

Prior to the  
30th day before the  
election

**Prepare for setting up official ballot dropsites.**

**→ Establish dropsites according to the Secretary of State's rule.**

Each county must have **no less than 2 dropsites** for every countywide election.

A dropsite must be maintained at each County Elections Office. In addition, for every countywide election, there must be at least one dropsite for every 30,000 active registered voters in the county.

Consider concentrations of population, geographic areas, security and available funding when determining a dropsite location other than the County Elections Office or the County Courthouse.

**→ Designate placement of ballot box within dropsite building.**

Consider the following in placement of the ballot box within the dropsite:

- security
- voter convenience
- access for the physically disabled
- parking
- and**
- public perception that dropsite is official and secure

**→ Ensure proper security measures are taken at all dropsites.**

Ballot depositories shall be:

- locked and secure from being moved or tampered with.

**At staffed locations (such as libraries, city halls, etc.):**

- The official ballot drop box must be locked or sealed and accessible only by authorized personnel or deputized staff. The box may be exchanged for locked or sealed empty box on a predetermined schedule **or** it may be re-locked or re-sealed when emptied by authorized personnel.
- and**
- The official ballot dropsite must be in view of on-site staff and transported only by election or deputized staff to elections office on a predetermined schedule or as needed.

**Outdoor mailboxes (drive-by or walking traffic):**

- The official ballot dropsite is accessible only by key in possession of authorized personnel.
- and**
- Establish a predetermined schedule (or more frequently if necessary) to empty the dropsite. Transfer voted ballots in a locked or sealed ballot box, bag or pouch to the elections office.

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→ **Establish times that dropsites are available.**

A dropsite can be established on the first day ballots are mailed, but at a minimum **must** be open to the public beginning on the Friday preceding the election, during the normal business hours of each location.

**On Election Day dropsites must be open 8 hours or more and until 8pm.**

**30 days before  
the election**

**File Dropsite Plan.**

File any changes to a dropsite plan with the Secretary of State 30 days prior to Election Day.

Notify the Secretary of State of any change in dropsite locations after the original plan is filed.

Include in the plan the number and locations of dropsites.

Use state forms for filing plan. *See Appendix 7, Dropsite Security Plan Form.*

**Before  
the election**

**Notify the Public of Official Ballot Dropsites.**

Ensure adequate public notice by advertising dropsite locations and hours of accessibility for each site.

Ensure dropsites are designated with “official” signage. **It is recommended that traditional “Vote Here” signs not be used to designate dropsites.** A sign substantially worded as follows should be posted at each dropsite:

- Official Ballot Drop Here
- Official Ballot Depository
- or**
- Official Ballot Dropsite

**! Reminder**

*Only personnel authorized by the County Elections Official may collect voted ballots within 100 feet from any ballot dropsite.*

**Before  
the election**

**Instruct Personnel.**

Instruct dropsite personnel not to accept ballots prior to delivery of dropsite container.

Review procedures with dropsite personnel to ensure security of ballots at all times.

Ensure security of ballots for overnight with dropsite personnel. Options include:

- using a room that will be locked
- a vault
- and/or**
- other secure locations

### **Determine the frequency of ballot pick-up from dropsites.**

Authorize personnel to pick up ballots from dropsites.

Daily ballot pick-up is recommended to minimize the number of ballots left overnight at dropsites.

On Election Day, the County Elections Official ensures authorized personnel are available at dropsites to determine that everyone in line at 8pm is allowed to deposit their ballot. The authorized personnel are also to transport the ballots to the elections office.

If more than one person used, it is recommended that they be of different political parties.

Consider dropsite ballots transported by law enforcement personnel or deputized personnel.

### **Establish Voting Booths.**

For every election at each location where ballots are issued, must have three voting booths, suitable compartments, shelves or tables at which electors may mark their ballots. The arrangement of the booths, compartments, shelves or tables ensures that the elector may conveniently mark their ballot with **absolute secrecy**.

The booths, compartments, shelves or tables must be available the entire time that ballots are issued.

*ORS 254.472*

### **Establish Additional Voting Booths for Primary and General Elections.**

The County Elections Official is required to maintain additional voting booths as follows:

- In counties with more than 35,000 active electors, at least one voting booth must be established for each 20,000 electors.
- All other counties must provide at least one voting booth. *ORS 254.474(1)(b)*

At least three voting booths must be established at every election as noted above. The County Elections Official determines the voting booth locations.

Each location with a voting booth must also be a designated dropsite.

*ORS 254.474*

**Before  
the election****Plan for assisting voters with disabilities.**

In accordance with ORS 254.445, upon request, an elector is entitled to receive the assistance of two persons of different parties or by some other person chosen by the elector.

A person **may not** assist an elector if the person is:

→ an employer of the elector or an agent of the employer

**or**

→ an officer or agent of the union of which the elector is a member

Upon request from an elector, the location where the elector would like election personnel to assist is negotiable. Possible locations depend on the individual elector's need and include:

→ elector's home

→ election office

→ dropsite location

→ community service center

→ senior center or assisted living facility

*ORS 254.445*

**Before  
the election****Educate voters.**

The County Elections Official shall make every reasonable effort to acquaint electors with the ballot format to be used in the election and the methods used to mark ballots to cast a valid vote.

Submit to the Elections Division any written voter education materials or a website link to your County Elections website for posting on the Secretary of State's website.