Leave in Precinct Supply Tub

ELECTION PROCEDURE MANUAL

Including:

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

Prepared by: TOMMY GONG
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Precinct Worker Phone Numbers:
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VOTER BILL OF RIGHTS

You have the following rights:

1. **The right to vote if you are a registered voter.** You are eligible to vote if you are:
    a. A U.S. citizen living in California
    b. Registered where you currently live
    c. At least 18 years old
    d. Not in prison or on parole for a felony
2. **The right to vote if you are a registered voter even if your name is not on the list.**
   You will vote using a provisional ballot. Your vote will be counted if elections officials determine that you are eligible to vote.
3. **The right to vote if you are still in line when the polls close.**
4. **The right to cast a secret ballot** without anyone bothering you or telling you how to vote.
5. **The right to get a new ballot if you have made a mistake,** if you have not already cast your ballot. You can:
    a. **Ask an elections official at a polling place** for a new ballot; or
    b. **Exchange your vote-by-mail ballot** for a new one at an elections office, or at your polling place; or
    c. **Vote using a provisional ballot,** if you do not have your original vote-by-mail ballot.
6. **The right to get help casting your ballot** from anyone you choose, except from your employer or union representative.
7. **The right to drop off your completed vote-by-mail ballot at any polling place** in the county where you are registered to vote.
8. **The right to get election materials in a language other than English** if enough people in your voting precinct speak that language.
9. **The right to ask questions to elections officials about election procedures** and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.
10. **The right to report any illegal or fraudulent election activity** to an elections official or the Secretary of State's office.

If you believe you have been denied any of these rights, of you are aware of any election fraud or misconduct, please call the Secretary of State's confidential toll-free Voter Hotline at (800)345-VOTE(8683) or Your Local Election Official's toll-free number at (800)834-4636 ext. 5228.

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WHAT'S NEW

CALIFORNIA PRIMARY SYSTEM

TOP-TWO PRIMARY (ACT): On June 8, 2010, California voters approved Proposition 14, which created the "Top Two Open Primary Act". This means candidates, regardless of their party preference, will appear on a single combined ballot and voters can vote from any political party. This Act does not affect the election of President, which is still party specific.

The "Top-Two Open Primary Act" changes the way elections are conducted for all statewide (now known as voter-nominated) offices. Only two candidates for voter-nominated offices who receive the highest and second-highest number of votes cast in the Primary Election will appear on the ballot at the General Election. The Act does not affect party-nominated offices like the President. Non-Partisan offices (ex: counties, cities, schools, and special districts) will remain open to all voters.

BALLOT TYPES

In this election there are 7 ballot types. A ballot type is a unique combination of contests on the ballot and the number that is assigned to that ballot to identify that combination of contests. Some precincts will have multiple ballot types due to voters living in different combinations of districts going to the same precinct. These precincts with multiple ballot types will need to carefully issue ballots to the voters by having the Roster Clerk and the Ballot Clerk coordinate which ballot type is to be issued for each voter. Precincts with more than one ballot type will have the ballot types with fewer ballots highlighted in the Roster to make identification easier. If the precinct is only issuing one ballot type, there will be no highlighting in the roster.

CROSSOVER VOTING

Due to the Presidential primary contest, the ballots for the 2016 Primary Election will be comprised of 6 different party ballots and a Non-Partisan ballot. Voters who are listed as NPP have the option to participate using the Non-Partisan ballot or cross over and request a party ballot from the parties allowing those voters to participate. The parties allowing NPP participation are the American Independent Party, Democratic Party, and Libertarian Party.

Voters registered with a qualified political party are not eligible to cross over to any other party's ballot. If a voter is disputing the party which they are listed on the Roster, that voter will vote a provisional ballot or contact the Elections Office.

The Party Ballot Table below, which contains the ballot to issue to voters, color of header, and notations to make in the Roster, will also be provided to Inspectors and in the precinct supplies for use on Election Day:

VOTER PARTY PREFERENCE	CHOICE OF BALLOT	BALLOT TO BE ISSUED	COLOR OF HEADER	NOTATION TO BE MADE IN ROSTER
American Independent (AI)	None	American Independent	Orange	
Democratic (DEM)	None	Democratic	Blue	
Green (GRN)	None	Green	Red	
Libertarian (LIB)	None	Libertarian	Yellow	
Peace and Freedom (PF)	None	Peace and Freedom	Brown	
Republican (REP)	None	Republican	Purple	
No Party Preference (NPP)	**American Independent**	**American Independent**	**Orange**	**AI**
	Democratic	**Democratic**	**Blue**	**DEM**
	Libertarian	**Libertarian**	**Yellow**	**LIB**
	Non-Partisan	**Non-Partisan**	**Green**	**NPP**

ELIGIBILITY OF VOTERS

May 23, 2016 is the last day a voter may register (or re-register) to vote for the June 7, 2016 General Election.

A voter moving ON or BEFORE May 23rd 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 23rd can legally vote in the precinct from which he/she has moved, even if he/she moved out of this county. The voter can also vote provisionally in their new precinct (within the same county). The voter will appear on the precinct roster for their old precinct and must be allowed to vote.

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CHECKLIST: INSPECTORS PRE-ELECTION

Please also review pg 93 for more detailed Inspectors Checklists.

1. Check the Election Supplies

	Inventory the Supply Tub using Supply Tub Contents List & Envelopes in Tub as soon as possible after it is received and no later than 6/3/16.
	Check Ballots and Sample Ballot booklets for correct information. Precinct number and ballot type on ballots must match precinct number and ballot type on Roster.
	Count Pads of ballots. (Ballots are typically padded in 50s unless a lesser number is issued). **DO NOT REMOVE SHRINKWRAP**. Compare count to Ballot Quantity Worksheet to ensure correct number of ballots received.
	Your Precinct Assistant will contact you prior to the election and before you have your supplies. They will be able to answer any questions you may have.

2. Update the Roster and the MARKED Outside Index in Red

	Late Registrant and Updated Vote-by-Mail voter lists will be printed and mailed on 6/3/16 or placed in your Supply Tubs. **Every Inspector will receive this information.**
	Write VBM in RED in the voter's signature space for each voter on the Updated Vote-by-Mail voter list.
	Using the same list, draw a RED line through the voter's name in the MARKED Outside Index. Voter's previously issued a VBM ballot will already be lined out.
	Place the Updated Vote-by-Mail voter list in the front or back pocket of the Roster binder.
	Insert colored "Late Registrant List", if any, BEHIND the list of Registered Voters. This list contains voters who registered after the Roster was printed.
Store supplies in a secure inside location to safeguard against unwarranted access. **Immediately report discrepancies or missing items to the Elections Office**	

3. Prepare Ballot Statements

Precinct Ballot Statement (found in the Closing Envelope in the Supply Tub)		Provisional Ballot Statement (found in the back of the Provisional Roster in the Blue Bag)	
	Write the TOTAL number of Precinct Ballots, from the amount listed on the Ballot Quantities Worksheet, on line 1 of the Precinct Ballot Statement		Write the TOTAL number of Provisional Ballots, from the Provisional Ballot Quantity Worksheet, on line 1 of the Provisional Ballot Statement
	Place the Precinct Ballot Quantities Worksheet and the Precinct Ballot Statement back in the Closing Envelope in Supply Tub		Place the Provisional Ballot Quantities Worksheet and the Provisional Ballot Statement back in the Blue Bag.

4. Contact Precinct Board Members

	Call **all** Board members the week before the Election. Discuss the following items:
	When to meet on Monday afternoon for set up of the polling place, if needed.
	What time to arrive Election morning (no later than 6:30AM)
	Explain the scheduling of break and meal times
	Ask if they have any special needs on Election Day (ex: day care pickup, sitting or standing restrictions, etc.)

5. Day Before the Election

	Check that the following equipment has been delivered to the polling place: AutoMARK and one table (one per polling place), Accessible and Regular voting booths—some locations may have a combined 4-station voting booth. (remember to separate booths for each precinct), ballot box (one per precinct), and any accessibility equipment assigned to your polling place.
	Set up the polling place as much as possible beforehand to make Election morning run smoothly. **DO NOT LEAVE BALLOTS OR ROSTERS AT THE POLLING PLACE!**
	Plan a tentative schedule; include Provisional Specialist and Voter Assistance Clerk, if assigned. Include periodic rotations, breaks, and meal times. MAKE SURE ALL WORKERS ARE BACK FROM DINNER BEFORE 5PM

6. Payroll Information

	Payroll Sheet will be in the Supply Tub. When you inventory the Supply tub, if you do not have a payroll sheet, call your Precinct Assistant immediately. **All workers must sign the payroll sheet to be paid for working on Election Day.**
	Missing Worker: If a worker does not show up for their shift, please write reason (sick, no show, etc) in their signature space.
	Replacement Worker: If a replacement worker was deployed, have that worker write in the following information and sign the payroll sheet: Name of worker as listed on voter registration; job title (AM clerk, PM Clerk, Full Day Clerk, Inspector, etc); mailing address; signature.
	Processing Times: Approximately 2 weeks. If payroll is not received within 3 weeks, contact the elections office immediately. There is a limited amount of time to correct missing/incorrect pay amounts.

7. Additional Lead Inspector Duties

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

8. For Non-Adopt-a-Poll Inspectors:

- If there are changes to the board members at the polling place, notification will be sent at the time the changes are made.
- If a worker does not show up, contact the Elections Office immediately so a replacement worker can be deployed.
- Workers are scheduled for Full Day (6AM to approx 9PM), AM Shift (6AM to 2PM) or PM Shift (2PM to approx 9PM)

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CHECKLIST: ELECTION MORNING SETUP

Inspectors: assign the following set-up tasks to different workers to be completed before the polls open. If there is more than one precinct in the polling place, coordinate with the Lead Inspector.

One Worker		One Worker	
	Set up AutoMARK Use AutoMARK section of the Manual pg 60		Hang BOTH Outside Indexes outside the outermost doors or directly inside the outermost doors of the polling place.
	Layout AutoMARK supplies from the Supply Tub		Hang the flag, with the Union Jack (blue field of stars) in the upper left hand corner, outside the polling place.
	Make sure AutoMARK is facing away from voters passing by to ensure voter privacy.		Place the VOTE HERE signs so voters coming from different directions can find the polling place entrance.
	Make sure privacy shield is set up and unit is set to “ON”		Post “100 feet” sign and “Polling Place” sign with Precinct Number 100 feet from the entrance to the building.
	Set up any accessibility equipment		Tape Ballot Box Tally Sheet to the Ballot Box (found in Ballot Box).

One Worker		One Worker	
	Arrange voting booths for privacy and distance from other precinct’s booths.		See Suggested Setup on pg 16. Set up precinct table: lay out Roster, Line # Tracker, one packet of ballots—start with lowest number (for each ballot type).
	Post “Voting Instructions” in each booth, unless already posted.		Check perforation on ballot (which separates stub from ballot at top) is in correct place (at the top ¼ inch above dashed line). Call if not correct.
	Post all inside signs: No Cell Phone Usage, Return Ballots Here, Precinct (CON) Number, Voter Bill of Rights, Facsimile Ballots		Double check ballots against Sample Ballots. Check AutoMARK ballots in the same way. Call if they do not match.
	Set out Voter Information Guides, Sample Ballots and demonstration ballots.		Take Provisional voting supplies out of the Blue Bag and set up Provisional Table.
	Set out pens at Ballot Clerk.		Assemble Blue Bag and Seal (seal instructions in the Blue Bag)
			Review checklists to make sure all tasks have been completed

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

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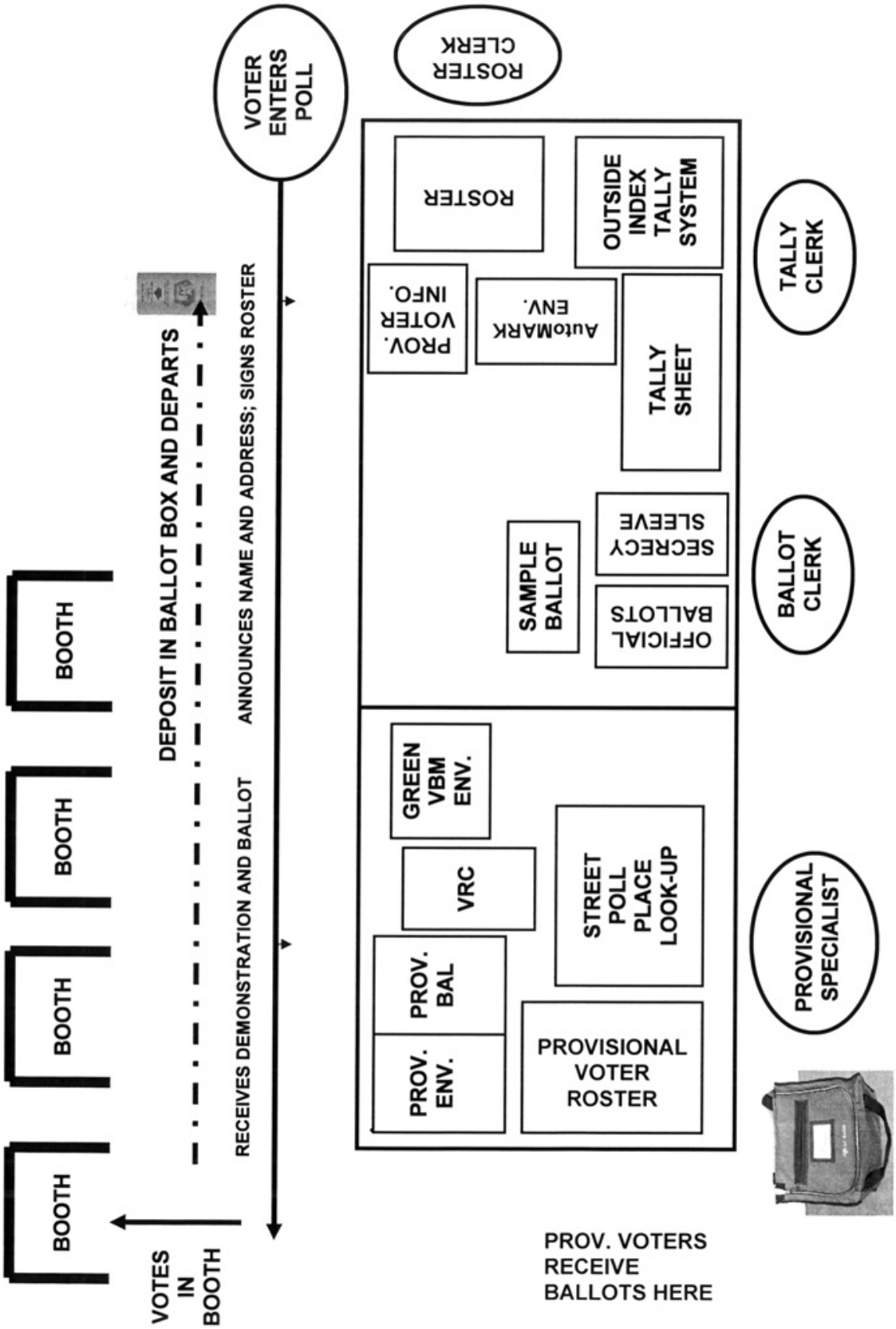
OPENING THE POLLS

Commence the Voting Process
At 7AM promptly open the polls and proclaim aloud:

First Voter Procedure
Open the Ballot Box for the first voter who will verify the Ballot Box is **EMPTY**.

Place seal on the Ballot Box **before** voter places ballot in the Ballot Box.

SUGGESTED POLLING PLACE SETUP



JOB DESCRIPTIONS

ROSTER CLERK
The Roster Clerk is responsible for locating the voter, verifying the address given by the voter, notifying the Ballot Clerk of the correct ballot type and having the voter sign the Roster. This clerk is also responsible for processing voters who wish to vote on the AutoMARK Voter Assist Terminal.

Step 1

	Greet Voter and ask them to state their name and residence address. If the voter has a Sample Ballot, Voter Notification Card, or other identification they may use that instead of saying their name out loud. **Do not ask for ID unless "ID Required" is listed in the voter's signature space.**
	Locate Voter in the Roster. If not listed, check on the Late Registrant List.

IF	THEN	
Voter is in the Roster, has no notations in the signature line, and *agrees* with party preference listed.	Ask voter to sign the Roster in their signature space. Proceed to Step 2. A signature stamp may be used with no witness needed.	
Voter is in the Roster, has no notations in the signature line, and *disagrees* with party preference listed.	Ask voter for requested Party Preference	**If voter is listed as NPP; voter is able to choose NP, AI, DEM, or LIB ballot.**
		If another choice is requested. Give voter pink "Provisional Voter Information" sheet with reason circled and direct them to the Provisional Specialist.
Voter is not in the Roster.	Give voter pink "Provisional Voter Information" sheet with reason circled and direct them to the Provisional Specialist.	
ID REQUIRED is listed in their signature space, voter must provide acceptable identification as listed on pg 39 or on the pink "Provisional Voter Information" sheet.	Yes, they have ID	Ask voter to sign the Roster in their signature space. Write down the ID number at the end of the Roster next to the voter's name. Proceed to Step 2. A signature stamp may be used with no witness needed.
	No, they do not have ID	Give voter pink "Provisional Voter Information" sheet with reason circled and direct them to the Provisional Specialist.

VOTE BY MAIL VOTER is listed in their signature space; voter wants to vote at the polls and has a ballot to surrender in a San Luis Obispo County envelope addressed to the voter.	• Accept the ballot in its ID envelope. • Place "SURRENDERED" sticker on the **signature space** and over **the return address** of the envelope. • Place ballot in envelope in Envelope 5. • Cross out ***VOTE BY MAIL VOTER*** in the Roster and have voter sign in signature space. • Proceed to Step 2.
VOTE BY MAIL VOTER is listed in the signature space; voter wants to vote at the polls and has a ballot to surrender with NO envelope.	• Give voter a green ID envelope, ask them to complete the information legibly and seal the ballot inside. • Accept the ballot in the green ID envelope. • Place "SURRENDERED" sticker on the **signature space** and over **the address** of the envelope. • Place ballot in envelope in Envelope 5. • Cross out ***VOTE BY MAIL VOTER*** in the Roster and have voter sign in signature space. • Proceed to Step 2.
VOTE BY MAIL VOTER is listed in their signature space; voter has no ballot to surrender.	Do not let voter sign Roster. Give voter the pink "Provisional Voter Information" sheet with reason circled and direct them to the Provisional Specialist.

Step 2

	Make a checkmark at the end of the voter's information in the Roster
	Tell Tally Clerk voter's line number, so Tally Clerk can complete the Line # Tracker for the current hour
	Tell the Ballot Clerk the correct party ballot to issue. If the voter is listed as NPP, they must be given the choice of ballots: Non-Partisan, American Independent Party, Democratic Party, and Libertarian Party.
	Direct Voter to the Ballot Clerk

If the voter wishes to use the AutoMARK device, give them an AutoMARK secrecy envelope with their **precinct #, ballot type, and party preference** completed and direct them to the Voting System Clerk or Inspector to receive their ballot.

ALWAYS ASK the Inspector if there are questions about how to proceed. For more information on exceptions to the standard procedure see the Provisional Ballot Section starting on page 51.

TALLY CLERK
The Tally Clerk is responsible for maintaining the Line # Tracker, Voter Tally, and tracking spoiled ballots.

	Record the voter's line number given by the Roster Clerk, on the *Line # Tracker sheet for the current hour.
	Mark ONE number on the **Voter Tally for each voter who signs the Roster. The Voter Tally is sequential. ex 1, 2, 3…
	Keep track of Spoiled Ballots using the Spoiled Ballot Column provided on the Voter Tally.

***The Line # Tracker is used to mark off the Outside Index every hour, up to and including 6PM (this is a legal requirement).**

****The Voter Tally is used to keep track of Voted and Spoiled precinct ballots so that all ballots may be easily accounted for at the close of polls. Accurately maintaining the Voter Tally will make it easier at the close of the polls, since the signatures will not need to be counted to complete the Precinct Ballot Statement.**

BALLOT CLERK
The Ballot Clerk is responsible for issuing the correct ballot type/party preference, secrecy sleeve and pen to the voter. They may also demonstrate the proper way to mark the ballot and use the secrecy sleeve, if necessary. They direct the voter to return the pen and their ballot in the secrecy sleeve to the Ballot Box Clerk.

	Remove the correct ballot with the voter stub attached from the stapled pad. **Do not** remove multiple ballots from the pads, this may result in giving more than one ballot to a voter and could make balancing later difficult.
	Slide the ballot into the secrecy sleeve and give ballot with a pen to the voter
	Direct the voter to the empty voting booths or table
	Advise voter to bring back the pen and their voted ballot in the secrecy sleeve to Ballot Box Clerk
	Coordinate with the Ballot Box Clerk to ensure there are sufficient secrecy sleeves and pens to give to voters.

If a voter returns a spoiled precinct ballot, direct them to the Roster Clerk so the spoiled precinct ballot can be tracked and it can be verified that the voter is in the correct precinct (if a multiple precinct voting center) before issuing another ballot.

BALLOT BOX CLERK
The Ballot Box Clerk is responsible for assisting voters who need help depositing their ballot into the Ballot Box and returning secrecy sleeves and pens to the Ballot Clerk.

	Remind voter to remove the voter stub from the ballot before placing the ballot in the Ballot Box.
	Explain that the ballot is deposited in the Ballot Box and the secrecy sleeve is not; assist them if they request help.
	Mark the next number on the Ballot Box Tally attached to the Ballot Box
	Give the voter an "I Voted" sticker
	Return the secrecy sleeve and pen to the Ballot Clerk

Accurately maintaining the Ballot Box Tally will make it easier at the close of the polls, since the signatures will not need to be counted to complete the Precinct Ballot Statement.

VOTING SYSTEM CLERK
The Voting System Clerk is assigned by the Lead Inspector. They are responsible for processing voters who wish to use the AutoMARK Voter Assist Terminal, verifying the accuracy of the ballots before the polls open, and verifying the machine is operational.

Refer to the AutoMARK Manual on pg 59 for specific duties.

TASKS FOR ANY AVAILABLE WORKER

These tasks are to be completed throughout the day by any available worker:

1. Update the MARKED Outside Index at the top of each hour, up to and including 6PM.
    a. Draw a line in RED, through the name of each person who has voted that hour using the Line # Tracker.

BOTH Outside Indexes must hang inside the outermost doors or outside the doors AT ALL TIMES, EXCEPT when the MARKED Outside Index is removed to update.

2. Periodically verify that the Ballot Box Tally, Voter Tally, and Line # Tracker Total numbers match. If they do not match, notify your Inspector. Inspector will contact their Precinct Assistant if the discrepancy cannot be found.
3. Check empty voting booths after each voter for pens and anything other than the required posted information that may have been left behind.

VOTER ASSISTANCE CLERK

The Voter Assistance Clerk directs voters who need assistance to their correct voting consolidated precinct or CON. Any facility that has 3 or more precincts will have 2 Voter Assistance Clerks to help direct voters to the correct precinct. These Voter Assistance Clerks will also have a locked Brown Ballot Bag so they can accept Vote-by-Mail ballots from voters. The Brown Ballot Bag will benefit voters dropping off Voted Vote-by-Mail ballot(s).

VOTER NEEDS HELP LOCATING THEIR PRECINCT:

Does the voter have a Sample Ballot booklet or Yellow Voter Notification Card?	Yes	CON information is listed on the Sample Ballot booklet or the Yellow Voter Notification Card. Send the voter to the CON listed.
	No	Ask for the voter's residence address and use the Street Poll Place Look-up to give the voter the correct consolidated precinct.
Voter Provides Address	Ask the voter to repeat or spell any words or numbers you did not understand or are not familiar with.	
	Confirm the address to make sure you have it correctly.	
Locate address in the Street Poll Place Look-up	1. Locate Street Name; in grey highlight across page	
	2. Does Voter's House Number fit into one of the number ranges for that street	
	3. Have you identified the range for the correct side of the street- Even numbers, Odd numbers or Both?	
	4. Does the street have a direction and have you identified the correct range according to the voter's street direction? North, South, East, West?	
Give Voter their Consolidated Precinct (CON) Number		
Is CON precinct located in the same facility?	Yes	Refer them to the correct table

	No	See next question
Does Voter want to go to correct polling place to vote?	Yes	Give voter polling place name, address and CON precinct number.
	No	See next question
Does Ballot Type for the voter's address match a ballot type for one of the Consolidated Precincts in your facility?	Yes	Send voter to CON with the same ballot type to vote a provisional ballot.
	No	Explain to voter that they may be voting on different or less issues than they are eligible to vote on. If voter wants to vote at this location, refer them to one of the CON precincts in the location.

VOTER IS DROPPING OFF A VOTED BALLOT IN ID ENVELOPE

	A voter may turn in his/her voted Vote-by-Mail ballot at any Polling Place, whether registered in the precinct or not.
	The ballot will say San Luis Obispo County on the front of the envelope
	The voter has signed the ID envelope
	Voter *must* sign on the line provided or it will not be counted
	Place the sealed envelope in the Brown Ballot Bag
	Mark one number off the Vote-by-Mail Tally Sheet taped on the Brown Ballot Bag

VOTER IS DROPPING OFF VOTED VOTE-BY-MAIL BALLOT; NO ID ENVELOPE

	Instruct the voter to speak with a Provisional Specialist at one of the CONs in the polling place.

At the close of the polls, the Lead Inspector of the polling place is responsible for returning this bag to the Regional Collection Center.

CLOSING THE POLLS

At exactly 8PM, announce aloud: “The polls are now closed.”

Anyone in line has the opportunity to vote. Voters arriving after the polls are announced closed cannot be allowed to vote. (EC §14402)

Begin closing procedures after the last voter has voted and deposited a ballot in the Ballot Box.

Any member of the public may view closing procedures as long as they do not touch any voting materials or voted ballots. Only Precinct Workers or Clerk-Recorder staff are allowed to handle any ballot.
Those viewing are not allowed to interfere with closing procedures.

Before removing ballots from the Ballot Box:

Before Unvoted-Opened ballots are sealed in the Envelope for Unvoted-Opened Ballots, write down the next ballot number(s) from the current Unvoted-Opened pad(s) of ballot(s) on the Precinct Ballot Quantity Worksheet for use in figuring remaining ballots quantities.

In the presence of all in the room, seal all Unvoted-Opened Ballots in Envelope for Unvoted-Opened Ballots with the Seal for Unvoted-Opened Ballots (found in the Closing Envelope). (EC §14403)

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

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CLOSING CHECKLIST: PREPARING FOR CLOSING

One Worker: Lay out the following items:		One Worker:	
	Envelope 4		Clean up voting booth area. Do not disassemble booths or remove signs.
	Envelope 5		Place Outside Indexes in Envelope 4
	Envelope for Unvoted-Opened Ballots		Remove all posted materials inside and outside the polling place. (Be careful not to damage or tear signage. These will be used next election.)
	Precinct Ballot Statement/Certificate of Packaging and Sealing Form (in Closing Envelope in Supply Tub)		Return items to Supply Tub (see Supply Tub Contents on the inside of lid for items to be returned).
	Business Reply (BRM) envelope (in Closing Envelope in Supply Tub)		
	Signed Payroll Sheet		
	Give Seals for Containers for VOTED Ballots, Envelope 5, and Envelope for Unvoted-Opened Ballots to Inspector (in Closing Envelope in Supply Tub)		

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

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CLOSING CHECKLIST: VOTED BALLOTS TEAM

Two Workers:	
	Locate Box(es) ballots were shipped in (Container(s) for Voted Ballots)
	Retrieve scissors to cut the seal on the Ballot Box
	Count Precinct Ballots • Bundle precinct ballots with rubber bands into batches of 50 • Bundle any remaining ballots with a rubber band and place a scratch piece of paper with the # of ballots written on it under the band. • When finished, give count of ballots to Clerk completing the Precinct Ballot Statement
	Seal(s) for Container(s) for Voted Ballots Complete seals with total number of ballots from the precinct and the number of containers being returned (ex: 700 ballots and box 1 of 2, 2 of 2) (a box can hold up to 550 voted ballots)
	Put ballots in Container(s) for Voted Ballots
	Put Ballot Box Tally Sheet in Envelope 4
	Affix Seal(s) so Container cannot be opened without breaking Seal
	Place Container(s) for Voted Ballots in Collection Center Return Bag
	Count AutoMARK Ballots • Count the White Envelopes (containing AutoMARK ballots) for the precinct • Give the total count to the Clerk completing the Precinct Ballot Statement. • Give the AutoMARK ballots to the Provisional Specialist (to be placed in Envelope 2)

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CLOSING: PRECINCT BALLOT STATEMENT

Ensures the number of voted ballots equals the voters who signed the Roster.

Line #:	Instructions:
1	Write total number of precinct ballots received per Precinct Ballot Quantities Worksheet
2	Enter the total number of voters who signed the Roster. (this can be taken from the running total of the Tally System)
3a	Enter the number of ballots reported by the Voted Ballots Team
3b	Enter the total number of AutoMARK ballots voted
3	Add lines 3a & 3b. Should match line 2. If not, count signatures in the Roster.
4	Enter the difference between line 2 and 3, if necessary.
5	Enter the total number of spoiled ballots (From Voter Tally or found in Envelope 5, if needed, count and replace).
6**	Enter the number of Unvoted precinct ballots (see the Precinct Ballot Quantities Worksheet)
Reasons	If lines 2 & 3 still do not match, write anything that might have contributed to the discrepancy on the Reasons line. This information will be helpful when the Elections staff balances the Rosters after the Election.
Certificate of Packaging and Sealing	Enter date and time. All workers present at closing must sign.

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

CALCULATING THE NUMBER OF UNVOTED BALLOTS

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

Inspectors: After completing the Precinct Ballot Statement and accounting for Unvoted Ballots, verify all workers present at closing signed required documents. Refer to the next two checklists for completing envelopes and last minute double-check and what items to take to the Regional Collection Center.

PRECINCT BALLOT QUANTITY WORKSHEET

Place in Envelope 4

BALLOT QUANTITY WORKSHEET
PRECINCT BALLOTS

PRECINCT # CON 101-01

	Complete Prior to Opening Polls	**To be completed at closing**	
Party	**# of Ballots to Precinct A**	**Next Ballot # to be issued at closing B**	**Unvoted ballots remaining C (A-B) +1 = C**
AI	20	10	20-10+1 = 11
DEM	400	250	400-250+1= 151
GRN	30	5	30-5+1 = 26
LIB	20	15	20-15+1 = 6
PF	10	2	10-2+1 = 9
REP	400	300	400-300+1 = 101
NP	200	120	200-120+1 = 81
TOTAL # OF BALLOTS	1080		385

SAMPLE

CLOSING CHECKLIST: ENVELOPES

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

The Collection Center Return Bag will consist of Envelope 2, Envelope 4 and Box(s) of Voted Ballots.

COLLECTION CENTER RETURN BAG			
ENVELOPE 2		**ENVELOPE 4**	
	Completed Voter Registration Cards		Roster
	Voted AutoMARK ballots (for your precinct)		Line # Tracker
	Completed AutoMARK Ballot Statement (Lead Inspector only)		Payroll Sheet
	Completed Provisional Ballot Quantity Worksheet		Completed Precinct Ballot Quantity Worksheet
	Provisional Roster (with Provisional Ballot Statement)		Both Outside Indexes
	Tally Sheet for Provisional and Returned VBMs		Ballot Box Tally Sheet
	Completed Voting Equipment Incident Report Forms		Yellow Copy of Precinct Ballot Statement (mail White copy in BRM envelope)
When Envelope 2 and 4 are filled, place in Collection Center Return Bag			

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CLOSING CHECKLIST: ENVELOPES

<table>
<tr><th colspan="4">PRECINCT SUPPLY TUB</th></tr>
<tr><th colspan="2">ENVELOPE 5</th><th colspan="2">ENVELOPE FOR UNVOTED-OPENED BALLOTS</th></tr>
<tr><td></td><td>Spoiled Precinct Ballots</td><td rowspan="2"></td><td rowspan="2">Unvoted-Opened Ballots
(Precinct, Provisional, and AutoMARK)</td></tr>
<tr><td></td><td>Surrendered Vote-by-Mail Ballots</td></tr>
<tr><td colspan="4">Verify Envelope 5 and Envelope for Unvoted-Opened Ballots are SEALED and PLACED in Supply Tub.

Note: Unvoted-Shrinkwrapped Ballots will also be placed in the Supply Tub.</td></tr>
</table>

NOTE: THE SUPPLY TUB STAYS AT THE POLLING PLACE

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CHECKLIST: SIGNATURES REQUIRED

The following instructions detail all the items that require a signature on Election Day:

What to Sign		Where to Locate	Who Signs	Where it goes now
	Declaration Page; should be signed when worker starts their shift	inside front cover of the Roster	ALL WORKERS AT YOUR PRECINCT	Stays in the Roster (goes in Envelope 4 after the Polls close)
	Payroll Sheet; should be signed when worker starts their shift	loose in Supply Tub	ALL WORKERS AT YOUR PRECINCT	Envelope 4
	Closing Certificate	inside front cover of Roster	ALL WORKERS AT YOUR PRECINCT present at closing	Stays in the Roster (goes in Envelope 4 after the Polls close)
	Seal for Envelope 5	inside Closing Envelope	ALL WORKERS AT YOUR PRECINCT present at closing	Place one on Envelope 5 so it cannot be opened without tearing
	Seal for UNVOTED-OPENED ballots	inside Closing Envelope	ALL WORKERS AT YOUR PRECINCT present at closing	Place one on Envelope for Unvoted-Opened Ballots so it cannot be opened without tearing
	Seals for Container(s) for VOTED ballots Remember to write the *total* of voted ballots on the box and the *number of boxes* (ie. 700 and 1 of 2, 2 of 2)	inside Closing Envelope	ALL WORKERS AT YOUR PRECINCT present at closing	Place on Container(s) for Voted Ballots so it cannot be opened without tearing (same containers the ballots arrived in)
	Precinct Ballot Statement/Certificate of Packaging & Sealing Form	inside Closing Envelope	ALL WORKERS AT YOUR PRECINCT present at closing	White Copy – Mail in enclosed Business Reply (BRM) Envelope Yellow copy – place in Envelope 4
	Provisional Ballot Statement	in the back of the Provisional Ballot Roster	Inspector and Provisional Specialist	Place in Envelope 2

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CLOSING CHECKLIST: LEAVING THE POLLS

This final checklist serves a double check. The following items are separated by Return to Collection Center on Election night and Leave at the Polling Place.

Bring to the Collection Center (at least 2 people in the same vehicle, EC §15201(3) & 15202)		**Leave** at the Polling Place for pick up by delivery crew	
	Collection Center Return Bag Containing:		Empty Ballot Box
	Envelope 2		AutoMARK Terminal & Table (See pg. 72 for Closing the AutoMARK).
	Envelope 4		
	SEALED Container(s) for VOTED Ballots		
	Blue Bag (sealed- containing provisional and vote by mail ballots)		Supply Tub (Envelope for Unvoted-Opened Ballots, Unvoted-Shrinkwrapped ballots, AutoMARK Supplies Envelope loose in Tub, Envelope 5, and all other supplies)
	Brown Bag (Lead Inspector only at facilities with Voter Assistance Clerks) (sealed – containing Vote-by-Mail ballots turned in to Voter Assistance Clerks)		
	Receipt for Precinct Supplies		Voting Booths (Do NOT disassemble or remove signs)
	Cell Phone (Lead Inspector Only)		Accessibility Equipment (bring inside for delivery crew to disassemble)
Business Reply (BRM) Envelope w/ White copy of Precinct Ballot Statement must be Mailed on Election Night			

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ELECTION DAY: SITUATIONS

ID REQUIRED VOTERS

If the words "ID REQUIRED" are in the voter's signature space the voter must provide acceptable identification. Acceptable identification falls under two categories.

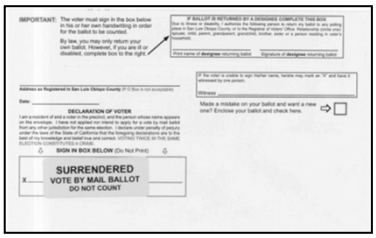
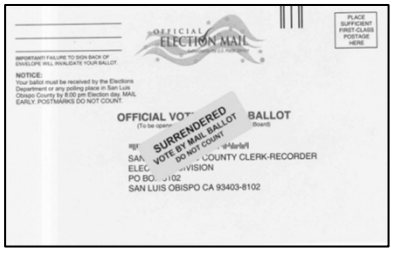
Photo Identification (must have the voter's **name and photo**; a matching address is not necessary):	**Name & Address of the voter** and **dated AFTER** the last General Election (November 2014): **EXCEPTION:** Permanent documents such as a pardon or discharge need not be dated.
• Driver's license or identification card of any state • Passport • Employee identification card • Identification card provided by a commercial establishment • Credit or debit card • Military identification card • Student Identification Card • Health Club Identification Card • 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.	• Sample Ballot • Voter Notification Card • Utility Bill • Bank Statement • Government check or Paycheck • Document issued by a Government Agency • Public Housing Identification Card • Lease or Rental Statement/Agreement • Student Identification Card • Tuition Statement or Bill • Insurance Plan Card • Discharge Certificate, Pardon, or other official document • Senior Citizen Discount Card issued by public transportation authorities • Identification documents issued by governmental disability agencies; homeless shelters or other temporary or transitional facilities • Drug prescription issued by a doctor or health care provider • Tax Return • Property Tax Statement • Vehicle Registration/Certificate of Ownership • Any other document specified in writing by the Secretary of State that includes the name and address of the individual presenting it and is dated AFTER the last general election.

Any doubts regarding the sufficiency of identification presented shall be resolved in favor of the voter, permitting him/her to vote a regular ballot.

If the voter does not have ANY acceptable identification or does not wish to present any identification, the precinct worker shall process the voter as a PROVISIONAL VOTER.

See pg 52 for further instructions on Issuing a Provisional Ballot.

VOTE-BY-MAIL BALLOTS

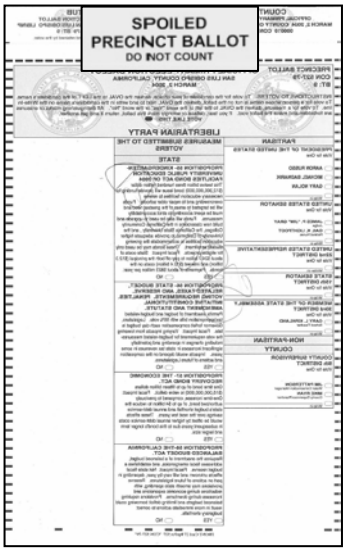
Voters who have requested Vote-by-Mail ballots will have ***VOTE BY MAIL VOTER*** or a handwritten red VBM in their signature space on the Roster.	
VOTE-BY-MAIL VOTER WISHES TO TURN IN VOTED BALLOT AT THE POLLS	
Voter turns in Own Ballot:	Refer voter to the Provisional Specialist to deposit a voted vote-by-mail ballot in the Blue Bag. (pg 55).
VOTER RECEIVED VOTE-BY-MAIL BALLOT—WANTS TO VOTE AT POLLS	
A Precinct Ballot can be issued to a voter listed as a ***VOTE BY MAIL VOTER*** ONLY if the voter is listed on the Roster and surrenders the ballot. Otherwise send the voter to the Provisional Specialist.	
Voter has Ballot to Surrender:   	• Accept the ballot in the ID envelope. • Place "SURRENDERED" sticker on the **signature space** and over **the address** of the envelope. • Place ballot in envelope in Envelope 5. • Cross out ***VOTE BY MAIL VOTER*** in the Roster and have voter sign in signature space. • Put a checkmark at the end of the line and tell the Tally Clerk the line number/Ballot Clerk the party preference. • Allow voter to vote in the normal manner.
Voter has Ballot to Surrender; No ID Envelope:	• Give voter a green ID envelope, ask them to complete the information legibly and seal their ballot inside. • Accept the ballot in the green ID envelope. • Place "SURRENDERED" sticker on the **signature space** and over **the address** of the envelope. • Place ballot in envelope in Envelope 5. • Cross out ***VOTE BY MAIL VOTER*** in the Roster and have voter sign in signature space. • Proceed as instructed above.
Voter has No Ballot to Surrender:	• Voter must vote a Provisional Ballot.

SPOILED BALLOTS

Spoiled Ballots are precinct ballots where a voter has made an error and would like a new ballot.

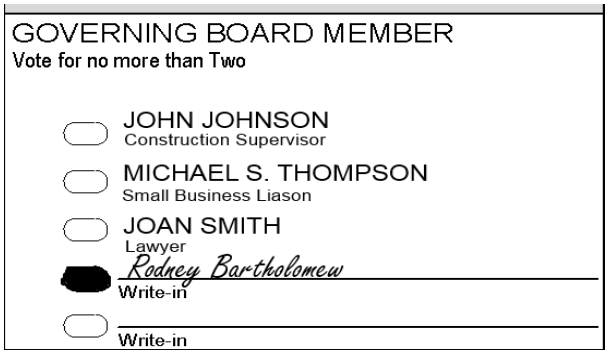
Important: If a voter allows his/her ballot to be deposited in the Ballot Box BEFORE indicating the ballot was spoiled, he/she MAY NOT be issued another ballot. Once the ballot is deposited it CANNOT be retrieved or another ballot issued for ANY reason.

Voter Makes an Error on the Ballot and Requires a New Ballot



- Direct voter to the Roster Clerk
- Roster Clerk will make sure voter is in the right precinct to receive a new ballot and notate the voter received another ballot
- Place “SPOILED PRECINCT BALLOT” sticker on the front/top and back/bottom of the ballot. Place in Envelope 5.
- Tally Clerk will keep track of spoiled ballots in the “Spoiled Ballot” column on the Voter Tally
- A voter may ONLY receive a total of Three Ballots.
- At closing, WRITE the spoiled ballot total on Line 5 of the Precinct Ballot Statement.

WRITE-IN BALLOTS



- Write-in ballots will be sorted when they are counted at the Elections Office on Election Night. **Do not sort them at the polls.**

AutoMARK BALLOTS

The AutoMARK Voter Assist Terminal requires special ballots that will be issued by the Voting System Clerk.	
The Voting System Clerk will:	**The voter will:**
• Receive completed white Secrecy Envelope from the Roster Clerk to ensure the voter's privacy is maintained. The envelope indicates the party and ballot type for that voter. • Explain how to insert the ballot card(s) into the AutoMARK Unit. • Remove the stubs from all ballots prior to their being issued • Issue ballots to all voters choosing to use the AutoMARK Unit.	• Insert the ballot card(s) into the AutoMARK, and vote them, unless the voter requests assistance. • Use the headset and touchpad to scroll through the pages and make selections or make choices on the touchscreen. • Review the ballot, make changes and mark the ballot • Catch the ballot in the Secrecy Envelope when ejected and pull it from the AutoMARK, unless the voter requests assistance. • Seal the envelope and insert it into the Ballot Box, unless the voter requests assistance.
The AutoMARK Manual pg 59 provides step-by-step instruction for all of the above situations and also includes setup and closing procedures, troubleshooting and tips on assisting a person requesting assistance.	

PROBLEMS IN THE ROSTER

If:	Then do the following:
Voter is at the same address and name has changed:	• Ask the voter to 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 (VRC). If VRC is completed at the polls, place in Envelope 2. Voters MUST complete a new VRC to change their name.
Voter signed Roster and did not vote:	• List the voter's name on the Closing Certificate found on the inside back cover of the Roster. Check the Closing Certificate when completing the closing procedures Election Night. This situation may cause the Precinct Ballot Statement to be out of balance on Election Night.
Voter leaves with ballot:	• 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 the name cannot be remembered. Check the Closing Certificate when completing the closing procedures Election Night. This situation may cause the Precinct Ballot Statement to be out of balance on Election Night.

CHALLENGING A VOTER

Any member of the Precinct Board may challenge a person's right to vote for any of the six reasons stated: (Instead of challenging a voter offer a provisional ballot; write the reason for the challenge on the Provisional Ballot under comments.)	That the voter: • is not the person whose name appears on the Roster. • is not a resident of the precinct, and does not intend to return to that residence. • is not a citizen of the United States. • has previously voted in this election either by Vote-by-Mail ballot or at a polling place. • presently on parole for the conviction of a felony. • not 18 years of age at the time of this election. Consult the chart in the precinct supplies title "Challenged Voter Procedure" or your "Election Officers Digest" for details.
Challenge list:	Complete the information needed on the **Challenge List**, in Roster, for every voter challenged.

CORRECTIONS IN THE ROSTER

If:	Then do the following:
Voter reports there is other incorrect information in the Roster such as spelling changes, duplication of names, family member no longer living at home, deceased family member, etc…	• Note the correct information above the voter's name in the Roster. If there is not enough room make the note at the end of the Roster. Include the name of the person who provided the information. REMINDER: a voter must re-register if he/she has changed his/her name or address: • Give the voter a new Voter Registration Card (VRC) • VRC does not need to be completed at the polls but it is encouraged. • Place completed VRCs in Envelope 2.

VOTERS WHO NEED ASSISTANCE

Voter indicates he/she wishes to use the AutoMARK Unit to mark the ballot:	• Roster Clerk will issue a white secrecy envelope and direct voter to the Voting System Clerk • Voting System Clerk will issue the voter the AutoMARK ballot(s) with the stub(s) removed. • 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 comfortable and he/she understands how to mark a ballot on the machine. • Direct the voter to the Ballot Box Clerk to deposit the marked ballot. For further Information, see the AutoMARK manual pg 59.
Voter Unable To Sign Roster	• The mark must be witnessed by another person. • A precinct worker may serve as a witness. • The witness must sign his/her name alongside the mark • A signature stamp does not require a witness to sign.
Voter Requests Assistance:	• A voter may request assistance in marking the ballot in lieu 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 assist. • Print the voter's name on the "Assisted Voters List" in the Roster. • No signatures are required on the "Assisted Voters List" • Voters using the AutoMARK should 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 Roster. If the voter is not listed in the Roster, he/she may vote provisionally. • Take the Roster, pen, ballot, secrecy sleeve, and anything else necessary to the voter. Return the Roster to the precinct once the voter has signed it. • Allow the voter sufficient time to mark the ballot. • Retrieve the voted ballot, in its secrecy sleeve, and drop it in the Ballot Box OR follow the Provisional Voter procedures if voter is required to vote provisionally.

VOTERS WITH CHILDREN

Voter brings children to vote with them	• Minor children may accompany a voter into the voting booth • The child or children must be under the voter's control at all times.

ASSISTING VOTERS WITH SPECIAL NEEDS

What to Do:	What Not to Do:
1. Treat the person as a person rather than a disability. 2. Always treat the person as an adult. 3. Speak directly to the person 4. Show respect for the individual 5. Feel free to ask the person to repeat their comment if you did not understand them 6. Ask the person before you assist them 7. Keep accessible paths of travel clear for easy access 8. Identify yourself to a person who is blind 9. Offer your arm to a person who is blind and let them hold it as you guide them to their destination 10. Let a person who is deaf read your lips as you talk 11. Use a pen and paper for complex communication with a person who is deaf	1. Do not pretend to understand if you do not 2. Do not push or touch a person or their wheelchair without permission 3. Do not reach across a person in a wheelchair to shake someone's hand 4. Do not speak to the interpreter or aid instead of the person with a disability 5. Do not use baby talk or talk down to the person 6. Do not make assumptions about the abilities of an individual, ask them. 7. Do not use outdated terms like handicapped, retarded, or crippled. 8. Do not move a wheelchair without permission and letting the person know before you begin to move them 9. Do not ask a person in a wheelchair to hold things for you 10. Do not shout at the person

ELECTION DAY: IMPORTANT INFORMATION

PHONE NUMBERS

Emergency Assistance:	• DIAL 911 for immediate assistance if in need of ambulance, police, or fire department
Non-Emergency Assistance:	• (805) 781-4106 for Election Office assistance.
If an accident has occurred:	• YOU MUST CALL the Elections Office immediately: (805) 781-4106

NEWS MEDIA

Questions or Interviews	If contacted by any representative of the newspaper, radio or TV news media: • Any information available to the general public may be provided. • Call the Elections Office at (805) 781-4106 if you are unsure or uncomfortable with what information to provide.
Pictures or Filming	If members of the media wish to take pictures at the polls, keep in mind the following: • 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. • **State law prohibits ANYONE from filming voters entering or leaving a polling place for the purposes of intimidation.**

ELECTIONEERING

It's The Law	• Electioneering means the visible display or audible dissemination of information that advocates for or against **any candidate or measure on the ballot** within 100 feet of a polling place, an elections official's office, or a satellite location under EC § 3018. • Prohibited electioneering information includes, but is not limited to, any of the following: a) Display of a candidate's name, likeness, or logo. b) A display of a ballot measure's number, title, subject, or logo. c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information. d) Dissemination of audible electioneering information.
Who does it apply to?	• The law applies to **everyone** at the polling place, including workers. Any person who violates any of these provisions is guilty of a misdemeanor.
What can I do?	• Courteously remind voters to remove or cover any items they may be wearing and discourage any verbal campaigning. If you need assistance at your polling place, contact your Precinct Assistant or the Elections Office.

EXIT POLLING

	<u>Exit polling is not electioneering</u> • Exit polling 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.

POLL WATCHERS

Poll Watchers are usually people working for a candidate or a political party and they have the following rights and limitations.

May	May Not
• Observe the proceedings at the polls **including the closing procedures.** • Review and record information from indexes posted near the entrance.	• Be in the area of the voting booths or at the precinct worker's table. • Monopolize the posted index so others are unable to use it. • Interfere with the Election process in any way. • Wear campaign hats, buttons, etc. in violation of the law governing electioneering.

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PROVISIONAL VOTING PROCEDURE MANUAL

Reminders:

- Provisional Ballot Statement must be completed upon closing. It is in the back of the Provisional Roster. See pg 57 for Provisional Closing Procedures.
- Provisional/Vote-by-Mail Tally Sheet is the last page of the Provisional Roster.
- **Do not open the Blue Bag once it has been sealed Election Morning**, unless instructed to do so by the Election Office or a Precinct Assistant.
- The Provisional Specialist also accepts **Returned Voted Vote-by-Mail ballots**
- **Do not accept Surrendered Ballots or put them in the Blue Bag.** Refer voter to Roster Clerk.

BEFORE THE POLLS OPEN

Blue Bag Contents		Instructions	
	Pink Provisional Manual		Please Read
	Envelope 2		Place on Provisional Table
	Pink Provisional Voter Information Pad		Keep one sheet, give rest of pad to the Roster Clerk
	Pink Provisional Roster		Tear off Tally Sheet (last page) and tape to assembled Blue Bag
	Provisional Envelopes (white with pink border)		Place on table. To be completed by voter and Provisional Specialist.
	Green Vote-by-Mail ID Envelopes		Keep some, give some to Roster Clerk.
	Voter Registration Cards (VRC)		Place on table, give to voters needing to update their information

Assemble Blue Bag per Online Instructions and Seal.

REASONS FOR ISSUING A PROVISIONAL BALLOT

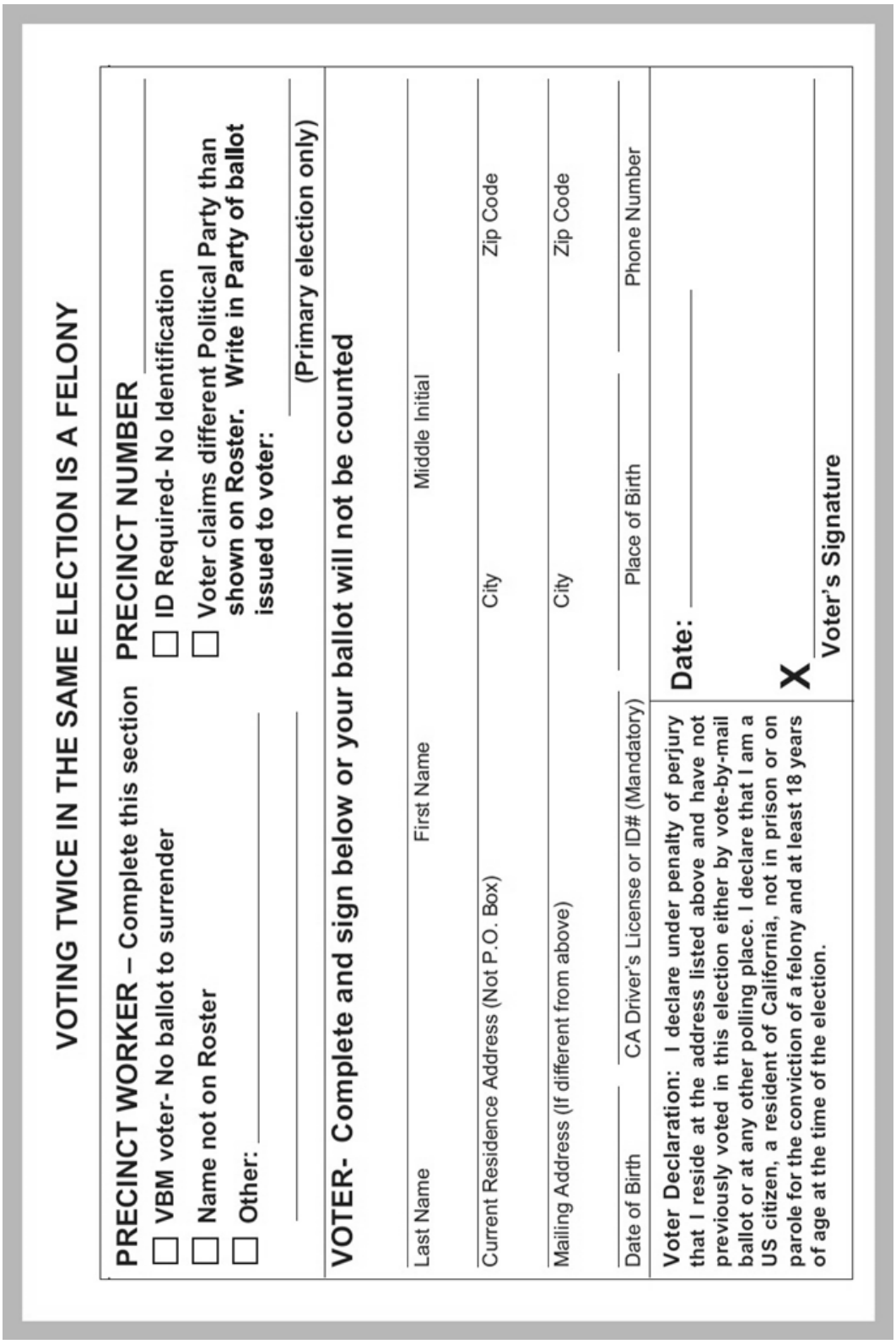
A voter whose eligibility to vote cannot be determined will vote a Provisional Ballot.

1	Voter's name is not on the Roster or Late Registrant list.
2	Voter's name is in the Roster and he/she no longer lives at the address listed
3	Voter's name is listed in the Roster with "VOTE-BY-MAIL VOTER" in their signature space and the voter is unable to surrender the Vote-by-Mail ballot.
4	The voter claims to be registered with a party other than that listed in the Roster.
5	The words "ID REQUIRED" appear in the voter's signature space and he/she is unable to provide identification.
6	The Elections Office or Precinct Assistant instructed one to be issued.

CHECKLIST: ISSUING A PROVISIONAL BALLOT

	The Roster Clerk will send a voter to the Provisional Specialist with a Provisional Voter Information Sheet and a reason for voting provisionally will be circled.
	Use the "Street Poll Place Look Up" to verify voter's **precinct** and **ballot type**. Refer the voter to the proper precinct or issue them a provisional ballot if they request one.
	Have **voter** complete the Provisional Ballot Envelope. Remind voter to read the "Voter Declaration" and sign his/her name. If the envelope cannot be read or it is not signed, the ballot cannot be counted. Check for legibility before the voter leaves. (ex: pg 53)
	Provisional Specialist completes the "Precinct Worker" section of the Provisional Envelope with the: Precinct Number, Check the Reason (from the voter's "Provisional Voter Information Sheet," and any comments.
	Provisional Specialist writes the voter's name and residence address in the Provisional Roster. Have **voter** sign next to the address.
	Issue voter a provisional ballot.
	Multi-fold the ballot to fit the envelope. Hand the ballot, provisional envelope and a pen to the voter. Instruct voter on how to complete the ballot, if necessary.
	Remind voter to return the envelope/ballot and pen to the Provisional Specialist, not the Ballot Box. When the envelope/ballot is returned, verify once again the information has been completed and is legible.
	Have voter place ballot in envelope and seal. Either Provisional Specialist or voter may seal the envelope.
	Place signed, sealed, voted ballot in the Blue Bag.
	Mark the next number off on the Provisional Tally Sheet taped on the Blue Bag
	Remind voter he/she may call the Elections Office to find out whether or not the ballot was counted in approximately 7-10 days.
	Voters with new address or name should be given new Voter Registration Card. Completed VRCs are placed in Envelope 2.
PROVISIONAL BALLOT FOR THE AutoMARK	
	The Roster Clerk will send the voter to the Provisional Specialist with a white AutoMARK Secrecy Envelope and the Provisional Voter Information Sheet noting why the voter is voting provisionally.
	The Provisional Specialist will get the AutoMARK ballot from the Voting System Clerk for the voter.
	Tape the provisional envelope to the outside of the AutoMARK envelope. Follow the steps above for issuing a provisional ballot.

PROVISIONAL ENVELOPE: FRONT



VOTING TWICE IN THE SAME ELECTION IS A FELONY

PRECINCT WORKER – Complete this section

☐ VBM voter- No ballot to surrender

☐ Name not on Roster

☐ Other: _____

_____

PRECINCT NUMBER _____

☐ ID Required- No Identification

☐ Voter claims different Political Party than shown on Roster. Write in Party of ballot issued to voter: _____ (Primary election only)

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

Last Name | First Name | Middle Initial

Current Residence Address (Not P.O. Box) | City | Zip Code

Mailing Address (If different from above) | City | Zip Code

Date of Birth | CA Driver's License or ID# (Mandatory) | Place of Birth | Phone Number

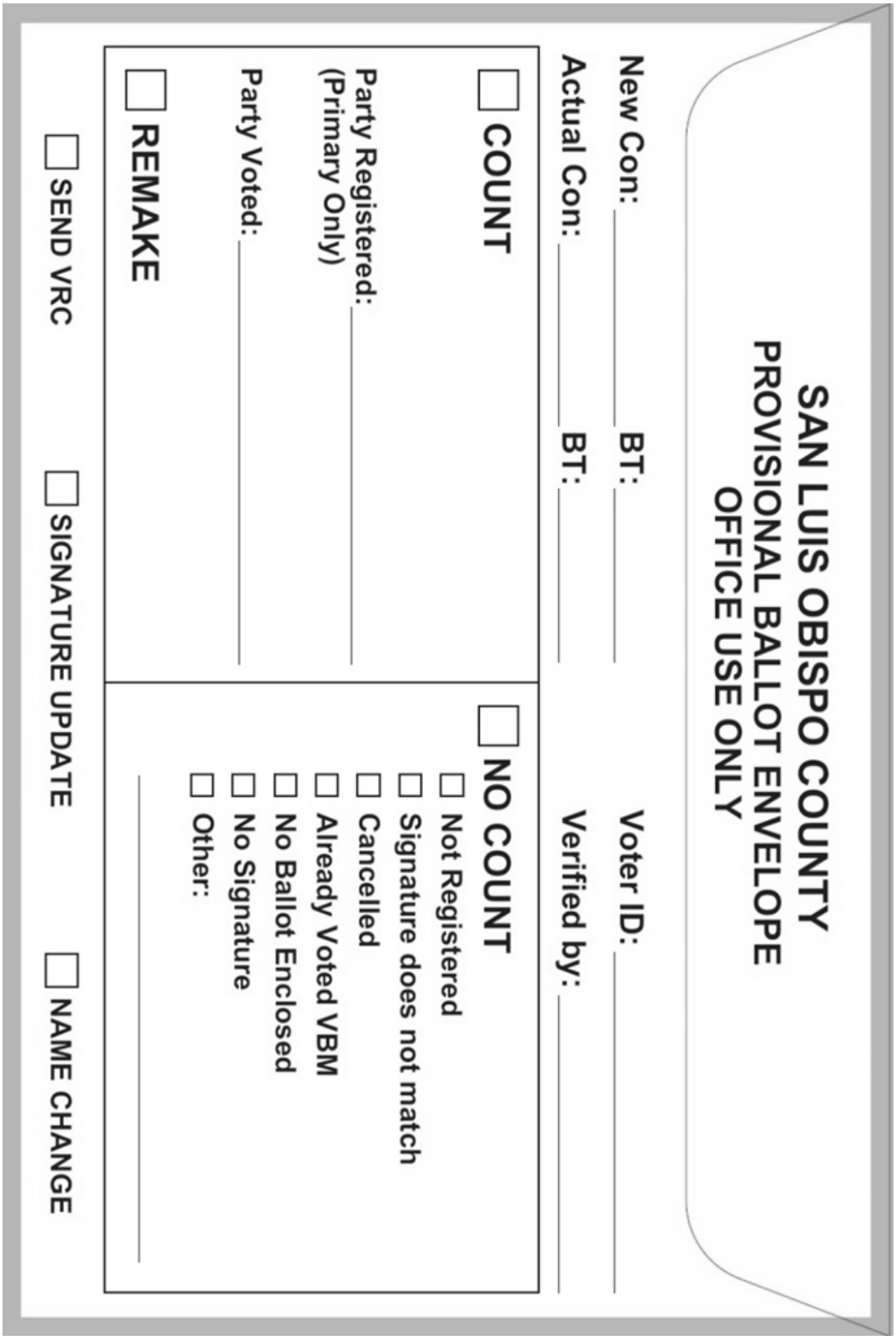
Voter Declaration: I declare under penalty of perjury that I reside at the address listed above and have not previously voted in this election either by vote-by-mail ballot or at any other polling place. I declare that I am a US citizen, a resident of California, not in prison or on parole for the conviction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

Date: _____

X _____

Voter's Signature

PROVISIONAL ENVELOPE: BACK



SAN LUIS OBISPO COUNTY
PROVISIONAL BALLOT ENVELOPE
OFFICE USE ONLY

New Con: _____ BT: _____ Voter ID: _____

Actual Con: _____ BT: _____ Verified by: _____

☐ COUNT

Party Registered: _____
(Primary Only)

Party Voted: _____

☐ REMAKE

☐ NO COUNT
- ☐ Not Registered
- ☐ Signature does not match
- ☐ Cancelled
- ☐ Already Voted VBM
- ☐ No Ballot Enclosed
- ☐ No Signature
- ☐ Other: _____

☐ SEND VRC ☐ SIGNATURE UPDATE ☐ NAME CHANGE

RETURNED VOTED VOTE-BY-MAIL BALLOTS

THESE VOTERS DO NOT SIGN THE PROVISIONAL ROSTER

VOTER RETURNS VOTED BALLOT IN ID ENVELOPE

	A voter may turn in his/her voted Vote-by-Mail ballot at any Polling Place, whether registered in the precinct or not.
	The ballot will say San Luis Obispo County on the front of the envelope
	The voter has signed the ID envelope
	Voter *must* sign on the line provided or it will not be counted
	Place the sealed envelope in the Blue Bag
	Mark one number off the Vote-by-Mail Tally Sheet taped on the Blue Bag

VOTER RETURNS VOTED BALLOT; NO ID ENVELOPE

	Give the Voter a Green ID envelope
	Have the voter complete the ID envelope: Print Name, Residence Address (x2) and SIGNATURE (see pg 56).
	Look to see the voter printed legibly and signed **before** the voter leaves.
	Have voter place ballot inside the envelope and seal it
	Place sealed envelope in the Blue Bag
	Mark one number off the Vote-by-Mail Tally Sheet taped on the Blue Bag

SOMEONE ELSE RETURNS VOTER'S BALLOT AND ID ENVELOPE

	Only the following people can return a Vote-by-Mail ballot for someone else: Spouse, Child, Grandchild, Member of Voter's Household Parent, Brother/Sister, Grandparent
	The authorization on the right side of the ID Envelope **must** be completed by the person returning the envelope. If incomplete, have the person returning the ballot complete the authorization and circle the relationship.
	If the person insists on returning the ballot without completing the authorization, accept it, and note on the ID Envelope the ballot was returned by an unauthorized person.

GREEN ID ENVELOPE: BACK

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

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

DECLARATION OF VOTER

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

SIGN HERE ⇨ John Q. Voter
Signature of Voter (Do Not Print/Ballot will not be counted without signature)

Residence address In San Luis Obispo County (P O Box not acceptable) 555 Main St.

Date: 01/01/08

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

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

Witness X _____

VOTER MUST SIGN OR THE BALLOT CANNOT BE COUNTED

COMPLETE THIS BOX IF BALLOT IS RETURNED BY A DESIGNEE

Due to illness or disability, I designate the following person to return my ballot to the Elections Office or to the Precinct Board at any Polling Place within the County on election day. Relationship (circle one): spouse, child, parent, grandparent, grandchild, brother, sister or a person residing in voter's household.

_____ X _____
Print name of **designee** returning ballot Signature of **designee** returning ballot

VOTE BY MAIL BALLOT RETURNED TO THE POLLS **WITHOUT** THE RETURN ENVELOPE

Voter **MUST** SIGN on signature space on left side of envelope.

Printed Name JOHN Q. VOTER

Residence Address 555 MAIN ST.
ANY TOWN

MUST BE COMPLETED LEGIBLY

CLOSING CHECKLIST: PROVISIONAL AND VBM BALLOT STATEMENT

This is found in the back of the Provisional Roster.

Line #	Instructions
1	Enter the number of Provisional Ballots received (from Provisional Ballot Quantities Worksheet)
2	Enter the number of Provisional Ballots issued (from Tally Sheet and Provisional Roster)
3	Enter the number of Returned Voted Vote-by-Mail ballots (from Tally Sheet)
4	Add Lines 2 and 3. Enter Total.
5	Enter the number of spoiled provisional ballots, if any.
6	Enter the number of remaining unvoted provisional ballots

CLOSING CHECKLIST: PROVISIONAL BALLOTS

	Record on Envelope 2 the number of **completed** Voter Registration Cards (VRC) and place in Envelope 2.
	Record on Envelope 2 the number of AutoMARK ballots, if any, and place in Envelope 2.
	Place Unvoted-Opened Provisional Ballots in Envelope for Unvoted-Opened Ballots.
	Place **Provisional** Roster, Ballot Statement, Tally Sheet, completed Voter Equipment Incident Report, if any, and AutoMARK Ballot Statement (Lead Inspector) in Envelope 2.
	Give Envelope 2 and Blue Bag with seal intact to Inspector
	Put all other Provisional materials in Supply Tub.

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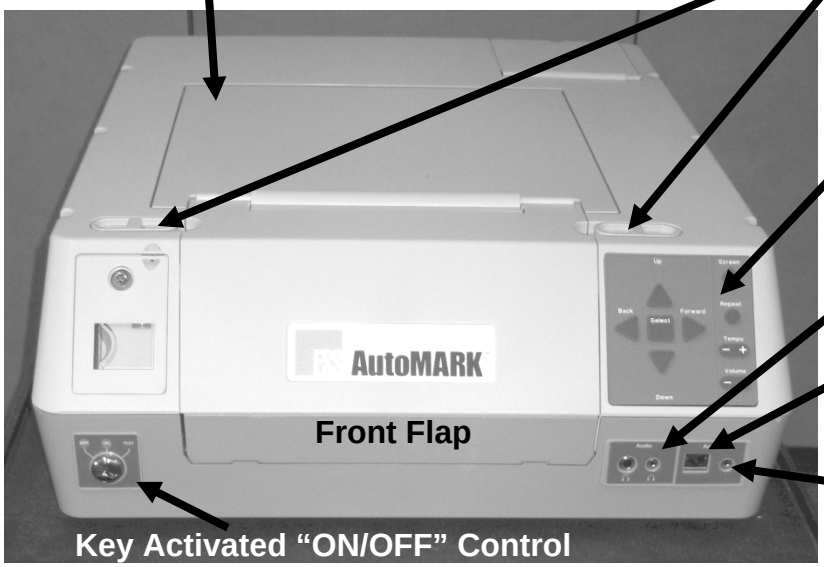
AutoMARK VOTER ASSIST TERMINAL MANUAL

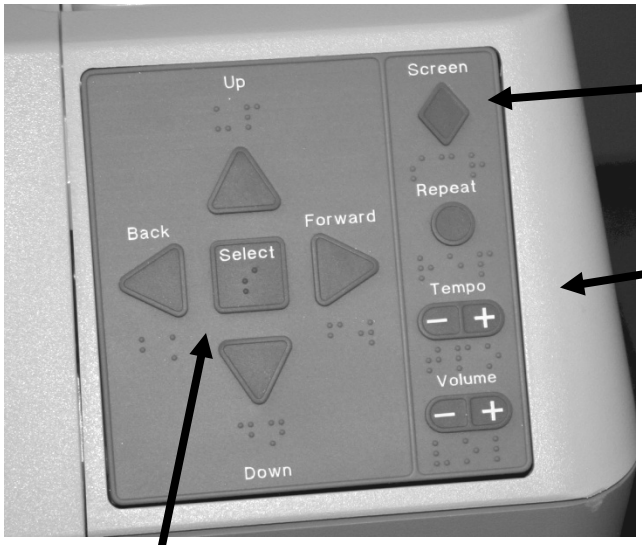
The AutoMARK is a ballot marking system allowing voters with special needs to mark an optical scan ballot, unassisted. The unit **does not** tally or store votes. Key features of the AutoMARK will be covered in the following pages.

UNDERSTANDING THE PARTS AND PIECES

AutoMARK Voter Assist Terminal, closed:



Touchpad Enlargement

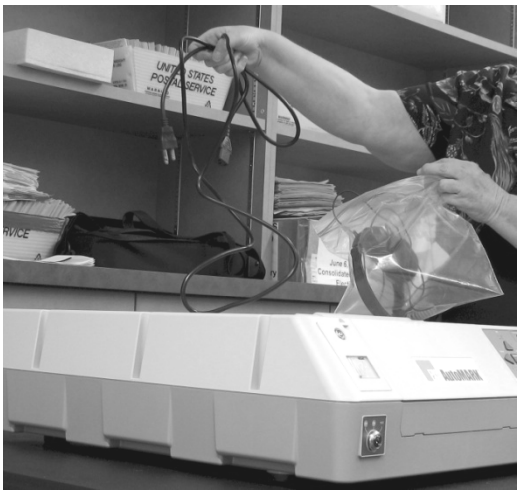


SETTING UP THE AutoMARK

The AutoMARK Unit will be delivered to the polling place with the AutoMARK table, Ballot Box, and voting booths. The AutoMARK will be placed on the accompanying table by the Elections Delivery Crew. Set up will need to be finished on Election morning.

Position the AutoMARK to ensure maximum privacy for the voter, ideally placing the voter's back to the wall. Other voters should not be able to pass behind a voter using the AutoMARK.

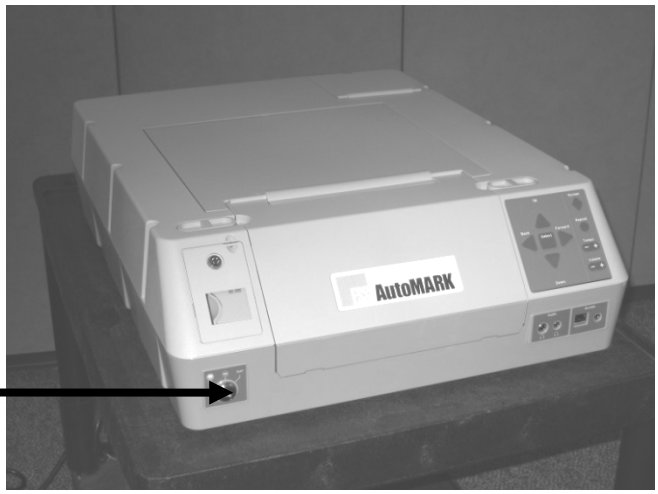
If the AutoMARK must be moved, **two workers** must carry the table to the new location. Pulling or dragging will collapse the table legs.

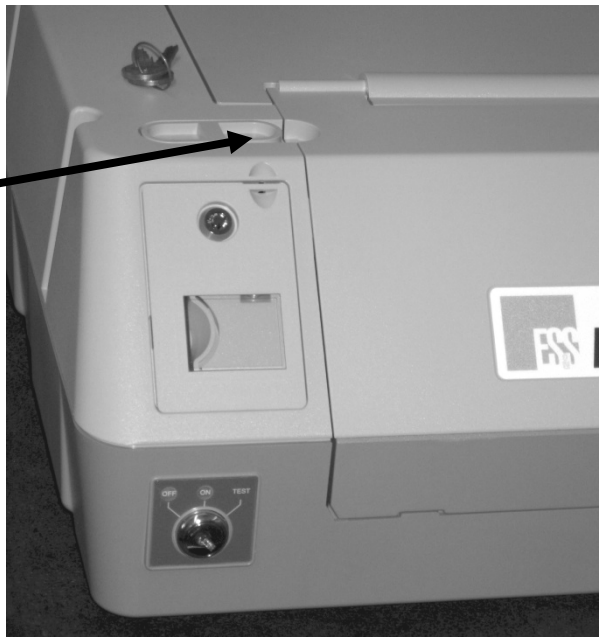


1. Remove the power cord, keys, headset, and Scroll/Select Paddle from the clear plastic AutoMARK Supply Bag.

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

3. The Key Activated “ON/OFF” control will light up in red in the “OFF” position.
   If the red light does not appear, there is no power. Try another outlet or check to see if there is a switch that controls the outlet.

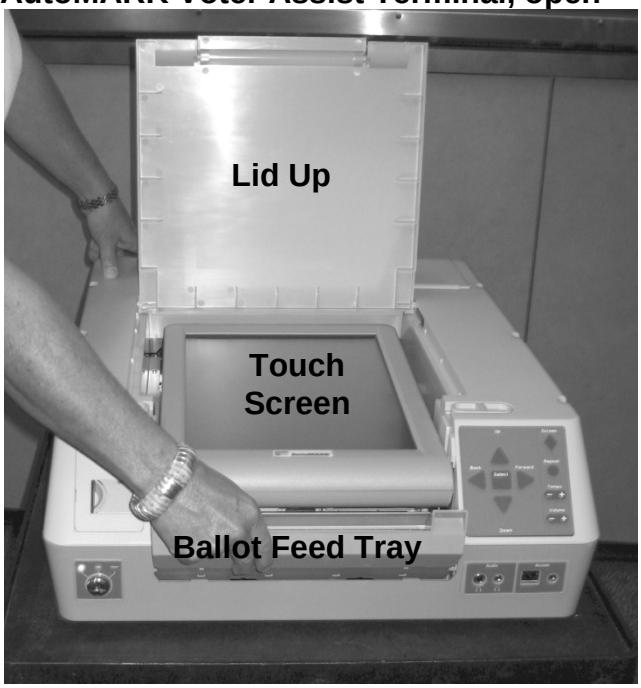




4. Move the sliding latches outward to unlatch the front flap.

5. Lift the front flap and fold it over the top of the lid.

AutoMARK Voter Assist Terminal, open

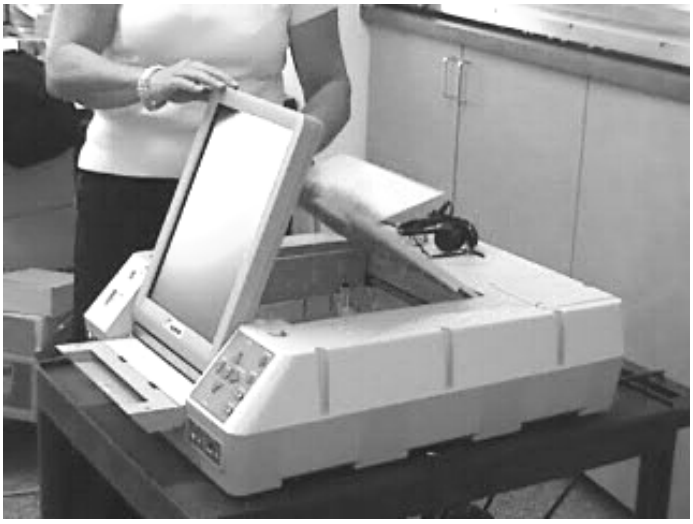


6. Lift the lid so the screen can be raised. Pull out the Ballot Feed Tray.

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

8. Close the lid behind the screen.

   If the lid is not lowered, the infrared light cannot properly scan the ballot.



9. Plug headset into the Audio socket to the right, rest on table.

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

10. Plug Scroll/Select Paddle into the Access socket on the far right side of the AutoMARK.

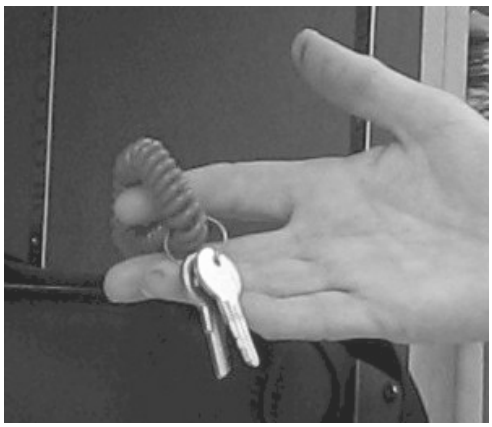
11. Insert the key into the "ON/OFF" control and turn to "ON". The green light will appear and the unit will begin the setup procedures.

    If the light is yellow or amber, or turns yellow or amber during the day, the machine is no longer receiving power. Check the power supply.

    The machine may take about five minutes to load the information, depending on ballot size.

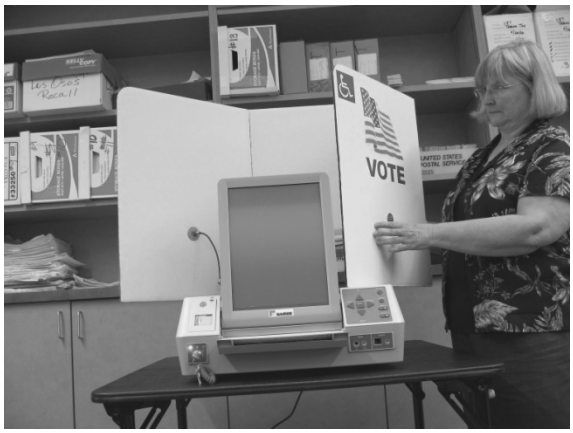
12. Remove the keys and slip them around your wrist. Wear them throughout the day.

    Remember to give them to the replacement Voting System Clerk when you go to lunch or take a break.

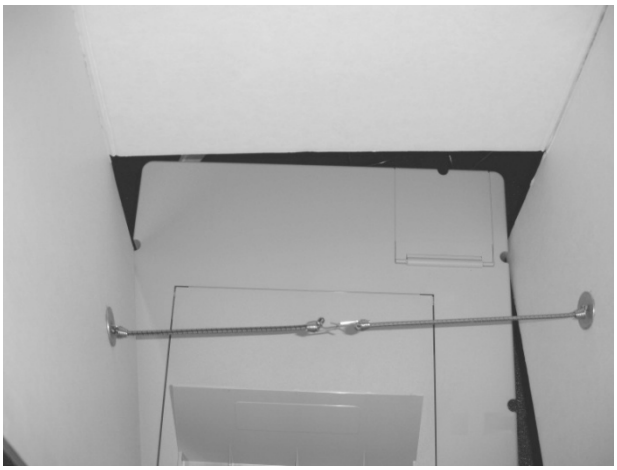


13. Set up the privacy screen to enclose the unit.

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

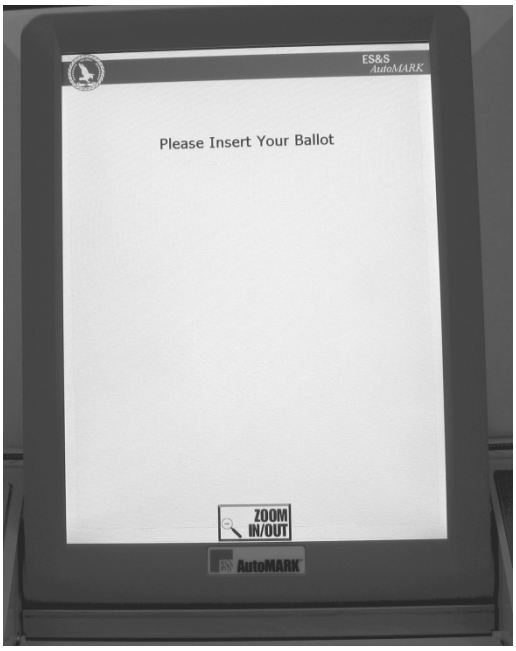


14. Stabilize the privacy screen by hooking the bungee cord together behind the touchscreen.



15. When the words “Please Insert Your Ballot” appear on the screen, the unit is ready for voting.

    The “diamond” button, which blacks out the screen, can be used to prevent voters from putting precinct ballots into the AutoMARK machine.



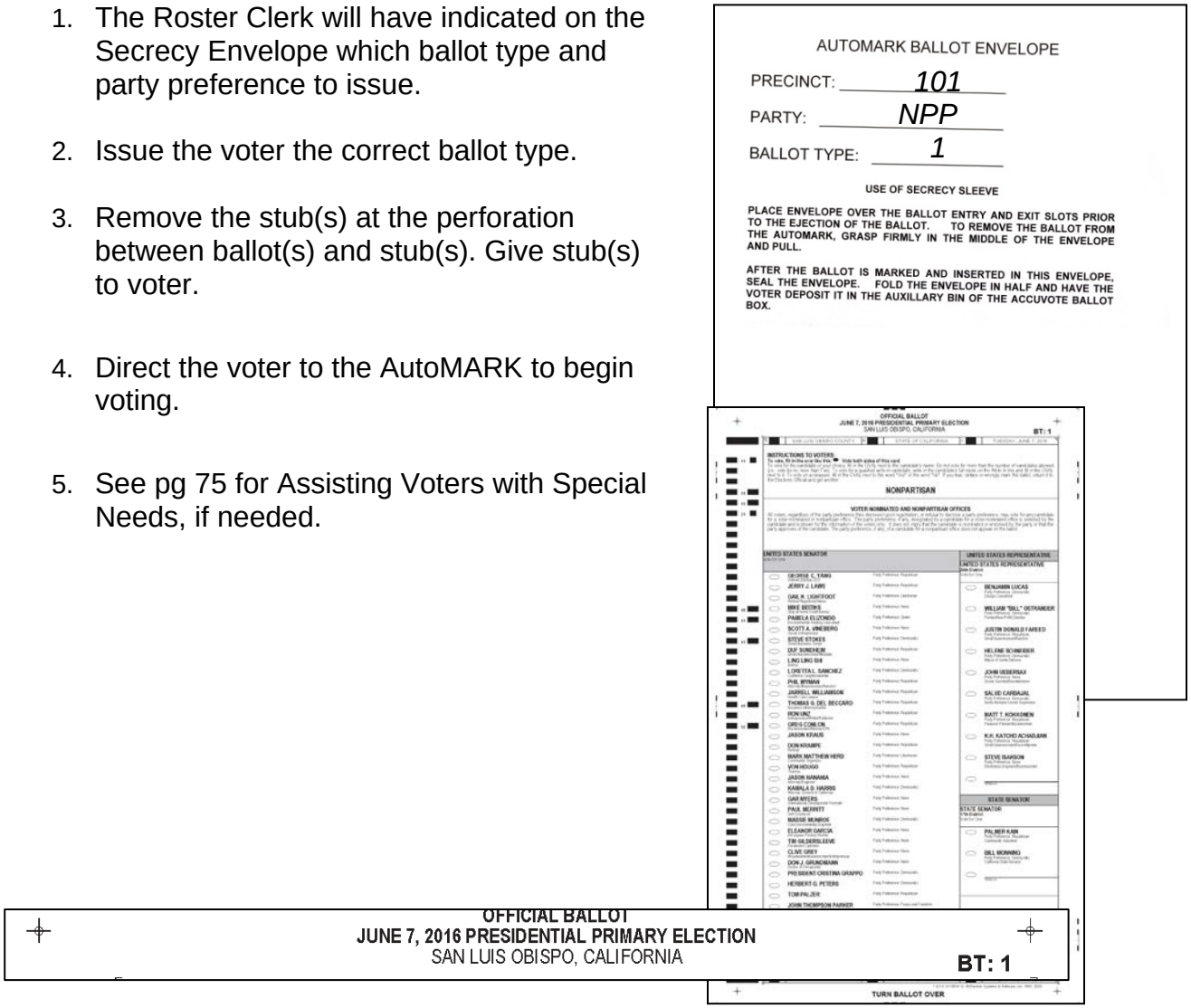
ISSUING AutoMARK BALLOTS

The AutoMARK ballots must be compared with the Sample Ballot from every precinct in the polling place to ensure the ballots issued match the ballot pages in the booklets before the polls open.

The Clerk designated to issue the AutoMARK ballots will receive special ballots, from the Lead Inspector, to be used only with the AutoMARK.

THE PERFORATED VOTER STUB IS ON THE BOTTOM OF THE BALLOT AND MUST BE REMOVED PRIOR TO GOING THROUGH THE AutoMARK. THE BALLOT CANNOT BE READ WITH THE STUB ATTACHED.

1. The Roster Clerk will have indicated on the Secrecy Envelope which ballot type and party preference to issue.
2. Issue the voter the correct ballot type.
3. Remove the stub(s) at the perforation between ballot(s) and stub(s). Give stub(s) to voter.
4. Direct the voter to the AutoMARK to begin voting.
5. See pg 75 for Assisting Voters with Special Needs, if needed.


AUTOMARK BALLOT ENVELOPE

PRECINCT: 101

PARTY: NPP

BALLOT TYPE: 1

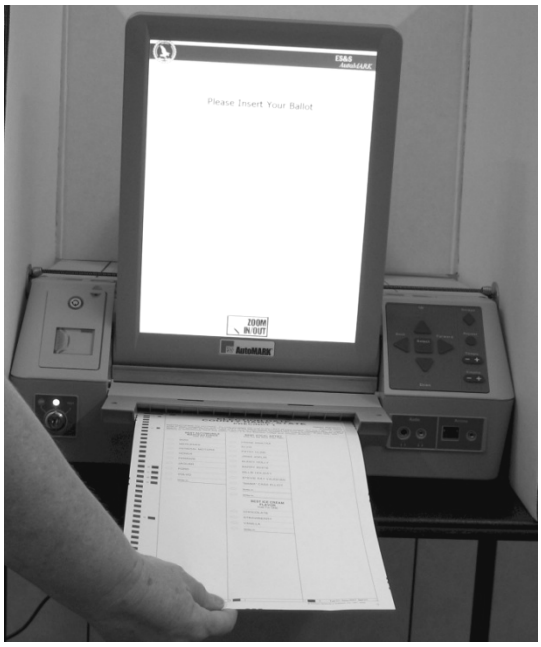
USE OF SECRECY SLEEVE

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.

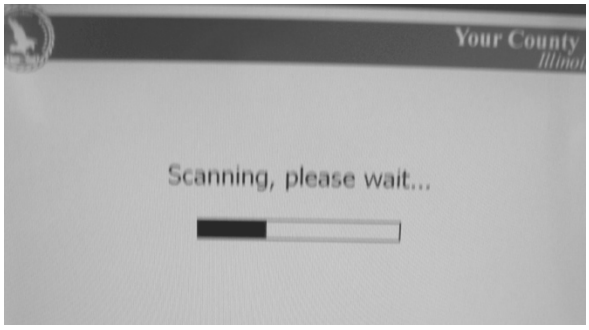
AFTER THE BALLOT IS MARKED AND INSERTED IN THIS ENVELOPE, SEAL THE ENVELOPE. FOLD THE ENVELOPE IN HALF AND HAVE THE VOTER DEPOSIT IT IN THE AUXILLARY BIN OF THE ACCUVOTE BALLOT BOX.

OFFICIAL BALLOT
JUNE 7, 2016 PRESIDENTIAL PRIMARY ELECTION
SAN LUIS OBISPO, CALIFORNIA
BT: 1

VOTING ON THE AutoMARK
Voters will perform the following steps to vote an AutoMARK ballot:



1. Voter inserts the ballot bottom first direction into the Ballot Feed Tray. **If not inserted straight the ballot will jam.**



2. 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.

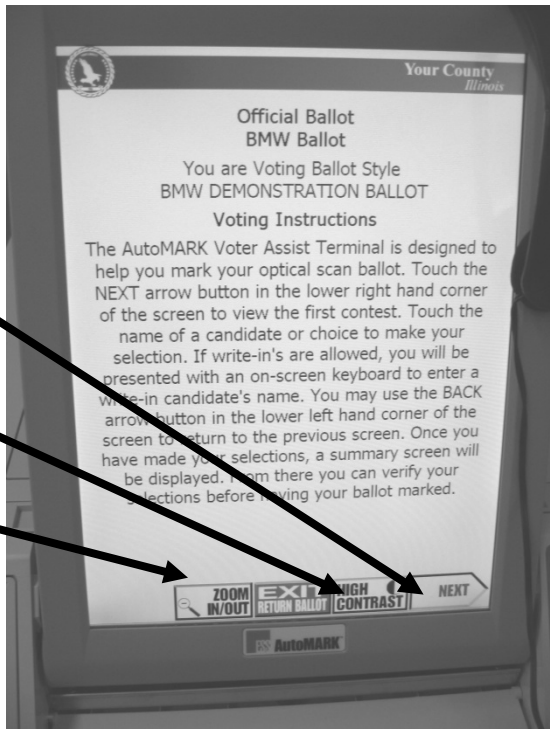
3. Once the ballot has been loaded, instructions will appear on the screen. A voter using the headset will be read the ballot.

   Select "NEXT" to advance page.

   Select "HIGH CONTRAST" for a black screen with white print.

   Select "ZOOM" to increase font size.

   Using the touchscreen, touchpad, or paddle, voters will scroll through the various pages and make their selections.

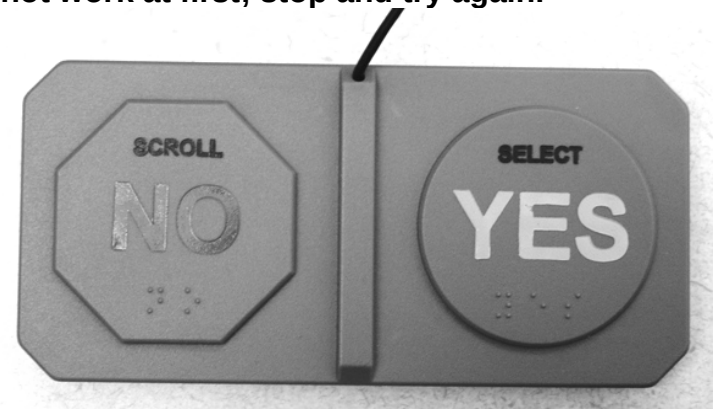


4. Voters using the Scroll/Select paddle will use the NO/YES words on the paddle when voting on a NO/YES question.

   The Paddle can be used two different ways: Scroll through the options and Select the choices or use the NO/YES buttons to select corresponding choices.

   Use the SCROLL side of the paddle to go through the choices on the ballot (down only). When the choice is highlighted, the SELECT side of the paddle should be pressed. The paddle scrolls/selects through votes and button selections.

If the paddle does not work at first; stop and try again.

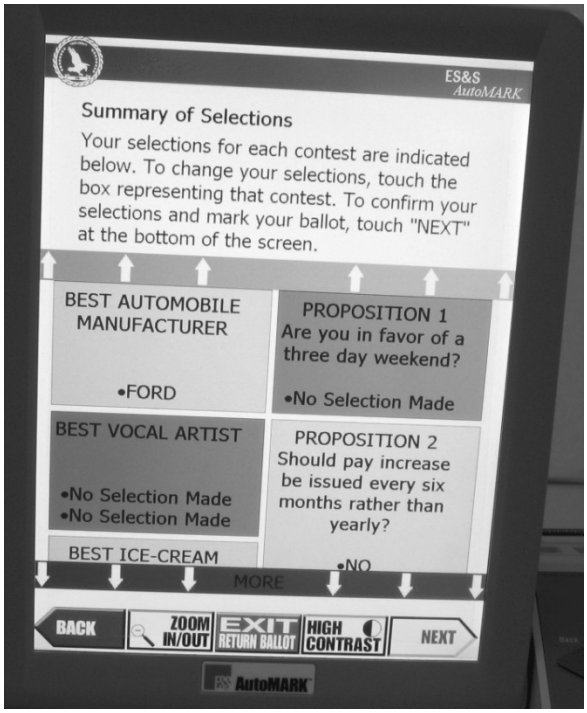


5. To change a selection, touch a new choice.

6. Upon completing the ballot, voters review the Summary of Selections to be sure they have voted on all desired candidates and issues and their selections are correct.

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

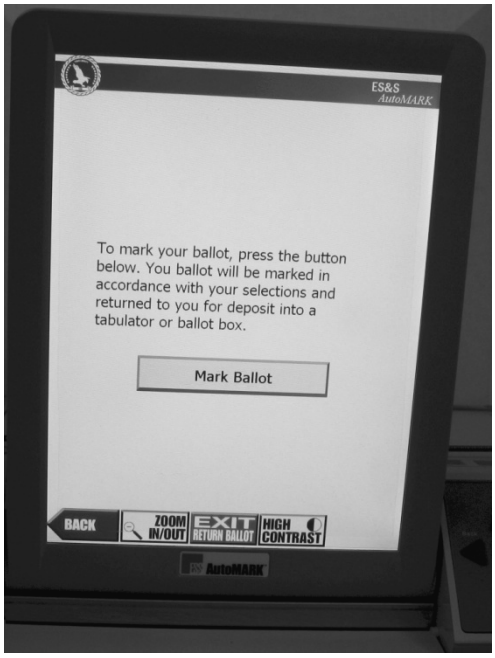
   After the choices are correct, touch the “NEXT” button.



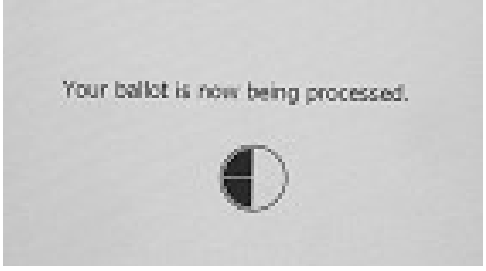
7. Selecting “NEXT” on the Summary Screen will bring up the “Mark Ballot” screen.

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

   This may take several minutes.

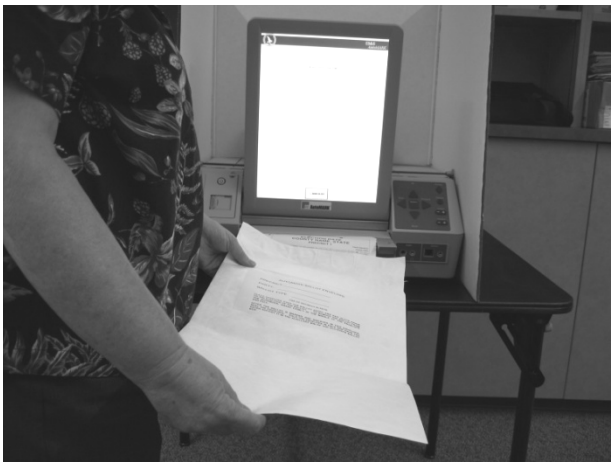


8. The ballot will begin being processed.

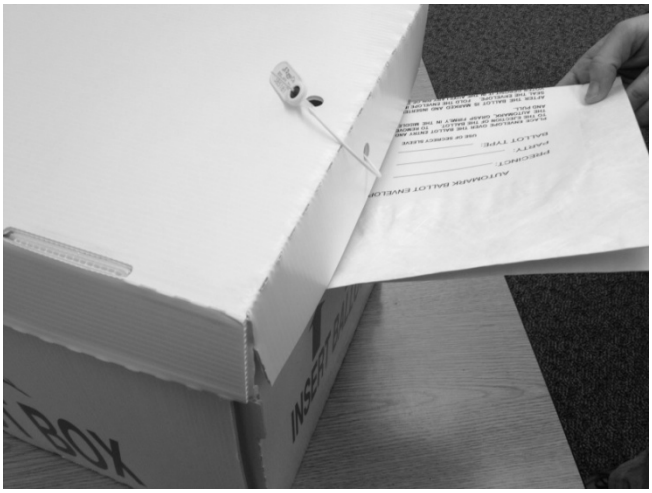


9. Once marked, the ballot will be ejected. Place the AutoMARK Secrecy Envelope over the Ballot Feed Tray to eject the ballot directly into the Envelope.

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



10. The voter places the sealed envelope, with the marked ballot inside, in the Ballot Box.



WARNING NOTICES
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

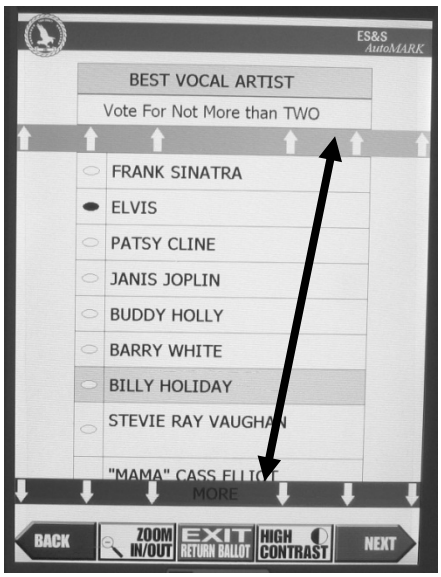
OVERVOTE
You have attempted to vote for a greater number of candidates than are permitted in this contest. You must first deselect at least one of the candidates you have selected before selecting another.

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**

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.



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**

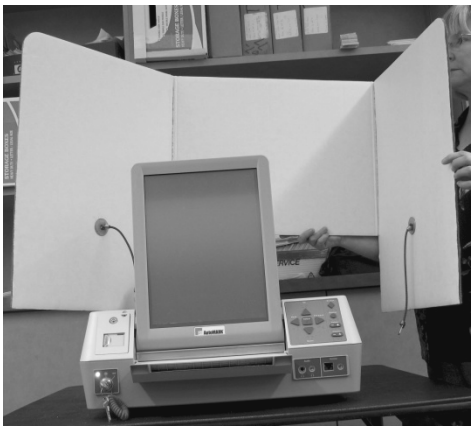
CAUTION: It may take a few seconds for the scroll feature to activate and display the additional names.

CLOSING THE AutoMARK

At the close of polls, the AutoMARK can be turned off and closed up.

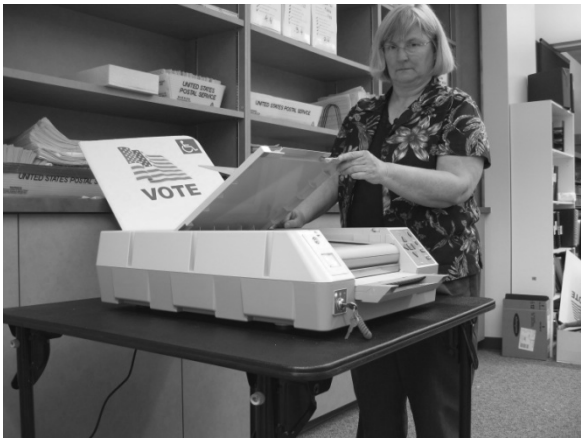
1. Insert the key and turn to the "OFF" position. Once light is red, remove key.

2. Remove Privacy Screen and set aside.



3. Raise the lid, slide the latches and lower the screen to flat position.

4. Close the lid.



5. Fold up the Ballot Feed Tray

6. Fold down the front flap of the lid. Move sliding latches over the front flap to keep securely closed.

7. Place the privacy screen on top of the AutoMARK.

8. Unplug the power cord, headset, and paddle. Place the cord, headset, key, and Scroll/Select Paddle in the AutoMARK Supply Bag.

   Unvoted-Opened AutoMARK ballots go in the Envelope for Unvoted-Opened ballots. Unvoted-Shrinkwrapped ballots go in the Supply Tub.

   The AutoMARK Ballot Statement goes in Envelope 2.

   The AutoMARK unit remains at the polling place for pickup by the Elections Delivery Crew.

   The AutoMARK Supply Bag get placed in the Supply Tub for pickup.

ASSISTING VOTERS WITH SPECIAL NEEDS

The AutoMARK is designed to allow voters who need assistance to cast a ballot with no assistance. There are times when some help may be required.

Here are some tips:

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.
- Explain that if a voter wishes to remove a ballot before completing the voting process, he/she must touch the “Diamond” button four times. The ballot will be returned unmarked.
- Escort visually impaired voters to the Ballot Box to deposit their ballot.

VOTERS WITH LIMITED DEXTERITY

- Plug the Election office-provided Scroll/Select paddle or voter-provided “Sip and Puff” and/or “Foot Pedal” into the appropriate port at the front of the AutoMARK.
- Insert the ballot.
- Place the headset over the voter’s head, if needed.
- When using the paddle, the voter may navigate the ballot by using the “Scroll” and “Select” keypad.
- Make sure the voter is in a comfortable position for using the device.
- Ask the voter to notify you when the ballot has been marked.
- Retrieve the voted ballot, place it in a secrecy envelope and deposit it in the Ballot Box.

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

TROUBLESHOOTING THE AutoMARK
Please call if you have any problems or questions please call (805) 781-4106.

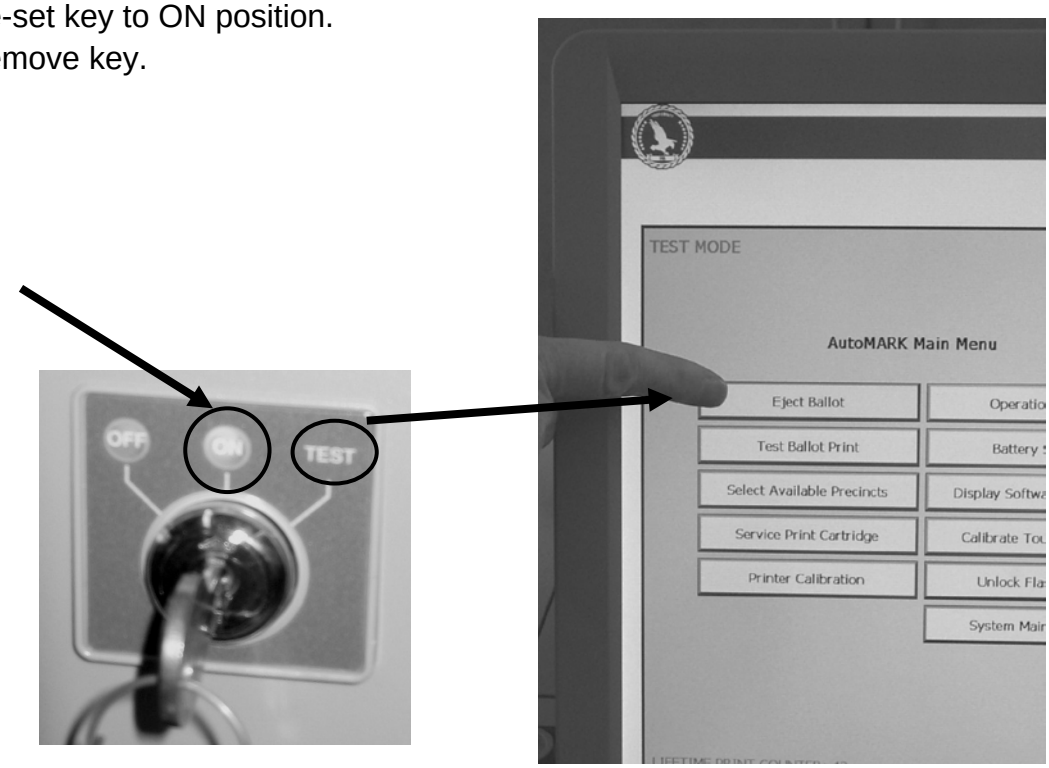
ERROR MESSAGE	PROBLEM	SOLUTION
Setup failed	Initial setup procedures failed.	Turn unit off and then back on
Unrecognized ballot	Unit did not recognize ballot. The ballot may not have been inserted properly or the stub may be attached.	"EXIT" ballot and re-insert ballot.
Ballot Marked Successful	Ballot was marked but no printed ballot was ejected from unit.	See instructions on Jammed Ballot Procedure pg 77.
Ballot Returned Unmarked	Ballot was ejected before it was printed. Voter may have accidentally touched the "EXIT Return Ballot" button, or ballot was misfed.	**Re-insert ballot.**
Mark Ballot Inserted	Marked ballot was reinserted into the unit	Voter may re-insert the ballot to verify the AutoMARK can read the choices; but no changes may be made.
Printer Malfunction	Paper jam, paper too long/short	Verify stub was removed from ballot.
Paper Misfed	Ballot was not inserted properly	Re-insert the ballot making sure it is straight and the stub has been removed.
Jammed	Ballot has become jammed in printer	See instructions on Jammed Ballot Procedure pg 77.
Battery Low or Running on Battery	Battery power is low and a yellow light appears above the "ON" switch.	Check to be sure the unit is plugged in correctly.

JAMMED BALLOT PROCEDURE

If a ballot becomes jammed at any time remove the privacy screen and proceed as follows:

Attempt to eject the ballot from the terminal.

1. Insert the key into the ON/OFF control and turn it to the “TEST” position.
2. 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.
3. Re-set key to ON position.
4. Remove key.

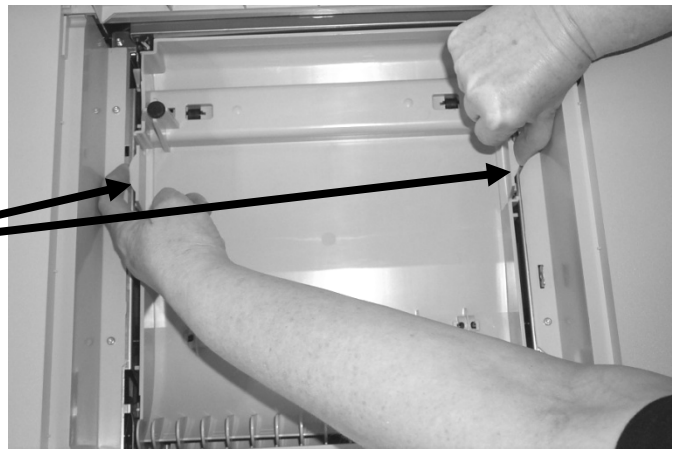


If the ballot does not eject:

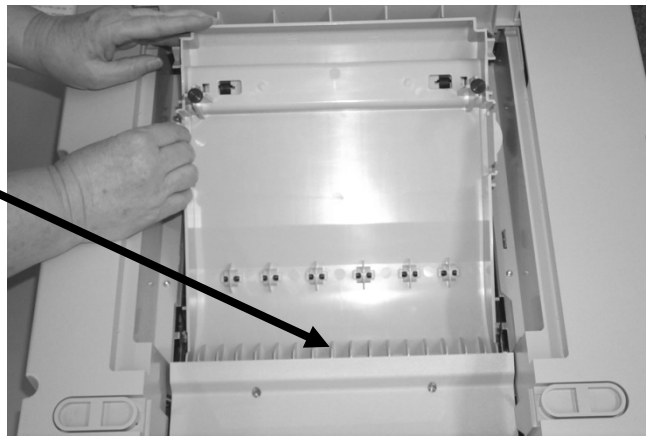
1. Open the lid behind the screen.

2. Remove the tray that controls the ballot path. Push inward on the half oval tabs and pull up.

   Look for ballot and remove.



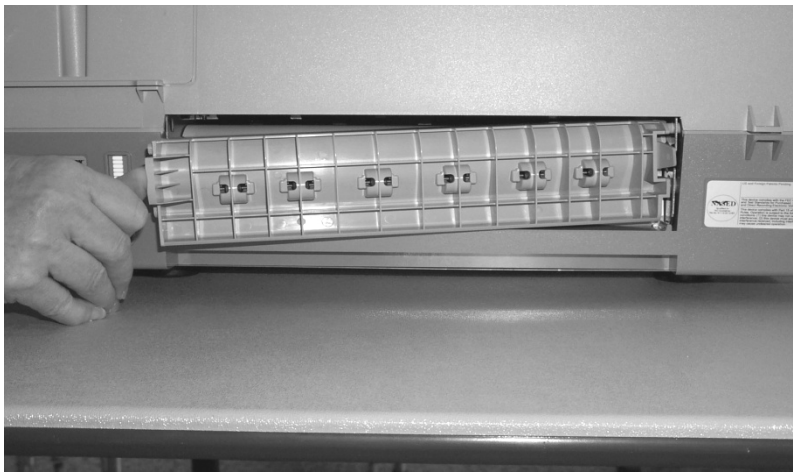
3. Replace the tray with the half oval tabs toward the back. Place the front section in first. Once in place, push down on the tabs, the tray will click when it snaps into place.



4. Close the lid behind the screen.

5. If you see the tip of the ballot in the tray, remove the back piece of the AutoMARK by pushing the tab on the left to the right and pull out.

   To replace, if necessary, put the two prongs on the tray in the holes on the right. Push tab on the left to the right and push into place.



6. Clear the jam by carefully removing the ballot wherever it is in the pathway
7. If ballot has been marked you must use a secrecy envelope to pull it out.
8. Give ballot to the voter, ask voter to check ballot to make sure all marks have been made. If voter requires assistance, they may ask you to check it for them.
9. Decide whether the ballot can be re-fed; ex: was it inserted incorrectly or is it wrinkled, torn, or marked in the black scanning marks?
10. If it was inserted incorrectly, feed the ballot again.
11. If it is wrinkled, torn, or marked in the scanning area, spoil the ballot and issue a new one.
12. If marked correctly, keep ballot in secrecy envelope and deposit in the Ballot Box.

If you have any other error message on the screen: Turn the AutoMARK off, wait and turn it back on to re-set. If the error message still appears, call the Elections Office at (805) 781-4106 immediately.

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GLOSSARY

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

Capitalized words are other terms defined in this glossary.

ABSENTEE BALLOT	See VOTE-BY-MAIL ballot
ABSENTEE VOTER	See VOTE-BY-MAIL voter
ADOPT-A-POLL	Program where community groups are staffing various PRECINCTS on Election Day
ASSISTED VOTER LIST	List on the first page of the ROSTER where PRECINCT WORKERS note any VOTERS who received assistance when voting on Election Day.
AutoMARK	The AutoMARK Voter Assist Terminal is a ballot marking system allowing voters needing assistance to mark an optical scan ballot, unassisted. The unit does not tally or store votes.
AutoMARK BALLOT STATEMENT	Form used by the PRECINCT BOARD to account for number of AutoMARK BALLOTS and VOTERS. There are separate ballot statements for PRECINCT and PROVISIONAL ballots.
BALLOT(S)	The actual card on which each VOTER makes his/her choice on the issues to be decided at the current election
BALLOT BOX	The sealed box where PRECINCT BALLOTS are placed once voted.
BALLOT BOX TALLY	The list of numbers attached to the BALLOT BOX for the PRECINCT WORKER to keep track of the number of BALLOTS deposited into the BALLOT BOX. This number should be the same as the VOTER TALLY used for the ROSTER.
BALLOT SERIAL NUMBER	The identifying number on the stubs of each BALLOT. ON the PRECINCT and PROVISIONAL BALLOTS, the stubs are at the **top** of the BALLOT. The AutoMARK BALLOTS have the voter stub on the **bottom.** The VOTER STUB must be removed before the BALLOT is inserted into the AutoMARK.

BALLOT STATEMENT	Form completed by the PRECINCT BOARD Election night to account for number of BALLOTS and VOTERS. There are ballot statements for PRECINCT BALLOTS, PROVISIONAL BALLOTS (located on the PROVISIONAL ROSTER) and AutoMARK BALLOTS.
BALLOT TYPE	The unique combination of contests listed on a BALLOT card make up a ballot type. The ballot type is indicated in a specific column in the ROSTER 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 COLLECTION CENTER Election night. PRECINCT WORKERS set up this bag into a box format with supports inside the bag and seal it on Election morning. The bag is not to be opened after it is sealed.
BROWN BALLOT BAG	The bag for returning only VOTED VOTE-BY-MAIL and to the COLLECTION CENTER Election night. The VOTER ASSISTANCE CLERKS set up this bag into a box format with supports inside the bag and seal it on Election morning. The bag is not to be opened after it is sealed. The LEAD INSPECTOR is responsible for the Voter Assistance Clerks.
BUSINESS REPLY (BRM) ENVELOPE	The envelope used to mail back the white copy of the PRECINCT BALLOT STATEMENT on Election night. The post office charges the Clerk-Recorder's account when the envelope is mailed, instead of requiring postage be affixed.
COLLECTION CENTER	Designated areas throughout the county where PRECINCT WORKERS are to return COLLECTION CENTER RETURN BAG and BLUE BAG on Election night.
COLLECTION CENTER RETURN BAG	Bag for PRECINCT WORKERS to return specific election supplies to the COLLECTION CENTER on Election night
CERTIFICATE OF PACKAGING AND SEALING:	The bottom part of the PRECINCT BALLOT STATEMENT. PRECINCT WORKERS present at closing sign this verifying the accuracy of the election.
CHALLENGE LIST	The list located on the front page of the ROSTER for CHALLENGED VOTERS.
CHALLENGED VOTER	A VOTER whose ELIGIBILITY TO VOTE is orally challenged by the PRECINCT BOARD for specific reasons.

CLOSING CERTIFICATE	All PRECINCT WORKERS present at closing must sign the CLOSING CERTIFICATE located at the back of the ROSTER.
CONSOLIDATED (CON) PRECINCT	Individual PRECINCTS are combined (or consolidated) for voting purposes. General usage also shortens this to PRECINCT or CON.
CONTAINER FOR VOTED BALLOTS	The box(es) which BALLOTS were delivered becomes the box(es) to return the VOTED BALLOTS to the COLLECTION CENTER on ELECTION night.
CROSS-OVER VOTER	A voter who has not selected a party preference (NPP voter) and who chooses to vote a party ballot in the primary election. These voters can only choose a party ballot if the party is allowing NPP voters to vote in their primary election. Ballot choices are Non-Partisan, Democratic Party, American Independent Party, or Libertarian Party.
DECLARATION OF PRECINCT OFFICERS	The statement located on the inside front cover of the ROSTER. Each PRECINCT WORKER must sign this declaration and have it witnessed before beginning his/her assigned duties.
DECLINE TO STATE	See NO PARTY PREFERENCE.
ELECTIONEERING	Any activity which tries to influence VOTERS about an issue or candidate being voted on in the current election or the collection of signatures for initiative/recall/referendum petitions. This activity is prohibited within 100 feet of the building in which voting is taking place.
ELIGIBILITY TO VOTE	Anything relating to whether or not a specific VOTER can cast a BALLOT on Election Day at a certain precinct.
ENVELOPE 2	The envelope for returning voted AutoMARK BALLOTS, completed AutoMARK BALLOT STATEMENT, completed Provisional Ballot Quantity Worksheet, the PROVISIONAL ROSTER with BALLOT STATEMENT and TALLY SHEET, completed Voting Equipment Incident Report Forms, and completed VOTER REGISTRATION CARDS to the COLLECTION CENTER Election night. The contents are listed on the front of the Envelope.

ENVELOPE 4	The envelope for returning ROSTER, LINE # TRACKER, PRECINCT BALLOT STATEMENT, Payroll, both OUTSIDE INDEXES, Yellow Copy of the PRECINCT BALLOT STATEMENT, and Ballot Box Tally Sheet to the COLLECTION CENTER Election night. The contents are listed on the front of the envelope.
ENVELOPE 5	The envelope for packaging **all** SPOILED BALLOTS and SURRENDERED VOTE-BY-MAIL BALLOTS. This envelope is sealed and left at the POLLING PLACE in the SUPPLY TUB. Contents are listed on the front of the envelope.
ENVELOPE FOR UNVOTED-OPENED BALLOTS	The envelope for packaging **all** UNVOTED-OPENED BALLOTS. This envelope is sealed before BALLOTS can be removed from the BALLOT BOX. It is left at the POLLING PLACE in the SUPPLY TUB.
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 feet from the polling place and not interfere with voting.
HELP AMERICA VOTE ACT (HAVA):	Federal legislation requiring uniform procedures at the polls for federal elections.
ID ENVELOPE	The IDENTIFICATION (ID) ENVELOPE for a VOTE-BY-MAIL BALLOT. The voter must sign the envelope and the signature must match the signature on the VOTER REGISTRATION CARD for the envelope to be opened and the ballot counted.
INSPECTOR	The PRECINCT WORKER in charge of the PRECINCT BOARD at each PRECINCT.
LATE REGISTRANT	A VOTER whose REGISTRATION CARD was received after the ROSTER was printed but who is eligible to vote in the ELECTION. This list is mailed to every INSPECTOR for insertion in the ROSTER.
LEAD INSPECTOR	The INSPECTOR assigned additional tasks for each polling place. Their duties include responsibility for contacting the polling place prior to Election Day, the AutoMARK BALLOTS, and assigning someone to assist voters at the AutoMARK.

LINE NUMBER	The pre-printed number next to the VOTER name in the ROSTER. This number is used as an aid in marking the OUTSIDE INDEX.
LINE # TRACKER	A packet of hourly pages numbered 1-2000 which track the voters LINE NUMBER and helps to accurately and quickly mark the OUTSIDE INDEX.
MAIL BALLOT PRECINCT	A PRECINCT with less than 250 voters that have not been assigned to a POLLING PLACE. Voters living in these PRECINCTS are automatically sent a VOTE-BY-MAIL BALLOT.
NON-PARTISAN CONTEST	Non-Partisan contests are contests in which political parties do not nominate candidates. All voters, regardless of party preference can vote in these contests. In majority vote contests candidates who receive a majority of the votes win outright in the primary election. If no candidate receives a majority of the vote, then the two candidates with the highest number of votes are on the ballot in the general election. Applies to: Superintendent of Public Instruction, Superior Court Judges, County, City, School, and Special Districts.
NON-QUALIFIED POLITICAL PARTY	A Political Party that has not gone through the qualification process with the California Secretary of State. Voters registered with a non-qualified political party are listed as NO PARTY PREFERENCE (NPP) in the primary election.
NO PARTY PREFERENCE (NPP)	Previously known as a Decline to State or DS. A voter who has not chosen a PARTY PREFERENCE on the VOTER REGISTRATION CARD or has chosen a political party that is not qualified in California, will be listed as having No Party Preference. These voters will be listed as NPP on the ROSTER.
OUTSIDE INDEX	A listing of VOTER 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 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.
OUTSIDE INDEX TALLY SYSTEM	Now known as LINE # TRACKER.

PARTISAN CONTEST	See PARTY-NOMINATED CONTEST and VOTER-NOMINATED CONTEST.
PARTY AFFILIATION	See PARTY PREFERENCE.
PARTY-NOMINATED CONTEST	Formerly known as Partisan contest. A contest in which the candidate is selected by the POLITICAL PARTY. Only registered voters in that party can vote for the party's candidate on the ballot, with the exception of CROSS-OVER VOTERS. The Presidential candidate selected at the party's convention advances from primary election to general Election. County Central Committees and Councils are decided at the primary election. Applies to: US President and County Central Committees or Councils.
PARTY PREFERENCE	Previously known as PARTY AFFILIATION or party registration. Refers to the party a voter or candidate has selected as their preference.
PERMANENT VOTE-BY-MAIL VOTER	A VOTER who has requested a VOTE-BY-MAIL BALLOT automatically be mailed for every election
POLITICAL PARTY	See QUALIFIED POLITICAL PARTY.
POLLING PLACE (POLL)	The actual location where voters will vote on Election Day. A polling place may contain more than one PRECINCT.
POLL WATCHERS	One or more person who is interested in observing POLLING PLACE procedures on Election Day. Poll Watchers may be designated to check the OUTSIDE INDEX to track who has voted each hour or they may be there to observe proper procedures are followed. They may not interfere with voting or PRECINCT work.
POLL WORKER	See PRECINCT WORKER
PRECINCT	A specific geographical area. VOTERS within this area vote on a unique combination of contests.
PRECINCT ASSISTANT	Troubleshooter and resource for a number of CONSOLIDATED (CON) PRECINCTS.
PRECINCT BALLOT STATEMENT	See BALLOT STATEMENT

PRECINCT BOARD	The title for the group of PRECINCT WORKERS assigned to work at a CONSOLIDATED (CON) PRECINCT.
PRECINCT OFFICERS	See PRECINCT WORKERS
PRECINCT WORKER(S)	The friendly, underpaid people assigned to a PRECINCT BOARD on Election Day.
PRECINCT NUMBER	A specific number assigned to each CONSOLIDATED (CON) PRECINCT for identification purposes. The first digit indicates the supervisorial district in which the CON is located. Ex: 301 is in 3rd Supervisorial District.
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 deposited in the BLUE BAG.
PROVISIONAL BALLOT ENVELOPE	An envelope with a pink border which encloses a voted PROVISIONAL BALLOT. It must be **completed legibly** by **both** the PRECINCT WORKER and the VOTER. After the PROVISIONAL BALLOT has been placed inside the envelope, it is sealed and deposited in the BLUE BAG.
PROVISIONAL BALLOT STATEMENT	See BALLOT STATEMENT. Located in PROVISIONAL ROSTER.
PROVISIONAL ROSTER	A ROSTER (on pink paper) for the entry of PROVISIONAL VOTER names and addresses and for PROVISIONAL VOTERS to sign. It also contains the PROVISIONAL BALLOT STATEMENT and PROVISIONAL & VBM TALLY SHEET. It is placed in ENVELOPE 2 for return to the COLLECTION CENTER Election night.
PROVISIONAL SPECIALIST	PRECINCT WORKER with the responsibility of processing PROVISIONAL VOTERS and accepting RETURNED VOTED VOTE-BY-MAIL BALLOTS. This task is assigned at the discretion of the INSPECTOR.
PROVISIONAL & VBM TALLY SHEET	TALLY SHEET found at the back of the PROVISIONAL ROSTER. This is to be taped on the BLUE BAG and one number marked off every time a BALLOT is deposited. The Provisional Tally Sheet is at the top of the page and the VBM Tally Sheet is at the bottom of the page.

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 or go to their assigned PRECINCT. 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 even though they may be in the wrong PRECINCT, make a notation on the PROVISIONAL BALLOT ENVELOPE.
REDISTRICTING	Following each census, the political district lines are redrawn to equalize the population served by each district. The US Congressional, State Senate, and State Assembly lines were redrawn by the State Commission on Redistricting. The Board of Supervisors' district lines were adopted by the Board of Supervisors. These changes in lines are in effect as of the June 2012 primary election.
QUALIFIED POLITICAL PARTY	A Political Party that has gone through the qualification process with the California Secretary of State. There are currently six qualified political parties in California: American Independent, Democratic, Green, Libertarian, Peace & Freedom, and Republican.
REGIONAL COLLECTION CENTER	The locations throughout the county where BALLOTS and other supplies will be returned ELECTION night. These locations are listed on pg 100.
ROSTER	The list where all VOTERS who are registered in the PRECINCT are listed and the VOTER signs. The roster contains an alphabetical listing of Active VOTERS. Some PRECINCTS may also have a list of LATE REGISTRANTS.
ROSTER LINE NUMBER	See LINE NUMBER
SECRECY SLEEVE (PRECINCT BALLOT)	Sleeves or folders used to allow the VOTER to cover his/her BALLOT when dropping BALLOT through the BALLOT BOX with complete privacy. All voters, except those receiving PROVISIONAL BALLOTS must receive a SECRECY SLEEVE with their BALLOT.
SECRECY ENVELOPE (AutoMARK BALLOT)	Envelopes 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.

SPOILED BALLOT	A precinct BALLOT on which a VOTER makes an error. The voter returns the spoiled ballot to the Roster Clerk to obtain a new one. The Roster Clerk places a "SPOILED PRECINCT BALLOT" sticker across the front/top and the back/bottom of the BALLOT. The Tally Clerk marks the Tally in the Spoiled Ballot Column on the VOTER TALLY. A VOTER may receive no more than three BALLOTS.
STREET POLL PLACE LOOK-UP	The alphabetical listing of all street addresses within each city or town indicating the assigned PRECINCT, POLLING PLACE, and BALLOT TYPE for each address. Used to assist VOTERS in locating their correct PRECINCT and POLLING PLACE.
SUPPLY TUB	The large plastic tub delivered to the INSPECTOR containing the BALLOTS, the ROSTER, the OUTSIDE INDEXES and the other supplies needed to conduct the work of the PRECINCT BOARD on Election Day.
SURRENDERED BALLOT	An unvoted or spoiled VOTE-BY-MAIL BALLOT, enclosed in the ID ENVELOPE, which is given to the Roster Clerk on Election Day so the VOTER can vote a precinct BALLOT.
TALLY SHEET	Now known as the VOTER TALLY.
TOP-TWO PRIMARY	The primary system passed by voters in 2010 by Proposition 14. See pg 6.
UNVOTED-OPENED BALLOTS	BALLOTS not issued to VOTERS on Election Day that have been removed from their shrinkwrap packaging. These are to be sealed in ENVELOPE FOR UNVOTED-OPENED BALLOTS.
UNVOTED-SHRINKWRAPPED BALLOTS	BALLOTS not issued to VOTERS on Election Day that have not been removed from their shrinkwrap packaging. These BALLOTS are placed in the SUPPLY TUB.
VBM	Abbreviation of VOTE-BY-MAIL
VOTED VOTE-BY-MAIL BALLOTS	VOTE-BY-MAIL BALLOTS that are voted and returned to the POLLING PLACE on Election Day. VOTED VOTE-BY-MAIL BALLOTS must be in an ID ENVELOPE and signed. They must be tallied on the PROVISIONAL & VBM TALLY SHEET **before** being deposited in the BLUE BAG.

VOTE-BY-MAIL BALLOTS	A ballot requested in advance by a VOTER so he/she can mail in the ballot, to be received on or before Election Day instead of voting at the POLLING PLACE **OR** a ballot sent to a VOTER living in a MAIL BALLOT PRECINCT.
VOTE-BY-MAIL VOTER	Someone who requested a VOTE-BY-MAIL BALLOT or who lives in a MAIL BALLOT PRECINCT.
VOTED BALLOTS	**All** BALLOTS cast by voters at the POLLING PLACE. They will be placed in the CONTAINER FOR VOTED BALLOTS (PRECINCT BALLOTS), BLUE BAG (PROVISIONAL and VOTE-BY-MAIL BALLOTS), and ENVELOPE 2 (AutoMARK BALLOTS) then returned to the COLLECTION CENTER 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	The PRECINCT WORKER(S) assigned to those polling places with a large number of voters and multiple precincts. This person is located near the entrance of the POLLING PLACE and assists voters with directing them to the proper PRECINCT by looking up their address in the STREET POLL PLACE LOOK-UP. In polling places with 3 or more precincts there will be two Voter Assistance Clerks with a BROWN BALLOT BAG, which will accept only Voted Vote-by-Mail ballots.
VOTER-NOMINATED CONTEST	Formerly known as Partisan Contests. A contest where the candidate is selected by the voters. A voter can vote for any candidate, regardless of party. The two candidates with the highest and second-highest number of votes advance from the primary election to the general election. Applies to: State and Federal offices, except Presidential nominees and Party Central Committees and County Councils.
VOTER REGISTRATION CARD (VRC)	The form completed under penalty of perjury by a VOTER to certify his/her eligibility to VOTE.

VOTER STUB	The stub retained by the VOTER as proof he/she voted. The VOTER STUB is at the **top** of the PRECINCT BALLOT and the **bottom** of the AutoMARK BALLOT. The stub must be removed prior to inserting the AutoMARK BALLOT into the AutoMARK.
VOTER TALLY	The sheet at the back of the ROSTER which is used to keep track of the number of VOTERS who have signed the ROSTER and the number of BALLOTS which have been issued.
VOTING BOOTH	The privacy booths where VOTERS mark their BALLOTS.
VOTING SYSTEM CLERK	The PRECINCT WORKER assigned to assist VOTERS using the AutoMARK. Assigned by the Lead INSPECTOR and has a procedure manual to use Election Day.

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INSPECTOR CHECKLISTS

All tasks include the question: Have you called Precinct Assistant or Election Office with questions or discrepancies?

Bolded Tasks apply to Lead Inspector only.

PRE-ELECTION DAY

Done	Task
	Reviewed Manual? Marked items of special interest?
	Checked supplies in Supply Tub against Supply Contents List provided?
	Roster assembled -- alphabetical tabs placed and "ID Required" voters highlighted?
	Received Late Registrant List from Elections Office & put in back of Roster?
	Received List of voters receiving Vote-by-Mail ballots from Elections office & marked late VBM's (in red) in Roster?
	Crossed off late VBM's (in red) on "MARKED" Outside Index? Other Outside Index left unmarked.
	WITHOUT OPENING PACKETS, checked Precinct ballots? • ballots match sample ballots provided in tub? • counted ballots? (packets have 50) • numbers are the same as listed on the Ballot Quantity Worksheet? • **checked AutoMARK ballots?**
	Filled in number of ballots issued on Precinct Ballot Statement? **AutoMARK Ballot Statement?**
	Understand information in Blue Bag? Practiced putting Blue Bag together so it will stand upright as a box? (NOTE: Do NOT Seal Blue Bag!)
	Called workers? Attendance at training strongly encouraged! Set time to be there Election morning? Discuss meal needs?
	Building key/entry arrangement? Checked with other inspectors (if any) for help setting up polling place day before & Election Day coordination?
	Day before set-up planned?
	Schedule of jobs for workers during day prepared?
	Schedule of breaks prepared?
	If you have any 1st time workers, practice session scheduled (if necessary)
	Cell phone #'s exchanged?
	Know how to work county issued cell phone?

PREPARING FOR OPENING

Done	Task
	Election Day set up: Precinct set-up efficiently (if possible ahead of time)?
	Table(s) set-up efficiently (if possible ahead of time)?
	Inside information posted (if possible ahead of time)?
	REMINDER!!Leave NO ballots or Rosters at polling place** REMINDER!!**

ELECTION MORNING: SETUP

Done	Task
	All necessary information posted?
	Badges worn**,** *including precinct number (EC §14105(l))?* Pins for all (or check with Precinct Assistant to obtain pins for all?)
	Precinct and table set up for efficient processing of voters? (if not already done)
	One pack of ballots opened at a time starting with the lowest number.
	Ballot Box ready for first voter to verify it is empty? Locking seal is available to seal box after verification?
	Inside front cover of Roster signed and witnessed?
	Payroll Sheet signed by all present at opening?
	Provisional Specialist prepared; all supplies out?
	Blue Bag put together correctly & set out by Provisional Specialist?
	Workers know job to begin the day?
	Everyone knows: - lunch/dinner/break schedule but understands it may change?
	- Who the Provisional Specialist is and which voters are referred to this person?
	- Who to ask if there are special circumstances or where to look to solve extraordinary situations as they occur?
	- What the information in the signature space means?
	- Which ballots are to be placed in the Blue Bag?
	AutoMARK Secrecy Sleeve Envelopes by Roster Clerk?
	AutoMARK set up?

ELECTION DAY: THROUGHOUT

Done	Task
	Check hourly to make sure the Voter Tally is being used correctly?
	Check hourly to make sure the Line # Tracker is being completed correctly?
	Check hourly to make sure the Voter Tally and Line # Tracker have the same number of voters marked. This will help identify any errors early instead of at closing time.
	Marking out MARKED Outside Index hourly in RED?
	Voting booths being checked after each voter?
	Provisional/Returned Voted Vote-by-Mail Specialist using process correctly? • Envelope completed correctly? • Provisional Roster lines completed correctly? • Voter Tally being used correctly?

ELECTION DAY: PREPARING FOR CLOSING

Done	Task
	Reviewed Closing Procedure in manual once more? Reviewed Closing Checklist below?
	Regional Collection Center location known (on back page of Manual)?
	Inspector knows who goes with them to the Regional Collection Center **in the same car?**
	Know which forms/seals need to be signed?
	Workers know jobs after closing? Know where to look for those supplies?
	Closing Ballot Box Procedure known?
	Closing AutoMARK procedure known?
	Know how to secure building?
	Voter Assistance Clerk knows to give you the sealed Brown Ballot Bag at closing?

ELECTION DAY: CLOSING

Done	Task
	Voting Ballots Team procedure followed?
	Other workers continuing with other closing procedures?
	Seals signed? • Seal(s) for Container(s) for Voted Ballots • Seal for Envelope 5 • Seal for Envelope for Unvoted-Opened Ballots
	Payroll Sheet signed by all workers?
	Back Roster Closing Certificate signed & number of voters written in?
	Precinct Ballot Statement completed & signed?
	Container(s) for Voted Ballots sealed?
	Written on seal of the box: • Total number of ballots contained in the box? (ex: 600 ballots) • Box number out of total number of boxes? (ex: box 1 of 2, box 2 of 2)
	Sealed Container(s) for Voted Ballots in the Collection Center Return Bag for delivery?
	Envelope 4 contains the following and is placed in Collection Center Return Bag for delivery? • Roster with signed front and back covers? • Two Outside Indexes? • Payroll Sheet signed by all? • Yellow Copy of Precinct Ballot Statement? • Precinct Ballot Quantity Worksheet?
	Signs left in voting booths? All other inside & outside signs removed carefully, placed in Supply Tub?
	All other materials returned to Supply Tub including Envelope 5?
	AutoMARK Supplies Envelope put separately in Supply Tub, NOT Envelope 5?
	Voting booths left up with Supply Tub for the County Crew to collect?
	Two people taking Center Return Bag (includes Envelope 2, 4, and Container(s) for Voted Ballots) and Blue Bag and Brown Ballot Bag, if appropriate, to Collection Center in the same car?
	Secured the building?
	White copy of Precinct Ballot Statement put in BRM envelope & dropped in post office/mail box Election night?

PRECINCT WORKER REMINDERS & TIPS

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

The physical “amenities” at each polling place vary widely. For your own comfort, consider the following:

- Wear clothing in layers—temperatures can vary widely during the day. Some places may require their door to be open for accessibility purposes.
- Bring a watch set to the correct time in case there is no clock at the polling place. Many cell phones also give the time.
- Furniture varies—bring a cushion or perhaps a chair that is comfortable for you.
- If you need to take medication during the day, be sure to bring it with you.
- Bring food and water or other drinks, but be sure to keep it away from the tables and the AutoMARK.
- A flashlight can come in handy if there is a power outage.
- NON-POLITICAL reading materials (no newspapers or books that contain political references), knitting or something to work on, in case part of the day is slow. Remember voter assistance is our first priority.
- Locate the restrooms first thing in the morning. Restrooms are not open to the public on Election Day.
- Plan for and take breaks and meals throughout the day. The voters will be better served if you are rested and relaxed.
- Bring patience. Each Election brings its own challenges as well as the rewards of community service.
- Don’t forget your sense of humor.
- Use your resources—contact your Precinct Assistant—they’re there to help you help voters or call the Elections Office (805) 781-4106. There’s no such thing as a stupid question.

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SUGGESTION/FEEDBACK – JUNE 7, 2016

We enjoy hearing from you regarding your experiences and any situations encountered on Election Day. Your feedback helps us plan future elections. Many of the ideas contained in this manual came from precinct workers at previous elections.

You may put this page in Envelope 4 or mail it to us at a later date.

Thank you for helping serve San Luis Obispo County Voters!

REGIONAL COLLECTION CENTER

Please stay in your vehicle when returning items to the Regional Collection Center.

COLLECTION CENTER	CONSOLIDATED PRECINCTS
Highlands Church 215 Oak Hill Rd Paso Robles	101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120 519, 520
North County Clerk-Recorder's Office (New Atascadero Library) 6565 Capistrano Atascadero	121, 122, 123, 124 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518 521, 522, 523
Morro Bay Veterans Building 209 Surf St Morro Bay	201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221
County Clerk-Recorder's Office 1055 Monterey St #D120 San Luis Obispo	222, 223, 224, 225, 226 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316 524, 525, 526, 527, 528, 529, 530
South County Regional Center 800 W Branch St Arroyo Grande	317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330 401, 402, 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