Ohio Administrative Code

Rule 111:3-9-07 Demonstration procedure.

Effective: October 11, 2025

(A) During the physical demonstration required under rule 111:3-9-06 of the Administrative Code, the voting machine vendor shall do all of the following:

(1) Display and discuss the standard operations manual.

(2) Demonstrate ballot set up, including provision for:

(a) Rotation among precincts.

(b) Split precincts.

(3) Demonstrate opening of polls.

(4) Demonstrate means of locking out access to set up procedures to any but authorized personnel.

(5) Demonstrate means of locking out access to set up procedures to prevent overvote, or response to an overvote if no lockout exists.

(6) Demonstrate recovery from power failure.

(7) Discuss sensitivity to variations in operating conditions, including:

(a) Temperature;

(b) Humidity;

(c) Dust.

(8) Demonstrate accessibility to disabled voters.

(9) Demonstrate write-in capacity, and protection of voter privacy.

(10) Demonstrate means by which a voter can change vote.

(11) Demonstrate means by which a voter casts a ballot.

(12) Demonstrate how enclosure protects voter privacy.

(13) Demonstrate closing of the polls.

(14) Demonstrate taking the count, based on an actual series of votes cast during the demonstration.

(15) Discuss and demonstrate backup memory features and physical audit trail, if any.

(16) Demonstrate report of results.

(17) Discuss and demonstrate recount procedures.

(18) Demonstrate the question of operation in the following situations:

(a) Overlapping school districts in one precinct;

(b) Primary election with multiple parties and issues onlyballots to be counted;

(c) Rotation of names;

(d) Ballots inserted backwards, or upside down in an opticalscanner;

(e) Overvotes for an office;

(f) How an individual vote cannot be traced to the individualvoter;

(g) Production of abstracts in standard secretary of state'sformat.

(B) During the physical demonstration required under rule 111:3-9-06 of the Administrative Code, the electronic pollbook vendor shall do all of the following:

(1) Display and discuss the standard operations manual;

(2) Demonstrate set up procedures, including provisions for:

(a) Opening of polls;

(b) Voter's eligibility verification; and

(c) Voter's check-in by scanning the barcode on thevoter's Ohio driver's license or state identification card or byentering manually the voter's information.

(3) Demonstrate notification to precinct election officials whether the voter is in the correct precinct and polling location or the incorrect precinct and polling location;

(4) Demonstrate that the electronic pollbook has the capability to generate a locally-configurable notice containing the name and location of the voter's precinct that may be given to the voter if the voter is in the incorrect precinct and polling location;

(5) Demonstrate that a voter has voted correctly, and the electronic pollbook has been correctly shut down;

(6) Demonstrate that the electronic pollbook has the capability to generate a locally-configurable report to be exported at least three times on election day and after the close of polls;

(7) Discuss that the electronic pollbook has the capability to export voter participation data in a machine-readable, common data format for import into the voter registration system;

(8) Discuss that the electronic pollbook has the capability to import voter data in a machine-readable, common data format exported from the voter registration system;

(9) Demonstrate means of locking out access to set up procedures to any but authorized personnel;

(10) Demonstrate recovery from power failure;

(11) Discuss sensitivity to variations in operating conditions, including:

(a) Temperature;

(b) Humidity;

(c) Dust.

(12) Demonstrate closing of the polls.

(C) During the physical demonstration required under rule 111:3-9-06 of the Administrative Code, the remote ballot marking system vendor shall do all of the following:

(1) Demonstrate that the system authenticates administrators and voters before granting access to sensitive functions;

(2) Demonstrate that the remote ballot marking system has the capability to automate the import of any election information extracted from the county's electronic management system (EMS) or voter registration system;

(3) Demonstrate that the remote ballot marking system has the capability for the authenticated voter to download and print an unmarked blank ballot;

(4) Demonstrate that the remote ballot marking system has the capability to transmit a ballot of the appropriate ballot style electronically to the voter upon request;

(5) Demonstrate that the system provides an intuitive and easy-to-navigate user interface;

(6) Discuss that the remote ballot marking system has the capability for the voter to print detailed, complete jurisdiction-specific instructions for the return by U.S. mail of a marked ballot, to include but not limited to:

(a) Cover sheets;

(b) Mailing and security envelope templates;

(c) Instructions;

(d) Postal and email addresses; and

(e) Oath statements.

(7) Discuss that the remote ballot marking system has the capability to copy to county election administration personnel all email messages transmitted to voters, including email deliver and failure notices;

(8) Demonstrate that the system is capable of providing feedback to the voter before the final casting or printing of the ballot that identifies specific contest for which the voter has undervoted;

(9) Demonstrate that the system does not allow for a voter to over-vote a contest;

(10) Demonstrate that the remote ballot marking system has the capability to enable configuration of ballot rotation according to the Ohio Revised Code. Rotation must match the rotation of the voter's home precinct;

(11) Discuss the capability for the voter's name, residential address, and ballot style to be printed on the statement of voter form (secretary of state form 12-A) prescribed by the secretary of state;

(12) Demonstrate system monitoring and notification of system errors;

(13) Discuss data preservation to maintain a printable report of activity;

(14) Discuss disaster recovery capabilities to ensure the availability of the system within an hour of failure; and

(15) Discuss and demonstrate audit reports of the number of ballots requested and styles in a readable format.

(D) During the physical demonstration required under rule 111:3-9-06 of the Administrative Code, the ballots on demand voting system vendor shall do all of the following:

(1) Demonstrate that the ballots on demand voting system authenticates administrators and users before granting access to sensitive functions;

(2) Load files into the ballots on demand voting system and print ballots;

(3) Demonstrate that the ballots on demand voting system accurately maintains whole and separate counts of ballots printed by precinct distinguishable by ballot style, including provisional ballots, if the voting systems used by the local jurisdiction provides the functionality;

(4) Demonstrate that the ballots on demand voting system provides an intuitive and easy-to-navigate user interface;

(5) Perform data and operational integrity tests and demonstrate that the ballots on demand voting system displays an appropriate error message when the system fails to print;

(6) Demonstrate system monitoring and notification of system errors;

(7) Demonstrate data preservation to maintain a printable report of activity;

(8) Discuss and demonstrate audit reports of the number of ballots printed and styles in a readable format;

(9) Demonstrate means of locking out access to set up procedures to any but authorized personnel;

(10) Discuss sensitivity to variations in operating conditions, including:

(a) Temperature;

(b) Humidity; and

(c) Dust.

(E) During the physical demonstration required under rule 111:3-9-06 of the Administrative Code, the voter registration system vendor shall do all of the following:

(1) Demonstrate that the voter registration system adheres to password requirements including but not limited to password length, password aging, and password complexity, based on NIST standards;

(2) Demonstrate that the voter registration system supports the use of multifactor authentication;

(3) Demonstrate and discuss how the voter registration system enforces the concept of least privilege for accounts to restrict both privileged and non-privileged accounts to only permissions required to carry out the role assigned to the account;

(4) Demonstrate that the voter registration system has the capability to look up and research voters by various data points including:

(a) First and last name;

(b) Date of birth;

(c) Address;

(d) Precinct or ballot style; and

(e) Board of elections identification number or secretaryof state identification number.

(5) Demonstrate that the voter registration system is configured to perform basic tasks during use throughout election and non-election years, including:

(a) Create, update, and remove voter registrationrecords;

(b) Process absentee requests and returns;

(c) Record and display election and voting historyinformation;

(d) Create and maintain various election and absentee-basedreports; and

(e) Record and maintain information about voter-initiatedactivity.

(6) Demonstrate that the voter registration system is capable of handling the entry, processing, and disbursement of voter registration data and information to all voters, poll workers, and election administrators within the jurisdiction in which it will be utilized, including:

(a) Voter registration applications;

(b) Voter registration records;

(c) Absentee ballot requests;

(d) Voting history information; and

(e) Voter list maintenance data.

(7) Demonstrate and discuss that the voter registration system is capable of producing reports regarding various election and absentee activities that occur within the system, such as daily snapshots, daily absentee reports, and supplemental reports, in a commonly available and well-

known format;

(8) Discuss that the voter registration system has the capability to interface with software systems used to complete various voter registration activities deemed necessary by the local jurisdiction in which the system operates;

(9) Discuss that the voter registration system has the capability to export voter data in a machine-readable, common data format for import into electronic pollbooks;

(10) Discuss that the voter registration system has the capability to import voter participation data in a machine-readable, common data format exported from electronic pollbooks;

(11) Discuss that the voter registration system has the capability to securely, accurately, effectively, and efficiently transmit and receive data electronically and communicate with the statewide voter registration database, and authorized government portals and agencies specifically within the jurisdiction in which it operates;

(12) Discuss documentation regarding procedures to resolve a system failure, which is defined as a problem either with hardware or operating system software that causes the system to perform abnormally; and

(13) Discuss information in the voter registration system documentation pertaining to maintenance and troubleshooting procedures for:

(a) Loss of connectivity;

(b) System response time;

(c) System-related errors;

(d) System failure;

(e) Feedback; and

(f) Warnings, alerts, and instructions.