

PAFAF

Election Integrity Manual



Version 9/5/2022

This manual is a work in progress, and will be updated whenever new or additional information is available. If you have any comments, suggestions, or corrections, please send those to director@pa.foramericafirst.com

September 2022. This manual was developed and published by Pennsylvanians for America First, with resources provided by Americans for Limited Government. Every effort has been made to ensure the accuracy of the information provided in this manual, but given the variance in procedures by locality, and many recent legal and procedural changes, errors and omissions are inevitable; therefore, only the Code of Pennsylvania and official procedures of the Department of Elections are authoritative.

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Introduction

Pennsylvania has a proud history. The birthplace of a Constitution that created the greatest nation in history, the blood of our patriots nourished the Tree of Liberty in the Revolution, the Civil War, both World Wars, and every war since. Yet those Pennsylvania patriots who fought died to create and preserve our republic would be appalled if they could see our state today; a state considered by many to have the poorest election administration in the country.

For the last two presidential elections Pennsylvania has found on the national stage caught up in legal battles over the state's election results.

In 2020 A former Philadelphia Judge of Elections was convicted for accepting bribes to cast fraudulent ballots and certifying false voting results during the 2014, 2015, and 2016 primary elections.

This is nothing new for our state. As far back as 1994 Judge Clarence Newcomer ruled that “fraud so riddled the more-than 2,600 absentee ballots cast in the election last Nov. 2 won by Democratic state Sen. William Stinson to merit the vote's invalidation”. This ruling overturned the election results and the Senate seat was handed to Bruce Marks.

Our election procedures are a mess. A mix of ill-defined, non-transparent, inefficient, and constantly changing processes; coupled with a bloated and inaccurate voter list that facilitates many types of election fraud. In 2020, the normal chaos and confusion of our elections was multiplied many times over through ill-advised changes in procedures in response to the COVID pandemic; changes that universally weakened the security and integrity of the election process.

With a huge expansion in early voting came inadequate security measures for absentee ballots and inadequate “chain of custody” processes and oversight for the seemingly ubiquitous drop boxes. Unmonitorable early and absentee voting processes opens the door for cheating.

Moving the location of ballot marking from a secure and observed polling place, to a home, cares homes, hospitals, businesses, and other institutions, meant that for many of the most vulnerable and marginalized people in society, their vote was no longer secret. This change alone enabled pressure and intimidation, vote buying and selling, and other forms of fraud, that were not possible in a public polling place.

In 2020 and more recent elections, we witnessed an appalling lack of transparency in both polling and counting processes. In some cases, poll watchers were physically prevented from observing, and in others counting was conducted in secret, without any poll watchers. Unlike many other states, and almost all foreign democracies, Pennsylvania law has no provisions for non-partisan election observation, meaning independents have no role in ensuring election integrity.

There is widespread doubt about the integrity of machine-based voting and counting among both technical specialists and the general public, fueling distrust in the integrity of the election process and the democratic legitimacy of elected representatives.

Finally, we saw the politicization of the core administrative and judicial institutions responsible for ensuring fair and transparent elections; and a serious breakdown in the rule of law, with law enforcement agencies, courts and state officials failing to investigate or adjudicate clear violations of the law, and blocking collection and presentation of evidence. Pennsylvania elections were also corrupted by a massive influx of dark money from outside the state, which was used to influence election processes to unfairly favor one party.

Fundamental reforms in law and procedures are required to restore lasting public confidence in the integrity of Pennsylvania's elections, but these reforms will take time. Unfortunately, we don't have much time. While we must not cease to advocate for fundamental reforms, in the near term we believe that the most important action we can take to strengthen the integrity of our elections, and confidence in the democratic legitimacy of our elected representatives, is to increase transparency in electoral processes.

Your participation is essential to achieving this goal. This guide aims to provide you, a citizen, with the knowledge and tools needed to help ensure a free and fair election process for all voters. In the guide you will find information on election reform advocacy, becoming an officer of election, and monitoring election processes; all activities aimed at increasing transparency in the elections, and public ownership of that process.

The American republic was founded on the principle and promise of self-government. Self-government requires clear fare and transparent elections where no perception exists that a thumb was on the scale. Win or lose, all Partys should be free from lingering questions of honesty in the process. We are called to lead; to secure again the right to self-government, fairness and election transparency for ourselves and our families and our fellow citizens. If we are to save our republic, it must begin here, now, and with this election.

Bill Hillman
State Director
Pennsylvanians for America First

Operation Eagles Wings

Pennsylvania for Election Transparency and Pennsylvania for America First are part of a national initiative called “Operation Eagles Wings” supported by the America Project (TAP), and through the voluntary contributions of individuals committed to the restoration and strengthening of constitutional democracy in America. OEW grew out of a program developed for the 2021 state and local elections in Virginia, creating a template for issue advocacy and election integrity programing which became known as the “Virginia Model”.¹

Virginians for America First (VFAP) launched on 09 March 2021 with the intent to achieve which aimed to elect an America First majority in the Virginia House of Delegates. Bishop Leon Benjamin, initially supported by Americans for Limited Government (ALG), led the efforts as the founder of Virginians for America First. His courageous stand on America First principles resonated with Virginians of all races and social standing. He was instrumental in bringing unity, building coalitions, and reaching into communities not normally engaged.

Once VFAP launched there was great response with hundreds of sign-ups within hours. This came as a surprise. The *overwhelming* interest of those sign-ups was *election integrity* (EI). It became obvious we must include an EI program component to satisfy the interests of our volunteers.

While I was a political appointee during the Trump Administration at the US Agency for International Development, I had worked with Tim Meisburger, who was appointed to USAID by President Trump in 2017 as a director of USAID’s Center for Democracy, Human Rights, and Governance (DRG).

Tim is an expert in EI, with 30+ years experience around the globe working to ensure free and fair elections in third world and developing democracies; so I contacted him, and asked for his help in developing an EI program based on accepted international standards. Tim joined VFAP/ALG and developed the EI program. He generated a manual for election observation specific to Virginia based on recognized international standards.

The EI program in conjunction with the America First voter education component became the complete “Virginia Model.” Parts of this model are being shared in states across the nation by others, but only TAP is providing the model in total.

In the summer of 2021 TAP learned of VFAP’s project in Virginia, and began supporting it financially as the major contributor. TAP recognized early on that this project was making an impact in Virginia, and that what had been effective in Virginia in 2021 could serve as a model for programs in battleground states in 2022.

The EI component of OEW consists of four major parts:

- Voter education of America First issues concentrating on low-propensity voters. These are voters who are generally not politically engaged but want America First principles in our government.

¹ See [Fixing Virginia’s Elections to Save America](#)

- Training of poll workers/poll watchers with an in-depth program on election observation, reporting, and the rights of citizens to have free and fair elections.
- Direct citizen observation and review of processes and procedures pertaining to the maintenance of and handling of voter rolls. This is primarily achieved by communicating directly with election officials in each municipality.
- Real time evaluation of absentee ballot processing during election season (45 days of early voting in Virginia). This part of the program will need to be adjusted to correspond with state specific statutes.

The voter education component of the OEW conducts campaigns to inform voters who have historically had little access to information on the America First movement about the of how America First policies can increase their freedom and improve their lives. Increased turnout by new America First voters, particularly in minority communities, was a very important part of the victory in Virginia. We learned through our targeted voter education efforts, and canvassing, that addressing issues that directly affected voters and their families made the difference in turning out minorities to support candidates who embraced America First principles.

Following its successes in Virginia, TAP developed the “Operation Eagles Wings” program to share its approaches with like-minded organizations across the country, and to implement the Virginia Model Template in nine critical states: Florida, Georgia, Virginia, Pennsylvania, Georgia, Wisconsin, Arizona, Texas, and Illinois.

2021 in Virginia was a message sent to every America First Patriot that with dedicated hard work, focus, and a united effort “We the People” can save the Republic for future generations. 2022 offers us the opportunity to repeat a Virginia type victory all around the nation. Join us by going to www.americaproject.com to volunteer for, and donate to this effort.

Mark Lloyd
Director
Operation Eagles Wings

1 Advocacy for Election Reform in Pennsylvania

To restore confidence in the integrity of Pennsylvania's elections will require fundamental reform of election laws and procedures to increase the transparency and security of the entire process. Volunteers should be advocates in their communities and across the state for these simple, commonsense reforms.

1.1 Commonsense Election Reforms

Demand clean voter rolls; Bloated and inaccurate voter rolls facilitate all forms of vote fraud. Require the Pennsylvania Secretary of State to conduct a comprehensive voter list audit using internationally accepted standards and practices, and then address the weaknesses in our voter registration process identified through the audit.

End most early and mail-in voting; Supposedly to make it easier to vote, our election day has expanded to an undefined election "season", with mail-in and in-person absentee voting beginning as soon as counties finalize their ballots; in some cases, more than two months before election day. Election professionals agree that early voting, mail-in voting and ballot harvesting all facilitate voter intimidation, impersonation, ballot box stuffing and other forms of fraud. To strengthen the security of Pennsylvania's elections and restore confidence in their integrity, we must demand our lawmakers end unrestricted absentee voting and return to a single election day. Rather than extending the voting period or using insecure mail-in ballots to increase participation at the expense of election integrity, they may make election day a mandated holiday with absentee voting limited to those with a genuine and provable need.

Allow effective observation of all election processes; Transparency is the key to creating voter confidence in the integrity and legitimacy of elections, and to facilitate transparency, allowing effective election observation is a norm in established democracies around the world, and an internationally recognized requirement for truly free and fair elections. In 2020 numerous incidents were reported in Pennsylvania and across the country of observers being prevented from effectively monitoring election processes. To enable transparency and increase public confidence in the integrity of elections, the Governor, lawmakers, and state and local election officials must respect international norms and standards and make all election processes open to effective observation by both partisan and non-partisan observers.

Use manual rather than machine-based voting and counting processes; Voting and counting machines are inherently non-transparent, prone to malfunction, and are viewed by many computer experts (and by senior politicians of both parties) as highly susceptible to rigging, fraud and abuse. Machine processes cannot be effectively observed and certified by election officials, observers, or ordinary citizens, and as such they have no place in Pennsylvania's elections. To restore confidence in the integrity of elections, Pennsylvania must adopt simple, transparent, and manual polling and counting processes.

Expose "foreign" funding for campaigns from outside the affected constituency; No country in the world allows foreign funding in their election campaigns, because in a democracy only the citizens who will be represented should have influence on who is elected.

The same principle should apply across constituencies in the US. For example, it is incredibly unfair and undemocratic for Silicon Valley moguls or Davos billionaires to influence federal, state and local level races in Pennsylvania. If it is not possible to prohibit these immoral and undemocratic practices, “foreign” funding of Pennsylvania elections must be monitored and exposed, to ensure voters know who is trying to unfairly influence our representatives.

Ban “dark money” private funding of election processes; Dark money from outside the state continues to pollute Pennsylvania’s elections and is likely to be an even bigger problem moving forward. In 2020 the Center for Tech and Civic Life (CTCL) gave more than \$18 million of Zuckerberg money to Democrat-leaning counties for “election administration”, fueling suspicion of vote-buying, bribery and undue influence. Volunteers and voters must demand that this politicization of state institutions and obvious vote-buying be prohibited in future.

End impunity for election crimes; There exists in Pennsylvania a culture of lawlessness and impunity from prosecution for cases of election fraud and illegal practice. Clear violations must be investigated or adjudicated by law enforcement agencies, courts and state officials; with those convicted punished to the full extent of the law.

1.2 Taking Action

In 2022, our objective is to elect candidates committed to making commonsense election reforms that will ensure that all voters’ voices are heard, and make it easy to vote and hard to cheat. To achieve this objective will require a concerted effort across the state, and PFAF volunteers have a key role to play.

First, publicize the Commonsense Election Reforms by preparing posters and/or leaflets to put up or pass out in your area. The PFAF office will prepare some examples and templates you can use, but feel free to also use your own creativity, and share your creations across the network.

Print the *Commonsense Election Reform Pledge* (in the box at the end of this section), and ask all of your local candidates to sign the pledge. If any will sign, you can use that as a lever to pressure the others, as the coalition will endorse any candidate that signs the pledge. Please let us know who does sign, and who does not.

Write op-eds and letters to the editor for local papers or social media, or get interviewed on local radio. Explain the reforms and endorse the candidates who signed the pledge, and question the fitness of those who have refused to do so.

Pennsylvania Commonsense Election Reforms

- *Demand clean voter rolls*
- *End most early and mail-in voting*
- *Allow effective observation of all election processes*
- *Use manual rather than machine-based voting and counting processes*
- *Expose “foreign” funding for campaigns from outside the affected constituency*
- *Ban “dark money” private funding of election processes*
- *End impunity for election crimes*

Enjoy the fine weather, and hold a rally/barbeque/party for election reform. Invite local leaders, candidates, and press. Hang out with like-minded folks, eating burnt meat and drinking beer. And please let us know about anything you do, so we can share your ideas and activities across the PFAF!

Commonsense Election Reform Pledge

I recognize that democracy in Pennsylvania is dependent on free and fair elections, and if elected, I promise to support legislation that will:

- *Create clean voter rolls*
- *End most early and mail-in voting*
- *Allow effective observation of all election processes*
- *Use manual rather than machine-based voting and counting processes*
- *Expose “foreign” funding for campaigns from outside the affected constituency*
- *Ban “dark money” private funding of election processes*
- *End impunity for election crimes*

Signed _____

Candidate for _____

2 Serving as a Poll Worker

2.1 Why Serve as a Poll Worker?

Most election cheating and fraud is not possible without collusion from poll workers, so our number one priority role for those interested in promoting election integrity is to serve as a poll worker. From this position you can best prevent or expose efforts to undermine election integrity. Many left-leaning organizations encourage their followers to become poll workers, but there has never been a comparable effort among independent or right-leaning organizations, so currently there is a preponderance of left-leaning poll workers, and in many precincts and election offices the entire team may be left-leaning. Likewise, in some heavily Republican districts there may be too few Democrat officers. When this occurs, one of the essential checks and balances built into the system is missing, and this contributes directly to many voters lack of confidence in the integrity of the election process.

2.2 Requirements for Poll Workers in Pennsylvania

Poll work is rewarding (both spiritually and financially), but can be grueling, as poll workers generally work for the entire day on election day, from before the time the polls open at 7:00 am, until after the polls close at 8:00 pm. To be a poll worker in Pennsylvania you must be a US citizen and registered to vote in the county where you wish to work (exceptions exist for 17-year-old high school students, who must meet additional requirements).

Poll workers should be able to read and speak English, but there are no specific education requirements, as all poll workers will receive training on their job prior to election day. You cannot serve as a poll worker if you are a candidate for election, or a government official or employee (except district judges, notaries public, and members of the Pennsylvania National Guard).

2.3 Poll Worker Positions

There are three elected positions on the local election board in each precinct that are filled during municipal elections every four years, or by appointment when a vacancy occurs: *Judge of Elections*, *Majority Inspector*, and *Minority Inspector*. Two other positions on the board are filled by appointment: *Clerk* and *Machine Inspector* (also known as *Machine Operator*).

Judge of Election – The Judge of Election has the ultimate responsibility for the conduct of a polling place and the personnel working there. He or she must take an oath to admit only those voters who are properly registered and entitled to vote, to prevent fraud, deceit or abuse, and to make sure that all votes at the end of the day are accurately tabulated. The Judge of Election is also responsible for opening and closing the polls, and for all the paperwork required on Election Day.

Majority Inspector and Minority Inspector – The two Inspectors for each division’s polling place check voters’ registration documents and prepare certificates to authorize voters to cast their ballots. They ensure that the voting process is legal and administered fairly by verifying the signatures of voters as they sign the poll book (the big book on the table with the names of voters). The Inspectors are also responsible for checking to be sure the voting machine numbers are accurate at the end of the day. They help prepare each division’s polling place for its opening, instruct voters in the use of the voting machines, enforce voting regulations and sign all printed copies of the election results printed by the voting machines. More broadly, the Inspectors receive assignments from the Judge of Elections and assist as necessary to ensure the election process is conducted smoothly and in accordance with the law.

Clerk – Records the order in which voters vote in a book separate from the poll book, and accurately records the number of votes. He or she is appointed by the Minority Inspector in each election district.

Machine Inspector – Prepares the voting machines so that voters may cast their ballots. He or she is appointed by the County Board of Elections and must take an oath to be in attendance throughout Election Day.

2.4 Great for Students!

Serving as a poll worker is a great opportunity for regular and home-schooled high school students to learn about civics and the process of democracy, while also earning some spending money! To qualify, a student should be at least 17 years old, a U.S. citizen and resident of the county they are appointed to serve in, and have approval to participate from their parent or guardian. Students may not serve in one of the elected positions, but are eligible to be clerks or machine inspectors. To apply for this program, contact your [county elections office](#).

2.5 Process for application and training materials

In Pennsylvania, a prospective candidate for Judge of Election, Majority Inspector or Minority Inspector will either file a nomination petition or a nomination paper. Nomination petitions are completed only by prospective candidates of major political parties (e.g. Democratic or Republican Parties), while nomination papers are completed by prospective candidates of minor political parties (e.g. Green and Libertarian Parties) and independent candidates. To learn more about this process, see the Brennan Center’s “[Poll Worker Guide](#)” (the Brennan Center is a left-of-center advocacy group—there are no similar guidance documents from right-leaning groups available at this time), or contact your county elections office.

To sign up as an appointed poll worker, first fill out and submit the [Poll Worker Interest Form](#) on the Pennsylvania Department of State website. This will be forwarded to your county's election office, which will contact you. Or, you can reach out directly to the county elections office. Contact information for each county elections office is available on the DOS [Contact Your Election Officials](#) page.

2.6 Promoting Election Integrity as a Poll Worker

As a poll worker, you have a legal and moral duty to administer elections that are free and fair for all voters. Although it is unlikely, in the performance of your duties you may witness other officials engaging in practices not consistent with law or regulations. These can be irregularities (i.e., failure to follow law or procedure due to ignorance), or malfeasance (intended to undermine the integrity of the vote).

In some cases, it may be difficult to determine whether an incident is an irregularity or malfeasance, but in every case, poll workers should attempt to rectify the situation. That may be as simple as informing another poll worker of the correct procedure (with reference to official documentation), reporting to the precinct judge, or contacting senior election officials. In cases of potentially criminal conduct, refer to the specific guidance below.

PAFAF encourages all poll workers to fill in and submit a *Poll Worker Report* after the election. The form is printed below, and available online [here](#). This information (but not your name) will be combined with information from other poll workers in a public report, and used to evaluate the election process and make recommendations for improving future elections.

2.7 Poll Worker Report		
Instructions: <i>fill out the form and send to PAFAF, or use the online form here: (insert address). If you need additional space for any question, use the back of the form, or attach additional sheets, as needed.</i>		
Name:	Precinct:	
Date Submitted:	County/City:	
Before the election		
1	Did you receive training before election day?	Yes___ No___ N/A___
2	Was your training provided in person or online?	In person___ Online___

On election day		
3	Did you receive all required equipment for the polling process? If not, what was missing?	Yes___ No___ N/A___
5	Were poll watchers present during preparations to open?	Rep___ Dem___
6	Were poll watchers present throughout the day?	Rep___ Dem___
7	Were poll watchers present during the closing process?	Rep___ Dem___
8	Were poll workers representing both the Republican and Democratic parties present for all sensitive operations?	Yes___ No___
9	If no, which party had poll workers present for all sensitive operations?	Rep___ Dem___ N/A___
10	Did any non-partisan observers visit your precinct?	Yes___ No___ N/A___
11	Did any media or press visit your precinct?	Yes___ No___ N/A___
12	Was your precinct overcrowded or normal?	Over___ Normal___
13	Did you witness any irregularities or malfeasance during the process? (if yes, please provide details on the back of the form)	Yes___ No___ N/A___
14	Please grade the overall <u>efficiency</u> of the polling at your precinct on the scale A-excellent, B-above average, C-average, D-below average, E-failing. If D or E, please provide details on the back.	_____
15	Please grade the overall <u>integrity</u> of the polling at your precinct on the scale A-excellent, B-above average, C-average, D-below average, E-failing. If D or E, please provide details on the back.	_____
	Thank you!	

2.8 Reporting Irregularities and Malfeasance

Irregularities are procedural errors that may be caused by a lack of knowledge or a lack of critical materials. Minor irregularities may not affect the integrity of the process, but are indicators of poor training or election management. Some irregularities *can* impact the integrity of the process (such as positioning polling booths so that poll watchers or other voters can see a voter marking a ballot; or preventing poll watchers from effectively observing the election process), and if these are done intentionally, would be considered malfeasance.

We generally think of malfeasance as an intentional effort to undermine the integrity of the election process. If you witness serious malfeasance or what you think may be criminal behavior in the election process, you can file a complaint through the Pennsylvania Department of State [here](#). According to the DoS, potential violations to election law get investigated by:

- the county board of elections,
- the county district attorney, or
- the Pennsylvania Attorney General.

Since state institutions don't have a particularly good track record in investigating or prosecuting election crime in Pennsylvania (the DoS complaints website states clearly: *A complaint filed with an online form will not change the results of an election*), we suggest that in addition to, or as an alternative to, submitting a report though DoS website, you submit an [PAFAF Incident Report Form](#). This form has been designed by legal professionals to ensure sufficient information is collected to form the basis of a legal declaration or affidavit that can be used in any needed follow up. PAFAF's legal team will review all incident reports, and follow up with legal action, if warranted. A print version of the Incident Report Form is attached below.

2.9 Election Incident Report Form		
<p><i>Instructions: Please fill in the form as completely as possible as soon as possible after (or during) the incident. Take the time to collect names and contact details of other witnesses. If you collect electronic evidence (picture, video or audio recording), make a copy of the file and submit with your report, but retain the original on your phone or other electronic device. Submit the completed form as soon as possible to: GFET</i></p>		
REPORTER INFORMATION		
Reported by:	Phone:	
Position (voter, poll worker, poll watcher, etc.):	Email:	
DESCRIPTION OF THE INCIDENT		
Date of incident:	Time of incident:	Were the police notified: Yes / No
Location of incident:		
<p>Description of the incident: (What happened, how it happened, etc. Be as specific as possible. Continue on back if needed and attach additional sheets if necessary)</p>		
Is there electronic evidence of the incident? Yes___ No___		What type of evidence is it? Phone photo__ video__ audio__
Is the evidence in your possession? Yes___ No___		CCTV___ Other_____
Did you witness the incident? Yes___ No___	If no, list the person who reported the incident to you below, along with details of any other witnesses. Attach additional sheets if needed.	
WITNESSES		
Name of Witness:	Phone:	
Role of Witness:	Email:	
Name of Witness:	Phone:	
Role of Witness:	Email:	
Name of Witness:	Phone:	
Role of Witness:	Email:	
Name of Witness:	Phone:	
Role of Witness:	Email:	
PARTIES INVOLVED IN INCIDENT		
Name:	Phone:	
Role:	Email:	
Name:	Phone:	
Role:	Email:	
Name:	Phone:	
Role:	Email:	

ADDITIONAL INFORMATION

3 About Election Monitoring and Observation

To help ensure a free and fair election for all voters, PAFAF supports a non-partisan program called *Pennsylvanians for Election Transparency (GFET)*, which will deploy volunteer observers to monitor election processes and procedures throughout the election cycle. Observers can deter malfeasance and cheating, or by detecting and formally documenting such malfeasance, can deny legitimacy to fraudulent elections and provide evidence for lawsuits and other post-election court cases. By increasing the transparency of the election, observers can enhance public confidence in the integrity of the election process.

Observation will be conducted in phases, beginning with *Pre-Election Observation*. During the pre-election phase observers will look at the voter list, election administration, the legal framework and procedures for elections, and the broader election environment. Pre-election observation seeks to confirm the process, or to highlight potential problems or concerns so that they can be addressed prior to the election. Internationally, pre-election observers are usually referred to as Long-Term Observers or LTOs. LTOs often play an important role in recruiting, training and managing the larger number of volunteers needed for election observation.

PAFET pre-election observers are non-partisan. In contrast to partisan observers (poll watchers), they do not represent a specific party. Instead, they represent all voters, and their primary objective is ensuring a free and fair process for all voters, regardless of outcome. Non-partisan observers are normal in other democracies, but still relatively rare in the US, where we have primarily relied on partisan observers. Non-partisan observation provides any voter, regardless of party, the possibility to support free and fair elections; allowing participation by independent voters, and by neutral groups (like church groups) that want to support a fair process, but don't want to affiliate with a particular party.

Election Season Observation – Election observation (poll watching) used to be largely confined to election day, but with long periods of advance voting, and all the opportunities that creates for malfeasance and fraud, we have to develop new approaches to strengthening transparency and deterrence. The primary innovations of the PAFET approach are facilitating increased deployment of observers and poll watchers during the advance voting, and the expectation that observers and poll watchers will file regular reports throughout the election season.

Although PAFET will continue to deploy its LTOs during election season, its primary focus will be the provision of training and/or materials for party-endorsed poll watchers and independent observers.

Observing Election Day and the Counting Process – Although the actual election day in Pennsylvania is not as important as it used to be because of the long election season, to deter malpractice and enhance transparency on election day will require more poll watchers than any other day. The objective is to detect and deter malfeasance through complete coverage of, and reporting from, all precincts in the state.

Poll watchers may work in shifts organized before election day. They will arrive before the precinct opens to observe set up of the precinct and machines, and will watch the polling process

throughout the day, then the counting process after the poll. Each precinct poll watcher (or team) should have a checklist and report form to facilitate monitoring, and the collection of data that can be used to validate or delegitimize the election process at the precinct after the election. In addition, poll watchers will have access to their party's legal hot line and online incident report forms to report irregularities or malfeasance as they happen.

Post-Election Audits and Reports – After the election, PAFET will continue to monitor any post-election audits or court cases. Pre-election, election season and election day reports will be synthesized, and used to develop a comprehensive narrative report on the integrity of the entire election process, with recommendations for needed reforms in advance of the 2024 national elections.

4 Pre-Election Observation

PAFET 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 pafet.us.

4.1 County Election Official Survey

An initial election official survey should be conducted in a sample of cities and counties. LTO teams should request a meeting with the selected officials 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 PAFET 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 official to follow up by email or phone to collect any information that wasn't available during your visit. Thank the official 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@pafet.us. As soon as possible, please enter the information from the form into the electronic form on the website.

4.1.1 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 election 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 official

- *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 PAFAF on a statewide initiative to visit election officials.*
- *"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 registrar nearby*

Ask for the interview

- *"We have developed a survey with about 30 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.

4.1.2 Sample Request Letter

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

*To: (title)
(county or city)
(email address)*

Subj: Request for meeting

Date: XXXXXXXX

Dear (official);

Pennsylvania 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 election officials 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 election 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*

4.1.3 Pennsylvania Senior Election Official Survey Form – 3/28/22

County/City _____ Observers _____

Date of interview _____ (Senior County Election Official) _____

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 election official refuse to meet you: Yes____ No____
- d) If yes, please provide the reason given for not meeting: _____

The Interview - Thank the official 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 questions about the election situation in your county.

1. What is your biggest concern about the upcoming election? (open ended. Record verbatim.)

2. Any other major concerns? (open ended. Record verbatim.)

- 3. a. Do you feel like you have the resources, equipment, personnel, and training needed to run an effective election in November?
 Yes _____
 No _____
 Don't know _____
 No answer/refused _____
- b. If no, what is missing?

4.	<p>The county election board is supposed to consist of two members from one party and one from another, but in some areas, boards have had trouble finding willing Republicans and have appointed an Independent instead, or another Democrat. What is the situation in this county?</p> <p>Two Democrats and a Republican _____</p> <p>Two Democrats and an Independent _____</p> <p>Three Democrats _____</p> <p>Other: _____</p>
5.	<p>What about precinct staff? Are you able to have equal numbers of Democrats and Republicans? (please check one, then provide any relevant detail on right side of this box)</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
6.	<p>How do you recruit pollworkers?</p>
<p><i>Thank you. Now a few questions on the voter roll and voter registration.</i></p>	
7.	<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>
8.	<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>
9.	<p>a. Are you confident that the voter file is accurate and up to date?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p> <p>b. If no, what is/are your main concern(s) about the list?</p>
<p><i>Moving on, we have some questions on voting and technology.</i></p>	
10.	<p>There are 6 types of voting machines used in Pennsylvania. Can you tell me which machines your county uses?</p>
11.	<p>a. How is the voting system used in your county certified?</p> <p>b. Who certified it last and when?</p>

12.	Who updates and calibrates the voting machines?
13.	Can you please explain how they update and calibrate the machines?
14.	<p>Are you present when the machines are updated and calibrated, or is that process supervised by someone else? If someone else, what is their position?</p> <p>I am present _____</p> <p>Another person supervises this process (insert title and position)</p>
15.	<p>Do you invite party representatives to witness the update and calibration?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
16.	<p>a. Are voting machines ever connected to the internet?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p> <p>b. If yes, when and why are they connected?</p> <p>c. If they are not connected to the internet, how, when and by whom are they updated?</p>
17.	<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>

18.	Can you tell us what it costs per voter to implement an election in this county?
<i>Now we have a few questions about the counting process.</i>	
19.	<p>In 2020 there were many allegations that pollwatchers were prevented from effectively observing the counting process. Have changes in procedures been made, or directions provided, so that you are confident pollwatchers will be able to effectively observe all parts of the counting process in 2022, including adjudication during early voting and on election day?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p> <p>a. If no, why?</p>
20.	<p>We know that in some areas machines had difficulty reading many mail-in ballots, and those had to be sent for manual adjudication.</p> <p>a. Can you describe briefly how ballots are adjudicated here?</p> <p>b. About what percentage of absentee ballots required adjudication in this county/city during the 2020 election? _____</p>
21.	<p>Concerns have been raised about the effectiveness of procedures for documenting chain-of-custody during the election period. Are you confident that procedures for documenting chain-of-custody in this county are adequate to strengthen public confidence in the integrity of the election?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p> <p>a. If no, why?</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.

22. 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?
weakened integrity. _____
strengthened integrity _____
made no change _____
Don't know _____
No answer/refused _____

23. a. Did you receive any funding or in-kind contributions for training, staff, voter education or equipment, or any other purpose from outside the state of Pennsylvania?
Yes _____
No _____
Don't know _____
No answer/refused _____

b. If yes, what was the funding or contribution used for?

c. Do you expect to receive such funding for the upcoming elections?
Yes _____
No _____
Don't know _____
No answer/refused _____

24. a. How are ballots returned to voter services election night?

b. How many people accompany the ballots?

25. There is a lot of concern in Pennsylvania and across the country about the security and integrity of the ballot drop boxes. What are the chain of custody procedures for ballot drop boxes?

26. Was there any time during the last election cycle when your drop boxes did not have video monitoring?
Yes _____
No _____
Don't know _____
No answer/refused _____

27.	<p>Who is responsible for reviewing the video, and were party observers present during the review?</p> <p>Person (title) responsible: _____</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
<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></p>	
28.	<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 during early voting?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
29.	<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>
30.	<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>
31.	<p>If allowed, would you authorize international non-partisan observers from recognized election monitoring organizations?</p> <p>Yes _____</p> <p>No _____</p> <p>Don't know _____</p> <p>No answer/refused _____</p>
32.	<p>a. Do you have a publication that you provide to your election officials regarding rights and responsibilities of observers?</p> <p>Yes _____</p> <p>No _____ (go to b.)</p> <p>Don't know _____</p> <p>No answer/refused _____</p>

	b. If no, would you be willing to distribute such a publication that we would prepare based on Virginia law? Yes _____ No _____ Don't know _____ No answer/refused _____
<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>	
33.	Post survey question – Please characterize your interaction with the Supervisor of Elections as (circle all that apply) <div style="display: flex; justify-content: space-around; width: 100%;"> Helpful Polite Defensive Unhelpful Antagonistic </div>
<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>	

4.2 Other Possibilities for Pre-Election Observation

If your county election office 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, PAFET leadership may conduct similar interviews with relevant officials from the Department of State's Election Division.

To gain a deeper understanding of the pre-election environment, you may wish to conduct interviews with political party chairs in your county. These interviews may be conducted in person or by phone. A sample questionnaire is provided below.



4.2.1 County Political Party Chairs - Pre-Election Report

County:	Name of County Chair interviewed:
Name of Observer:	Political Party Affiliation: Republican ___ Democrat ___ Libertarian ___ Other _____
<i>Instructions: Please fill in the form and submit on _____ to report@afet.us</i>	
1	What is your greatest concern about the upcoming election?
1	Did the Recorder post the location and hours of operation for in-person early voting at his office and any satellite voting centers by _____? Yes ___ No ___
2	Are you concerned that satellite voting centers may have been cited for partisan reasons (i.e., to advantage one political party)? Yes ___ No ___ If yes, please provide details:
2	Have you been able to recruit and train enough poll watchers to cover election day and early voting? If not, what are the particular constraints you face in training and recruitment?
3	Do you have enough poll observers to ensure a visit at closing to each location for every day of the election season? Yes ___ No ___
4	Have you been able to meet in person or online with the poll observers to provide appointment letters, any needed training or materials, and to develop an observation plan for in-person voting and absentee/mail-in ballot counting? Yes ___ No ___
5	Have you discussed with your County Chair a notification protocol for absentee/mail-in ballot counting so that you can send a poll observer to watch every time it occurs? Yes ___ No ___
6	How many days advance notice will your County Recorder provide of intent to count absentee/mail-in votes? _____
7	Are you satisfied with the notification protocol? Yes ___ No ___

8	<p>Have you reviewed the absentee/mail-in voter application list and application forms at your County Recorder's office? Yes ___ No ___</p> <p>If yes, were there any anomalies you think should be followed up on? Yes ___ No ___</p> <p>If yes, please describe those (attach additional sheets or an Incident Report Form, if needed):</p>
8	<p>What additional support (if any) do you need from PAFET?</p>

5 Role of Poll Watchers in Pennsylvania

This guidance addresses the role of poll watchers at polling places, and the role of authorized representatives at the pre-canvass and canvass of ballots. It is summarized from [Guidance Concerning Poll Watchers and Authorized Representatives](#), issued October 28, 2020 by the Department of State, and in article [25. P.S. §2687](#) of the Pennsylvania Statutes.

In [DOS GUIDANCE ON RULES IN EFFECT AT THE POLLING PLACE ON ELECTION DAY](#), there is a sentence which states: *Watchers must remain at least 6 feet away from the area where voting is occurring.* This is a “Guidance” document, not a law, and we have been unable to find any reference to such a restriction in law. This guidance may have been promulgated during the COVID crisis, and refers to “social distancing”, and may already be revoked. If the word “voting” in the sentence is interpreted as referring to the voter in the act of marking a ballot, then the restriction makes sense, as we would normally say an observer must be able to see and verify all processes, except a voter marking a ballot. If the word “voting” is interpreted as all of the processes taking place in a polling location, then that interpretation must be challenged, as election observers (poll watchers) must be close enough to a process to verify it, or the purpose of observation is defeated.

5.1 Poll Watcher Qualifications

To be a poll watcher, a person must be a qualified registered elector of the county. Poll watchers must be identified and receive official county credentials in advance, and must be assigned to specific precincts. Each poll watcher must be provided with a certificate from the County Board of Elections, which states the poll watcher's name and the name of the candidate, party, or political body he or she represents. Poll watchers are required to show their certificates when requested to do so.

5.2 Poll Watchers at the Polling Place

Each candidate can appoint two poll watchers, and each political party can appoint three poll watchers, for each election district in which they are running, but only one poll watcher can be in the polling place at one time. Watchers allowed in the polling place are permitted to keep a list of voters, and because of this, election officials must clearly and audibly announce the name of every voter who appears to vote. During times when voters are not present in the polling place, watchers are permitted to inspect the poll book and the numbered lists of voters but they are not permitted to mark or alter those documents in any way.

Watchers are entitled to challenge the qualifications of voters on the permitted grounds, i.e. identity and residency. Challenges may not be affirmed and voters may not be refused a ballot unless the election officers of the precinct are satisfied that the challenger has proven the voter's ineligibility on proper grounds and with sufficient evidence.

Watchers may not engage voters or otherwise interfere with the orderly process of voting. Watchers should direct all challenges and other comments directly to the Judge of Elections who is the official in charge at the polling place.

5.3 Authorized Representatives at the Pre-Canvass and Canvass

One authorized representative for each candidate and one authorized representative for each political party must be permitted to remain in the room at the county election board where the pre-canvass and canvass meetings occur. Authorized representatives are permitted to be present when envelopes containing official absentee ballots and mail-in ballots are opened and when such ballots are counted and recorded. This includes both the pre-canvass and canvass.

The ability of poll watchers to verify these processes is limited, as the Department of State will not allow anyone to challenge an absentee or mail-in ballot during the pre-canvass or canvass of the ballots, and challenges to mail-in or absentee ballots based on signature analysis, are not permitted at any time. Absentee and mail-in ballot applications may only be challenged prior to 5:00 pm on the Friday prior to the election, and only then on grounds that the applicant was not a qualified elector. No other challenges are permitted.

5.4 County Election Offices, Satellite Offices, and Ballot Return Sites (Drop Boxes)

Poll watchers and authorized representatives have no legal right to observe or be present at county election offices, satellite offices or designated ballot return sites, except to vote their own ballot or to perform personal tasks expressly permitted by the Election Code. This is a weird prohibition, which we have not heard of in any other state, and which drives much of the perception that Pennsylvania's elections are riddled with fraud committed by election official hidden from public scrutiny.

5.5 Pa. Stat. § 2685 - Overseers of Election

Overseers of Election is a provision in the law enacted in 1937 that seems to pre-date and anticipate poll watchers. We cannot find much information on their use in recent times, but as officers of the court, they would presumably override any prohibitions on observation currently placed on poll watchers, and as such might be considered a viable approach to enhancing election transparency. The text of the statute is below:

On the petition of five or more duly registered electors of any election district, setting forth that the appointment of overseers is a reasonable precaution to secure the purity and fairness of any primary or election in said district, it shall be the duty of the court of common pleas of the proper county, all the law judges of the said court able to act at the time concurring, to appoint two judicious, sober and intelligent electors of the said district belonging to different political parties, overseers of election to supervise the proceedings of election officers thereof and to make report of the same as they may be required by such court.

Said overseers shall be persons qualified to serve upon election boards, but shall not be required to comply with the provisions of section 414 of this act. They shall be sworn or affirmed by the judge of election, to the faithful discharge of their duties, and each shall sign said oath in duplicate, and shall have the right to be present with the officers of such primary or election within the enclosed space during the entire time the same is held, the votes counted, and the returns made out and signed by the election officers; to keep a list of voters if they see proper; to challenge any person offering to vote and interrogate him and his witnesses under oath in regard to his right of suffrage at said primary or election, and to examine his papers produced.

Overseers shall sign returns of elections as hereinafter required. Whenever the members of an election board shall differ in opinion, the overseers, if they shall be agreed thereon, shall decide the question of difference.

25 P.S. § 2685
1937, June 3, P.L. 1333, art. IV, § 415.

6 Election Season Observation

6.1 What is Election Season?

Elections in the United States used to take place on one day, as required by the Constitution, with very limited exceptions for absentee voting. Over the last decade, and especially since the creation of the COVID virus, early and absentee voting has expanded dramatically, so that now 44 states and the District of Columbia have no excuse absentee voting, for an average period of 22 day. We have defined this period of legal voting before election day as the *election season*.

In Pennsylvania, election season is 44 days long (two days short of the longest election season). Advance voting begins September 19 (the earliest date in the nation), and from that date any registered voter in Pennsylvania can vote absentee by mail or drop box, or by visiting an advance voting site.

Unfortunately, expanding the election from one day to 44 days decreases the transparency and credibility of its election process. Throughout the election season, chain of custody and chain of observation are regularly broken for long periods, reducing the transparency needed to reassure voters that the process is fair and accurate. Extending the election period also places an

unsustainable physical and financial burden on overworked election officials, and the party representatives tasked with ensuring the integrity and legitimacy of the election process.

This imperfect system falls far short of accepted norms and standards for transparent and credible elections, and will require fundamental legal and procedural reforms to ever meet or exceed those standards. Until these reforms can be made, the only means to enhance transparency and public confidence in the integrity of the process will be through increased public scrutiny of every stage of the process to the extent possible.

Election season observation may be conducted by poll watchers authorized and coordinated by county or city party unit chairs, and in some cases by independent observers. The PAFET program seeks to increase election season observation by providing training and materials for pollwatchers and observers.

6.2 Concerns with Mail-In and Drop-Box Absentee Voting

One of the reasons absentee voting has previously been limited is because it is inherently insecure. Absentee voting enables cheating through ghost voters and ballot (or drop) box stuffing, political pressure and intimidation, vote buying and selling, and other forms of fraud. When it was limited primarily to soldiers and diplomats on duty for the US government, plus very limited exceptions for individuals with provable need, the risks were deemed acceptable; but with the introduction of widespread and often universal (as in Pennsylvania) postal voting, these gaps in security can be easily exploited to alter election outcomes.

Because postal voting occurs in private, malpractice is difficult to monitor and control. A spouse or relative in an abusive relationship, or workers on a farm or in a factory, or the elderly and patients confined in a care facility, may be forced to apply for an absentee ballot, and then be forced to vote the ballot for a particular candidate or party, all out of sight of monitors or law enforcement officials. Postal voting also enables vote buying.

Controlling abuse in the home is difficult, but some deterrence can be expected from public education on the right to vote in secret and to vote your conscience; with a contact number or hotline provided to report abuse. For large farms, factories, businesses, and especially care homes; observers should visit (or recruit a patriot insider) and ask the following questions:

1. Has anyone asked or required or offered to help you apply for an absentee ballot?
2. Has anyone offered to help you fill in an absentee ballot?
3. Has anyone tried to force you, or pay you, to vote a particular way?

Answers to these questions will help you determine if there is a possibility that organized vote fraud is occurring in the location.

Regrettably, homes for the elderly and those requiring cognitive care are particular targets for vote thieves, so it may be important to recruit patriot insiders in these institutions who can monitor and record the activities of people offering to “help” with applications or voting. The best deterrent for this form of theft, which is a felony, is to ensure the thieves know we are watching, and know they will go to prison if caught. If possible, post leaflets in care home that alert residents to potential abuse, and provide hotlines for reporting criminal acts.

If concerning issues are discovered, please document these by filling in and submitting an [incident report form](#).

6.3 Monitoring In-Person Absentee Voting

In Pennsylvania, in-person early voting is accomplished by visiting an early voting location and filling in an absentee ballot request, then casting a ballot in the same manner as a voter on election day. Early voting locations are normally the county election office, and any satellite election offices that have been established in the county. Hours of operation are at the discretion of the county elections board, and may include weekends and night. You can find the hours of operation and early voting locations for your county [here](#).

Poll watchers can monitor the process at early voting locations as they would at a polling station on election day. If it is not possible to have poll watchers continuously at all early voting locations, then visits can be conducted at any time during hours of operation, and when possible, please vary the times of your visits. Please use the monitoring forms provided in the section below for election day poll watchers, and if concerning issues are discovered, please document these by filling in and submitting an [incident report form](#).

When you arrive at the office, introduce yourself to the staff, explaining your purpose. If you are refused entrance, or not allowed to witness any process (except marking a ballot), include that in your report. For example, if you are visiting an office, but when you arrive are told you cannot enter for any reason (no space, not authorized, closed early, etc.), please submit an incident report with the date, time, place, and reason given.

6.4 Drop boxes for absentee ballots

The use of drop boxes for absentee ballots increased dramatically during the COVID-19 elections of 2020. Drop boxes have been shown to enable election fraud, and should be eliminated, but until that is accomplished, they should be monitored closely. Drop boxes will be located at county and satellite election offices, and may be located in other areas like city and municipal facilities, public libraries, county facilities, or any other locations decided by the county elections board. The location of drop boxes should be available at the [website](#) of your county elections office.

All drop-boxes should be secured by a lock and sealed with a tamper-evident seal. Only authorized election officials designated by the county board of elections may access the keys and/or combination of the lock. The DoS states that when feasible, drop boxes should be monitored by a video security surveillance system, and that video surveillance should be retained for 60 days following the deadline to certify the election.

It is difficult to monitor drop boxes effectively, which is one reason so few people have confidence in their security. No provisions are made for poll watchers or others to review the video tapes in Pennsylvania law. Ballots will be collected at least once a day during the work week by two election officials. Collection times may be available from your county election board (if not, please note that in your report). Ballots collected will then be transported to the county election board by the officials.

This is a remarkably insecure process, that would be unacceptable in any normal democracy. Unless poll watchers are able to be at the drop box when the ballots are collected every day, and then allowed to accompany the ballots to the election office, there is nothing to prevent ballot box stuffing or other malfeasance during transport of the ballots.

Poll watchers visiting advance voting sites may want to observe collection of ballots at drop boxes from time to time as well, to confirm ballot transport boxes are sealed with individually numbered tamper evident seals prior to departure. Record the number of the seal and time of departure, and share that with any poll watchers monitoring the arrival of ballots at the county election office.

For drop boxes that have video surveillance, request to review the tapes daily or weekly. If not allowed to review the tapes, include that in your county report. For places where there is no video monitoring, or poll watchers are not allowed to review tapes, some volunteers may wish to install hidden motion-activated game cameras, or tiny pinhole video recorders, to record activity at the drop boxes. Additional cameras on the street to capture car models and license plates could also be useful. In person monitoring of drop boxes through the night may not be feasible, but if undertaken, should be done with caution, and well-armed, as criminals caught in the act can be dangerous.

The online Drop Box Observer Form can be accessed [here](#). A print version is below. If you witness any serious problems during the day or at night, please document those by filling in and submitting an [incident report form](#).

Pennsylvania Drop Box Observer Form (online here)		Yes	No	N/A
County/City: _____ Date: _____				
Observer(s): _____ Location: _____				
1	Is the drop box clearly labeled as an absent voter ballot drop box?			
2	Is it securely locked and secured with a tamper-evident seal?			
3	Is the drop box in a secure location inside a building where it can be observed continuously during normal working hours and secured after working hours?			
4	If outside, is the box secured to prevent removal from its location?			
5	If outside, is the drop box under 24-hour video surveillance?			
6	If yes, is the video footage regularly reviewed by poll workers from two parties and poll watchers from both major parties?			
7	If outside, is the drop box in a public, well-lit area with good visibility.			
8	If requested, did the county election board notify you when the ballots would be picked up from the drop box?			
9	Were the ballots collected and transported by two sworn election officers?			
10	Was the transport box sealed with a numbered tamper-evident seal prior to transport? If yes, go to 11.			
11	Record the number of the seal and time of departure here, and submit the information to your headquarters (who will later confirm paperwork at the county office confirms arrival of the same sealed box), or to a poll watcher stationed at the county elections office.			

7 Observing the Voting and Counting Processes on Election Day

7.1 Before you Go

Before election day, please read through the observation guidelines. Prepare a lunch or dinner, if needed, and you might like a thermos of coffee or tea. Make sure you have the contact details for your coordinator, and your ID card and designation letter, and an email address or phone number for the election superintendent responsible for your polling place. Fully-charge your phone, and don't forget a pencil or pen, and your manual and checklist (some may have those on their phone).

7.2 Opening the Polls

Between 6:00 and 6:30 the polling staff will arrive at the polling location. They will first read the Oath of Office and are sworn in. The Judge of Elections assigns the officers to specific duties. The machines will be set up in the proper manner, signs, sample ballots and other instructions will be posted, and other supplies will be distributed.

If you will be in a precinct all day, or have the first observation shift, you should plan to arrive at your assigned precinct by 6:30 am, a half hour before opening, so you can observe preparations. On entering a precinct, show your ID card and designation letter to the election judge. During your time in the precinct be calm and respectful, and avoid talking to voters. If you have questions or concerns, address those to the judge.

After setting up the polling place, with any poll watchers present in attendance, the election officers will confirm the seals on the voting machines are unbroken, and that the numbers on the seals match those in the log, then will open the machines to confirm there are no ballots in the main storage area and the emergency storage area.

The judge will then confirm the public count and print a zero tape report for each machine. The reports should list all candidates for the election, with vote totals of zero. Each election officer must sign the zero tape to certify the poll opening count. You should be able to confirm that all candidates who should be on the ballot are listed on the zero tape, and that the totals for each candidate are zero; and if they are not, challenge that, and file an incident report.

At 7:00 the judge will announce the polls are open, and allow voters waiting outside into the precinct.

Observer Note: For elections to be transparent and credible, poll watchers must be able to effectively observe all election processes, and record their observations. If you are prevented from or hindered in observing any process (except a voter in the process of marking a ballot) at any time during the polling or counting, that is a serious offence, and should be challenged. If the challenge does not result in immediate relief, record the circumstance on an incident report form, and submit that immediately.

7.3 Voting Process

When a voter arrives the election officer will locate the voter's name in the poll book and call out the person's name so that others in the polling place can hear it. If the person's voter registration record is not listed in the poll book, they can check the supplemental poll book pages (if any). Most voters do not have to show any ID, but if they are a first-time voter, their name will be shaded in the poll book, and Federal law requires they show ID (see below for acceptable ID).

The voter will then sign the poll book, and an election officer will hand the voter a paper ballot and direct them to the next available voting machine. Pennsylvania uses a number of different types of voting machines. To determine which machine your county uses, please visit [this](#) website. After marking their ballot, the voter will insert it into the scanner, confirm it has been accepted, and then leave the polling location.

Provisional Ballot – If the voter is not listed in the poll book, but still desires to vote, that voter MUST vote by Provisional Ballot. If the poll book shows the voter previously applied for a Mail-In or Absentee Ballot, the voter can only vote by Provisional Ballot unless they surrender their unvoted ballot and Voter's Declaration Envelope. A provisional ballot is a paper ballot that is printed in the same format as the Mail-in and Absentee Ballots.

First-Time Voters and Approved Forms of Identification – If a voter’s signature box says “ID Required” in light grey, then this person is voting in the Division for the first time since registering at their address, and must provide ID before voting. The voter must provide one of the following approved forms of identification BEFORE signing the poll book:

- PA Driver’s License or ID card issued by PennDOT
- ID issued by U.S. Government
- ID issued by any Commonwealth of Pennsylvania Agency
- U.S. Passport
- U.S. Armed Forces ID
- Student ID
- Employee ID

7.4 Closing the Poll and the Counting Process

At 8:00 pm the judge will announce the polls are closed, and prevent anyone else from joining a line, but anyone in line at closing will be allowed to vote. When all votes have been cast, the judge close polling on the machine(s), and the machine(s) will automatically print seven copies of the results report. All election board members will then sign each copy of the results report.

The board keeps three copies of the signed report. The other four are distributed: One to a Democratic Committee person for the Division (if present), one to a Republican Committee person for the Division (if present), and one to any representative of minor party candidates (if present). The last signed result is posted on the exterior door or wall of the polling place for public inspection.

If you did not receive a copy of the results report, you should photograph or hand copy the posted copy, as this information will be needed for your report. If you are not allowed to collect the results, immediately submit an incident report.

When this process is over, your observation is complete. Please fill in the observation form, if you have not already, and add the results, then submit immediately.

Thank you for your dedication to free and fair elections in Pennsylvania!

7.5 Poll Watcher Report Forms

During your observation you can use a cell phone or tablet to review and complete your checklist, but you may also want to take a paper copy of the forms and guide, in case your phone gives out. After the observation, you can copy your responses into the online form. We prefer that you submit your report, and any incident reports, using your phone, tablet or laptop, as that saves us time; but if that is not possible for any reason, please do not hesitate to fill in and submit the paper forms, as it is most important that we get your information in any format. Print versions of the [Poll Watcher Report Form](#) and [Incident Report Form](#) are included below.

Pennsylvania Poll Watcher Report Form

Precinct:	Name:	
Address:	Phone No:	
City/	Email:	
County:	Arrival:	Departure:

Instructions

Read the questions carefully. Please make a check (✓) in the appropriate box. If you cannot answer the question, or it is not relevant, leave it blank. If clarification is required, briefly explain in the comment section of the form. If at any time you are prevented from observing any process, please challenge this to the judge, and if the challenge is not resolved, immediately file an incident report.

Before Opening		Yes	No
1	Were you allowed to observe the set-up of the precinct before opening? (if no, prepare and immediately file an incident report)		
2	Are all polling team members and required materials present?		
3	Are there poll workers from both major parties on the polling team?		
4	Did the poll workers swear an oath to conduct fair elections?		
5	Did the election judge confirm the seals on the machines were unbroken, and that the numbers on the seals matched the numbers in the log?		
6	Did the poll workers open the tabulators and show you that the main and emergency boxes were empty, before resealing the machines?		
7	Was a zero tape printed and shown to poll watchers?		
8	Were you able to confirm the zero tape listed all candidates, and showed no votes?		
9	Did the precinct open on time (7:00 AM)?		

The Polling Process		Yes	No
10	Were you able to see each voter's name in the poll book?		
11	Was each voter's name called out so it could be heard by all poll watchers?		
12	Were voters with shaded signature boxes required to show acceptable ID?		
13	Were any voters challenged? (if yes, provide details in the comment section)		
14	Were any provisional votes cast? (if yes, provide number and relevant details in the comment section)		
15	Did any voters complain that someone had already voted in their name? (if yes, provide number and relevant details in the comment section)		
16	Could voters mark and cast their ballots in secret, without anyone seeing how they voted? (if no, give details in the comment section)		
17	Were there any problems with the voting machines? (if so, provide details in the comment section)		
18	Were poll watchers present from both major parties?		

Closing the Poll and the Counting Process		Yes	No	
19	Did the polling place close at 7:00 PM?			
20	Were voters in the line at closing time allowed to vote?			
21	Were there any ballots in the emergency (auxiliary) ballot storage area of the tabulator? (if yes, question Manager, and provide explanation in comment section, or file incident report)			
22	Was a results report run on the scanner?			
23	Were you given a copy (or allowed to copy) the results tape from the scanner? (if no, file an incident report).			
24	Were you allowed to observe all aspects of the polling and counting process? (If no, file an incident report)			
25	Record the total number of voters from Poll Book		Record the total number of ballots cast from scanner	
26	Did the total number of votes cast from the tabulator report equal the total number of voters checked off in the Poll Book? (If no, provide details in the comment section, or file an incident report).			
27	Which political party do you represent?	Republican	Democrat	Other:

Please record each candidate and the total votes below

Candidate Name	Votes	Candidate Name	Votes	Candidate Name	Votes

Pennsylvania Poll Watcher Incident Report Form

Instructions: Please fill in the form as completely as possible as soon as possible after (or during) the incident. Take the time to collect names and contact details of other witnesses. If you collect electronic evidence (picture, video or audio recording), make a copy of the file and submit with your report, but retain the original on your phone or other electronic device. Submit the completed form as soon as possible to: PAFET

REPORTER INFORMATION

Reported by:	Phone:
Position (voter, election inspector, poll watcher, etc.):	Email:

DESCRIPTION OF THE INCIDENT

Date of incident:	Time of incident:	Were the police notified: Yes / No
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Location of incident:

Description of the incident: (What happened, how it happened, etc. Be as specific as possible. Continue on back if needed and attach additional sheets if necessary)

Is there electronic evidence of the incident? Yes___ No___	What type of evidence is it? Phone photo__ video__ audio__
Is the evidence in your possession? Yes___ No___	CCTV___ Other_____
Did you witness the incident? Yes___ No___	If no, list the person who reported the incident to you below, along with details of any other witnesses. Attach additional sheets if needed.

WITNESSES

Name of Witness:	Phone:
Role of Witness:	Email:
Name of Witness:	Phone:
Role of Witness:	Email:
Name of Witness:	Phone:
Role of Witness:	Email:
Name of Witness:	Phone:
Role of Witness:	Email:

PARTIES INVOLVED IN INCIDENT

Name:	Phone:
Role:	Email:
Name:	Phone:
Role:	Email:
Name:	Phone:
Role:	Email:

ADDITIONAL INFORMATION

8 Voter Registration Audits

8.1 Introduction

An accurate and complete voter roll is the foundation of secure and credible elections. Although relatively uncommon in the U.S., voter registration audits are a common tool used in other democracies by legislators, election administrators, election observers, and other stakeholders to assess the overall accuracy of a voter register, and to provide the information needed for effective reforms. Voter registration audits can also provide evidence of some forms of election malpractice.

A typical audit will include an initial assessment of the registration process as defined in law and regulation; an IT-based audit of the register (if appropriate); and random sample-based surveys of voters to assess the accuracy of the register. The scope and focus of the surveys can be general, or targeted at specific aspects of the register, depending on the priorities of sponsor.

Voter registration audits are of particular interest to civil society-based election integrity organizations because, unlike other types of election audits, they can be conducted without the participation of local government or election officials.

8.1.1 General Voter Registration Audit

The survey portion of a comprehensive voter registration audit may include two different tests, referred to as *list-to-people* and *people-to-list*. Whether one or both tests are included in an audit would be determined by priorities and available resources.

The *list-to-people* test involves surveying a random sample of voters drawn from the voter list to determine the accuracy of the list, including the percentage of moved or deceased voters on the list. The *list-to-people* test can also reveal fraud, if voter history is included in the survey. For example, if the surveyor finds a voter has moved or died or never lived at the address, that shows error in the list; but if the same voter is listed as having cast a ballot in an election after they moved or died, that shows fraud.

The *people-to-list* test measures the proportion of eligible citizens listed on the list (comprehensiveness). For example, if you survey a random sample of 1000 citizens who would be eligible to vote, and confirm 780 are on the voter list, you have a registration rate of 78%. If you know the total number of citizens in an area who meet the age and residence requirements to vote from the census, and calculate 78% of that total, then that number should equal (within the margin of error) the total number of registered voters on the voter list.

Typically, the number of voters on the list will be greater than the number calculated from the census, because the list still includes some voters who have moved or died. The percentage over your calculated number will be the magnitude of error or bloat in the list. A well-maintained list might be just a few percent off, while a poorly maintained list could contain 50 or 100% more names than actual voters. This is important, as a bloated list can be used to facilitate fraud, and also skews turnout percentages.

A general voter registration audit with a *list-to-people* test, or both a *list-to-people* and a *people-to-list* test, would be most appropriate when the priority is to drive reform of the voter registration process.

8.1.2 Targeted Audit

A targeted audit is primarily focused on just one aspect of the voter list, or one period in time. A targeted audit would normally be based on the voter list, so would be a *list-to-people* test.

An example of a targeted audit was conducted in Virginia in 2021. The election commission reported weekly the names of people who had returned absentee ballots during Virginia's 45-day voting season, and after the first week an election integrity organization ran that list through commercial software to identify suspect addresses, then drew a sample from that list and sent surveyors to confirm that the submitted ballots came from qualified voters. They found that at least 5.7% of absentee ballots submitted during the first week of polling came from addresses where the voter was unknown, or was known but had moved well before the election.

A targeted audit can be conducted at any time using this method, not just during the advance voting period or for absentee ballots. A voter list with voter history is processed through commercial software that identifies a likely mismatch between the voter's listed name and address, and their actual address. A sample from the processed list is then surveyed, and the percentage confirmed as bad addresses during the election period in question can then be applied to the whole list to yield a minimum number of fraudulent votes (this is a minimum number because the commercial software may not catch all bad addresses, and because fraud may have occurred in other ways).

A targeted audit might be most appropriate when the priority is to prove that this type of fraud occurred in a previous election. This type of audit would be less effective at driving reform of registration processes than a general VRA.

8.1.3 IT-Based Audit

An IT audit might be an examination of the machines and processes used for voter registration, or could be a machine-run analysis or test based on available data. The list screening process for bad addresses described above is one type of IT-based audit. IT audits can be easier and cheaper to conduct, because they don't require fieldwork, but are less accurate and therefore less credible than more intensive audits; making them most useful when an overview is needed, or as part of a more in-depth audit.

Types of IT Based Audits

- Comparison of voter registry with obituaries.
Comparison of voter history across states to detect double voting
- Compare the voter registry with census data
Compare voter history with post-election registry to identify registrants who voted and then were purged from the list

8.1.4 Sampling

Surveys or canvassing without a sampling frame can reveal the existence of errors or fraud, but not their prevalence, and consequently such surveys have less impact in driving reform than sample-based surveys. While it is slightly more difficult to survey using a robust sampling methodology, doing so will allow accurate characterization of the area being surveyed, so it is well worth the extra effort.

If it is too difficult to do a random sample of a whole state, you can use a multistage random sampling methodology. For example, a random sample of counties, then a random sample of precincts, then a random sample of voters. It's actually a bit more complicated than that, but the science is well-known, and accessible, as it is used by polling firms all the time.

Another option is to limit the size of the survey area. If the auditing organization is strong in only some parts of the state, several counties can be selected as sampling areas. For example; if you do three counties across the state, you can accurately (authoritatively) characterize the situation in each of those counties, compare and contrast results across those counties, and hypothesize about the causes of similarities and differences. This is enough for a good report and may be enough to spur reform, or further investigation.

While a limited but rigorous and representative audit is more useful than no audit, or an unrepresentative audit, a comprehensive audit is preferred is possible. A comprehensive audit provides the most possible useful data; but can also be a tool for the organization to build out and strengthen their network across the state.

8.2 Conducting a Voter Registration Audit

8.2.1 Process Map

- a. Decide what type of audit you want to do. Consider your priorities (voter list reform or revealing previous malpractice). Also consider what types of data are available.
- b. Decide the area you will audit (state-wide or counties/municipalities).
- c. Acquire relevant data.
- d. Draft the questionnaire. Most of this should be off-the-shelf, with minor changes based on priorities and local conditions. While drafting questionnaire, also do an outline of the report. This will help ensure your questionnaire captures the information you need for your report.
- e. Draw the sample.
- f. Test the questionnaire
- g. Build questionnaire app for ipad or cellphone (primarily off-the-shelf)
- h. Recruit and train enumerators/canvassers.
- i. Field work and data collection.
- j. Analysis and report.
- k. Develop recommendations.
- l. Present report (press, radio, TV, election commission, executive and legislative branches, and judicial branch/law enforcement if significant violations have been found).

8.2.2 General Voter Registration Audit

Sample – Either households or individual voters. If households, could any registered voter be the respondent or do we need something like a kish grid? Timing? How do we manage “no one home” or “voter not home”? I think we will probably just have to over-sample, and record limitations in the methodology.

Draft Questionnaire

- a. Does the address exist? Y/N if Y, go to next field, if N, record and end
- b. Did someone respond to the knock? Y/N if Y, go to next field, if N, record and end
- c. Can I speak to X? If home, wait. If not home, ask any inhabitant
- d. Did you, or anyone else present now, live here during the fall of 2020? (if no, end)
- e. I’m checking the accuracy of the voter roll, which lists the following people as registered voters at this address (show list). Can you tell me if they lived here during the fall of 2020?
Responses: don’t recognize
Yes, lived here
Used to live here, but moved before period in question
Died
- f. I don’t want to know who you voted for, but can you tell me, did you vote in 2020?

This questionnaire should yield percent of voters on the list who have moved or died or are unknown at the address (error in the list), and (if we have voter history) the percent of fraudulent votes cast in the missing voters’ names.

8.2.3 Targeted Voter Registration Audit

The exact shape of a targeted audit would depend on specific local priorities, but one similar to that done in Virginia could be conducted by screening the relevant voter register to identify voters that likely did not live at the listed address, but were shown as having voted in the last election. This set would be potential fraudulent votes. A representative sample of these addresses would then be canvassed to verify information and collect affidavits.

In the 2021 Virginia statewide elections, the IT-based audit suggested 7.5% of absentee ballots submitted in the first week of polling came from suspect addresses, and that was further refined to 5.7% though canvassing. This formed the floor for fraudulent votes, as the initial screen likely missed some people that moved or died, as it incorrectly identified some who had not moved. If fraud occurred throughout the polling period at a similar rate, it would have totaled about 19,000 fraudulent votes.