**Ranked-choice Voting (RCV) Implementation Plan**

**for the June 12, 2018 Primary Election**

***Prepared by the Office of the Secretary of State***

***Updated May 18, 2018***

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| **Completion Dates** | **Implementation Steps** |
| **Completed****5/11** | **Adopt emergency rules outlining RCV procedures** * Posted proposed rules for limited public comment period (3/28)
* Public comment period ends (4/6)
* Adopt final emergency rules after consideration of public comments and making changes to the proposed rules as necessary
* Final emergency rules adopted (5/11)
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| **Completed 4/10** | **Acquire funds for implementing RCV*** Unexpended budget funds for the Secretary of State’s FY 17-18 budget moved forward to Quarter 4 by Budget Order
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| **Completed****4/13** | **Acquire high speed tabulator(s) and software necessary to conduct RCV** * Requisition submitted to acquire the hardware and software from the State’s voting system vendor, Election Systems & Software.
* Hardware and software will be installed prior to the June 12, 2018 Primary Election.
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| **Completed****4/23** | **Prepare election database and ballot layout for primary and referendum election*** Final ballot layouts approved for the UOCAVA absentee ballots (i.e., Uniformed Service and Overseas voters)
* Final ballot proofs provided to the printing contractor for the civilian absentee and election day ballots
* RCV ballot samples available for posting on the Secretary of State’s website
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| **Completed****5/18** | **Prepare instructions and training materials for municipal election officials*** Design new voter instruction poster for posting at the polls
* Incorporate RCV materials’ handling into election day forms and instructions for municipal election officials
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| **Completed****5/15** | **Create voter instruction materials and post on Secretary of State’s website*** Create webpage specifically for RCV (4/23)
* Create FAQ (4/23)
* Design video explaining RCV (5/15)
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| **Completed****4/23** | **Arrange for a central, secure location in the Augusta area for RCV count*** Reserve state space in the Elkins Building in Augusta
* Authorize work to make security improvements to the facility space (swipe cards and camera)
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| **Completed****5/4** | **Arrange for retrieval of ballots and memory devices from the municipalities after Election Day*** Issued RQS (Request for Quotes) for courier companies to provide secure retrieval of materials from the municipalities to the RCV count location (4/20)
* Negotiate contract with selected bidder
* Contract completed and signed (5/4)
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