



AUGUST 30, 2011 ELECTION PROCEDURE MANUAL

Including:

Instruction Manuals for Provisional and Voted Vote-by-Mail Ballots

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County Clerk-Recorder, Elections Division

Precinct Worker Phone Numbers:

Worker Information & Payroll questions (805) 781-4106 or
1-800-834-4636 ext. 4106

Election Day questions: 781-5236 or 1-800-834-4636 ext 5236

email: precinctworker@co.slo.ca.us

Website: www.slocounty.ca.gov/clerk

VOTER BILL OF RIGHTS

1. You have the right to cast a ballot if you are a valid registered voter.
A valid registered voter means a United States citizen who is a resident in this state, who is at least 18 years of age and not in prison or on parole for conviction of a felony, and who is registered to vote at his or her current residence address.
2. You have the right to cast a provisional ballot if your name is not listed on the voting rolls.
3. You have the right to cast a ballot if you are present and in line at the polling place prior to the close of polls.
4. You have the right to cast a secret ballot free from intimidation.
5. You have the right to receive a new ballot if, prior to casting your ballot, you believe you made a mistake.
If at any time before you finally cast your ballot, you feel you have made a mistake, you have the right to exchange the spoiled ballot for a new ballot. Vote-by-Mail voters may also request and receive a new ballot if they return their spoiled ballot to an elections official prior to the closing of the polls on Election Day.
6. You have the right to receive assistance in casting your ballot, if you are unable to vote without assistance.
7. You have the right to return a completed vote-by-mail ballot to any precinct in the county.
8. You have the right to election materials in another language, if there are sufficient residents in your precinct to warrant production.
9. You have the right to ask questions about election procedures and observe the election process.
You have the right to ask questions of the precinct board and election officials regarding election procedures and to receive an answer or be directed to the appropriate official for an answer. However, if persistent questioning disrupts the execution of their duties, the board or election officials may discontinue responding to questions.
10. You have the right to report any illegal or fraudulent activity to a local elections official or to the Secretary of State's Office.

If you believe you have been denied any of these rights,
or if you are aware of any election fraud or misconduct
please call the Secretary of State's confidential toll-free

VOTER PROTECTION HOTLINE
1-800-345-VOTE (8683)

OR

YOUR LOCAL ELECTION OFFICIAL'S TOLL FREE NUMBER
1-800-834-4636 Ext 5228

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WHAT'S NEW & REMINDERS FOR AUGUST 30th ELECTION

1. **ALL VOTE-BY-MAIL BALLOT ELECTION.** All City of San Luis Obispo voters will receive their ballots by mail. Ballots must be received by 8:00 pm on August 30th to be counted.
2. **FIVE DROP-OFF CENTERS.** On Election Day, there are no assigned polling places. Voters can go to any of the drop-off locations to return their voted vote-by-mail ballot or be issued and vote a provisional ballot.
3. **NO SET-UP ON MONDAY.** The 4 station voting booth for your facility will be delivered and set up by Elections staff by 7:00 am on Election Day.
4. **BLUE BAG WILL BE BALLOT BOX.** All ballots, provisional and vote-by-mail, will be deposited in the Blue Bag.
5. **MID-DAY PICK UP OF BALLOTS.** Elections staff will be picking up the Blue Bag from the morning and replacing it with an empty Blue Bag sometime around mid-day. This will allow us to get these ballots in our office sooner and ensure you have sufficient room in the Blue Bag for all ballots. If the Blue Bag seems to be filling up too fast (it can hold approximately 400 ballots) call the office for pickup.
 - a. When the Blue Bag is picked up move the Provisional Ballot and Vote-by-Mail Ballot Tally Sheet to the new Blue Bag. This will ensure a continuous tally of ballots.
 - b. Place the yellow copy of the Receipt for Voted Vote-by-Mail & Provisional Ballots in the **new** Blue Bag.
6. **NO AUTOMARK BALLOT MARKING DEVICES AT DROP-OFF CENTERS.** The AutoMARK ballot marking device will only be available at the Clerk-Recorder's Office.
7. **ELIGIBILITY OF VOTERS.** August 15, 2011 is the last day on which a voter may register (or re-register) to vote for the August 30th Special City of San Luis Obispo Election.

INSPECTORS' PRE-ELECTION CHECKLIST

1. Check the Election Supplies

	Inventory the Supply Tub using Supply Tub Contents List & Envelopes in Tub as soon as possible after it is received and no later than 8/29/11.
	Count Pads of ballots. Ballots are padded and stapled in 50's. Compare count to Provisional Ballot Quantity Worksheet to ensure correct number of ballots received.

2. Prepare Provisional Ballot Statement; know how to assemble Blue Bag

	Enter TOTAL number of Provisional Ballots on line 1 of the Provisional Ballot Statement (from the Provisional Ballot Quantities Worksheet)
	Place the Provisional Ballot Quantities Worksheet and the Provisional Ballot Statement back in the Blue Bag. DO NOT SEAL BLUE BAG.
	Ensure you know how to assemble the Blue Bag. (Instructions are located online: www.slocounty.ca.gov/clerk -- under Elections and Voting, see the precinct worker information & look for the video.)

3. Contact Precinct Board Members and drop off facility

	Call all Board members before the election. Discuss the following items:
	What time to arrive Election morning (no later than 6:30 am)
	Explain the scheduling of break and meal times.
	Ask if they have any special needs on Election day
	Plan a tentative Worker schedule. Include periodic rotation, breaks, and meal times. MAKE SURE ALL WORKERS ARE BACK FROM DINNER BEFORE 5PM.
	Contact Facility to ensure access by 6:30 am on Election Day. See any information provided for your drop off center location.

Store supplies in a secure location inside to safeguard against unwarranted access.
Immediately report discrepancies or missing items to the Elections Office

For Non-Adopt-a-Poll Inspectors:

- If there are changes to the board members at your location, notification will be sent at the time the changes are made.
- If a worker does not show up, contact the Elections office immediately so a replacement worker can be sent.

TO REPORT ANY PROBLEMS OR FOR ANY QUESTIONS
Contact the Elections Office at 781-5236 or 1-800-834-4636 EXT. 5236
email: precinctworker@co.slo.ca.us

Election Morning Setup

Inspectors: assign the following set-up tasks to different workers to be completed before the polls open.

One worker		One worker	
	Post all inside signs: No Cell phone usage, return ballots here, voter bill of rights		Hang the flag, with the Union Jack (blue field of stars) in the upper left hand corner, outside the polling place.
	Assemble Blue Bag. Do not affix seal until first voter has verified the bag is empty.		Strategically place the VOTE HERE signs so voters coming from different locations can find the polling place.
			Post "100 feet" sign and "Polling place" sign 100 feet from the entrance to the poll

One Worker		Inspector	
	Post "Voting Instructions" in each booth, unless already posted. Note: 4 station voting booth will be delivered Election morning by Elections staff.		Set up Precinct table: lay out one packet of provisional ballots (start with lowest number)
	Clip ballot marking pens to each booth.		Check that perforation on ballots is correct. (Separating stub from ballot at top). Call if not correct.
			Review checklist to make sure all tasks have been completed.

Signatures Required:

Items which are to be signed at the opening of Election Day

What to Sign		Who signs	Where it goes now
	Declaration Page (inside first page of the Provisional Roster), should be signed when worker starts their shift	ALL WORKERS AT <u>YOUR</u> LOCATION	Stays in the Provisional Roster (goes in Envelope 2 after Polls close)
	Payroll Sheet (Loose in Supply Tub, should be signed when worker starts their shift)	ALL WORKERS AT <u>YOUR</u> LOCATION	Envelope 2

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Opening the Polls

To Commence the Voting Process:

At 7am promptly open the polls and proclaim aloud:

The Polls Are Now Open



First Voter Procedure

1. Open the **Blue Bag** for the first voter who will verify the Blue Bag is **EMPTY**.



2. Seal the Blue Bag.



3. Voter drops ballot in Blue Bag.
4. Complete the Official Blue Bag Seal Certification. Keep available for Election Staff for Mid-Day Exchange.
5. At Mid-Day Exchange any person can verify New Blue Bag is empty.
 - a. Seal New Blue Bag
 - b. Move Provisional/Vote-by-Mail Ballot Tally Sheet to New Blue Bag
 - c. Place yellow copy of Receipt for Voted Vote-by-Mail & Provisional Ballots in New Blue Bag
6. Complete the Official Blue Bag Seal Certification-New Blue Bag Seal at Mid-Day Exchange portion.
7. Place Certification in New Blue Bag.

PROVISIONAL BALLOTS AND RETURNED VOTED VOTE-BY-MAIL BALLOTS

Reminders:

- Provisional Ballot Statement must be completed upon closing. See page 19 for Provisional Closing Procedures.
- Provisional/Vote-by-Mail Tally Sheet is last page(s) of Provisional Roster.
- **Do not open the Blue Bag once it is sealed Election Morning**, unless instructed to do so by the Election Office. Elections staff will pick up the Blue Bag with voted ballots mid-day and replace it with an empty bag.
- **Do not put surrendered and spoiled ballots in the Blue Bag.** Place them in Envelope 5.

Before the Polls Open:

Blue Bag Contents		Instructions
	Envelope 2	Place on table out of voters' way.
	Pink Provisional Voter Information Pad	Place on table. Give to each provisional voter.
	Pink Provisional Roster (in binder)	Remove Tally Sheet (last page) and tape to assembled Blue Bag
	Provisional Envelopes (white with pink border)	Place on table. Envelope will be completed by voter and clerk.
	Green Vote-by-Mail ID envelopes	Place on table.
	Voter Registration Cards	Place on table. Give to voters needing to update their information
	Official Blue Bag Seal Certification	Keep available for Election Staff. Place in new Blue Bag after Mid-Day Exchange.

Assemble Blue Bag. Clerk-Recorder staff will be there if you have questions. Do not seal the bag until the first voter has verified the bag is empty.

Steps for Issuing a Provisional Ballot

For this election, any voter who arrives at the drop off center without a vote-by-mail ballot to be turned in will vote a provisional ballot.

REMINDER: FOLD THE PROVISIONAL BALLOT ALONG THE SCORE LINES BEFORE ISSUING TO VOTER WITH ENVELOPE

	Have Voter complete the Provisional Ballot Envelope. Remind voter to read the “Voter Declaration” and sign his/her name. If the envelope cannot be read or is not signed, the ballot cannot be counted. Check for legibility before the voter leaves.
	Complete the “Precinct Worker” section of the Provisional Envelope with the: Drop off center location (Precinct Number), Check the reason “VBM Voter No Ballot to Surrender” and add any comments.
	Write the voter’s name and residence address in the Provisional Roster. Have voter sign next to the address in the Provisional Roster.
	Issue the provisional ballot.
	Fold the ballot along the horizontal score lines so it fits in the envelope and hand ballot and envelope to the voter. Instruct voter on how to complete the ballot, if needed.
	Remind voter to return the envelope/ballot to the Clerk, not the Blue Bag. When the envelope/ballot is returned, verify again the information has been completed and legible.
	Place ballot in envelope and seal. Either Clerk or Voter may seal the ballot.
	Place sealed, voted ballot in the Blue Bag.
	Mark one number off on the Provisional Ballot Tally Sheet taped on the Blue Bag.
	Hand voter the Pink Provisional Voter Information Form. Remind voter he/she may call the Elections Office to find out whether or not the ballot was counted in approximately 5 days.
	Voters with new address or name should be given a new Voter Registration Card. Completed VRCs are placed in Envelope 2.

VOTING TWICE IN THE SAME ELECTION IS A FELONY

PRECINCT WORKER – Complete this section **PRECINCT NUMBER** _____

VBM voter- No ballot to surrender I.D. Required- No Identification

Name not on Roster Voter claims different Political Party than shown on Roster. Write in Party of ballot

Other: _____ issued to voter: _____ (Primary election only)

VOTER- Complete and sign below or your ballot will not be counted

Last Name _____ First Name _____ Middle Initial _____

Current Residence Address (Not P.O. Box) _____ City _____

Mailing Address (If different from above) _____

Date of Birth _____ CA Driver's License or ID# (Mandatory) _____ Place of Birth _____

Voter Declaration: I declare under penalty of perjury that I reside at the address listed above and have not previously voted in this election either by vote-by-mail ballot or at any other polling place. I declare that I am a US citizen, a resident of California, not in prison or on parole for the conviction of a felony and at least 18 years of age at the time of the election.

X _____
Voter's Signature

Date: _____

PROVISIONAL BALLOT ENVELOPE
OFFICE USE ONLY

VOTER ID: _____	Verified by: _____
<input type="checkbox"/> COUNT	<input type="checkbox"/> NO COUNT
Precinct Voted: _____ BT: _____	<input type="checkbox"/> Not Registered
Correct Precinct: _____ BT: _____	<input type="checkbox"/> Signature does not match
Party Registered: _____	<input type="checkbox"/> Cancelled
(Primary Only)	<input type="checkbox"/> Already Voted VBM
Party Voted: _____	<input type="checkbox"/> No Ballot Enclosed
<input type="checkbox"/> REMAKE	<input type="checkbox"/> No Signature
	<input type="checkbox"/> Other: _____

SEND VRC

SIGNATURE UPDATE

NAME CHANGE

Returned Voted Vote-by-Mail Ballots

DO NOT HAVE THESE VOTERS SIGN THE PROVISIONAL ROSTER

Voter turns in Own Ballot in ID Envelope

	A voter may turn in his/her voted Vote-by-Mail Ballot at any Drop-Off Center.
	The ballot must say San Luis Obispo County on the front of the envelope.
	The voter has signed the ID Envelope. Voter must SIGN on the line provided on the ID Envelope or it will not be counted.
	Place the sealed envelope in the Blue Bag.
	Mark one number off the Returned Voted Vote by Mail Ballots Tally Sheet taped on the Blue Bag.

Voter Returns Voted Ballot; Does Not Have the ID Envelope

	Give the Voter a Green ID envelope.
	Have the voter complete the ID envelope: Printed Name, Residence Address and SIGNATURE (example next page) .
	Look to see the voter printed legibly BEFORE the voter leaves.
	Have voter place ballot inside the envelope and seal it.
	Place sealed envelope in the Blue Bag.
	Mark one number off the Returned Voted Vote by Mail Ballots Tally Sheet taped on the Blue Bag.

Voter's Ballot and Envelope Returned By Someone Else:

	Only the following people can return a Vote-by-Mail ballot for someone else:								
	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Spouse</td> <td style="width: 25%;">Child</td> <td style="width: 25%;">Grandchild</td> <td style="width: 25%;">Member of Voter's</td> </tr> <tr> <td>Parent</td> <td>Grandparent</td> <td>Brother/Sister</td> <td>Household</td> </tr> </table>	Spouse	Child	Grandchild	Member of Voter's	Parent	Grandparent	Brother/Sister	Household
Spouse	Child	Grandchild	Member of Voter's						
Parent	Grandparent	Brother/Sister	Household						
	The authorization on the right side of the ID envelope MUST be completed by the person returning envelope. If incomplete, have the person returning the ballot complete the authorization and circle the relationship.								
	If the person insists on returning the ballot without completing the authorization, accept it, and note on the ID envelope the ballot was returned by an unauthorized person.								

NOTICE: The voter must sign the declaration below in his or her own handwriting in order for the ballot to be counted. Your voted absentee ballot must be received by the Elections Department or any polling place in San Luis Obispo County by the close of the polls (8:00 pm) Election day.

IMPORTANT: Complete information below ONLY if this ballot is hand delivered to the Elections Office or to the Precinct Board at any Polling Place within the County on election day by someone other than the voter.

DECLARATION OF VOTER

I am a resident of and a voter in the precinct, and the person whose name appears on the envelope. I have not applied nor intend to apply for an absent voter ballot from any other jurisdiction for the same election. I declare under penalty of perjury under the laws of the State of California that the foregoing declarations are to the best of my knowledge and belief true and correct. **VOTING TWICE IN THE SAME ELECTION CONSTITUTES A CRIME.**

SIGN HERE Signature of Voter (Do Not Print/Balot will not be counted without signature)
John Q. Voter
Residence address in San Luis Obispo County (P O Box not acceptable)
555 Main St.
Date: 11/1/12

If you have spoiled your ballot and wish another sent to you, enclose the spoiled ballot and mark a check in this box...

If the voter is unable to sign his/her name, he/she may mark an "X" and have it witnessed by one (1) person.
Witness X _____

COMPLETE THIS BOX IF BALLOT IS RETURNED BY A DESIGNEE
Due to illness or disability, I designate the following person to return my ballot to the Elections Office or to the Precinct Board at any Polling Place within the County on election day. Relationship (circle one): spouse, child, parent, grandparent, grandchild, brother, sister or a person residing in voter's household.
Print name of designee returning ballot _____ X _____ Signature of designee returning ballot _____

VOTE BY MAIL BALLOT RETURNED TO THE POLLS WITHOUT THE RETURN ENVELOPE
Voter MUST SIGN on signature space on left side of envelope.
Printed Name JOHN Q. VOTER
Residence Address 555 MAIN ST.
ANY TOWN

MUST BE COMPLETED LEGIBLY

VOTER MUST SIGN OR THE BALLOT CANNOT BE COUNTED

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WHAT TO DO “IF” -- Election Day Situations

IMPORTANT: If a voter allows his/her ballot to be deposited in the Blue Bag **BEFORE** indicating the ballot was spoiled, he/she **MAY NOT** be issued another ballot. Once the ballot is deposited it **CANNOT** be retrieved or another ballot issued for **ANY** reason.

SPOILED PROVISIONAL BALLOTS

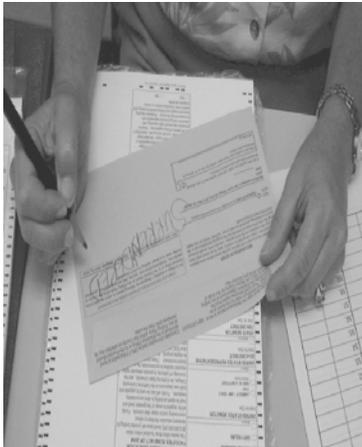
Voter Makes An Error On The Provisional Ballot; Requires a New One



- WRITE “SPOILED” on the ballot and PLACE it in Envelope 5.
- REMEMBER TO KEEP TRACK of the spoiled ballots in the “Spoiled Provisional Ballot” row on the Provisional Tally Sheet.
- A voter may **ONLY** receive a total of three Ballots.
- REMINDER: Election night, WRITE the spoiled ballot total on Line 6 of the Provisional Ballot Statement.

SURRENDERED VOTE-BY-MAIL BALLOTS

Voter has Ballot to Surrender (with or without ID Envelope):



- Make sure the ballot is in an ID envelope. If the voter does not have an ID envelope give voter a Green ID envelope to complete and proceed.
- Write “SURRENDERED” near the signature space. **This is important to ensure the ballot is not counted.**
- Place the surrendered ballot in Envelope 5. **DO NOT PLACE SURRENDERED BALLOT IN BLUE BAG!**
- Issue voter a Provisional Ballot.

COMMON OCCURRENCES

If:	Then do the following:
<p>Voter indicates that his or her name has changed:</p>	<ul style="list-style-type: none"> • The voter should sign his/her name as it was before the change on the vote-by-mail ballot envelope or provisional ballot envelope and Roster. • Give the voter a new Voter Registration Card (VRC). If VRC is completed at the polls, place in Envelope 2. Voters MUST complete a new VRC to change their name.
<p>Voter signed Provisional Roster, and did not vote OR voter leaves with ballot:</p> 	<ul style="list-style-type: none"> • List this voter's name on the Closing Certificate found in the back of the Provisional Roster. • Make a note on the Closing Certificate that a voter left with his/her ballot if the name cannot be remembered. <p>Be sure to check the Closing Certificate when completing the closing procedures Election Night. This situation may cause the Provisional Ballot Statement to be out of balance on Election Night.</p>

CHALLENGING A VOTER

Remember if there is a reason for challenging a voter, you can always allow the voter to vote a provisional ballot and include information on the challenge on the envelope

<p>Any member of the Precinct Board may challenge a person's right to vote for any of the six reasons stated:</p>	<p>That the voter:</p> <ul style="list-style-type: none"> • is not a resident of the city, and does not intend to return to that residence in the city. • is not a citizen of the United States. • has previously voted in this election either by Vote-by-Mail Ballot or at a drop-off center. • is presently on parole for the conviction of a felony. • is not 18 years of age at the time of this election. <p style="text-align: center;">Consult the chart in the precinct supplies titled "Challenged Vote Procedure" OR your "Election Officers Digest" for details.</p>
<p>Challenge list:</p>	<p>Complete the information needed on the Challenge List (in Provisional Roster) for every voter challenged.</p>

MEETING VOTERS' SPECIAL NEEDS

Voter indicates he/she wishes to use the AutoMARK Unit to mark the ballot:

For this election, the AutoMARK Ballot Marking device is only available at the County Clerk-Recorder's Office at 1055 Monterey St. D120, San Luis Obispo

VOTER UNABLE TO SIGN ROSTER

Accommodate Voters' requests, providing minor assistance if requested:

- The mark must be witnessed by another person.
- A precinct worker may serve as a witness.
- The witness must sign his/her name alongside the mark.
- A signature stamp DOES NOT require a witness to sign.

VOTER REQUESTS ASSISTANCE

If a voter requests assistance:

- A voter may request assistance in marking the ballot
- The person(s) assisting cannot be the voter's employer, or an agent of the voter's employer, or an officer or agent of the voter's union.
- A Precinct Worker may also assist.
- PRINT the voter's name on the "Assisted Voters List", which is in the Provisional Roster.
- No signatures are required on the "Assisted Voters List."

CURBSIDE VOTING

Voter cannot enter the polling place



- All voters who do not have a vote-by-mail ballot to turn in can vote provisionally.
- Take the Provisional Roster, pen, ballot, Provisional envelope and anything else necessary to the voter. RETURN the Roster to the precinct once the voter has signed it.
- Allow the voter sufficient time to mark the ballot.
- Retrieve the voted ballot, in its provisional envelope, and drop it in the Blue Bag. Ensure that all information in the envelope is completed and legible

VOTERS WITH CHILDREN

Minor children may accompany a voter into the voting booth

- The child or children must be under the voter's control at all times.

WORKING WITH VOTERS WITH DISABILITIES

What to Do:

1. Treat the person as a person rather than a disability
2. Always treat the person as an adult
3. Speak directly to the person
4. Show respect for the individual
5. Feel free to ask the person to repeat their comment if you did not understand them
6. Ask the person before you assist them
7. Keep accessible paths of travel clear for easy access
8. Identify yourself to a person who is blind
9. Offer your arm to a person who is blind and let them hold it as you guide them to their destination
10. Let a person who is deaf read your lips as you talk
11. Use a pen & paper with complex communication with a person who is deaf

What Not to Do:

1. Do not pretend to understand if you do not
2. Don't push or touch a person or their wheelchair without permission
3. Don't reach across a person in a wheelchair to shake someone's hand
4. Do not speak to the interpreter or aide instead of the person with a disability
5. Don't use baby talk or talk down to the person
6. Don't make assumptions about the abilities of an individual...ask them
7. Don't use outdated terms like handicapped, retarded, or crippled
8. Don't move a wheelchair without permission and letting the person know before you begin to move them
9. Don't ask a person in a wheelchair to hold things for you
10. Do not shout at the person

ACCIDENTS, EMERGENCIES AND PROBLEMS

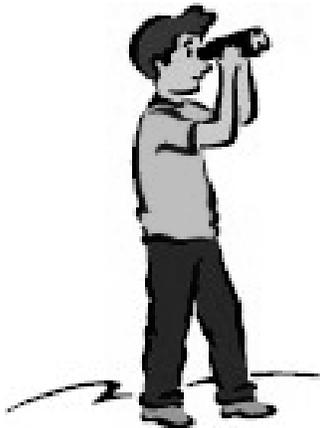
<p>If you need emergency assistance:</p>	<ul style="list-style-type: none"> • For ambulance, police or fire dial 911 for immediate assistance.
<p>If you have a problem that is not an emergency:</p>	<ul style="list-style-type: none"> • Call the Elections Office for assistance: 805-781-5236
<p>If an accident has occurred:</p>	<ul style="list-style-type: none"> • YOU MUST CALL the Elections Office immediately: 805-781-5236
<p>News Media</p> 	<p>If contacted by any representative of the newspaper, radio or TV news media:</p> <ul style="list-style-type: none"> • Any information available to the general public may be provided. • Call the Elections Office at 805-781-5236 if unsure about what information to provide.
<p>Pictures or filming:</p> 	<p>If members of the media wish to take pictures at the polls, keep in mind the following:</p> <ul style="list-style-type: none"> • Their activities must not interfere with the voting process. • They may not be in the area of the voting booths. • Permission of the voters at the polls must be obtained before any picture taking or filming is done. <p>State law prohibits ANYONE from filming voters entering or leaving a polling place for the purposes of intimidation.</p>
<p>Exit polling:</p> 	<p><u>Exit polling is not electioneering.</u></p> <ul style="list-style-type: none"> • It is talking to a voter after the voter has voted and left the polling place about topics relating to the election. • All exit polling must be done at least 25 feet from the exit of the poll.

Electioneering



- No person, on Election Day, shall, within 100 feet of the building within which the voting is taking place, do any of the activities defined as "Electioneering".
- Forms of electioneering include:
 1. Any campaigning within the polling place, whether verbal or wearing of buttons, badges, shirts, stickers on cars, etc.
 2. Any item with a political statement of candidates' names or proposition may not be displayed within 100 feet of the room in which voting takes place.
- Any person who violates these provisions is guilty of a misdemeanor.
- The law applies to **everyone** at the polling place. Please support the non-partisan atmosphere at the precinct by courteously reminding voters, to remove or cover any political buttons, hats or shirts they may be wearing and discouraging any verbal campaigning.

Poll Watchers



Poll Watchers (usually people working for an issue) have the following rights and limitations.

They may:

- Observe the proceedings at the polls **including the closing procedures.**
- Take information from the indexes posted near the entrance.

They may not:

- Be in the area of the voting booths or sit at the precinct workers' table.
- Monopolize the posted index so others are unable to use it.
- Interfere with the Election process in any way.

PROVISIONAL CLOSING PROCEDURES

At exactly 8:00 PM, announce aloud: “The Polls are now closed!”



Anyone in line may vote. Voters arriving after the polls are announced closed cannot be allowed to return a voted vote-by-mail ballot or vote a provisional ballot.

Begin closing procedures after the last voter has voted and deposited a ballot in the Blue Bag.

Any member of the public may view closing procedures as long as they do not touch any voting materials or voted ballots. Only Precinct Workers or Elections staff may handle any ballot.

Those viewing are not allowed to interfere with closing procedures.

- Seal all unvoted provisional ballots in Envelope 5 with the seals provided in the Supply Tub, and place according to the following checklists, in the presence of all in the room. (EC §14403)
- Remember to write down the next ballot number(s) from the current open pad(s) of ballots, for use in figuring ballots quantities on the Provisional Ballot Quantity Worksheet before you seal the ballots.

INSPECTORS: Use the following checklists and instructions to complete closing quickly and efficiently.

Envelopes and Clean up

ONE WORKER: lay out the following items:		ONE WORKER:	
	Envelope 5 & Seal for Envelope 5		Clean up voting booth area BUT leave signs in voting booths. Do not disassemble booths.
	Business Reply (BRM) envelope		Remove all posted materials inside & outside the polling place.
	Signed Payroll Sheet		Return items to Supply Tub (contents list inside)

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Provisional Ballot Statement

Line #	Instructions
1	The number of provisional ballots from the Provisional Ballot Quantity Worksheet received at drop off location.
2	Enter the number of voters who signed the provisional roster
3	Enter the number of voted provisional ballots (from the Provisional Ballot Tally Sheet)
4	Enter the difference between line 2 and 3, if any.
5	Enter the number of Returned Voted Vote-by-Mail ballots (from the Returned Voted Vote-by-Mail Ballot Tally Sheet)
6	Enter the number of spoiled provisional ballots (if any)
7	Enter the number of remaining unvoted ballots.
	Enter the reasons for any difference entered on line 4
	Inspector and ALL Board Members present at closing must sign the Provisional Ballot Statement

Signatures Required at Closing

Signatures Required at Closing			
	Closing Certificate (inside Provisional Roster)	ALL WORKERS AT <u>YOUR</u> LOCATION present at closing	Stays in the Provisional Roster (goes in Envelope 2)
	Seals for Envelope 5 (inside closing envelope)	ALL WORKERS AT <u>YOUR</u> LOCATION present at closing	Place one on Envelope 5 containing the unvoted ballots so it cannot be opened without tearing
	Provisional Ballot Statement	ALL WORKERS AT <u>YOUR</u> LOCATION present at closing	White Copy-Mail in Business Reply (BRM) Envelope Yellow Copy - place in Envelope 2

Checklist for Envelopes

Verify all the listed items are in the envelopes before sealing.

ENVELOPE 2		ENVELOPE 5	
	<u>Completed</u> Voter Registration Cards. Record number on envelope		Spoiled Ballots
	Completed Provisional Ballot Quantity Worksheet		Surrendered Vote-by-Mail ballots
	Provisional Roster		Unvoted Provisional Ballots
	Tally Sheet for Provisional & Returned VBM's		
	Payroll		
	Provisional Ballot Statement (yellow copy)		
BOTH ENVELOPES GO IN SUPPLY TUB			

Election Night Staff Pick-up

Elections Staff will arrive at approximately 7:30 pm. Election Staff's job is to disassemble the 4 station voting booth, prepare pick-up receipt, and collect the Supply Tub.

Please give them the Collection Receipt and allow them to fill it out while you are closing. Once the Closing procedures are done and you have a signed receipt, all precinct workers may leave.

Ensure that Election staff has key or information for closing and securing the facility.

Business Reply (BRM) Envelope with the white original of Provisional Ballot Statement must be MAILED on Election Night

GLOSSARY

The following terms are used throughout this manual and in the class. Knowing these terms make it easier to understand Election Day procedures and makes interacting with voters more comfortable.

Capitalized words are other terms defined in this glossary.

ABSENTEE BALLOT:	See VOTE-BY-MAIL Ballot
ABSENTEE VOTER:	See VOTE-BY-MAIL Voter
ADOPT-A-POLL:	Program where community groups are staffing various PRECINCTS on Election Day.
ASSISTED VOTER LIST:	See LIST OF ASSISTED VOTERS.
AUTOMARK:	The AutoMARK Voter Assist Terminal is a ballot marking system allowing voters with special needs to mark an optical scan ballot, unassisted. The unit DOES NOT tally or store votes. FOR THIS ELECTION, THE AUTOMARK WILL BE AVAILABLE AT THE CLERK-RECORDER'S OFFICE ONLY.
BALLOT:	The actual card on which each VOTER makes his/her choice on the issues to be decided at the current election. For this election, there are only provisional and vote-by-mail ballots.
BALLOT SERIAL NUMBER:	The identifying number on the stubs of each BALLOT. On the provisional ballots , the stubs are at the top of the ballot.
BLUE BAG:	The ballot box for this election. PRECINCT WORKERS will set up this bag into a box format with supports inside the bag and seal it on Election morning. This bag is not to be opened after it is sealed. Clerk-Recorder staff will pick up one blue bag around mid-day and exchange it for a second one which PRECINCT WORKERS will use the rest of Election Day.
BOOTH:	See VOTING BOOTH.
BUSINESS REPLY ENVELOPE (BRM)	The envelope that is used to mail back the white copy of the Precinct Ballot Statement on election night. Business Reply Mail (BRM) just denotes that the post office charges the Clerk-Recorder's account when the envelope is mailed, instead of requiring postage be affixed.
CERTIFICATE OF PACKAGING AND SEALING:	The bottom part of the PROVISIONAL BALLOT STATEMENT. PRECINCT WORKERS present at closing will sign this verifying the accuracy of the election.

CHALLENGE LIST:	The list located on the front page of the PROVISIONAL ROSTER for Challenged Voters.
CHALLENGED VOTER:	A VOTER whose ELIGIBILITY TO VOTE is orally challenged by the PRECINCT BOARD for specific reasons.
CLOSING CERTIFICATE:	All PRECINCT WORKERS present at closing must sign the CLOSING CERTIFICATE located at the back of the PROVISIONAL ROSTER.
DECLARATION OF PRECINCT OFFICERS:	The statement located on the inside front cover of the PROVISIONAL ROSTER. Each PRECINCT WORKER must sign this declaration and have it witnessed before beginning his/her assigned duties.
ELECTION BOARD:	See PRECINCT BOARD.
ELECTION OFFICERS:	See PRECINCT WORKERS.
ELECTIONEERING:	Any activity which tries to influence VOTERS about an issue being voted on for the current election or the collection of signatures for initiative/recall/referendum petitions. This activity is prohibited within 100' of the building in which voting is taking place
ENVELOPE 2:	The envelope for returning the PROVISIONAL ROSTER, the PAYROLL and completed VOTER REGISTRATION CARDS Election night. Clerk-Recorder staff will pick up this envelope that evening. The contents are listed on the front of the envelope.
ENVELOPE 5:	The envelope for packaging all SPOILED BALLOTS, UNVOTED BALLOTS, and SURRENDERED Vote-by-Mail BALLOTS. This envelope is sealed and left at the POLLING PLACE in the SUPPLY TUB. Contents are listed on the front of the envelope.
EXIT POLLING:	Surveys taken by the news media and others as VOTERS leave selected POLLING PLACES to predict the outcome of specific contests. The people taking an exit poll must be at least 25' from the polling place and not interfere with voting.
ID ENVELOPE:	The IDENTIFICATION (ID) ENVELOPE for a vote-by-mail ballot. The voter must sign this envelope and the signature must match the signature on the voter registration card for the envelope to be opened & the ballot counted.

LEAD INSPECTOR:	The INSPECTOR assigned additional tasks for each polling place. Their duties include responsibility for contacting the polling place prior to Election day, the AutoMARK ballots and assigning someone to assist voters at the AutoMARK Voter Assist Terminal.
LIST OF ASSISTED VOTERS:	List on the first page of the ROSTER where PRECINCT WORKERS note any VOTERS who received assistance on Election Day.
MAIL BALLOT PRECINCT:	For this election, all VOTERS are considered in MAIL BALLOT PRECINCTS because this is a Vote-by-Mail election..
POLLING PLACE or POLL:	The actual location where voters will vote on Election Day. A POLLING PLACE may contain more than one PRECINCT.
POLL WATCHERS:	One or more person(s) who is/are interested in observing polling place procedures on Election Day. Poll Watchers may be there to observe that proper procedures are followed. They may not interfere with voting or precinct work.
POLL WORKER(S):	Another name for PRECINCT WORKER(S).
PRECINCT BOARD:	The title for the group of PRECINCT WORKERS assigned to work at a CONSOLIDATED PRECINCT.
PRECINCT OFFICERS:	Another name for PRECINCT WORKERS.
PRECINCT WORKER(S):	The people assigned to a PRECINCT BOARD Election Day.
PRECINCT SUPPLY TUB:	The large plastic tub delivered to the INSPECTOR containing the BALLOTS, the PROVISIONAL ROSTER and the other supplies needed to conduct the work of the PRECINCT BOARD on Election Day.
PROVISIONAL BALLOT:	Voters showing up at your polling place without a ballot will be issued a PROVISIONAL BALLOT. (See also PROVISIONAL BALLOT ENVELOPE and PROVISIONAL VOTER). After voting, the BALLOT is folded and sealed in a PROVISIONAL BALLOT ENVELOPE, then placed in the BLUE BAG.
PROVISIONAL BALLOT ENVELOPE:	An envelope with a pink border which encloses a voted PROVISIONAL BALLOT. It must be completed legibly by both the PRECINCT WORKER and the VOTER. After the PROVISIONAL BALLOT has been placed inside the PROVISIONAL BALLOT ENVELOPE, it is sealed and deposited in the BLUE BAG.

PROVISIONAL BALLOT STATEMENT:	Form completed by the PRECINCT BOARD Election night to account for the number of PROVISIONAL BALLOTS and PROVISIONAL VOTERS. The PROVISIONAL BALLOT STATEMENT is located in the PROVISIONAL ROSTER.
PROVISIONAL ROSTER:	A Roster (on pink paper) for PROVISIONAL SPECIALIST to enter PROVISIONAL VOTERS' names and addresses and for PROVISIONAL VOTERS to sign. It is placed in Envelope 2 for return to the COLLECTION CENTER Election night.
PROVISIONAL SPECIALIST:	PRECINCT WORKER with the responsibility of processing PROVISIONAL VOTERS and accepting RETURNED VOTED VOTE-BY-MAIL BALLOTS. This task may be done by the INSPECTOR or assigned to another PRECINCT WORKER at the discretion of the INSPECTOR.
PROVISIONAL VOTER:	A VOTER who wishes to vote but does not have a Vote-by-Mail ballot to surrender.
SPOILED BALLOT:	A PROVISIONAL BALLOT on which a VOTER makes an error. The voter returns the SPOILED BALLOT to the PRECINCT BOARD to obtain a new one. The PRECINCT WORKER writes "SPOILED" across the face of the spoiled provisional ballot and marks the tally in the spoiled PROVISIONAL BALLOT SECTION on the tally sheet. A VOTER may receive no more than three BALLOTS.
SURRENDERED VOTE-BY-MAIL BALLOT:	An unvoted or spoiled VOTE-BY-MAIL BALLOT, enclosed in the ID ENVELOPE, which is given to the PRECINCT BOARD on Election Day so the VOTER can vote a BALLOT at the PRECINCT.
TALLY SHEET:	The sheet at the back of the ROSTER which is used to keep track of the number of VOTERS who have signed the ROSTER and the number of BALLOTS which have been issued.
UNVOTED- BALLOTS:	BALLOTS not issued to VOTERS on Election Day. These are sealed in ENVELOPE 5.
VBM	An abbreviation of VOTE-BY-MAIL
VOTED VOTE-BY-MAIL BALLOTS:	VOTE-BY-MAIL BALLOTS that are voted and returned to the POLLING PLACE on Election Day. VOTED VOTE-BY-MAIL BALLOTS must be in an ID ENVELOPE and signed. They must be tallied on the PROVISIONAL ROSTER before being placed in the BLUE BAG.
VOTE-BY-MAIL BALLOTS	A ballot sent to all VOTERS living in the City of San Luis Obispo.
VOTE-BY-MAIL VOTER	All voters in the City of San Luis Obispo for this election.

VOTED BALLOTS:	All ballots returned or cast by voters at the polling place. For this election, there are only PROVISIONAL and VOTE BY MAIL ballots.
VOTER:	A person who is a citizen of the United States, a resident of California, is 18 years old on Election Day, is not in prison or on parole for having committed a felony, and has completed a VOTER REGISTRATION CARD. A VOTER must have registered in his/her county of residence at least 15 days before the Election to be eligible to vote.
VOTER REGISTRATION CARD:	The form completed under penalty of perjury by a VOTER to certify his/her eligibility to VOTE.
VOTER STUB:	The stub retained by the VOTER as proof he/she voted. The VOTER STUB is at the top of the PROVISIONAL BALLOT.
VOTING BOOTH:	The privacy booths where VOTERS mark their BALLOTS.

LEAD INSPECTOR CHECKLISTS

All tasks include the question: Have you called Elections Office with questions or discrepancies?

PRE-ELECTION DAY

Done	Task
	Reviewed Manual? Marked items of special interest?
	Checked supplies in tub against list provided?
	Checked Provisional ballots? <ul style="list-style-type: none"> • counted ballots? (packets have 50) • numbers are the same as listed on the Provisional Ballot Quantity Worksheet?
	Understand information in Blue Bag? Practiced putting Blue Bag together so it will stand upright as a box? (NOTE: Do NOT seal Blue Bag!)
	Called workers? Attendance at training strongly encouraged! Set time to be there Election morning? Discuss meal needs?
	Building key/entry arrangement?
	Schedule of jobs for workers during day prepared?
	Schedule of breaks prepared?
	If you have any 1 st time workers, practice session scheduled (if necessary)
	Cell phone #'s exchanged?
	Know how to work county issued cell phone?

ELECTION MORNING SET-UP

Done	Task
	All necessary information posted?
	Badges worn
	Precinct and table set up for efficient processing of voters? (if not already done)
	One pack of ballots on the table a time starting with the lowest number.
	Blue Bag ready for first voter to verify it is empty? Locking seal is available to seal bag after verification?
	Declaration of Precinct Workers signed and witnessed?
	Payroll sheet signed by all present at opening?
	Workers know job to begin the day?
	Everyone knows lunch/dinner/break schedule but understands it may change?
	Who to ask if there are special circumstances or where to look to solve extraordinary situations as they occur?

THROUGHOUT ELECTION DAY

Done	Task
	Voting booths being checked after each voter?
	Provisional/Returned Voted Vote-by-Mail ballots being processed correctly? <ul style="list-style-type: none"> • Envelope completed correctly and legibly? • Roster lines completed correctly? • Tally Sheet being used correctly?
	Receipt signed by Clerk-Recorder staff for mid-day pick up of Blue Bag (place copy in new Blue Bag)

PREPARING FOR CLOSING

Done	Task
	Reviewed Closing Procedure in manual once more? Reviewed Closing Checklist below?
	Know which forms/seals need to be signed?
	Workers know jobs after closing? Know where to look for those supplies?
	Know how to secure building?

CLOSING CHECKLIST

Done	Task
	Seal for Envelope 5 signed?
	Payroll signed?
	Closing Certificate signed?
	Provisional Ballot Statement completed & signed?
	Signs left in voting booths? All other inside & outside signs removed carefully, placed in Supply Tub?
	All materials returned to Supply Tub?
	Voting booths left up with Supply Tub for the Clerk-Recorder staff to collect?
	White original of Provisional Ballot Statement put in envelope & dropped in post office/mail box Election night?
	Receipt for precinct supplies signed by Clerk-Recorder staff - inspector keeps copy?
	Elections staff has key or information for securing the building?

PRECINCT WORKER REMINDERS & TIPS

Here are some things to remember and things you might need while working on a precinct board Election Day.

The physical "amenities" at each location vary widely. For your own comfort, consider the following:

- Wear clothing in layers—temperatures can vary widely during the day.
- Bring a watch set to the correct time in case there is no clock at the location. Many cell phones also give the time.
- Furniture varies—bring a cushion or perhaps a chair that is comfortable for you.
- If you need to take medication during the day, be sure to bring it with you.
- Bring food and water or other drinks, but be sure to keep it AWAY from the tables.
- A flashlight can come in handy if there is a power outage.
- NON-POLITICAL reading materials (no newspapers or books that contain political references), knitting or something to work on, in case part of the day is slow. Remember voter assistance is our first priority.
- Locate the restrooms first thing in the morning. Restrooms are not for use by voters.
- Plan for and take breaks and meals throughout the day. The voters will be better served if you are rested and relaxed.
- Bring patience. Each Election brings its own challenges as well as the rewards of community service.
- Don't forget your sense of humor.
- Use your resources— contact the Elections Office (781-4106 before Election Day and 781-5236 on Election Day)—they're there to help you help the voters. There's no such thing as a stupid question.

