

SAMPLE RESOLUTION 1

A resolution authorizing the County Election Board of _____ County to maintain responsibility for the physical security of voting equipment and electronic poll books used in its jurisdiction pursuant to IC 3-11-15-46.

WHEREAS, the County Election Board of _____ County is charged with the physical security of all election equipment including voting systems, electronic poll books and related materials; and

NOW, THEREFORE, BE IT RESOLVED by the County Election Board of _____ County:

- Article 1. The County Election Board shall maintain strict access control to room(s) with equipment by key key card, touch pad, or other similar device [The resolution should specify in some detail exactly which equipment or devices will be used. Any subsequent changes in the equipment or devices can be reflected in an amended Resolution. The CEB should [Insert language to specify which access control devices will be used];
- Article 2: The County Election Board shall designate individuals who will be the only ones with access to the voting equipment (voting systems, electronic poll books and all associated components and peripherals) room(s);
- Article 3: The County Election Board shall assure that secured room(s) with election equipment will be locked at all times;
- Article 4: Election equipment access control shall be a bi-partisan responsibility of all County Election Board members;
- Article 5: The County Election Board shall maintain a log book for recording persons and reasons when access to the room(s) is needed. Only designated individuals shall make entries in the log book and have custody of the log book. This log book contains an audit trail;
- Article 6: The County Election Board shall ensure that equipment room(s) have appropriate climate control in order to protect the integrity of voting equipment;
- Article 7: The County Election Board shall secure all election equipment (voting systems, electronic poll books and all associated components and peripherals) immediately after the completion of maintenance, installation, audit, correction, recount proceeding, or contest proceeding; and
- Article 8: If unauthorized access is suspected or detected, an investigation shall be conducted by County Election Board and a report prepared and approved by County Election Board.

ADOPTED ON THIS _____ DAY AND MONTH OF _____.