

## Pre-Election Observation

FFET will recruit, train, and manage the initial LTO teams. Each team will be made up of 3-4 volunteers, and will be responsible for implementing activities in several counties and/or municipalities during the first phase of observation. Teams will establish and maintain good relations with election officials, and other relevant government and security officials, in their area of operations (AOR). These teams will also facilitate the recruitment and training of additional observers. As the network is built out, we hope to identify coordinators and team members for every county and city in the state. To learn more about how you can volunteer for this effort, please visit us online at FFAF.

### 1.11 Supervisor of Elections Survey

An initial Supervisor survey should be conducted in a sample of cities and counties. LTO teams should request a meeting with the selected Supervisor in their Area of Operations. A sample request letter is included below. The letter should be sent by email, and immediately followed up by a phone call. Use the sample letter as a guide for the call, explaining who you are and who you represent, and that you are election observers interested in learning more about the election process in the relevant county.

Ideally, all interviews should be conducted within a week of the initial call, so request an early date. If they try to put it off, note that you have a deadline for reporting, and that it would be a shame if they were not represented in the state report. During the interview, be respectful, non-confrontational, and non-partisan. Express our common objective of excellent elections that are accepted by all as fair and credible.

Prior to conducting the interview, you will be provided with an online video briefing on the questionnaire by FFET staff. The questionnaire is attached below. During the interview, please record responses directly on the form, using additional pages if required. After completing the questionnaire, you may want to ask additional questions specific to your AOR, but don't take up too much time.

Make arrangements with the Supervisor to follow up by email or phone to collect any information that wasn't available during your visit. Thank the registrar for his/her time, and note that you look forward to remaining in touch throughout the election cycle.

After leaving the office, please photograph your forms, and email them to [report@ffet.us](mailto:report@ffet.us). As soon as possible, please enter the information from the form into the electronic form on the website.

#### 1.11.1 Tips for getting an appointment with a registrar for the survey

*Get ready*

- *Gather information for your county: registrar name, phone number, email, physical address*
- *Start a page in a notebook for each supervisor office that you plan to visit*

- *Let your team know that you are hoping to get some appointments and that you will need immediate feedback to confirm their availability.*

*Remember*

- *Be confident, polite, and friendly.*
- *It's absolutely our right to ask questions, but we don't want to be confrontational.*
- *We want to establish a relationship, and don't want to burn any bridges*

*Contact the supervisor*

- *Preferable to call - they can't avoid you as easily, and you can keep it informal and friendly*
- *Email is a good way to follow up to let confirm the appointment*

*Introduce yourself*

- *Explain that you are working with FFAF on a statewide initiative to survey supervisors.*
- *"We are a non-partisan group looking to educate citizens about our election process"*
- *"We want to show people some of the behind the scenes aspects and help them gain confidence in our election process"*
- *So far we've met with about 5 (this number will be growing obviously) Definitely mention if you have met with another supervisor nearby*

*Ask for the interview*

- *"We have developed a survey with about 25 questions"*
- *"I think it should take about an hour at the most"*
- *"How about tomorrow or later this week"*

*Document the call*

- *Record the date and time you called*
- *Who you spoke to, when/if you need to call back*
- 

*Tips provided by Johanna Carrington, Lancaster County, Va.*

### 1.11.2 Tips for an Office Visit

**a)** *Prepare before arrival: Make sure you have questions printed, roles assigned, and equipment ready*

1. *Enter, and wait your turn. Introduce yourself, and ask to see the supervisor.*
2. *Record the names and positions of the people with whom you speak*
3. *Calmly ask the questions and collect the responses*
4. *If they provide service, write a thank you note and mail it that day*
5. *Report to the organizers the results of the visit*
6. *Return to the organizers any and all documentation collected*

*Tips provided by Diana Shores, Lynchburg, Va.*

### 1.11.3 Sample Request Letter

*From: Floridians for Election Transparency  
(county or city) Observer Team  
(email address)*

To: Supervisor  
(county or city)  
(email address)  
Subj: Request for meeting  
Date: XXXXXXXX

Dear Supervisor,

*Floridians for Election Transparency is a group dedicated to transparent and credible election processes. We are engaging students, first time voters, and other citizens in learning more about the process in hopes they will continue to be part of our elections either as poll workers, poll watchers, or volunteers.*

*Our findings will be shared publicly in hopes that it will increase transparency and public confidence in election processes, and to provide the public with the information needed to accurately evaluate the integrity of current processes and procedure.*

*As part of our civic engagement work, we are conducting a survey of clerks across the state, and would like to request a meeting with you this week to conduct that survey, and to introduce our team. These meetings will facilitate greater learning for our network, allowing them to act as a sort of “ambassador” to other groups regarding the local operations. This is meant to be a positive experience, with positive outcomes, for both citizens and local clerk’s office. We anticipate the meeting in total will last about 45 minutes. Please email or call me to confirm a suitable time.*

*Sincerely,*

*XXXXXX  
Coordinator  
XXXX Observer Team*

## Florida Supervisor of Elections Survey Form – 4/05/22

County/City \_\_\_\_\_ Observers \_\_\_\_\_

Date of interview \_\_\_\_\_ Supervisor of Elections \_\_\_\_\_

*Before the Interview* - Record the time and date of your call and email, and if the meeting is not set immediately, the time and date of their response

- a) Time and date of initial call and email: \_\_\_\_\_  
 b) Time and date of response: \_\_\_\_\_  
 c) Did the Supervisor of Elections refuse to meet you: Yes \_\_\_\_ No \_\_\_\_  
 d) If yes, please provide the reason given for not meeting: \_\_\_\_\_  
 \_\_\_\_\_

*The Interview* - Thank the Supervisor for agreeing to see you. State that the purpose of the observation program is to provide voters with accurate information about the election process. Emphasize how important you think his/her role is in ensuring that everyone in the county sees the elections here are free, fair and legitimate.

*First, we have a few general questions.*

1.	What is your biggest concern about the upcoming election? (open ended. Record verbatim.)
2.	Any other major concerns? (open ended. Record verbatim.)
3.	<p>a. Do you feel like you have the resources, equipment, personnel, and training needed to run an effective election in November?</p> <p>Yes _____            No _____            Don't know _____            No answer/refused _____</p> <p>b. If no, what is missing?</p>

4.	<p>Many changes in election procedures were introduced in response to the COVID pandemic, and some people have argued that these changes weakened the integrity of the election process. As an election professional, do you think the changes made in the election process in Florida in response to COVID have weakened election integrity, strengthened election integrity, or made no change in election integrity?</p> <p>weakened integrity. _____  strengthened integrity _____  made no change _____  Don't know _____  No answer/refused _____</p>
<i>Thank you. Now a few questions on the voter roll and voter registration.</i>	
5.	<p>When was the last time the voter file in your county was scrubbed or cleaned? (Enter date, and the number of days since last audit) Date: _____</p>
6.	<p>When was the last time you had access to the National Change of Address List or any other change of address list? (record date and other list(s), if relevant)</p> <p>_____</p>
7.	<p>a. Are you confident that the voter file is accurate and up to date?</p> <p>Yes _____  No _____  Don't know _____  No answer/refused _____</p> <p>b. If no, what is/are your main concern(s) about the list?</p>
8.	<p>a. Have you had private third-party individuals or groups conducting voter registration activities in this county?</p> <p>Yes _____  No _____  Don't know _____  No answer/refused _____</p> <p>b. If yes, can you tell me which groups conducted these activities?</p> <p>c. If yes, are you confident these registration activities take place without bribery, intimidation or coercion, and that only qualified voters are registered through these third-parties?</p> <p>Yes, I'm confident _____  No, not sure _____  Don't know _____  No answer/refused. _____</p>

<i>Moving on, we have some questions on voting processes and technology.</i>	
9.	Can you explain how your office manages voting in nursing homes?
10.	There are two types of voting machines used in Florida: Dominion and ES&S. Can you tell me which machines you use? Dominion _____ ES&S. _____
11.	We understand the State of Florida is responsible for updating the voting machines before an election. Is that done by a state employee, or by a contractor or consultant from a private company?  State employee _____ Private _____ If private, which company: _____
12.	Are you present when the machines are updated, or is that process supervised by someone else? If someone else, what is their position? I am present _____  Another person supervises this process (insert title and position) _____
13.	Do you invite party representatives to witness the update? Yes _____ No _____ Don't know _____ No answer/refused _____
14.	a. Are voting machines ever connected to the internet? Yes _____ No _____ Don't know _____ No answer/refused _____  b. If yes, when and why are they connected?

15.	<p>Concerns were raised across the country about the accuracy and integrity of voting machines in the 2020 elections, and there are now calls to get rid of the machines, and use a manual process like that used in France.</p> <p>a. Do you think it a good idea to go back to a manual voting process?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p> <p>b. If no, why?</p>
16.	<p>Can you tell us what it costs per voter to implement an election in this county?</p>
<i>Now we have a few questions about the counting process.</i>	
17.	<p>a. How many (%) extra ballots are available in each precinct?</p> <p>b. Can you describe the process used to track and account for these excess ballots?</p>
18.	<p>We know that in some areas machines had difficulty reading many mail-in ballots, and the votes on these had to be copied on to clean ballots and rescanned.</p> <p>a. Can you describe briefly how this process is done?</p> <p>b. About what percentage of absentee ballots required copying in this county/city during the 2020 election? _____</p> <p>c. Were pollwatchers from each party present during the copying process?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>

<i>Observation of election processes enhances transparency and strengthens public confidence in the integrity of elections, and have a few questions about pollwatchers and non-partisan observers.</i>	
19.	<p>Have your local party chairs been notified that they are entitled to send observers to your office each day it is open and receiving in-person absentee ballots?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
20.	<p>a. Did you have both Republican and Democrat pollwatchers at every polling location in 2020?</p> <p>Yes _____</p> <p>No _____ (go to b.)</p> <p>Don't know _____</p> <p>No answer/refused _____</p> <p>b. If no, please estimate the percentage of polling locations covered by each party:</p> <p>Democrats _____ Republicans _____</p>
21.	<p>a. Do you have a publication that you provide to your election officials regarding rights and responsibilities of pollwatchers?</p> <p>Yes _____</p> <p>No _____ (go to b.)</p> <p>Don't know _____</p> <p>No answer/refused _____</p> <p>b. If no, would you be willing to distribute such a publication that we would prepare based on Florida law?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
22.	<p>If the Legislature through the Department of State allowed independent non-partisan observers, would you welcome that?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
<i>Thank you. The survey is complete now. We deeply appreciate your time today, and look forward to keeping in touch as we go through the 2022 elections. (if you have additional questions) If you don't mind, we have a few additional questions related specifically to (county or city).</i>	



23.	Post survey question – Please characterize your interaction with the Supervisor of Elections as (circle all that apply)  Helpful    Polite    Defensive    Unhelpful    Antagonistic
<i>To the survey team: Thank you for all you have done and will do to ensure a free and fair election in Florida! Please submit your completed survey form as soon as possible.</i>	

### *1.12 Other Possibilities for Pre-Election Observation*

You may wish to conduct interviews with political party chairs in your county, to gain a greater understanding of their concerns with the election process. These interviews may be conducted by phone. If your county Supervisor has public meetings about election issues, you should send observers to those to ask questions, and report on issues discussed. These meetings may also be a good time to raise specific concerns you have with the transparency or integrity of the election process.

A sample report format for such a meeting is included below:

1. Name of county/city
2. Did the county/city hold a meeting this month? If no, end report. If yes,
3. Agenda of meeting (this is often included in the meeting notice)
4. Decisions of the meeting
5. Any other issues

At the state level, FFET leadership may conduct similar interviews with relevant officials from the Secretary of State's Election Division.