



Dear Supervisor of Elections,

Now that we are past the 2022 general election, all voters who previously had a vote-by-mail request on file must file a new request. Voters will also have to request their mail ballots each general election cycle moving forward rather than every two cycles, as has been the case up until now due to recent changes to state law.

As voting rights organizations, we have created the following list of recommendations to ensure that all voters within your jurisdiction are aware of these changes and are able to make timely requests for their vote-by-mail ballot, if that is their preference.

Mailers to voters:

One of the best ways to ensure that voters understand the new rules for vote-by-mail requests is to mail them directly.

- The mailer should include information on changes to vote-by-mail request requirements, and should include a vote-by-mail request form along with a paid postage return envelope. Additionally, information about how to request an accessible ballot should be made available.
 - If your office is unable, or it's too cost prohibitive, to include a vote-by-mail request form, the mailer should include clear instructions on how a voter may request their ballot: online, phone, by fax, or in-person. A QR code linking to the SOE vote-by-mail request website could be included.
 - The mailer should be available in English, Spanish, and any other additional languages, as mandated by local, state or federal law.
 - SOE correspondence should also be made available in Braille or steps should be taken to ensure all voters have access to SOE materials.

Information on SOE websites:

Our organizations are best able to direct voters to Supervisors of Elections as the trusted authority on election matters when information is available on your website and easy to find. We ask that you add the

following information to your website in a manner that is also accessible to voters requiring screen readers.

- The SOE website's front page should include information about the new requirements to request a vote-by-mail ballot, including the need to re-apply for voters who had requested their ballots before the November 8, 2022 General Election, ID requirements and information about how to request an accessible ballot.
- There should be a link to the vote-by-mail request form on the SOE website front page.
- The SOE website vote-by-mail tab must be updated to reflect all current requirements,
- Updates to the website information should be manually translated to Spanish, to the extent possible, and PDF files should also be language accessible.

Information on social media:

It is critical that the Supervisor of Elections office uses every tool at its disposal to educate voters about changes to vote-by-mail. At a minimum, we ask that you:

- Post periodically on official SOE social media channels directing voters to visit the SOE website to apply or re-apply for a vote-by-mail ballot. These could be a variation of images, text and videos. In the months leading up to a request deadline, posts should occur more frequently.
- Posts should include in-language information on assistance available for voters whose preferred language is not English.

Additional outreach considerations may include:

- Collaborate with City and Town Clerks to share key electoral information through municipal newsletters and other means of outreach.
- Local print, radio, and digital media outlets.
- SOE email lists.
- SOE text lists.
- Participation at community events.

As we approach the 2023 legislative session, we also look forward to legislation that ensures the allocation of funds to implement these steps, and we hope we can find more ways to collaborate with your office to reach out to and educate voters.

Cordially,

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