

## **Daviess County's 2020 General Election Plan**

### **Early Voting:**

- **Early voting will take place from October 13<sup>th</sup> thru November 2<sup>nd</sup>**
- **Hours will be from Monday thru Friday 8:30AM until 4:00PM and on Saturday, Oct 17<sup>th</sup> , 24<sup>th</sup> , and 31<sup>st</sup> from 8:00AM until Noon**
- **Locations will for Early Voting will be:**
  - **Monday thru Friday**
    - **Daviess County Courthouse Lobby**
    - **Towne Square Mall Location (Former Burke's Dept. Store)**
- **Epollbooks will be used to record voters IDs and signatures**
- **Results of these numbers will be released on Election Night**

### **Election Day (November 3<sup>rd</sup>):**

- **Hours will be from 6:00AM to 6:00PM**
- **Locations will be Voting Centers where any voter can go to any particular site and cast their ballot**
- **Epollbooks will be used to record voters' IDs and signatures**
- **Locations will be:**
  1. **Daviess County Courthouse (used as a problem solving center-not advertised as a location on Election Day; however, will be able to accommodate individuals that come in or have issues)**
  2. **Owensboro Sports Center (main hub for Election Day)**
  3. **Yellow Creek Baptist Church Gymnasium**
  4. **Bellevue Baptist Church Gymnasium**
  5. **Hines Convention Center**
  6. **Towne Square Mall (Former Burke's Dept. Store)**
  7. **Owensboro Christian Church (Former Mall portion of the church)**
- **Layout will be similar to the included Sports Center layout sheet that is attached**
- **Results will be released on Election Night**

### **Mail-In Absentee Voting:**

- **Requests will be processed through the portal ([www.GoVoteKY.com](http://www.GoVoteKY.com)) and by phone (270-240-5771) through October 9<sup>th</sup>. Portal closes down at 10:59PM CST on October 9<sup>th</sup>.**
- **All ballots will be mailed out within 7 days of receipt of request (Ballots will begin going out by September 18<sup>th</sup>)**
- **Four temporary workers began the Week of 8/23 and will answer phone calls and process requests until at least 10/9; then we move 2 to the processing team**
- **All Prepping, Mailing, and Processing of any ballots returned to the Clerk's Office will be performed in the EOC (Emergency Operation Center) located in the basement of the Daviess Count Courthouse**
- **Processing team will consist of 8-12 temporary workers beginning September 17<sup>th</sup>**
  - **Initial work for the Processing Team will be prepping and mail-out of absentee ballot requests with first batch going out around September 18<sup>th</sup>**
  - **All mailing out will be completed before any ballots enter the opening process stage**
  - **Four members of the processing group will work continuously on logging ballots in and verifying signatures as they are returned to our office (each signature will be verified by a Democrat and Republican; and signed-off on by initial or stamp) These ballot envelopes will be securely stored until the opening process stage begins.**
  - **Once the opening process begins, the ballots will be open by pairs of workers (one R and one D) who will only handle 20 ballots at a time and will complete a log sheet of their 20 ballots. They will list any rejected ballots with a reason before those are separated into bins for their specific reason for rejection. At that point, rejected ballots will be entered into the system for their specific reason and securely stored separately.**
  - **After the pair completes their 20 ballots, they will scan them into the Escan machine and log on their sheet the specific starting and ending PVT count of their batch.**
  - **These records will be kept by a processing clerk within the room.**
  - **A facilitator will be assigned to manage the processing room and will randomly audit the work of the grouped pairs.**

- **One individual will be assigned to double check all empty envelopes before being stored away during the processing portion of the ballots being opened.**
- **All ballots scanned into the Escan machine as of 6:00PM on Election evening will be reported in the Election Night First Report.**
- **All Election Ballot Drop-off Boxes will be checked on and emptied daily. Each location will have video surveillance and be in secured locations throughout the County. The number will depend on how many boxes are made available by the State Board of Elections.**
  - **Locations will include depending on numbers:**
    - **The Daviess County Courthouse**
    - **The Daviess County Operations Center**
    - **Western Kentucky University Owensboro**
    - **Daviess County Public Library**
    - **Whitesville City Hall**
    - **Towne Square Mall**
    - **Doodle Bugs Market in Knottsville, KY (camera is provided)**
- **As in the Primary Election, the Clerk's Office will work with the bulk mail representative of the Owensboro Post Office to insure ballots are securely sent and received through the process.**
- **Any eligible ballots received after 6:00PM on Election evening will be scanned into a separate machine and reported at the State Board of Elections designated time.**

**Included with this plan is a sample layout of a voting center as well as a map designating the locations of voting centers as well as drop-off boxes**