

Creating a Vote Center Plan

Step One: Form a Study Committee

You will want your study committee to be as diverse as possible, made up of a variety of the community who represent different areas of the election process. (Example: experienced poll worker, commissioner, council member, IT specialist, disabled community representative, public transportation representative.) Topics to discuss include:

1. Infrastructure and Technology
2. Electronic Poll Books
3. Training and Procedures of poll workers
4. Early Voting
5. Preparing voters
6. Cost

Step Two: Draft Your Plan

Draft a **detailed and thorough** vote center plan that complies with IC 3-11-18.1. The plan should include the resolutions passed by commissioners and council members.

Step Three: Education and Gauge Interest

The first step to becoming a vote center county is educating the community about vote centers and then gauging the interest. It is important to discuss the possible change with all members of the county election board and other leaders in the community, both in and outside of government.

Step Four: Seek Public Comment

After drafting the vote center plan, open it for public comment for at least 30 days. You may want to amend your plan based on the comments of the public.

Step Five: Election Board Approval

Your vote center plan needs to be **unanimously** passed by your county's election board. A unanimous vote of the county election board is required to amend a vote center plan that has already been unanimously passed by the election board or to abolish vote centers. The county council and commissioners must, by majority vote, pass resolutions approving a county's designation as a vote center county (drafts attached).

Step Six: File Your Plan

No state approval of your plan is necessary. However, it must be filed, along with any future amendments, with the Indiana Election Division.

Step Seven: Learn from Experience

Continue to evaluate vote centers in your county with every passing election. Amend the plan where necessary and file amendments with the Indiana Election Division.