

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

Fiscal Year 2015-16 Accountability Report

SUBMISSION FORM

AGENCY MISSION	The mission of the State Election Commission is to ensure every eligible citizen in South Carolina has the opportunity to register to vote, participate in fair and impartial elections, and have the assurance that their 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 state 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.

RESTRUCTURING RECOMMENDATIONS:	No
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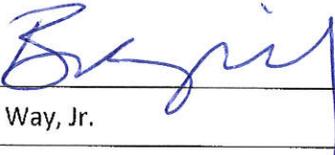
Please identify your agency's preferred contacts for this year's accountability report.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Chris Whitmire	(803) 734-9070	cwhitmire@elections.sc.gov
SECONDARY CONTACT:	Howard Snider	(803) 734-9004	hsnider@elections.sc.gov

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I have reviewed and approved the enclosed FY 2015-16 Accountability Report, which is complete and accurate to the extent of my knowledge.

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

BOARD/CMSN CHAIR (SIGN AND DATE):			
(TYPE/PRINT NAME):	Billy Way, Jr.		

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AGENCY’S DISCUSSION AND ANALYSIS

The mission of the State Election Commission (SEC) is to ensure every eligible citizen in South Carolina has the opportunity to register to vote, participate in fair and impartial elections, and have the assurance that their vote will count.

Conducting elections is a technologically and legally complex profession, subject to exceptional scrutiny by voters, candidates, media, and the legal community. 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
- Conducting a candidate filing system
- Supervise 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

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

2016 Presidential Preference Primaries

The SEC and county boards of voter registration and elections successfully conducted the Republican and Democratic Presidential Preference Primaries on February 20 and 27, respectively. The SEC created databases and provided election support to 46 county election offices. Approximately 737,000 South Carolinians voted on February 20, and an additional 371,000 voters participated on February 27. In all, approximately 1.1 million South Carolinians voted in these primaries to help parties select their nominees for President of the United States. Approximately 15,000 poll workers and election officials across the state worked diligently to ensure these Primaries were a success.

2016 Statewide Primaries and Runoffs

The SEC and county boards of voter registration and elections successfully conducted the June 14, 2016 Statewide Primaries and June 28, 2016 Runoffs. The SEC created databases and provided election support to 46 county elections offices. Nearly 450,000 South Carolinians voted for a variety of offices on federal, state and local levels. More than 18,000 poll workers and election officials across the state worked diligently to ensure the primaries and runoffs were a success.

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Election Results Audits

The SEC conducts statewide, pre- and post-certification election results audits on all state-level elections. The SEC also offers auditing services for county boards and municipal election commissions conducting local elections. These audits help ensure that each county’s election results are complete and certified accurately, verify that each ballot was counted prior to certification, provide enhanced election transparency, and help identify opportunities to run elections more efficiently.

Election Security

Election security remains a high priority for the SEC. The SEC continued to enhance and tighten security measures, procedures, controls, and contingency plans to protect the statewide voting system, the statewide voter registration system and the election process in general. The SEC employs IT security professionals and takes advantage of all security-related resources offered by federal and state partners, as well as private vendors.

Polling Place Line Management

The SEC worked during FY2016 to raise awareness of polling place line management techniques. The Agency continued its efforts to raise awareness and train county official on queue management techniques to reduce lines at polling places.

Local Election Support

In an effort to ensure success of the statewide voting system, the SEC provided voting system support to county boards of voter registration and elections for approximately 200 local elections; including county, special, and municipal elections. The SEC provided county offices with training, media relations, and voting system support. Counties save more than \$1.5 million annually by taking advantage of voting system services provided by SEC staff, rather than contracting services with the system vendor.

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. FY2016 efforts were focused on educating voters on Photo ID requirements. The initiative included: 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

Replacing the Statewide Voting System

In February 2016, the SEC released a Voting System Solution Request for Proposals to replace the current statewide voting system. In March 2016, the South Carolina General Assembly published a Report of the Joint Voting System Research Committee in which they recommended that the SEC postpone purchasing a new system until the requirements are released. Also during this time, the U.S. Election Assistance Commission (EAC) announced that the Next Generation of Voluntary Voting System Standards (VVSG) was in development for projected release in 2018. The SEC determined that it was in the best interest of the State to withdraw its Request for Proposals until such time as new systems are available that meet the

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current Standards. The agency intends to pursue funding in the FY2018 budget request for a system refresh to extend the life of the current voting system.

County Compliance Audits

As of June 2014 with the passage of S.815, the SEC was given authority to audit counties for compliance with state and federal law by requiring reviews, audits or other post-election analysis. At the conclusion of this reporting period, three area representatives were being trained along with a total of seven audits being in various stages of completion. The agency anticipates having the program fully operational by November 2016 with a twenty-four month county engagement cycle being implemented in 2017.

Election Legislation

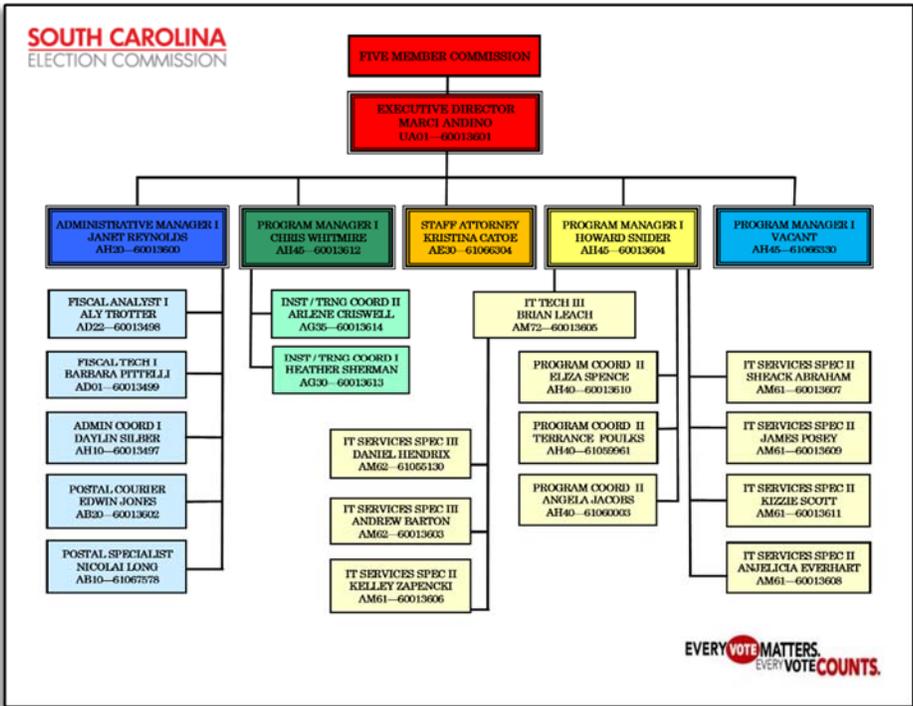
Each year the SEC provides information to the General Assembly to develop and enact legislation to improve the efficiency and effectiveness of voter registration and elections. The agency will be working with the General Assembly to streamline the submission of candidates and referendums for inclusion on the general election ballots.

Agency Funding

Over the past two fiscal years, the SEC has requested \$742,000 to fully implement Act 196 which requires the SEC to supervise counties and conduct compliance audits to ensure that counties are following state and federal laws. To date, the Agency has received \$625,000.

Over the past four fiscal years, the Agency has made budget requests to replace the state’s aging voting system. The projected cost is \$42 million.

AGENCY ORGANIZATIONAL CHART



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Risk Assessment and Mitigation Strategies:

The most negative impact on the public would be the will of the electorate not being fairly expressed. The 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, conduct elections, and jeopardize voter's Personally Identifiable Information (PII).

The following agencies would be called upon to identify and address any security threats or failures that have impacted the Agency's ability to conduct voter registration and elections.

The nature and level of outside help would depend on the type of failure. Depending on the situation, the following agencies may be called upon:

- Department of Administration
- Department of Motor Vehicles
- SC General Assembly
- South Carolina Law Enforcement Division (SLED)
- SC Governor's Office
- County boards of voter registration and elections
- US Election Assistance Commission
- County governments
- US Department of Homeland Security
- US Department of Justice

The following three options for the General Assembly to help resolve issues before they become a crisis are as follows:

First, the SEC will seek assistance to fund a voting system refresh. These funds will be used to extend the useful life of over 13,000 voting machines used in the State to conduct three hundred or more elections annually. This voting system refresh will encompass a statewide replacement of each voting machines touch screen and brackets, motherboard batteries, battery sticks, Personalized Electronic Ballot (PEB) batteries, and also include a software upgrade.

Next, the SEC will work with the General Assembly to amend various sections of the SC Code of Laws to require all candidates and ballot questions to meet the August 15th certification deadline for placement on the general election ballot.

With the useful life of the State's current voting system being 12 to 15 years, the SECs third option will be to ask for continued funding and support of its request to replace the current voting system. Equipment issues and breakdowns are becoming more frequent. As a result, carrying out our mission and reflect the will of the electorate has become complicated and challenging.

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
G	1			Government and Citizens	Improve the voter registration process for all citizens by increasing access and opportunities to register to vote
S		1.1			Increase use of online voter registration by increasing awareness of the process and ease of use of the application
<i>O</i>			1.1.1		<i>Increase percentage share of voter reg apps received through OVR in each fiscal year</i>
<i>O</i>			1.1.2		<i>Make mobile OVR application available for use on later than 9/15/16</i>
S		1.2			Increase security of all voters' personally identifiable information in the Statewide Voter Registration System
<i>O</i>			1.2.1		<i>Implement two-factor identification security protocols no later than 11/1/15</i>
<i>O</i>			1.2.2		<i>Require all county users to sign security agreements no later than 10/1/15</i>
S		1.3			Increase public access to voter registration information and statistics
<i>O</i>			1.3.1		<i>Provide voter registration information and statistics to the public</i>
G	2			Government and Citizens	Improve the election process statewide while ensuring all elections are conducted in a fair, impartial and accurate manner
S		2.1			Maintain quality of statewide elections by providing quality, professional voting system database building services
<i>O</i>			2.1.1		<i>Build and provide requested election databases to jurisdictions no later than 45 days prior to date of election</i>
<i>O</i>			2.1.2		<i>Provide results of all pre-certification audits to election authority prior to certification hearing</i>
<i>O</i>			2.1.3		<i>Reduce and eliminate instances of counties certifying inaccurate results</i>
S		2.2			Provide and maintain a secure, accurate and reliable statewide voting system
<i>O</i>			2.2.1		<i>Obtain funding for refresh of current statewide voting system by FY2018</i>
<i>O</i>			2.2.2		<i>Obtain capital funding for eventual replacement of statewide voting system by FY2022</i>
<i>O</i>			2.2.3		<i>Begin implementation of new voting system in January 2022</i>
S		2.3			Ensure equal access to ballots for all candidates by providing for fair and open candidate filing process
<i>O</i>			2.3.1		<i>Provide information to public on requirements to file for office no later than close of filing for the general election</i>
<i>O</i>			2.3.2		<i>Provide accurate information to public on filed candidates in real time as candidates file during the filing period</i>
<i>O</i>			2.3.3		<i>Ensure county compliance with candidate filing laws and procedures</i>
S		2.4			Increase level of polling place accessibility for all voters
<i>O</i>			2.4.1		<i>Conduct survey of all polling places statewide to gauge accessibility by August 2015</i>
<i>O</i>			2.4.2		<i>Report results and provide counties with information and guidance on improving polling place accessibility by October 2015</i>
<i>O</i>			2.4.3		<i>Increase overall level of accessibility of all polling places bi-annually</i>
S		2.5			Ensure election results are reported completely, accurately and timely
<i>O</i>			2.5.1		<i>Ensure 100% compliance with requirement for counties to report unofficial results on election night</i>
<i>O</i>			2.5.2		<i>Ensure counties comply with verification procedures to ensure accuracy of unofficial results</i>
<i>O</i>			2.5.3		<i>Require all counties report partial election night results during FY2016</i>
S		2.6			Improve polling place experience for voters and poll managers
<i>O</i>			2.6.1		<i>Increase use of electronic poll books in all 46 counties in every fiscal year</i>
<i>O</i>			2.6.2		<i>100% usage of electronic poll books in all counties</i>
<i>O</i>			2.6.3		<i>Increase use of driver's license scanners in each statewide election</i>
S		2.7			Educate voters about the election process
<i>O</i>			2.7.1		<i>Communicate voter registration, absentee, voting rules and deadlines to the public in a timely manner prior to each statewide election</i>
G	3			Education, Training, and Human Development	Provide resources and support to local election officials to improve voter registration and elections for citizens of South Carolina
S		3.1			Provide a training and certification program for county election officials
<i>O</i>			3.1.1		<i>Encourage compliance by reporting non-compliant members to the appropriate authorities on a quarterly basis</i>
<i>O</i>			3.1.2		<i>Encourage compliance by withholding county board member stipends from non-compliant board members</i>
<i>O</i>			3.1.3		<i>Provide adequate number of classes in various locations throughout the state to ensure members have the opportunity to achieve and maintain certification</i>
S		3.2			Fully implement county compliance auditing program statewide
<i>O</i>			3.2.1		<i>Conduct initial compliance audits in select counties by July 2015</i>
<i>O</i>			3.2.2		<i>Secure funding for full staffing of compliance auditing program by FY2017</i>
<i>O</i>			3.2.3		<i>Have county compliance auditing program fully operational by November 2016</i>

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Performance Measurement Template

Item	Performance Measure	Target Value	Actual Value	Future Target Value	Time Applicable	Data Source and Availability	Calculation Method	Associated Objective(s)
1	Total Active Registered Voters	NA	3,081,855	NA	30-Jun	Statewide Voter Registration System (RP0040)	Number of active, registered voters at end of fiscal year	1.1.1, 1.3.1
2	Voters Registered in Current Fiscal Year	NA	244,741	NA	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)	1.1.1, 1.3.1
3	Voters Made Inactive	NA	60,025	NA	July 1 - June 30	Statewide Voter Registration System (RP0061)	Number of registration records made inactive (Voters that register in a new county are not included in "made inactive" since their record is made inactive)	1.1.1, 1.3.1
4	Percentage of Registrations Submitted Online (actual number)	NA	22.1% (54,216)	NA	July 1 - June 30	Statewide Voter Registration System (RP0061)	Number of applications received through Online Voter Registration and FPCA forms received through the Electronic Voting Accessibility Tool	1.1.1, 1.1.2, 1.3.1
5	Percentage of Registrations Received By Mail (actual number)	NA	11.3% (27,770)	NA	July 1 - June 30	Statewide Voter Registration System (RP0061)	Number of applications received by mail (includes state, national, FPCA, FWAB forms)	1.1.1, 1.1.2, 1.3.1
6	Percentage of Registrations In Office (actual number)	NA	5.6% (13,885)	NA	July 1 - June 30	Statewide Voter Registration System (RP0061)	Number of applications submitted in office (also includes source unknown)	1.1.1, 1.1.2, 1.3.1
7	Percentage of Registrations at DMV (actual number)	NA	58.5% (143,341)	NA	July 1 - June 30	Statewide Voter Registration System (RP0061)	Number of applications received through the Department of Motor Vehicles	1.1.1, 1.1.2, 1.3.1
8	Percentage of Registrations at Other Public Service Agencies (actual number)	NA	1.9% (4,862)	NA	July 1 - June 30	Statewide Voter Registration System (RP0061)	Number of applications received through other public service agencies	1.1.1, 1.1.2, 1.3.1
9	Percentage of Counties That Have Not Implemented Electronic Poll Books	0%	18% (8)	0%	July 1 - June 30	Voter Services Division Survey of Counties	Percentage of counties not using Electronic Voter Registration Lists (EVRL) in any precincts	2.6.1, 2.6.2
10	Percentage of Counties That Have Partially Implemented Electronic Poll Books	0%	28% (13)	0%	July 1 - June 30	Voter Services Division Survey of Counties	Percentage of counties using Electronic Voter Registration Lists (EVRL) in some, but not all, precincts	2.6.1, 2.6.2
11	Percentage of Counties with Full Implementation of Electronic Poll Books	100%	54% (25)	100%	July 1 - June 30	Voter Services Division Survey of Counties	Percentage of counties using Electronic Voter Registration Lists (EVRL) in all precincts	2.6.1, 2.6.2
12	Photo Voter Registration Cards Issued	NA	10,901	NA	July 1 - June 30	Voter Services Division Tracking of Cards Printed	Number of Photo Voter Registration Cards Printed at SEC (sole source of printing cards)	2.7.1
13	Number of SEC Voter Educations Events	NA	41	NA	July 1 - June 30	Public Information & Training Division Tracking of Events	Number of voter education events conducted with SEC involvement	2.7.1
14	scVOTES.org Total Visits	NA	237,217	NA	July 1 - June 30	Google Analytics	Total number of sessions	2.7.1

15	scVOTES.org Percentage Returning Visits (actual number)	NA	26% (62,308)	NA	July 1 - June 30	Google Analytics	Total number of sessions by returning users	2.7.1
16	scVOTES.org Percentage New Visits (actual number)	NA	74% (174,909)	NA	July 1 - June 30	Google Analytics	Total number of sessions by new users	2.7.1
17	Twitter Followers	1,000	1,341	2,000	30-Jun	Twitter.com	Total followers	2.7.1
18	Facebook Likes	3,000	3,509	4,000	30-Jun	Facebook.com	Total likes	2.7.1
19	Number of Training & Certification Program Participants	NA	505	NA	30-Jun	Training Management System	Total number of active County Board Members, Directors, and Staff	3.1.1
20	Percentage of Participants Not in Compliance with Training & Certification Program Requirements (actual number)	0	4.5% (23)	0	30-Jun	Training Management System	Number of participants who have not completed the prerequisite classes for certification within the time period allowed by law (would also include any participants decertified pending remedial courses)	3.1.1, 3.1.2, 3.1.3
21	Training & Certification Program Classes Offered	NA	28	NA	July 1 - June 30	Training Management System	Number of classes offered for Training & Certification Program credit	3.1.1, 3.1.2, 3.1.3
22	Training & Certification Program Total Class Attendees	NA	642	NA	July 1 - June 30	Training Management System	Total number of attendees to Training & Certification Program class. An individual participant is counted each time a class is attended.	3.1.1, 3.1.2, 3.1.3
23	Total Other Training Events	NA	22	NA	July 1 - June 30	Training Management System	Total number of other training events conducted for county and municipal election officials.	3.1.1, 3.1.2, 3.1.3
24	Percentage of County Election Officials Using ElectionNET	100%	60% (305)	100%	30-Jun	scelectionnet.org	Percentage of participants in the Training & Certification Program who are active ElectionNET users	2.5.1
26	Number of Elections Held in State	NA	336	NA	July 1 - June 30	Statewide Voter Registration System	Number of elections held statewide (elections involving more than one county have each county involved counted separately, e.g., a General Election is counted as 46 elections)	1.1.1, 1.1.2, 1.2.1, 1.2.2, 1.3.1, 2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3, 2.6.1, 2.6.2, 2.6.3, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3
27	Number of Counties Served by SEC Database Coders	NA	39	NA	30-Jun	Voter Services Records	Number of counties served by SEC database coders	2.1.1
28	Number of Audits Conducted on County Election Results	All Elections	626	All Elections	July 1 - June 30	Voter Services Audit Records	Number of Audits conducted on county election results. Pre-certification and post-certification audits of the same election are counted as two separate audits. Incomplete audits also included.	2.1.2, 2.1.3
29	Number of Audits Failed on County Election Results	0	0	0	July 1 - June 30	Voter Services Audit Records	Number of Audits showing a county board of voter registration and elections certified incorrect results	2.1.2, 2.1.3

30	Number of Poll Managers Used (General Election or Primary/Runoff)	NA	15,000	NA	Date of statewide election referenced	Division of Finance & Administration Records	Total number of clerks, poll managers, and student poll managers used in the referenced election (estimate - still reimbursing)	2.6.1, 2.6.2, 2.6.3
31	Amount of Poll Manager Reimbursement (General Election or Primary/Runoff)	NA	2,000,000	NA	Date of statewide election referenced	Division of Finance & Administration Records	Total amount reimbursed for clerks, poll managers, and student poll managers for the referenced election (estimate - still reimbursing)	2.6.1, 2.6.2, 2.6.3
30	Number of Poll Managers Used (2016 Presidential Preference Primaries)	NA	18,782	NA	Date of statewide election referenced	Division of Finance & Administration Records	Total number of clerks, poll managers, and student poll managers used in the referenced election	2.6.1, 2.6.2, 2.6.3
31	Amount of Poll Manager Reimbursement (2016 Presidential Preference Primaries)	NA	\$2,207,211.56	NA	Date of statewide election referenced	Division of Finance & Administration Records	Total amount reimbursed for clerks, poll managers, and student poll managers for the referenced election	2.6.1, 2.6.2, 2.6.3
32	Protests Heard	NA	0	NA	July 1 - June 30	Division of Finance & Administration Records	Number of election protests heard by the State Board of Canvassers	2.1.1, 2.1.2, 2.1.3
33	Appeals Heard	NA	1	NA	July 1 - June 30	Division of Finance & Administration Records	Number of appeals heard by the State Board of Canvassers	2.1.1, 2.1.2, 2.1.3
34	Number of Candidates Filed for Federal, State and County Level offices in most recent general election	NA	1,601	NA	July 1 - June 30	Candidate Tracking System	Number of candidates who filed for federal, state and county level offices in the most recent general election (excludes candidates for municipal offices).	2.3.1, 2.3.2, 2.3.3
35	Filing Fees Collected for Statewide Primaries	NA	\$1,210,926	NA	July 1 - June 30	Candidate Tracking System	Filing fees collected from candidates seeking nomination of party nominating by primary for General Election (S.C. Code 7-13-40)	2.3.1, 2.3.2, 2.3.3
36	Filing Fees Collected for Special Primaries	NA	\$4,648	NA	July 1 - June 30	Candidate Tracking System	Filing fees collected from candidates seeking nomination of party nominating by primary for special elections (S.C. Code 7-13-40)	2.3.1, 2.3.2, 2.3.3
37	Filing Fees Collected for 2016 Presidential Preference Primaries	NA	\$360,000	NA	July 1 - June 30	Candidate Tracking System	Filing fees collected from presidential candidates participating in the Presidential Preference Primaries (S.C. Code 7-11-20)	2.3.1, 2.3.2, 2.3.3
38	Training & Certification Program Fees	NA	\$18,500	NA	July 1 - June 30	Division of Finance & Administration Records	Fees collected from county and municipal board members, directors, and staff to attend Training & Certification Program classes (Proviso 101.7)	2.3.1, 2.3.2, 2.3.3
39	Sale of Voter Registration Lists	NA	\$175,957	NA	July 1 - June 30	Division of Finance & Administration Records	Fees collected from candidates, political parties, clerks of court, and the general public for voter registration lists (S.C. Code 7-3-20, Proviso 101.4)	1.3.1

40	Sale of Publications	NA	\$12	NA	July 1 - June 30	Division of Finance & Administration Records	Fees collected from various sources for state election commission publications (fees based on actual cost of printing)	1.3.1
41	Voting System Update/Certification Fees	NA	\$2,000	NA	July 1 - June 30	Division of Finance & Administration Records	Fees collected from voting system vendor seeking certification (7-13-1330, 7-13-1620)	2.2.2, 2.2.3

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Program Template

Program/Title	Purpose	FY 2015-16 Expenditures (Actual)				FY 2016-17 Expenditures (Projected)				Associated Objective(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administration	Leadership and direction for the agency, including administration, finance and support services.	\$ 598,920	\$ 82,571	\$ -	\$ 681,491	\$ 895,761	\$ 85,000	\$ -	\$ 980,761	1.1.1 1.1.2, 1.2.1, 1.2.2, 1.3.1, 2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3, 2.6.1, 2.6.2, 2.6.3, 2.7.1, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3
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	\$ 757,939	\$ -	\$ -	\$ 757,939	\$ 1,140,400	\$ -	\$ -	\$ 1,140,400	1.1.1 1.1.2, 1.2.1, 1.2.2, 1.3.1, 2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3, 2.6.1, 2.6.2, 2.6.3, 2.7.1, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3
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	\$ 169,728	\$ 8,864	\$ -	\$ 178,592	\$ 119,246	\$ 10,000	\$ -	\$ 129,246	1.1.1 1.1.2, 1.2.1, 1.2.2, 1.3.1, 2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3, 2.6.1, 2.6.2, 2.6.3, 2.7.1, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3
IV. Distributions to Subdivisions	Provide aid to county stipend as per Proviso 101.1.	\$ 428,748	\$ -	\$ -	\$ 428,748	\$ 450,000	\$ -	\$ -	\$ 450,000	3.1.1, 3.1.2, 3.1.3
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.	\$ 849,506	\$ 432,755	\$ -	\$ 1,282,261	\$ 1,400,000	\$ 778,171	\$ -	\$ 2,178,171	1.1.1 1.1.2, 1.2.1, 1.2.2, 1.3.1, 2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3, 2.6.1, 2.6.2, 2.6.3, 2.7.1, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3

Agency Name: State Election Commission

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Program Template

Program/Title	Purpose	FY 2015-16 Expenditures (Actual)				FY 2016-17 Expenditures (Projected)				Associated Objective(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
VII. Employee Benefits	Program to provide insurance, retirement, social security, etc. for state employees	\$ 322,079	\$ 15,872	\$ -	\$ 337,951	\$ 350,000	\$ 16,000	\$ -	\$ 366,000	1.1.1 1.1.2, 1.2.1, 1.2.2, 1.3.1, 2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3, 2.6.1, 2.6.2, 2.6.3, 2.7.1, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3
Help America Vote Act	Help America Vote Act (HAVA) established in 2002 to improve federal elections	\$ -	\$ -	\$ 50,320	\$ 50,320	\$ -	\$ -	\$ -	\$ -	2.2.1, 2.2.2, 2.2.3, 2.7.1
Federal Voting Assistance Program	Program established to allow all military and overseas citizens the ability to vote an online absentee ballot for all federal elections	\$ -	\$ -	\$ 8,652	\$ 8,652	\$ -	\$ -	\$ -	\$ -	1.3.1, 2.1.1, 2.7.1
Presidential Preference Primaries		\$ -	\$ 2,578,263	\$ -	\$ 2,578,263	\$ -	\$ -	\$ -	\$ -	1.1.1 1.1.2, 1.2.1, 1.2.2, 1.3.1, 2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3, 2.6.1, 2.6.2, 2.6.3, 2.7.1, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3

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Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Associated Program(s)
1	Civil Rights Act	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	Voter Services Division
2	Voting Rights Act	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;	Voter Services Division
3	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	Voter Services Division
4	Americans with Disabilities Act	Federal	Statute	Requires states to make reasonable accommodations to allow for the disabled to vote	Voter Services Division
5	National Voter Registration Act	Federal	Statute	Requires states provide the opportunity to register to vote at certain agencies	Voter Services Division
6	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	Voter Services Division
7	Uniformed and Overseas Citizens Absentee Voting Act	Federal	Statute	Requires states to allow qualified services members and overseas citizens to register and vote absentee	Voter Services Division
8	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 forty-five days prior to the election	Voter Services Division
9	5-15-90	State	Statute	Establishes the duty of the Commission to conduct a training and certification program for municipal officials	Training Division
10	7-3-20	State	Statute	Establishes the authority of the Executive Director as the chief administrative officer for the Commission appointed by the Commission	Administrative Division
12	7-3-20	State	Statute	Establishes the supervisory authority of the Executive Director over the County Boards of Voter Registration and Elections	Administrative Division
13	7-3-25	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	Administrative Division
14	7-5-10	State	Statute	Establishes the duty of the Commission to conduct a training and certification program for county board members	Training Division
15	7-5-155	State	Statute	Allows the Agency to promulgate regulations relating to registration of electors by mail	Administrative Division

16	7-5-186	State	Statute	Establishes the duty of the Commission to keep, maintain and administer a statewide voter registration database	Voter Services Division
17	7-5-340	State	Statute	Establishes the duties of the Commission to remove an elector from the official list of eligible voters	Voter Services Division
18	7-5-660	State	Statute	Establishes the Duty of the Executive Director to prepare duplicate registration books for each ward or precinct for every county	Voter Services Division
19	7-13-72	State	Statute	Establishes the Duty of the Commission to develop a training and certification program for poll managers	Voter Services Division
20	7-13-325	State	Statute	Allows the Agency to promulgate regulations relating to the use of a candidates name, derivative thereof or nickname on the ballot	Administrative Division
21	7-13-611	State	Statute	Allows the Agency to promulgate regulations regarding the arrangement of official county and state primary ballots	Administrative Division
22	7-13-1490	State	Statute	Allows the Agency to promulgate regulations regarding the conduct of elections for distribution to the County Boards of Voter Registration and Elections	Administrative Division
23	7-13-1620	State	Statute	Establishes that Commission must approve certification of all voting systems for use in SC	Voter Services Division
24	7-13-1655	State	Statute	Establishes duty of Commission to adopt one voting system for State	Voter Services Division
25	7-15-10	State	Statute	Establishes duty of Commission to establish procedures and forms for absentee voting	Voter Services Division
26	7-15-10	State	Statute	Allows the agency to promulgate regulations for electors to vote by absentee ballot	Administrative Division
27	7-15-10	State	Statute	Allows the agency to promulgate regulations for ensuring UOCAVA voters are sent absentee ballots by the required forty-five day deadline	Administrative Division
28	7-15-406	State	Statute	Requires ballots to be sent to qualified electors under UOCAVA at least forty-five day prior to any election	Voter Services Division
29	7-15-460	State	Statute	Allows the agency to promulgate regulations to ensure that UOCAVA voters have the opportunity to receive and cast ballots	Administrative Division
30	101.1	State	Proviso	Provides guidelines for disbursing aid to county stipend for county voter registration and elections board members.	Administrative Division
31	101.2	State	Proviso	Provides amount and number of days of training/working for county poll managers	Administrative Division
32	101.3	State	Proviso	Provides additional compensation for State Board of Canvassers members to attend required hearings/appeals following elections.	Administrative Division
33	101.4	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.	Administrative Division

34	101.5	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.	Administrative Division
35	101.6	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.	Administrative Division
36	101.7	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.	Training Division
37	101.8	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.	Administrative Division
38	101.9	State	Proviso	Allows the SEC to use funds appropriated for a state match of federal funds received to implement the Help America Vote Act (HAVA) program. Also allows funds to be used to comply with the Uniformed and Overseas Citizens Voting Act of 1986.	Administrative Division
39	101.10	State	Proviso	Allows SEC to carry forward unexpended Help America Vote Act (HAVA) funds into next fiscal year and to expend the funds for HAVA.	Administrative Division
40	101.11	State	Proviso	Allows HAVA match funds to be placed into an account that allows interest to be accrued on the funds.	Administrative Division
41	101.12	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.	Administrative Division
42	117.114	State	Proviso	Requires all state agencies to submit an information technology plan and an information security plan to the Department of Administration by October 1, 2016.	Voter Services Division

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Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segment	<i>Specify only for the following Segments:</i> (1) Industry; Name; (2) Professional Organization; Name; (3) Public; Demographics.
Administration	Oversees the Agency's policies and procedures, provides leadership, support, financial services, and other related administrative services.	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
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.	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
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.	Public Information/Training administers a mandatory statewide training and certification program for county and municipal election officials; provides ongoing training events and workshops, and provides a poll manager training program and materials.	Local Govts.	
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.	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

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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Objective(s)
Federal agencies such as the Department of Justice, Department of Defense, U. S. 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.	1.3.1, 2.4.1, 2.4.3, 2.5.1, 2.7.1
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.	1.1.1, 1.1.2, 1.2.1, 1.2.2, 1.3.1, 2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3, 2.6.1, 2.6.2, 2.6.3, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3
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.	1.3.1, 2.7.1
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.	1.1.1, 1.1.2, 1.2.1, 1.2.2, 1.3.1, 2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3, 2.6.1, 2.6.2, 2.6.3, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3
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.	3.1.1, 3.1.2, 3.1.3
Political Parties	Non-Governmental Organization	The SEC provides information and guidance regarding the election process.	1.3.1, 2.1.1, 2.3.1, 2.3.2, 2.3.3, 2.7.1
Candidates/Elected Officials	Individual	The SEC provides information and guidance regarding the election process.	1.3.1, 2.1.1, 2.3.1, 2.3.2, 2.3.3, 2.7.1
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.	1.3.1, 2.1.1, 2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.7.1
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.	1.3.1, 2.3.1, 2.3.2, 2.5.1, 2.5.2, 2.5.3, 2.7.1
Various Election Related Service Providers	Private Business Organization	The SEC works with various private businesses to obtain election related services.	1.1.1, 1.1.2, 1.2.1, 1.2.2, 1.3.1, 2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3, 2.6.1, 2.6.2, 2.6.3, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3

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Report Template

Item	Report Name	Name of Entity Requesting the Report	Type of Entity	Reporting Frequency	Submission Date (MM/DD/YYYY)	Summary of Information Requested in the Report	Method to Access the Report
1	Accountability Report	Executive Budget Office	State	Annually	September 15, 2015	Identifying agency goals, strategies and objectives	ScVotes.org
2	Election Administration and Voting Survey (EAVS)	Federal Election Assistance Commission (EAC)	Federal	Bi-Annually	Varies	National data collection effort that analyzes voter registration, election administration, and ways voters cast their ballots	Document is submitted to the requesting entity and not published by the SEC
3	Absentee Ballots Mailed	US Department of Justice (DOJ)	Federal	Prior to each federal election	Varies	Number of absentee ballots mailed to military and overseas citizens at least 45 days prior to a federal election	Document is submitted to the requesting entity and not published by the SEC
4	Federal Financial Report (425)	US Election Assistance Commission (EAC)	Federal	Annually	December 31, 2015	Status of federal funds received for Help America Vote Act (HAVA) program	Document is submitted to the requesting entity and not published by the SEC
5	Federal Financial Report (425)	Federal Voting Assistance Program (FVAP)	Federal	Quarterly	Varies	Status of federal funds received for Federal Voting Assistance Program (FVAP)	Document is submitted to the requesting entity and not published by the SEC
6	Data Collection Point Report	Federal Voting Assistance Program (FVAP)	Federal	Annually	Varies	Report completed following federal elections to assist FVAP with the establishment of a baseline for military and overseas citizens voter performance and future election administration changes	Document is submitted to the requesting entity and not published by the SEC
7	Non-Compliant County Board Members	SC Governor's Office	State	Quarterly	Varies	Identifies county board of registration and elections board members who are not compliant with training and certification program requirements	Document is submitted to the requesting entity and not published by the SEC

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Oversight Review Template

Item	Name of Entity Conducted Oversight Review	Type of Entity	Oversight Review Timeline (MM/DD/YYYY to MM/DD/YYYY)	Method to Access the Oversight Review Report
None				