

Voters Registration-National Voters Registration Act

Policy: UMCHS WIC staff will provide potential voters with the opportunity to register to vote, will assist those participants who request help in completing the form, will send completed registration form to local election offices and will report registration to the Secretary of State's Office.

Purpose: To comply with the National Voters Registration Act (NVRA) and increase the number of citizens registered to vote.

Procedure:

- UMCHS WIC Staff will give all potential voters the opportunity to register to vote following the procedures outlined in Oregon WIC Policy 480.
- The WIC Clerk at each clinic is responsible for filing the declinations in a locked cabinet. The clerk will file the declinations by date so they may be retained for a period of two years.
- WIC staff will offer voter registration to all potential voters as they are checking them in for certification/recertification or after entering a participant reported address change into TWIST. When a potential voter reports an address change over the phone, WIC staff will offer to mail the voter registration form or e-mail the voter registration website link to the potential voter.
- The WIC Clerks in each clinic are responsible for mailing completed registration cards to their local county elections office on the last business day of each week. WIC clerks will also submit reports regarding numbers of registrations to the Secretary of States Elections division on the last business day of each week; see Oregon WIC Policy 480 10.0-10.4 for further guidance.
- Satellite clinic staff will bring all completed voter registration forms and materials back to their main clinic so completed voter registration paperwork may be handled as detailed in this policy.