also propose justice of the peace precinct adjustments.

In odd-numbered years, the Director of Election Day and Emergency Voting shall present precinct line and justice of the peace precinct adjustment proposals to the Board of Supervisors for consideration by July 1 to facilitate Board approval of new precinct boundaries by October 1 per ARS 16-411(A). By January 2 of the following year, the Directors will ensure all relevant maps and legal descriptions have been updated with new precinct lines.

The next revision of precinct lines will occur in 2021 and this work, and the timelines required above, are contingent upon information provided by the U.S. Census and information and action to be taken by the Arizona Independent Redistricting Commission.

O. Legal representation

The Board, Recorder, Clerk, and Election Department are jointly represented by MCAO. For election related matters, each party can use the MCAO election legal team for legal guidance, advice, and representation. Each party retains the right to request that the County Attorney retain outside counsel to represent their interests.

P. Candidate filing and campaign finance

The Directors share the responsibility for overseeing candidate filing and campaign finance procedures outlined in ARS Title 16, Chapters 3 and 6. These procedures include providing updated paper and online forms, allowed and required by law, to candidates and their campaign committees to facilitate compliance with legal requirements. They also ensure educational materials are available to assist candidates and their campaign committees in fulfilling requirements. Additionally, the Directors shall review potential violations to campaign finance requirements and impose appropriate fines and penalties as set forth in statute. The Directors shall forward violations of requirements by

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candidates and their campaign committees to the County Attorney for investigation and prosecution as deemed appropriate and required by law.

IX. Services the Recorder agrees to provide the Elections Department

As structured, the following staff and expertise are housed within the Recorder's Office. In order to streamline and minimize duplication of services, it is agreed that the Recorder's Office will provide access to and assist with the following services when requested by the Elections Department. These requests will be made through and in collaboration with the Division Directors at the Recorder's Office. The Recorder's Office agrees to be responsive to requests for service and provide an updated priority listing of outstanding items upon request. Requests will be prioritized based on budget, capacity, and criticality to Elections Department and Recorder's Office needs.

Q. Geographic Information System (GIS)

The Recorder's Office will provide GIS resources to assist with performing tasks that relate to developing polling location maps, reprecincting, implementing wait time reduction plan, recruiting poll workers, securing polling locations, and delivering polling location supplies.

R. Community Relations

To assist with implementing core outreach strategies to reach various communities about important election information and changes that impact voters, the Recorder agrees to provide the Elections Department with access to the Community Relations Team. The specific use of the Community Relations Team will be developed in concert with the Recorder's Office and described in the communication plans of the Early Voting and Election Day plans.

S. Website

The Recorder's Office will provide a fully-functional website to meet the needs of the Elections Department. The Elections Department Directors will be responsible for working collaboratively with the Recorder's Office to create a seamless and uniform website to avoid voter confusion. The Directors are responsible for approving branding and design features for the pages of the website that support Elections Department functions. Design features shall be consistent with voter registration, early voting, and other election function pages of the website.

T. Information Technology Support

To assist with performing tasks that are dependent on IT infrastructure, technology, network security, and programming, the Recorder's Office maintains a robust and expert IT Department. To avoid redundancy and to maintain uniformity amongst platforms, the Recorder's Office will be the primary support for all of the systems being utilized by the Elections Department.

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U. Administrative Support

Upon request by the Elections Department, the Recorder's Office also agrees to provide support for accounts payable, accounts receivable, payroll, procurement, finance, and human resources.

X. **Access to Voter Registration Information**

As defined in Statute, the Recorder is responsible for voter registration information. The Recorder agrees to provide the Elections Department with the ability to view voter registration records for the purposes of hiring board workers, acquiring polling locations, and other election planning purposes.

The SiteBook check-in system, unique to Maricopa County, provides the opportunity for election workers to gain "real time" access to voter registration and early voting information. This access improves the check-in process for voters at in-person voting locations and reduces the number of provisional ballots for voters with address or name changes. To facilitate the continued use of the SiteBook check-in system at early voting, emergency, and election day voting locations, the Recorder agrees to provide the Elections Department with the ability to view, add, or modify voter registration records pursuant to the following:

- A. The Recorder shall develop and approve procedures, training curriculum, and SiteBook certification requirements.
- B. Upon formal approval from the Recorder, the Elections Department may work with the Recorder's Office to develop these training materials and provide the training to election workers.
- C. Election workers, once trained and SiteBook certified, will be authorized to access "real-time" voter registration data required specifically for the purpose of checking-in voters and updating voter registration via the SiteBook check-in system. To ensure the integrity and security of the voter registration database, access to the voter registration database will not be allowed without documentation of this training and certification for each election worker.
- D. Specific election workers that have obtained SiteBook certification shall be designated as authorized to access and modify voter registration and voting information via the SiteBook check-in system. The election workers include:
 1. At least one (1) Voter Registration Clerk shall be given this access at each voting location. The Voter Registration Clerk(s) will be the primary voting location staff person using the SiteBook system to assist voters with updating their voter registration information. The Voter Registration Clerk(s) will report through the Director of Early Voting and Elections Services.
 2. At least one (1) other election worker (e.g., Judge, Trouble Shooter, Inspector) shall be given access at each location. These election worker(s) will be the primary voting location staff person using the SiteBook system to assist voters with checking-in. They will also be authorized to use the SiteBook check-in system to provide back-up

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support to update voter registration information. These election workers report through the Director of Election Day and Emergency Voting.

- E. The Recorder’s Office will provide a log-in/security system that creates an audit trail of any access/modification made to the live voter registration database via the SiteBook check-in system.
- F. Elections Department access to the software program supporting the SiteBook check-in system is contingent upon a co-management structure as described in section I. - *Intent of Agreement*.

**MARICOPA COUNTY
BOARD OF SUPERVISORS**

**MARICOPA COUNTY
RECORDER**

Bill Gates, Chairman
Board of Supervisors

Adrian Fontes,
Maricopa County Recorder

Date: _____

Date: _____

ATTEST:

Approved as to form:

Clerk of the Board

Deputy County Attorney

Date: _____

**MARICOPA COUNTY
CLERK OF THE BOARD**

Fran McCarroll, Clerk of the Board

Date: _____

Approved as to form:

Outside Counsel for the Board of Supervisors
and Clerk of the Board

Date: _____