Project Scope Definition

Election Position Review and Update

Approved August 14, 2019
Scope Definition Approval

<Identify all members of the Management Team responsible for approving Initiative starting with the sponsor. In addition, the Project Lead’s approval is necessary.>

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Organization</th>
<th>Date</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Sponsor:</td>
<td>Janet Gorn, Director Programs</td>
<td>LWV Virginia</td>
<td>8/14/2019</td>
<td>Approved by state board in email from Janet Gorn.</td>
</tr>
<tr>
<td>Project Oversight</td>
<td>Jane Newell</td>
<td>LWV Richmond Metro Area</td>
<td>8/8/2019</td>
<td>Approved in conference call</td>
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<td>Team</td>
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<td>Project Oversight</td>
<td>Lisa Koteen Gerchick</td>
<td>LWV Arlington/ Alexandria</td>
<td>8/8/2019</td>
<td>Approved in conference call</td>
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<tr>
<td>Project Oversight</td>
<td>Sidney Johnson</td>
<td>LWV Fairfax</td>
<td>8/8/2019</td>
<td>Approved in conference call</td>
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<tr>
<td>Project Oversight</td>
<td>Allison Brown</td>
<td>LWV Falls Church</td>
<td>8/12/2019</td>
<td>Approved in conference call</td>
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Overview

Introduction

The LWV of Virginia approved the review and update of the election position in the 2019 Convention in Norfolk. The language in the convention book was:

_The following Local Leagues have confirmed a willingness to merge their requests and to form a consolidated inter-League update on Elections to address the following items:_

A. _Include election processes, laws, and regulations (e.g. post-election audits) that ensure free and fair election results, transparency, security and accountability._

B. _Prepare amendment to State position to strengthen support for security, including physical security of voting equipment and ballots._

C. _Review language supporting electronic voting._

D. _Add a statement opposing requirement for photo ID at polls._

E. _Consider and explore the effectiveness /impact of rank choice voting._

F. _Address voter suppression._

The leagues making the requests were Arlington/Alexandria (topics B, C), Falls Church (topics D, E), Fairfax (topics F), and Richmond Metro Area (topics A, B).

Scope

Overview and Justification

_The LWV Virginia Position for Action section on Election Laws needs revision in these areas._

1. **Election Integrity**
   a. A concise statement to the point that our democratic system depends on voters’ faith in the integrity of election processes and election outcomes.
   b. A brief statement of the LWV US positions on related areas of election law.

2. **Election Security**
   a. Security of registration and election software applications and databases throughout the Commonwealth of Virginia
   b. Cybersecurity of election equipment, including optical ballot scanners, electronic pollbooks, and servers
   c. Adoption and maintenance of certification standards and recertification if needed to meet or exceed federally set national standards
d. Post-election audits (risk-limiting audits in particular) and transparency of election results

e. Physical security of ballots and equipment before and during elections until ballots are remitted to the Court and equipment is securely stored

f. Review of electronic voting position
g. Management of in-person absentee voting, particularly in light of new no-excuse absentee voting provision, including security measures for satellite polling places or vote centers.

3. Ranked Choice Voting
   a. Study and propose a new election position for LWV-VA

4. Voter Suppression
   a. Check and update current position
   b. Reinstatement of felons’ right to vote after completion of the terms and conditions of their sentences
   c. Extended hours for polling places
   d. Add a statement opposing requirement for photo ID at polls

5. General review of all existing LWV-VA election positions
   a. Check the positions for current accuracy and relevance

Out-of-Scope to this effort

The following topics, although important to free and fair elections, are considered out-of-scope to this study/update. They may be addressed in future studies or by other means.

1. Social media influence on elections
2. Campaign Finance
3. Funding sources including foreign influence
4. Registration processes except where security is an issue
5. American Anti-corruption Act
6. Automatic Voter Registration
7. Purging of voter rolls
8. Third-party registration (current language concerns parties only)
9. Third-party applications for absentee ballots
10. Third-party handling of absentee ballot submission
11. Redistricting reform
12. Election Funding including state participation or full reimbursement for the cost of election administration and cost of new computer system to replace VERIS
**Deliverables**

The following deliverables have been identified for the Project/Initiative.

<table>
<thead>
<tr>
<th>Deliverable Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>Scope clarity and plan</td>
<td>Clear and approved statement of what is in and out of scope. Timeline and plan for delivery of study and updated position language.</td>
</tr>
<tr>
<td>Team roster</td>
<td>Including recruits from local leagues for each identified topic</td>
</tr>
<tr>
<td>Position crosswalk</td>
<td>Crosswalk of Virginia and National positions in the areas of topics in scope to this effort. Inclusion of relevant work completed in other states.</td>
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<tr>
<td>Study drafts</td>
<td>Multiple research drafts for specific study topics and final report</td>
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<tr>
<td>Position language updates</td>
<td>Recommended language updates to Virginia position based on research</td>
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**Objectives**

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<th>Description</th>
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<td>1</td>
<td>Updated Election Laws section in the LWV Virginia <em>Positioned for Action</em> that addresses concerns identified and approved at the 2019 LWV Virginia Convention.</td>
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<tr>
<td>2</td>
<td>Identification of other areas of research needed to expand the Virginia positions.</td>
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# Project/Initiative Organization, Schedule and Budget

## Team

### Team Roles and Responsibilities

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<tr>
<th>Role</th>
<th>Responsibility</th>
<th>Name</th>
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| Sponsor                       | • Review and approve scope.  
                                 | • Provide guidance from state board.                       | Janet Gorn                                      |
| Project Oversight Team        | • Determine scope and schedule  
                                 | • Recruit study group members  
                                 | • Assign topics to group  
                                 | • Monitor progress  
                                 | • Identify risks and issues and then mitigate or resolve | Lisa Koteen Gerchick (Arlington)  
                                 | Sidney Johnson (Fairfax)  
                                 | Jane Newell (Richmond Metro Area) |
| Study Group Team Members      | • Research and document topics as identified and assigned  
                                 | • Review drafts and provide commentary | TBD                                           |
| Editor                        | • Review and edit final drafts of reports and position language recommendations | Rona Ackerman (Fairfax)                         |

## Timeline - Milestones

The following timeline identifies high-level milestones in the schedule.

### Estimated Timeline

**Milestones**

- **August 2019**: Recruit Study Group members from Leagues statewide; design study and assign issues to subgroups
- **September – October 2019**: Conduct study; research issues
- **November – December 2019**: Wrap-up research and begin drafting
- **January 2020**: Revise drafts; begin editing
- **February 2020**: Finalize drafts and gain approval within Study Group

*Priority 1 Topics
Proposed Scope Sections 1, 2, and 3*
End of February 2020  Submit draft proposal(s) to State for circulation to local Leagues and consideration for 2020 Council action

Priority 2 Topics
Proposed Scope Sections 4 and 5

November 2020  Wrap-up research and begin drafting
December 2020  Revise drafts; begin editing
February 2021  Finalize drafts and gain approval within Study Group
End of February 2021  Submit proposal(s) to State for publication and circulation to local Leagues prior to 2021 Convention

Budget and Procurement Plan

Meetings

The plan is to conduct as much discussion through conference calls. However, we recognize the need to meet face-to-face on occasion. Expenses anticipated include:

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<tr>
<th>Expense</th>
<th>Description</th>
<th>Budget</th>
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<tr>
<td>Study Group meeting 2019-20</td>
<td>Late 2019 or early 2020 meeting of all participants</td>
<td>TBD</td>
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<tr>
<td>Study Group meeting 2021</td>
<td>Early 2021 meeting to finalize all drafts</td>
<td>TBD</td>
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Printing

Council and/or Convention printing of studies and position language is included in the budget for those events. We expect that sharing drafts among the study group and with local leagues will be done in soft-copy. Individual Leagues can choose to print for their board or members as they wish.