



ELECTION PROCEDURE MANUAL

Including:

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

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Precinct Worker Phone Numbers:

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

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

email: precinctworker@co.slo.ca.us

Website: www.slocounty.ca.gov/clerk

VOTER BILL OF RIGHTS

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

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

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

OR

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

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WHAT'S NEW & REMINDERS FOR NOVEMBER 2ND ELECTION

1. **BALLOTS WILL BE CENTRALLY COUNTED ON ELECTION NIGHT.** Each precinct will receive a ballot box to be sealed after the first voter verifies it is empty. After the polls are closed, precinct workers will remove the ballots and count them into bundles of 50. Write-in ballots will not be separated. All ballots will be counted once they are returned to the Clerk-Recorder's Office on Election night.
2. **NO MORE SPLIT BALLOT STUB!** The voter stub is the entire width of the ballot.
3. **MULTIPLE BALLOT TYPES FOR THIS ELECTION.** Because of the numerous local races throughout the county, the following precincts will have more than one ballot type: 204, 205, 206, 207, 209, 225, 226, 302, 316, 501. **IT IS ESSENTIAL TO CHECK THE ROSTER & ISSUE THE CORRECT BALLOT TYPE TO EVERY VOTER!**
4. **PROVISIONAL BALLOT ENVELOPE CHANGE.** The provisional ballot envelope has been reprinted and it is now white with a pink border and the information requested by the precinct worker and the voter is simplified.

REMINDERS

1. See pg 7 for "Signatures Required" page for information on what needs to be signed by precinct board members.
2. Ballots and supplies must be kept in a secure location once deployed to the Inspector.
3. The two person rule is applicable on Election Day. This means there must be at least two people with the ballots until unvoted ballots are secured and the voted ballots are delivered to the collection center after the close of polls on election night.
4. Each polling place shall record any problems and issues with the AutoMARK as reported by voters or observed by precinct workers on the Polling Place Equipment Incident log.
5. Precinct Assistants should be the first person contacted should any issues arise at the polls.

ELIGIBILITY OF VOTERS

October 18, 2010 is the last day on which a voter may register (or re-register) to vote for the November 2nd Consolidated General Election.



A voter moving **ON** or **BEFORE** October 18th 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** October 18th can legally vote in the precinct from which he/she has just moved, even if he/she has moved out of this county. They can also vote provisionally in their new precinct (within the same county). The voter will appear on the precinct roster for their old precinct and must be allowed to vote.

Inspectors Pre-Election Checklist

ALL INSPECTORS

1. Check the Election Supplies

	Inventory the Supply Tub using Supply Tub Contents List & Envelopes in Tub as soon as possible after it is received and no later than 10/30/10.
	Check Ballots and Sample Ballot Booklets for correct information. Precinct number and ballot type on ballots must match precinct number and ballot types on Roster.
	Count Pads of ballots. Ballots are padded in 50's. DO NOT REMOVE SHRINKWRAP. Compare count to Ballot Quantity Worksheet to ensure correct number of ballots received.
	Check in with your Precinct Assistant. Their phone number will be in the appointment letter packet mailed to you.

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

	Late Registrant and Updated Vote-by-Mail lists will be mailed or put into your precinct tubs by 10/29/10. Every inspector will receive this information.
	Write VBM in RED in the voter's signature space for each voter on the Updated Vote-By-Mail list.
	Using same list, draw a RED line through the voter's name in the MARKED Outside Index. Voter's previously issued VBM ballots will already be lined out.
	Place the Updated Vote-by-Mail voter list in the front or back pocket of the Roster binder.
	Insert colored "Late Registrant List", if any, BEHIND the list of Registered Voters. This list contains voters who registered after the rosters were printed.

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

Immediately report discrepancies or missing items to the Elections Office

3. Prepare Ballot Statements

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

4. Contact Precinct Board Members

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

5. Day Before the Election

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

Additional Lead Inspector Duties

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

For Non-Adopt-a-Poll Inspectors:

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

TO REPORT ANY PROBLEMS OR FOR ANY QUESTIONS

Contact the Elections Office at
781-4106 or 1-800-834-4636 EXT. 4106
 email: precinctworker@co.slo.ca.us

Election Morning Setup

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

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

One Worker		Inspector	
Arrange Voting booths for privacy and distance from the other precinct's booths.		Set up Precinct table: lay out Roster-Index, Tally System, one packet of ballots (for each ballot type if necessary) (start with lowest number) See "suggested setup" on pg 8.	
Post "Voting Instructions" in each booth, unless already posted.		Check that perforation on ballots is correct. (Separating stub from ballot at top). Call if not correct.	
Clip ballot marking pens to each booth.		Double check ballot(s) against Sample ballot(s). Check AutoMARK ballot(s) in the same way. Call if they do not match.	
Post all inside signs: No Cell phone usage, return ballots here, precinct (CON) number sign, voter bill of rights		Take Provisional supplies out of the Blue Bag and set up Provisional table. See "suggested setup" on pg 8.	
Set out voter information guides, sample ballots and demonstration ballots		Assemble Blue Bag and Seal. (seal instructions in Blue Bag)	
		Review checklist to make sure all tasks have been completed.	

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

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Signatures Required

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

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

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

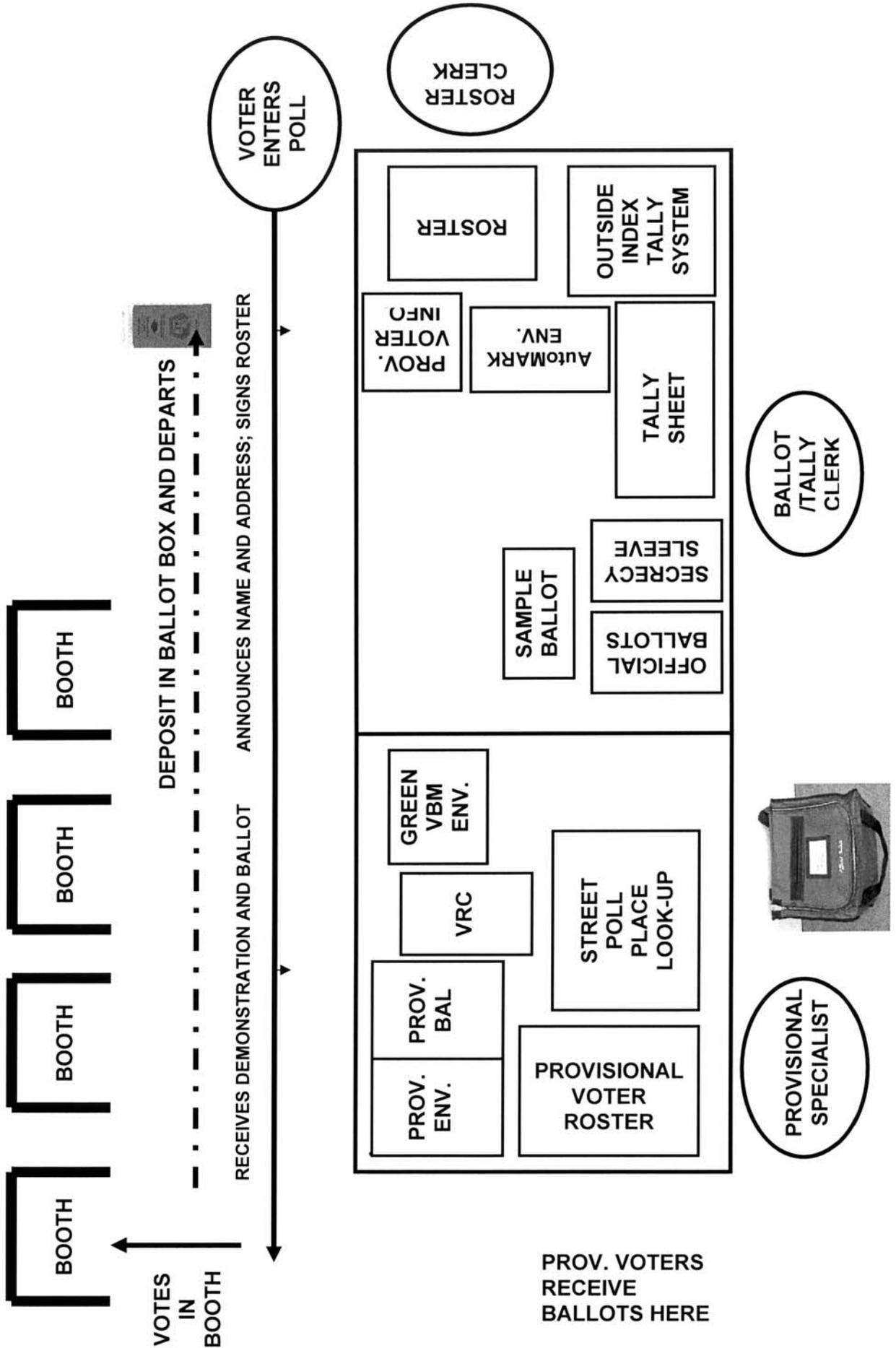
Open the **Ballot Box** for the first voter who will verify the Ballot Box is **EMPTY**.



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



SUGGESTED POLLING PLACE SETUP



JOB DESCRIPTIONS AND DUTIES

ROSTER CLERK

The Roster Clerk is responsible for locating the voter, verifying the address given by the voter, and having voter sign the roster. This clerk is also responsible for processing voters who wish to vote on the AutoMARK Voter Assist Terminal.

Step 1

	Greet Voter and ask them to state their name and residence address. If the voter has a sample ballot, voter notification card or other identification they may use that instead of saying the information out loud, but you may not ask for I.D. unless "ID required" is listed in the voter's signature space.	
	Locate Voter in the Active roster. If not listed there check on the Late Registrant list.	
	IF	THEN
Voter is in the Active Roster and has no notations in the signature line	Ask them to sign the roster in their signature space. Proceed to Step 2 A signature stamp may be used with no witness needed.	
ID REQUIRED is listed in their signature space, they must provide acceptable identification as listed on pg 25 or on the pink "PROVISIONAL VOTER INFORMATION" sheet.	Yes, they have ID	Ask them to sign the roster in their signature space. Proceed to Step 2 A signature stamp may be used with no witness needed.
	No, they don't have ID	Give voter pink "PROVISIONAL VOTER INFORMATION" sheet with reason circled and direct them to the Provisional Specialist.
VOTE BY MAIL is listed in their signature space, they want to vote at the polls and they have a ballot to surrender in an envelope.	Accept the ballot in its envelope. Write "SURRENDERED" near the signature space, place in Envelope 5. Cross out VOTE BY MAIL in the roster, have them sign and proceed to Step 2.	
VOTE BY MAIL is listed in their signature space, they want to vote at the polls and they have a ballot to surrender with NO envelope	Give them a green envelope, ask them to complete the information legibly and seal their spoiled VBM ballot inside. Accept the ballot, write "SURRENDERED" near the signature space, place in Envelope 5. Cross out VOTE BY MAIL in the roster, have them sign and proceed to Step 2.	
VOTE BY MAIL is listed in their signature space, but they have no ballot to surrender.	Do not let voter sign roster. Give them the pink "PROVISIONAL VOTER INFORMATION" sheet with reason circled and direct them to the Provisional Specialist.	

Step 2

	Make a checkmark at the end of the voter's information line in the roster.
	Tell Tally Clerk voter's line number, so they can complete the Outside Index Tally System for the current hour.
	Direct Voter to the Ballot Clerk
	Tell the Ballot Clerk the correct ballot type to issue, if your precinct has more than one ballot type.

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

**ALWAYS ASK the Inspector if there are questions about how to proceed.
For more information on exceptions to the standard procedure see the
Provisional Ballot Section starting on page 36.**

TALLY CLERK: (This role may be filled by the BALLOT CLERK or the ROSTER CLERK, if necessary). The Tally Clerk is responsible for maintaining the Outside Index Tally System, Tally Sheet, and tracking spoiled ballots.

	Record the voter's line number given by the Roster Clerk, on the *Outside Index Tally System sheet for the current hour.
	Mark ONE number on the **Tally Sheet for each voter who signs the roster. The Tally Sheet is sequential. Example 1, 2, 3...
	Keep track of Spoiled ballots using the Spoiled Ballot column provided on the Tally Sheet.

*** The Outside Index Tally System is used to mark off the Outside Index every hour up to and including 6pm (by law).**

**** The Tally Sheet is used to keep track of Voted and Spoiled ballots so that all ballots may be accounted for at the close of polls. If the Tally Sheet is accurately maintained you will not have to count signatures in the roster at the end of the day.**

BALLOT CLERK

The Ballot Clerk is responsible for issuing the correct ballot and a secrecy sleeve to the voter. They may also demonstrate the proper way to mark the ballot and use the secrecy sleeve, if necessary.

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

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

BALLOT BOX CLERK

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

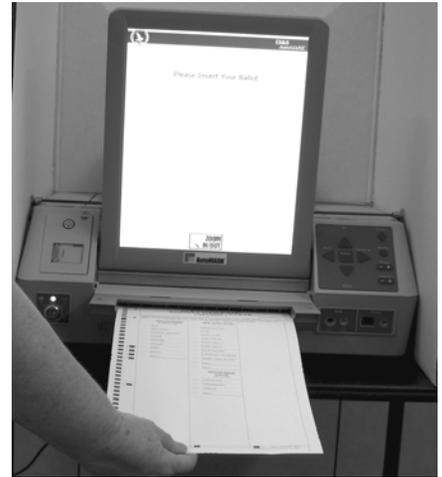
	Remind Voter to remove the stub from the ballot before they place the ballot in the ballot box.
	Explain that the ballot is deposited in the box but the secrecy sleeve is not and assist them if they request help.
	Mark the next number on the ballot box tally attached to the ballot box.
	Give the voter an "I Voted" sticker.
	Return the secrecy sleeve to the Ballot Clerk.

If the ballot box tally is accurately maintained you will not have to count signatures in the roster at the end of the day.

VOTING SYSTEM CLERK: Will be assigned by Lead Inspector.

The Voting System Clerk is responsible for processing voters who wish to use the AutoMARK Voter Assist Terminal, verifying the accuracy of the ballots before the polls open, and verifying the machine is operational.

REFER to the AutoMARK Manual (p. 45) for specific duties.



OTHER TASKS TO BE COMPLETED THROUGHOUT THE DAY:

(May be done by any available worker)

1. UPDATE the MARKED Outside Index at the top of each hour up to and including 6pm.
Draw 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 the doors
or near the outside doors AT ALL TIMES,
EXCEPT when the MARKED index is removed to update.**

2. Periodically verify that the ballot box tally and the Tally Sheet numbers match. If they do not match, contact your Precinct Assistant.
3. CHECK empty voting booths after each voter for pens and anything other than the required posted information that may have been left behind.

Closing the Polls

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



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

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

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

USE SCISSORS CAREFULLY TO CUT THE SEAL ON THE BALLOT BOX.

Before removing ballots from the ballot box, seal all unvoted-opened ballots with the seals provided in the supply tub, and place according to the following checklists, in the presence of all in the room. (EC §14403)

Remember to write down the next ballot number(s) from the current open pad(s) of ballots, for use in figuring ballots quantities on the Precinct Ballot Quantity Worksheet before you seal the ballots.

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

Envelopes and Clean up

One worker: Lay out the following items:		One worker:	
	Envelope 4		Clean up voting booth area BUT Leave signs in voting booth Do not disassemble booths
	Envelope 5		Remove all posted materials inside & outside the polling place
	Seal for Envelope 5		Place Outside Indexes in Envelope 4
	Precinct Ballot Statement/Certificate of Packaging and Sealing Form		Return items to Supply Tub (list on the inside of lid)
	Business Reply (BRM) envelope		Give Seals for Containers for VOTED Ballots to Inspector (in Precinct Specific envelope in supply tub)
	Signed Payroll Sheet		Give Seals for UNVOTED Ballots to Inspector (in Precinct Specific envelope in supply tub)

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

Voted Ballots Team

Two workers	
	Locate Box(es) ballots were shipped in (Container(s) for Voted Ballots)
	Retrieve scissors to cut the seal on the ballot box
	Count Precinct Ballots <ul style="list-style-type: none"> - Bundle precinct ballots with rubber bands into batches of 50 - Give count of ballots to worker completing the Precinct Ballot Statement
	Seal(s) for Container(s) for Voted Ballots Complete seals with number of ballots from the precinct and the number of containers being returned (i.e. 200 ballots and box 1 of 2, 2 of 2) (A box can hold up to 550 voted ballots)
	Put Ballots in Container(s) for Voted Ballots
	Put ballot box tally in Container(s) for Voted Ballots
	Affix seal so container cannot be opened without breaking seal
	Place Container(s) for Voted Ballots in Collection Center Return Bag
	Count AutoMARK Ballots <ul style="list-style-type: none"> - Count the White Envelopes (containing AutoMARK ballots) for the precinct - Give the total count to the Clerk completing the Ballot Statement. - Give the AutoMARK ballots to the Provisional Specialist (to be placed in Envelope 2)

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Precinct Ballot Statement

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

Line #:	Instructions:
1	Write total number of ballots received per Ballot quantities worksheet.
2	Enter total number of voters who signed the roster. (this number can be taken from the running total of the Tally System or counting the signatures in the roster)
3a	Enter the total number of ballots reported by the Voted Ballots Team.
3b	Enter the total number of AutoMARK ballots voted
3	Add lines a & b. Should match line 2. If not count signatures in the roster.
Reasons	If lines 2 & 3 still do not match, write anything that might have contributed to the discrepancy on the Reasons line. It helps when we balance the rosters after the election.
4	Enter the difference between line 2 and 3, if necessary.
5	Enter the total number of spoiled ballots. (in Envelope 5, count and replace)
6**	Enter the number of unvoted ballots- see the Precinct Ballot Quantities Worksheet.
Certificate of Packaging and Sealing	Enter date and time. All workers present at closing sign.

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

Calculating number of Unvoted Ballots for Line 6:

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

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

Place in Envelope 4

**BALLOT QUANTITY WORKSHEET
PRECINCT BALLOTS**

PRECINCT # CON 101-01

	Complete Prior to Opening Polls	To be completed at closing	
Ballot Type	# of Ballots to Precinct A	Next Ballot # to be issued at closing B	Unvoted ballots remaining C A-B+1=C
31	570		
TOTAL # OFBALLOTS	570		

Checklist for Envelopes

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

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

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Leaving the Polls

What to Bring to the Collection Facility (at least 2 people in same vehicle, EC §15201(3) & 15202)		What to LEAVE at the Polling Place for pick up by delivery crew	
	<u>Collection Center Return Bag</u> Containing:		Empty Ballot Box
	Envelope 2		AutoMARK Terminal & Table (Turn Key to OFF, leave in machine and unplug power cord from wall. Leave headphones and "YES/NO" touch pad plugged in. Delivery/Pickup crew will disassemble.)
	Envelope 4		
	SEALED Container(s) for Voted Ballots		
	Blue Bag		Supply Tub (AutoMARK Supplies Envelope loose in tub, Envelope 5, Unvoted-Shrinkwrapped ballots & all other supplies)
	Receipt for Precinct Supplies		Voting Booths (Do NOT disassemble or remove signs)
	Cell Phone (Lead Inspectors only)		Accessibility Equipment (bring inside for delivery crew to disassemble)
Business Reply (BRM) Envelope w/white copy of Precinct Ballot Statement must be Mailed on Election Night			

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REGIONAL COLLECTION CENTERS

COLLECTION LOCATION	CONSOLIDATED PRECINCTS
Special Events Center, Fairgrounds 2198 Riverside Ave Paso Robles	101,102,103,104,105,106,107,108,109,110,111, 112,113,114,115,116,117,118,119,120,121 517
North County Clerk-Recorder's Office 5955 Capistrano Ave #B Atascadero	122,123,124,125 501,502,503,504,505,506,507,508,509,510, 511,512,513,514,515,516,518,519
Morro Bay Veterans Bldg. 209 Surf St Morro Bay	201,202,203,204,205,206,207,208,209,210,211 212,213,214,215,216,217,218,219,220,221,222, 223
County Clerk-Recorder's Office 1055 Monterey St #D120 San Luis Obispo	224,225,226,227,228,229,230 301,302,303,304,305,306,307,308,309,310,311, 312,313,314,315 401,402 520,521,522,523,524,525,526,527
South County Regional Center 800 W Branch St Arroyo Grande	316,317,318,319,320,321,322,323,324,325,326, 327 403,404, 405,406,407,408,409,410,411,412, 413, 414,415,416,417,418,419,420,421,422,423,424, 425,426,427,428

WHAT TO DO "IF"

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 pgs 36-44 in this manual for further instructions on Provisional Voting.

Name & Address and dated AFTER the last General Election (November 2008)

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

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. 42)** for deposit into the **Blue Bag**.

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

A Precinct Ballot can be issued to a voter listed as a Vote-by-Mail voter **ONLY** if the voter 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**” near the signature space. **This is important to ensure the ballot is not counted.**
- Place the surrendered ballot in Envelope 5. **DO NOT PLACE SURRENDERED BALLOT IN BLUE BAG!**
- Cross out “VOTE-BY-MAIL VOTER” or handwritten red information on the roster and have voter sign.
- Put a checkmark 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 name and residence address legibly. **DO NOT HAVE VOTER SIGN!**

Write “**SURRENDERED**” near the signature space 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

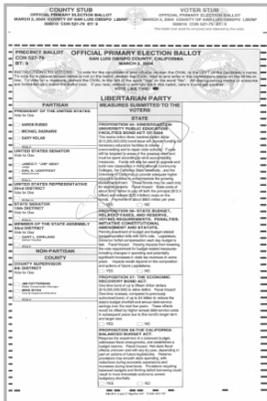
IMPORTANT: If a voter allows his/her ballot to be deposited in the Ballot Box BEFORE indicating the ballot was spoiled, he/she MAY NOT be issued another ballot. Once the ballot is deposited it CANNOT be retrieved or another ballot issued for ANY reason.

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 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



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

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:

The voter will:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Receive completed white Secrecy Envelopes from the Roster Clerk to insure the voter's privacy is maintained. | <ul style="list-style-type: none"> • Insert the ballot card(s) into the AutoMARK, and vote them, unless the voter requests assistance. |
| <ul style="list-style-type: none"> • Explain how to insert the ballots into the AutoMARK Unit. | <ul style="list-style-type: none"> • Use the headset and touchpad to scroll through the pages and make selections or make choices on the touchscreen. |
| <ul style="list-style-type: none"> • Remove the stubs from all ballots prior to their being issued. | <ul style="list-style-type: none"> • Review the ballot, make changes and mark the ballot |
| <ul style="list-style-type: none"> • Issue ballots to all voters directed to use the AutoMARK Unit. | <ul style="list-style-type: none"> • Catch the ballot in the Secrecy Envelope when ejected and pull it from the AutoMARK, unless the voter requests assistance. |
| | <ul style="list-style-type: none"> • Seal the envelope and insert it into the Ballot Box, unless the voter requests assistance. |

The AutoMARK section of this manual (pgs 45 - 62) 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

If:	Then do the following:
<p>Voter is at the same address but name has changed:</p> 	<ul style="list-style-type: none"> • Ask the voter sign his/her name as it was before the change and as it is at the time the person votes. • Have the voter indicate, by brackets, that the two names are the name of the same person. • Give the voter a new Voter Registration Card (VRC). If VRC is completed at the polls, place in Envelope 2. Voters MUST complete a new VRC to change their name.
<p>Voter signed roster, but did not vote:</p>	<ul style="list-style-type: none"> • LIST this voter's name on the Closing Certificate found on the inside back cover of the Roster. <p>Be sure to check 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.</p>
<p>Voter leaves with ballot:</p> 	<ul style="list-style-type: none"> • List this voter's name on the Closing Certificate. • Make a note on the Closing Certificate that a voter left with his/her ballot if the name cannot be remembered. <p>Be sure to check the Closing Certificate when completing the closing procedures Election Night. This situation may cause the 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..
- 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 the precinct supplies titled **"Challenged Vote Procedure"** OR your **"Election Officers Digest"** for details.

Challenge list:

Complete the information needed on the **Challenge List** (in Roster) for every voter challenged.

CORRECTIONS NEEDED IN THE ROSTER

If:

Then do the following:

Voter reports there is OTHER incorrect information in the Roster such as spelling changes, duplication of names, family member no longer living at home, 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 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 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.
- Direct the voter to the Ballot Box Clerk to deposit the marked ballot.

FOR FURTHER INFORMATION, SEE THE AUTOMARK MANUAL (PGS. 45 - 62)

VOTER UNABLE TO SIGN ROSTER

Accommodate Voters’ requests, providing minor assistance if requested:

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

VOTER REQUESTS ASSISTANCE

If a voter requests assistance:

- A voter may request assistance in marking the ballot 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 in the Roster.
- 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 Roster. If the voter is not listed in the Roster, he/she may vote provisionally.
- Take the Roster, pen, ballot, secrecy sleeve and anything else necessary to the voter. RETURN the Roster to the precinct once the voter has signed it.
- Allow the voter sufficient time to mark the ballot.
- Retrieve the voted ballot, in its secrecy sleeve, and drop it in the ballot box OR follow the Provisional Procedures if voter is required to vote provisionally.

WORKING WITH VOTERS WITH DISABILITIES

What to Do:

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

What Not to Do:

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

VOTERS WITH CHILDREN

Minor children may accompany a voter into the voting booth

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

ACCIDENTS, EMERGENCIES AND PROBLEMS

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

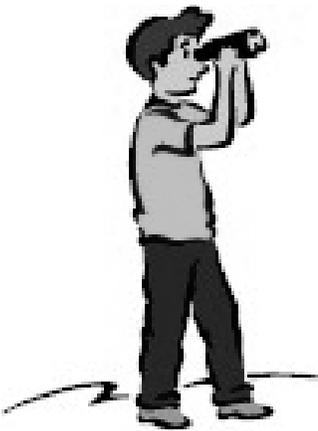
ACCIDENTS, EMERGENCIES AND PROBLEMS, CONTINUED

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.

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PROVISIONAL BALLOTS AND RETURNED VOTED VOTE-BY-MAIL BALLOTS

Reminders:

- Provisional Ballot Statement must be completed upon closing. It is the 2nd to last page in the Provisional Roster. See page 44 for Provisional Closing Procedures.
- Provisional/Vote-by-Mail Tally Sheet is last page of Provisional Roster.
- **Do not open the Blue Bag once it is sealed Election Morning**, unless instructed to do so by the Election Office or a Precinct Assistant.
- The Provisional Specialist also accepts **Returned Voted Vote-by-Mail ballots**
- **Do not accept Surrendered Ballots or put them in the Blue Bag.** Refer voter to Roster Clerk

Before the Polls Open:

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

Assemble Blue Bag per Online Instructions and Seal.

TRI-FOLD PROVISIONAL BALLOT BEFORE ISSUING TO VOTER WITH ENVELOPE

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

Reasons for Issuing a Provisional

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

Steps for Issuing a Provisional Ballot

	<p>The voter will be sent to Provisional Specialist by the Roster Clerk with a Provisional Voter Information Sheet. A reason for voting provisionally will be circled.</p>
	<p>Use the “Street Poll Place Look Up” to verify voter’s precinct. Refer the voter to the proper precinct or issue them a provisional ballot if they request one.</p>
	<p>FOR THIS ELECTION: voters will be voting on different ballots depending on their address. Make sure the voter is aware of this before issuing them a ballot.</p>
	<p>Have Voter complete the Provisional Ballot Envelope. Remind voter to read the “Voter Declaration” and sign his/her name. If the envelope cannot be read or is not signed, the ballot cannot be counted. Check for legibility before the voter leaves. (ex on pgs. 40- 41)</p>
	<p>Provisional Specialist completes the “Precinct Worker” section of the Provisional Envelope with the: Precinct Number, Check the reason (from the voter’s “Provisional Voter Information Sheet,” and any comments.</p>
	<p>Write the voter’s name and residence address in the Provisional Roster. Have voter sign next to the address in the Provisional Roster.</p>
	<p>ISSUE the provisional ballot</p>
	<p>TRI-FOLD the ballot along the horizontal score lines to fit the envelope and hand ballot and envelope to the voter. Instruct voter on how to complete the ballot, if needed.</p>
	<p>Remind voter to return the envelope/ballot to the Provisional Specialist, not the Ballot Box. When the envelope/ballot is returned, verify again the information has been completed and legible.</p>
	<p>Place ballot in envelope and seal. Either Provisional Specialist or Voter may seal ballot.</p>
	<p>Place sealed, voted ballot in the Blue Bag.</p>
	<p>Mark one number off on the Tally Sheet taped on the Blue Bag.</p>
	<p>Remind voter he/she may call the Elections Office to find out whether or not the ballot was counted in approximately 7-10 days.</p>
	<p>Voters with new address or name should be given a new Voter Registration Card. Completed VRCs are placed in Envelope 2.</p>

Steps to issuing a Provisional Ballot to a voter to desiring to vote on the AutoMARK:

	<p>The Roster Clerk will send the voter to the Provisional Specialist with a white AutoMARK Secrecy Envelope and the Provisional Voter Information Sheet noting why the voter is voting provisionally.</p>
	<p>The Provisional Specialist will get the AutoMARK ballot from the Voting System Clerk for the voter.</p>
	<p>TAPE the provisional envelope to the outside of the AutoMARK envelope. Follow the rest of the steps for issuing a provisional ballot.</p>

VOTING TWICE IN THE SAME ELECTION IS A FELONY

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

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

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

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

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

Last Name _____ First Name _____ Middle Initial _____

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

Mailing Address (If different from above) _____

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

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

Date: _____

X _____ Voter's Signature

PROVISIONAL BALLOT ENVELOPE

OFFICE USE ONLY

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

Returned Voted Vote-by-Mail Ballots

DO NOT HAVE THESE VOTERS SIGN THE PROVISIONAL ROSTER

Voter turns in Own Ballot in ID Envelope

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

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

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

Voter's Ballot and Envelope Returned By Someone Else:

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

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

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

DECLARATION OF VOTER

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

SIGN HERE John Q. Voter
Signature of Voter (Do Not Print/Balot will not be counted without signature)
555 Main St.
Residence address in San Luis Obispo County (P O Box not acceptable)
Date: 01/01/08

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

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

Witness X

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

Provisional & VBM Ballot Statement

Line #	Instructions
1	Enter the number of ballots received to be used as Provisional Ballots
2	Enter the number of Provisional Ballots issued
3	Enter the number of Returned Voted Vote-by-Mail ballots
4	Add lines 2 and 3. Enter total.
5	Enter the number of spoiled provisional ballots (if any)
6	Enter the number of remaining unvoted ballots.

Provisional Closing Procedure

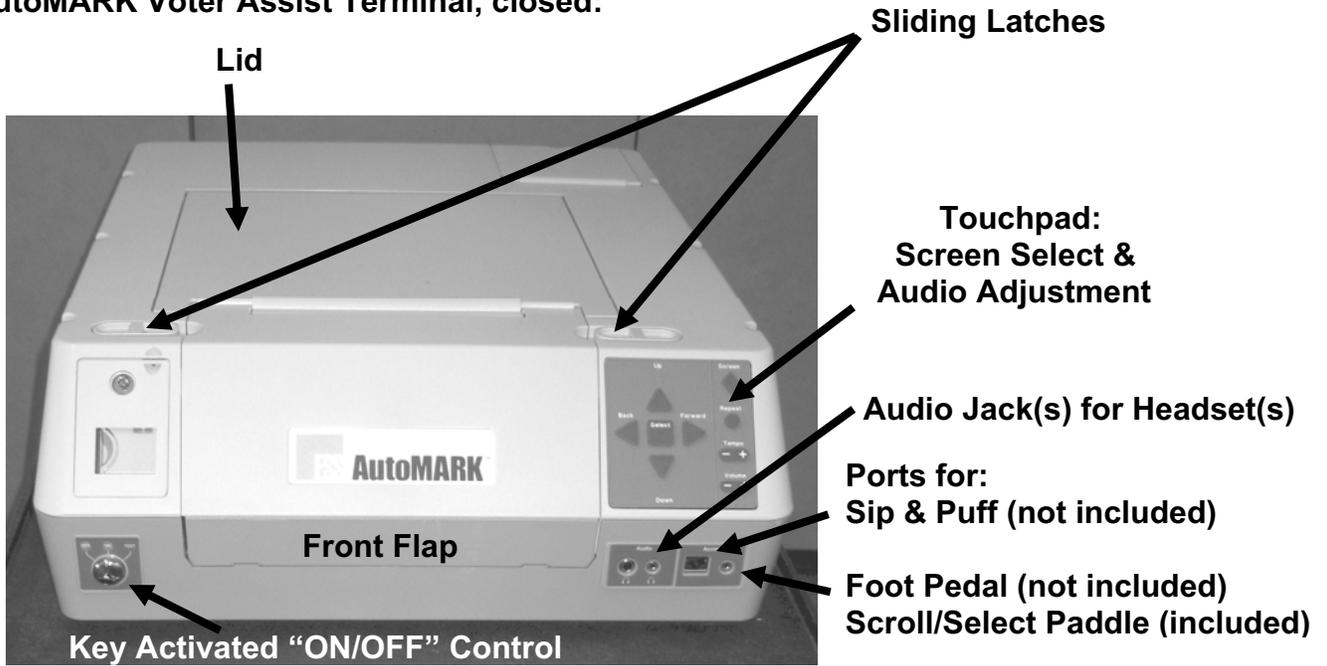
	Record on Envelope 2 the number of completed voter registration cards and place in Envelope 2.
	Record on Envelope 2 the number of AutoMARK ballots (if any) and place in Envelope 2.
	Place UNVOTED provisional ballots in Envelope 5.
	Place PROVISIONAL roster, ballot statement, tally sheet, completed Voter Equipment Incident report (if any), and AutoMARK Ballot Statement (Lead Inspector) in Envelope 2.
	Give Envelope 2 and Blue Bag with seal intact to Inspector.
	Put all other Provisional materials in Supply Tub.

UNDERSTANDING THE AutoMARK VOTER ASSIST TERMINAL

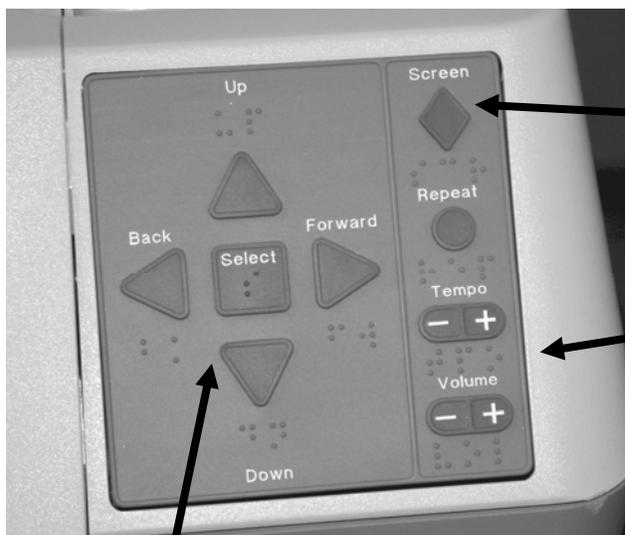
The AutoMARK is a ballot marking system allowing voters with special needs to mark an optical scan ballot, unassisted. The unit DOES NOT tally or store votes. Key Features of the AutoMARK will be covered in the following pages.

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 its table, Black Ballot Box, and the voting booths. The AutoMARK will be placed on the accompanying table by the Elections 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.



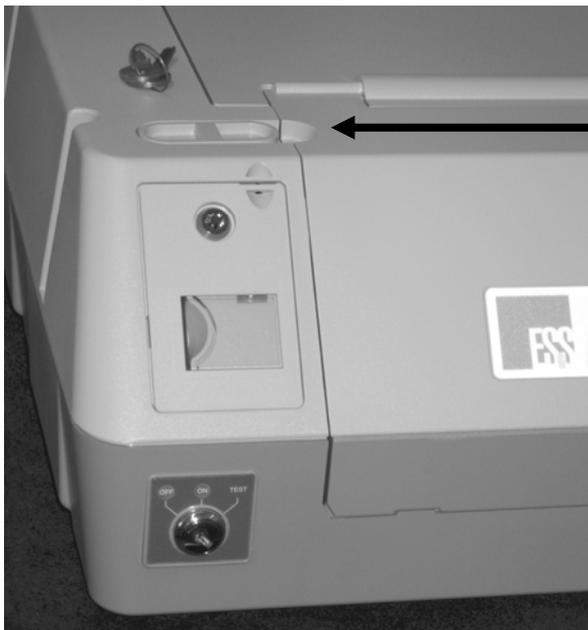
1. REMOVE the power cord, keys, and headset from the clear plastic AutoMARK Supply Bag. REMOVE Scroll/Select Paddle from its box.

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.

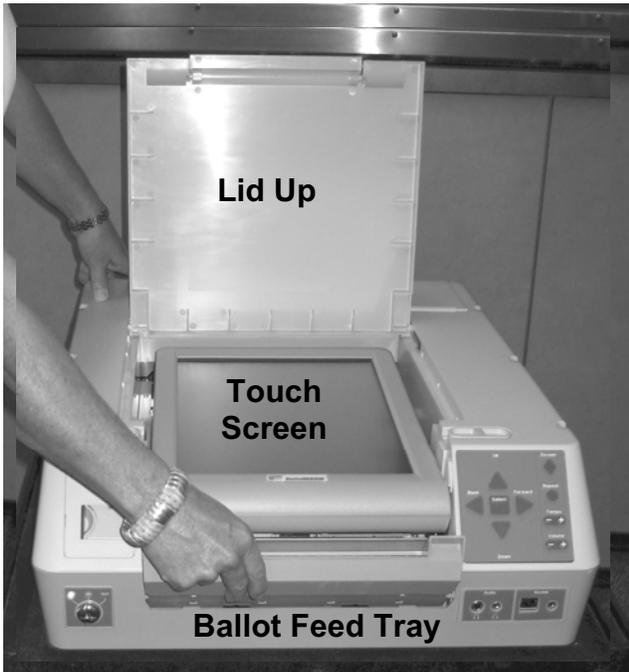
If the red light does not appear, you are not receiving power. Try another outlet or check to see if there is a switch that controls the outlet.



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.

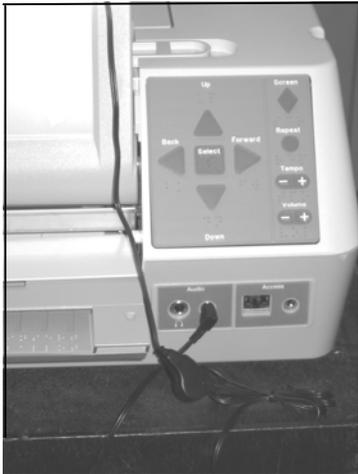


7. LIFT the screen to the full upright position. MOVE back sliding latches behind screen to prevent from falling backward.

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.

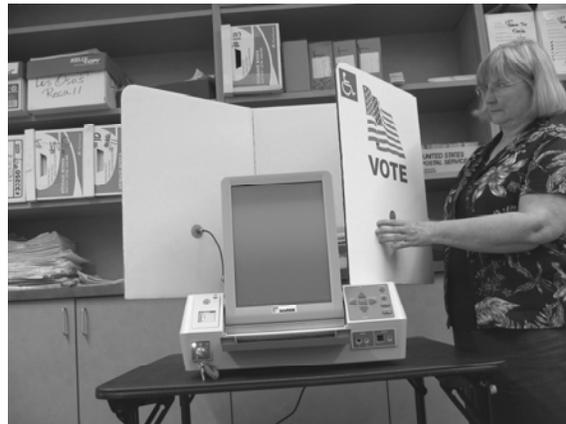


12. REMOVE the keys and slip them around your wrist. Wear them throughout the day.

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.

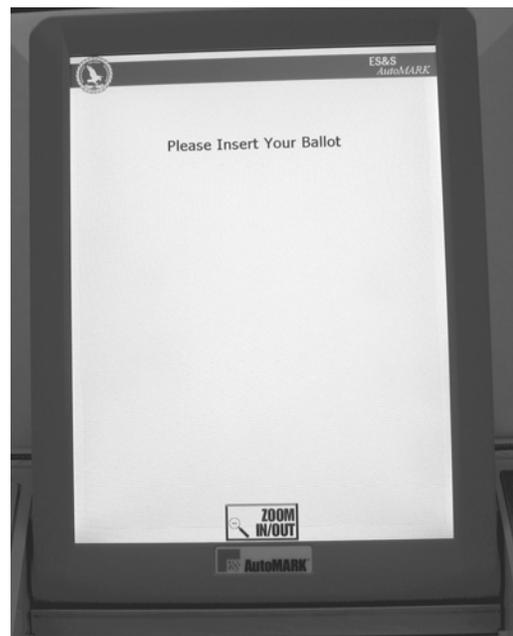
This screen was placed on top of the AutoMARK when delivered.



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.

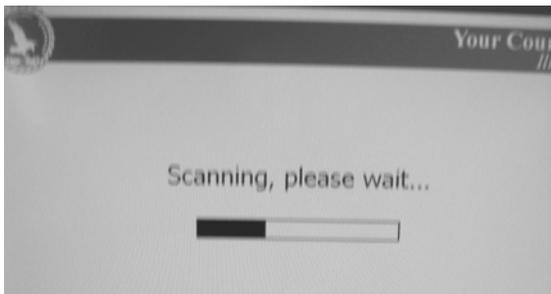
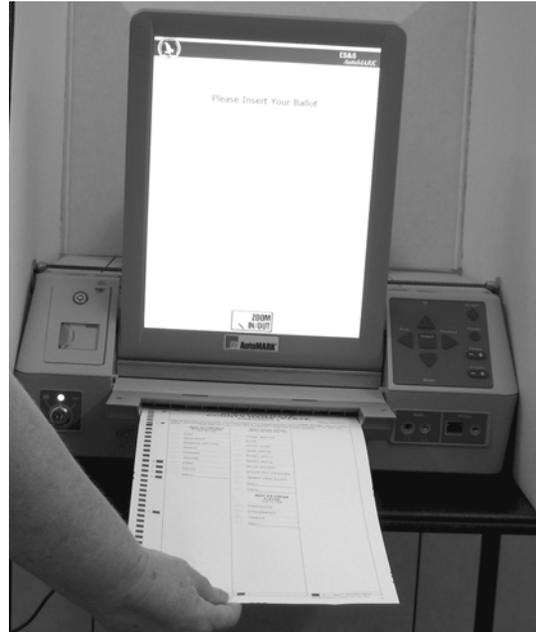
The “diamond” button, which blacks out the screen, can be used to prevent voters from putting AccuVote ballots into the AutoMARK machine.



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.

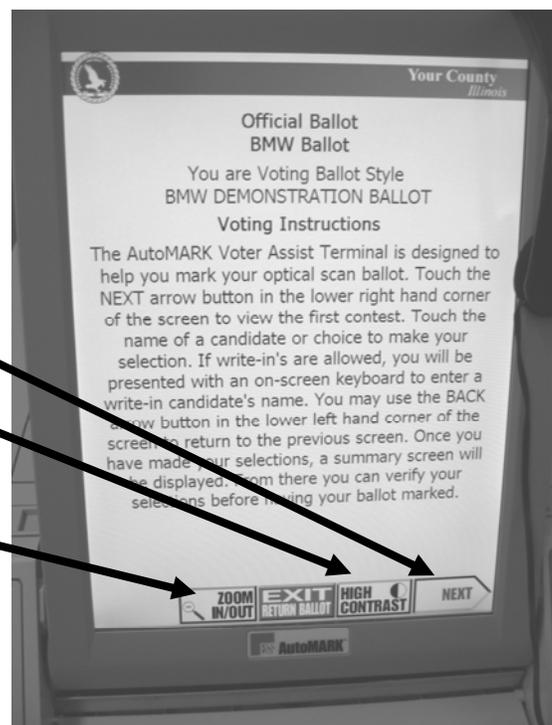
Once the ballot has been loaded, instructions will appear on the screen. If using the headset, the voter will be read the ballot.

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.



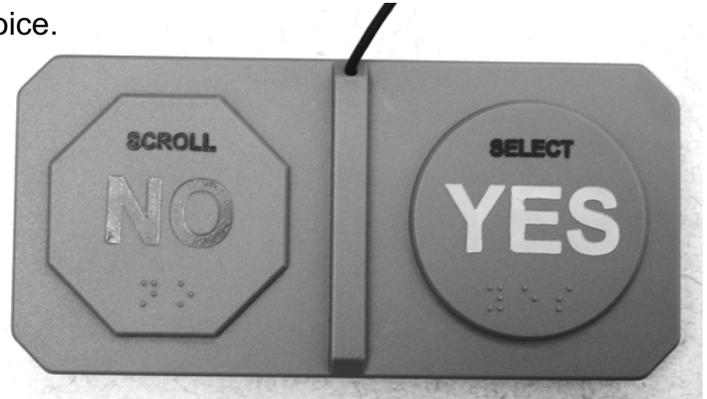
- Voters who using the SCROLL/SELECT paddle will use the NO/YES words on the paddle when voting on a No/Yes question.

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.

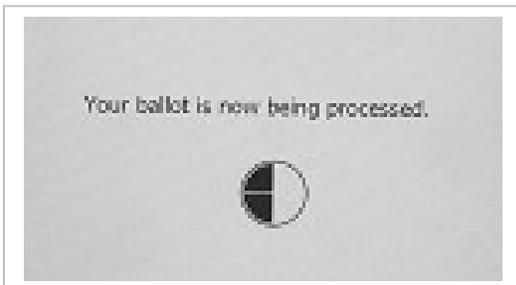
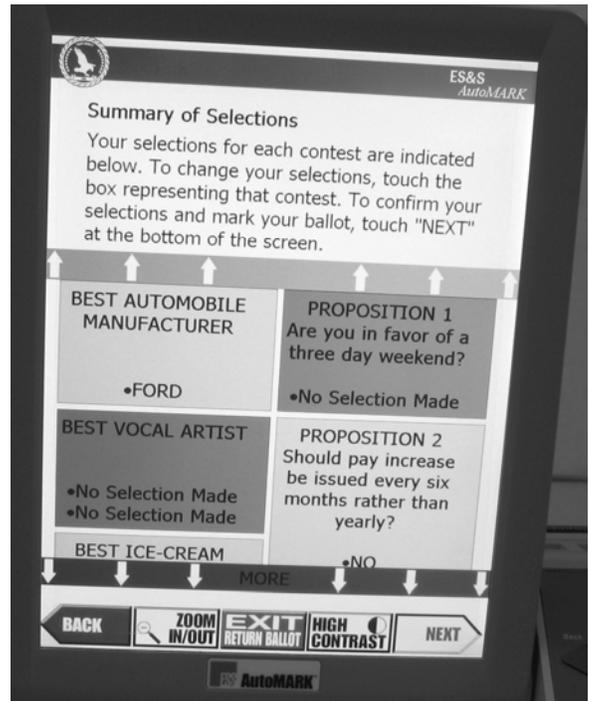
- To change a selection, touch the new choice.



- 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.

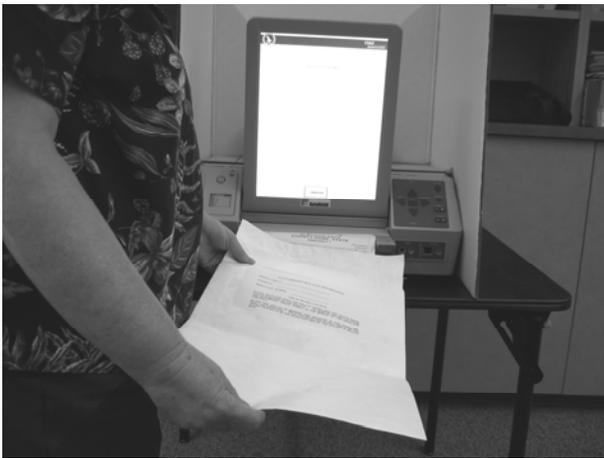
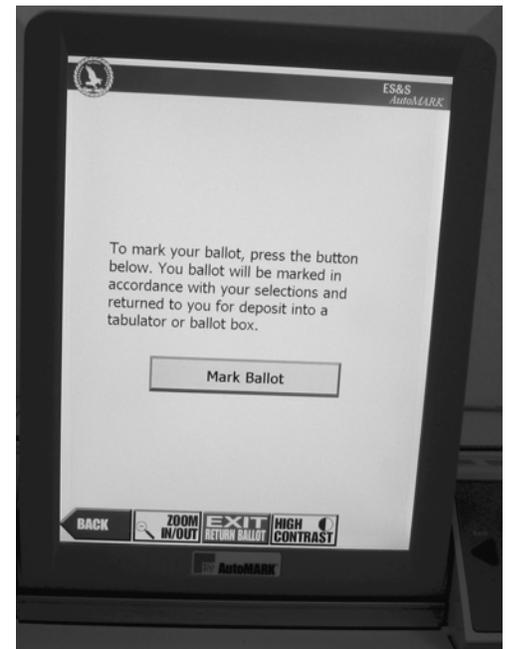


The Ballot will begin being processed.

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.”

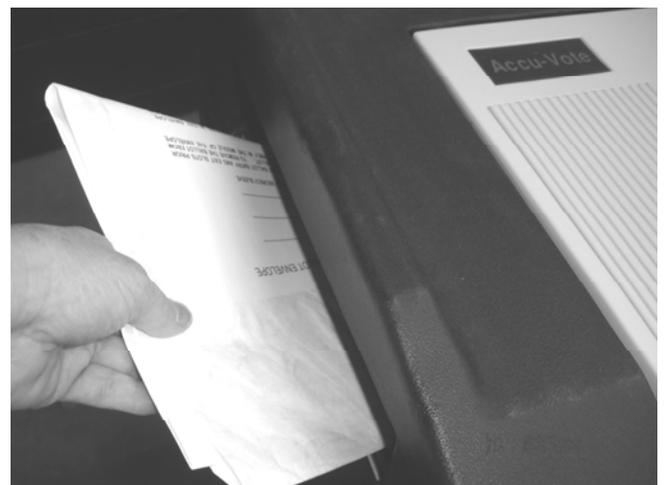
This may take several minutes.



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.

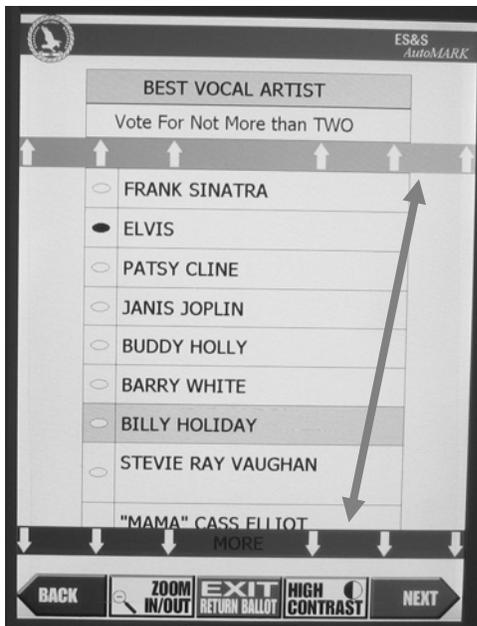


WARNING NOTICES FOR VOTERS

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.



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**

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

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.

Unvoted AutoMARK ballots go in Envelope 5

The AutoMARK Ballot Statement goes in
Envelope 2.

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

The AutoMARK Supply Bag 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 Roster. 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 Day issues: 781-5236. Before Election Day, please call 781-4106

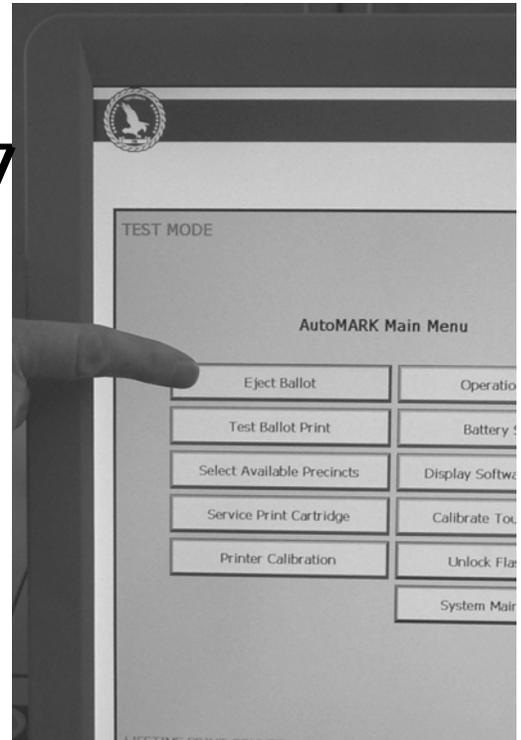
ERROR MESSAGE	PROBLEM	SOLUTION
Setup failed	Initial setup procedures failed.	Turn unit off and then back on.
Unrecognized Ballot	Unit did not recognize ballot. The ballot may not have been inserted properly or the stub may be attached.	“EXIT” ballot & RE-insert ballot.
Ballot Marked Successful	Ballot was marked but no printed ballot was ejected from unit.	See instructions on Jammed Ballot Procedure p. 60
Ballot Returned Unmarked	Ballot was ejected before it was printed. Voter may have accidentally touched the “EXIT Return Ballot” button, or ballot was misfed.	Re-insert ballot.
Marked Ballot Inserted	Marked ballot was reinserted into the unit.	Voter may re-insert the ballot to verify the AutoMARK can read the choices; BUT NO CHANGES may be made.
Printer Malfunction	Paper jam, paper too long/short	Verify stub was removed from ballot.
Paper Misfed	Ballot was not inserted properly	Re-insert the ballot making sure it is straight and the stub has been removed.
Jammed	Ballot has become jammed in printer.	See instructions on Jammed Ballot Procedure p. 60
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.



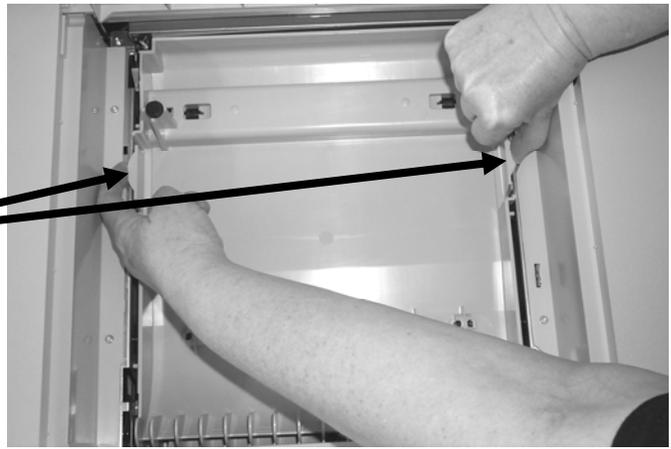
IF BALLOT DOES NOT EJECT:

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 781-5236 IMMEDIATELY.

GLOSSARY

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

Capitalized words are other terms defined in this glossary.

ABSENTEE BALLOT:	See VOTE-BY-MAIL Ballot
ABSENTEE VOTER:	See VOTE-BY-MAIL Voter
ADOPT-A-POLL:	Program where community groups are staffing various PRECINCTS on Election Day.
ASSISTED VOTER LIST:	See LIST OF ASSISTED VOTERS.
AUTOMARK:	The AutoMARK Voter Assist Terminal is a ballot marking system allowing voters with special needs to mark an optical scan ballot, unassisted. The unit DOES NOT tally or store votes.
AUTOMARK BALLOT STATEMENT:	Form used by the PRECINCT BOARD to account for number of AutoMARK BALLOTS and VOTERS. There are separate ballot statements for POLL and PROVISIONAL BALLOTS.
BALLOT:	The actual card on which each VOTER makes his/her choice on the issues to be decided at the current election.
BALLOT BOX:	The sealed box where poll ballots are placed once voted.
BALLOT BOX TALLY	The list of numbers attached to the BALLOT BOX for the PRECINCT WORKER to keep track of the number of BALLOTS deposited into the BALLOT BOX. This number should be the same as the TALLY SHEET used for the ROSTER.
BALLOT SERIAL NUMBER:	The identifying number on the stubs of each BALLOT. On the Precinct ballots , the stubs are at the top of the ballot. The AutoMARK ballots have the stubs on the bottom . The VOTER STUB must be removed before the BALLOT is inserted into the AutoMARK
BALLOT STATEMENT (or BALLOT STATEMENT CERTIFICATE OF	See PRECINCT BALLOT STATEMENT.

PACKAGING AND SEALING):	
BALLOT TYPE:	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 ROSTER for each voter and on the top left corner of the ballot. For this election, some precincts will have more than one ballot type.
BLUE BAG:	The bag for returning VOTED VOTE-BY-MAIL and PROVISIONAL BALLOTS to the COLLECTION CENTER Election night, PRECINCT WORKERS will set up this bag into a box format with supports inside the bag and seal it on Election morning. This bag is not to be opened after it is sealed.
BOOTH:	See VOTING BOOTH.
BUSINESS REPLY ENVELOPE (BRM)	The envelope that is used to mail back the white copy of the Precinct Ballot Statement on election night. Business Reply Mail (BRM) just denotes that the post office charges the Clerk-Recorder's account when the envelope is mailed, instead of requiring postage be affixed.
COLLECTION CENTER RETURN BAG	Bag for PRECINCT WORKERS to return specific election supplies to the COLLECTION CENTER on election night.
CERTIFICATE OF PACKAGING AND SEALING:	The bottom part of the PRECINCT BALLOT STATEMENT. PRECINCT WORKERS present at closing will sign this verifying the accuracy of the election.
CHALLENGE LIST:	The list located on the front page of the ROSTER for Challenged Voters.
CHALLENGED VOTER:	A VOTER whose ELIGIBILITY TO VOTE is orally challenged by the PRECINCT BOARD for specific reasons.
CLOSING CERTIFICATE:	All PRECINCT WORKERS present at closing must sign the CLOSING CERTIFICATE located at the back of the ROSTER.
CONSOLIDATED (CON) PRECINCT:	Individual PRECINCTS are combined (or consolidated) into CONSOLIDATED PRECINCTS for voting purposes. General usage also shortens this to PRECINCT or CON.
CONTAINER FOR VOTED BALLOTS:	The box(es) which BALLOTS were delivered becomes the box(es) to return the VOTED BALLOTS to the COLLECTION CENTER on ELECTION night.
DECLARATION OF PRECINCT OFFICERS:	The statement located on the inside front cover of the ROSTER. Each PRECINCT WORKER must sign this

	declaration and have it witnessed before beginning his/her assigned duties.
ELECTION BOARD:	See PRECINCT BOARD.
ELECTION OFFICERS:	See PRECINCT WORKERS.
ELECTIONEERING:	Any activity which tries to influence VOTERS about an issue or candidate being voted on for the current election or the collection of signatures for initiative/recall/referendum petitions. This activity is prohibited within 100' of the building in which voting is taking place See pg 34.
ELIGIBILITY TO VOTE:	Anything relating to whether or not a specific VOTER can cast a BALLOT on Election Day at your precinct
ENVELOPE 2:	The envelope for returning AutoMARK Ballots, the PROVISIONAL ROSTER, and completed VOTER REGISTRATION CARDS to the COLLECTION CENTER Election night. The contents are listed on the front of the envelope.
ENVELOPE 4:	The envelope for returning the ROSTER, PRECINCT BALLOT STATEMENT, and other items to the COLLECTION CENTER Election night. The contents are listed on the front of the envelope.
ENVELOPE 5:	The envelope for packaging all SPOILED BALLOTS, UNVOTED-OPENED BALLOTS, and SURRENDERED Vote-by-Mail BALLOTS. This envelope is sealed and left at the POLLING PLACE in the SUPPLY TUB. Contents are listed on the front of the envelope.
EXIT POLLING:	Surveys taken by the news media and others as VOTERS leave selected POLLING PLACES to predict the outcome of specific contests. The people taking an exit poll must be at least 25' from the polling place and not interfere with voting.
HELP AMERICA VOTE ACT (HAVA):	Federal legislation requiring uniform procedures at the polls for federal elections.
ID ENVELOPE:	The IDENTIFICATION (ID) ENVELOPE for a vote-by-mail ballot. The voter must sign this envelope and the signature must match the signature on the voter registration card for the envelope to be opened & the ballot counted.

INSPECTOR:	The PRECINCT WORKER in charge of the PRECINCT BOARD at each PRECINCT.
LATE REGISTRANT	A VOTER whose registration card was received after the ROSTERS were printed but who is eligible to vote in the election. This list is mailed to every INSPECTOR for insertion in the ROSTER.
LEAD INSPECTOR:	The INSPECTOR assigned additional tasks for each polling place. Their duties include responsibility for contacting the polling place prior to Election day, the AutoMARK ballots and assigning someone to assist voters at the AutoMARK Voter Assist Terminal.
LIST OF ASSISTED VOTERS:	List on the first page of the ROSTER where PRECINCT WORKERS note any VOTERS who received assistance on Election Day.
MAIL BALLOT PRECINCT:	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.
OUTSIDE INDEX:	A listing of VOTERS' names without addresses that hangs outside the POLLING PLACE. Two copies of this index are required to be placed at each polling place. VOTERS use this list to verify they are at the correct PRECINCT. PRECINCT WORKERS line off who has voted each hour on one of these INDEXES and POLL WATCHERS use this list to track who has already voted.
PERMANENT VOTE-BY-MAIL VOTER:	A VOTER who has requested that a VOTE-BY-MAIL BALLOT be automatically mailed to him/her for every election.
POLITICAL PARTIES:	There are currently six qualified political parties in California: American Independent, Democratic, Green, Libertarian, Peace & Freedom, and Republican.
POLLING PLACE or POLL:	The actual location where voters will vote on Election Day. A POLLING PLACE may contain more than one PRECINCT.
POLL WATCHERS:	One or more person(s) who is/are interested in observing polling place procedures on Election Day. Poll Watchers may be 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.
POLL WORKER(S):	Another name for PRECINCT WORKER(S).
PRECINCT:	A specific geographical area. VOTERS within this area vote on a unique combination of contests.
PRECINCT ASSISTANT:	Troubleshooter and resource for a number of CONSOLIDATED PRECINCTS.
PRECINCT BALLOT STATEMENT (or BALLOT STATEMENT/CERTIFICATE OF PACKAGING AND SEALING):	Form completed 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.
PRECINCT BOARD:	The title for the group of PRECINCT WORKERS assigned to work at a CONSOLIDATED PRECINCT.
PRECINCT OFFICERS:	Another name for PRECINCT WORKERS.
PRECINCT WORKER(S):	The people assigned to a PRECINCT BOARD on Election Day.
PRECINCT NUMBER:	A specific number assigned to each CONSOLIDATED PRECINCT for identification purposes. The first digit indicates the supervisorial district in which the CON is located, i.e. 301 is in the Third Supervisorial District.
PRECINCT SUPPLY TUB:	The large plastic tub delivered to the INSPECTOR containing the BALLOTS, the ROSTER, the OUTSIDE INDEXES and the other supplies needed to conduct the work of the PRECINCT BOARD on Election Day.
PROVISIONAL BALLOT:	A BALLOT issued to a voter whose ELIGIBILITY TO VOTE cannot be determined. There are various reasons for this. (See also PROVISIONAL BALLOT ENVELOPE and PROVISIONAL VOTER). After voting, the BALLOT is folded and sealed in a PROVISIONAL BALLOT ENVELOPE, then placed in the BLUE BAG.
PROVISIONAL BALLOT ENVELOPE:	An envelope with a pink border which encloses a voted PROVISIONAL BALLOT. It must be completed legibly by both the PRECINCT WORKER and the VOTER. After the PROVISIONAL BALLOT has been placed inside the PROVISIONAL BALLOT ENVELOPE, it is sealed and deposited in the BLUE BAG.
PROVISIONAL BALLOT STATEMENT (located in the	Form completed by the PRECINCT BOARD Election night to

Provisional Roster):	account for the number of PROVISIONAL BALLOTS and PROVISIONAL VOTERS. The PROVISIONAL BALLOT STATEMENT is located in the PROVISIONAL ROSTER.
PROVISIONAL ROSTER:	A Roster (on pink paper) for PROVISIONAL SPECIALIST to enter PROVISIONAL VOTERS' names and addresses and for PROVISIONAL VOTERS to sign. It also contains the PROVISIONAL BALLOT STATEMENT. It is placed in Envelope 2 for return to the COLLECTION CENTER Election night.
PROVISIONAL SPECIALIST:	PRECINCT WORKER with the responsibility of processing PROVISIONAL VOTERS and accepting RETURNED VOTED VOTE-BY-MAIL BALLOTS. This task may be done by the INSPECTOR or assigned to another PRECINCT WORKER at the discretion of the INSPECTOR.
PROVISIONAL VOTER:	A VOTER 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 pgs. 36-41 for details.
PVBM	An abbreviation for PERMANENT VOTE-BY-MAIL VOTER.
REGIONAL/CENTRAL COLLECTION CENTER	The locations throughout the county where BALLOTS and other supplies will be returned ELECTION night. These locations are listed on pg. 24.
ROSTER:	The book where all VOTERS who are registered in the precinct are listed and the VOTER signs. The roster contains an alphabetical listing of active voters. Some precincts may also have a list of LATE REGISTRANTS.
ROSTER LINE NUMBER:	The pre-printed number next to the voter's name in the ROSTER. This number is used as an aid in marking the OUTSIDE INDEXES.
SECRECY SLEEVE (Poll Ballot):	Sleeves or folders used to allow the VOTER to cover his/her BALLOT when dropping through the BALLOT BOX with complete privacy. All voters, except those receiving PROVISIONAL BALLOTS must receive a SECRECY SLEEVE with their ballot.

SECURITY ENVELOPES (AutoMARK):	<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>
SPOILED BALLOT:	<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 and marks the tally in the spoiled ballot column on the tally sheet.</p> <p>A VOTER may receive no more than three BALLOTS.</p>
STREET POLL PLACE LOOK-UP:	<p>The alphabetical listing of all street addresses within each city or town indicating the assigned PRECINCT, POLLING PLACE and BALLOT TYPE for each address. Used to assist VOTERS in locating their correct PRECINCT and POLLING PLACE.</p>
SURRENDERED VOTE-BY-MAIL BALLOT:	<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>
TALLY SHEET:	<p>The sheet at the back of the ROSTER which is used to keep track of the number of VOTERS who have signed the ROSTER and the number of BALLOTS which have been issued.</p>
UNVOTED- OPENED BALLOTS:	<p>BALLOTS not issued to VOTERS on Election Day that have been removed from their shrink wrap packaging. These are sealed in ENVELOPE 5.</p>
UNVOTED-SHRINKWRAPPED BALLOTS	<p>BALLOTS not issued to VOTERS on Election that have not been removed from their shrinkwrap. These BALLOTS are placed in the PRECINT SUPPLY TUB.</p>
VBM	<p>An abbreviation of VOTE-BY-MAIL</p>
VOTED VOTE-BY-MAIL BALLOTS:	<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 before being placed in the BLUE BAG.</p>
VOTE-BY-MAIL BALLOTS	<p>A ballot requested in advance by a VOTER so that he/she can mail in the ballot, to be received on or before Election Day</p>

	instead of voting at the polling place OR a ballot sent to a VOTER living in a MAIL BALLOT PRECINCT.
VOTE-BY-MAIL VOTER	Someone who requested a VOTE-BY-MAIL BALLOT or who lives in a MAIL BALLOT PRECINCT.
VOTED BALLOTS:	<p>All ballots cast by voters at the polling place. They will be placed in the CONTAINER FOR VOTED BALLOTS (PRECINCT BALLOTS), BLUE BAG (PROVISIONAL and VOTE-BY-MAIL BALLOTS), and ENVELOPE 2 (AUTOMARK BALLOTS) then returned to the COLLECTION CENTER election night.</p> <p>See page 14 for the closing procedure election night.</p>
VOTER:	A person who is a citizen of the United States, a resident of California, is 18 years old on Election Day, is not in prison or on parole for having committed a felony, and has completed a VOTER REGISTRATION CARD. A VOTER must have registered in his/her county of residence at least 15 days before the Election to be eligible to vote.
VOTER ASSISTANCE CLERK	The worker assigned to those polling places with a large number of voters and multiple precincts. This person is located near the entrance of the polling place and assists voters with directing them to the proper precinct by looking up their address in the STREET POLL PLACE LOOK-UP.
VOTER REGISTRATION CARD:	The form completed under penalty of perjury by a VOTER to certify his/her eligibility to VOTE.
VOTER STUB:	The stub retained by the VOTER as proof he/she voted. The VOTER STUB is at the top of the PRECINCT BALLOT and the bottom of the AutoMARK BALLOT. The stub must be removed prior to inserting the AutoMARK BALLOT into the AutoMARK Unit.
VOTING BOOTH:	The privacy booths where VOTERS mark their BALLOTS.
VOTING SYSTEM CLERK:	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.
	WITHOUT OPENING PACKETS, checked Precinct ballots? <ul style="list-style-type: none"> ●ballots match sample ballots provided in tub? ●counted ballots? (packets have 50) ●numbers are the same as listed on the Ballot Quantity Worksheet? ●checked AutoMARK ballots?
	Filled in number of ballots issued on Precinct Ballot Statement? AutoMARK Ballot Statement?
	Understand information in Blue Bag? Practiced putting Blue Bag together so it will stand upright as a box? (NOTE: Do NOT put in Blue Bag seal!)
	Called workers? Attendance at training strongly encouraged! Set time to be there Election morning? Discuss meal needs?
	Building key/entry arrangement? Checked with other inspectors (if any) for help setting up polling place day before & Election Day coordination?
	Day before set-up planned?
	Schedule of jobs for workers during day prepared?
	Schedule of breaks prepared?
	If you have any 1 st time workers, practice session scheduled (if necessary)
	Cell phone #'s exchanged?
	Know how to work county issued cell phone?

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)?
	*****REMINDER!!**Leave NO ballots or Rosters at polling place** REMINDER!!*****

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 for each ballot type opened at a time starting with the lowest number.
	Ballot Box ready for first voter to verify it is empty? Locking seal is available to seal box after verification?
	Inside front cover of roster signed and witnessed?
	Payroll sheet signed by all present at opening?
	Provisional Specialist prepared; all supplies out?
	Blue Bag put together correctly & set out by Provisional Specialist?
	Workers know job to begin the day?
	Everyone knows lunch/dinner/break schedule but understands it may change?
	Who the Provisional Specialist is and which voters are referred to this person?
	Who to ask if there are special circumstances or where to look to solve extraordinary situations as they occur?
	What the information in the signature space means?
	Which ballots are to be placed in the Blue Bag?
	AutoMARK Secrecy Sleeve Envelopes by Roster Clerk?
	AutoMARK set up?

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"> ●Envelope completed correctly? ●Roster lines completed correctly? ●Tally Sheet being used correctly?

PREPARING FOR CLOSING

(Tasks that apply to Lead Inspector only are bolded)

Done	Task
	Reviewed Closing Procedure in manual once more? Reviewed 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?
	Closing AutoMARK procedure known?
	Know how to secure building?

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

Done	Task
	Voting Ballots Team procedure followed?
	Other workers continuing with other closing procedures?
	Seals signed? <ul style="list-style-type: none"> ●Seal(s) for Container(s) for Voted Ballots ●Seal for Envelope 5
	Payroll signed?
	Back Roster Closing Certificate signed & number of voters written in?
	Ballot Statement completed & signed?
	Container(s) for Voted Ballots sealed? Number of ballots contained in the box written on the top of the box? In collection center return bag for delivery?
	Envelope 4 contains the following and is placed in collection center return bag for delivery? <ul style="list-style-type: none"> ●Combined Roster-Index with signed front and back covers? ●Two Outside Indexes? ●Payroll Sheet signed by all? ●Yellow Copy of Precinct Ballot Statement? ●Precinct Ballot Quantity Worksheet?
	Signs left in voting booths? All other inside & outside signs removed carefully, placed in supply tub?
	All other materials returned to Supply Tub including Envelope 5? AutoMARK Supplies Envelope put separately in Supply Tub, NOT Envelope 5?
	AutoMARK supplies put into Supply Tub?
	Voting booths left 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 2, 4, and container(s) for voted ballots) and Blue Bag to Collection Center in the same car?
	Secured the building?

PRECINCT WORKER REMINDERS & TIPS

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

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

- Wear clothing in layers—temperatures can vary widely during the day.
- Bring a watch set to the correct time in case there is no clock at the polling place. Many cell phones also give the time.
- Furniture varies—bring a cushion or perhaps a chair that is comfortable for you.
- If you need to take medication during the day, be sure to bring it with you.
- Bring food and water or other drinks, but be sure to keep it AWAY from the tables and the AutoMARK unit.
- A flashlight can come in handy if there is a power outage.
- NON-POLITICAL reading materials (no newspapers or books that contain political references), knitting or something to work on, in case part of the day is slow. Remember voter assistance is our first priority.
- Locate the restrooms first thing in the morning. 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.
- Don't forget your sense of humor.
- Use your resources— contact your Precinct Assistant or call the Elections Office (781-4106 before Election Day and 781-5236 on Election Day)—they're there to help you help the voters. There's no such thing as a stupid question.

