Election Night Vote Counting Process (Canvass)

Utah Law allows up to 7 days after the municipal primary election and 14 days after the municipal general election to conduct a canvass of the election returns. This provision of the law recognized the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy before finalizing the results. At the time of the Meeting of the Board of Canvassers, final election results are reviewed and certified by the board of canvassers comprised of the city council members.

**Processed During the Canvassing Period**

On Election Night, the ballots voted at the polls are processed and counted at the Salt Lake County Government Center. Election Night results are *unofficial* because there are ballots that remain to be counted and certified on the date of the Meeting of the Board of Canvassers. There are three categories of ballots that cannot be counted on Election Night and may leave some close races undecided:

- **Vote by mail ballots turned in at the polling locations**
- **Vote by mail ballots not received in time to be completely processed by Election Night**
- **Provisional ballots voted at the polls**

**Vote by mail ballots turned in at the polling locations**

Some by-mail voters choose to drop off their voted ballots at a polling place on Election Day, which is permissible. However, all by-mail ballots must be pre-processed before they can be counted. We receive these ballots late on Election Night, so these ballots aren’t tabulated until the Meeting of the Board of Canvassers.

**Vote by mail ballots received in the mail on or after Election Day**

A mailed ballot that is received after Election Day is considered valid if it is postmarked no later than the day before the election and received in the Elections Division before noon on the day of the Meeting of the Board of Canvassers. Those ballots that are determined as eligible will be counted on the day of the Meeting of the Board of Canvassers and included in the official results.

**Provisional ballots voted at the polls**

Voters who have moved and have not updated their address, or who do not appear on the voter rolls at the time of voting, are allowed to vote *provisionally*. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified before they are counted or rejected in accordance with Utah election law. The results of counted provisional ballots are not released until the Meeting of the Board of Canvassers.

We realize it is difficult for candidates who are involved in close races to wait to know whether they won or lost. However, we hope that the reasons for the delay have been adequately explained. If you have additional questions, please call our Elections Division at 801-GOT-VOTE (468-8683).

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**Contact Information for Salt Lake County Elections Division**

Website: www.clerk.slco.org
Phone: 801-GOT-VOTE (468-8683)
Fax: 801-468-3473
Address: 2001 S. State St, Suite S1100
Salt Lake City, UT 84190
Dear Candidate:

This Candidate Information Booklet contains general information for you to keep in
your campaign. Please be aware that the information in this booklet or your
packet does not relieve you of your obligation to become familiar with current election laws.
In case of conflict, the law, regulation, or rule will apply.

Good luck on your campaign and if you have any questions, or need additional infor-
mation, please call the Election’s Division at 801-GOT-VOTE (468-8683).

Sincerely,

Sherrie Swensen
Salt Lake County Clerk

Jason Yocom
Chief Deputy Clerk
### Voting Options

As the elections process has evolved, voters no longer have to wait to vote at a specific location on Election Day. Voters have many convenient voting options available.

#### Early Voting

Voting begins at various locations throughout the county 14 days prior to Election Day and ends the Friday before Election Day. Voters do not need an excuse to utilize this convenient voting method. Registered voters may visit any early voting location and cast a ballot in person using a touch screen voting device.

To be eligible to participate in early voting, voters must be registered to vote 30 days prior to the election and provide valid voter identification. A list of valid voter ID can be found on the County Clerk’s website at [www.clerk.slco.org](http://www.clerk.slco.org).

Early voting dates for the Primary Election are Aug 30–Sept 2 and Sept 6-9, 2011. Early voting dates for the General Election are October 25 - November 4, 2011. The early voting locations and schedule will be listed on the County Clerk’s website 6 weeks prior to the election.

#### Office Voting

Beginning at least 20 days prior to each election and up through the Friday prior to the election, voters may vote at the County Clerk’s Election Division (2001 South State Street, South Building, S1100).

#### Permanent Vote By Mail

This is the most convenient voting option available to Salt Lake County voters. Voters may have their ballot mailed to them on an on-going basis and automatically receive a ballot prior to each election in which they are eligible to vote. Anyone who is currently registered to vote in Salt Lake County and would like to vote by mail is eligible for the Permanent Vote By Mail Program. A Permanent Vote By Mail application is available on the County Clerk’s website at [www.clerk.slco.org](http://www.clerk.slco.org). For more information on the Permanent Vote By Mail Program, call the Elections Division at 468-8683.

#### Absentee Voting

Registered voters have the option of voting absentee for a single election. An absentee ballot application is available on the County Clerk’s website at [www.clerk.slco.org](http://www.clerk.slco.org). The application must be completed in order for the voter to be mailed an absentee ballot. NOTE: Voters do not need a reason to vote absentee.

The difference between the Permanent Vote By Mail Program and absentee voting is that voters on the Permanent Vote By Mail Program will automatically receive a ballot.
Statistics pertain to the offices up for re-election in 2011.

### Alta Township

<table>
<thead>
<tr>
<th>Municipal Offices</th>
<th>District</th>
<th>Voters</th>
<th>Permanent Vote By Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alta Council At Large</td>
<td>3</td>
<td>205</td>
<td>19</td>
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</table>

### Bluffdale City

<table>
<thead>
<tr>
<th>Municipal Offices</th>
<th>District</th>
<th>Voters</th>
<th>Permanent Vote By Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bluffdale City Council At Large</td>
<td>3</td>
<td>3,700</td>
<td>592</td>
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</table>

### Cottonwood Heights City

<table>
<thead>
<tr>
<th>Municipal Offices</th>
<th>District</th>
<th>Voters</th>
<th>Permanent Vote By Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cottonwood Heights City Council At Large</td>
<td>1</td>
<td>4,886</td>
<td>1250</td>
</tr>
<tr>
<td>Cottonwood Heights City Council At Large</td>
<td>2</td>
<td>4,741</td>
<td>1357</td>
</tr>
</tbody>
</table>

### Draper City

<table>
<thead>
<tr>
<th>Municipal Offices</th>
<th>District</th>
<th>Voters</th>
<th>Permanent Vote By Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draper City Council At Large</td>
<td>3</td>
<td>17,734</td>
<td>4081</td>
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### Herriman City

<table>
<thead>
<tr>
<th>Municipal Offices</th>
<th>District</th>
<th>Voters</th>
<th>Permanent Vote By Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herriman City Council At Large</td>
<td>1</td>
<td>8,679</td>
<td>1178</td>
</tr>
<tr>
<td>Herriman City Council At Large</td>
<td>2</td>
<td>8,679</td>
<td>1178</td>
</tr>
</tbody>
</table>

Registered Voters as of 2/3/2011:

- **Alta Township**
- **Bluffdale City**
- **Cottonwood Heights City**
- **Draper City**
- **Herriman City**
- **Holladay City**
- **Midvale City**
- **Murray City**
- **Riverton City**
- **Salt Lake City**

Secure Election closing procedures:

**Poll workers** end voting on each machine and two poll workers sign the totals report. Poll workers complete reconciliation forms ensuring that votes cast match the number of votes who voted.

Memory cards from each machine are sealed in a tamper-resistant bag for transport. Optical scan ballots are locked in the ballot bags for transport.

Tabulation of election results are processed securely and timely. Memory cards sealed in tamper-resistant bags are transported to the County Government Center for tabulation. No results are transferred by modem.

Authorized personnel upload election data from memory cards to the GEMS server. The GEMS server verifies data is received from each polling location as it is uploaded. Election summary results are periodically saved to a CD, which is used to upload results to the site on a separate machine.

Voting equipment is audited after each election in accordance with state policy. One percent of the equipment used in the election is randomly selected to be audited during the canvassing period.

Electronic results are compared against the voter verified paper audit trail on each machine in the event of a recount, five percent of the voting machines used within the recount jurisdiction are audited.

The auditing process is publicly noticed and is open to observation by the public.
### Voting Equipment Safeguards

**Logic and Accuracy (L&A) Testing**

As required by UCA 20A-3-201, all voting equipment is tested prior to each election. Salt Lake County conducts a public test and demonstration of the touch screens and optical scanners prior to the beginning of early voting. This event is publically noticed and candidates, parties and voters are invited and encouraged to attend.

During this demonstration, the testing process is explained step-by-step. Those attending have the opportunity to ask questions and may even participate in the testing process.

The number of machines deployed by Salt Lake County (nearly 3,000 in a large election), the testing of the bulk of the voting machines begins weeks prior to the public demonstration. While not part of the public demonstration, this process is still open to observation. Times and locations will be provided upon request.

### Electronic Voting Safeguards

Diagnostic and L&A Testing ensures that equipment accurately records and tabulates results. Diagnostic testing on every piece of equipment is performed by Salt Lake County after each election.

A testing is performed on every TSX (Touch Screen voting machine), optical scan reader, and the GEMS (Global Election Management System) server before every election.

A testing is performed on the GEMS server and the tabulating equipment after every election.

Security during the election is controlled and monitored through procedures.

1. Zero totals reports are printed from each machine at each polling location before voting begins and are signed by poll workers—ensuring no votes are on the memory cards before voting begins.
2. If a unit is taken out of service, it is closed down by the poll manager and the memory card is secured. Results are protected because of triple redundant storage on each machine.
3. There are multiple security features of the TSX Voting Equipment.
   - Each voting machine is a stand alone unit—no networking from the polling location.
   - Each voting machine has triple redundant storage of election data—memory card, TSX internal memory, and voter verifiable paper audit trail.
   - Memory cards and voter access cards with the correct security encryption key will work on the TSX unit.
   - Each unit and memory card is tracked by its serial number.
   - Each unit has an unalterable audit log of all administrative actions performed on the machine.

- Tabulation forms, pack supplies, and transport memory cards from the polling locations.
- Secure registered Voters as of 2/3/2011:
  - **Poll City**
    - | Municipal Offices | District | Voters | Permanent Vote By Mail |
    - |-------------------|---------|--------|-----------------------|
    - | Holladay City Council | 1 | 2,326 | 985 |
    - | Holladay City Council | 2 | 3,274 | 692 |
    - | Holladay City Council | 5 | 3,781 | 808 |
  - **Midvale City**
    - | Municipal Offices | District | Voters | Permanent Vote By Mail |
    - |-------------------|---------|--------|-----------------------|
    - | Midvale City Council | 1 | 2,364 | 514 |
    - | Midvale City Council | 2 | 2,157 | 514 |
    - | Midvale City Council | 3 | 2,473 | 567 |
  - **Murray City**
    - | Municipal Offices | District | Voters | Permanent Vote By Mail |
    - |-------------------|---------|--------|-----------------------|
    - | Murray City Council | 1 | 4,780 | 869 |
    - | Murray City Council | 3 | 4,292 | 1061 |
    - | Murray City Council | 5 | 5,311 | 1407 |
  - **Riverton City**
    - | Municipal Offices | District | Voters | Permanent Vote By Mail |
    - |-------------------|---------|--------|-----------------------|
    - | Riverton City Council | 1 | 5,447 | 934 |
    - | Riverton City Council | 2 | 3,383 | 660 |
    - | Riverton City Council | 5 | 2,811 | 444 |
  - **Salt Lake City**
    - | Municipal Offices | District | Voters | Permanent Vote By Mail |
    - |-------------------|---------|--------|-----------------------|
    - | Salt Lake City Council | 2 | 6,441 | 1158 |
    - | Salt Lake City Council | 4 | 10,526 | 2225 |
    - | Salt Lake City Council | 6 | 15,023 | 3001 |
    - | Salt Lake City Mayor | 80,346 | 16008 |
**Electioneering**

Electioneering is campaigning at or near the polling location and is prohibited by law (20A-3-501). Campaigning and campaign material may not occur or be located within 150 feet of the polling location. (Signs on private property do not apply.) Poll workers enforce election regulations and report any violations.

**Poll Watchers**

Candidates, political parties or organization may appoint poll watchers to observe the voting process on Election Day (UCA 20A-3-201-203). Poll watchers must have a letter signed by the party, person or organization appointing them. Poll watchers may look at the pollbook, official register, or other election materials as long as they do not interfere with the process. Poll watchers **MAY NOT** take physical control of any materials at any time. Poll watchers **MAY** engage in campaigning or display campaign materials.

**SAMPLE POLL WATCHER NOTIFICATION**

I, ________________________________________________________ do hereby appoint (name of party, person, organization) __________________________________________________________________________ to serve as a poll watcher at (name of appointed poll watcher) __________________________________________________________________________. (polling location) __________________________________________________________________________. (appointer’s signature)

## Registered Voters as of 2/3/2011:

### Sandy City

<table>
<thead>
<tr>
<th>Municipal Offices</th>
<th>District</th>
<th>Voters</th>
<th>Permanent Vote By Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandy City Council</td>
<td>2</td>
<td>11,542</td>
<td>2905</td>
</tr>
<tr>
<td>Sandy City Council</td>
<td>4</td>
<td>12,546</td>
<td>2653</td>
</tr>
<tr>
<td>Sandy City Council At Large</td>
<td>2</td>
<td>48,488</td>
<td>11690</td>
</tr>
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</table>

**Total Registered Voters as of 2/3/2011:**

**South Jordan City**

<table>
<thead>
<tr>
<th>Municipal Offices</th>
<th>District</th>
<th>Voters</th>
<th>Permanent Vote By Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Jordan City Council</td>
<td>1</td>
<td>4,784</td>
<td>950</td>
</tr>
<tr>
<td>South Jordan City Council</td>
<td>2</td>
<td>5,528</td>
<td>855</td>
</tr>
<tr>
<td>South Jordan City Council</td>
<td>4</td>
<td>6,041</td>
<td>976</td>
</tr>
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</table>

**Total Registered Voters as of 2/3/2011:**

**South Salt Lake City**

<table>
<thead>
<tr>
<th>Municipal Offices</th>
<th>District</th>
<th>Voters</th>
<th>Permanent Vote By Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Salt Lake City Council</td>
<td>1</td>
<td>1,633</td>
<td>280</td>
</tr>
<tr>
<td>South Salt Lake City Council</td>
<td>4</td>
<td>1,502</td>
<td>235</td>
</tr>
<tr>
<td>South Salt Lake City Council</td>
<td>5</td>
<td>883</td>
<td>192</td>
</tr>
<tr>
<td>South Salt Lake City Council At Large</td>
<td>1</td>
<td>6,454</td>
<td>1157</td>
</tr>
</tbody>
</table>

**Total Registered Voters as of 2/3/2011:**

**Taylorsville City**

<table>
<thead>
<tr>
<th>Municipal Offices</th>
<th>District</th>
<th>Voters</th>
<th>Permanent Vote By Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taylorsville City Council</td>
<td>1</td>
<td>4,273</td>
<td>966</td>
</tr>
<tr>
<td>Taylorsville City Council</td>
<td>2</td>
<td>4,652</td>
<td>1275</td>
</tr>
<tr>
<td>Taylorsville City Council</td>
<td>3</td>
<td>5,385</td>
<td>864</td>
</tr>
</tbody>
</table>
Political Advertising

UCA 20A-11-901. Political advertisements -- Requirement that ads designate responsibility and authorization -- Unauthorized use of endorsements.

(a) Whenever any person makes an expenditure for the purpose of financing an expenditure expressly advocating the election or defeat of a clearly identified candidate or solicits any contribution through any broadcasting station, newspaper, magazine, advertising facility, direct mailing, or any other type of general political advertising, the advertisement:

(i) if paid for and authorized by a candidate or the candidate's campaign committee, shall clearly state that the advertisement has been paid for by the candidate or the campaign committee;

(ii) if paid for by another person but authorized by a candidate or the candidate's campaign committee, shall clearly state who paid for the advertisement and that the candidate or the campaign committee authorized the advertisement; or

(iii) if not authorized by a candidate or his campaign committee, shall clearly state the name of the person who paid for the advertisement and state that the advertisement is not authorized by any candidate or candidate's committee.

(b) The requirements of Subsection (a) do not apply to:

(i) lawn signs with dimensions of four by eight feet or smaller;

(ii) bumper stickers;

(iii) campaign pins, buttons, and pens; and

(iv) similar small items upon which the disclaimer cannot be conveniently printed.

(2) A person may not, in order to promote the success of any candidate for nomination or election to any office, or in connection with any question submitted to the voters, include or cause to be included the name of any person as endorser or supporter in any political advertisement, circular, poster, or publication without the express consent of that person.

(3) (a) It is unlawful for a person to pay the owner, editor, publisher, or agent of any newspaper or other periodical to induce him to advocate or oppose editorially any candidate for nomination or election.

(b) It is unlawful for any owner, editor, publisher, or agent to accept any payment to advocate or oppose editorially any candidate for nomination or election.

Campaign Finance Disclosure

Please refer to the laws and forms provided by your city recorder for regulations governing campaign finance disclosure. Failure to file according to the law may result in disqualification and criminal penalties.

Political Signs

Cities and the county regulate the placement of political signs. It is the candidate's responsibility to check with the city recorder, planning and zoning or county public

Poll Watchers

Candidates on Election Day (UCA 20A-11-901)

Poll watchers do not interfere with the process. Poll watchers engage in campaigning or display campaign materials.

SAMPLE POLL WATCHER NOTIFICATION

I, ________________________________________________________ do hereby appoint _________ (name of appointed poll watcher) _________ (polling location) _________ (appointer's signature)
Available Election Services

**Online Voter Registration** — www.vote.utah.gov

Individuals can complete their voter registration or update their information online without printing a form and mailing it to the county clerk since their signature is electronically captured from the state’s database. **Individuals must have a valid Utah driver license or state ID card in order to utilize this registration tool.**

The Salt Lake County Clerk website, www.clerk.slco.org, or call our Elections Division at 801-GOT-VOTE (468-8683) in order to utilize the following services:

**Voter Registration Form**

The voter registration form is available on the County Clerk’s website. The form may be used to register to vote in Salt Lake County, change your address or your voter registration record or change your party affiliation however, because an original signature is required, you will need to print the form, sign it and mail it into the Elections Office. **(NOTE: For those individuals who have a valid Utah driver license or state ID card, the State’s ONLINE REGISTRATION tool is more convenient.)** A printable version of the voter registration form is available on our website.

For registration deadlines, please refer to the “2011 Important Dates” page.

**Campaign Committee Voter Registration**

According to state law voter registration booklets may be checked out from the Elections Division. Up to ten booklets containing 25 forms may be checked out at one time. The booklets must be returned no later than 30 days before the election.

It is unlawful to willfully fail or refuse to deliver completed voter registration forms to the County Clerk. Violators are guilty of a class B misdemeanor. (UCA 20A-2-301)

**Voter Information Search**

The voter information search tool on the County Clerk’s website assists voters with their most commonly asked questions. This tool helps voters locate their polling place, verify their registration status, view their sample ballot, and find the right order/Payment Options

**Order/Payment Options**

All orders must be paid for at time of request. Orders can be made in person at the Elections Office or by phone. Acceptable payment methods are cash, check, or bank card (VISA, MasterCard only). Requests will be completed after receipt of payment.

**Government Records Access and Management Act (GRAMA)**

As required by UCA 63-2-102, every person has the right to inspect a public record free of charge, and the right to request a copy of a public record. All records are public unless classified as private, controlled, or protected. To obtain a record, a written request form must be filed with the Elections Division. The requested information will be provided as soon as practicable.

**Financial Disclosure Reports**

Candidates for city offices must request reporting forms and file reports with their city recorder.