**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) |
| **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 |
| **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. |
| **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 |
| **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 |
| **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) |
| **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) |
| **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) |