

# ELECTION PROCEDURES MANUAL



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Elections Office (805) 781-5228

Precinct Worker Line (805) 781-4989

**Election Day ONLY**

VBM Call Center (805) 781-1888

Elections Command Center (805) 781- 4989

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## Welcome & Overview

Dear Valued Precinct Worker,

Welcome to the June 2, 2026, Statewide Direct Primary Election!

Thank you for your willingness to serve our community. We truly appreciate the time, care, and dedication you bring to this important role. Your efforts help ensure that every voter in our county has a positive, smooth, and accessible experience at the polls.

This election also brings the introduction of ePollbooks to our polling places. We are excited about this enhancement and have designed this manual to guide you step-by-step, making the process as clear and manageable as possible. As always, our team is here to support you every step of the way.

Thank you for your commitment to public service and for standing on the front line of democracy here in San Luis Obispo County. Your service truly makes a difference.

With sincere appreciation,



*Elaina Cano*

County Clerk-Recorder  
Registrar of Voters

## What's New for this Election

- ePollbooks
  - What's included in the ePollbook?
    - "Roster"
    - Precinct Board Declaration
    - Payroll / Clock-In & Clock-Out – Adding a fill-in worker
    - List of Assisted Voters
    - List of First Time Federal Voters
    - Many other processes with just a click of a button
- Roster Clerk – Now is Check-In Clerk
  - All Check-In Clerks can process any voter
    - Voters do not have to go to an "assigned" Check-In Clerk to be processed
- Outside Rosters
  - One master Outside Index per precinct will be provided.
    - No more updating it every hour!

## What This Manual Covers

- How to set up and operate a polling place
- Voter eligibility and ballot issuance
- Managing equipment and ballots
- Assisting voters with accessibility needs
- Handling provisional, Vote-by-Mail, and challenged voters
- Chain of custody and legal compliance
- Dealing with observers, the public, and the media
- What to do in difficult or unexpected situations

## Mission of a Poll Worker

As an official representative of the San Luis Obispo County Elections Division, the mission of a poll worker is to:

- **Respect and serve every voter equally**—regardless of race, ethnicity, gender, orientation, age, language, ability, income, religion, or political belief.
- **Protect voter rights** by ensuring access to assistance, accessibility tools, and translated materials required under the ADA, Help America Vote Act, and Voting Rights Act.
- **Maintain professionalism** by staying attentive, impartial, and free from distractions or political influence.
- **Safeguard the election process** by securing ballots, preventing electioneering, and ensuring voters can cast a private, independent ballot free from intimidation.
- **Uphold integrity and accountability** by following election laws and reporting misconduct or disrespect immediately.



## Poll Worker Roles

| Position   | Key Responsibilities  |
|--|---|
| <b>Inspector</b>                                     | Oversees the polling place; ensures procedures are followed; contacts Elections Office as needed; assists voters with ICX |
| <b>Check-In Clerk</b><br>(formerly the Roster Clerk) | Checks in voters using the ePollbook, verifies voter registration   |
| <b>Ballot Clerk</b>                                  | Issues ballots, secrecy sleeves, and explains how to vote   |
| <b>ICX Clerk</b> (Lead Inspector or Designee)        | Assists voters who wish to use the accessible ballot marking device   |
| <b>Ballot Box Clerk</b>                              | Accepts completed ballots and ensures proper ballot box use   |
| <b>Provisional Clerk</b>                             | Handles voters who require provisional ballots and documentation  |

## Guidance for On-the-Job Behavior

Serving as a precinct worker is both a privilege and a responsibility. Poll workers are entrusted with protecting the integrity of our democracy and ensuring that every voter is treated with fairness and respect. The following expectations help create a positive environment for both voters and fellow workers:

- **Respectful Conduct**
  - Treat all voters and colleagues with courtesy, patience, and professionalism.
  - If a situation becomes tense, remain calm and respectful, and ask your Inspector for support.
- **Staying Nonpartisan**
  - Maintain complete neutrality—avoid political clothing, discussions, or displays.
  - If asked about candidates or measures, politely explain that poll workers must remain impartial and direct voters to official resources.
- **Staying Focused**
  - Keep personal devices silent and out of sight to remain attentive to voters.
  - If you feel overwhelmed or distracted, let your Inspector know so you can take a brief break and return refreshed.

Immediate removal and/or disqualification from future election work may result from:

- Working under the influence of alcohol or illegal/illicit drugs.
- Treating any voter or fellow poll worker with disrespect, insensitivity, or hostility.

- Taking any action that threatens the integrity of the voting process or infringes upon a voter's rights.
- Violating election law or engaging in fraudulent activity. Such actions will be referred to the District Attorney or Attorney General for investigation.

Poll workers should be aware that voters are permitted to contest an election based on misconduct by a poll worker—a fact that reinforces the importance of properly performing their duties on Election Day. An elections contest is handled outside of the polling place via legal channels. Such misconduct includes:

- Discriminating against voters based on race, ethnicity, party preference, literacy, or disability
- Denying an eligible voter the right to cast a ballot
- Intentionally misinforming voters of their registration status
- Coercing or intimidating voters (EC § 16100 (a))

Poll workers should immediately report all disruptive behavior to the County Elections Office and try to move any such behavior outside of the polling place. Poll workers should never put themselves in physical jeopardy and should call local law enforcement first if they believe anyone's safety is in jeopardy.



## One Week Before Election Day

### Inspector Communication

At least **one week before Election Day**, your Inspector will contact you. This conversation is crucial—it ensures the team is prepared and expectations are clear.

The Inspector will:

- Confirm your assigned role (Check-In Clerk, Ballot Clerk, etc.)
- Review Election Day arrival time (all workers must arrive no later than 6:15 a.m. if working a full day or the morning shift)
- Discuss Monday setup time and responsibilities
- Explain break and meal schedules
- Ask about any special needs (e.g., sitting/standing restrictions, childcare pickup)
- Confirm whether you've attended training or viewed training videos
- Answer any questions you may have

## Your Responsibilities Before Election Day

- Review this manual thoroughly
- Attend poll worker training
- Prepare personal items (jacket, food, non-political reading material, medication)
- Plan transportation and allow extra time to arrive early
- Contact your Inspector if you have unexpected conflicts

## Concerns Before Election Day

- **Didn't hear from your Inspector?**
  - Contact the Precinct Worker Line immediately to confirm your assignment.
- **Can't attend training?**
  - Call the Precinct Worker Line to reschedule or arrange an alternate method (online modules, make-up class).
- **Have mobility or medical needs?**
  - Let your Inspector know ahead of time so accommodations can be arranged.

## Monday Setup

Inspectors and assigned workers may meet on Monday before Election Day to prepare the polling place. This makes Tuesday morning set up much smoother.

## Monday Setup Checklist

- Arrange tables, chairs, and voting booths for privacy.
- Post required signage inside the polling place:
  - Items for Display poster
  - Each side of facsimile ballot for each required language for each precinct near the Ballot Clerk table(s)
- Set up ICX Accessible Ballot Marking Device (do not power on until Tuesday morning).
- Ensure accessible entrances and pathways are clear.
- Place one copy of each facsimile ballot in required languages (Spanish and Chinese Gujarati, Khmer and/or Tagalog where required) at or near the Ballot Clerk table.
- Prepare precinct table with supplies (except sensitive materials).
- Set up the Check-In table – **BE SURE THAT IT IS PLACED NEAR AN ELECTRICAL OUTLET.** – For voting locations with multiple precincts the placement should be

closest to the entrance of the polling place. Provide space for all Check-In Clerks at the table.

- Designate an area for personal belongings.

### **Materials That Must NOT Stay Overnight**

Inspectors must secure the following items at home securely:

- ePollbook
- Precinct Ballots
- ICX Ballot Stock Pouch
- Ballot Boxes
- Outside Index
- Tally Sheets (Ballot Box, Provisional, ICX)
- Provisional Envelopes
- Replacement Vote-By-Mail Envelopes
- Cellphones issued by Elections Office
- Election Procedure Manuals (Instructions, Manuals & Procedures Binder, Poll Worker-Inspector Manual, ICX Poll Worker Reference Guide, Tenex ePollbook Guide)

### **Troubleshooting Setup**


- **Facility locked / no access?**
  - Inspector must contact the facility manager immediately
  - If unresolved, call your assigned Precinct Assistant
  - If still unresolved, call the Precinct Worker Line
- **Missing supplies?**
  - Document what's missing
  - Contact your assigned Precinct Assistant so replacements can be provided before polls open
  - If still unresolved, call the Precinct Worker Line

## Election Day – Morning Duties

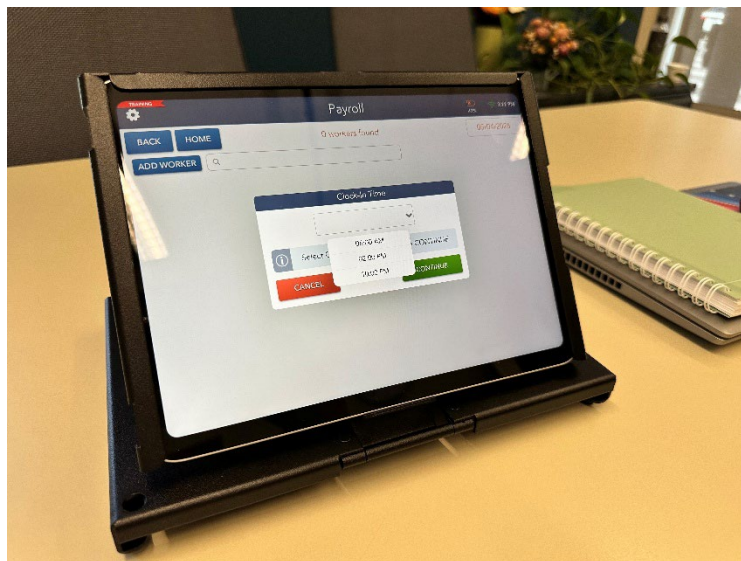
Election Day begins early. Every poll worker plays a role in ensuring the polls open promptly and smoothly at **7:00 a.m.**

### Arrival & Sign-In

- All poll workers must arrive at the assigned polling location **no later than 6:15 a.m.** unless they have been assigned a later shift.
- Using the ePollbook, clock in and sign the Election Officer Declaration **before** beginning duties. Details about the clock-in process (and photos) can be found in the Tenex ePollbook Guide, but here is a summary of that process:

1. Touch the Launchpad Menu  in the upper right-hand corner of the screen.
2. Select “Poll Worker Payroll”
3. Find your name in the list displayed and select “CLOCK-IN.”
4. Select Clock-in time from dropdown menu and touch “Continue”.
5. Confirm your information and then select “Yes, Continue.”
6. Read the Election Officer Declaration, sign your name, and select “I Accept.”

If for any reason you do not see your name listed on the “Clock In” screen, there will be an option to select “Add Worker.” Again, there are step-by-step instructions with visual aids in the Tenex ePollbook Guide.



- Check in with your Inspector for assignments.

## Setting Up the Polling Place

Each worker will have a specific task during morning setup, which the Inspector may assign.

### **Tasks include:**

#### **Workstation Setup**

Each clerk should start by taping the appropriate instruction sheet to their assigned table.

#### **Check-In Clerk Setup**

The Check-In Clerk should have the following materials at their station:

- “Start Here” sign
- ePollbook, printer and styli
- Signature Guide Cards
- ePollbook Notice
- Facsimile Ballot(s) Available Notice
- “3 Ways to Vote” informational notice
- QR code sheet (for voters to check registration status and assigned polling place)
- Vote-by-Mail Ballot Status Log – use for calling to verify voter has not already voted
- Blue Vote-by-Mail Replacement Envelopes
- Pink Provisional Ballot Envelopes, Provisional and Conditional Voter Information pad
- Change of Party / Address Forms (in Inspector supplies)
- Pens
- Surrendered Ballot Stickers
- Spoiled Ballot Stickers
- Yellow Spoiled and Surrendered Ballots Bag

#### **Ballot Clerk Setup**

The Ballot Clerk should:

- Have one packet of precinct ballots for each ballot type (if more than one at your location).
  - Always start with the lowest ballot sequence number.
- Have a Certified Write-In List (if applicable).
- Set up:
  - Ballot Receipt pouch (to hold poll opening report, and ballot receipts, and voter referral slips)
  - Ballot Secrecy Sleeves (precinct color and pink for provisional)
  - Children's Ballots
  - Facsimile ballot(s) - one per required language
  - Accessibility supplies (magnifying sheets, pen grips, Translation Services information)
  - Voter Information Guides
  - Pens
  - Precinct Number sign on stand (stand is located in precinct supply tub)
  - Voter Instruction cards (guidance for voters in obtaining and marking their ballots)

### **Ballot Box Clerk Setup**

- Gray Precinct Ballot Box
- Tape Ballot Box Tally Sheet to the Ballot Box (found in Ballot Box Clerk supplies zip bag)
- Elections Code 3016.5 Notice pad
- "I Voted" stickers
- Open the Blue VBM ballot box, set near the entrance and have it ready to show to the first VBM voter

### **Provisional Clerk Setup**

- Set out:
  - "I Voted" stickers (in Ballot Clerk supplies)
  - Signature Verification Statement pad (in Inspector supplies)
  - Unsigned Identification Envelope Statement pad (in Inspector supplies)
  - Pens (in Ballot Clerk and Check-In Clerk supplies)
  - Accessibility supplies (magnifying sheets, pen grips, Translation Services information)
  - Pink Provisional Ballot Box

- Provisional Roster / List of Assisted Provisional Voters / Voted & Spoiled Provisional Ballot Tally
- Open the pink Provisional ballot box and have it ready to show to the first provisional voters.

### **Posting Signs and Notices**

- Hang the Outside Index either:
  - Outside the outermost doors of the polling place, or
  - Directly inside those doors where they are visible to voters.
- Hang the U.S. Flag outside the polling place with the stars in the upper-left corner.
- Place “VOTE HERE” directional signs outside, making sure they are visible to voters coming from all directions.
- If the ADA entrance is not the main door, place an ADA arrow sign directing voters to the accessible entrance.
- Post the “100 Feet – No Electioneering” sign 100 feet from the polling place entrance.
- Place additional ADA mitigation supplies in specific locations, such as the Voter Assistance doorbell and Call for Voter Assistance A-frame sign.
- Place the No Electioneering and Corruption of Voting A-frame sign near the entrance to the polling place.

### **Troubleshooting Morning Duties**

- **ePollbook not powering on (Always refer to the Tenex ePollbook Guide)**
  - Check power cable is connected to device and outlet
  - If it is still not working, contact your assigned Precinct Assistant or the Elections Command Center
- **ICX not powering on (Always refer to the ICX -BMD Poll Worker Reference Guide)**
  - Check power cable is connected to device and outlet
  - If it is still not working, contact your assigned Precinct Assistant or the Elections Command Center
- **Missing signage or materials**
  - Recheck supply boxes
  - Contact your assigned Precinct Assistant or the Elections Command Center
- **Polling place not ready at 7:00 a.m.**
  - Open polls regardless of whether you’re ready or not

- Complete setup while serving voters
- Contact your assigned Precinct Assistant or the Elections Command Center

### ✔ Worker Tips

- Eat breakfast before your shift—breaks may not come quickly
- Keep personal devices silent and away from the voter area
- Check with your Inspector if you have any uncertainty—never guess on procedure

## Managing Ballots & Chain of Custody

### ⚖ Why Ballot Security Matters

- Ballots are legal documents protected under the California Elections Code.
- **Every ballot issued, surrendered, or spoiled must be accounted for at the end of the night.**
- Maintaining chain of custody ensures public trust and prevents fraud.
- Only authorized workers (Inspector, designated clerks) may handle ballot containers.

### ■ Ballot Types & Containers

| Ballot Type                               | Container            | Notes  |
|---|----------------------|--|
| <b>Precinct Ballots (voted in person)</b> | Gray Ballot Box      | Standard in-person ballots                     |
| <b>Vote-by-Mail (VBM) Ballots</b>         | Blue Ballot Box      | <b>Must be inside a signed return envelope</b> |
| <b>Provisional Ballots</b>                | Pink Provisional Box | Sealed in a completed provisional envelope     |
| <b>Spoiled or Surrendered Ballots</b>     | Yellow Canvas Bag    | Must be logged and sealed                      |

### ✔ Key Reminders

- Every ballot is tracked—never discard a ballot under any circumstances.
- Always follow color-coded containers (Gray, Blue, Pink, Yellow).
- Chain of custody protects you as well as the integrity of the election.

# Serving Voters



## Opening the Polls

At 7:00 a.m., promptly open the polls and proclaim aloud, **“THE POLLS ARE NOW OPEN.”** Everyone should be ready to greet and process voters.

### First Poll Voter Procedure:

- Open the Ballot Box for the first voter and ask them to verify that the Ballot Box is EMPTY.
- The Inspector will then complete the “Precinct Ballots Seal Certificate & Chain of Custody” document (Certificate #1), place it inside the Ballot Box, and seal the Ballot Box shut **BEFORE** the voter places their voted ballot in the Ballot Box.

TWO-SIDED DOCUMENT #1

  **PRECINCT BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY**

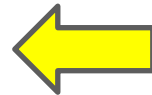
\*OPENING\*

PRECINCT# \_\_\_\_\_

**OPENING THE POLLS INSPECTOR CERTIFICATION**  
Place certificate inside Precinct Ballot box after completion.  
I, \_\_\_\_\_ (Precinct Inspector Signature) DO HEREBY CERTIFY the Precinct Ballot box lid was secured with zip tie seal number \_\_\_\_\_  
VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)

**AFTER POLLS CLOSE INSPECTOR CERTIFICATION**  
I, \_\_\_\_\_ (Precinct Inspector Signature) DO HEREBY CERTIFY the Precinct Ballot Box lid zip tie seal was broken to retrieve voted ballots after the polls closed at \_\_\_\_\_ (write in time) and the removed zip tie seal number was \_\_\_\_\_  
VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)

TWO INDIVIDUALS ARE REQUIRED IF THE PRECINCT BALLOT BOX SEAL NEEDS TO BE OPENED PRIOR TO THE CLOSE OF POLLS – Complete the bottom of this certificate with an explanation.  
I, \_\_\_\_\_ (INSPECTOR or Precinct Assistant's Signature) DO HEREBY CERTIFY that Precinct Ballot Box lid zip tie seal number \_\_\_\_\_ was replaced with a new zip tie seal number \_\_\_\_\_ at \_\_\_\_\_ (write the time seal was replaced).  
VERIFIED BY: \_\_\_\_\_ (Precinct Inspector or Precinct Assistant Signature)  
Why was the Precinct Ballot Box lid seal removed and replaced? Please write the names of the workers present.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## First Provisional and VBM Voter Procedure:

Do the same empty box inspection and complete the appropriate certificate (VBM – Certificate #2 and Provisional – Certificate #3), but **DO NOT** put the certificate into the box before sealing. **Inspectors will return those certificates to the Seals & Certificate Envelope until the polls close.**

TWO-SIDED DOCUMENT #2

COUNTY OF SAN LUIS OBISPO  
SAN LUIS OBISPO COUNTY  
CALIFORNIA

VOTE-BY-MAIL BALLOTS SEAL  
CERTIFICATE & CHAIN OF CUSTODY

\*OPENING\*

PRECINCT# \_\_\_\_\_

OPENING THE POLLS INSPECTOR CERTIFICATION

Place certificate back into Seals & Certificate Envelope and complete Closing side after polls close.

I, \_\_\_\_\_ (Precinct Inspector Signature)

DO HEREBY CERTIFY the Vote-By-Mail Ballot box lid was secured with zip tie seal number \_\_\_\_\_.

VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)

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TWO INDIVIDUALS ARE REQUIRED IF THE VOTE-BY-MAIL BALLOT BOX SEAL NEEDS TO BE OPENED PRIOR TO THE CLOSE OF POLLS – Complete the bottom of this form with an explanation.

I, \_\_\_\_\_ (INSPECTOR or Precinct Assistant's Signature)

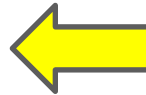
DO HERBY CERTIFY that Vote-By-Mail Ballot Box lid zip tie seal number \_\_\_\_\_ was replaced with a new zip tie seal number \_\_\_\_\_ at \_\_\_\_\_ (write the time seal was replaced).

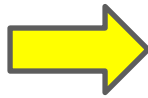
VERIFIED BY: \_\_\_\_\_ (Precinct Inspector or Precinct Assistant Signature)

Why was the Vote-By-Mail Ballot Box lid seal removed and replaced? Please write the names of the workers present.

\_\_\_\_\_

\_\_\_\_\_





**PROVISIONAL BALLOTS SEAL  
CERTIFICATE & CHAIN OF CUSTODY**

**\*OPENING\***

PRECINCT# \_\_\_\_\_

**OPENING THE POLLS INSPECTOR CERTIFICATION**

Place certificate back into Seals & Certificate Envelope and complete Closing side after polls close.

I, \_\_\_\_\_ (Precinct Inspector Signature)

DO HEREBY CERTIFY the Provisional Ballot Box lid was secured with zip tie seal number \_\_\_\_\_.

VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)

**TWO INDIVIDUALS ARE REQUIRED IF THE PROVISIONAL BALLOT BOX SEAL NEEDS TO BE OPENED PRIOR TO THE CLOSE OF POLLS - Complete the bottom of this form with an explanation.**

I, \_\_\_\_\_ (INSPECTOR or Precinct Assistant's Signature)

DO HEREBY CERTIFY that Provisional Ballot Box lid zip tie seal number \_\_\_\_\_ was replaced with a new zip tie seal number \_\_\_\_\_ at \_\_\_\_\_ (write the time seal was replaced).

VERIFIED BY: \_\_\_\_\_ (Precinct Inspector or Precinct Assistant Signature)

Why was the Provisional Ballot Box lid seal removed and replaced? Please write the names of the workers present.

\_\_\_\_\_

# Check-In Clerk (formerly called the Roster Clerk)

Please refer to the Tenex ePollbook Guide for detailed descriptions and visual aids to assist you in processing voters

## Step 1: Greet and Check In

- Welcome the voter with a respectful tone:  
*“Good morning! Please state your last name and first name.”*

*You can also ask for the first three letters of their last name, and their first three letters of their first name.*

- Do **not** request ID.

## Troubleshooting Greeting & Check-In

- **Voter offers ID when not required:** Politely explain that ID is not necessary.
- **Voter insists you look them up by party or other detail:** You may only search by name and/or address.

## Step 2: Locate the Voter in the ePollbook

- Search for the voter’s name and then ask that they verify their address.

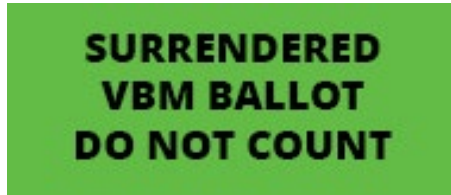
## Step 3: Verify Remarks (ISSUED VBM BALLOT / RETURNED VBM BALLOT)

- If “ISSUED VBM BALLOT” shows:
  - The voter must surrender their Vote-by-Mail (VBM) ballot and envelope

**OR**

  - If the voter does not have their VBM to surrender, you must call the Elections VBM Call Center to verify that no VBM ballot has been returned.

- **If voter brings VBM ballot and return VBM envelope:**
  - Place “SURRENDERED” sticker on the envelope and another on the timing marks of the ballot.



- Put the ballot in the return VBM envelope and place inside Yellow Canvas Bag.



### **COMPLETE THE CHECK-IN PROCESS**


PLEASE REFER TO THE TENEX ePOLLBOOK GUIDE for details and visual aids

- Flip the ePollbook so the voter can sign and ask the voter to sign their name.
- Ask all voters if they need assistance marking their ballot or if they would like to vote using the ICX (ballot marking device).
- Print the Ballot Receipt and provide to the voter.
- Instruct the voter to go to the correct precinct table to be issued a ballot or get assistance using the ICX.

| If:   | Then do the following:  |
|---|---|
| <p><b>Voter is listed on the ePollbook as “Inactive”</b></p>  | <ul style="list-style-type: none"> <li>Call the VBM Call Center and document the call in the Vote-by-Mail Status Log.</li> </ul> <div data-bbox="672 323 1312 1045" data-label="Form"> </div> <ul style="list-style-type: none"> <li>Put a checkmark in the box next to the Call Center’s response and be sure to also write the name of the Call Center staffer you talked to. <ul style="list-style-type: none"> <li>Continue to process the voter per the Call Center’s instructions.</li> </ul> </li> </ul>   |
| <p><b>Voter (who is listed in the ePollbook) has a ballot to surrender with NO envelope OR an envelope to surrender but NO ballot</b></p> | <ul style="list-style-type: none"> <li>Complete the Vote-by-Mail Ballot Status Log.</li> <li>Call the VBM Call Center to confirm if voter is eligible for a new ballot.</li> <li>Put a checkmark in the box next to the Call Center’s response and be sure to also write the name of the Call Center staffer you talked to. <ul style="list-style-type: none"> <li>If the Call Center staffer confirms <b>no</b> ballot has been returned, continue to process the voter.</li> <li>If the Call Center staffer states that a ballot <b>has</b> been returned, follow the <b>Provisional</b> voter process in the ePollbook, issue the voter a Provisional Ballot Receipt, pink provisional envelope, Provisional &amp; Conditional Voter Information ½ sheet, and direct the voter to the Ballot Clerk.</li> </ul> </li> </ul> |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• If the voter is surrendering a ballot with no envelope, place “SURRENDERED” sticker over the timing marks at the bottom of the surrendered ballot and place it in the <u>Yellow Canvas Bag for Spoiled and Surrendered Ballots</u>.</li> <li>• If the voter is surrendering an envelope with no ballot, follow the same VBM Call Center instructions above. <ul style="list-style-type: none"> <li>○ If the Call Center staffer confirms no ballot has been returned, continue to process the voter.</li> <li>○ If the Call Center staffer states that a ballot has been returned, process the voter as a <b>Provisional</b>.</li> </ul> </li> <li>• Place the “SURRENDERED” sticker on the <b>signature space</b> and over <b>the return address</b> of the VBM return envelope, <b>NOT</b> over the voter information; write on the <b>envelope “NO BALLOT – ENVELOPE ONLY”</b> and place it in the <u>Yellow Canvas Bag for Spoiled and Surrendered Ballots</u>.</li> </ul> |
| <p><b>Voter (who is listed in the ePollbook) has NO ballot to surrender, or voter states they never received a ballot</b></p> | <ul style="list-style-type: none"> <li>• Complete the Vote-by-Mail Ballot Status Log.</li> <li>• Call the Call Center to confirm if voter is eligible for a new ballot.</li> <li>• Put a checkmark in the box next to the Call Center’s response and be sure to also write the name of the Call Center staffer you talked to. <ul style="list-style-type: none"> <li>○ If the Call Center staffer confirms <b>no</b> ballot has been returned, continue to process the voter.</li> <li>○ If the Call Center staffer states that a ballot <b>has</b> been returned, process the voter as a <b>Provisional</b>, provide them with a Provisional Ballot Receipt and ask that they proceed to the Ballot Clerk.</li> </ul> </li> </ul>  |
| <p><b>Voter’s name has changed</b></p>  | <ul style="list-style-type: none"> <li>• Voter signs both names.</li> <li>• Offer a Voter Registration card to update new name.</li> <li>• Continue to process the voter.</li> </ul>  |
| <p><b>Voter’s address has changed</b></p>   | <ul style="list-style-type: none"> <li>• Complete <u>Vote-by-Mail Ballot Status Log</u> entry and note the new address at the bottom of the entry.</li> <li>• Call the Call Center and ask for the correct precinct for the new address. <ul style="list-style-type: none"> <li>○ If new precinct is the same as the voter’s assigned precinct, confirm that their Vote-by-Mail Ballot has not been returned. If no ballot has been returned, continue to process the voter.</li> <li>○ If precinct is different, they are still eligible to vote a Precinct Ballot at this polling location, as long as the</li> </ul> </li> </ul>   |

- Call Center confirms that a Vote-by-Mail Ballot has not been returned.
- Ask voter to complete change of address form.



**California Secretary of State**  
**CHANGE OF POLITICAL PARTY/CHANGE OF ADDRESS**  
 (Elections Code §§ 2119.5, 2152)

This form may only be completed by a voter who is currently registered to vote in their current county of residence. This form is to request a change of political party preference and/or to request a change of address within the same county. This form may only be completed during the time period of the 14th day before an election up until the close of the polls on Election Day. This form must be provided in person to the county elections official's office, polling location, or satellite office.

\_\_\_\_\_  
 First name Middle name

\_\_\_\_\_  
 Last name (including suffix, such as Jr., Sr., III)

Date of birth    /    /     
 M M D Y Y Y

\_\_\_\_\_  
 Current residence address Apt or Unit #

\_\_\_\_\_  
 City State CA Zip

I want to change my political party preference.

I want to choose a political party preference

- American Independent Party
- Democratic Party
- Green Party
- Libertarian Party
- Peace and Freedom Party
- Republican Party
- Other (specify): \_\_\_\_\_

I do not want to choose a political party preference

- No Party / None

\_\_\_\_\_  
 I want to change my address. My previous address was:

\_\_\_\_\_  
 Address Apt or Unit #

\_\_\_\_\_  
 City State CA Zip

I declare under penalty of perjury under the laws of the State of California that the information I have provided on this request is true and correct.

X \_\_\_\_\_  
 Signature Date signed Month Day Year

**“ID REQ'D” in remarks**  
 Indicates voter is a First-Time Federal Voter and must show identification before voting.

- Remind the voter that they are a First-Time Federal Voter and are therefore required to show ID.
- Voter shows acceptable form of ID
- Please refer to the Tenex ePollbook Guide

**Voter requests assistance**

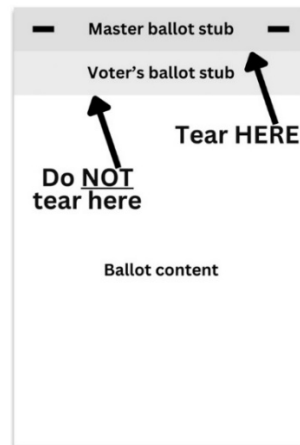
- Voter may either bring someone to assist them, or a precinct worker may assist them.
- Reference the Tenex ePollbook Guide
  - Read the oath to the voter.
  - If voter brings someone with them to assist, read the additional oath concerning employer and/or union representative.
  - Precinct worker must assist if voter did not bring someone to assist them.

|   |  |
|---|--|
| <p><b>Voter unable to sign the ePollbook</b></p>                            | <ul style="list-style-type: none"> <li>• Voter makes any mark on signature line.</li> <li>• The mark must be witnessed by another person. <ul style="list-style-type: none"> <li>◦ <i>A precinct worker may serve as a witness.</i></li> </ul> </li> <li>• The witness must sign their name alongside the mark.</li> </ul> |
| <p><b>Voter signed ePollbook and did not vote or leaves with ballot</b></p> | <ul style="list-style-type: none"> <li>• List the voter's name on the Closing Certificate.</li> </ul>  |

## ◇ Ballot Clerk

### Issue the Ballot


- Ask the voter for their Ballot Receipt. If they don't have one, ask them to go back to the Check-In Clerk and get another one. Do not provide a voter with a ballot unless they hand you their Ballot Receipt.
- Remove the ballot card with the voter stub attached from the stapled pads. **Please do not remove multiple ballots from the pads. This may result in giving more than one ballot to a voter and could make balancing difficult later.**



- Slide the ballot card into the appropriate secrecy sleeve (pink for provisional or color for voter's precinct) and give the ballot to the voter.
- If applicable, instruct the voter that there are contests on both sides.
- Advise the voter to return the pen and voted ballot **in the secrecy sleeve** to the Ballot Box Clerk (or Provisional Clerk) **with the voter's ballot stub**

**sticking out** (EC § 14275). If there is more than one precinct in the polling location, direct the voter to the Ballot Box that matches the Precinct # on their ballot. The secrecy sleeves are color-coded by precinct. Provisional secrecy sleeves are pink.

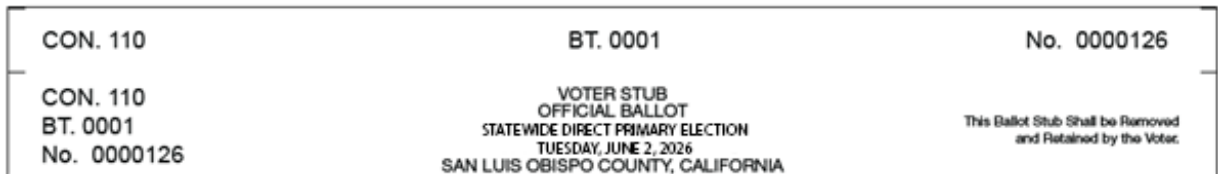
- Direct the voter to an empty voting booth or table.
- Place the Ballot Receipt in the Ballot Receipt Pouch.
- If a voter opts to use the ICX ask the Inspector for assistance:
  - Ask the voter for their Ballot Receipt and provide it to the Inspector.

| If:  | Then do the following:   |
|--|--|
| <p><b>Voter spoils their ballot</b></p> <p><b>NOTE: Voters can only receive a total of 2 Precinct Ballots.</b></p> | <ul style="list-style-type: none"> <li>• Voter must return spoiled ballot card to the Check-In Clerk.</li> <li>• Place “SPOILED BALLOT” sticker over the timing marks at the bottom of the ballot.</li> </ul> <div data-bbox="797 783 1130 919" style="text-align: center; background-color: yellow; padding: 5px; margin: 10px 0;"> <p><b>SPOILED<br/>BALLOT<br/>DO NOT COUNT</b></p> </div> <ul style="list-style-type: none"> <li>• Spoil the voter’s check- in using the ePollbook, then issue new ballot and ballot receipt</li> <li>• Instruct the voter to go back to the Ballot Clerk and hand them their Ballot Receipt.</li> <li>• Instruct Ballot Clerk to issue a new ballot.</li> <li>• Put spoiled ballot in the <u>Yellow Canvas Bag for Spoiled and Surrendered Ballots</u>.</li> </ul> <div data-bbox="846 1251 1195 1524" style="text-align: center; margin: 10px 0;">  </div> |

# ◇ Ballot Box Clerk

## Casting the Ballot

- When the very first voter of the day arrives, **get the Inspector**. The Inspector will have that first voter look into the gray Precinct Ballot Box and confirm it is empty, and then the Inspector will deposit the required certificate and seal the box shut for the day.
- Check the voter’s ballot stub, which should be sticking out of the secrecy sleeve, to confirm that it is a Precinct Ballot and not a Vote-by-Mail Ballot.
- Tear off the voter’s ballot stub and hand it to the voter.



- Deposit the ballot into the gray Precinct Ballot Box.  
**Secrecy sleeves do not go into the ballot box with the ballot.**
- After you have deposited the ballot, mark the next number on the Ballot Box Tally attached to the Ballot Box.
- Give the voter an “I Voted” sticker.



### BALLOT BOX TALLY 2026 PRIMARY ELECTION

### PRECINCT# 101

|     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  | 28  | 29  | 30  | 31  | 32  | 33  | 34  | 35  | 36  | 37  | 38  | 39  | 40  |
| 41  | 42  | 43  | 44  | 45  | 46  | 47  | 48  | 49  | 50  | 51  | 52  | 53  | 54  | 55  | 56  | 57  | 58  | 59  | 60  |
| 61  | 62  | 63  | 64  | 65  | 66  | 67  | 68  | 69  | 70  | 71  | 72  | 73  | 74  | 75  | 76  | 77  | 78  | 79  | 80  |
| 81  | 82  | 83  | 84  | 85  | 86  | 87  | 88  | 89  | 90  | 91  | 92  | 93  | 94  | 95  | 96  | 97  | 98  | 99  | 100 |
| 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 | 119 | 120 |
| 121 | 122 | 123 | 124 | 125 | 126 | 127 | 128 | 129 | 130 | 131 | 132 | 133 | 134 | 135 | 136 | 137 | 138 | 139 | 140 |
| 141 | 142 | 143 | 144 | 145 | 146 | 147 | 148 | 149 | 150 | 151 | 152 | 153 | 154 | 155 | 156 | 157 | 158 | 159 | 160 |
| 161 | 162 | 163 | 164 | 165 | 166 | 167 | 168 | 169 | 170 | 171 | 172 | 173 | 174 | 175 | 176 | 177 | 178 | 179 | 180 |
| 181 | 182 | 183 | 184 | 185 | 186 | 187 | 188 | 189 | 190 | 191 | 192 | 193 | 194 | 195 | 196 | 197 | 198 | 199 | 200 |
| 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 213 | 214 | 215 | 216 | 217 | 218 | 219 | 220 |
| 221 | 222 | 223 | 224 | 225 | 226 | 227 | 228 | 229 | 230 | 231 | 232 | 233 | 234 | 235 | 236 | 237 | 238 | 239 | 240 |
| 241 | 242 | 243 | 244 | 245 | 246 | 247 | 248 | 249 | 250 | 251 | 252 | 253 | 254 | 255 | 256 | 257 | 258 | 259 | 260 |
| 261 | 262 | 263 | 264 | 265 | 266 | 267 | 268 | 269 | 270 | 271 | 272 | 273 | 274 | 275 | 276 | 277 | 278 | 279 | 280 |
| 281 | 282 | 283 | 284 | 285 | 286 | 287 | 288 | 289 | 290 | 291 | 292 | 293 | 294 | 295 | 296 | 297 | 298 | 299 | 300 |
| 301 | 302 | 303 | 304 | 305 | 306 | 307 | 308 | 309 | 310 | 311 | 312 | 313 | 314 | 315 | 316 | 317 | 318 | 319 | 320 |
| 321 | 322 | 323 | 324 | 325 | 326 | 327 | 328 | 329 | 330 | 331 | 332 | 333 | 334 | 335 | 336 | 337 | 338 | 339 | 340 |
| 341 | 342 | 343 | 344 | 345 | 346 | 347 | 348 | 349 | 350 | 351 | 352 | 353 | 354 | 355 | 356 | 357 | 358 | 359 | 360 |
| 361 | 362 | 363 | 364 | 365 | 366 | 367 | 368 | 369 | 370 | 371 | 372 | 373 | 374 | 375 | 376 | 377 | 378 | 379 | 380 |
| 381 | 382 | 383 | 384 | 385 | 386 | 387 | 388 | 389 | 390 | 391 | 392 | 393 | 394 | 395 | 396 | 397 | 398 | 399 | 400 |
| 401 | 402 | 403 | 404 | 405 | 406 | 407 | 408 | 409 | 410 | 411 | 412 | 413 | 414 | 415 | 416 | 417 | 418 | 419 | 420 |
| 421 | 422 | 423 | 424 | 425 | 426 | 427 | 428 | 429 | 430 | 431 | 432 | 433 | 434 | 435 | 436 | 437 | 438 | 439 | 440 |
| 441 | 442 | 443 | 444 | 445 | 446 | 447 | 448 | 449 | 450 | 451 | 452 | 453 | 454 | 455 | 456 | 457 | 458 | 459 | 460 |
| 461 | 462 | 463 | 464 | 465 | 466 | 467 | 468 | 469 | 470 | 471 | 472 | 473 | 474 | 475 | 476 | 477 | 478 | 479 | 480 |
| 481 | 482 | 483 | 484 | 485 | 486 | 487 | 488 | 489 | 490 | 491 | 492 | 493 | 494 | 495 | 496 | 497 | 498 | 499 | 500 |

PLACE IN ELECTION NIGHT RETURN ENVELOPE

## Troubleshooting Ballot Casting

- **Voter tries to put ballot in the wrong box:** Politely redirect them.
- **Voter refuses secrecy sleeve:** They still have the right to vote but encourage use of the sleeve for privacy.

## ◇ ICX Clerk/Inspector

### Using the ICX (Accessible Ballot Marking Device)

- Ballot Clerk will hand the ICX Clerk/Inspector the voter's Ballot Receipt and a secrecy sleeve
- ICX Clerk/Inspector will then:
  - Accompany the voter to the ICX
  - Insert the Poll Worker card to start the session
  - Type the ballot activation code associated with the correct precinct
  - **Remove the activation card and take it with you** before leaving the voter to vote in private
  - Place the Ballot Receipt in the Ballot Receipt Pouch.
  - Tally the ballot issuance on the ICX Ballot Tracking and Seal Log

### Spoiled ICX Ballots:

- Voter must return spoiled ICX ballot to the Check-In Clerk.
- The Check-In Clerk will place Spoiled Ballot sticker on front of ballot across the timing marks and place in Yellow Canvas Bag for Spoiled and Surrendered Ballots.
- Check-In Clerk will look up the voter, note that they have spoiled their ballot in the ePollbook (see Tenex ePollbook Guide), and reissue another Ballot Receipt to provide to the Inspector.
- Inspector will activate another ICX session for the voter and place the new Ballot Receipt in the ICX Ballot Receipt Pouch.
- Voter can only receive a maximum of 2 ballots.

\*See ICX-BMD Poll Worker Reference Guide for instructions for troubleshooting issues.

## ◇ Provisional Clerk

### Provisional Voting (EC §14310)

Not all voters will fit the “normal” Check-In and ballot issuance process. The following scenarios explain what to do—and how to explain it clearly to voters.

A **Provisional Ballot** must be issued if:

Voter is not listed in the ePollbook

- Voter moved and did not re-register in time
- VBM status is uncertain or listed as already returned
- First-time voter is required to show ID but cannot provide it
- Conditional Voter Registration (CVR)

The **Check-In Clerk** will confirm that the voter:

- Is not listed in the ePollbook; or
- Is listed in the ePollbook but has “VBM Returned” in the remarks; (or VBM Call Center indicates ballot has been returned); or
- Is listed in the ePollbook but has “ID REQ'D” and does not have acceptable ID ; or
- Is listed in the ePollbook but is not at their assigned polling place and wishes to vote here anyway

### Check-In Clerk:

| If:  | Then do the following:   |
|--|--|
| <p><b>If voter shows “RETURNED VBM” status OR the Call Center confirms that a ballot has already been returned</b></p> | <ul style="list-style-type: none"> <li>• Check in the voter as a Provisional voter.</li> <li>• Complete <u>Provisional Envelope</u> with Precinct Worker name and Precinct #.</li> <li>• Check reason for voting Provisional as “VBM Voter - VBM Ballot Already Returned.”</li> <li>• Give voter a clipboard, pen, <u>Provisional &amp; Conditional Voter Info</u> pink 1/2-page, and the envelope.</li> <li>• Instruct voter to complete Voter Information side of the envelope.</li> </ul> |

- Provide the voter their Ballot Receipt and send them to the Ballot Clerk.
- Direct the voter to the empty voting booths or table.
- Instruct voter to return voted ballot sealed in the Provisional Envelope to the Provisional Clerk.

**Voted Ballot Enclosed**  
To be opened by the Canvassing Board at the Elections Office

*The elections official assisting the voter completes this section.*

Precinct Worker name: \_\_\_\_\_ Precinct #: \_\_\_\_\_

Voter checked U.S. citizen box, completed, and signed the other side of this envelope

**Check appropriate box:**

Voter's name not in the Roster, Supplemental Roster or Inactive Roster.

Voter moved and did not re-register to vote

VBM Voter - VBM ballot already returned (verified in Roster or per phone call to Election Call Center)

**If voter is listed as "ID REQ'D" and does not have acceptable ID**

- Check in the voter and note that they do not have the required ID.
- Complete the back of the Provisional Envelope with Precinct Worker name and Precinct #.
- Check reason for voting Provisional as "ID Required - Voter has no identification to show Precinct clerk."
- Give voter a clipboard, pen, Provisional & Conditional Voter Info pink 1/2-page, and the envelope.
- Instruct voter to complete Voter Information side of the envelope.
- Ensure that the Precinct # and Ballot Type listed on the Ballot Receipt matches the voter's correct precinct.
- Provide the voter their Ballot Receipt and send them to the Ballot Clerk.
- Direct the voter to the empty voting booths or table.
- Instruct voter to return voted ballot sealed in the Provisional Envelope to the Provisional Clerk.

**If voter cannot be found in the ePollbook**

- Check in the voter as a Provisional voter.
- Complete the back of the Provisional Envelope with Precinct Worker name and Precinct #.
- Check reason for voting Provisional.
- Give voter a clipboard, pen, Provisional & Conditional Voter Info pink 1/2-page, and the envelope.
- Instruct voter to complete Voter Information side of the envelope.
- Ensure that the Precinct # and Ballot Type listed on the Ballot Receipt matches the voter's correct precinct.
- Provide the voter their Voter Referral Slip and send them to the Provisional Clerk to verify the Provisional Envelope is complete and legible.
- The Provisional Clerk will direct the voter to write their name and address on the Provisional Roster.
- The Provisional Clerk will then send the voter to the Ballot Clerk to provide the Voter Referral Slip and obtain a ballot.
- Instruct voter to return voted ballot sealed in the Provisional Envelope to the Provisional Clerk.

**Voter in your precinct prefers to vote Provisional Ballot using the ICX ballot marking device**

- Check in the voter as a Provisional voter.
- Complete the back of the Provisional Envelope with Precinct Worker name and Precinct #.
- Give voter a clipboard, pen, Provisional & Conditional Voter Info pink 1/2-page, and the envelope.
- Instruct voter to complete Voter Information side of the envelope.
- Ensure that the Precinct # and Ballot Type listed on the Ballot Receipt matches the voter's correct precinct.
- If the voter is at the wrong precinct, verify and use the correct precinct and ballot type. If the correct

|  |   |
|--|---|
|  | <p>precinct cannot be determined, issue the ballot for the precinct where the voter is present.</p> <ul style="list-style-type: none"> <li>• Instead of directing voter to the Provisional Clerk, provide the Ballot Receipt to the voter and direct them to the Inspector/ICX Ballot Clerk.</li> <li>• Instruct voter to return voted ICX ballot sealed in the Provisional Envelope to the Provisional Clerk.</li> </ul> |
|--|---|

**Whenever a voter is potentially voting in the wrong precinct, explain to them that for reporting purposes they must vote on the ballot for their precinct. To vote on the correct ballot, they can either go to the precinct associated with their address or they can vote provisionally using the ICX. If they choose to vote provisionally at your precinct, follow the procedures below.**

- Complete the back of the Provisional Envelope with Precinct Worker name and Precinct #.
- Give voter a pink secrecy sleeve, clipboard, pen, Provisional & Conditional Voter Info pink 1/2-page, and the pink Provisional envelope.
- Instruct voter to complete Voter Information side of the envelope.
- Provide the voter their Ballot Receipt and send them to the Ballot Clerk.
- Direct the voter to the empty voting booths or table.
- Instruct voter to return voted ballot sealed in the Provisional Envelope to the Provisional Clerk.

**Ballot Clerk:**

**Issue ballot to Provisional Voter:**

- Remove the ballot with the voter stub attached from the stapled pad. **Do not** remove multiple ballots from the pads. This may result in giving more than one ballot to a voter and could make balancing difficult at the end of the night.
- Fold the ballot and place it in the pink secrecy sleeve then hand that to the voter, along with the Provisional Envelope.
- Instruct voter to return voted ballot sealed in the Provisional Envelope to the Provisional Clerk.

**Provisional Clerk:**

## Complete the Provisional Process

### 1. Verify and complete Provisional Envelope

- Greet the voter and ask for the envelope. Confirm with the voter the reason circled for voting a Provisional Ballot.
- Make sure all check boxes are completed and ensure legibility of handwriting. ***Most importantly, make sure voter has signed their name in Box 2.***
- **Obtain voted ballot from voter sealed in the Provisional Envelope, along with the pen and secrecy sleeve.**

### 2. Accept the sealed envelope and tally ballot

- After the voter has voted, check to make sure envelope is sealed and all necessary information on the Provisional Envelope is completed, legible and signed by the voter.
- Remove the stub from the Provisional Envelope flap and hand to the voter as their receipt.
- Deposit envelope with the voted ballot into the pink Provisional Ballot Bag and mark the Provisional Ballot tally sheet.
- Offer the voter an "I Voted" sticker.

**TALLY SHEET FOR PROVISIONAL BALLOTS**

Place this sheet on the top of the Provisional Ballot Box to tally the ballots as they are deposited.

| PROVISIONAL BALLOT TALLY |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |
|--------------------------|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1                        | 11 | 21 | 31 | 41 | 51 | 61 | 71 | 81 | 91  | 101 | 111 | 121 | 131 | 141 | 151 | 161 | 171 | 181 | 191 |
| 2                        | 12 | 22 | 32 | 42 | 52 | 62 | 72 | 82 | 92  | 102 | 112 | 122 | 132 | 142 | 152 | 162 | 172 | 182 | 192 |
| 3                        | 13 | 23 | 33 | 43 | 53 | 63 | 73 | 83 | 93  | 103 | 113 | 123 | 133 | 143 | 153 | 163 | 173 | 183 | 193 |
| 4                        | 14 | 24 | 34 | 44 | 54 | 64 | 74 | 84 | 94  | 104 | 114 | 124 | 134 | 144 | 154 | 164 | 174 | 184 | 194 |
| 5                        | 15 | 25 | 35 | 45 | 55 | 65 | 75 | 85 | 95  | 105 | 115 | 125 | 135 | 145 | 155 | 165 | 175 | 185 | 195 |
| 6                        | 16 | 26 | 36 | 46 | 56 | 66 | 76 | 86 | 96  | 106 | 116 | 126 | 136 | 146 | 156 | 166 | 176 | 186 | 196 |
| 7                        | 17 | 27 | 37 | 47 | 57 | 67 | 77 | 87 | 97  | 107 | 117 | 127 | 137 | 147 | 157 | 167 | 177 | 187 | 197 |
| 8                        | 18 | 28 | 38 | 48 | 58 | 68 | 78 | 88 | 98  | 108 | 118 | 128 | 138 | 148 | 158 | 168 | 178 | 188 | 198 |
| 9                        | 19 | 29 | 39 | 49 | 59 | 69 | 79 | 89 | 99  | 109 | 119 | 129 | 139 | 149 | 159 | 169 | 179 | 189 | 199 |
| 10                       | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | 190 | 200 |

| If:  | Then do the following:   |
|--|--|
| <p><b>Voter has made a mistake on the ballot and asks for a new ballot</b></p> | <p>Spoiled Ballots:</p> <ul style="list-style-type: none"> <li>• Voter must return spoiled ballot to the Check-In Clerk.</li> <li>• The Check-In Clerk will place Spoiled Ballot sticker on front of ballot across the timing</li> </ul> |

marks and place in Yellow Canvas Bag for Spoiled and Surrendered Ballots.

- Check-In Clerk will look up the voter, note that they have spoiled their ballot and reissue another Ballot Receipt to provide to the Ballot Clerk to obtain a new ballot or Inspector/ICX Clerk to activate a new ICX voting session.
- Instruct Provisional voter to return voted ballot sealed in the Provisional Envelope to the Provisional Clerk.
- Instruct Precinct voter to return voted ballot in secrecy sleeve to the Ballot Box Clerk.
- Voter can only receive a maximum of 2 ballots.

## Handling Special Voting Scenarios

### ■ Voter in Wrong Precinct

- If the ePollbook or a QR code check shows the voter is assigned elsewhere, direct them to the correct polling place.
- If they insist on staying, issue a Provisional Ballot.
- Stay calm, repeat that the provisional ballot guarantees review.
  - Say: *"You were not assigned to this polling place, but you do have the right to cast a provisional ballot today. It will be counted after your eligibility is confirmed."*

### ■ Voter Refuses to Sign the ePollbook

- The law requires voters to **sign** to confirm they received a ballot.
- Calmly explain: *"We are required by law to record your participation. If you choose not to sign, we can issue you a provisional ballot instead."*

### ■ Voter Refuses to Vote Using a Provisional ballot

- Explain: *"This is the process the law provides to make sure your eligibility can be reviewed. It's how we protect your right to vote."*

## Outside VBM Ballot Drop Off

**Not all polling locations will have an outside VBM Ballot Drop Box. However, any voter may turn in their voted Vote-by-Mail Ballot at any polling place in California.**


**Before the polls open:**

- Set up the pop-up tent.
- Set up table and chairs. Also set up the lighting. Do not turn the lights on until you need them.
- Complete the \*Opening\* Outside Drop Off Vote-by-Mail Ballots Seal Certificate & Chain of Custody Form (Form #7, see example on next page) with the Inspector and place it back into the Seals & Certificate Envelope.


**ONCE YOU RECEIVE YOUR FIRST BALLOT INTO THE BALLOT BOX, THERE MUST BE TWO WORKERS WITH THE BALLOT BOX AT ALL TIMES.**

Outside VBM Ballot Drop Off procedures continue on the next page.

TWO-SIDED DOCUMENT #7

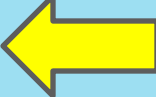


COUNTY OF SAN LUIS OBISPO



SAN LUIS OBISPO COUNTY  
CLERK - RECORDER

**OUTSIDE DROP OFF VOTE-BY-MAIL  
BALLOTS SEAL CERTIFICATE  
& CHAIN OF CUSTODY**

\*OPENING\* 

PRECINCT# \_\_\_\_\_

**OPENING THE POLLS INSPECTOR CERTIFICATION**

Place certificate back into Seals & Certificate Envelope and complete Closing side after polls close.

I, \_\_\_\_\_ (Precinct Inspector Signature)  
DO HEREBY CERTIFY the Outside Drop Off Vote-By-Mail Ballot box lid was secured with zip tie seal number \_\_\_\_\_.

VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)

---



TWO INDIVIDUALS ARE REQUIRED IF THE OUTSIDE VOTE-BY-MAIL BALLOT BOX SEAL NEEDS TO BE OPENED PRIOR TO THE CLOSE OF POLLS - Complete the bottom of this form with an explanation.

I, \_\_\_\_\_ (INSPECTOR or Precinct Assistant's Signature)  
DO HERBY CERTIFY that Outside Drop Off Vote-By-Mail Ballot Box lid zip tie seal number \_\_\_\_\_ was replaced with a new zip tie seal number \_\_\_\_\_ at \_\_\_\_\_ (write the time seal was replaced).

VERIFIED BY: \_\_\_\_\_ (Precinct Inspector or Precinct Assistant Signature)

Why was the Outside Drop Off Vote-By-Mail Ballot Box lid seal removed and replaced? Please write the names of the workers present.  
\_\_\_\_\_

- Check to make sure the voter has signed the ID envelope. ***Voter must sign on the line provided.***

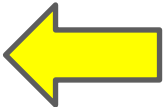
**VOTING TWICE IN AN ELECTION IS A CRIME.**  
 **VOTER SIGN HERE IN INK** (Power of attorney is not acceptable) 

X \_\_\_\_\_ *Matthew Garcia*

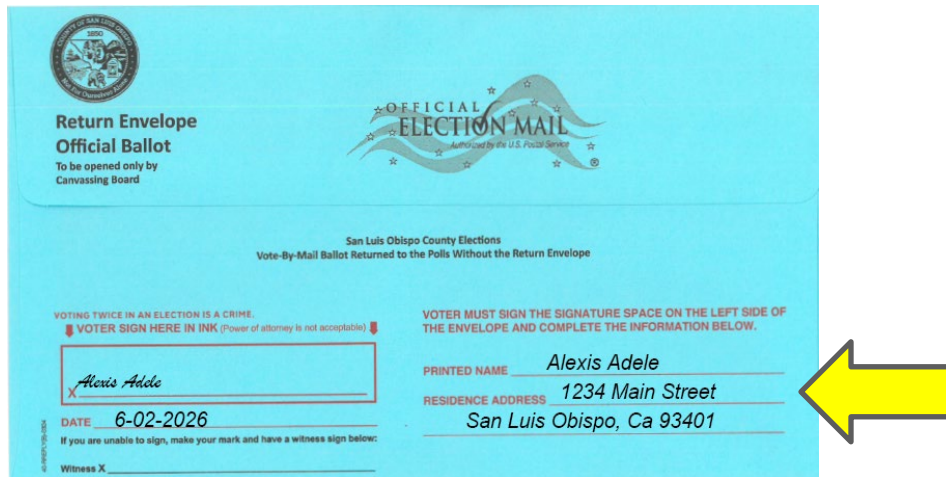
DATE 6/2/2026

If you are unable to sign, make your mark and have a witness sign below:

Witness X \_\_\_\_\_



- Place the sealed envelope in the VBM Ballot Box. **VOTE-BY-MAIL BALLOTS ARE NOT TALLIED AT THE POLLS.**
- If the voter does not have an envelope, issue a blue replacement envelope for the voter to fill out and sign.



- If a designated person is dropping off a ballot for another voter, make sure they have signed the portion of the envelope indicating the voter's authorization. This can be completed by the person dropping off the ballot.

### After the polls close at 8:00 p.m.:

- Lock the ballot box so no more ballots may be inserted into the box.
- If you have voters in line to deposit their ballot at this point, have a poll worker stand behind the last voter and tell anyone else who tries to get in line that we cannot accept their ballot.
- After the last voter has cast their ballot, lock the ballot box so no more ballots may be inserted into the box.
- **If the voter is insisting on giving you their ballot after 8:00 p.m., you may accept it but DO NOT put it into the ballot box. You must write in large print on the envelope that the ballot was turned in after the polls closed. Put the time the ballot was received and give the ballot to the lead inspector to place into their spoiled and surrendered envelope to return to the collections center.**

COUNTY OF SAN LUIS OBISPO  
 Return Envelope  
 Official Ballot  
 To be opened only by  
 Canvassing Board

TURNED IN AFTER POLLS CLOSED.  
 8:02 P.M.

OFFICIAL  
 ELECTION MAIL  
 Authorized by the U.S. Postal Service

NO POSTAGE  
 NECESSARY  
 IF MAILED  
 IN THE  
 UNITED STATES

Residence Address (if different, please correct below)

VOTING TWICE IN AN ELECTION IS A CRIME.  
 VOTER SIGN HERE IN INK (Power of attorney is not acceptable)

X *John Meyer*

DATE 06-02-2026

If you are unable to sign, make your mark and have a witness sign below:  
 Witness X

BUSINESS REPLY MAIL  
 FIRST-CLASS MAIL PERMIT NO. 788 SAN LUIS OBISPO, CA  
 POSTAGE WILL BE PAID BY ADDRESSEE  
 SAN LUIS OBISPO COUNTY RECORDER  
 REGISTRAR OF VOTERS  
 PO BOX 8102  
 SAN LUIS OBISPO, CA 93403-9904

- Bring the Outside VBM ballot box inside to the Lead Inspector.
- Complete the back side (\*CLOSING\*) of the Outside Drop Off Vote-by-Mail Seal Certificate & Chain of Custody form and **place inside the Outside VBM ballot box insertion slot.**
- **Seal the ballot box** with the Outside Drop Off Vote-by-Mail Seal Certificate & Chain of Custody form inside.

## VBM Processing – Not Outside VBM Drop Off

- Complete the \*Opening\* Vote-by-Mail Ballots Seal Certificate & Chain of Custody Form (#2) with the Inspector and place it back into the Seals & Certificate Envelope.

TWO-SIDED DOCUMENT #2

COUNTY OF SAN JUAN OBISPO

SEALS & CERTIFICATE ENVELOPE

VOTE-BY-MAIL BALLOTS SEAL  
CERTIFICATE & CHAIN OF CUSTODY

\*OPENING\*

PRECINCT# \_\_\_\_\_

OPENING THE POLLS INSPECTOR CERTIFICATION

Place certificate back into Seals & Certificate Envelope and complete Closing side after polls close.

I, \_\_\_\_\_ (Precinct Inspector Signature)

DO HEREBY CERTIFY the Vote-By-Mail Ballot box lid was secured with zip tie seal number \_\_\_\_\_.

VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)

---

TWO INDIVIDUALS ARE REQUIRED IF THE VOTE-BY-MAIL BALLOT BOX SEAL NEEDS TO BE OPENED PRIOR TO THE CLOSE OF POLLS - Complete the bottom of this form with an explanation.

I, \_\_\_\_\_ (INSPECTOR or Precinct Assistant's Signature)

DO HEREBY CERTIFY that Vote-By-Mail Ballot Box lid zip tie seal number \_\_\_\_\_ was replaced with a new zip tie seal number \_\_\_\_\_ at \_\_\_\_\_ (write the time seal was replaced).

VERIFIED BY: \_\_\_\_\_ (Precinct Inspector or Precinct Assistant Signature)

Why was the Vote-By-Mail Ballot Box lid seal removed and replaced? Please write the names of the workers present.

- A voter may turn in his/her voted Vote-by-Mail Ballot at any polling place in California.
- The envelope can be from any county in California.
- Check to make sure the voter has signed the ID envelope. **Voter must sign on the line provided, or it will not be counted.**

VOTING TWICE IN AN ELECTION IS A CRIME.

↓ VOTER SIGN HERE IN INK (Power of attorney is not acceptable) ↓

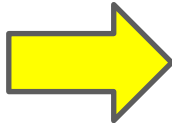
X \_\_\_\_\_ *Matthew Garcia*


DATE 6/2/2026

If you are unable to sign, make your mark and have a witness sign below:

Witness X \_\_\_\_\_

- Place the sealed envelope in the VBM Ballot Box. **VOTE-BY-MAIL BALLOTS ARE NOT TALLIED AT THE POLLS.**
- If a designated person is dropping off a ballot for another voter, make sure the voter has signed the ballot and the portion of the envelope indicating the voter's authorization. This can be completed by the person dropping off the ballot.



|   |  |
|---|--|
| <p>I authorize the person below to return my ballot:</p> <p><i>William Patel</i></p> <p>Their name</p> <p><i>William Patel</i></p> <p>Their signature</p> <p><i>Cousin</i></p> <p>Relationship to voter</p> |  <p>Haven't signed up for ballot tracking?<br/>It's not too late - Sign up at <a href="http://wheresmyballot.sos.ca.gov">wheresmyballot.sos.ca.gov</a></p> |
|---|--|

Did you...

- Sign the voter's declaration in your own handwriting?
- Put your ballot in the envelope and safely seal it?
- Make a mistake on your ballot and want a new one?

If so, please contact the Elections Office for further instructions at 805-781-5228.

**IF VOTER IS DROPPING OFF A VOTED VOTE-BY-MAIL BALLOT BUT DOES NOT HAVE AN ID ENVELOPE:**

| If:  | Then do the following:   |
|--|--|
| <p><b>Voter has a San Luis Obispo County voted ballot but no ID envelope</b></p> <p><b>EXAMPLE 1</b></p> | <ul style="list-style-type: none"> <li>• Hand voter a blue replacement ID envelope and instruct them to insert the ballot in the envelope.</li> <li>• Voter must complete the name and address portion AND sign the envelope in the signature space.</li> <li>• Ensure that the voter's name and address are legible, and that the envelope is signed.</li> <li>• Deposit the ballot in the blue VBM Ballot Box.</li> </ul> <p><b>VOTE-BY-MAIL BALLOTS ARE NOT TALLIED AT POLLING LOCATIONS.</b></p> |

**Voter has a voted ballot from another County but no ID envelope**

**EXAMPLE 2**

- Write the name of the County on the blue replacement ID envelope below the space for voter's name and address.
- Follow the procedure for a San Luis Obispo County ballot.

**Voter has another voter's ballot but no ID envelope**

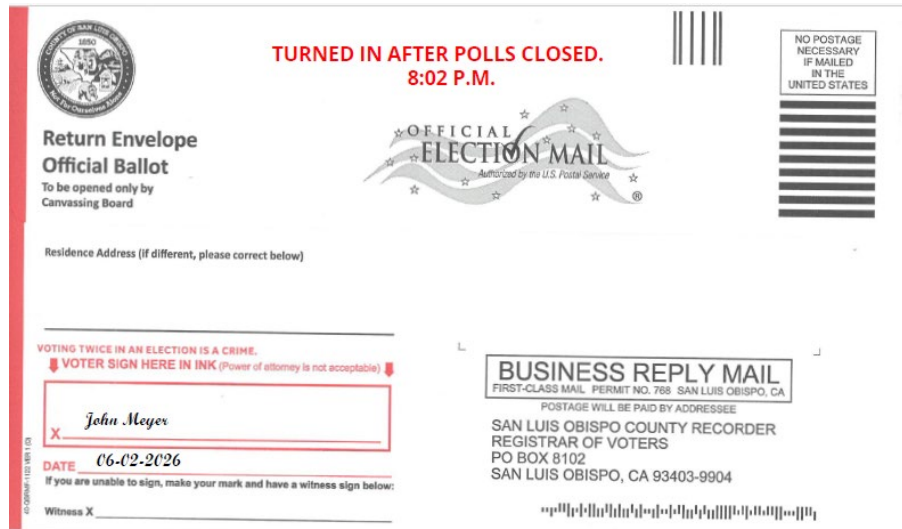
- Hand the voter an ID envelope and instruct them to take the envelope to the voter for completion as below.
- The voter must sign their own ID envelope.
- Ballot must be received or postmarked by 8:00 p.m. on Election Night.

**EXAMPLE 1**

**EXAMPLE 2**

**After the polls close at 8:00 p.m.:**


- If you have voters in line to deposit their ballot at this point, have a poll worker stand behind the last voter and tell anyone else who tries to get in line that we cannot accept their ballot.
- **If the voter is insisting on giving you their ballot, you may accept it but DO NOT put it into the ballot box. You must write in large print on the envelope that the ballot was turned in after the polls closed. Put the time the ballot was received and give the ballot to the lead inspector to place into their spoiled and surrendered envelope to return to the collections center.**



- Lock the ballot box so no more ballots may be inserted into the box.
- With the Inspector, complete the back side (\*CLOSING\*) of the Vote-by-Mail Seal Certificate & Chain of Custody form and **place inside the VBM ballot box insertion slot.**
- **Seal the ballot box** with the Vote-by-Mail Seal Certificate & Chain of Custody form inside.

## Closing the Election on the ePollbook

Using the ePollbook, clock out. Details about the clock-out process (and photos) can be found in the Tenex ePollbook Guide, but here is a summary of that process:

1. Touch the Launchpad Menu  in the upper right-hand corner of the screen.
2. Select "Poll Worker Payroll"

3. Find your name in the list displayed and select “Clock Out.”
4. Confirm your information and then select “Yes, Continue.”
5. Place Poll Worker Sign-Out slip in the Ballot receipt pouch.

## Voter Assistance & Accessibility

Every voter has the right to receive assistance at the polls. Poll workers must ensure that all accessibility needs are met with dignity and respect.

### **Americans with Disabilities Act (ADA) & Help America Vote Act (HAVA)**

These federal laws guarantee:

- Accessible polling places with ramps, signage, and seating
- The right to vote privately and independently
- Access to accessible voting equipment (ICX)
- The right to receive help from a person of the voter’s choice (except an employer or union representative)

### **Curbside Voting**

Some voters cannot enter the polling place due to mobility limitations. Curbside voting ensures they can still cast a ballot. The Inspector is responsible for roving around the outside of the facility to check for voters having difficulty entering the facility and who need to vote in privacy in their vehicle.

#### **Procedure:**

- In dual custody (Inspector and 1 Clerk), take the ePollbook, stylus, ballot marking pen, and ballot (in a secrecy sleeve)
- Be sure to note that the voter has requested assistance when checking them in
- Remove the receipt stub before giving the ballot and stub to the voter
- Allow the voter to mark the ballot in private
- Take the ePollbook, stylus, voted ballot in the secrecy sleeve and marking pen back into the polling place and insert the voted ballot into the ballot box
- Print Ballot Receipt and place in Ballot Receipt Pouch

## ■ Invisible Disabilities

Not all disabilities are visible. Always:

- Offer assistance respectfully to every voter: *“Would you like any assistance today?”*
- Give voters extra time if needed.
- Never assume ability or incapacity.

## ✓ Key Reminders

| What to Do:  | What Not to Do:  |
|--|--|
| <ul style="list-style-type: none"><li>• Treat the person as a person rather than a disability.</li><li>• Always treat the person as an adult.</li><li>• Speak directly to the person.</li><li>• Show respect for the individual.</li><li>• Feel free to ask the person to repeat their comment if you did not understand them.</li><li>• Ask the person before you physically assist them.</li><li>• Keep accessible paths of travel clear for easy access.</li><li>• Identify yourself to a person who is blind.</li><li>• Offer your arm to a person who is blind and let them hold it as you guide them to their destination.</li><li>• Let a person who is deaf read your lips as you talk.</li><li>• Use a pen and paper for complex communication with a person who is deaf.</li></ul> | <ul style="list-style-type: none"><li>• Don't pretend to understand if you don't.</li><li>• Do not push or touch a person or their wheelchair without permission.</li><li>• Do not reach across a person in a wheelchair to shake someone's hand.</li><li>• Do not speak to the interpreter or aid instead of the person with a disability.</li><li>• Do not use baby talk or talk down to the person.</li><li>• Do not make assumptions about the abilities of an individual, ask them.</li><li>• Do not use outdated terms like handicapped, retarded, or crippled.</li><li>• Do not move a wheelchair without permission and let the person know before you begin to move them.</li><li>• Do not ask a person in a wheelchair to hold things for you.</li><li>• Do not shout at the person.</li></ul> |

# Language Access & Facsimile Ballots

All voters have the right to receive election materials in their language if covered by law. In San Luis Obispo County:

- **Spanish:** Facsimile Ballots required in *all precincts*
- **Chinese, Khmer, Gujarati and Tagalog:** Facsimile Ballots required in *select precincts*
- **Voting Rights Act, Section 203:** Protects voters from language-based discrimination
- **California Elections Code §14201:** Requires posting of facsimile ballots and notices in designated languages
- Voters have the right to:
  - Request language assistance from poll workers or interpreters
  - Use translated facsimile ballots for reference
  - Bring their own translator (anyone except employer or union representative)

## Facsimile Ballots

Facsimile (sample) ballots are provided in required languages to help voters mark their official ballot.

### Posting Requirements:

- One facsimile ballot must be posted near the Outside Index.
- A notice stating it is available must be near the ePollbook.
- One copy of each required language must be located with the Ballot Clerk to provide to voters who require this assistance.
- Voters may take a facsimile into the booth for assistance.

## Providing Language Assistance

- **Facsimile ballot missing:**
  - Double-check supply boxes
  - If still missing, notify your Precinct Assistant immediately
  - Call Focus Interpreting
- **No bilingual worker at precinct:**
  - Use facsimile ballots
  - Contact your Precinct Assistant immediately
  - Call Focus Interpreting
- **Observer questions why language materials are posted:**

- o Calmly explain that language access is required by federal law

**FOCUS INTERPRETING IS YOUR PROVIDER FOR TELEPHONE INTERPRETING Make a note of your 'PIN' here: 5539 9530**



**Step 1**  
Call 760-640-0562 direct from your phone.

**Step 2**  
Enter your 'PIN', followed by the # key; you can then enter the PIN of the language you require (see alphabetized list). Speak or type the language you are trying to reach

**Step 3**  
Once connected, take note of the interpreter ID number and reference number. You can request the interpreter to dial out a third party.

**Step 4**  
Answer Intake Questions :  
Caller's First and Last Name:  
LEP First and Last Name :

| Language                            | Code | Language                   | Code | Language                      | Code       |
|-------------------------------------|------|----------------------------|------|-------------------------------|------------|
| Albanian - shqiptar                 | 25   | Hmong - lus Hmoob          | 22   | Russian - русский             | 8          |
| Amharic - Amharic                   | 97   | Italian - italiano         | 33   | Serbian - srpski              | 38         |
| Arabic - العربية                    | 4    | Japanese - 日本語             | 39   | Somali - Af Soomaali          | 10         |
| Armenian - Հայերեն                  | 35   | Karenzi - Kayah            | 36   | Spanish - español             | 1          |
| Bengali - বাংলা                     | 26   | Kinyarwanda - ikinyarwanda | 66   | Swahili - Kiswahili           | 17         |
| Bosnian - bosanski                  | 16   | Kirundi - Ikirundi         | 30   | Tagalog - Wikang Tagalog      | 24         |
| Bulgarian - български               | 42   | Korean - 한국어               | 2    | Tamil - தமிழ்                 | 59         |
| Cambodian - Khmer                   | 28   | Kurdish - كوردی            | 51   | Thai - ไทย                    | 34         |
| Canadian French - français canadien | 32   | Macedonian - македонски    | 65   | Tibetan - བོད་སྐད་            | 57         |
| Cantonese - 廣東話                     | 12   | Mandarin - 官話, 官话          | 5    | Tigrinya - ትግርኛ               | 23         |
| Croatian - hrvatski                 | 64   | Mongolian - Монгол хэл     | 47   | Turkish - Türkçe              | 31         |
| Czech - čeština                     | 63   | Nepali - नेपाली            | 6    | Ukrainian - українська        | 46         |
| Dari - دری                          | 54   | Oromo - Oromifa            | 69   | Urdu - اُردو                  | 19         |
| Farsi - فارسی                       | 13   | Pashto - پښتو              | 52   | Vietnamese - Tiếng Việt       | 3          |
| French - français                   | 7    | Persian - فارسی            | 49   | Yoruba - Yoruba               | 61         |
| German - Deutsch                    | 37   | Polish - polski            | 20   | <b>Other/Unknown Language</b> | <b>100</b> |
| Greek - Ελληνικά                    | 43   | Portuguese - Português     | 14   |                               |            |
| Haitian Creole - Kreyòl ayisyen     | 9    | Punjabi - ਪੰਜਾਬੀ           | 27   |                               |            |
| Hindi - हिंदी                       | 21   | Romanian - română          | 29   |                               |            |

If you have any issues, please **press 100 to connect to the operator**. If you are unable to connect to the telephone interpreting line, please call the our office on **800.374.5444**

**Key Reminders**

- Always offer language tools without waiting for a request
- Never discourage a voter from bringing their own helper (unless prohibited by law)
- Providing language access is not optional—it is a legal requirement

## Protecting Voter Rights

You will find many of the basic voting rights granted to California voters on the Voter Bill of Rights Poster. Please familiarize yourself with this poster. This will also be posted at your polling site.

On Election Day, you and your team must create an organized and inclusive voting environment for everyone. If you see anyone engaging in improper behavior, please alert the Inspector or Precinct Assistant, or call the Elections Office at (805) 781-4989.

## Avoiding Assumptions

Avoid making any assumptions while assisting voters, including assumptions about a voter regarding language and disabilities.

For example, you can politely offer bilingual assistance and translated materials to a voter who is not fluent in English. You can offer to read or help complete a form for a voter who indicates they cannot do so alone.

## Respecting Diversity

On Election Day, you may find yourself helping voters from many different backgrounds such as:

- Voters whose primary language is not English
- Voters of varying gender identities
- Voters with cognitive or motor challenges
- Voters without a fixed residential address

*When assisting any voter, always project respect and a willingness to help.*

## Challenging a Voter

**Only a member of the precinct board is permitted to challenge a voter. The public does not have the right to make a challenge of any voter.**

A challenge may be made by a member of the precinct board at the polling place if the member believes the voter:

- is not the person whose name appears in the ePollbook
- is not a resident of the precinct and does not intend to return to that residence
- is not a citizen of the United States
- has previously voted in this election either by Vote-by-Mail ballot or at a polling place
- is not 18 years of age at the time of this election

If a challenge occurs, the poll worker must contact the County Elections Official immediately for assistance (ECS 14240) and complete the information needed on the [Challenge List](#). The voter should then be offered a Provisional Ballot and the reason for the challenge listed on the Provisional Ballot under comments.

While challenge procedures are law, poll workers should remember that the right of any voter to cast a provisional ballot cannot be challenged or denied (EC § 14310; HAVA § 302(a)).

**CHALLENGE LIST**  
ELECTIONS CODE §14240-14253

|  |
|--|
| <b>Name and address of person Challenged</b> |
|  |

|  |         |                 |
|--|---------|-----------------|
| Name, address, and Voter ID number of each person offering information concerning any person's qualifications to <u>vote</u> or testify pursuant to Elections Code Section §14247. |         |                 |
| Name   | Address | Voter ID Number |
|  |         |                 |

|                          |                             |
|--------------------------|-----------------------------|
| The Grounds of Challenge | Determination of the Board. |
|                          |                             |

|  |
|--|
| <b>Name and address of person Challenged</b> |
|  |

|  |         |                 |
|--|---------|-----------------|
| Name, address, and Voter ID number of each person offering information concerning any person's qualifications to <u>vote</u> or testify pursuant to Elections Code §14247. |         |                 |
| Name   | Address | Voter ID Number |
|  |         |                 |

|                          |                             |
|--------------------------|-----------------------------|
| The Grounds of Challenge | Determination of the Board. |
|                          |                             |

 Election Observers

Election observers, campaign representatives, and media members may visit polling places. They have legal rights, but there are also strict boundaries to protect voters.

**Who they are:**

- May represent candidates, political parties, or nonpartisan groups
- Have the legal right to observe most aspects of the voting process

**Observers MAY:**

- Watch voter Check-In and ballot issuance from a reasonable distance
- Observe provisional voting (without seeing private voter information)
- Watch closing and ballot reconciliation

**Observers MAY NOT:**

- Interfere with or delay voting
- Speak to voters inside the voting area
- Handle or touch election materials or equipment
- View how a voter marks their ballot
- Enter the voting booth with a voter

# Media

## **Media members MAY:**

- Enter polling places with the Inspector's permission
- Film or photograph general polling activity

## **Media members MAY NOT:**

- Film inside a voting booth
- Film a voter casting a ballot without consent
- Disrupt election operations

Inspectors may assign a designated area for media coverage.

# Conflict Resolution

Poll workers may encounter frustrated voters, aggressive observers, or disruptive behavior.

## **Steps to De-escalate:**

1. Stay calm and respectful.
2. Acknowledge the concern:  
*"I hear your concern, let me see how I can assist."*
3. Redirect or explain the rule clearly.
4. If disruption continues, involve the Inspector.
5. If behavior escalates, the Inspector may contact the Elections Office or law enforcement.

## **Troubleshooting Observers & Media**

- **Observer too close to voter booth:**
  - Politely remind them: *"You may observe, but please step back to give voters privacy."*
- **Observer questioning voters directly:**
  - Redirect: *"All questions must go through an election worker."*
- **Media trying to film ballots or voters at booths:**
  - Stop them immediately and redirect them to Inspector.
- **Aggressive observer refuses to comply:**
  - Alert Inspector at once.
  - If necessary, call Elections Office or law enforcement.

**✓ Key Reminders**

- Observers and media have rights—but voter privacy always comes first.
- Never argue. Use calm, clear, respectful language.
- The Inspector is the point of contact for all disputes or outside requests.

## Electioneering

|                       |   |
|-----------------------|---|
| <b>It's the law</b>   | <p>Electioneering means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, an elections official's office, or a satellite location under EC §319.5.</p> <p>Prohibited electioneering information includes, but is not limited to, any of the following:</p> <p>Display of a candidate's name, likeness, or logo.</p> <p>A display of a ballot measure's number, title, subject, or logo.</p> <p>Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.</p> <p>Dissemination of audible electioneering information.</p> |
| <b>What can I do?</b> | <p>Courteously remind voters to remove or cover any items they may be wearing and discourage any verbal campaigning. If you need assistance at your polling place, contact your Precinct Assistant or the Elections Office.</p>   |

## Exit Polling

***Exit polling is not electioneering***

Exit polling is talking to a voter **after** the voter has **voted** and **left** the polling place about topics relating to the election.

All exit polling must be done at least 25 feet from the exit of the poll.

## Election Observer Panel

Election observers must check in with the polling place Inspector/Lead Inspector in charge and if available, show them a copy of the letter provided by the County Elections Office. If they are not a member of the Election Observer Panel and they are just there to observe, they will not have a letter or badge but are required to abide by the same rules and regulations as those on the Panel.

Any questions concerning procedures at the polling place should be directed to the polling place Inspector/Lead Inspector in charge to help limit disruption to the voter processing. Any concerns regarding the operation or procedures at a polling place should be directed to the County Elections Official and not the polling place Inspector.

Only members of the precinct board shall be permitted, during the hours within which voting is in progress, to sit at the desk or table used by the precinct board. Any person may inspect the ePollbook while voting is in progress and while votes are being counted. However, this shall not be done at a time or in a manner which will impede, interfere, or interrupt the normal process of voting.

## Closing Procedures

**At exactly 8:00 p.m., a precinct worker or Inspector will announce in a loud clear voice: "THE POLLS ARE NOW CLOSED."**

- Anyone in line by 8:00 p.m. can vote. Voters arriving after the polls are announced closed cannot be allowed to vote (EC §14402).
- Just before the polls close, if there is a line, station one of the precinct workers behind the last eligible voter.

- Begin closing procedures **after** the last voter has voted and deposited a ballot in the Ballot Box. Be aware that there may still be voters and be respectful of their presence in the polling place.

Any member of the public may view closing procedures. The public CANNOT touch any voting materials or voted ballots. Only precinct workers or Clerk-Recorder staff are allowed to handle ballots. Those viewing are not allowed to interfere with closing procedures.

## Extended Poll Hours by Court Order

It is unlikely, but a court order could be issued to extend the voting hours. Generally, poll workers will be notified of extended hours by phone, text, or a visit from the Precinct Assistant or County Election Staff.

Rumors and media reports of court orders are not sufficient to trigger extended poll hours. Poll workers must be officially notified by a County Elections Official.

If a court order extends the time the polls are open, poll workers must know that anyone who votes during that timeframe is required to cast a provisional ballot. The provisional ballots cast during the extended time period must be kept separate from other provisional ballots cast before 8:00 pm, in the event a legal determination is made that the polls should not have been kept open. (§ 14402.5)



**REMINDER: At the close of the polls, the Lead Inspector of the polling place is responsible for ensuring the return of ALL BALLOT BOXES, even if they are empty.**

# Seals, Certificates & Remaining Tasks

**The Inspector will assign tasks to each worker that must be completed before anyone can leave the facility.**

There are several documents that must be completed in order to officially close the polling place once voting has finished. Below are the specific certificates that your Inspector will need to complete with your help. Please note that all poll workers must stay through the completion of these documents.

TWO-SIDED DOCUMENT #1

  **PRECINCT BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY**

**\*OPENING\***

PRECINCT# \_\_\_\_\_

**OPENING THE POLLS INSPECTOR CERTIFICATION**  
Place certificate inside Precinct Ballot box after completion.  
I, \_\_\_\_\_ (Precinct Inspector Signature) DO HEREBY CERTIFY the Precinct Ballot box lid was secured with zip tie seal number \_\_\_\_\_

VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)

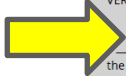
**AFTER POLLS CLOSE INSPECTOR CERTIFICATION**  
I, \_\_\_\_\_ (Precinct Inspector Signature) DO HEREBY CERTIFY the Precinct Ballot Box lid zip tie seal was broken to retrieve voted ballots after the polls closed at \_\_\_\_\_ (write in time) and the removed zip tie seal number was \_\_\_\_\_.

VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)



TWO INDIVIDUALS ARE REQUIRED IF THE PRECINCT BALLOT BOX SEAL NEEDS TO BE OPENED PRIOR TO THE CLOSE OF POLLS - Complete the bottom of this certificate with an explanation.  
I, \_\_\_\_\_ (INSPECTOR or Precinct Assistant's Signature) DO HEREBY CERTIFY that Precinct Ballot Box lid zip tie seal number \_\_\_\_\_ was replaced with a new zip tie seal number \_\_\_\_\_ at \_\_\_\_\_ (write the time seal was replaced).

VERIFIED BY: \_\_\_\_\_ (Precinct Inspector or Precinct Assistant Signature)

Why was the Precinct Ballot Box lid seal removed and replaced? Please write the names of the workers present.  
\_\_\_\_\_  
\_\_\_\_\_



TWO-SIDED DOCUMENT #1

  **PRECINCT BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY**

**\*CLOSING\***

PRECINCT# \_\_\_\_\_

AFTER COMPLETING THIS FORM PLACE INSIDE VOTED PRECINCT BALLOT CONTAINER **BEFORE** ATTACHING BOTH SEALS TO THE SIDE CLOSURE OF THE CONTAINER.

Total number of voted Precinct ballots in return container: \_\_\_\_\_

Serial number of Tamper-evident Seal #1 \_\_\_\_\_

Serial number of Tamper-evident Seal #2 \_\_\_\_\_



**PRECINCT WORKERS SIGN BELOW.**

We hereby declare that all the voted Precinct ballots in this precinct have been placed in this Precinct Ballot return container and that the serial numbers of the seals are true and correct.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



TWO-SIDED DOCUMENT #2

  **VOTE-BY-MAIL BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY**

**\*CLOSING\***

PRECINCT# \_\_\_\_\_

**PLACE INSIDE VOTE-BY-MAIL BOX BALLOT INSERTION SLOT BEFORE SEALING**

Once the polls are closed, secure the Vote-By-Mail Ballot Box insertion slot so no other ballots can be deposited. The ballot box **must** be sealed even in no VBM ballots were deposited. Complete the certification below. Place this certificate into the Vote-By-Mail Ballot Box insertion slot, **before** applying the zip tie seal to the insertion slot.



If no Vote-By-Mail ballots were deposited into this Vote-By-Mail Ballot Box check here:

**CLOSING THE POLLS INSPECTOR CERTIFICATION**  
I, \_\_\_\_\_ (Precinct Inspector Signature) DO HEREBY CERTIFY the Vote-By-Mail Ballot Box insertion slot was secured with zip tie seal number \_\_\_\_\_ after the close of polls.

VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)



TWO-SIDED DOCUMENT #3

  **PROVISIONAL BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY**

**\*CLOSING\***

PRECINCT# \_\_\_\_\_

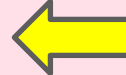
**PLACE INSIDE PROVISIONAL BOX BALLOT INSERTION SLOT BEFORE SEALING**

Once the polls are closed, secure the Provisional Ballot Box insertion slot. The ballot box **must** be sealed even in no Provisional ballots were deposited. Complete the certification below. Place this certificate into the Provisional Ballot Box insertion slot, **before** applying the zip tie seal to the insertion slot.



If no Provisional ballots were deposited into this Provisional Ballot Box check here:

**CLOSING THE POLLS INSPECTOR CERTIFICATION**  
I, \_\_\_\_\_ (Precinct Inspector Signature) DO HEREBY CERTIFY the Provisional Ballot Box insertion slot was secured with zip tie seal number \_\_\_\_\_ after the close of polls.

VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)



#4

**UNVOTED PRECINCT BALLOTS  
TAMPER-EVIDENT SEAL CERTIFICATE**

PRECINCT# \_\_\_\_\_

**After polls close**, complete this form and place it inside the Unvoted Precinct Ballot container **before** applying tamper-evident seals to the box.

Sequence of Unvoted **Precinct Ballots**:  
beginning: \_\_\_\_\_ and ending \_\_\_\_\_

Serial number of Tamper-evident Seal #1 \_\_\_\_\_

Serial number of Tamper-evident Seal #2 \_\_\_\_\_

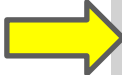
**PRECINCT WORKERS SIGN BELOW.**

We hereby declare that all the Unvoted Precinct Ballots in this precinct have been placed in this unvoted precinct ballot container and the serial numbers of the tamper-evident seals are true and correct.



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



#5

**ICX BALLOT STOCK POUCH  
ZIP TIE SEAL CERTIFICATE**

PRECINCT# \_\_\_\_\_

After completing this form, place it inside the ICX Ballot Stock Pouch **before** sealing the pouch with the zip tie.

I \_\_\_\_\_ (Precinct Inspector signature) hereby declare that all items listed below have been placed in this ICX Ballot Stock Pouch, and the pouch was zip tie sealed with the number listed below.

Unused ICX ballot stock



2 ICX activation keycards

ICX access pin number

Zip tie seal number: \_\_\_\_\_

Verified By: \_\_\_\_\_ (Precinct Worker's Signature)

#6

**SPOILED & SURRENDERED BALLOTS  
CANVAS BAG  
ZIP TIE SEAL CERTIFICATE**

PRECINCT# \_\_\_\_\_

Place all Spoiled & Surrendered Ballots inside the canvas bag and complete the certification below. Then place certificate inside the Spoiled & Surrendered Canvas Bag **before** sealing, then apply the zip tie seal.

**CLOSING THE POLLS INSPECTOR CERTIFICATION**

I, \_\_\_\_\_ (Precinct Inspector Signature)



DO HEREBY CERTIFY the Spoiled & Surrendered Ballots Canvas Bag was secured with zip tie seal number \_\_\_\_\_ after the close of polls.

VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)



#7

**TWO-SIDED DOCUMENT**

**OUTSIDE DROP OFF VOTE-BY-MAIL  
BALLOTS SEAL CERTIFICATE  
& CHAIN OF CUSTODY**

\*CLOSING\*

PRECINCT# \_\_\_\_\_

**PLACE INSIDE OUTSIDE DROP OFF VOTE-BY-MAIL BOX BALLOT  
INSERTION SLOT BEFORE SEALING**

Once the polls are closed, secure the Outside Drop Off Vote-By-Mail Ballot Box insertion slot so no other ballots can be deposited. Complete the certification below. Place this certificate into the Outside Drop Off Vote-By-Mail Ballot Box insertion slot, then apply the zip tie seal to the insertion slot.

**CLOSING THE POLLS INSPECTOR CERTIFICATION**

I, \_\_\_\_\_ (Precinct Inspector Signature)


DO HEREBY CERTIFY the Outside Vote-By-Mail Ballot Box insertion slot was secured with zip tie seal number \_\_\_\_\_ after the close of polls.

VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)



TWO-SIDED DOCUMENT #8

COUNTY OF SAN LUIS OBISPO




OVERFLOW VOTE-BY-MAIL BALLOTS  
SEAL CERTIFICATE  
& CHAIN OF CUSTODY

\*CLOSING\*

PRECINCT# \_\_\_\_\_

PLACE INSIDE OVERFLOW VOTE-BY-MAIL BOX BALLOT INSERTION  
SLOT **BEFORE** SEALING

Once the polls are closed, secure the Overflow Vote-By-Mail Ballot Box insertion slot so no other ballots can be deposited. Complete the certification below. Place this certificate into the Overflow Vote-By-Mail Ballot Box insertion slot, then apply the zip tie seal to the insertion slot.

 **CLOSING THE POLLS INSPECTOR CERTIFICATION**

I, \_\_\_\_\_ (Precinct Inspector Signature)

DO HEREBY CERTIFY the Outside Vote-By-Mail Ballot Box insertion slot was secured with zip tie seal number \_\_\_\_\_ after the close of polls.

VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)

### ✓ Key Reminders

- Accuracy is more important than speed—take the time to reconcile correctly.
- Never leave ballots or the ePollbook unattended during closing.
- **All workers stay until the Inspector confirms the polling place is fully secured.**

### Remaining tasks once the required certificates have been completed and ballots have been secured:

- Clean up the voting booth area.
  - DO NOT disassemble voting booths or remove signs in the voting booth.
- Remove and place Outside Indexes in Election Night Return Zip Bag.
- Remove all posted materials inside and outside the polling place and place in Supply Tub.
  - Be careful not to damage or tear signage. These will be reused in the next election.
- Bring all ADA accessibility equipment and outdoor signage into the polling place.

**ALL Precinct Workers – Complete the Closing Certificate and Clock Out Using the ePollbook:**

- Enter the number of voters who voted both written in words and numbers.
- All workers present at closing must sign.

**Closing Certificate – Required Information**

**WE HEREBY CERTIFY** that the number of voters who voted in this election is \_\_\_\_\_  
and \_\_\_\_\_.\*  
Write digits Write the number as words

and the list of voters, less those who did not vote as listed above, constitutes the roster of this precinct for this election.

\*NOTE TO PRECINCT BOARD: For example, the figure here is determined as follows: 100 persons have signed the Roster during Election Day, and 1 left without voting. (Note the Name of Voter, if available, on the list below.) The number would be 99.

**WE FURTHER CERTIFY** that the total number of official ballots voted and sealed in the ballot container and the number of ballots received, voted, spoiled, and unvoted are accounted for as indicated on the Precinct Ballot Statement.

(ALL PRECINCT BOARD MEMBERS present at the closing of the poll must sign below. Use the back of this sheet, if necessary.)

**WE FURTHER CERTIFY** that all voters whose signatures appear in this Roster voted this day, except the following voters below, if applicable, who, after signing the Roster failed to vote. **WE FURTHER CERTIFY**, if applicable, that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged.

Inspector: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

# ELECTION PROCEDURES MANUAL

## INSPECTOR-SPECIFIC SECTION



[www.slovote.gov](http://www.slovote.gov)

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

Elections Office (805) 781-5228

Precinct Worker Line (805) 781-4989

**Election Day ONLY**

VBM Call Center (805) 781-1888

Elections Command Center (805) 781- 4989



# Checklist For Inspectors: Pre-Election

*Your Precinct Assistant will contact you prior to the election. They will be able to answer any questions you may have. In addition, the Precinct Assistant will have the equipment delivery schedule and will notify you of the approximate time equipment will be delivered to your polling place.*

## **WEEK BEFORE THE ELECTION**

- Call all Board members** and discuss the following items:
  - When to meet on Monday afternoon for set-up of the polling place if help is needed
  - What time to arrive Election Morning (no later than 6:15 a.m.)
  - Explain the scheduling of break and mealtimes
  - Do they have any special needs on Election Day? (ex: day care pick-up, sitting or standing restrictions, etc.)
  - Have they worked on previous elections and what roles did they fill?
  - Did they attend training?
  - Do they have any questions?

## **Additional Lead Inspector Duties**

- Contact the polling place**
  - Find out how to access the facility on the Monday before Election Day and on Election Day
  - Request an after-hours contact number in case there is a problem opening or securing the facility
  - Are there any specific restrictions for the use of the facility?
  - What are the requirements for cleanup and key return?
- 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 ePollbook(s) and ICX Ballot Marking Device equipment.
- Contact any other Inspectors assigned to the polling place**
  - Arrange time to set up polling place once equipment has been delivered.
- Pick up precinct supply tub and ballots from the warehouse**

Inspectors must pick up their ePollbook, ballots & supplies from the County Clerk-Recorder warehouse at 1475 Kansas Ave, San Luis Obispo. Please contact your Precinct Assistant if you are unable to pick up your supplies during the assigned dates and

times below, or if you have questions about the pickup process. When you arrive, you will be asked for your precinct number and photo identification. You will review your ePollbook, ballots, and other supplies to confirm they are correct for your precinct. Be prepared for the ballots and supplies issuance to take 15-30 minutes, but processing and waiting times will vary. After your supplies verification is complete, you will be assisted with loading your supplies into your vehicle.

**Schedule for supply pickup from the warehouse is now based on area:**

| <b>Thursday<br/>May 28th</b>  | <b>Friday<br/>May 29th</b>  | <b>Saturday<br/>May 30th</b>  |
|---|---|---|
| <b>10:00 a.m. – 3:30 p.m.</b>   | <b>10:30 a.m. – 4:00 p.m.</b>   | <b>9:00 a.m. – 2:30 p.m.</b>  |
| <b>Atascadero</b><br><b>Creston</b><br><b>Heritage Ranch</b><br><b>Paso Robles</b><br><b>San Miguel</b><br><b>Santa Margarita</b><br><b>Shandon</b><br><b>Templeton</b> | <b>Cambria</b><br><b>Cayucos</b><br><b>Morro Bay</b><br><b>Los Osos</b><br><b>San Luis Obispo</b> | <b>Arroyo Grande</b><br><b>Avila Beach</b><br><b>Grover Beach</b><br><b>Oceano</b><br><b>Nipomo</b><br><b>Pismo Beach</b><br><b>Shell Beach</b> |

- Inventory the Precinct Supply Tub** using the tub & individual zip bags contents lists in the tub as soon as possible after it is picked up and **no later than June 1st**. Contact your Precinct Assistant if you are missing any items.

**ePollbook**

- Review the Tenex ePollbook Guide

**ICX Ballot Marking Device**

- Review the ICX-BMD Poll Worker Reference Guide

*Store all supplies in a secure indoor location to safeguard against unauthorized access. Immediately report discrepancies or missing items to your Precinct Assistant.*

## **DAY BEFORE THE ELECTION**

- Check that the following equipment has been delivered to the polling place:**
  - Confirm that all the ICX Supplies listed below have been delivered. If anything is missing, contact your Precinct Assistant IMMEDIATELY; please do not wait until Election Day.
    - Each ICX “unit” consists of 1 ICX tablet, 1 ICX power cord, 1 Accessible Tactile Interface (ATI), 1 set of headphones, power strip, 1 BMD printer and 1 printer power cord.
    - An ICX table & privacy shield will be provided for each “unit.”
  - ADA accessible and regular voting booths
  - Any ADA accessible equipment assigned to your polling place
  - Generic Supply Tub (one per polling place)
- Confirm that tables and chairs are available at the facility.**
- Inventory the Generic Supply Tub.** This tub can be left at the precinct. Notify your Precinct Assistant if any items are missing.
- Set up the polling place as much as possible beforehand** to make Election Morning run smoothly.
- DO NOT LEAVE THE FOLLOWING AT THE POLLING PLACE OVERNIGHT:**
  - ePollbook, ePollbook printer and power cords
  - Precinct Ballots
  - ICX Ballot Stock Pouch
  - Ballot Boxes
  - Outside Index
  - Tally Sheets (Ballot Box, Provisional, ICX)
  - Provisional Envelopes/Information
  - Replacement Vote-By-Mail Envelopes
  - Cellphones issued by Elections Office
  - Election Procedure Manuals (Instructions, Manuals & Procedures Binder, Election Procedure Manual, ICX-BMD Poll Worker Reference Guide, Tenex ePollbook Guide)
  - Small supply of pens and clipboards
  - Small supply of secrecy sleeves
- Plan a tentative schedule.** Include periodic rotations, breaks, and mealtimes.  
***MAKE SURE ALL WORKERS ARE BACK FROM DINNER BEFORE 5:00 p.m.***

# Checklist For Inspectors: Election Day

## Precinct Workers

- Each Precinct Worker and Inspector must clock-in using the ePollbook prior to starting their shift at the polling place.

## Precinct Worker Changes

- If there are changes to the Precinct Workers at the Polling Place, notification will be sent at the time the changes are made.
- No-Show Worker:** If a worker does not show up for their shift, contact your Precinct Assistant or call the Precinct Workers line immediately.
- Replacement Worker:** If a replacement worker was deployed to your precinct, the Inspector will need to “Add” that worker into the ePollbook.
- Workers are scheduled for Full Day (6 am to approx. 9 pm), AM Shift (6 am to 2 pm), or PM Shift (2 pm to approx. 9 pm).

## Payroll Information

- Clocking in and clocking out using the ePollbook will create a report that will be used to determine Precinct Workers’ pay.

## ICX Setup

- Please note: Only those who have been trained on the ICX should be allowed to do the setup and assist voters.
- Each packet of blank ballots contains 50 sheets. Call your Precinct Assistant if there is a discrepancy in the total ballots assigned.
- On Election Day, before the polls are opened, 1 packet of ICX blank ballot stock should be loaded into the lower paper tray of the printer. Be sure to remove the cardboard backing before loading if there is one. The Inspector should verify the number of blank ballots and log the number onto the ICX Ballot Statement and Ballot Tally.
- There should be 2 Poll Worker Card Keys assigned to the ICX.

### **ICX Ballot Statement and Ballot Tally**

- Place the ICX Ballot Statement, ICX Ballot Issued Tally and ICX Ballots Spoiled Tally on the table to be used throughout the day. All three documents are combined to one page front and back.
  - ICX Ballots Tally – to be used by the ICX Clerk in each of the precincts to track, throughout the day, the number of ICX ballots issued as well as the end-of-day ballot totals.
  - Spoiled Ballots Tally – to tally spoiled ICX ballots throughout the day.
  - ICX Ballot Statement – to balance after the polls close.
- Read instructions for specific information on where to set up ADA accessibility equipment** if applicable. Call your Precinct Assistant with any questions.
- Assign a worker who has attended ICX training to assist voters with the ICX Ballot-Marking Device. In most cases, the Inspector will be the one to assist.

### **Replacement of ICX or Printer Equipment**

- It may be necessary for the Precinct Assistants to replace the ICX or printer if an issue occurs. Repeat the opening procedures if an ICX is replaced. If replacing a printer, be sure to remove ballot stock from the old printer.

### **Seals and Certificates**

- There are multiple Seals Certificates that will need to be filled out prior to the first voter depositing their ballot into any of the Ballot Boxes – Precinct Ballot Box (gray), VBM Ballot Box (blue), Provisional Ballot Box (pink).
- In addition, there is a Seal Certificate for the ICX Ballot Stock Pouch (green).
- Once completed, place them in or next to their respective Ballot Box but remember **NOT** to seal the box until after the first voter has cast their ballot. **Remember:** Certificates for Provisional and VBM Ballot Boxes cannot be sealed inside at opening since those boxes should not be re-opened at any time during the day or at closing.

- Once the polls close and it is time to transport the ballots, you will need to retrieve these Certificates and fill out the information for the Closing Procedures.

**Remember:**

**Each precinct has three Ballot Boxes (Precinct, VBM, and Provisional). Each Ballot Box will be labeled with the precinct number and precincts at the same location will have different colored secrecy sleeves.**

**ALL Ballot Boxes must remain UNSEALED until the first voter is ready to deposit their ballot.**

**Certificates can be filled out and placed next to each Ballot Box along with the seal awaiting first voter.**

Assign set-up tasks to each Clerk to be completed before the polls open. If there is more than one precinct in the polling place, please coordinate set up with the Lead Inspector.

## Opening Checklist: Opening The Polls

### Check-In

- Set up Check-In table with:
  - "Start Here" sign
  - ePollbook, printer and styli
  - Signature Guide Cards
  - ePollbook Notice
  - Facsimile Ballot Available Notice
  - "3 Ways to Vote" informational notice
  - QR code sheet (for voters to check registration status and assigned polling place)
  - Vote-by-Mail Ballot Status Log – use for calling to verify voter has not already voted
  - Blue Vote-by-Mail Replacement Envelopes
  - Pink Provisional Ballot Envelopes, Provisional and Conditional Voter Information pad
  - Change of Party / Address Forms (in Inspector supplies)
  - Pens
  - Surrendered Ballot Stickers
  - Spoiled Ballot Stickers
  - Yellow Spoiled and Surrendered Ballots Bag

### Ballot Clerk

- Set up Ballot Clerk table with:
- Have one packet of precinct ballots for each ballot type (if more than one at your location).
  - Always start with the lowest ballot sequence number.
- Have a Certified Write-In List (if applicable).
- Set up:

- Ballot Receipt pouch (to hold poll opening report, and ballot receipts, and voter referral slips)
  - Ballot Secrecy Sleeves (precinct color and provisional)
  - Children's Ballots
  - Facsimile ballot(s) - one per required language
  - Accessibility supplies (magnifying sheets, pen grips, Translation Services information)
  - Pens
  - Precinct Number sign on stand (stand is located in precinct supply tub)
  - Voter Instruction cards (guidance for voters in obtaining and marking their ballots)
  - Voter Information Guides
- Post one Facsimile Ballot on the wall and place one on the Ballot Clerk table, with instructions
  - Have disinfectant wipes and hand sanitizer at Ballot Clerk table

### **Provisional Clerk**

- Take Provisional voting supplies out of VBM Ballot Box
  - "I Voted" stickers (in Ballot Clerk supplies)
  - Signature Verification Statement pad (in Inspector supplies)
  - Unsigned Identification Envelope Statement pad (in Inspector supplies)
  - Pens (in Ballot Clerk and Check-In Clerk supplies)
  - Accessibility supplies (magnifying sheets, pen grips, Translation Services information)
  - Provisional Roster / List of Assisted Provisional Voters / Voted & Spoiled Provisional Ballot Tally
  - Pink Provisional Ballot Box
- Open the pink Provisional ballot box and have it ready to show the first provisional voter.

### **Ballot Box Clerk**

- Set up Blue Vote-By-Mail (VBM) Ballot Box near the entrance, keep it open and ready to show the first VBM voter
- Gray Precinct Ballot Box
- Tape Ballot Box Tally Sheet to the Ballot Box (found in Ballot Box Clerk supplies)

- zip bag)
- Elections Code 3016.5 Notice pad
- "I Voted" stickers

### **ICX**

- Layout ICX supplies from the Supply Tub
- Make sure ICX screen is facing away from voters passing by to ensure voter privacy.
- Make sure privacy shield is set up to shield screen and printer
- Set up and Prepare ICX. See ICX-BMD Poll Worker Reference Guide for instructions

### **Polling Place**

- Arrange voting booths for privacy; if there are multiple precincts in a polling place all voting booths can be positioned together
- Post "Voting Instructions" in each booth, unless already posted
- DO NOT Seal any of the ballot boxes until the first voter is ready to put in their voted ballot
- The Inspector and one Precinct Worker must complete the seal certificate from the Seal & Certificates envelope for each of the ballot boxes.
- Double check perforation on ballot (which separates stub from ballot at top) is in correct place (at the top ¼ inch above dashed line); call your Precinct Assistant if not correct
- Designate separate entrance and exit so voters do not cross paths, if possible
- Setup Precinct and Check-In tables
- Be sure to put the Check-In table near an outlet and close to the entrance
- Post "Items for Display" poster and any additional signs for the inside
- Set up voting booths at least 6 feet apart, if possible
- Station Ballot Box Clerks near the exit, if possible
- Set up the ICX and printer

### **Outside Polling Place**

- Set up Voter Assistance Doorbell and place it next to the accessible parking spot on the driver's side. Be sure to plug in the receiver inside the polling place and test.
- Hang Outside Indexes outside the outermost doors or directly inside the outermost doors of the polling place.
- Hang the flag, with the Union Jack (blue field of stars) in the upper left-hand corner,

outside the polling place.

- ❑ Place the VOTE HERE signs so voters coming from different directions can find the polling place entrance.
- ❑ If the ADA entrance is not the main door, place an ADA sign with the arrow to direct voter to the entrance.
- ❑ Post “No Electioneering” signs 100 feet away from entrance of polling place.
- ❑ Place additional ADA mitigation supplies in specific locations, such as the Voter Assistance doorbell and Call for Voter Assistance A-frame sign.
- ❑ Place the No Electioneering and Corruption of Voting A-frame sign near the entrance to the polling place.
- ❑ Post an “Items for Display” poster outside which includes a space to write the precinct number(s).

**Outside VBM – Not all locations will have**

- ❑ Set up pop up tent
- ❑ Set up table and three chairs
- ❑ Blue VBM Ballot box
- ❑ Blue replacement envelopes,
- ❑ pens
- ❑ “I Voted” stickers

## THROUGHOUT THE DAY:

- Be sure that workers are taking their breaks.
- If you have a VBM drive-up drop off, please check on them often.
- Please be sure to look around outside to check for voters that need curbside assistance.
- You may be answering lots of questions from the Precinct Workers, observers, or media. This is why it is so important for you to read through all the materials that have been provided to you.
- Check hourly to make sure the Ballot Box Tally Sheets are being used correctly.
- Check hourly to make sure the Outside Index updates are being printed and posted outside.
- Make sure that voting booths are cleaned periodically.
- Confirm that any Provisional and Vote-by-Mail envelopes are being filled out correctly.

## Closing Checklist: Closing The Polls

**At exactly 8:00 p.m., announce in a loud clear voice: "The polls are now closed."**

- Just before the polls close if there is a line, station one of the precinct workers behind the last eligible voter.
- Anyone in line by 8:00 pm has the opportunity to vote.
- Voters arriving after the polls are closed cannot be allowed to vote. (EC §14402).
- Do not allow anyone to put a Vote-by-Mail ballot in the box after 8:00 pm, unless they were in line to do so by 8:00 p.m. (Inside and outside, if applicable.)

Begin closing procedures **after** the last voter has voted and deposited a ballot in the Ballot Box. Be mindful that there may still be voters and be respectful of their presence in the polling place.

Any member of the public may view Closing Procedures, but they CANNOT touch any voting materials or voted ballots nor assist in the process.



**DO NOT REMOVE PRECINCT BALLOTS FROM THE BALLOT BOX UNTIL THE UNVOTED BALLOTS ARE ACCOUNTED FOR AND SEALED.**

## Closing Checklist: Packing Up

Use the following checklists and instructions to complete closing quickly and efficiently and **BE SURE THAT THERE ARE ALWAYS TWO PEOPLE HANDLING AND TRANSPORTING THE BALLOTS AT ALL TIMES.**

- Lay out the following items:**
  - Election Night Return Zip Bag
  - Yellow Canvas Bag for Spoiled and Surrendered Ballots
  - Containers for **UNVOTED** Ballots
  - Precinct Ballot Statement - Found in Seals & Certificates Envelope in Supply Tub
  - Zip tie seal cutter to cut seals (provided in Seals & Certificates Envelope)
  
- Gather all Seals and Certificates**

**After the last voter has deposited their ballot in the Ballot Box, continue with the following closing procedures:**

**ALL Precinct Workers - Perform the following tasks:**

- Determine the number of **UNVOTED** Precinct ballots using the **Ballot Quantities Worksheet** form.

# BALLOT QUANTITIES WORKSHEET FOR UNVOTED BALLOTS EXAMPLE

## Place in Election Night Return Envelope

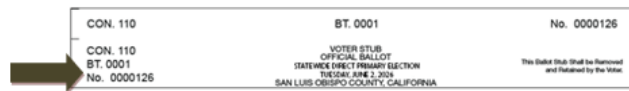
### BALLOT QUANTITY WORKSHEET PRECINCT BALLOTS

PRECINCT # 207

| BALLOT TYPE #             | A<br># OF INITIAL<br>BALLOTS<br>RECEIVED | B<br>NEXT BALLOT # AT<br>CLOSE | C<br># UNVOTED BALLOTS<br>REMAINING |
|---------------------------|--|--------------------------------|-------------------------------------|
| 5                         | 275                                      |                                |                                     |
| Total # of All<br>Ballots |  |                                |                                     |

**A- # OF BALLOTS RECEIVED:** This number is prepopulated.

**B - NEXT BALLOT # AT CLOSE:** Enter the number of the next ballot that would have been issued. This number will be located on the top left corner of the stub.



**C- # OF UNVOTED BALLOTS REMAINING:** This is calculated as  $A - B + 1 = C$



❖ The reason you will be adding 1, is because the beginning number on the ballots will be 1 and not zero. When we say the next ballot to be issued is number 75, it implies that all ballots up to number 74 have already been issued. That's because ballot numbering starts at 1 and goes up sequentially. So, if you're about to issue ballot number 75, it means 74 ballots have been issued out of the 100.

**EXAMPLE:**


| BALLOT TYPE #          | A<br># OF INITIAL<br>BALLOTS RECEIVED | B<br>NEXT BALLOT # AT<br>CLOSE | C<br># UNVOTED BALLOTS<br>REMAINING |
|------------------------|---------------------------------------|--------------------------------|-------------------------------------|
| 1                      | 200                                   | 126                            | $200 - 126 + 1 = 75$                |
| Total # of All Ballots | 200                                   | 126                            | 75                                  |

- ❑ Complete the **Unvoted Precinct Ballot Tamper-Evident Seal Certificate for Precinct Ballots #4.**
  - Be sure to include the Precinct # and the beginning and ending serial numbers.
  - The beginning number should be the next available ballot.
  - The ending number should be the number of the last ballot. This number should equal the number of ballots that was issued to your precinct.
  
- ❑ Place the seal certificate inside the container **BEFORE SEALING.**

#4

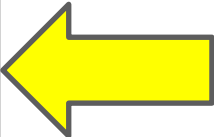



**UNVOTED PRECINCT BALLOTS  
TAMPER-EVIDENT SEAL CERTIFICATE**


PRECINCT# \_\_\_\_\_ 

**After polls close**, complete this form and place it inside the Unvoted Precinct Ballot container **before** applying tamper-evident seals to the box.

Sequence of Unvoted **Precinct Ballots**:  
beginning: \_\_\_\_\_ and ending \_\_\_\_\_

Serial number of Tamper-evident Seal #1 \_\_\_\_\_ 

Serial number of Tamper-evident Seal #2 \_\_\_\_\_

 **PRECINCT WORKERS SIGN BELOW.**

We hereby declare that all the Unvoted Precinct Ballots in this precinct have been placed in this unvoted precinct ballot container and the serial numbers of the tamper-evident seals are true and correct.

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- In the presence of all in the room, seal all **UNVOTED** Precinct Ballots in Container for **UNVOTED** Ballots with Tamper-Evident Seals.
- Place the seals so the container cannot be opened without compromising the seal.
- Place Sealed Container for Unvoted Ballots in the Collection Center Return Vinyl Bag.

NOTE: Election staff must account for ALL BALLOTS, both **VOTED** and **UNVOTED**, during the canvass. If the above checklist isn't completed, staff must go through the **UNVOTED** ballots for **every** precinct before the Election can be certified.

**ALL Precinct Workers – Perform the following tasks once the Unvoted ballots are sealed:**

- Locate cardboard box inside your supply tub. This is the **VOTED** Precinct Ballots Container.

- Cut the seal on the grey Precinct Ballot Box.
- Retrieve the Precinct Ballots Chain of Custody Seal Certificate (#1) that you filled out prior to the first voter depositing their ballot into the Precinct Ballot Box.
- Place this Certificate into the Voted Precinct Ballots Container.
- Separate out *VOTED* Precinct Ballots AND voted ICX ballots into separate piles.
- Count *VOTED* precinct ballots.
  - Bundle voted Precinct Ballots with rubber bands into batches of 50.
  - Bundle any remaining voted Precinct Ballots with a rubber band and place a scratch piece of paper with the number of ballots on it under the band.
  - Bundle any ICX ballots with rubber bands and place a scratch piece of paper with the number of ballots on it under the band.
  - When finished, give the count of Precinct Ballots and ICX ballots to the worker completing the Precinct Ballot Statement.
- Put *VOTED* Precinct Ballots and ICX ballots in *VOTED* Precinct Ballots Container.
  - Each container can contain up to 500 *VOTED* ballots.
  
- **Do not affix seal(s) until the Precinct Ballot Statement is balanced.**

PLACE IN ELECTION NIGHT RETURN ZIP BAG

**PRECINCT BALLOT STATEMENT**  
**2026 STATEWIDE DIRECT PRIMARY ELECTION**

PRECINCT # \_\_\_\_\_

1. Total beginning number of **BALLOTS**:

| BALLOT SOURCE                    | # OF INITIAL BALLOTS RECEIVED |
|----------------------------------|-------------------------------|
| PRECINCT                         |                               |
| ICX (Lead Precinct Only)         |                               |
| <b>LINE 1</b> Total # of Ballots |                               |

2. Total NUMBER of VOTERS who **CHECKED IN** Line 2 \_\_\_\_\_

3. Total NUMBER of VOTERS who **CHECKED IN** as Provisional Line 3 \_\_\_\_\_

4. **Total of Lines 2 and 3** Line 4 \_\_\_\_\_

5. Number of **VOTED** ballots.

a. Number of voted **Precinct** ballots Line 5a \_\_\_\_\_

b. Number of voted **ICX** ballots Line 5b \_\_\_\_\_

c. Number of ballots voted as **Provisional (From Line 3)** Line 5c \_\_\_\_\_

6. **TOTAL** of Line 5a, Line 5b and Line 5c (Should equal Line 4) Line 6 \_\_\_\_\_

7. Number of **SPOILED Precinct** ballots Line 7 \_\_\_\_\_

8. Number of **SPOILED ICX** ballots (**Lead Precinct Only**) Line 8 \_\_\_\_\_

Explanation for any discrepancies.

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After Precinct Ballot Statement is balanced, complete the Precinct Ballots Seal Certificate and Chain of Custody (#1 closing/back side).

- Be sure to have ALL Precinct Workers sign the certificate.

TWO-SIDED DOCUMENT #1

COUNTY OF SAN LUIS OBISPO

SAN LUIS OBISPO COUNTY  
ELECTIONS

PRECINCT BALLOTS SEAL CERTIFICATE  
& CHAIN OF CUSTODY

\*CLOSING\*

PRECINCT# \_\_\_\_\_

AFTER COMPLETING THIS FORM PLACE INSIDE VOTED PRECINCT BALLOT CONTAINER **BEFORE** ATTACHING BOTH SEALS TO THE SIDE CLOSURE OF THE CONTAINER.

Total number of voted Precinct ballots in return container: \_\_\_\_\_

Serial number of Tamper-evident Seal #1 \_\_\_\_\_

Serial number of Tamper-evident Seal #2 \_\_\_\_\_

PRECINCT WORKERS SIGN BELOW.

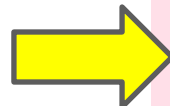
We hereby declare that all the voted Precinct ballots in this precinct have been placed in this Precinct Ballot return container and that the serial numbers of the seals are true and correct.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Enter the total # of voted ballots (Precinct + ICX) on each container label.
- Enter the number of containers e.g., 1 of 1 or 1 of 2, 2 of 2.
- **Place the seal certificate inside (#1) the container BEFORE SEALING.**
- **In the presence of all precinct workers in the room, seal the Voted Precinct Ballots in container for Voted Ballots with Tamper-Evident Seals.**
- Place the seals so the container cannot be opened without compromising the seal.
- Place Sealed Container for Voted Precinct Ballots in the Collection Center Return Vinyl Bag.
- Put Precinct Ballot Box Tally Sheet in Election Night Return Zip Bag.

**Inspector and Provisional Clerk – Complete Certificate #3 - Provisional Ballots Seal Certificate & Chain of Custody and clean up Provisional workstation:**

- Complete Provisional Ballots Seal Certificate & Chain of Custody.
- **Place certificate into box BEFORE SEALING.**



TWO-SIDED DOCUMENT #3

COUNTY OF SAN LUIS OBISPO

SAN LUIS OBISPO COUNTY ELECTIONS OFFICE

PROVISIONAL BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY

\*CLOSING\*

PRECINCT# \_\_\_\_\_

**PLACE INSIDE PROVISIONAL BOX BALLOT INSERTION SLOT BEFORE SEALING**

Once the polls are closed, secure the Provisional Ballot Box insertion slot. The ballot box **must** be sealed even in no Provisional ballots were deposited. Complete the certification below. Place this certificate into the Provisional Ballot Box insertion slot, **before** applying the zip tie seal to the insertion slot.

If no Provisional ballots were deposited into this Provisional Ballot Box check here:

**CLOSING THE POLLS INSPECTOR CERTIFICATION**

I, \_\_\_\_\_ (Precinct Inspector Signature)

DO HEREBY CERTIFY the Provisional Ballot Box insertion slot was secured with zip tie seal number \_\_\_\_\_ after the close of polls.

VERIFIED BY: \_\_\_\_\_ (Precinct Worker's Signature)

---

**SAN LUIS OBISPO COUNTY ELECTIONS OFFICE STAFF**

I verify that the zip tie seal numbers for the Provisional Box lid & ballot insertion slot are the same numbers as listed on this this form.

\_\_\_\_\_  
Staff Signature


- Secure Provisional Ballot Box slot with zip tie seal.
- Put all other Provisional materials neatly in Precinct Supply Tub.

**Inspector and Clerk – Complete the ICX Ballot Statement, close ICX and cleanup workstation:**

- Follow the instructions in the ICX -BMD Poll Worker Reference Guide for closing the polls.
- Complete the ICX Ballot Statement.
- Report Numbers from each precinct in the polling place.
  - # of Precinct ICX Ballots
  - # of Provisional ICX Ballots
- Distribute materials.
  - Place the following in the Election Night Return Zip Bag:
    - ICX Ballot Statement/Ballot Tally
    - ICX Ballot Quantity Worksheet
    - ICX Ballot Receipt Pouch
    - ICX/BMD Equipment Replacement (if any)

- 
- Complete the ICX Ballot Stock Pouch Zip Tie Seal Certificate (#5).
- **After completing, place it inside the ICX Ballot Stock Pouch BEFORE SEALING.**

#5



**ICX BALLOT STOCK POUCH  
ZIP TIE SEAL CERTIFICATE**

PRECINCT# \_\_\_\_\_

After completing this form, place it inside the ICX Ballot Stock Pouch **before** sealing the pouch with the zip tie.

I \_\_\_\_\_ (Precinct Inspector signature) hereby declare that all items listed below have been placed in this ICX Ballot Stock Pouch, and the pouch was zip tie sealed with the number listed below.

Unused ICX ballot stock  
 2 ICX activation keycards  
 ICX access pin number

Zip tie seal number: \_\_\_\_\_

Verified By: \_\_\_\_\_ (Precinct Worker's Signature)

---

Upon removing the zip tie seal from the ICX ballot stock pouch after the election, I confirm that the zip tie seal number is the same number as listed above.

\_\_\_\_\_  
Staff Signature

- Secure the ICX and Printer according to the ICX-BMD Poll Worker Reference Guide
- Return the following to the ICX Clerk Zip Bag Supplies and place in Precinct Supply Tub
  - ICX-BMD Poll Worker Reference Guide
  - Unused headphone covers and styli
  - Unused alcohol prep pads
  - Spare ICX and BMD printer power cords

**Remaining tasks:**

- Clean up the voting booth area.
  - DO NOT disassemble booths or remove signs.
- Remove and place Outside Indexes in Election Night Return Zip Bag.
- Remove all posted materials inside and outside the polling place and place in Supply Tub.
  - Be careful not to damage or tear signage. These will be reused in the next election.
- Bring all ADA accessibility equipment and outdoor signage into the polling place.

**ALL Precinct Workers – Complete the Closing Certificate:**

- Enter the number of voters who voted both written in words and numbers.
- All workers present at closing must sign.

**Closing Certificate – Required Information**

**WE HEREBY CERTIFY** that the number of voters who voted in this election is \_\_\_\_\_  
and \_\_\_\_\_\*  
Write digits Write the number as words

and the list of voters, less those who did not vote as listed above, constitutes the roster of this precinct for this election.

\*NOTE TO PRECINCT BOARD: For example, the figure here is determined as follows: 100 persons have signed the Roster during Election Day, and 1 left without voting. (Note the Name of Voter, if available, on the list below.) The number would be 99.

**WE FURTHER CERTIFY** that the total number of official ballots voted and sealed in the ballot container and the number of ballots received, voted, spoiled, and unvoted are accounted for as indicated on the Precinct Ballot Statement.

(ALL PRECINCT BOARD MEMBERS present at the closing of the poll must sign below. Use the back of this sheet, if necessary.)

**WE FURTHER CERTIFY** that all voters whose signatures appear in this Roster voted this day, except the following voters below, if applicable, who, after signing the Roster failed to vote. **WE FURTHER CERTIFY**, if applicable, that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged.

Inspector: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_



# Closing Checklist: Signatures Required

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

|   | <b>What to Sign</b>   | <b>Where to Locate</b>                        | <b>Who Signs</b>   | <b>Where it goes now</b>  |
|---|---|---|--|---|
|   | <b>Closing Certificate</b>  | <i>Inside Seals and Certificates Envelope</i> | ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing   | <b>Election Night Return Zip Bag after the Polls close.</b>                                   |
|   | <b>All Seal Certificates</b>  | <i>Inside Seals and Certificates Envelope</i> | INSPECTOR & ONE OR MORE WORKERS / VARIES PER CERTIFICATE | <b>Place in designated Ballot Box/Ballot Container/Canvas bag as directed on certificate.</b> |
| * | <b>Pre-election Precinct &amp; Ballots Containers Seal Certificates</b> | <i>Inside sealed precinct /</i>               | INSPECTOR & ONE PRECINCT WORKER                          | <b>After completion place in Election Night Return Zip Bag</b>                                |
| * | <b>Pre-election ICX Stock Pouch Seal Certificate</b>                    | <i>Inside sealed ICX Ballot Stock Pouch</i>   | INSPECTOR & ONE PRECINCT WORKER                          | <b>After completion place in Election Night Return Zip Bag</b>                                |
| * | <b>Precinct Ballot Statement</b>  | <i>Inside Seals and Certificates Envelope</i> | ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing   | <b>After completion place in Election Night Return Zip Bag</b>                                |
| * | <b>ICX Ballot Statement (Lead Inspector/Inspector)</b>                  | <i>Inside ICX Supply Zip Bag</i>              | Lead Inspector/Inspector                                 | <b>Place in Election Night Return Zip Bag</b>   |

# Closing Checklist: Leaving The Polls

| <b>Bring to the Collection Center</b><br><i>(at least 2 people in the same vehicle,<br/><a href="#">EC §15201(3)</a> &amp; <a href="#">15202</a>)</i>   | <b>Leave at the Polling Place</b><br><i>for pick up by delivery crew</i>   |
|---|--|
| <b>Collection Center Return Vinyl Bag containing:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sealed Container(s) for Voted Precinct Ballots</li> <li><input type="checkbox"/> Election Night Return Zip Bag</li> <li><input type="checkbox"/> Sealed Container(s) for Unvoted Ballots</li> <li><input type="checkbox"/> Sealed ICX Ballot Stock Pouch</li> <li><input type="checkbox"/> Sealed Spoiled/Surrendered Ballots Canvas Bag</li> <li><input type="checkbox"/> Cell Phones</li> </ul> |  |
| <b>Provisional Ballot Box</b> – (sealed) Contains voted Provisional ballot envelopes, Provisional Ballots Seal Certificate & Chain of Custody   | <b>ICX, printer &amp; table.</b> (Follow directions in ICX-BMD Poll Worker Reference Guide for powering down and securing the ICX.)<br><br><b>Precinct &amp; Generic Supply Tubs</b><br>(ICX Clerk Supplies Zip Bag, signage and all other supplies) |
| <b>VBM Ballot Box(s)</b> – (sealed)<br>Contains voted Vote-by-Mail Ballots. Extra boxes only provided to high-volume Polling Places and those with Outside VBM Ballot Drop-off  | <b>ADA Equipment &amp; Voter Assistance Signage</b><br>(bring inside polling place for delivery crew to disassemble)   |
| <b>Empty Gray Precinct Ballot Box</b>   | <b>Voting Booths</b> (Do NOT disassemble or remove signs)  |
| <b>Collection Center Receipt</b> (completed)  | <b>ePollbook, Printer, and ALL supplies</b>  |



**ALL BALLOT BOXES MUST BE SEALED & RETURNED TO THE REGIONAL COLLECTION CENTER ON ELECTION NIGHT.**

**EMPTY BALLOT BOXES MUST ALSO BE RETURNED TO THE COLLECTION CENTER.**

## Unusual Circumstances: What To Do If?

| If:   | Then do the following:  |
|---|---|
| <b>You are instructed that a court order has been issued extending voting hours</b> | <ul style="list-style-type: none"> <li>• Let your workers know</li> <li>• Follow instructions from the Elections Office or Precinct Assistant</li> </ul>  |
| <b>Voter signed ePollbook and did not vote</b>                                      | <ul style="list-style-type: none"> <li>• List the voter's name on the Closing Certificate found in the Seals and Certificate envelope.</li> <li>• <i>Check the Closing Certificate when completing the closing procedures Election Night. This situation will cause the Precinct Ballot Statement to be out of balance on Election Night.</i></li> </ul>  |
| <b>Voter leaves with ballot</b>   | <ul style="list-style-type: none"> <li>• List this voter's name on the Closing Certificate.</li> <li>• Make a note on the Closing Certificate that a voter left with their ballot if the name cannot be remembered.</li> <li>• <i>Check the Closing Certificate when completing the closing procedures Election Night. This situation will cause the Precinct Ballot Statement to be out of balance on Election Night.</i></li> </ul> |
| <b>Other situations</b>   | <ul style="list-style-type: none"> <li>• See Emergency Procedures manual</li> </ul>   |

# REGIONAL COLLECTION CENTER ASSIGNMENTS

## PRIMARY ELECTION 6/2/2026

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

| COLLECTION CENTER   | PRECINCTS  |
|---|--|
| Highlands Church<br>215 Oak Hill Rd.<br><b>Paso Robles</b>  | 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 114, 116, 117, 118  |
| North County Clerk-Recorder's Office<br>(Atascadero Library)<br>6555 Capistrano Ave.<br><b>Atascadero</b> | 112, 113, 115,<br>501, 502, 503, 504, 505, 506, 509, 510, 511, 512, 513  |
| Morro Bay Veterans Memorial Building<br>209 Surf St.<br><b>Morro Bay</b>                                  | 201, 202, 205, 206, 207, 208, 210, 211, 212, 213, 214  |
| County Clerk-Recorder's Office<br>1055 Monterey St.<br><b>San Luis Obispo</b>                             | 203, 204, 209,<br>307, 308, 309, 310, 311, 312, 313, 314, 315, 316,<br>507, 508, 514                                   |
| South County Regional Center<br>800 W Branch St.<br><b>Arroyo Grande</b>                                  | 301, 302, 303, 304, 305, 306, 317<br>401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411,<br>412, 413, 414, 415, 416 |

# DISABILITY SENSITIVITY AT THE POLLS

## CALIFORNIA SECRETARY OF STATE

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### Meeting Someone Who Has a Visual Impairment

- **Greetings.** Identify yourself and introduce anyone else who may be with you. Also, don't leave the person without saying you are leaving.
- **Guiding.** If asked to be a sighted guide, place your arm against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.
- **Guide and service animals.** Do not pet or distract a guide or service animal. The animal is responsible for the owner's safety and is working. People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use guide or service animals as well.

### Communicating With Someone Who Is Deaf or Uses an Assistive Hearing Device

- **Let the person take the lead** in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).
- **Talk directly to the person** even if a sign language interpreter is present. If the person lip reads, face him or her directly and speak at a moderate pace. For some people, it also may help to simplify sentences and use more body expressions.

### Use Appropriate Language

- Instead of disabled person, handicapped, or crippled, say **person with a disability**
- Instead of an able-bodied person, say **person without a disability**
- Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability**
- Instead of the blind, say **person who is blind or visually impaired**
- Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf**
- Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**
- Instead of epileptic, say **person with epilepsy**
- Instead of a Down's person or Mongoloid, say **person with Down Syndrome**

# DISABILITY SENSITIVITY AT THE POLLS

## CALIFORNIA SECRETARY OF STATE

The rules of etiquette and good manners apply when working with every voter who enters a polling place. In addition, the following guidance may be helpful when working with people with disabilities.

### Meeting a Person With a Disability

- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept it.
- **Speak directly to a person with a disability,** not just to others accompanying a person.
- **Offer assistance, but do not insist on providing it.** It is best to ask all voters if they need assistance or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who is disabled.
- **Don't ask about or mention a person's disability** unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.
- **Keep your communications simple.** Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short, and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

### Interacting With a Person Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

- **Provide personal space.** Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of his or her personal space.
- **Clear the path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.
- **When giving direction to someone using a mobility device,** consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

### Meeting Someone With a Disability That Affects Speech

- **Pay attention, be patient, and wait** for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.
- **Understand a person may use assistive technology** such as an alphabet board or computer to communicate.

## WARNING: ELECTIONEERING PROHIBITED!

### VIOLATIONS CAN LEAD TO FINES AND/OR IMPRISONMENT

#### WHERE:

- Within the immediate vicinity of a person in line to cast their ballot or within 100 feet of the entrance of a polling place, curbside voting or drop box the following activities are prohibited.

#### WHAT ACTIVITIES ARE PROHIBITED:

- *DO NOT* ask a person to vote for or against any candidate or ballot measure.
- *DO NOT* display a candidate's name, image, or logo.
- *DO NOT* block access to or loiter near any ballot drop boxes.
- *DO NOT* provide any material or audible information for or against any candidate or ballot measure near any polling place, vote center, or ballot drop box.
- *DO NOT* circulate any petitions, including for initiatives, referenda, recall, or candidate nominations.
- *DO NOT* distribute, display, or wear any clothing (hats, shirts, signs, buttons, stickers) that include a candidate's name, image, logo, and/or support or oppose any candidate or ballot measure.
- *DO NOT* display information or speak to a voter about the voter's eligibility to vote.

The electioneering prohibitions summarized above are set forth in Article 7 of Chapter 4 of Division 18 of the California Elections Code.

# WARNING: CORRUPTING THE VOTING PROCESS IS PROHIBITED!

## VIOLATIONS SUBJECT TO FINE AND/OR IMPRISONMENT

### WHAT ACTIVITIES ARE PROHIBITED:

- *DO NOT* commit or attempt to commit election fraud.
- *DO NOT* provide any sort of compensation or bribery to, in any fashion or by any means induce or attempt to induce, a person to vote or refrain from voting.
- *DO NOT* illegally vote.
- *DO NOT* attempt to vote or aid another to vote when not entitled to vote.
- *DO NOT* engage in electioneering; photograph or record a voter entering or exiting a polling place; or obstruct ingress, egress, or parking.
- *DO NOT* challenge a person's right to vote or prevent voters from voting; delay the process of voting; or fraudulently advise any person that they are not eligible to vote or are not registered to vote.
- *DO NOT* attempt to ascertain how a voter voted their ballot.
- *DO NOT* possess or arrange for someone to possess a firearm in the immediate vicinity of a polling place, with some exceptions.
- *DO NOT* appear or arrange for someone to appear in the uniform of a peace officer, guard, or security personnel in the immediate vicinity of a polling place, with some exceptions.
- *DO NOT* tamper or interfere with any component of a voting system.
- *DO NOT* forge, counterfeit, or tamper with the returns of an election.
- *DO NOT* alter the returns of an election.
- *DO NOT* tamper with, destroy, or alter any polling list, official ballot, or ballot container.
- *DO NOT* display any unofficial ballot collection container that may deceive a voter into believing it is an official collection box.
- *DO NOT* tamper or interfere with copy of the results of votes cast.
- *DO NOT* coerce or deceive a person who cannot read or an elder into voting for or against a candidate or measure contrary to their intent.
- *DO NOT* act as an election officer when you are not one.

*EMPLOYERS* cannot require or ask their employee to bring their vote by mail ballot to work or ask their employee to vote their ballot at work. At the time of payment of salary or wages, employers cannot enclose materials that attempt to influence the political opinions or actions of their employee.

*PRECINCT BOARD MEMBERS* cannot attempt to determine how a voter voted their ballot or, if that information is discovered, disclose how a voter voted their ballot.

The prohibitions on activity related to corruption of the voting process summarized above are set forth in Chapter 6 of Division 18 of the California Elections Code.

## ELECTIONS CODE (EC) PENAL PROVISIONS

- **EC 18500** - Any person who commits fraud or attempts to commit fraud, and any person who aids or abets fraud or attempts to aid or abet fraud, in connection with any vote cast, to be cast, or attempted to be cast, is guilty of a felony, punishable by imprisonment for 16 months or two or three years.
- **EC 18502** - (a) Any person who in any manner interferes with the officers holding an election or conducting a canvass, as to prevent the election or canvass from being fairly held and lawfully conducted, or with the voters lawfully exercising their rights of voting at an election, is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.  
(b) For purposes of this section, “officers holding an election or conducting a canvass” include, but are not limited to, the Secretary of State as the chief elections officer, and their staff, as it relates to performance of any of their duties related to administering the provisions of the Elections Code, and elections officials and their staff, including temporary workers and poll workers, and members of a precinct board, in their performance of any duty related to assisting with holding an election or conducting a canvass.  
(c) For purposes of this section, “holding an election or conducting a canvass” includes, but is not limited to, the election observation process governed by the Elections Code and applicable regulations adopted by the Secretary of State.  
(d) For purposes of this section, “voting at an election” includes, but is not limited to, voting in person at a polling place or at the office of the elections official, including satellite locations pursuant to Section 3018, and voting by mail and returning a voted ballot pursuant to subdivision (a) of Section 3017.
- **EC 18540** - (a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.  
(b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to

induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

(c) For purposes of this section, "voting at any election" includes, but is not limited to, voting in person at a polling place or at the office of the elections official, including satellite locations pursuant to Section 3018, and voting by mail and returning a voted ballot.

- **EC 18541** - (a) A person shall not, with the intent of dissuading another person from voting, within the 100-foot limit specified in subdivision (b), do any of the following:

(1) Solicit a vote or speak to a voter on the subject of marking the voter's ballot.

(2) Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240.

(3) Photograph, video record, or otherwise record a voter entering or exiting a polling place.

(4) Obstruct ingress, egress, or parking.

(b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:

(1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018.

(2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

(c) A person shall not, with the intent of dissuading another person from voting, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:

(1) Solicit a vote.

(2) Speak to a voter about marking the voter's ballot.

(3) Disseminate visible or audible electioneering information.

(d) A violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in state prison. Any person who conspires to violate this section is guilty of a felony.

- **EC 18543** - (a) Every person who knowingly challenges a person's right to vote without probable cause or on fraudulent or spurious grounds, or who engages in mass, indiscriminate, and groundless challenging of voters solely for the purpose of preventing voters from voting or to delay the process of voting, or who fraudulently advises any person that he or she is not eligible to vote or is not registered to vote when in fact that person is eligible or is registered, or who violates Section 14240, is punishable by imprisonment in the county jail for not more than 12 months or in the state prison.  
(b) Every person who conspires to violate subdivision (a) is guilty of a felony.
- **EC 18562** - Every member of a precinct board is guilty of a misdemeanor who, prior to putting the ballot of a voter in the ballot box, commits any of the following:  
(a) Attempts to find out any name on the ballot.  
(b) Opens or suffers to be opened or examined the folded ballot of any voter which has been handed in.  
(c) Makes or places any mark or device on any folded ballot with a view to ascertaining the name of any person for whom the voter has voted.
- **EC 18563** - Every member of a precinct board is guilty of a misdemeanor who, without the consent of a voter, discloses the name of any candidate the board member has discovered in his capacity as a member of the board to have been voted for by the voter.
- **EC 18568** - Every person is punishable by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years, or by both that fine and imprisonment, who:  
(a) Aids in changing or destroying any poll list or official ballot.  
(b) Aids in wrongfully placing any ballots in the ballot container or in taking any therefrom.  
(c) Adds or attempts to add any ballots to those legally polled at any election by fraudulently putting them into the ballot container, either before or after the ballots therein have been counted.  
(d) Adds to or mixes with, or attempts to add to or mix with, the ballots polled, any other ballots, while they are being counted or canvassed or at any other time, with intent to change the result of the election, or allows another to do so, when in the person's power to prevent it.  
(e) Carries away or destroys, attempts to carry away or destroy, or knowingly allows

another to carry away or destroy, any poll list, ballot container, or ballots lawfully polled or who willfully detains, mutilates, or destroys any election returns.

(f) Removes any unvoted ballots from the polling place before the completion of the ballot count.

(g) Displays a container for the purpose of collecting ballots, with the intent to deceive a voter into casting a ballot in an unofficial ballot box. Evidence of intent to deceive may include using the word "official" on the container or otherwise fashioning the container in a way that is likely to deceive a voter into believing that the container is an official collection box that has been approved by an elections official.

(h) Directs or solicits a voter to place a ballot in a container prohibited by subdivision (g).

- **EC 18569** - Every person who aids or abets in the commission of any of the offenses mentioned in Section 18566, 18567, or 18568 is punishable by imprisonment in the county jail for the period of six months or in the state prison for 16 months or two or three years.
- **EC 18700** - Any voter who has filed an application for the position of and been appointed as a precinct board member and who, without being excused by the county elections official, knowingly fails to act as a precinct board member, is guilty of a misdemeanor punishable by a fine not to exceed one hundred dollars (\$100).

Additional Penal Provisions can be found in the California Elections Code.

# GLOSSARY

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

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| <b>ACTIVE VOTER</b>           | A registered voter whose status is Active. This VOTER will have been mailed a Vote-by-Mail Ballot Packet to their mailing address.   |
| <b>ADOPT-A-POLL</b>           | Program where community groups are staffing various PRECINCTS on Election Day.   |
| <b>ASSISTED VOTER LIST</b>    | List where PRECINCT WORKERS note any VOTERS who received assistance when voting on Election Day.   |
| <b>BALLOT(S)</b>              | The actual card on which each VOTER makes their choice on the issues to be decided at the current election. San Luis Obispo County uses two (2) forms of ballots: pre-printed Vote-by-Mail/Precinct Ballots and blank ballots used by the ICX BALLOT marking device to assist voters with or without disabilities to select, mark, and print their selections. |
| <b>BALLOT BOX/BAG</b>         | The sealed box/bag into which voted BALLOTS are placed.  |
| <b>BALLOT BOX TALLY</b>       | The sheet 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 LINE # TRACKER/VOTER TALLY used for the PRECINCT BALLOTS.  |
| <b>BALLOT RECEIPT</b>         | The paper slip printed from the ePollbook printer after the voter is checked in at the Check-In table. The voter exchanges the ballot receipt for a ballot from the Ballot Clerk.  |
| <b>BALLOT SEQUENCE NUMBER</b> | The identifying number on the stubs of each BALLOT. On the PRECINCT BALLOTS, the stubs are at the <b>top</b> of the BALLOT. The ICX BALLOT stock has no serial numbers or stubs.   |
| <b>BALLOT STATEMENT</b>       | Form completed by the PRECINCT BOARD Election Night to account for number of BALLOTS and VOTERS.   |

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| <b>BALLOT TYPE</b>                                 | The unique combination of contests listed on a BALLOT card make up a ballot type. The ballot type is indicated in the ePollbook when looking up the voter.  |
| <b>VOTE-BY-MAIL BALLOT BAG/BOX</b>                 | The blue bag for returning only <b>VOTED</b> VOTE-BY-MAIL BALLOTS to the COLLECTION CENTER Election Night.  |
| <b>COLLECTION CENTER</b>                           | Designated areas throughout the county where PRECINCT WORKERS are to return their COLLECTION CENTER RETURN BAG and blue/gray/pink BALLOT BOXES on Election Night.   |
| <b>COLLECTION CENTER RETURN VINYL BAG</b>          | Bag for PRECINCT WORKERS to return specific election supplies to the COLLECTION CENTER on Election Night.   |
| <b>CHALLENGE LIST</b>                              | The list is used by the Precinct Board to record any “challenged” voters.   |
| <b>CHALLENGED VOTER</b>                            | A VOTER whose ELIGIBILITY TO VOTE is orally challenged by the PRECINCT BOARD for specific reasons.  |
| <b>CHANGE OF POLITICAL PARTY/CHANGE OF ADDRESS</b> | Form used by a VOTER who wishes to change his/her political party or address at the polls on Election Day. Completed forms are placed in Election Night Return Envelope after the close of the polls.   |
| <b>CLOSING CERTIFICATE</b>                         | All PRECINCT WORKERS present at closing must sign the CLOSING CERTIFICATE located in the Seals & Certificate envelope.  |
| <b>CONDITIONAL VOTER REGISTRATION (CVR)</b>        | California's Conditional Voter Registration (CVR) program began on January 1, 2017, after the certification of the Statewide Voter Registration Database. CVR allows an individual during the 14 days prior to Election Day through Election Day to register conditionally to vote with their County Elections Official and complete a Provisional Envelope (registration) and cast a PROVISIONAL BALLOT. |
| <b>CONSOLIDATED PRECINCT (CON)</b>                 | Individual PRECINCTS are combined (or consolidated) for voting purposes. <b>General usage also shortens this to PRECINCT or CON.</b>  |
| <b>VOTED PRECINCT BALLOT CONTAINER</b>             | The box(es) in which the VOTED BALLOTS are returned to the COLLECTION CENTER on Election Night.   |

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| <b>CROSS-OVER VOTER<br/>(PRESIDENTIAL PRIMARY<br/>ONLY)</b> | A voter who has not selected a party preference (NPP voter) and who chooses to vote a party ballot in the primary election. These voters can only choose a party ballot if the party is allowing NPP voters to vote in their primary election. Ballot choices will be identified for each presidential primary election.  |
| <b>CVR</b>  | See CONDITIONAL VOTER REGISTRATION (CVR).   |
| <b>DECLINE TO STATE</b>                                     | See NO PARTY PREFERENCE (NPP).  |
| <b>ELECTIONEERING</b>                                       | Any activity which tries to influence VOTERS about an issue or candidate being voted on in the current election or the collection of signatures for initiative/recall/referendum petitions. <b><i>This activity is prohibited within 100 feet of the building in which voting is taking place.</i></b>  |
| <b>ELECTION NIGHT RETURN<br/>ZIP BAG</b>                    | The bag for returning all supplies to the Collection Center after the close of polls on Election Night. Checklist of contents is on the front of the bag.   |
| <b>ELIGIBILITY TO VOTE</b>                                  | Anything relating to whether a specific VOTER can cast a BALLOT on Election Day at a certain precinct.  |
| <b>ePOLLBOOK</b>  | Tablet device that has replaced the paper roster. Also used for poll worker Check-In.   |
| <b>EXIT POLLING</b>   | Surveys taken by the news media and others as VOTERS leave selected POLLING PLACES to predict the outcome of specific contests. <b><i>The people taking an exit poll must be at least 25 feet from the polling place and not interfere with voting.</i></b>   |
| <b>FACSIMILE BALLOT AND<br/>INSTRUCTIONS</b>                | All precincts will post a Spanish facsimile ballot, and instructions and certain precincts will post an additional Tagalog facsimile ballot. Facsimile ballots must be conspicuously posted, and one facsimile ballot must be available for voters to take into booths to be used as reference (EC §14201(a)). In addition, a sign must be posted near the index of registration informing voters of facsimile ballots, in language required and available (EC §14201(c)(3)). |
| <b>HELP AMERICA VOTE ACT<br/>(HAVA)</b>                     | Federal legislation in which some parts requiring uniform procedures at the polls for federal elections.  |

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| <b>ICX CLERK-INSPECTOR</b>       | The PRECINCT WORKER assigned to assist VOTERS using the ICX Ballot Marking Device. Assigned by the Lead INSPECTOR and has a procedure manual to use Election Day.  |
| <b>ID ENVELOPE</b>               | The IDENTIFICATION (ID) ENVELOPE for a VOTE-BY-MAIL BALLOT. The voter must sign the envelope, and the signature must match the signature on the VOTER REGISTRATION CARD (i.e., in the voter's record) for the envelope to be opened and the ballot counted.  |
| <b>INACTIVE VOTER</b>            | A VOTER whose status has been set to INACTIVE because the Elections Office has been notified that the voter no longer lives at the address where the VOTER is registered. This notification would come from returned mail from USPS.   |
| <b>INSPECTOR</b>                 | The PRECINCT WORKER in charge of the PRECINCT BOARD at each PRECINCT.  |
| <b>LEAD INSPECTOR</b>            | The INSPECTOR assigned additional tasks for each polling place. Their duties are detailed in the Inspector's Procedures Manual.  |
| <b>MAIL BALLOT PRECINCT</b>      | A PRECINCT with fewer than 250 voters that have not been assigned to a POLLING PLACE. Voters living in these PRECINCTS are automatically sent a VOTE-BY-MAIL BALLOT.   |
| <b>NON-PARTISAN CONTEST</b>      | <p>Non-partisan contests are contests in which political parties do not nominate candidates. All VOTERS, regardless of party preference, can vote in these contests. In majority vote contests, candidates who receive a majority of the votes win outright in the primary election. If no candidate receives a majority of the vote, then the two candidates with the highest number of votes are on the ballot in the General Election.</p> <p>Applies to: Superintendent of Public Instruction, Superior Court Judges, County, City, School, and Special Districts.</p> |
| <b>NO PARTY PREFERENCE (NPP)</b> | Previously known as a "Decline to State" or "DS". A voter who has not chosen a PARTY PREFERENCE on their VOTER REGISTRATION CARD, or who has chosen a political party that is not qualified in California, will be listed as having No Party Preference. These VOTERS will be listed as NPP (Presidential Primary only).   |
| <b>OUTSIDE INDEX</b>             | A listing of VOTER names ordered by street name and address 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.   |

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| <b>PARTISAN CONTEST</b>          | See PARTY-NOMINATED CONTEST & VOTER-NOMINATED CONTEST.  |
| <b>PARTY-NOMINATED CONTEST</b>   | Formerly known as partisan contest. A contest in which the candidate is selected by the POLITICAL PARTY. Only registered voters in that party can vote for the party's candidate on the ballot, with the exception of CROSS-OVER VOTERS. The Presidential candidate selected at the party's convention advances to the General Election. County Central Committees and Councils are decided at the Primary Election.<br>Applies to: US President and County Central Committees or Councils. |
| <b>PARTY PREFERENCE</b>          | Previously known as PARTY AFFILIATION or party registration. Refers to the party a VOTER or candidate has selected as their preference.   |
| <b>POLITICAL PARTY</b>           | See QUALIFIED POLITICAL PARTY.  |
| <b>POLLING PLACE (POLL)</b>      | The actual location where voters will vote on Election Day. Polling place may contain more than one PRECINCT.   |
| <b>POLL WATCHERS</b>             | One or more person who is interested in observing POLLING PLACE procedures on Election Day. Poll watchers may be designated to check the OUTSIDE INDEX to track who has voted each hour or they may be there to observe proper procedures are followed. They may not interfere with voting or PRECINCT work.  |
| <b>POLL WORKER</b>               | See PRECINCT WORKER.  |
| <b>PRECINCT</b>                  | A specific geographical area consisting of one or more unique political district(s). VOTERS within this area vote on a ballot with combination of contests in these districts (also known as a CON).  |
| <b>PRECINCT ASSISTANT</b>        | Troubleshooter and resource for multiple PRECINCTS/POLLING PLACES.  |
| <b>PRECINCT BALLOT BOX</b>       | Gray box into which voted PRECINCT BALLOTS and voted ICX BALLOTS are deposited during Election Day.   |
| <b>PRECINCT BALLOT STATEMENT</b> | See BALLOT STATEMENT.   |

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| <b>PRECINCT BOARD</b>              | The title for the group of PRECINCT WORKERS assigned to work at a CONSOLIDATED PRECINCT (CON).  |
| <b>PRECINCT NUMBER</b>             | A specific number assigned to each CONSOLIDATED (CON) PRECINCT for identification purposes. The first digit indicates the supervisorial district in which the CON is located. Ex: 301 is in 3 <sup>rd</sup> Supervisorial District.   |
| <b>PRECINCT WORKER(S)</b>          | The friendly, underpaid people assigned to a PRECINCT BOARD on Election Day.  |
| <b>PROVISIONAL BALLOT</b>          | A BALLOT issued to a VOTER whose ELIGIBILITY TO VOTE cannot be determined at the POLLING PLACE. There are various reasons for this. (See also PROVISIONAL BALLOT ENVELOPE and PROVISIONAL VOTER). After voting, the BALLOT is sealed in a PROVISIONAL BALLOT ENVELOPE, then deposited in the PINK PROVISIONAL BALLOT BAG.   |
| <b>PROVISIONAL BALLOT BAG/BOX</b>  | The pink bag for returning PROVISIONAL BALLOTS to the COLLECTION CENTER. PRECINCT WORKERS set up this bag and seal it on Election Morning. The bag is not to be opened after it is sealed.  |
| <b>PROVISIONAL BALLOT ENVELOPE</b> | An envelope with a pink border which encloses a voted PROVISIONAL BALLOT. It must be <b>completed legibly</b> by <b>both</b> the PRECINCT WORKER and the VOTER. After the PROVISIONAL BALLOT has been placed inside the envelope, it is sealed and deposited in the pink PROVISIONAL BALLOT BOX.  |
| <b>PROVISIONAL CLERK</b>           | PRECINCT WORKER with the responsibility of processing PROVISIONAL VOTERS. This task is assigned at the discretion of the INSPECTOR.   |
| <b>PROVISIONAL TALLY SHEET</b>     | This is to be taped on the PROVISIONAL BALLOT BOX and one number marked off every time a PROVISIONAL BALLOT is deposited.   |
| <b>PROVISIONAL VOTER</b>           | A VOTER whose ELIGIBILITY TO VOTE cannot be determined by the PRECINCT BOARD at the polling location on Election Day. This VOTER must vote a PROVISIONAL BALLOT—or go to their assigned PRECINCT, if applicable. 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. |

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| <p><b>QR CODE FOR POLLING PLACE LOOK-UP</b></p> | <p>A square graphic that when viewed by a smart-phone camera links directly to the Secretary of State’s online tool for looking up the assigned PRECINCT, POLLING PLACE, and BALLOT TYPE for each address. Used to assist VOTERS in locating their correct PRECINCT and POLLING PLACE.</p>   |
| <p><b>REDISTRICTING</b></p>                     | <p>Following each census, the political district lines are redrawn to equalize the population served by each district. The U.S. Congressional, State Senate, and State Assembly lines were redrawn by the State Commission on Redistricting. The Board of Supervisors’ district lines were adopted by the Board of Supervisors. These changes in lines are in effect as of the June 2022 Primary Election.</p>   |
| <p><b>QUALIFIED POLITICAL PARTY</b></p>         | <p>A political party that has gone through the qualification process with the California Secretary of State. There are currently six qualified political parties in California: American Independent, Democratic, Green, Libertarian, Peace &amp; Freedom, and Republican.</p>   |
| <p><b>REGIONAL COLLECTION CENTER</b></p>        | <p>The locations throughout the county where BALLOTS and other supplies will be returned Election Night.</p>   |
| <p><b>SEALS AND CERTIFICATES ENVELOPE</b></p>   | <p>Contains all seals and certificates that must be signed and used during the close of the polls.</p>   |
| <p><b>SECRECY SLEEVE</b></p>                    | <p>Sleeves or folders used to allow the VOTER to cover their BALLOT when dropping BALLOT into the BALLOT BOX with complete privacy. All VOTERS, except those receiving PROVISIONAL BALLOTS, must receive a SECRECY SLEEVE with their BALLOT.</p>   |
| <p><b>SIGNATURE VERIFICATION STATEMENT</b></p>  | <p>This form is sent to VOTERS whose signature on their VOTE-BY-MAIL BALLOT envelope does not match the signature on the voter registration card/in their voter record. VOTER must complete and sign the form. Form can be returned by mail or at any polling place on Election Day.</p>   |
| <p><b>SPOILED BALLOT</b></p>                    | <p>A BALLOT on which a VOTER makes an error. The VOTER returns the spoiled ballot to the Check-In Clerk to obtain a new one. The Check-In Clerk places a “SPOILED BALLOT” sticker across the timing marks at the bottom of the BALLOT. The CHECK-IN CLERK will process this voter and note that they have spoiled their ballot and issue them a new Ballot Receipt to take to the Ballot Clerk. <b>A VOTER may receive no more than three BALLOTS total.</b></p> |
| <p><b>SUPPLY TUB</b></p>                        | <p>The tub picked up by the INSPECTOR containing the BALLOTS, the ePollbook, the OUTSIDE INDEXES and the precinct-specific supplies</p>  |

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|   | needed to facilitate the work of the PRECINCT BOARD on Election Day. A Supply Tub with supplies that are generic to all precincts will be delivered directly to the polling place.  |
| <b>SURRENDERED BALLOT</b>                         | An unvoted or spoiled VOTE-BY-MAIL BALLOT, enclosed in the ID ENVELOPE, which is given to the Check-In Clerk on Election Day so the VOTER can vote a precinct BALLOT.   |
| <b>TOP TWO PRIMARY</b>                            | All federal and state offices except for U. S. President, County Central Committees, or local offices are “voter nominated” offices where the top two (2) candidates regardless of political party receiving the highest number of votes moves on to the General Election.  |
| <b>UNSIGNED IDENTIFICATION ENVELOPE STATEMENT</b> | This form is sent to VOTERS who did not sign the VOTE-BY-MAIL BALLOT ID ENVELOPE. Voter must complete and sign the form. The form can be returned by mail or at any POLLING PLACE on Election Day.  |
| <b>UNVOTED BALLOTS</b>                            | BALLOTS that go un-issued to VOTERS on Election Day. These are to be sealed in CONTAINER FOR UNVOTED BALLOTS.   |
| <b>UNVOTED BALLOT CONTAINERS</b>                  | The boxes in which unvoted ballots arrived at the polls are also used for packaging <b>all</b> UNVOTED BALLOTS at the end of the night. These boxes are sealed before BALLOTS can be removed from the BALLOT BOX. They are placed in the Collection Center Return Vinyl Bag.  |
| <b>VBM</b>  | Abbreviation of VOTE-BY-MAIL.   |
| <b>VOTE-BY-MAIL BALLOT BOX</b>                    | Blue box into which VOTED VOTE-BY-MAIL BALLOTS are deposited.   |
| <b>VOTE-BY-MAIL BALLOTS</b>                       | A ballot mailed to a VOTER in advance of Election Day. Ballots returned by mail must be postmarked by 8:00 pm on Election Day. The VOTER may also drop it off in person at any County Elections Office, any ballot drop-off location, or at any polling place in California by 8:00 pm on Election Day. All active registered VOTERS will automatically receive a ballot in the mail. |
| <b>VOTED BALLOTS</b>                              | <b>ALL BALLOTS</b> cast by voters at the POLLING PLACE. Once voted, they will be placed in the gray PRECINCT BALLOT BOX (PRECINCT BALLOTS and ICX BALLOTS), pink PROVISIONAL BALLOT BOX, or blue VBM BALLOT BOX and then returned to the COLLECTION CENTER Election Night. During Closing Procedures,   |

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|   | <p>voted ballots from the gray PRECINCT BALLOT BOX are reconciled and moved to the CONTAINER FOR VOTED BALLOTS (the cardboard boxes in which they arrive at the POLLING PLACE).</p>  |
| <p><b>VOTER</b></p>                         | <p>A person who is a citizen of the United States; a resident of California; at least 18 years old on Election Day; not currently in prison for committing a felony; has not been found currently mentally incompetent to vote by a court; and has completed a VOTER REGISTRATION CARD or registered to vote online. A voter must have registered in their county of residence at least 15 days before the Election to be eligible to vote, except for those who will vote provisionally at the polls as a CONDITIONAL VOTER REGISTRATION (CVR) VOTER.</p> |
| <p><b>VOTER-NOMINATED CONTEST</b></p>       | <p>Formerly known as partisan contests. A contest where the candidate is selected by the VOTERS. A VOTER can vote for any candidate, regardless of party. The two candidates with the highest and second-highest number of votes advance from the Primary Election to the General Election.<br/>Applies to: State and Federal offices (except Presidential nominees), Party Central Committees and County Councils, and local offices.</p>   |
| <p><b>VOTER REGISTRATION CARD (VRC)</b></p> | <p>The form completed under penalty of perjury by a VOTER to certify their eligibility to VOTE.</p>  |
| <p><b>VOTER STUB</b></p>                    | <p>The ballot stub retained by the VOTER as proof they voted. The VOTER STUB is at the <b>top</b> of the PRECINCT BALLOT (or VBM BALLOT).</p>  |
| <p><b>VOTING BOOTH</b></p>                  | <p>The privacy booths where VOTERS mark their BALLOTS.</p>   |