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Dear Director of Elections:

As election day draws near, the American Bar Association shares the interests of all those seeking to ensure that the 2004 elections represent our trademark of democracy and are conducted in a way that bolsters public confidence in our electoral process. We realize the significant challenges faced by states and localities as they undertake the difficult task of implementing new voting procedures and mechanisms and would like to share with you the following information.

The ABA adopted a set of *Election Administration Guidelines* in 2001, following the aftermath of the 2000 presidential election. The *Guidelines* cover a broad range of subjects including voter education and registration to election day processes and recounts, and are intended to provide clear guidance and assistance to those individuals and entities responsible for administering federal, state and local elections. The complete *Guidelines*, are available at <http://www.abanet.org/publicserv/headingg3.htm>.

In addition, I enclose several copies of the ABA's Voter Rights and Responsibilities card. The ABA has produced and distributed thousands of these cards to organizations and individuals with the hope that they will help voters to avoid many common misunderstandings and mistakes that can lead to problems at the polling places. Written in clear, simple language, the card offers voters the information they need to ensure that they can cast their votes, and that their votes count.

We invite you to join us in distributing this information on election day. Please feel free to duplicate the enclosed card, or download camera-ready copy from the Standing Committee's Vote Website at <http://www.abanet.org/vote/votercard.pdf>.

Our nation's founders believed that an informed citizenry should, through its votes, make the most important decisions about the course of our nation. The citizens can – but only if they fully understand their rights and responsibilities as voters and have confidence that the electoral process is administered accurately and fairly.

We hope that this information and these guidelines will assist you as you administer the upcoming election.

Sincerely,



Robert D. Evans

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