

# **VOLUNTARY VOTING SYSTEM GUIDELINES – VOLUME 1**

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## **Voting System Performance Guidelines**

# 1 Introduction

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# 1 Introduction

## 2 1.1 Purpose and Scope of the Voluntary Voting System 3 Guidelines

4 The purpose of the *Voluntary Voting System Guidelines* (hereinafter referred to as *VVSG* or  
5 the *Guidelines*) is to provide a set of specifications and requirements against which voting  
6 systems can be tested to determine if they provide all the basic functionality, accessibility,  
7 and security capabilities required of voting systems. The *VVSG* specifies the functional  
8 requirements, performance characteristics, documentation requirements, and test evaluation  
9 criteria for the national certification of voting systems. To the extent possible, these  
10 requirements and specifications are described so they can be assessed by a series of defined,  
11 objective tests. The *VVSG* is composed of two volumes: Volume 1, *Voting System*  
12 *Performance Guidelines*, and Volume 2, *National Certification Testing Guidelines*.

13 The *VVSG* is one of several inter-related EAC promulgated guidelines and programs  
14 concerned with maintaining the reliability and security of voting systems and the integrity of  
15 the overall election process. National certification testing of voting systems is restricted to  
16 testing labs that have been formally accredited to be technically competent to evaluate  
17 systems for conformance to the *Voting System Performance Guidelines*. The National  
18 Association of State Election Directors (NASED) initiated the independent testing authority  
19 accreditation program for voting system test labs in 1994, applying the standards and  
20 procedures in NASED Program Handbook 9201 (Revision A). With the passage of the Help  
21 America Vote Act (HAVA), this responsibility transitioned to the Election Assistance  
22 Commission (EAC) with support from the National Voluntary Laboratory Accreditation  
23 Program (NVLAP). This program is operated by the National Institute of Standards and  
24 Technology (NIST), applying the standards and procedures in NIST Handbook 150-22,  
25 *NVLAP Voting System Testing*.

26 The *VVSG* and the test lab accreditation process are essential components of the EAC  
27 National Certification Program for voting systems. This program applies the standards and  
28 procedures documented in the EAC voting system certification manual. HAVA Section 231  
29 charges EAC with providing for the certification, decertification and recertification of voting  
30 systems. Under this program national certification is just the first step of the life cycle  
31 process of maintaining the reliability and security of the voting systems used in the nation's  
32 elections. To carry out this mandate, the EAC program will include monitoring of voting  
33 system performance through incident reporting by election officials and others. The  
34 certification program will maintain information on the quality assurance practices associated  
35 with the development and manufacturing of voting systems. When a system has successfully  
36 completed the certification process, the EAC program requires a copy of the certified voting  
37 system software to be provided to the National Software Reference Library operated by

1 NIST. This will enable election officials to validate that the software received by their  
2 jurisdictions is the same as the certified version.

3 The VVSG notes the need for appropriate procedures to complement and supplement the  
4 technical requirements for voting system performance. It is well known that deficiencies in  
5 election management and administration procedures can have just as much impact on the  
6 enfranchisement of voters and the outcome of elections as the functioning of the voting  
7 machines. The overall integrity of the election process depends on both of these elements  
8 working together. EAC and NASED have instituted a multi-year effort to develop a  
9 comprehensive set of election management guidelines that will complement the technical  
10 system guidelines, as well as cover other elements of the election process.

11 Except as noted below, VVSG Volume I, *Voting System Performance Guidelines*, applies to  
12 all system hardware, software, telecommunications, and documentation intended for use to:

- 13 • Prepare the voting system for use in an election
- 14 • Produce the appropriate ballot formats
- 15 • Test that the voting system and ballot materials have been properly prepared and are  
16 ready for use
- 17 • Record and count votes
- 18 • Consolidate and report election results
- 19 • Display results on-site or remotely
- 20 • Produce and maintain comprehensive audit trail data

21 Some voting systems use one or more commercial off-the-shelf (COTS) devices (such as  
22 card readers, printers, and personal computers) or software products (such as operating  
23 systems, programming language compilers, and database management systems). These  
24 devices and products are exempt from certain portions of system certification testing, as long  
25 as they are not modified for use in the voting system.

26 VVSG Volume 2, *National Certification Testing Guidelines*, describes the testing process  
27 that is designed to provide a documented independent verification by an accredited testing  
28 laboratory that a voting system has been demonstrated to conform to the Volume 1  
29 requirements and therefore should receive national certification. It provides specific detail  
30 about the testing process and documentation requirements required to support the national  
31 certification program.

## 32 **1.2 Use of the Voluntary Voting System Guidelines**

33 The *Guidelines* are intended for use by multiple audiences to support their respective roles in  
34 the development, testing, and acquisition of voting systems:

- 35 • The accredited testing laboratories who use this information to develop test plans and  
36 procedures for the analysis and testing of systems in support of the national  
37 certification testing process

- 1 • State and local election officials who are evaluating voting systems for potential use
- 2 in their jurisdictions
- 3 • Voting system designers and manufacturers who need to ensure that their products
- 4 fulfill all these requirements so they can be certified

## 5 **1.3 Evolution of Voting System Standards**

### 6 **1.3.1 Federal Election Commission**

7 The first voting system standards were issued in January 1990, by the Federal Election  
8 Commission (FEC). This document included performance standards and testing procedures  
9 for Punchcard, Marksense, and Direct Recording Electronic (DRE) voting systems. These  
10 standards did not cover paper ballot and mechanical lever systems because paper ballots are  
11 sufficiently self-explanatory not to require technical standards and mechanical lever systems  
12 are no longer manufactured or sold in the United States. The FEC also did not incorporate  
13 requirements for mainframe computer hardware because it was reasonable to assume that  
14 sufficient engineering and performance criteria already governed the operation of mainframe  
15 computers. However, vote tally software installed on mainframes was covered.

16 A national testing effort was initiated by NASED in 1994. As the system qualification  
17 process matured and qualified systems were used in the field, the NASED Voting Systems  
18 Board, in consultation with the testing labs, identified certain testing issues that needed to be  
19 resolved. Moreover, rapid advancements in information and personal computer technologies  
20 introduced new voting system development and implementation scenarios not contemplated  
21 by the 1990 Standards.

22 In 1997, NASED briefed the FEC on the importance of keeping the Standards up-to-date.  
23 Following a Requirements Analysis completed in 1999, the FEC initiated an effort to revise  
24 the 1990 Standards to reflect the evolving needs of the elections community. This resulted in  
25 the 2002 Voting System Standards.

26 Voters and election officials who use voting systems represent a broad spectrum of the  
27 population, and include individuals with disabilities who may have difficulty using  
28 traditional voting systems. In developing accessibility provisions for the 2002 Voting  
29 System Standards, the FEC requested assistance from the Access Board, the federal agency  
30 in the forefront of promulgating accessibility provisions. The Access Board submitted  
31 technical standards to meet the diverse needs of voters with a broad range of disabilities.  
32 The FEC adopted the entirety of the Access Board's recommendations and incorporated  
33 them into the 2002 Voting Systems Standards.

## 1 **1.3.2 Election Assistance Commission**

2 In 2002, Congress passed the Help America Vote Act, which established the U.S. Election  
3 Assistance Commission (EAC). EAC was mandated to develop and adopt new voluntary  
4 voting system guidelines and to provide for the testing, certification, and decertification of  
5 voting systems. HAVA also established the Technical Guidelines Development Committee  
6 (TGDC) with the duty of assisting the EAC in the development of the new guidelines. The  
7 Director of NIST chairs the TGDC, and NIST was tasked to provide technical support to  
8 their work. The TGDC delivered their initial set of recommendations to the EAC in May,  
9 2005.

10 The TGDC built on the foundation of the 2002 Voting Systems Standards and the  
11 accessibility provisions of HAVA to expand requirements for voting system usability and  
12 accessibility. HAVA mandates that voting systems shall be accessible for individuals with  
13 disabilities in a manner that provides the same opportunity for access and participation  
14 (including privacy and independence) as for other voters. To facilitate the ability of  
15 jurisdictions to meet these requirements, HAVA allows for the use of at least one direct  
16 recording electronic or other voting system equipped for individuals with disabilities at each  
17 polling place. Implementing this provision, however, will not entirely eliminate the necessity  
18 of accommodating the needs of some disabled voters by human assistance, given the  
19 limitations of current technology.

20 The 2005 VVSG is the culmination of sixteen months of effort by the TGDC, NIST and the  
21 EAC. There is still much to be done to further develop the technical guidelines for voting  
22 system performance, accessibility and usability features, and security. Further work is also  
23 needed for the specification of comprehensive standard test suites for certification testing, to  
24 include testing for usability and accessibility features and expanded security testing.

## 25 **1.4 Overview of National, State and Local Voting System Testing**

### 26 **1.4.1 The National Certification Program for Voting Systems**

27 The purpose of the national certification program is to validate and document, through an  
28 independent testing process, that voting systems meet the requirements set forth in VVSG  
29 Volume 1 - Voting System Performance Guidelines, and perform according to the vendor's  
30 specifications for the system. Volume 1 specifies the minimum functional requirements,  
31 performance characteristics, documentation requirements, and test evaluation criteria that  
32 voting systems must meet in order to receive national certification. More than forty [need to  
33 get final version of this number] States require that a voting system must have national  
34 certification before it can be considered for purchase within that State.

35

1 National certification testing can only be performed by testing labs that have been accredited  
2 for demonstrated technical competence to test voting systems using these Guidelines.  
3 Volume 2 of the VVSG - National Certification Testing Guidelines - provides guidance on  
4 the testing process and describes the associated documentation requirements. These tests  
5 encompass the examination of software; the inspection and evaluation of system  
6 documentation; tests of hardware under conditions simulating the intended storage,  
7 operation, transportation, and maintenance environments; operational tests to validate system  
8 performance and function under normal and abnormal conditions; and examination of the  
9 vendor's system development, testing, quality assurance, and configuration management  
10 practices. Certification tests address individual system components or elements, as well as  
11 the integrated system as a whole.

12 Since 1994, testing of voting systems has been performed by Independent Test Authorities  
13 (ITAs) certified by the National Association of State Election Directors (NASSED). Upon the  
14 successful completion of testing, the ITA issued a Qualification Test Report to the vendor  
15 and NASSED. The Technical Committee of the NASSED Voting Systems Board would review  
16 the test report and, if satisfactory, issue a Qualification Number. The Qualification Number  
17 remains valid for as long as the voting system remains unchanged.

18 HAVA mandates that the certification testing process be transferred from NASSED to EAC.  
19 National certification testing complements and evaluates the vendor's developmental testing  
20 and beta testing. The test lab is expected to evaluate the completeness of the vendor's  
21 developmental test program, including the sufficiency of vendor tests conducted to  
22 demonstrate compliance with the Guidelines as well as the system's performance  
23 specifications. The test lab undertakes sample testing of the vendor's test modules and also  
24 designs independent system-level tests to supplement and check those designed by the  
25 vendor. Although some of the certification tests are based on those prescribed in the Military  
26 Standards, in most cases the test conditions are less stringent, reflecting commercial, rather  
27 than military, practice.

28 Upon review of test reports and a determination that satisfactory results were achieved that  
29 address the full scope of testing, EAC will issue a Certification Number that indicates the  
30 system has successfully completed testing by an accredited test lab for compliance with the  
31 Guidelines. The Certification Number applies to the system as a whole and does not apply to  
32 individual system components or untested configurations.

33 After a system has completed initial certification testing, further examination of the system is  
34 required if modifications are made to hardware, software, or telecommunications, including  
35 the installation of software on different hardware. Vendors request review of modifications  
36 by the test lab based on the nature and scope of changes made. The test lab will assess  
37 whether the modified system should be resubmitted for certification testing and the extent of  
38 testing to be conducted and will provide an appropriate recommendation to the EAC and the  
39 vendor.

40 Generally, a voting system remains certified under the standards against which it was tested,  
41 as long as no modifications requiring recertification have been made to the system. However,  
42 if a new threat to a particular voting system is discovered, it is the prerogative of EAC to

1 determine which certified voting systems are vulnerable, whether those systems need to be  
2 retested, and the specific tests to be conducted. In addition, when new requirements  
3 supersede the requirements under which the system was certified, it is the prerogative of  
4 EAC to determine when systems that were certified under the earlier requirements will need  
5 to be re-tested to meet the current guidelines.

## 6 **1.4.2 State Certification Testing**

7 State certification tests are performed by individual states, with or without the assistance of  
8 outside consultants, to:

- 9 • Confirm that the voting system presented is the same as the one certified under the  
10 Guidelines
- 11 • Test for the proper implementation of state-specific requirements
- 12 • Establish a baseline for future evaluations or tests of the system, such as acceptance  
13 testing or state review after modifications have been made
- 14 • Define acceptance tests

15 State certification test scripts are not included in the Guidelines, as they must be defined by  
16 the state, with its laws, election practices, and needs in mind. However, it is recommended  
17 that they not duplicate the national certification tests, but instead focus on functional tests  
18 and qualitative assessment to ensure that the system operates in a manner that is acceptable  
19 under state law. If a voting system is modified after state certification is completed, it is  
20 recommended that states reevaluate the system to determine if further certification testing is  
21 warranted.

22 Certification tests performed by individual states typically rely on information contained in  
23 documentation provided by the vendor for system design, installation, operations, required  
24 facilities and supplies, personnel support and other aspects of the voting system. States and  
25 jurisdictions may define information and documentation requirements additional to those  
26 defined in the Guidelines. By design, the Guidelines do not address these additional  
27 requirements. However, national certification testing will address all the capabilities of a  
28 voting system stated by the vendor in the system documentation submitted with the testing  
29 application to the EAC, including additional capabilities required by the States.

## 30 **1.4.3 Acceptance Testing**

31 Acceptance tests are performed at the state or local jurisdiction level upon system delivery by  
32 the vendor to:

- 33 • Confirm that the system delivered is the specific system certified by EAC and, when  
34 applicable, certified by the state

- 1       • Evaluate the degree to which delivered units conform to both the system
  - 2       characteristics specified in the procurement documentation, and those demonstrated
  - 3       in the national and state certification tests
  - 4       • Establish a baseline for any future required audits of the system
- 5       Some of the operational tests conducted during certification may be repeated during
- 6       acceptance testing.

## 7       **1.5 Definitions, References, and Types of Voting Systems**

### 8       **1.5.1 Definitions and References**

9       The Guidelines contain terms describing function, design, documentation, and testing

10      attributes of voting system hardware, software and telecommunications. Unless otherwise

11      specified, the intended sense of technical terms is that which is commonly used by the

12      information technology industry. In some cases terminology is specific to elections or voting

13      systems. A glossary of terms is contained in Appendix A. Non-technical terms not listed in

14      Appendix A shall be interpreted according to their standard dictionary definitions.

15      There are a number of technical standards that are incorporated in the Guidelines by

16      reference. These are referred to by title in the body of the document. The full citations for

17      these publications are provided in Appendix B. In addition, this appendix includes other

18      references that may be useful for understanding and interpretation.

### 19      **1.5.2 Types of Voting Systems**

20      HAVA Section 301 defines a voting system as the total combination of mechanical,

21      electromechanical, or electronic equipment (including the software, firmware, and

22      documentation required to program, control, and support the equipment), that is used to

23      define ballots; to cast and count votes; to report or display election results; and to maintain

24      and produce any audit trail information. In addition, a voting system includes the practices

25      and associated documentation used to identify system components and versions of such

26      components; to test the system during its development and maintenance; to maintain records

27      of system errors and defects; to determine specific system changes made after initial

28      certification; and to make available any materials to the voter (such as notices, instructions,

29      forms, or paper ballots).

30      Traditionally, a voting system has been defined by the mechanism the system uses to cast

31      votes and further categorized by the location where the system tabulates ballots. In addition

32      to defining a common set of requirements that apply to all voting systems, the VVSG states

1 requirements specific to a particular type of voting system, where appropriate. However, the  
2 Guidelines recognize that as the industry develops new solutions and the technology  
3 continues to evolve, the distinctions between voting system types may become blurred. The  
4 fact that the VVSG refers to specific system types is not intended to stifle innovations that  
5 may be based on a more fluid understanding of system types. However, appropriate  
6 procedures must be in place to ensure new developments provide the necessary integrity and  
7 can be properly evaluated in the certification process.

8 Consequently, vendors that submit a system that integrates components from more than one  
9 traditional system type or a system that includes components or technology not addressed in  
10 the Guidelines shall submit the results of all beta tests of the new system when applying for  
11 national certification. Vendors shall also submit a proposed test plan to the EAC for use in  
12 national certification testing. The Guidelines permit vendors to produce or utilize  
13 interoperable components of a voting system that are tested within the full voting system  
14 configuration.

15 The listing below summarizes the functional requirements that HAVA Section 301 mandates  
16 to assist voters. While these requirements may be implemented in a different manner for  
17 different types of voting systems, all types of voting systems must provide these capabilities:

- 18 • permit the voter to verify (in a private and independent manner) the vote selected by  
19 the voter on the ballot before the ballot is cast and counted
- 20 • provide the voter with the opportunity (in a private and independent manner) to  
21 change the ballot or correct any error before the ballot is cast and counted
- 22 • notify the voter if he or she has selected more than one candidate for a single office,  
23 inform the voter of the effect of casting multiple votes for a single office, and provide  
24 the voter an opportunity to correct the ballot before it is cast and counted
- 25 • be accessible for individuals with disabilities in a manner that provides the same  
26 opportunity for access and participation (including privacy and independence) as for  
27 other voters
- 28 • provide alternative language accessibility pursuant to Section 203 of the Voting  
29 Rights Act

### 30 **1.5.2.1 Paper-Based Voting System**

31 A Paper-Based Voting System records votes, counts votes, and produces a tabulation of the  
32 vote count from votes cast on paper cards or sheets. A marksense (also known as optical  
33 scan) voting system allows a voter to record votes by making marks directly on the ballot,  
34 usually in voting response locations. Additionally, a paper-based system may allow for the  
35 voter's selections to be indicated by marks made on a paper ballot by an electronic input  
36 device, as long as such an input device does not independently record, store, or tabulate the  
37 voter selections.

## 1 **1.5.2.2 Direct Recording Electronic Voting System**

2 A Direct Recording Electronic (DRE) Voting System records votes by means of a ballot  
3 display provided with mechanical or electro-optical components that can be activated by the  
4 voter; that processes data by means of a computer program; and that records voting data and  
5 ballot images in memory components. It produces a tabulation of the voting data stored in a  
6 removable memory component and as printed copy. The system may also provide a means  
7 for transmitting individual ballots or vote totals to a central location for consolidating and  
8 reporting results from precincts at the central location.

## 9 **1.5.2.3 Public Network Direct Recording Electronic Voting** 10 **System**

11 A Public Network Direct Recording Electronic (DRE) Voting System is an election system  
12 that uses electronic ballots and transmits vote data from the polling place to another location  
13 over a public network. Vote data may be transmitted as individual ballots as they are cast,  
14 periodically as batches of ballots throughout the election day, or as one batch at the close of  
15 voting. For purposes of the Guidelines, Public Network DRE Voting Systems are considered  
16 a form of DRE Voting System and are subject to the standards applicable to DRE Voting  
17 Systems. However, because transmitting vote data over public networks relies on equipment  
18 beyond the control of the election authority, the system is subject to additional threats to  
19 system integrity and availability. Therefore, additional requirements are applied to provide  
20 appropriate security for data transmission.

21 The use of public networks for transmitting vote data must provide the same level of integrity  
22 as other forms of voting systems, and must be accomplished in a manner that precludes three  
23 risks to the election process: automated casting of fraudulent votes, automated manipulation  
24 of vote counts, and disruption of the voting process such that the system is unavailable to  
25 voters during the time period authorized for system use.

## 26 **1.5.2.4 Precinct Count Voting System**

27 A Precinct Count Voting System is a voting system that tabulates ballots at the polling place.  
28 These systems typically tabulate ballots as they are cast and print the results after the close of  
29 polling. For DREs, and for some paper-based systems, these systems provide electronic  
30 storage of the vote count and may transmit results to a central location over public  
31 telecommunication networks.

## 1 **1.5.2.5 Central Count Voting System**

2 A Central Count Voting System is a voting system that tabulates ballots from multiple  
3 precincts at a central location. Voted ballots are typically placed into secure storage at the  
4 polling place. Stored ballots are transported or transmitted to a central counting place. The  
5 systems produce a printed report of the vote count, and may produce a report stored on  
6 electronic media.  
7

## 8 **1.6 Conformance Clause**

### 9 **1.6.1 Scope and Applicability**

10 The Voluntary Voting System Guidelines define requirements for conformance of voting  
11 systems that voting system vendors shall meet. The Guidelines also provide the framework,  
12 procedures, and requirements that testing labs responsible for the testing of voting  
13 certification systems shall follow. The requirements and procedures in the Guidelines may  
14 also be used by States to certify voting systems. To ensure that correct voting system  
15 software has been distributed without modification, the Guidelines include requirements for  
16 certified voting system software to be deposited in a national software repository. This  
17 provides an independent means for election officials to verify the software they purchase.  
18

19 The Guidelines define the minimum requirements for voting systems and the process of  
20 testing voting systems. The guidelines are intended for use by:

- 21 • Designers and manufacturers of voting systems
- 22 • Test labs performing the analysis and testing of voting systems in support of the EAC  
23 national certification process
- 24 • National software repositories, either maintained by the National Institute of  
25 Standards and Technology (NIST) or by another EAC designated repository
- 26 • Election officials, including ballot designers and officials responsible for the  
27 installation, operation, and maintenance of voting machines
- 28 • Test labs and consultants performing the state certification of voting systems

29

1 Minimum requirements specified in these guidelines include:

- 2 • Functional capabilities
- 3 • Performance characteristics, including security
- 4 • Documentation
- 5 • Test evaluation criteria

## 6 **1.6.2 Conformance Framework**

7 This section provides the framework in which conformance is defined. It identifies the  
8 entities to which these guidelines apply, the relationships among the various entities, the  
9 structure of the requirements, and the terminology used to indicate conformance.

### 10 **1.6.2.1 Applicable Entities**

11 The requirements, prohibitions, options, and guidance specified in these guidelines apply to  
12 voting systems, voting system vendors, test labs, and software repositories.

13 In general, requirements for voting systems in these guidelines apply to all types of voting  
14 systems, unless prefaced with explanatory narrative applicability identifying limited to a  
15 specific typed system. Other terms in these guidelines shall be construed as synonymous with  
16 “voting systems.” They are: “systems”, “the system”, “the voting system”, and “each voting  
17 system”.

18 The term “voting system vendor” imposes system documentation or testing requirements for  
19 the manufacturer or vendor. Other terms in these guidelines shall be construed as  
20 synonymous with “voting system vendor.” They are: “vendors”, “the vendor”,  
21 “manufacturer or vendor”, “voting system designers”, and “implementer”.

22 The terms used to designate requirements and procedural guidelines for national certification  
23 testing laboratories are indicated by referring to “testing authorities”, “test labs”, and  
24 “accredited test labs”. The term “repository” will be used to designate requirements levied on  
25 the National Software Reference Library repository maintained at NIST or any other  
26 designated repository.

### 27 **1.6.2.2 Relationships Among Entities**

28 It is the voting system vendor that needs to implement these requirements and provide the  
29 necessary documentation for the system. In order to claim conformance to the Guidelines,  
30 the voting system vendor shall satisfy the specified requirements, including implementation  
31 of functionality, prescribed software coding and assurance practices, and preparation of the

1 Technical Data Package. The voting system vendor shall successfully complete the  
2 prescribed test campaign with an EAC accredited voting system test lab.

3 The accredited test lab shall satisfy the requirements for conducting certification testing. The  
4 test lab may use an operational environment emulating that used by election officials as part  
5 of their testing to ensure that the voting system can be configured and operated in a secure  
6 and reliable manner according to the vendor’s documentation and as specified by the  
7 Guidelines. The test lab shall coordinate and deliver the requisite documentation and final  
8 test report to the EAC for review. Upon issuance of a certification number by the EAC, the  
9 test lab shall deposit a copy of the certified voting system software with the National  
10 Software Reference Library.

11 The EAC shall review the test results and associated documentation and make a  
12 determination that all requirements have been appropriately tested and the test results are  
13 acceptable. The EAC will issue a national certification number that indicates conformance of  
14 the specified system with these Guidelines.

15 The National Software Reference Library (NSRL) shall create a digital signature of the  
16 voting system software provided by the test lab. This information will be posted to a website  
17 so election officials can compare the digital signature of the software provided to them by the  
18 voting system vendor with this certified reference. The NSRL shall maintain this reference  
19 information until notified by the EAC that it can be archived.

## 20 **1.6.3 Structure of Requirements**

21 Each voting system requirement in Volume I is identified according to a hierarchical scheme  
22 in which higher-level requirements (such as “provide accessibility for visually impaired  
23 voters”) are supported by lower-level requirements (e.g., “provide an audio-tactile  
24 interface”). Thus, requirements are nested. When the nesting hierarchy has reached four  
25 levels (i.e. 1.1.1.1), further nested requirements are designated with lowercase letters, then  
26 roman numerals, then numbers. Therefore, all requirements are traceable by distinct  
27 reference insignia.

28 Some requirements are directly testable and some are not. The latter tend to be higher-level  
29 and are included because 1) they are testable indirectly insofar as their lower-level  
30 requirements are testable, and 2) they often provide the structure and rationale for the lower-  
31 level requirements. Satisfying the lower-level requirements will result in satisfying the  
32 higher-level requirement.

### 33 **1.6.3.1 Conformance Language**

34 The following keywords are used to convey conformance requirements:

- 1       • **Shall** – indicates a mandatory requirement in order to conform. Synonymous with “is  
2       required to.”
- 3       • **Is prohibited** –indicates a mandatory requirement that indicates something that is not  
4       permitted, in order to conform. Synonymous with “shall not.”
- 5       • **Should, is encouraged** - indicates an optional recommended action, one that is  
6       particularly suitable, without mentioning or excluding others. Synonymous with “is  
7       permitted and recommended.”
- 8       • **May** - indicates an optional, permissible action. Synonymous with “is permitted.”

9       This text is directly applicable to achieving conformance to this document. Informative parts  
10      of this document include examples, extended explanations, and other matter that contain  
11      information necessary for proper understanding of the Guidelines and conformance to it.

### 12    **1.6.3.2      Categorizing Requirements**

13    The Guidelines define a common set of requirements that apply to all types of electronic  
14    voting systems for the purpose of acquiring national certification. For example, the  
15    requirements implementing the alternative language accessibility mandated by HAVA 301(a)  
16    (4) must be met by all voting systems that will be used in instructions subject to Section 203  
17    in USC 1705 of the Voting Rights Act. Conversely, the requirements implementing the other  
18    HAVA Section 301(a) mandates, except for disability accessibility must be met by all voting  
19    systems.

20    In addition, the Guidelines categorize some requirements into related groups of functionality  
21    to address equipment type, ballot tabulation location, and voting system component (e.g.,  
22    election management system, voting station). Hence, all of the requirements contained in the  
23    Guidelines do not apply to all elements of all voting systems. For example, requirements  
24    categorized as applying to DRE systems are not applicable to paper-based voting. The  
25    requirements implementing the disability accessibility mandated by HAVA 301(a) (3) (A)  
26    are not required of all voting systems, only by those systems the vendor designates as  
27    accessible voting systems.

28    Among the categories defined in the VVSG are two types of voting systems with respect to  
29    mechanisms to cast votes – Paper-Based Voting Systems and Direct Recording Electronic  
30    (DRE) Voting Systems. Additionally, voting systems are further categorized by the locations  
31    where ballots are tabulated – Precinct Count Voting Systems, which tabulate ballots at the  
32    polling place, and Central Count Voting Systems, which tabulate ballots from multiple  
33    precincts at a central location. The Guidelines define specific requirements for systems that  
34    fall within these four categories as well as various combinations of these categories.

### 1 **1.6.3.3 Extensions**

2 Extensions are additional functions, features, and/or capabilities included in a voting system  
3 that are not required by the Guidelines. To accommodate the needs of states that may impose  
4 additional requirements and to accommodate changes in technology, these guidelines allow  
5 extensions. For example, the requirements for a voter verifiable paper audit trail feature will  
6 only be applied to those systems designated by the vendor as providing this feature. The use  
7 of extensions shall not contradict nor cause the nonconformance of functionality required by  
8 the Guidelines.

### 9 **1.6.4 Implementation Statement**

10 The voting system implementation statement describes the voting system and documents the  
11 VVSG Volume 1 requirements that have been implemented by the voting system. It can also  
12 identify optional features and capabilities supported by the voting system, as well as any  
13 extensions (i.e., additional functionality beyond what is required in the guidelines). The  
14 implementation statement will include a checklist identifying all the requirements for which  
15 a claim of conformance is made.

16 The implementation statement must be submitted with the vendor's application to the EAC  
17 for national certification testing. It must provide a concise summary and narrative description  
18 of the voting system's capabilities. It shall include identifying information about the voting  
19 system, including the hardware and software components, version number and date.

## **1.7 Effective Date**

The Voluntary Voting System Guidelines (VVSG) shall become effective for national certification testing 24 months after their final adoption by EAC. At that time, all new systems submitted for national certification shall be tested for conformance with these Guidelines. In addition, if a modification to a system certified or qualified to a previous standard is submitted for national certification after this date, every component of the modified system shall be tested using these Guidelines. All previous versions of national voting system standards will become obsolete upon this effective date.

These Guidelines are voluntary in that each of the states can decide whether to require the voting systems used in their state to have a national certification. States may decide to adopt these Guidelines in whole or in part at any time, irrespective of the effective date. In addition, States may specify additional requirements that voting systems in their jurisdiction must meet. The national certification program does not in any way pre-empt the ability of the States to have their own system certification process.

This VVSG effective date provision has no effect on the mandatory voting system requirements prescribed in Section 301(a) of the Help America Vote Act (HAVA), which States must comply with on or before January 1, 2006. The EAC issued Advisory 2005-004 to assist States in determining if a voting system is compliant with Section 301(a). This advisory is available on the EAC website at [www.eac.gov](http://www.eac.gov).