

ELECTION PROCEDURE MANUAL

Including:

INSTRUCTION MANUALS FOR AccuVote and AutoMARK UNITS

June 3, 2008 Direct Primary Election

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WHAT'S NEW IN 2008 REMINDERS

LEGISLATIVE CHANGES

1. Voters may sign the Roster or a Vote-by-Mail envelope using a signature stamp without a witness.
2. Absentee ballots are now referred to as Vote-by-Mail ballots. The notation on the voter's signature space in the roster will be VOTE-BY-MAIL and the Inspector should use a red "VBM" for Vote-by-Mail to indicate that the voter has already received a ballot.

SECRETARY OF STATE DIRECTIVES

1. Results cannot be sent via modem on Election Night. All memory cards will be uploaded directly to the central computer once they are delivered to the Elections Office.
2. Precinct workers are prohibited from recording the time at which or the order in which voters vote in a polling place. Therefore, you will no longer record the tally numbers in the Roster-Index but will place a check by the voter's name on the far right hand side of the column to indicate they have appeared to vote and line off one number on the roster tally sheet.
3. In addition to two copies of the results tape, the audit report must also be printed and returned with the election supplies.
4. **Every** poll worker present at 8:00 p.m. must sign the two copies of the results tape and the audit report.
5. Additional security seals will again be affixed to the voting equipment and there are two seal certificates to sign election morning. If a voter or the media requests to observe and inspect, without physical contact, the externally visible security seals, they must be allowed to do so as long as it does not interfere with the conduct of the elections or the privacy of any voter.
6. Reminder that the voting equipment and supplies must be kept in a secure location once they are deployed to the inspectors.
7. Reminder that the two person rule is applicable on Election Day. This means that there must be at least two people with the AccuVote and voted ballots from the time the AccuVote is prepared for election until the equipment and ballots are delivered to the collection center after the close of polls on election night.
8. Each polling place shall record any problems and issues with the voting equipment as reported by voters or observed by poll workers on the Polling Place Incident log. Forms will be in the AccuVote bag.

PROCEDURAL CHANGES

1. Each polling place will have a Lead Inspector, who will be assigned the AccuVote unit, and who will have the responsibility for contacting the facility for the key or opening instructions.
2. The supply list has been revised, to standardize wording, and make it easier for you to find items both before and during Election Day.
3. The Combined Roster-Index (Roster for short) will now be in a binder. The tabs are dividers and we'll use them for at least three elections. The Tally sheet will be a removable sheet.
4. All forms and envelopes will indicate where to put them election night.
5. The outside index tally system is different this year due to Secretary of State directives.
6. The MasterRoster Clerk is now called Voter Assistance Clerk.

CALIFORNIA'S PRIMARY SYSTEM

As in the past several primary elections, Non-Declared voters (those that are registered as Decline to State or are registered with a non-qualified party) are allowed to vote a party ballot IF the party has allowed them to vote in their primary. Both the Democratic and Republican parties have allowed Non-Declared voters to vote in this primary but only for offices other than the central committee.

There are elections for both Democratic and Republican Central Committees in District 2 (precincts 201-229) and for the Democratic Central Committee in District 5 (precincts 501-527). Voters have been notified of this in their sample ballot. It is important that the party choice of a Decline to State voter be noted in the Roster. If a Decline to State voter does not choose a ballot, no notation is required.

There are six qualified parties in California: American Independent, Democratic, Green, Libertarian, Peace & Freedom, and Republican. For this election, no candidates filed nomination papers for the American Independent, Green, Libertarian or Peace & Freedom parties. Because of a new law that allows us to not print a ballot for any party which does not have candidates for any office, voters that are registered with one of these parties will be issued a Non-Partisan ballot. The header of the Non-Partisan ballot will indicate that it is used for voters of these parties. Although voters registered with these parties will be voting a Non-Partisan ballot, they are NOT allowed to select a Democratic or Republican party ballot.

A chart that contains information on the ballot colors, notations and which ballot to issue to voters will be provided to inspectors at class and will be in the precinct supplies for use on Election Day.

ELIGIBILITY OF VOTERS

May 19, 2008 is the last day on which a voter may register (or re-register) to vote for the June 3rd Consolidated Primary Election.



A voter moving **ON** or **BEFORE** May 19 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** May 19 can legally vote in the precinct from which he/she has just moved, even if he/she has moved out of this county or they can 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. These voters may also cast a vote-by-mail ballot as though still residing in that precinct.

Give the voter a new voter registration card and advise the voter that he/she must re-register to vote prior to the next election in order to be eligible to vote in his/her new precinct. While it is not mandatory that the voter complete the voter registration card on Election Day, please encourage them to do so to ensure their voter record is updated.

INSTRUCTIONS FOR INSPECTORS

1. BEFORE ELECTION DAY:

A. CHECK THE ELECTION SUPPLIES:

The Supply Tub, the AccuVote (if you are a lead inspector) and ballots will be picked up by the inspectors at locations throughout the county.

1. INVENTORY the supplies by May 31st.
 - a. REFER to **SUPPLY BOX CONTENTS LIST & ENVELOPES** in the supply tub.
 - b. MARK off each item as you find it.
2. CHECK each party ballot for correct information.

You will receive two types of AccuVote ballots: Precinct and Provisional. Lead Inspectors will also receive AutoMARK ballots.

The Precinct Numbers and ballot types on the AccuVote Ballots and the ballot types on the AutoMARK ballots **MUST** agree with the information in your Combined Roster-Index.

Poll Ballots are padded in 50's and Provisional ballots are padded in 10's. Compare the number of ballots received to the ballot quantity worksheet to ensure you have the correct number of ballots

3. IMMEDIATELY REPORT any discrepancies or missing items to the Elections Office.
4. STORE all supplies in a secure location inside your home and safeguard against unwarranted access.

B. CHECK IN WITH YOUR PRECINCT ASSISTANT.

You will receive the name & contact information at the classes. Your Precinct Assistant also has your name and phone number.



C. UPDATE THE ROSTER-INDEX

1. An updated Vote-by-Mail Voter list will be mailed to you on May 29th and will include names of all voters issued vote-by-mail ballots **AFTER** the rosters were printed. **USING** this list, MARK a red "VBM" in the signature space for each voter appearing on the list.
2. Also, using this updated Vote-by-Mail List, DRAW a red line through the names of these voters on one **OUTSIDE INDEX**. Voters who were issued vote-by-mail ballots prior to the rosters being printed will already be lined out. Indicate on the cover of the Outside Index which index has been marked.

3. PLACE the Vote-by-Mail Voter list into your Supply Tub in case you need to refer to it on Election Day.
4. INSERT the colored "Late Registrant" list (if you received one) BEHIND the first alpha list. This list will also be mailed to you, along with the updated Vote-by-Mail list and contains the names of those voters who registered after the rosters were printed.

D. PREPARE BALLOT STATEMENTS:

1. POLL BALLOTS:



WRITE the TOTAL NUMBER of poll ballots received on Line #1 on the Ballot Statement/Certificate of Packaging and Sealing. (This information is on the Ballot Quantity Worksheet.)

PLACE the Ballot Statement/Certificate and ballot quantity worksheet back in the Supply Tub.

2. PROVISIONAL BALLOTS:

WRITE the total number of provisional ballots received on Line #1 on the back cover of the Provisional Roster. (This information is on the Ballot Quantity Worksheet.) Place the provisional roster back in the blue bag.

E. FOR LEAD INSPECTORS ONLY

1. STORE your AccuVote unit in a secure location inside your home to protect against temperature changes and unwarranted access.
2. AUTOMARK BALLOTS (Only Lead Inspectors will receive AutoMARK ballots.):



WRITE total number of AutoMARK ballots received on Line #1 on the AutoMARK Ballot Statement. (This information is on the AutoMARK Ballot Quantity Worksheet.) PLACE the AutoMARK Ballot Statement and the AutoMARK ballots in the Supply Tub.

3. CHECK with the polling place the week before the election to ensure access on Election Day and the day before.

CONDUCT an "on-site" visit the week before the election if you are not familiar with the location.

4. CHECK electrical outlet locations to determine where to plug in the AccuVote and/or AutoMARK Units.
5. Contact the other inspectors in your polling place to plan when to set up the polling place the afternoon before the election and what time to be there election morning.

F. ALL INSPECTORS: CHECK WITH YOUR BOARD MEMBERS:

1. CONTACT all members of your precinct board a week prior to the election.

2. INFORM them of the following:
 - a. When to meet you Monday to set up the polling place. (If their help is needed to set up the polling place)
 - b. What time to arrive at the polling place on election morning (no later than 6:30 am).
 - c. What to do for meals, if necessary.
3. ASK them if they have any special needs for Election Day (i.e. day care pickup, sitting or standing restrictions, etc).

G. THE AFTERNOON BEFORE THE ELECTION:

1. CHECK that the equipment has been delivered to the polling place:
 - a. Black Ballot Box for AccuVote Unit
 - b. AutoMARK Unit(s) at least one per polling place
 - c. Accessible and regular Booths
2. SET UP as much equipment as possible that afternoon to make election morning run more smoothly. See instructions pertaining to your assigned polling place for supplies and set up restrictions.



DO NOT LEAVE THE ROSTERS, THE BALLOTS OR THE ACCUVOTE UNIT AT THE POLLING PLACE!

H. PLAN A TENTATIVE SCHEDULE FOR ELECTION DAY:

1. PLAN periodic job rotations.
2. SCHEDULE lunch/dinner breaks (approximately 45 minutes to an hour EACH for lunch and dinner).

Take into consideration worker's special needs (for example: day care pickup, medication, etc.) BUT MAKE SURE ALL WORKERS ARE BACK NO LATER THAN 5:00 P.M.
3. PLAN for the Provisional and Voting System Specialists and where those workers will be located.



I. FOR NON-ADOPT-A-POLL INSPECTORS ONLY:

1. If there are any precinct officer changes on your board, you will receive notification as the changes are made.
2. Some workers will be serving half-shifts, from 6am to 2pm, or 2pm to closing.

**CALL the Elections Office at 781-5236,
466-1262 ext. 5236
OR
1-800-834-4636 ext. 5236

OR email:
precinctworker@co.slo.ca.us

TO REPORT ANY PROBLEMS
OR FOR ANY QUESTIONS.**

**2. ELECTION MORNING
SETTING UP THE POLLING PLACE:**

Assign the following opening tasks to different workers to be completed before the polls open.

A. SET UP THE ACCUVOTE UNIT:



DO THIS FIRST AND FOLLOW THE WHOLE PROCEDURE

1. FOLLOW the instructions on the information included with the AccuVote unit and/or in the yellow AccuVote Section of this manual.
2. CALL THE ELECTIONS OFFICE IMMEDIATELY, AT ONE OF THE NUMBERS ON THE MANUAL COVER, IF THE UNIT FAILS TO FUNCTION PROPERLY.



LEAD INSPECTOR: the Voting System Specialist, if one is assigned to your precinct, will prepare the AutoMARK Unit and will need the supplies you have in your Supply Tub.

B. POST/PUT OUT ALL OUTSIDE INFORMATION (see information on Supply Envelopes):

1. HANG two outside indexes right outside the polling place door or as near the front entrance of the poll as possible.

2. HANG the flag, with the union jack (blue field with white stars) in the upper left-hand corner, outside the polling place.



C. VOTING BOOTHS:

1. ARRANGE the voting booths for privacy for each voter.
 - a. ACCOMMODATE voter's requests for additional privacy to the best of your ability.
 - b. PLACE all booths together in locations where multiple precincts share the same AccuVote unit.
 - c. POST "Voting Instructions" and all necessary information in each voting booth, unless already posted.
2. CLIP ballot marking pens to each booth.



D. POST ALL INSIDE INFORMATION THROUGHOUT THE POLLING PLACE (see information on Supply Envelopes and Supply List):

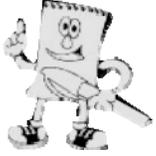
E. ARRANGE THE PRECINCT TABLE:

1. LAY OUT roster, secrecy sleeves, outside index tally system and all other materials needed at the table.

See the sample table layout on Page 12.

2. ARRANGE the materials needed for the Provisional Specialist.
 - Set up and seal the Blue Bag according to the instructions located inside the bag.
 - Place vote-by-mail and provisional tally sheets on top of the blue bag.
3. REMOVE one pack of ballots. Always begin with the lowest serial number for each ballot type (party) from the shrink wrapped packages.
 - a. OPEN one pack for the Democratic, Republican parties and Non-partisan ballots.
 - b. CHECK that the perforations are in the correct location on the ballots (separating the stub from the ballot at the top). CALL if there is a problem.
 - c. USING the Sample Ballot booklet(s) as a comparison, double check that the ballot(s) issued match(es) the ballot pages in the booklet(s). CHECK ALL ballots in the same way.
 - d. REPEAT the procedure for the provisional ballots.
 - e. GIVE the AutoMARK ballots to the Voting System Specialist for verification.





Even if you have already checked for accuracy, if a voter brings an error to your attention, call the elections office immediately.

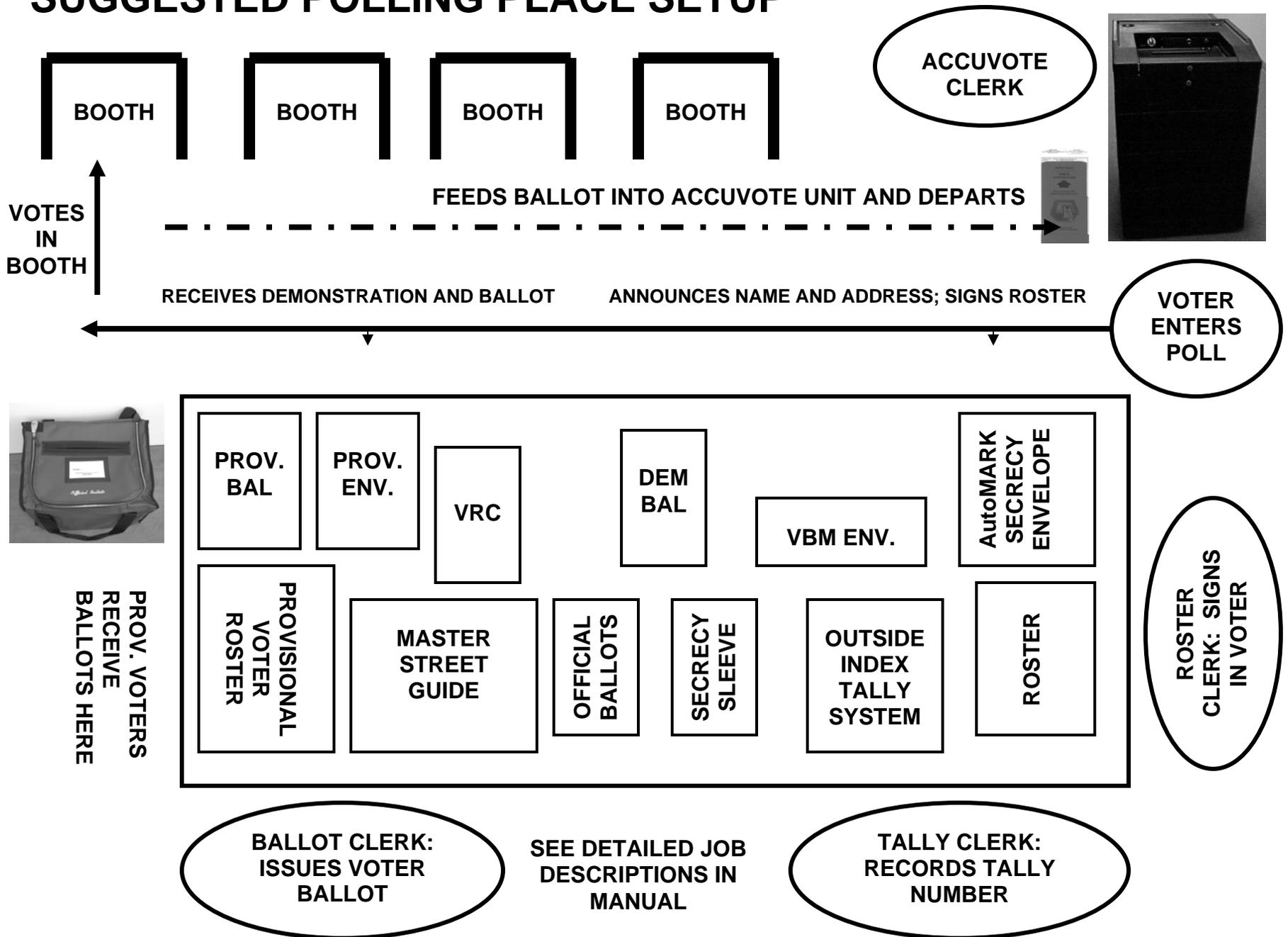
F. SIGN, AND HAVE EACH BOARD MEMBER SIGN, THE DECLARATION OF ELECTION OFFICERS FOUND ON THE INSIDE FRONT COVER OF THE COMBINED ROSTER-INDEX.

G. LAST MINUTE CHECK:

1. Are the AccuVote and AutoMARK Units ready to accept ballots?
2. Is the AutoMARK privacy screen set up?
3. Has the tamper-evident seal on the AccuVote been verified and the Certificate completed?
4. Is the Blue Bag sealed?
5. Is all information posted?
6. Do all the workers know:
 - a. Their assigned tasks to begin the day?
 - b. Who the Provisional Specialist is and which voters are referred to this person.
 - c. Who to ask if there are special circumstances or where to look to solve extraordinary situations as they occur?
 - d. What the information in the signature space means?
 - e. The importance of the party information? Where to find each voter's party?
 - f. Which voters to direct to the Voting System Specialist?
 - g. Which ballots are to be placed in the Blue Bag?



SUGGESTED POLLING PLACE SETUP



3. OPENING THE POLLS:

YOU ARE NOW READY TO COMMENCE THE VOTING PROCESS

OPEN the polls promptly at 7 a.m.

SHOW the **zero count** (LCD counter) to the first voter who will verify the ZERO COUNT.



PROCLAIM ALOUD:

The Polls Are Now Open



ELECTION DAY PROCEDURES FOR EACH JOB DESCRIPTION:

Special Circumstances are covered in the Provisional Specialist job description



**The declaration on the inside front cover of the Roster-Index must be signed before anyone begins serving as a precinct worker.
Make sure all workers sign in at the beginning of their shift.
All workers must sign the payroll sheet, even if they are Adopt-A-Poll workers.
These signatures are legally required.**

This section contains job descriptions for all workers processing voters, issuing ballots, the Voting System Specialist and the AccuVote clerk. These procedures are for the typical voter.

ROSTER CLERK:

RESPONSIBLE FOR:

- Locating the voter, verifying the address given by the voter, and having voter sign the roster.
- Making sure the ballot clerk knows the correct party ballot to issue to the voter.
 - If the voter requests a different party ballot refer to the Provisional Specialist.
- Processing voters with special needs who wish to vote on the AutoMARK Voter Assist Terminal.
 - These voters must receive a completed (precinct number and party) Secrecy Envelope prior to being directed to the Voting System Specialist.

GENERAL DUTIES

- A. GREET voter; ask for name and address - voter must give the roster clerk this information.

IF voter has a sample ballot or voter notification card with his/her name and residence address, the voter may use that instead of saying the information out loud.

- B. LOCATE voter's name in roster (look in Active, Late Registrant and Inactive Rosters).
1. IF the voter is in the Active roster, lives at the same address and has no "VOTE-BY-MAIL VOTER" or "ID REQUIRED" notations on the signature line, proceed to Step C.
 2. IF the voter is in the Inactive roster and still lives at the same address, have the voter read the oath at the top of the page on which they are listed, then proceed to Step C.

3. IF there is an "ID REQUIRED" in the signature space, the voter will need to provide identification.

The list of acceptable ID is on the pink provisional sheet titled: "PROVISIONAL VOTER INFORMATION". (You should have received this pad from the Provisional Specialist.) Once the identification is provided, proceed to Step C.

If the voter has no identification, he/she will need to vote a provisional ballot; (see Provisional Specialist job description for more information) mark the reason the voter has to vote a provisional ballot on the "Provisional Voter Information Sheet" (from Envelope No. 2) and hand it to him/her and refer them to the Provisional Specialist.

4. If a Vote-by-Mail voter wants to vote a regular ballot at the polls, they must surrender their Vote-by-Mail ballot (VBM) in its ID Envelope.

Once surrendered, write SURRENDERED on the envelope and place it in Envelope #5. Cross out the Vote-by-Mail voter in the signature line, have them sign and continue to Step D.

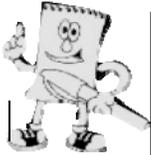
If the voter has a VBM ballot, but no ID envelope, give them a green ID envelope, have them fill it out completely and legibly, have them surrender it, then proceed as above.

If they are a VBM voter and have no ballot to surrender, they must vote provisionally. See Provisional Specialist job description or mark the reason the voter has to vote a provisional ballot on the "Provisional Voter Information Sheet" (from Envelope No. 2) and hand it to him/her. Refer to the Provisional Specialist.

5. If the voter claims they are registered with a party that is different than what is shown on the roster, he/she MUST vote a provisional ballot. Mark the reason the voter has to vote a provisional ballot on the "Provisional Voter Information Sheet" (from Envelope No. 2) and hand it to him/her. Refer to Provisional Specialist.

EXCEPTION: If the voter is registered as Non-Declared voter (DS) they may choose to vote a Democratic or Republican party ballot only.

- C. ASK voter to sign roster.
- D. TELL TALLY CLERK voter's Roster Line Number, so they can complete the Outside Index Tally Sheet for the current hour.
- E. PUT a check at the end of voter's line
- F. TELL THE BALLOT CLERK the correct party ballot. Remember that some voters may not want others to know their party affiliation so speak quietly or use index cards marked with the appropriate party (DEM, REP) Please be circumspect.



NOTE: ALWAYS ASK the Inspector if you have questions about how to proceed. For more information on exceptions to the standard procedure see the [Provisional Ballots & Provisional Specialist Job Description](#).

TALLY CLERK (This role may be filled by the BALLOT CLERK or the ROSTER CLERK if necessary):

RESPONSIBLE FOR:

- Maintaining the outside index tally system, tally sheet, and tracking spoiled ballots.

GENERAL DUTIES:

- A. RECORD the roster line number given to you by the ROSTER CLERK on the “Outside Index Tally System Worksheet for the current hour”. Use this worksheet to update the outside index every hour.
- B. Mark one number on the Tally Sheet for each voter who signs the roster. This tally sheet is numerical so you would mark off 1 for the 1st voter of the day, 2 for the second voter and so on.
- C. KEEP TRACK of spoiled ballots on the Tally Sheet.

BALLOT CLERK:

RESPONSIBLE FOR:

- Issuing the correct party ballot and a secrecy sleeve to the voter.
- Demonstrating the proper way to mark the ballot and use the secrecy sleeve, if necessary.

GENERAL DUTIES:

- A. REMOVE the ballot from stapled ballot pad. The ROSTER CLERK will tell you which party ballot to issue.

To remove ballot, tear along perforated line in an “L” shape, leaving county stub on pad.

- B. INSTRUCT voter, if necessary, on how to complete ballot.
- C. SLIDE ballot into secrecy sleeve.
- D. GIVE ballot to voter.
- E. DIRECT the voter to an empty voting booth, when available.



- F. COORDINATE with the ACCUVOTE CLERK to ensure that you have secrecy sleeves for the ballots.

COORDINATE with the ROSTER CLERK to re-issue another ballot to a voter if he/she has spoiled one (make sure the voter is in your precinct) and issue a second (or third) ballot.

ACCUVOTE CLERK:

RESPONSIBLE FOR:

- Assisting voters as they feed their ballots through the AccuVote.
- Monitoring the operation of the AccuVote.
- Handing out “*I Voted*” stickers.
- Displaying the external seals on the AccuVote for the public or media if they request it. This activity cannot interfere with the conduct of the election or the privacy of any voter.
- **REFER to the AccuVote Manual for specific instructions.**

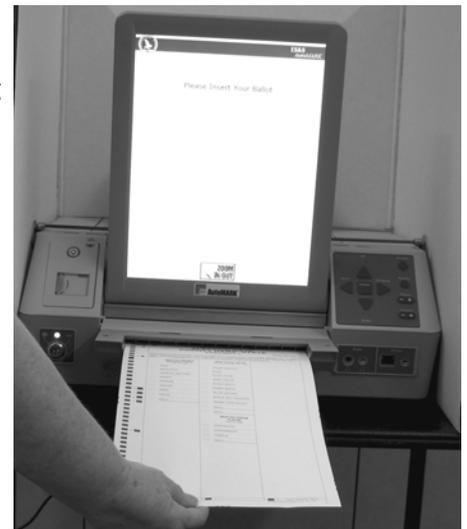


VOTING SYSTEM SPECIALIST:

The Voting System Specialist may be appointed by the County Clerk or may be one of the available workers, but in any case one worker should be familiar with the AutoMARK Voter Assist Terminal.

RESPONSIBLE FOR:

- Processing voters who wish to use the AutoMARK Voter Assist Terminal.
- Verifying the accuracy of the ballots before the polls open.
- Verifying that the machine is operational.
- He/she will do this by **VOTING ONE BALLOT** and then spoiling that ballot and placing it in Envelope No. 5. This can be done before the polls open election morning if there is time. The task can also wait until the Precinct Assistant comes around to assist with this duty when he/she arrives on Election morning.
- **REFER to the AutoMARK manual for specific duties and procedures.**



OTHER TASKS TO BE COMPLETED PERIODICALLY THROUGHOUT THE DAY: (May be done by any available worker)

- A. UPDATE one outside index (the one with the red information which was marked prior to Election Day) at the top of each hour, by drawing a line through the name of each person who has voted that hour using the Outside Index Tally Worksheet.

BOTH indexes must hang outside AT ALL TIMES, EXCEPT one index can be removed when doing the update.

- B. CHECK empty voting booths after each voter for pens & anything other than the required posted information that may have been left behind.

Provisional Ballots & the Provisional Specialist Job Description

Any voter who does not fall into the “Standard Procedure” category must vote a Provisional Ballot.

REFER voter to the Provisional Specialist for any of the following:

1. IF the voter is in the Active or Inactive Roster, but their address is different.
2. IF the voter is a First Time Voter (“ID Required” shows in the signature space) and cannot provide acceptable identification.
3. IF there is a “Vote-by-Mail Ballot” notation in the voter’s signature space and the voter cannot surrender the Vote-by-Mail ballot.
4. IF the voter is not listed in the roster.
5. If the voter insists on voting a party ballot that is different than his/her party as noted in the roster.
6. If you have been instructed by the Elections Office or a Precinct Assistant to issue a provisional ballot.

PROVISIONAL SPECIALIST:

The Inspector, or another worker appointed by the Inspector, will act as Provisional Specialist.

RESPONSIBLE FOR:

- Assisting and processing all voters required to vote a provisional ballot.

- Balancing the provisional ballots and roster at the end of the day.
- Receiving all voted Vote-by-Mail and provisional ballots and placing them in the Blue Bag.

ALL VOTE-BY-MAIL BALLOTS MUST BE TALLIED AS THEY ARE PLACED IN THE BLUE BAG. The bag cannot be opened once it has been assembled and sealed.

Provisional voters with disabilities, who are using the AutoMARK for voting, will receive the provisional envelope TAPED to the white secrecy envelope used for AutoMARK ballots.

GENERAL DUTIES: (For any of the reasons listed above)

- A. Ensure the voter resides in your precinct. Use the street guide to verify this. If they do, go to Step B.

If they don't belong in your precinct, refer them to the proper precinct so they will have the opportunity to vote the correct ballot.

If they insist on voting in your precinct, process them as any other provisional voter. Remind them they may not be voting on all the contests they are eligible for, and make a notation on the provisional envelope stating the voter insisted on voting in your precinct.

- B. Complete the FOR THE PRECINCT OFFICER Section on the Provisional Envelope
- Write the precinct #.
 - Your name.
 - Circle the reason or add a comment.
- C. Have the voter complete the FOR THE VOTER SECTION on the envelope
- They must fill it out legibly and completely. (If we can't read it, we can't process it and count the ballot).
 - They must read and sign the voter declaration (The ballot cannot be counted without the voter's signature).
- D. Complete the Provisional Roster page
- Print the Voter's name and address
 - Ask voter to sign
 - Fold the ballot along the score lines (two folds) to fit in the envelope and give it to the voter to vote.
 - When the voter is done voting ask them to place the ballot in the envelope, seal the envelope, and bring it back to you. Check that the envelope is signed and legible.
 - Remind the voter they may call the Elections Office to find out if their ballot counted and give them the pink information sheet containing our toll free number.
- E. Place the voted ballot, sealed in its envelope, in the Blue Bag.

Did the Voter move?

If yes, you must give them a Voter Registration Card (VRC) to complete. It is not mandatory that the voter complete the VRC on Election Day, however, encourage them to complete it to ensure that their voter record is updated.

If they return the completed voter registration card to you, place it in the little half pocket on the outside back of the envelope. DO NOT put it IN the envelope. If we are unable to process the provisional we cannot open it to get the VRC out.

VOTE-BY-MAIL VOTERS MAY TURN IN THEIR VOTED BALLOTS AT ANY POLLING PLACE IN THE COUNTY.

Things to check:

Is the envelope from San Luis Obispo County? (Ballots from other counties cannot be counted)

Is it signed?

Is it sealed?

If Yes, place it in the Blue Bag.

No ID Envelope?

Give them a green envelope, have them complete it legibly, sign it, seal it, then place in the Blue Bag.

CLOSING THE POLLS:

ANNOUNCE ALOUD PROMPTLY at 8:00 p.m.

THE POLLS ARE NOW CLOSED



IDENTIFY THE LAST VOTER IN LINE

Any voter who is in line or in the building at the polling place at 8 pm must be allowed to vote.

POST a precinct board member behind the last voter in line to ensure that no one who arrives after 8 p.m. votes.

BEGIN the process of closing the polls once all eligible voters have voted and their ballots have been fed through the AccuVote Unit.

A. ALL BOARD MEMBERS PRESENT AT CLOSING MUST SIGN:

1. Closing Certificate inside the Back Cover of the roster.
2. Seals for Envelope No. 5 and the Container for Voted Ballots.



This signature requirement does not pertain to partial shift workers who are not present at closing.

B. CLOSING THE POLLS IS OPEN TO PUBLIC VIEW

1. No one may interfere with the Precinct Board in the performance of its duties.
2. **No one except a precinct board member or a precinct assistant is allowed to handle any ballot!**

C. ENSURE ALL STATEMENTS AND SEALS ARE COMPLETED AND SIGNED:

1. DECLARATION on the INSIDE THE FRONT COVER of the ROSTER-INDEX (All workers serving on election day)
2. PAYROLL sheet (All workers serving on Election Day)
3. CLOSING CERTIFICATE on the INSIDE BACK COVER OF THE ROSTER-INDEX. (Workers present at closing)
4. SEAL for CONTAINER FOR VOTED BALLOTS (Workers present at closing)
5. SEAL for ENVELOPE NO. 5 (Workers present at closing)
6. BOTTOM of "BALLOT STATEMENT/CERTIFICATE OF PACKAGING AND SEALING" Form (Workers present at closing)

D. ASSIGN CLOSING TASKS:

TWO WORKERS:

CLOSE the AccuVote Unit following instructions in the AccuVote Manual.



DO THIS FIRST AND FOLLOW THE WHOLE PROCEDURE

ONE WORKER:

MOVES the unused ballots to one side, and LAYS OUT the following items (in the Supply Tub), if they are not already out:

1. Envelope No. 4
2. Envelope No. 5
3. Seal for Envelope No. 5
4. Ballot Statement & Certificate of Packaging and Sealing” form
5. Self-addressed, stamped envelope
6. Signed Payroll Sheet



ONE WORKER:

GIVES the AccuVote Team:

1. Envelope No. 3 for write in ballots
2. Box(es) in which the ballots were shipped (now the Container for Voted Ballots)
3. Seal for Container for Voted Ballots

ONE WORKER:

1. CLEANS up voting booth area.
2. REMOVES all posted information from both the outside and inside of the polling place, including the flag and indexes.
3. PLACES the Outside Indexes in Envelope #4.
4. RETURNS all other supplies neatly to the Supply Tub.

E. INSPECTOR OR ANOTHER WORKER: COMPLETE THE BALLOT STATEMENT:



NOTE: The purpose of completing this form on election night is to ensure that the number of voters who signed the roster equals the number of ballots that were voted (those that went through the AccuVote plus the non-processed and AutoMARK ballots). If these numbers do not match you may have information about a situation that happened on Election Day that explains the difference, i.e. A voter signed the roster but left without voting, a provisional voter signed the regular roster, etc). As part of the canvass the elections staff duplicates this balancing procedure so any information you can provide about such situations will be helpful.

1. ENTER the total number of voters for your precinct from the Tally Sheet on Line 2 of the Ballot Statement.

2. ENTER the total number of voters for your precinct from the AccuVote Tape on Line 3a of the Ballot Statement.
3. ENTER the total number of non-processed ballots (from the side bin of the black ballot box) for your precinct on Line 3b. Make sure the non-processed ballots are placed in Envelope No. 2.
4. ENTER the total number of AutoMARK ballots (from the side bin of the black ballot box) for your precinct on Line 3c. Place these ballots in Envelope No. 2.
5. ADD Lines 3(a), 3(b) and 3(c). Write the total on Line 3.
 - a. IF the total on Line 3 matches Line 2, DO NOT count the roster signatures.
 - b. IF the totals don't match, have one worker COUNT the roster signatures. If this count is different than the tally number, enter it on line 2 and use when comparing to line 3, below.
6. Compare the totals on Lines 2 and 3. Enter the difference, if any, on Line 4 and EXPLAIN, as best you can, any difference in the space below Line 6.

F. ACCOUNT FOR SPOILED AND UNUSED BALLOTS:

1. COUNT AND REPLACE the spoiled ballots in Envelope No. 5; WRITE the number on Line 5 of the Ballot Statement.
2. CALCULATE the number of unused poll ballots:



Note: This task is an important step in providing information necessary for the required ballot balancing completed during the canvass. The elections staff must reconcile the number of ballots printed for your precinct to the number voted and the number unused. If this information is not completed correctly, the elections staff must go through all the unused ballots from every precinct before the election can be certified.

- a. RECORD the next ballot number to be used (for each party) on the Ballot Quantity Worksheet.
- b. FOLLOW the instructions on the Ballot Quantity Worksheet to determine the number of unused ballots.
- c. ENTER the total on Line 6.
3. PLACE the unopened, unused ballots (those still in plastic shrink wrap) in your Supply Tub.
4. PLACE the opened unused ballots - both AutoMARK and AccuVote - in Envelope No. 5.

5. PLACE the stubs from the issued pads of ballots in Envelope No. 5.
6. RECEIVE the unused Provisional Ballots from the Provisional Specialist and PLACE in Envelope No. 5.
7. PLACE the AutoMARK Ballot Statement (if you are the lead inspector) in Envelope No. 2.

G. SEAL ENVELOPE NO. 5.

1. PLACE the completed and signed seal on Envelope No. 5 so that it cannot be opened without tearing the seal.
2. PLACE Envelope No. 5 in the Supply Tub.

H. ONCE ALL THE NUMBERS ARE COMPLETED AND ANY INFORMATION ABOUT THE DIFFERENCE BETWEEN LINES 2 AND 3, IF ANY, IS NOTED, THE BALLOT STATEMENT IS COMPLETED. YOU DO NOT NEED TO DO ANY FURTHER BALANCING.

I. PLACE THE WHITE COPY of "Ballot Statement/Certificate of Packaging and Sealing" in the self-addressed, postage paid envelope provided and mail it election night.

J. PLACE the duplicate yellow copy of "Ballot Statement/Certificate of Packaging and Sealing" in Envelope No. 4.

K. ENSURE THAT THE FOLLOWING PROCEDURES HAVE BEEN COMPLETED:

1. AccuVote team has completed the AccuVote procedure and posted the AccuVote tape outside on the door to the polling place.
2. Container for Voted Ballots (if necessary for your precinct) is sealed and ready to be delivered to the REGIONAL/CENTRAL COLLECTION CENTER.
3. Provisional Specialist has completed all procedures and that the information on Envelope No. 2 is completed.
4. All Ballot Statements (poll, provisional and AutoMARK, if you are the lead inspector) are completed and in their appropriate envelopes.
5. All envelopes that require information have been completed.
6. All voted Vote-by-Mail and provisional ballots for your precinct have been placed in the Blue Bag and the bag is sealed and ready to be delivered to the REGIONAL/CENTRAL COLLECTION CENTER.



**DO NOT UNDER ANY CIRCUMSTANCES OPEN THE BLUE BAG
IT MUST REMAIN LOCKED FOR DELIVERY TO THE
REGIONAL/CENTRAL COLLECTION CENTER.**

L. CHECK ALL ENVELOPES TO ENSURE:

1. Envelope No. 2 contains:

- a. Non-processed Ballots, if any
- b. Voted AutoMARK Ballots, if any
- c. Completed Voter Registration cards, if any
- d. Completed Voting Equipment Incident Report Forms, if any
- e. Provisional Roster



2. Envelope No. 3 contains:

ALL VOTED BALLOTS containing Write-in votes (from the right hand bin at the back of the AccuVote black ballot box).

3. Envelope No. 4 contains:

- a. Combined Roster-Index
- b. Two Outside Indexes
- c. Payroll Sheet
- d. Yellow copy of Ballot Statement/Certificate of Packaging and Sealing
- e. AccuVote totals and Audit Report tape (if you are the lead inspector)
- f. Ballot Quantity worksheet
- g. Outside index tally worksheet



4. Envelope No. **5 STAYS AT THE POLLING PLACE** and contains:

- a. Spoiled AccuVote Ballots (Poll and Provisional)
- b. Unused Unwrapped AccuVote Ballots (Poll and Provisional)
- c. Stubs from issued AccuVote Ballots (Poll and Provisional)
- d. Spoiled and Unused Unwrapped AutoMARK Ballots
- e. Surrendered Vote-by-Mail Ballots

VERIFY Envelope 5 has been SEALED and PLACED in the Supply Tub.

M. ENSURE THAT THE FOLLOWING HAVE BEEN PLACED IN THE CANVAS BAG:

1. Envelope No. 2
2. Envelope No. 3
3. Envelope No. 4
4. Sealed Container for Voted Ballots
(if necessary for your precinct)



N. DELIVER the following items to the Regional/Central Collection Center:

(Inspector and one other board member RIDING IN THE SAME VEHICLE.)

1. RECEIPT FOR PRECINCT SUPPLIES
(Have this in your hand.)
2. Blue Bag
3. Canvas Bag
4. AccuVote unit (if you are the lead inspector)



IMPORTANT NOTE: Before you leave the polling place verify that you have all the items that are listed above for return to the Collection Center. These contain voted ballots and the election returns and must be returned to the election office on election night so they can be secured against any tampering. It is in this way that the integrity of the election can be protected. If any of these items are left at the polling, either you or a member of the elections staff must return to retrieve them election night.

7. WHAT TO LEAVE AT THE POLLING PLACE:

- A. Black Ballot Box
- B. AutoMARK Voter Assist Terminal
- C. The Precinct Supply Tub, including Envelope No. 5
- E. Voting Booths

REGIONAL COLLECTION CENTERS

COLLECTION LOCATION	CONSOLIDATED PRECINCTS
Special Events Center, Fairgrounds 2198 Riverside Ave Paso Robles	101,102,103,104,105,106,107,108,109,110,111 112,113,114,115,116,117,118,119,120,121, 517
North County Clerk-Recorder's Office 5955 Capistrano Ave. #B Atascadero	122,123,124,125 ,501,502,503,504,505,506,507 508,509,510,511,512,513,514,515,516,518,519
First Christian Church 2050 Ironwood Ave, Morro Bay	201,202,203,204,205,206,207,208,209,210,211 212,213,214,215,216,217,218,219,220,221,222 223
County Clerk-Recorder's Office 1055 Monterey St, San Luis Obispo	224,225,226,227,228,229,301,302,303,304,305 306,307,308,309,310,311,312,313,314,315,401 402,520,521,522,523,524,525,526,527
South County Regional Center 800 W Branch St, Arroyo Grande	316,317,318,319,320,321,322,323,324,325,326 327,403,404,405,406,407,408,409,410,411,412 413,414,415,416,417,418,419,420,421,422,423 424,425,426,427,428,429



INSTRUCTION PAGES FOR ACCUVOTE

SECURITY REQUIREMENTS AND PROCEDURES FOR THE ACCUVOTE VOTING SYSTEM

Pursuant to Secretary of State Directives, there will be a number of seals placed on the AccuVote and the black canvass bag will be locked when delivered to the Lead Inspector. **The lock should not be removed until Election morning upon arrival at the polls. The seals MUST remain in place until the AccuVote unit is returned to the Regional/Central Collection location.** Below is information on the seals and how they must be verified:

<p>AccuVote Bag Lock</p>	<p>In the outside pocket of the AccuVote Bag there is a Verification of Locked Bag and Seal Certificate form. Have at least one other precinct worker verify that the lock and seal are in place and both the Lead Inspector and one Precinct Worker must sign this form. Replace it in the outside pocket of the AccuVote Bag.</p>
<p>Red Tamper Evident Seal</p>	<p>Your AccuVote Optical Scan unit is required to have a tamper-evident seal affixed to the cover of the memory card compartment immediately after the memory card is programmed for the election. On Election Day, prior to any ballots being scanned, the integrity of the tamper-evident seal must be verified by the precinct inspector. This is step 14 in the opening procedure.</p> <p>The serial number of the seal must also be verified against the Seal Certificate provided. These procedures must be witnessed by at least one other precinct board member. This certificate, containing a section for signatures of the Inspector and witness, is located in the inside pocket of the AccuVote carrying case and must be completed as part of the AccuVote setup procedure. (See sample of certificate on the following page.)</p>
<p>Blue Tamper Evident Seals</p>	<p>Additional tamper evident seals have been placed on the AccuVote unit. Have one other precinct board member verify that these seals are intact and have no evidence of tampering before proceeding with the opening procedures for the AccuVote. The Lead Inspector and witness must sign the Verification of Locked Bag and Seal Certificate form. Place the form in the inside pocket of the AccuVote Bag.</p>



IF THE REQUIRED SEALS ARE NOT IN PLACE OR THERE IS ANY EVIDENCE THAT THE SEALS HAVE BEEN TAMPERED WITH, CONTACT THE ELECTIONS OFFICE IMMEDIATELY. UNDER NO CIRCUMSTANCES SHOULD BALLOTS BE FED THROUGH THE ACCUVOTE UNIT.

DO NOT ATTEMPT TO ACCESS THE MEMORY CARD COMPARTMENT FOR ANY REASON THROUGHOUT ELECTION DAY.

IF YOU NEED ASSISTANCE, PLEASE CONTACT THE ELECTIONS OFFICE AT 781-5236 IMMEDIATELY!

**LEAVE THIS CERTIFICATE
IN THE ACCUVOTE BAG**

OFFICIAL MEMORY CARD SEAL CERTIFICATION

Precinct CON101-01

Date 6/3/08

COUNTY CERTIFICATION

I, County Staffer DO HEREBY CERTIFY the memory card for this precinct was secured with SEAL NUMBER 248326.

VERIFIED BY: County Staffer Too

Below is what the Precinct Workers Need to Complete Election Morning

OPENING THE POLLS

I, Sally Inspector (Precinct Inspector's Signature)

DO HEREBY CERTIFY the memory card for this precinct was secured with seal number 248326.

If the seal number on the AccuVote and the above number do not agree, please contact the Elections Office IMMEDIATELY.

VERIFIED BY: Pam Precinct Worker (Precinct Worker's Signature)

CLOSING THE POLLS

I, _____ (Reception Board Worker's Signature)

DO HEREBY CERTIFY the memory card seal number at the close of polls matches the seal number at the time the polls were opened and has not been changed (except as specified below.)

VERIFIED BY: _____

IF THE MEMORY CARD HAS TO BE CHANGED

I, _____ (Precinct Assistant's Signature) DO HEREBY CERTIFY that Memory Card Seal Number _____ was replaced with a new seal number _____ at _____ (write in the time seal was replaced).

VERIFIED BY: _____ (Precinct Inspector's Signature)

**VERIFICATION OF LOCKED BAG AND SEAL
CERTIFICATE**

Precinct CON101-01

Date 6/3/08

COUNTY CERTIFICATION

I, County Worker Jr, DO HEREBY CERTIFY the AccuVote bag for this precinct was locked and secured with SEAL NUMBER 986235.

VERIFIED BY: A Worker

OPENING THE POLLS

I, Lead Inspector, Jr. (Lead Inspector's Signature)
DO HEREBY CERTIFY the AccuVote bag for this precinct was locked and secured with seal number 986235. If the seal number on the AccuVote bag lock and the above number do not agree, please contact the Elections Office IMMEDIATELY.

VERIFIED BY: A Worker (Precinct Worker's Signature)

SEAL CERTIFICATE

I, _____ (Lead Inspector's Signature) DO HEREBY CERTIFY the three tamper evident seals were in place when the AccuVote was removed from the locked bag on Election Day.

VERIFIED BY: _____

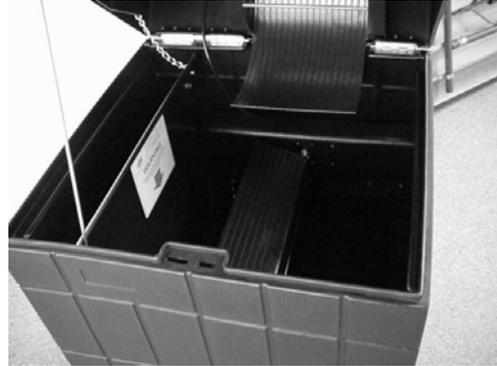
ACCUVOTE BOARD

I, _____ (Reception Board Worker's Signature)
DO HEREBY CERTIFY that the tamper evident seals were in place when the AccuVote was delivered to the AccuVote Reception Board on Election Night.

VERIFIED BY: _____

OPENING PROCEDURES

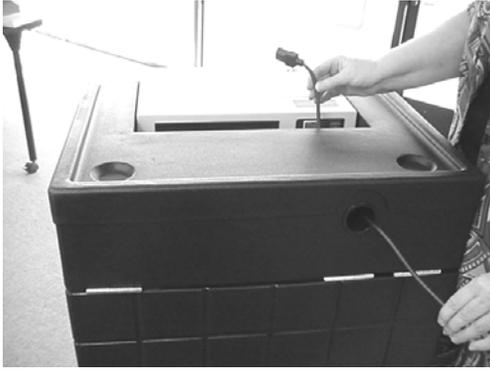
1. UNLOCK the lid (bottom lock on front) with black key and verify that the ballot box is empty.
2. CLOSE and RELOCK the lid.



3. UNLOCK the front door (top lock on front) of the ballot box with the black key.

4. REMOVE the AccuVote unit from carrying case and guide it into position, leaving enough space to reach the ON/OFF switch on the rear of the unit. When you break the seal on the case, the Inspector and one other board member will need to complete and sign the certificate (Locked Bag and Seal Certificate) located in the AccuVote bag. A sample is shown on page 30 of this manual.



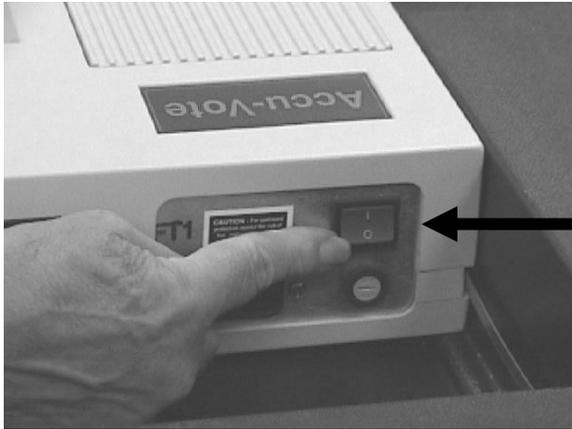


5. **THREAD** the black power cord through the chute in the ballot box.

6. **CONNECT** the power cord to the AccuVote unit and to the electrical outlet.



7. **UNLOCK** and remove printer cover with the brass key.



8. TURN unit ON.

NOTE: I = ON 0 = OFF

9. The "Election Zero Report" tape, which verifies no votes have yet been cast, will automatically begin to print after you turn the unit on.

DO NOT TEAR OFF THE TAPE.
VERIFY that your precinct (or **ALL** precincts, if there is more than one precinct using the unit) is listed on the "Election Zero Report" and that all totals are zero.



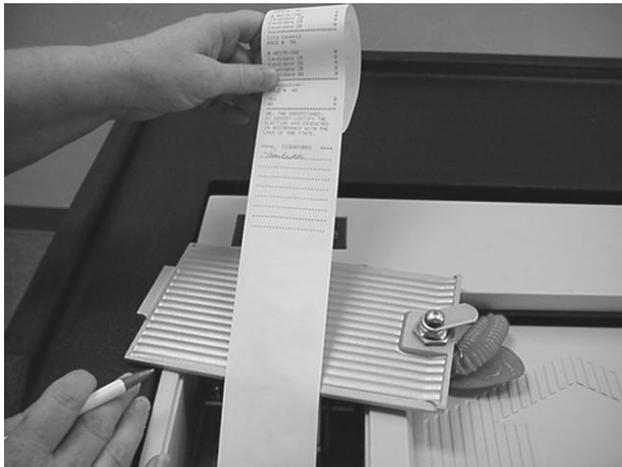
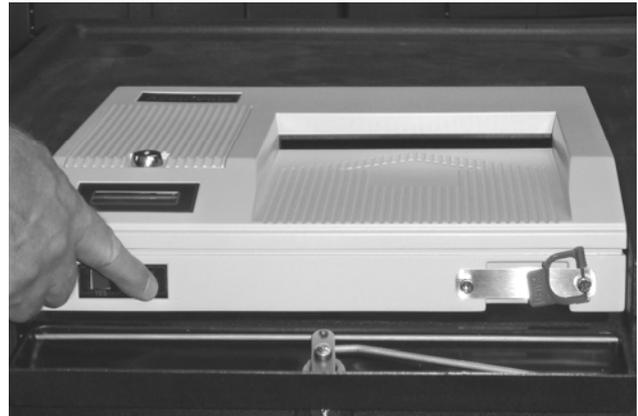
10. SLIDE the unit into place.

11. The LCD will now display:
NEED ANOTHER COPY?



PRESS the "NO" button on the front of the AccuVote unit.

VERIFY that the LCD shows the public counter (TOTAL COUNT) at zero.



12. ALL WORKERS MUST SIGN the printed Election Zero Report (use the back of the printer cover for a hard writing surface).

13. FOLD or roll the tape and leave it in the printer compartment.

REPLACE and LOCK the printer cover and remove the brass key.



14. VERIFY that the seal affixed to the cover of the memory card compartment is secure and that the seal number on the seal matches the number on your Seal Certificate located in the inside pocket of the AccuVote carrying case.

The Inspector and one poll worker acting as a witness must sign this certificate as part of the set-up procedure. A sample certificate is shown on page 29 in this manual.



15. LOCK the front (top lock) of the ballot box to secure the AccuVote unit.





16. UNLOCK the Auxiliary Bin door at the side of the unit and open it for receipt of any AutoMARK or unprocessed ballots.

17. REMOVE the keys and SLIP them around your wrist and wear them throughout the day.

REMEMBER to give them to the replacement clerk when you go to lunch or take a break.



**THE ACCUVOTE UNIT IS NOW READY TO
BEGIN READING BALLOTS**

VOTING

Each voter will receive a secrecy sleeve for his/her ballot from the BALLOT CLERK unless he/she was issued a provisional ballot.

IF YOU SEE A FOLDED BALLOT, OR ONE WITHOUT A SECRECY SLEEVE, ASK THE VOTER IF HE/SHE WAS ISSUED A PROVISIONAL BALLOT.



Voter holds ballot up to the AccuVote unit with the top of the ballot showing.

Precinct worker makes sure the ballot stub has been removed.



The AccuVote unit will pull the ballot from the sleeve, allowing the ballot to be inserted without the voter's choices being seen.

The secrecy sleeve should be held at the bottom to allow the ballot to feed into the machine easily.

SECRECY SLEEVES NEED TO BE RETURNED TO THE PRECINCT OFFICERS AT THE TABLE.

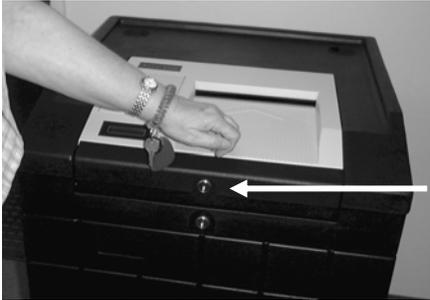


REMEMBER to LOOK at the LCD window after each ballot is deposited to VERIFY that the ballot has been READ.

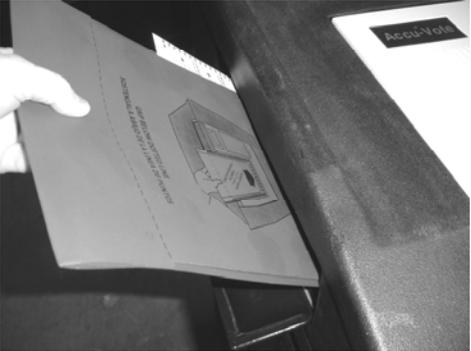
If there is a problem, see the Troubleshooting Instructions on the next page.

ACCUVOTE TROUBLESHOOTING

The following situations may occur during voting:

LCD MESSAGE	ACTION
<p>BLANK BALLOT CARD SEE OFFICIAL</p>	<p>Problem: The entire ballot is seen as blank. Voter may have circled names or put "X"s or 's outside the oval.</p>
	<p>Action: ASK voter if he/she voted for anyone at all. If not, explain proper marking procedure.</p> <p>He/She can use the same ballot and add the marks.</p> <p>If voter wants to vote a blank ballot, unlock the front black door on the AccuVote unit with the black key and hold down the YES button while reinserting the ballot.</p> <p>The AccuVote unit will accept the ballot and record the vote.</p>
<p>OVER VOTED RACE 10: US PRESIDENT</p>	<p>Problem: The race indicated has been over voted. More choices are marked than allowed for the contest.</p>
<p>Continued Next Page:</p> <p style="text-align: center;">↓</p>	<p>Action: INFORM the voter that the indicated race has been over voted.</p> <p>If this was unintentional, he/she can be given a new ballot to mark.</p> <p>SPOIL the over voted ballot and place in Envelope No. 5.</p> <p>If he/she wishes to cast the ballot with the over voted races, open the front black door on the Ballot box as instructed above, hold down the Yes button and reinsert the ballot.</p> <p>The AccuVote unit will accept the ballot and record the vote.</p> <p>No votes will be counted for the over voted race but the over vote will not affect the rest of the ballot.</p>

LCD MESSAGE	ACTION
<p>COUNTED BALLOT JAMMED READER</p>	<p>Problem: There is a jammed ballot in the AccuVote reader and IT HAS BEEN READ.</p>
	<p>Action: The ballot may be stuck in the back of the AccuVote.</p> <p>UNLOCK the top front door of the ballot box with the black key.</p> <p>GENTLY PULL the AccuVote out and look to see if the ballot was caught as it entered the ballot box.</p> <p>PULL the ballot from the AccuVote and deposit in the ballot box.</p> <p>LIFT UP the ballot box lid if this continues to occur, and look to see if ballots are stuck on the “deflector arm.” If so, clear them out.</p> <p>OPEN rear door of ballot box. If ballots are not lying flat, STRAIGHTEN them out.</p>
<p>RETURNED BALLOT JAMMED READER</p>	<p>Problem: An uncounted ballot is jammed in the AccuVote.</p>
<p>Continued Next Page:</p> <p style="text-align: center;">↓</p>	<p>Action: USE a secrecy sleeve to protect the integrity of the ballot and inspect the ballot edges for tears and severe bends.</p> <p>DEPOSIT the ballot in the auxiliary bin If any are detected, or SPOIL the ballot and have the voter remark the ballot.</p> <p>FLATTEN the ballot if nothing is found, and re-insert it into the AccuVote.</p> <p>A second message will appear, instructing you to re-insert the ballot.</p>

LCD MESSAGE	ACTION
INVALID BALLOT	<p>Problem: The ballot may be from a precinct not assigned to this AccuVote or the voter may have marked on the area near the bottom, which defines the precinct or ballot type.</p>
	<p>Action: If the voter brought the ballot in from another precinct, it should not be fed into the AccuVote.</p> <p>The voter needs to return to the precinct, which issued the original ballot.</p> <p>The precinct number is in the upper left hand corner of the front of the ballot.</p> <p>If the ballot is your precinct's ballot, try to feed it again; if it doesn't read this time, change orientations.</p> <p>If it is still not reading (giving this same message), place the ballot in the auxiliary bin.</p> <p>NOTE: Remember to give all ballots in the auxiliary bin to the provisional specialist after the polls close to be placed in Envelope #2.</p>

CLOSING PROCEDURE

DO NOT begin closing procedures until the LAST voter (for ALL precincts, if applicable) has fed his/her ballot into the AccuVote unit.

1. To close the AccuVote unit you will need the following:

- Envelope No. 3 from the Precinct Supply tub.
- Container for Voted Ballots and seal for that container.
- AccuVote Ender Card.

2. CHECK Auxiliary Bin for AutoMARK and non-processed ballots.



a. AutoMARK Ballots:

- DO NOT ATTEMPT TO RUN AutoMARK BALLOTS THROUGH THE AccuVote Unit.
- SEPARATE the AutoMARK ballots by precinct (if there is more than one precinct in your polling place).
- COUNT the AutoMARK ballots (for your precinct) and give the TOTAL COUNT to the clerk completing the Ballot Statement. Then GIVE the AutoMARK ballots to the Provisional Specialist (for your precinct) to be placed in Envelope No. 2.

b. Non-processed **AccuVote** Ballots:

- TRY RUNNING the non-processed ballots through the unit one more time.
- If they are still not accepted, SEPARATE and COUNT them by precinct (if there is more than one precinct in your polling place) and GIVE them to the Provisional Specialist (for each precinct) along with the voted AutoMARK Ballots.
- GIVE the total count of non-processed ballots to the clerk completing the ballot statement for each precinct.

3. UNLOCK and REMOVE the printer cover with the brass key.

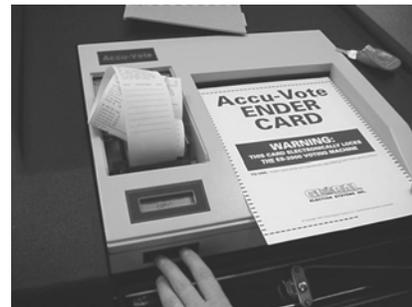




4. OPEN the upper door at the front of the AccuVote ballot box with the black key.

5. SIMULTANEOUSLY PRESS and HOLD the "YES" and "NO" buttons in the front of the AccuVote unit while inserting the Ender Card (located in the AccuVote Carrying case).

The Final Results tape will begin printing automatically.



6. TEAR the tape off the roll when the results have finished printing.

ALL BOARD MEMBERS MUST SIGN the tape at the bottom.

7. INFORM the board member who is completing the Ballot Statement of the number of total votes cast. (See Page 23)

8. PRESS the "YES" button to run a second copy of the tape when the LCD displays the words: NEED ANOTHER COPY?

- a. PLACE the first copy of the totals tape (the one with all signatures including the zero report which you ran in the morning) in Envelope No. 4.



- b. If there is more than one precinct in your polling place, PLACE the tape in Envelope No. 4 of the lead inspector's precinct.

- c. TAPE the second copy of the totals tape, along with the sign provided, to the outside door through which voters entered the polling place building. THIS COPY MUST ALSO BE SIGNED.

9. RUN THE AUDIT REPORT:

TURN OFF the AccuVote unit.

Turn AccuVote Unit On

Respond to the following questions:

Send Results by Telephone? NO

Send Results by Direct mode? NO,

Print Elections Total Report? NO

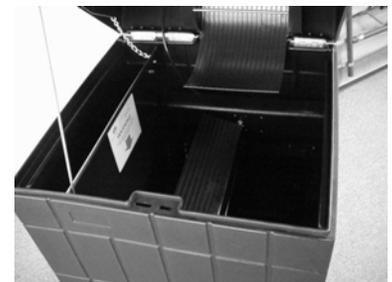
Print Audit Report? YES

The audit report will print. Have each worker sign the audit report and place the tape in Envelope No. 4 (along with the Totals Report tape).

10. TURN OFF the AccuVote unit, pack it up and take it with your other supplies to the Regional/Central Collection place listed for your precinct.

REMOVING AND PACKING THE BALLOTS

1. UNLOCK the rear door of the unit and REMOVE the Ender Card from the left compartment. REPLACE it in the AccuVote carrying case.
2. REMOVE the voted AccuVote ballots WITHOUT write-in votes from the bin on your left as you are looking at the back of the black ballot box. Do NOT separate by precinct; put them in the Container for Voted Ballots.
3. Complete the seals for the Container for Voted Ballots (i.e. 1 of 2, 2 of 2) to indicate how many containers are being returned and affix them so the container cannot be opened without breaking the seal. Place containers in canvass bag.
4. REMOVE the voted AccuVote ballots with write-in votes from the bin on your right as you are looking at the back of the black ballot box.
 - a. SEPARATE by precinct, if your poll has more than one precinct; count the ballots and PLACE in (each individual precinct's) Envelope No. 3.
 - b. WRITE the total number of write-in ballots on the front of (each) envelope.
 - c. PLACE Envelope No. 3 in the canvas bag for return to the Collection Center.
4. DOUBLE CHECK all the compartments in the black ballot box ONE MORE TIME to ensure that no ballots have been left.



CONGRATULATIONS! You have successfully completed the closing process for the AccuVote unit.

UNDERSTANDING THE AutoMARK VOTER ASSIST TERMINAL

The AutoMARK is a ballot marking system that allows voters with disabilities or other special needs to mark an optical scan ballot, unassisted.

The unit DOES NOT tally or store votes. It simply provides a means for voters to cast a ballot when their condition makes it impossible to vote in the usual way. Even a temporary condition, such as a broken arm, places a voter in a position of being unable to mark a ballot.

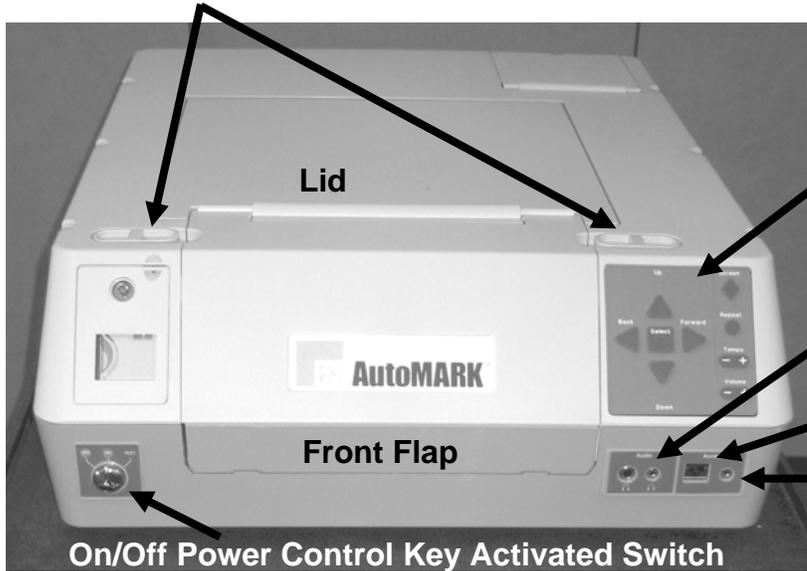
Key Features of the AutoMARK

- Zoom feature, enabling voters to increase the font size.
- High Contrast feature, allowing visually impaired voters to change the screen from white background with black type to black background with white type.
- Hidden Screen feature, enabling visually impaired voters to make selections with the screen blank.
- Audio feature, allowing voters to listen to the choices through headphones and receive instructions on how to make selections. The voter may control the speed and volume, repeat choices and review the marked ballot before casting the ballot.
- Sip and Puff and Foot Pedal ports, providing voters with limited dexterities a way to mark the ballot. One foot pedal device is provided and voters usually bring their own devices.
- Braille feature for all control buttons.
- Over/under vote protection, warning voters if they have selected more or fewer candidates than allowed.
- Warning notices when voters have not viewed the complete list of candidates.
- Summary page verification allowing voters to review selections and verify that they have voted for all contests and issues desired.

UNDERSTANDING ALL THE PARTS AND PIECES

AutoMARK Voter Assist Terminal, closed:

Sliding Latches to unlock/lock front flap

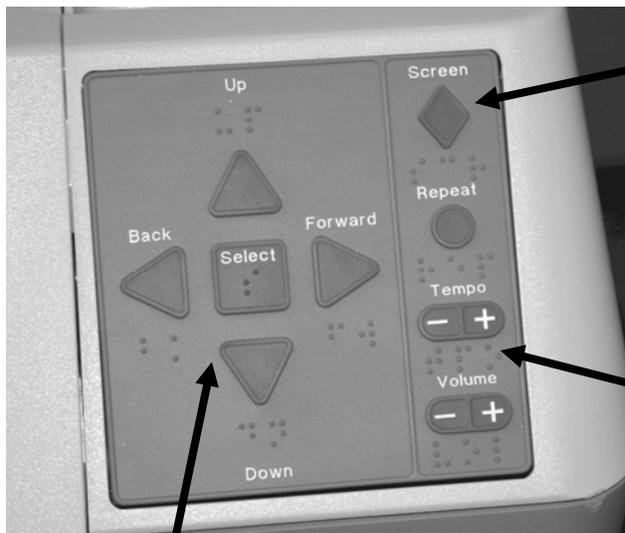


Touchpad,
Screen Select,
Audio/Volume
Adjustment

Audio Jack for
Headset

Sip and Puff Port
and
Port for Foot Pedal
(Voters will usually
bring these devices)

TOUCHPAD ENLARGEMENT

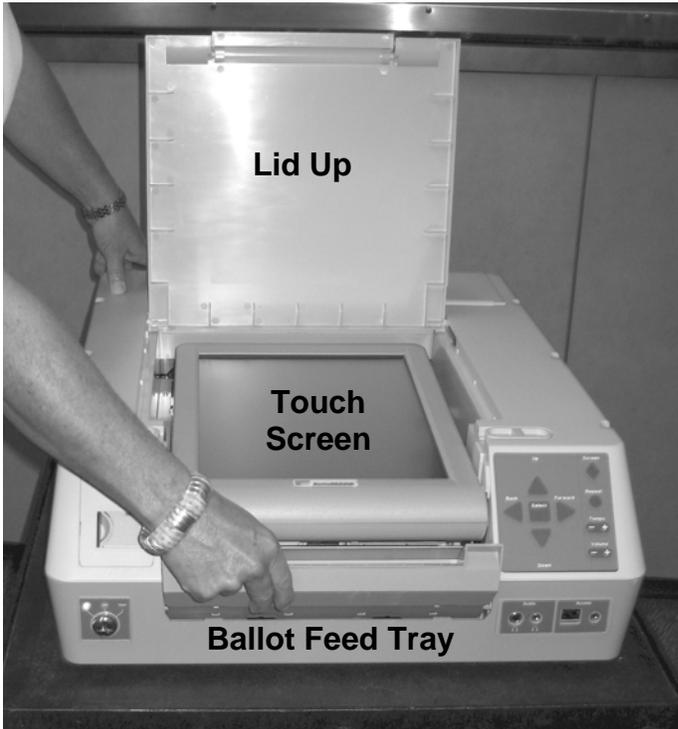


Screen Selection:
Visible for sighted voters
Hidden for blind voters
(Hint: You may also hide the
screen to prevent voters from
depositing AccuVote ballots in
the AutoMark unit.)

Headset Controls:
Repeat
Increase/Decrease
Tempo/Volume

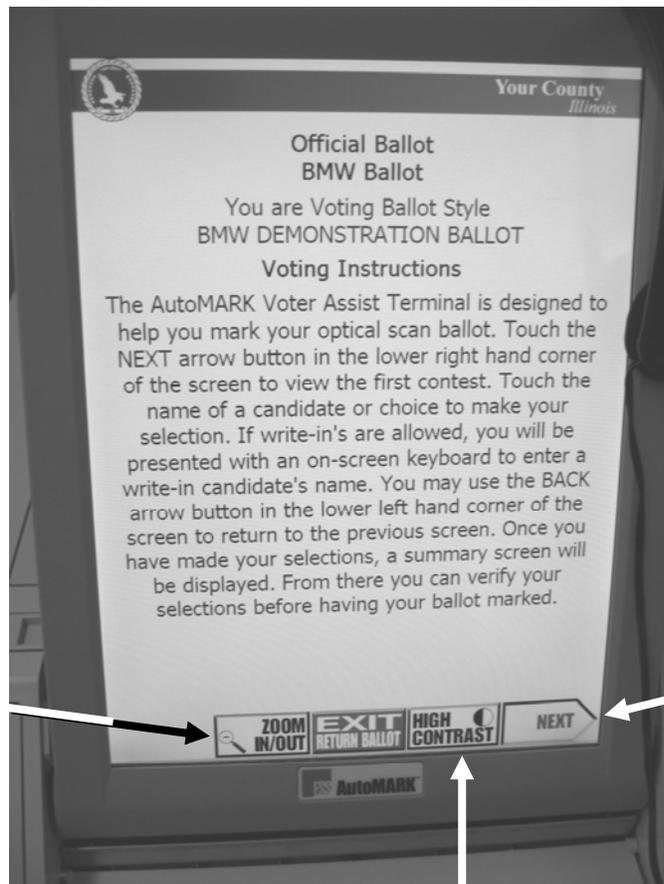
Buttons for:
Scrolling Up/Down
Move Back/Forward or Next
Select

NOTE: All control buttons have
corresponding raised braille instructions



AutoMARK Voter Assist Terminal, open.

BY TOUCHING selections at the bottom of the screen, or by using the scroll/back/forward and “select” buttons, the voter may adjust the font size or change the screen to high contrast



Select “ZOOM” to increase font size

Select “NEXT” to advance to next page

Select “HIGH CONTRAST” to change the screen to black background with white type; preferred by voters with limited vision.

SETTING UP THE AutoMARK VOTER ASSIST TERMINAL

The AutoMARK Unit will be delivered to the polling place with the Black Ballot Box and booths. The AutoMARK and accompanying table are quite heavy and will be set up by the election delivery crew.

Position the AutoMARK to ensure maximum privacy for the voter, placing the voter's back to the wall, if possible.

This will eliminate the need for other voters to pass behind a voter using the AutoMARK.

Set up the privacy screen to enclose the unit. It will be placed on top of the unit when delivered.

IF YOU NEED TO MOVE THE AUTOMARK, TWO WORKERS MUST CARRY THE TABLE TO THE NEW LOCATION. PULLING OR DRAGGING WILL COLLAPSE THE TABLE LEGS.



1. REMOVE the power cord, keys and headset from the clear plastic AutoMARK Supply Bag.

SET the headset aside.

The bag is in the Supply Tub.
Ask your Inspector for it.

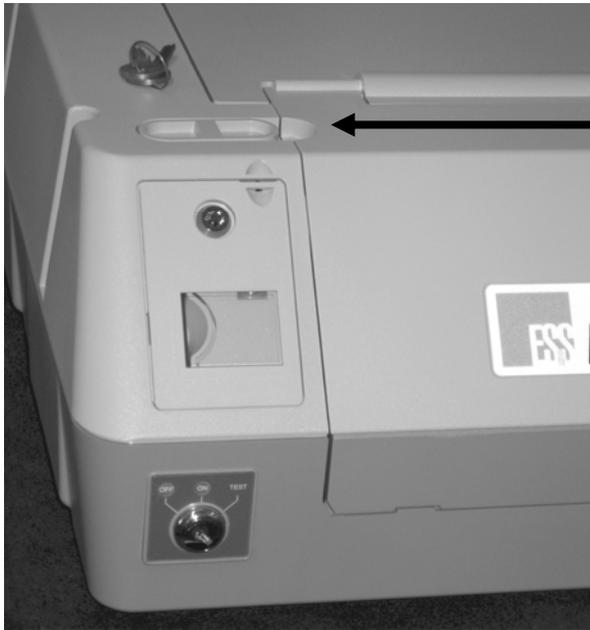
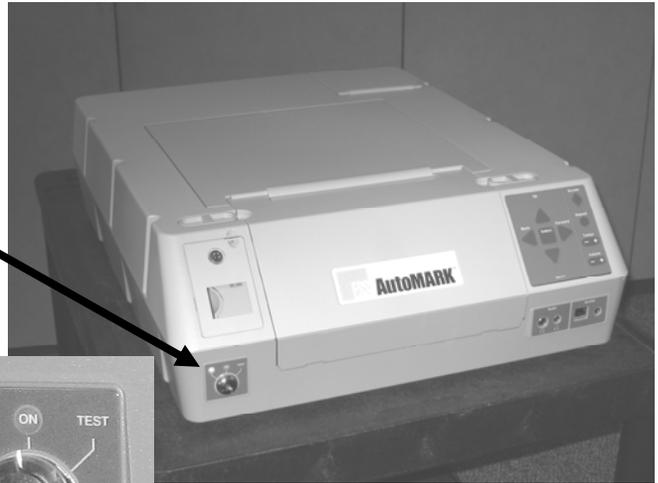
2. PLUG the cord into the pronged outlet in the back of the AutoMARK unit and plug the pronged end into a nearby outlet.



The "ON/OFF" power control key activated switch at the lower left front of the unit will light up in red in the "OFF" position.

If the red light does not appear, you are not receiving power. Try another outlet or check to see if there is a switch that controls the outlet.

The TEST mode is only used to retrieve a jammed ballot. See the Trouble Shooting section for details.



3. MOVE the sliding latches outward to unlatch the front flap.

4. LIFT the front flap, and fold it over the top of the lid.





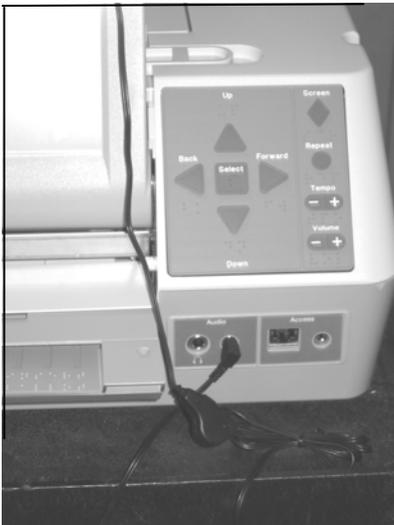
5. LIFT the lid so the screen can be raised.

6. PULL up on the front panel and FOLD it DOWN, forming a tray.



7. LIFT the screen to the full upright position. Move back sliding latches behind screen to prevent from falling backward.

8. LOWER the lid behind the screen.
THIS IS CRITICAL!
If the lid is not lowered, the infrared light cannot properly scan the ballot.



9. PLACE the headset on top of the AutoMARK, ready to be plugged into the "Audio" socket, located on the right side, if a voter requests it.

The larger audio socket on the left is for voters who may bring their own headset.

10. INSERT the key into the "ON/OFF" switch and turn to "ON". The green light will appear over the "ON" position and the unit will begin the setup procedures.

If the light is yellow or amber, or turns yellow or amber during the day, you are not receiving power. Try another outlet or check to see if there is a switch that controls the outlet.

It may take about five minutes to load the information.



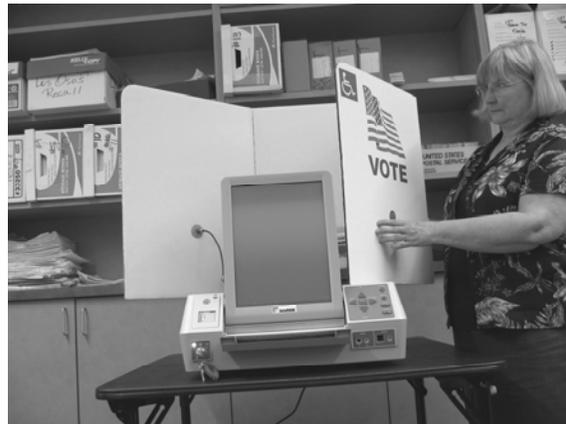


11. REMOVE the keys and slip them around your wrist. Wear them throughout the day.

Remember to give them to the replacement clerk when you go to lunch or take a break.

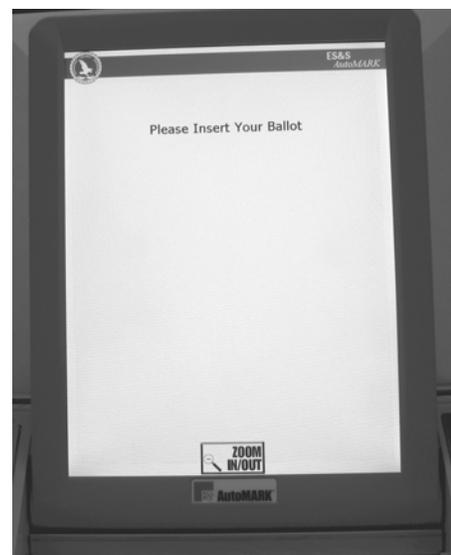
12. SET UP the privacy screen to enclose the unit.

This screen was placed on top of the AutoMARK when delivered.



13. Stabilize the privacy screen by hooking the two parts of the bungee cord together behind the touchscreen.

14. When the words "Please Insert Your Ballot" appear on the screen, the unit is ready for voting. Remember that you may use the "diamond key" on the upper right to blank this screen to prevent voters from putting their AccuVote ballots into the AutoMark machine.



ISSUING AutoMARK BALLOTS



FOR THIS ELECTION, AUTOMARK BALLOTS WILL BE ISSUED BY PARTY.

The Voting System Specialist will receive special ballots to be used ONLY with the AutoMARK Voter Assist Terminal.

These ballots MUST be compared with the Sample Ballot booklets to insure the ballots issued match the ballot pages in the booklets before the polls open.

In the morning, Vote one complete AutoMARK Ballot to ensure that the unit is working properly. This does not need to be done before the polls open. Once the test ballot is voted, spoil the ballot and place it in Envelope No. 5 for the precinct with the lead inspector.

If a voter requests to use the machine prior to voting a test ballot, allow them to do so.

When the Precinct Assistant assigned to your precinct arrives on his/her first visit, he/she will verify that you have tested a ballot and if not, will assist with the procedure.

NOTE: THE PERFORATED COUNTY AND VOTER STUBS ARE ON THE BOTTOM OF THE BALLOT.

1. ISSUE the voter the correct party ballot.
2. The Roster Clerk will have indicated on the envelope which party ballot to issue.
3. REMOVE the stub at the **BOTTOM** of the ballot and give it to the voter.

This is extremely important, as the ballot cannot be read with the stub still attached.

4. DIRECT the voter to the AutoMARK to begin voting.
5. SEE page 62 for assisting voters with limited vision or dexterity.

AUTOMARK BALLOT ENVELOPE

PRECINCT: _____

PARTY: _____

BALLOT TYPE: _____

USE OF SECRECY SLEEVE

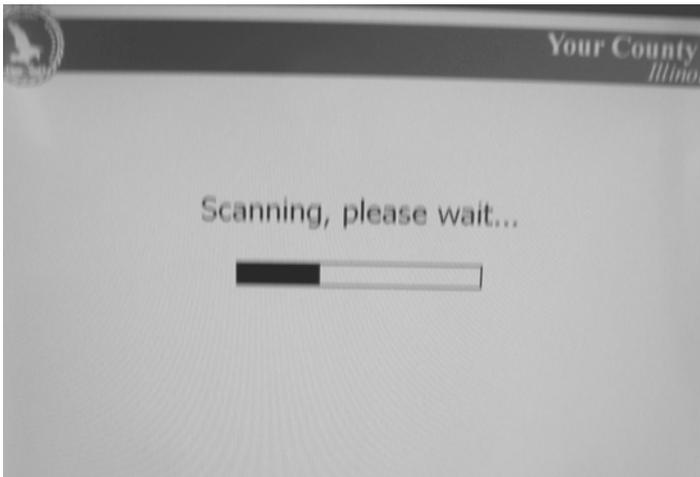
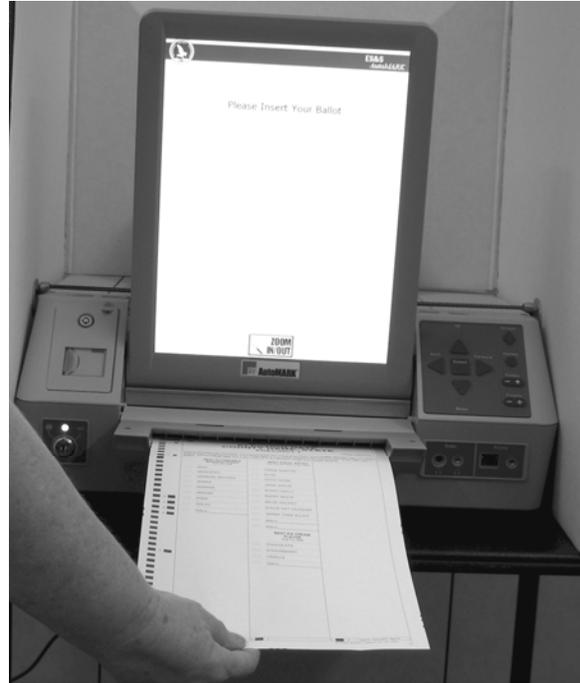
PLACE ENVELOPE OVER THE BALLOT ENTRY AND EXIT SLOTS PRIOR TO THE EJECTION OF THE BALLOT. TO REMOVE THE BALLOT FROM THE AUTOMARK, GRASP FIRMLY IN THE MIDDLE OF THE ENVELOPE AND PULL.

AFTER THE BALLOT IS MARKED AND INSERTED IN THIS ENVELOPE, SEAL THE ENVELOPE. FOLD THE ENVELOPE IN HALF AND HAVE THE VOTER DEPOSIT IT IN THE AUXILIARY BIN OF THE ACCUVOTE BALLOT BOX.

VOTING ON THE AutoMARK VOTER ASSIST TERMINAL

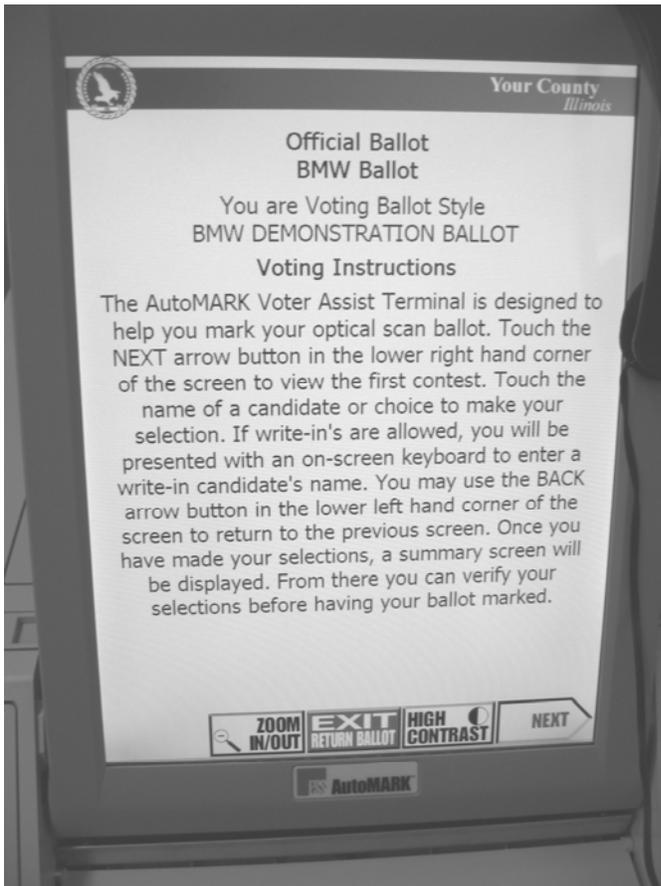
VOTERS will perform the following steps in voting the ballot after receiving the ballot and instructions from the Voting System Specialist:

1. VOTER INSERTS the ballot into the tray of the unit. It is very important that the ballot is fed in straight.



The AutoMARK will immediately begin to scan the ballot.

This may take up to two minutes, depending on the number of contests on the ballot.



Once the ballot has been loaded, instructions to the voter will appear on the screen or, if using the headset, the voter will be “walked through” the procedures to be followed.

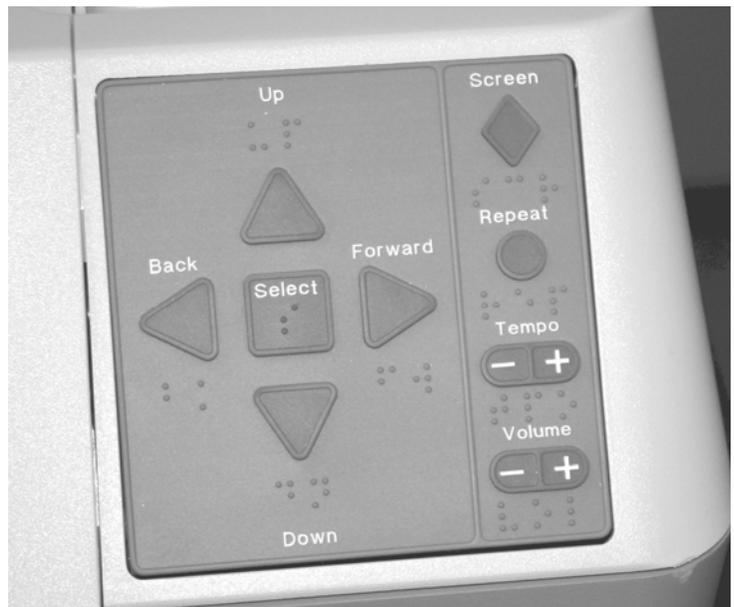
Voters with limited vision may select “High Contrast” for a black screen with white print.

Visually impaired voters may select the hidden screen feature by pressing the “Screen” button.

2. USING the touch screen monitor or the touchpad, voters will scroll through the various pages and make their selections.

The buttons to the right of the scroll arrows regulate the tempo and volume of the instructions.

A volume control is also located on the headset.

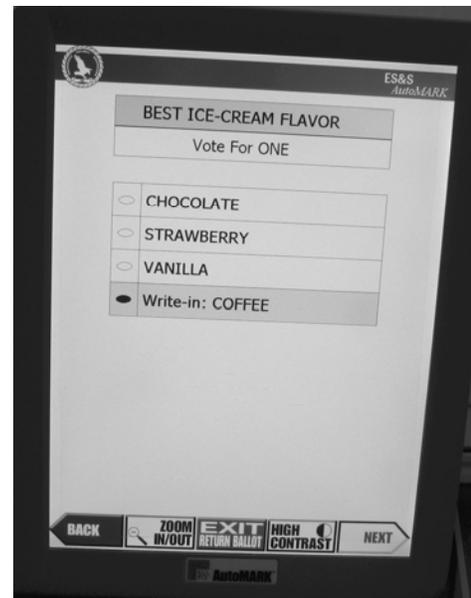




- WRITE-IN votes may be made by selecting the “write-in” oval. A keypad will appear to allow voters to type in the name of the candidate of their choice.

Voters who are not able to see the screen will be prompted on how to type in the name.

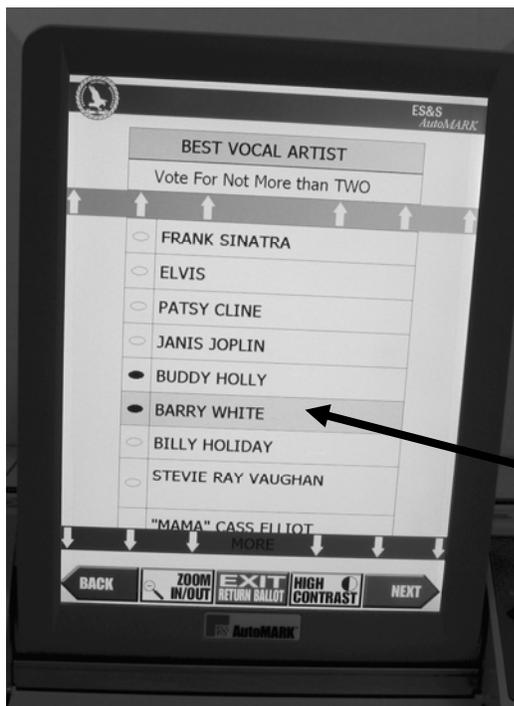
When the “OK” button is selected, the write-in name is recorded on the write-in line, the oval filled in and the write-in name highlighted.

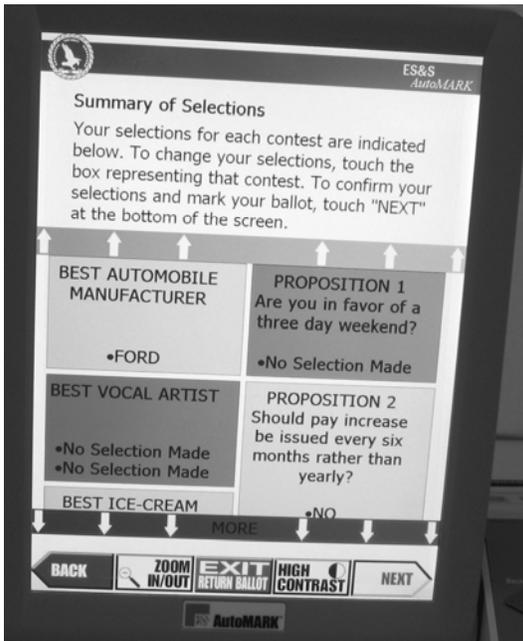


- To change a vote in a “Vote For ONE” situation, the voter need only touch the new name. The original selection will automatically be cleared and the new selection highlighted.

In multiple-choice contests, however, the original selection(s) must first be deselected by touching the highlighted name(s).

This will free up a voting position to be applied to the correct candidate.





- UPON COMPLETING THE BALLOT, VOTERS REVIEW the Summary of Selections to be sure they have voted on all desired candidates and issues and that their selections are correct.

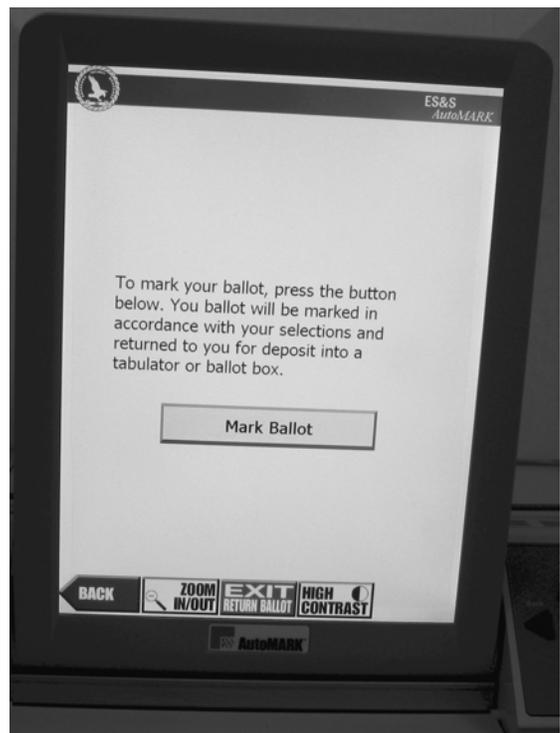
To change or add a vote, the voter must touch the contest text box. The voter will then be returned to that contest.

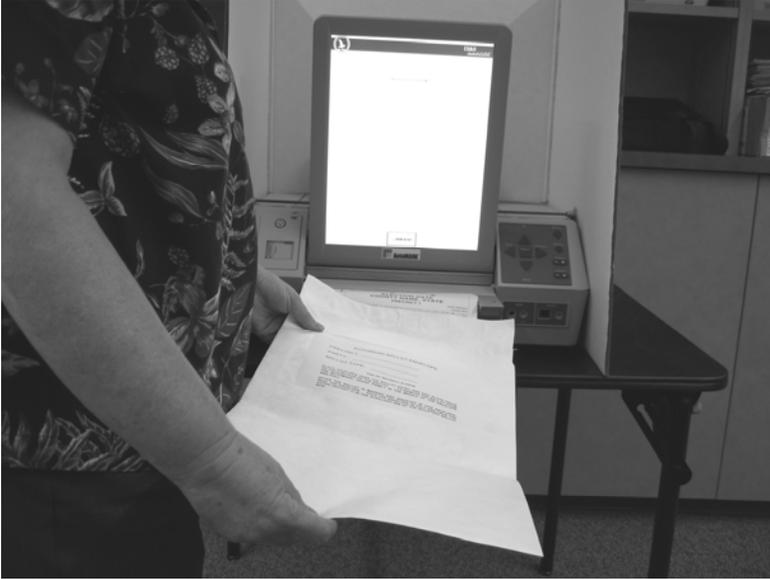
After the voter is satisfied that all choices are correct, he/she touches the “NEXT” button.

- SELECTING “NEXT” on the Summary Screen will bring up the “Mark Ballot” screen to allow the ballot to be cast.

Once the “Mark Ballot” is selected, the screen will indicate: “Your ballot is being processed.”

This may take several minutes.



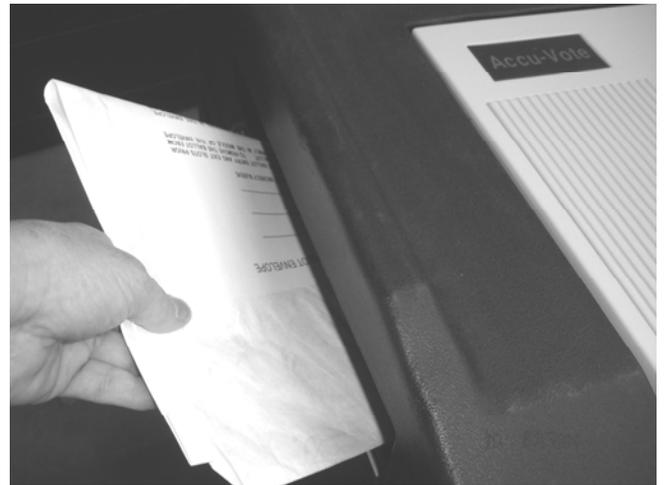


7. UPON COMPLETION of marking/printing the ballot it will be returned to the voter.

The voter will “catch” the ballot using the secrecy envelope, pulling firmly on the ballot.

Once the ballot is in the secrecy envelope, the voter will seal the envelope.

8. VOTER PLACES marked ballot, sealed in the secrecy envelope, in the Auxiliary Bin of the AccuVote Ballot Box.

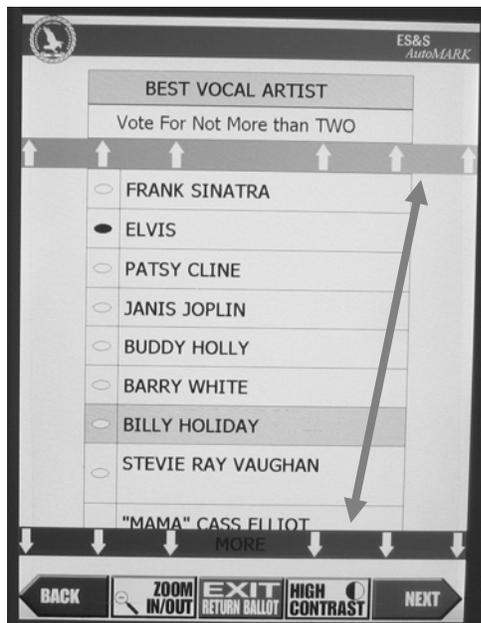


WARNING NOTICES FOR VOTERS

Warning features alert voters to situations where they have:

- Attempted to vote for more than the allowed number of candidates.
- Have selected fewer candidates than permitted.
- Have failed to view all candidates for a specific race.

In races where there are more candidates than can be viewed at one time, a “MORE” notice appears at the bottom of the contest screen. Arrows prompt the voter to scroll up or down to view the other names.



CAUTION: It may take a few seconds for the scroll feature to activate and display the additional names.

OVERVOTE

You have attempted to vote for a greater number of candidates than are permitted in this contest. You must first deselect at least one of the candidates you have selected before selecting another.

OK

UNDER-VOTE

You have selected fewer than the number of candidates or choices you are permitted to select for this contest. You can return to the contest to vote for additional candidates or choices or you can confirm your desire to under-vote by continuing on to the next contest.

RETURN TO THIS CONTEST **CONTINUE TO NEXT CONTEST**

ALERT

You did not view all candidates or choices. Do you want to view the rest of the choices?

YES. RETURN TO CONTEST **NO. PROCEED TO NEXT CONTEST**

CLOSING THE AutoMARK Voter Assist Terminal



1. INSERT THE KEY and turn to the "OFF" position.

2. REMOVE Privacy Screen and set aside.



3. UNPLUG and REMOVE the power cord. REPLACE the cord and headset in the AutoMARK Supply Bag.



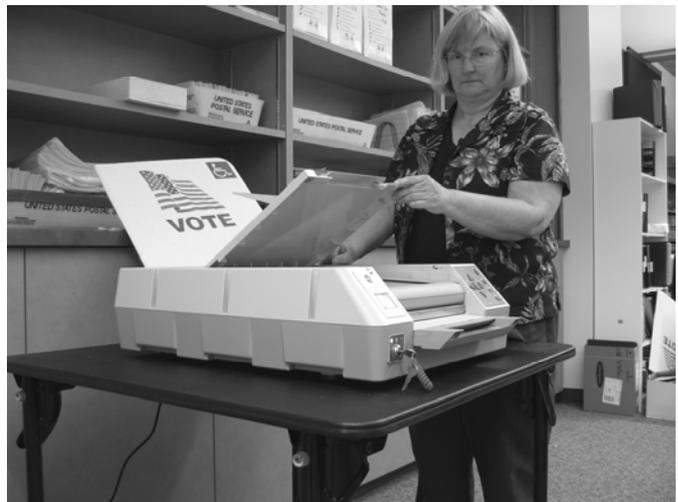
4. RAISE the lid and slide the latches to allow the screen to be lowered.



5. LOWER the screen to the flat position.



6. CLOSE the lid.



7. FOLD UP the tray on the front of the unit.



8. FOLD DOWN the front flap.
Move sliding latches over flap to secure it closed.

9. PLACE the privacy screen on top of the AutoMARK.



10. REPLACE the keys in the AutoMARK Supply Bag and return the bag to the Lead Inspector..

ALSO GIVE the unused AutoMARK ballots and the AutoMARK Ballot Statement to this same Inspector, for placement in Envelope No. 5.

The AutoMARK unit remains at the polling place for pickup by the Election Department.

ASSISTING VOTERS WITH SPECIAL NEEDS

The AutoMARK is designed to allow disabled voters to cast a ballot with no assistance but there are times when some help may be required.

Here are some tips to keep in mind when processing voters with disabilities:

VISUALLY IMPAIRED VOTERS AND VOTERS WITH LIMITED VISION

- **INFORM** voters with limited vision that the AutoMARK has “ZOOM IN” or “HIGH CONTRAST” features of which they may take advantage.
- **ESCORT** visually impaired voters to the AutoMARK. Explain how and where to insert the ballot.
- **DESCRIBE** where the headset is located to visually impaired voters and tell them that the audio will begin as soon as the ballot is inserted. Also tell them how to adjust the volume and speed.
- **CLARIFY** how to manipulate the keypad for visually impaired voters. They will only use the “UP”, “DOWN” and “SELECT” keys during the voting process.
- **EXPLAIN** that if a voter wishes to remove a ballot before completing the voting process, he/she must touch the “SCREEN” button (the diamond shaped button in the upper right hand corner of the keyboard) four times. The ballot will be returned unmarked.
- **ESCORT** visually impaired voters to the AccuVote to deposit the ballot in the Auxiliary Bin.

VOTERS WITH LIMITED DEXTERITY

- **PLUG** the “Sip and Puff” or “Foot Pedal” into the appropriate port at the front of the AutoMARK. A foot pedal is provided with your supplies if voter does not have one.
- **INSERT** the ballot.
- **PLACE** the headset over the voter’s head. They will navigate through the ballot by using “YES” and “NO” inputs.
- **MAKE SURE** the voter is in a comfortable position for using the device.
- **ASK** the voter to notify you when the ballot has been cast.
- **RETRIEVE** the voted ballot, Place it in a secrecy sleeve and **DEPOSIT** it in the AccuVote Auxiliary Bin.



REMEMBER: Voters may still request assistance in marking their ballot from a precinct worker or a person of their choice. These voters must be logged in on the Assisted Voter List in the Combined Roster-Index. The Roster Clerk is responsible for maintaining this list.

TROUBLESHOOTING THE AutoMARK VOTER ASSIST TERMINAL

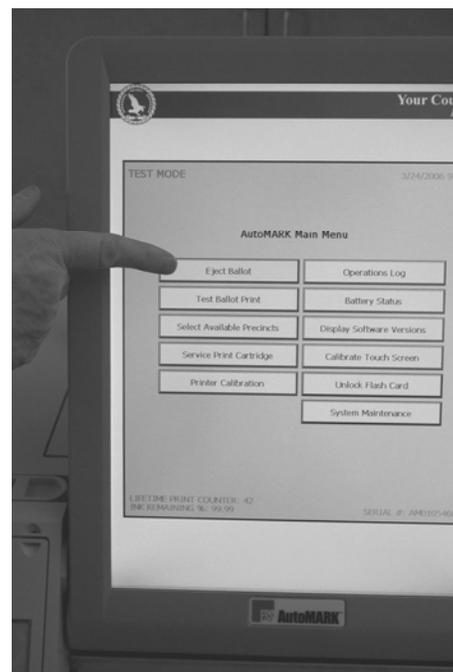
Remember, we are always here to help. Please call if you have problems or question concerning the AutoMARK or any other election issues: 781-5236

ERROR MESSAGE	PROBLEM	SOLUTION
Setup failed	Initial setup procedures failed.	Turn unit off and then back on.
Unrecognized Ballot	Unit did not recognize ballot. The ballot may not have been inserted properly or it is the wrong ballot type.	RE-insert ballot.
Ballot Marked Successful	Ballot was cast but no printed ballot was ejected from unit.	Insert the key into the key activated switch and turn it to the "TEST" position. Touch the "EJECT BALLOT" bar at the top of the screen and the ballot will be returned. DO NOT TOUCH ANY OTHER BAR ON THE SCREEN!
Ballot Returned Unmarked	Ballot was ejected before it was printed. Voter may have accidentally touched the "EXIT Return Ballot" button. Or, ballot was misfed.	Reinsert ballot.
Marked Ballot Inserted	Marked ballot was reinserted into the unit.	Voter may reinsert the ballot to verify the AutoMARK can read the choices, BUT NO CHANGES may be made unless the voter spoils the first ballot and then votes a new one or requests assistance.
Printer Malfunction	Paper jam, paper too long/short	Verify stub was removed from ballot.
Paper Misfed OR Jammed	Ballot was not inserted properly and may have jammed. OR Ballot was not returned after "Mark Ballot" was selected. IF YOU EXPERIENCE ANY PROBLEMS EJECTING A BALLOT, SEE THE FOLLOWING PAGES FOR FURTHER OPTIONS.	Reinsert the ballot making sure it is straight and that the stub has been removed. If the ballot was not returned, insert the key into the key activated switch and turn it to the "TEST" position. Touch the "EJECT BALLOT" bar at the top of the screen and the ballot will be returned. DO NOT TOUCH ANY OTHER BAR ON THE SCREEN!
Battery Low or Running on Battery	Battery power is low and a yellow rather than a green light appears above the "ON" switch.	Check to be sure the unit is plugged in correctly.

JAMMED BALLOT PROCEDURE

IF A BALLOT BECOMES JAMMED, THE AutoMARK WILL PROTEST LOUDLY. REMOVE THE PRIVACY SCREEN AND PROCEED AS FOLLOWS:

1. ATTEMPT to eject the ballot from the terminal.
 - a. INSERT the key into the key activated switch and turn it to the "TEST" position.
 - b. TOUCH the "EJECT BALLOT" bar at the top of the screen and the ballot will be returned. DO NOT TOUCH ANY OTHER BAR ON THE SCREEN!
 - c. RE-SET key to ON position.
 - d. REMOVE key.



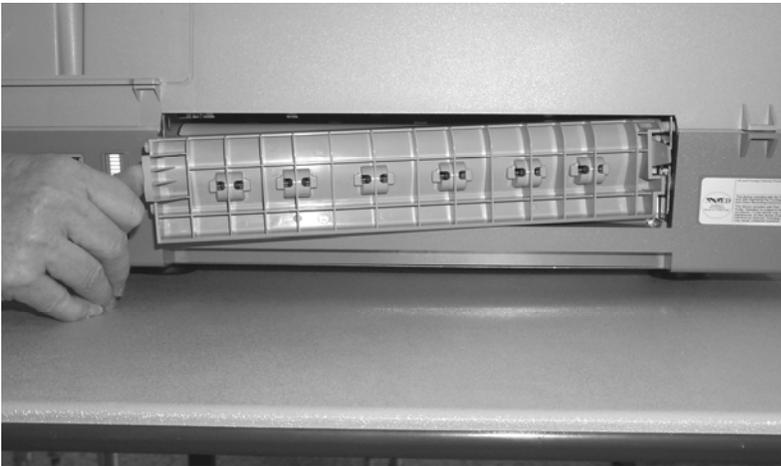
2. ASK voter if he/she has voted the ballot if it is still jammed.

FOR UNVOTED BALLOTS:

1. OPEN the lid behind the screen.



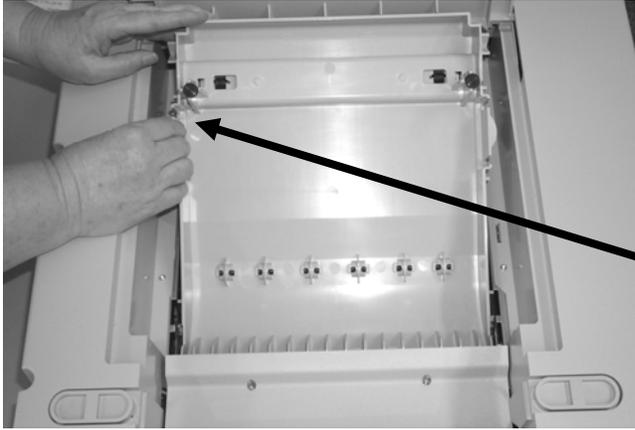
2. REMOVE the tray that controls the ballot path. PUSH inward on the black oval tabs just in front of the towers topped with the black plastic caps.



3. If you only see the tip of the ballot in the top tray, REMOVE the tray in the back of the AutoMARK by pulling gently to the right on the lever at the left of the tray.

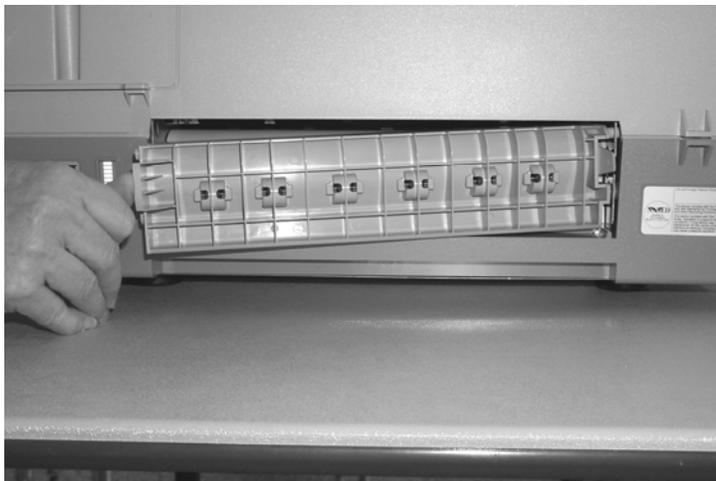
4. CLEAR THE JAM BY CAREFULLY REMOVING THE BALLOT WHEREVER IT IS IN THE PATHWAY!

5. DECIDE whether the ballot can be re-fed; i.e. was it inserted crookedly or is it wrinkled, torn or marked in the black scanning marks?
6. If it was inserted crookedly, RE-FEED ballot again.
7. If it is wrinkled, torn or marked in the scanning area, SPOIL this ballot and ISSUE the voter a new one, making sure it is the same party ballot.



8. REPLACE the plastic tray with the black circles toward the back. PLACE the front section in first. Once seated, PUSH DOWN on the black plastic caps and you will hear a click as the tray snaps in.

9. CLOSE the lid behind the screen.

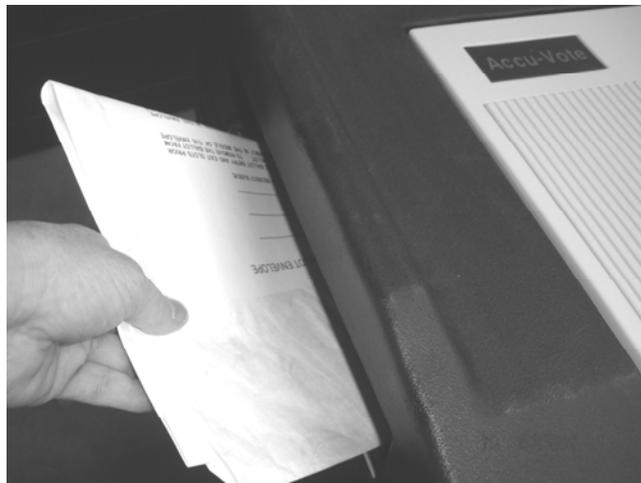


10. REPLACE the back tray, if necessary, by seating the two prongs in the holes on the right, then snapping the lever in on the left.

11. If you have an error message on the screen, turn the AutoMARK off, count to 10 or 15, and then turn it back on to see if it re-sets itself. If the error message still appears, CALL THE ELECTIONS OFFICE AT 781-5236 IMMEDIATELY.

FOR VOTED BALLOTS:

1. FOLLOW procedures 1 through 4 above.
2. USE a secrecy sleeve to preserve voter's privacy.
3. GIVE the ballot to the voter and INSTRUCT him/her to check if it is fully marked.
4. COMPLETE procedures 8 through 10 above so the AutoMARK can continue accepting ballots.
5. EXPLAIN the situation to a visually impaired voter and request permission to check the ballot. The voter may also choose to spoil the ballot and re-vote.
6. ISSUE the voter a new ballot if the ballot is not fully marked because the AutoMARK will not make additional marks on a voted ballot.
7. ASK voter to PLACE the ballot in the secrecy envelope and DEPOSIT the ballot in the Auxiliary Bin of the AccuVote Ballot Box if it is fully marked.



WHAT TO DO “IF”

Questions and Answers about Election Day Situations

FIRST TIME VOTERS	
<p>The Help America Vote Act (HAVA) requires that any voter who registered by mail and is a first time voter in the county must show identification when voting at the polls. You will know this by the words “ID REQUIRED” in the voter’s signature space.</p>	
FIRST TIME VOTER: “ YES ”	FIRST TIME VOTER: “ NO ”
Voter must provide acceptable identification	Voter votes in the normal manner
Acceptable Identification is in two categories	
<p>Photo Identification (must have the voter’s name & photo, but an address is not necessary):</p> <ul style="list-style-type: none"> • Driver’s license or identification card of any state • A passport • An employee identification card • An identification card provided by a commercial establishment • A credit or debit card • A military identification card • A student identification card • A health club identification card • An insurance plan identification card • Any other document specified in writing by the Secretary of State that is prepared by a third party in the ordinary course of business that includes the photograph and name of the individual presenting it. <p>OR any of the documents listed on the NEXT PAGE</p>	 <p>John Q. Voter</p>

VOTE-BY-MAIL BALLOTS

All voters requesting Vote-by-Mail ballots prior to the printing of the roster will have the words "VOTE-BY-MAIL" preprinted in their signature space on the Roster-Index. Voters requesting Vote-by-Mail ballots after that date will have handwritten red "VBM" in that space.

VOTE-BY-MAIL VOTER WISHES TO TURN IN VOTED BALLOT AT THE POLLS

Voter Turns In Own Ballot:



- A voter may turn in his/her voted Vote-by-Mail Ballot at your Polling Place, whether registered in your precinct or not.
- Make sure that the ballot is from San Luis Obispo County.
- CHECK to make sure the voter has signed the ID Envelope on the left hand side.
- **Voter must SIGN on the line provided on the Vote-by-Mail ID Envelope or it will not be counted.**
- PLACE the signed ID envelope in the Blue Bag.

Voter Does Not Have the I.D. Envelope:

- GIVE the Voter a Green ID envelope included in your supplies.
- ASK the voter to complete the information on the Vote-by-Mail ballot envelope: Printed Name, Residence Address and **SIGNATURE**.
- MAKE SURE the name is legible.
- ASK voter to place ballot inside the envelope.
- PLACE sealed envelope in the Blue Bag.

Voter's Ballot Returned By Someone Else:

- | | |
|-------------|-----------------------------|
| Spouse | Grandchild |
| Parent | Brother/Sister |
| Child | Member of Voter's Household |
| Grandparent | |

ONLY the above specified persons may deliver a voted Vote-by-Mail ballot for someone else.

- LOOK at the envelope in which the ballot is enclosed for the name of the person the voter has designated to return the voted Vote-by-Mail Ballot.
- The information on the right side of the ID envelope MUST be completed.

When someone other than the voter is returning a ballot and the authorization side of the ID envelope has not been filled out, have the person complete the authorization and circle the relationship.

If the person insists on leaving the ballot without the authorization completed, accept it and note on the ID Envelope that the ballot was returned by an unauthorized person.

VOTE-BY-MAIL BALLOTS, CONTINUED

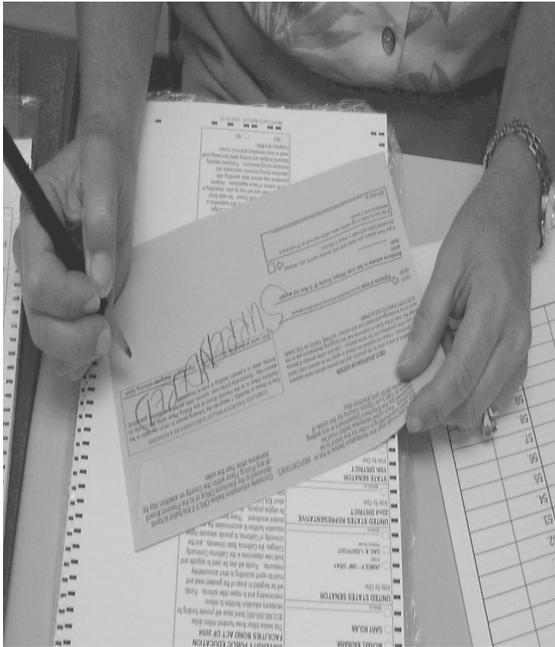
VOTER RECEIVED VOTE-BY-MAIL BALLOT – WANTS TO VOTE AT POLLS

REMEMBER: You can ONLY issue a **REGULAR BALLOT** to a voter already listed as a Vote-by-Mail voter on your Roster-Index and ONLY if the voter surrenders the ballot. For voters who do not have a polling place, check your street guide. If the street guide column under “CONS PCT” does not have a number, check the Ballot Type.

IF it is the same, you may issue the voter a **Provisional Ballot**.

IF the Ballot Type is different, and the voter insists on voting, see the top of page 74 for information on voting a Provisional Ballot and the importance of voting in the correct precinct.

Voter has Ballot to Surrender:



- A voter may surrender a Vote-by-Mail Ballot and vote at the polling place in the regular manner.
- **MAKE SURE** the ballot is placed in an ID envelope.
- **WRITE “SURRENDERED”** on the face of the envelope.
- **PLACE** the surrendered ballot in Envelope No. 5.
- **ASK** the voter to sign over the words “VOTE-BY-MAIL VOTER” or handwritten red information in the signature space.
- **PUT** a check at the end of the voter’s line and tell the tally clerk the line number.
- **ALLOW** voter to vote in the normal manner.

Voter Wants To Surrender Ballot But Has No ID Envelope:



- **GIVE** the Voter a Green ID envelope.
- **ASK** voter to place ballot in envelope and complete neatly the back of the envelope (name, residence address and signature).
- **WRITE “SURRENDERED”** on the envelope and proceed as instructed above.

Voter Has No Vote-by-Mail Ballot To Surrender:

- Voter must vote a Provisional Ballot.
- See Pages 74-75 for further instructions.

TYPES OF BALLOTS

In addition to Vote-by-Mail Ballots there are several other types of ballots you will be dealing with on election day. The processing of Spoiled Ballots, Write-In Ballots and Non-Processed Ballots are explained below.

SPOILED BALLOTS

SPOILED
Voter Makes An Error On The Ballot
Requires A New Ballot:



- If a voter accidentally mis-marks or otherwise spoils a ballot, he/she may turn in the spoiled ballot for a new one.
- **MAKE SURE** the voter resides in your precinct.
- **WRITE “SPOILED”** on the ballot and **PLACE** it in Envelope No. 5.
- **REMEMBER TO TALLY** the “Spoiled Ballot” on the Voter Tally Sheet.
- **DO NOT COUNT** “spoiled ballots” in the “Voter Tally” but **DO** include them in the count for the Ballot Statement.
- A voter may **ONLY** receive up to three Ballots, including the original ballot.

**Vote-by-Mail Voter Brings In A Spoiled
Vote-by-Mail Ballot:**



- A Voter must return a spoiled Vote-by-Mail ballot to his/her own voting precinct.
- **CHECK** the precinct number and party in the upper left hand corner of the address label on the envelope.
- **MARK** the ballot envelope “SPOILED” and **PLACE** it in Envelope No. 5
- **LOCATE** the voter's name in the Roster-Index.
- **ASK** voter to sign over the words “**VOTE-BY-MAIL VOTER**” or handwritten red information on his/her signature line in the Roster-Index and issue a regular ballot.

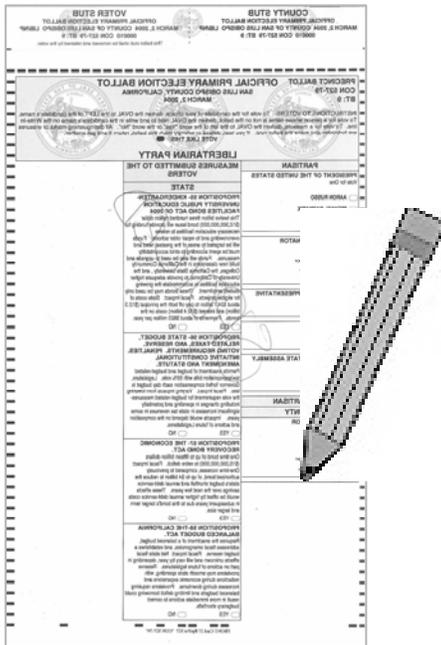
IMPORTANT

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

TYPES OF BALLOTS, CONTINUED

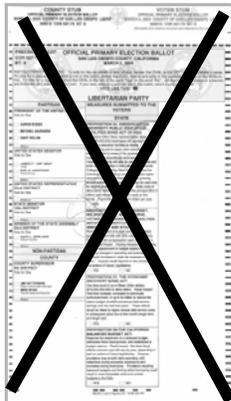
WRITE-IN BALLOTS

Write-In Ballots:



- A voter may write in the name of any person for any office in the Write-in space provided at the end of each contest.
- Only Write-in votes for Qualified Write-in Candidates will be counted.
- The AccuVote unit will recognize properly marked Write-in votes and put them in the lower right hand bin (as you are looking at the BACK of the AccuVote unit).
- PLACE write-in ballots in Envelope No. 3 election night after the polls close.
- Valid Write-in votes are tallied by election staff after the election.
- The "Qualified Write-in Candidates" list is mailed to each Inspector prior to the election. It must be available for voters to see.

Non-Processed Ballots:



- A non-processed ballot is any VOTED ballot NOT accepted by the AccuVote unit.
- SEE the Troubleshooting section (Pages 38-40) and the Closing Procedure (Pages 41-43) of the AccuVote section of this manual for further information.
- PLACE non-processed ballots in the Auxiliary Bin on the side of the black ballot box during the day and in Envelope No. 2 for return to the Regional Collection Center election night.

PROVISIONAL BALLOTS

Voters whose eligibility to vote cannot be determined may vote a Provisional Ballot.

MAKE SURE ALL REQUIRED INFORMATION HAS BEEN FILLED IN ON THE PROVISIONAL BALLOT ENVELOPE.

IF ANY OF THE FOLLOWING OCCUR:	THEN FOLLOW THESE INSTRUCTIONS:
<p>1. Voter's name is not on the Combined Roster-Index (on the Active, Late Registrant or Inactive list).</p> <p>2. Voter's name is in the Combined Roster-Index but he/she no longer lives at the address listed:</p> <p>3. Voter's name is in the Combined Roster-Index with either the preprinted words "VOTE-BY-MAIL VOTER" or handwritten red information in their signature space but the voter is unable to surrender the Vote-by-Mail Ballot:</p> <p>4. Voter is a "First Time" Federal voter (the words "ID REQUIRED" appear in the voter's signature space) but he/she is unable to provide identification:</p> <p>5. Voter claims to be registered with a different political party than is shown in the Combined Roster-Index.</p> <div style="text-align: center; margin: 10px 0;">  </div> <div style="text-align: center; margin: 10px 0;">  </div> <p>INSTRUCTIONS CONTINUED ON NEXT PAGE:</p>	<ul style="list-style-type: none"> • ENSURE the voter resides in your precinct. USE the Street Guide to verify that the address is within the precinct boundaries. • If the voter does not reside within your precinct, refer the voter to the proper precinct to vote. • It is preferable that voters vote in the correct precinct to ensure that they vote for every contest to which they are entitled. If the voter insists on voting in your precinct, but does not reside within the precinct, make a notation on the Provisional Ballot Envelope stating the voter insisted on voting in your precinct. • COMPLETE the Provisional Ballot Envelope: CIRCLE reason for issuing Provisional Ballot. WRITE the Precinct Number, your name and time on the opposite side of the envelope. • ASK the voter to complete the "Declaration" LEGIBLY and sign his/her name. If the information cannot be read or the envelope is not signed, the ballot will NOT be counted. • COMPLETE the Provisional Voter Roster page: WRITE voter's name and residence address on the Provisional Voter Roster. • ASK voter to sign next to the address. • Voters who have moved must be given a new Voter Registration Card. • INSERT the completed VRC into the pocket of the Provisional Envelope if the voter completes it at the poll.

PROVISIONAL BALLOTS, CONTINUED

REMEMBER: *It is preferable that voters vote in the correct precinct to ensure that they vote for every contest to which they are entitled. Verify the residence address in your Street Guide. If the voter insists on voting in your precinct, but does not reside within the precinct, make a notation on the Provisional Ballot Envelope, stating the voter insisted on voting in your precinct.*

INSTRUCTIONS CONTINUED FROM PREVIOUS PAGE:



- FOLD the ballot to fit the envelope and hand it to the voter. Instruct voter on how to complete the ballot, if necessary.
- ASK voter to return the envelope to you and verify all information has been completed.
- PLACE the voted ballot, sealed in the completed Provisional Ballot Envelope, in the Blue Bag.
- REMIND the voter that he/she may call the Election Office to find out whether or not the ballot was counted. (See No. 6 on the pink Provisional Voter Information Sheet.)

It is IMPORTANT that Provisional Ballots be returned to the PROVISIONAL SPECIALIST sealed in a Provisional Ballot Envelope.

DO NOT run a provisional ballot through the AccuVote Unit.

WHEN RETURNED the voted provisional ballot is placed in the Blue Bag.

The Provisional Specialist will also issue provisional ballots with a white Secrecy Envelope to any disabled provisional voter who desires to vote on the AutoMARK Voter Assist Terminal. The pink provisional envelope is taped to the outside of the AutoMARK Secrecy Envelope.

The Inspector and/or the Provisional Specialist must do their best to keep track of these ballots to insure they are returned to the proper Precinct Worker.

AUTOMARK BALLOTS

The AutoMARK Voter Assist Terminal requires special ballots which will be processed by hand at the Election Office.



UNDER NO CIRCUMSTANCES SHOULD THESE BALLOTS BE RUN THROUGH THE ACCUVOTE TABULATOR. THEY WILL BE REJECTED AND MAY JAM THE MACHINE.

The Voting System Specialist will:	The voter will:
<ul style="list-style-type: none"> • VERIFY the accuracy of the ballots by voting one complete ballot then spoiling the ballot and placing it in Envelope No. 5. 	<ul style="list-style-type: none"> • INSERT the ballot cards into the AutoMARK, and VOTE them, unless the voter requests assistance.
<ul style="list-style-type: none"> • RECEIVE COMPLETED (Precinct Number and Party) white Secrecy Envelopes from the Roster Clerk to insure the voter's privacy is maintained. 	<ul style="list-style-type: none"> • USE the headset and touchpad to scroll through the pages and make selections or make choices on the touchscreen.
<ul style="list-style-type: none"> • REMOVE the stubs from all ballots prior to their being issued. 	<ul style="list-style-type: none"> • REVIEW the ballot, make changes and mark the ballot
<ul style="list-style-type: none"> • ISSUE ballots to all voters directed to use the AutoMARK Unit. 	<ul style="list-style-type: none"> • CATCH the ballot in the Secrecy Envelope when ejected and PULL it from the AutoMARK, unless the voter requests assistance.
<ul style="list-style-type: none"> • EXPLAIN how to insert the ballots into the AutoMARK Unit. 	<ul style="list-style-type: none"> • SEAL the envelope and INSERT it into the Auxiliary Bin of the AccuVote Ballot Box, unless the voter requests assistance.

The AutoMARK section of this manual provides step-by-step instruction for all of the above situations and also includes setup and closing procedures, troubleshooting and tips on assisting the disabled.

PROBLEMS IN THE ROSTER-INDEX

IF:	THEN DO THE FOLLOWING:
<p>VOTER'S NAME IS IN INACTIVE ROSTER:</p> 	<ul style="list-style-type: none"> • If voter's name cannot be found in the front section of the Roster-Index, but is located in the section titled "Inactive Voters (for your precinct number)" follow the procedure listed on the sheet titled "Inactive Voter Roster" located right before the INACTIVE section of the Roster-Index. <p>Note: REMEMBER to count the signatures in the Inactive Voter Roster when you are counting roster signatures election night.</p>
<p>VOTER IS AT THE SAME ADDRESS BUT NAME IS CHANGED:</p> 	<ul style="list-style-type: none"> • ASK the voter sign his/her name as it was before the change and as it is at the time the person votes. • HAVE the voter indicate, by brackets, that the two names are the name of the same person. • GIVE the voter a new Voter Registration Card. It does not have to be completed at the polls but if it is, place the card in Envelope No. 2.
<p>VOTER SIGNED ROSTER, BUT DOES NOT VOTE:</p> 	<ul style="list-style-type: none"> • LIST this voter's name on the Closing Certificate found on the inside back cover of the Roster-Index.
<p>VOTER LEAVES WITH BALLOT:</p> 	<ul style="list-style-type: none"> • LIST this voter's name on the Closing Certificate. • MAKE A NOTE on the Closing Certificate that a voter left with his/her ballot if you do not remember the voter's name. • BE SURE TO CHECK the Closing Certificate when completing the closing procedures election night.

CORRECTIONS NEEDED IN THE ROSTER

IF:	THEN DO THE FOLLOWING:
<p>Voter reports that there is OTHER incorrect information in the Roster of Active Voters such as spelling changes, duplication of names, family member no longer living at home, family member deceased, ETC.:</p> 	<ul style="list-style-type: none">• NOTE the correct information above the voter's name in the roster or if there is not enough room, at the end of the Active Roster.• A voter must re-register if he/she has changed his/her name or address.• GIVE the voter a new Voter Registration Card.• It doesn't have to be completed at the polls but this is encouraged so the voter doesn't forget.• PLACE the card in Envelope No. 2 if it is completed at the precinct.

CHALLENGING A VOTER

Any member of the Precinct Board may challenge a person's right to vote for any of the six reasons stated:



- That the voter is not the person whose name appears on the Roster of Active or Inactive Voters.
- That the voter is not a resident of the precinct, and does not intend to return to that residence.
- That the voter is not a citizen of the United States.
- That the voter has previously voted in this election either by Vote-by-Mail Ballot or at a polling place.
- That the voter is presently on parole for the conviction of a felony.
- That the voter is not 18 years of age at the time of this election.
- CONSULT the chart in your precinct supplies titled "**Challenged Vote Procedure**" OR your "**Election Officers Digest**" for details.

CHALLENGE LIST:

- COMPLETE the information needed on the **Challenge List** (First page of Combined Roster-Index) for every voter challenged.

MEETING VOTERS' SPECIAL NEEDS

Voters with disabilities and voters with special needs may now mark their own ballot by using the AutoMARK Voter Assist Terminal

VOTER INDICATES HE/SHE HAS A DISABILITY AND WISHES TO USE THE AUTOMARK UNIT TO MARK THE BALLOT:



DO YOUR BEST TO ACCOMMODATE VOTERS WISHES, PROVIDING MINOR ASSISTANCE IF REQUESTED:

- **ISSUE** the voter an AutoMARK ballot with the stub **REMOVED**.

Voter will have already received a white secrecy envelope from the Roster Clerk with the party indicated.

- **DESCRIBE** how to insert the ballot into the unit and how to “catch” the ballot in the secrecy envelope after it has been marked.

MAKE SURE the voter is comfortably seated and that he/she understands how to scroll up and down and move back and forth between screens to make selections.

- **DIRECT** the voter to the AccuVote Clerk to deposit the marked ballot into the Auxiliary Bin of the AccuVote Ballot Box.
- **DO NOT** attempt to feed or allow the voter to feed the AutoMARK Ballot into the AccuVote Unit.

VOTER UNABLE TO SIGN ROSTER

VOTER MUST SIGN ROSTER. IF THE VOTER IS UNABLE TO SIGN THE ROSTER, HE/SHE MUST MAKE HIS/HER MARK OR AFFIX HIS/HER SIGNATURE STAMP:

- 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.

MEETING VOTERS' SPECIAL NEEDS, CONTINUED

VOTER REQUESTS ASSISTANCE



IF A VOTER REQUESTS ASSISTANCE:

- A voter may still request assistance in marking the ballot instead of using the AutoMARK Unit.
- 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 on the first page of the Roster of Active Voters.
- No signatures are required on the "Assisted Voters List."
- NOTE: Voters using the AutoMARK Unit will NOT be listed on the "Assisted Voters List".

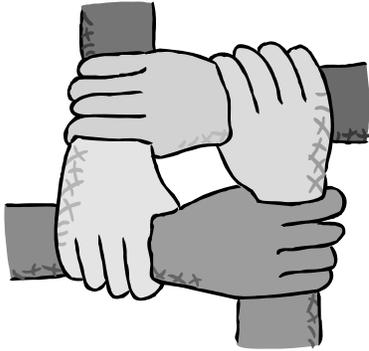
CURBSIDE VOTER

VOTER CANNOT ENTER THE POLLING PLACE:



- DETERMINE if the voter is eligible to vote by locating his/her name on the Combined Roster-Index. If the voter is not listed in your index, he/she may vote provisionally.
- TAKE the Roster-Index, pen, ballot, secrecy sleeve and anything else necessary to the voter. Do not take the AutoMARK or AccuVote Units.
- 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 secrecy sleeve, and run it through the AccuVote unit.

MEETING VOTERS' SPECIAL NEEDS, CONTINUED



- BE CONSIDERATE of the extra time it might take for a person who is elderly or has a disability to get things done, and give unhurried attention to a person who has difficulty speaking.
- DO NOT be overly attentive or insist on giving more help than is needed or requested
- SPEAK DIRECTLY to the person who has a disability rather than to a companion who may be with the voter.
- SPEAK CALMLY, slowly and directly to a person with a hearing problem. Your facial expressions, gestures and body movements help in understanding. Do not shout or speak in a person's ear. If full understanding is doubtful, write a note to the person with a hearing problem.
- BEFORE ASSISTING a person in a wheelchair, ask if you may do so and how to proceed.
- GREET a person who is visually impaired by letting the person know who and where you are. Provide a guiding device such as a ruler or card for signing forms.
- BE AWARE that dogs who assist people with disabilities should be admitted into all buildings. Such dogs are highly trained and need no special care other than that provided by the owner.

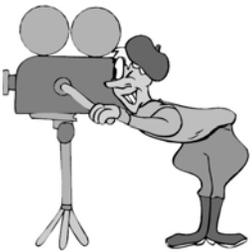
VOTERS WITH CHILDREN

A CHILD OR CHILDREN UNDER THE AGE OF 18 YEARS MAY ACCOMPANY A VOTER INTO THE VOTING BOOTH:

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



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>	<p>YOU MUST CALL the Elections Office immediately: 805-781-5236</p>
<p>NEWS MEDIA:</p> 	<p>If you are contacted by any representative of the newspaper, radio or TV news media:</p> <ul style="list-style-type: none"> • You may give out any information available to the general public. • CALL the Elections Office if you are unsure about what information to give out.
<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. • A new law prohibits ANYONE from filming voters entering or leaving a polling place for the purposes of intimidation.
<p>EXIT POLLING:</p> 	<p>Exit polling IS NOT electioneering.</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.

ACCIDENTS, EMERGENCIES AND PROBLEMS, CONTINUED

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 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 above law IS NOT construed to apply to voters who are standing in line.
- The law DOES apply to precinct workers, their cars and POLL WATCHERS who are at the precinct for an extended period of time.

POLL WATCHERS:



Poll Watchers (usually people working for a candidate or a political party) 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.

GLOSSARY

The following terms are commonly used throughout this manual and in the instructional classes you attend. Knowing these terms will help you understand Election Day procedures more easily and make you more comfortable working with the voters.

Capitalized words are other terms defined in this glossary.

ABSENTEE BALLOT:	See Vote-by-Mail Ballot
ABSENTEE VOTER:	See Vote-by-Mail Voter
ACCUVOTE TAPE:	The tape on which reports are printed at the opening of polls and the closing of polls. The printer is located in the ACCUVOTE UNIT.
ACCUVOTE UNIT:	The optical scan unit used by San Luis Obispo County to count BALLOTS at the PRECINCT.
ADOPT-A-POLL:	Program where community groups are staffing various PRECINCTS on Election Day.
AFFIDAVIT:	See VOTER REGISTRATION CARD.
AUTOMARK VOTER ASSIST TERMINAL:	Allows disabled voters and those with special needs to mark their ballot unassisted. The unit neither tallies or stores votes. The marked ballots are placed in the Auxiliary Bin of the ACCUVOTE UNIT during the day for safekeeping.
AV BALLOT:	See VBM Ballot.

BAG #1 (BLUE):	See Blue Bag
BALLOT:	The actual card on which each VOTER makes his/her choice on the issues to be decided at the current election. San Luis Obispo County prints three general types of ballots: Regular, Provisional and AutoMARK.
BALLOT BOX	The black box on which the ACCUVOTE UNIT is seated. The box consists of three separate compartments. One compartment stores the WRITE-IN BALLOTS, which are separated from other VOTED BALLOTS after they are fed through the ACCUVOTE UNIT. One compartment stores the VOTED BALLOTS and an auxiliary compartment, located on the side of the box, houses voted AutoMARK ballots and NON-PROCESSED BALLOTS (ballots that would NOT feed through the ACCUVOTE UNIT.)
BALLOT SERIAL NUMBER:	The identifying number on the stubs of each BALLOT. On the AccuVote ballots , the stubs are at the top of the ballot. The AutoMARK ballots have the stubs on the bottom . The VOTER STUB must be removed before the BALLOT is inserted into either the ACCUVOTE UNIT or the AutoMARK.
BALLOT STATEMENT/ CERTIFICATE OF PACKAGING AND SEALING (or BALLOT STATEMENT):	Form used by the PRECINCT BOARD election night to account for number of BALLOTS and VOTERS. There are separate ballot statements for POLL BALLOTS, PROVISIONAL BALLOTS (located on the Provisional Roster) and AutoMARK BALLOTS.
BALLOT TYPE:	The unique combination of contests listed on a ballot card constitutes a ballot type. The BALLOT TYPE is indicated in the COMBINED ROSTER-INDEX for each voter and on the top left corner of the ballot.
BLUE BAG	The bag for returning VOTED VOTE-BY-MAIL and PROVISIONAL BALLOTS to the REGIONAL COLLECTION CENTER election night.

BOOTH:	See VOTING BOOTH.
CHALLENGED VOTER:	A VOTER whose ELIGIBILITY TO VOTE is orally challenged by the PRECINCT BOARD for specific reasons.
COMBINED ROSTER-INDEX (or ROSTER):	The book where all VOTERS registered in the precinct are listed and the VOTERS sign. The roster contains an alphabetical listing of active voters, followed by an alphabetical listing of INACTIVE VOTERS (green pages). Some precincts may also have a page of LATE REGISTRANTS.
CONSOLIDATED (CON) PRECINCT:	Individual PRECINCTS are combined (or consolidated) into CONSOLIDATED PRECINCTS for voting purposes. General usage also shortens this to PRECINCT.
CONTAINER FOR VOTED BALLOTS:	The box in which your BALLOTS were delivered becomes the box to return the VOTED BALLOTS to the REGIONAL or CENTRAL COLLECTION CENTER on ELECTION night.
COUNTY STUB:	The stub portion of the BALLOT that is stapled to the pad. AccuVote ballots have the COUNTY STUBS on the upper left side. On the AutoMARK ballots the COUNTY STUB is on the bottom . These stubs are retained and placed in ENVELOPE #5 after the close of the polls.
CROSSOVER VOTER: (PRIMARY ONLY)	A NON-PARTISAN or NON-DECLARED voter who wishes to vote for candidates in one of the POLITICAL PARTIES participating in the SEMI-OPEN PRIMARY.
DECLARATION OF ELECTION OFFICERS:	The statement located on the inside front cover of the COMBINED ROSTER-INDEX (ROSTER). Each PRECINCT WORKER must sign this declaration and have it witnessed before beginning his/her assigned duties.

DEFLECTOR ARM:	The mechanism inside the BALLOT BOX which directs the BALLOTS with votes for WRITE-IN CANDIDATES into the appropriate bin.
ELECTION BOARD:	See PRECINCT BOARD.
ELECTION OFFICERS:	See PRECINCT WORKERS.
ELECTIONEERING:	Any activity which tries to influence VOTERS about an issue or candidate 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.
ELIGIBILITY TO VOTE:	Anything relating to whether or not a specific VOTER can vote on Election Day at your precinct
ENVELOPE #2:	The envelope for returning NON-PROCESSED BALLOTS, AutoMARK Ballots, the PROVISIONAL ROSTER and completed VOTER REGISTRATION CARDS to the REGIONAL CENTRAL COLLECTION CENTER election night.
ENVELOPE #3:	The envelope for returning WRITE-IN BALLOTS to the REGIONAL COLLECTION CENTER election night.
ENVELOPE #4:	The envelope for returning the COMBINED ROSTER-INDEX, POLL BALLOT STATEMENT, ACCUVOTE TAPE and other items to the REGIONAL COLLECTION CENTER Election night.
ENVELOPE #5:	The envelope for packaging all SPOILED BALLOTS, UNVOTED BALLOTS removed from the shrink wrap, COUNTY STUBS from all Issued Ballots, and SURRENDERED Vote-by-Mail BALLOTS. This envelope is sealed and left at the POLLING PLACE.

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.
FIRST TIME VOTERS:	A voter who registered by mail after January 1, 2006, has not provided ID and has not previously voted in San Luis Obispo County. The HELP AMERICA VOTE ACT (HAVA) requires first time voters to show identification when voting at the polls. All FIRST TIME VOTERS are indicated with the words "ID REQUIRED" on their signature space in the COMBINED ROSTER-INDEX. If the voter does not have identification, he/she must vote a PROVISIONAL BALLOT.
HELP AMERICA VOTE ACT (HAVA):	Federal legislation that requires uniform procedures at the polls for federal elections.
INACTIVE VOTER:	A VOTER who is listed in the second alphabetical listing in the COMBINED ROSTER-INDEX (green pages). These voters have been placed on the inactive list due to mail that was returned to the elections office indicating the voter had moved.
INACTIVE ROSTER:	The listing of INACTIVE VOTERS located at the back of the COMBINED ROSTER-INDEX. This alphabetical listing is printed on green paper.
ID ENVELOPE:	The IDENTIFICATION 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.
IDENTIFICATION ENVELOPE:	See ID ENVELOPE.
INSPECTOR:	The PRECINCT WORKER in charge of the PRECINCT BOARD at each PRECINCT.

LEAD INSPECTOR:	The inspector assigned as the lead for each polling place. Their duties include responsibility for the AccuVote unit and contacting the polling place prior to election day.
MAIL BALLOT PRECINCT:	See Vote-by-Mail Precinct: A PRECINCT with less than 250 voters that have not been assigned to a polling location. Voters living in these PRECINCTS are automatically sent Vote-by-Mail BALLOTS.
MULTIPLE BALLOT PRECINCT:	Voters who reside in a precinct containing multiple jurisdictions will vote on different issues. This means that more than one kind of ballot type is sent to the precinct. Precinct workers must be careful to issue the correct ballot to each voter. See also BALLOT TYPE.
NON-PROCESSED BALLOT:	A ballot that was not accepted for reading by the ACCUVOTE UNIT. All NON-PROCESSED BALLOTS are placed in ENVELOPE #2 during the closing procedures.
OATH OF CONTINUOUS RESIDENCY:	The oath signed by INACTIVE VOTERS declaring that they live at the address shown on the INACTIVE ROSTER. This oath is located at the top of each page of the INACTIVE ROSTER in the COMBINED ROSTER INDEX.
OUTSIDE INDEX:	A listing of VOTERS' names without addresses that hangs outside the POLLING PLACE. Two copies of this index are required to be placed at each polling place. VOTERS use this list to verify that they are at the correct PRECINCT. PRECINCT WORKERS line off who has voted each hour on one of these INDEXES and POLL WATCHERS use this list to track who has already voted.
PAV:	See PVBM
PERMANENT ABSENT VOTER:	See Permanent Vote-by-Mail Voter

PERMANENT VOTE-BY-MAIL VOTER:	A VOTER who has requested that a VOTE-BY-MAIL BALLOT be automatically mailed to him/her for every 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 people from a specific organization who will check the OUTSIDE INDEX to track who has voted each hour or is there to observe that proper procedures are followed.
POLL WORKER(S):	Another name for PRECINCT WORKER(S).
POLITICAL PARTIES: (PRIMARY ONLY)	<p>There are currently six qualified political parties in California: American Independent, Democratic, Green, Libertarian, Peace & Freedom, and Republican. Voters who register with any other party are given NON-PARTISAN ballots.</p> <p>In Primary Elections, NON-PARTISAN and NON-DECLARED voters have the option of selecting a party specific ballot for any political party whose party rules allow CROSSOVER VOTING.</p>
PRECINCT:	A specific geographical area. VOTERS within this area vote on a unique combination of contests.
PRECINCT ASSISTANT:	Former INSPECTORS who serve as Election Day rovers and resource for a number of CONSOLIDATED PRECINCTS.
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 on Election Day.
PRECINCT NUMBER:	A specific number assigned to each CONSOLIDATED PRECINCT for identification purposes. The first number of the three digit designation indicates the supervisorial district in which the CONSOLIDATED PRECINCT is located, i.e. 301 is in the Third Supervisorial District.

PRECINCT SUPPLY TUB:	The large plastic tub delivered to the INSPECTOR containing the BALLOTS, the COMBINED ROSTER-INDEX, the OUTSIDE INDEXES and the other supplies needed to conduct the work of the PRECINCT on Election Day.
PROVISIONAL BALLOT:	A BALLOT issued to a voter whose ELIGIBILITY TO VOTE cannot be determined. There are various reasons for this. (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:	A pink envelope used to contain 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 ROSTER:	Roster for provisional specialist to enter PROVISIONAL VOTERS' names and addresses and for PROVISIONAL VOTERS to sign. It is placed in Envelope No. 2 for return to the REGIONAL COLLECTION CENTER election night.
PROVISIONAL VOTER:	A VOTER whose ELIGIBILITY TO VOTE cannot be determined by the PRECINCT BOARD on Election Day. This VOTER must vote a PROVISIONAL BALLOT. It is always preferable that voters vote in the correct precinct to ensure they vote for every contest to which they are entitled. If the voter insists on voting, make a notation on the PROVISIONAL BALLOT ENVELOPE. See the top of page 74 for details.
PVBM	An abbreviation for PERMANENT Vote-by-Mail VOTER.
REGIONAL/CENTRAL COLLECTION CENTER	The locations throughout the county where BALLOTS and other supplies will be returned ELECTION night. These locations are listed in the Precinct Worker Manual.
ROSTER:	See COMBINED ROSTER-INDEX.

ROSTER LINE NUMBER:	The pre-printed number next to the voter's name in the COMBINED ROSTER-INDEX. This number is used as an aid in marking the OUTSIDE INDEXES.
SECRECY SLEEVES (AccuVote):	Sleeves used to allow the VOTER to feed his/her BALLOT through the ACCUVOTE UNIT with complete privacy. All voters, except those receiving PROVISIONAL BALLOTS must receive a SECRECY SLEEVE with their AccuVote ballot.
SECRECY ENVELOPES (AutoMARK):	SECRECY ENVELOPES are used to maintain the secrecy of the AUTOMARK BALLOTS. The VOTER places the envelope around the Ballot Feed Tray and "catches" the BALLOT as it is ejected from the AutoMARK.
SEMI-OPEN PRIMARY: (PRIMARY ONLY)	Allows voters who are registered NON-PARTISAN or are NON-DECLARED to select one of the party ballots from those parties whose party rules allow it.
SPOILED BALLOT:	A BALLOT on which a VOTER makes an error. The voter returns the SPOILED BALLOT to the PRECINCT BOARD to obtain a new one. A VOTER may receive no more than three BALLOTS.
STREET GUIDE:	The alphabetical listing of all street addresses within each city or town that indicates the assigned PRECINCT and POLLING PLACE. Used to assist VOTERS in locating their correct PRECINCT.
SURRENDERED VOTE-BY-MAIL BALLOT:	An unvoted or spoiled VOTE-BY-MAIL BALLOT, enclosed in the IDENTIFICATION 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 COMBINED ROSTER-INDEX which is used to keep track of the number of VOTERS who have signed the ROSTER and BALLOTS which have been issued.

UNUSED BALLOTS:	The ballots that have not been voted on Election Day. UNUSED BALLOTS which have been removed from their shrink wrap packaging are sealed in ENVELOPE #5 . UNUSED BALLOTS still in the shrink wrap are placed in the PRECINCT SUPPLY TUB .
VBM	An abbreviation of VOTE-BY-MAIL BALLOT
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 IDENTIFICATION ENVELOPE . They must be tallied on the PROVISIONAL ROSTER before being placed in the BLUE BAG .
VOTE-BY-MAIL BALLOTS	A ballot requested by a VOTER so that he/she does not have to come to a polling place to vote OR a ballot sent to a VOTER living in a VOTE-BY-MAIL PRECINCT .
VOTE-BY-MAIL VOTER	Someone who has requested a VOTE-BY-MAIL BALLOT or who lives in a VOTE-BY-MAIL PRECINCT .
VOTED BALLOTS:	All ballots that have been cast by the voters at the polling place. They will be placed in the CONTAINER FOR VOTED BALLOTS (ACCUVOTE BALLOTS) , BLUE BAG (PROVISIONAL and VOTE-BY-MAIL BALLOTS) , ENVELOPE #2 (NON-PROCESSED AND AUTOMARK BALLOTS) or ENVELOPE #3 (WRITE-IN BALLOTS) and returned to the REGIONAL/CENTRAL COLLECTION CENTER election night. See page 43 for the disposition of voted ballots election night.
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 ASSISTANCE CLERK (formerly MasterRoster Clerk)	The worker assigned to those polling places that have a large number of voters and multiple precincts. This person is located near the entrance of the polling place and assists voters by directing them to the proper precinct by looking up their address in the STREET GUIDE.
VOTER REGISTRATION CARD (or AFFIDAVIT):	The form completed under penalty of perjury by a VOTER to certify his/her eligibility to VOTE.
VOTER STUB:	The part of the stub retained by the VOTER as proof that he/she has voted. The VOTER STUB is at the top right corner of the ACCUVOTE BALLOT and at the bottom of the AutoMARK BALLOT.
VOTING BOOTH:	The privacy booths where VOTERS mark their BALLOTS.
WRITE-IN BALLOT:	A BALLOT that has at least one WRITE-IN CANDIDATE written in the write-in space(s) provided for each contest. WRITE-IN BALLOTS are sorted in a separate compartment in the BALLOT BOX and placed in ENVELOPE #3 after the polls close for return to the REGIONAL COLLECTION CENTER election night.
WRITE-IN CANDIDATE:	A candidate who has completed the requirements to be a qualified write-in and whose name is not listed on the BALLOT. The list of qualified write-in candidates for each election must be placed on the PRECINCT BOARD table.

