



1241 Helen Highway, Suite 210-A • Cleveland, Georgia 30528

WHITE COUNTY BOARD OF ELECTIONS AND REGISTRATION REGULAR MEETING

MAUNEY BUILDING, Community and Economic Development MEETING
ROOM, MONDAY November 6, 2023, 9:00 AM

MINUTES

1. CALL TO ORDER. 9.04 AM. Chair Louise Nix.
2. ROLL CALL. Secretary Russell Mobley. Louise Nix, Todd Marks, Russell Mobley, Mike Mays, Lorie Crumley present.
3. PLEDGE OF ALLEGIANCE. Chair Nix.
4. INVOCATION. Chair Nix.
5. RECOGNITION OF ELECTED OFFICIALS AND MEDIA. Noah Johnson (White County News).
6. CONSIDER ADOPTING THE MINUTES OF THE FOLLOWING MEETINGS:

- Regular Meeting Held – October 2, 2023. Mike Mays made motion to approve with discussion, Todd Marks seconded. After discussion minutes approved (by unanimous vote) with identified changes for clarification.

7. OLD BUSINESS. Elections Supervisor Jody Davis.
 - New Election Technician (Brandon Freeman).
 - WC Poll Worker Program (brochure attached).
 8. NEW BUSINESS. Elections Supervisor Davis.
 - Town Creek Precinct Discussion (Suitability for Continued Use) See Attachments.
 - BOER requested BOER staff to convey the identified documents (GA Elections Code regarding Polling Place locations and placement and ADA Guidelines for Polling Places) to the County Manager for review.
 - Advanced Voting Numbers. City of Helen has 45 advanced votes cast. City Election to be held Tuesday, November 7th. Vote tabulation for election to occur Tuesday evening after poll closes (anticipating 7:30 PM) at BOER office, Mauney Building.
 - DHS Physical Security Inspection. Item tabled for December BOER meeting. Copy to be sent to County Manager for review.
 - Test of Precinct Cameras. Pilot in process to determine ultimate implementation plan.
 - Chief Registrar's position. Offer for employment extended and awaiting response from applicant.
 9. REGISTRAR'S REPORT OF REGISTERED VOTERS. Chief Voter Registrar, Derek LaPierre. See attached.
 10. OPEN RECORD REPORT
 - MEETING WITH KIM JENSEN NEWBERRY & VOTER LIST REQUEST.
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11. COMMENTS FROM THE PUBLIC. None.

12. BOARD MEMBER COMMENTS. Board discussed opportunities to improve utility of equipment (allocation of equipment, polling place locations, etc.). Further discussion to be held during 2024 for future consideration.

13. FUTURE MEETING DATE(S)

• Scheduled Meeting(s) – City of Helen Election Review November 7, 2023, 7:30 PM; City of Helen Election Certification November 13, 2023, 4:00 PM; REGULAR MEETING December 4, 2023, 9:00 AM.

14. ADJOURN. With no further business the meeting was adjourned at 10:25 AM.

2022-2023 Board Members:

Louise Nix, Chairman of the Board • **Todd Marks**, Vice Chairman of the Board
Russell Mobley, Secretary of the Board • **Mike Mays**, Board Member • **Lorie Crumley**, Board Member

2022 Georgia Code

Title 21 - Elections

Chapter 2 - Elections and Primaries

Generally

Article 7 - Precincts and Polling Places

§ 21-2-265. Duty of Superintendent to Select Polling Places; Change; Notice of Change; Objecting to Proposed Change; Space for Political Parties Holding Primaries; Facilities for Disabled Voters; Selection of Polling Place Outside Precinct; Restriction on Changing Polling Place

Universal Citation: [GA Code § 21-2-265 \(2022\)](#)

- a. The superintendent of a county or the governing authority of a municipality shall select and fix the polling place within each precinct and may, either on his, her, or its own motion or on petition of ten electors of a precinct, change the polling place within any precinct. Except in case of an emergency or unavoidable event occurring within ten days of a primary or election, which emergency or event renders any polling place unavailable for use at such primary or election, the superintendent of a county or the governing authority of a municipality shall not change any polling place until notice of the proposed change shall have been published for once a week for two consecutive weeks in the legal organ for the county or municipality in which

the polling place is located. Additionally, during the seven days before and on the day of the first election following such change, a notice of such change shall be posted on the previous polling place and at three other places in the immediate vicinity thereof. Each notice posted shall state the location to which the polling place has been moved and shall direct electors to the new location. At least one notice at the previous polling place shall be a minimum of four feet by four feet in size. The occupant or owner of the previous polling place, or his or her agent, shall be notified in writing of such change at the time notice is published in the legal organ.

- b. Except in case of an emergency or unavoidable event occurring within ten days of a primary or election, which emergency or event renders any polling place unavailable for use, if a petition is presented to the superintendent of a county or the governing authority of a municipality on or before the day set for hearing of the petition for change of a polling place, signed by 20 percent of the electors of the precinct objecting to the proposed change, such change shall not be ordered.
- c. In primaries, the superintendent of a county or the governing authority of a municipality in selecting and fixing the polling place in each precinct shall select a polling place which will provide adequate space for all parties conducting their primaries therein.
- d. The superintendent of a county or the governing authority of a municipality, in selecting and fixing a polling place in each precinct, shall select, if practicable, a polling place with suitable and appropriate access for disabled electors. If no such practicable locations exist within the precinct, the superintendent of a county or the governing authority of a municipality may effect temporary modifications to such existing locations as will, in his or her or its judgment, provide more convenient and appropriate access to the polling place by the disabled elector. No polling place shall be selected or used under any circumstances which does not have suitable and appropriate access for persons with disabilities for the purpose of voting; and any person, whether or not personally aggrieved, may bring an action for mandamus to require that all polling places in the county or municipality have suitable and appropriate access for persons with disabilities for the purpose of voting.
- e. On and after January 1, 2018, the superintendent may establish the polling place for a precinct outside the boundaries of the precinct if there is no suitable facility within the precinct which could be used as a polling place and if, by so doing, such polling place would better serve the needs of the voters; provided, however, that no polling place shall be established outside of the boundaries of the precinct within 90 days of a primary or election, and the

superintendent shall submit a report to the State Election Board to demonstrate that there is no suitable facility within the precinct prior to establishing the polling place outside the boundaries of the precinct.

- f. A polling place shall not be changed on a day in which a primary, election, or runoff is held, or during the 60 day period prior to any general primary or general election or runoff from such primary or election, nor shall a polling place be changed in the 30 day period prior to any special primary or special election or runoff from such special primary or special election, except, in the discretion of the superintendent, when an emergency or event occurs during such time period which renders the polling place unavailable for use at such general primary, general election, special primary, special election, or runoff.

History. Code 1933, § 34-705, enacted by Ga. L. 1964, Ex. Sess., p. 26, § 1; Ga. L. 1969, p. 329, § 8; Ga. L. 1978, p. 812, § 1; Ga. L. 1980, p. 1256, § 1.1; Ga. L. 1982, p. 1512, § 5; Ga. L. 1995, p. 1302, §§ 14, 15; Ga. L. 1996, p. 26, § 1; Ga. L. 1996, p. 101, § 2; Ga. L. 1998, p. 295, § 1; Ga. L. 1998, p. 1231, §§ 8, 32; Ga. L. 2001, p. 240, § 20; Ga. L. 2006, p. 888, § 2/ HB 1435; Ga. L. 2017, p. 697, § 13/ HB 268; Ga. L. 2019, p. 7, § 14/ HB 316; Ga. L. 2021, p. 14, § 19/ SB 202.

The 2017 amendment, effective July 1, 2017, in subsection (e), substituted “On and after January 1, 2018, the” for “The” at the beginning, and added the proviso at the end.

The 2019 amendment, effective April 2, 2019, added subsection (f).

The 2021 amendment, effective March 25, 2021, in subsection (a), substituted “during the seven days before and on the day of the first election” for “on the first election day” at the beginning of the third sentence, and added the present fourth and fifth sentences.

Cross references.

Access to and use of public buildings and facilities by physically handicapped persons generally, T. 30, C. 3.

Editor’s notes.

Ga. L. 2021, p. 14, § 1/ SB 202, not codified by the General Assembly, provides: “This Act shall be known and may be cited as the ‘Election Integrity Act of 2021.’”

Ga. L. 2021, p. 14, § 2/SB 202, not codified by the General Assembly, provides: “The General Assembly finds and declares that:

“(1) Following the 2018 and 2020 elections, there was a significant lack of confidence in Georgia election systems, with many electors concerned about allegations of rampant voter suppression and many electors concerned about allegations of rampant voter fraud;

“(2) Many Georgia election processes were challenged in court, including the subjective signature-matching requirements, by Georgians on all sides of the political spectrum before and after the 2020 general election;

“(3) The stress of the 2020 elections, with a dramatic increase in absentee-by-mail ballots and pandemic restrictions, demonstrated where there were opportunities to update existing processes to reduce the burden on election officials and boost voter confidence;

“(4) The changes made in this legislation in 2021 are designed to address the lack of elector confidence in the election system on all sides of the political spectrum, to reduce the burden on election officials, and to streamline the process of conducting elections in Georgia by promoting uniformity in voting. Several examples will help explain how these goals are achieved;

“(5) The broad discretion allowed to local officials for advance voting dates and hours led to significant variations across the state in total number of hours of advance voting, depending on the county. More than 100 counties have never offered voting on Sunday and many counties offered only a single day of weekend voting. Requiring two Saturday voting days and two optional Sunday voting days will dramatically increase the total voting hours for voters across the State of Georgia, and all electors in Georgia will have access to multiple opportunities to vote in person on the weekend for the first time;

“(6) Some counties in 2020 received significant infusions of grant funding for election operations, while other counties received no such funds. Promoting uniformity in the distribution of funds to election operations will boost voter confidence and ensure that there is no political advantage conferred by preferring certain counties over others in the distribution of funds;

“(7) Elections in Georgia are administered by counties, but that can lead to problems for voters in counties with dysfunctional election systems. Counties with

long-term problems of lines, problems with processing of absentee ballots, and other challenges in administration need accountability, but state officials are limited in what they are able to do to address those problems. Ensuring there is a mechanism to address local election problems will promote voter confidence and meet the goal of uniformity;

“(8) Elections are a public process and public participation is encouraged by all involved, but the enthusiasm of some outside groups in sending multiple absentee ballot applications in 2020, often with incorrectly filled-in voter information, led to significant confusion by electors. Clarifying the rules regarding absentee ballot applications will build elector confidence while not sacrificing the opportunities for electors to participate in the process;

“(9) The lengthy absentee ballot process also led to elector confusion, including electors who were told they had already voted when they arrived to vote in person. Creating a definite period of absentee voting will assist electors in understanding the election process while also ensuring that opportunities to vote are not diminished, especially when many absentee ballots issued in the last few days before the election were not successfully voted or were returned late;

“(10) Opportunities for delivering absentee ballots to a drop box were first created by the State Election Board as a pandemic response. The drop boxes created by rule no longer existed in Georgia law when the emergency rules that created them expired. The General Assembly considered a variety of options and constructed a system that allows the use of drop boxes, while also ensuring the security of the system and providing options in emergency situations;

“(11) The lengthy nine-week runoffs in 2020 were exhausting for candidates, donors, and electors. By adding ranked choice voting for military and overseas voters, the run-off period can be shortened to a more manageable period for all involved, easing the burden on election officials and on electors;

“(12) Counting absentee ballots in 2020 took an incredibly long time in some counties. Creating processes for early processing and scanning of absentee ballots will promote elector confidence by ensuring that results are reported quickly;

“(13) The sanctity of the precinct was also brought into sharp focus in 2020, with many groups approaching electors while they waited in line. Protecting electors from improper interference, political pressure, or intimidation while waiting in line

to vote is of paramount importance to protecting the election system and ensuring elector confidence;

“(14) Ballot duplication for provisional ballots and other purposes places a heavy burden on election officials. The number of duplicated ballots has continued to rise dramatically from 2016 through 2020. Reducing the number of duplicated ballots will significantly reduce the burden on election officials and creating bipartisan panels to conduct duplication will promote elector confidence;

“(15) Electors voting out of precinct add to the burden on election officials and lines for other electors because of the length of time it takes to process a provisional ballot in a precinct. Electors should be directed to the correct precinct on election day to ensure that they are able to vote in all elections for which they are eligible;

“(16) In considering the changes in 2021, the General Assembly heard hours of testimony from electors, election officials, and attorneys involved in voting. The General Assembly made significant modifications through the legislative process as it weighed the various interests involved, including adding further weekend voting, changing parameters for out-of-precinct voting, and adding transparency for ballot images; and

“(17) While each of the changes in this legislation in 2021 stands alone and is severable under Code Section 1-1-3, the changes in total reflect the General Assembly’s considered judgment on the changes required to Georgia’s election system to make it ‘easy to vote and hard to cheat,’ applying the lessons learned from conducting an election in the 2020 pandemic.”

Administrative rules and regulations.

Accessibility for elderly and disabled voters, Official Compilation of the Rules and Regulations of the State of Georgia, Georgia Election Code, Registration of Electors, § 183-1-6-.04.

Precincts, changes in boundaries, notification of electors, Official Compilation of the Rules and Regulations of the State of Georgia, Georgia Election Code, Election Districts and Polling Places, § 183-1-7-.01.

Law reviews.

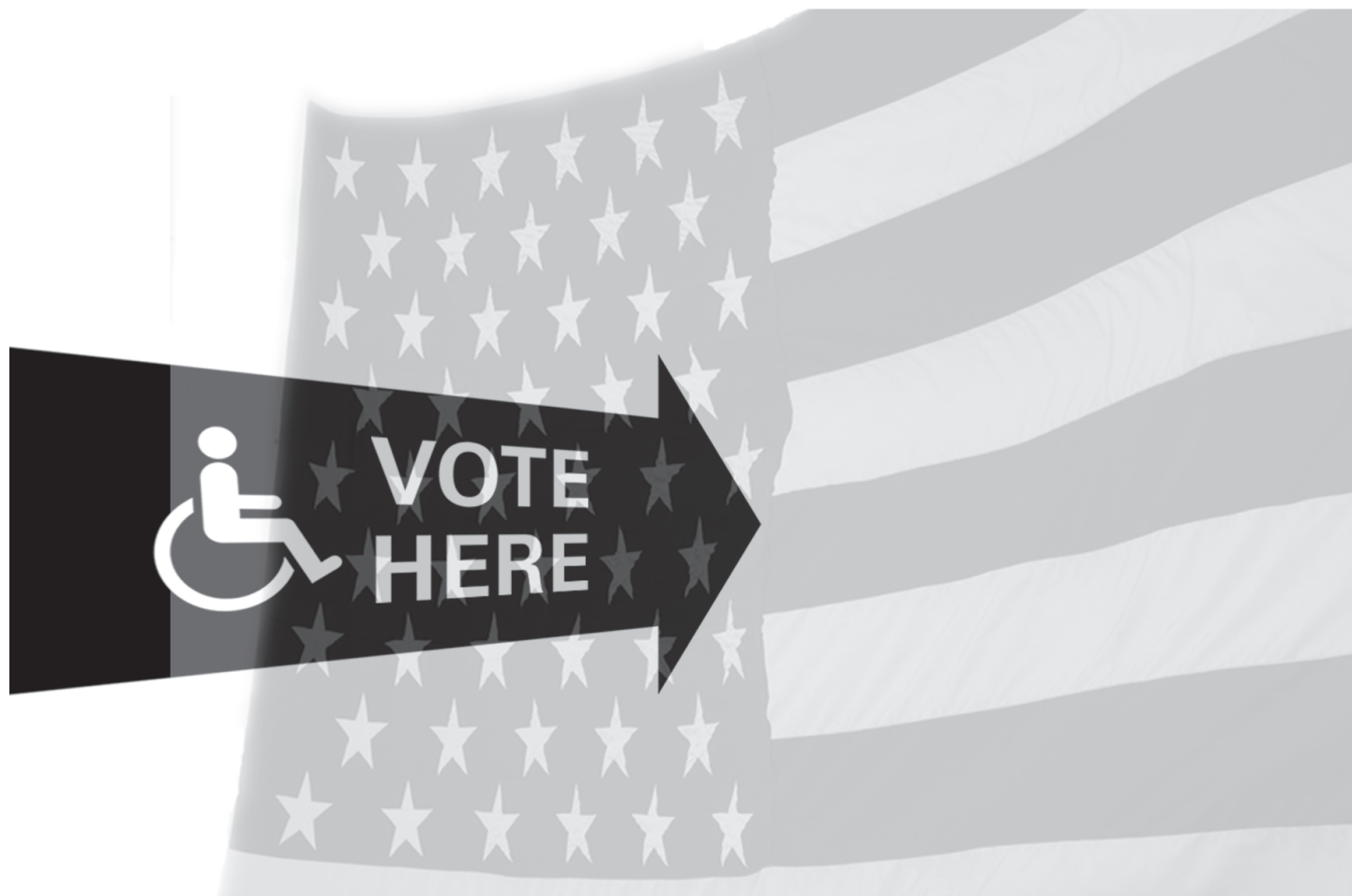
For article on the 2019 amendment of this Code section, see 36 Ga. St. U.L. Rev. 81 (2019).

For article, "SB 202: Revisions to Georgia's Election and Voting Procedures," see 38 Ga. St. U.L. Rev. 105 (2021).



Americans with Disabilities Act

ADA CHECKLIST FOR POLLING PLACES



June 2016

Part 1 discusses polling place accessibility with a focus on the areas of a facility that may be used as a polling place on Election Day.

Part 2 includes a list of the tools election officials will need in order to use the Checklist, some helpful tips on taking measurements and photographs, and a useful list of the most common tools for temporary remedies and the circumstances in which they may be used.

Part 3 is the 2016 Checklist.

Reproduction of this document is encouraged. Additional copies of this publication may be obtained, viewed or downloaded from the technical assistance section of the ADA Website (www.ada.gov) or by calling the ADA Information Line at 800-514-0301 (voice), 800-514-0383 (TTY).

TABLE OF CONTENTS

Polling Place Accessibility is Required by the Americans with Disabilities Act	1
Requirements for Accessibility	2
Evaluating the Physical Accessibility of Polling Places	2
Getting Started	3
Parking	3
Passenger Drop-off Locations	5
Accessible Routes	5
Ramps	7
Protruding Objects	8
Building Entrance	9
Lifts and Elevators	11
Voting Area	11
Tools for Surveys	12
Tools and Documentation	12
Completing Measurements and Recording Information	12
Taking Photographs	14
Temporary Remedies	14
Polling Place Accessibility Checklist	16

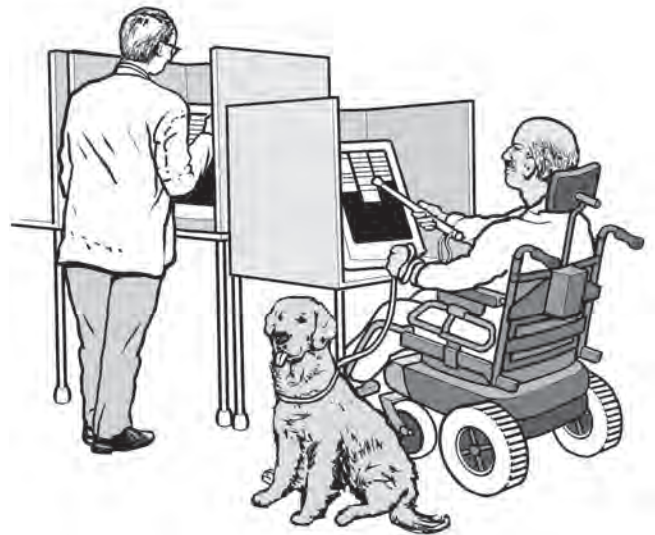
POLLING PLACE ACCESSIBILITY IS REQUIRED BY THE AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) is a federal civil rights law that provides protections to people with disabilities to ensure that they are treated equally in all aspects of life. Title II of the ADA requires state and local governments (“public entities”) to ensure that people with disabilities have a full and equal opportunity to vote. The ADA’s provisions apply to all aspects of voting, including polling places (or vote centers). Voting at one’s polling place allows voters the chance to interact with neighbors and candidates who talk with voters outside the polling place, and to ask questions of or receive assistance from trained poll workers inside the polling place. Simply put, voting in person at a local polling place is the quintessential American voting experience.

In communities large and small, people cast their ballots in a variety of facilities that temporarily serve as polling places, such as libraries, schools, and fire stations, or churches, stores, and other private buildings. Voters include people with a variety of disabilities, such as those who use wheelchairs, scooters, or other devices, those who have difficulty walking or using stairs, or those who are blind or have vision loss. They are people, young and old, who have come to their polling place to exercise their right to vote. Many public entities report that their polling places are accessible. However, the Government Accountability Office estimates that only 27% of polling places were accessible to people with disabilities in the 2008 elections.¹ This means that 73% of the polling places used in 2008 had architectural barriers that made it difficult or even impossible for people with disabilities to enter their polling place and vote side by side with their neighbors.

People with disabilities must have the opportunity to be full participants in an integrated civic event. The ADA requires that public entities ensure that people with disabilities can access and use all of their voting facilities. Because

a mix of public and private facilities are used as polling places, public entities may ensure Election Day accessibility of a polling place by using low-cost temporary measures, such as portable ramps or door stops, rather than necessarily making permanent modifications to a facility. If temporary measures will not fix a barrier, and public entities are unable to make a permanent modification to fix the barrier, then the public entity must look for an alternative, accessible polling place. In some circumstances, when a public entity is unable to identify or create an accessible polling place for a particular voting precinct or ward, election administrators may instead use an alternative method of voting at the polling place.² Public entities are encouraged to make permanent modifications to their facilities used as polling places, such as



A voter with a disability casting his ballot

schools, community centers, and town halls. The use of temporary measures to provide access to polling places on Election Day does not change a public entity’s obligations under the ADA to ensure that its programs and services are accessible to people with disabilities, nor does it mean that a temporary remedy would be appropriate in a public facility on an everyday basis.

REQUIREMENTS FOR ACCESSIBILITY

The ADA's regulations and the ADA Standards for Accessible Design set out what makes a facility accessible and should be used to determine the accessibility of any facility being considered for use as a polling place. This publication, the ADA Checklist for Polling Places (2016 Checklist), provides guidance to election officials for determining whether a polling place already has the basic accessibility features needed by most voters with disabilities or can be made accessible on Election Day using temporary solutions to remove barriers. The updated Checklist includes provisions from the 2010 ADA Standards for Accessible Design ("2010 Standards").³ Any alterations made to a polling place must comply with the 2010 Standards.

Other Justice Department Publications

In addition to the 2016 Checklist, election officials should consult the Department's 7-page publication on the rights of voters with disabilities, *The Americans with Disabilities Act and Other Federal Laws Protecting the Rights of Voters with Disabilities*.

Another Justice Department publication, *Solutions for Five Common ADA Access Problems at Polling Places*, illustrates suggested temporary solutions for several common accessibility problems found at polling places.

This 2016 Checklist and other Justice Department publications, as well as the title II regulation and the 2010 Standards are available at www.ada.gov.

Part 1: Evaluating the Physical Accessibility of Polling Places

The 2016 Checklist, found in Part 3 of this document, is designed to assist officials in determining whether a facility being considered for use as a polling place is accessible to people with mobility or vision disabilities, and, if not, whether modifications can be made to ensure accessibility or relocation to another accessible facility will be necessary. The 2016 Checklist should be used to evaluate both new and existing polling places. Completing the 2016 Checklist will provide guidance on whether a facility is accessible for voters with disabilities, and how to identify and remedy any barriers that exist.



Accessible polling place

¹U.S. Government Accountability Office Report: Voters with Disabilities; Additional Monitoring of Polling Places Could Further Improve Accessibility; September 2009.

²See U.S. Department of Justice Technical Assistance: "The Americans with Disabilities Act and Other Federal Laws Protecting the Rights of Voters with Disabilities," (September 2014), available at www.ada.gov.

³The requirements that new construction and alterations comply with the 2010 Standards went into effect on March 15, 2012. Facilities that were built or altered before that date, and that complied with the 1991 Standards, need not be modified

to comply with the 2010 Standards as to those provisions included in the 1991 Standards. See 28 C.F.R. §35.151(b)(2)(i). This is referred to as a safe harbor. The 1991 Standards and the 2010 Standards, as applied to polling places, are very similar, however, with the exception of the requirements for accessible parking. For example, the 1991 Standards required only one van-accessible space for every eight accessible spaces, see 28 C.F.R. pt. 36, Appendix D, §4.1.2(5)(b), while the 2010 Standards require one van-accessible space for every six accessible spaces, see 2010 Standards §208.2.4.

Getting Started

Individuals using the 2016 Checklist need not be experienced in evaluating facilities for accessibility. It is designed to be used to evaluate key areas that must be accessible. By following these directions, staff can identify accessible polling places and consider how to implement temporary and permanent accessibility remedies to those facilities found to be inaccessible. References are also provided to the 2010 Standards for more information about particular requirements. We encourage election officials to provide training to their staff on compliance with the ADA.

An evaluation of polling place accessibility focuses on those areas of a facility that may be used as a polling place on Election Day. Think about how people generally arrive at, enter, and move through the polling place. Do people drive and park? Are people dropped off at the entrance? Do they arrive on foot or do they take public transportation? This document addresses the following key areas or features that must be accessible: the parking area and passenger drop-off sites; routes (both exterior and interior); the entrance to the polling place; and the voting area itself.

Arriving at the Polling Place

Parking

If parking is provided for voters, accessible parking must be provided for people with disabilities. An accessible space is composed of three elements: the parking space, an access aisle adjacent to the space that is wide enough to allow voters with a mobility disability to get out of their car or van, and signage designating it as an accessible space. The 2010 Standards require one accessible parking space per 25 parking spaces provided (up to the first 100 spaces). One of six (or fraction of six) accessible parking spaces, but always at least one, must be van accessible. Generally, the access aisle must be at least 60 inches wide for cars and 96 inches wide for vans. Van accessible spaces can also have an access aisle at least 60 inches wide if the width of the van parking space is at least 132 inches. A sign, with the International Symbol of Accessibility, must mark each accessible parking space. Van accessible spaces must be designated as such on the sign at these spaces. Accessible parking spaces and the access aisles serving them must be on a surface that is stable, firm, and slip resistant (e.g., clear of gravel or mud) without wide cracks or broken pavement and located on the closest accessible route to the accessible entrance. The accessible parking spaces and access aisles must also be level

to allow a safe transfer from the car to a person's wheelchair. (See Part 2 of this document for tips on measuring slopes and cross slopes.)

Parking requirements are in Section A of the 2016 Checklist found in Part 3 of this document.



A van accessible parking space and a car parking space share an access aisle

Solutions for Accessibility: Problems Involving the Parking Area

Problem One: Parking is available, but no accessible parking is provided or there are not enough accessible parking or van accessible spaces.

Solution: Find a relatively level parking area near the accessible entrance and then designate the area for accessible parking spaces and adjacent access aisles. Use three parking spaces to make two accessible parking spaces with an access aisle. Traffic cones or other temporary elements may be used to mark these spaces and access aisles. Provide a temporary sign designating each accessible parking space and make sure the access aisle of each space is connected to the accessible route to the accessible entrance.

Problem Two: Accessible parking is provided, but it does not have a marked access aisle next to each designated accessible parking space.

Solution: Use traffic cones to mark and block off the access aisle and curb ramp area. The first accessible parking space provided should be a van accessible parking space with an access aisle that is at least 96 inches wide.

Problem Three: Accessible parking spaces or access aisles are on a sloped surface and do not provide a level area for a safe transition from the voter's car to a wheelchair.

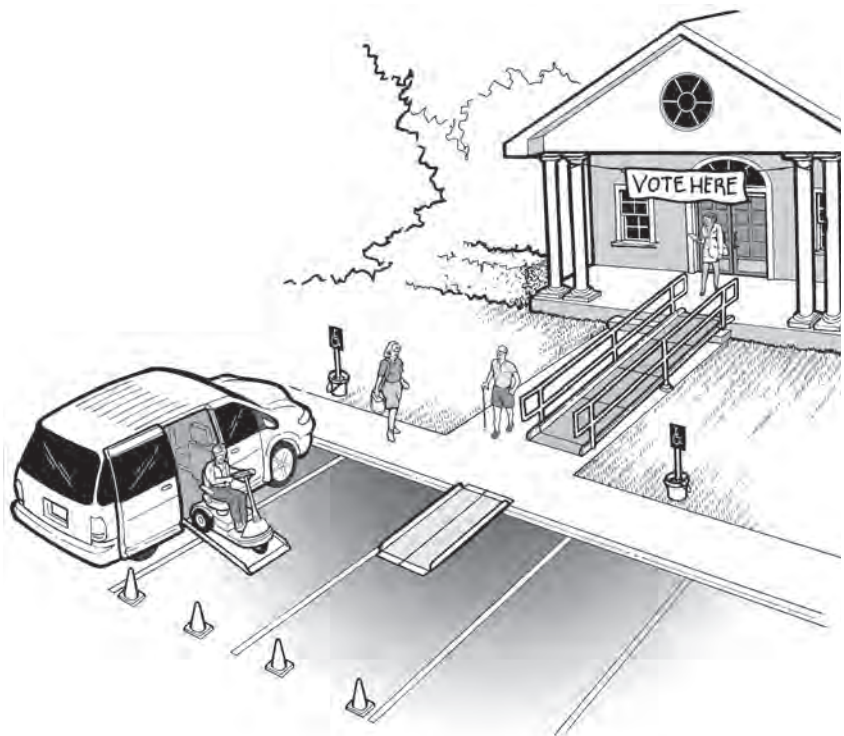
Solution: Find a parking area that is close to the accessible entrance and is level. Provide accessible parking spaces and access aisles in that area by marking them off with traffic cones. Make sure the accessible parking spaces connect to an accessible route to the entrance. Provide a sign designating each accessible

parking space. When the parking area generally is not level, you may need to look beyond the parking area, to driveways and streets, for example, to provide accessible parking in a level area temporarily on Election Day.

Problem Four: No sign with the International Symbol of Accessibility is installed at each accessible parking space.

Solution: Provide a temporary sign in front of each accessible parking space, including a "van accessible" sign for the van parking space.

Problem Five: A large number of accessible parking spaces are provided, including van accessible spaces, at a school near the main building entrance. The voting area and entrance to the voting area, however, are at the rear of the school and there are no designated accessible parking spaces in this area.



Three standard parking spaces are converted into a van accessible parking space with an access aisle. Cones mark and block off the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the polling place.

Solution: Find a relatively level parking area near the accessible entrance to the voting area and then designate the area for accessible parking spaces and adjacent access aisles. Traffic cones or other temporary elements may be used to mark the spaces and access aisles. Provide a temporary sign for each accessible parking space and make sure the access aisle of each space is connected to the accessible route to the accessible entrance.

Passenger Drop-off Locations

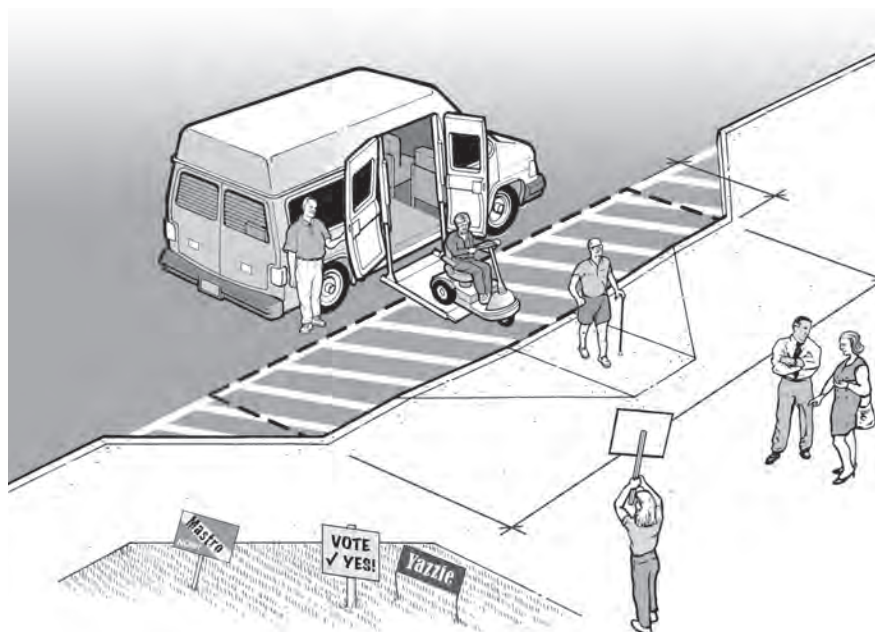
Some voters with disabilities will be driven to the polling place and dropped off in a passenger drop-off area near the entrance. If the polling place is served by passenger drop-off areas, then at least one drop-off area must be accessible. An accessible drop-off area, also known as an accessible passenger loading zone, must have a level access aisle next to the vehicle space. If a curb separates the access aisle from an accessible route, a curb ramp must be provided so that people with disabilities can get to the accessible route leading to the accessible entrance.

Passenger drop-off area requirements are in Section B of the 2016 Checklist found in Part 3 of this document.

Accessible Routes (Exterior and Interior)

Once a voter with a disability arrives at the polling site, there must be an accessible route from the accessible parking, passenger drop-off sites, sidewalks and walkways, and public transportation stops to get to the entrance of the voting facility. The accessible route must be at least 36 inches wide. It may narrow briefly to 32 inches wide, but only for a distance of up to 24 inches. (See Part 2 of this document for tips on taking measurements.) Whenever possible, the accessible route must be the same as or near the general circulation path (i.e., the path for general pedestrian use).

Inside the polling place, there must be an accessible route from the entrance through hallways, corridors, and interior rooms leading to the voting area. The route must be free of abrupt changes in level, steps, high thresholds, or steeply sloped walkways. The accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility devices to get into the polling place and to the voting area. Where an accessible route is different from the general circulation path, signs will be needed to direct voters with disabilities to the accessible route and to the voting area.



Route requirements are in Sections C and E of the 2016 Checklist found in Part 3 of this document.



Accessible routes to and within the polling place

**Solutions for Accessibility:
Problems Involving the Accessible Route**

Problem One: The sidewalk connecting parking to the polling place entrance is too steep to be accessible.

Solution: Check to see if there is another sidewalk that provides an accessible route to the accessible entrance. Sometimes there is a less direct route that can serve as the accessible route. If no accessible route can be found from the current designated accessible parking, relocate the accessible parking using traffic cones and signs to an area where there is an accessible route to the entrance.

Problem Two: The accessible route crosses a curb and no curb ramp is provided.

Solution: Install a portable ramp.

Problem Three: One or two steps are part of the route leading to the accessible entrance.

Solution: Install a portable ramp.

Problem Four: The interior hallway leading to the voting area contains a set of stairs that cannot be ramped.

Solution: If the accessible route cannot be relocated, look for another area where voting may be provided. For example, if the stage in a school auditorium used for voting is up several steps, perhaps the hallway or lobby area may be accessible and used for voting instead of the stage. Or, if a church basement located down a flight of stairs is used as the voting area, perhaps one of the ground floor rooms could be used as the voting area. If it is impossible to relocate the voting area for all voters, find a location for an accessible voting station that offers the same privacy as the other voting area.

Ramps

If any part of the accessible route - exterior or interior - has a slope greater than 1:20, it is considered a ramp and must meet the requirements for ramps. (See Part 2 of this document for tips on measuring running slopes and cross slopes.) If any part of the accessible route contains steps, it must be ramped. Even one short step at an entrance or in a hallway can prevent access by a person using a wheelchair, walker, or cane and can make entry difficult for many people who have other mobility disabilities. Interior and exterior ramps must not be too steep and must have a level landing at the bottom and top, and where the ramp changes direction. They must meet the ADA's requirements regarding slope, width, landings, handrails, and edge protection. Ramps with a rise greater than six inches must have handrails and if there are vertical drop offs on the sides, there must be edge protection.

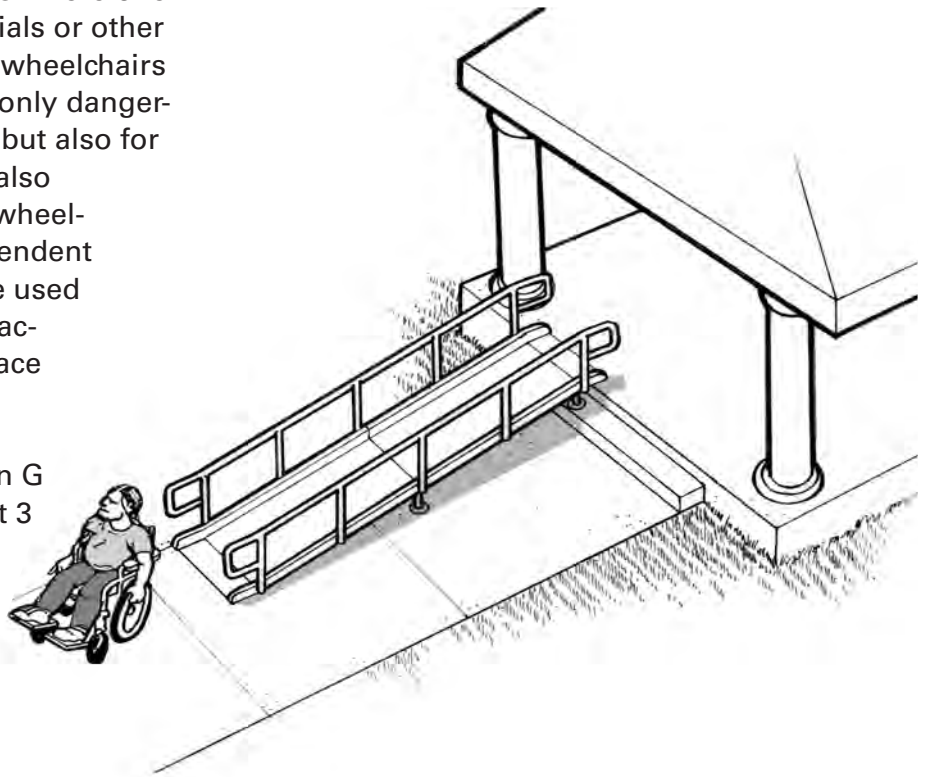
In the past, at some polling places where one or more steps were present, officials or other voters have carried people using wheelchairs up the steps. This practice is not only dangerous for the person being carried, but also for those lifting the wheelchair. It is also degrading to the person using a wheelchair and does not provide independent access. Carrying should never be used as an alternative to providing an accessible way to enter a polling place (or other facility).

Ramp requirements are in Section G of the 2016 Checklist found in Part 3 of this document.

Solutions for Accessibility: Problems Involving Ramps

Problem One: There is a six inch high step on the accessible route that has a ramp that is only three feet long, making the ramp too steep and, therefore, inaccessible.

Solution: Alter the route to avoid the steep ramp or place a temporary ramp that is at least six feet long over the short ramp.

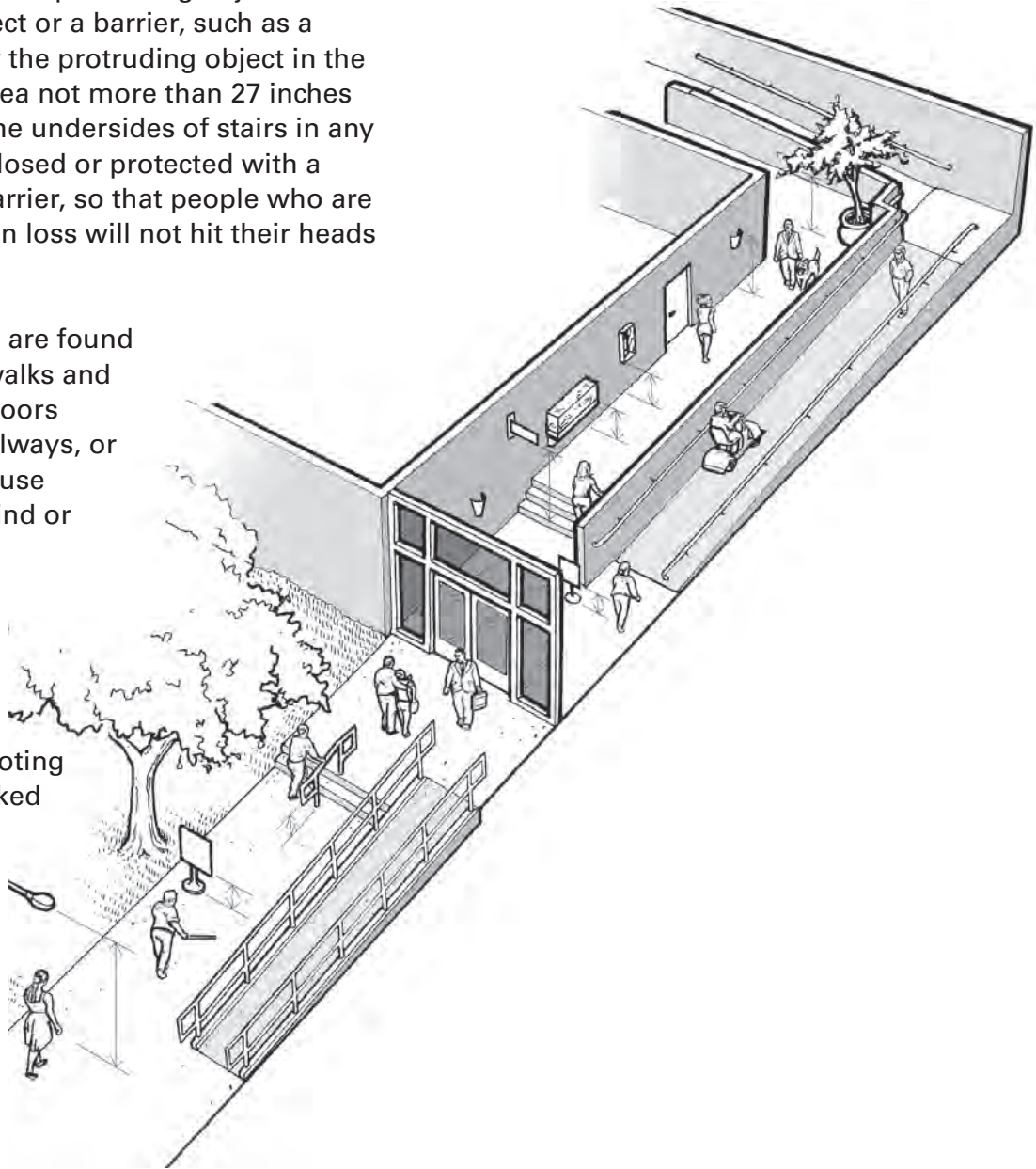


A portable ramp with edge protection and handrails is placed over stairs to provide an accessible route on Election Day.

Protruding Objects

When people who are blind or who have vision loss use a cane to detect hazards, only objects located at 27 inches above the floor or ground or lower are detectable. If an object is higher than 27 inches and wall-mounted, it must not protrude more than four inches into the path of travel. Similarly, post-mounted objects higher than 27 inches must not protrude more than 12 inches into the path of travel. There must be at least 80 inches clear height above the pedestrian route. To make a protruding object detectable: place an object or a barrier, such as a traffic cone, below the protruding object in the cane-detectable area not more than 27 inches above the floor. The undersides of stairs in any route must be enclosed or protected with a cane-detectable barrier, so that people who are blind or have vision loss will not hit their heads on the underside.

Protruding objects are found outdoors on sidewalks and walkways, and indoors in lobby areas, hallways, or voting areas. Because people who are blind or have vision loss may walk on any circulation path, not just the accessible routes, all routes serving or leading to the voting area must be checked for protruding objects.



Examples of outdoor protruding objects include post or wall-mounted signs and low-hanging tree limbs. Examples of indoor protruding objects include fire extinguishers and wall-mounted display cases, wall sconces, open staircases, exit signs, overhead signs, banners, and some arched doorways.

Protruding object requirements are in Sections C, E, and F of the 2016 Checklist found in Part 3 of this document.

Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route. Objects that overhang the pedestrian route must be at least 80 inches above the route.

Solutions for Accessibility: Problems Involving Protruding Objects

Problem One: Objects, such as branches and ceiling-mounted televisions, over a route are lower than 80 inches above the ground or floor.

Solution: Prune the branches or remove the items that are hanging below 80 inches. Another approach is to install a detectable barrier under the item that is too low. The detectable barrier or object must be no higher than 27 inches above the route.

Problem Two: A wall-mounted display case protrudes seven inches from the wall and the bottom of the case is 40 inches above the floor.

Solution: Place a detectable object or skirting below the case. The bottom of the skirting or detectable object must be no higher than 27 inches above the floor.

Problem Three: The bottom of a set of stairs is open and voters who are blind or have vision loss can hit their head on the underside of the stairs.

Solution: Provide a detectable fence or other object so voters cannot walk under the stairs.

Building Entrance

A polling place must have at least one accessible entrance. At least one door at the accessible entrance must have a minimum clear width of 32 inches for a voter who uses a wheelchair or other mobility device to pass through the doorway. (See Part 2 of this document for tips on taking measurements.) Door hardware must be useable with one hand without tight grasping, pinching, or twisting of the wrist, so that it is operable by someone with limited mobility in their hands. Doors may not have high thresholds that impede voters who use wheelchairs or other mobility devices in crossing the threshold. Inaccessible entrances must have signs directing voters to the accessible entrance. The accessible entrance must remain



When the underside of a set of stairs is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane-detectable barrier helps the person to stop before hitting her head.

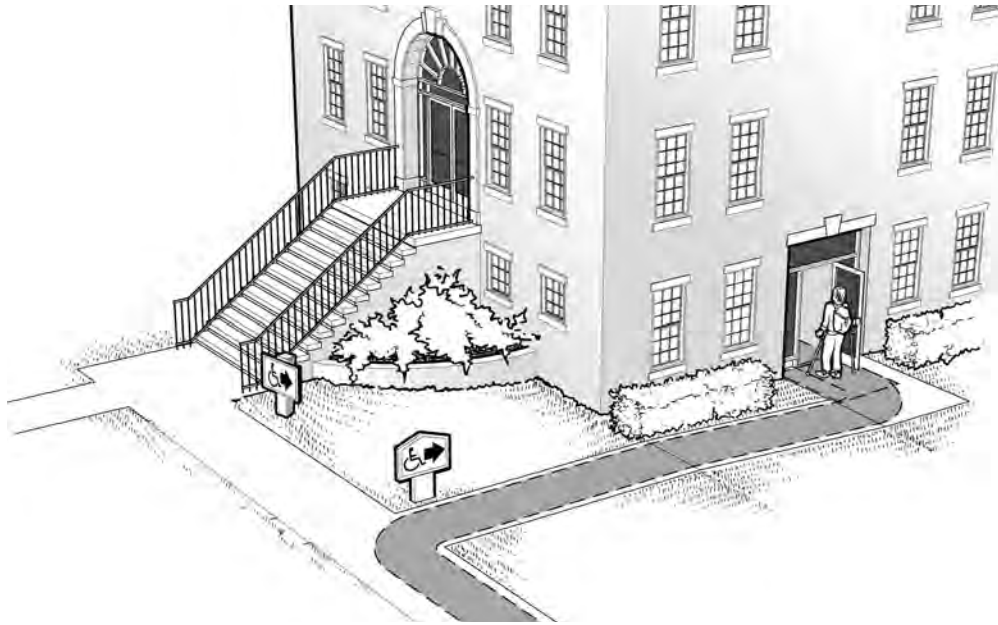
unlocked at all times the polling place is open.

Building entrance requirements are in Section D of the 2016 Checklist found in Part 3 of this document.

Solutions for Accessibility: Problems Involving the Building Entrance

Problem One: One or two steps at the entrance prevent access.

Solution: If another entrance is accessible and on an accessible route from parking, passenger drop-off sites, or public transportation stops, designate it as the accessible entrance. If the main entrance is not accessible, install a directional sign at the main entrance directing voters with disabilities to the accessible entrance. Keep the accessible entrance unlocked during all voting hours. If another accessible entrance is not available, install a temporary ramp at the main entrance.



Accessible entrance to polling place with signs directing voters to the accessible entrance

Problem Two: The entrance door threshold is one inch high.

Solution: Short ramps or wedges may be used on both sides of the threshold to allow a voter in a wheelchair to pass over the threshold.

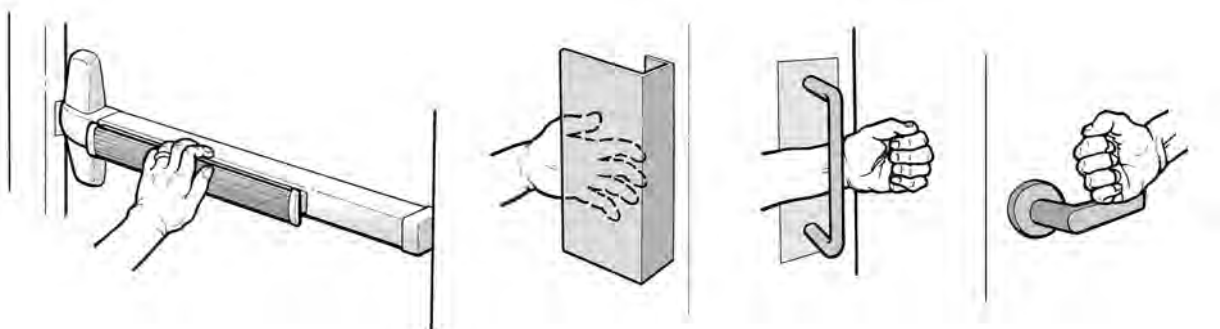
Problem Three: The entrance doors are narrow double leaf doors that are normally opened by an automatic door opener but it is not working on Election Day.

Solution: Keep both doors propped open, station volunteers near the doors to open them for voters while the polling place is open, or provide a temporary doorbell to notify officials

that the door needs to be opened in a timely manner.

Problem Four: The entrance door has a door knob and/or latch that requires tight pinching and twisting and is not accessible.

Solution: There are four typical solutions: add an accessible pull or handle and leave the door unlatched; install fully accessible door hardware; leave the door propped open; or provide a temporary doorbell to notify officials that the door needs to be opened in a timely manner.



Examples of accessible door hardware

Lifts and Elevators

If the voting area is not on the same level as the entrance, there must be an independently operable elevator or lift to provide an accessible route to individuals with disabilities. The door into the elevator or lift and the space within must be wide enough to accommodate wheelchairs and other mobility devices. All controls should be operable without tight grasping, pinching, or twisting and should be no higher than 48 inches. Chair or seated lifts found on staircases do not comply with the 2010 Standards as they are not suited for many voters with disabilities, including people who use wheelchairs.

Lift and elevator requirements are in Section H and I of the 2016 Checklist found in Part 3 of this document.

Solutions for Accessibility: Problems Involving Lifts and Elevators

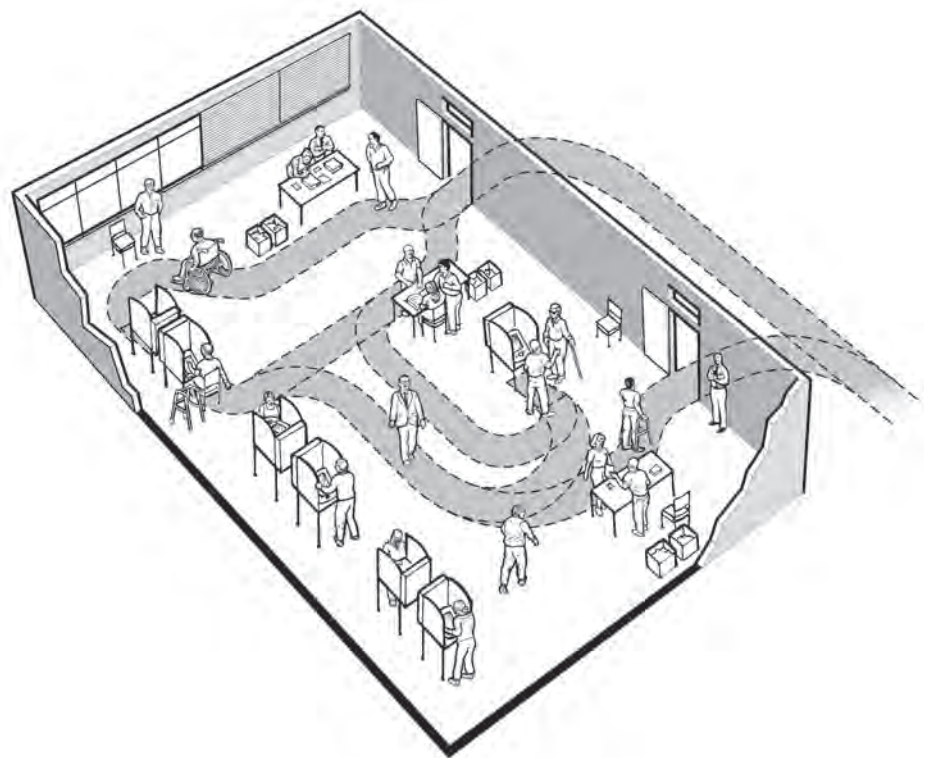
Problem One: The elevator or lift to the voting area requires a key to be inserted before the elevator or lift is operational.

Solution: Relocate the voting area to avoid use of the elevator or lift. Otherwise, leave the key in the elevator or lift for the entire time the polling place is open, or station a volunteer, who has been trained in its operation, to operate the elevator or lift while the polling place is open.

Voting Area

The accessible voting area must have an accessible entrance and adequate circulation and maneuvering space for voters who use wheelchairs or scooters, or who walk with mobility devices, to get in to the voting area, sign in at the check-in table, and go to the voting stations or machines. Within the voting area there must be enough clearance for an individual with a disability to access and use all the voting equipment. Voting machines should be positioned so that the highest operable part is no higher than 48 inches. If voters are expected to vote at counters or tables, there should be a writing surface that provides knee and toe clearance so that a voter who uses a wheelchair may sit at and use the counter or table.

Voting area requirements are in Section F of the 2016 Checklist found in Part 3 of this document.



An accessible route connects the building entrance with the voting area, including voter check-in and voting stations.

Solutions for Accessibility: Problems Involving the Voting Area

Problem One: The voting area is in a small room and the accessible voting machine is only two feet from the check-in table.

Solution: Relocate the voting area to a larger space such as a hallway or lobby or change the layout of the voting area by moving the check-in table outside the room to provide appropriate space for voters with disabilities to use the accessible voting machine.

Part 2: Tools for Surveys

The tools necessary to conduct surveys using the 2016 Checklist are inexpensive and many, if not all, can be purchased at local hardware and home improvement stores.

Tools and Documentation

The following tools are needed for the 2016 Checklist:

- a metal tape measure at least 20 feet long
- a digital level or a bubble level that is at least 24 inches long
- a door pressure gauge
- a digital camera with a flash
- a copy of the 2016 Checklist for each location to be surveyed
- a clipboard and pens or pencils

Completing Measurements and Recording Information

One person can complete a survey of a polling place but it is often quicker and easier for two people to work together. One can be responsible for taking the measurements and the other for recording the information and taking any photographs.

Taking Measurements

Sloped Surfaces

Measuring the slope of a ramp, parking space, pedestrian route, or other ground or floor surface is important to identify whether the surface is accessible. Two slope measurements perpendicular to one another should be taken at each location. One is the running slope that runs parallel to the direction of travel and the other is the cross slope, which runs perpendicular to the running slope.

The amount of slope or grade is described as the proportion of a vertical rise to a horizontal length. It is usually described as:

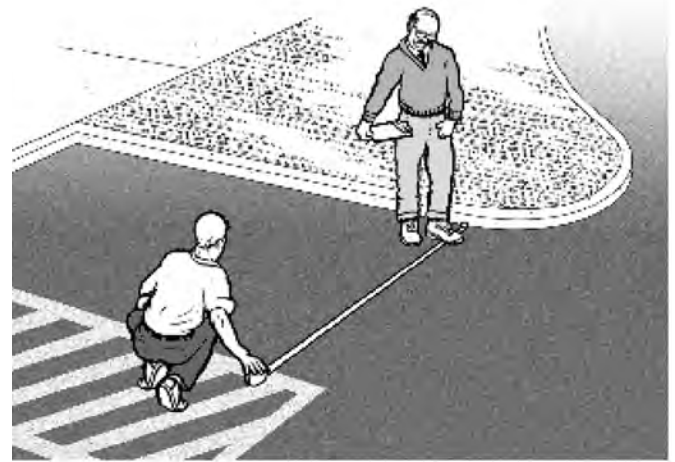
- a ratio (e.g., 1:20, means one unit of vertical rise for each 20 units of horizontal length); or
- a percentage (e.g., 8.33% which equates to a ratio of 1:12 or 4.76 degrees).

The easiest way to measure slope is to use a digital level. The digital display gives a reading that may be shown as a ratio, percent, or degree. Calibrate the digital level before each use.



A digital level that can be used with measurements in degrees, percentages, or ratios

Another way to measure slope is to use a 24 inch level with leveling bubbles and a tape measure. Place the level on the sloped surface in the direction you wish to measure. Rest one end of the level at the highest point of the sloped surface and lift the other end (see image) until the bubble is in the middle of the tube. This is the "level" position. While the level is in this position, measure the distance between the bottom end of the level and the sloped surface below. If the distance is two inches or less, then the slope is 1:12 or less. When the distance is more than two inches, record the distance on the checklist so the exact slope can be calculated later. For measuring cross slope, if the distance measured from the level position is ½ inch or less then the slope is 1:48 or less.



Using a tape measure to measure the width of a parking space



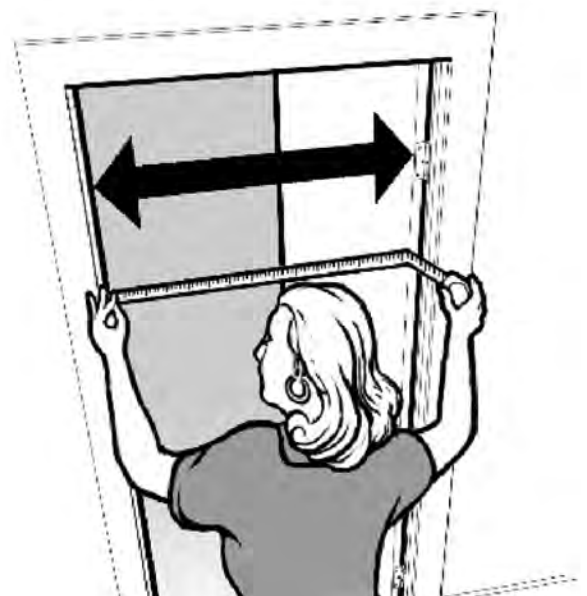
Measuring slope using a 24 inch bubble level and tape measure

Using the Tape Measure

A tape measure is used to measure the length, width, height, and depth of various elements including parking spaces and access aisles, routes, thresholds, doorways, and protruding objects.

Measuring Door Openings

Special care is needed when measuring the clear opening of a doorway. To measure the clear opening of a standard hinged door, open the door to 90 degrees. Measure the clear door opening from the edge of the doorstop to the edge of the door (not to the door jamb). This measures the clear width of the door opening through which people pass, which is less than the width of the door itself. Door handles and push bars should not be included in the measurements of door opening widths.



Measuring the clear door opening

Taking Photographs

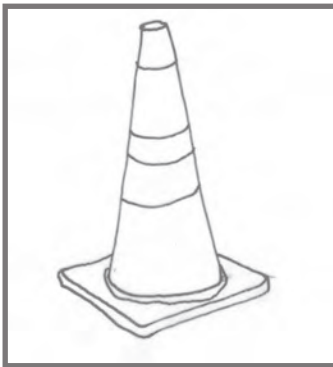
It is always useful to first take a photo that will clearly identify the site, then the elements surveyed. A comprehensive set of photographs makes it easier to understand existing conditions after the survey is completed. It is a good idea to take several photos of the exterior and interior of the polling place. We recommend taking photographs of measurements and non-compliant elements such as steps. It is likely that others may review information about the facility you are surveying.

Temporary Remedies

Many accessibility barriers at polling places can be removed with temporary remedies. Although not designed to be permanent solutions, the following tools can be used to provide remedies on Election Day to improve accessibility. These tools can often be found in local hardware and home improvement stores or online at minimal cost.

Temporary Remedies

Traffic Cones



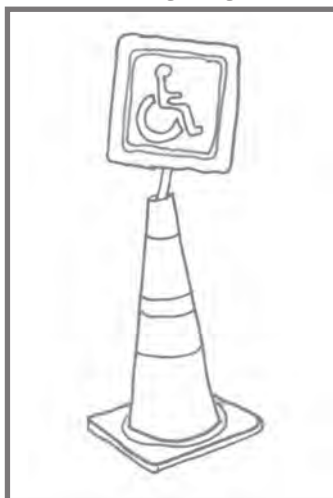
Traffic cones can be used to mark parking spaces, access aisles and passenger loading zones, to hold parking signs, and to warn of protruding objects.

Van Parking Sign



Van accessible parking signs should be used to designate van accessible parking locations.

Parking Signs



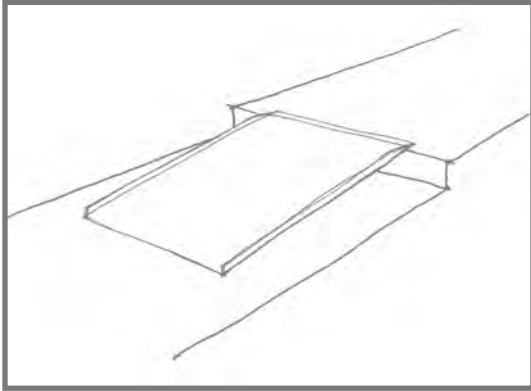
Accessible parking signs should be used to designate accessible parking locations.

Directional Signs



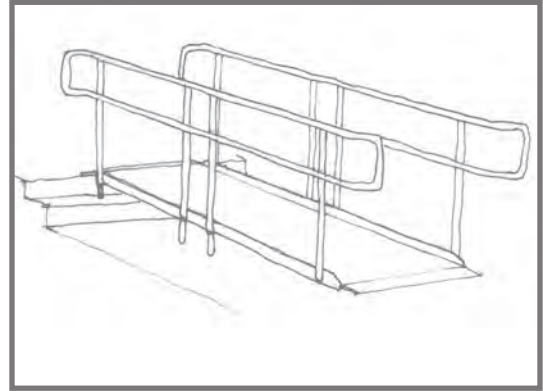
Directional signage should be used to show direction to the accessible route, accessible entrance, and voting area.

**Portable ramp -
step six inches or less**



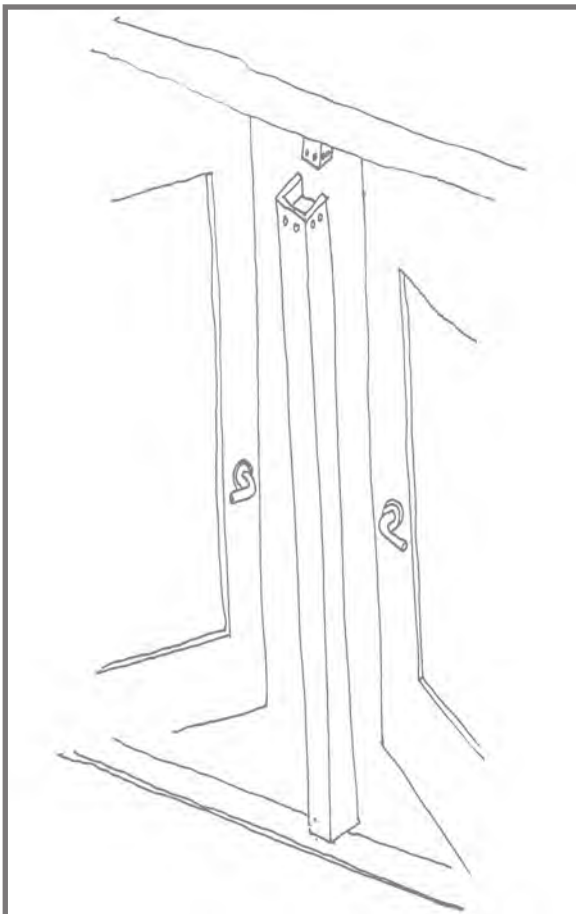
Portable ramps without handrails can only be used for heights six inches or less and can provide access at a curb or low step. Portable ramps also can be placed flat to cover holes or gaps in a sidewalk.

**Portable ramp -
greater than six inch step**



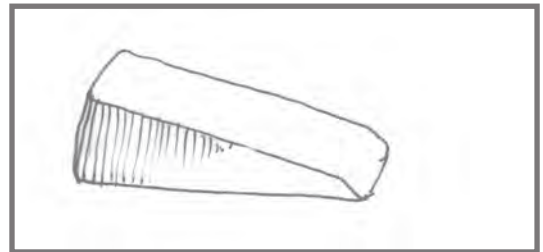
Portable ramps with handrails must be used for heights greater than six inches to provide access over steps. For ramps greater than six inches high, temporary edge protection such as a pipe or piece of wood can be attached with ties or twine to the edges of the ramp. Edge protection must run the entire length of the ramp.

**Remove post (increase clear width
at double leaf doors)**



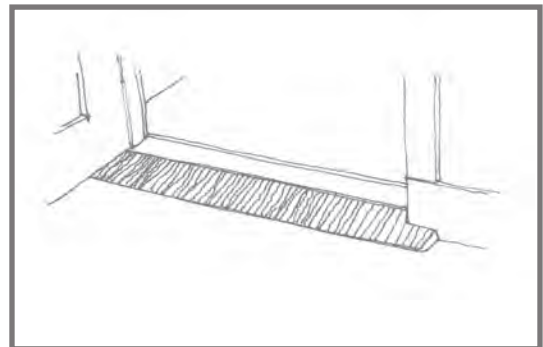
Remove center post between doors if the post is bolted to the door frame to provide a 32 inch clear opening or to allow double doors to be propped open.

Door stop



Door stops can be used to prop open a door if the door handle is inaccessible, or if there is an inadequate maneuvering clearance for a person using a wheelchair or other mobility device to open the door.

Wedges



Wedges can provide access at thresholds and slight changes in level.

Part 3 : Polling Place Accessibility Checklist

Ward: _____ Precinct: _____ Staff: _____ Date: _____ Time: _____

Address: _____ Location name: _____

This checklist is designed to provide guidance for determining whether a polling place has basic accessibility features needed by voters with disabilities.

For each question below there are citations to the 2010 ADA Standards for Accessible Design (2010 Standards). Please review the 2010 Standards for all requirements.

There are some differences between the 1991 ADA Standards for Accessible Design (1991 Standards) and the 2010 Standards. Elements and spaces in a building constructed or altered before March 15, 2012, that complied with the 1991 Standards may remain in compliance with the 2010 Standards. See 28 C.F.R. §35.150(b)(2) for more information.

In completing the checklist, provide a measurement for every question with a “no” answer. Where a question asks about more than one element, provide a note in the comments explaining any noncompliant elements.

Status of Polling Place

All Elements Compliant

Non-Compliant Elements Remediable with Temporary Measures

Non-Compliant Elements Not Remediable with Temporary Measures
(Relocate Polling Place)

Ward: _____ Precinct: _____ Staff: _____ Date: _____ Time: _____

Address: _____ Location name: _____

A	Parking Only complete this section if off-street parking is provided to voters. If off-street parking is not provided to voters, go to Section B. If more than 25 parking spaces are provided to voters, see the 2010 Standards for the number of accessible parking spaces required. (§208.2)	Yes	No	N/A	Comments/ Remedies
A1	Is there at least one designated van accessible space with signage with the International Symbol of Accessibility and designated "van accessible"? (§§208.2, 208.2.4, 502.6)				
A2	Are the designated van accessible spaces at least 96" wide with a 96" wide access aisle, or 132" wide with a 60" wide access aisle? (§§502.2, 502.3) Width of space _____ Width of access aisle _____				
A3	For van accessible spaces (particularly in a garage or parking structure), is there vertical clearance of at least 98" for the vehicular route to the parking space, in the parking space and access aisle, and along the vehicular route to the exit? (§502.5)				
A4	Are designated accessible parking spaces and the access aisles serving them on a level surface, with slopes not exceeding 1:48 in all directions? (Note: Curb ramps may not be part of an access aisle since they include slopes greater than 1:48.) (§502.4)				
A5	Are the surfaces of the designated accessible parking spaces and access aisles stable, firm, and slip resistant? (§§502.4, 302.1)				
A6	Are the designated accessible parking spaces located on the shortest accessible route to the accessible entrance? (§208.3.1)				

Ward: _____ Precinct: _____ Staff: _____ Date: _____ Time: _____

Address: _____ Location name: _____

B	Passenger Drop-Off Area Only complete this section if a passenger drop-off area is provided for voters. If a drop-off area is not provided to voters, go to Section C.	Yes	No	N/A	Comments/ Remedies
B1	Is the vehicle pull-up space on a level surface, with slopes not exceeding 1:48 in all directions? (§503.4)				
B2	Is the access aisle next to the vehicle pull-up space on a level surface, with a slope not exceeding 1:48 in all directions? (§503.4)				
B3	Is there vertical clearance of at least 114" (9 feet 6 inches) from the site entrance to the vehicle pull-up area, in the access aisle, and along the vehicular route to the exit? (§503.5)				
B4	Is a curb ramp provided if a curb separates the access aisle from the accessible route to the accessible entrance? (§§206.2.1, 503.3)				
B5	Is the width of the curb ramp surface at least 36" (not counting the side flares)? (§405.5)				
B6	Does an accessible route connect the access aisle and curb ramp to the accessible entrance of the polling place? (§206.2)				

Ward: _____ Precinct: _____ Staff: _____ Date: _____ Time: _____

Address: _____ Location name: _____

C	Exterior Route to Accessible Entrance Complete a separate Exterior Route form, when applicable, for the routes from 1) parking, 2) passenger drop-off areas, 3) public sidewalks and 4) public transportation stops. Exterior route location: _____	Yes	No	N/A	Comments/ Remedies
C1	Is the route at least 36" wide? (§403.5.1)				
C2	Is the route free of abrupt changes in level greater than ½", including stairs? (§303)				
C3	Is the route free of surface openings greater than ½", such as grates or holes in the pavement? (§302.3)				
C4	Are walking surfaces stable, firm, and slip resistant? (§302.1)				
C5	Is the route free of wall mounted objects that protrude more than 4" into the path of travel and are between 27" and 80" high? (§307.2)				
C6	Is the route free of post mounted objects that protrude more than 12" into the path of travel and are between 27" and 80" high? (§307.3)				
C7	Are objects that hang over the pedestrian route 80" or higher, including the underside of exterior stairs? (§307.4)				
C8	If the route crosses a curb, is there a curb ramp that is at least 36" wide with a slope no more than 1:12? (§§303.4, 405.2, 405.5, 406.1)				
C9	Is the running slope of part of the route greater than 1:20? If yes, go to Section G. (§402.2)				
C10	Is the cross slope of the accessible route no greater than 1:48? (§§403.3, 405.3)				

Ward: _____ Precinct: _____ Staff: _____ Date: _____ Time: _____

Address: _____ Location name: _____

D	Polling Place Entrances	Yes	No	N/A	Comments/ Remedies
D1	Is the clear width of the door opening (one door or one active leaf of a double door) at least 32"? (§404.2.3)				
D2	Is each door hardware useable with one hand without tight grasping, pinching, or twisting of the wrist? (§§309.4, 404.2.7)				
D3	On the pull side of the door, is there at least 18" of clearance provided to the side of the latch? (§404.2.4)				
D4	Is the area in front of the door level, with slopes no greater than 1:48 in all directions? (§§404.2.4.4, 405.7.1)				
D5	If there are doors in a series, is the distance between the two hinged doors at least 48" plus the width of the door swinging into the space? (§404.2.6)				
D6	Can the second door (interior door) in the series be opened with no more than 5 pounds of force? (§309.4)				
D7	Does the second door (interior door) in the series comply with D2, D3, and D4, above?				
D8	Are door thresholds no higher than ½"? (Note: If the threshold is between ¼" and ½" it must be beveled.) (§404.2.5)				
D9	Do inaccessible entrances have signage directing voters to the accessible entrance? (§216.6)				
D10	If voters are directed to an alternative accessible entrance, is this entrance kept unlocked during voting hours? (28 C.F.R. §§35.130, 35.133)				

Ward: _____ Precinct: _____ Staff: _____ Date: _____ Time: _____

Address: _____ Location name: _____

E	Route from Entrance Into Voting Area	Yes	No	N/A	Comments/ Remedies
E1	Is the route at least 36" wide? (§403.5.1)				
E2	Is the route free of wall mounted objects that protrude more than 4" into the path of travel and are between 27" and 80" high? (§307.2)				
E3	Is the route free of post mounted objects that protrude more than 12" into the path of travel and are between 27" and 80" high? (§307.3)				
E4	Are objects that hang over the route 80" or higher, including the underside of stairs? (§307.4)				
E5	Is the route free of abrupt changes in level greater than ½", including stairs? (§303)				
E6	Is the running slope of part of the route greater than 1:20? If yes, go to Section G. (§303.4)				
E7	If the route to the voting area has stairs, is a platform lift or elevator provided? If yes, go to Section H (lifts) or Section I (elevators). (§402.2)				
E8	If doors are provided along the route to the voting area, is the clear width of each door opening (one door or one active leaf of a double door) at least 32"? (§404.2.3)				
E9	Is each door hardware useable with one hand without tight grasping, pinching, or twisting of the wrist? (§§309.4, 404.2.7)				
E10	Can each door be opened with no more than 5 pounds of force? (§309.4)				
E11	Is the threshold at each door no higher than ½"? (Note: If the threshold is between ¼" and ½" it must be beveled.) (§404.2.5)				
E12	On the pull side of each door, is there at least 18" of clearance provided to the side of the latch? (§404.2.4)				
E13	Is the area in front of each door level, with slopes no greater than 1:48 in all directions? (§§404.2.4.4, 405.7.1)				

Ward: _____ Precinct: _____ Staff: _____ Date: _____ Time: _____

Address: _____ Location name: _____

F	Within the Voting Area	Yes	No	N/A	Comments/ Remedies
F1	Are floor surfaces stable, firm, and slip resistant? (§302.1)				
F2	Is the route free of wall mounted objects that protrude more than 4" into the path of travel and are between 27" and 80" high? (§307.2)				
F3	Is the route free of post mounted objects that protrude more than 12" into the path of travel and are between 27" and 80" high? (§307.3)				
F4	Are objects that hang over the route 80" or higher, including the underside of stairs? (§307.4)				
F5	Is there enough room to provide a route at least 36" wide to the registration table and voting stations? (§403.5.1)				
F6	Is there enough room to provide a turning space in front of at least one voting station, such as a circle that is at least 60" in diameter? (§304.3)				
F7	Is there enough room to provide a turning space in front of at least one accessible voting machine, such as a circle that is at least 60" in diameter? (§304.3)				

Ward: _____ Precinct: _____ Staff: _____ Date: _____ Time: _____

Address: _____ Location name: _____

G	Ramps Complete a separate ramp form for each ramp, whether exterior or interior. Ramp location: _____	Yes	No	N/A	Comments/ Remedies
G1	Is the running slope of the ramp no greater than 1:12? (§405.2)				
G2	Is the cross slope of the ramp 1:48 or less? (§405.3)				
G3	Is the rise (height) for any ramp run 30" or less? (§405.6)				
G4	Is the ramp, measured between handrails, at least 36" wide? (§405.5)				
G5	Does the ramp have a level landing that is at least 60" long, at the top and bottom of each ramp section? (§405.7)				
G6	For every 30" of rise, is a level landing at least 60" long provided? (§§405.6, 405.7)				
G7	Is a level landing, at least 60" by 60" provided where the ramp changes direction? (§405.7.4)				
G8	If the rise of the ramp is greater than 6", are handrails provided that are between 34" and 38" above the ramp surface? (§§405.8, 505.4)				
G9	If the rise of the ramp is greater than 6" and the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? (§405.9)				

Ward:_____ Precinct:_____ Staff:_____ Date:_____ Time:_____

Address:_____ Location name:_____

H	Lifts	Yes	No	N/A	Comments/ Remedies
H1	Is the lift operational at the time of the survey? (28 C.F.R. §§35.130, 35.133)				
H2	Is the lift independently operable, or can it be made so during Election Day? (§410.1)				
H3	Is there 30" by 48" of clear floor space within the lift? (§§410.3, 305.3)				
H4	Are the controls for the lift no higher than 48"? (§§410.5, 309.3, 308)				
H5	Are the controls useable with one hand without tight grasping, pinching or twisting? (§§410.5, 309.4)				
H6	Is the clear width of the door opening/gate opening at the end of the lift at least 32"? If a side door/gate is provided, is the clear opening width at least 42"? (§410.6)				

Ward: _____ Precinct: _____ Staff: _____ Date: _____ Time: _____

Address: _____ Location name: _____

I	Elevators	Yes	No	N/A	Comments/ Remedies
I1	Is the elevator car door opening at least 36" wide? (§407.3.6, Table 407.4.1)				
I2	Is there space to maneuver within the elevator car, e.g., 51" deep and 68" wide; OR 80" deep and 54" wide; OR 60" deep and 60" wide? (§407.4.1)				
I3	Are hallway elevator call buttons 48" high or lower? (§§407.2.1.1, 308.2, 308.3)				
I4	Are elevator car controls 48" high or lower? (§§407.4.6.1, 308.2, 308.3)				
I5	Does the elevator have visible and audible signals in the hallway to indicate the arrival and direction of the elevator car? (§407.2.2.1)				
I6	Does the elevator have visible and audible signals within the elevator car to indicate the position of the car? (§407.4.8)				

The Americans with Disabilities Act authorizes the Department of Justice (the Department) to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulations.

This guidance document is not intended to be a final agency action, has no legally binding effect, and may be rescinded or modified in the Department's complete discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent.

Rule 183-1-6-.04 Accessibility for Elderly and Handicapped Voters

(1) Preamble. In order to implement the provisions of the Voting Accessibility for the Elderly and Handicapped Act (P.L. 98-435), the State Election Board promulgates the following rules and regulations.

(2) Definitions. As used in this Rule, the terms:

(a) "Accessible" shall mean that a facility has a continuous unobstructed path connecting the parking area and the area within the facility which is being used for voting or voter registration, whichever the case may be, which complies with the relevant provisions of Sections 3 and 4 of American National Standards Institute specifications A117.1-1980 for making buildings and facilities accessible to and usable by physically disabled individuals.

(b) "Disabled" shall mean a temporary or permanent physical disability.

(c) "Elderly" shall mean persons 65 years of age or older.

(d) "Polling place" means the room provided in each precinct for voting at a primary or election.

(e) "Registration place" shall mean any place, either temporary or permanent, designated by the registrars of a county or municipality as a place to be used for voter registration.

(3) Polling Places. All polling places in the State of Georgia shall be accessible to disabled and elderly electors.

(4) Reserved.

(5) Implementation.

(a) Polling Places. The election superintendent of each county and municipality shall conduct, or cause to be conducted, an on-site inspection of each polling place located within the county or municipality to determine if the polling place is accessible. This inspection shall be reported to the Secretary of State on forms prepared by the Secretary of State at such times as the Secretary of State shall prescribe. Any polling place found not to be accessible shall either be made accessible prior to its use in a primary or election or shall not be used as a polling place.

(6) **Waivers. No waiver shall be granted for polling places which are not accessible.**

(7) Printed Instructions. The Secretary of State shall provide instructions for use by election superintendents at polling places and registrars at voter registration places, printed in large type, to assist visually and hearing impaired electors in voting and registering to vote.

(8) Notice and Advertisement.

(a) Each election superintendent shall mark or cause to be marked in a prominent manner the accessible path for elderly and disabled voters at all polling places.

(b) The display of the international disabled access symbol shall be sufficient marking of a polling place if the symbol is of a size and is located such that it can easily be seen by the public and if the

accessible path from the parking area to the polling place is the same as the path used by non-disabled persons.

(c) Election superintendents shall take reasonable steps to inform disabled and elderly electors of the availability of accessible polling places.

(9) Voting Aids. The election superintendent of each county and municipality shall provide at least one magnifying glass at each polling place during each primary and election for use by visually impaired electors.

(10) If the voting equipment is not accessible to a disabled voter, the disabled voter shall be permitted to use a paper ballot.

(11) Enforcement.

(a) Election superintendents and boards of registrars shall investigate all complaints concerning accessibility to polling places and voter registration places and shall take such corrective action as may be necessary to ensure compliance with these rules concerning accessibility.

(b) Election superintendents and boards of registrars shall report in writing to the State Election Board through the Secretary of State all complaints concerning accessibility, the results of the investigation of the complaints, and any corrective actions taken.

(c) The State Election Board may, in its discretion, investigate these complaints further and take such actions as it deems appropriate to ensure that these rules concerning accessibility are implemented and effectuated.

Solutions for Five Common ADA Access Problems at Polling Places

Voting is one of our nation's most fundamental rights and a hallmark of our democracy. Voting in-person on Election Day is the way most Americans cast their ballot and vote, but for far too long, many voters with disabilities who use wheelchairs or other mobility devices have had difficulties getting inside polling places to vote because of architectural barriers. Title II of the Americans with Disabilities Act (ADA) requires public entities to ensure that people with disabilities can access and use their voting facilities.

This publication provides a brief discussion of physical barriers to access in five commonly found areas at polling places: parking, sidewalks and walkways, building entrances, interior hallways, and the voting area itself. It is intended to assist election officials to meet their ADA obligation to provide polling places that are accessible to and usable by individuals with disabilities. To provide access to the polling place, a route into and through the polling place must be accessible to voters with disabilities. This accessible route should connect each area, from parking to the voting area and back again and should be the same route all voters take. If this is not possible and alternate routes must be used to provide access for voters with disabilities, temporary signs should direct voters to and along these alternate accessible routes.

While locating polling places in accessible facilities makes ADA compliance more likely, there may be times when that is not possible and the use of temporary measures to provide access will be necessary.



Entrance to a polling place with the accessible route shown from parking and drop off areas into the polling place

Temporary Measures

While permanently removing architectural barriers is preferable, this document provides some low-cost, temporary solutions that can provide temporary access for people with disabilities on Election Day.



A person using a wheelchair enters a polling place

Temporary measures may not be suitable for every polling place that has physical barriers that block access. For example, if the only entrance door at a polling place is 29 inches wide, then propping the door open or providing a doorbell for a poll worker to open the door will still not allow a

person using a wheelchair or a walker to pass through the door. If another accessible entrance is not available, the door must either be permanently modified or the polling place must be relocated to an accessible facility.

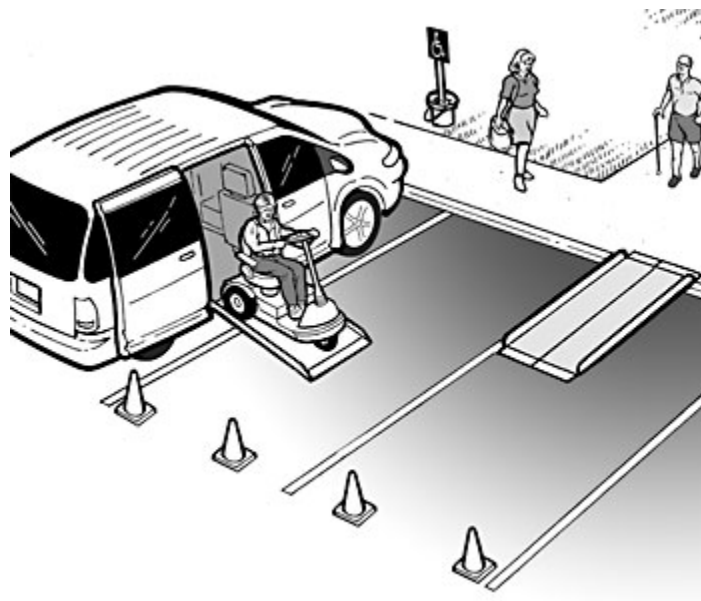
Common Problems

Parking

Problem

Many polling places provide parking for voters but the provision of accessible parking is often overlooked. Parking areas may lack accessible parking spaces with adequate access aisles and signs, or may be on a sloped surface. Also, because other entrances – not the main entrance to the building – are commonly used as entry points to the polling place, especially at large facilities such as schools, permanent accessible parking may not be close to the entrance to the voting area.

All of these barriers can prevent voters with disabilities from reaching the polling place.



A van parked in a temporary accessible parking space marked with traffic cones to create the access aisle and accessible route and a temporary ramp provides access to the sidewalk

ADA Requirements

Parking provided at the polling place must meet specific minimum width requirements for spaces and access aisles so voters with mobility disabilities can get out of their car or van. Generally, the access aisle must be of at least 60 inches wide for cars and 96 inches wide for vans. Van spaces can also have an access aisle at least 60 inches if the width of the van parking space is at least 132 inches. A sign, with the International Symbol of Accessibility, must mark each accessible parking space. Van-accessible spaces must be designated as such on the sign at these spaces. If only one accessible space is provided, it must be a van-accessible space. Accessible parking spaces must be in a level area with no steep slopes and on the shortest accessible route from parking to the accessible entrance to the polling place.

Temporary Solutions

Temporary parking must be located on the most level area available and as close to the accessible entrance as possible. Traffic cones and portable signs can be used to create accessible parking spaces and access aisles.



Temporary sign providing direction to the area for van-accessible parking

Sidewalks and Walkways

Problem

If sidewalks and walkways are in disrepair, it can be difficult, and sometimes impossible, for a voter using a wheelchair or other mobility device to safely navigate to the polling place. Often, sidewalks and walkways are uneven, cracked, or contain potholes, gravel, dirt, or grass.

Some sidewalks do not include curb ramps or, if they do, the ramped section is too narrow or steep.



A sidewalk with raised and broken sections is a barrier to access

ADA Requirements

Sidewalk or walkway surfaces must be at least 36 inches wide, without abrupt level changes (no level change greater than $\frac{1}{2}$ inch), and the surface must be stable, firm, and slip resistant. Curb ramps should not be too steep (no steeper than 1:12).

Temporary Solutions

Temporary plates (no more than $\frac{1}{2}$ inch thick) can be used to cover holes or cracks and provide a more level walkway. Ramps at least 36 inches wide, with a slope no more than 1:12, may be used to provide temporary access over curbs or onto sidewalks.

Entrances

Problem

The entrance area must be level (no level change greater than $\frac{1}{2}$ inch) and should not slope steeply in any one direction. All door openings must provide a minimum width of 32 inches and there must also be enough room for a person using a wheelchair to maneuver to open the door, including 18 inches of clear space beyond the latch side of the door. Additionally, the door hardware must not require tight grasping, pinching, or twisting, and the height of the door threshold must not be greater than $\frac{1}{2}$ inch.

ADA Requirements

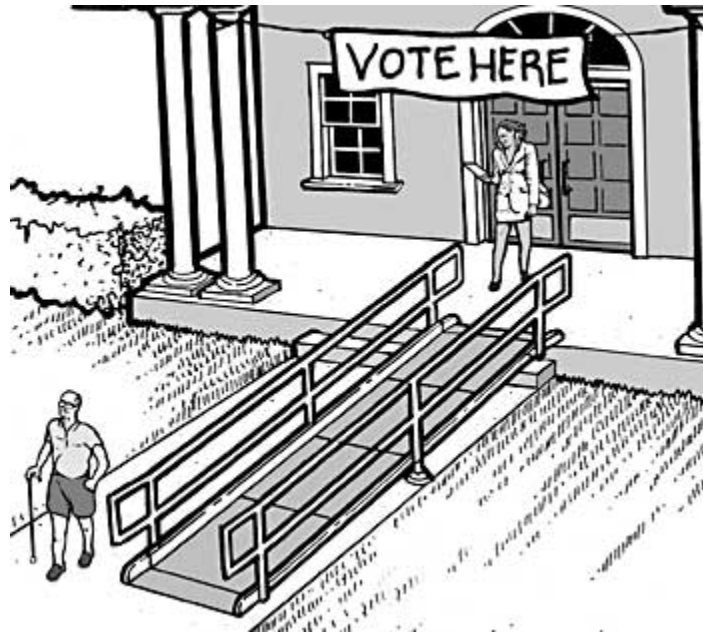
The entrance area must be level (no level change greater than ½ inch) and should not slope steeply in any one direction. All door openings must provide a minimum width of 32 inches and there must also be enough room for a person using a wheelchair to maneuver to open the door, including 18 inches of clear space beyond the latch side of the door. Additionally, the door hardware must not require tight grasping, pinching, or twisting, and the height of the door threshold must not be greater than ½ inch.

Temporary Solutions

The use of temporary ramps can provide access over steps or high thresholds. If the area in front of the door is not level or does not provide adequate maneuvering space, then the door may be propped open to allow the person using a wheelchair to enter the polling place. If one door of a double-leaf door is not wide enough, propping open the second door may provide enough clearance. In some circumstances, temporary levers or other adapters that do not require tight grasping, pinching, or twisting, may be installed over existing door hardware to provide independent access. Alternatively, a temporary doorbell or buzzer system may be used to alert a poll worker to open the door or doors for the voter.



Entry doors to the polling place can be propped open or opened by staff to provide access



A temporary ramp with handrails and edge protection provides access over steps

Hallways

Problem



In many polling places, particularly those in large facilities such as schools and apartment buildings, hallways contain drinking fountains, coat racks, fire extinguishers, and other protruding objects. These objects may pose hazards to voters with vision disabilities, who may bump into them if they are not detectable by a sweep of a cane.

ADA Requirements

Wall-mounted objects located between 27 inches and 80 inches above the floor may not protrude or stick out from the wall more than 4 inches.

Temporary Solutions

Place traffic cones or other cane-detectable barriers, such as planters or portable railings, at or under protruding objects. Cane-detectable barriers can also be placed to re-direct voters with vision disabilities around or away from the protruding object. An alternate pedestrian route that does not include the protruding object, if available, may be appropriate.



A voter who is blind walks along a corridor with wall-mounted objects that are not protruding objects because they do not protrude more than 4 inches from the wall, are mounted above 80 inches or are recessed into an alcove

Voting Areas

Problem

Voting often occurs in a small room or area within a building, with little space at the check-in tables and voting machines, making it difficult for voters with mobility disabilities to move through the voting area and cast

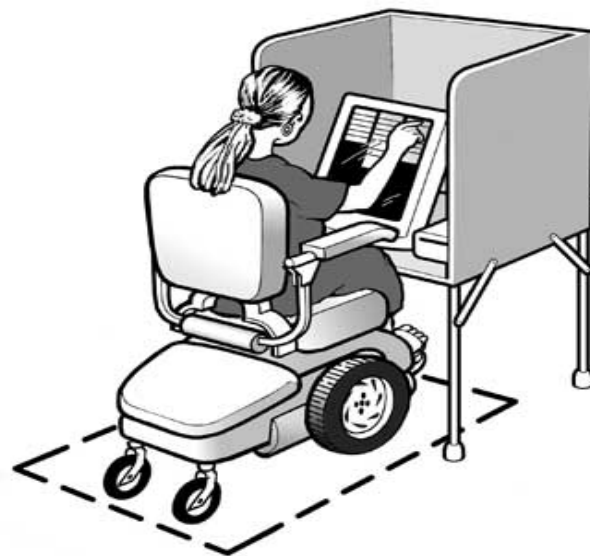
their ballots. In winter months or during the rainy season, election officials may use cardboard, plastic floor coverings, tarps, or mats to cover the floor. These coverings can make it difficult to navigate and can easily become trip hazards for voters with disabilities and others.

ADA Requirements

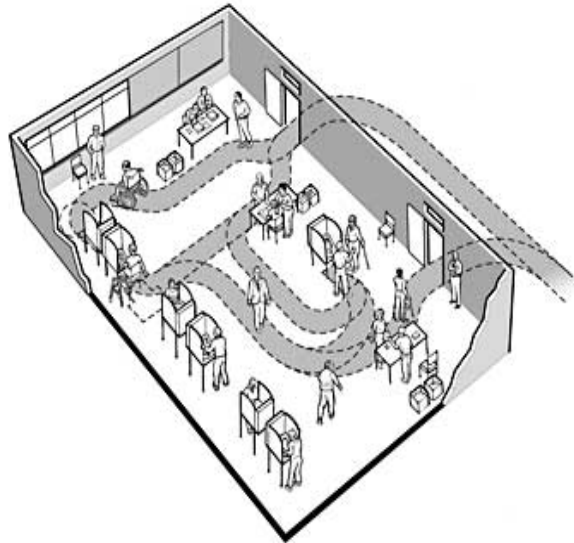
There must be a minimum 36 inch wide route in and through the voting area. There also must be enough clear floor space in at least one voting station or booth to allow a voter using a wheelchair or other mobility device to approach, maneuver, and leave the voting station. Floor surfaces must be stable, firm, and slip resistant.

Temporary Solutions

Arrange check-in tables and voting stations to provide an accessible path for the voter to go from the check-in table to the voting station and out again. At least one voting station should provide at least 30 x 48 inches of clear floor space to allow a voter using a wheelchair or other mobility device to maneuver. All floor coverings, such as cardboard or plastic sheets, should be removed or firmly affixed to the floor to provide a stable and slip-resistant floor.



An accessible voting station with clear floor space



Overhead view of the polling place showing the accessible route and maneuvering spaces for voters who use mobility devices

Voting Access: Where to Start

To provide temporary access to voters with disabilities, election officials should always keep in mind the accessible route into and through the polling place. Understanding how all voters arrive at the polls, park or drop people off, move through the facility and the voting area, and back out again will help identify physical barriers that will need to be remediated. Using the tools discussed in this document can provide temporary access and will ensure that voters with disabilities can fully participate in the election process.

Voting Access: Some Useful Resources

This document provides guidance on providing temporary access to polling places. Election officials should note that the ADA requires jurisdictions to select polling sites that are accessible or can be made

accessible for elections. The ADA title II regulation and the ADA Standards for Accessible Design set out what makes a facility accessible and should be used to determine the level of accessibility at each facility being used or considered for use as a polling place. Election officials should consult the Justice Department's ADA Checklist for Polling Places for more detailed guidance on how to assess whether a polling place is fully accessible to voters with disabilities or if barriers can be removed.

The Checklist, title II regulation, and the ADA Standards are available at archive.ada.gov.

In addition, election officials should consult the Department's 7-page publication on the rights of voters with disabilities, *The Americans with Disabilities Act and Other Federal Laws Protecting the Rights of Voters with Disabilities*, also available at archive.ada.gov.

For More Information

For information about the ADA, please visit our [website](http://www.ada.gov) or call our toll-free number.

ADA		Information		Line
800-514-0301	(Voice)	and	833-610-1264	(TTY)
24 hours a day		to order	publications	by mail.
Monday	-		Wednesday,	F
9:30	a.m.	-	5:30	p.m.,
Th 12:30 p.m.	-	5:30 p.m.	(Eastern Time)	to speak with an ADA Specialist. All calls are confidential.

ADA archive.ada.gov Website

To receive e-mail notifications when new ADA information is available, visit the ADA Website's home page and click the link near the lower right corner of the page.

Month	REGISTRATIONS					CANCELLATIONS				
	New	Duplicate	Addr Chg	Transferred	Moved O/C	Moved O/S	Deceased	Felon		
2	13	65	13	38	6	16				
3	2	7			2	15	6			
4	5	8	6	8	2					
5	16	30	7	29	4		7			
6	4	8	2	4	4					
10	2	4	2	7	10					
11	11	8	3	17	4					
12	4	9	5	8	5		6			
13					1					
16		1			1					
17					1					
18										
19										
20										
23		2		2		1	4			
24		3								
25							10			
26										
27										
30										
31										
TOTAL:	57	145	38	113	40	32	33	0		

Total Added: 170

Removed: 105

OCTOBER Net Gain: 65

2023	REGISTRATIONS				CANCELLATIONS			
	New	Duplicate	Addr Chg	Transferred	Moved O/C	Moved O/S	Deceased	Felon
January	58	68	42	102	91	2	37	1
February	47	111	29	57	32	2	9	
March	59	137	24	83	55		33	
April	38	117	31	61	65	2	5	
May	80	159	56	116	80		35	
June	47	116	34	92	67	6	23	
July	68	176	51	106	66		15	
August	58	173	32	100	88	2	20	100
September	41	105	28	72	82	4	23	3
October	57	145	38	113	40	32	33	
November								
December								
TOTAL:	553	1307	365	902	666	50	233	104

Total Added: **1455**

Removed: **1053**

2023 Net Gain: 402