

45-2 Instructions and Certification of Managers and Clerks in the Use of Vote Recorders.

Not less than ten nor more than twenty-one days before each election in counties in which vote recorders are to be used, the commissioners of elections or other electoral board shall instruct or cause to be instructed in the use of the vote recorder, and in their duties in connection therewith, the managers and clerks appointed to serve in such election, and who have not been previously instructed and found qualified. The commissioners of election or other electoral board shall give to each poll manager and clerk, who has received such instruction and is found qualified to conduct such election with the vote recorder, a certificate to that effect. For the purpose of giving such instructions, the commissioners of election or other electoral board shall call such meeting or meetings of managers and clerks as shall be necessary. Each manager and clerk shall, upon notice, attend such meeting or meetings called for his instruction and receive such instructions as shall be necessary for the proper conduct of the election with vote recorders. No manager or clerk shall serve at any election at which a vote recorder is used unless he shall have received such instructions, shall have been qualified to perform his duties in connection with the vote recorder, and shall have received a certificate to that effect from the commissioners of election or other electoral board. But nothing herein shall be construed to prevent the appointment of a person as a manager or clerk of election to fill a vacancy on the day of the election or on the preceding day.

Planning regulations

What I am writing about? (The overall topic of the regulations)

Why? (Purposes)

These rules will be successful if

[these people] _____

[do this] _____

Who? (Personas)

[These people]

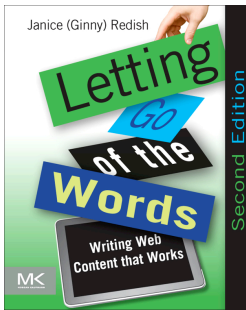
Adjectives or phrases to keep in mind

Examples: worried, tired, busy,
knows / doesn't know our jargon

What? (Conversations)

What are my key messages? (Separate the messages – one per line.)

A few resources for regulation writers and reviewers



Redish, Janice (Ginny),
Letting Go of the Words, 2nd edition,
Morgan Kaufmann / Elsevier, 2012

Although the focus is on web content,
this book is really about writing clearly
for all communications.

Books with guidelines for clear legal writing

Garner, Bryan, *Legal Writing in Plain English*, 2nd edition,
University of Chicago Press, 2013

Wydick, Richard, *Plain English for Lawyers*, 5th edition,
Carolina Academic Press, 2005

Books to convince you (and others) that clear legal writing is both possible and worth doing

Kimble, Joseph, *Writing for Dollars, Writing to Please:
The Case for Plain Language in Business, Government, and Law*,
Carolina Academic Press, 2012

Mellinkoff, David, *The Language of the Law* (reprint), Resource Publications,
2004

Mellinkoff, David, *Legal Writing: Sense and Nonsense*, West, 1982

Relevant web sites and specific web documents about plain language

www.centerforplainlanguage.org

www.plainlanguage.gov

Federal Plain Language Guidelines, December 2010

www.plainlanguage.gov/howto/guidelines/bigdoc/fullbigdoc.pdf

or

[http://www.plainlanguage.gov/howto/guidelines/FederalPLGuidelines/
index.cfm](http://www.plainlanguage.gov/howto/guidelines/FederalPLGuidelines/index.cfm)

Making Regulations Readable

<https://www.archives.gov/federal-register/write/plain-language/readable-regulations.html>

Relevant web sites and specific web documents about accessible PDFs

HHS Section 508 Resources

<http://www.hhs.gov/web/508/index.html>

The Social Security Administration Accessible Document
Authoring Guide

http://www.ssa.gov/webcontent/files/The_Social_Security_Administration_Accessible_Document_Authoring_Guide.pdf

GSA Tutorials, Guidance, Checklists

<http://www.gsa.gov/portal/content/103565>