

# Sacramento County Voter Registration & Elections



## Precinct Officers Manual

### General Election

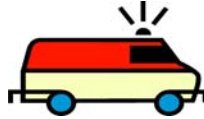


November 4, 2008

Polls Open  
7:00 a.m. - 8:00 p.m.

Jill LaVine  
Registrar of Voters

SACRAMENTO COUNTY  
VOTER REGISTRATION AND ELECTIONS  
**ACCIDENT/EMERGENCY AT THE POLLS**



**ACCIDENT OR MEDICAL EMERGENCY**

- If you need emergency assistance such as an Ambulance, Police or Fire Department, dial “911”.
- Immediately after taking care of the accident or emergency, do the following:
  - If the accident or emergency involves a Precinct Officer, complete the “Supervisor’s Report of Illness/Injury Form” located in your supplies. Place the completed form in the Roster of Voters/Forms Bag.
  - If the accident or emergency involves a voter, complete a “Liability Incident Report” form. Place the completed forms in the Roster of Voters/Forms Bag.
  - Contact Precinct Operations and report the problem immediately at (916) 875-6100.
- If you have a problem or incident that is not an emergency and you need assistance, call Precinct Operations at (916) 875-6100.

**PHYSICAL THREAT OR DISTURBANCE**

- If anyone is unruly, abusive, or in any way threatens the safety of the Precinct Officers, voters, or the orderly conduct of the election, call “911” and then report the matter immediately to Precinct Operations at (916) 875-6100.

**BOMB THREAT, FIRE, FLOOD**

- Leave the building as instructed.
- If you are able to remove any supplies when you leave the building without jeopardizing your safety, take the items in the following order of necessity:
  - Precinct Scanner
  - Roster of Voters
  - Unused Ballots
  - Black Ballot Bag

**Note:** If you are unable to take any of the above items out of the building and voters show up to vote, take their names, addresses, and phone numbers where they can be reached during Election Day, so the Election Office can contact them about voting.

- Contact Precinct Operations as soon as possible. In the event the polling place needs to be moved to another location, we will send a Coordinator to assist with the move.



Photograph submitted by Photo Contest  
Winner Patricia Anderson-Harlan



# **PRECINCT OFFICERS MANUAL FOR COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS**

## **Vision**

On behalf of the people of Sacramento County, we proudly conduct elections with accuracy, integrity and dignity.

## **Mission**

*Our mission is to:*

Provide the opportunity and the means for participation in the election process;

Be effective, efficient and responsive to customer needs through continuous improvement;

Achieve open communication through teamwork and a spirit of goodwill;

Support educational and training opportunities to produce quality work;

Ensure legal requirements are met and applied consistently;

Work together to pursue and achieve excellence.

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## Frequently Asked Questions

**1. Why can't there be separate training classes for the experienced Precinct Officers and for those who have less experience?** Under H.A.V.A. and Elections Code Section 12309.5, we are required to use uniform standards for training all Precinct Officers.

**2. Why don't all voters show I.D.?** It is not a law in California. If all voters had to show I.D., some voters would need to purchase a California Identification card, and that would be considered a poll tax.

**3. Why do voters have to sign the Roster of Voters?** All voters must sign their name if they are listed in the Roster of Voters at the correct address. By signing the Roster of Voters, the voter is declaring under penalty of perjury who they are and that they reside at the address printed on the page.

**4. Why do provisional and vote-by-mail voters not sign the Roster of Voters?** Instead of signing the roster, provisional and vote-by-mail voters must sign their envelopes. By signing the envelope, the voter is declaring under penalty of perjury who they are and that they reside at the address printed on the envelope. **If there is no signature - the vote will not count.**

**5. Why can't a deeper perforation be made on the ballot?** We have requested this in prior elections and have requested it again.

**Suggestion:** If you fold the stub back and forth and tear it from one end to the other, it will tear correctly. Some Precinct Officers tear off the stub and put it in the secrecy sleeve with the ballot when given to the voter. This method works very well. It is the Ballot/Demonstrator Officer's responsibility to remove the ballot stub, not the voter's.

**6. Why do ballots have receipts (stubs)?** California Elections Code Sections 13215 and 13216 require a receipt. It serves as proof that the voter cast a ballot. There is no connection between the receipt (stub) and the ballot.

**7. How can a voter remove the permanent vote-by-mail status from their record?** Before permanent vote-by-mail voter status can be removed from a voter's record, our office must receive a written request. The following information is required on the request: name, address and the signature of the voter.

**8. Voters were uncomfortable with placing their vote-by-mail ballot, mail ballot or provisional ballot in the red supply bag because it was not locked or sealed.** In sealing their envelope, the voter has secured their ballot. The red supply bag with the new black cover is a holding place (like a mail box) until the polls are closed.

**9. Voters complained the print was too small on the ballot.** The voter can use the zoom on the AutoMARK to make it easier to view the contest and candidates, or give the voter the magnifying tool we provide in every kit.

**10. Why do we have to use the secrecy sleeve?** California Elections Code Section 14276 states that once the ballot is marked, "a voter shall not show it to any person in such a way as to reveal its contents".

**11. Why can't pens be attached to the voting booths?** With our current configuration of voting booths, this is not possible. To check the pens after every election, we would have to open over 6000 voting booths to verify that the ink pens were still functional.

**12. Why can't voters from other counties drop off their vote-by-mail ballots?** We cannot accept ballots from other counties. The voter's ballot will neither be counted nor will the voter receive voter history for voting in the election.

continued

## Frequently Asked Questions - continued

**13. What do we do when the press asks about voter turn-out?** You can tell them what you have experienced up to that point at your polling place. Explain to the press that there are other polling places throughout the county that will be reporting election results. You may give them the Election Office telephone number.

**14. We needed more signs.** When you visit your polling place before Election Day and require more signs, ask your coordinator. They have access to signs on Election Day.

**15. Mail ballot voters wanted to vote at the polls.** If a mail ballot voter insists on voting in a polling place, they must vote provisionally. When a mail ballot voter votes at the polls, they increase their risk of voting on the wrong contests. They may drop off their voted mail ballot at any polling place.

**16. We had complaints that the AutoMARK is a waste of money.** Effective January 1, 2006, we were required by Federal Law to have an accessible voting unit in every polling place for voters with disabilities.

**17. We had a voter complain that their unlisted phone number was on the street index.** We only have telephone numbers if they are completed on the voter registration card provided by the voter.

**18. Why must the voter state their street address?** California Elections Code Section 14216 requires the voter announce their “name and address in an audible tone of voice”.

**19. How can we notify voters that their polling place has changed?** Polling place information is listed on the back cover of the voter’s sample ballot pamphlet. Voters can also call the number on the polling place look-up card or access our web page to get their correct polling place. Due to precinct consolidation, population growth, and polling place availability, polling places are subject to change each election.

**20. Why can’t we go back to punch cards?** The punch card voting system was decertified in 2003. Federal and state laws prevent us from going back to that system.



A veteran - whether active duty, retired, or national guard or reserve - is someone who, at one point in his, or her, life, wrote a blank check made payable to "The United States of America," for an amount of "up to and including my life." That is honor, and there are way too many people in this country who no longer understand it. ~Author unknown.



# Section 1

## Before Election Day

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## Supply Pickup

Inspectors receive colored cards in their Notice of Appointment letters with instructions regarding the supply pickup and drop-off site.

If the Inspector is unable to pick up the supplies during the allotted time, they may have another person pick up the supplies. The person must have the colored card to present at the supply pickup. The colored card must be signed by the Inspector and by the person picking up the supplies. Also, they both must provide their phone numbers.

The Inspector will receive an equipment receipt at the supply pickup site. The receipt will include a declaration that the Inspector intends to faithfully discharge the duties they are about to perform as a Precinct Officer. The Inspector **must** fill out the top portion of the equipment receipt.

The equipment receipt has IMPORTANT information regarding the polling place such as:

- Polling place phone numbers and contact information.
- Special supplies needed for the polling place.
- Special instructions regarding the placement of signs and or supplies, such as accessibility signs, parking signs, threshold ramps, etc.

*Remember: Election equipment must be in a secure location at all times. Do not store election equipment or materials in a vehicle.*



Red Supply Bag



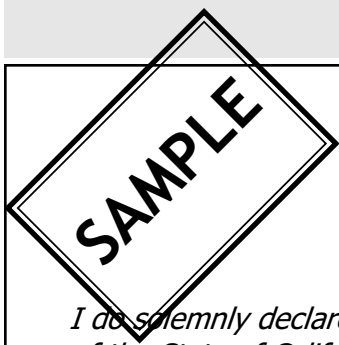
Precinct Scanner in Case



Official Ballots on Cart

Supply Pickup is scheduled for Saturday,  
November 1, 2008 from 9:00 a.m. to 7:00 p.m.

# Equipment Receipt



**County of Sacramento  
Voter Registration and Elections  
Election Date and Name  
Receipt for Precinct Supplies**

**0019522**

*I do solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of precinct board member (or I have been authorized by Inspector,) for precinct **0019522** for the election to be held on Election Date.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

Threshold Ramp \_\_\_\_\_

Desk Light \_\_\_\_\_

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## **Polling Place**

**County of Sacramento - Voter Registration and Elections  
Election Date and Name**

Polling Place Name: **Polling Place**

Polling Place Phone No.: **(916) XXX-XXXX**

Precinct No.: **0019522**

Listed below are the special signs and equipment that your polling place requires.

**Generic Supplies**

**Precinct Scanner**

**Red Supply Bag**

**Wire Frames (4)**

**Official Ballots and Cart**

**Special Supplies**

**1" Threshold Ramp/tape**

**ISA Sign (Pole)**

**2" Threshold Ramp/tape**

**Cones (3)**

**Van Access Sign w/ext Pole**

**You Need To Contact Your Polling Place As Soon As Possible To Make Arrangements For Opening And Closing, Restroom And Phone Use, And Placement Of Parking Signs.**

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### **SPECIAL INSTRUCTIONS RELATING TO YOUR POLLING PLACE:**

- PUT ISA PARKING SIGN ON SIDEWALK CLOSEST TO ENTRANCE OF POLLING AREA. - TAPE 1 INCH THRESHOLD RAMP TO RISE FROM PARKING LOT TO SIDEWALK. TAPE 2 INCH THRESHOLD RAMP TO THE THRESHOLD OF THE ENTRANCE TO THE POLLING PLACE. - TO ESTABLISH A VAN ACCESSIBLE PARKING SPACE, PLACE THE VAN ACCESSIBLE PARKING SIGN AT ONE PARKING SPACE. PLACE THE 3 CONES TO MARK OFF THE NEXT SPACE TO THE RIGHT.

**0019522**

## Preparing for Election Day

**Inspector's Supply Checklist.** Verify that you have received all items on this checklist. The items listed on your equipment receipt given to you at the supply pickup site should be in the bag or placed in your car. If you are missing any items, call immediately.

**Open Final Instructions Envelope.** An instruction sheet in the envelope will inform the Inspector of how to process the items. Items that may be included are: Inspector's Vote-By-Mail Voter List; Supplemental Combined Voter Roster List; Supplemental Roster (Precinct-Street) Index; Roster Updates; Qualified Write-in Candidates; Declaration of Election Officers and Payroll; Precinct Equipment Verification Sheet; and Parking Permits. Follow these instructions.

**Official Ballots.** Follow the instructions on the Ballot Receipt inside the box of official ballots.

- Check the ballot type and precinct number on the ballot to insure they are correct for your precinct (see example on next page).
- Re-seal box(es) with the 'Official Ballot Inspection Seal' that is located inside the official cardboard ballot box(es).
- Enter the total amount of ballots received from the Election Office on line #1 of the Ballot Statement.



**Test Ballots.** Each precinct will receive a test ballot for the AutoMARK in a clear envelope found in the cardboard box of official ballots. The ballot will be used to test the accuracy of the AutoMARK. **Do not run the test ballot through the precinct scanner.**

**Roster of Voters Information and Procedures:** Each precinct will receive a Roster of Voters with a blue cover. You will note that on some of the lines next to the voter's name you may find additional information about the voter.

- Marked "Inactive Voter" on the signature line - The Registrar of Voters Office may have received notification that the voter moved or the voter has not voted in two federal general elections. The precinct officer will verify the voter's address and if the same, the voter will sign the roster and vote a regular ballot. If the voter is at a different address, the voter will vote a provisional ballot and complete a voter registration card.
- Marked "I.D. Required" on the signature line - The voter has been identified as a "H.A.V.A. (Help America Vote Act) voter. This is a first time voter in Sacramento County voting in a federal election.

Update the Roster of Voters from the Following Information:

- If you received an Inspector's Vote-By-Mail Voter List and/or Roster Update forms in your Final Instructions Envelope, these are to be marked in the Roster of Voters. Mark the vote-by-mail voter(s) with a red "VBM" printed on the signature line as shown on page 9. All roster update changes are done in red ink.
- If you received a Supplemental Combined Voter Roster List in your Final Instructions Envelope, place it in the Roster of Voters. Use this list if you are unable to locate the voter's name in the roster.
- Add voter to the page provided in the back of the Roster of Voters.

**Repack the supplies - if there are any discrepancies, please contact the office immediately or call your coordinator.**

# Verifying Ballot Type and Precinct Number

Verify that the **ballot type** number on the sample ballot pamphlets matches the ballot type number on the official ballots.

 **COUNTY OF SACRAMENTO**  
**CONDADO DE SACRAMENTO**

**GENERAL ELECTION**  
**TUESDAY, NOVEMBER 4, 2008**

**ELECCIÓN EXTRAORDINARIA**  
**MARTES, 4 DE NOVIEMBRE DE 2008**

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**GENERAL ELECTION**  
**ELECCIÓN GENERAL**

**SAMPLE BALLOT AND INFORMATION PAMPHLET**  
**BALOTA DE MUESTRA Y FOLLETO DE INFORMACIÓN**

\*\*\*\*\*

See back cover for your new POLLING PLACE LOCATION  
Vea la parte de atrás para encontrar su CENTRO ELECTORAL

**VOTER ALERT:**  
THE LOCATION OF  
YOUR POLLING PLACE  
MAY HAVE CHANGED

**AVISO AL VOTANTE:**  
LA UBICACIÓN DE SU  
CENTRO ELECTORAL PUEDE  
HABER CAMBIADO

Polls Open 7:00 a.m. to 8:00 p.m.  
Las urnas abren de 7:00 a.m. a 8:00 p.m.

Visit our WEBSITE at [www.saccounty.net/elections](http://www.saccounty.net/elections) or for Voting Information call (916) 875-6451  
Compiled by County of Sacramento Voter Registration and Elections  
Visite nuestro SITIO WEB [www.saccounty.net/elections](http://www.saccounty.net/elections) o para mas información llame al (916) 875-6451  
Compilado por el Registro de Votantes y Elecciones del Condado de Sacramento

**Ballot Type 00**  
**Balota Tipo 00**

END OF BALLOT/FIN DE LA BALOTA

BT: 00

ICIAL BALLOT-BALOTA OFICIAL

12345

032201

I VOTED TODAY - YO VOTÉ HOY

PRECINCT NO.

12345

## ROSTER OF VOTERS



**GENERAL ELECTION**  
**NOVEMBER 4, 2008**

**COUNTY OF SACRAMENTO**  
**VOTER REGISTRATION AND ELECTIONS**

### INSTRUCTIONS TO PRECINCT OFFICERS

The voter shall announce his or her name and residence address. The Precinct Officer finds the name in the Roster of Voters and repeats the name and residence address. The voter signs his or her name before a ballot is issued.

**ENCLOSE IN ROSTER OF VOTERS/FORMS BAG**

Verify that the **precinct number** on the Roster of Voters matches the precinct number on the official ballots.



# Roster of Voters Page

Print a red 'VBM' on the line of the voter from the Inspector's Vote-By-Mail Voter List who was issued a vote-by-mail ballot. If 'Vote-By-Mail Voter' has been printed on the line, it is not necessary to write another 'VBM' on the same line.

Election Date: 11/04/08

## Active Voter Roster List General Election - November 4, 2008

Registration Close: 10/19/08

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 18560 & 14108)

ADVERTENCIA: Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado. Si cualquier persona fraudulentamente vota, fraudulentamente intenta votar, vota mas de una vez, intenta votar mas de una vez, finge ser un votante, o intente finge que es un votante. (Codigo de Elecciones Seccion 18560 & 14108)

Total Signatures

KREF NUM	VOTER NAME AND ADDRESS	SIGNATURE	ABSENTEE or EARLY VOTER / HAVA ID REQ'D	BALLOT	REGISTRATION NUMBER
	Anthony, Susan B 654 State Street			008	34G 707588
	Bryan, William J 2415 Oak Street		Vote-By-Mail	008	34H 170155
	Burr, Aaron 5321 Red Oak Court			008	34F 482957
	Butler, Rhett 251 Dixie Hwy			008	34H 128770
	Chaplin, Charlie 235 Grand Avenue			008	34G 614793
	Dickenson, Emily 135 Elizabeth Street			008	34I 390236
	Earhart, Amelia 1413 Bermuda Street		V B M	008	34F 893634
	Hancock, John 1776 Beacon Street			008	34I 067550
	Hayes, Rutherford B 453 Marigold Lane			008	34F 893633
	Lincoln, Abraham 123 Main Street		ID Required	008	34G 413804
	Lindbergh, Charles 234 Atlantic Drive			008	34F 541544
	Marshall, John 2342 Peach Street			008	34G 313452
	Poe, Edgar A 223 Ravenwood Drive			008	34F 415940
	Polk, James K 11 Destiny Lane			008	59AP181957
	Pitcher, Molly 1772 Monmouth Drive		Vote-By-Mail/I D Required	008	38GG206336
	Rankin, Jeannette 225 Montana Ave			008	34H 447008
	Roosevelt, Eleanor 1912 San Juan Avenue			008	59BC101974
	Roosevelt, Theodore 406 Maple Street			008	59AT086922
	Ross, Betsy 242 White Oak Court			008	34J 012359

Custom Active Voter Roster List  
Printed: 9/16/2004 4:26:19PM

Voting Precinct: 0013102

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Anthony - Ross



## Polling Place

### Inspector to Visit the Polling Place

Be sure to check that the following equipment has arrived at the polling place before Election Day:

- AutoMARK
- Table for the AutoMARK
- Ballot Box
- Suitcase Voting Booths (5 regular booths, 1 ISA booth)
- Tables and/or chairs (if needed)

Verify the assigned room has not changed. Do an on-site inspection for possible problems. If a problem exists, notify Precinct Operations at (916) 875-6100, so that the problem can be resolved before Election Day.

Make arrangements to pick up the key for the polling place, or if somebody else will open, get the name of the contact person and their telephone number. Be sure the person opening the door on election morning is there by 6:00 a.m. If the facility will not supply a phone number of the person who will open the door, call Precinct Operations immediately.

Have a plan for the set up of the election table, AutoMARK and precinct scanner. Check position of the electrical outlets. See an example on page 13.

If your equipment receipt indicates a threshold ramp, van accessible parking or any other special equipment, determine where this will be placed. If you believe that other equipment is required, call the office.



## Coordinators

### Coordinators

Each polling place has an assigned coordinator. Inspector, your coordinator will contact you before Election Day and will ask the questions below plus others to assist you in the preparation of the election:

- Did you receive all of your supplies?
- Did you open and follow the instructions in the Final Instructions Envelope?
- Did you receive your Declaration of Election Officers and Payroll?
- Did you visit the polling place?
- Did you get the name of the contact person who is letting you in, or a phone number, or a key?
- Do you need extra supplies or any items for the polling place?
- Have you contacted your clerks?
- Do you have any questions regarding the equipment set up?
- If you received accessibility equipment, do you know how to set it up, and where?

Please exchange Election Day phone numbers with your coordinator.

Your coordinator will visit your polling place several times on Election Day. They are there to assist you with extra supplies, procedures, voter issues, clerk issues, and troubleshooting the equipment. If you need to move your polling place, contact them immediately and they will assist you.



## Traffic Director Binder

The traffic director binder is located **ONLY** in **POLL A** supplies of multiple polls.

The purpose of this binder is to identify the voter's polling place when more than one poll is being used at the same facility. It contains an alphabetized master list of all voters assigned to this facility.

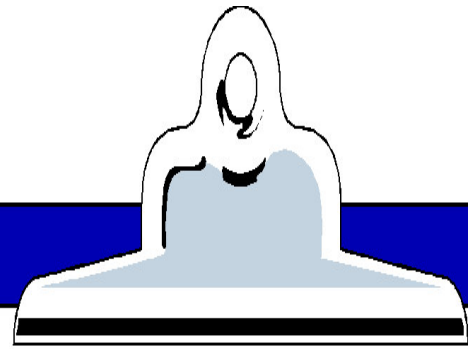


A Precinct Officer from 'Poll A' will be assigned as a traffic director to guide voters to their correct polling place.

The traffic director must have access to the arrival of voters for all polls.

The traffic director looks up the voter alphabetically by last name, verifies their address and directs the voter to the correct polling place.

Traffic Director List				
Our Town Hall				
Poll A	Anthony, Susan B	654 State Street	4/24/1943	0044912
Poll B	Bryan, William J	2418 Oak Street	12/26/1960	0044924
Poll B	Burr, Aaron	5321 Red Oak Court	6/24/1950	0044924
Poll A	Butler, Rhett	251 Dixie Hwy	12/18/1944	0044912
Poll B	Chaplin, Charlie	235 Grand Avenue	4/17/1973	0044924
Poll B	Dickenson, Emily	135 Elizabeth Street	12/23/1976	0044924
Poll B	Earhart, Amelia	1413 Bermuda Street	12/25/1976	0044924
Poll B	Hancock, John	1776 Beacon Street	5/19/1975	0044924
Poll A	Hayes, Rutherford B	453 Marigold Lane	12/29/1934	0044912
Poll B	Lincoln, Abraham	123 Main Street	11/18/1964	0044924
Poll B	Lindbergh, Charles	234 Atlantic Drive	2/13/1966	0044924
Poll B	Marshall, John	2342 Peach Street	8/15/1932	0044924
Poll A	Poe, Edgar A	223 Ravenwood Drive	2/28/1979	0044912
Poll A	Polk, James K	11 Destiny Lane	2/28/1979	0044912
Poll B	Pitcher, Molly	1772 Monmouth Drive	2/5/1948	0044924
Poll A	Rankin, Jeannette	225 Montana Ave	10/29/1949	0044912
Poll A	Roosevelt, Eleanor	1912 San Juan Avenue	11/21/1954	0044912
Poll A	Roosevelt, Theodore	406 Maple Street	10/7/1981	0044912
Poll A	Ross, Betsy	242 White Oak Court	7/16/1909	0044912



## MEMO

Inspectors, prior to Election Day, you must:

- pick up your supplies at the assigned supply pickup site;
- arrange for the polling place to be opened by 6:00 a.m. and for a key or phone number for a contact person;
- check the status and arrange for restrooms, outside lighting, electronic gates, electrical outlets, and heat/air;
- find out where the equipment will be stored;
- call your clerks and remind them to be at the polling place at 6:00 a.m. on Election Day;
- assign duties to your clerks;
- assign breaks, lunches and dinners to your clerks;
- arrange for another person to ride with you when you return the supplies to the assigned drop-off site.

## Section 2

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# Setting Up the Polling Place

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✓ Box When Completed

<input type="checkbox"/> Setting Up the Polling Place . . . . .	13
<input type="checkbox"/> Ballot Box and Keyless Lock Seal . . . . .	14
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• AutoMARK Functions . . . . .	20
<input type="checkbox"/> Suitcase Voting Booths . . . . .	21
<input type="checkbox"/> Red Supply Bag/Black Ballot Bag . . . . .	22
<input type="checkbox"/> Flag and Signs . . . . .	22
<input type="checkbox"/> Posting Inside Signs . . . . .	23
<input type="checkbox"/> Extra Supplies . . . . .	24
<input type="checkbox"/> Administering Oath and Signing the Declaration . . . . .	26

Keys for Precinct Scanner/Ballot Box/AutoMARK are located in the Key Access Panel of the Precinct Scanner
--

# Setting Up the Polling Place



Each precinct board needs to decide the best configuration for accessibility, electrical plugs, flow of traffic and privacy for the voters. The example above was set up in an 18 X 20 room.

The position of the AutoMARK in the polling place above allows the voter privacy to mark their ballot.

If you have difficulty setting up, please contact your coordinator.

## Have these items available:

- Election Officer's Digest
- Precinct Officer Applications
- Precinct Officers Manual
- Regular and Provisional Voter Flowchart
- Vote-By-Mail Voter Flowchart
- Acceptable H.A.V.A. Identification Flowchart

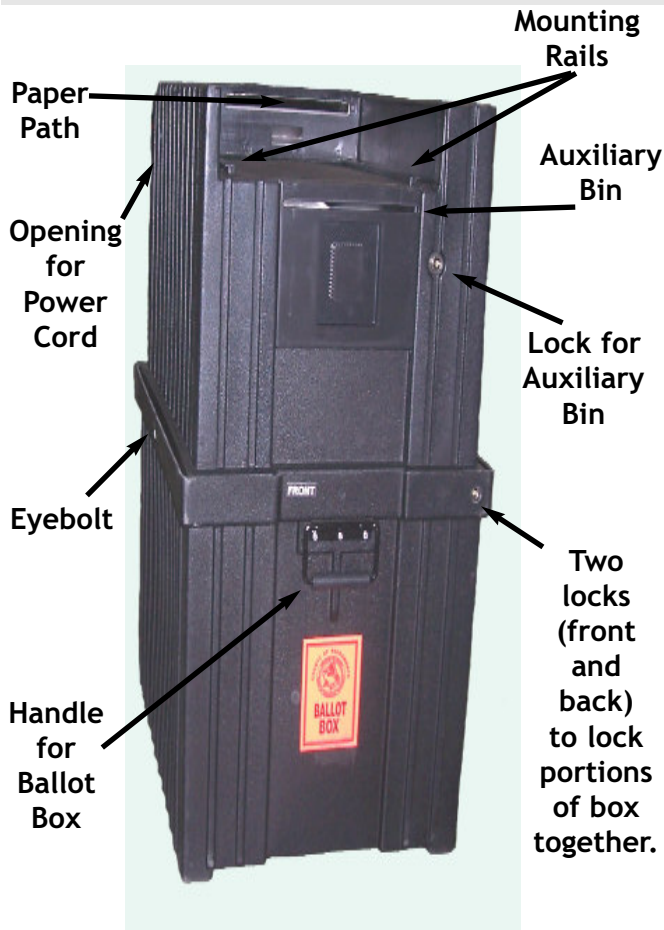
Procedure Cards and Flowcharts are located in Section 8 of this manual. Remove these for your convenience.

## Items on Table:

- Roster of Voters
- Supplemental Combined Voter Roster List (page inserted in Roster)
- One Street Index
- Official Ballots
- Handy Lens Magnifier
- Pens
- Procedure Cards
- Blue Provisional Ballot Log
- Blue Provisional Ballot Envelopes
- Voted Vote-By-Mail Ballot Envelopes (for vote-by-mail ballots without the vote-by-mail envelope)
- Qualified Write-in Candidates list
- Roster Correction Forms
- Sample Ballot Pamphlets
- Tally Sheet (optional)
- Polling Place Look-Up Cards
- Voter Registration Cards
- Spanish Voter Assistance tent card (for polls with Spanish-speaking Precinct Officers only)
- State Pamphlets
- Secrecy Sleeves and Folders



# Ballot Box and Keyless Lock Seal



**Precinct Scanner and Lock.** The scanner bag will be sealed with a keyless security padlock. The scanner is to remain secure until it arrives at the polling place on Election Day.



To break the seal, put your thumb underneath and lift.

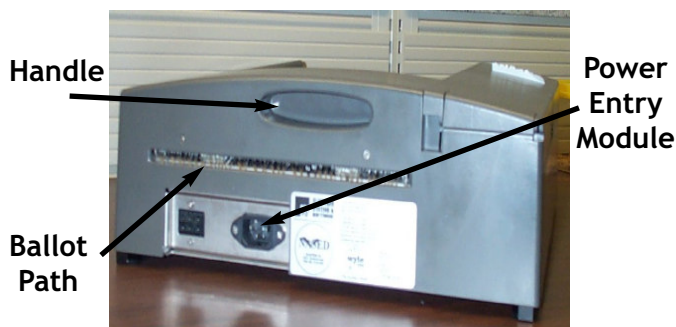
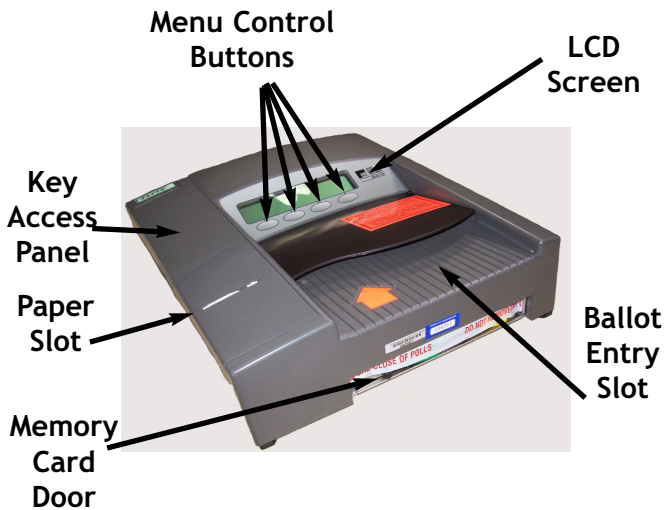


The small broken portion of the seal remains inside the lock.



Twist the knob at the end of the lock to release any remaining seal pieces visible inside lock.

After opening the lock, relock it on one of the zippers of the precinct scanner bag.



# Precinct Equipment Verification Sheet

Sacramento County Election  
Registrar of Voters

Date: Election Day

1000 65th Street, Suite A, Sacramento, CA 95823

## Precinct Equipment Verification



Precinct: Precinct Number

Name: Polling Place  
Street:  
CSZ:

Contact:  
Phone:

Equipment assigned to this location:

Asset Tag	Type	Seals
060567	M100	
070197	PCMCIA	46565, 70939

I do hereby verify that the integrity of the tamper-evident Security Seal(s) is intact and that the seal(s) corresponds to the Asset Tag assigned to this respective Election equipment.

Name: Joe Voter Signature: Joe Voter Date: \_\_\_\_\_  
Name: Susan Star Signature: Susan Star Date: \_\_\_\_\_

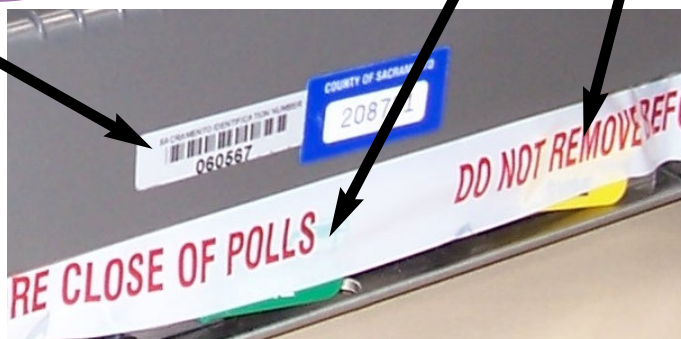
Immediately report any discrepancies to the Help Desk.

The Precinct Equipment Verification Sheet must be verified on Election morning before the polls open and when the polls close. The memory card or PCMCIA card is removed after the polls are closed and placed into the orange data transport bag.

Follow the following steps below:

### Equipment assigned to this location:

Asset Tag	Type	Seals
① 060567	M100	② 46565
④ 070197	PCMCIA	③ 70939



- ① Verify that this number matched the silver tag on the front of the scanner.
- ② Verify that this number matches the seal on the left (memory card) door.
- ③ Verify that this number matches the seal on the right door and have two precinct officers sign the sheet.
- ④ AFTER THE POLLS CLOSE, verify that this number matches the number on the memory card, sign the sheet and place it in the orange data transport bag.



# Precinct Scanner

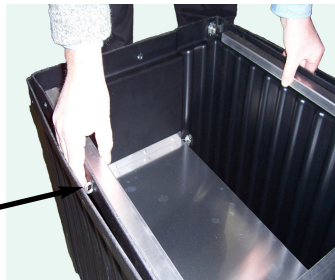
The keys are located in the Key Access Panel of the precinct scanner.



Use the blue key on the wrist coil located in the Key Access Panel of the precinct scanner to unlock and lift lid.



To separate the top portion from the bottom portion, put your hands between the eyebolt on the metal frame and lift up.



Turn the top portion of the box over and position it over the bottom portion making sure that the 'FRONT' sides are on the same side.



To secure the top and bottom portions of the ballot box together, make sure both eyebolt of the top portion is secured in the slots of the bottom portion.



Use the blue key to lock the portions together. The locks are located on the back and the front of the ballot box on the bottom portion.



The power cord is located in the zippered pocket of the soft case holding the precinct scanner.



Thread the power cord through the side of the ballot box.



Push the power cord until it extends a few inches out of the opening on the top portion of the ballot box.



Remove the precinct scanner, checking that the Memory Card Door is sealed.



Position the precinct scanner about one-third of the way into the recessed area, resting it on the mounting rails.



Plug the power cord into the power entry module on the back of the precinct scanner, making sure it is securely plugged in.



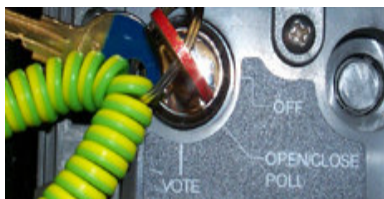
Push the precinct scanner forward until it rests against the ballot box. Plug the power cord into a wall outlet or power-strip.



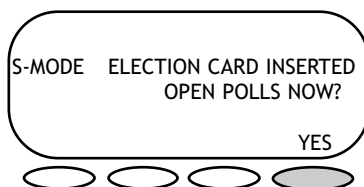
The precinct scanner has two split lock seals on the front ports with a tape “Do Not Remove Before the Close of Polls”. Verify the numbers on the seals with the Precinct Equipment Verification Sheet located in the Final Instructions Envelope and sign the sheet. Do this before the polls open and after the polls close. Place the signed sheet in the data transport bag.



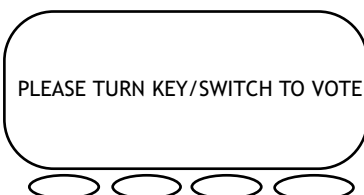
Insert the red key into the key switch of the precinct scanner. The key should be in the OFF position. Turn it to the OPEN/CLOSE POLL position.



When the precinct scanner has booted the election information (3-5 minutes), the LCD screen will read **ELECTION CARD INSERTED OPEN POLLS NOW?** Press the menu button below the “YES” to open the polls.

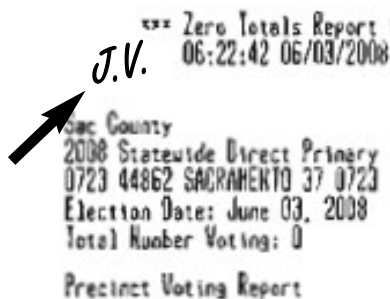


The LCD screen will read **PLEASE TURN KEY/SWITCH TO VOTE**



When the key is switched to **VOTE**, the precinct scanner will automatically print out the “Zero Report” tape.

The ‘Zero Report’ tape is printed before the polls open, sign initials next to the time.



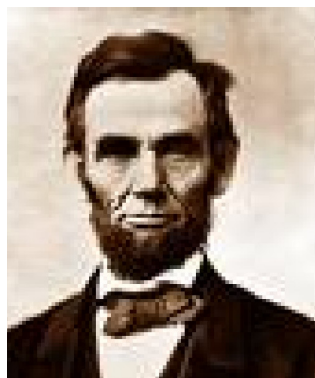
**IMPORTANT: DO NOT** remove the “Zero Report” tape from the precinct scanner until 7:00 a.m. when the polls open. Show to the first voter or election official.

Verify all contests on the report apply to your polling place and there are no votes cast in any contest.

After the polls open, the “Zero Report” tape is removed, signed by all Precinct Officers, and placed into the orange Data Transport Bag.

**The Precinct Scanner is now ready to accept voted ballots.**

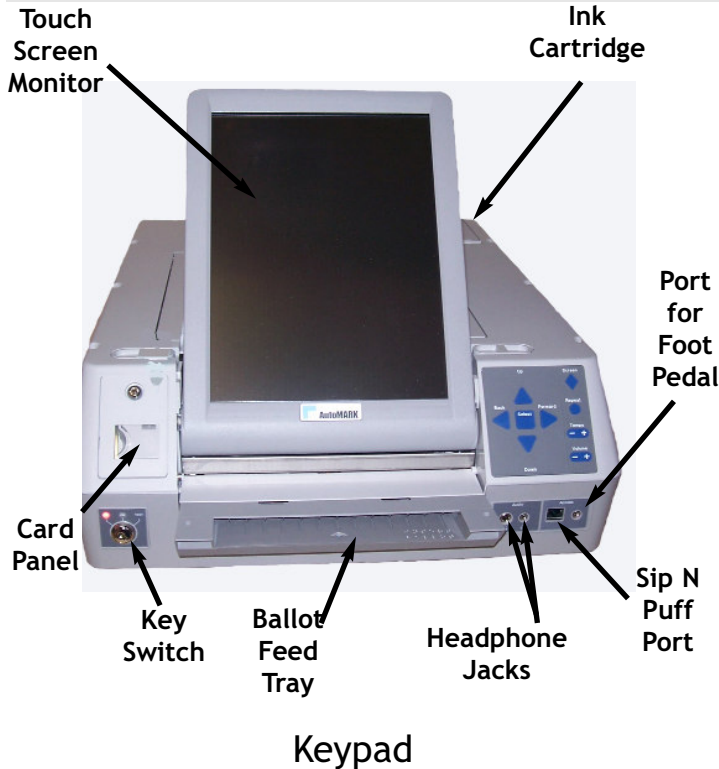
**Note:** The Inspector is responsible for the security of the keys.



“Elections belong to the people. It is their decision. If they decide to turn their back on the fire and burn their behinds, then they will just have to sit on their blisters.”  
Abraham Lincoln



# AutoMARK



Stylus

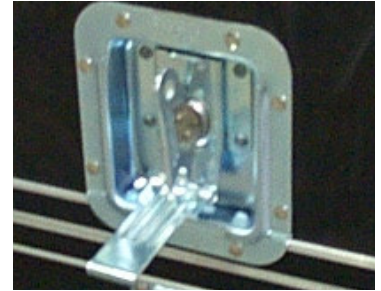
Electrical Cord

Headphones

Set up the AutoMARK table to be used for the AutoMARK. Locate the 'FRONT' label of the table and position the AutoMARK accordingly.



To open the keys of the AutoMARK, lift the turn key and turn counter-clockwise.



Open the lid of the case, and with two Precinct Officers, lift the AutoMARK and place it on the table.



Remember to also remove the headphones, stylus and electrical cord from the case.

**DO NOT REMOVE SEALS.** The AutoMARK will have four seals. There will be a blue tamper evident seal and a wire seal in front, and a blue tamper evident seal and pull-tite seal in the back of the AutoMARK. If the seals have been removed or lifted, call Technical Support immediately!

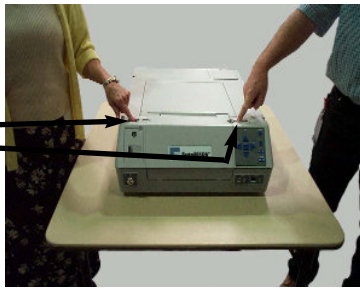


Front



Back

To open the AutoMARK, move the left and right sliding latches outward to unlatch the lid.



Fold back the front lid and lift to gain access to screen.



Pull the screen to an upright position.



Place (push) the lid down and leave the screen in an upright position.



Lift the ballot feed tray up.



Then drop ballot feed tray down.



Take the power cord from the case, connect it to the back of the AutoMARK and plug it into the wall socket or powerstrip.



Using the red key, turn the AutoMARK on and remove key.



The keys are located in the Key Access Panel of the precinct scanner.



Check the jack by using the audio function to verify that it is working correctly.



Remember to place the privacy shield around the AutoMARK. It is located in the table box.



### Testing the AutoMARK

Retrieve the test ballot from the cardboard box of official ballots and insert it in the AutoMARK.



Follow the instructions provided with the test ballots and after the testing process has finished, verify that all selections are marked correctly.

Place the marked test ballot in the clear envelope and place it in the Roster of Voters/Forms Bag. If you encounter any problems call Technical Support at (916)875-6303 immediately.

**NEVER PLACE TEST BALLOTS INTO PRECINCT SCANNER!**



## AutoMARK Functions

The AutoMARK has a key-activated switch located on the front panel of the unit. The keys are located in the Key Access Panel of the precinct scanner.

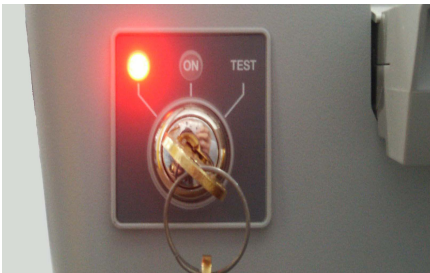
KEY POSITION	LABEL	FUNCTION
Left	OFF	Turn machine off when closing polls.
Center	ON	Turn machine on when opening polls. Machine takes an average of five minutes to load information.
Right	TEST	This will be used when a ballot jams. Touch the top bar <b>"Eject Ballot"</b> and the ballot will be returned. <b>DO NOT TOUCH ANY OTHER BAR!</b>

The **ON** switch has a light indicator to display the current status of the power supply.

The green light indicates the machine is not on battery.

If the light turns yellow, check the connection. This indicates that the machine is using batter power or the plug is not secure.

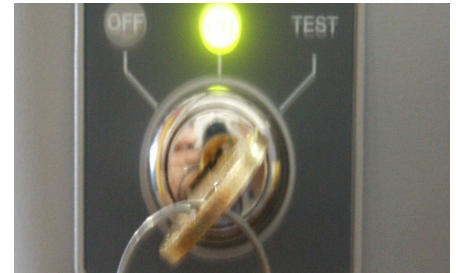
The red light is visible when the key is turned to **OFF**.



OFF



ON



TEST



### Touch Screen Buttons:

- Touching the **BACK** button displays the previous screen.
- Touching the **ZOOM IN/OUT** button on any screen increases and decreases the size of the text displayed.
- Touching the **EXIT Return Ballot** button displays the EXIT screen. The ballot will be returned unmarked.
- Touching the **HIGH CONTRAST** button on any screen lightens or darkens the screen contrast.
- Touching the **NEXT** button enters your selection and displays the next screen.

# Suitcase Voting Booths

Place voting booth on the table and open it. Remove the writing surface, legs and light. Close lid and lock the latches.



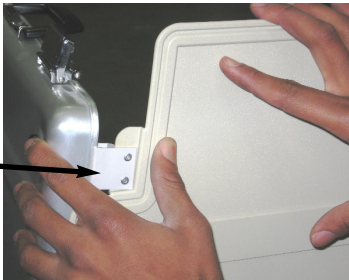
Flip the voting booth over so the leg holes face up or on the side as shown.



Put the leg sections together to form legs. Insert each leg into a leg hole. Push leg in and twist tightly.

Stand the voting booth upright. Make sure the legs are tight.

Open and attach the side panels, one at a time, to the edge of the lid using the clips on the side panel.



Attach the light to the inside back of the voting booth. Plug in one booth light at nearest outlet. Each light plugs into the next voting booth light, daisy chain style.



Place the writing surface inside the voting booth.



## Set Up the Accessible Voting Booth (ISA)

ISA is the International Symbol of Accessibility.



Be sure one of the suitcase voting booths is marked with the accessible symbol. This booth is for voters with disabilities as well as a regular voting booth when needed.

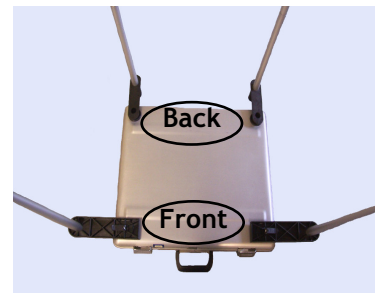
The ISA voting booth has shorter legs and leg extenders to accommodate people who require chairs or wheelchairs.

The smaller extenders are located in the ISA voting booth.



The larger extenders are located in the red supply bag.

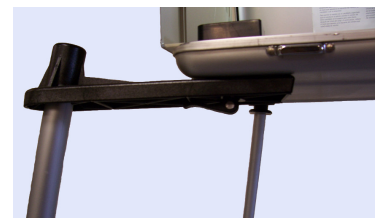
Place the small leg extenders into the back leg holes and place the larger extenders into the front leg holes so that they easily accommodate a wheelchair.



The larger extenders in the front leg holes of the voting booth have a lever on them to lock.



Push or snap the lever into the locked position.



Place the writing surface inside the voting booth. Place a chair next to this voting booth.



Place the voting booth to ensure privacy.



## Red Supply Bag/Black Ballot Bag

Remove the black cover from the pocket of the red supply bag.



Open the zippered top of the red supply bag and pull flap to the right as pictured.



Slip the black cover over the red supply bag.



The red supply bag at this point becomes the black ballot bag and is ready to accept provisional, vote-by-mail and mail ballots only.



## Flag and Signs

Display the American Flag inside the polling place in a prominent location where it can be seen upon entering the polling place. The flag is to be displayed from opening to closing of the polls.



“100 Feet From Polls” banner is to be placed 100 feet from the door of the room where the voting takes place. It is a wire frame with a banner.



“Polling Place with Arrow” banners. Place blue plastic signs on the wire frames where they are most visible to the voters. Be sure the arrow is pointing towards the polling place.



# Posting Inside Signs

## Signs posted at the Polling Place:

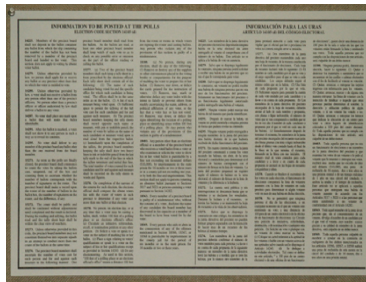
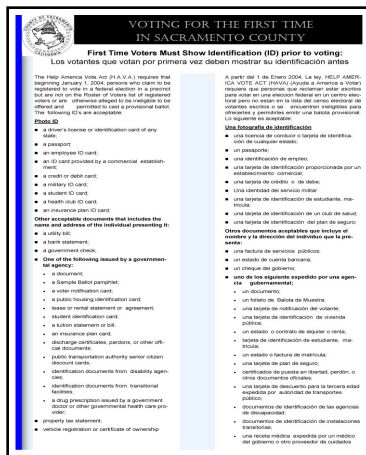
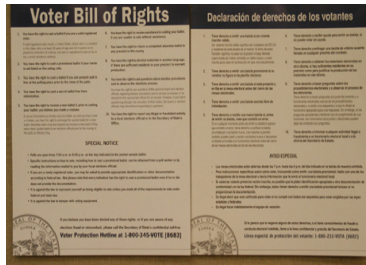
The Voter Bill of Rights poster shall be posted both inside and outside every polling place (Elections Code Section 14105[q]). One English Poster + One Spanish Poster = One Set.

## Flag

## H.A.V.A. poster (Bilingual)

## Information poster (Elections Codes)

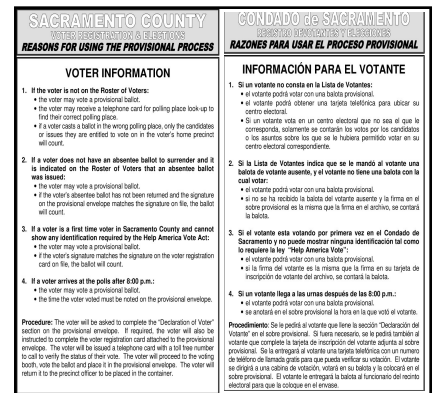
## No Cell Phone Sign



## One Street Index



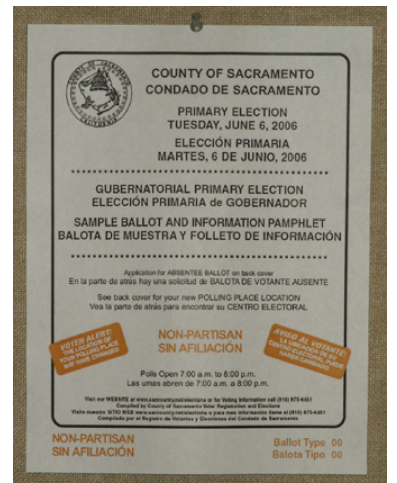
## Reasons for Using the Provisional Process



## Restroom Sign



## Sample Ballot Pamphlet





## Extra Supplies



Voter Parking signs (used at selected facilities). Three sign sets to mark off five voter parking spaces.



Voter Parking sign in box.



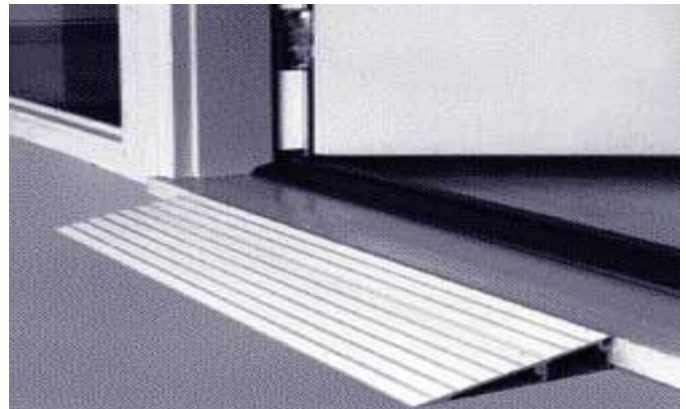
Voter Parking sign assembled.



ISA Voter Parking sign (used at selected facilities).

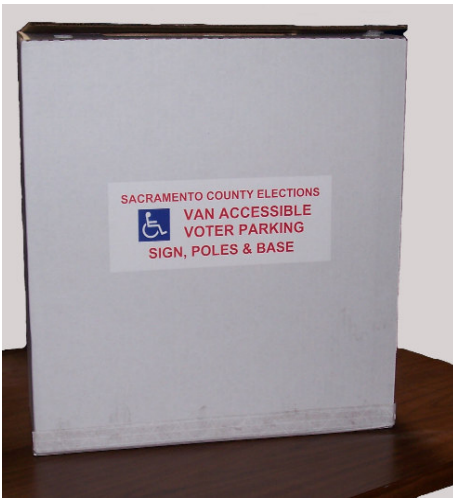


Threshold Ramp in box with duct tape.



Use duct tape to secure threshold ramp.





Van Accessible sign in box.



Van Accessible sign assembled.



Cones

If the equipment receipt for your polling place instructs you to make a Van Accessible Parking spot for voters, the following are visual instructions.



If your equipment receipt instructs you to place the three cones to the right of the marked disability sign, the above picture shows the correct way to set this up.



If your equipment receipt instructs you to place a Van Accessible Parking sign in one spot and the three cones to the right of that, the above picture shows the correct way to set this up.

## Administering Oath and Signing the Declaration

Inspector administers the oath on the Declaration of Election Officers and Payroll sheet before the polls open at 7:00 a.m. (Elections Code Sections 12321 and 10241).

Sign Declaration of Election Officers and Payroll sheet

- Print 'mileage' next to the Precinct Officer who will receive payment for mileage.
- Print 'cell phone' next to the Precinct Officer who will receive payment for cell phone usage on Election Day.

**Place the Declaration of Election Officers and Payroll sheet in the Roster of Voters/Forms Bag when completed.**

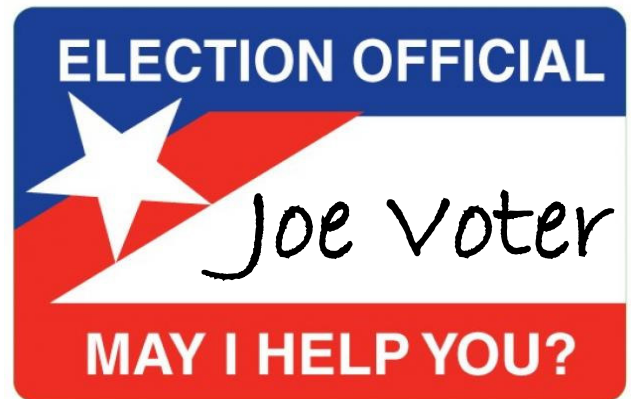


### IMPORTANT INFORMATION REGARDING YOUR PAYROLL CHECK!

Your check will be mailed to the address printed on the Declaration of Election Officers and Payroll sheet. If you want your check mailed to a different address, please make changes in red.

Payroll checks take approximately four to six weeks to process after an election.

**Reminder:** Wear your Name Tag all day [Elections Code Section 14105(L)].



# Section 3

## Election Day

Opening the Polls . . . . .	.28
Roster of Voters Officer . . . . .	.29
Provisional Ballot Officer . . . . .	.30
Provisional Ballot Envelope . . . . .	.31
Street Index Officer . . . . .	.32
Ballot/Demonstrator Officer . . . . .	.32
Assisting Officer . . . . .	.33
While the Polls are Open . . . . .	.33
Precinct Officer Conduct . . . . .	.34
Election Day Attire . . . . .	.34
Disability and Sensitivity Awareness . . . . .	.35
Voting with the AutoMARK . . . . .	.36
Assisting Voters with the AutoMARK . . . . .	.38



# Opening the Polls

At 7:00 a.m. declare aloud, "The Polls are Open!" (Elections Code Sections 14212 and 14213).



Designate a clock or other time piece as the "official time" when opening and closing the polls.

Machines are to be set up as soon as you arrive at the polls. The "Zero Report" tape is ready to show to the first voter or election board at 7:00 a.m.

## Display the empty Ballot Box

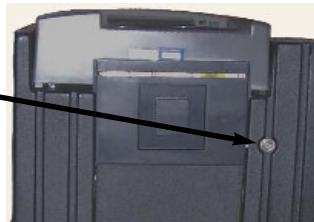
- Auxiliary Bin
- Door on the back of the ballot box



After displaying the empty compartments of both the scanned ballots bin and the auxiliary bin, lock them.



Lock the auxiliary bin door in the up position during the voting period.



## Auxiliary Bin

If the precinct scanner is jammed or will be out of commission for a period of time, lower the auxiliary bin and instruct voters to place their ballots in this bin until the precinct scanner is replaced or repaired.



Inform the voter that their ballot will be scanned when the auxiliary bin is opened after the polls close at 8:00 p.m.

The ballot box holds the voted ballots fed through the precinct scanner. The black ballot bag holds the provisional, vote-by-mail, mail ballots and any other ballots in envelopes.

**Under no circumstances is the ballot box or black ballot bag to be opened until after the polls close at 8:00 p.m. (Elections Code Section 14215).**

**Never, never, never scan test, provisional, vote-by-mail, or mail ballots through the precinct scanner.**

If a technician replaces a precinct scanner, leave the ballots in the auxiliary bin until 8:00 p.m. then scan them in the replacement, or second scanner. The technician will leave the non-working precinct scanner with the Memory Card at the polling place. In closing the polls, remove the Memory Card from the original precinct scanner, wrap the "Zero Report" tape around it and write '#1'. Follow the same procedure on the replacement, or second scanner, except write '#2' on the 'Zero Report' tape. Place both Memory Cards in the orange data transport bag and return both precinct scanners to the drop-off site.

**All precinct officers are to watch that no voting equipment is tampered with throughout the day.**

# Roster of Voters Officer

(Purple procedure card in back of manual)

The Roster of Voters Officer is the initial contact person with the voter and determines the voter's status prior to their voting.

Greet the voter and ask the voter to state their name and address.

Voter declares name and address.

Look up the voter's name and compare address.

If unable to locate the voter's name, check the Supplemental Combined Voter Roster List.

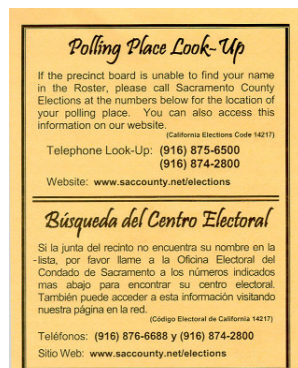
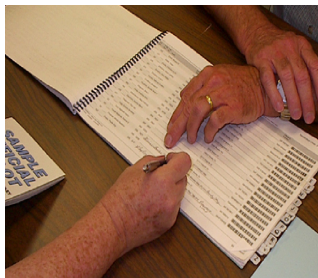
Have the voter sign their name in the roster. As of January 1, 2008, a voter may use a signature stamp for their signature in the roster.

Give reference number to the Street Index Officer.

**For a Primary Election only**, the Roster of Voters Officer will inform the Ballot/Demonstrator Officer what party, non partisan or cross-over ballot to give the voter.

(XREF)	VOTER NAME AND ADDRESS
11	Anthony, Susan B 654 State Street
245	Bryan, William J 2418 Oak Street
39	Burr, Aaron 5321 Red Oak Court
149	Butler, Rhett 251 Dixie Hwy
152	Chaplin, Charlie 235 Grand Avenue

If a voter's name is not in the roster give them a Polling Place Look-Up Card and urge the voter to vote at the correct polling place.



Sacramento County Voter Registration and Elections															
	TALLY SHEET										PRECINCT #				
1	51	101	151	201	251	301	351	401	451	501	551	601	651	701	751
2	52	102	152	202	252	302	352	402	452	502	552	602	652	702	752
3	53	103	153	203	253	303	353	403	453	503	553	603	653	703	753
4	54	104	154	204	254	304	354	404	454	504	554	604	654	704	754
5	55	105	155	205	255	305	355	405	455	505	555	605	655	705	755
6	56	106	156	206	256	306	356	406	456	506	556	606	656	706	756
7	57	107	157	207	257	307	357	407	457	507	557	607	657	707	757
8	58	108	158	208	258	308	358	408	458	508	558	608	658	708	758
9	59	109	159	209	259	309	359	409	459	509	559	609	659	709	759
10	60	110	160	210	260	310	360	410	460	510	560	610	660	710	760

## Tally Sheet

The tally sheet is used to make the closing procedures easier and faster.

- When a voter signs the roster, mark a slash on the tally sheet. (Voter number 1 receives a ballot and a slash is placed through the number 1 on the tally sheet and so on throughout the day.)
- When the Coordinator or office requests totals for voter turnout throughout the day, this procedure will give instant results.
- Closing will take less time if the tally sheet is used indicating the number of voters who received a ballot.

If using totals from the precinct scanner, remember to include the total of provisional ballots.

**H.A.V.A. Voter.** Before a H.A.V.A. voter may proceed with the voting process they must show photo ID or other specified items that are listed on the flow chart in Section 8. If they do not have required documents, they will use the provisional process.

190	Anthony, Susan B 654 State Street	Vote-By-Mail Voter
264	Bryan, William J 2418 Oak Street	
91	Burr, Aaron 5321 Red Oak Court	
253	Butler, Rhett 251 Dixie Hwy	
79	Chaplin, Charlie 235 Grand Avenue	
78	Dickenson, Emily 135 Elizabeth Street	
25	Earhart, Amelia 1413 Bermuda Street	
111	Hancock, John 1776 Beacon Street	



# Provisional Ballot Officer

(Blue procedure card in back of manual)

The Provisional Ballot Officer assists any voter whose voter registration cannot be immediately verified.

A **Provisional Voter** is identified as one of the following:

- Vote-By-Mail Voter that does not have a ballot to surrender - roster indicates voter was issued a vote-by-mail ballot.
- Voter's name is not on roster - they must complete a voter registration card and insert the card in the back pocket of the blue provisional ballot envelope.
- H.A.V.A. Voter - first time voter in Sacramento County without acceptable identification.
- Voter arrives after 8:00 p.m. and insists on voting. Enter the time on the next line.

Lead the voter through the provisional process:

- Add voter's name and address to the blue provisional ballot log.

PROVISIONAL LOG		PRECINCT NUMBER: _____
PRINT PROVISIONAL VOTER'S NAME AND ADDRESS <b>ONLY</b> . VOTER DOES NOT SIGN IN ROSTER.		
SACRAMENTO COUNTY PROVISIONAL VOTERS FOR THE JUNE 3, 2008 STATEWIDE DIRECT PRIMARY ELECTION		
	NAME	ADDRESS
01		
02		
03		
04		
05		
06		

- Fill out the top portion of the blue provisional ballot envelope.
- Assist the voter with filling out the middle portion of envelope.
- Be sure the voter signs the envelope.
- Give the voter a ballot and a blue provisional ballot secrecy folder.

**DO NOT DETACH**

**Under Construction**

DO NOT INSERT PROVISIONAL BALLOT INTO SCANNER

Vote that received ballot from PRECINCT OFFICER, SECRETARY, PRECINCT OFFICER, and place into a provisional ballot envelope.

Complete the Declaration of intent attached to the provisional ballot envelope.

If received, complete the Voter Registration Card attached to the envelope. Voter registration card is required if the voter's name does not appear on the Roster of the voter's precinct.

Return the envelope to the Precinct Officer.

Precinct Officer will verify that all information has been completed.

Envelope will be placed in the Ballot Bag.

**PROVISIONAL BALLOT SECRECY FOLDER**

DO NOT INSERT PROVISIONAL BALLOT INTO SCANNER

Vote that received ballot from PRECINCT OFFICER, SECRETARY, PRECINCT OFFICER, and place into a provisional ballot envelope.

Complete the Declaration of intent attached to the provisional ballot envelope.

If received, complete the Voter Registration Card attached to the envelope. Voter registration card is required if the voter's name does not appear on the Roster of the voter's precinct.

Return the envelope to the Precinct Officer.

Precinct Officer will verify that all information has been completed.

Envelope will be placed in the Ballot Bag.

When the provisional voter has finished voting:

## Voter

- Voter votes and inserts ballot into the envelope, seals it and hands the envelope to the Precinct Officer.

## Precinct Officer

- Check that the blue provisional envelope is complete and signed.
- Tear off the voter's receipt on the bottom flap of the envelope and give to the voter. This gives the voter the opportunity to call our office 29 days after the election to verify whether their ballot counted or not.
- Put the provisional envelope in the black ballot bag.



**Do not insert a vote-by-mail ballot into a provisional ballot envelope.**

**Do not put a precinct ballot into a vote-by-mail envelope**

## Provisional Ballot Envelope

The provisional ballot will not be counted unless all information is completed and the envelope is signed.

**Provisional Ballot Officer      Voter**



PRECINCT NUMBER 12345  
BALLOT TYPE 00  
PRIMARY ONLY:  
Party of ballot enclosed in envelope:  
**PARTY**

**PROVISIONAL BALLOT ENVELOPE**  
**SOBRE PARA BALOTA PROVISORIA**

**VOTER - READ INFORMATION ON THE REVERSE SIDE**

PRECINCT OFFICER HAS TO CHECK THE APPROPRIATE BOX BELOW FAILURE TO DO SO MAY RESULT IN BALLOT BEING COUNTED.

**PROCEDURE FOR PRECINCT OFFICER**

☐ **Vote-By-Mail** Voter who does not have ballot to surrender. Precinct Officer issues ballot and adds voter to blue provisional page. **No VRC Required**

☐ **H.A.V.A. Voter** 1<sup>st</sup> time voter in Sacramento County

☐ **Voter Not on Roster**

**HELP AMERICA VOTE ACT**

If the voter does not have any identification required to vote a provisional ballot, flow chart for acceptable identification:

☐ H.A.V.A. Voter - With Ballot

☐ Voter and the Precinct Officer to blue provisional page. **Required**

**DECLARATION**

I declare: ☐ I am voting in this election either by Absentee ballot or at any other polling place. I am signing below I declare under penalty of perjury that the foregoing is true and correct.

**IDENTIFICATION**

January 25, 1982  
Date of Birth  
Fecha de nacimiento

A2512345  
Driver License #, or CA ID #, or last 4 digits of SSN #  
Núm. de licencia de conducir, o núm. de tarjeta de identificación de CA, o los últimos 4 dígitos de la Seguridad Social

(916)456-7890  
Telephone Number  
Núm. de teléfono

February 1, 2008  
Date moved  
Fecha de mudanza

456 22<sup>nd</sup> Avenue Old Town, USA  
Prior Residence Address, City, Zip / Dirección anterior de la residencia, ciudad, código postal

123 B Street New Town, USA  
Current Residence Address, City, Zip / Dirección actual de la residencia, ciudad, código postal

**Signature**  
Joe Voter

Your ballot will not be counted unless the above declaration is completed and signed.  
Su balota no será contado a menos que se termine y se firme el declaración antedicho.

## Street Index Officer

(Green procedure card in back of manual)

The Street Index Officer maintains the two copies of the Street Index (Roster (Precinct-Street) Index) during Election Day.

Mark a ✓ next to the voter's name and street address on the table copy. Give first priority to the voter, not to updating the street index. If time allows, draw a line through the voter's name and street address.



Every hour when you update the posted copy, place a line through the check on your table copy. This will help you keep track of your last update on the posted street index (Elections Code Section 14294).



**AT 6:00 P.M. STOP MARKING OFF THE NAMES OF VOTERS WHO HAVE VOTED, both on the table copy and the posted copy. NEVER delay voters in order to complete the record keeping of the index outlined above.**

XREF	ADDRESS	A.V.	NAME
146	2060-136		Anthony, Sus
147	2060-136		Earhart, Ame
148	2060-137		Lincoln, Abra
✓ 149	<del>2060-138</del>		<del>Butler, Rhett</del>
150	2060-201		Burr, Aaron
151	2060-206		Dickenson, E
152	2060-209		Hancock, Joh


## Ballot/Demonstrator Officer


(Pink procedure card in back of manual)


The Ballot/Demonstrator Officer issues the ballot(s) to the voter after they have signed the Roster.

**For a Primary Election Only:** The Roster of Voters Officer will inform the Ballot/Demonstrator Officer what party, non partisan or cross-over ballot to give the voter. For your convenience, use the colored chart in the Final Instructions Envelope.

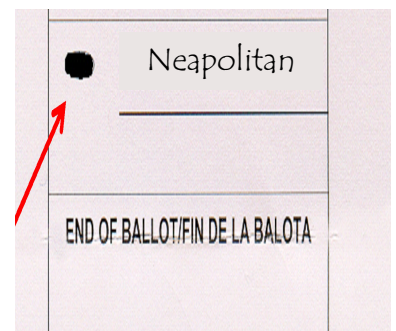
Demonstrate to the voter the correct procedure for marking the ballot.

**HOW TO MARK YOUR BALLOT:**  
Fill in the oval  that appears next to your choice.  
The oval must be completely filled in, as shown below.

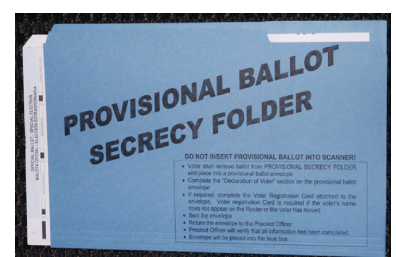
**COMO MARCAR SU BALOTA:**  
Rellene el óvalo  que aparece al lado de su selección.  
The oval must be filled in completely as shown below.

CHOCOLATE  
 VANILLA  
STRAWBERRY  
COOKIES 'N CREAM

Explain that if a voter chooses to vote for a write-in, the oval must be filled in before writing the candidate's name. Only candidates from the "Qualified Write-in Candidates" list will be counted.



Explain the secrecy sleeve and the blue provisional ballot secrecy folder.





## Assisting Officer

(Yellow procedure card in back of manual)

The Assisting officer oversees all activity around the voting equipment and assists the voters.

### IMPORTANT INFORMATION:

- The Assisting Officer must not look at or handle any voted ballots unless the voter requests assistance.



The Assisting Officer will:

- Ask the voter if the ballot stub has been removed before they insert their ballot into the precinct scanner.
- Instruct how to insert the ballot.
- Explain overvote options, if needed.
- Redirect provisional voters.
- Assist voters with the AutoMARK if they request assistance or offer assistance if you determine that they are having difficulty.

**Do not place a vote-by-mail ballot in a blue provisional ballot envelope.**

**Use the white vote-by-mail envelope included in the supplies.**

**Do not place a precinct ballot into a vote-by-mail envelope**

## While the Polls are Open

### A Reminder to Precinct Officers

**Open to the Public.** Every operation, including opening and closing procedures, is public and anyone may watch. Observers, however, may not interfere with the voting process.

**Roster of Voters.** The Roster of Voters must remain on the election table, except in the case of curbside voting. Any person may inspect the roster 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 [Elections Code Section 14223(b)].

**Election Table.** Only Precinct Officers or voters signing their names on the roster shall be permitted to sit at the table used by the Precinct Officers [Elections Code Section 14223(a)].

**Majority.** A majority of the Precinct Officers must be present at all times. All members must be present when the polls close and must remain until they finish all closing procedures.

**Inspect the voting booths.** At least once each hour, inspect the voting booths to be sure that no sample ballot pamphlets, campaign literature, or other materials remain in them.

**Inspect the sample ballot pamphlets.** Inspect the sample ballot pamphlets for markings. If there are any markings or any remarks written on any of the pamphlets, mark a large "X" across the front of the pamphlet and put it in the Table Materials Bag.

**Comment Sheet.** The comment sheet is a tear out form located in the back of this manual. Please let us know how you are doing, how we are doing, how your coordinator is doing and what we can do to make a better Election Day for Sacramento County. The completed form is placed in the Roster of Voters/Forms Bag.

## Precinct Officer Conduct



The polling place welcomes voters of all political affiliations. It is essential that the precinct board does not show political preference toward any party or candidate. Therefore:

- conversations about political party activities or philosophy, observations about voting activities of individuals or groups, and any dialogue which is political in nature, are prohibited within the polling place.
- conversation should be at a minimum while voters are in the voting booths. No radios, television or campaign literature in the polling place.
- rude behavior to any person is unacceptable. Harassment of any type is against the law and against County policy.
- precinct officers must remain nonpartisan on Election Day. You must not discuss any candidate, issue, or any related topic with other poll workers, poll watchers or voters.
- be considerate of the extra time it might take a voter to cast their ballot. Some disabilities cannot be seen.
- it is **very important** to keep the polling place as quiet as possible while voters are present.
- *treat all voters, facilities and staff with respect!* Just as you would like to be treated.
- Sacramento County's policy is to assist all voters. Display of any rude behavior with Non-English speaking voters is not acceptable. Please provide the voter with a Polling Place Look-up Card and indicate to them the Spanish Assistance phone number (916)876-6688.

## Election Day Attire



As a representative of Sacramento County on Election Day, appropriate casual dress is required.

Precinct Officers are expected to dress, groom and maintain personal hygiene in a manner which dignifies their important role in the electoral process. Be aware that some people are sensitive or allergic to certain scents.

On Election Day:

- **DO** wear comfortable attire and shoes.
- **DO** bring a jacket or sweater.
- **DO NOT** wear campaign attire, hats, or bring any campaign materials into the polling place.
- You may wish to bring a seat cushion.

Nothing may impede or interfere with the normal process of voting [Elections Code Section 14223(b)]. This includes no food or drinks on the election table.

# Disability and Sensitivity Awareness

**Disabilities and the Law.** The rights of persons with disabilities are protected by law. Precinct Officers need to know:

- How to identify persons with disabilities;
- How to assist persons with disabilities using patience and sensitivity to enable all voters to vote.

The best way to assist persons with disabilities in polling places is to watch, wait and listen.

- Be prepared
- Be aware
- Be sensitive
- Be positive

## Many types of disabilities.

- Blindness or low vision
- Deaf or hard of hearing
- Developmental disabilities
- Learning disabilities (Dyslexia, Attention Deficit Disorder, etc.)
- Physical disabilities

**Use the preferred language for persons with disabilities.**

- **Voters with disabilities or disability**, not disabled voters
- **Has physical disability**, not physically disabled
- **Uses a wheelchair**, not wheelchair bound
- **Accessible parking or disabled parking**, not handicapped parking
- Avoid referring to persons as “handicapped”

**Assisting a person using a wheelchair.** Make sure the sign-in table has plenty of knee clearance for a wheelchair or scooter.



- Talk eye to eye and sit down when speaking with a wheelchair user.
- Do not touch the wheelchair or scooter as this is considered an extension of the voter's body.
- Never pat a wheelchair user on the head.

**Blindness or Impaired Vision.** To best assist persons with visual impairments in polling places:

- Offer your arm or shoulder.
- Provide specific directions in the polling place, i.e. 20 feet straight ahead.
- Assist with filling out forms, use a ruler on the signature line in the roster so the voter will be directed where to sign their name.
- Offer the magnifier for persons with impaired vision or describe the “zoom” function on the AutoMARK.
- Remove any unnecessary clutter in the polling area and clear the path of travel from the voting booth to the precinct scanner.
- Speak directly to the voter and not the companion.
- Do not pet, feed or distract a service animal.
- Do not talk any louder than usual. People with visual impairments can hear.



**Deaf or hard of hearing.** To identify a voter who is deaf or hard of hearing, look for and be aware of persons who use sign language, wear a hearing aid or are accompanied by a service animal. To assist a person with hearing impairments:



- Stand where the voter can see you with light in front of you.
- Speak clearly and directly to the voter. If an interpreter is present, speak to the voter, not the interpreter.
- Keep hands away from lips (the voter might lip read).
- To get the voter's attention, tap the voter's shoulder - do not yell.
- Be prepared to communicate with written notes.

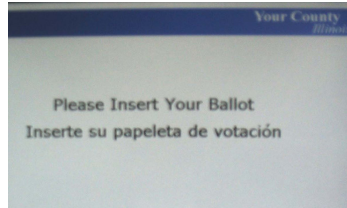
## REMEMBER

**Always follow the voters' lead and treat them with respect and consideration.**

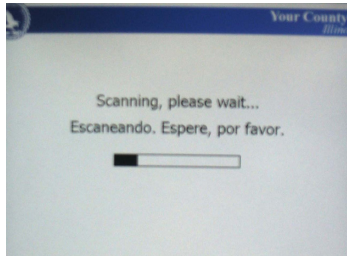


# Voting with the AutoMARK

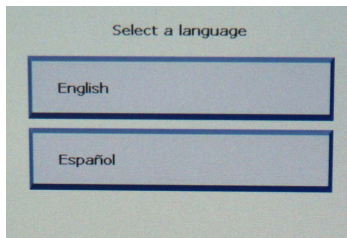
Insert a ballot card with the cut corner on the upper right side into the machine.



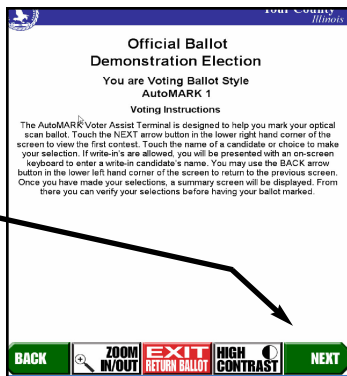
When ballot is inserted, the AutoMARK needs to scan the information. This will take between four and ten minutes, depending upon how much information is on the ballot.



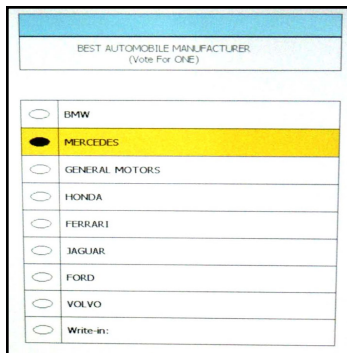
When the ballot has been loaded, the Language Selection screen will display.



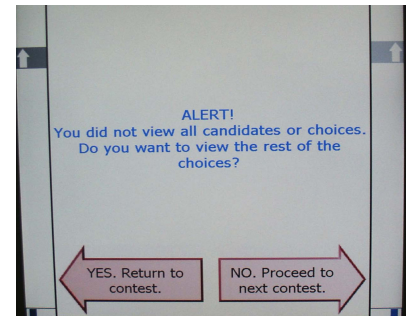
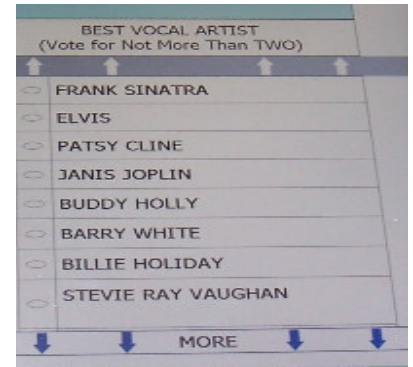
After language has been selected, the Voting Instructions Display will appear. Touch **NEXT** for the first contest.



Voter selects choice (s) and then moves to next screen. If the voter selects another choice on a "Vote for One", it will clear the first selection. The voter's last selection will be printed on the ballot. If the voter wants to select a different choice on a "Vote for Two" (in a multi-choice contest) they must deselect one of the original choices and select a new choice. If they are satisfied, they touch **NEXT** to move to the following screen.



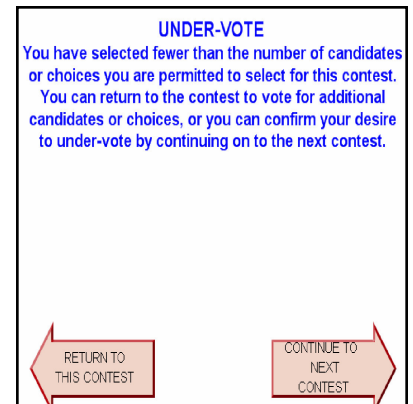
If the voter selected a candidate without viewing all pages, a screen will display **MORE** with arrows on the bottom. The voter must view all of the candidates. If the voter touches the **NEXT** button before viewing, an **ALERT** pop-up screen will be displayed.



## Under Vote

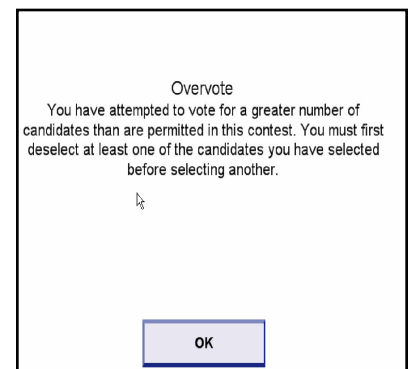
This indicates to the voter that they did not select a candidate or choice or made fewer selections than permitted for the contest. The voter can select **"RETURN TO THIS CONTEST"**

and select the correct amount of choices or touch **"CONTINUE TO NEXT CONTEST"** and leave the vote as an under-vote.



## Overvote

This indicates to the voter that they have attempted to select more than permitted in a contest. If they wish to change their selection they must deselect a previous choice by selecting **ONLY** the permitted amount for that contest.



## Voting with the AutoMARK - continued

To vote for a write-in candidate, the voter touches the oval next to the line.

When the write-in oval is selected, the write-in screen appears. The voter touches the letters and space bar on the displayed keyboard to spell the name of the candidate they want. Touch the **OK** button when completed.

When the **OK** button is touched, the write-in name the voter entered is added to the list of candidates on the Contest screen. The write-in candidate is highlighted and the oval is filled.

When the voter has reached the end of the ballot, a “Summary of Selection” screen will appear. The list is to be scrolled through by the voter to review their selections. If a voter wishes to change a selection:

- Touch the Contest text box on the Summary screen.
- If a multiple-choice contest, touch the original selection to deselect that candidate's name or choice.
- Touch the new choice and the **NEXT** button to return to the Summary screen.

When the voter is satisfied with all of their selections, the **NEXT** button is touched.

The voter touches the **Mark Ballot** button.

The ballot is then marked by the machine and returned to the voter. This process may take up to three minutes for each ballot card.

For multiple cards:

Place the second ballot card into the AutoMARK and proceed as before.

## Assisting Voters With the AutoMARK

The **stylus ball** is used to assist the voter in voting. The voter will grip the stylus and touch the screen with the pointed end. The device can also be used to calibrate the AutoMARK.



There are two standard headphone jacks in the front panel. The headphones that are supplied with the AutoMARK are to be plugged in by the Precinct Officer when needed by a voter.



**Assisting the visually impaired voter.** The visually impaired voter will need to be directed to the AutoMARK.

- Instruct the voter on how to insert the ballot. Verify that they insert the ballot with the cut corner in the upper right hand side. Explain that when the headphones are inserted, it will begin the audio instructions. If the audio voter requests that the ballot be returned before they have completed voting, they may touch the "Screen" button four (4) times. The ballot will be returned to them unmarked.
- When the voter has completed the voting process, the Assisting Officer should ask the voter if they would like assistance to proceed to the precinct scanner. Assist the voter to the precinct scanner and guide them through the process. Some voters may request more or less assistance when placing the ballot in the precinct scanner.
- Please Note: If the visually impaired voter follows the audio instructions, they should not have any difficulty using the AutoMARK. They will only use the UP, DOWN and SELECT keys to proceed through the voting process.

**Assisting the voter using the Sip-N-Puff.** The Voter shall provide their own personal Sip-N-Puff device. Insert the ballot for the voter and read these instructions to them:



- Plugging in the Sip-N-Puff' device allows you to navigate through your ballot using **YES** or **NO** inputs.
- When a screen is displayed, you may select **NO** to bypass that screen or **YES** to move to the first selectable choice on that screen. When you are on a selectable item of the screen, the item will be highlighted in yellow. Selecting **NO** will move on to the next selectable item on the screen. Selecting **YES** will provide the same results as if you had clicked on that item.
- When on a candidate or question choice, **YES** will select or deselect that candidate.
- When on MORE scroll bar, **YES** will cause the screen to scroll up or down as indicated.
- When on a screen button, **YES** will invoke that action. For example, entering **YES** when **ZOOM** is highlighted will cause the screen to zoom. Entering **YES** again, will return the screen to non-zoomed mode.
- Selecting **NO** at any time will move to the next highlighted item.
- As you select **NO** repeatedly, the highlight will move down the screen, across the bottom from right to left and then loop back to the top.
- When you are done making selections on any given screen, select **NO** repeatedly until the **NEXT** button is highlighted. Select **YES** to move to the next screen.
- When voting is completed the Precinct Officer will place the ballot in the secrecy sleeve, proceed to the precinct scanner and insert the ballot for the voter. Ask the voter if they would like to accompany you to the precinct scanner to observe the process.



# Section 4

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## What To Do If

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## Vote-By-Mail, Provisional and Other Voter Information

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 signature. The voter does not sign the roster. The ballot is put in the black ballot bag.

**Vote-By-Mail - No 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. They do not sign the roster. Put the ballot in the black ballot bag.

**Vote-By-Mail Voter with no ballot to surrender (if listed in your roster).** Vote Provisional - mark the 'Vote-By-Mail Voter' box on the envelope and lead the voter through the "Declaration of Voter". Precinct Officer adds voter to the blue provisional ballot 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 is a permanent vote-by-mail voter and they state they do not want this status, they must send a written notice to the office that they want their permanent status removed with the following information required on the request: name, address and signature.

***Do not place a precinct ballot in a  
Vote-By-Mail envelope.***

### Provisional:

- **H.A.V.A. voter - Help America Vote Act (without I.D.).** Vote Provisional - Mark the box, 'H.A.V.A. Voter' on the blue provisional ballot envelope.

- **Voter is NOT in the roster.** Vote provisional - mark the box, 'Voter not on Roster' on the blue provisional ballot envelope. Voter completes a voter registration card.

- **Voter arrived after 8:00 p.m.** Voter votes provisional. Mark the box 'Voter Arrives Late' and indicate the time on the blue provisional ballot envelope.

***Follow the provisional process.***

### Other:

**Spoiled.** This is a ballot wrongly 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.

**Voter is eligible by authorization from the Election Office.** Voter shows Precinct Officer authorization letter received from the Election Office. Precinct Officer adds name at the end of the roster - voter signs the roster and votes a regular ballot.

**Voter moved within Sacramento County.** If the voter is in the roster, they may vote one time at their 'old' polling place. The voter completes a voter registration card and returns it to the Precinct Officer or the voter can mail it in.

**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.

**Inactive Voter.** This is a voter that has 'Inactive Voter' printed on the signature line next to their name in the Roster of Voters. Voters are inactive because either the Registrar of Voters Office received notification that the voter moved, or the voter has not voted in two federal general elections. The voter signs the roster and votes a regular ballot.

## 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.

- **LAVENDER ENVELOPE - Regular Vote-By-Mail Ballot.** 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 absent voter (Elections Code Section 3017). Proof of relationship is NOT required. The authorized person must sign the envelope on the line indicated. The voter's signature must be on the envelope or the ballot will not be counted.
- **GREEN ENVELOPE - Mail Ballot.** The requirements for this envelope are the same as the regular vote-by-mail envelope. This ballot was issued to a voter who lives in a mail ballot precinct that has 250 or fewer voters.
- **WHITE ENVELOPE - "Last 7 Days - Emergency" Ballot.** 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.

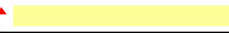
**Voter does not sign the roster if they are dropping off a vote-by-mail or mail ballot.**

**Vote-By-Mail Ballot Returned by Voter.** A voter may turn in their voted vote-by-mail ballot or mail 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 of Voters. **This ballot is not a surrendered ballot.**

Note: The Vote-By-Mail or Mail Ballot Identification Return 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 tell the person the ballot will not be counted. If the person insists on leaving the ballot, you are to accept it and drop it in the black ballot bag.

**Voter Does Not Have "Identification Envelope".** Vote-By-Mail voter has their ballot but does not have 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, driver's license number, or last 4 digits of their social security number 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.

Sacramento County		
VOTED 'VOTE BY MAIL' BALLOT		
Voter did not have envelope		
Precinct _____		
<small><b>Declaration of Voter</b> I declare under penalty of perjury that: I am a resident of Sacramento County, California from which I am voting; I am the person whose name appears on this envelope; I have not applied for and do not intend to apply for a vote by mail ballot from any other jurisdiction for this election.</small>		
<small>Your ballot will not be counted unless you sign below.</small>		
<b>Sign Here</b>		
<small>Your Signature</small>	<small>Date</small>	<small>Print Your Name</small>
<small>Residence Address</small>	<small>City</small>	<small>Zip Code</small>
<small>Date of Birth</small>	<small>Driver's License Number</small>	<small>Social Security Number: (Last 4 Digits)</small>

## 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 Election Office for instructions on where to vote.

It is preferred that the voter come to the Election Office to vote.

Inform the voter that their ballot type is only available at the Election 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.



## Surrendered Vote-By-Mail Ballots

**Voter Has Vote-By-Mail Ballot - Wants to Vote at the Polls.** The Inspector has marked a red “VBM” by each voter’s name from the Inspector’s Vote-by-Mail Voter’s List who has received a vote-by-mail ballot; or “vote-by-mail voter” has been preprinted on the roster next to their name.



Voter surrenders their vote-by-mail ballot.

Precinct Officer marks envelope and ballot surrendered if envelope is not sealed. If it is sealed, only mark the envelope.



Place ballot and envelope in Spoiled/Surrendered Ballots Bag.

Voter signs roster and is issued a regular ballot. Write “Surrendered” or “SURR” next to the voter’s name in the Roster of Voters.

190	Anthony, Susan B 654 State Street	Vote-By-Mail Voter
264	Bryan, William J 2418 Oak Street	
91	Burr, Aaron 5321 Red Oak Court	
253	Butler, Rhett 251 Dixie Hwy	
79	Chaplin, Charlie 235 Grand Avenue	
78	Dickenson, Emily 135 Elizabeth Street	
25	Earhart, Amelia 1413 Bermuda Street	
111	Hancock, John 1776 Beacon Street	

**Voter does not want to be a permanent vote-by-mail voter.** If a voter is a permanent vote-by-mail voter and they state they do not want this status, they must send a written notice to the office that they want their permanent status removed with the following information required on the request: name, address and signature.

## Provisional Ballots

A provisional voter in Sacramento County is any voter whose registration cannot be immediately established (Elections Code Section 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.
- **H.A.V.A. Voter.** The voter is a first time voter in Sacramento County and does not have acceptable identification.
- **Voter is NOT in Roster.** The Precinct Officer was unable to locate the voter in the roster or on the supplemental combined voter roster list.
- **Voter arrives after 8:00 p.m. and insists on voting.**

The Precinct Officer’s responsibilities are to enter the voter’s name on the blue provisional ballot log and to complete the top portion of the envelope. Instruct the voter to read the “Voter Information”. Issue the voter a ballot(s) and a blue provisional secrecy folder. The provisional voter does not sign the Roster of Voters.

Lead the voter through the “Declaration of Voter” in the middle 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 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 envelope in the black ballot bag.

## Spoiled Ballots

**Spoiled Ballot (Elections Code Sections 14288 and 14290).** If a voter spoils a ballot, they may immediately return it to a board member and receive another ballot.

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

A voter is to receive no more than three (3) ballots, including their original ballot.

Example:

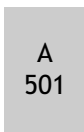
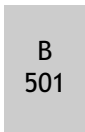


fig. 1



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

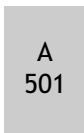
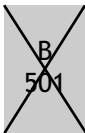


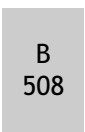
fig. 2



Voter votes ‘A’ card and makes a mistake on ‘B’ card. Ballot/Demonstrator Officer writes ‘Spoiled’ on ‘B’ card.



fig. 3



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 (Elections Code Section 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.

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

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.

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.

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 (Elections Code Section 14215).

## Roster of Voters Problems

If a voter's name is not in the Roster of Voters:



- **Check Supplemental Combined Voter Roster List.** The Inspector may receive a Supplemental Combined Voter Roster List in their Final Instructions Envelope. If a voter is found, voter signs the Supplemental Combined Voter Roster List. Have the voter vote a regular ballot.
- **Authorization.** The voter may bring a letter from the Election Office authorizing them to vote. Add their name at the end of the white roster pages and place the letter in the Roster of Voters/Forms Bag. Voter signs the roster. Have the voter 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 in the Roster of Voters, add their name and address at the end of the white pages in the roster and have the voter sign their name. Have the voter 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 outside back cover of the Roster of Voters.

**Name Change.** The voter is in your 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 in the Roster.
- Have the voter indicate, by brackets, that the two names are the name of one person (i.e. Smith [Jones]) (Elections Code Section 14218).
- Have the voter complete the Voter Registration Card. Make sure they put their previous name in the prior registration information section.

**Voter Registration Card.** Give a voter registration card to anyone that requests one. The voter registration cards are in your 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 card in the Roster of Voters/Forms Bag.

## Roster of Voters Problems - continued

**Challenging A Voter (Elections Code Section 14240).** The Challenge List is located on the inside back cover of the Roster of Voters.

A person wanting to vote may be orally challenged within the polling place only by a Precinct Officer upon any or all of the following grounds:

- The voter is not the person whose name appears on the Roster of Voters.
- The voter is not a resident of the precinct.
- The voter is not a citizen of the United States.
- The voter has previously voted in this election either by vote-by-mail ballot or at another polling place.
- The voter is presently on parole for the conviction of a felony.
- The voter is not 18 years of age at the time of this election.

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.

**Maintain the Assisted Voters List.** 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.

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.

**SACRAMENTO COUNTY  
VOTER REGISTRATION AND ELECTIONS  
SPECIAL STATEWIDE ELECTION – NOVEMBER 8, 2005  
CHALLENGE LIST  
(ELECTIONS CODE SECTIONS 14240 AND 14252)**

NAME AND ADDRESS OF EACH PERSON CHALLENGED	NAME, ADDRESS AND ANY OTHER IDENTIFICATION, OF EACH PERSON OFFERING INFORMATION CONCERNING ANY PERSON'S QUALIFICATIONS TO VOTE OR TESTIFY PURSUANT TO SECTION 14247	THE GROUNDS OF CHALLENGE	DETERMINATION OF THE BOARD
NAME AND ADDRESS	NAME AND ADDRESS	IDENTIFICATION	

**ASSISTED VOTERS LIST  
(NO SIGNATURE REQUIRED)**

**PRECINCT OFFICER:** Administer this oath. **I (VOTER'S NAME) DO AFFIRM THAT I REQUEST ASSISTANCE MARKING MY BALLOT.**

The person(s) assisting a voter in marking his or her ballot shall not give any information concerning the marking of that ballot, shall not be the voter's employer, an agent of the voter's employer, or an officer or agent of the union of which the voter is a member. (ELECTIONS CODE SECTIONS 14282 AND 14283)

**PRINT NAME OF VOTER RECEIVING ASSISTANCE**

\_\_\_\_\_



## Roster of Voters Problems - continued

**Roster Correction Form.** When a voter reports that there is an error in the Roster of Voters, do the following:

- **Address correction** - Only make corrections if they are spelled incorrectly. They cannot change their address on a Roster Correction Form. If they have changed their residency, 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 have changed their name, follow the 'Name Change' process listed on page 44.
- **Family member deceased.** A voter is reporting that a family member in the roster is deceased.

Correct the information on the Roster Correction form.

**Roster Correction Form**  
County of Sacramento

Precinct Number \_\_\_\_\_

This form is to correct a spelling error of a voter's name or address, or to notify us if a voter is deceased.

Please note: A new address or name change requires the voter to complete a new voter registration card. Instruct the voter to complete the voter registration card including Section 10, "Have you ever been registered to vote before?" If they have moved, you must provide them with a Provisional Ballot.

**Name or Address Correction (Print):**

Correct Spelling of Voter's Name	Name as listed on the Roster
Registration Number	Current Residence Address
	Address as listed on the Roster

**To Report a Deceased Voter (Print):**

Registration Number	Name of Voter	Address as listed on the Roster
Person supplying information and relationship		Signature

**Voter Registration Card.** If a voter is reporting a change in their address, name or political party, have them complete a voter registration card.

## Curbside Voting

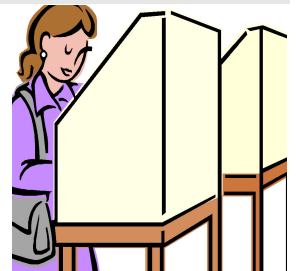
**Curbside voting (Elections Code Section 14282).** If a voter requests curbside voting, assist them by doing the following:



- Two Precinct Officers will take the roster, ballot (if it is a Primary Election, check for party), pen, secrecy sleeve, 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.
- The Precinct Officer should ask the voter to review their ballot before placing it in the secrecy sleeve.
- The Precinct Officer will take the voted ballot into the polling place and insert the ballot in the precinct scanner.

## Meeting Voter's Needs

**Voting Booth Occupancy (Elections Code Section 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 (Elections Code Section 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.



## Other Questions

**Abandoned Ballot.** If a voter leaves the voting booth without casting the ballot, the Precinct Officer shall scan the ballot 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 outside 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.** If a Precinct Officer does not show up at the opening of the polls, a Precinct Officer 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.

<u>CERTIFICATE OF FILLED VACANCIES</u>		
	Appointed to replace	
	Appointed to replace	
	Appointed to replace	

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. (E.C. 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. (E.C. 12314)

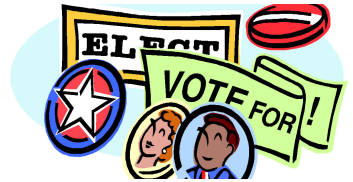
**Electioneering at the Polls (Elections Code Section 18370).** No person on Election Day shall:



- Electioneer within 100 feet of the room within which the voting is taking place. As used in this section "100 feet of a polling place" means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.
- Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- Solicit a vote or speak to a voter on the subject of marking their ballot.
- Place a sign relating to the voters' qualifications or speak to a voter on the subject of their qualifications.

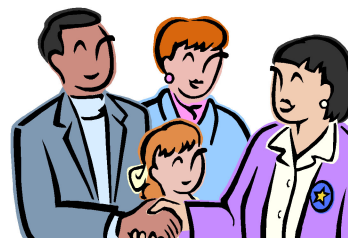
**Forms of electioneering include:**

- Wearing buttons, badges or shirts.
- Any item with a political statement or candidates' names may not be displayed within 100 feet of the polls. This includes bumper stickers on vehicles.



Any person who violates these provisions is guilty of a misdemeanor.

**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 from the entrance of the room where the voting takes place.



continued

## Other Questions - continued

**Poll Watchers.** People working for a candidate or a political party 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.

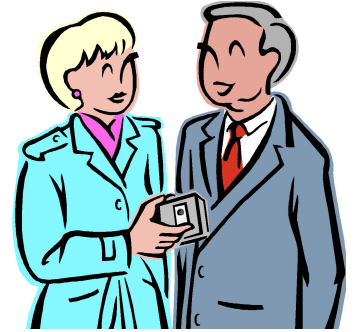


### They May Not:

- Interfere with the election process.
- 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.
- 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.



**Voting Materials in Spanish or English.** If you are asked why some voting materials are printed in two languages you may offer the following explanation:



- Bilingual registration and election materials are a result of amendments to the Voting Rights Act of 1965 (VRA) that became law on August 6, 1975.
- [Elections Code Section 14201(a)] requires posting one copy of a translated facsimile of the ballot with the ballot measures and ballot instructions printed in Spanish.

Note: It is the intent of the Legislature that non-English speaking citizens, like all other citizens, should be encouraged to vote. Therefore, appropriate efforts should be made to minimize obstacles to voting by citizens who lack sufficient skill in English to vote without assistance [Elections Code Section 12303(b)].

Should you have questions about bilingual election materials, or your responsibilities as a Precinct Officer in carrying out the provisions of the Voting Rights Act, contact Precinct Operations by calling (916) 875-6100.

## 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 “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 “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.

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



Always vote for principle, though you may vote alone, and you may cherish the sweetest reflection that your vote is never lost. ~ John Quincy Adams



# Section 5

## Closing the Polls

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All Precinct Officers shall be present at the closing of the polls, to account for all ballots, and prepare the ballots and supplies for return to the drop-off site (Elections Code Sections 14400 through 14432).

# Closing the Polls



At 8:00 p.m. declare aloud,

**“The Polls are Closed!”**

using the official time (Elections Code Section 14401).

- Station a Precinct Officer at the end of the voting line to designate the last person eligible to vote.
- Permit everyone in line to vote, but do not allow anyone who arrives after 8:00 p.m. to enter the line and vote (Elections Code Section 14401). However, if they insist on voting after 8:00 p.m., have the voter vote a provisional ballot and note the time the voter entered the polling place on the blue provisional ballot envelope (Elections Code Section 14402).
- The door may be closed to the polling place, but the public is entitled to witness the closing process.

**Bring in all items and signs from outside.**

- Have the Precinct Officer that placed all signs outside in the morning retrieve them after the polls close. Retrieve the wire frames, voter parking signs (poles, bases, rope), ISA parking signs (poles, bases), threshold ramps, cones, etc.
- Remove signs carefully, dry them off if wet, and **remove all tape**. Dispose of all wet cardboard signs. Place the flag and signs in the large plastic Signs and Items to be Posted Bag.

**Pack away inside materials.**

- Sample Ballot Pamphlets and all election table materials go into the Table Materials Bag.
- All completed forms go into the Roster of Voters/Forms Bag.
- All posters are placed into the Signs and Items to be Posted Bag.

**Materials to be signed:**

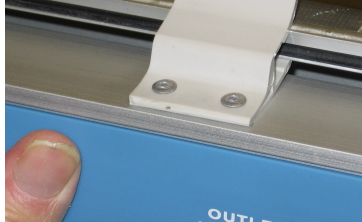
- Precinct Equipment Verification Sheet
- Declaration of Election Officers and Payroll sheet
- ‘Zero Report’ Tape
- ‘Totals Report’ Tapes (two)
- Security Check Card
- Ballot Statement
- ‘Unused Ballots’ seal
- ‘Voted Ballots’ seal
- Roster of Voters/Forms Bag



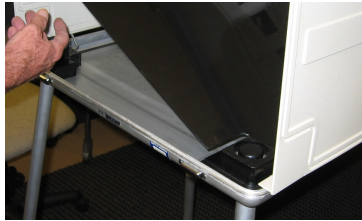
**Do not seal any bags until all processing steps are completed.**

# Disassembly of Suitcase Voting Booths

Unplug and remove the light and set it aside.



Remove writing surface and set it aside.



Remove legs and set them aside.



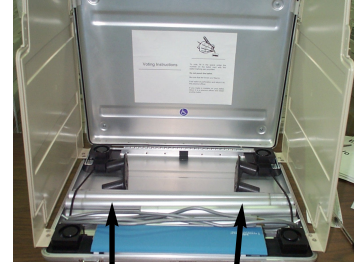
Place the light inside the front of the suitcase with light bulb facing down. Wrap the light cord around the two hooks mounted on the front black plastic corner pieces.



Fold the legs back into place and place them flat under the black elastic cords behind the light.



For the ISA voting booth, place the **small** set of extenders in the booth, between the legs and the back of the booth.



The **large** set of extenders will go into the red supply bag.



Place the writing surface on top of legs.



Unlatch the side panels and fold down.



Close and latch the voting booth. If you must force the top down, the suitcase voting booth has been packed incorrectly and this will damage the booth and/or its contents.

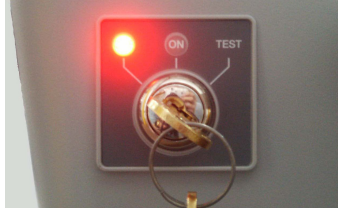


**Remember** to return the suitcase voting booths to the location where they were found.



## Closing the AutoMARK/Folding Table

When the poll is officially closed insert the red key in the front of the unit and turn it to the OFF position.



Lift up the ballot feed tray and drop it in for storage.



Lift the lid up and push the screen back until it is flat. Fold the lid down and over the screen.



Push the latches into locking position.



Have two people lift the AutoMARK and place it in the case.

Place the head phones, power cord and stylus in the case.



Close the case and turn the latches clockwise.



Lay the table on its side, press in the buttons and fold the legs in, like scissors.



Slide the table into the box with the legs toward the cut out handle so that there is room for your hand to carry the table.



**Remember** to insert the privacy shield from the AutoMARK into the table box.



**Return all equipment to the location where it was found.**

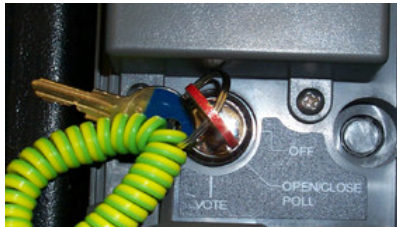


# Closing the Precinct Scanner

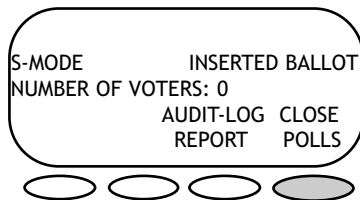
Unlock and open the auxiliary bin. If ballots are in the auxiliary bin, run them through the precinct scanner before proceeding. Do not disassemble the ballot box until you have finished using the precinct scanner and have run the 'Totals Report' tapes and the 'Audit Log' report.



Open the key access panel and turn the key to **OPEN/CLOSE POLL**.



Select **CLOSE POLLS**. Two 'Totals Report' tapes and an 'Audit Log' report will automatically print at this time.



After the 'Audit Log' report has printed, turn the key to **OFF**.



Post one copy of the "Totals Report" tape outside the polling place and place the second copy, along with the audit report log, in the data transport bag. All Precinct Officers must sign both "Totals Report" tapes.

Remove the 'DO NOT REMOVE TAPE BEFORE CLOSE OF POLLS' tape and discard. Verify the serial numbers of the split-lock seals with the Precinct Equipment Verification Sheet. Then only break the left serialized seal and open the Memory Card Door.



Depress the button to the right of the Memory Card, underneath the Memory Card Door.

Remove the Memory Card and place it in the orange data transport bag **along with the broken seal**.



*Remember, if you received a replacement scanner, or second scanner, remove the Memory Card from the original precinct scanner, wrap the 'Zero Report' tape around it and write '#1'. Follow the same procedure on the replacement, or second scanner, except write '#2' on the 'Zero Report' tape. Place both Memory Cards in the orange data transport bag.*

Unplug the power cord from the wall and slide the precinct scanner forward on the mounting rails until the power cord can be disconnected.



Disconnect the power cord from the power entry module and place it in the zippered pocket of the carrying case.



**Important.** Zip the precinct scanner in the case with the zippered pocket at the top as shown in the picture.



## Ballot Box

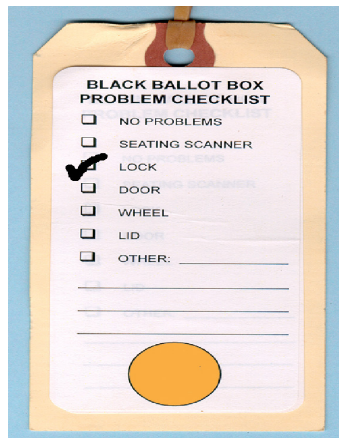
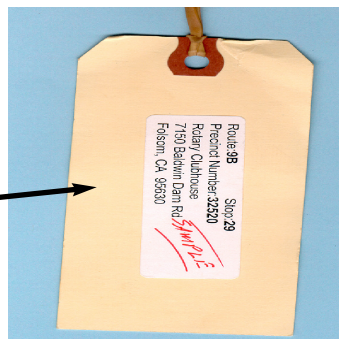


Unlock and open the voted ballots box with the blue key and remove all scanned ballots.

Place the top portion of the ballot box inside the bottom portion. Place the lid on top and lock.

**Remember** to return the ballot box to the location where it was found.

## Ballot Box Problems



On the back of the tag of the ballot box is a problem checklist with some problems that could happen. If there is something wrong with the ballot box, check the appropriate box and mark it with a sticker located in your supplies.

## Data Transport Bag

Place the keys in the data transport bag along with the signed "Zero Report" tape, the signed "Totals Report" tape with audit report log, the broken seals inside the "used security seals" bag, the Memory Card, and the Precinct Equipment Verification Sheet.



Enter the serial number of the barbed locking clip on the Security Check Card

<b>12345</b>		 Precinct Number 12345
<b>Security Check Card</b>		
356771	<b>Joan Smith</b>	<b>Jane Jones</b>
Serial #	Signature	Signature
Serial #	Signature	Signature
Serial #	Signature	Signature

inserted in the inside pocket of the data transport bag. Two Precinct Officers must sign the card.

Replace the Security Check Card back into the pocket so that it is readable from the outside, then seal the bag.

## Seal the Data Transport Bag

Push down the tab.

Insert the barbed locking clip.

This bag **must be sealed** before returning to the drop-off site.





## Processing All Ballots

**Remove the black cover from the ballot bag.** At this time the black ballot bag becomes the red supply bag. Fold the cover and place the cover into the side pocket of the red supply bag.

**Remove all envelopes from the red supply bag and separate.** Enter the totals of the vote-by-mail and mail ballot envelopes on the bag labeled Vote-By-Mail/Mail Ballots then put the envelopes into the bag. Place this bag into the Roster of Voters/Forms Bag.

**Have Ballot Statement (located on the back of the roster) available to enter totals.** (If Primary Election, enter totals by party.)

**Total number of ballots received from the Election Office.** This figure is located on the ballot receipt that was inside the official ballots box. Put this figure on **line #1** of the Ballot Statement.

**Number of Unused ballots.** Count all unused ballots and enter the total on **line #2** of the Ballot Statement. Place them in an empty cardboard ballot box and seal with the yellow seal. All board members are to sign the Unused Ballots Seal. If there are no empty cardboard ballot boxes, use the Unused Ballots Bag.

**Number of Spoiled ballots and the number of Surrendered/Vote-By-Mail ballots.** Count the spoiled ballots in the Spoiled/Surrendered Ballots Bag and enter the total on the bag and on **line #3** of the Ballot Statement. Count the surrendered vote-by-mail ballots and enter the total on the bag. Place the bag in the Roster of Voters/Forms Bag.

**Number of blue provisional ballots.** Count the number of names on the blue provisional ballot log in the Roster of Voters to make sure they match the number of blue provisional ballot envelopes. Be sure each blue provisional ballot envelope has the precinct number, ballot type and party (if applicable) written in the upper left corner. Place the provisional ballots in the Provisional Ballots Bag and enter the total on the bag and on **line #4** of the Ballot Statement. Place the bag in the Roster of Voters/Forms Bag.

**Separate scanned ballots into 'A' and 'B' stacks with all cut corners on the top right hand side. Separate all write-in ballots.**

**Number of Write-in ballots.** Place the write-in ballots in the Write-in Ballots Bag. Enter the total on the bag. Place the bag in the Roster of Voters/Forms Bag. Enter this total on **line #5** of the Ballot Statement.

**Number of hand counted voted ballots.** Count the 'A' ballot cards, and enter this total on **line #6** of the Ballot Statement. With the cut corners on the top right hand side, place all voted ballots into an empty cardboard ballot box. Sign and seal with the green 'Official Voted Ballots Box Seal.'



**Total Number of Ballots.** After all above totals have been entered, add lines 2, 3, 4, 5 and 6 of the Ballot Statement. Do Not include vote-by-mail or mail ballots in this total. Enter this total on **line #7** of the Ballot Statement.

**Total Signatures in Roster.** Lines **#4, #5 and #6** of the Ballot Statement should match the total on the tally sheet, if used. Enter this total on **line #8** of the Ballot Statement. If they do not match, count the signatures in the Roster of Voters. Do not forget to include any roster exceptions. If the numbers still do not balance, enter the totals anyway and pack it up. Ensure that all totals are entered and all Precinct Officers have signed the Ballot Statement. Place the Roster of Voters in the Roster of Voters/Forms Bag.

**If total count of voted ballots matches 'Tally Sheet' DO NOT count signatures.  
IF THEY DON'T MATCH, COUNT ONCE,  
COUNT TWICE, COMPLETE THE BALLOT  
STATEMENT AND PACK IT UP!**

# Ballot Statement and Cardboard Ballot Box Seals

**SAMPLE**

## BALLOT STATEMENT

INSTRUCTIONS		TOTAL
Separate the "A" and "B" ballot cards. Record ONLY the "A" card totals.		
1. Total number of ballots issued by the Elections office		
2. Number of Unused Ballots		
3. Number of Spoiled Ballots		
4. Number of Provisional Ballots		
5. Number of Write-in Ballots		
6. Number of hand counted Voted Ballots		
7. Total Number of Ballots. Add lines 2, 3, 4, 5 & 6 (Total should match line 1)		
8. Total from tally sheet or total signatures in roster (include the blue provisional log)		

### Ballot Statement Certificate

We further certify that the number of voters who voted in this precinct at this election is as stated on the Roster and that all voters who signed the Roster voted, less those who did not vote as enumerated, and constitute the Roster of this precinct for this election. We further certify that the total number of official ballots received, voted, spoiled and unused, found in the ballot box and the number accounted for is as indicated on the Ballot Statement. We further certify that the Assisted Voters List and the Challenged Voters List, in the Roster of Voters, show a complete list of all voters assisted or challenged.

### Explanation:

☐ Lines 1 and 7 differ by: \_\_\_\_\_  
Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Signatures are required by Inspector and all Clerks

Inspector \_\_\_\_\_  
Clerk \_\_\_\_\_  
Clerk \_\_\_\_\_  
Clerk \_\_\_\_\_  
Clerk \_\_\_\_\_  
Clerk \_\_\_\_\_

### Certificate of Roster Exceptions

We hereby certify that all voters whose signatures appear in this Roster voted this day except the following who, after signing the Roster, failed to vote or were challenged and denied the right to vote.

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

## PRESIDENTIAL GENERAL ELECTION – NOVEMBER 4, 2008 OFFICIAL "UNUSED BALLOTS" BAG SEAL

Precinct No.: \_\_\_\_\_

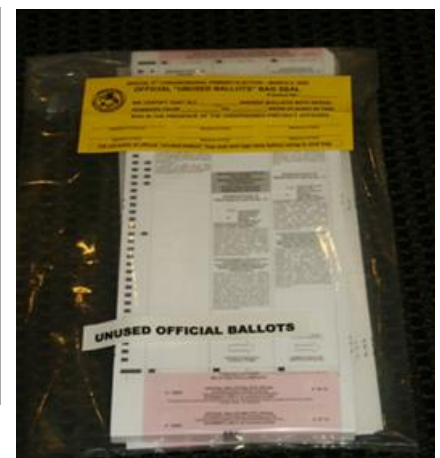
WE CERTIFY THAT ALL \_\_\_\_\_<sup>TOTAL</sup> UNUSED BALLOTS WITH SERIAL NUMBERS FROM \_\_\_\_\_ TO \_\_\_\_\_ WERE PLACED IN THIS BAG IN THE PRESENCE OF THE UNDERSIGNED PRECINCT OFFICERS.

\_\_\_\_\_  
Signature of Inspector      Signature of Clerk      Signature of Clerk

\_\_\_\_\_  
Signature of Clerk      Signature of Clerk      Signature of Clerk

Fill out parts of official "unused ballots" bag seal and sign here before using to seal bag.

Yellow "Unused Ballots" seal



Sealed 'Unused Ballots' Bag

## PRESIDENTIAL GENERAL ELECTION – NOVEMBER 4, 2008 OFFICIAL "VOTED BALLOTS" BOX SEAL

Precinct No.: \_\_\_\_\_

WE CERTIFY THAT ALL VOTED BALLOTS WERE PLACED IN THIS BOX IN THE PRESENCE OF THE UNDERSIGNED PRECINCT OFFICERS.

\_\_\_\_\_  
Signature of Inspector      Signature of Clerk      Signature of Clerk

\_\_\_\_\_  
Signature of Clerk      Signature of Clerk      Signature of Clerk

Green "Voted Ballots" seal



Sealed 'Voted Ballots' Box



## Roster of Voters/Forms Bag

The following items are placed in the Roster of Voters/Forms Bag (large plastic bag with blue label). All of the smaller, blue labeled bags are placed in this large bag. This large bag is then sealed, signed and returned to the drop-off site.

### **BAGS (blue labeled bags):**

#### **✓ Box When Completed**

- ☐ **Vote-By-Mail/Mail Ballots:** This bag contains the voted Vote-By-Mail/Mail Ballots. These ballots remain sealed in their Identification envelopes.
- ☐ **Provisional Ballots:** This bag contains voted blue provisional ballot envelopes. The provisional ballots remain sealed in the blue envelopes. The unused blue provisional ballot envelopes are put in the Table Materials Bag.
- ☐ **Spoiled/Surrendered Ballots:** This bag contains spoiled ballots and surrendered vote-by-mail ballots.
- ☐ **Write-in Ballots:** This bag contains any ballot with the oval filled in and writing next to the oval.
- ☐ **Items Left at Polling Place:** This bag contains any items left at the polling place by a voter.
- ☐ **Inspector Vote-By-Mail Ballots Voter List:** This is a list of voters that requested vote-by-mail ballots after the printing of the roster. It is located in the Final Instructions Envelope. Place it in the bag when the vote-by-mail voters have been marked in the roster.
- ☐ **Accident and First-Aid Reports (Completed):** Any accident or incident requiring first aid or medical assistance is to be noted on these forms.
- ☐ **Comments Sheet:** Any comments from the precinct are encouraged. We read these forms after every election to evaluate polling places, Precinct Officers and procedures.
- ☐ **Declaration of Election Officers and Payroll (Completed):** This is the form that all Precinct Officers must sign. It is used for payroll purposes. If this form is not signed, we cannot pay you.
- ☐ **Precinct Officer Application Forms (Completed):** Forms provided to voters who show an interest in becoming Precinct Officers.
- ☐ **Roster Correction Forms (Completed):** These are the forms that notify our office if a voter is deceased or if there is a correction of spelling or street address.
- ☐ **Roster of Voters:** During the day, this roster is signed by the voters.
- ☐ **Street Indexes:** The two Street Indexes and the Supplemental Roster (Precinct-Street) Index used during the day.
- ☐ **Supplemental Combined Voter Roster List (Insert Page(s) in Roster):** This is the list of voters that registered to vote after the rosters were printed. It is located in the Final Instructions Envelope and should remain with the roster.
- ☐ **Tested AutoMARK Ballot in clear envelope:** This is the ballot that was tested on the AutoMARK before the polls were open.
- ☐ **Voter Registration Cards (Completed)**

## Packing Materials for Return

**Remember: Polling place is to be left clean.**

**Place the following items in the red supply bag:**

- Miscellaneous Supplies Bag
- Loose Items (Extension cords, power strips, ISA Voting Booth extenders, plastic pen tray)
- Signs & Items to be Posted Bag
- Table Materials Bag

**TWO PRECINCT OFFICERS** must accompany the **BALLOTS** in the same vehicle to the drop-off site (Elections Code Section 14434). Please stay in the vehicle while Election Office Personnel unload the ballots and supplies.



**The passenger will have the following items ready for turn-in:**


- Cell phone (if issued)
- Roster of Voters/Forms Bag (sealed with smaller bags inside)
- Sealed Data Transport Bag
- Voted Ballots Box(es) sealed with green seal

**The trunk or rear of the vehicle will have the following items:**

- Ballot Cart (if issued)
- Extra supplies (If issued )
- Precinct Scanner (and replacement scanner, if issued)
- Red Supply Bag
- Unused Ballots sealed with yellow seal
- Wire Frames

### Receiving Center Receipt

Election Office Personnel will give the Inspector a Receiving Center Receipt. **Do not leave without the receipt.**

		PRECINCT NO. _____
<b>SACRAMENTO COUNTY VOTER REGISTRATION AND ELECTIONS</b>		
<b>RECEIVING CENTER RECEIPT</b>		
<b>GENERAL ELECTION – NOVEMBER 4, 2008</b>		
<b>FROM OUT OF WINDOW:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cell Phone (If Issued)</li> <li><input type="checkbox"/> Roster of Voter/Forms Bag</li> <li><input type="checkbox"/> Sealed Data Transport Bag (Orange)</li> <li><input type="checkbox"/> Voted Ballot Box(es)</li> </ul>	<b>FROM OUT OF TRUNK OR REAR OF VEHICLE:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Precinct Scanner(s) <small>(Possibly a second scanner)</small></li> <li><input type="checkbox"/> Red Supply Bag</li> <li><input type="checkbox"/> Unused Ballots</li> <li><input type="checkbox"/> Wire Frames</li> </ul>	<b>EXTRA SUPPLIES (If issued):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sign Box(es)</li> <li><input type="checkbox"/> Threshold Ramp(s)</li> <li><input type="checkbox"/> Traffic Cones</li> <li><input type="checkbox"/> Other: _____</li> </ul>
Comments: _____		
_____ Ballot Receiver		Original - Check-in Board Yellow - Precinct Officer

# Section 6

## Troubleshooting Equipment

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If you have any problems, call Technical Support at (916)875-6303

## Problems During Opening Procedures

One of the split-lock seals on the Memory Card door of the precinct scanner is broken or the serial numbers do not match the Precinct Equipment Verification Sheet:

- Call Technical Support immediately!
- Use auxiliary bin until problem is solved.

The Precinct Scanner is running on battery power:

- Make sure the precinct scanner is plugged in, or
- Unplug the precinct scanner and then plug it in a different receptacle or turn on the power strip.
- Check whether there is power in the outlet - try plugging a suitcase voting booth light into the same outlet.

The tape is printing but does not advance:

- Check the tape spool and make sure it is in place.
- Try pulling a little of the tape to help it start advancing.
- Check the small gray lever and be sure it is in the down position.

The “Zero Report” tape has printed, but it shows that some votes have already been cast:

- Call Technical Support immediately!
- Use auxiliary bin until problem is solved.



## Technical Support Identification

**Technical Support Identification Badge.** All technical support personnel must show this badge to a Precinct Officer before they are allowed access to any voting equipment.



If they do not have a badge, they do not touch any voting equipment. If any person other than your coordinator or a technician attempts to tamper with the voting equipment, notify Precinct Operations immediately.



## Troubleshooting the Precinct Scanner

Ballot Dragged or Ballot Skewed	<p><b>Problem:</b> The ballot was inserted and was not aligned properly in the feed mechanism and did not go through the precinct scanner straight.</p> <p><b>Solution:</b> Ask the voter to re-insert the ballot. If the system rejects the ballot, call Technical Support.</p>	Blank Ballot Returned	<p><b>Problem:</b> This is a verification message that a blank ballot has been returned.</p> <p><b>Solution:</b> Voter may continue voting or press accept.</p>
	<p><b>Problem:</b> The ballot stopped moving through the precinct scanner.</p> <p><b>Solution:</b> The slot on the precinct scanner and the ballot box must line up or the ballot will jam. Be sure the precinct scanner is correctly seated on the mounting rails and verify that the path of the ballot is not blocked. If a ballot is jammed and visible from the front, pull the ballot out and have the voter re-insert the ballot. If not resolved, call Technical Support.</p>	Error Reading Memory Card	<p><b>Problem:</b> The precinct scanner is not recognizing the Memory Card.</p> <p><b>Solution:</b> Call Technical Support immediately.</p>
Ballot Jammed		Error Reading the Ballot	<p><b>Problem:</b> Precinct scanner could not read the ballot.</p> <p><b>Solution:</b> Ask the voter to re-insert the ballot in a different orientation. If the system rejects the ballot, call Technical Support.</p>
	<p><b>Problem:</b> The ballot is longer than the machine has been programmed to read.</p> <p><b>Solution:</b> Check to be sure that the ballot stub has been removed.</p>	Multiple Ballots Detected	<p><b>Problem:</b> More than one ballot is detected in the paper feed mechanism or the secrecy sleeve was being inserted with the ballot.</p> <p><b>Solution:</b> Ask the voter to re-insert the ballots one at a time. Inform the voter that the ballot needs to extend beyond the secrecy sleeve.</p>
Ballot Too Long		One Contest Has Too Many Votes	<p><b>Problem:</b> The number of valid marks found within a contest exceeds the number of votes allowed. This is called an overvote.</p> <p><b>Solution:</b> The voter may choose to “Accept” or “Reject” the ballot. If they choose “Accept”, the ballot will be counted and dropped into the ballot box. If they choose “Reject”, spoil that ballot and issue them another ballot.</p>
Blank Ballot Accepted	<p><b>Problem:</b> This is a verification message that a blank ballot has been accepted.</p> <p><b>Solution:</b> No response is required.</p>		

continued

## Troubleshooting the Precinct Scanner - continued

Unidentified Mark	<p><b>Problem:</b> The mark meets the minimum threshold for recognition by the system, but is not dark enough to read as a vote by the system.</p> <p><b>Solution:</b> Return the ballot to the voter and have them fill in the ovals on the ballot.</p>
Unable to Close the Election	<p><b>Problem:</b> The software cannot access the Memory Card.</p> <p><b>Solution:</b> Call Technical Support immediately.</p>
Warning: The Unit is on Battery Power	<p><b>Problem:</b> The power cord has been unplugged.</p> <p><b>Solution:</b> Check power cord connections - the connection in the back of the precinct scanner and the connection in the wall or extension cord. Call Technical Support immediately if problem is not corrected.</p>

## Troubleshooting the AutoMARK

Ballot Returned Unmarked	<p><b>A) Problem:</b> Indicates that a ballot was inserted at an angle and rejected before it was printed.</p> <p><b>Solution:</b> Insert ballot again and verify that it is straight.</p> <p><b>B) Problem:</b> The ballot was not marked.</p> <p><b>Solution:</b> If there is no printed ballot, call Technical Support.</p>
Indicator light is amber	<p><b>Problem:</b> The unit is using the battery for power.</p> <p><b>Solution:</b> Verify that the unit is plugged in correctly.</p>
Indicator light is amber and blinking	<p><b>Problem:</b> Battery power is low.</p> <p><b>Solution:</b> Verify that the unit is plugged in correctly.</p>
Indicator light is green	<p><b>Problem:</b> The unit is running on an external power source.</p> <p><b>Solution:</b> Excellent! We want to use an external power source.</p>

continued

## Troubleshooting the AutoMARK - continued

### Marked Ballot Inserted

**Problem:** A ballot that has already been marked was inserted into the unit.

**Solution:** If a voter has already marked their ballot but wants to verify that the AutoMARK can read their choices, they may insert the ballot in the unit. It will display on the summary screen all of the choices. They cannot make any changes on the screen or ballot.

### No Election Data or other information

**Problem:** Indicates no election data was found.

**Solution:** Call Technical Support immediately.

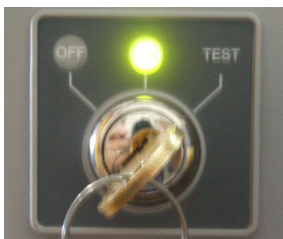
### Paper Misfeed

**Problem:** If a ballot is damaged or inserted wrong into the AutoMARK, the machine may jam.



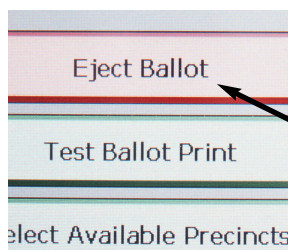
If the AutoMARK jams, the following message appears on the screen.

“Paper misfeed. Please contact election official.”



**Solution:** To retrieve the jammed ballot, turn the key to **TEST**.

The following screen appears.



**ONLY** press the ‘Eject Ballot’ button.

The ballot will be returned and the key must be turned back to the **ON** position.

### Printer Malfunction

**Problem:** Paper jam, paper too short or too long.

**Solution:** Verify that the stub was removed from the ballot correctly.

### Printer Low on Ink

**Problem:** Ink is running low.

**Solution:** Call Technical Support.

### Unrecognized Ballot

**Problem:** This indicates the unit did not recognize the ballot, e.g. the wrong ballot type or the ballot was inserted incorrectly.

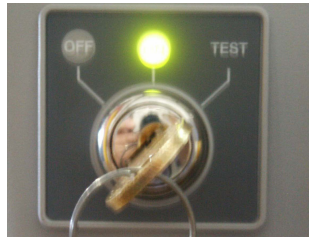
**Solution:** Re-insert ballot. Check that the cut corner is on the upper right hand side.

# Troubleshooting the AutoMARK - continued

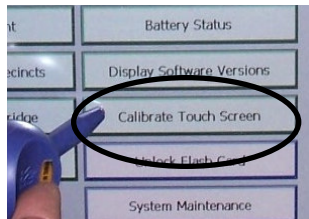
## Calibrating the AutoMARK Touch Screen:

The AutoMARK must be recalibrated if pressing the designated area of the screen is not recognized by the machine. Use the stylus to calibrate the screen.

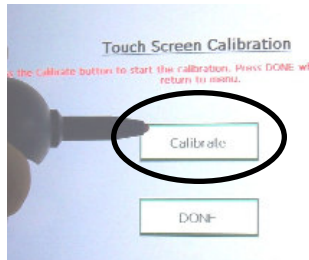
Switch key to Test.



Select 'Calibrate Touch Screen' on the AutoMARK Main Menu.



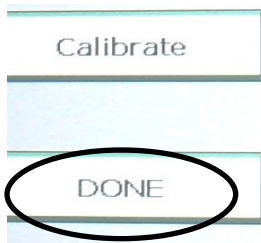
Press the 'Calibrate' button to start the calibration.



Carefully press and briefly hold the stylus on the center of the target, then release. Repeat as the target moves around the screen.



Press 'Done' after you complete the calibration. If you skip this step, the settings may not be remembered when the system is re-booted.



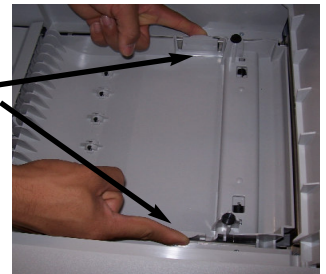
Switch key back to 'On' after calibration is complete.

## Clearing a paper jam:

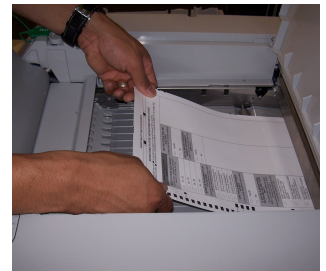
Open the top lid to reach the clean-out tray.



Remove the clean-out tray by pushing in on the flat round tabs at the sides and rolling it forward towards the screen.



Remove the ballot.



If the ballot is not found in the tray, remove the rear panel by pulling tab sideways and out.



Remove the ballot.

If ballot is not damaged, not folded in any way, and not marked, re-insert the ballot correctly.

If you would like a coordinator or a technician to assist you, please give them a call.



## Replacement Scanners

If a precinct scanner has been deemed non-functional by a technician, another precinct scanner will be delivered.

### Technician:

- A technician from Voter Registration will arrive with a new precinct scanner.
- The technician will replace the non-functioning precinct scanner and place it in a precinct scanner carrying case.
- The technician will place a new precinct scanner on top of the ballot box. The technician will stay until the new precinct scanner is working properly.
- The technician will leave the non-functioning precinct scanner in the soft sided case with the Precinct Officers.
- Write down the new serial numbers from the replacement scanner on the Precinct Equipment Verification Sheet. Verify with the technician and sign the sheet.

### Precinct Officer Duties:

- Remove the Memory Card from the original precinct scanner, wrap the 'Zero Report' tape around it and write '#1'. Follow the same procedure on the replacement, or second scanner, except write '#2' on the 'Zero Report' tape.
- Place both Memory Cards in the orange data transport bag, along with the keys, seals, 'Totals Report' tape from the second or replacement scanner.
- Return both precinct scanners to the drop off site.



*Thank You  
for Working Election Day.*

# Section 7

## Election Terms Glossary

**Abandoned Ballot.** A ballot that a voter left without casting.

**Assisted Voter.** A voter who asks for assistance in marking their ballot. A voter may be assisted by one or two persons. The only restrictions are that the person(s) assisting may not be the voter's employer or an official or a representative of the voter's union. The Assisted Voters List is located on the inside back cover of the Roster of Voters.

**Authorization Notice.** A notice received by the voter from our office stating that they are authorized or eligible to vote.

**AutoMARK.** A voting unit that is an optical scan ballot marker designed for use by people who are unable to personally mark an optical scan ballot due to physical impairments or language barriers.

**Auxiliary Bin.** The compartment located in the front of the ballot box used when the precinct scanner is nonfunctional.

**Ballot.** The ballot contains the qualified candidates and measures for the election. The voter will make their choices by filling in the oval by the candidate or measure.

**Ballot Box.** The large container where the precinct scanner is seated. It stores the scanned ballots on Election Day.

**Ballot Statement.** This is located on the back cover of the Roster of Voters and is used to give an account of all ballots issued to the precinct. It must be completed and signed by all Precinct Officers.

**Ballot Type.** A unique combination of contests and candidates. This is essentially a list of issues on a particular ballot.

**Black Ballot Bag.** The red supply bag with the black cover over it becomes the black ballot bag. It is used during Election Day to store the provisional, vote-by-mail and mail ballots.

**Black Ballot Bag Cover.** A cover located in the zippered pocket of the red supply bag. It is to be placed over the red supply bag before the polls are open. With the cover on, it is the black ballot bag.

**Challenged Voter.** A voter that has their right to vote challenged by a Precinct Officer. Any member of the Precinct Board may challenge a voter. The name of the voter and the reason for the challenge is listed on the Challenged Voters List located on the inside back cover of the Roster of Voters.

**Charter Amendment.** A charter is a basic set of laws adopted by the voters of a city, county or jurisdiction. A charter amendment is a change to those basic laws. A charter may only be revised or amended by a vote of the people.

**Clerk.** A clerk is a member of the precinct board. Clerks carry out the instructions of the Inspector and process the voters on Election Day.

**Comment Sheet.** A tear-out form in the back of the precinct officer's manual used by precinct officers to submit their complaints and suggestions for improvement. You may call or email your comments to [canadyb@saccounty.net](mailto:canadyb@saccounty.net). All comments are appreciated.

**Coordinator.** Precinct Coordinators are field supervisors who are assigned a certain number of polling places to oversee for an election. They provide a channel through which Inspectors can be contacted prior to Election Day.

**Curbside Voter.** A voter who is unable to come into the polling place and votes at the curb in their vehicle.

**Data Transport Bag.** The orange bag that holds the "Zero Report" tape, "Totals Report" tape, used seals bag, Memory Card, Precinct Equipment Verification Sheet and the keys which is returned election night.

**Declaration of Election Officers and Payroll.** The form that must be signed by all Precinct Officers after taking the Oath of Office administered by the Inspector. The oath shall be given before the polls open on Election Day. The oath is located at the top of the sheet.

**District.** A specific geo-political area that defines a boundary for a ballot contest. When defined, ballot contests are associated with a specific district. Voters living in that district should be able to vote on that contest. (e.g. Fire District, School District, Congressional District, etc.)

**Drop-off Site.** The location where voted ballots, election supplies and related materials are returned on election night.

**Election Officer Digest.** A guide to be used by Precinct Officers that relates mainly to the laws affecting their duties.

**Electioneering.** Taking an active part in an election campaign. This includes distributing campaign materials, soliciting votes, etc.

**Elections.** Means any election including a primary, which is provided for under the provisions of the California Elections Code.

- **Direct Primary.** The Primary Election held in June in each even-numbered year to nominate candidates to be voted for at the ensuing general election or to elect members of a party central committee.
- **General Election.** The election held throughout the state on the first Tuesday after the first Monday of November in each even-numbered year, or any statewide election held on a regular election date as specified in Elections Code Sections 1000-1200.
- **Local Election.** A municipal, county, or district election.
- **Special Election.** An election held on a date not prescribed by law.
- **Statewide Election.** An election held throughout the state.

**Equipment Receipt.** Receipt received by Inspectors at the Supply Pickup Site. This receipt informs Inspectors of special supplies or special contact numbers regarding the polling place.

**ES&S.** Election Systems & Software, a voting system vendor.

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

**Extenders.** Used in the I.S.A. suitcase voting booths to extend the 'legs' to make the booth accessible for a wheelchair.

**Final Instructions Envelope.** The Final Instructions Envelope is located in the red supply bag. This envelope has the final printed items that are vital to the polling place.

**H.A.V.A. (A first time voter in Sacramento County).** "Help America Vote Act" voters will be required to show a valid photo identification. For a complete list of acceptable identification, see Section 8.

**Inactive Voter.** A voter is inactive because either the Registrar of Voters Office received notification that the voter moved or the voter has not voted in two federal general elections.

**Index to the Register (Street Index).** Contains the name, residence address, telephone number (if given), and the political affiliation of each voter in the precinct in street order.

**Initiative.** A way for a specific number of registered voters, by petition, to propose a law and to place it on the ballot or before the governing body for approval.

**Inspector.** The person in charge of the polling place on Election Day.

**Inspector's Vote-By-Mail Voter List.** Voters who requested a vote-by-mail ballot and who registered to vote in time for the election, but after the rosters and street indexes were printed. It is located in the Final Instructions Envelope.

**I.S.A. (International Symbol of Accessibility).** Indicates accessible entrances, information, facilities, transportation and amenities.

**Items Left at Polling Place Bag.** This bag contains any items left at the polling place by a voter. (e.g. wallet, driver's license, glasses, etc.)



**Keys.** Two keys on a wrist coil located in the key access panel of the precinct scanner. After the polls open, the keys are removed and kept with the Inspector or assigned clerk during Election Day. After the polls are closed, the keys are placed in the orange data transport bag.

**Mail Ballot.** See Precinct.

**Measure.** Any constitutional amendment or other proposition submitted to a popular vote at any election.

**Memory Card.** This card retains all votes collected on Election Day. The Memory Card stays sealed behind the Memory Card Door in the precinct scanner until removed by a Precinct Officer after the polls close. The Memory Card is placed in the data transport bag.

**Nonpartisan Office.** Nonpartisan office is an office for which no party may nominate a candidate. Judicial, school, county and municipal offices are nonpartisan offices.

**Ordinance.** A municipal or county regulation. An Ordinance may be enacted by the governing body or may be submitted to the voters for approval.

**Overvote.** When a voter has voted for more choices than allowed. The precinct scanner will identify and notify the voter if they overvoted.

**Partisan Office.** An office for which a party may nominate a candidate.

**Party.** A political party or organization which has qualified for participation in any Primary Election.

**Permanent Vote-By-Mail Voter.** A voter who requested a ballot to be mailed to them for all elections.

**Petition.** A document containing a formal request (e.g., initiative, referendum or recall). Registered voters sign the petition to indicate they support the request.

**Poll Watchers.** Generally these are people who are working with one of the political parties, candidates or for measures. They check the Index to the Register (Street Index) to see who has and has not voted. They can contact those who have not and remind them it is Election Day.

**Polling Place.** The facility where voting takes place on Election Day. Each polling place has been surveyed before being assigned. A specific room or area of each facility has been designated as the voting area.

**Polling Place Look-Up Card.** A card with Election office telephone numbers. The pad is kept on the election table during the day and is given to any voter who needs one. A voter may use this card to call and locate their correct polling place.

**Precinct.** A geographical area with 1,000 or less voters. The different types of precincts are:

- **Consolidated.** When an election is set, the regular precincts in a single ballot type can be consolidated together, using no more than six regular precincts and no more than 1000 voters.
- **Mail Ballot.** Precincts that cannot be consolidated with any other precincts and have 250 or less registered voters. The voters in these precincts are mailed their voting materials, including a ballot.
- **Regular.** The entire County of Sacramento is divided into regular precincts. The district lines that run through the county, the population of an area and the physical layout of the area determine the boundaries of a precinct.
- **Voting.** Name given to a regular or consolidated precinct for each election.

**Precinct Equipment Verification Sheet.** This is located in the Final Instructions Envelope and is used to verify that the serial numbers listed on the sheet match the seals on the precinct scanner. It is to be verified and signed before polls open. After the polls close, it is verified and signed again, then placed in the data transport bag.

**Precinct Officer (Poll Worker).** A member of the precinct board at a polling place on Election Day. The board is responsible for processing the voters and accounting for all ballots, supplies, and materials.

**Precinct Officer Application.** This form is for voters interested in working at the polls. They may complete this form and return it to you or mail it at their convenience.

**Precinct Officers Manual.** This manual contains the specific directions for the Precinct Officers of Sacramento County to carry out election procedures before and during Election Day.

**Precinct Scanner (M100).** This fits on top of the ballot box. When a voter finishes voting their ballot, it is fed through the precinct scanner and drops into the ballot box. One “Zero Report” tape and two “Totals Report” tapes are also printed from this machine.

**Procedure Cards.** Each Precinct Officers Manual contains a set of procedure cards in the back of the book. Each card explains the duties of each Precinct Officer at the polls on Election Day. Each Precinct Officer keeps their card on the election table during the day as reference.

**Provisional Ballots Bag.** After the polls close, the provisional ballots are placed in this bag with the total entered on the front. The bag is then placed in the Roster of Voters/Forms Bag.

**Provisional Ballot Envelope.** The blue envelope that contains the voter’s voted ballot and current information if a voter’s eligibility is in question.

**Provisional Ballot Receipt.** A receipt given to the provisional voter so they can call the office 29 days after the election to verify the status of their ballot.

**Provisional Voter.** A voter claiming to be properly registered, and whose qualification or entitlement to vote cannot be immediately established at the polling place, shall be entitled to vote a provisional ballot. The ballot is to be placed in a provisional ballot envelope.

**Qualified Write-in Candidate(s) List.** This list is located in the Final Instructions Envelope. Any candidate that has completed and filed the required papers with the Registrar of Voters Office and has been placed on the list of “Qualified Write-in Candidates” for an election.

**Receiving Center Receipt.** The receipt received when returning all election supplies and materials to the drop-off site on election night.

**Red Supply Bag.** The red bag that all supplies are received in. During Election Day, the black ballot bag cover is placed over it and it is used to hold the provisional, vote-by-mail and mail ballots. After polls close, the black ballot bag cover is removed and placed in the zippered pocket of the red supply bag.

**Residency.** Residence for voting purposes means a person’s domicile. The domicile is the place where the voter declares their home. At a given time, a person may have only one domicile.

**Replacement Scanner.** A precinct scanner brought from the Election Office to replace a nonfunctional precinct scanner.

**Roster Correction Form.** Form that allows a voter to report a spelling error, address correction or a deceased family member.

**Roster of Voters.** The book containing names and addresses of all registered voters in a voting precinct.

**Roster of Voters/Forms Bag.** This bag is used for all dated election materials completed on Election Day. It is used election night to return the smaller plastic bags.

**Sample Ballot Pamphlet.** This book contains the names of candidates for each office, all issues to be voted upon and any information furnished by candidates or information related to the issues. Every registered voter is mailed a pamphlet before the election, indicating the location of the voter’s polling place.

**Secrecy Sleeve.** Offered to voters by the Ballot/Demonstrator Officer. The voter may place their voted ballot in the secrecy sleeve to keep their vote secret before proceeding to the precinct scanner.

**Security Check Card.** This card is located in the data transport bag and is used to record the serial number of the barbed clip that seals the data transport bag.

**Sip-N-Puff.** This is a device that resembles a drinking straw. It is provided by the voter and plugs into the AutoMARK. It allows the voter to sip or puff on the straw to navigate through the ballot.

**Split Lock Seal.** A serialized plastic and wire seal that seals the Memory Card door until after the polls close. Before the polls open, the serial numbers are matched against the Precinct Equipment Verification Sheet, and again after the polls close. When removing the Memory Card during election night, the seal is then broken and put into a small plastic bag and placed into the orange data transport bag.

**Spoiled Ballot.** A ballot that is wrongly marked or damaged by the voter. A voter is to receive no more than three ballots, including their original ballot. All spoiled ballots are put into the Spoiled/Surrendered Ballots Bag.

**Spoiled/Surrendered Ballots Bag.** The spoiled ballots and the surrendered vote-by-mail ballots go into this bag during Election Day. After the polls close, totals for each are entered on the front of the bag. The bag is then placed in the Roster of Voters/Forms Bag.

**Street Index.** See Roster (Precinct-Street) Index.

**Student Poll Worker.** A Precinct Officer who is a high school student at least 16 years of age and a citizen of the United States. The student has a grade point average of 2.5 or above on a 4.0 scale, is in good standing at their school, and is recommended by their teacher.

**Suitcase Voting Booth.** Suitcase voting booths provide privacy for voters when marking their ballots. Each booth contains a light, legs, and a writing surface. The ISA voting booth has shorter legs and needs two sets of “leg extenders” that affix to the legs of the booth so that it can accommodate a chair. The smaller extenders are packed with the ISA voting booth. The larger extenders are packed with the red supply bag.

**Supplemental Combined Voter Roster List.** A list of voters who registered to vote in time for the election, but after the rosters have been printed. It is located in the Final Instructions Envelope and placed in the back of the Roster of Voters.

**Supplemental Roster (Precinct-Street) Index.** Voters in the precinct in street order who registered to vote in time for the election, but after the first set of street indexes were printed. It is located in the Final Instructions Envelope and kept with the street index during Election Day.

**Supply Pickup Site.** The location where election supplies are picked up by the Inspector or someone assigned by the Inspector.

**Surrendered Ballot.** A vote-by-mail ballot that is surrendered by the voter to a precinct board member on Election Day. Once the ballot is surrendered, the voter is entitled to vote a regular ballot at the polls.

**Tally Sheet.** A sheet designed to indicate the number of voters voted. If maintained during the day, it expedites the paperwork when closing.

**Tamper-Evident Seal.** The tamper-evident seal is a serialized label seal that shows the word VOID if tampered with. It seals the card panel door located in front of the AutoMARK and the door located in the rear of the AutoMARK.

**Technician.** A trained specialist who assists the Precinct Officers with the voting equipment on Election Day.

**Test Ballot.** A ballot to test the accuracy of the AutoMARK on election morning.

**‘Totals Report’ Tape.** Two report tapes are printed from the precinct scanner after the polls have closed on Election Day. These tapes show the total of votes. Both of these tapes must be signed by all Precinct Officers. One tape is posted at the polling place and the other tape is placed in the orange data transport bag. (Elections Code Section 19384)

**Traffic Director Binder.** This binder identifies the voter’s polling place when more than one poll is being used at the same facility.

**Training Class.** Training Classes are held before every election. Inspectors must attend one training class before each election. Clerks are highly encouraged to attend a training class. Both Inspectors and Clerks are paid for attending a training class.

**Under Vote.** When a voter does not select a choice on a contest, it is called an under vote.

**Vote-By-Mail Ballot.** A ballot mailed to a voter at the voter’s request.

**Vote-By-Mail Ballot Request.** A written request by a voter for a ballot to be mailed to them for an election. A request form is on the back of the Sample Ballot Pamphlet. Requests can be mailed or faxed to the Election Office and must include the following: voter's name, residence address, mailing address (if different from residence), the name and date of the election, and the voter's signature.

**Vote-By-Mail/Mail Ballots Bag.** This bag contains the vote-by-mail and mail ballots after the polls have closed. The totals are entered on the front of the bag and the bag is placed in the Roster of Voters/Forms Bag.

**Vote-By-Mail Voter (VBM).** A person who requested and was issued a ballot before Election Day.

**Voter Registration Card (VRC).** An official sworn statement of information used to register to vote.

**Wrap Around Contest.** A contest on the ballot that wraps from one column to the next. It is similar to reading a newspaper. One or more candidates are listed in one column and the other candidate(s) are listed at the top of the next column.

**Write-in Ballots Bag.** Bag containing the write-in ballots with the total on the front. This bag is placed in the Roster of Voters/Forms Bag on election night.

**Write-in Votes.** A voter may write in the name(s) of candidate(s) for any office in the space provided on the ballot. Only write-in votes from the list of "Qualified Write-in Candidates" will be counted.

**'Zero Report' Tape.** The tape printed before the polls are opened on Election Day. It verifies that the precinct scanner for that voting precinct has not recorded any votes and has a balance of zero. The tape must be signed by all Precinct Officers and placed in the orange data transport bag.



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# Election Terms Glossary

## Spanish

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**Balota abandonada (Abandoned Ballot).** Una balota que un votante dejó sin votar.

**Votante asistido (Assisted Voter).** Votante que pide asistencia para marcar su balota. Un votante puede tener una o dos personas que lo asistan. Las únicas restricciones son que la persona que lo asiste no puede ser el empleador del votante ni un funcionario o un representante del sindicato del votante. La Lista de Votantes Asistidos se encuentra en el interior de la contratapa de la Lista de Votantes.

**Aviso de autorización (Authorization Notice).** Aviso enviado desde nuestra oficina a los votantes estableciendo que están autorizados o son elegibles para votar.

**AutoMARK.** Unidad de votación que consiste en un marcador de balotas de lectura óptica diseñado para el uso de las personas que no pueden marcar personalmente una balota de lectura óptica debido a impedimentos físicos o barreras en el idioma.

**Caja auxiliar (Auxiliary Bin).** Compartimiento ubicado en la parte delantera de la urna usada cuando el escáner del distrito electoral no funciona.

**Balota (Ballot).** La balota contiene las medidas y los candidatos calificados para que el votante elija. El votante realizará su elección rellenando el óvalo junto a la medida o el candidato.

**Urnas electorales (Ballot Box).** Caja de gran tamaño donde está colocado el escáner del distrito electoral. Almacena las balotas escaneadas el Día de la Elección.

**Declaración de balotas (Ballot Statement).** Está ubicada en la contratapa de la Lista de Votantes y se usa para rendir cuentas de todas las balotas emitidas en el distrito electoral. Todos los funcionarios del distrito electoral deben completarla y firmarla.

**Tipo de balota (Ballot Type).** Combinación única de contiendas y candidatos. Es esencialmente una lista de temas en una balota en particular.

**Bolsa de balotas negra (Black Ballot Bag).** La bolsa de suministros roja con una cubierta negra encima se convierte en la bolsa de balotas negra. Se usa durante el Día de la Elección para almacenar las balotas enviadas por correo, de votante ausente y provisionales.

**Cubierta de la bolsa de balotas negra (Black Ballot Bag Cover).** Cubierta ubicada en el bolsillo con cierre de la bolsa de suministros roja. Se coloca en la parte superior de la bolsa de suministros roja antes de que se abran los centros electorales. Con la cubierta encima, se convierte en la bolsa de balotas negra.

**Votante en disputa (Challenged Voter).** Votante cuyo derecho a votar fue cuestionado por un funcionario del distrito electoral. Cualquier miembro de la Junta del Distrito Electoral puede cuestionar a un votante. El nombre del votante y la razón de la disputa se incluyen en la Lista de Votantes en Disputa ubicada en el interior de la contratapa de la Lista de Votantes.

**Enmienda del estatuto (Charter Amendment).** Un estatuto es un conjunto básico de leyes adoptado por los votantes de una ciudad, condado o jurisdicción. Una enmienda del estatuto es una modificación de esas leyes básicas. Únicamente se puede revisar y enmendar un estatuto mediante el voto del pueblo.

**Secretario (Clerk).** Un secretario es un miembro de la junta del distrito electoral. Los secretarios llevan a cabo las instrucciones del inspector y procesan a los votantes el Día de la Elección.

**Hoja de comentarios (Comment Sheet).** Desde los centros electorales y los coordinadores, se reciben comentarios acerca del Día de la Elección. Realice sus comentarios en la hoja que se proporciona al final de este manual o comuníquese o envíe sus comentarios por correo electrónico a [canadyb@saccounty.net](mailto:canadyb@saccounty.net). Se agradecen todos los comentarios.

**Coordinador (Coordinator).** Los coordinadores del distrito electoral son supervisores de campo a quienes se les asignan una cierta cantidad de centros electorales para supervisar durante una elección. Constituyen el canal a través del cual se puede contactar a los inspectores antes del Día de la Elección.

**Votante en la acera (Curbside Voter).** Votante que no puede ingresar al centro electoral y vota en la acera en su vehículo.

**Bolsa de transporte de datos (Data Transport Bag).** La bolsa naranja que tiene la cinta “Informe cero”, la cinta “Informe de totales”, sellos de bolsa usados, la tarjeta de memoria, la hoja de verificación del equipo del distrito electoral y las llaves que se devuelven la noche de las elecciones.

**Declaración de los funcionarios del distrito electoral (Declaration of Precinct Officers).** Formulario que deben firmar todos los funcionarios del distrito electoral luego de realizar el juramento de posesión ante el inspector. El juramento se llevará a cabo antes de la apertura de la votación en el Día de la Elección. La declaración se encuentra en la hoja de la nómina y del juramento.

**Distrito (District).** Área geopolítica específica que define los límites para una contienda de balotas. Cuando se definen, las contiendas de balotas se asocian a distritos específicos. Los votantes que viven en esa área pueden votar en esa contienda (por ej., Distrito de Prevención de Incendios, Distrito Escolar, Distrito del Congreso, etc).

**Lugar de entrega (Drop-off Site).** Lugar adonde se regresan las balotas emitidas, los suministros de la elección y todos los materiales la noche de la elección.

**Resumen del funcionario electoral (Election Officer Digest).** Guía para ser usada por los funcionarios del distrito electoral que se relaciona principalmente con las leyes que afectan a sus obligaciones.

**Hacer campaña (Electioneering).** Formar parte activa de una campaña electoral. Esto incluye distribuir materiales de la campaña, solicitar votos, etc.

**Elecciones (Elections).** Cualquier elección, incluida una primaria, estipulada según las disposiciones del Código Electoral de California.

- **Primaria Directa (Primary Election).** Elección Primaria que se lleva a cabo en junio cada año de número par en la cual se nominan a los candidatos que se votarán en la elección general posterior o para elegir a los miembros del comité central de un partido.
- **Elección General (General Election).** Elección que se lleva a cabo en todo el estado el primer martes posterior al primer lunes de noviembre de cada año par, o cualquier elección estatal que se lleva a cabo en una fecha de elección regular según lo especifican las Secciones 1000-1200 del Código Electoral.
- **Elección Local (Local Election).** Elección de un distrito, condado o municipalidad.
- **Elección Especial (Special Election).** Elección que se lleva a cabo en una fecha no estipulada por ley.
- **Elección Estatal (Statewide Election).** Elección que se lleva a cabo en todo el estado.

**Recibo de equipamiento (Equipment Receipt).** Recibo que se les entrega a los inspectores en el Establecimiento de Distribución de Suministros. Este recibo informa a los inspectores sobre los suministros especiales y los números de contacto especiales del centro electoral.

**ES&S.** Election Systems & Software, proveedor del sistema de votación.

**Encuesta de salida (Exit Polling).** Los miembros de los medios de comunicación o la gente perteneciente a las campañas que entrevistan a los votantes luego de la votación conducen una encuesta de salida. La encuesta de salida se debe realizar, al menos, a 25 pies (7 m) de la entrada a la habitación donde se lleva a cabo la votación.

**Extensor (Extender).** Se usa en las casillas de votación estilo maleta con el I.S.A. para extender las ‘patas’ a fin de que la casilla sea accesible para sillas de ruedas.

**Sobre de instrucciones finales (Final Instructions Envelope).** El sobre de las instrucciones finales se coloca en la bolsa de suministros roja. Este sobre contiene los elementos impresos finales que son esenciales para el centro electoral.

**H.A.V.A. (Votante por primera vez en el Condado de Sacramento).** Los votantes cubiertos por la Ley “Ayude a América a Votar” (Help America Vote Act) deberán presentar una identificación con foto válida. Para obtener una lista completa de identificaciones aceptables, consulte la Sección 8.

**Votante inactivo (Inactive Voter).** Un votante es inactivo ya sea porque la Oficina del Registro de Votantes recibió una notificación de que el votante se ha mudado o no ha votado en dos elecciones generales federales.

**Índice del Registro (Índice por calles) (Index to Register, Street Index).** Contiene el nombre, el domicilio de residencia, el número de teléfono (si figura) y la afiliación política de cada votante en el distrito electoral por orden del nombre de la calle.

**Iniciativa (Initiative).** Una manera de que una cantidad específica de votantes registrados, mediante petición, propongan una ley y la coloquen en la balota o ante el órgano regulador para su aprobación.

**Inspector.** La persona a cargo del centro electoral el Día de la Elección.

**Lista de votantes por correo del inspector (Inspector’s Vote-By-Mail Voter List).** Votantes que solicitaron una balota de voto por correo y que se registraron para votar en el momento de la elección, pero después de que se imprimieran los índices por calles y las listas. Se coloca en el sobre de instrucciones finales.

**I.S.A. Símbolo internacional de accesibilidad (International Symbol of Accessibility).** Indica los servicios, el transporte, las instalaciones, la información y las entradas accesibles.

**Bolsa de artículos dejados en el centro electoral (Items Left at Polling Place Bag).** Esta bolsa contiene cualquier artículo que un votante haya olvidado en el centro electoral (por ej., una billetera, la licencia de conducir, lentes, etc.).

**Llaves (Keys).** Dos llaves en una argolla colocadas en el panel de acceso para llaves del escáner del distrito electoral. Luego de que se abre la votación, se quitan las llaves y se entregan al inspector o secretario asignado durante el Día de la Elección. Luego de que se cierra la votación, las llaves se colocan en la bolsa naranja de transporte de datos.

**Balota por correo (Mail Ballot).** Consultar Distrito electoral.

**Medida (Measure).** Cualquier enmienda constitucional u otra medida que se someta a votación popular en cualquier elección.

**Tarjeta de memoria (Memory Card).** Esta tarjeta contiene todos los votos reunidos el Día de la Elección. La tarjeta de memoria permanece sellada en el escáner del distrito electoral hasta que el funcionario del distrito electoral la extrae luego de que se cierran las urnas. La tarjeta de memoria luego se coloca en la bolsa de transporte de datos.

**Cargo no partidario (Nonpartisan Office).** Cargo no partidario es un cargo para el que ningún partido puede nominar a un candidato. Los cargos municipales, del condado, escolares y judiciales son cargos no partidarios.

**Ordenanza (Ordinance).** Regulación del condado o municipal. El organismo regulador puede promulgar una ordenanza o presentarla a los votantes para que la aprueben.

**Voto en exceso (Overvote).** Cuando un votante ha realizado más elecciones de las permitidas. El escáner del distrito electoral identificará y notificará al votante si votó en exceso.

**Cargo partidario (Partisan Office).** Cargo para el cual un partido puede nominar a un candidato.

**Partido (Party).** Organización o partido político que ha reunido los requisitos para participar en una Elección Primaria.

**Votante por correo permanente (Permanent Vote-By-Mail Voter).** Votante que solicitó que se le enviara por correo una balota para todas las elecciones.

**Petición (Petition).** Documento que contiene una solicitud formal (por ej., iniciativa, referéndum o revisión). Los votantes registrados firman la petición para indicar que apoyan la solicitud.

**Observadores electorales (Poll Watchers).** Generalmente, estas son personas que están trabajando con uno de los partidos políticos, candidatos o para alguna de las medidas. Revisan el Índice del Registro (Índice por calles) para controlar quién votó y quién no. Pueden llamar a quien no lo hizo todavía y recordarle que es Día de la Elección.

**Centro electoral (Polling Place).** Instalación donde se lleva a cabo la votación en el Día de la Elección. El centro electoral ha sido relevado por la Oficina Electoral antes de ser asignado. Una habitación o área específica de cada instalación ha sido asignada como área de votación.

**Tarjeta de búsqueda del centro electoral (Polling Place Look-up Card).** Tarjeta con los números de teléfono de la oficina electoral. Se guardan en la mesa electoral durante el día y se entregan a cualquier votante que necesite una. Un votante puede usar esta tarjeta para llamar y ubicar su centro de votación correcto.

**Distrito electoral (Precinct).** Área geográfica con 1,000 o menos votantes. Los diferentes tipos de distritos electorales son:

- **Consolidado (Consolidated).** Cuando se establece una elección, se pueden consolidar juntos los distritos electorales regulares en un solo tipo de balota, usando no más de seis distritos electorales regulares y no más de 1,000 votantes.
- **Balota por correo (Mail Ballot).** Distritos electorales que no se pueden consolidar con ningún otro distrito electoral y tienen 250 votantes registrados o menos. A los votantes de estos distritos electorales se les envían por correo sus materiales de votación, entre ellos una balota.
- **Regular.** El Condado de Sacramento completo se divide en distritos electorales regulares. Las líneas de distrito que atraviesan el condado, la población de un área y la descripción física del área determinan los límites de un distrito electoral.
- **De votación (Voting).** Nombre que se da a un distrito electoral consolidado o regular para cada elección.

**Hoja de verificación del equipo del distrito electoral (Precinct Equipment Verification Sheet).** Se encuentra en el sobre de instrucciones finales y se usa para verificar que los números de serie que aparecen en la lista concuerdan con los números de serie de los sellos del escáner del distrito electoral. Se debe verificar y firmar antes de la apertura de las elecciones. Luego de que se cierran las urnas, se verifica y se firma nuevamente y luego se la coloca en la bolsa de transporte de datos.

**Funcionario del distrito electoral (trabajador electoral) (Precinct Officer, Poll Worker).** Miembro de la junta del distrito electoral en un centro electoral el Día de la Elección. La junta es responsable de guiar a los votantes y de contabilizar todas las balotas, los suministros y los materiales.

**Solicitud para ser funcionario del distrito electoral (Precinct Officer Application).** Este formulario es para los votantes interesados en trabajar en las elecciones. Pueden completar este formulario y devolverlo o enviarlo por correo, según sea más conveniente.

**Manual de los funcionarios del distrito electoral (Precinct Officers Manual).** Este manual contiene las instrucciones específicas para los funcionarios del distrito electoral del Condado de Sacramento para llevar a cabo los procedimientos de la elección antes del Día de la Elección y durante ésta.

**Escáner del distrito electoral (Precinct Scanner/M100).** Se coloca en la parte superior de la urna. Cuando un votante termina de votar en su balota, la coloca en el escáner del distrito electoral y la deja caer dentro de la urna. También se imprimen desde esta máquina una cinta de “Informe cero” y dos cintas de “Informe de totales”.

**Tarjetas de procedimiento (Procedure Cards).** Cada manual de los funcionarios del distrito electoral contiene un conjunto de tarjetas de procedimiento en la parte posterior del libro. Cada tarjeta explica las obligaciones de cada funcionario del distrito electoral en las urnas del Día de la Elección. Cada funcionario del distrito electoral conserva su tarjeta en la mesa de la elección durante el día como referencia.



**Bolsa de balotas provisionales (Provisional Ballots Bag).** Luego de que se cierran las urnas, se colocan las balotas provisionales (con los formularios de inscripción adjuntos) en esta bolsa con el total escrito en la parte delantera. Luego esta bolsa se coloca en la Lista de Votantes/Bolsa de Formularios.

**Sobre de balota provisional (Provisional Ballot Envelope).** Sobre azul con una tarjeta de inscripción del votante adjunta que contiene información importante completada por el funcionario del distrito electoral y el votante.

**Tarjeta de teléfono provisional (Provisional Phone Card).** Tarjeta azul que se le proporciona al votante provisional para que se pueda comunicar con la oficina 29 días después de la elección para verificar el estado de su balota.

**Votante provisional (Provisional Voter).** Votante que reclama que está inscrito de manera correcta y cuya calificación o derecho para votar no se puede establecer de manera inmediata en el centro electoral, el cual tiene derecho a votar una balota provisional. La balota se colocará en un sobre de balota provisional.

**Lista de candidato(s) por escrito calificados (Qualified Write-in Candidate(s) List).** Esta lista se coloca en el sobre de instrucciones finales. Cualquier candidato que haya completado y llenado los documentos exigidos ante la Oficina del Registro de Votantes y haya sido colocado en la lista de “Candidatos por escrito calificados” para una elección.

**Recibo del centro de recepción (Receiving Center Receipt).** Recibo obtenido cuando se regresan todos los materiales y suministros de la elección al lugar de entrega la noche de la elección.

**Bolsa de suministros roja (Red Supply Bag).** Bolsa roja en la que se reciben todos los suministros. Durante el Día de la Elección, se coloca arriba la cubierta de la bolsa de balotas negra y se la usa para guardar las balotas enviadas por correo, de votante ausente y provisionales. Luego de que se cierran las urnas, se saca la cubierta de la bolsa de balotas negra y se la coloca en el bolsillo con cierre de la bolsa de suministros roja. Se devuelven todos los suministros en esta bolsa la noche de la elección.

**Residencia (Residency).** Residencia a los fines de la votación significa el domicilio de una persona. El domicilio es el lugar que el votante declara como su hogar. En un momento determinado, una persona puede tener únicamente un domicilio.

**Escáner de reemplazo (Replacement Scanner).** Escáner del distrito electoral que se trae de la Oficina Electoral para reemplazar otro que no funciona.

**Formulario de corrección de la lista (Roster Correction Form).** Formulario que le permite a un elector informar acerca de un error de ortografía, la defunción de un miembro de la familia o la duplicación de nombres.

**Lista de Votantes (Roster of Voters).** Libro que contiene los nombres y las direcciones de todos los electores registrados en un distrito electoral.

**Lista de Votantes/Bolsa de Formularios (Roster of Voters/Forms Bag).** Esta bolsa se usa para todos los materiales de la elección con fecha que se completan el día de la Elección. Se usa la noche de la elección para regresar las bolsas de plástico más pequeñas.

**Folleto de Balota de Muestra (Sample Ballot Pamphlet).** Este libro contiene los nombres de los candidatos para cada cargo, todos los temas que se votarán y cualquier información que brinden los candidatos o información relacionada con las medidas. A cada votante registrado se le envía un folleto por correo antes de la elección que indica el lugar de la votación del elector.

**Sobre de confidencialidad (Secrecy Sleeve).** Ofrecido a los votantes por medio del funcionario ayudante/electoral. El votante puede colocar su balota en el sobre de confidencialidad para mantener su voto en secreto antes de pasar al escáner del distrito electoral.

**Tarjeta de verificación de seguridad (Security Check Card).** Esta tarjeta se coloca en la bolsa de transporte de datos y se usa para registrar el número de serie del precinto que sella la bolsa de transporte de datos.

**Hoja de verificación de la serie (Serial Verification Sheet).** Se encuentra en el sobre de instrucciones finales y se usa para verificar que los números de serie que aparecen en lista concuerdan con los sellos del escáner del distrito electoral. Se debe verificar y firmar antes de la apertura de las elecciones. Luego de que se cierran las urnas, se verifica y se firma nuevamente y luego se la coloca en la bolsa de transporte de datos.

**Sip-N-Puff.** Este dispositivo se asemeja a un popote. Lo proporciona el votante y está enchufado al AutoMARK. Permite que el votante sople por el popote para navegar por la balota.

**Balota dañada (Spoiled Ballot).** Balota que está seriamente dañada o marcada mal por el votante. Un votante no debe recibir más de tres balotas, entre ellas, la balota original. Todas las balotas dañadas se ponen dentro de una bolsa de VBM entregadas/dañadas.

**Bolsa de VBM entregadas/dañadas (Spoiled/Surrendered Ballots Bag).** Las balotas dañadas y las balotas de votante ausente entregadas se ponen dentro de esta bolsa el Día de la Elección. Luego de que se cierran las urnas, se escribe en la parte delantera el total de cada una. Después esta bolsa se coloca en la Lista de Votantes/Bolsa de Formularios.

**Índice por calles (Street Index).** Ver Índice del Registro.

**Funcionario electoral estudiante (Student Poll Worker).** Funcionario del distrito electoral que es estudiante de la escuela secundaria de al menos 16 años de edad y ciudadano de los Estados Unidos. El estudiante tiene un puntaje promedio general de 2.5 o superior en una escala de 4.0, es alumno regular de su escuela y lo recomienda el maestro.

**Casilla de votación estilo maleta (Suitcase Voting Booth).** La casilla de votación estilo maleta brinda privacidad a los votantes cuando marcan su balota. Cada casilla tiene una luz, patas y una superficie para escribir. La casilla de votación ISA tiene patas cortas y necesita dos conjuntos de “extensores de patas” que se fijan a las patas de la casilla para que se pueda acomodar una silla. Los extensores más pequeños se encuentran en la casilla de votación ISA. Los extensores más largos se encuentran en la bolsa de suministros roja.

**Lista de Votantes Activos Complementaria (Supplemental Combined Voter Roster List).** Lista de votantes que se inscribieron para votar a tiempo para la elección, pero después de que se imprimieron las listas. Se coloca en el sobre de las instrucciones finales y en la parte posterior de la Lista de Votantes.

**Índice de lista complementaria (Distrito electoral/calles) (Supplemental Roster (Precinct-Street) Index).** Segunda lista de nombres, domicilios, números de teléfonos (si se proporcionan) y las afiliaciones políticas de cada votante en el distrito electoral por orden de calles para los votantes que se inscribieron para votar a tiempo para la elección, pero después de que se imprimió el primer juego de índices por calles. Se coloca en el sobre de instrucciones finales y se guarda con el índice por calles durante el día.

**Establecimiento de Distribución de Suministros (Supply Pick-up Site).** Lugar donde el inspector o alguien designado por éste reco-gen los suministros de la elección.

**Balota entregada (Surrendered Ballot).** Balota de votante ausente que el votante entrega a un miembro de la junta del distrito electoral el Día de la Elección. Una vez que se entrega la balota, el votante tiene derecho a votar una balota regular en las elecciones.

**Hoja de conteo (Tally Sheet).** Hoja diseñada para indicar la cantidad de votantes que votaron. Si se la mantiene durante el día, agiliza el papeleo a la hora del cierre.

**Sello de garantía contra manipulación (Tamper - Evident Seal).** Existen dos tipos de sellos de garantía contra manipulación. El primero es una cerradura con llave con número de serie que sella las puertas de la tarjeta de memoria del escáner del distrito electoral. El segundo sello de garantía es una etiqueta con número de serie que se adhiere al panel de la tarjeta del AutoMARK.

**Técnico (Technician).** Especialista capacitado que asiste al funcionario del distrito electoral con el equipo de votación el Día de la Elección.

**Técnico (Technician).** Especialista capacitado que asiste al funcionario del distrito electoral con el equipo de votación el Día de la Elección.

**Balota de prueba (Test Ballot).** Balota para probar la exactitud de AutoMARK en la mañana de la elección.

**Cinta “Informe de totales” (“Totals Report” Tape).** Se imprimen dos cintas de informes y un registro de auditoría con el escáner del distrito electoral luego de que las elecciones se cerraron en el Día de la Elección. Estas cintas muestran el total de votos. Ambas cintas deben ser firmadas por todos los funcionarios del distrito electoral. Una se exhibe en el lugar de votación mientras que la otra se coloca en la bolsa de transporte de datos naranja. (Código Electoral, Sección 19384)

**Carpeta del director de tráfico (Traffic Director Binder).** Esta carpeta identifica el lugar de votación del votante cuando hay más de un centro electoral en la misma instalación.

**Clase de capacitación (Training Class).** Las clases de capacitación se llevan a cabo antes de cada elección. Los inspectores deben asistir a una clase de capacitación antes de cada elección. Se alienta enfáticamente a los secretarios para que asistan a una clase de capacitación. Los inspectores y los secretarios cobran por asistir a una clase de capacitación.

**Voto de menos (Under Vote).** Cuando un votante no realiza una selección en una contienda, se llama voto de menos.

**Tarjeta de Inscripción del Votante (Voter Registration Card, VRC).** Una declaración jurada oficial de información que se usa para inscribirse para votar.

**Balota de voto por correo (Vote-By-Mail Ballot).** Una balota enviada por correo a un votante a pedido del votante.

**Solicitud de balotas de voto por correo (Vote-By-Mail Ballot Request).** Una solicitud por escrito de un votante para que se le envíe por correo una balota para una elección. Al final del Folleto de Balota de Muestra se encuentra un formulario de solicitud. Las solicitudes se pueden enviar por correo o por fax a la Oficina Electoral y deben incluir lo siguiente: nombre del votante, domicilio postal (si fuera distinto del domicilio de residencia), el nombre y la fecha de la elección y la firma del votante.

**Bolsa de balotas enviadas por correo/de voto por correo (Vote-By-Mail/Mail Ballots Bag).** Una bolsa con etiqueta azul que contiene las balotas de voto por correo y las balotas enviadas por correo después de que se cierran los centros electorales. Se escriben los totales en la parte delantera de la bolsa y se la coloca en la bolsa de la Lista de Votantes/Formularios.

**Votante por correo (Vote-By-Mail Voter).** Persona que solicitó y se le emitió una balota antes del Día de la Elección.

**Contienda global (Wrap Around Contest).** Contienda que abarca de una columna a otra. Es lo mismo que leer el periódico. Todos los candidatos están listados en una columna y luego continúan en la parte superior de la próxima columna.

**Bolsa de balotas por escrito (Write-in Ballots Bag).** Bolsa que contiene las balotas por escrito con el total escrito en la parte de adelante. Esta bolsa se coloca en la Lista de Votantes/Bolsa de Formularios la noche de la elección.

**Bolsa de balotas por escrito (Write-in Ballots Bag).** Bolsa que contiene las balotas por escrito con el total escrito en la parte de adelante. Esta bolsa se coloca en la Lista de Votantes/Bolsa de Formularios la noche de la elección.

**Votos por escrito (Write-in Votes).** Un votante puede escribir el o los nombres de los candidatos para cualquier cargo en el espacio que se brinda en la balota. Únicamente se cuentan los votos por escrito de la lista de “Candidatos por escrito calificados”.

**Cinta “Informe cero” (“Zero Report” Tape).** La cinta impresa antes de que se abran las elecciones el Día de la Elección. Verifica que el escáner del distrito electoral para ese distrito de votación no haya registrado ningún voto y tenga un saldo cero. La cinta debe ser firmada por todos los funcionarios del distrito electoral y colocada en la bolsa de transporte de datos color naranja.



**It's not the hand that signs the laws that holds the destiny of America. It's the hand that casts the ballot. ~Harry S. Truman**



## Section 8

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# Flowcharts/Forms and Procedure Cards

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### Flowcharts/Forms (Tear Outs)

Regular and Provisional Voter Flowchart  
Vote-By-Mail Flowchart  
Acceptable H.A.V.A. Identification  
Closing the Polls Flowchart  
Tally Sheet  
Comment Sheet

### Procedure Cards (Tear Outs)

Roster of Voters Officer  
Provisional Ballot Officer  
Street Index Officer  
Ballot/Demonstrator Officer  
Assisting Officer

## REGULAR AND PROVISIONAL VOTER FLOWCHART

### REGULAR BALLOT

Greet and ask voter to state name and address

Stated address matches address in roster

Voter signs roster

Stated address is not in roster or address is incorrect. Check the following:

Supplemental Roster

Voter signs Supplemental Roster if address is correct

Line out address on the Supplemental Street Index

Voter has Authorization Letter

Add Voter's name and address to end of roster and have Voter sign

Voter Moved

Voter signs roster

Voter completes registration card

Issue Voter Ballot in Secrecy Sleeve

VOTER INSERTS BALLOT INTO SCANNER

### PROVISIONAL BALLOT

Voter is not in roster and/or does not have Authorization Letter

Issue polling place lookup card to locate their polling place

If Voter insists or time is an issue, use the provisional process

H.A.V.A. Voter that does not provide acceptable identification

Votes Provisional

1. Complete blue provisional log. Provisional voters do not sign roster.
2. Add Precinct Number and Ballot Type (add Party for Primary Elections)
3. Mark reason why voter is voting a provisional ballot. Note time if voter arrives after 8:00p.m.
4. Instruct voter to read "Voter Information" on provisional envelope and to complete "Declaration of Voter" in the middle portion of the envelope
5. Issue voter a ballot and the provisional envelope in a blue secrecy folder.
6. Remove voter's receipt from lower flap of envelope and give to voter.
7. Receive ballot in sealed provisional envelope, check for completeness and put into Black Ballot Bag.

THE BALLOT WILL NOT BE COUNTED UNLESS THE DECLARATION IS COMPLETED AND SIGNED

PLACE INTO BLACK BALLOT BAG

## VOTE-BY-MAIL FLOWCHART

### VOTED VOTE-BY-MAIL BALLOT

Returned by voter

Returned by  
someone other  
than voter

Returned voted  
ballot without  
envelope

Signed by voter

Signed by  
Returnee

Check for Signature and Address

1. Use Voted Vote-By-Mail Ballot Envelope in supply kit
2. Add precinct number
3. Have voter complete envelope
4. Voter signs and seals Ballot in envelope

PLACE INTO BLACK BALLOT BAG

### VOTER WANTS TO VOTE AT THE POLLS (Voter's name is in the Roster)

Voter has No Vote-By-Mail Ballot but wants to vote at polls

Voter has Vote-By-Mail Ballot but wants to vote at polls

Votes Provisional

Voter surrenders Ballot

1. Complete blue provisional log. Voter does not sign roster
2. Add Precinct Number and Ballot Type (Add Party for Primary Elections)
3. Mark the reason why voter is voting provisional ballot. Note time if voter arrives after 8:00 p.m.
4. Instruct Voter to read "Voter Information" on the Provisional Envelope and to complete "Declaration of Voter"
5. Issue voter ballot in Blue Secrecy Folder and Provisional Envelope
6. Receive ballot in sealed envelope, check for completeness
7. Give voter the provisional ballot receipt from the provisional envelope

THE BALLOT WILL NOT BE COUNTED UNLESS THE DECLARATION IS COMPLETED AND SIGNED

1. Write "Surrendered" on Envelope and/or Ballot. Do not open envelope if sealed
2. Place Surrendered Ballot in Spoiled/ Surrendered Ballots Bag
3. Write "Surrendered" or "Surr" on signature line
4. Voter signs roster
5. Issue voter a ballot in secrecy sleeve

PLACE IN  
SCANNER

# ACCEPTABLE H.A.V.A. IDENTIFICATION

## Photo ID:

- a driver's license or identification card of any state;
- a passport;
- an employee identification card;
- an identification card provided by a commercial establishment;
- a credit or debit card;
- a military identification card;
- a student identification card;
- a health club identification card;
- an insurance plan identification card.

## Other acceptable documents that includes the name and address of the individual presenting it:

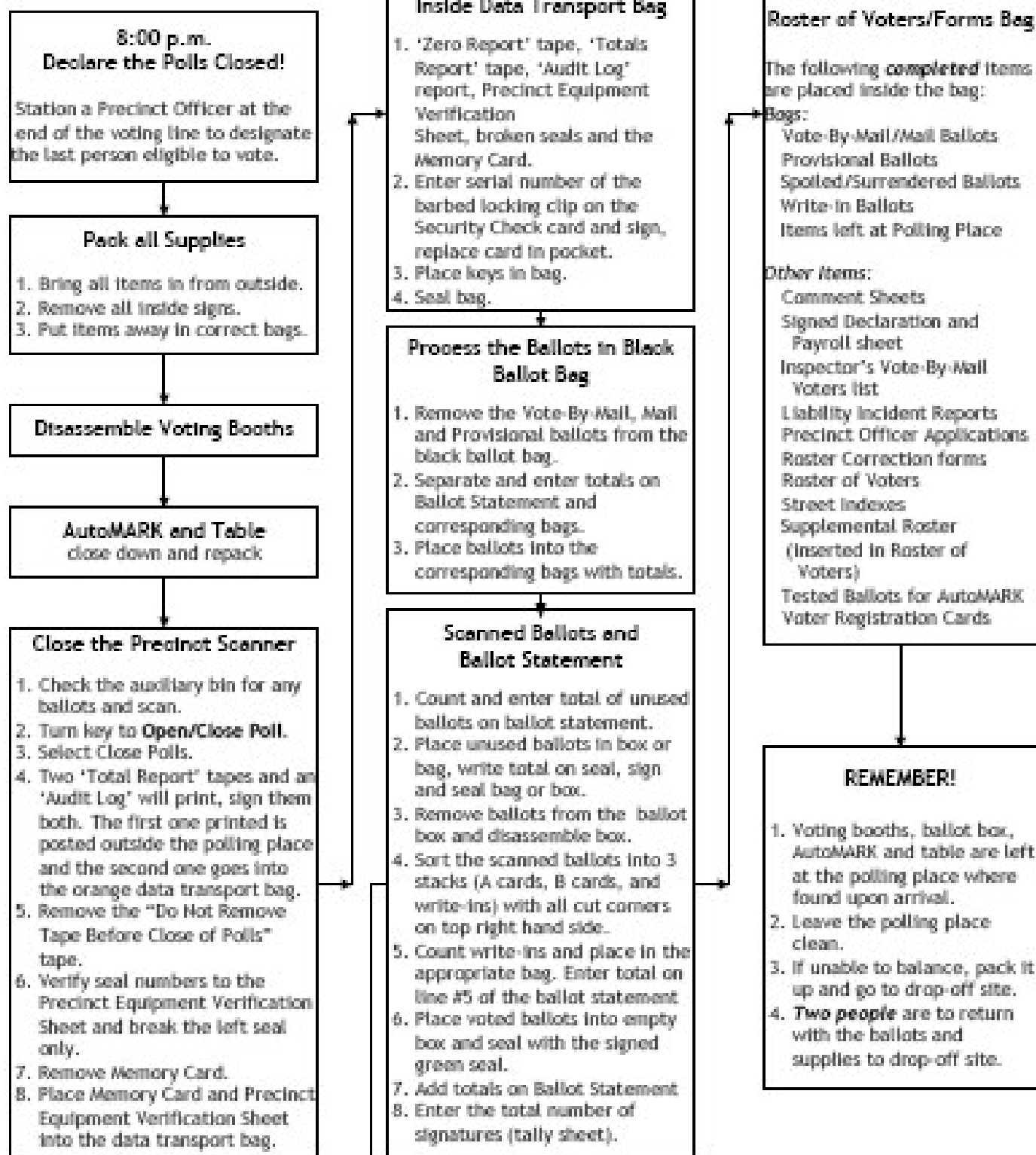
- a utility bill;
- a bank statement;
- a government check.

## One of the following issued by a governmental agency:

- a document;
- a sample ballot;
- a voter notification card;
- a public housing identification card;
- lease or rental statement or agreement;
- a student identification card;
- a tuition statement or bill;
- an insurance plan card;
- discharge certificates, pardons, or other official documents;
- public transportation authority senior citizen discount cards;
- identification documents from disability agencies;
- identification documents from transitional facilities;
- a drug prescription issued by a government doctor or other governmental health care provider;
- property tax statement;
- vehicle registration or certificate of ownership.



# CLOSING THE POLLS



This flowchart is an outline only - see detailed instructions in the manual "Closing the Polls".

Hint: Do not seal any bags until all processing steps are completed.

Sacramento County Voter Registration and Elections  
NOVEMBER 4, 2008 - GENERAL ELECTION

TALLY SHEET										PRECINCT #						
1	51	101	151	201	251	301	351	401	451	501	551	601	651	701	751	
2	52	102	152	202	252	302	352	402	452	502	552	602	652	702	752	
3	53	103	153	203	253	303	353	403	453	503	553	603	653	703	753	
4	54	104	154	204	254	304	354	404	454	504	554	604	654	704	754	
5	55	105	155	205	255	305	355	405	455	505	555	605	655	705	755	
6	56	106	156	206	256	306	356	406	456	506	556	606	656	706	756	
7	57	107	157	207	257	307	357	407	457	507	557	607	657	707	757	
8	58	108	158	208	258	308	358	408	458	508	558	608	658	708	758	
9	59	109	159	209	259	309	359	409	459	509	559	609	659	709	759	
10	60	110	160	210	260	310	360	410	460	510	560	610	660	710	760	
11	61	111	161	211	261	311	361	411	461	511	561	611	661	711	761	
12	62	112	162	212	262	312	362	412	462	512	562	612	662	712	762	
13	63	113	163	213	263	313	363	413	463	513	563	613	663	713	763	
14	64	114	164	214	264	314	364	414	464	514	564	614	664	714	764	
15	65	115	165	215	265	315	365	415	465	515	565	615	665	715	765	
16	66	116	166	216	266	316	366	416	466	516	566	616	666	716	766	
17	67	117	167	217	267	317	367	417	467	517	567	617	667	717	767	
18	68	118	168	218	268	318	368	418	468	518	568	618	668	718	768	
19	69	119	169	219	269	319	369	419	469	519	569	619	669	719	769	
20	70	120	170	220	270	320	370	420	470	520	570	620	670	720	770	
21	71	121	171	221	271	321	371	421	471	521	571	621	671	721	771	
22	72	122	172	222	272	322	372	422	472	522	572	622	672	722	772	
23	73	123	173	223	273	323	373	423	473	523	573	623	673	723	773	
24	74	124	174	224	274	324	374	424	474	524	574	624	674	724	774	
25	75	125	175	225	275	325	375	425	475	525	575	625	675	725	775	
26	76	126	176	226	276	326	376	426	476	526	576	626	676	726	776	
27	77	127	177	227	277	327	377	427	477	527	577	627	677	727	777	
28	78	128	178	228	278	328	378	428	478	528	578	628	678	728	778	
29	79	129	179	229	279	329	379	429	479	529	579	629	679	729	779	
30	80	130	180	230	280	330	380	430	480	530	580	630	680	730	780	
31	81	131	181	231	281	331	381	431	481	531	581	631	681	731	781	
32	82	132	182	232	282	332	382	432	482	532	582	632	682	732	782	
33	83	133	183	233	283	333	383	433	483	533	583	633	683	733	783	
34	84	134	184	234	284	334	384	434	484	534	584	634	684	734	784	
35	85	135	185	235	285	335	385	435	485	535	585	635	685	735	785	
36	86	136	186	236	286	336	386	436	486	536	586	636	686	736	786	
37	87	137	187	237	287	337	387	437	487	537	587	637	687	737	787	
38	88	138	188	238	288	338	388	438	488	538	588	638	688	738	788	
39	89	139	189	239	289	339	389	439	489	539	589	639	689	739	789	
40	90	140	190	240	290	340	390	440	490	540	590	640	690	740	790	
41	91	141	191	241	291	341	391	441	491	541	591	641	691	741	791	
42	92	142	192	242	292	342	392	442	492	542	592	642	692	742	792	
43	93	143	193	243	293	343	393	443	493	543	593	643	693	743	793	
44	94	144	194	244	294	344	394	444	494	544	594	644	694	744	794	
45	95	145	195	245	295	345	395	445	495	545	595	645	695	745	795	
46	96	146	196	246	296	346	396	446	496	546	596	646	696	746	796	
47	97	147	197	247	297	347	397	447	497	547	597	647	697	747	797	
48	98	148	198	248	298	348	398	448	498	548	598	648	698	748	798	
49	99	149	199	249	299	349	399	449	499	549	599	649	699	749	799	
50	100	150	200	250	300	350	400	450	500	550	600	650	700	750	800	

1<sup>st</sup> Time Coordinator Visit \_\_\_\_\_  
2<sup>nd</sup> Time Coordinator Visit \_\_\_\_\_  
3<sup>rd</sup> Time Coordinator Visit \_\_\_\_\_

Precinct No. : \_\_\_\_\_  
Coordinator's Name: \_\_\_\_\_  
Inspector's Name: \_\_\_\_\_  
Polling Place Name: \_\_\_\_\_

## Comment Sheet

November 4, 2008 - General Election  
Voter Registration and Elections

### Questions

1. Did your coordinator call and remind you of the supply pick up schedule? ☐ Yes ☐ No
2. Did your coordinator call you after supply pickup to verify that you received all your supplies? ☐ Yes ☐ No
3. Did your coordinator role play provisional voting and explain new procedures? ☐ Yes ☐ No
4. If you had any questions, was your coordinator able to answer them? ☐ Yes ☐ No  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Did the training prepare you to assist a provisional voter? If not, what would have assisted better? ☐ Yes ☐ No  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Did the training help you understand the importance of security measures? ☐ Yes ☐ No  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Comments from Precinct

Your comments are valuable in helping us improve our operation and to better serve the voters. Please list any comments and suggestions you may have in any area (e.g. training class, training manual, polling places, supplies, procedures, office personnel, coordinators, etc.)

Continue comments on back of form if needed

**ENCLOSE IN ROSTER OF VOTERS / FORMS BAG**

# ROSTER OF VOTERS OFFICER PROCEDURE CARD

## REGULAR VOTER

- Greet Voter.
- Ask the voter to state their name and residence address (Elections Code Section 14216).
- Check that the stated address matches the address printed on the Roster of Voters.
- If the address is correct, the voter shall sign the roster.
- The Roster of Voters Officer will give the cross reference number to the Street Index Officer.
- When a voter signs the roster, mark a slash on the tally sheet.

## VOTER CANNOT BE LOCATED IN THE ROSTER OF VOTERS OR ADDRESS IS INCORRECT

Check the following:

- Supplemental Combined Voter Roster List (Final Instructions Envelope). If the voter is listed at the correct address they must sign their name and proceed to the Ballot/Demonstrator Officer. Give the voter's reference number to the Street Index Officer so that they can cross it off on the Supplemental Roster (Precinct-Street) Index.
- Authorization Letter (from Election Office). Add the voter's name and address at the end of the roster, have the voter sign their name and then have them proceed to the Ballot/Demonstrator Officer.
- Voter Moved. The Roster of Voters Officer will have the voter complete a registration card. Voter will sign roster and vote (entitled to vote once at old polling place).
- If the voter is not on the roster and does not have an authorization notice, issue them a polling place look-up card. They may call either number to locate their polling place or use the web site address. If the voter insists or time is an issue, use the provisional process.

## "VOTE-BY-MAIL VOTER" OR "VBM" IS PRINTED ON SIGNATURE LINE

If a vote-by-mail voter chooses to vote a precinct ballot, the voter must surrender their vote-by-mail ballot. The officer will write 'Surrendered' on the envelope or ballot if the voter only has a ballot. Place the surrendered ballot in the Spoiled/Surrendered Ballots Bag. Write 'SURRENDERED' or 'SURR' on the signature line, then have the voter sign. Give the cross reference number to the Street Index Officer.

If the voter does not have their ballot to surrender, they shall use the provisional process.

## H.A.V.A. - "I.D. REQUIRED" IS PRINTED ON SIGNATURE LINE

The H.A.V.A. voter must provide identification from the qualified list. If the voter does not provide acceptable identification, the voter must use the provisional process. The Roster of Voters Officer will give the cross reference number to the Street Index Officer.

**NOTE:** For a Primary Election only: The Roster of Voters Officer will inform the Ballot/Demonstrator Officer what party, non partisan or cross-over ballot to give the voter.

## WHEN TO USE THE ROSTER CORRECTION FORM

- If the voter's name, street name, or street address is spelled incorrectly.
- If the voter informs you that someone in the roster is deceased.



# PROVISIONAL BALLOT OFFICER PROCEDURE CARD

A **PROVISIONAL VOTER** is identified as one of the following:

- Vote-By-Mail Voter that does not have a ballot to surrender - roster indicates voter was issued a vote-by-mail ballot.
- Voter's name is not on roster - the voter must complete a voter registration card and insert the card in the back pocket of the provisional envelope.
- H.A.V.A. Voter - first time voter in Sacramento County without acceptable identification.
- Voter arrives after 8:00 p.m. and insists on voting.
- Other.

The blue **PROVISIONAL BALLOT ENVELOPE** must be completely filled out and signed.

## Precinct Officers Responsibilities:

- Complete blue provisional ballot log
- Complete top section of envelope
  - Enter precinct number
  - Ballot type
  - Party (Primary Election Only)
  - Choose one of the reasons that the voter is voting a provisional ballot on the left side.
  - Lead the voter through the next section
  - Issue ballot in blue secrecy folder and ask voter to return ballot inside envelope to you after the voter has voted their ballot. Remember to remove the stub from the ballot.
- If the voter completes a registration card, insert the completed card in the back pocket of the provisional envelope.

## Voter Responsibilities:

- Complete the middle section of envelope
  - Print name
  - Address
  - Date moved (if applicable)
  - Previous address
  - Birth date
  - Mark boxes
  - Driver's license number or last 4 digits of social security number
  - SIGN the envelope
- Complete voter registration card if applicable
- Seal voted ballot in envelope.

When the voter returns the envelope, check that it is completed, signed and sealed. **If the voter did not sign their name, their ballot will not be counted.**

Explain to the voter if they are registered or if their vote-by-mail ballot has not been returned, their provisional ballot will be counted. 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 receipt from the lower flap of the provisional envelope and give it to the voter. The provisional voter can call the Registrar of Voters office 29 days after the election and verify the status of their ballot.

Place the provisional envelope in the black ballot bag.

# STREET INDEX OFFICER PROCEDURE CARD

Each precinct has **TWO COPIES** of the Roster (Precinct-Street) Register (Street Index).

- Post ONE copy near the inside of the polling place entrance and update each hour until 6:00 p.m.
- Place the OTHER copy on the election table. This is the table copy.
- As each voter announces his or her name and address to the Roster of Voters Officer, listen carefully and do the following on the table copy:
  - The Roster of Voters Officer will give you the number listed to the left of the voters name on the roster.
  - A number listed on the table copy should match the number on the roster. Example: If John Doe has the number 357 to the left of his name, locate number 357 in the street index and it should be John Doe and his address.
  - Mark a check (✓) next to the voter's name and street address on the table copy. If time allows, draw a line through the voter's name and street address. Every hour when you update the posted copy, place a line (↖) through the check on your table copy. This will help you keep track of your last update on the posted street index (Elections Code Section 14294).
- **AT 6:00 P.M. STOP MARKING OFF THE NAMES OF VOTERS WHO HAVE VOTED, both on the table copy and the posted copy. NEVER delay voters in order to complete the record keeping of the index outlined above.**

---

## POLL WATCHER INFORMATION

Poll watchers are people working for a political party or a candidate. Poll watchers use the posted street index to keep track of the voters who have not voted. Poll watchers also conduct telephone campaigns to encourage the voters to “get out the vote.”

Poll watchers using the posted street index must follow these rules:

- They cannot sit at the election table.
- They cannot take the posted street index out of the polling place. The posted street index can be removed from the posted position for use. It must then be returned to the entrance until 8:00 p.m.
- If more than one person or group wishes to use the posted street index, they must share it equally.
- Upon request, the posted street index must be given to a Precinct Officer for updating.
- They cannot display campaign material, buttons, caps, etc. in the polling place.

**CONTACT THE OFFICE IF ANY PERSON OR GROUP REFUSES TO FOLLOW THE RULES**

# BALLOT/DEMONSTRATOR OFFICER PROCEDURE CARD

Be sure the voter's right to vote has been established by the Roster of Voters Officer before issuing them a ballot.

**For a Primary Election Only:** The Roster of Voters Officer will inform the Ballot/Demonstrator Officer what party, non partisan or cross-over ballot to give the voter. Use the colored chart in the Final Instructions Envelope.

While issuing ballots, check the ballot for any smudges or missing printing. If there are any marks, write 'Spoiled' across both cards (A&B) and place them in the Spoiled/Surrendered Ballots Bag.

Issue the voter a ballot and a secrecy sleeve. Remember to remove the stub for the voter.

If the voter requests a copy of the sample ballot pamphlet, give them one from your supplies. Inform the voter to return the pamphlet to you unmarked after they have finished voting.

## DEMONSTRATE TO VOTER

- How to mark the ballot with the pen/pencil supplied. The voter will fill in the oval to mark their choice.
- If the voter chooses to vote for a write-in, the oval must be filled in before writing the candidate's name from the list of "Qualified Write-in Candidates" provided in the Final Instructions Envelope.
- The voter inserts their ballot in the secrecy sleeve and then proceeds to the precinct scanner.

## IMPORTANT INFORMATION

- Issue ballots in numerical order beginning with the lowest number.
- Do not issue a ballot to the voter until a booth is available.
- If a voter is dropping off a voted vote-by-mail ballot, check for a signature and address on the envelope and place it in the black ballot bag.

## SPOILED BALLOTS

A spoiled ballot is a ballot that is wrongly marked or damaged. A voter is to receive no more than three (3) ballots, including their original ballot. The Ballot/Demonstrator Officer writes 'Spoiled' on the spoiled ballot. Spoiled ballots are placed in the Spoiled/Surrendered Ballots Bag.

Example:

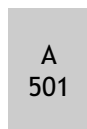
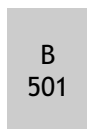


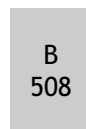
fig. 1



Voter receives an 'A' and 'B' card = 1 ballot



fig. 3



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.

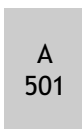
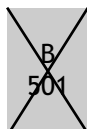


fig. 2



Voter votes 'A' card and makes a mistake on 'B' card. Ballot/Demonstrator Officer writes 'Spoiled' on 'B' card.

# ASSISTING OFFICER PROCEDURE CARD

## PRECINCT SCANNER

The voter will be instructed to proceed to the precinct scanner after marking their ballot. Ask the voter if the ballot stub has been removed before they insert it into the precinct scanner. If the voter has a provisional ballot/secretary folder, they must return to the Provisional Ballot Officer.

**DO NOT LET THEM USE THE PRECINCT SCANNER UNDER ANY CIRCUMSTANCES.**

Ask the voter if they would like a demonstration on how to insert their ballot. If so, instruct the voter on the proper procedure for inserting the ballot into the precinct scanner. Step away from the voter to allow privacy when placing the ballot in the precinct scanner.

Overvote:

If the voter has over voted (example: made more than one selection in a 'vote for one' or marked the 'Yes' and 'No' in a measure) the precinct scanner will display the following message:

**"ONE CONTEST HAS TOO MANY VOTES"**

The voter has two options:

1. If the voter selects 'Accept', the ballot will be counted.
2. If the voter selects 'Return', the ballot will be returned uncounted. The Assisting Officer will mark the ballot 'Spoiled' and the voter will return to the Ballot/Demonstrator Officer to exchange the ballot for another one. The voter is to receive no more than three (3) ballots, including their original ballot.

If there are any problems with the precinct scanner, refer to the Troubleshooting Equipment Section in this manual.

## IMPORTANT INFORMATION:

The Assisting Officer must not look at or handle any voted ballots unless the voter gives explicit permission to do so.

The Assisting Officer must be observant of all activity around the voting equipment.

Only voted precinct ballots are to be processed through the precinct scanner. **Do not allow any test, provisional, vote-by-mail or mail ballots to be placed in the precinct scanner.**

## AUTOMARK

The Assisting Officer also assists voters with the AutoMARK.

- Voters with specific needs
  - Visually Impaired
  - Sip and Puff

Note: Unplug headphones until needed.

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My Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_

The instructions in this manual will help you complete your duties before and on Election Day. Please read them completely. If you are uncertain about any procedures or instructions, rather than guess, please call the staff at the Elections Office. Use the telephone numbers on this page. If you are in a toll area, call the toll free number listed below.\*

## Telephone List

If you have any questions about election supplies, procedures, or activities, please direct your calls as follows:

<b>Precinct Operations</b> . . . . .	<b>(916) 875-6100</b>
After hours voice mail	
Staffing problems or changes	
Accidents or critical situations	
Polling place problem	
Complaints	
Questions about problem voters	
Questions about how procedures should be handled	
<b>Problems with Equipment or Supplies</b> . . . . .	<b>(916) 875-6100</b>
Missing or damaged supplies	
Sample Ballot Pamphlets	
Official Ballots	
Voting Booths	
<b>Spanish Assistance</b> . . . . .	<b>(916) 876-6688</b>
<b>Technical Support for Equipment</b> . . . . .	<b>(916) 875-6303</b>
Precinct Scanner/AutoMARK	
<b>Vote-By-Mail</b> . . . . .	<b>(916) 875-6269</b>
<b>Voter Information</b> . . . . .	<b>(916) 875-6451</b>
Eligibility to Vote	
Polling Place Locations	
<b>Toll Free</b> . . . . .	<b>1-800-762-8019*</b>
<b>California Relay Service</b> . . . . .	<b>1-800-735-2929</b>
(for the hearing and speech impaired)	
<b>Website</b> . . . . .	<b>www.elections.saccounty.net</b>
<b>E-Mail Address for Precinct Operations Manager</b> . . . . .	<b>canadyb@saccounty.net</b>

Send any comments or suggestions to:  
Voter Registration and Elections  
c/o Betty Canady  
7000 65th Street, Suite A  
Sacramento, CA 95823