



# **ELECTION PROCEDURE MANUAL**

Including:

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

**May 19, 2009 Statewide Special Election**

Prepared by: JULIE L. RODEWALD  
County Clerk-Recorder

Precinct Worker Phone Numbers:  
(805) 781-4106

or

1-800-834-4636 ext. 4106

email: [precinctworker@co.slo.ca.us](mailto:precinctworker@co.slo.ca.us)

Website: [www.slocounty.ca.gov/clerk](http://www.slocounty.ca.gov/clerk)



# Table of Contents

What's New/Reminders .....	1
Eligibility of Voters .....	1
Instructions for Inspectors - Pre-Election .....	2
Setting Up the Polling Place - Election Morning.....	5
Diagram: Suggested Polling Place Setup .....	7
Opening the Polls .....	8
Job Descriptions and Duties .....	9
Closing the Polls .....	12
Regional Collection Centers .....	18
ID Required Voters .....	19
<b>VOTE-BY-MAIL BALLOTS</b>	
Voter Turns In Own Ballot.....	20
Voter Received Ballot and Wants to Vote at Polls .....	20
<b>TYPES OF BALLOTS</b>	
Spoiled Ballots .....	21
Write-In Ballots .....	21
Non-Processed Ballots and AutoMARK Ballots .....	22
<b>PROBLEMS IN THE ROSTER-INDEX</b>	
Voter's name is in Inactive Roster .....	23
Voter is at the same address but name has changed.....	23
Voter signed Roster but did not vote.....	23
Voter Leaves with Ballot .....	23
Challenging a Voter .....	24
Corrections needed in the Roster .....	24
<b>MEETING VOTERS' SPECIAL NEEDS</b>	
Voter Wishes to Use AutoMARK to Mark Ballot.....	25
Voter Unable to Sign Roster .....	25
Voter Requests Assistance.....	25
Curbside Voter.....	26
Tips on Meeting Voters' Special Needs .....	26
Voters with Children.....	26

**OTHER QUESTIONS**

Accident/Emergency and Problems ..... 27  
News Media/Pictures or filming..... 27  
Exit Polling ..... 27  
Electioneering/Poll Watchers ..... 28

**PROVISIONAL BALLOTS AND RETURNED VOTED VOTE-BY-MAIL BALLOTS**

Before the Polls Open..... 29  
Provisional Ballots ..... 30  
Sample of Provisional Envelope ..... 32  
Returned Voted Vote-by-Mail Ballots ..... 34  
Sample of Green Vote-by-Mail ID Envelope ..... 35  
After the Polls Close ..... 36

**INSTRUCTION MANUAL FOR AUTOMARK UNIT**

Setting Up .....38  
Issuing Ballots .....43  
Voting .....44  
Warning Notices .....47  
Closing Procedure.....48  
Assisting Voters with Special Needs .....50  
Troubleshooting .....51  
Jammed Ballot Procedure .....52

**GLOSSARY** ..... 55

**CHECKLISTS** ..... 64

**PRECINCT BALLOT STATEMENT** ..... 67

**PRECINCT WORKER REMINDERS & TIPS** ..... 68

**SUGGESTION/FEEDBACK** ..... 69

## WHAT'S NEW

1. For this Statewide Special Election precincts have been "super consolidated." This means there will be more voters per precinct than in past years. In addition, a large number of smaller precincts have been turned into vote-by-mail ballot precincts to further reduce the number of precincts and save money.
2. There are no local contests on the ballot so every voter in San Luis Obispo County will be voting on the same ballot. For that reason, voters can vote at their assigned precinct or a provisional ballot at any polling place in the County.
3. AccuVotes will not be deployed to the polling places. All ballots will be counted once they are returned to the Clerk-Recorder's Office on Election night.
4. In lieu of the Black Ballot Box there will be a locking Ballot Box, which will be created from the Supply Tub in which the supplies are delivered to Inspectors.
5. There is no Envelope No. 3. The only contests on the ballot are state propositions and there are no write-ins.
6. Separate provisional ballots will not be provided for this election. The Provisional Specialist should be given a pad of Precinct ballots for their use.

## REMINDERS

1. There must be at least two people with the voted ballots from the opening of the polls until the ballots are delivered to the collection center after the close of polls on Election Night.
2. Additional security seals will be affixed to the AutoMARK and there is a seal certificate to sign election morning. If a voter or the media requests to observe and inspect, without physical contact, the externally visible security seals, they must be allowed to do so as long as it does not interfere with the conduct of the Election or the privacy of any voter.
3. Each polling place will have a Lead Inspector, who will be assigned the AutoMARK ballots and who will have the responsibility for contacting the facility for the key or opening instructions. All workers are expected to work cooperatively with the goal of the best voter service possible.

## ELIGIBILITY OF VOTERS

May 4, 2009 is the last day a voter may register (or re-register) to vote for the May 19<sup>th</sup> Election.

A voter moving **ON** or **BEFORE** May 4<sup>th</sup> must re-register and vote in the precinct where he/she currently resides. If the voter fails to re-register, he/she may vote a provisional ballot in the new precinct.

A voter moving **AFTER** May 4<sup>th</sup> can legally vote in the precinct from which he/she has just moved, even if he/she has moved out of this county. They can also vote provisionally in their new precinct (within the same county). The voter will appear on the roster-index for their old precinct and must be allowed to vote.

# INSTRUCTIONS FOR INSPECTORS

## 1. PRE-ELECTION DAY:

### A. CHECK THE ELECTION SUPPLIES:

The Supply Tub and ballots will be picked up by the Inspectors at locations throughout the county during the week of May 11<sup>th</sup>. The schedule and locations for supply pick up will be provided at a later time.

1. INVENTORY the supplies by May 16th.
  - a. REFER to **SUPPLY BOX CONTENTS LIST & ENVELOPES** in the Supply Tub.
  - b. MARK off each item as it is found.
2. CHECK the ballots for correct information.

There will only be Precinct ballots for this election. Separate Provisional ballots will not be provided. Lead Inspectors will also receive AutoMARK ballots.

The Precinct Number on the Precinct ballots MUST agree with the precinct number on the outside of the Combined Roster-Index.

Ballots are padded in 50's. Compare the number of ballots received to the ballot quantity worksheets to ensure the correct number of ballots was received. **DO NOT OPEN THE PLASTIC WRAP!**

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

### B. CHECK IN WITH THE PRECINCT ASSISTANT.



Precinct workers will receive the name and contact information of their Precinct Assistant. Precinct Assistants will have their precinct worker's names and phone numbers.

### C. UPDATE THE ROSTER-INDEX **AND ONE OUTSIDE INDEX**

1. An updated Vote-by-Mail Voter list will be mailed to the Inspector on May 14<sup>th</sup> and will include names of all voters issued vote-by-mail ballots AFTER the rosters were printed. USING this list, WRITE "VBM" in RED in the signature space for each voter appearing on the list.
2. Also, using this list, DRAW a RED line through the names of these voters on the OUTSIDE INDEX which says MARKED. Voters who were issued vote-by-mail ballots prior to the rosters being printed will already be lined out.

3. PLACE the Vote-by-Mail Voter list into the Supply Tub in case it needs to be referred to on Election Day.
4. INSERT the **green** "Late Registrant" list (if received) BEHIND the first list of registered voters. This list contains the names of those voters who registered after the rosters were printed and will be mailed with the Vote-by-Mail list.

**D. PREPARE PRECINCT BALLOT STATEMENT:**

WRITE the TOTAL NUMBER of precinct ballots received on Line #1 on the Precinct Ballot Statement. (This information is on the Precinct Ballot Quantity Worksheet).

PLACE the Precinct Ballot Statement and Precinct Ballot Quantity Worksheet back in the Supply Tub.

**E. FOR LEAD INSPECTORS ONLY**

1. Only Lead Inspectors will receive AutoMARK ballots.

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



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

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

3. CHECK electrical outlet locations to determine where to plug in the AutoMARK Unit.
4. Contact the other Inspectors in the polling place to plan when to set up the polling place the afternoon before the Election and what time to be there Election morning.
5. Assign someone to assist voters with the AutoMARK Voter Assist Terminal.

**F. ALL INSPECTORS: CHECK WITH THE BOARD MEMBERS:**

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

## G. THE AFTERNOON BEFORE THE ELECTION:

1. CHECK that the equipment has been delivered to the polling place:
  - a. AutoMARK Unit and table, one per polling place
  - b. Accessible and regular Voting Booths
2. SET UP as much equipment as possible that afternoon to make Election morning run more smoothly. Instructions pertaining to the assigned polling place for supplies to be expected and set-up restrictions will be mailed separately.



**DO NOT LEAVE THE ROSTERS OR THE BALLOTS AT THE POLLING PLACE!**

## H. PLAN A TENTATIVE SCHEDULE FOR ELECTION DAY:

1. PLAN periodic job rotations.
2. SCHEDULE lunch/dinner breaks (approximately 45 min-1 hour EACH).

Take into consideration worker's special needs. MAKE SURE ALL WORKERS ARE BACK FROM DINNER NO LATER THAN 5:00 P.M.

3. PLAN for the Provisional Specialist, if assigned, and Voter Assistance Clerk(s), if there is one assigned to the facility, and where those workers will be located.



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

1. If there are any precinct worker changes on the board, notification will be sent as the changes are made.
2. Some workers will be serving half-shifts, from 6am to 2pm or 2pm to closing (9-10pm)

**CALL the Elections Office at 781-4106,  
OR  
1-800-834-4636 ext. 4106  
OR email:  
precinctworker@co.slo.ca.us  
TO REPORT ANY PROBLEMS  
OR FOR ANY QUESTIONS.**

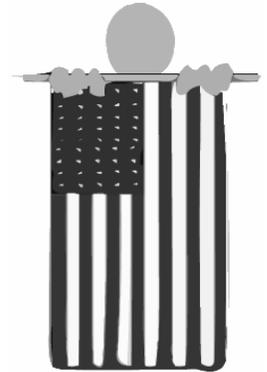
**2. ELECTION MORNING  
SETTING UP THE POLLING PLACE:**

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

**LEAD INSPECTOR:** Assign someone to prepare the AutoMARK Unit and layout the AutoMARK supplies from the Supply Tub.

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

1. HANG two Outside Indexes right outside the polling place door or as near the front entrance of the poll as possible.
2. HANG the flag, with the union jack (blue field with white stars) in the upper left-hand corner, outside the polling place.
3. MAKE sure the VOTE HERE signs are strategically placed so voters coming from different directions will be able to find the polling place.



**B. VOTING BOOTHS:**

1. ARRANGE the voting booths for privacy for each voter.
  - a. ACCOMMODATE voters' requests for additional privacy to the best of your ability.
  - b. Each Precinct will have its own Ballot Box so the voting booths for each precinct should be separated.**
  - c. POST "Voting Instructions" and all necessary information in each voting booth, unless already posted.
2. CLIP ballot marking pens to each booth.



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

D. ARRANGE THE PRECINCT TABLE:

1. LAY OUT all other materials needed at the table. SEE the Suggested Polling Place Setup table layout on Page 7.
2. ARRANGE the materials needed for the Provisional Specialist.
  - Set up and seal the Blue Bag according to the instructions located inside the bag.
  - Place vote-by-mail and provisional tally sheets on top of the Blue Bag.
  - Give the pad of Precinct ballots with the highest serial number to the Provisional Specialist.
3. REMOVE one pack of ballots. Always begin with the lowest serial number from the shrink wrapped packages.
  - a. OPEN one pack of ballots
  - b. CHECK that the perforations are in the correct location on the ballots (separating the stub from the ballot at the top). CALL if the perforations are not correct.
  - c. USING the Sample Ballot booklet(s) as a comparison, double check that the ballot(s) sent with your supplies match(es) the ballot pages in the booklet(s). Check AutoMark ballots the same way.



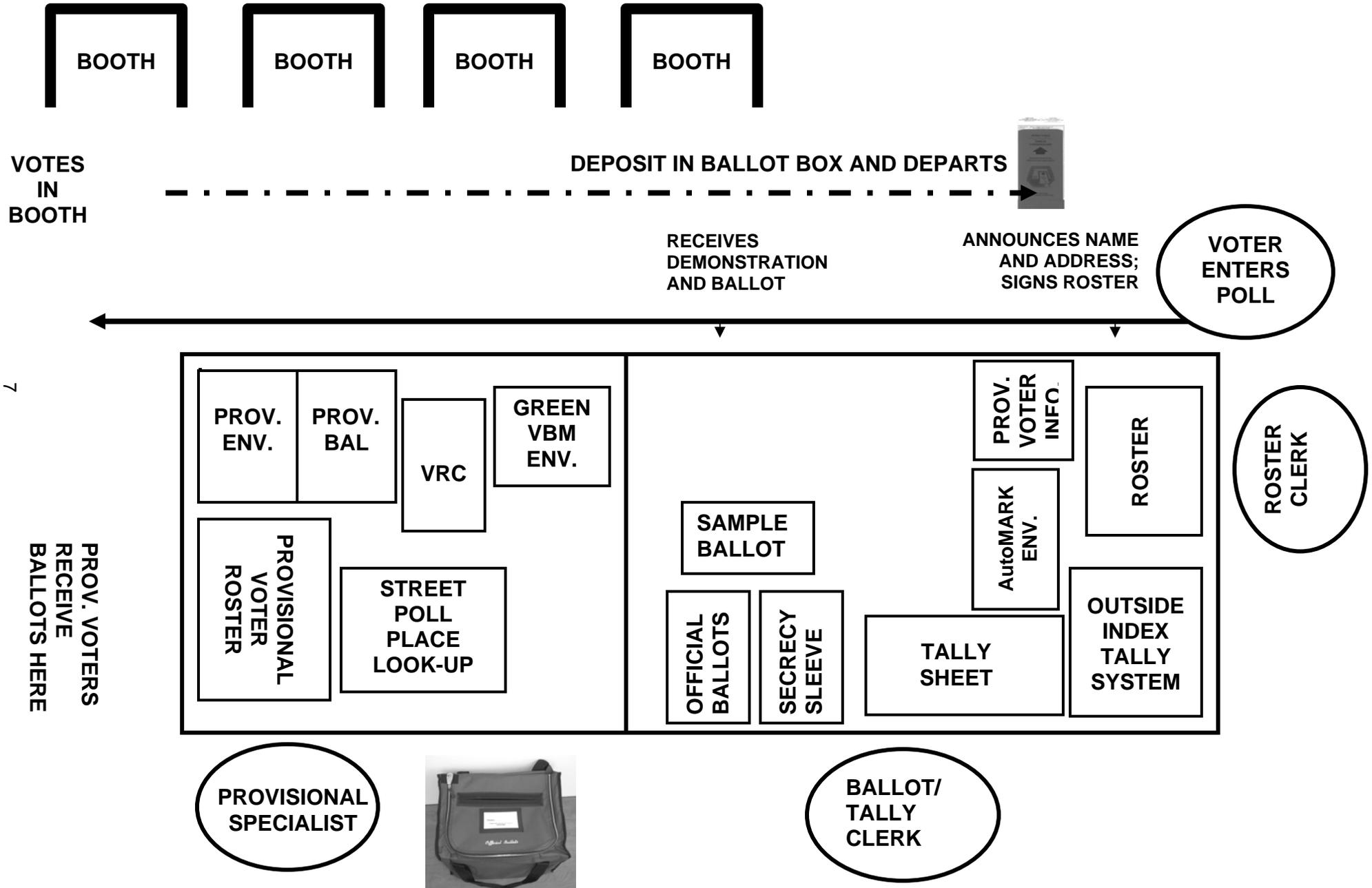
**Even after accuracy has been checked, if a voter brings an error to your attention, call the Elections Office immediately.**

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

G. LAST MINUTE CHECK—REVIEW CHECKLIST TO ENSURE ALL TASKS HAVE BEEN COMPLETED AND WORKERS ARE READY TO OPEN THE POLLS AT 7:00 A.M.



# SUGGESTED POLLING PLACE SETUP



### 3. OPENING THE POLLS

#### TO COMMENCE THE VOTING PROCESS

At 7am promptly open the polls and **proclaim aloud:**

**The Polls Are Now Open**



#### FIRST VOTER PROCEDURE

**OPEN** the **Ballot Box** for the first voter who will verify the Tub is **EMPTY**.



Place the lock on Ballot Box **BEFORE** Voter places ballot in Ballot Box.



## 4. JOB DESCRIPTIONS AND DUTIES:

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

### ROSTER CLERK:

#### RESPONSIBLE FOR:

- Locating the voter, verifying the address given by the voter, and having voter sign the roster.
- Processing voters with special needs who wish to vote on the AutoMARK Voter Assist Terminal.

#### GENERAL DUTIES

- A. GREET voter; ask for name and address - voter must give the Roster Clerk both pieces of information. IF voter has a Sample Ballot or Voter Notification Card with name and **residence address**, the voter may use that instead of saying the information out loud.
- B. LOCATE voter's name in roster (look in Active, Late Registrant and Inactive Rosters).
  1. IF the voter is in the Active roster, lives at the same address and has no "VOTE-BY-MAIL VOTER" or "ID REQUIRED" notations on the signature line, proceed to Step C.
  2. IF the voter is in the Inactive roster and still lives at the same address, have the voter read the oath at the top of the page, then proceed to Step C.
  3. IF there is an "ID REQUIRED" in the signature space, the voter will need to provide identification.

The list of acceptable ID is on the pink provisional sheet titled: "PROVISIONAL VOTER INFORMATION". (This pad is received from the Provisional Specialist). Once the identification is provided, proceed to Step C. The list of acceptable ID is also in this manual, page 19.

If the voter has no identification, he/she will need to vote a provisional ballot. Mark the reason the voter is voting a provisional ballot on the "Provisional Voter Information Sheet" and hand it to him/her and refer them to the Provisional Specialist.

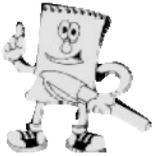
4. If a Vote-by-Mail voter wants to vote a precinct ballot, they must surrender their Vote-by-Mail ballot (VBM) in its ID Envelope. If the voter has a VBM ballot and no ID envelope, give them a green ID envelope. Have them fill it out completely and legibly, place the ballot in the envelope and then surrender the ballot.

Once surrendered, write SURRENDERED on the side of the envelope where the

voter signs and place it in Envelope No. 5. Cross out "Vote-by-Mail" in the signature line, have voter sign and continue to Step D.

If a VBM voter has no ballot to surrender, they must vote provisionally. Mark the reason the voter is voting a provisional ballot on the "Provisional Voter Information Sheet" and hand it to him/her and refer voter to the Provisional Specialist.

- C. ASK voter to sign roster. REMINDER: A signature stamp may be used and no witness is needed.
- D. TELL TALLY CLERK voter's Roster Line Number, so they can complete the Outside Index Tally Sheet for the current hour.
- E. PUT a check mark at the end of voter's line
- F. TELL THE BALLOT CLERK the correct ballot type, if applicable. For this election, there is only one ballot type.
- G. If voter wishes to use the AutoMARK device, GIVE voter Secrecy Envelope with the precinct # completed and DIRECT voter to the Voting System Clerk to receive their ballot.



**NOTE: 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 29.**

## **TALLY CLERK:**

(This role may be filled by the BALLOT CLERK or the ROSTER CLERK, if necessary).

### **RESPONSIBLE FOR:**

- Maintaining the Outside Index Tally System, Tally Sheet, and tracking spoiled ballots.

### **GENERAL DUTIES:**

- A. RECORD the roster line number given by the ROSTER CLERK on the "Outside Index Tally System Worksheet" for the current hour. This worksheet has two important uses:
  - 1. To update the Outside Index every hour up to and including 6 pm (by law).
  - 2. To balance with Tally Sheet total throughout the day to keep track of voters and ballots issued.
- B. Mark one number on the Tally Sheet for each voter who signs the roster. This tally sheet is sequential; so mark off 1 for the first voter of the day, 2 for the second voter, and so on.
- C. KEEP TRACK of spoiled ballots on the "SPOILED BALLOTS" column of the Tally Sheet.

## BALLOT CLERK:

### RESPONSIBLE FOR:

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

### GENERAL DUTIES:

- A. REMOVE the ballot from stapled ballot pad. To remove ballot, tear along perforated line in an “L” shape, leaving county stub on pad.
- B. SLIDE ballot into secrecy sleeve.
- C. GIVE ballot to voter.
- D. DIRECT the voter to an empty voting booth or table.
- E. COORDINATE with the Ballot Box Clerk to ensure you have sufficient secrecy sleeves for the ballots

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

## BALLOT BOX CLERK

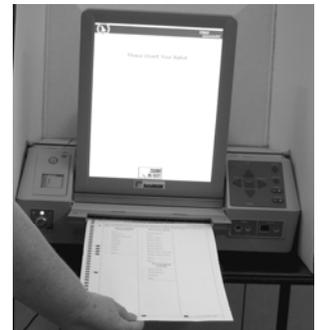
### RESPONSIBLE FOR:

- Assisting voters who need help depositing their ballot into the ballot box.
- Handing out “I Voted” stickers.
- Returning secrecy sleeves to the Ballot Clerk.

## VOTING SYSTEM CLERK: Will be assigned by Lead Inspector.

### RESPONSIBLE FOR:

- Processing voters who wish to use the AutoMARK Voter Assist Terminal.
- Verifying the accuracy of the ballots before the polls open.
- Verifying the machine is operational.



**REFER to the AutoMARK Manual (p. 37) for specific duties.**

## OTHER TASKS TO BE COMPLETED THROUGHOUT THE DAY:

(May be done by any available worker)

- A. UPDATE the MARKED Outside Index at the top of each hour up to and including 6pm. Drawing a line, in RED, through the name of each person who has voted that hour using the Outside Index Tally Worksheet.  
**BOTH indexes must hang outside or near the outside doors AT ALL TIMES, EXCEPT when one index is removed to update.**
- B. CHECK empty voting booths after each voter for pens and anything other than the required posted information that may have been left behind.

## 5. CLOSING THE POLLS:

ANNOUNCE ALOUD PROMPTLY at 8:00 p.m.

THE POLLS ARE NOW CLOSED

### IDENTIFY THE LAST VOTER IN LINE

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

POST a board member behind the last voter in line to ensure voters who arrive after 8 pm do not vote.

BEGIN the process of closing the polls once all eligible voters have voted and their ballots have been deposited into the ballot box.

#### A. CLOSING THE POLLS IS OPEN TO THE PUBLIC

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

#### B. ENSURE ALL STATEMENTS AND SEALS ARE COMPLETED AND SIGNED ALL WORKERS SERVING ON ELECTION DAY MUST SIGN:

1. Declaration on the inside front cover of the Roster-Index
2. Payroll sheet

#### ALL WORKERS PRESENT AT CLOSING MUST SIGN:

1. Closing Certificate on the inside back cover of the Roster-Index.
2. Seal(s) for Container(s) for Voted Ballots
3. Seal for Envelope No. 5
4. Precinct Ballot Statement/Certificate of Packaging and Sealing Form

#### C. ASSIGN CLOSING TASKS:

##### ONE WORKER:

MOVES the unused ballots to one side, and LAYS OUT the following items

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



**TWO WORKERS (VOTED BALLOTS TEAM):**

1. Remove ballots from locked Ballot Box. Ballots in Ballot Box should only be for your precinct.
2. Count Precinct Ballots.
  - a. Bundle precinct ballots with a rubber band into batches of 50.
  - b. Give count of ballots to the clerk completing the Precinct Ballot Statement.
3. Put ballots in container for Voted ballots
4. Complete the seals for the Container for Voted Ballots with the total number of ballots from the precinct and the number of containers being returned (**i.e. 200 ballots and box 1 of 2, 2 of 2**).
5. Affix the seals so the container cannot be opened without breaking the seal.
6. Place containers in canvas bag.
7. Count AutoMARK Ballots
  - a. COUNT the white envelopes (containing AutoMARK ballots) for the precinct.
  - b. Give the TOTAL COUNT to the clerk completing the Ballot Statement.
  - c. GIVE the AutoMARK ballots to the Provisional Specialist (to be placed in Envelope No. 2).

**ONE WORKER:**

1. CLEANS up voting booth area and;

- a. Leave the signs in the voting booths
  - b. Leaves the voting booths up
2. REMOVES all posted materials from both outside and inside the polling place.
  3. PLACES the Outside Indexes in Envelope No. 4.
  4. RETURNS all other supplies (see supply list on inside top of tub) neatly to the Supply Tub.

E. INSPECTOR OR ANOTHER WORKER: COMPLETE THE PRECINCT BALLOT STATEMENT (Example p. 67):



NOTE: The purpose of completing this form on Election Night is to ensure the number of voters who signed the roster equals the number of ballots voted. If the numbers do not match please use the form to explain any situation that happened on Election Day which may explain the difference (ex: a voter signed the roster but left without voting, a provisional voter signed the regular roster, etc). Any information provided about such situations will be helpful when elections staff balances the votes from the precinct.

1. ENTER the total number of voters from the Tally Sheet on Line 2.
2. ENTER the total number of ballots as reported by Voted Ballots Team on Line 3a.
3. ENTER the total number of AutoMARK ballots for the precinct on Line 3b.
4. ADD Lines 3(a) and, 3(b). Write the total on Line 3.
  - a. IF the total on Line 3 matches Line 2, proceed to Step 5. DO NOT count the roster signatures.
  - b. IF the totals do not match, have one worker COUNT the roster signatures. If this count is different than the tally number, enter it on line 2 and use when comparing to line 3, below.
  - c. IF the roster signatures and tally number matches, have two people recount the ballots and look for any ballots that may belong to another precinct in your polling place (if any).
5. Compare the totals on Lines 2 and 3. Enter the difference, if any, on Line 4 and EXPLAIN, as best you can, any difference in the space below Line 6.

F. ACCOUNT FOR SPOILED AND UNUSED BALLOTS:

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



2. CALCULATE the number of unused ballots:

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

- a. RECORD the next ballot number to be used on the Precinct Ballot Quantity Worksheet.
  - b. FOLLOW the instructions on the Precinct Ballot Quantity Worksheet to determine the number of unused ballots.
  - c. ENTER the total on Line 6.
3. PLACE the unopened, unused ballots (those still in plastic shrink wrap) in the Supply Tub.
  4. PLACE the opened unused ballots in Envelope No. 5.
  5. PLACE the stubs from the issued pads of ballots in Envelope No. 5.
  6. RECEIVE the unused Ballots from the Provisional Specialist and PLACE in Envelope No. 5.
- G. SEAL ENVELOPE NO. 5.
1. PLACE the completed and signed seal on Envelope No. 5 so that it cannot be opened without tearing the seal.
  2. PLACE Envelope No. 5 in the Supply Tub.
- H. ONCE ALL THE NUMBERS ARE COMPLETED AND ANY INFORMATION ABOUT THE DIFFERENCE BETWEEN LINES 2 AND 3, IF ANY, IS NOTED, THE BALLOT STATEMENT IS COMPLETED. NO FURTHER BALANCING IS NEEDED.
- I. PLACE THE WHITE COPY of “Precinct Ballot Statement” in the self-addressed, postage paid envelope provided and **mail it Election night**.
- J. PLACE the duplicate yellow copy of “Precinct Ballot Statement” in Envelope No. 4.
- K. ENSURE THE FOLLOWING PROCEDURES HAVE BEEN COMPLETED:
1. Container(s) for Voted Ballots is sealed and ready to be delivered to the REGIONAL/CENTRAL COLLECTION CENTER.
  2. Provisional Specialist has completed all procedures and the information on Envelope No. 2 is completed.



3. All Ballot Statements are completed and in their appropriate envelopes.
4. All envelopes requiring information have been completed.
5. The AutoMARK unit has been shut down and the supplies (headset, etc) have been put back in the plastic bag and placed in the Precinct Supply Tub.
6. All voted Vote-by-Mail and provisional ballots have been placed in the Blue Bag and the sealed bag is ready to be delivered to the REGIONAL/CENTRAL COLLECTION CENTER.



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

7. Voting booths are left up for the collection crew.

L. CHECK ALL ENVELOPES TO ENSURE:

1. Envelope No. 2 contains:
  - a. Completed Voter Registration cards (if any)
  - b. Voted AutoMARK Ballots (if any) for your precinct
  - c. AutoMARK Ballot Statement (if Lead Inspector)
  - d. Completed Voting Equipment Incident Report Forms (if any)
  - e. Provisional Roster (including Provisional Ballot Statement)
  - f. Tally Sheet for Provisional & Returned Voted Vote-by-Mail Ballots
2. Envelope No. 4 contains:
  - a. Combined Roster-Index
  - b. Outside Index Tally System
  - c. Payroll
  - d. Precinct Ballot Quantity Worksheet
  - e. Two Outside Indexes
  - f. Yellow copy of Precinct Ballot Statement



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

- a. Spoiled Ballots
- b. Stubs from issued Ballots
- c. Surrendered Vote-by-Mail Ballots
- d. Unused, Unwrapped ballots

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

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

- 1. Envelope No. 2
- 2. Envelope No. 4
- 3. Sealed Container(s) for Voted Ballots



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

**(Inspector and one other board member MUST RIDE IN THE SAME VEHICLE.)**

- 1. RECEIPT FOR PRECINCT SUPPLIES  
(Have this in hand.)
- 2. Blue Bag
- 3. Canvas Bag



**IMPORTANT NOTE: Before leaving the polling place verify all the items listed above are prepared and packed for return to the Collection Center. These contain voted ballots and must be returned to the Election office on Election night so they can be secured against tampering. This ensures that the integrity of the Election can be protected. If any of these items are left at the polling place, two precinct workers or two members of the Elections staff must return to retrieve them Election night.**

## 6. WHAT TO LEAVE AT THE POLLING PLACE:

- A. AutoMARK Voter Assist Terminal
- B. Supply Tub, including Envelope No. 5
- C. Voting Booths (Leave standing with instructions intact)

# REGIONAL COLLECTION CENTERS

<b>COLLECTION LOCATION</b>	<b>CONSOLIDATED PRECINCTS</b>
Special Events Center, Fairgrounds 2198 Riverside Ave Paso Robles	101,102,103,104,105,106,107,108,109,110,111
North County Clerk-Recorder's Office 5955 Capistrano Ave #B Atascadero	112,113, 501,502,503,504,505,506,507 508,509,510, 511
Morro Bay Veterans Bldg. 209 Surf Street Morro Bay	201,202,203,204,205,206,207,208,209,210,211 212
County Clerk-Recorder's Office 1055 Monterey St #D120 San Luis Obispo	213,214,301,302,303,304,305, 306, 307, 308, 309 310, 401, 512, 513, 514, 515
South County Regional Center 800 W Branch St Arroyo Grande	311, 312, 313, 314, 315, 316,317,318,402, 403, 404,405,406,407,408,409,410,411,412, 413, 414, 415,416,417,



# WHAT TO DO “IF”

## Questions and Answers about Election Day Situations

### ID REQUIRED VOTERS

If the words “**ID REQUIRED**” are in the voter’s signature space: Voter must provide acceptable identification. Acceptable Identification falls under two categories.

**Photo Identification** (must have the voter’s **name & photo**, but a matching address is not necessary):

- Driver’s license or identification card of any state
- A passport
- An employee identification card
- An identification card provided by a commercial establishment
- A credit or debit card
- A military identification card
- A student identification card
- A health club identification card
- An insurance plan identification card
- Any other document specified in writing by the Secretary of State that is prepared by a third party in the ordinary course of business that includes the photograph and name of the individual presenting it.

=====  
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 treat him/her as a **PROVISIONAL VOTER**.

See pages 30-33 in this manual for further instructions on Provisional Voting.

**Name & Address, dated AFTER the last General Election**

Any one of the following documents, provided it includes the name and address of the individual presenting it, and is dated after the date of the last general election, **may be used**.

**EXCEPTION:** Permanent documents such as a pardon or discharge need not be dated

- Utility Bill
- Bank Statement
- Government check or Paycheck
- Document issued by a Government Agency
- Sample Ballot
- Voter Notification Card
- Public Housing Identification Card
- Lease or Rental Statement or Agreement
- Student Identification Card
- Tuition Statement or Bill
- Insurance Plan Card
- Discharge Certificate, Pardon or other official document issued to the voter in connection with the resolution of a criminal case, indictment, sentence or other matter
- 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.

# VOTE-BY-MAIL BALLOTS

Voters who have requested Vote-by-Mail ballots will have “VOTE-BY-MAIL” or a handwritten red VBM in their signature space on the Roster-Index

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

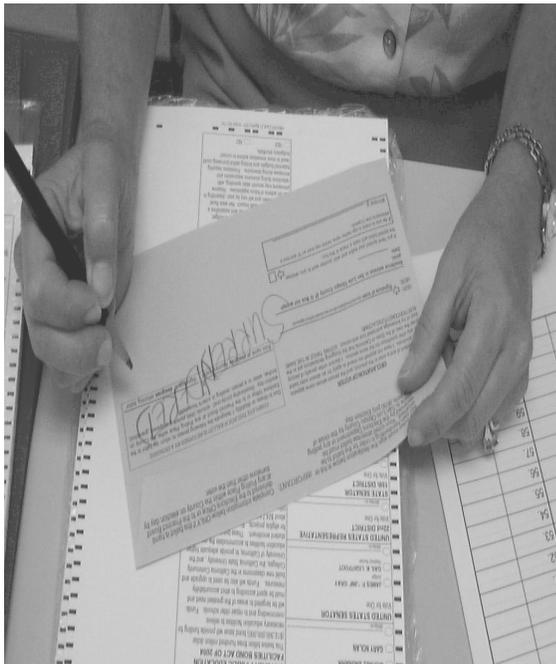
### Voter Turns In Own Ballot:

If the voter wishes to turn in his/her voted Vote-by-Mail ballot, refer him/her to the Provisional Specialist (See pg. 34) for deposit into the blue bag.

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

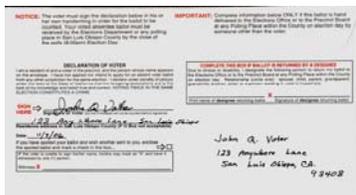
A Poll Ballot can be issued to a voter listed as a Vote-by-Mail voter ONLY if the voter surrenders the ballot. Otherwise send the voter to the Provisional Specialist.

### Voter has Ballot to Surrender:



- MAKE SURE the ballot is in an ID envelope.
- WRITE “SURRENDERED” on the face of the envelope, the side with the voter’s signature.
- PLACE the surrendered ballot in Envelope No. 5. DO NOT PLACE SURRENDERED BALLOT IN BLUE BAG!
- CROSS out “VOTE-BY-MAIL VOTER” or handwritten red information in the signature space and have voter sign in same space.
- PUT a check at the end of the voter’s line and tell the Tally Clerk the line number.
- ALLOW voter to vote in the normal manner.

### Voter Wants To Surrender Ballot But Has No ID Envelope:



- GIVE the Voter a Green ID envelope.
- HAVE voter place ballot in envelope and complete the face (name and residence address) legibly. DO NOT HAVE VOTER SIGN!

WRITE “SURRENDERED” on the face of the envelope and proceed as instructed above.

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

Voter must vote a Provisional Ballot. Refer voter to Provisional Specialist.

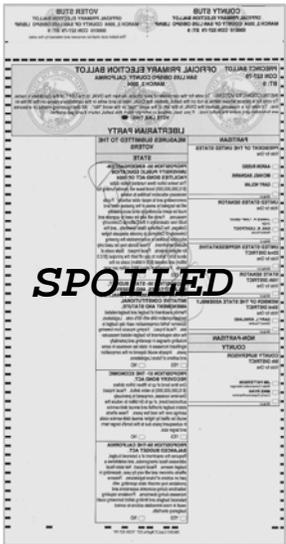
# TYPES OF BALLOTS

Below are other ballot scenarios including the processing of spoiled ballots:

## SPOILED BALLOTS

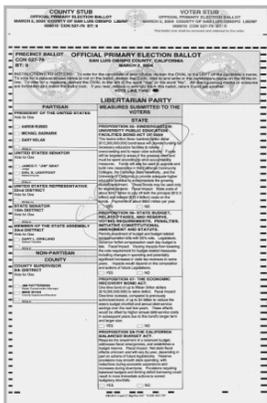
**IMPORTANT: If a voter allows his/her ballot to be deposited in the Ballot Box BEFORE indicating the ballot was spoiled, he/she MAY NOT be issued another ballot. Once the ballot is deposited it CANNOT be retrieved or another ballot issued for ANY reason.**

### Voter Makes An Error On The Ballot Requires a New Ballot



- If a voter makes an error on his/her ballot, he/she may turn in the spoiled ballot for a new one.
- **MAKE SURE** the voter is in the right precinct to get a new ballot. Check the roster for the voter's name.
- **WRITE "SPOILED"** on the ballot and **PLACE** it in Envelope No. 5.
- **REMEMBER TO KEEP TRACK** of the spoiled ballots in the "Spoiled Ballot" column on the Tally Sheet.
- A voter may **ONLY** receive a total of three Ballots.
- **REMINDER:** Election night, **WRITE** the spoiled ballot total on Line 5 of the Precinct Ballot Statement.

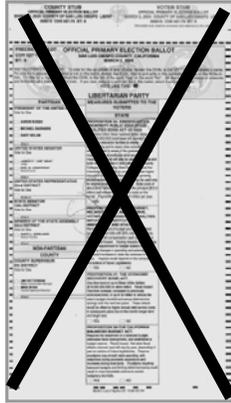
## WRITE-IN BALLOTS



- There are only propositions on the ballot and there will be no write-in ballots for this election.

### NON-PROCESSED BALLOTS

**Non-Processed:**



- Non-processed ballots will be discovered at the Elections office during the ballot counting. No additional steps will be taken at the polls on Election Day for the Special Election.

### AUTOMARK BALLOTS

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

**The Voting System Clerk will:**

- RECEIVE COMPLETED white Secrecy Envelopes from the Roster Clerk to insure the voter's privacy is maintained.
- EXPLAIN how to insert the ballots into the AutoMARK Unit.
- REMOVE the stubs from all ballots prior to their being issued.
- ISSUE ballots to all voters directed to use the AutoMARK Unit.

**The voter will:**

- 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 section of this manual (pages 37-54) provides step-by-step instruction for all of the above situations and also includes setup and closing procedures, troubleshooting and tips on assisting the disabled.

# PROBLEMS IN THE ROSTER-INDEX

IF:	THEN DO THE FOLLOWING:
<p style="text-align: center;"><b>VOTER'S NAME IS IN INACTIVE ROSTER:</b></p> 	<ul style="list-style-type: none"> <li>• If voter's name cannot be found in the front section of the Roster-Index and is located in the section titled "Inactive Voters" <b>follow the procedure listed on the sheet titled "Inactive Voter Roster"</b> located right before the INACTIVE section of the Roster-Index.</li> </ul> <p style="text-align: center;"><b>REMEMBER to count the signatures in the Inactive Voter Roster if you are counting roster signatures Election Night.</b></p>
<p style="text-align: center;"><b>VOTER IS AT THE SAME ADDRESS BUT NAME IS CHANGED:</b></p> 	<ul style="list-style-type: none"> <li>• ASK the voter sign his/her name as it was before the change and as it is at the time the person votes.</li> <li>• HAVE the voter indicate, by brackets, that the two names are the name of the same person.</li> <li>• GIVE the voter a new Voter Registration Card (VRC). If VRC is completed at the polls place in Envelope No. 2. Voters <b>MUST</b> complete a new VRC to change their name.</li> </ul>
<p style="text-align: center;"><b>VOTER SIGNED ROSTER, BUT DOES NOT VOTE:</b></p> 	<ul style="list-style-type: none"> <li>• LIST this voter's name on the Closing Certificate found on the inside back cover of the Roster-Index.</li> <li>• <b>BE SURE TO CHECK</b> the Closing Certificate when completing the closing procedure Election Night. This situation may cause the Precinct Ballot Statement to be out of balance on Election Night.</li> </ul>
<p style="text-align: center;"><b>VOTER LEAVES WITH BALLOT:</b></p> 	<ul style="list-style-type: none"> <li>• LIST this voter's name on the Closing Certificate.</li> <li>• <b>MAKE A NOTE on the Closing Certificate that a voter left with his/her ballot if the name cannot be remembered.</b></li> </ul> <p>BE SURE TO 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.</p>

## CHALLENGING A VOTER

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



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

**CHALLENGE LIST:**

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

## CORRECTIONS NEEDED IN THE ROSTER

**IF:**

**THEN DO THE FOLLOWING:**

**Voter reports there is OTHER incorrect information in the Roster of Active Voters such as spelling changes, duplication of names, family member no longer living at home, family member deceased, ETC.:**



- NOTE the correct information above the voter's name in the roster or if there is not enough room, at the end of the Active Roster. 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.
- It does not have to be completed at the polls but is encouraged so the voter does not forget.
- PLACE completed VRCs in Envelope No. 2.

# MEETING VOTERS' SPECIAL NEEDS

**VOTER INDICATES HE/SHE WISHES TO USE THE AUTOMARK UNIT TO MARK THE BALLOT:**

- **ISSUE** the voter an AutoMARK ballot with the stub **REMOVED**.  
Voter will have already received a white secrecy envelope from the Roster Clerk.
- **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 cast a ballot on the machine.  
**FOR FURTHER INFORMATION, SEE THE AUTOMARK MANUAL (PGS. 37-54)** **DIRECT** the voter to the Ballot Box Clerk to deposit the marked ballot.

**ACCOMMODATE VOTERS' REQUESTS, PROVIDING MINOR ASSISTANCE IF REQUESTED:**

## VOTER UNABLE TO SIGN ROSTER

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

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

## VOTER REQUESTS ASSISTANCE

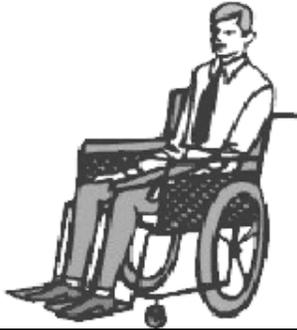
**IF A VOTER REQUESTS ASSISTANCE:**



- 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 also assist.
- **PRINT** the voter's name on the "Assisted Voters List", which is on the first page of the Roster of Active Voters.
- No signatures are required on the "Assisted Voters List."
- Voters using the AutoMARK Unit will not be listed on the "Assisted Voter's List".

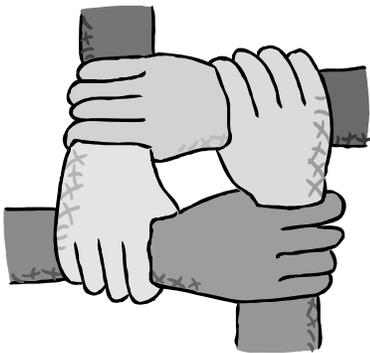
## CURBSIDE VOTER

### VOTER CANNOT ENTER THE POLLING PLACE:



- DETERMINE if the voter is eligible to vote by locating his/her name on the Combined Roster-Index. If the voter is not listed in your index, he/she may vote provisionally.
- TAKE the Roster-Index, pen, ballot, secrecy sleeve and anything else necessary to the voter. 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 Procedures if voter is required to vote provisionally.

## MEETING VOTERS' SPECIAL NEEDS TIPS



- BE CONSIDERATE of extra time it might take for an elderly or disabled person to get things done, and give unhurried attention to a person who has difficulty speaking.
- DO NOT be overly attentive or insist on giving more help than is needed or requested.
- SPEAK DIRECTLY to the voter rather than to a companion or assistant.
- SPEAK CALMLY, slowly and directly to a person with a hearing problem. Facial expressions, gestures and body movements help in understanding. Do not shout or speak in a person's ear. Write a note to the person with a hearing problem, if needed.
- BEFORE ASSISTING a person in a wheelchair, ask if help is needed and how to proceed.
- GREET a visually impaired person by letting them know who and where you are. Provide a guiding device such as a ruler or card for signing forms.
- BE AWARE that dogs assisting people with disabilities should be admitted into all buildings.

## VOTERS WITH CHILDREN

### CHILDREN UNDER THE AGE OF 18 MAY ACCOMPANY A VOTER INTO THE VOTING BOOTH:

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

## ACCIDENTS, EMERGENCIES AND PROBLEMS

<p><b>IF YOU NEED EMERGENCY ASSISTANCE:</b></p>	<ul style="list-style-type: none"> <li>• For ambulance, police or fire DIAL 911 for immediate assistance.</li> </ul>
<p><b>IF YOU HAVE A PROBLEM THAT IS NOT AN EMERGENCY:</b></p>	<ul style="list-style-type: none"> <li>• CALL the Elections Office for assistance: 805-781-4106</li> </ul>
<p><b>IF AN ACCIDENT HAS OCCURRED:</b></p>	<ul style="list-style-type: none"> <li>• YOU MUST CALL the Elections Office immediately: 805-781-4106</li> </ul>
<p><b>NEWS MEDIA:</b></p> 	<p>If contacted by any representative of the newspaper, radio or TV news media:</p> <ul style="list-style-type: none"> <li>• Any information available to the general public may be provided.</li> <li>• <b>CALL the Elections Office</b> at 805-781-4106 if unsure about what information to provide.</li> </ul>
<p><b>PICTURES OR FILMING:</b></p> 	<p>If members of the media wish to take pictures at the polls, keep in mind the following:</p> <ul style="list-style-type: none"> <li>• Their activities <b>must not</b> interfere with the voting process.</li> <li>• They <b>may not</b> be in the area of the voting booths.</li> <li>• Permission of the voters at the polls must be obtained before any picture taking or filming is done.</li> <li>• <b>State law prohibits ANYONE from filming voters entering or leaving a polling place for the purposes of intimidation.</b></li> </ul>
<p><b>EXIT POLLING:</b></p> 	<p>Exit polling IS NOT electioneering.</p> <ul style="list-style-type: none"> <li>• It is talking to a voter after the voter has voted and left the polling place about topics relating to the election.</li> <li>• All exit polling must be done at least 25 feet from the exit of the poll.</li> </ul>

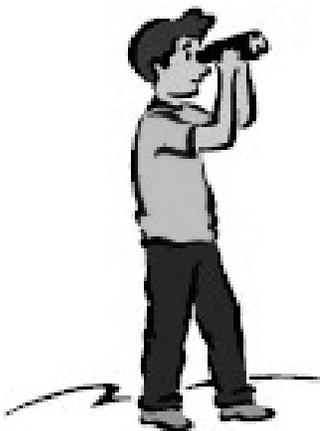
## ACCIDENTS, EMERGENCIES AND PROBLEMS, CONTINUED

### ELECTIONEERING:



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

### POLL WATCHERS:



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

#### THEY MAY:

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

#### THEY MAY NOT:

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

# PROVISIONAL BALLOTS AND RETURNED VOTED VOTE-BY-MAIL BALLOTS

## REMINDERS

### • PROVISIONAL BALLOTS

- The **PROVISIONAL/VOTE-BY-MAIL BALLOT STATEMENT** is now on the next to the last page of the Provisional Roster, which will be in the Blue Bag. The Provisional Specialist and the Inspector will SIGN it after the polls close on Election night.
- The Provisional/Vote-by-Mail Tally Sheet is also in the back page of that roster.
- TAPE the Tally Sheet to the top of the Blue Bag as a reminder to track both the Voted Vote-by-Mail ballots (see below) and the Provisional ballots as they are returned Election Day.
  - TALLY both types of ballots on the Tally Sheet before dropping them in the Blue Bag because there will be no access to the ballots once they are inside the bag.
- DO NOT OPEN THE BLUE BAG ONCE IT IS SEALED ELECTION MORNING, unless instructed to do so by the Elections Office or the Precinct Assistant.

### • RETURNED VOTED VOTE-BY-MAIL BALLOTS

- The Provisional Specialist accepts RETURNED VOTED VOTE-BY-MAIL BALLOTS.
- UNDERSTAND the difference between RETURNED VOTED VOTE-BY-MAIL BALLOTS and SURRENDERED VOTE-BY-MAIL BALLOTS. The complete definitions are in the Glossary in the Elections Procedure Manual.
  - SURRENDERED VOTE-BY-MAIL BALLOTS: A voter is returning his/her ballot so he/she can vote at the precinct. **This voter goes to the Roster Clerk.**
  - RETURNED VOTED VOTE-BY-MAIL BALLOTS: A voter is bringing in his/her completed ballot to be counted. These are ballots to accept, tally, and deposit in the Blue Bag.

=====

## BEFORE THE POLLS OPEN

In addition to the Blue Bag and its seal, the following supplies will be received:

- Pink provisional envelopes
- Pink provisional roster
- Pink provisional information sheet titled, PROVISIONAL VOTER INFORMATION. KEEP one copy at the Provisional Specialist table and GIVE the pad to the Roster Clerk.
  - Each provisional voter will bring this sheet to the Provisional Specialist to notify why he/she is voting provisionally. The sheet is to be retained by the voter as it contains information on how to contact the Elections office after the Election to determine if the provisional ballot was counted.
- Voter registration cards
- Street Poll Place Look-up
- Green Vote-by-Mail ID Envelopes and Instructions (Give some envelopes to the Roster Clerk for Surrendered ballots without an envelope)

# PROVISIONAL BALLOTS

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

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

IF ANY OF THE FOLLOWING OCCUR:	THEN FOLLOW THESE INSTRUCTIONS:
<ol style="list-style-type: none"> <li>1. Voter's name is not on the Combined Roster-Index (on the Active, Late Registrant or Inactive list).</li> <li>2. Voter's name is in the Combined Roster-Index but he/she no longer lives at the address listed.</li> <li>3. Voter's name is in the Combined Roster-Index with either "VOTE-BY-MAIL VOTER" or handwritten red information in their signature space and the voter is unable to surrender the Vote-by-Mail Ballot</li> <li>4. The words "ID REQUIRED" appear in the voter's signature space and he/she is unable to provide identification</li> <li>5. The Elections Office or a Precinct Assistant instructed that a provisional ballot be issued.</li> </ol> <div style="text-align: center; margin-top: 10px;">  </div> <p style="margin-top: 10px;"><b>INSTRUCTIONS CONTINUED ON NEXT PAGE:</b></p> <div style="text-align: center; margin-top: 10px;">  </div>	<ul style="list-style-type: none"> <li>• ENSURE the voter resides in the voting precinct. USE the Street Poll Place Look Up to verify the address is within the precinct boundaries.</li> <li>• If the voter does not reside within your precinct, REFER the voter to the proper precinct if the precinct is in the same building.</li> <li>• <b>FOR THIS ELECTION ONLY</b>, every voter will be voting the same ballot type so you can allow any voter to vote provisionally at your precinct.</li> <li>• COMPLETE the Provisional Ballot Envelope (see pp. 32-33 for example):</li> <li>• REMIND the voter to complete the "Declaration" LEGIBLY and sign his/her name. If the information cannot be read or the envelope is not signed, the ballot will NOT be counted. CHECK for legibility BEFORE the voter leaves.</li> <li>• COMPLETE the Provisional Voter Roster page with the voter's name and residence address.</li> <li>• HAVE the Voter SIGN next to the address.</li> <li>• ISSUE the ballot. Cross out Poll Ballot in the upper left corner of the ballot and write Provisional.</li> <li>• TRI-FOLD the ballot along the horizontal score lines to fit the envelope and hand it to the voter. Instruct voter on how to complete the ballot, if necessary.</li> </ul>

## PROVISIONAL BALLOTS, CONTINUED

### INSTRUCTIONS CONTINUED FROM PREVIOUS PAGE:



- REMIND voter to return the envelope to the Provisional Specialist and NOT to the Ballot Box. When the envelope is returned, VERIFY all information has been completed legibly one more time.
- PLACE the voted ballot, sealed in the completed Provisional Ballot Envelope, in the Blue Bag. MARK one number off on the Tally Sheet on the Blue Bag.
- REMIND the voter he/she may call the Election Office to find out whether or not the ballot was counted. (See No. 6 on the pink Provisional Voter Information Sheet.)
- Voters who have moved should be given a new Voter Registration Card.
- INSERT the completed VRC into the pocket of the provisional envelope (not inside the envelope) if the voter completes it at the precinct or place in Envelope No. 2.
- ISSUE a ballot to any provisional voter who desires to vote on the AutoMARK Voter Assist Terminal.
  - The Roster Clerk will send the voter to the Provisional Specialist with a white AutoMARK Secrecy Envelope.
  - The Provisional Specialist will get the AutoMARK ballot from the Voting System Clerk for the voter.
  - TAPE the pink provisional envelope to the outside of the AutoMARK envelope. The rest of the provisional procedure is the same.

**It is IMPORTANT that Provisional Ballots be returned by the voter sealed in a Provisional Ballot Envelope.**

**DO NOT deposit a provisional ballot in the Ballot Box.**

DO NOT FILL OUT

**FOR OFFICE USE ONLY**

Voter ID	Voting	BT	Compatible?	Count
	Correct Pct	BT	<input type="checkbox"/> Yes <input type="checkbox"/> Remake	Don't Count
<input type="checkbox"/> Active	<input type="checkbox"/> Reinstated	Verifier's Name	Don't Count Reasons:	
<input type="checkbox"/> Inactive	<input type="checkbox"/> Change		<input type="checkbox"/> Not Registered	
<input type="checkbox"/> Cancelled	<input type="checkbox"/> Send VRC		<input type="checkbox"/> Voted AV	
<input type="checkbox"/> Pending			<input type="checkbox"/> No Sign Match	
			<input type="checkbox"/> Other	

**FOR THE PRECINCT OFFICER**  
Complete the Following:

Precinct No: \_\_\_\_\_ Name of Precinct Officer: \_\_\_\_\_

Check a Box (or describe situation in comment box)

- Name not in Active or Inactive Voter Roster
- Voter has moved within county and did not re-register
- Absentee Voter — no ballot to surrender
- First Time Voter — no proof of identification
- Voter claims to be registered in a different political party than shown in Index (Primary Only)
- Party Ballot Issued to Voter (primary only)

Use this space to write comment on situation not covered above:

**IMPORTANT!**  
**CHOOSE A REASON**

**PROVISIONAL BALLOT ENVELOPE**  
(VOTING TWICE IS A FELONY)

PROVISIONAL SPECIALIST  
MUST FILL OUT ON  
ELECTION DAY

**FOR THE VOTER COMPLETE AND SIGN**

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Current Residence Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*If Moved Since Last Registration:*

Previous Residence Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ US State or Foreign Country of Birth \_\_\_\_\_

I am a citizen of the United States:  Yes  No

I am 18 years of age or older:  Yes  No

Calif. Driver's License or I.D. # or last 4 digits of SS #: \_\_\_\_\_

I do not possess a CA DL, ID or SS Card

Registered Political Party: \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ (Optional)

**Voter Declaration:**  
I declare under penalty of perjury that I am a U.S. 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.  
I am a registered voter, and the person whose name appears on this envelope, I understand that voting twice constitutes a crime, and I have not voted previously in this election either by absentee ballot or at any other polling place.

Voter Signs Here \_\_\_\_\_ Date \_\_\_\_\_

MUST BE FILLED IN COMPLETELY AND LEGIBLY

FAILURE TO DO SO MAY PREVENT BALLOT FROM BEING COUNTED

MUST BE SIGNED

FRONT

BALLOT  
GOES IN  
ENVELOPE  
TRI-FOLDED  
(SEALED)

# PROVISIONAL BALLOT ENVELOPE

INSERT VOTER REGISTRATION  
FORMS HERE (NOT SEALED)

DO NOT FILL OUT THIS  
SIDE

**Voter Information — Provisional Ballot**  
(Elections Code Sections 14310 and 14311)  
You have been asked to vote a provisional ballot due to one of the following reasons:  
Precinct Worker Please Circle Reason

1. Your name is not on the official roster of voters at this precinct and your voting eligibility cannot be verified by the precinct officer today. The Elections Official's Office will check the registration records. If further research determines you are eligible to vote in this precinct, your provisional ballot will be counted.
2. You have moved within the county but did not re-register to vote. Your prior registration will be verified by the Elections Official's Office before your provisional ballot will be counted. Your registration will then be updated with your current address.
3. Records indicate that you have requested an absentee ballot that you cannot surrender to the precinct officer. The Elections Official's Office will check the records, and if you did not vote an Absentee Ballot, your provisional ballot will be counted.
4. You are a first-time Federal Election voter and were unable to provide proof of identification.
5. You claim to be registered in a different political party than shown in Index. (Primary Only)

Party affiliation of enclosed ballot (Primary Only)

Provisional ballots shall not be included in any official canvass except as follows:

1. The Elections Official's Office establishes prior to the completion of the official canvass (vote tally), from voter registration records, the claimant's eligibility to vote.
- OR
2. By order of a Superior Court in the county of the voter's residence. A voter may seek the court order specified in the section regarding his or her own ballot at any time prior to the completion of the official canvass. Any judicial action or appeal shall have priority over all other civil matters.

BACK

# RETURNED VOTED VOTE-BY-MAIL BALLOTS

All voters receiving Vote-by-Mail ballots will have the words "VOTE-BY-MAIL VOTER" preprinted or handwritten in their signature space on the Roster-Index.

## DO NOT HAVE THESE VOTERS SIGN THE PROVISIONAL ROSTER!

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

#### Voter Turns In Own Ballot In its ID Envelope:



- A voter may turn in his/her voted Vote-by-Mail Ballot at your Polling Place, whether registered in the precinct or not. **BUT:**
- **MAKE SURE** the ballot is from San Luis Obispo County.
- **CHECK** to make sure the voter has signed the ID Envelope.
- **Voter must SIGN on the line provided on the Vote-by-Mail ID Envelope or it will not be counted.**
- **PLACE** the signed ID envelope in the Blue Bag. **MARK** one number off on the Tally Sheet on the Blue Bag.

#### Voter Returns Voted Ballot but Does Not Have the ID Envelope:

**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 (8:00pm) 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 A. Voter*  
Signature of Voter (This signature must be in the voter's own handwriting)

**123 Anywhere Lane San Luis Obispo**  
Residence address in San Luis Obispo County (P.O. Box will not accept)

Date: *11/7/06*

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, please sign mark an "X" and have it witnessed by one (1) person.

Witness X

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

Print name of designee returning ballot: *John A. Voter*  
 Signature of designee returning ballot: *93408*

- **GIVE** the Voter a Green ID envelope.
- **ASK** the voter to complete the information on the ID envelope: Printed Name, Residence Address and **SIGNATURE (see example on pg 35).**
- **MAKE SURE** the name is legible **BEFORE** voter leaves.
- **ASK** voter to place ballot inside the envelope and seal it.
- **PLACE** sealed envelope in the Blue Bag. **MARK** one number off on the Tally Sheet on the Blue Bag.

#### Voter's Ballot and Envelope Returned By Someone Else:

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

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

- The authorization on the right side of the ID envelope **MUST** be completed. If incomplete, have the person returning the ballot complete the authorization and circle the relationship.
- If the person insists on returning the ballot without completing the authorization, accept it, and note on the ID envelope the ballot was returned by an unauthorized person.

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

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

**DECLARATION OF VOTER**

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

SIGN HERE  Signature of Voter (Do Not Print/Balot will not be counted without signature)  
John Q. Voter  
Residence address in San Luis Obispo County (P O Box not acceptable)  
555 Main St.  
Date: 01/10/18

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

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

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

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

MUST BE COMPLETED LEGIBLY

VOTER MUST SIGN OR THE BALLOT CANNOT BE COUNTED

## **AFTER THE POLLS CLOSE:**

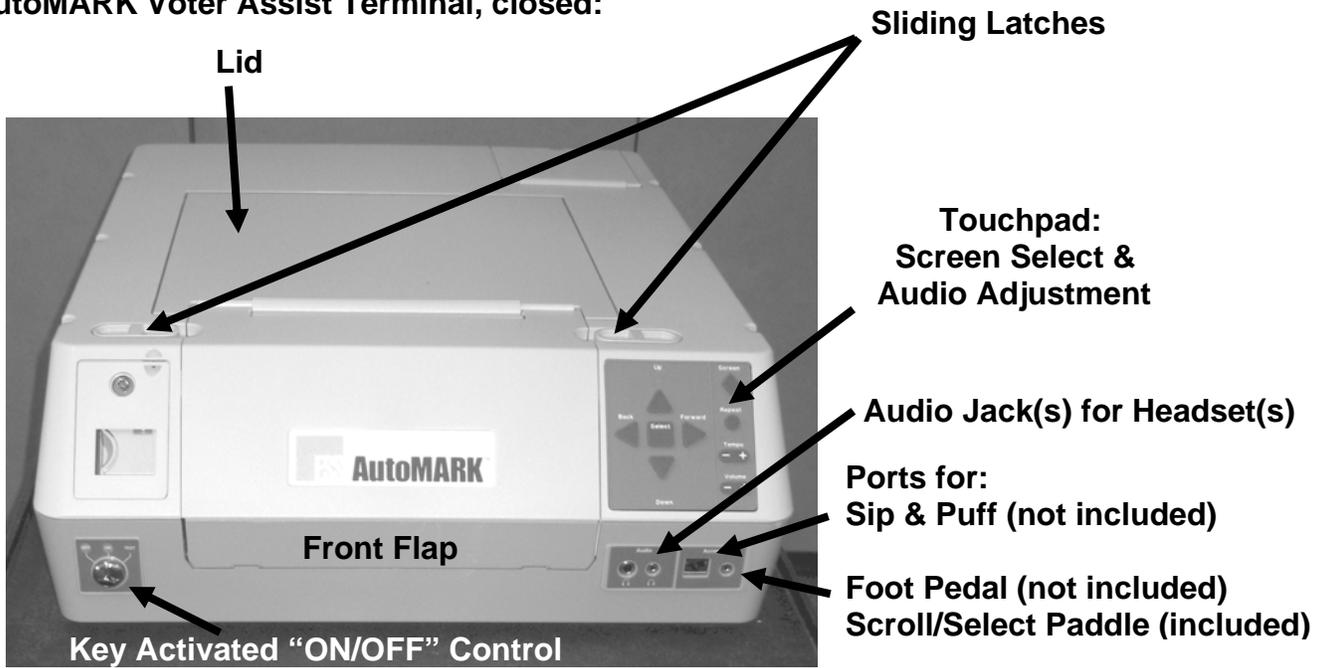
1. **COMPLETE THE PROVISIONAL BALLOT STATEMENT** (located in the back of the provisional roster)
  - a. ENTER the number of ballots received to be used as Provisional Ballots on Line 1.
  - b. ENTER the number of provisional ballots issued on Line 2
  - c. ENTER the number of returned voted vote-by-mail ballots on Line 3
  - d. TOTAL Lines 2 and 3 and Enter total on Line 4
  - e. ENTER the number of spoiled provisional ballots on Line 5
  - f. COUNT the number of remaining ballots and Enter on Line 6.
2. **COMPLETE INFORMATION ON ENVELOPE No. 2.**
  - a. COUNT AND RECORD the number of completed voter registration cards. Replace cards in envelope.
  - b. RECORD the number of AutoMARK ballots (if any) and place them in the envelope.
3. GIVE the unused ballots from those used for provisional ballots to be placed in Envelope No. 5.
4. MAKE SURE all the materials are ready for return:
  - a. **In Envelope No. 2:**
    - i. Provisional Roster
    - ii. Provisional and Vote-by-Mail tally sheet
    - iii. Any AutoMARK ballots
    - iv. Any Voter Registration Cards
    - v. Completed Voter Equipment Incident Report (if any)
    - vi. AutoMARK Ballot Statement (if inspector is the Lead Inspector)
  - b. **Blue Bag with seal intact**
  - c. Put all other materials into the Supply Tub
5. GIVE **Envelope No. 2 and the Blue Bag** to the Inspector for return to the Regional Collection Center. Both of these contain voted ballots that must be returned for safekeeping to the Elections office on Election night to ensure the integrity of the Election.

# UNDERSTANDING THE AutoMARK VOTER ASSIST TERMINAL

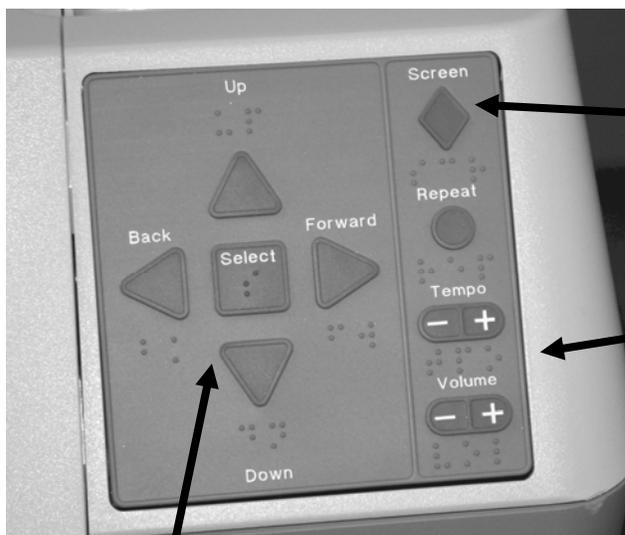
The AutoMARK is a ballot marking system allowing voters with special needs to mark an optical scan ballot, unassisted. The unit DOES NOT tally or store votes. Key Features of the AutoMARK will be covered in the following pages.

## UNDERSTANDING THE PARTS AND PIECES

AutoMARK Voter Assist Terminal, closed:



### TOUCHPAD ENLARGEMENT



**Screen "Diamond" Button**  
Use to Black out screen

**Audio Controls:**  
Repeat  
Tempo: Slow/Fast  
Volume: Up/Down

**Buttons for:**  
Moving Up/Down/Back/Forward, Next, and Select

**NOTE: All control buttons have corresponding Braille instructions**

# SETTING UP THE AutoMARK VOTER ASSIST TERMINAL

The AutoMARK Unit will be delivered to the polling place with the voting booths. The AutoMARK will be placed on the accompanying table by the Election delivery crew and the 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 YOU NEED TO MOVE THE AUTOMARK, TWO WORKERS MUST CARRY THE TABLE TO THE NEW LOCATION. PULLING OR DRAGGING WILL COLLAPSE THE TABLE LEGS.



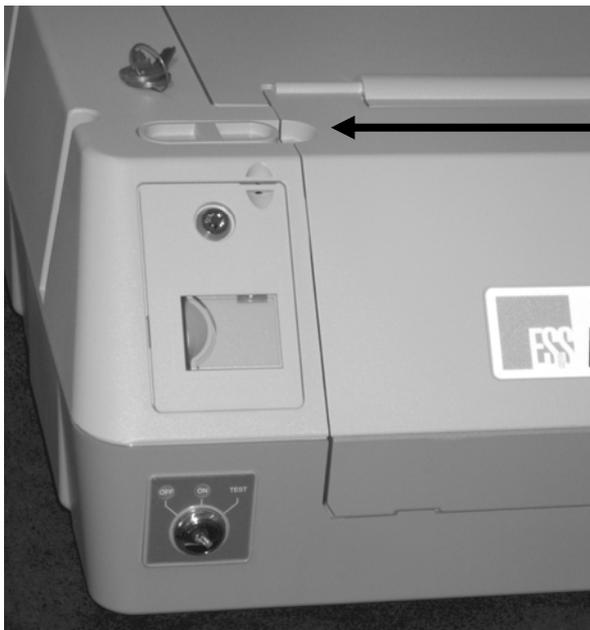
1. REMOVE the power cord, keys, and headset from the clear plastic AutoMARK Supply Bag. REMOVE Scroll/Select Paddle from its box.

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.



The Key Activated “ON/OFF” control will light up in red in the “OFF” position.

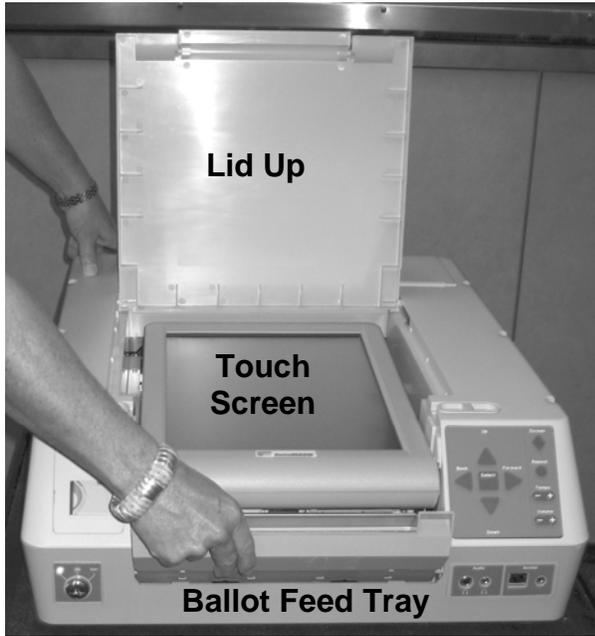
If the red light does not appear, you are not receiving power. Try another outlet or check to see if there is a switch that controls the outlet.



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

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





**AutoMARK Voter Assist Terminal, open.**

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



6. PULL up and out on the Ballot Feed Tray.

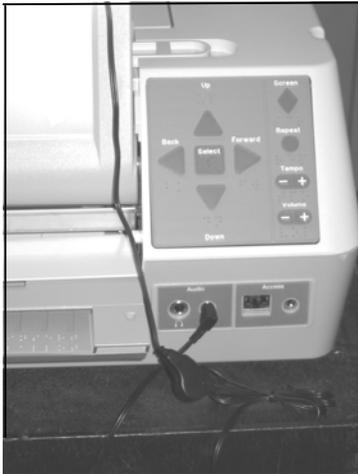


7. LIFT the screen to the full upright position. MOVE back sliding latches behind screen to prevent from falling backward.

8. CLOSE the lid behind the screen.

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

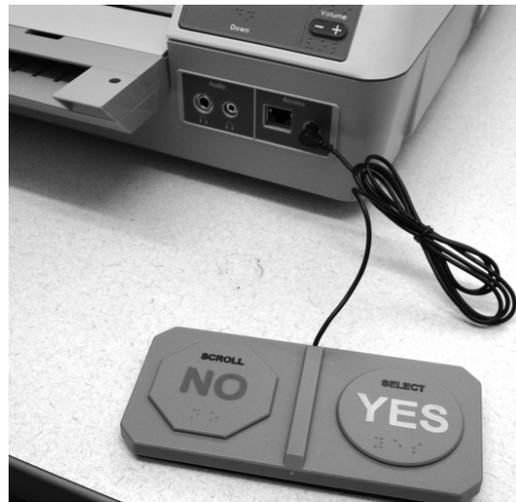




9. Plug headset in Audio socket to the right, rest on table.

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

10. Plug Scroll/Select Paddle into the Access plug 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, you are not receiving power. Check your power supply.

It may take about five minutes to load the information.

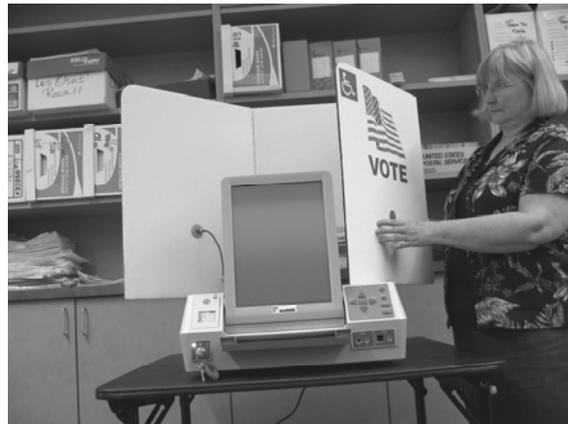


12. REMOVE the keys and slip them around your wrist. Wear them throughout the day.

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

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

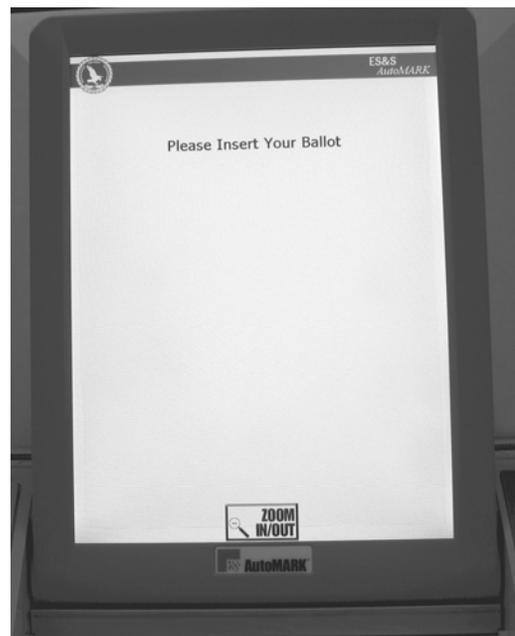
This screen was placed on top of the AutoMARK when delivered.



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 AccuVote ballots into the AutoMARK machine.



# ISSUING AutoMARK BALLOTS

The AutoMARK ballots MUST be compared with the Sample Ballot booklets from every precinct in the polling place to insure 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 Inspector, to be used ONLY with the AutoMARK Voter Assist Terminal.



**THE PERFORATED COUNTY AND VOTER STUBS ARE 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 to issue.
2. ISSUE the voter the correct ballot. For this Election, there is only 1 ballot type.
3. REMOVE the stub at the PERFORATION between BALLOT and STUBS. Give Voter stub to voter and retain County stub for records.
4. DIRECT the voter to the AutoMARK to begin voting.
5. SEE page 50 for Assisting Voters with Special Needs.

AUTOMARK BALLOT ENVELOPE

PRECINCT: 101

PARTY: N/A

BALLOT TYPE: 5

USE OF SECRECY SLEEVE

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

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

BT : 005
32250

**OFFICIAL BALLOT**

**19TH CONGRESSIONAL, 14TH SENATE, 25TH ASSEMBLY DISTRICTS**

This ballot stub shall be removed and retained by the voter. Absentee voters please remove this stub before mailing.

I HAVE VOTED - HAVE YOU?

BT : 005
32250

**REPUBLICAN**

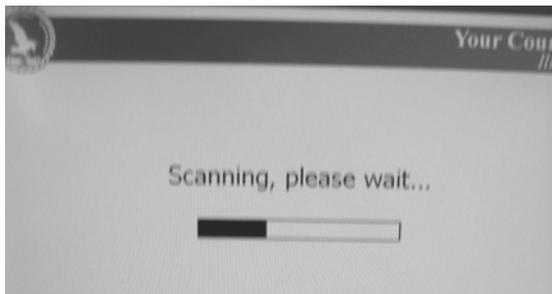
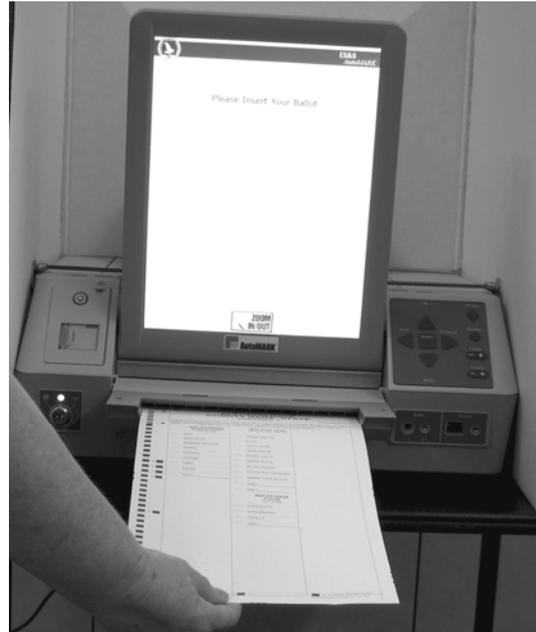
50007
815
011

© 2008

# VOTING ON THE AutoMARK VOTER ASSIST TERMINAL

VOTERS will perform the following steps to vote a ballot:

1. VOTER INSERTS the ballot in any 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.

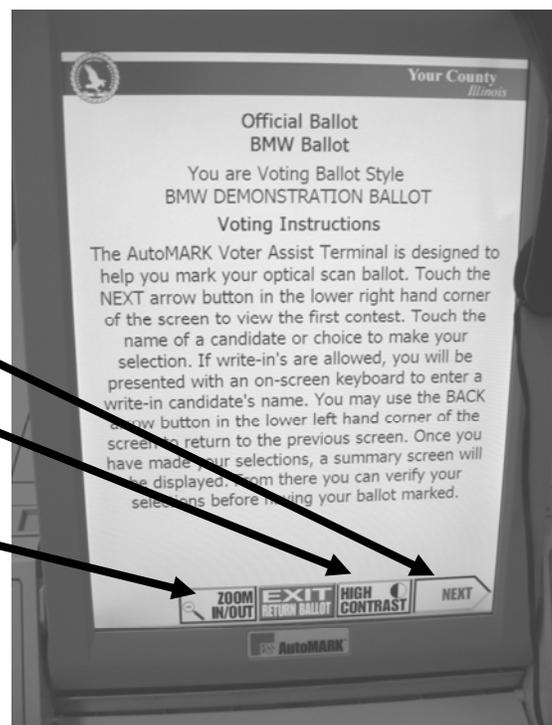
Once the ballot has been loaded, instructions will appear on the screen. If using the headset, the voter will be read the ballot.

**Select "NEXT" to advance page.**

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

**Select "ZOOM" to increase font size.**

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



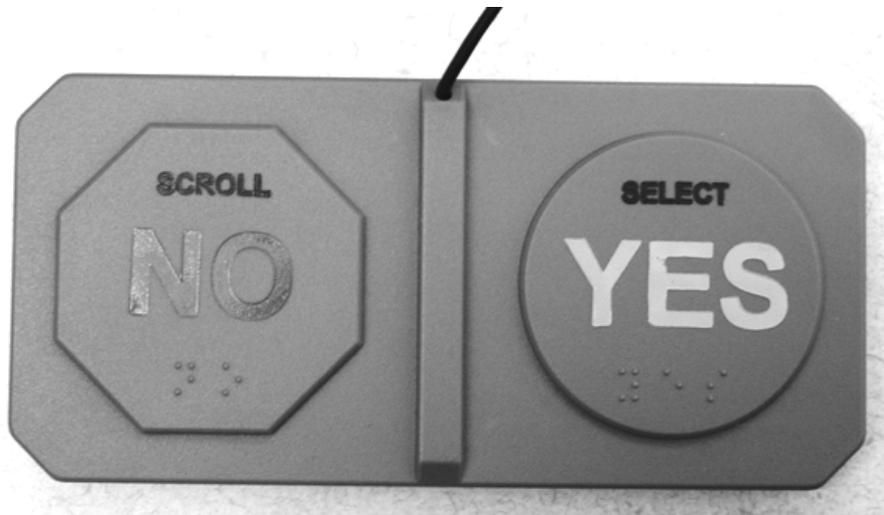
3. Voters who using the SCROLL/SELECT paddle will use the NO/YES words on the paddle when voting on a No/Yes question.

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.**

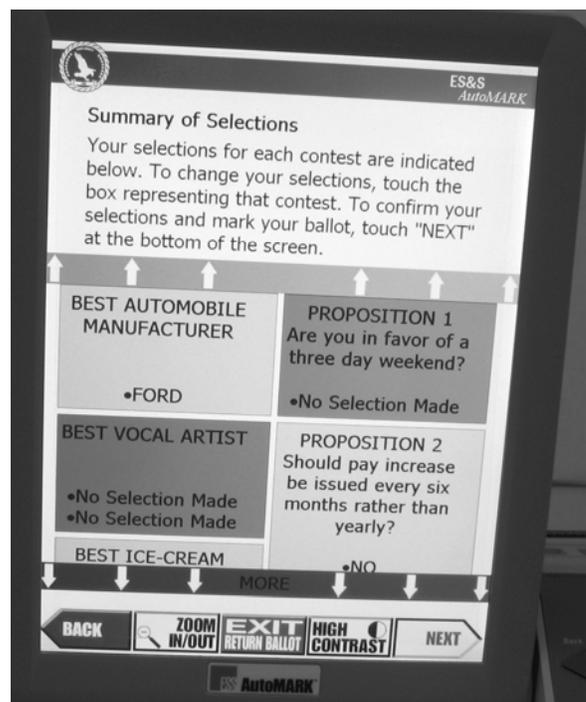
4. To change a selection, touch the new choice.



5. 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.



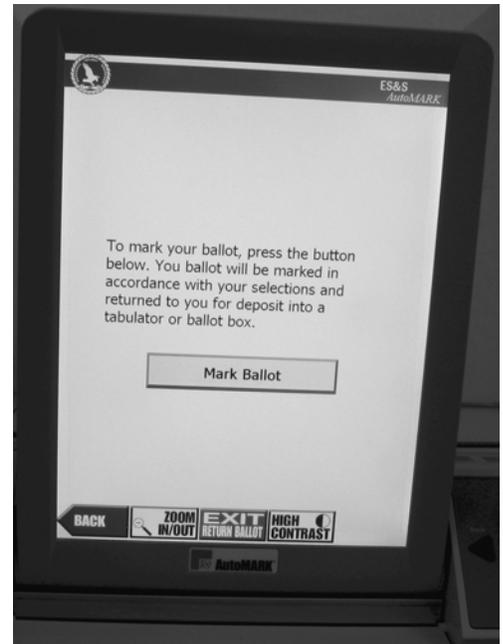


The Ballot will begin being processed.

6. SELECTING "NEXT" on the Summary Screen will bring up the "Mark Ballot" screen.

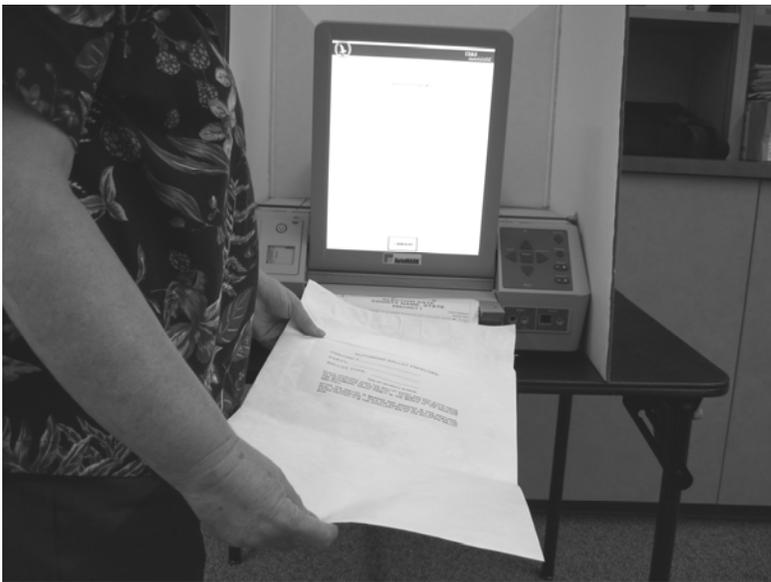
Once "Mark Ballot" is selected, the screen will indicate: "Your ballot is being processed."

This may take several minutes.



7. Once marked, the ballot will be ejected.

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



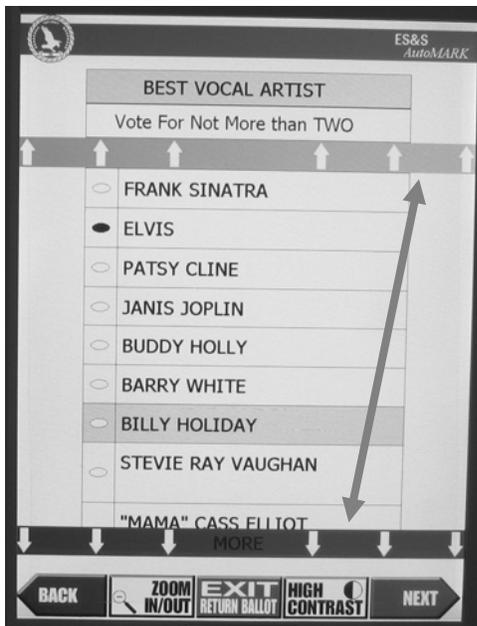
8. VOTER PLACES marked ballot, sealed in the secrecy envelope, in the Ballot Box.

# WARNING NOTICES FOR VOTERS

Warning features alert voters to situations where they have:

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

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



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

**OVERVOTE**

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

**OK**

**UNDER-VOTE**

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

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

**ALERT**

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

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

## CLOSING THE AutoMARK Voter Assist Terminal



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

2. REMOVE Privacy Screen and set aside.



3. RAISE the lid, slide the latches, and lowers the screen to flat position.

4. CLOSE the lid.



5. FOLD UP ballot feed tray.



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

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



8. UNPLUG the power cord, headset, and paddle.  
PLACE cord, headset, and key in the AutoMARK  
Supply Bag. Scroll/Select Paddle goes in the  
small plastic bag inside of the small paddle box.

Unused AutoMARK ballots go in Envelope No. 5

The AutoMARK Ballot Statement goes in  
Envelope No. 2.

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

The AutoMARK Supply Bag and the small  
paddle box get placed in the Precinct 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 but there are times when some help may be required.

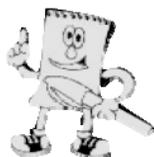
Here are some tips:

### 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 office provided 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, they may navigate the ballot by using “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 sleeve and **DEPOSIT** it in the Ballot Box.



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

## TROUBLESHOOTING THE AutoMARK VOTER ASSIST TERMINAL

Please call if you have problems or question concerning the AutoMARK or any other election issues: 781-4106

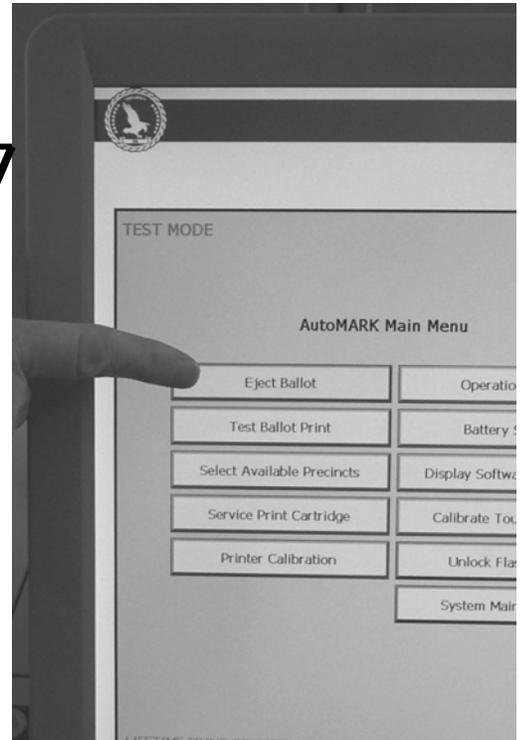
ERROR MESSAGE	PROBLEM	SOLUTION
Setup failed	Initial setup procedures failed.	Turn unit off and then back on.
Unrecognized Ballot	Unit did not recognize ballot. The ballot may not have been inserted properly or the stub may be attached.	“EXIT” ballot & RE-insert ballot.
Ballot Marked Successful	Ballot was marked but no printed ballot was ejected from unit.	See instructions on Jammed Ballot Procedure p. 52
Ballot Returned Unmarked	Ballot was ejected before it was printed.  Voter may have accidentally touched the “EXIT Return Ballot” button, or ballot was misfed.	<b>Re-insert ballot.</b>
Marked Ballot Inserted	Marked ballot was reinserted into the unit.	Voter may re-insert the ballot to verify the AutoMARK can read the choices; <b>BUT NO CHANGES</b> 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	<b>SEE THE FOLLOWING PAGES FOR FURTHER OPTIONS</b>	See instructions on Jammed Ballot Procedure p. 52
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.

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



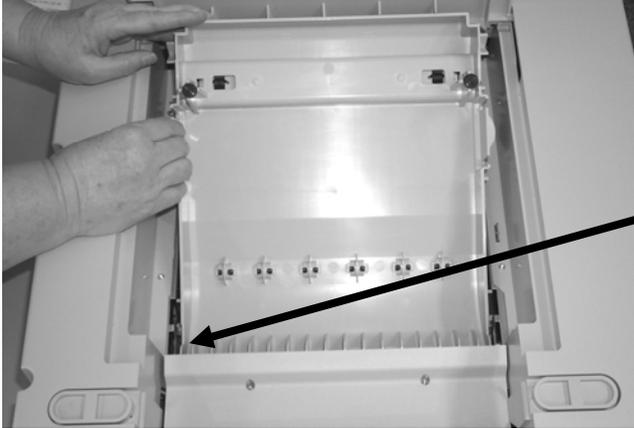
IF BALLOT DOES NOT EJECT:

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 only 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 the tab on the left to the right and push in to 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 sleeve 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; i.e. 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 sleeve and DEPOSIT the ballot in the Ballot Box.

**IF YOU HAVE ANY OTHER ERROR MESSAGE ON THE SCREEN: TURN THE AutoMARK OFF, WAIT AND TURN IT BACK TO RE-SET. IF THE ERROR MESSAGE STILL APPEARS, CALL THE ELECTIONS OFFICE AT 781-4106 IMMEDIATELY.**

## GLOSSARY

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

Capitalized words are other terms defined in this glossary.

<b>ABSENTEE BALLOT:</b>	See VOTE-BY-MAIL Ballot
<b>ABSENTEE VOTER:</b>	See VOTE-BY-MAIL Voter
<b>ADOPT-A-POLL:</b>	Program where community groups are staffing various PRECINCTS on Election Day.
<b>ASSISTED VOTER LIST:</b>	See LIST OF ASSISTED VOTERS.
<b>AUTOMARK</b>	The AutoMARK Voter Assist Terminal is a ballot marking system allowing voters with special needs to mark an optical scan ballot, unassisted. The unit DOES NOT tally or store votes.
<b>AutoMARK BALLOT STATEMENT:</b>	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.
<b>BALLOT:</b>	The actual card on which each VOTER makes his/her choice on the issues to be decided at the current election. For the Statewide Special Election San Luis Obispo County will only supply Poll and AutoMARK ballots for the polling places.
<b>BALLOT BOX</b>	For the Statewide Special Election the normal black ballot box housing the AccuVote unit is being replaced by a small Ballot Box. This is the tub in which the precinct supplies were delivered to the inspector. All supplies will be removed; the box will be sealed after the first voter of the day verifies that it is empty and placed on its side so the ballot slot is facing up.
<b>BALLOT SERIAL NUMBER:</b>	The identifying number on the stubs of each BALLOT. On the <b>Poll ballots</b> , the stubs are at the <b>top</b> of the ballot. The <b>AutoMARK ballots</b> have the stubs on the <b>bottom</b> . The <b>VOTER STUB must be removed</b> before the BALLOT is inserted into the AutoMARK

<b>BALLOT STATEMENT (or BALLOT STATEMENT CERTIFICATE OF PACKAGING AND SEALING):</b>	See PRECINCT BALLOT STATEMENT.
<b>BALLOT TYPE:</b>	The unique combination of contests listed on a ballot card constitutes a ballot type. The BALLOT TYPE is indicated in a specific column in the COMBINED ROSTER-INDEX for each voter and on the top left corner of the ballot. Only one BALLOT TYPE for the May 19, 2009 Election.
<b>BLUE BAG</b>	The bag for returning VOTED VOTE-BY-MAIL and PROVISIONAL BALLOTS to the REGIONAL COLLECTION CENTER Election night, PRECINCT WORKERS will set up this bag into a box format with plastic supports inside the bag on Election morning.
<b>BOOTH:</b>	See VOTING BOOTH.
<b>CANVAS BAG (MAY ALSO BE BLACK NYLON):</b>	Bag for PRECINCT WORKERS to return certain election supplies to REGIONAL/CENTRAL COLLECTION CENTERS election night.
<b>CERTIFICATE OF PACKAGING AND SEALING</b>	The bottom part of the POLL BALLOT STATEMENT. PRECINCT WORKERS present at closing will sign this verifying the accuracy of the election.
<b>CHALLENGE LIST:</b>	The list located on the front page of the COMBINED ROSTER-INDEX for Challenged Voters.
<b>CHALLENGED VOTER:</b>	A VOTER whose ELIGIBILITY TO VOTE is orally challenged by the PRECINCT BOARD for specific reasons.
<b>COMBINED ROSTER-INDEX (or ROSTER):</b>	The book where all VOTERS registered in the precinct are listed and the VOTERS sign. The roster contains an alphabetical listing of active voters, followed by an alphabetical listing of INACTIVE VOTERS (green pages). Some precincts may also have a page of LATE REGISTRANTS.
<b>CONSOLIDATED (CON) PRECINCT:</b>	Individual PRECINCTS are combined (or consolidated) into CONSOLIDATED PRECINCTS for voting purposes. General usage also shortens this to PRECINCT or CON PRECINCT.
<b>CONTAINER FOR VOTED BALLOTS:</b>	The box(es) in which your BALLOTS were delivered becomes the box(es) to return the VOTED BALLOTS to the REGIONAL or CENTRAL COLLECTION CENTER on ELECTION night.

<b>COUNTY STUB:</b>	The stub portion of the BALLOT that is stapled to the pad. <b>Poll ballots</b> have the <b>COUNTY STUBS</b> on the <b>upper left</b> side. On the AutoMARK ballots the <b>COUNTY STUB</b> is on the <b>bottom</b> . These stubs are retained and placed in ENVELOPE No. 5 after the close of the polls.
<b>DECLARATION OF PRECINCT OFFICERS:</b>	The statement located on the inside front cover of the COMBINED ROSTER-INDEX (ROSTER). Each PRECINCT WORKER must sign this declaration and have it witnessed before beginning his/her assigned duties.
<b>ELECTION BOARD:</b>	See PRECINCT BOARD.
<b>ELECTION OFFICERS:</b>	See PRECINCT WORKERS.
<b>ELECTIONEERING:</b>	Any activity which tries to influence VOTERS about an issue or candidate being voted on for the current election or the collection of signatures for initiative/recall/referendum petitions. This activity is prohibited within 100' of the building in which voting is taking place (See pg. 28)
<b>ELIGIBILITY TO VOTE:</b>	Anything relating to whether or not a specific VOTER can vote on Election Day at your precinct
<b>ENVELOPE No. 2:</b>	The envelope for returning AutoMARK Ballots, the PROVISIONAL ROSTER, and completed VOTER REGISTRATION CARDS to the REGIONAL CENTRAL COLLECTION CENTER Election night. The contents are listed on the front of the envelope.
<b>ENVELOPE No. 3:</b>	Not Used for May 19, 2009 Election
<b>ENVELOPE No. 4:</b>	The envelope for returning the COMBINED ROSTER-INDEX, POLL BALLOT STATEMENT, and other items to the REGIONAL COLLECTION CENTER Election night. The contents are listed on the front of the envelope.
<b>ENVELOPE No. 5:</b>	The envelope for packaging <b>all</b> SPOILED BALLOTS, UNVOTED BALLOTS removed from the shrink wrap, COUNTY STUBS from <b>all</b> Issued Ballots, and SURRENDERED Vote-by-Mail BALLOTS. This envelope is sealed and left at the POLLING PLACE. Contents are listed on the front of the envelope.

<b>EXIT POLLING:</b>	Surveys taken by the news media and others as VOTERS leave selected POLLING PLACES to predict the outcome of specific contests. The people taking an exit poll must be at least 25' from the polling place and not interfere with voting.
<b>HELP AMERICA VOTE ACT (HAVA):</b>	Federal legislation that requires uniform procedures at the polls for federal elections.
<b>INACTIVE VOTER:</b>	A VOTER who is listed in the second alphabetical listing in the COMBINED ROSTER-INDEX (green pages). They are allowed to vote if they can sign an oath affirming they have not moved. If they have moved, they vote PROVISIONALLY.
<b>INACTIVE ROSTER:</b>	The listing of INACTIVE VOTERS located at the back of the COMBINED ROSTER-INDEX. This alphabetical listing is printed on green paper.
<b>ID ENVELOPE:</b>	The IDENTIFICATION ENVELOPE for a vote-by-mail ballot. The voter must sign this envelope and the signature must match the signature on the voter registration card for the envelope to be opened & the ballot counted.
<b>INSPECTOR:</b>	The PRECINCT WORKER in charge of the PRECINCT BOARD at each PRECINCT.
<b>LEAD INSPECTOR:</b>	The INSPECTOR assigned extra tasks for each polling place. Their duties include responsibility for contacting the polling place prior to Election day, the AutoMARK ballots and assigning someone to assist voters at the AutoMARK Voter Assist Terminal.
<b>LIST OF ASSISTED VOTERS:</b>	List on the first page of the COMBINED ROSTER-INDEX where PRECINCT WORKERS note any VOTERS who received assistance Election Day.
<b>MAIL BALLOT PRECINCT:</b>	See VOTE-BY-MAIL PRECINCT. A PRECINCT with less than 250 voters that have not been assigned to a polling location. Voters living in these PRECINCTS are automatically sent VOTE-BY-MAIL BALLOTS.
<b>NYLON BAG:</b>	See CANVAS BAG

<b>OATH OF CONTINUOUS RESIDENCY:</b>	The oath signed by INACTIVE VOTERS declaring that they live at the address shown on the INACTIVE ROSTER. This oath is located at the top of each page of the INACTIVE ROSTER in the COMBINED ROSTER INDEX. If the voter cannot sign the oath, they have to vote PROVISIONALLY & must be offered a new voter registration form. They do not need to complete it at the precinct, but if they do, the completed card goes into Envelope No.2.
<b>OUTSIDE INDEX:</b>	A listing of VOTERS' names <b>without addresses</b> 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 <b>one</b> of these INDEXES and POLL WATCHERS use this list to track who has already voted.
<b>PAV:</b>	See PVBM (PERMANENT VOTE-BY-MAIL VOTER)
<b>PERMANENT ABSENT VOTER:</b>	See PERMANENT VOTE-BY-MAIL VOTER
<b>PERMANENT VOTE-BY-MAIL VOTER:</b>	A VOTER who has requested that a VOTE-BY-MAIL BALLOT be automatically mailed to him/her for every election.
<b>POLLING PLACE or POLL:</b>	The actual location where voters will vote on Election Day. A POLLING PLACE may contain more than one PRECINCT.
<b>POLL WATCHERS:</b>	One or more person(s) who is/are 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 that proper procedures are followed. They may not interfere with voting or precinct work.
<b>POLL WORKER(S):</b>	Another name for PRECINCT WORKER(S).
<b>POLITICAL PARTIES:</b>	There are currently six qualified political parties in California: American Independent, Democratic, Green, Libertarian, Peace & Freedom, and Republican.

<b>PRECINCT:</b>	A specific geographical area. VOTERS within this area vote on a unique combination of contests.
<b>PRECINCT ASSISTANT:</b>	Former INSPECTORS who serve as Election Day troubleshooters and resources for a number of CONSOLIDATED PRECINCTS.
<b>PRECINCT BALLOT STATEMENT (or BALLOT STATEMENT/CERTIFICATE OF PACKAGING AND SEALING):</b>	Form used by the PRECINCT BOARD Election night to account for number of BALLOTS and VOTERS. There are also ballot statements for PROVISIONAL BALLOTS (located on the Provisional Roster) and AutoMARK BALLOTS.
<b>PRECINCT BOARD:</b>	The title for the group of PRECINCT WORKERS assigned to work at a CONSOLIDATED PRECINCT.
<b>PRECINCT OFFICERS:</b>	Another name for PRECINCT WORKERS.
<b>PRECINCT WORKER(S):</b>	The people assigned to a PRECINCT BOARD on Election Day.
<b>PRECINCT NUMBER:</b>	A specific number assigned to each CONSOLIDATED PRECINCT for identification purposes. The first number of the three digit designation indicates the supervisory district in which the CONSOLIDATED PRECINCT is located, i.e. 301 is in the Third Supervisory District.
<b>PRECINCT SUPPLY TUB:</b>	The large plastic tub delivered to the INSPECTOR containing the BALLOTS, the COMBINED ROSTER-INDEX, the OUTSIDE INDEXES and the other supplies needed to conduct the work of the PRECINCT on Election Day. For May 19, 2009, the SUPPLY TUB will become the BALLOT BOX.
<b>PROVISIONAL BALLOT:</b>	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 pink PROVISIONAL BALLOT ENVELOPE, then placed in the BLUE BAG.
<b>PROVISIONAL BALLOT ENVELOPE:</b>	A pink envelope used to contain a voted PROVISIONAL BALLOT. It must be <b>completed legibly</b> by <b>both</b> the PRECINCT WORKER and the VOTER. After the PROVISIONAL BALLOT has been placed inside the pink PROVISIONAL BALLOT ENVELOPE, it is sealed and deposited in the BLUE BAG.

<b>PROVISIONAL BALLOT STATEMENT (located on the Provisional Roster):</b>	Form used by the PRECINCT BOARD Election night to account for number of PROVISIONAL BALLOTS and VOTERS. This pink PROVISIONAL BALLOT STATEMENT is located in the PROVISIONAL ROSTER.
<b>PROVISIONAL ROSTER:</b>	A pink Roster for PROVISIONAL SPECIALIST to enter PROVISIONAL VOTERS' names and addresses and for PROVISIONAL VOTERS to sign. It also contains the pink PROVISIONAL BALLOT STATEMENT. It is placed in Envelope No. 2 for return to the REGIONAL COLLECTION CENTER Election night.
<b>PROVISIONAL SPECIALIST:</b>	PRECINCT WORKER with the responsibility of processing PROVISIONAL VOTERS and accepting RETURNED VOTED VOTE-BY-MAIL BALLOTS. This task may be done by the INSPECTOR or assigned to another PRECINCT WORKER at the discretion of the INSPECTOR.
<b>PROVISIONAL VOTER:</b>	A VOTER whose ELIGIBILITY TO VOTE cannot be determined by the PRECINCT BOARD on Election Day. This VOTER must vote a PROVISIONAL BALLOT. It is always preferable that voters vote in the correct precinct to ensure they vote for every contest to which they are entitled. If the voter insists on voting even though they may be in the wrong precinct, make a notation on the PROVISIONAL BALLOT ENVELOPE. See pages 29-33 for details.
<b>PVBM</b>	An abbreviation for PERMANENT VOTE-BY-MAIL VOTER.
<b>REGIONAL/CENTRAL COLLECTION CENTER</b>	The locations throughout the county where BALLOTS and other supplies will be returned ELECTION night. These locations are listed in the Precinct Worker Manual.
<b>ROSTER:</b>	See COMBINED ROSTER-INDEX.
<b>ROSTER LINE NUMBER:</b>	The pre-printed number next to the voter's name in the COMBINED ROSTER-INDEX. This number is used as an aid in marking the OUTSIDE INDEXES.
<b>SECRECY SLEEVE:</b>	Sleeves or folders used to allow the VOTER to drop his/her BALLOT into the BALLOT BOX with complete privacy. All voters, except those receiving PROVISIONAL BALLOTS must receive a SECRECY SLEEVE with their ballot.

<p><b>SECURITY ENVELOPES (AutoMARK):</b></p>	<p>SECURITY ENVELOPES are used to maintain the secrecy of the AUTOMARK BALLOTS.</p> <p>The VOTER places the envelope around the Ballot Feed Tray and “catches” the BALLOT as it is ejected from the AutoMARK.</p>
<p><b>SPOILED BALLOT:</b></p>	<p>A BALLOT on which a VOTER makes an error. The voter returns the SPOILED BALLOT to the PRECINCT BOARD to obtain a new one. The PRECINCT WORKER writes “SPOILED” across the face of the spoiled ballot.</p> <p>A VOTER may receive no more than three BALLOTS.</p>
<p><b>STREET POLL PLACE LOOK-UP:</b></p>	<p>The alphabetical listing of all street addresses within each city or town indicating the assigned PRECINCT and POLLING PLACE for each address. Used to assist VOTERS in locating their correct PRECINCT.</p>
<p><b>SURRENDERED VOTE-BY-MAIL BALLOT:</b></p>	<p>An unvoted or spoiled VOTE-BY-MAIL BALLOT, enclosed in the ID ENVELOPE, which is given to the PRECINCT BOARD on Election Day so the VOTER can vote a BALLOT at the PRECINCT.</p>
<p><b>TALLY SHEET:</b></p>	<p>The sheet at the back of the COMBINED ROSTER-INDEX which is used to keep track of the number of VOTERS who have signed the ROSTER and the number of BALLOTS which have been issued.</p>
<p><b>UNUSED BALLOTS:</b></p>	<p>Ballots not used on Election Day. UNUSED BALLOTS which have been removed from their shrink wrap packaging are sealed in ENVELOPE No. 5. UNUSED BALLOTS still in the shrink wrap are placed in the PRECINCT SUPPLY TUB.</p>
<p><b>VBM</b></p>	<p>An abbreviation of VOTE-BY-MAIL BALLOT</p>
<p><b>VOTED VOTE-BY-MAIL BALLOTS:</b></p>	<p>VOTE-BY-MAIL BALLOTS that are voted and returned to the POLLING PLACE on Election Day. VOTED VOTE-BY-MAIL BALLOTS must be in an ID ENVELOPE and signed. They must be tallied on the PROVISIONAL ROSTER <b>before</b> being placed in the BLUE BAG.</p>

<b>VOTE-BY-MAIL BALLOTS</b>	A ballot requested in advance by a VOTER so that he/she can mail in the ballot before Election Day instead of voting at the polling place <b>OR</b> a ballot sent to a VOTER living in a MAIL BALLOT PRECINCT.
<b>VOTE-BY-MAIL VOTER</b>	Someone who requested a VOTE-BY-MAIL BALLOT or who lives in a MAIL BALLOT PRECINCT.
<b>VOTED BALLOTS:</b>	<b>All</b> ballots cast by voters at the polling place. They will be placed in the CONTAINER FOR VOTED BALLOTS, BLUE BAG (PROVISIONAL and VOTE-BY-MAIL BALLOTS), and returned to the REGIONAL/CENTRAL COLLECTION CENTER Election night. See page 12 for the closing procedure Election night.
<b>VOTER:</b>	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.
<b>VOTER ASSISTANCE CLERK</b>	The worker assigned to those polling places that have a large number of voters and multiple precincts. This person is located near the entrance of the polling place and assists voters by directing them to the proper precinct by looking up their address in the STREET POLL PLACE LOOK-UP.
<b>VOTER REGISTRATION CARD:</b>	The form completed under penalty of perjury by a VOTER to certify his/her eligibility to VOTE.
<b>VOTER STUB:</b>	The part of the stub retained by the VOTER as proof that he/she has voted. The VOTER STUB is at the <b>top right corner</b> of the PRECINCT BALLOT and at the <b>bottom</b> of the AutoMARK BALLOT.
<b>VOTING BOOTH:</b>	The privacy booths where VOTERS mark their BALLOTS.
<b>VOTING SYSTEM CLERK (FORMERLY VOTING SYSTEM SPECIALIST):</b>	The PRECINCT WORKER assigned to assist VOTERS using the AUTOMARK UNIT, also called the AUTOMARK VOTER ASSIST TERMINAL. This clerk will be assigned by the LEAD INSPECTOR and has a procedure manual to use Election Day.

## INSPECTOR/LEAD INSPECTOR CHECKLISTS

**All tasks include the question; Have you called Precinct Assistant or Elections Office with questions or discrepancies?**

### PRE-ELECTION DAY (Tasks that apply to Lead Inspector only are bolded)

Done	Task
	Reviewed Manual? Marked items of special interest?
	Checked supplies in tub against list provided?
	Roster assembled -- alphabetical tabs placed and "ID Required" voters highlighted?
	Received Late Registrant list from Elections Office & put in 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 Outside Index with "MARKED" on the front? Other Outside Index left unmarked.
	Understand Inactive procedure (review manual)?
	WITHOUT OPENING PACKETS, checked Precinct ballots? <ul style="list-style-type: none"> <li>● ballot matches sample ballot provided in tub?</li> <li>● counted ballots? (packets have 50)</li> <li>● numbers are the same as listed on the Ballot Quantity Worksheet?</li> <li>● <b>checked AutoMARK ballots?</b></li> </ul>
	Filled in number of ballots issued on Precinct Ballot Statement? <b>AutoMARK Ballot Statement?</b>
	Understand information in Blue Bag? Practiced putting Blue Bag together so it will stand upright as a box? (NOTE: Do NOT put in Blue Bag seal!)
	Called workers? Attendance at training strongly encouraged! Set time to be there Election morning? Discuss meal needs?
	<b>Building key/entry arrangement? Checked with other inspectors (if any) for help setting up polling place day before &amp; Election Day coordination?</b>
	Day before set-up planned?
	Schedule of jobs for workers during day prepared?
	Schedule of breaks prepared?
	If you have any 1 <sup>st</sup> time workers, practice session scheduled (if necessary)
	Cell phone #'s exchanged?
	<b>Know how to work county issued cell phone?</b>

### PREPARING FOR OPENING ELECTION MORNING

**(Tasks that apply to Lead Inspector only are bolded)**

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)?
	<b>*****REMINDER!!**Leave NO ballots or Rosters at polling place** REMINDER!!*****</b>

ELECTION DAY CHECKLIST

**(Tasks that apply to Lead Inspector only are bolded)**

ELECTION MORNING SET-UP

Done	Task
	All necessary information posted?
	Badges worn, <i>including precinct number</i> ? 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.
	Supplies removed from Ballot Box and Ballot Box ready for first voter to verify it is empty. Lock is available to seal box after verification.
	Inside front cover of roster signed and witnessed?
	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?
	<b>AutoMARK set up?</b>

THROUGHOUT ELECTION DAY

Done	Task
	Check hourly to make sure the Tally Sheet at the back of the Roster is being used correctly?
	Check hourly to make sure the Outside Index Tally System is being completed correctly?
	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? <ul style="list-style-type: none"> <li>●Envelope completed correctly?</li> <li>●Roster lines completed correctly?</li> <li>●Tally Sheet being used correctly?</li> </ul>

PREPARING FOR CLOSING

**(Tasks that apply to Lead Inspector only are bolded)**

Done	Task
	Looked over Closing Procedure in manual once more? Looking over Closing Checklist below?
	Regional/Central Collection Center location known?
	Inspector knows who goes with them to the Regional/Central 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?
	<b>Closing AutoMARK procedure known?</b>
	<b>Know how to secure building?</b>

CLOSING CHECKLIST **(Tasks that apply to Lead Inspector only are bolded)**

Done	Task
	Closing Ballot Box Procedure followed?
	Other workers continuing with other closing procedures?
	Seals signed? <ul style="list-style-type: none"> <li>●Seal(s) for Container(s) for Voted Ballots</li> <li>●Seal for Envelope No. 5</li> </ul>
	Payroll signed?
	Back Roster Closing Certificate signed & number of voters written in?
	Ballot Statement completed & signed?
	Container(s) for Voted Ballots sealed? In canvas bag for delivery?
	Envelope No. 4 contains the following and is placed in canvas bag for delivery?: <ul style="list-style-type: none"> <li>●Combined Roster-Index with signed front and back covers?</li> <li>●Two Outside Indexes?</li> <li>●Payroll Sheet signed by all?</li> <li>●Yellow Copy of Precinct Ballot Statement?</li> <li>●Precinct Ballot Quantity Worksheet?</li> </ul>
	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 No. 5? Envelope No. 5 left at precinct?
	<b>AutoMARK supplies put into Supply Tub?</b>
	Leave Voting booths set up with Supply Tub for the County Crew to collect
	White copy of Precinct Ballot Statement put in envelope & dropped in post office/mail box Election night?
	Two people taking Canvas/Nylon bag (includes Envelope No. 2, 4, and container(s) for voted ballots) and Blue Bag to Collection Center in the same car?
	<b>Secured the building?</b>

**Directions for completing the Precinct Ballot Statement are found on Manual pages 14 and 15. The Corresponding Outline areas have been listed.**

PUT yellow copy in Envelope No. 4  
MAIL white copy in envelope

**PRECINCT BALLOT STATEMENT**

(Elections Code 14405, 14421, 15271, 15275)

- 1. Total number of PRECINCT BALLOTS received (from the Precinct Ballot Quantities Worksheet) Line 1 \_\_\_\_\_
- 2. Total NUMBER of VOTERS who SIGNED roster (including INACTIVE voters) Line 2 E1
- 3. Number of VOTED ballots
  - a. Number of voted ballots in ballot box Line 3a E2
  - b. Number of AutoMARK ballots, if any Line 3b E3

TOTAL of Lines 3a and 3b Line 3 E4
- 4. DIFFERENCE between number on Line 2 (signatures on roster) AND on Line 3 (voted ballots) if any Line 4 E5
- 5. Number of SPOILED ballots (ballots issued to a voter but returned unvoted) Line 5 F1
- 6. Number of UNUSED poll ballots from Precinct Ballot Quantities Worksheet Line 6 2c

Reasons for difference, if any, between Lines 2 and 3, as entered on Line 4.

**Reasons for difference help to balance back at the office. Please write anything you can think of, if there is any difference.**

**We CERTIFY that the above information is true and correct.**

**CERTIFICATE OF PACKAGING AND SEALING**

We also CERTIFY that the following containers or envelopes were sealed (if necessary) in our presence, and that we have enclosed in the containers or envelopes the contents listed on each label.

**TAKE the following items to the Regional or Central Collection Center.**

Blue Bag containing VOTED Vote by Mail Ballots and VOTED Provisional Ballots (if any)

**Canvas Bag Containing:**

- Envelope No. 2 – See envelope for list of contents
- Envelope No. 4 – See envelope for list of contents
- **Container(s) for Voted Ballots** – Voted BALLOTS from Ballot Box (Indicate number of ballots in each box and the number of boxes you are returning on the seal of each box; for example, 1 of 2, 2 of 2, etc).

LEAVE Envelope No. 5, the precinct supply tub and the voting booths at the polling place.

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Inspector: \_\_\_\_\_ Clerk: \_\_\_\_\_  
 Clerk: \_\_\_\_\_ Clerk: \_\_\_\_\_  
 Clerk: \_\_\_\_\_ Clerk: \_\_\_\_\_

# PRECINCT WORKER REMINDERS & TIPS

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

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

- Wear clothing in layers—temperature varies widely during the day.
- 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 to 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 unit.
- A flashlight can come in handy if there is a power outage.
- NON-POLITICAL reading materials (no newspapers), knitting or something to work on, in case part of the day is slow, but voter assistance is our first priority.
- Locate the restrooms first thing in the morning. Voters are not to use polling place restrooms.
- 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.
- Bring a sense of humor.
- Use your resources—call the Elections Office (781-4106) or contact your Precinct Assistant—they're there to help you help the voters. There's no such thing as a stupid question.

