

**CHAPTER 25. BALLOT PRINTING**  
**SUBCHAPTER 3. RESPONSIBILITIES FOR BALLOT PRINTING**

**230:25-3-1. Ballots printed by State Election Board [REVOKED]**

(a) ~~The State Election Board shall print ballots for statewide Primary, Runoff Primary and General Elections and for statewide special elections. [26:6-103]~~

(b) ~~The State Election Board shall print ballots for the following offices: *Electors for President and Vice President; United States Senators; United States Representatives; state officers; Justices of the Supreme Court; Judges of the Court of Criminal Appeals; Judges of the Court of Appeals; district judges and associate district judges; State Senators; State Representatives; district attorneys; county officers, and other such officers as required by law, in the order they appear in the statutes.* [26:6-103] The State Election Board also shall print ballots for state questions. [26:6-103]~~

(c) ~~The State Election Board shall print ballots for the Presidential Preferential Primary Election. [26:20-102(A)]~~

**230:25-3-2. Ballots printed by the County Election Board [REVOKED]**

~~The County Election Board shall print ballots for county, municipal, school district or other local elections. [26:6-104]~~

**230:25-3-3. County Election Board responsibilities for printing ballots**

(a) County Election Board responsibilities for printing ballots for county, municipal, school district or other local elections shall include, but shall not be limited to, the following items:

(1) arranging for the necessary bid process to occur. See 230:25-7-1.

(2) ~~providing ballot specifications. See 230:25-7-3.~~

~~—(3) providing copy to the printer. See 230:25-9-3.~~

~~—(4) supervising ballot printing.~~

~~—(5) receiving, proofreading, and approving proofs of ballots ballot proofs before printing begins. See 230:25-17-2.~~

(b) In the case of municipal elections, school district elections and other local elections the County Election Board shall be responsible for paying the ballot printing bill from the proceeds of the reimbursement for post-election expenses from the entity for which the election was conducted.

(c) In the case of a multi-county election, ~~the Secretary of each affected County Election Board shall contract with a printer for the ballots needed for the election~~ ballots for each affected county in the election shall be printed by the printer holding the affected county's ballot printing contract. Ballots for the control (parent) county shall be printed by the printer holding it's ballot printing contract. ~~The~~ Each affected County Election Board shall receive the bill for ballot printing from ~~the~~ its own ballot printer and shall include this expense in the Record of Expense submitted to the control (parent) County Election Board following the election.

**230:25-3-4. County Election Board certifies names of candidates to State Election Board [REVOKED]**

The County Election Board shall certify to the State Election Board the names of candidates who have filed for office in the county as outlined in 230:35-3-20.

**SUBCHAPTER 5. DETERMINING QUANTITIES AND METHODS OF PRINTING  
BALLOTS**

**230:25-5-1. Ballot styles**

A ballot style is a unique combination of applicable ~~district boundaries~~ districts or offices appearing on a single ballot. Ballot styles are created by the election programming software. ~~When candidate rotation is used, a separate ballot style is created for each rotation.~~ When candidate names are rotated in partisan primary elections, each rotation is considered a separate ballot style.

**230:25-5-4. Safety stock of ballots [REVOKED]**

The Secretary shall order a safety stock of extra ballots for each ballot style at the time the initial order is given to the printer to ensure against a shortage of ballots on election day as a result of late increases in voter registration. ~~Extra ballots shall be bound in books of 50 ballots each.~~

**230:25-5-5. Ballot stubs shall be numbered**

Ballot stubs shall be numbered consecutively from one through the highest number required for the county precinct. ~~Each ballot face and/or ballot style shall be numbered separately.~~

**SUBCHAPTER 7. COMPETITIVE BIDDING PROCESS FOR BALLOT PRINTING**

**230:25-7-1. Competitive bidding required [REVOKED]**

~~(a) All ballots which the County Election Board is responsible for printing shall be printed by a printer selected through the county's competitive bidding process. [26:6-120] The competitive bidding process shall be observed for all ballot printing regardless of the total cost of the printing. [26:6-120] The Secretary shall follow the procedure established by the County Purchasing Agent to cause advertisement for bids for printing of all ballots. A contract for ballot printing shall be awarded to the lowest and best bidder or to the bidder determined to be the best value, according to the Oklahoma Central Purchasing Act. [26:6-120]~~

~~(b) The State Election Board shall maintain a list of printers that have demonstrated the ability to print ballots that can be read accurately by the voting device. See 230:25-19-7. The Secretary of the County Election Board and the County Purchasing Agent are advised to consider these printers when advertising for bids for ballot printing.~~

### **230:25-7-2. Submitting requisitions for advertisement for bids**

(a) **Options for requisitions.** The Secretary of the County Election Board shall consult with the County Purchasing Agent to select one of the following options for submitting requisitions to submit a requisition to request bids for ballot printing in the county.

~~—(1) The Secretary may request the County Purchasing Agent to advertise for bids for ballot printing for each election for which the County Election Board is required to print ballots.~~

~~—(2) The Secretary may request that the County Purchasing Agent to advertise for bids for all ballot printing required by the County Election Board in a specific six-month or twelve-month period.~~

(b) **Form of requisition.** The Secretary shall prepare and submit the requisition for advertisement for bids in the form required by the County Purchasing Agent. A copy of the ~~summary of specifications for printing and preparing ballots described in 230:25-7-3(c)~~ Oklahoma Specifications for Digital Ballot Printing shall be included as part of the requisition. [26:6-120]

(c) **Time for requisition.** ~~If the Secretary and County Purchasing Agent agree to advertise for bids for each election, as outlined in (a)(1) of this Section, the Secretary shall prepare and submit the requisition as soon as possible after receiving a resolution calling for an election. If the Secretary and the County Purchasing Agent agree to advertise for bids for a six-month period or for a twelve-month period, as outlined in (a)(2) of this Section, the Secretary shall prepare and submit the requisition according to a schedule established by the County Purchasing Agent.~~

### **230:25-7-3. Specifications for printing and preparing ballots [REVOKED]**

~~(a) **Printer's Manual.** The complete specifications for printing and preparing ballots for use in the electronic vote tabulating devices utilized by the Oklahoma Election Management System (OEMS) are contained in a publication prepared by Business Records Corporation, the manufacturer of the devices. The publication, entitled "Ballot Specification and Printer's Manual for OPTECH III-P Eagle and OPTECH IV-C Ballot Tabulators," is hereby incorporated by reference as provided by Title 75 O.S. 1991, Section 251(D). The publication is commonly referred to by election officials and by Business Records Corporation personnel as "the Printer's Manual." (Business Records Corporation is now Election Systems and Software. The referenced publication is now produced by Election Systems and Software.) Copies of the Printer's Manual shall be available for public inspection in the offices of the State Election Board. The State Election Board shall provide ballot specifications to printers as outlined in Subchapter 19 of this Chapter.~~

~~(b) **Adherence to specifications required.** Printers who obtain a contract to print ballots for elections conducted by the State Election Board or by the County Election Board shall be required to adhere strictly to the specifications for printing and preparing ballots that are set forth in the Printer's Manual, in the materials provided by the State and/or County Election Board and in the rules contained in this Chapter.~~

~~(c) **Summary of Specifications.** The State Election Board shall provide an appropriate summary of ballot printing specifications for use by County Election Boards. The summary of specifications shall be included for informational purposes with requisitions for advertisement for bids for ballot printing, as outlined in 230:25-7-2. The summary of specifications also shall be included with the ballot printing contract and other materials that the Secretary of the County Election Board is required to provide to the printer at the time ballot printing begins for an election. See 230:25-9-3. The summary of specifications shall not be considered a substitute for the complete specifications~~

contained in the Printer's Manual.

#### **230:25-7-4. Contract requirements**

The Secretary shall consult the County Purchasing Agent regarding the county's requirements for drawing up a contract with the successful bidder. The contract shall include, but shall not be limited to, the printer's responsibilities insofar as the quantity, size and types of ballots to be printed, delivery dates and the conditions for making a claim against the printer's insurance. ~~If the election involves candidates, the contract shall allow the Secretary and the successful bidder to meet following the filing period to determine the actual layout of the ballot, the number of races that will appear on the ballots and the quantity of regular and absentee ballots that will be required for the election.~~ The State Election Board shall provide a model contract for use by County Election Board Secretaries.

### **SUBCHAPTER 9. PROVIDING COPY TO THE PRINTER**

#### **230:25-9-3. Preparing materials for printer [REVOKED]**

~~(a) The names of candidates who have filed for office shall be entered into the election programming software utilized by OEMS as soon as possible following the close of the contest period at 5 p.m. on Friday following the filing period. See 230:50-3-52 through 230:50-3-58. Candidates who are unopposed shall not be entered and offices for which candidates are unopposed or for which no candidate filed shall be deleted. See 230:25-13-6 and 230:25-13-7. If a contest of candidacy is pending for any office, the appropriate information shall be entered as soon as possible following resolution of the contest.~~

~~(b) The Secretary shall notify the State Election Board when all ballot-related information has been entered into the system. See 230:50-3-54 and 230:50-3-55. After receiving notification from the State Election Board to continue election programming, the Secretary shall prepare the following items for immediate delivery to the printer:~~

~~(1) **Ballot Layout Report.** The Secretary shall print a copy of the Ballot Layout Report which illustrates each ballot style that is to be printed. This report provides a "picture" of each ballot style created for the election and includes security codes, and the correct order of all candidate races and questions.~~

~~(2) **Ballot heading and question text.** The Secretary shall prepare on a separate piece of paper the exact text which will appear in the ballot heading. The Secretary also shall provide a photocopy of the original question text which was provided with the election resolution. The Secretary shall make any modifications to the Ballot Layout Report that should be reflected on the ballot.~~

~~(3) **Completed Ballot Quantities form.** The Secretary shall complete a Ballot Quantities form, which identifies absentee ballot styles and includes instructions about ballot colors and ballot quantities.~~

~~(c) The Secretary shall transmit these items to the printer immediately.~~

## SUBCHAPTER 11. ABSENTEE BALLOTS

### **230:25-11-1. Order of names for absentee ballots for Primary**

- (a) Immediately following the close of the ~~contest filing period at 5 p.m. on Friday following the filing period the~~ County Election Board shall determine the order in which the name of each candidate for each county office shall appear on the absentee ballots for the Primary Election. [26:6-107] The determination shall be made by drawing the names of all candidates for each office of each political party one at a time from a receptacle as described in (b) of this Section. [26:6-107] The Secretary of the County Election Board shall be authorized to conduct the drawing for the order of names, and an official meeting of the County Election Board shall not be required. However, the drawing shall be conducted publicly with witnesses, such as representatives of the local news media or representatives of the Democratic or Republican county central committees, in attendance.
- (b) The drawing for the order of names for absentee ballots for the Primary Election shall be conducted according to the following procedure.
- (1) The Secretary of the County Election Board shall type or write the name of each candidate of a particular party for a particular office on a slip of paper.
  - (2) All the names for that party and that office shall be placed in the receptacle and the receptacle shall be shaken to mix the slips of paper.
  - (3) The Secretary shall designate a person to draw out the slips of paper.
  - (4) The slips of paper shall be drawn out, one at a time, and the names shall not be visible to the person who draws them.
  - (5) The Secretary shall record the names of the candidates in the order they are drawn. The name of the candidate selected first shall appear first on the absentee ballots for the Primary Election; the name of the candidate selected second shall appear second and so on.
  - (6) This procedure shall be repeated for each office for each political party.
- (c) The Secretary of the State Election Board shall be authorized to determine the order of names of candidates for absentee ballots to be printed by the State Election Board for the Primary Election at the same time and according to the same procedure outlined in Subsections (a) and (b) of this Section. [26:6-107]

## SUBCHAPTER 13. PLACING PARTIES, CANDIDATES ON BALLOT

### **230:25-13-1. Separate ballots for parties in Primary and Runoff Primary**

The ballots for the candidates of all recognized political parties in the Primary and Runoff Primary Elections shall appear on separate ~~ballot cards~~ ballots and shall be printed on paper of different colors of card stock. [26:6-110]

#### **230:25-13-1.1. Separate ~~ballot cards~~ ballots for entities**

- (a) ~~The ballot for county~~ County offices at the Primary, Runoff Primary and General Elections shall appear on the same ballot ~~card~~ with state offices and state questions. The ballot for county questions also shall appear on the state ballot ~~card~~ if space allows. If there is not enough space on the state

ballot card to accommodate the county question or questions, they shall appear on a separate ballot card. The cost of the county question ballot card, if needed, shall be printed by the County Election Board paid by the county.

(b) The ballots for school districts, municipalities and other entities, with the exception of a county question as outlined in (a) of this Section, shall appear on separate ballot cards. The ballot cards for each entity involved in an election shall be printed on different colors of card stock if possible designated by color as outlined in 230:25-13-1.3. The County Election Board is responsible for printing these separate ballot cards.

### **230:25-13-1.3. Using color to designate ballots for parties or entities**

(a) Ballots for different political parties in Primary and Runoff Primary Elections are required by law to be different colors. The Secretary of the State Election Board shall designate the colors to be used for ballots of the various recognized political parties whose candidates are involved in Primary or Runoff Primary Elections. The designation of color for party ballots shall be in effect until changed by the Secretary. These colors shall not be used for any other entity holding elections on the same date as a federal, state, or county Primary or Runoff Primary Election.

(b) The County Election Board Secretary may choose to use different colors for the various entities holding elections on the same date. There are two options for using color to designate ballots for political parties or for entities holding elections on the same date.

(1) Ballots may be printed on paper of different colors.

(2) Ballots may be printed with a colored bar imposed on the ballot stub.

(b) The decision to use paper of different colors or a colored bar shall be made by the Secretary of the County Election Board in consultation with the printer to whom the county's ballot printing contract is awarded.

(c) Only colored paper that has been tested and approved by the State Election Board for use in ballot printing may be used. Only ink colors that have been tested and approved by the State Election Board for use in ballot printing may be used. The list of approved colored papers and inks is included in the specifications for printing digital ballots. In a partisan primary election, the paper colors designated for party ballots shall not be used for ballots for any other entity holding an election on the same date.

### **230:25-13-3. Appearance of candidates' names [REVOKED]**

The name of any candidate for office shall be printed on the official ballot as the candidate signed his Declaration of Candidacy. [26:6-101]

### **230:25-13-4. Prefixes, suffixes, titles prohibited [REVOKED]**

No candidate shall be permitted to have any prefix, suffix or title appear before or after his name on any official ballot. [26:6-101] See 230:20-3-38.

### **230:25-13-6. Unopposed candidates [REVOKED]**

*Any candidate who is unopposed in any election shall be deemed to have been nominated or*

~~electd, as the case may be, and his name will not appear on the ballot at any election in which he is so unopposed. [26:6-102] The names of candidates unopposed in the General Election shall not appear on the ballot.~~

**230:25-13-7. Offices need not appear [REVOKED]**

If a candidate for an office is unopposed at any election, neither the name of the candidate nor the name of the office shall appear on the ballot.

**230:25-13-8. Ballots not necessary [REVOKED]**

If there are no candidates who are opposed in the Primary, Runoff Primary or General Election, it shall not be necessary to print a ballot for the election.

**230:25-13-12. Judicial candidates [REVOKED]**

~~(a) If two persons file for the same judicial office, their names shall appear on the ballot only at the time of the General Election. [26:11-110] The order in which the candidates' names appear on the ballot at the General Election is determined by a drawing conducted as outlined in 230:25-11-1(b). If, at the time of the Primary Election, more than two persons have filed for the same judicial office, their names shall appear on the ballot at the time of the Primary Election. [26:11-111] The order in which the candidates' names appear on the Primary Election ballot is determined by a drawing conducted as outlined in 230:25-11-1(b).~~

~~(b) If no candidate for the office of an associate district judge, or district judge, if the nominating district is coextensive with the entire judicial district, receives a majority of the votes cast for that office at the Primary Election, the two candidates who receive the highest number of votes will have their names placed on the ballot for the General Election. In the case of district judges, if the nominating district is not coextensive with the whole judicial district or electoral division of a judicial district, the two candidates who receive the highest number of votes at the Primary Election will have their names placed on the ballot for the General Election, whether or not one received a majority of votes cast for that office at the Primary Election. [26:11-112] The candidate who received the most votes at the Primary Election shall appear first on the General Election ballot.~~

~~(c) If one candidate for the office of an associate district judge receives a majority of all votes cast for that office at the Primary Election and, in the case of district judges, if the nominating district is coextensive with the whole judicial district or electoral division of a judicial district, the candidate who received the majority of all votes cast at the Primary Election shall be deemed to have been elected to that office, and that office shall not be listed on the ballot for the General Election. [26:11-113]~~

~~(d) Judicial retention candidates shall appear on the ballot at the General Elections. Such candidates shall appear in order by district number and by office number.~~

**SUBCHAPTER 15. SAMPLE AND EDUCATIONAL BALLOTS**

### **230:25-15-1. Sample ballots**

Sample ballots shall be exact duplicates of the ~~absentee regular~~ ballots for each precinct. [26:6-117] In the event candidate names are rotated for a partisan primary election, the sample ballot shall be printed from the first rotation of candidate names in the precinct. Sample ballots shall be printed ~~with a diagonal line drawn through both security codes~~ without security barcodes. The words "SAMPLE BALLOT" shall be printed ~~in letters at least one-half inch high across on~~ the face of the ballot. [26:6-117] ~~A minimum of three sample ballots shall be printed for each precinct, and a sufficient quantity shall be printed for purposes of voter information.~~

## **SUBCHAPTER 17. PROOFING OF BALLOTS**

### **230:25-17-1.1. Printer shall provide proof sheets [REVOKED]**

~~(a) The printer shall provide proof sheets to the Secretary of the County Election Board or to the State Election Board staff before actual printing begins. The proof sheets shall be true proofs — exact duplicates of each ballot style — and shall include deciphered security codes.~~

~~(b) The printer shall be required to make any changes, corrections or adjustments to the ballot required by either the County Election Board Secretary or the State Election Board staff following the first proof. The printer shall provide a new proof sheet, which also shall be a true proof, of each ballot style that required correction.~~

~~(c) The printer shall receive approval from the County Election Board Secretary or from the State Election Board staff before commencing press runs.~~

### **230:25-17-2. Proofreading ballots**

It shall be the responsibility of the Secretary of the County Election Board to insure correctness of all ballots printed by the County Election Board. The Secretary shall ~~require~~ verify a perfect proof from the State Election Board before the ballots are printed. The Secretary shall verify the accuracy of all information on the ballots as outlined below.

~~(1) Use copies of the resolution and the Declarations of Candidacy to verify that the correct offices appear on the ballots, that each candidate's name is spelled correctly, and that questions appear on the ballot exactly as in the resolution.~~

~~(2) Use the Ballot Layout Report to verify that all ballot styles are accounted for, that all races and candidate names appear in the correct position on the ballot, that the text of the ballot headings is correct and that the security codes are correct.~~

~~(3) Any Mark any errors shall be marked on the proof sheet and write the correct information written on the proof sheet if necessary.~~

~~(4) Notify the printer State Election Board immediately of the corrections required.~~

### **230:25-17-3. Examining and proofreading ballots received from the State Election Board [REVOKED]**

~~Immediately upon receipt of ballots from the State Election Board, the Secretary shall be responsible for examining and proofreading those ballots in the same manner as for proofreading~~

ballots for which the County Election Board has printing responsibilities. If an error is detected, the Secretary immediately shall notify the State Election Board. If a shortage of ballots is detected, the Secretary immediately shall notify the State Election Board.

#### **230:25-17-4. Recording ballot numbers and storing ballots**

After ballots ~~are received from the printer or from the State Election Board,~~ have been they shall be examined and proofread, for accuracy. ~~the~~ The Secretary of the County Election Board shall record the ballot numbers ~~assigned to~~ to be issued to each precinct on the Precinct Checklist. After recording the numbers on the checklist, the Secretary shall place the ballots in numerical sequence inside a ballot transfer box labeled for the appropriate precinct and shall store the filled ballot transfer boxes in a secure place. Extra ballots also shall be stored securely, but shall not necessarily be placed in transfer boxes.

### **SUBCHAPTER 19. DEMONSTRATION BALLOTS [REVOKED]**

#### **230:25-19-1. Purpose [REVOKED]**

~~The purpose of the rules in this Subchapter is to establish a procedure for printing companies to demonstrate to the State Election Board the ability to produce ballots that can be read accurately by the electronic vote tabulating devices in use in the state of Oklahoma. These rules include instructions for printers and specify the process used by the State Election Board staff to evaluate the demonstration ballots.~~

#### **230:25-19-2. Requests for ballot printing information [REVOKED]**

~~Printers may request initial information about printing ballots from the State Election Board. Upon receipt of such a request, it shall be the responsibility of the Secretary of the State Election Board to provide to the printer the following materials:~~

- ~~(1) A copy of the "Optech Ballot Printing Demonstration Process" form which describes the steps that the printer must take to demonstrate the ability to produce readable Optech ballots.~~
- ~~(2) A questionnaire that requests information concerning the printer's facilities, equipment and personnel.~~

#### **230:25-19-3. Return of printer's questionnaire [REVOKED]**

~~Printers who desire to print demonstration ballots shall complete the questionnaire provided by the State Election Board in the initial information packet. The completed questionnaire shall be returned to the State Election Board. Upon receipt of the completed questionnaire, the State Election Board shall provide the following items to the printer:~~

- ~~(1) Introduction to Optech Ballots and Specifications.~~
- ~~(2) Instructions for printing Optech demonstration ballots.~~
- ~~(3) Mylar overlays of ballot components.~~
- ~~(4) Computer reports illustrating text for each demonstration ballot.~~
- ~~(5) Example of a two-sided sample ballot.~~

- (6) Oklahoma Specifications for Optech Ballot Printing.
- (7) ES&S "Ballot and Ballot Printing Specifications" manual.
- (8) Optech III-PE Ballot Evaluation Form.

#### **230:25-19-4. Printing demonstration ballots [REVOKED]**

The printer shall produce 1,500 demonstration ballots according to the specifications and instructions provided. The completed demonstration ballots shall be delivered to the State Election Board within three weeks. The Mylar overlay of ballot components shall be returned to the State Election Board with the demonstration ballots.

#### **230:25-19-5. Evaluation of demonstration ballots [REVOKED]**

The State Election Board staff shall evaluate the demonstration ballots to determine compliance with the ballot specifications. After completing the physical evaluation of the demonstration ballots, a test deck of ballots shall be prepared as outlined in 230:50-3-69. The test deck shall be tested in a voting device as outlined in 230:50-3-68. The printer shall be notified of the results of the evaluation. If the demonstration ballots are of acceptable quality, the printer shall be added to the list of printers who have demonstrated the ability to produce ballots that can be read accurately by voting devices. If the ballots are not of acceptable quality, the deficiencies shall be explained and the printer shall be invited to produce another run of 1,500 demonstration ballots. There shall be no limit on the number of attempts a printer may make to produce acceptable demonstration ballots.

#### **230:25-19-6. Cost of printing demonstration ballots [REVOKED]**

The entire cost of producing demonstration ballots and shipping them to the State Election Board shall be borne by the printer. The State Election Board shall not reimburse the printer for any costs relating to the production of demonstration ballots. Demonstration ballots submitted to the State Election Board for evaluation shall become the property of the State Election Board.

#### **230:25-19-7. List of printers [REVOKED]**

The State Election Board shall maintain a list of printers that have demonstrated the ability to produce ballots that can be read accurately by voting devices. This list shall be made available to County Election Board Secretaries and to County Purchasing Agents for use in evaluating bids for ballot printing supervised by the County Election Board. The appearance of a printer on this list shall not be considered an endorsement of the printer by the State Election Board.

### **SUBCHAPTER 21. PRINTER CERTIFICATION FOR DIGITAL BALLOT PRINTING**

#### **230:25-21-1. Printer Certification for digital ballot printing**

Printers that provide digital ballot printing services to the State Election Board or to a County Election Board must successfully complete a two-part certification process to demonstrate the ability to produce ballots that can be used with the Hart InterCivic eScan A/T voting system. Such ballots are

printed digitally from print files created by the State Election Board in the Hart InterCivic software. A commercial printer that wishes to bid on ballot printing contracts for the State Election Board or for any County Election Board shall contact the State Election Board to initiate the printer certification process.

### **230:25-21-2. Printer certification process**

(a) A commercial printer participating in the printer certification process first shall be required to produce a total of 300 ballots from .pdf files supplied by the State Election Board. Production of these certification ballots shall be accomplished using the digital printing press on which ballots will be printed if a ballot printing contract is awarded to the printer. All ballots are 8 and one-half inches wide. Certification ballots shall be prepared as follows:

(1) 100 14-inch ballots (11-inch ballot with a 3-inch stub).

(2) 100 17-inch ballots (14-inch ballots with a 3-inch stub).

(3) 100 19-inch ballots (17-inch ballots with a 2-inch stub).

(b) Ballots shall be printed only on paper that has been tested and approved by the State Election Board and/or Hart InterCivic for ballot printing for the eScan A/T voting system. A complete listing of such paper is included in the Oklahoma Specifications for Digital Ballot Printing.

(c) All certification ballots shall meet the post-press requirements listed in the Oklahoma Specifications for Digital Ballot Printing, including but not limited to trim lines, stub, perforations, stitching, shrink-wrapping, and packaging.

(d) All certification ballots shall be submitted to the State Election Board and shall be delivered to the State Election Board no later than \_\_\_\_\_ days after the beginning of the certification process.

### **230:25-21-3. Review and testing of certification ballots**

State Election Board ballot printing personnel shall review and test the certification ballots submitted by the printer. The ballots shall be marked and processed through an eScan A/T and/or through a high-speed scanner controlled by the Hart InterCivic Ballot Now software. The results then shall be tabulated, and all necessary reports shall be printed and examined.

(1) If the ballots cannot be read by the scanner or if the tabulated results are not as expected, the printer shall be determined to have failed the first part of the certification process. A printer who fails the first part of the certification process may repeat the process one time. If the printer also fails the second time, the printer shall be disqualified from bidding on ballot printing contracts for the State Election Board or a County Election Board.

(2) If the ballots are read by the scanner and if the tabulated results are as expected, the printer shall be determined to have passed the first part of the certification process. At this point, the printer shall proceed to the second part of the certification process, and the State Election Board ballot printing staff will conduct an on-site review to observe the digital printing process.

### **230:25-21-4. On-site certification review**

(a) Following a printer's successful completion of the first part of the certification process, the State Election Board ballot printing staff shall conduct a certification review on site at the printer's printing facility. The printer shall be required to produce an additional 300 ballots from .pdf files provided by the State Election Board with the State Election Board ballot printing staff observing the process. The ballots shall be produced as follows:

(1) 100 14-inch ballots (11-inch ballot with a 3-inch stub).

(2) 100 17-inch ballots (14-inch ballots with a 3-inch stub).

(3) 100 19-inch ballots (17-inch ballots with a 2-inch stub).

(b) The State Election Board ballot printing staff will evaluate the ballots according to the following criteria.

(1) The ballots meet the requirements of the Oklahoma Specifications for Digital Ballot Printing.

(2) The ballots meet all component specifications, including but not limited to, ballot length, printing text area restrictions, and front-to-back registration.

(3) The ballots meet post-press specifications, including but not limited to, trim lines, stub, perforation, stitching, shrink-wrapping, packaging, and shipping of ballots.

(c) The ballots produced during the on-site certification review shall be marked and processed through an eScan A/T or a high-speed scanner controlled by the Hart InterCivic Ballot Now software. The results then shall be tabulated and all necessary reports shall be printed.

(1) If the ballots cannot be read by the scanner or if the tabulated results are not as expected, the printer shall be determined to have failed the second part of the certification process. A printer who fails the second part of the certification process may repeat the process one time. If the printer also fails the second time, the printer shall be disqualified from bidding on ballot printing contracts for the State Election Board or a County Election Board.

(2) If the ballots are read by the scanner and if the tabulated results are as expected, the printer shall be determined to have passed the second part of the certification process. At this point, the printer shall proceed to the second part of the certification process and the printer shall be certified to print ballots for the eScan A/T in Oklahoma and to bid on ballot printing contracts for the State Election Board and for a County Election Board.