

AGENCY NAME:	State Election Commission		
AGENCY CODE:	E28	SECTION:	101

Fiscal Year 2018-2019 Accountability Report

SUBMISSION FORM

AGENCY MISSION	The mission of the State Election Commission is to ensure every eligible citizen has the opportunity to register to vote and participate in fair and impartial elections with the assurance that every vote will count.
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AGENCY VISION	The State Election Commission will conduct secure, fair and impartial elections through the management of resources along with the use of innovative strategies and technologies to reflect the will of the electorate in South Carolina.
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Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.


	Yes	No
RESTRUCTURING RECOMMENDATIONS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>


Please identify your agency's preferred contacts for this year's accountability report.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
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I have reviewed and approved the enclosed FY 2017-18 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):	 9/15/2019		
(TYPE/PRINT NAME):	Marci Andino		

BOARD/CMSN CHAIR (SIGN AND DATE):	 9/19/19		
(TYPE/PRINT NAME):	John Wells		

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AGENCY’S DISCUSSION AND ANALYSIS

Elections are the foundation that supports and protects every citizen’s freedoms. The South Carolina State Election Commission (SEC) exists to protect those freedoms by ensuring the security and integrity of our election infrastructure. Our mission is to ensure every eligible citizen has the opportunity to register to vote and participate in fair and impartial elections with the assurance that every vote will count.

Conducting elections is a technologically and legally complex profession, subject to exceptional scrutiny by voters, candidates, media, the legal community, activists, and voter advocacy groups. This requires everyone involved in the elections process, whether at the municipal, county, or state level, to possess a wide variety of core competencies including technological, logistical and management skills, as well as a high level of election experience and expertise.

While state and local election officials share in the responsibility of conducting elections, the SEC, as the chief election agency in the state, is responsible for overseeing the overall voter registration and election process. Specifically, the agency is tasked with:

- Maintaining the statewide voter registration system
- Supporting the statewide voting system
- Supervising 46 county boards of voter registration and elections
- Performing audits and post-election analyses of county boards of registration and elections
- Assisting with county operations if a county election office fails to comply with state and federal law or SEC policies and procedures; or if a county is unable to certify election results in a timely manner
- Conducting a training and certification program for local election officials
- Conducting candidate filing and providing a candidate tracking system

Everything we do as an agency – our programs and projects – emanates from these responsibilities. The primary goal is to provide the highest level and quality of service possible within these mandates.

MAJOR ACHIEVEMENTS

Election Security

Protection of South Carolina’s election infrastructure remained a top priority during FY2019. Elections face numerous threats from a wide variety of actors with various motives. The agency is committed to taking all reasonable measures to further enhance the state’s election security posture. Major achievements in this fiscal year include the selection of a new statewide paper-based voting system and the deployment of network sensors on county networks. The paper-based voting system will provide another layer of security by having a paper record of every voter’s voted ballot. This allows for audits of paper ballots and, if necessary, the ability to hand recount paper ballots. The SEC continued its security partnership with the State Law Enforcement Division (SLED) by working to deploy network sensors on county networks throughout the state.

The SEC continues working with a broad-based team of federal, state, and private cybersecurity, law enforcement and intelligence professionals to ensure the agency takes every prudent measure to enhance the security and resilience of the state election infrastructure. The agency does this through an array of end-to-end measures including, but not limited to:

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- Network Based Security – Networks are protected against threats using various tools and concepts including firewalls, intrusion prevention and detection systems, network sensors, 24/7 monitoring, data encryption, incident reporting mechanisms, software application patch management, two-factor user authentication, user password strength requirements, and user password expiration.
- Risk and Vulnerability Assessments – Cyber and physical security assessments and penetration tests are performed to identify vulnerabilities. All vulnerabilities, regardless of severity, are addressed immediately.
- Training and Education – We work to establish a strong security culture by training election officials to follow security policies and procedures and to recognize cyber threats and attack methods including identifying phishing emails and other social engineering attacks. Users are required to complete cyber security training before being granted access to systems and on an ongoing basis to maintain access. The SEC conducts field audits to ensure election officials are following security policies and procedures.

The SEC continues to improve its security posture by adding layers of security to address changes in the environment and the emergence of new technologies and threats. Taking all reasonable measures to bolster the security and resilience of the state’s election infrastructure will remain a top priority for the agency.

New Paper-Based Voting System

The State of South Carolina announced on June 10, 2019, the award of a contract for a new statewide voting system. After a lengthy evaluation of numerous proposals, an evaluation panel unanimously selected the Election Systems and Software (ES&S) ExpressVote voting system. The new paper-based system will replace the state’s aging paperless system that has been in place since 2004.

The system will not only provide voters with a dependable system for years to come, but it will also greatly enhance the security and resilience of our election process. Paper ballots will allow election officials to audit paper ballots to verify results. This is a significant measure that will go a long way in providing voters and election officials the assurance that every vote is counted just as the voter intended.

The ExpressVote ballot-marking device provides voters with the familiarity of a touchscreen combined with the security of a paper ballot. Voters will navigate the ballot and make selections using a touchscreen. After verifying selections, voters will print their paper ballot. Voters will then review the paper ballot before inserting it into a scanner. The scanner counts the votes, and the paper ballot is automatically dropped into a ballot box. Votes are recorded on the scanner, and the paper ballots are saved for auditing and verification of results.

The award was made after a six-month procurement process overseen by the S.C. Department of Administration and the State Fiscal Accountability Authority. An evaluation panel made up of the five members of the State Election Commission considered a total of seven proposals including both hand-marked and ballot-marking systems from three voting system providers. Over the course of six-weeks, the panel read the proposals, participated in the demonstrations, and heard from industry experts. Advisors included state and private cybersecurity experts, advocates for voters with disabilities, experts on accessible technology, national voting system technology consultants, and county and state election

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administrators. After deliberation and independent scoring by panel members, the panel unanimously selected the ExpressVote voting system as being the most advantageous to the voters of South Carolina.

Implementation was set to begin July 1, 2019, and first use of the system is planned for later in 2019.

2018 General Election

The SEC and county boards of voter registration and elections successfully conducted the Statewide General Election on November 6, 2018. The SEC created databases for 40 counties and provided election support to all 46 county elections offices. More than 1.7 million South Carolinians voted on a variety of contests on the federal, state and local levels. More than 18,000 poll workers and election officials across the state worked diligently to ensure the general election was a success.

Voter Education and Outreach

The SEC continued to reach out and educate voters on all aspects of voter registration and elections through the Agency’s *SC Votes* voter education initiative. The statewide initiative helps ensure voters are informed about the requirements, processes, procedures, and deadlines associated with voter registration and voting in South Carolina. FY2019 efforts were focused on educating voters on efforts to secure South Carolina’s election infrastructure, how to register and update your registration, how to vote absentee, how to vote on election day, and Photo ID requirements. The initiative includes educational brochures, posters, videos, outreach at public events, a voter education website (scVOTES.org), social media messaging, and a statewide media campaign.

KEY OPPORTUNITIES & CHALLENGES

Election Security

The greatest challenge for the SEC has been ensuring we have taken all reasonable measures to improve and protect the security and resilience of the state’s election infrastructure. The U.S. Department of Homeland Security designated election systems as critical infrastructure in January 2017. The SEC has applied considerable resources to hardening both the state’s voting and voter registration systems by applying testing, assessments, and technological and human resources. The development of an unprecedented security partnership of state, federal and private security professionals as well as state and federal law enforcement and intelligence agencies was launched to improve protection of the state’s election infrastructure during this period.

Despite these efforts, the SEC continues to face threats that challenge the agency’s cyber and physical security initiatives. The agency faces extraordinary challenges in updating and maintaining information technology resources, hiring human resources, and educating and training state and local election officials. To aid in our security efforts, the agency has taken advantage of a multitude of resources and services through the U.S. Department of Homeland Security’s cyber hygiene scanning program, risk and vulnerability assessments, and security trainings. The S.C. Department of Administration, Division of Technology assisted the agency to install endpoints in each county to improve the voting systems security posture during this period as well. Our agency has been proactive through partnerships with federal, state, private, and local entities. However, the need for increased security information that can be acted upon in short measure along with the mandate to train election officials statewide on security-related threats is

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a major challenge that the agency continues to address. Implementation of security policies and procedures related to the new paper-based voting system, deployment of county network scanners, security training, assessments, testing, and remediation are all security challenges facing the SEC moving into FY2020.

Implementation of the Statewide Voting System

In June 2019, the SEC announced the award of a contract for a new statewide paper-based system to replace the state’s aging paperless system that has been in place since 2004. The SEC plans to begin using the system in late 2019. Implementing the new system will be a major challenge for the agency in FY2020. Specific challenges include:

- Deploying nearly 14,000 ballot-marking devices, nearly 3,000 ballot scanners, approximately 50 election management workstations, and other associated hardware, equipment and supplies
- Overseeing delivery confirmation and acceptance testing
- Development of policies and procedures related to use of the system at the state, county and polling place levels
- Development and conduct of training for state and county election officials as well as poll managers
- Development and implementation of election results auditing processes
- Educating voters on the use of the new system

Funding for Costs Associated with New Voting System

The SEC received \$40 million in state funding to purchase a new statewide voting system in FY2019. While these funds, along with previously appropriated state and federal funds, proved adequate to replace the statewide voting system, other initiatives associated with the new voting system and included in the agency’s FY2019 request were not funded. These initiatives include electronic poll books, risk-limiting and other audits, independent verification of election results, and voter education.

Electronic Poll Books – Having a statewide, uniform electronic poll book application is critical to reducing lines and creating other efficiencies at polling places, reducing the time and resources necessary to process voter participation data, and improving the security of election infrastructure. South Carolina currently has an antiquated electronic poll book solution. The software was developed in-house and provided to counties at no charge. Counties are required to purchase laptops to use the software. This approach was prudent more than a decade ago when very few poll books were commercially available and development was in its infancy. Today, competition in the electronic poll book marketplace has resulted in available options that have far greater functionality, ease of use, and security features than the SEC could match with our in-house application.

Not only will poll managers be able to process voters much faster, electronic poll books will also reduce errors in the election process by ensuring voters receive the correct ballot style. In addition, fully eliminating paper voter registration lists will greatly reduce the amount of time and resources necessary to update the statewide voter registration list with information about the voters who participate in a particular election.

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Auditing – Having a paper-based voting system adds an important layer of security to the election process. The paper record produced by the new system can be audited to verify the results of the election as tabulated by the ballot scanners. However, this layer of security cannot be fully realized without a program in place to conduct risk-limiting audits, independent third-party verification of results, or other audits.

Voter Education – Educating the public on the new voting system will be critical to the success of the new system. The SEC conducts general voter education on all aspects of the voter registration and election process and will incorporate new voting system messaging into these education efforts. However, the agency currently has no funds dedicated to conducting initiatives above and beyond these baseline efforts.

Election Legislation

Each year the SEC provides information to the General Assembly to develop and enact legislation to improve the efficiency and effectiveness of voter registration and elections.

- Funding – The Agency's priority is to continue working with the General Assembly to obtain the funding necessary to implement electronic poll books, to establish an election results auditing program, and to conduct voter education initiatives related specifically to the new voting system.
- Early Voting – The SEC will advocate for the establishment of an early voting period. Early voting will improve the election experience for every South Carolinian by making voting more convenient and by reducing wait times at polling places on election day. In addition, early voting would greatly reduce the time necessary to process paper absentee ballots.
- Voting System-Related Legislation – Fifteen years have passed since elections have been conducted using paper ballots. The paper-based voting systems of today differ greatly from those of the past. Various updates are needed to make the operation of the state's modern paper-based voting system more efficient.
- Uniform Voter Registration Deadline – Voter registration deadlines currently vary depending on the method of registration. This is confusing to voters and to election officials and voter advocates. Amendments to various sections of the S.C. Code of Laws are need to establish a uniform deadline for all methods of voter registration.
- Lengthy Referendums – The Agency also seeks legislation or statutory changes which alleviate concerns regarding lengthy referendums or other questions appearing on general election ballots.

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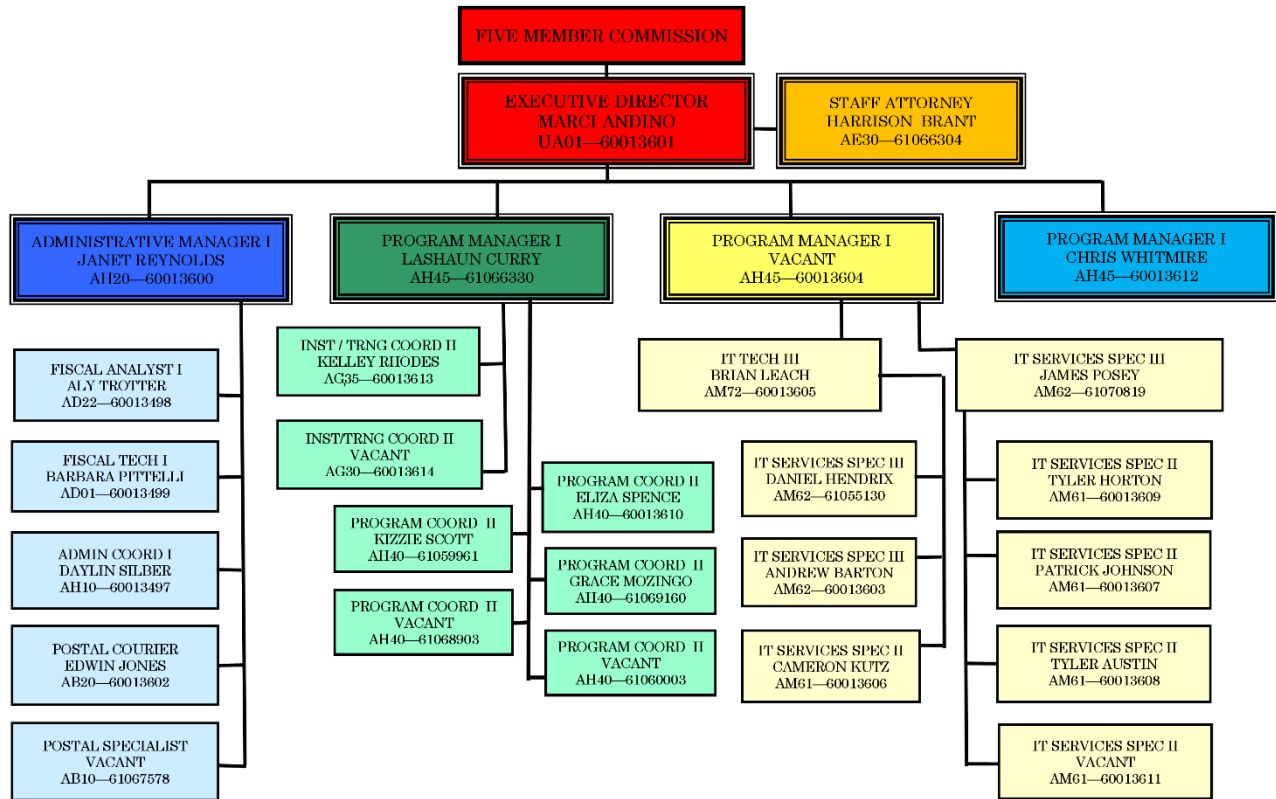
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RISK ASSESSMENT AND MITIGATION STRATEGIES

The most negative impact on the public would be an event that causes the loss of public confidence in the election process. The election process is made up of a combination of laws, policies, procedures, people, places and systems. The election systems most critical to the Agency are the statewide voter registration system and the statewide voting system. A failure of either of these systems would have the potential to cause a statewide failure to register voters and conduct fair and accurate elections.

The SEC works with the Department of Administration (DOA), other agencies, and a private security vendor daily to manage, monitor, and secure South Carolina’s election infrastructure. These efforts include identifying ways to increase the security of all agency networks, public facing websites, and both the voter registration and voting system used in our state.

The SEC alone does not have the capabilities to protect the State’s election infrastructure. The nature and level of outside help would depend on the type of threat or vulnerability. The agencies listed below would be called upon to assist in identifying and addressing security threats and vulnerabilities which have the potential to impact the Agency’s ability to conduct voter registration and elections.

- S.C. Department of Administration
- S.C. General Assembly
- S.C. Law Enforcement Division
- S.C. Governor’s Office
- U.S. Department of Homeland Security
- U.S. Department of Justice
- Federal Bureau of Investigation
- U.S. Election Assistance Commission
- Multi-State Information Sharing & Analysis Center
- Election Infrastructure Information Sharing & Analysis Center
- County governments
- County boards of voter registration and elections
- S.C. Department of Motor Vehicles (DMV)
- S.C. Department of Social Services
- S.C. Department of Health & Human Services
- S.C. Department of Health & Environmental Control
- S.C. Department of Mental Health
- S.C. Commission for the Blind
- S.C. Department of Alcohol & Other Drug Abuse Services
- S.C. Department of Disabilities & Special Needs
- S.C. Vocational Rehabilitation Department

Following are five risks in the election process that can be mitigated by action of the General Assembly:

- 1) Long lines at polling places create a barrier and impact a voter’s ability to vote. The SEC will continue working with the General Assembly to strengthen the election process by reducing wait times at polling places. Electronic poll books and early voting are critical to removing this barrier.
- 2) The SEC has an opportunity to enhance the security of the statewide voting system by establishing a comprehensive program to verify election results by auditing paper ballots. The SEC will continue working with the General Assembly to acquire the funding to establish this program.

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3) The use of paper ballots will impact election officials' ability to process absentee ballots in a timely manner. For the past 15 years, South Carolinians have become accustomed to seeing election results reported from the absentee precinct shortly after the close of the polls. This was made possible by the use of voting machines for the majority of absentee voting. With paper ballots, election officials will again be required to handle and process every paper absentee ballot. By law this process cannot begin until 9:00 a.m. on election day. Exacerbating this problem is the fact that the rate of absentee voting has increased exponentially over the past 15 years. In the most recent presidential election, nearly 25% of those participating voted absentee. As a result, the counting of votes in a major statewide election could take days to complete.

The General Assembly could mitigate this problem in several ways:

- Requiring an in-person absentee ballot to be challenged at the time it is cast.
 - Allowing absentee ballots to be opened and processed beginning at 9:00 a.m. on the day before an election. Results would not be reported until after 7:00 p.m. on election day.
 - Establishing early voting. Early voting would allow ballots to be processed in the same way ballots are processed on election day.
- 4) Voter registration deadlines vary by registration method which causes confusion and could lead to voter disenfranchisement. The General Assembly could remedy this by establishing a uniform voter registration deadline for all methods.
- 5) As adjustments to county lines are made to reestablish statutorily defined boundaries, voters are impacted by the implementation because precinct lines are not changed at the same time. The General Assembly could establish a process by which county lines and precinct lines are adjusted simultaneously. To further lessen the impact on elections, county and precinct lines should not be adjusted during general election years.

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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	G	1			Provide for a system of voter registration that is free of barriers							
	S		1.1		Maintain a statewide voter registration system that is secure, convenient, accessible and meets the needs of the counties and citizens of South Carolina							
	M	Complete	1.1.1		Voters registered during fiscal year	172,380	N/A	226,395	July 1 - June 30	Statewide Voter Registration System (RP0061)	Number of active voter registration records with a voter registration date within the period (voters previously registered in another county are included in new registrations)	Allows identification of voter registration trends over time
	S		1.2		Ensure citizens have accessible methods to register to vote							
	M	Complete	1.2.1		Percentage voters registered online	12.5% (9,572)	N/A	25.9% (9,572)	July 1 - June 30	Statewide Voter Registration System (RP0061)	Percentage of voters registered through online voter registration	Allows identification of voter registration trends over time
	M	Complete	1.2.2		Percentage voters registered at NVRA agencies	78.1% (59,534)	N/A	61.6% (139,958)	July 1 - June 30	Statewide Voter Registration System (RP0061)	Percentage of voters registered through NVRA agencies	Allows identification of voter registration trends over time
	M	Complete	1.2.3		Percentage voters registered in-office and by mail	9.4% (7,168)	N/A	12.5% (28,404)	July 1 - June 30	Statewide Voter Registration System (RP0061)	Percentage of voters registered by mail and in office	Allows identification of voter registration trends over time
Government and Citizens	G	2			Certify and support a statewide voting system that meets state law, federal voting system standards and is accessible for all voters							
	S		2.1		Support the statewide voting system ensuring it is easy to use, accurate and secure							
	M	Complete	2.1.1		Number of elections supported by SEC	264	N/A	178	July 1 - June 30	Voter Services Division records	Total number of elections in the state	Track the number of elections conducted annually
	M	Complete	2.1.2		Number of election databases produced by SEC	185	N/A	172	July 1 - June 30	Voter Services Division records	Total number of election definitions (databases) produced by SEC	Allows the SEC to gauge the impact of database building on the conduct of elections throughout the state
Education, Training, and Human Development	G	3			Support counties in conducting voter registration and fair, open and impartial elections							
	S		3.1		Provide supervision, training, guidance and resources to counties to aid in voter registration and elections							
	M	Complete	3.1.1		Percentage of county election officials in compliance with Training and Certification Program (Note: Previous measurement only included board members. Current includes board members, directors and staff)	94%	100%	99%	30-Jun	Training Management System	Number of total election officials divided by number trained	Helps gauge the effectiveness of training and certification compliance efforts
	M	Complete	3.1.2		Number of poll workers trained for statewide primaries/runoffs	9,345	N/A	N/A	30-Jun	Division of Administration records	Total number of poll workers used/trained	Ensures all poll workers are sufficiently trained to carry out their duties at the polling place
	M	Complete	3.1.3		Number of poll workers trained for statewide general election	N/A	N/A	12,378	30-Jun	Division of Administration records	Total number of poll workers used/trained	Ensures all poll workers are sufficiently trained to carry out their duties at the polling place
	S		3.2		Ensure compliance with state and federal laws and agency policies and procedures							
	M	Complete	3.2.1		Number of elections overturned by protests	0	0	1	July 1 - June 30	Division of Administration records	Number of federal, state or county elections overturned	Helps gauge effectiveness of efforts to ensure county compliance with state and federal law and SEC policies and procedures
	S		3.3		Provide public education and information							
	M	Complete	3.3.1		Number of total visits to scVotes.org	238,783	N/A	776,503	July 1 - June 30	Google Analytics	Total number of "users" during fiscal year	Helps gauge the reach of agency initiatives related to voter education, voter services and transparency
	M	Complete	3.3.2		Number of social media followers	7,155	N/A	8,533	30-Jun	Facebook, Instagram, Twitter	Total number of followers on all social media	Helps gauge the reach of voter education and outreach efforts
Government and Citizens	G	4			Effectively oversee all agency programs and operations							
	S		4.1		Manage administrative, financial and human resource activities of the agency							
	M	Complete	4.1.1		Percentage of Employee Performance Management System (EPMS) evaluations conducted	100%	100%	100%	July 1 - June 30	Division of Administration records	Total number of EPMS evaluations completed for employees	Used to monitor, evaluate and improve workforce performance
	M	Complete	4.1.2		Employee retention rate (non-retirement)	91%	90%	88%	July 1 - June 30	Division of Administration records	Percentage of employees retained during the fiscal year (excluding retirements)	Used to evaluate workforce satisfaction
	S		4.2		Manage funds appropriated for aid to county supplements							
	M	Complete	4.2.1		Total reimbursement provided for county poll workers following statewide election	\$ 2,211,659	N/A	\$ 1,970,748	Date of statewide election	Division of Administration and Finance records	In even-numbered fiscal years, the figure reflects the amount reimbursed for county poll workers for the statewide primaries and runoffs. In odd-numbered fiscal years, the figure reflects the amount reimbursed for the general election.	Used to monitor the cost of conducting elections
	M	Complete	4.2.2		Total reimbursement provided for other county election expenses following statewide election	\$ 377,788	N/A	\$ 221,613	Date of statewide election	Division of Administration and Finance records	In even-numbered fiscal years, the figure reflects the amount reimbursed for county election expenses for the statewide primaries and runoffs. In odd-numbered fiscal years, the figure reflects the amount reimbursed for the general election.	Used to monitor the cost of conducting elections
	M	Complete	4.2.3		Total amount paid for county board member stipends	\$ 457,905	N/A	\$ 465,962	July 1 - June 30	Division of Administration and Finance records	Amount paid to county board members for stipend	Used to monitor the cost of board member stipends

Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #		Description	2019-20			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy		Measure	Base	Target				
Government and Citizens	G	1		Provide for a system of voter registration that is free of barriers							
	S		1.1	Maintain a statewide voter registration system that is secure, convenient, accessible and meets the needs of the counties and citizens of South Carolina							
	M	Complete	1.1.1	Voters registered during fiscal year	226,395	200,000	TBD	July 1 - June 30	Statewide Voter Registration System (RP0061)	Number of active voter registration records with a voter registration date within the period (Voters previously registered in another county are included in new registrations)	Allows identification of voter registration trends over time
	S		1.2	Ensure citizens have accessible methods to register to vote							
	M	Complete	1.2.1	Percentage voters registered online	25.9% (9,572)	30%	TBD	July 1 - June 30	Statewide Voter Registration System (RP0061)	Percentage of voters registered through online voter registration	Allows identification of voter registration trends over time
	M	Complete	1.2.2	Percentage voters registered at NVRA agencies	61.6% (139,958)	60%	TBD	July 1 - June 30	Statewide Voter Registration System (RP0061)	Percentage of voters registered through NVRA agencies	Allows identification of voter registration trends over time
	M	Complete	1.2.3	Percentage voters registered in-office and by mail	12.5% (28,404)	10%	TBD	July 1 - June 30	Statewide Voter Registration System (RP0061)	Percentage of voters registered by mail and in office	Allows identification of voter registration trends over time
Government and Citizens	G	2		Certify and support a statewide voting system that meets state law, federal voting system standards and is accessible for all voters							
	S		2.1	Support the statewide voting system ensuring it is easy to use, accurate and secure							
	M	Complete	2.1.1	Number of elections supported by SEC	178	200	TBD	July 1 - June 30	Voter Services Division records	Total number of elections in the state	Track the number of elections
	M	Complete	2.1.2	Number of election databases produced by SEC	172	200	TBD	July 1 - June 30	Voter Services Division records	Total number of election definitions (databases) produced by SEC	Allows the SEC to gauge the impact of database building on the conduct of elections throughout the state
Education, Training, and Human Development	G	3		Support counties in conducting voter registration and fair, open and impartial elections							
	S		3.1	Provide supervision, training, guidance and resources to counties to aid in voter registration and elections							
	M	Complete	3.1.1	Percentage of county election officials in compliance with Training and Certification Program (Note: Previous measurement only included board members. Current includes board members, directors and staff)	99%	100%	TBD	30-Jul	Training Management System	Number of total election officials divided by number trained	Helps gauge the effectiveness of training and certification compliance efforts
	M	Complete	3.1.2	Number of poll workers trained for statewide primaries/runoffs	N/A	20,000	TBD	30-Jul	Division of Administration records	Total number of poll workers used/trained	Ensures all poll workers are sufficiently trained to carry out their duties at the polling place
	M	Complete	3.1.3	Number of poll workers trained for statewide general election	12,378	N/A	NA	30-Jul	Division of Administration records	Total number of poll workers used/trained	Ensures all poll workers are sufficiently trained to carry out their duties at the polling place
	S		3.2	Ensure compliance with state and federal laws and agency policies and procedures							
	M	Complete	3.2.1	Number of elections overturned by protests	1	0	TBD	July 1 - June 30	Division of Administration records	Number of federal, state or county elections overturned	Helps gauge effectiveness of efforts to ensure county compliance with state and federal law and SEC policies and procedures
	S		3.3	Provide public education and information							
	M	Complete	3.3.1	Number of total visits to scVotes.org	776,503	1,000,000	TBD	July 1 - June 30	Google Analytics	Total number of "users" during fiscal year	Helps gauge the reach of agency initiatives related to voter education, voter services and transparency
	M	Complete	3.3.2	Number of social media followers	8,533	10,000	TBD	30-Jul	Facebook, Instagram, Twitter	Total number of followers on all social media	Helps gauge the reach of voter education and outreach efforts
Government and Citizens	G	4		Effectively oversee all agency programs and operations							
	S		4.1	Manage administrative, financial and human resource activities of the agency							
	M	Complete	4.1.1	Percentage of Employee Performance Management System (EPMS) evaluations conducted	100%	100%	TBD	July 1 - June 30	Division of Administration records	Total number of EPMS evaluations completed for employees	Used to monitor, evaluate and improve workforce performance
	M	Complete	4.1.2	Employee retention rate (non-retirement)	88%	90%	TBD	July 1 - June 30	Division of Administration records	Percentage of employees retained during the fiscal year (excluding retirements)	Used to evaluate workforce satisfaction
	S		4.2	Manage funds appropriated for aid to county supplements							
	M	Complete	4.2.1	Total reimbursement provided for county poll workers following statewide election (base figure calculated on 2016 SW primary reimbursements; target figure includes 2106 primaries, runoffs, and PPP reimbursements)	\$ 1,970,748	\$ 3,500,000	TBD	Date of statewide election	Division of Administration and Finance records	In even-numbered fiscal years, the figure reflects the amount reimbursed for county poll workers for the statewide primaries and runoffs. In odd-numbered fiscal years, the figure reflects the amount reimbursed for the general election.	Used to monitor the cost of conducting elections
	M	Complete	4.2.2	Total reimbursement provided for other county election expenses following statewide election (base figure calculated on 2016 SW primary reimbursements; target figure includes 2106 primaries, runoffs, and PPP reimbursements)	\$ 221,613	\$ 800,000	TBD	Date of statewide election	Division of Administration and Finance records	In even-numbered fiscal years, the figure reflects the amount reimbursed for county election expenses for the statewide primaries and runoffs. In odd-numbered fiscal years, the figure reflects the amount reimbursed for the general election.	Used to monitor the cost of conducting elections
	M	Complete	4.2.3	Total amount paid for county board member stipends	\$ 465,962	\$475,000	TBD	July 1 - June 30	Division of Administration and Finance records	Amount paid to county board members for stipend	Used to monitor the cost of board member stipends

Agency Name: ELECTION COMMISSION

Fiscal Year 2018-2019
Accountability Report

Agency Code: E280 Section: 101

Program Template

Program/Title	Purpose	FY 2018-19 Expenditures (Actual)				FY 2019-20 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administration	Leadership and direction for the agency, including administration, finance and support services.	\$ 629,048	\$ 124,943	\$ -	\$ 753,991	\$ 700,000	\$ 120,000	\$ -	\$ 820,000	4.1.1, 4.1.2, 4.2.1, 4.2.2, 4.2.3
II. Voter Services	Provide databases and ballot layout assistance to county and municipal election commissions, provide counties with election support services and technical assistance related to statewide voting system; provide election security oversight and guidance to counties	\$ 938,109	\$ -	\$ -	\$ 938,109	\$ 950,000	\$ -	\$ -	\$ 950,000	1.1.1, 1.2.1, 1.2.2, 1.2.3, 2.1.1, 2.1.2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.3.1, 3.3.2
III. Public Information/Training	Administer a mandatory statewide training and certification program for county and municipal election officials; provide ongoing training events and workshops; provide a poll manager training program and materials; educate the public on the voter registration and election process; provide information regarding elections and agency activities	\$ 193,650	\$ 11,984	\$ -	\$ 205,634	\$ 206,610	\$ 15,000	\$ -	\$ 221,610	1.1.1, 1.2.1, 1.2.2, 1.2.3, 2.1.1, 2.1.2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.3.1, 3.3.2
IV. Distributions to Subdivisions	Provide aid to county stipend as per Proviso 101.1.	\$ 465,962	\$ -	\$ -	\$ 465,962	\$ 500,000	\$ -	\$ -	\$ 500,000	4.2.3
V. Statewide Prim/General Election	Oversee and assist with the conduct of primaries, general elections and special primaries and when necessary any subsequent protests or appeals; insure the quality of the election process and the faith and trust the voting public has in the integrity of elections in South Carolina.	\$ 5,678,593	\$ 553,562	\$ -	\$ 6,232,155	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 2,000,000	1.1.1, 1.2.1, 1.2.2, 1.2.3, 2.1.1, 2.1.2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.3.3, 3.3.2, 4.1.1, 4.1.2, 4.2.1, 4.2.2, 4.2.3
V. Special Elections	Oversee and assist with the conduct of special elections and special primaries and when necessary any subsequent protests or appeals; insure the quality of the election process and the faith and trust the voting public has in the integrity of elections in South Carolina.	\$ 174,390	\$ 1,310	\$ -	\$ 175,700	\$ -	\$ 100,000	\$ -	\$ 100,000	1.1.1, 1.2.1, 1.2.2, 1.2.3, 2.1.1, 2.1.2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.3.3, 3.3.2, 4.1.1, 4.1.2, 4.2.1, 4.2.2, 4.2.3
VI. Employee Benefits	Program to provide insurance, retirement, social security, etc. for state employees	\$ 474,403	\$ 34,582	\$ -	\$ 508,985	\$ 465,000	\$ 35,000	\$ -	\$ 500,000	1.1.1, 1.2.1, 1.2.2, 1.2.3, 2.1.1, 2.1.2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.3.3, 3.3.2, 4.1.1, 4.1.2, 4.2.1, 4.2.2, 4.2.3
Help America Vote Act	Help America Vote Act (HAVA) established in 2002 to improve federal elections	\$ 91,989	\$ -	\$ 20,823	\$ 112,812	\$ -	\$ -	\$ 5,000,000	\$ 5,000,000	1.1.1, 1.2.1, 1.2.2, 1.2.3, 2.1.1, 2.1.2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.3.3, 3.3.2, 4.1.1, 4.1.2, 4.2.1, 4.2.2, 4.2.3

Agency Name: ELECTION COMMISSION

Fiscal Year 2018-2019
Accountability Report

Agency Code: E280 Section: 101

Program Template

Program/Title	Purpose	FY 2018-19 Expenditures (Actual)				FY 2019-20 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
Election Registration Information Center (ERIC)	Financial assistance provided by PEW Charitable Trusuts to fund program to contact eligible unregistered citizens by mail	\$ -	\$ 177,000	\$ -	\$ 177,000	\$ -	\$ -	\$ -	\$ -	1.1.1, 1.2.1, 1.2.2, 1.2.3, 2.1.1, 2.1.2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.3.3, 3.3.2, 4.1.1, 4.1.2, 4.2.1, 4.2.2, 4.2.3
Refurbishment of SW Voting System	Refurbish SW Voting System (Purchased new system - funds used toward the purchase)	\$ -	\$ 34,136	\$ -	\$ 34,136	\$ -	\$ 4,908,559	\$ -	\$ 4,908,559	1.1.1, 1.2.1, 1.2.2, 1.2.3, 2.1.1, 2.1.2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.3.3, 3.3.2, 4.1.1, 4.1.2, 4.2.1, 4.2.2, 4.2.3
New Statewide Voting System	Funds for purchase of new Statewide Voting System	\$ 28,707	\$ -	\$ -	\$ 28,707	\$ 3,971,293	\$ 0	\$ -	\$ 3,971,293	1.1.1, 1.2.1, 1.2.2, 1.2.3, 2.1.1, 2.1.2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.3.3, 3.3.2, 4.1.1, 4.1.2, 4.2.1, 4.2.2, 4.2.3
Presidential Preference Primaries	Funds to be used for the conduct of the 2020 Presidential Preference Primaries (PPP's)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,406,500	\$ -	\$ 2,406,500	1.1.1, 1.2.1, 1.2.2, 1.2.3, 2.1.1, 2.1.2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.3.3, 3.3.2, 4.1.1, 4.1.2, 4.2.1, 4.2.2, 4.2.3

Agency Name: ELECTION COMMISSION

Fiscal Year 2018-2019
Accountability Report

Agency Code: E280 Section: 101

Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	If yes, what type of service or product?	If other service or product, please specify what service or product.
1	42 U.S.C. §2000e et seq. (1964), (Civil Rights Act of 1964)	Federal	Statute	Disallows states from denying right of individual to vote in any federal election due to application omission; employing literacy tests for qualification to vote	No	No - But relates to manner in which one or more agency deliverables is provided		
2	52 U.S.C. § 10101 et seq. (1965); (Voting Rights Act of 1965)	Federal	Statute	Disallows states from having any voting qualification or prerequisite to voting or have a standard, practice or procedure denying the right to vote based upon race; due to any failure to pass a test; residency longer than thirty days	No	No - But relates to manner in which one or more agency deliverables is provided		
3	42 U.S.C. §§ 1973ee-ee6. (1984); (Voting Accessibility for the Elderly and Handicapped)	Federal	Statute	Requires states to have registration offices and polling places that are accessible to voters with disabilities and voters sixty-five and older	Yes	Yes	Other service or product our agency must/may provide	Accessible registration offices and polling places
4	42 U.S.C. § 12101, et seq. (1990); (Americans with Disabilities Act)	Federal	Statute	Disallows states from denying a individual or class from participating in the public service, activity or program of a public entity	No	No - But relates to manner in which one or more agency deliverables is provided		
5	52 U.S.C. § 20501, et seq. (1993); (National Voter Registration Act)	Federal	Statute	Requires states provide the opportunity to register to vote at certain agencies, voter registration by mail, and list maintenance activities	Yes	Yes	Other service or product our agency must/may provide	Voter registration agencies, registration by mail, list maintenance
6	52 U.S.C. §§ 20901-21145 (2002); (Help America Vote Act)	Federal	Statute	Requires states to implement programs and procedures regarding provisional voting, voting information, updating and upgrading voting equipment, establishing statewide voter registration databases, voter identification and administrative complaints	Yes	Yes	Other service or product our agency must/may provide	See legal description
7	52 U.S.C. §§ 20301-20311, 1986); (Uniformed and Overseas Citizens Absentee Voting Act)	Federal	Statute	Requires states to allow qualified service members and overseas citizens to register and vote absentee	Yes	Yes	Other service or product our agency must/may provide	Absentee voting for UOCAVA voters
8	42 U.S.C. § 1973ff-1 (2009); (Military and Overseas Voter Empowerment Act)	Federal	Statute	Requires states to use electronic communications for sending election materials and sending absentee ballots to UOCAVA voters at least forty-five days prior to the election	Yes	Yes	Other service or product our agency must/may provide	Deadline for sending UOCAVA ballots and use of electronic communications
9	5-15-90. Municipal Elections conducted by municipal election commission; composition of commission and terms of members; training and certification program.	State	Statute	Establishes the duty of the SEC to conduct a training and certification program for municipal officials	Yes	Yes	Other service or product our agency must/may provide	Training and certification program for municipal officials
10	7-3-20. Executive Director of the State Election Commission.	State	Statute	Establishes the authority of the Executive Director as the chief administrative officer for the SEC appointed by the Commission	No	No - Does not relate directly to any agency deliverables		
11	7-3-20. Executive Director of the State Election Commission.	State	Statute	Establishes the Executive Director as the chief state election official responsible for implementing and coordinating the State's responsibilities under the NVRA	No	No - But relates to manner in which one or more agency deliverables is provided		
12	7-3-20. Executive Director of the State Election Commission.	State	Statute	Establishes the Executive Director as the individual responsible for implementing and enforcing the state's responsibilities under UOCAVA	No	No - But relates to manner in which one or more agency deliverables is provided		
13	7-3-20. Executive Director of the State Election Commission.	State	Statute	Requires the executive director to conduct audits, reviews, and post-election analyses of county boards of voter registration and elections	No	Yes	Other service or product our agency must/may provide	Audits, reviews, post-election analyses of county boards
14	7-3-20. Executive Director of the State Election Commission.	State	Statute	Requires the executive director to maintain a complete master file of all qualified electors by county and precincts and delete the names of electors who satisfy certain conditions under the law	No	Yes	Other service or product our agency must/may provide	Voter list maintenance
15	7-3-20. Executive Director of the State Election Commission.	State	Statute	Establishes the supervisory authority of the Executive Director over the county boards of voter registration and elections	No	No - But relates to manner in which one or more agency deliverables is provided		
16	7-3-20. Executive Director of the State Election Commission.	State	Statute	Requires Executive Director to furnish each county board of voter registration and elections with a master list of all registered voters in the county at least ten days prior to each election	Yes	Yes	Other service or product our agency must/may provide	County voter registration lists
17	7-3-20. Executive Director of the State Election Commission.	State	Statute	Requires Executive Director to furnish at a reasonable price any precinct lists to a qualified elector requesting them	Yes	Yes	Other service or product our agency must/may provide	Sale of lists program
18	7-3-25. Noncompliant county board of voter registration and elections.	State	Statute	Establishes authority of SEC to determine and certify results of an election if County Board of Voter Registration and Elections is unable to certify by statutorily mandated time	No	Yes	Other service or product our agency must/may provide	Certification of election results if County Board unable to timely certify
19	7-3-25. Noncompliant county board of voter registration and elections.	State	Statute	Establishes the authority of the Executive Director to recommend corrective action plan for non-compliant County Board of Voter Registration and Election members	No	No - But relates to manner in which one or more agency deliverables is provided		
20	7-3-30. Notice of deletion of elector's name from roster of electors; appeal by elector; restoration of name	State	Statute	Requires the Executive Director to notify by mail each elector whose name has been deleted for the reason of conviction or change in the residence of a qualified voter	Yes	Yes	Other service or product our agency must/may provide	Notification by mail to voters removed from registration list

21	7-5-10. Appointment of board members; previous offices abolished; training and certification requirements.	State	Statute	Establishes the duty of the SEC to conduct a training and certification program for county board members	Yes	Yes	Other service or product our agency must/may provide	Training and certification program for county board members
22	7-5-10. Appointment of board members; previous offices abolished; training and certification requirements.	State	Statute	Establishes the requirement of the SEC to notify the Governor of any member of a county board of registration and elections that fails to meet the training and certification program requirements	Yes	Yes	Other service or product our agency must/may provide	Notify Governor of county board members who fail to meet training and certification requirements
23	7-5-40. Supplements to counties to help defray expenses of registration office.	State	Statute	Establishes the requirement of the state to defray the expenses of personnel in keeping the county board office open for voter registration	Yes	Yes	Distribute funding to another entity	See legal description
24	7-5-125. Written notification of registration	State	Statute	Requires the SEC to provide the form by which county boards notify any person who registers to vote and is found qualified to vote	Yes	Yes	Other service or product our agency must/may provide	Provide form used by county boards to notify persons who register and are deemed qualified to vote
25	7-5-155. Registration of electors by mail.	State	Statute	Requires the SEC to furnish voter registration application forms to county boards of voter registration and elections	Yes	Yes	Other service or product our agency must/may provide	Provide voter registration application forms to county boards
26	7-5-155. Registration of electors by mail.	State	Statute	Allows the agency to promulgate regulations relating to registration of electors by mail	Yes	No - But relates to manner in which one or more agency deliverables is provided		
27	7-5-185. Electronic applications for voter registration.	State	Statute	Requires the SEC to allow a citizen with a SC Driver's License or DMV ID Card to submit an application for voter registration electronically on the SEC's website	Yes	Yes	Other service or product our agency must/may provide	Online voter registration
28	7-5-186. Statewide voter registration database.	State	Statute	Establishes the duty of the SEC to keep, maintain and administer a statewide voter registration database	No	Yes	Other service or product our agency must/may provide	Statewide voter registration database
29	7-5-310. Definitions; designations	State	Statute	Establishes the SEC as the agency to which an individual may file a complaint regarding interference with the right to register or decline to register to vote or privacy regarding the decision to register to vote at a voter registration agency	Yes	Yes	Other service or product our agency must/may provide	Receipt of complaints filed regarding interference with voter registration rights and protections
30	7-5-330. Completion, receipt, and disposition of voter registration application; discretionary removal of elector	State	Statute	Establishes the duty of the SEC to remove a qualified elector from the official list of eligible voters on the grounds that the elector has changed residence.	Yes	Yes	Other service or product our agency must/may provide	Removal of voter from official list of eligible voters due to change in residence
31	7-5-340. Duties of State Election Commission respecting removal of elector from official list.	State	Statute	Establishes duties of the SEC with respect to removing names from the official list of eligible voters	Yes	No - But relates to manner in which one or more agency deliverables is provided		
32	7-5-660. Preparation of registration books.	State	Statute	Establishes the duty of the Executive Director to prepare duplicate registration books for each ward or precinct for every county	Yes	Yes	Other service or product our agency must/may provide	Preparation of duplicate registration books for each ward/precinct
33	7-9-10. Certification and decertification of political parties	State	Statute	Requires SEC to certify and decertify political parties under certain conditions	Yes	Yes	Other service or product our agency must/may provide	Certification of political parties
34	7-11-15. Qualifications to run as a candidate in general elections	State	Statute	Establishes that the SEC must accept statement of intention of candidacy, party pledge, and filing fees	Yes	Yes	Other service or product our agency must/may provide	Candidate filing
35	7-11-20. Conduct of party convention or party primary elections generally; presidential preference primaries	State	Statute	Requires the SEC to conduct presidential preference primaries for certified political parties receiving at least five percent of the popular vote	Yes	Yes	Other service or product our agency must/may provide	Presidential preference primaries
36	7-11-50. Substitution where party nominee dies, becomes disqualified or resigns for legitimate nonpolitical reason.	State	Statute	Establishes that the SEC consider an affidavit submitted by a candidate who wishes to withdraw from an election for a legitimate nonpolitical reason	Yes	Yes	Other service or product our agency must/may provide	Consideration of candidate withdrawals for nonpolitical reasons
37	7-11-70. Nomination by petition.	State	Statute	Establishes that the SEC should accept petitions for certain offices containing the signatures of at least five percent of the qualified registered electors of the office's geographical area.	Yes	Yes	Other service or product our agency must/may provide	Acceptance of candidate petitions
38	7-11-80. Form of nominating petition	State	Statute	Establishes that the SEC may furnish petition forms to county election officials and interested persons	Yes	Yes	Other service or product our agency must/may provide	Furnishing petition forms
39	7-13-15. Primaries to be conducted by State Election Commission and county board of voter registration and elections on second Tuesday in June. Filing fees	State	Statute	Establishes the duty of the SEC to conduct primaries for federal offices, state offices, offices included in more than one county, countywide and less than countywide offices, special purpose districts and the ability to use filing fees paid by candidates to pay for the primaries.	No	Yes	Other service or product our agency must/may provide	Conduct of party primaries
40	7-13-40. Time of party primary; certification of names; verification of candidates' qualifications; filing fee	State	Statute	Establishes the requirement of the SEC to conduct party primaries and place filing fees in a special account designated for use in conducting primaries	No	Yes	Other service or product our agency must/may provide	Conduct of party primaries
41	7-13-45. Acceptance of Filings.	State	Statute	Establishes the duty of the SEC to establish regular candidate filing hours and publish notice of candidate filing	Yes	Yes	Other service or product our agency must/may provide	Establish and publish notice of regular candidate filing hours
42	7-13-50. Second and other primaries.	State	Statute	Establishes the requirement of the SEC to hold a second primary when necessary	No	Yes	Other service or product our agency must/may provide	Conduct of second primaries, when necessary
43	7-13-72. Managers of election.	State	Statute	Establishes the duty of the SEC to develop a training program for poll managers	Yes	Yes	Other service or product our agency must/may provide	Training program for poll managers
44	7-13-320. Ballot standards and specifications.	State	Statute	Establishes the duty of the SEC to direct the size and color of the ballot.	No	Yes	Other service or product our agency must/may provide	Ballot format

45	7-13-325. Use of candidate's given name, derivative thereof, or nickname on ballot.	State	Statute	Allows the agency to promulgate regulations relating to the use of a candidates name, derivative thereof or nickname on the ballot	Yes	Yes	Other service or product our agency must/may provide	Regulations regarding candidate names appearing on ballot
46	7-13-340. Printing and distribution of Ballots.	State	Statute	Establishes the duty of the SEC to print and deliver ballots for elections for presidential electors, state officers, US Senators and members of Congress to county boards of voter registration and elections	Yes	Yes	Other service or product our agency must/may provide	Printing and delivery of ballots for certain elections to county boards
47	7-13-350. Certification of candidates; verification of qualifications	State	Statute	Establishes duty to place political party nominees on general election ballot who are certified in writing by parties	Yes	Yes	Other service or product our agency must/may provide	Placement of certified political party nominees on general election ballot
48	7-13-351. Nominees by petition.	State	Statute	Establishes that the SEC must place a nominee by petition on the appropriate ballot.	Yes	Yes	Other service or product our agency must/may provide	Placement of nominee by petition on appropriate ballot
49	7-13-410. Ballots where both state-wide and local constitutional amendments are submitted	State	Statute	Requires the SEC to arrange and classify proposed constitutional amendments on the ballot.	No	Yes	Other service or product our agency must/may provide	Arrangement and classification of proposed constitutional amendments on ballot
50	7-13-420. Oath of print of ballots and assistants.	State	Statute	Requires the Executive Director to contract with a printer for the printing of official ballots.	No	No - But relates to manner in which one or more agency deliverables is provided		
51	7-13-610. Ballot specifications; separate ballots for each party.	State	Statute	Establishes the duty of the SEC to prepare separate ballots for each political party holding a primary	Yes	Yes	Other service or product our agency must/may provide	Preparation of separate ballots for each party holding primary
52	7-13-611. Arrangement of official county and state primary ballots.	State	Statute	Allows the agency to promulgate regulations regarding the arrangement of official county and state primary ballots	No	Yes	Other service or product our agency must/may provide	Regulations regarding arrangement of official county and state primary ballots
53	7-13-710. Proof of right to vote; signing poll list; comparison of signatures; provisional ballot; purpose of requirements	State	Statute	Requires the SEC to furnish a poll list to the appropriate election officials.	Yes	Yes	Other service or product our agency must/may provide	Furnishing poll lists to election officials
54	7-13-1160. Reporting of election results to the State Election Commission	State	Statute	Provides that the SEC must accept notification from counties of unofficial election results	No	Yes	Other service or product our agency must/may provide	Acceptance of unofficial election results from counties
55	7-13-1330. Vote recorders and optical scan voting systems; approval process; duration and changes	State	Statute	Requires the SEC to approve all optical scan voting systems to be used in elections.	No	Yes	Other service or product our agency must/may provide	Approval of optical scan ballots
56	7-13-1340. Requirements for vote recorders or optical scan voting devices.	State	Statute	Provides requirements for the SEC to use when approving vote recorders and optical scan voting devices.	No	No - But relates to manner in which one or more agency deliverables is provided		
57	7-13-1360. Form and contents of ballot labels; primary elections	State	Statute	Provides that the SEC shall prepare the form and arrangement of ballot labels.	No	Yes	Other service or product our agency must/may provide	Preparation of form and arrangement of ballot labels
58	7-13-1371. Ballot cards used in conjunction with optical scanning device; instructions	State	Statute	Provides that the SEC must establish the form of a sign to be displayed in any polling place using an optical scanning device	No	Yes	Other service or product our agency must/may provide	Establish form of sign displayed in polling place using optical scanning device
59	7-13-1380. Write-in votes.	State	Statute	Requires the SEC to specify the form of the ballot in connection with write-in votes.	No	Yes	Other service or product our agency must/may provide	Specify form of ballot with respect to write-in votes
60	7-13-1390. Labeling, preparation, and testing of vote recorders; custodians and deputies; examination by interested persons	State	Statute	Establishes that the SEC must prescribe the requirements for arrangement, ballot labels and testing the vote recorders	No	Yes	Other service or product our agency must/may provide	See legal description
61	7-13-1490. Regulations, instructions and forms.	State	Statute	Allows the agency to promulgate regulations regarding the conduct of elections for distribution to the county boards of voter registration and elections	No	Yes	Other service or product our agency must/may provide	See legal description
62	7-13-1620. Voting system approval process.	State	Statute	Establishes that SEC must approve and certify all voting systems for use in SC	No	Yes	Other service or product our agency must/may provide	Approval/certification of voting systems
63	7-13-1655. "Voting System" defined. State Election Commission duties.	State	Statute	Establishes duty of SEC to adopt one voting system for State	No	Yes	Other service or product our agency must/may provide	Adoption of statewide voting system
64	7-13-2120. Constitutional Ballot Commission.	State	Statute	Requires that the Executive Director serve on a Constitutional Ballot Commission	No	Yes	Board, commission, or committee on which someone from our agency must/may serve	SEC Executive Director serves on Constitutional Ballot Commission
65	7-15-10. Duties of State Election Commission.	State	Statute	Establishes duty of SEC to establish procedures and forms for absentee voting	No	Yes	Other service or product our agency must/may provide	Establish forms and procedures for absentee voting
66	7-15-10. Duties of State Election Commission.	State	Statute	Allows the agency to promulgate regulations for electors to vote by absentee ballot	Yes	Yes	Other service or product our agency must/may provide	Regulations for voting by absentee ballot
67	7-15-10. Duties of State Election Commission.	State	Statute	Allows the agency to promulgate regulations for ensuring UOCAVA voters are sent absentee ballots by the required forty-five day deadline	Yes	Yes	Other service or product our agency must/may provide	Regulations for timely transmission of UOCAVA ballots
68	7-15-340. Form and application for absentee ballot	State	Statute	Requires the SEC to establish and distribute a form application for an absentee ballot	No	Yes	Other service or product our agency must/may provide	Establish and distribute form application for absentee ballot
69	7-15-405. Voters eligible to vote under Uniformed and Overseas Citizens Absentee Voting Act; absentee instant runoff ballots for second preference	State	Statute	Allows the SEC to promulgate regulations for the implementation of UOCAVA voters voting absentee	Yes	Yes	Other service or product our agency must/may provide	Regulations for UOCAVA absentee voting
70	7-15-406. Ballots to be sent to qualified electors under Uniformed and Overseas Citizens Absentee Voting Act; timing	State	Statute	Requires ballots to be sent to qualified electors under UOCAVA at least forty-five day prior to any election	Yes	Yes	Other service or product our agency must/may provide	Deadline for sending UOCAVA ballots

71	7-15-460. Absentee ballots as provided by Uniformed and Overseas Citizens Absentee Voting Act.	State	Statute	Allows the agency to promulgate regulations to ensure that UOCAVA voters have the opportunity to receive and cast ballots	Yes	No - But relates to manner in which one or more agency deliverables is provided		
72	7-15-470. Absentee ballots other than paper ballots.	State	Statute	Requires the SEC to develop standards and guidelines for a voting system or machine to count absentee ballots	No	Yes	Other service or product our agency must/may provide	See legal description
73	7-17-70. Hearing of Appeals.	State	Statute	Requires the State Board of Canvassers to meet and hear appeals from county boards	No	Yes	Other service or product our agency must/may provide	State Board of Canvassers hears appeals from county boards
74	7-17-210. State Election Commission constitutes Board.	State	Statute	Requires the SEC to constitute the State Board of Canvassers	No	No - Does not relate directly to any agency deliverables		
75	7-17-220. Meeting of Board; telecommunication or electronic communication; public access.	State	Statute	Requires the State Board of Canvassers to convene a meeting to canvass the votes for all officers, constitutional amendments, questions and other issues voted during any general election	No	Yes	Other service or product our agency must/may provide	Canvassing of votes
76	7-17-230. Power to adjourn; procedure when all certified statements have not been received.	State	Statute	Gives the State Board of Canvassers the power to adjourn for a period of time until certified statements for the election of electors for President and Vice President have been received	No	No - But relates to manner in which one or more agency deliverables is provided		
77	7-17-240. Board shall make certified statement of all votes cast	State	Statute	Requires the State Board of Canvassers to make a statement of the number of votes at an election and certify statement to be correct	No	Yes	Other service or product our agency must/may provide	Certified statement of votes cast
78	7-17-250. Board shall declare persons elected and decide contested or protested cases; appeals.	State	Statute	Requires the State Board of Canvassers to declare candidates elected and hear appeals from county boards of canvassers	No	Yes	Other service or product our agency must/may provide	State Board of Canvassers declares candidates elected and hears appeals from county boards
79	7-17-260. Cases decided by State Board; filing and service	State	Statute	Provides the election protests that the State Board of Canvassers must hear	No	Yes	Other service or product our agency must/may provide	Election protests heard by State Board of Canvassers
80	7-17-270. Hearing of protest or contest; procedure at hearing; notice of decision; appeals.	State	Statute	Provides the timeline for the State Board of Canvassers to hear appeals	No	No - But relates to manner in which one or more agency deliverables is provided		
81	7-17-280. Mandatory recounts.	State	Statute	Requires the State Board of Canvassers to order a recount in a general election when the difference between the number of votes for a candidate, constitutional amendment, question or other issue is not more than one percent of the total votes cast	No	Yes	Other service or product our agency must/may provide	Mandatory recounts
82	7-17-290. Certificate of determination shall be delivered to Secretary of State.	State	Statute	Requires the State Board of Canvassers to make and subscribe a certificate of determination on the results of the general election	No	Yes	Report our agency must/may provide	Certificate of determination of general election results
83	7-17-510. Convening of county board of voter registration and elections as county boards of canvassers; canvass and certification of primary results; canvass and declaration of results by Board of State Canvassers; telecommunication or electronic communication; public access.	State	Statute	Establishes the date and time that the State Board of Canvassers must meet to declare the results of primaries and runoffs	No	No - But relates to manner in which one or more agency deliverables is provided		
84	7-17-710. Continuation of protest in event of death of candidate in special or general election.	State	Statute	Establishes guidance for the State Board of Canvassers when a candidate dies after filing a protest	No	No - But relates to manner in which one or more agency deliverables is provided		
85	14-7-130. Preparation of jury list from electronic file of persons holding valid South Carolina driver's license or identification card.	State	Statute	Requires the SEC to furnish a jury list to county jury commissioners	Yes	Yes	Other service or product our agency must/may provide	Jury lists
86	Act 15 of 2017	State		For federal special election primary held on May 2, 2017, SEC required to provide rank choice ballot to individuals voting under Uniformed and Overseas Citizens Absentee Voting Act	Yes	Yes	Other service or product our agency must/may provide	See legal description
87	Proviso 101.1 (County Boards of Voter Registration and Election Compensation), 2018-19, Appropriations Act Part 1B (101-E280 Election Commission)	State	Proviso	Provides guidelines for disbursing aid to county stipend for county voter registration and elections board members	Yes	Yes	Distribute funding to another entity	County board member stipends
88	Proviso 101.2 (Elections Managers & Clerks Per Diem), 2018-19, Appropriations Act Part 1B (101-E280 Election Commission)	State	Proviso	Provides amount of pay and number of days of training/working for county poll managers	Yes	Yes	Distribute funding to another entity	Poll manager pay
89	Proviso 101.3 (Board of State Canvassers Compensation), 2018-19, Appropriations Act Part 1B (101-E280 Election Commission)	State	Proviso	Provides additional compensation for State Board of Canvassers members to attend required hearings/appeals following elections	Yes	Yes	Other service or product our agency must/may provide	Additional compensation for State Board of Canvassers members to attend hearings/appeals
90	Proviso 101.4 (Sale of Lists Revenue Carry Forward), 2018-19, Appropriations Act Part 1B (101-E280 Election Commission)	State	Proviso	Provides authority to spend revenue generated from Sale of List Program and allows SEC to carry forward any amounts in the account at end of the fiscal year	No	No - But relates to sources of funding for one or more agency deliverables		

91	Proviso 101.5 (Budget Reduction Exemption), 2018-19, Appropriations Act Part 1B (101-E280 Election Commission).	State	Proviso	Exempts funds appropriated for recurring and non-recurring general and primary election expenses from mandated across the board reductions and excludes these amounts from the agency's base budget when calculating base reductions	No	No - But relates to sources of funding for one or more agency deliverables		
92	Proviso 101.6 (Primary and General Election Carry Forward), 2018-19, Appropriations Act Part 1B (101-E280 Election Commission).	State	Proviso	Allows SEC to spend filing fees received from candidates filing to run in the statewide primaries for the conduct of the statewide primaries and to carry forward any amounts in those accounts at the end of each fiscal year. Also allows the SEC to use filing fee funds to pay for Presidential Preference Primaries when necessary.	No	No - But relates to sources of funding for one or more agency deliverables		
93	Proviso 101.7 (Training and Certification Program), 2018-19, Appropriations Act Part 1B (101-E280 Election Commission).	State	Proviso	Requires county board of voter registration and election members to complete the SEC's training and certification program, and at least one additional class per year. Allows SEC to charge for training classes, and to retain and spend up to \$35,000 to help cover the cost to provide the training. Allows the SEC to carry forward any balance in the account at fiscal year end. Requires the SEC to withhold the stipend of any non-compliant board members, and to notify county legislative delegation of the withholding and the requirements to bring the member into compliance. Requires county legislative delegation to remove non-compliant board member if not compliant within 18 months of initial notification of non-compliance.	Yes	No - But relates to sources of funding for one or more agency deliverables		
94	Proviso 101.8 (Penalty for Late Submission of Reimbursable Expenses), 2018-19, Appropriations Act Part 1B (101-E280 Election Commission).	State	Proviso	Allows the SEC to deduct 10% from any county election reimbursement requests that are more than 30 days past the date of the election for which reimbursement is being requested. Also allows the SEC to deduct 10% from any county reimbursement requests not submitted in the Statewide Voter Registration Election Management System (VREMS). Allows SEC to spend funds in current fiscal year to reimburse counties for expenditures incurred in previous fiscal year.	No	No - But relates to manner in which one or more agency deliverables is provided		
95	Proviso 101.09 (HAVA Carry Forward), 2018-19, Appropriations Act Part 1B (101-E280 Election Commission).	State	Proviso	Requires the SEC to carry forward unexpended Help America Vote Act (HAVA) funds into next fiscal year and to expend the funds for HAVA	No	No - But relates to sources of funding for one or more agency deliverables		
96	Proviso 101.10 (HAVA Match Funds), 2018-19, Appropriations Act Part 1B (101-E280 Election Commission).	State	Proviso	Allows HAVA match funds to be placed into an account that allows interest to be accrued on the funds, for funds to be carried forward and used for special primaries, runoffs, and elections, and to reimburse local government entities for expenses incurred in prior fiscal associated with special primaries, runoffs, and general elections.	No	No - But relates to sources of funding for one or more agency deliverables		
97	Proviso 101.11 (Use of Election Funds), 2018-19, Appropriations Act Part 1B (101-E280 Election Commission).	State	Proviso	Allows SEC to transfer up to \$200,000 from funds appropriated for the conduct of elections to other operating accounts upon approval by the Executive Budget Office, Chairman of the Senate Finance Committee, Chairman of the House Ways and Means Committee, and the Governor	No	No - But relates to sources of funding for one or more agency deliverables		
98	Proviso 101.12 (Statewide Voting System Reserve Fund)	State	Proviso	Establishes Reserve Fund to be used by SEC for procurement of the New Statewide Voting System.	No	No - But relates to sources of funding for one or more agency deliverables		
99	Proviso 101.13 (Match for Additional HAVA Funds), 2018-19, Appropriations Act Part 1B (101-E280 Election Commission).	State	Proviso	In the event additional HAVA funds become available, authorizes SEC to use funds appropriated for primary and general elections for voting system refurbishment to provide match for federal funds.	No	No - But relates to sources of funding for one or more agency deliverables		
100	Proviso 117.112 (Information Technology and Security Plans), 2018-19, Appropriations Act Part 1B (117-X900 GP: Information Technology and Information Security Plans).	State	Proviso	Requires all state agencies to submit an information technology plan and an information security plan to the Department of Administration by August 1.	No	No - But relates to manner in which one or more agency deliverables is provided		

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Customer Template

Service/Product Provided to Customers	Customer Segments	Specify only for the following Segments: (1) Industry; Name; (2) Professional Organization; Name; (3) Public; Demographics.	Divisions or Major Programs	Description
Provides financial services to include Aid to County stipend funds provided to county boards of voter registration and elections board members; also provides reimbursements to the county boards of voter registration and elections for expenses incurred for the conduct of elections throughout the state.	Local Govts.		Administration	Oversees the Agency's policies and procedures, provides leadership, support, financial services, and other related administrative services.
Provides jury lists to US Federal Court, 46 county clerks of court, 46 magistrates and municipal clerks of court to be used for the jury selection process.	Judicial Branch		Administration	Oversees the Agency's policies and procedures, provides leadership, support, financial services, and other related administrative services.
Provides Sale of List information as requested by individuals, organizations, candidates, and political parties.	General Public	South Carolina registered voters may purchase Sale of List information	Administration	Oversees the Agency's policies and procedures, provides leadership, support, financial services, and other related administrative services.
Voter Services provides database and ballot layout assistance to county boards of voter registration and elections and to municipal election commissions; provides counties with election support services and technical assistance related to the statewide voting system; provides ongoing maintenance and security of the statewide voter registration system; provides election security oversight and guidance to counties; provides ongoing assistance and guidance to counties and conducts audits to ensure county compliance with state and federal laws; ensures counties comply with verification procedures to ensure accuracy of unofficial election results.	Local Govts.		Voter Services	Voter Services is tasked with providing ongoing support, security and privacy services to the 46 county boards of voter registration and elections and to the citizens of South Carolina.
Delivers technology, security and privacy related services and solutions to the 46 county boards of voter registration and elections and to all citizens of South Carolina who are registered to vote in the Statewide Voter Registration and Election Management System (VREMS).	General Public	All Voters of South Carolina	Voter Services	Voter Services is tasked with providing ongoing support, security and privacy services to the 46 county boards of voter registration and elections and to the citizens of South Carolina.
Educates the public on the voter registration and election process and provides information regarding elections and agency activities; provides assistance and guidance to candidates filing to run for office in South Carolina.	General Public	All Citizens of South Carolina	Public Information/Training	Public Information/Training provides training and certification to the 46 county boards of voter registration and elections and provides public information services as it relates to the conduct of elections in South Carolina.

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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
Federal agencies such as the Department of Homeland Security, Department of Justice, Department of Defense, Election Assistance Commission, and Federal Election Commission	Federal Government	The SEC works with these agencies to ensure that federal laws and guidelines are followed and to provide military and overseas citizens the opportunity to register and vote.	1,2,3,4
South Carolina General Assembly	State Government	The SEC works with the General Assembly to ensure that state laws are followed regarding the conduct of elections and to provide input for recommended legislative changes.	1,2,3,4
Department of Administration and South Carolina Law Enforcement Division	State Government	The SEC works with these state agencies to protect South Carolina's election infrastructure.	1,3
Other State Agencies such as DSS, DHEC, DDSN, Commission for the Blind, Voc Rehab, DMH, DMV, DAODAS, Protection and Advocacy	State Government	The SEC works with other state agencies to ensure that individuals are provided the opportunity to register to vote when offered services at those agencies.	1,2,3,4
County Boards of Voter Registration and Elections	Local Government	The SEC works with the county boards of voter registration and elections to ensure fair and impartial elections for all citizens of South Carolina.	1,2,3,4
Municipal Election Commissions	Local Government	The SEC provides mandated training and works with the county municipal election commissions to ensure fair and impartial elections for all citizens of South Carolina.	1,2,3
Political Parties	Non-Governmental Organization	The SEC provides information and guidance regarding the election process.	1,2,3
Candidates/Elected Officials	Individual	The SEC provides information and guidance regarding the election process.	1,2,3
Special Interest and Advocacy Groups	Non-Governmental Organization	The SEC works with special interest and advocacy groups to provide voter education to their constituents and to improve the voting process.	1,2,3
News Media	Private Business Organization	The SEC provides accurate and timely information to the media which is relative to the election process in South Carolina.	1,2,3
Various Election Related Service Providers	Private Business Organization	The SEC works with various private businesses to obtain election related services.	1,2,3

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Report and External Review Template

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year: Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
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