Section 4

What To Do If

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The following quick references describe in detail the different ballots and procedures to be followed for vote by mail, provisional, spoiled and write-ins.

**Vote by Mail:**

**Vote by Mail/Returned Ballot.** Check for a signature on the envelope. The voter does not sign the roster. The ballot is put in the black ballot bag.

**Vote by Mail - No Identification Envelope.** Give the voter the white envelope marked Voted ‘Vote by Mail’ Ballot Envelope. Check for signature and put the ballot in the black ballot bag. The voter does not sign the roster.

**Vote by Mail Ballot Returned by Someone Else.** Check that the envelope is signed by the voter and the designated person. That person does not sign the roster. Put the ballot in the black ballot bag.

**Vote by Mail Voter with No Ballot to Surrender (listed on the roster).** Vote Provisional - mark the ‘VBM - No ballot to surrender’ box on the envelope and lead the voter through the ‘Declaration of Voter’. Precinct Officer adds voter to the blue provisional log and completes the top portion of the blue provisional ballot envelope. After the ballot is voted, the provisional ballot envelope is then put in the black ballot bag. The voter does not sign the roster.

**Permanent Vote by Mail.** If a voter chooses to no longer be a permanent vote by mail voter have them call the elections office at (916) 875-6377 to have this status removed.

**Provisional:**

- **Voter is NOT on the Roster.** The voter must complete a Voter Registration Form/Card (VRF/VRC) and insert the form/card in the back pocket of the blue provisional ballot envelope.
- **I.D. REQUIRED/H.A.V.A. Voter - Help America Vote Act** is a first time voter in Sacramento County without acceptable identification.
- **Voter arrived after 8:00 p.m. and insists on voting.** Enter the time on the provisional ballot envelope.

**Follow the provisional process.**

**Other:**

**Spoiled.** This is a ballot mistakenly marked or damaged by the voter. A voter is to receive no more than three (3) ballots, including their original ballot. Place spoiled ballots in the Spoiled/Surrendered Ballots Bag (EC 14288).

**Voter is Eligible by Authorization from the elections office.** The Inspector may receive a phone call from the elections office regarding any updated information about voters. Before the caller gives out any information, they must give a password. The password will be received in the Final Instructions envelope. Add the voter’s name, address and party preference to the ‘Voters Added to Roster’ page provided in the back of the roster. The voter signs the roster and votes a regular ballot.

**Write-in.** Only candidates from the Qualified Write-in Candidates list will be counted. The voter must fill in the oval beside the write-in position or the vote will not count.

*Do not place a regular ballot in a Voted ‘Vote by Mail’ Ballot Envelope.*
Vote by Mail Ballots

Only Sacramento County vote by mail or mail ballots may be turned in at any polling place in Sacramento County. If the ballot is from another county, the voter must turn it in to their county or the ballot will not be counted (EC 3017).

- **VOTE BY MAIL BALLOT - Pink Envelope.**
  Vote by mail envelopes contain a space in the upper right hand corner for the voter who, because of illness or other physical disability, is unable to return the ballot. The voter may designate his or her spouse, child, parent, grandparent, grandchild, brother, sister, or a person residing in the same household as the vote by mail voter to return their ballot for them. (EC 3017). Proof of relationship is NOT required. The authorized person must sign on the envelope or the ballot will not be counted.

- **MAIL BALLOT - Green Envelope.** This ballot was issued to a voter who lives in a mail ballot precinct that has 250 or fewer voters. The requirements for this envelope are the same as a vote by mail envelope.

- **‘LAST 7 DAYS’ BALLOT - White Envelope.**
  All vote by mail envelopes contain a space in the upper right hand corner for the voter to authorize someone else to return their ballot. The authorized person returning the ‘Last 7 Days’ ballot may be anyone the voter designates.

**Vote by Mail Ballot Returned by Voter.** A voter may turn in their voted vote by mail ballot or ballot at your polling place, whether they are registered in your precinct or not. The signed envelope goes into the black ballot bag until the polls close. Voter does not sign the roster. **This ballot is not a surrendered ballot.**

**Note:** The vote by mail or mail ballot identification envelope must be signed by the voter on the line provided or their vote will not be counted.

**Vote by Mail Ballot Returned by Someone other than Voter.** When someone other than the voter is returning a ballot, the Identification Envelope must be signed by the voter and by the person designated to return it. If the authorization is not completed, inform the person the ballot will not be counted. If the person insists on leaving the ballot, accept it and drop it in the black ballot bag.

**Voter Does Not Have ‘Identification Envelope’.** If a vote by mail voter has their ballot but does not have their vote by mail identification envelope, give them the white envelope titled Voted ‘Vote by Mail’ Ballot from your supplies. Print the precinct number on the line indicated, then have the voter sign, date and print their name, birth date and residence address. They must sign the envelope or their ballot will not be counted. They do not sign the roster. Place the envelope in the black ballot bag.

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Mail Ballots

**Mail Ballot Precinct.** If a voter moves in or out of a mail ballot precinct and does not re-register, they must call the elections office for instructions on where to vote.

It is preferred that the voter come to the elections office to vote.

Inform the voter that their ballot type is only available at the elections office. If they insist on voting at the polling place they must vote a provisional ballot. Inform the voter that only contests on the ballot they are entitled to vote on will be counted.

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Voter does not sign the roster if they are dropping off a Vote by Mail or Mail Ballot.
**Surrendered Vote by Mail Ballots**

Voter Has Vote by Mail Ballot - Wants to Vote at the Polls. The Inspector has printed VBM under the ‘REMARKS’ column on the line of each voter’s name from the Inspector’s Vote by Mail List who has received a vote by mail ballot; or Vote by Mail has been preprinted on the roster next to their name.

The voter surrenders their vote by mail ballot to the precinct officer.

The Precinct Officer marks the envelope and ballot surrendered. If the envelope is sealed, mark only the envelope.

Place ballot and envelope in the Spoiled/Surrendered Ballots Bag.

Voter signs roster and is issued a regular ballot. Write ‘Surrendered’ or ‘SURR’ in the ‘remarks’ column on the line of the voter’s name on the Roster of Voters.

**Provisional Ballots**

A provisional voter in Sacramento County is any voter whose registration cannot be immediately established (EC 14310). The voter can further be identified as one of the following:

- **Vote by Mail Voter.** The roster indicates the voter was issued a vote by mail ballot and the voter does not have the ballot to surrender.
- **ID Required/H.A.V.A. Voter.** The voter is a first time voter in Sacramento County and does not have acceptable identification.

- **Voter is Not on Roster.** The Precinct Officer was unable to locate the voter on the roster or on the supplemental roster of voters.
- **Voter Arrives after 8:00 p.m. and insists on voting.**
- **Voter Address is Different than Listed on roster.**

The Precinct Officer’s responsibility is to enter the voter’s name on the blue provisional log and to complete the top portion of the envelope. Instruct the voter to read the ‘Voter Information’. Issue the voter a ballot and a blue provisional ballot secrecy folder. The provisional voter does not sign the Roster of Voters.

Lead the voter through the ‘Declaration of Voter’ in the white portion of the blue provisional ballot envelope.

Instruct the voter to return to you after they have voted with their ballot sealed in the envelope. Check to be sure that the blue provisional ballot envelope is completed, signed and sealed. If the voter does not sign their name, their ballot will not be counted.

Explain to the voter that the status of their provisional ballot depends on whether the voter is registered or if their vote by mail ballot has been returned. If the voter is at the wrong polling place, only the contest(s) in which the voter is entitled to vote will be counted.

Detach the voter’s provisional ballot receipt from the bottom flap of the envelope and inform them that they can call 29 days after the election to verify the status of their ballot.

Put the blue provisional ballot envelope in the black ballot bag.
Spoiled Ballots

Spoiled Ballot (EC 14288). If a voter spoils or defaces a ballot, the voter shall at once return it to the ballot clerk and receive another ballot.

A voter shall not receive more than a total of three ballots, including his or her original ballot.

- Write “Spoiled across the front of the ballot.
- Place the spoiled ballot in the Spoiled/Surrendered Ballots Bag.

Example for spoofing a two-card ballot:

![fig. 1](image1)

Voter receives an ‘A’ and ‘B’ card = 1 ballot.

![fig. 2](image2)


![fig. 3](image3)

Ballot/Demonstrator Officer writes “Spoiled” on new ‘A’ card and issues voter new ‘B’ card (= 1 ballot). The next ballots should be in sequential order.

Write-in Ballots

Write-in Ballot (EC 15340). Each voter is entitled to write the name of any candidate for any public office, including that of President and Vice President of the United States, on the ballot of any election.

Qualified write-in candidates are those whose names appear on the list of Qualified Write-in Candidates. The list is found in the Final Instructions Envelope and must be available for voters to see upon request.

Only candidates from the Qualified Write-in Candidates list will be counted.

Using the Qualified Write-in Candidates list, the voter must fill in the oval beside the write-in position or the vote will not count.

All ballots with a write-in vote, valid or not, are to be separated at the end of the night and placed into the Write-in Ballots Bag.

Write the total number of ballots on line #5 of the Ballot Statement.

Top Two Candidates Open Primary Act and Write-in Candidates. EC 8606, amended by the statutory measure adopted by the Legislature to implement the Top Two Candidates Open Primary Act, states that “A person whose name has been written on the ballot as a write-in candidate at the general election for a Voter-Nominated office shall not be counted.”

In a Primary Election, you may write in a qualified write-in candidate’s name on the ballot for Party-Nominated, Voter-Nominated, and nonpartisan contests.

In a general election, you may only write in a qualified candidate’s name for a Party-Nominated and nonpartisan contests. Write-in votes are not allowed in a Voter-Nominated general election.

Once a voter scans their ballot and it is accepted, it will drop into the ballot box. The voter cannot request another ballot. Under no circumstances may the ballot box or black ballot bag be opened until the polls have closed. (EC 14215)
Roster of Voters Problems

If a voter’s name is **not** on the Roster of Voters:

- **Check the Supplemental Roster.** The Inspector may receive a supplemental roster in their Final Instructions Envelope. A voter signs the supplemental roster and votes a regular ballot.
- **Authorization.** The Inspector may receive a phone call from the elections office regarding any updated information about voters. Before the caller gives out any information, they must give a password. The password will be received in the Final Instructions Envelope. Add the voter’s name and address to the ‘Voters Added to Roster’ page provided in the back of the roster. Have the voter sign the roster and vote a regular ballot.
- **15-day Close Card.** If a voter receives a 15-day Close Voter Notification Card, the voter is instructed to bring the card to the polls.
  - If the voter receives a yellow card and is not on the roster, find the polling place information listed on the card and verify that the voter is at the correct polling place. If they are at the right polling place, add their name and address at the end of the roster. Have the voter sign the roster and vote a regular ballot.

**Voter Signs Roster - Does Not Vote.** If a voter signs the roster but for some reason does not vote, do the following:

- List the voter’s name on the Ballot Statement under Certificate of Roster Exceptions located on the back cover of the Roster of Voters.

**Name Change.** The voter is on the roster and their name has changed since they registered. The voter shall be allowed to vote (if they still live at the address listed) by doing the following:

  - Have the voter sign both their old and the new name on the roster.
  - Have the voter indicate, by brackets, that the two names are the name of one person (i.e. Smith [Jones]) (EC 14218).
  - Have the voter complete a new Voter Registration Form/Card (VRF/VRC). Make sure they put their previous name in the prior registration information section.

**Voter Signs Wrong Line in Roster -** If a voter signs the roster on the wrong signature line, draw an arrow in the remarks column, from the signature line the voter did sign, to the signature line that the voter was supposed to sign.

**Voter Registration Form/Card (VRF/VRC).** Give a Voter Registration Form/Card (VRF/VRC) to anyone that requests one. The Voter Registration Forms/Cards (VRF’s/VRC’s) are in the supplies. Explain to them that they may complete it at the polling place or mail it in. If they return it to you, place the completed form/card in the Roster of Voters/Forms Bag.
Maintain the Assisted Voters List (EC 14282 and 14283). The Assisted Voters List is located on the inside back cover of the Roster of Voters. It is used only when a voter cannot vote the ballot without assistance. Assisting a voter is the act of ‘marking their ballot’.

If a voter declares that they are unable to mark a ballot, one or two persons of the voter’s choice may assist them. Be aware of the following:

- It must be the voter who requests assistance.
- The person(s) assisting cannot be the voter’s employer, or an agent of the voter’s employer, or an officer or agent of the voter’s union (EC 14282).

List Voter’s Name: Read the oath (at the top of the Assisted Voters List) to the voter who requests assistance, then do the following:

- Print the voter’s name on the Assisted Voters List.
- Neither the voter nor the person(s) assisting has to sign the Assisted Voters List.
- If the voter is unable to sign the roster, someone else may sign for them.

Challenging a Voter (EC 14240). The Challenge List is located on the inside back cover of the Roster of Voters.

A person offering to vote may be orally challenged within the polling place only by a member of the precinct board upon any or all of the following grounds:

- That the voter is not the person whose name appears on roster.
- That the voter is not a resident of the precinct.
- That the voter is not a citizen of the United States.
- That the voter has voted that day.
- That the voter is presently on parole for the conviction of a felony.

List Voter’s Name: Read the oath (at the top of the Assisted Voters List) to the voter who requests assistance, then do the following:

- Print the voter’s name on the Assisted Voters List.
- Neither the voter nor the person(s) assisting has to sign the Assisted Voters List.
- If the voter is unable to sign the roster, someone else may sign for them.

Note: Consult your Election Officer’s Digest for further details on the challenge procedures. Complete the information needed on the Challenge List for every voter challenged.

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF EACH PERSON CHALLENGED</th>
<th>NAME, ADDRESS AND ANY OTHER IDENTIFICATION, OF EACH PERSON OFFERING INFORMATION CONCERNING ANY PERSON’S QUALIFICATIONS TO VOTE OR TESTIFY PURSUANT TO SECTION 14247</th>
<th>THE GROUNDS OF CHALLENGE</th>
<th>DETERMINATION OF THE BOARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME AND ADDRESS</td>
<td>NAME AND ADDRESS</td>
<td>IDENTIFICATION</td>
<td></td>
</tr>
</tbody>
</table>
Roster of Voters
Problems - continued

Roster Correction Form. When a voter reports that there is an error on the roster, do the following:

- **Address Spelling Correction** - Only make corrections if the street name is spelled incorrectly. They cannot change their address on a Roster Correction Form. If they have changed their address, follow the provisional voting process.
- **Incorrect Spelling of Name.** Have the voter complete the Roster Correction Form. They can only correct the spelling of their name. If they changed their name, follow the ‘Name Change’ process listed on page 46.
- **Family Member Deceased.** A voter is reporting that a family member on the roster is deceased. Correct the information on the Roster Correction Form. Place all completed forms in the Roster of Voters/Forms Bag.

Voter Registration Form/Card (VRF/VRC). If a voter is reporting a change in their address, name, or political party, have them complete a Voter Registration Form/Card (VRF/VRC). Place all completed forms in the Roster of Voters/Forms Bag.

Rights of Voters with Specific Needs

- Voters with specific needs have a right to an accessible polling place and every effort must be made to provide disabled voters with a way to independently and privately cast a ballot. Precinct Officers must be prepared to facilitate curbside voting if needed by the voter.
- Voters with specific needs have the right to reasonable modifications or removal of barriers to the voting process and the provision of auxiliary aids and services.
- All eligible citizens have the right to register to vote unless judicially determined to be incompetent or otherwise ineligible because of a current felony conviction. It is not a duty of the Precinct Officer to determine a person’s registration qualification or competence to vote. Sometimes Precinct Officers, upon seeing a voter who is disabled, may question the person’s competence to vote. If the individual is properly registered, the voter must be treated in the same way as all other voters. No voter, including a voter with psychiatric specific needs, is required to show any identification (unless they are a first-time voter, as noted in the roster) or prove their competence to receive or cast a ballot.
- Voters with specific needs should not be asked to mark their ballot at the table where precinct officers are checking in voters, even if the voter has requested assistance in marking their ballot (EC 12280, 14282, 14283).
Rights of Voters with Limited English Proficiency

- Voters who are unable to vote without assistance have the right to receive assistance in casting their ballots. This means that voters who are not proficient in English may seek assistance from a bilingual Precinct Officer or may choose to bring someone with them to assist them in voting. How these voters cast their ballots, must also by law be kept confidential (EC 12303).

Meeting Voter’s Needs

Voting Booth Occupancy (EC 14224). Voting booths shall not be occupied by more than one person at a time, unless the voter is an assisted voter or accompanied by a child.

Voters shall not remain in or occupy the booth longer than is necessary to mark their ballots, which shall not exceed 10 minutes. However, where no other voter would be inconvenienced, a longer period shall be allowed.

Voters with disabilities or voters using the AutoMARK will require more time.

Voter with Children (EC 14222). A child or children under the age of 18 years may accompany the voter to the voting booth, provided that the child or children are under the voter’s care.

Curbside Voting

Curbside Voting (EC 14282[c]). If a voter requests curbside voting, assist them by doing the following:

- Two Precinct Officers will take the roster, ballot (if it is a Presidential Primary Election, check for party preference), pen, secrecy sleeve/folder, an ‘I Voted’ sticker, and any other necessary election material to the voter.
- After the voter signs the roster, one Precinct Officer will return it to the polling place.
- The voter will vote their ballot and place it in the secrecy sleeve/folder.
- The Precinct Officer should ask the voter to review their ballot before placing it in the secrecy sleeve/folder.
- The Precinct Officer will take the voted ballot into the polling place and insert the ballot in the precinct scanner.
Abandoned Ballot. If a voter leaves the voting booth without casting the ballot, the Precinct Officer shall insert the ballot into the precinct scanner without examining it.

Voter Leaves With Ballot. If a voter leaves with a ballot, do the following:

- List the voter’s name on the Ballot Statement under Certificate of Roster Exceptions located on the back cover of the Roster of Voters. If you do not remember what the voter’s name was, note that a voter left with their ballot.
- During closing procedures, take into consideration any names or notes on the Certificate of Roster Exceptions.

Certificate of Filled Vacancies (EC 12314). If a Precinct Officer does not show up at the opening of the polls, the Inspector may appoint a voter to replace the missing officer and the Certificate of Filled Vacancies must be completed. It is located on the inside cover of the Roster of Voters.

<table>
<thead>
<tr>
<th>CERTIFICATE OF FILLED VACANCIES</th>
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<tr>
<td>Appointed to replace</td>
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<td>Appointed to replace</td>
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<td>Appointed to replace</td>
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If any member of a precinct board does not appear at the opening of the polls on the morning of an election, those voters present, including members of the board, shall appoint a voter to fill the vacancy. If none of the members appointed appears at that time, the voters of the precinct present at that time may appoint a board. (EC. 12313)

The Inspector may appoint a voter to replace any precinct board member who ceases to act or becomes incapacitated during the progress of an election. (EC. 12314)

Exit Polling. Exit Polling is done by members of the media or campaign people interviewing voters after they have voted. Exit polling must be done at least 25 feet away from the entrance of the room where the voting takes place.

Any person who violates these provisions is guilty of a misdemeanor.
Poll Watchers. People working for a candidate or a political party. As members of the public, they have the following rights and limitations:

They May:

- Observe the proceedings at the polls including closing procedures.
- Copy information from the index posted near the entrance.
- Look at the Roster of Voters if the Precinct Officers are not using it and there are no voters waiting in line.

They May Not:

- Interfere with the election process (EC 18502).
- Monopolize the posted street index so others are unable to use it.
- Be in the area of the voting booths.
- Sit at the election table or handle any of the official voting equipment, supplies or ballots (EC 18564 and 14223[a]).
- Remove the Roster of Voters from the election table.
- Use the telephone or other facilities.
- Interfere in any way with the vote count following the close of the polls.
- Display campaign material, buttons, caps, etc., in the polling place.

Media. Members of the Press may come by your precinct to observe and speak with precinct board members or voters. As with poll watchers, members of the press may not interfere with the voting process. The press must ask permission to photograph voters or precinct board members. Please ensure that media members observe the rules concerning exit polling and that they obtain permission from voters they wish to photograph.
### When the Unexpected Happens

In the event of a medical or other emergency requiring assistance from the Police, Fire Department or Medical Personnel, the Precinct Officer should first call “911”, then call the Coordinator and Precinct Operations at (916)875-6100 to report the incident.

- If the accident or emergency involves a Precinct Officer, complete a Supervisor’s Report of Illness/Injury form. Place the form in the Roster of Voters/Forms Bag.
- If the accident or emergency involves a Voter, complete a Liability Incident Report form. Keep both copies and place in the Roster of Voters/Forms Bag.

If there is a power outage, call Precinct Operations and your coordinator. The voting equipment can work for several hours on battery.

If you are required to vacate the polling place, take the following items if time allows:

- Precinct Scanner
- Roster of Voters
- Unused Ballots
- Black Ballot Bag
- Pens

Refer to the inside front cover of this manual for more information on emergency procedures.

### Flu Preparedness Plans

We have been asked to provide information and guidance on the conduct of elections if a Flu Pandemic occurs during an election.

Flu symptoms include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Symptoms may also include diarrhea and vomiting.

**Below are some common sense hygiene tips that can minimize the spread of a virus.**

- Wash your hands thoroughly and frequently with soap and water, especially after using the restroom and before eating.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Dispose used tissues in a wastebasket.
- Cough or sneeze into your upper sleeve or the crease of your elbow if you don’t have a tissue.
- Clean your hands after coughing or sneezing.
- Use soap and water or an alcohol-based hand cleaner (hand sanitizer provided in kit).
- Stay home if you are sick.

**Advice to Precinct Officers**

- Request voters to increase social distance (the space between people) while standing in line, at the table, or submitting voted ballots in the precinct scanner.
- Call our office to report if any precinct officer is feeling ill, and get additional instruction on replacement procedures.