



# ADDENDUM TO ELECTION PROCEDURE MANUAL

FOR THE  
**August 17, 2010 Special General Election**

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# Changes for August 17, 2010 Special General Election

## What's New

1. This is a Special General election to fill the vacancy for the 15<sup>th</sup> State Senate District. **In Special Vacancy elections, all candidates are listed on the same ballot, regardless of party affiliation. Top vote getters from each party move on to the General Election. Since the candidates on the special primary ballot were from different parties (and one was independent) the ballot for the General Election is exactly the same. Voters may only vote for ONE candidate.** Whichever candidate receives the highest votes will be declared the winner.
2. **All voters in San Luis Obispo County will be issued the same ballot.**
3. **The precinct consolidations and polling locations are the same as for the Special Primary Election, so many voters may be voting in a different location than for regular elections. The only exception to this is that the Shell Beach Vets hall was unavailable and these voters are assigned to the Shell Beach Elementary School. Please check your roster carefully. If a voter cannot be found in the roster, issue a provisional ballot.**
4. **Provisional ballots WERE NOT ordered for this election.** Designate the last pack of 50 ballots as provisional ballots. Issue any provisionals from this packet & remember to account for this when you close out your figures at the end of the night.
5. **Workers are to accept ANY Vote-By-Mail ballot envelopes of ANY color addressed to San Luis Obispo County on August 17th.** The envelopes are to be returned to the elections office for determination.

## ELIGIBILITY OF VOTERS

August 2<sup>nd</sup> 2010 is the last day on which a voter may register (or re-register) to vote for the August 17th Special General Election.



A voter moving **ON** or **BEFORE** August 2<sup>nd</sup> must re-register and vote in the precinct where he/she currently resides. If the voter fails to re-register, he/she may vote a provisional ballot in the new precinct.

A voter moving **AFTER** August 2<sup>nd</sup> can legally vote in the precinct from which he/she has just moved, even if he/she has moved out of this county. They can also vote provisionally in their new precinct (within the same county). The voter will appear on the precinct roster for their old precinct and must be allowed to vote.

# Inspectors Pre-Election Checklist

ALL INSPECTORS

## 1. Check the Election Supplies

	Inventory Supply Tub using <b>Supply Tub Contents List &amp; Envelopes</b> in Tub by 08/15/10
	Check Ballots for correct information. Precinct number on ballots must match precinct number on Combined Roster-Index.
	Count Pads of ballots. Ballots are padded in 50's. <b>DO NOT REMOVE PLASTIC WRAP.</b> Compare count to <b>Ballot Quantity Worksheet</b> to ensure correct amount of ballots received.
	Check in with your Precinct Assistant. Their phone number is listed in the appointment letter packet mailed to you.

## 2. Update the Combined Roster-Index and the MARKED Outside Index in RED.

	Late Registrant and Updated Vote-by-Mail lists will be mailed by 08/12/10 or placed in your tub if you have not yet received it.
	Write VBM in RED in the voter's signature space for each voter on the Updated Vote-By-Mail list. <b>IMPORTANT:</b> This is the only safeguard we have to ensure a voter does not cast a poll ballot after they cast a vote by mail ballot.
	Using same list, draw a RED line through the voter's name in the MARKED Outside Index. Voter's previously issued VBM ballots will already be lined out.
	Place the Updated Vote-by-Mail voter list in the front or back pocket of the Combined Roster-Index binder.
	Insert "Late Registrant List", if any, BEHIND the list of Registered Voters. This list contains voters who registered after the rosters were printed.

Store supplies in a secure location inside to safeguard against unwarranted access.

**Immediately report discrepancies or missing items to the Elections Office**

### 3. Prepare Ballot Statements

<b>Precinct Ballot Statement</b> (found in the precinct specific envelope in Supply Tub)	<b>Provisional Ballot Statement</b> (found in the back of the provisional roster in Blue Bag)
Write the TOTAL number of Precinct Ballots, from the amount listed on the Ballot Quantities Worksheet, on line 1 of the Precinct Ballot Statement	Write the TOTAL number of Provisional Ballots, from the Provisional Ballot Quantity Worksheet, on line 1 of the Provisional Ballot Statement
Place the Precinct Ballot Quantities Worksheet and the Precinct Ballot Statement back in the Supply Tub.	Place the Provisional Ballot Quantities Worksheet and the Provisional Ballot Statement back in the Blue Bag.

### 4. Contact Precinct Board Members

Call <b>all</b> Board members the week before the election. Verify they are still available to work election day. Discuss the following items:
When to meet on Monday afternoon for set up of the polling place, if needed.
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 (i.e. day care pickup, sitting or standing restrictions, etc.)

### 5. Day Before the Election

Check the following equipment has been delivered to the polling place: AutoMARK and one table (one per polling place), Accessible and Regular Voting Booths.
Set up the polling place as much as possible beforehand to make Election morning run more smoothly. <b>DO NOT LEAVE BALLOTS OR ROSTERS AT THE POLLING PLACE!</b>
Plan a tentative Worker schedule, including Provisional Specialist and Voter Assistance Clerk. Include periodic rotation, breaks, and meal times. <b>MAKE SURE ALL WORKERS ARE BACK FROM DINNER BEFORE 5PM.</b>

## Additional Lead Inspector Duties

	Lead Inspectors receive AutoMARK Ballots for the entire polling place. Count ballots and compare with number on AutoMARK Ballot Quantity Worksheet.
	Write the total number of AutoMARK ballots on line 1 of the AutoMARK Ballot Statement. Place AutoMARK Ballot Statement, Quantity Worksheet, and ballots in the Supply Tub.
	CALL the polling place the week before the Election to ensure access on Election Day and the day before.
	Conduct an “on-site” visit of the polling place the week before the Election if you are not familiar with the building/location. Check electrical outlet locations to determine the best spot to place the AutoMARK.
	Read instructions for specific information on where to set up accessibility equipment, where applicable. Call Elections Office with any questions.
	CALL the other Inspectors in your polling place to plan pre-election setup and coordinate time of arrival Election Morning.
	Assign a worker to assist voters with the AutoMARK Voter Assist Terminal

### For Non-Adopt-a-Poll Inspectors:

- **If there are changes to the board members at your polling place, 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.**
- **Workers are scheduled for Full day (6 AM to approx 9PM), AM shift (6 AM to 2 PM) or PM shift (2PM to approx. 9 PM)**

**TO REPORT ANY PROBLEMS OR FOR ANY QUESTIONS**  
**Check with your precinct assistant**  
**Contact the Elections Office at 781-4106, 781-5236**  
**or 1-800-834-4636 EXT. 4106 or 5236**  
**email: [precinctworker@co.slo.ca.us](mailto: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. If there is more than one precinct in the polling place, coordinate with the Lead Inspector.

One worker		One worker	
	Set up AutoMARK Use AutoMARK section of the Procedure Manual		Hang BOTH Outside Indexes outside the outermost doors or directly inside the outermost doors of the polling place.
	Layout AutoMARK supplies from the Supply Tub		Hang the flag, with the Union Jack (blue field of stars) in the upper left hand corner, outside the polling place.
	Make sure AutoMARK is facing away from Voters passing by to ensure voter privacy.		Strategically place the VOTE HERE signs so voters coming from different locations can find the polling place.
	Make sure privacy shield is setup and Unit is set to "ON"		Post "100 feet" sign and "Polling place" sign with Precinct number 100 feet from the entrance to the poll.
	Set up Accessibility equipment		

One Worker		Inspector	
	Arrange Voting booths for privacy and distance from the other precinct's booths.		Set up Precinct table: lay out Roster-Index, Tally System, one packet of ballots (start with lowest number)
	Post "Voting Instructions" in each booth, unless already posted.		Check that perforation on ballots is correct. (Separating stub from ballot at top). Call if not correct.
	Clip ballot marking pens to each booth.		Double check ballot(s) against Sample ballot(s). Check AutoMARK ballot(s) in the same way. Call if they do not match.
	Post all inside signs: No Cell phone usage, return ballots here, precinct (CON) number sign, voter bill of rights		Take Provisional supplies out of the Blue Bag and setup Provisional table
	Set out voter information guides, sample ballots and demonstration ballots		Assemble Blue Bag and Seal. (seal instructions in Blue Bag)
			Review checklist to make sure all tasks have been completed.

**Remember: Each precinct will have a Ballot Box. In a multiple precinct polling place, make sure the voting booths and Ballot Box are set up to keep voters from depositing in another precinct's Ballot Box.**

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# Signatures Required

The following lists instructions for all of the items that are required to be signed on Election Day

What to Sign	Who signs	Where it goes now
Declaration Page (inside front cover of the Roster-Index), should be signed when worker starts shift	ALL WORKERS AT <u>YOUR</u> PRECINCT	Stays in the Roster-Index (goes in Envelope 4 after Polls close)
Payroll Sheet (should be signed when worker starts shift)	ALL WORKERS AT <u>YOUR</u> PRECINCT	Envelope 4
<b>Documents needed as part of Closing Procedures</b>		
Closing Certificate (inside back cover of Roster-Index)	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	Stays in the Roster-Index (goes in Envelope 4 after Polls close)
Seals for Containers for UNUSED ballots (inside precinct specific envelope)	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	Place on box(es) containing unused, unopened ballots. Place box(es) in Supply Tub Place one on Envelope 5 so it cannot be opened without tearing
Seals for Container(s) for VOTED ballots (inside precinct specific envelope)	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	Place on Container(s) for Voted Ballots so it cannot be opened without tearing (same containers they arrived in)
Precinct Ballot Statement/Certificate of Packaging & Sealing Form (inside precinct specific envelope)	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	White Copy-Mail in enclosed SASE Yellow copy- place in Envelope 4
Provisional Ballot Statement	Inspector and Provisional Specialist	Place in Envelope 2

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# Envelopes and Clean up

One worker: Lay out the following items:		One worker:	
	Envelope 4		Clean up voting booth area DO NOT REMOVE signs in the booths or disassemble booths
	Envelope 5		Remove all posted materials inside & outside the polling place
	Seal for Envelope 5		Place Outside Indexes in Envelope 4
	Precinct Ballot Statement/Certificate of Packaging and Sealing Form		Return items to Supply Tub (list on the inside of lid)
	Self-addressed, stamped envelope		Give Seals for Containers for VOTED Ballots to Inspector (in Precinct Specific envelope in supply tub)
	Signed Payroll Sheet		Give Seals for Containers for UNUSED Ballots to Inspector (in Precinct Specific envelope in supply tub)

When all tasks have been completed, workers may help the Voted Ballots Team bundle precinct ballots with rubber bands into batches of 50

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# Voted Ballots Team

<b>Two workers</b>	
	Grab Box(es) ballots were shipped in (Container(s) for Voted Ballots)
	Count Precinct Ballots <ul style="list-style-type: none"> <li>- Bundle precinct ballots with rubber bands into batches of 50</li> <li>- Give count of ballots to Clerk completing the Precinct Ballot Statement</li> </ul>
	Seal(s) for Container(s) for Voted Ballots Complete seals with number of ballots from the precinct and the number of containers being returned (i.e. 200 ballots and box 1 of 2, 2 of 2)
	Put Ballots in Container(s) for Voted Ballots <ul style="list-style-type: none"> <li>- Affix seal so container cannot be opened without breaking seal.</li> </ul>
	Place Container(s) for Voted Ballots in Canvas Bag
	Count AutoMARK Ballots <ul style="list-style-type: none"> <li>- Count the White Envelopes (containing AutoMARK ballots) for the precinct</li> <li>- Give the total count to the Clerk completing the Ballot Statement.</li> <li>- Give the AutoMARK ballots to the Provisional Specialist (to be placed in Envelope 2)</li> </ul>

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# Precinct Ballot Statement

(Ensures the number of voted ballots equals the number of voters who signed the roster.)

Line #:	Instructions:
1	Write total number of ballots received per Ballot Quantities Worksheet
2	Total number of voters who signed the roster. (this number can be taken from the running total of the Tally System, the tally sheet on the ballot box or counting the signatures in the roster)
3a	Enter the total number of ballots reported by the Voted Ballots Team.
3b	Enter the total number of AutoMARK ballots voted
3	Add lines a & b. Should match line 2. If not count signatures in the roster.
4	Enter the difference between line 2 and 3, if any.
5	Enter the total number of spoiled ballots. (in Envelope 5, count and replace)
6**	Enter the number of unused ballots per the Precinct Ballot Quantities Worksheet.
Reasons	If you still can not balance; write anything that might have contributed to this, i.e. voter left without voting a ballot, provisional ballot deposited in ballot box. It helps when we balance the rosters after the election.
Certificate of Packaging and Sealing	Enter date and time. All workers present at closing sign.

**\*\* Election staff are required to account for all ballots, both voted and unused, during the official canvass. It is very important that you calculate the number of unused ballots before sealing envelopes and containers. If this step is not completed, Election staff must go through the unused ballots for every precinct before the Election can be certified.**

## Calculating number of Unused Ballots for Line 6:

- 1. Record the next ballot number on the Precinct Ballot Quantity Worksheet.**
- 2. Follow the Instructions on the Precinct Ballot Quantity Worksheet.**
- 3. Enter that total on Line 6 of the Precinct Ballot Statement**

**Inspectors: After completing the Ballot Statement and accounting for Unused Ballots, verify that all workers present at closing signed required documents. Refer to next two checklists for completing envelopes and last minute, double-check of items to take to the Collection Facility**

## **Checklist for Envelopes**

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

<b>ENVELOPE 2</b> (WHEN FILLED PLACE IN CANVAS BAG)		<b>ENVELOPE 4</b> (WHEN FILLED PLACE IN CANVAS BAG)		<b>ENVELOPE 5</b>	
	<b><u>Completed</u> Voter Registration cards</b>		<b>Combined Roster &amp; Index</b>	<b><u>THIS ENVELOPE STAYS AT THE POLLING PLACE</u></b>	
	<b>Voted AutoMARK ballots</b> (for your precinct)		<b>Outside Index Tally System</b>		<b>Spoiled Ballots</b>
	<b>AutoMARK Ballot Statement (Lead Inspector only)</b>		<b>Payroll</b>		<b>Surrendered Vote-by-Mail ballots</b>
	<b>Provisional Ballot Quantity Worksheet</b>		<b>Precinct Ballot Quantity Worksheet</b>		
	<b>Provisional Roster</b> (with Provisional Ballot Statement)		<b>Both Outside Indexes</b>		<b>Unused, Opened Ballots</b> (Poll. Provisional & AutoMARK)
	<b>Tally Sheet for Provisional &amp; Returned VBM's</b>		<b><u>Yellow Copy</u> of Precinct Ballot Statement</b> (mail White copy)		<b>Verify Envelope #5 is SEALED and PLACE in Supply Tub</b>
	<b><u>Completed</u> Voting Equipment Incident Report Forms</b>				

# Leaving the Polls

<b>What to Bring to the Collection Facility</b> (at least 2 people in same vehicle, EC §15201(3) & 15202)	<b>What to LEAVE at the Polling Place</b>
<p><b><u>Canvas Bag</u></b> Containing:</p> <p>Envelope 2</p> <p>Envelope 4</p> <p>SEALED Container(s) for Voted Ballots</p>	<p><b>Empty Ballot Box</b></p>
<p><b>Blue Bag</b></p>	<p><b>Supply Tub</b> (Envelope 5 and Unused, Unopened, Sealed ballots inside)</p>
<p><b>Receipt for Precinct Supplies</b></p>	<p><b>Voting Booths</b> (Do NOT disassemble)</p>
<p><b>Cell Phone (if issued to you)</b></p>	<p><b>Accessibility Equipment</b> (bring inside for delivery crew to break down)</p>
<p><b>Self-Addressed, postage paid Envelope w/white copy of Precinct Ballot Statement must be Mailed on Election Night</b></p>	

# REGIONAL COLLECTION CENTERS

## COLLECTION LOCATION

## CONSOLIDATED PRECINCTS

<p>Paso Schools Admin Building 800 Niblick Rd Paso Robles</p>	<p>101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 511</p>
<p>North County Clerk-Recorder's Office 5955 Capistrano Ave #B Atascadero</p>	<p>111, 112, 501, 502, 503, 504, 505, 506, 507, 508 509, 510</p>
<p>Morro Bay Veterans Bldg. 209 Surf St Morro Bay</p>	<p>201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212</p>
<p>County Clerk-Recorder's Office 1055 Monterey St #D120 San Luis Obispo</p>	<p>213, 214, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 401, 512, 513, 514, 515</p>
<p>South County Regional Center 800 W Branch St Arroyo Grande</p>	<p>311, 312, 313, 314, 315, 316, 317, 318, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416</p>



