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Election Commission  
Annual Accountability Report 1996/97

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# State of South Carolina



## Election Commission

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MARC B. ANDINO  
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Information Services  
and Special Projects  
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Director  
Election Services  
GARRY BAUM  
State Training Coordinator  
JULIE LYBRAND  
Public Information Officer

### LETTER OF TRANSMITTAL

October 15, 1997

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To: David M. Beasley, Governor,  
House Ways and Means Committee and  
Senate Finance Committee:

In accordance with law, the State Election Commission hereby submits its Annual Accountability Report for fiscal year 1996-97. The Report states the agency's mission as set out in Title 7 of the 1976 South Carolina Code of laws and our major programs, prioritized by statutory mandates and both necessary and requested services to our customers.

Program objectives are based on the belief that this agency exists to support the conduct of voter registration and elections in the State, and the performance measures reflect the quantity, efficiency and effectiveness with which these programs are carried out.

Questions regarding this report should be addressed to myself, or to Ms. Ann Wolfe, Finance Director. We may be reached at (803) 734-9060.

Respectfully Submitted,

James F. Hendrix  
Executive Director

JFH:acw

Enclosures (3)

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OCT 15 1997  
Budget & Control Board  
OFFICE OF STATE BUDGET

# STATE ELECTION COMMISSION

## EXECUTIVE SUMMARY

Fiscal Year 1996-97

The State Election Commission (SEC) considers itself to be a service agency and increasing efforts have been made to provide an expanded and outstanding level of service to our customers. Those customers include the various county voter registration boards and election commissions, county and municipal governments, the South Carolina General Assembly, candidates for public office, other state agencies, and the voting public of the State.

The criteria used to establish program priorities in this report are statutory mandates and requests for services from our customers.

Our primary statutory mandate is the maintenance and support of the Statewide Voter Registration System (SVRS). That program is our number one priority. Recent additions to the opportunities for voter registration have resulted in dramatic increases in the master file of registered voters. The system is now adding approximately 5,000 new registrations per week. The increased use of automation, both in the agency and in the county registration board offices, has allowed updates to the master file on a daily basis with no increase in personnel--at either the state or county level. This use of automation also allows the agency to produce, on an up-to-date basis, statistics concerning voter registration and election participation. Requests for these statistics from candidates, the media and the general public provide the bulk of our requests for information. Additionally, the development of an agency home page on the Internet and the inclusion, and automatic updating, of these statistics to our home page have resulted in very positive responses from customers seeking these statistics.

This automated statewide voter registration system also produces accurate, up-to-date voter registration lists for every election held in the State.

Although an agency-wide effort, the Special Projects section of SVRS has the chief responsibility for the development and conduct of the training and certification program for county voter registration and election officials. This program seeks to increase the knowledge and raise the professional level of those persons dealing with voter registration and elections on a day-to-day basis.

The agency-based registration program, necessitated by the National Voter Registration Act, provides an example of interagency cooperation to provide registration opportunities to the citizens of the State. Of special note are the outstanding cooperative efforts between the SEC and the Department of Motor Vehicles, Vocational Rehabilitation and Department of Health and Environmental Control's WIC Program in the implementation of this service. Also, cooperative efforts with the Department of Social Services has enhanced their program to locate those persons who are delinquent in child support payments.

The Election Services program is ranked as our number two priority. This program provides technical assistance to counties using electronic voting systems through the creation of the databases and ballots for all elections in counties using these voting systems. All databases and ballots are produced at an extremely reasonable cost--with no cost to the counties involved. Election Services also includes the Educational Services program of the agency. Our poll manager training program, conducted in cooperation with S.C.E.T.V., provides top quality training for poll managers working in state wide primaries and general elections. This training effort is conducted at minimal cost and serves as a national model for this type of training.

The conduct of the 1996 General Election is our priority number three. This program involved all agency divisions, as well as all county registration boards and election commissions. Its goal was to conduct the 1996 General Election while ensuring that all polls were adequately staffed and with all ballots and supplies necessary to conduct the election. An additional goal was to conduct the election in a manner that raised the confidence of the public in the election process.

Election are numbers driven. Increased voter registration adds to the cost and complexity of the process. However, the 1996 General Election was conducted for a reasonable cost, in a proper manner, and given the complexity of the ballot, in as orderly a fashion as possible.

**STATE ELECTION COMMISSION**  
**Fiscal Year 1996-97**

**MISSION STATEMENT:**

The State Election Commission (SEC) maintains the State's computerized statewide voter registration system. They are responsible for printing the lists of registered voters for all elections held in the State. The statewide voter registration system also serves as a source for selection of jurors in the State. The SEC provides oversight of elections in South Carolina. The agency trains voter registration and election officials, provides voter registration and election materials, prints, or provides funding for, ballots for all federal offices, statewide offices, and constitutional amendments voted on in South Carolina, and produces data bases and ballots for all elections in the State conducted on electronic voting systems. The members of the SEC serve as the State Board of Canvassers after elections to certify election returns, declare candidates elected, and hear protests/appeals that arise.

**Priority Ranking:**      **No. 1**

**Program Name:**              Statewide Voter Registration System

**Program Cost:**              The total cost of administering the statewide voter registration system is \$912,216.27. The funds are state appropriated.

**Program Goal No. 1:**      To maintain and support South Carolina's statewide voter registration system. To provide training and aid to county boards of voter registration.

**Program Objectives:**      To maintain an up-to-date statewide voter registration system for the State of South Carolina. To supply the forty-six (46) county boards of voter registration with a list of voters for each election: statewide, county wide, municipal or other. To remove the names of voters who have died, moved, been convicted of felonies or crimes against the election laws or otherwise become ineligible as electors. To provide support to the county boards of voter registration in the proper use of the on-line voter registration system. To provide support to the county boards of voter registration on proper voter registration procedures and any changes that occur in the law. To provide the county boards of voter registration with all forms and materials used for voter registration.

## Performance Measures:

### Workload Indicators:

1,892,340	Active registered voters
269,135	New registrations
126,334	New registrations received from agency-based registration program
451,871	Changes to existing registrations
236	Elections held
	Use of on-line voter registration system:
46	Counties using absentee registration/balloting system
31	Counties using street address system
46	Counties using election results reporting system

### Efficiency Measures:

- All county boards of voter registration utilizing statewide voter registration system
- All county boards of voter registration/election commissions utilized election results reporting system
- Statistics on registered voters by county, precinct, district and race produced quarterly
- Election participation statistics, by county and precinct, produced following every election held in State

### Outcomes:

- New registrations and changes to the statewide voter registration file were updated daily. Experienced the largest number of registered voters in South Carolina history due in part to the implementation of the National Voter Registration Act (Motor Voter). Voter registration lists were provided for all elections held in the State. After each election the statewide file was updated to reflect which voters participated in each election. An automated system of reporting election results was utilized and results were transferred to our home page on the Internet; South Carolina was the first state to utilize automation to automatically post results.

**Program Goal No. 2:** Information Services and Special Projects - To provide information on registration and election laws, procedures and statistics to public officials, candidates for public office and the citizens of South Carolina. To offer training components necessary for county boards of registration and election commissions to meet certification requirements.

**Program Objectives:** To provide a comprehensive training and certification program to all county registration and election officials. To provide potential candidates proper information and guidelines to run for office. To provide needed information, including election statistics, to the public concerning election procedures in the State

**Performance Measures:**

Workload Indicators:

27	Training and Certification Program components held
349	County registration board and election commission members and staff participated in training program
1,300	Calls handled requesting information on election processes and statistics
675	Mailings of statistics generated by election results reporting system.

Efficiency Measures:

- County registration board or election commission members from all 46 counties participating in Training and Certification Program.
- Manuals for training classes produced in-house
- Cost of program offset by charging participants \$15.00 per class

Outcomes:

- Increased participation in the Training and Certification Program for county voter registration and election officials resulted in 75 participants being certified.
- Requests for public information processed daily.

**Priority Ranking:** No. 2

**Program Name:** Election Services

**Program Cost:** Electronic Voting System Division - \$114,332.42. These funds are State appropriated.

**Program Goal 1:** Provide technical assistance to counties using electronic voting systems.

**Program Objectives:** To create databases and machine ballots, and to provide training and support for every election in counties using electronic voting systems.

**Performance Measures:**

Workload Indicators:

20	Counties in State serviced
123	Databases created
4483	Ballots printed or copied
64	On site training sessions conducted

Efficiency Measures:

- 3272 ballots plotted @ \$.70 per ballot - \$2,290.40
- 1211 ballots copied @ \$.30 per copy - \$ 363.30

Outcomes:

- Provided programming and printed ballots for 123 elections held in State for counties using electronic systems of voting. Provided training to poll workers and county personnel in the use of their voting system and the Election Laws of South Carolina.

**Program Goal 2:** Educational Services - Provide training to election workers in the proper conduct of elections.

**Program Objectives:** To conduct a comprehensive training program for election workers throughout South Carolina on a continuing basis. To conduct a statewide training program for poll managers prior to statewide primaries and general elections. To provide assistance and information to counties and municipalities in the conduct of elections.

**Performance Measures:**

Workload Indicators:

46	46 counties in State serviced
142	Municipalities served.
87	Training sessions held on site throughout State
1	Training classes via ETV closed-circuit sites
725	Calls handled requesting information on election processes
1	Training video produced with assistance from ETV and distributed to all 46 counties.

Efficiency Measures:

- Approximately 22,000 people attended training classes on South Carolina election laws and the proper conduct of elections. Requests for information handled on a daily basis.

Effectiveness Measures:

- Increased number of trained poll managers available to serve on election day.

Outcomes:

- All precincts in elections held in South Carolina were staffed by poll managers who had received training in the proper conduct of elections.

**Priority Ranking:** No. 3

**Program Name:** 1996 General Election

**Program Cost:** The cost of conducting the 1996 General Election was \$1,265,420.39 plus the costs incurred in the Electronic Voting System Division for ballots. These funds were state appropriated.

**Program Goal:** To conduct the 1996 General Election in such manner as to improve the quality of the election process and the faith and trust the voting public has in the integrity of the election.

**Program Objective:** To see that every precinct in the State is adequately staffed and has the proper ballots and materials necessary to conduct the election. To insure that every registered voter has the opportunity to cast his ballot and to have it counted.

**Performance Measures:**

Workload Indicators:

- Coordinated with County Election Commissions the publishing of notices of election as prescribed by law
- Ballots provided for all federal, statewide and district wide offices, amendments to the Constitution and other referenda as required by the General Assembly
- Provided assistance to forty-six (46) county election commissions in ballot preparation
- Provided forms and election supplies used at the polls and in the absentee voting process
- All precincts manned with trained and qualified poll managers

Efficiency Measures:

- The counties used 1,920 less poll managers to staff the precincts at the 1996 general election than was allowed by law.
- By each county having an automated voting system as their primary system of voting, increases in ballot costs were minimized.

Outcomes:

- Notices of election were published throughout the State in newspapers of general circulation prior to the election
- Proper ballots and election materials in all 1,930 precincts on election day
- Precincts staffed with 11,597 qualified and trained poll managers
- Statewide in-house election day support provided by SEC staff
- Election returns received from all counties within 24 hours
- 1,203,486 voters cast their ballots (66.31% of total number registered)

