



OFFICE OF THE IOWA SECRETARY OF STATE

**EMERGENCY ELECTION DIRECTIVE**

**WHEREAS**, the World Health Organization has reported an outbreak of thousands of cases of Novel Coronavirus 2019 (COVID-19) in multiple countries, causing illness and deaths; and

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services declared a national public health emergency; and

**WHEREAS**, on March 9, 2020, Iowa Governor Kim Reynolds issued a Proclamation of Disaster Emergency to coordinate the State of Iowa's response to this outbreak and such disaster continues to exist; and

**WHEREAS**, on March 11, 2020 the World Health Organization declared the COVID-19 outbreak a global pandemic; and

**WHEREAS**, on March 13, 2020, President Donald J. Trump issued a proclamation declaring that the COVID-19 outbreak in the United States constitutes a national emergency; and

**WHEREAS**, on March 17, 2020, a Proclamation of Public Health Disaster Emergency was issued to provide additional needed resources and measures to respond to this disaster, was extended on April 2, 2020, and such public health disaster continues to exist; and

**WHEREAS**, the risk of transmission of COVID-19 may be substantially reduced by continuing to ensure that commissioners, precinct election officials, and voters take appropriate public health precautions while conducting the June 2, 2020 Primary Election; and

**WHEREAS**, Iowa Code §53.2(3)(c) allows commissioners to convene their Absentee and Special Voters Precinct (ASVP) Board on the Monday before the election for the General Election; and

**WHEREAS**, strict compliance with Iowa's election laws would prevent, hinder, or delay necessary action to slow the spread of COVID-19 in all counties of our state.

NOW THEREFORE, I, PAUL D. PATE, Iowa Secretary of State, by the power and authority vested in me by the Iowa Code §47.1 do hereby ORDER and DIRECT the following:

**COUNTING OF VOTES BY THE ABSENTEE AND SPECIAL VOTERS  
PRECINCT BOARD**

Section 1. The provisions of Iowa Code 53.23(3)(c), which allow the commissioner to convene the Absentee and Special Voters Precinct (ASVP) Board on the day before the election to begin counting absentee ballots, shall apply to the June 2, 2020 Primary Election.

Section 2. Commissioners may convene their ASVP Board between the hours of 7:00 AM and 10:00 PM on Monday, June 1, 2020 for the purpose of counting absentee ballots.

Section 3. The provisions of IAC 721—21.359 shall apply.

Section 4. Commissioners electing to convene their ASVP Board on Monday, June 1, 2020 shall comply with the following security procedures when the Board is finished counting for the day:

1. Seal and label the voted ballots in an envelope or other container.
  - The board must seal all counted ballots in a voted ballot envelope or other container.
  - Label the envelope or other container with the date the ballots were counted. A tamper evident seal or lock must be placed on the

envelope or other container making it evident if the envelope or container is opened. The Chair of the board must sign across the tamper evident seal, if used.

2. Return all ballots to auditor.
  - Return all absentee ballots, both counted and uncounted, to the auditor when finished for the day. The auditor must store all absentee ballots in a secure location until counting is resumed on election day.
3. Secure memory cards. The board must secure the memory cards in one of the following ways:
  - Leave the memory card in the optical scan machine with a tamper evident seal affixed over the memory card in a manner making it evident if the seal is removed. The Chair of the board must sign across the tamper evident seal.
  - Remove the memory card from the optical scan machine and store it in an envelope. A tamper evident seal must be placed on the envelope making it evident if the envelope is opened. The Chair of the board must sign across the tamper evident seal.
4. Secure optical scan machine.
  - The optical scan machine must be stored in a secure location until counting resumes on election day.
  - Do not print a results tape from the optical scan machine on the day before the election.
  - Do not upload or input results into tabulating software on the day before the election.
5. Before resuming counting on election day, verify the tamper evident seals on the ballots, optical scan machine, memory card(s), and memory card port(s) have not been obviously tampered with overnight.

6. Resume counting using one of the following methods:

- Using the same memory card(s) used on Monday and resuming counting
- Using a new memory card(s) and compiling the results contained on the memory card(s) used on election day and Monday

A handwritten signature in cursive script, appearing to read "Paul D. Pate", is written over a horizontal line.

**Paul D. Pate**, Iowa Secretary of State

May 19, 2020