



ELECTION PROCEDURES MANUAL



(805) 781-4989 or (800) 834-4636 ext. 4989

precinctworker@co.slo.ca.us
www.slovote.com

QUICK REFERENCE

Precinct Location: _____ **Shift:** AM / PM / ALL DAY

Address: _____

Site Contact: _____

Important Contacts	Name	Phone Number
Precinct Assistant		
Precinct Inspector		
Clerk		
Clerk		
Clerk		
Clerk		
Call Center	Various	(805) 781-1888
Non-Emergency Assistance	Elections Office	(805) 781-4989
If an accident has occurred (call immediately)	Elections Office	(805) 781-4989
Primary Recruitment Contact	Mat Ptacek	(805) 781-4989
Primary Payroll Contact	Shannon Negrete	(805) 781-5196

Precinct Worker Line
(805) 781-4989

Precinct Worker Email
precinctworker@co.slo.ca.us

Elections Website
www.slovote.com

Call 9-1-1 in case of emergency

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WELCOME FROM THE REGISTRAR OF VOTERS

Dear Valued Precinct Worker,

Welcome to the November 5, 2024, General Election! Thank you for your willingness to serve your community and the County of San Luis Obispo. Your participation is essential to the election, and your preparation is the key to successful polling place operations.

We have designed this Election Procedure Manual with you in mind. It's just enough information to keep handy on Election Day. We hope that you find it practical and easy to use.

Again, thank you for being on the front lines of democracy.

With gratitude and appreciation,



Elaina Cano

Elaina Cano
County Clerk-Recorder
Registrar of Voters

MISSION AND DUTIES OF A PRECINCT WORKER

Mission

*To take care of **every voter** correctly at the polls*

To ensure each ballot is safely secured until it can be counted

To provide a witness to the accuracy and integrity of the election process

Duties

- Show respect with actions, words, and tone of voice to voters of every ethnicity, race, color, gender, sexual orientation, age, language, ability, income, religion, creed, and political affiliation.
- Remember that **every** voter has a right to receive assistance at the polls. Put the person first when offering assistance, regardless of any visible or perceived disability, and treat everyone the same.
- Be attentive to voters, and don't be distracted by a personal device.
- Uphold the laws and regulations that protect voter rights. Remember that poll workers should never be bullied, for their sake as well as the integrity of the election. In such a case, poll workers have the right to contact their Precinct Assistant or the Precinct Worker line immediately.
- Display accessibility tools: The Americans with Disabilities Act and the Help America Vote Act ensure voters have the right to access tools to vote privately and independently.
- Display materials in all required languages: The Voting Rights Act guarantees voters the right to receive voting materials and assistance in English and specific materials in Spanish (all precincts) and Tagalog (specified precincts).
- Report any electioneering: The California Elections Code and Voter Bill of Rights require that voters have the right to cast a private ballot free from intimidation. It is inappropriate for anyone, including poll workers, to walk around someone who is actively voting in a booth or using the ICX (ballot marking device).
- A poll worker who demonstrates insensitivity or disrespect to a voter should be reported to the County Elections Official and immediately removed from the precinct.

VOTER BILL OF RIGHTS

- **The right to vote if you are a registered voter.** You are eligible to vote if you are:
 - a U.S. citizen living in California
 - at least 18 years old
 - not currently serving a state or federal prison term for the conviction of a felony
 - not currently found mentally incompetent to vote by a court
- **The right to vote if you are a registered voter even if your name is not on the list.** You will vote using a Provisional Ballot. Your vote will be counted if the Elections Officials determine that you are eligible to vote.
- **The right to vote if you are still in line when the polls close.**
- **The right to cast a secret ballot** without anyone bothering you or telling you how to vote.
- **The right to get a new ballot if you have made a mistake,** as long as you have not already cast your ballot. You can:
 - **ask an elections official at a polling place** for a new ballot,
 - **exchange your Vote-by-Mail Ballot** for a new one at an Elections Office or at your polling place, or
 - **vote using a Provisional Ballot.**
- **The right to get help casting your ballot** from anyone you choose, except from your employer or union representative.
- **The right to drop off your completed Vote-by-Mail Ballot at any polling place** or Vote Center in California.
- **The right to get election materials in a language other than English** if enough people in your voting precinct speak that language.
- **The right to ask questions to elections officials about election procedures** and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.
- **The right to report any illegal or fraudulent election activity** to an elections official or the Secretary of State's Office.

If you believe you have been denied any of these rights, or if you are aware of any election fraud or misconduct, please call the Secretary of State's confidential toll-free Voter Hotline at (800) 345-VOTE (8683) or your local Election Official's toll-free number at (800) 834-4636 ext. 5228.

SERVING AS A PRECINCT WORKER

Serving as a precinct worker is a great privilege and a crucial part of our democracy. This section covers policies, reminders, and tips for effectively serving during your shift on Election Day. Should you have any additional questions, please reach out to your Inspector or email precinctworker@co.slo.ca.us.

Code of Conduct

Serving as a precinct worker is an important and challenging job, and there are many rules and regulations that must be followed. If one poll worker has a question, other poll workers should not dissuade them from calling for clarification, particularly if a voter could be disenfranchised, or if processes are not being implemented as required by law. Precinct Assistants will be roving the county throughout Election Day and will stop in to your polling location periodically to troubleshoot and respond to questions, problems, or needs.

Remember that you represent the San Luis Obispo County Elections Division. Please be professional and courteous at all times while serving the voters of San Luis Obispo County.

- Be punctual when arriving to work and returning from break.
- Perform tasks as assigned by the Precinct Inspector.
- Remain at the polling place during your shift unless directed elsewhere by a San Luis Obispo County Elections Official.
- Do not leave until all closing/clean-up procedures are completed.

A note about dismissal: Precinct workers are not allowed to work under the influence of illegal/illicit drugs or alcohol. This is grounds for immediate removal. Additional grounds for removal from a precinct include treating any voter or fellow poll worker with insensitivity or disrespect.

You will be asked to leave and/or not be asked to work in the next election if you take any action that threatens the voting process or infringes on the rights of a voter. Further, if known to the Elections Official that any law has been violated or fraud has been committed by any poll worker, that information will be provided to the District Attorney or Attorney General for further investigation.

It is of utmost importance that voters be treated with respect and for precinct workers not to show a preference towards any party, issue, or candidate.

Please keep in mind:

- Phones should be kept silent and should not be used in a way that is distracting or disruptive to voters or polling place staff.
- Any conversation that is political in nature—about measures, initiatives, political party activities, political party philosophy, voting activities of individuals or groups—is prohibited.
- Harassment of any type is against the law and against San Luis Obispo County Policy.
- Be considerate of the extra time it takes a voter to cast their ballot; some disabilities cannot be seen.
- Voters with children have the right to take their children with them to the voting booth or while using the ICX.
- Keep the polling place as quiet as possible while voters are present and actively voting.

Health and Safety

We will provide personal protective equipment such as masks, hand sanitizer, and disinfectant wipes to each polling location. Because your health and safety are a top priority, if you are not feeling well, please contact our office immediately so that we can find a replacement for you.

What to Wear to the Polling Center

Precinct workers are expected to present themselves in a dignified manner, demonstrating the importance of their role in the election process. Dress appropriately—clothing should be clean, tasteful, and in good repair.

- Do not wear campaign attire/hats or bring any campaign materials into the polling place. In addition, clothing should be neutral and should not support or oppose any political viewpoint, even if it's not on the ballot for this election.
- Precinct workers should exercise good hygiene practices.
- Precinct workers must wear provided identification badges at all times while in the polling place.
- Some people are sensitive or allergic to certain scents. Please refrain from wearing strong fragrances.
- Wear comfortable clothing and shoes.

What to Bring

- Jacket or sweater in case it gets cold
- Enough food and water to last your entire shift (but please keep all food and water away from ballots, the roster, and all ballot boxes)
- A seat cushion, if you wish
- Any medication you may need during the duration of your shift
- A non-political book for light reading during times with very low voter traffic

What Not to Bring

- Children
- Pets/animals (service animals are allowed under ADA Title II)
- Alcoholic beverages
- Articles, newspapers, or magazines that may contain political material

Staffing the Polls

- The polls are open from 7:00 am to 8:00 pm.
- Shifts are either all-day (6:00 am to approximately 9:00 pm) or half-day (opening: 6:00 am to 2:00 pm, or closing: 2:00 pm to approximately 9:00 pm or whenever the closing procedures are finished).
- Election Day begins around 6:00 am with set up and preparation for voters. If you are working an opening shift, your Inspector will instruct you as to what time to arrive.
- Precinct workers will have periodic and meal breaks as assigned by the Inspector.
- Breaks must be staggered so the majority of polling place staff are present at all times.

IMPORTANT TO KNOW

VOTE-BY-MAIL BALLOTS

Per Elections Code section 3000.5, every active registered voter in the county receives a Vote-by-Mail Ballot. A voter can vote a Precinct Ballot by surrendering their Vote-by-Mail Ballot **OR** if the Elections Office can verify that the voter has not returned their Vote-by-Mail Ballot by contacting the Call Center.

Because SLO County polling places are not connected in real-time to the county's election management system, poll workers are legally **unable** to accept any Vote-by-Mail Ballot that is not inside a signed return envelope (EC § 3016.5 (a)(1)).

CONDITIONAL VOTER REGISTRATION (CVR)

Conditional Voter Registration allows an eligible voter to register or re-register after the close of registration, which is 14 days before an election, and up through Election Day at their County Elections Office or polling place; in this case, they will cast a Provisional Ballot. Their ballot will be processed once the County Elections Office has completed the voter registration verification process.

ELIGIBILITY OF VOTERS

Apart from Conditional Voter Registration, **Monday, October 21** is the last day a voter may register (or re-register) to vote for the November 5th General Election. **A voter moving ON or BEFORE** October 21 must submit a written request to their Elections Official. If the voter fails to re-register, they may vote a Provisional Ballot. **A voter moving AFTER** October 21 can legally vote in the precinct **from which** they have moved, even if they moved out of this county. The voter will appear on the precinct Roster for their old precinct and must be allowed to vote. Alternatively, the voter can vote provisionally in their new precinct.

BALLOT TYPES

In this election, there are 75 ballot types. A ballot type is a unique combination of contests on the ballot associated with voters sharing the same political districts in an election. A number is assigned to that ballot to identify the specific combination of contests.

For this election, select precincts have been assigned two different ballot types. This means that those precincts must be diligent in confirming the specific ballot type assigned to every individual voter **before** tearing off and giving them the appropriate ballot.

RETURNING A VOTE-BY-MAIL BALLOT (VBM)

A voter may drop off their voted Vote-by-Mail Ballot in its ID (return) envelope to any polling place on Election Day.

Anyone may return a voted Vote-by-Mail Ballot in its ID envelope for another person. The person returning a ballot will need to complete and sign the upper left-hand corner of the Vote-by-Mail ID envelope. The ID envelope must also be signed by the voter; the voter's signature must match their voter registration signature for the ballot to be counted.

If a voter brings in a Vote-by-Mail Ballot without an envelope, a replacement envelope must be provided and signed in order for the ballot to be deposited into the ballot box.

CONFIRMATION PROCEDURES FOR VOTE-BY-MAIL BALLOT ISSUES

Any voter may go to their polling place to vote because they have not received or have lost their Vote-by-Mail Ballot, or simply because they want to vote at the polls on Election Day. Any voter can vote a Precinct Ballot by surrendering their Vote-by-Mail Ballot. California Elections Code Section 3015(a) (2) permits Vote-by-Mail voters who are unable to surrender their Vote-by-Mail Ballots to cast a non-provisional ballot (a Precinct Ballot) if the Elections Office can verify that they have not already returned their Vote-by-Mail Ballot.

On Election Day, a Call Center will be available at the Elections Office for precinct workers in the county to call and verify if a voter's Vote-by-Mail Ballot has been returned. The telephone number to call is (805) 781-1888. If the ballot was not received, the Elections Office will immediately update the voter's Vote-by-Mail status in the election management system. The voter may then sign the Roster and be provided a regular Precinct Ballot to vote. If the voter's Vote-by-Mail Ballot was received by the Elections Office, the voter must vote a Provisional Ballot.

FACSIMILE BALLOTS

All precincts will post a Spanish facsimile ballot and instructions, and certain precincts will post an additional Tagalog facsimile ballot. Facsimile ballots must be conspicuously posted, and a facsimile ballot must be available for voters to take into booths to be used as reference (EC §14201(a)). In addition, a sign must be posted near the index of registration informing voters of facsimile ballots, in the language required and made available (EC §14201(c)(3)). Please post one facsimile ballot by the Outside Index and make one available on the main table with the sign notifying voters about facsimile ballots.

JOB DESCRIPTIONS

INSPECTOR/ICX CLERK

Responsible for the proper functioning of their assigned precinct. Assists Clerks with proper procedures and assigns breaks, lunches, and duties for Clerks. Completes opening and closing procedures, including pick-up of ballots and supplies and delivery of ballots to the Regional Collection Center after the polls close on Election Night. Responsible for setting up ICX, assisting voters, and tracking ballot stock. At the close of polls, shuts down and packs up the ICX and accounts for all ballots and ballot stock.

LEAD INSPECTOR

One Inspector is designated the Lead at polling locations with multiple precincts. In addition to inspector duties: Is responsible for contacting the polling place to ensure access on Monday and Election morning. Coordinates with other Inspectors at the polling place for Monday set-up. Ensures all mitigation equipment is properly deployed. Assists with ICX (ballot marking device) machines. If a Lead Inspector is not assigned to your polling site, the Inspector will absorb those duties.

ROSTER CLERK

Responsible for locating the voter in the Roster, verifying the address given by the voter, having the voter sign the Roster, and verifying the voting method preferred (e.g., paper or ballot marking device/ICX). In cases where the voter does not have a Vote-by-Mail Ballot to surrender, contacts the Call Center to confirm the voter's eligibility to receive a Precinct Ballot. Roster Clerk will also determine if voters should be referred to the Provisional Clerk. Roster Clerk completes the Line # Tracker/Voter Tally to indicate which voters voted that hour and track how many voters have signed the Roster during the day.

BALLOT CLERK

Responsible for issuing the ballot, pen, and secrecy sleeve to the voter. They may also demonstrate the proper way to mark the ballot and use the secrecy sleeve, if necessary. They direct the voter to return the pen and their ballot in the secrecy sleeve to the Ballot Box Clerk.

BALLOT BOX CLERK

Responsible for depositing voted Precinct Ballots into the appropriate gray Precinct Ballot Box (EC § 14277), providing "I Voted" stickers, and tallying ballots as they are deposited. Directs voters with voted Vote-by-Mail Ballots in an official ID envelope to the blue VBM Ballot Box.

PROVISIONAL CLERK

Responsible for assisting a voter whose eligibility to vote is unclear (or who is making use of Conditional Voter Registration). Ensures the Provisional Envelope and Provisional Roster are completed, and the ballots tallied.

In some cases, a poll worker may be needed to cover more than one of these job descriptions on Election Day.

ALWAYS ASK the inspector if there are any questions on how to proceed.



PRIOR TO ELECTION DAY

At least one week before election day, your Inspector will contact you to discuss the following items:

- When to meet on Monday afternoon for set up of the polling place if help is needed.
- What time to arrive Election morning (no later than 6:15AM)
- Explain the scheduling of break and mealtimes.
- If you have any special needs on Election Day (ex: day care pickup, sitting or standing restrictions, etc.)
- If you have worked on previous elections and what roles did you fill?
- Have you attended training or watched the training videos?
- Ask if you have any additional questions or concerns?

Your Inspectors will also be responsible for picking up the precinct supplies and ballots prior to election day. Some of the supplies/materials will be needed to set up the precinct table/polling place the Monday before election day, such as:

- Items for Display poster – inside only
- All other inside notices/signs, such as the facsimile ballot
- Precinct table and chairs
- Arrange the voting booths for privacy
- Set up the ICX – Accessible Ballot Marking Device

The following items must not stay in the polling place over night. Your Inspector should keep these items with them:

- Precinct and Provisional Ballots
- ICX Ballot Stock
- Ballot Boxes
- Indexes
- Rosters
- Tally Sheets
- Provisional Envelopes
- Cellphones
- And Clerk Procedures

These items will be needed to assist voters in case you are unable to access the facility on Election Day morning.

ELECTION DAY

ARRIVE AT YOUR ASSIGNED POLLING LOCATION NO LATER THAN 6:15 am.

Each Precinct Worker must sign the Election Officer Declaration and Payroll Roster prior to starting your shift. Your Inspector will have these documents ready for you to sign.

DECLARATION OF ELECTION OFFICERS OR DECLARATION OF PRECINCT WORKERS

On the day of election and before entering upon the performance of duties, each of the precinct board members shall sign a declaration of intention to faithfully discharge the duties of an election officer. The declaration shall be signed before any member of the precinct board. The form for each of these declarations shall be provided in the roster for the precinct. (Elections Code Section 12321)

STATE OF CALIFORNIA (County of San Luis Obispo)

I do hereby 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 inspector or precinct board member (as indicated below)

SIGNED BY:	SIGNED IN THE PRESENCE OF:	ON:	SIGNED BY:	SIGNED IN THE PRESENCE OF:	ON:
_____ Inspector	_____ Witness	_____ Date	_____ Clerk	_____ Witness	_____ Date
_____ Inspector (if necessary)	_____ Witness	_____ Date	_____ Clerk	_____ Witness	_____ Date
_____ Clerk	_____ Witness	_____ Date	_____ Clerk	_____ Witness	_____ Date

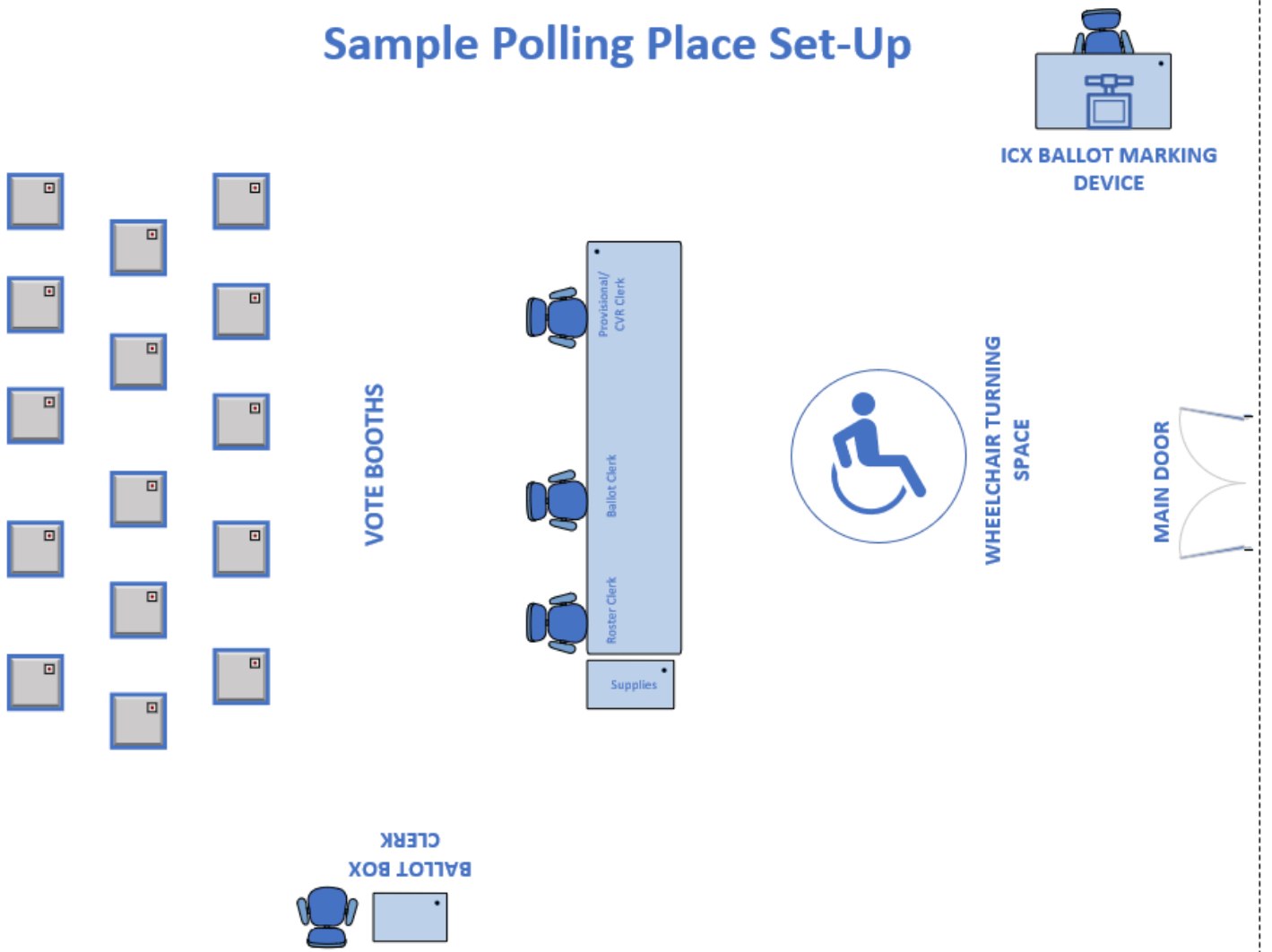
PAYROLL - Please put in Election Night Return Envelope Con

Please have all workers complete below:

Print Name	Signature	Mailing Address	Phone Number	AM, PM, or FULL day shift?	Are you part of Adopt-a-Poll? (Y/N)

Now, you will be all set to finish setting up the polling place.

Sample Polling Place Set-Up



The Inspector will assign you a task, such as:

- Each workstation (Roster Clerk, Ballot Clerk and Provisional Clerk) first needs to tape the appropriate instructions to the table.
- The Roster Clerk should have the Roster, Vote-by-Mail Ballot Status Log, ID Required Notice, pink Provisional Envelopes, blue Vote-by-Mail Replacement Envelopes, Signature Guide Cards, and pens. The Roster Clerk should also have the Line Number Tracker/Voter Tally.
- The Ballot Clerk should have one packet of Poll ballots for **each** ballot type if more than one —starting with lowest number. It is very important to double check that the ballots say “Precinct” in the top left corner of the ballot. There should also be a Certified Write-In list, if there are any, and ICX Ballot Issuance Slips.

- The Provisional Clerk should have one packet of Provisional Ballots for each ballot type if there are more than one, again double check that it says “Provisional” in the top left-hand corner of the ballot, the Provisional Roster, “I Voted” stickers, Spoiled and Surrendered Ballot Labels, Signature Verification Letter and Statement and pens.
- The Provisional Clerk will also have the blue Vote-by-Mail and pink Provisional Ballot Bag open and ready to show the first provisional voter.
- Hang BOTH Outside Indexes outside the outermost doors or directly inside the outermost doors of the polling place.
- Hang the flag, with the Union Jack (blue field of stars) in the upper left-hand corner, outside the polling place.
- Place the VOTE HERE outside directional signs so voters coming from different directions can find the polling place entrance.
- If the ADA entrance is not the main door, place an ADA sign with the arrow to direct voter to the entrance.
- Post “100 feet No Electioneering” sign 100 feet from the entrance to the building.
- Tape Ballot Box Tally Sheet to the Ballot Box (found in Ballot Box Clerk supplies zip bag).

OPENING THE POLLS

At 7:00 am, promptly open the polls and proclaim aloud, **“THE POLLS ARE NOW OPEN.”**

First Voter Procedure: Precinct Ballot Boxes

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

The Inspector will then complete the “Precinct Ballots Seal Certificate & Chain of Custody” document (Form #1), place it inside the ballot box, and seal the Ballot Box shut **BEFORE** the voter places ballot in the Ballot Box.



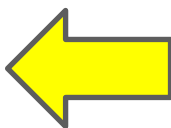
TWO-SIDED DOCUMENT #1
PRECINCT BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY
 OPENING

PRECINCT# _____

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

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

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



TWO-SIDED DOCUMENT #2
VOTE-BY-MAIL BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY
 OPENING

PRECINCT# _____

OPENING THE POLLS INSPECTOR CERTIFICATION
 Place certificate back into Seals & Certificate Envelope and complete Closing side after polls close.
 I, _____ (Precinct Inspector Signature) DO HEREBY CERTIFY the Vote By-Mail Ballot box lid was secured with zip tie seal number _____
 VERIFIED BY: _____ (Precinct Worker's Signature)

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

TWO-SIDED DOCUMENT #3
PROVISIONAL BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY
 OPENING

PRECINCT# _____

OPENING THE POLLS INSPECTOR CERTIFICATION
 Place certificate back into Seals & Certificate Envelope and complete Closing side after polls close.
 I, _____ (Precinct Inspector Signature) DO HEREBY CERTIFY that Provisional Ballot Box lid was secured with zip tie seal number _____
 VERIFIED BY: _____ (Precinct Worker's Signature)

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

For the Provisional and VBM Ballot Boxes

Do the same empty box inspection and complete the appropriate certificate, but **DO NOT** put the certificate into the box before sealing. **Return those certificates to the Seals & Certificate Envelope until the polls close.**

PROCESSING VOTERS

ROSTER CLERK

The normal process is where the voter (1) is listed in the Roster, (2) resides at the same address, and (3) has their Vote-by-Mail Ballot AND its ID envelope to surrender.

DETERMINE ELIGIBILITY TO VOTE A PRECINCT BALLOT:

1: Greet the voter and ask them to state their name and residence address. *Do not ask for ID unless it states "ID Required" in signature line.*

2: Locate the voter in the Roster and confirm the address is the same. If not listed, check the Supplemental Roster. If the voter is in neither, offer them a card with the QR code to confirm their polling place. If they confirm that their polling place is elsewhere but still want to vote where they are, they will need to vote a Provisional Ballot.

3: Check the signature/remarks section. In all cases, the voter must surrender a Vote-by-Mail Ballot OR the Call Center must verify that the voter has not returned a ballot before the Ballot Clerk can issue a Precinct Ballot. ***It is also critical in precincts with more than one ballot type that you confirm the voter's ballot type before issuing a Precinct Ballot.***

- If it says "ISSUED VBM BALLOT":
 - Accept the surrendered ballot in its ID (i.e., official) return envelope.
 - Place "SURRENDERED" sticker on the **signature space** and over **the return address** of the envelope.

**SURRENDERED
VBM BALLOT
DO NOT COUNT**

- With the ballot in the envelope, place it in the Yellow Canvas Bag for Spoiled and Surrendered Ballots.



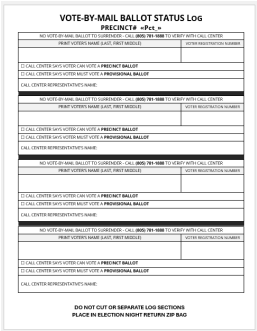
- Proceed to complete the Roster (next steps are on page 22).

- If it says "INACTIVE" or is blank, call the Call Center and document the call in the Vote-by-Mail Status Log (see image below).

VOTE-BY-MAIL BALLOT STATUS Log
PRECINCT# «Pct.»

NO VOTE-BY-MAIL BALLOT TO SURRENDER - CALL (805) 781-1888 TO VERIFY WITH CALL CENTER	
PRINT VOTER'S NAME (LAST, FIRST MIDDLE)	VOTER REGISTRATION NUMBER
<input type="checkbox"/> CALL CENTER SAYS VOTER CAN VOTE A PRECINCT BALLOT	
<input type="checkbox"/> CALL CENTER SAYS VOTER MUST VOTE A PROVISIONAL BALLOT	
CALL CENTER REPRESENTATIVE'S NAME:	
NO VOTE-BY-MAIL BALLOT TO SURRENDER - CALL (805) 781-1888 TO VERIFY WITH CALL CENTER	
PRINT VOTER'S NAME (LAST, FIRST MIDDLE)	VOTER REGISTRATION NUMBER
<input type="checkbox"/> CALL CENTER SAYS VOTER CAN VOTE A PRECINCT BALLOT	
<input type="checkbox"/> CALL CENTER SAYS VOTER MUST VOTE A PROVISIONAL BALLOT	
CALL CENTER REPRESENTATIVE'S NAME:	
NO VOTE-BY-MAIL BALLOT TO SURRENDER - CALL (805) 781-1888 TO VERIFY WITH CALL CENTER	
PRINT VOTER'S NAME (LAST, FIRST MIDDLE)	VOTER REGISTRATION NUMBER
<input type="checkbox"/> CALL CENTER SAYS VOTER CAN VOTE A PRECINCT BALLOT	
<input type="checkbox"/> CALL CENTER SAYS VOTER MUST VOTE A PROVISIONAL BALLOT	
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<input type="checkbox"/> CALL CENTER SAYS VOTER CAN VOTE A PRECINCT BALLOT	
<input type="checkbox"/> CALL CENTER SAYS VOTER MUST VOTE A PROVISIONAL BALLOT	
CALL CENTER REPRESENTATIVE'S NAME:	

**DO NOT CUT OR SEPARATE LOG SECTIONS
PLACE IN ELECTION NIGHT RETURN ZIP BAG**

If:	Then do the following:
<p>Voter has a ballot to surrender with NO envelope</p>	<ul style="list-style-type: none"> Write the voter's name (Last, First Middle) and the voter's Registration # on a new entry in the Vote-by-Mail Ballot Status Log.  <ul style="list-style-type: none"> Call the Call Center to confirm if voter is eligible for a new ballot. Put a checkmark in the box next to the Call Center's response and be sure to also write the name of the Call Center staffer you talked to. <ul style="list-style-type: none"> If the Call Center staffer confirms <u>no</u> ballot has been returned, proceed to "Complete the Roster". If the Call Center staffer states that a ballot <u>has</u> been returned, send the voter to the Provisional Clerk. Place "SURRENDERED" sticker over the timing marks at the bottom of the ballot and place it in the Yellow Canvas Bag for Spoiled and Surrendered Ballots. <p>If the voter is surrendering an envelope with no ballot, put the "SURRENDERED" sticker on the signature space and over the return address of the envelope, NOT over the voter information.</p> <ul style="list-style-type: none"> Proceed to "Complete the Roster"
If:	Then do the following:
<p>Voter has NO ballot to surrender, or voter states they never received a ballot</p>	<ul style="list-style-type: none"> Write the voter's name (Last, First Middle) and the voter's Registration # on a new entry in the Vote-by-Mail Ballot Status Log. Call the Call Center to confirm if voter is eligible for a new ballot. Put a checkmark in the box next to the Call Center's response and be sure to also write the name of the Call Center staffer you talked to. <ul style="list-style-type: none"> If the Call Center staffer confirms <u>no</u> ballot has been returned, proceed to "Complete the Roster". If the Call Center staffer states that a ballot <u>has</u> been returned, send the voter to the Provisional Clerk.

COMPLETE THE ROSTER

- 4: Cross out the "VBM ISSUED" in the remarks (if it is there in the Roster).
- 5: Make a check at the end of the voter line next to the ballot type; circle the X REF number.
- 6: Turn the Roster so the voter can sign right side up. Have the voter sign their name.
7. Ask voter if they need assistance marking their ballot or if they would like to vote using the ICX (ballot marking device).

If the voter opts to use the ICX:

- Hand the Inspector/ICX Clerk an ICX Ballot Issuance Slip, and hand a secrecy sleeve to the voter.

ICX BALLOT ISSUANCE SLIP

Precinct #: _____
Ballot Type: _____

Place in Election Night Return Zip Bag

W:\ELECTIONS\2024 General\Ballot Materials & Supplies\Supply Table & Ballot Boxes\Precinct Supply Table\ICX Clerk\ICX Ballot Issue Slip.docx 6/27/2024 5:44 AM

OR

- Hand the Inspector/ICX Clerk an ICX Ballot Issuance Slip and a Provisional Envelope.

SAMPLE OF COMPLETED ROSTER

14	1949 Mission St. San Miguel Brahms, Johann 349 19 th St San Miguel Conway James	Johann Brahms	Issued VBM Ballot	✓	001	60A8172568 422C142322
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See page 24 for additional steps a Roster Clerk takes when there is a special situation and see page 31 for additional information about how the Roster Clerk interacts with the Provisional Clerk.

BALLOT SHORTAGES

In the unlikely event there are insufficient ballots or insufficient ballot printing supplies, if applicable, at a polling location, Elections Code section 14299 requires counties to have alternative procedures in place. Any ballot cast using an approved alternative procedure must be duplicated in accordance with the procedure set forth in Elections Code section 15210.

- In the event there are insufficient ballots at a polling location for the November 5, 2024, General Election, the following alternative procedures will be in place in this order:
 1. Ballot marking devices
 2. Provisional ballots
 3. Ballots from neighboring precincts with identical ballot types

TASKS FOR ANY AVAILABLE WORKER

- Update the MARKED Outside Index at the beginning of each hour, up to and including 6:00 pm. Use the Line # Tracker/Voter Tally to draw a red line through the name of each person who voted during that hour. This process is not required after 7:00 pm.
- Check empty voting booths after each voter for pens and anything other than the required posted information that may have been left behind.

Each of the following is considered to be a **NORMAL PROCESS WITH A SPECIAL SITUATION**.

Follow all procedures listed under **ROSTER CLERK** and take the additional steps listed below:

If:	Then do the following:
-----	------------------------

Voter's name has changed

- Voter signs both names.
- Offer a Voter Registration card to update new name.

Voter's address has changed

- Complete Vote-by-Mail Ballot Status Log entry and note the new address at the bottom of the entry.

- Call the Call Center and ask for the correct precinct for the new address.
- If new precinct is the same as the voter's assigned precinct, confirm that their Vote-by-Mail Ballot has not been returned. If no ballot has been returned, process the voter using the normal process.
- If precinct is different, they are still eligible to vote a Precinct Ballot at this polling location, as long as the Call Center confirms that a Vote-by-Mail Ballot has not been returned.
- Voter completes change of address form.

- Remind the voter that they are a First-Time Federal Voter and are therefore required to show ID.
- Voter shows acceptable form of ID
- On First-Time Federal Voter List (in back of Roster), mark the type of identification used.
- If CA DL or ID card, enter the number – **PLEASE DO NOT WRITE A # FOR ANY OTHER FORM OF ID.**

“ID REQ’D” in remarks

Indicates voter is a First-Time Federal Voter and must show identification before voting.

Photo Identification	Name & Address of the voter
<p>Must have the voter’s name and photo; a matching address is not necessary:</p> <ul style="list-style-type: none"> • Driver’s license or identification card of any state • Passport • Employee identification card • Identification card provided by a commercial establishment • Credit or debit card • Military identification card • Student identification card • Health club identification card • Insurance plan identification card • Any other document specified in writing by the Secretary of State that is prepared by a third party in the ordinary course of business that includes the photograph and name of the individual presenting it. 	<p>Must be dated AFTER the last General Election (November 2020):</p> <ul style="list-style-type: none"> • Vote-by-Mail Ballot • Voter Notification card • Utility bill • Bank statement • Government check or paycheck • Document issued by a government agency • Public Housing identification card • Lease or rental statement/agreement • Student identification card • Tuition statement or bill • Insurance plan card • Discharge certificate, pardon, or another official document • Senior citizen discount card issued by public transportation authorities • Identification documents issued by governmental disability agencies, homeless shelters or other temporary or transitional facilities • Drug prescription issued by a doctor or health care provider • Tax return • Property tax statement • Vehicle registration/certificate of ownership • Any other document specified in writing by the Secretary of State that includes the name and address of the individual presenting it and is dated AFTER the last general election in even numbered years. <p>EXCEPTION: Permanent documents such as a pardon or discharge need not be dated.</p>
<p>Any doubts regarding the sufficiency of identification presented shall be resolved in favor of the voter, permitting them to vote a regular ballot.</p>	
<p>If the voter does not have ANY acceptable identification or does not wish to present any identification, the precinct worker shall process the voter as a PROVISIONAL VOTER.</p>	

If:

Then do the following:

- Voter must return spoiled ballot card.
- Place “SPOILED BALLOT” sticker over the timing marks at the bottom of the ballot.

Voter spoils ballot



- Place an "S" next to the voter's name in the Roster.
- Mark the tally for spoiled ballots (front of Line # Tracker)

LINE NUMBER TRACKER / VOTER TALLY

Precinct # _____
«Title» _____

The Line Number Tracker/Voter Tally is designed to keep track of voter line numbers so the Outside Index can be marked quickly & accurately at the top of each hour. It also provides a tool for keeping an accurate count of the number of voters who sign the roster, including those on the Supplemental Roster, and provides a space for tallying spoiled precinct ballots.

READ NEXT SHEET FOR INSTRUCTIONS ON USING THE LINE NUMBER TRACKER, MARKING THE OUTSIDE INDEX, AND KEEPING AN ACCURATE TALLY OF THE VOTERS DURING THE DAY.

USE TALLY BELOW TO KEEP TRACK OF SPOILED PRECINCT BALLOTS.

SPOILED PRECINCT BALLOT TALLY

If a voter spoils a Precinct Ballot and receives another ballot, mark this tally. The total number of spoiled ballots is needed for the Precinct Ballot statement. Place a Spoiled Ballot label on the ballot and place the spoiled ballot in the Spoiled & Surrendered Canvass Bag.

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60

Place in
Election Night Return Zip Bag

- Instruct Ballot Clerk to issue a new ballot.
- Put spoiled ballot in the Yellow Canvas Bag for Spoiled and Surrendered Ballots.



- **NOTE:** Voters can only receive a total of 2 Precinct Ballots.

Voter would like to use ICX

- Complete ICX Ballot Issuance Slip with Precinct # and ballot type.

ICX BALLOT ISSUANCE SLIP

Precinct #: _____
Ballot Type: _____

Place in Election Night Return Zip Bag

W:\ELECTIONS\2024 General\Files\Materials & Supplies\Supply Table & Ballot Boxes\Precinct Supply Table\ICX Check\ICX Ballot Issue Slip.docx 6/27/2024 9:44 AM

- Hand the ICX Ballot Issuance Slip to the Inspector.
- Provide the voter a secrecy sleeve.

If:

Then do the following:

Voter needs assistance

Voter may either bring someone to assist them or a precinct worker will assist them.

- Locate List of Assisted Voters (in back of Roster).
- Read the oath to the voter.
- If voter brings someone with them to assist, read the additional oath concerning employer.
- Print voter's name on the List of Assisted Voters.
- Precinct worker must assist if voter did not bring someone to assist them.

Voter unable to sign roster

- Voter makes any mark on signature line.
- The mark must be witnessed by another person.
- A precinct worker may serve as a witness.
- The witness must sign their name alongside the mark.
- ***A signature stamp may be used and does not require a witness to sign.***

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

X _____ X

DATE 11-05-2024

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

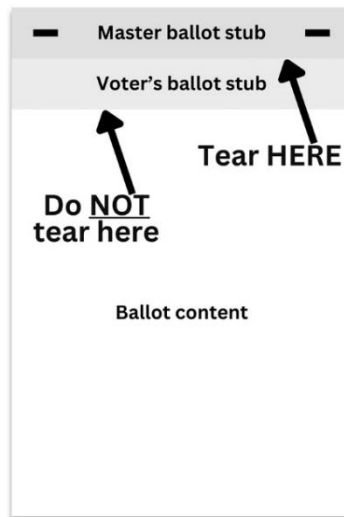
BALLOT CLERK

ISSUING A BALLOT

- **IF YOU ARE WORKING AT A CONSOLIDATED PRECINCT WITH TWO DIFFERENT BALLOT TYPES:**

Make sure you have confirmed which of the ballot types applies to the specific voter. **This is extremely important!**

- Remove the ballot card with the voter stub attached from the stapled pads. Please do not remove multiple ballots from the pads. This may result in giving more than one ballot to a voter and could make balancing difficult later.



- Slide the ballot card into the secrecy sleeve and give the ballot to the voter. Instruct the voter that there are contests on both sides.
- Advise the voter to return the pen and voted ballot **in the secrecy sleeve** to the Ballot Box Clerk **with the voter's ballot stub sticking out** (EC § 14275). If there is more than one precinct in the polling location, direct the voter to the Ballot Box that matches the Precinct # on their ballot. The secrecy sleeves are color-coded by precinct.
- Direct the voter to an empty voting booth or table.
- Coordinate with the Ballot Box Clerk to ensure there are enough secrecy sleeves and pens to give to voters.
- Update the Line Number Tracker/Voter Tally hourly.

TO COMPLETE THE LINE NUMBER TRACKER
Each hour, the ROSTER CLERK will find the voter's line number ("XREF NUM") on the roster, enter the number in the column corresponding to the number range on the page for that hour. Also, tally any voter who is on the Supplemental Roster.

VOTER LINE # ("XREF NUM" COLUMN ON ROSTER PAGE)

NOTE: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections)

XREF NUM	VOTER NAME AND ADDRESS	SIGNATURE	NOTE BY MAIL / ID #
1100	Voter, Glee		Vote by Mail
1100	Voter, Jeffrey		Vote by Mail

LINE NUMBER TRACKER # 8:00 - 9:00 am		
1-250	251-500	501-750
2	357	634
9		

Supplemental Registrants
1
2
3

Voters listed in the Supplemental Registrant Roster will not have line numbers, but they must be tallied.

TO MARK THE OUTSIDE INDEX
At the end of each hour, Remove the completed sheet for that hour and use it to mark off the Outside Index that says **MARKED** on the cover, using a **RED PEN**, line through the voter's name that corresponds with the written line number. In this example, voters 2 and 9 voted.

Registration Close Date: 2/18/2020

1		Voter, Richard
2	VSM	Voter, Robert
3		Voter, Justine
4	VSM	Voter, Cynthia
5		Voter, Ricky
6	VSM	Voter, Michael
7		Voter, Robert
8	VSM	Voter, Robert
9		Voter, Nancy
10		

Spoiled Precinct Tally

	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

TO KEEP AN ACCURATE TALLY OF THE NUMBER OF VOTERS WHO SIGNED THE ROSTER
THE CURRENT TOTAL FOR EACH HOUR SHOULD AGREE WITH THE BALLOT BOX TALLY (TAKE INTO ACCOUNT VOTERS STILL VOTING)

At **9:00 am**
Between 7:00 and 8:00 there were **4** Voters (Total Previous)

4 voters signed the roster between **8:00 and 9:00** (Total this Hr.)

1 voter signed the Supplemental Roster between **8:00 and 9:00** (Total Supplemental Registrants)

Add numbers together: **9** (Current Total)

Write "Current Total" on the next page's Total Previous to start the 9:00-10:00 am hour page.

Total Previous	4	Write in the Current Total from the Previous Page.
Total this Hr.	4	Write in the count for line numbers entered this hour.
Total Supplemental Registrants	1	Write in the number of Supplemental Registrants, if any.
Current Total	9	Add together all the numbers. This current total number will be entered on the "Total Previous" line of next hour.

LINE NUMBER TRACKER/VOTER TALLY Precinct # «Title»

1-250	251-500	501-750	751-1000	1001-1250	1251-1500	1501-1750	1751-2000	2001-2250	2251-2500	2501-2750	2751-3000	3001-3250	3251

SUPPLEMENTAL REGISTRANTS

1	7
2	8
3	9
4	10
5	11
6	12

7:00 am to 8:00 am

Total Previous _____0_____ Write in the "Current Total" from the Previous Page.

Total This Hr. _____ Write in the count for Line Numbers entered this hour.

Total Supplemental Registrants _____ Write in the number of Supplemental Registrants, if any.

Current Total _____ Add all the numbers together. Transfer this number to the "Total Previous" on the next page.

If a voter returns a spoiled Precinct Ballot, direct them to the Roster Clerk so the spoiled ballot can be tallied—and the correct ballot type and precinct verified—before issuing another ballot.

BALLOT BOX CLERK

ACCEPTING VOTED BALLOTS

- When the very first voter of the day arrives, **get the Inspector**. (The Inspector will have that first voter look into the gray Precinct Ballot Box and confirm it is empty and then the Inspector will deposit the required certificate and seal the box shut for the day.)
- Check the voter’s ballot stub (which should be sticking out of the secrecy sleeve) to confirm that it is a Precinct Ballot and not a Vote-by-Mail Ballot.
- Tear off the voter’s ballot stub and hand it to the voter.
- Deposit the ballot into the gray Precinct Ballot Box. **Secrecy sleeves do not go into the ballot box with the ballot.**
- After you have deposited the ballot, mark the next number on the Ballot Box Tally attached to the Ballot Box.

BALLOT BOX TALLY PRECINCT# «Pct.»
2024 GENERAL ELECTION

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

PLACE IN ELECTION NIGHT RETURN ENVELOPE

- Give the voter an “I Voted” sticker of their choice.

UNSIGNED BALLOT ENVELOPE STATEMENT OR SIGNATURE VERIFICATION STATEMENT

Both documents will be provided in the precinct supplies tub; they are available for any voter who received notification from the Elections Official that either their signature did not match or they did not sign their ballot envelope.

Provide the appropriate form to any voter who needs it and put the completed form into the Election Night Return Envelope.

PROVISIONAL CLERK

NOTE: Steps 1 and 2 are to be completed by the Roster Clerk. (Provisional Clerk' duties begin on next page)

Step 1

If voter has "RETURNED VBM" in the signature space OR Call Center confirms that ballot has been returned	<ul style="list-style-type: none">• Write PROV in the remarks space.• Complete <u>Provisional Envelope</u> with Precinct #/ Ballot Type. (For an example of the envelope, see pages 34 and 35 of this manual.)• Check reason for voting Provisional as "VBM Voter - VBM Ballot Already Returned."• Proceed to Step 2.
If voter is listed as "ID REQ'D" and does not have acceptable ID	<ul style="list-style-type: none">• Write PROV in the remarks space.• Complete <u>Provisional Envelope</u> with Precinct #/ Ballot Type.• Check reason for voting Provisional as "ID Required - Voter has no ID to show Roster Clerk."• Proceed to Step 2.
If voter is not in the Roster or the Supplemental Roster	<ul style="list-style-type: none">• Complete <u>Provisional Envelope</u> with Precinct #/ Ballot Type.• Check reason for voting Provisional as "Voter not on the Roster, Supplemental Roster."• Proceed to Step 2.

Whenever a voter is potentially voting in the wrong precinct, explain to them that they may not be voting on every contest for which they are eligible to vote. To vote on the correct ballot, they must go to the precinct associated with their address. If they choose to vote provisionally at your precinct, follow the procedures below.

Step 2

- Complete the back top portion of the Provisional Envelope with the voter's name.
- Give voter a clipboard, pen, Provisional & Conditional Voter Info pink 1/2-page, and the envelope.
- Instruct voter to complete Voter Information side of the envelope.
- Send voter to Provisional Clerk.

COMPLETING THE PROVISIONAL PROCESS

1. Verify and complete Provisional Envelope and Provisional Roster

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

2. Complete Provisional Roster

- Have voter print name and address on the Provisional Roster.
- Ask voter if they need assistance marking their ballot or would like to use the ICX.

3. Issue ballot

- Remove the ballot with the voter stub attached from the stapled pad. **Do not** remove multiple ballots from the pads. This may result in giving more than one ballot to a voter and could make balancing difficult at the end of the night.
- Fold the ballot and hand to the voter, along with the Provisional Envelope. Direct the voter to the empty voting booths or table.
- Advise voter to bring back the pen and their voted ballot sealed in the Provisional Envelope.

4. Accept sealed envelope and tally ballot

- After the voter has voted, check to make sure envelope is sealed and all necessary information on the Provisional Envelope is completed, legible and signed by the voter.
- Check that voter's name is listed in the Provisional Roster.
- Deposit envelope with the voted ballot into the pink Provisional Ballot Box and mark the Provisional Ballot tally sheet.

INSPECTOR AND PROVISIONAL CLERK MUST SIGN BELOW:		TALLY SHEET FOR PROVISIONAL BALLOTS	
Provisional Ballot Statement Line No. & Entry		Place this sheet on the top of the Provisional Ballot Box to tally the ballots as they are deposited.	
1. Number of Provisional Ballots Issued as Voter Request	_____	PROVISIONAL BALLOT TALLY 1. 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 180 190 200	
2. Number of Provisional Ballots Issued as ICX (Line)	_____	2. 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 180 190 200	
3. Number of Provisional Ballots Issued as ICX (Line)	_____	3. 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 180 190 200	
4. Number of Sealed Provisional Ballots (from Sealed Provisional Ballot Pad)	_____	4. 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 180 190 200	
5. Number of Unsealed Provisional Ballots (from the Provisional Ballot Quantity Worksheet)	_____	5. 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 180 190 200	
If the Inspector is the ICX Clerk, another precinct board member signs as the second verification. WE HEREBY CERTIFY that the total number of Provisional Ballots received and tallied is as indicated on the Provisional Ballot Statement.		6. 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 180 190 200	
THIS PRECINCT BOARD MEMBER MUST SIGN BELOW: INSPECTOR: _____ (in Provisional Clerk) PROVISIONAL CLERK: _____ (in Other Precinct Board Member)		7. 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 180 190 200 8. 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 180 190 200 9. 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 180 190 200 10. 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 180 190 200	



- Hand voter an "I Voted" sticker of their choice.

If:	Then do the following:
<p>Voter in your precinct prefers to vote Provisional Ballot using the ICX ballot marking device</p>	<ul style="list-style-type: none"> • Instead of issuing a ballot, ask the Roster Clerk to complete an <u>ICX Ballot Issuance Slip</u>. The precinct # on the <u>ICX Ballot Issuance Slip</u> matches the Provisional Ballot precinct #. • Direct the voter to the ICX Clerk/Inspector. • Instruct voter to return voted ballot sealed in the <u>Provisional Envelope</u>.
<p>Voter has made a mistake on the ballot and asks for a new ballot</p>	<ul style="list-style-type: none"> • Voter must surrender the spoiled ballot before receiving a new ballot. • Write an "S" next to the voter's name in the Provisional Roster. • Place "SPOILED BALLOT" sticker across the timing marks at the bottom of the ballot. • Issue a new ballot to voter. Check the appropriate box on the back of the envelope. • Mark the Spoiled Ballot tally (located on the <u>Provisional Ballot tally sheet</u>).

PROVISIONAL ENVELOPE: FRONT

The voter completes this side of the envelope.

Provisional Clerk will review to make sure all boxes are checked in #1, voter has signed in #2, all information is completed AND legible.

County of San Luis Obispo Elections

Provisional and Conditional Voter Registration Envelope

Qualifications	1	I am: <input type="checkbox"/> a US citizen and resident of the State of California <input type="checkbox"/> 18 years or older <input type="checkbox"/> voting my one and only ballot for this election									
Affidavit You must sign in the box for your registration to be complete and your vote to count.	2	I swear or affirm that: I am a U.S. citizen and a resident of the State of California and at least 18 years of age. I am not currently in state or federal prison for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.									
	X	Signature of voter _____ Date signed –Month/Day/Year _____									
Your legal name	3	Optional prefix: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss First Name: _____ Middle: _____ Last Name: _____									
Identification	4	Date of birth ____/____/____ U.S. state or foreign country of birth _____ MM DD YYYY CA driver's license or ID card # _____ SSN (last 4 numbers) _____									
The address where you live. Do not use P.O. Box #	5	Home address: City _____ State _____ Zip _____ Country _____ If you do not have a street address, describe where you live including cross streets, route, N, S, E, W, etc.									
The address where you receive mail	6	Mailing address – if different from above or a PO box # (Include City, State, & Zip Code)									
Political Party Preference	7	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"> I want to choose a political party preference <input type="checkbox"/> American Independent Party <input type="checkbox"/> Democratic Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Peace and Freedom Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Other (specify): _____ I do not want to choose a political party preference. <input type="checkbox"/> No Party / None </td> <td style="width: 40%; font-size: small;"> FOR PRESIDENTIAL PRIMARY ELECTIONS: If a voter wants to participate in a presidential primary election or vote for a party committee, they must either declare their party preference or, if they have chosen not to disclose it, they can only vote for a party that allows non-affiliated voters to participate, as per that party's rules communicated to the Secretary of State. During primary elections for state or congressional offices, registered voters are allowed to vote for any candidate, irrespective of either the voter's or the candidate's party preference, or their choice to not disclose a party preference. </td> </tr> </table>	I want to choose a political party preference <input type="checkbox"/> American Independent Party <input type="checkbox"/> Democratic Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Peace and Freedom Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Other (specify): _____ I do not want to choose a political party preference. <input type="checkbox"/> No Party / None	FOR PRESIDENTIAL PRIMARY ELECTIONS: If a voter wants to participate in a presidential primary election or vote for a party committee, they must either declare their party preference or, if they have chosen not to disclose it, they can only vote for a party that allows non-affiliated voters to participate, as per that party's rules communicated to the Secretary of State. During primary elections for state or congressional offices, registered voters are allowed to vote for any candidate, irrespective of either the voter's or the candidate's party preference, or their choice to not disclose a party preference.							
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Registration History	8	If you were previously registered or pre-registered to vote, include previous residence address here: Residence Address _____ City _____ Zip _____ County/State _____									
Contact Info	9	Telephone number _____ Email address _____									
Ethnicity/Race	10	<table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> American Indian or Alaska Native</td> <td><input type="checkbox"/> Black or African American</td> <td><input type="checkbox"/> Middle Eastern/North African</td> </tr> <tr> <td><input type="checkbox"/> Asian</td> <td><input type="checkbox"/> Hispanic or Latino</td> <td><input type="checkbox"/> Other _____</td> </tr> <tr> <td><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</td> <td><input type="checkbox"/> White</td> <td></td> </tr> </table>	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Middle Eastern/North African	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Other _____	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	
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<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Other _____									
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White										

SLO_2x12_CRV_provisional_0124.indd 1
1/25/24 10:48 AM

PROVISIONAL ENVELOPE: BACK

Provisional Clerk completes top portion with their name, Precinct #, and **verifies the voter has checked U.S. citizen box, completed, and signed other side of the envelope.**

Voted Ballot Enclosed

To be opened by the Canvassing Board at the Elections Office

The elections official assisting the voter completes this section.

Precinct Worker name: _____ Precinct #: _____

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

Check appropriate box:

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

Voter moved and did not re-register to vote

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

Mail Ballot Precinct Voter voting at Polling Place

ID Required - Voter has no identification to show Roster clerk

Presidential Primary ONLY – voter requests a party ballot different from the voter's party shown on the Roster. Party Ballot Requested: _____

Miscellaneous: _____

The Elections Department staff completes the section below during the official canvass.

<p><input type="checkbox"/> Green light – Count if ALL conditions are met:</p> <ul style="list-style-type: none"> Voter is active No VBM has been returned, no provisional has been issued, and no voter participation history exists Voter does NOT have any unprocessed list maintenance messages in VoteCal <p><input type="checkbox"/> Yellow light – Review the voter's record if:</p> <ul style="list-style-type: none"> Voter is not active, or Voter has unprocessed list maintenance messages in VoteCal, or Voter moved to San Luis Obispo County after 15-day close of reg. <p><input type="checkbox"/> Red light – Do not count if:</p> <ul style="list-style-type: none"> Voter has voted in this election, or Voter participation history exists for this election. 	<p><input type="checkbox"/> Count</p> <hr/> <p>Precinct Voted & BT _____</p> <p>Party Voted: _____</p> <p>Voter ID#: _____</p> <p><input type="checkbox"/> Don't Count</p> <ul style="list-style-type: none"> <input type="checkbox"/> Already Voted/VBM <input type="checkbox"/> Incomplete/Illegible <input type="checkbox"/> Signature Mismatch <input type="checkbox"/> No Signature <input type="checkbox"/> Invalid Address <input type="checkbox"/> No Ballot enclosed <input type="checkbox"/> Other: _____ 	<p><input type="checkbox"/> Provisional Voter</p> <p><input type="checkbox"/> CVR Voter</p> <hr/> <p>Correct Pct & BT: _____</p> <p>Party (Primary): _____</p> <p><input type="checkbox"/> Duplicate Ballot</p> <p>Initials of reviewer:</p> <p>1st check: _____</p> <p>2nd check: _____</p> <p>Final: _____</p>
--	--	---

INSPECTOR/ICX CLERK

ASSISTING A VOTER WITH THE BALLOT MARKING DEVICE

- Ballot Clerk will hand the ICX Clerk/Inspector an ICX Ballot Issuance Slip and a secrecy sleeve OR Provisional Clerk will hand the Inspector ICX Ballot Issuance Slip and a Provisional Envelope.
- Accompany the voter to the ICX device.
- Instruct the voter in the use of the device and to take the voted ballot in the secrecy sleeve to the Ballot Box Clerk or in the Provisional Envelope to Provisional Clerk.
- Insert the Poll Worker card to start the voting session.
- Type the ballot activation code associated to the voter's ballot. The activation code is the CON# (e.g., 101).
- **Remove** the activation card and **take it with you** before leaving the voter to vote in private.
- Tally the ballot issuance on the ICX Ballot Tracking and Seal Log.
- Assign it to the Con# on the ICX Ballot Issuance Slip and ballot type.

Spoiled ICX Ballots:

- Voter must return spoiled ICX ballot to the Inspector.
- Place **Spoiled Ballot** sticker on front of ballot across 2D barcode and place in Yellow Canvas Bag for Spoiled and Surrendered Ballots.
- Ask the Roster Clerk to place an "S" next to the voter's name in the Roster.
- Tally spoiled ICX ballot on ICX Ballot Statement.
- Activate another session for the voter.
- Voter can only receive a maximum of 2 ballots.

See ICX manual for instructions on set up, closing, disinfecting, and troubleshooting.

OUTSIDE VBM (Vote-by-Mail) BALLOT DROP OFF

Not all polling locations will have an outside VBM Ballot Drop Box.

Before the polls open:

- Set up the pop-up tent.
- Set up table and chairs. Also set up the lighting. You will need that when the sun goes down. Do not put the lights on until you need them.
- Complete the Outside Drop Off Vote-by-Mail Ballots Seal Certificate & Chain of Custody Form with the Inspector and place it back into the Seals & Certificate Envelope.

TWO-SIDED DOCUMENT

COUNTY OF SAN LUIS OBISPO

SEALS & CERTIFICATE ENVELOPE

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

#8

OPENING

PRECINCT# _____

OPENING THE POLLS INSPECTOR CERTIFICATION

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

I, _____ (Precinct Inspector Signature)

DO HEREBY CERTIFY the Outside Drop Off Vote-By-Mail Ballot box lid was secured with zip tie seal number _____.

VERIFIED BY: _____ (Precinct Worker's Signature)

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

I, _____ (INSPECTOR or Precinct Assistant's Signature)

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

VERIFIED BY: _____ (Precinct Inspector or Precinct Assistant Signature)

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

- A voter may turn in his/her voted Vote-by-Mail Ballot at any polling place in California.
- The envelope can be from any county in California.

- Check to make sure the voter has signed the ID envelope. **Voter must sign on the line provided, or it will not be counted.**


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

X Melissa Garcia

DATE 11/5/2024

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

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

<p>I authorize the person below to return my ballot:</p> <p><u>William Patel</u></p> <p>Their name</p> <p><u>William Patel</u></p> <p>Their signature</p> <p><u>Cousin</u></p> <p>Relationship to voter</p>	 <p>WHERE'S MY BALLOT?</p> <p>Haven't signed up for ballot tracking? It's not too late - Sign up at wheresmyballot.sos.ca.gov</p>
<p>Did you...</p> <ul style="list-style-type: none"> • Sign the voter’s declaration in your own handwriting? • Put your ballot in the envelope and safely seal it? • Make a mistake on your ballot and want a new one? <p>If so, please contact the Elections Office for further instructions at 805-781-5228.</p>	


ONCE YOU RECEIVE YOUR FIRST BALLOT INTO THE BALLOT BOX, THERE MUST BE TWO WORKERS WITH THE BALLOT BOX AT ALL TIMES. We try to assign 3 people to the outside VMB ballot drop off but if there are only 2 of you and one needs to take a break, you both must take the ballot box into the building where the inspector is located. Then that person can use the facilities as the box will be with the precinct staff.

After the polls close:


- The Lead Inspector/Inspector will announce out loud that the polls are now closed at 8:00pm.
- If you have cars in-line to deposit their ballot at this point, have a worker go to that last car and let anyone else trying to get in line that we cannot accept their ballot.

- **If the voter is insisting on giving you their ballot, you may accept it but do not put it into the ballot box. You must write in large print on the envelope that the ballot was turned in after the polls closed.** Put the time the ballot was received and give the ballot to the lead inspector to place into their spoiled and surrendered envelope to return to the collections center.
- Lock your ballot box so no more ballots may be inserted into the box.
- Take the ballot box to the Inspector and complete the back side (*CLOSING*) of the Outside Drop Off Vote-by-Mail Ballots Seal Certificate & Chain of Custody Form.

TWO-SIDED DOCUMENT #8

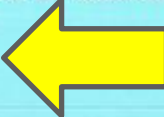


COUNTY
SAN LUIS
OBISPO



SAN LUIS OBISPO COUNTY
SEAL
LEARN. RECORD. REMEMBER.

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

CLOSING 

PRECINCT# _____

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

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

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

CLOSING THE POLLS INSPECTOR CERTIFICATION

I, _____ (Precinct Inspector Signature)

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

VERIFIED BY: _____ (Precinct Worker's Signature)

SAN LUIS OBISPO COUNTY ELECTIONS OFFICE STAFF

I verify that the zip tie seal numbers for the Outside Drop Off Vote-By-Mail Box lid & ballot insertion slot are the same numbers as listed on this this form.

Staff Signature

- Break down your popup, table, and lighting. Take into the facility and leave with the other supplies that will be picked up the next day.

VOTERS WHO NEED ASSISTANCE & ASSISTING VOTERS WITH SPECIAL NEEDS

Voter unable to sign Roster

- The mark must be witnessed by another person.
 - A precinct worker may serve as a witness.
 - The witness must sign their name alongside the mark.
 - ***A signature stamp may be used and does not require a witness to sign.***
-

Voter cannot enter the polling place

- In dual custody (Inspector and 1 Clerk), take the roster, ballot marking pen, and ballot (in a secrecy sleeve) or a ballot marking device outside to the voter
- Removing the receipt stub before giving the ballot and stub to the voter
- Allowing the voter to mark the ballot in private
- Taking the voted ballot in the secrecy sleeve and marking pen back into the polling place and insert in the voted ballot into the ballot box
- Properly recording the voters who have neem assisted in marking their ballot (EC §§ 14282, 14283)

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

VOTE-BY-MAIL PROCESSING

- Complete the Vote-by-Mail Ballots Seal Certificate & Chain of Custody Form with the Inspector and place it back into the Seals & Certificate Envelope.

TWO-SIDED DOCUMENT #2

COUNTY SAN LUIS OBISPO

STATE OF CALIFORNIA

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

OPENING

PRECINCT# _____

OPENING THE POLLS INSPECTOR CERTIFICATION

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

I, _____ (Precinct Inspector Signature)

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

VERIFIED BY: _____ (Precinct Worker's Signature)

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

I, _____ (INSPECTOR or Precinct Assistant's Signature)

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

VERIFIED BY: _____ (Precinct Inspector or Precinct Assistant Signature)

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

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

VOTING TWICE IN AN ELECTION IS A CRIME.

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

X Melissa Garcia


DATE 11/5/2024

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

Witness X _____

- Place the sealed envelope in the VBM Ballot Box. **VOTE-BY-MAIL BALLOTS ARE NOT TALLIED AT THE POLLS.**

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

<p>I authorize the person below to return my ballot:</p> <p><u>William Patel</u></p> <p>Their name</p> <p><u>William Patel</u></p> <p>Their signature</p> <p><u>Cousin</u></p> <p>Relationship to voter</p>	 <p>Haven't signed up for ballot tracking? It's not too late - Sign up at wheresmyballot.sos.ca.gov</p>
<p>Did you...</p> <ul style="list-style-type: none"> • Sign the voter’s declaration in your own handwriting? • Put your ballot in the envelope and safely seal it? • Make a mistake on your ballot and want a new one? <p>If so, please contact the Elections Office for further instructions at 805-781-5228.</p>	

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

If:	Then do the following:
<p>Voter has his/her own San Luis Obispo County voted ballot but no ID envelope</p> <p>EXAMPLE 1</p>	<ul style="list-style-type: none"> • Hand voter an ID envelope and instruct them to insert the ballot in the envelope. • Voter must complete the name and address portion AND sign the envelope in the signature space. • Ensure that the voter’s name and address are legible, and the envelope is signed. • Deposit the ballot in the blue VBM Ballot Box. <p>VOTE-BY-MAIL BALLOTS ARE NOT TALLIED AT POLLING LOCATIONS.</p>
<p>Voter has his/her own voted ballot from another County but no ID envelope</p> <p>EXAMPLE 2</p>	<ul style="list-style-type: none"> • Write the name of the County on the ID envelope below the space for voter’s name and address. • Follow the procedure for a San Luis Obispo County ballot.

Voter has another voter's ballot but no ID envelope

- Hand the voter an ID envelope and instruct them to take the envelope to the voter for completion as below.
- The voter must sign their own ID envelope, or the ballot will not be counted.
- Ballot must be received or postmarked by 8:00 pm on Election Night.

EXAMPLE 1

EXAMPLE 2

After the polls close.

- If you have voters in-line to deposit their ballot at this point, have a worker go to that last voter and let anyone else trying to get in line that we cannot accept their ballot.
- **If the voter is insisting on giving you their ballot, you may accept it but do not put it into the ballot box. You must write in large print on the envelope that the ballot was turned in after the polls closed. Put the time the ballot was received and give the ballot to the lead inspector to place into their spoiled and surrendered envelope to return to the collections center.**
- Lock the ballot box so no more ballots may be inserted into the box.
- Complete the back side (*CLOSING*) of the Vote-by-Mail Seal Certificate & Chain of Custody form.

CHALLENGES, POLL WATCHERS & ELECTIONEERING

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

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

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

CHALLENGING A VOTER

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

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

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

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

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

POLL WATCHERS

Poll watchers are usually people working for a candidate or a political party and they have the following rights and limitations.

May	May Not
<p>Observe the proceedings at the polls including the closing procedures</p> <p>Review and record information from indexes posted near the entrance</p>	<p>Be in the voting booths or at the precinct worker's table</p> <p>Monopolize the posted index so others are unable to use it</p> <p>Interfere with the Election process in any way</p> <p>Wear campaign hats, buttons, etc. in violation of the law governing electioneering</p>

ELECTIONEERING

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

EXIT POLLING

Exit polling is not electioneering

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

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

ELECTION OBSERVER PANEL

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

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

Only members of the precinct board shall be permitted, during the hours within which voting is in progress, to sit at the desk or table used by the precinct board. Any person may inspect the 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.

ADDITIONAL SCENARIOS TO CONSIDER

PROBLEMS IN THE ROSTER

If:	Then do the following:
Voter signed Roster and did not vote or leaves with ballot	List the voter's name on the Closing Certificate found on the inside back cover of the Roster. <i>Check the Closing Certificate when completing the closing procedures Election Night. This situation will cause the Precinct Ballot Statement to be out of balance on Election Night.</i>

CORRECTIONS IN THE ROSTER

If:	Then do the following:
Voter reports there is other incorrect information in the Roster such as spelling changes, duplication of names, family member no longer living at home, deceased family member, etc.	Note the correct information above the voter's name in the Roster. If there is not enough room, make the note at the end of the Roster. Include the name of the person who provided the information.

NEWS MEDIA

Questions or Interviews	If contacted by any representative of the newspaper, radio, or TV news media: <ul style="list-style-type: none">• Any information available to the general public may be provided.• Call the Elections Office at (805) 781-4989 if you are unsure or uncomfortable with what information to provide.
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State law prohibits ANYONE from filming voters entering or leaving a polling place for the purposes of intimidation.

CLOSING THE POLLS

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

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

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

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

The Inspector will assign tasks to each worker that must be completed before Election Day is finished.

EXTENDED POLL HOURS BY COURT ORDER

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

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

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

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

SEALS & CERTIFICATES

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





ELECTION PROCEDURES MANUAL INSPECTOR-SPECIFIC SECTION



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CHECKLIST FOR INSPECTORS: PRE-ELECTION

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

WEEK BEFORE THE ELECTION

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

Additional Lead Inspector Duties

- Contact the polling place**
 - Find out how to access the facility on the Monday before Election Day and on Election Day.
 - Request an after-hours contact number in case there is a problem opening or securing the facility.
 - Are there any specific restrictions for the use of the facility?
 - What are clean up requirements and key return?
- Conduct an “on-site” visit of the polling place the week before the Election** if you are not familiar with the building/location. Check electrical outlet locations to determine the best spot to place the ICX Ballot Marking Device equipment.
- Contact any other Inspectors assigned to the polling place**
 - Arrange time to set up polling place once equipment has been delivered.
- Pick up precinct supply tub and ballots at warehouse**

Inspectors will need to pick up their supplies from the County Clerk-Recorder warehouse at 1475 Kansas Ave, San Luis Obispo. The days and times are listed below. If there is absolutely no way you can pick up your supply tub or if you have questions, please contact your Precinct Assistant. Instructions and directions to the warehouse are included in your appointment letter.

Schedule for supply pickup from the warehouse:

Thursday October 31st	Friday November 1st	Saturday November 2nd
10:00am – 3:00pm	11:00am – 4:00pm	9:00am – 2:00pm

- Inventory the Precinct Supply Tub** using the tub & individual zip bags contents lists in the tub as soon as possible after it is picked up and no later than November 3rd. Contact your Precinct Assistant if you are missing any items.
- Update the Roster**
 - Insert alpha tabs in the binder to assist finding voters.
 - Insert colored Supplemental Roster, if any, BEHIND the Combined Roster. This list contains voters whose record was updated after the Roster was printed.
 - Write “SR” in RED in the voter’s signature space for each voter that appears on the Supplemental Roster with matching voter ID in your regular roster.

ICX Ballot Marking Device

- Review the ICX Poll Worker Reference Guide.

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

DAY BEFORE THE ELECTION

- Check that the following equipment has been delivered to the polling place:**
 - Confirm that all the ICX Supplies listed below have been delivered. If anything is missing, contact your Precinct Assistant IMMEDIATELY; please do not wait until Election Day.
 - The number of ICX unit(s) assigned to each precinct - Each “unit” consists of 1 ICX tablet, 1 Accessible Tactile Interface (ATI), 1 set of headphones, power strip, and 1 BMD printer. An ICX table & privacy shield will be provided for each “unit.”
 - ADA accessible and regular voting booths
 - Any ADA accessible equipment assigned to your polling place
 - Generic Supply Tub
- Confirm that tables and chairs are available at the facility.**
- Inventory the Generic Supply Tub.** This tub can be left at the precinct. Notify your Precinct Assistant if any items are missing.
- Set up the polling place as much as possible beforehand** to make Election Morning run smoothly.

- Designate separate entrance and exit so voters do not cross paths, if possible. Post “Items for Display” poster and any additional signs for the inside.
- Set up voting booths at least 6 feet apart, if possible.
- Station Ballot Box Clerks near the exit.
- Set up the ICX and printer.
 - Complete ICX Certification Form located in the ICX transport bag.
 - Please make sure ICX screen is facing away from voters passing by to ensure voter privacy.
 - Layout ICX supplies from the Supply Tub.
 - Please remember that you cannot leave the ICX Ballot Stock in the polling place overnight.
 - Do not load the printer tray during initial setup, load paper on Election Day morning.

DO NOT LEAVE THE FOLLOWING AT THE POLLING PLACE OVERNIGHT:

Ballots

Rosters

Provisional Envelopes/information

Ballot Bags/Boxes

Outside Indexes

Small supply of pens and clipboards

Small supply of secrecy sleeves

Cell phones

- Plan a tentative schedule.** Include periodic rotations, breaks, and mealtimes.

MAKE SURE ALL WORKERS ARE BACK FROM DINNER BEFORE 5:00 pm.

CHECKLIST FOR INSPECTORS: ELECTION DAY

Precinct Workers

- Each Precinct Worker and Inspector needs to sign the *Election Officer Declaration* (in Roster Binder) and complete the *Payroll Log* (in the Roster Binder) prior to starting their shift at the polling place.

Precinct Worker Changes

- If there are changes to the Precinct Workers at the Polling Place, notification will be sent at the time the changes are made.
- No-Show Worker:** If a worker does not show up for their shift, contact your Precinct Assistant or call the Precinct Workers line immediately.

- Replacement Worker:** If a replacement worker was deployed to your precinct, have that worker sign the Election Officer Declaration & the payroll sheet. Provide their name as listed on voter registration (no nicknames please); job title (AM clerk, PM Clerk, Full-Day Clerk, Inspector, etc.); mailing address; signature.
- Workers are scheduled for Full Day (6 am to approx. 9 pm), AM Shift (6 am to 2 pm), or PM Shift (2 pm to approx. 9 pm).

Payroll Information

- Payroll Sheet will be in the Roster binder. When you inventory the supplies, if you do not have a payroll sheet, call your Precinct Assistant immediately.
- All Precinct Workers must fill out the information provided on the Payroll Sheet to get paid.
- Processing times for payroll: Processing and mailing payroll can take up to 6 weeks. It is important that the name and address are legible to ensure prompt payment. The worker must use the name as they are registered to vote—no nicknames.

ICX Setup

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

ICX Ballot Statement and Ballot Tally

- Place the ICX Ballot Statement, ICX Ballot Issued Tally and ICX Ballots Spoiled Tally on the table to be used throughout the day. All three documents are combined to one page front and back.
 - ICX Ballots Tally – to be used by the ICX Clerk in each of the precincts to track, throughout the day, the number of ICX ballots issued as well as the end-of-day ballot totals.

- Spoiled Ballots Tally – to tally spoiled ballots throughout the day.
- ICX Ballot Statement – to balance after the polls close.
- Read instructions for specific information on where to set up ADA accessibility equipment** if applicable. Call your Precinct Assistant with any questions.
- Assign a worker who has attended ICX training to assist voters with the ICX Ballot-Marking Device.**

Replacement of ICX BMD Equipment

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

Seals and Certificates

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

Remember:

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

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

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

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

One Worker	One Worker
<ul style="list-style-type: none"> <input type="checkbox"/> Set up and Prepare ICX. See ICX Manual for instructions. <input type="checkbox"/> Layout ICX supplies from the Supply Tub <input type="checkbox"/> Make sure ICX screen is facing away from voters passing by to ensure voter privacy. <input type="checkbox"/> Make sure privacy shield is set up and unit is set to "ON" <input type="checkbox"/> Set up any other accessibility equipment 	<ul style="list-style-type: none"> <input type="checkbox"/> Hang BOTH Outside Indexes outside the outermost doors or directly inside the outermost doors of the polling place. <input type="checkbox"/> Hang the flag, with the Union Jack (blue field of stars) in the upper left-hand corner, outside the polling place. <input type="checkbox"/> Place the VOTE HERE signs so voters coming from different directions can find the polling place entrance. <input type="checkbox"/> If the ADA entrance is not the main door, place an ADA sign with the arrow to direct voter to the entrance. <input type="checkbox"/> Post "No Electioneering" signs 100 feet away from entrance of polling place. Post an "Items for Display" poster outside which includes a space to write the precinct number. <input type="checkbox"/> Tape Ballot Box Tally Sheet to the Ballot Box (found in Ballot Box Clerk supplies zip bag).
<ul style="list-style-type: none"> <input type="checkbox"/> Arrange voting booths for privacy. Post "Voting Instructions" in each booth, unless already posted. If there are multiple precincts in a polling place all voting booths can be positioned together. <input type="checkbox"/> Post Items for Display Poster, Precinct Number, post one Facsimile Ballot on the wall and put one on the table, with instructions) <input type="checkbox"/> Set out Voter Information Guides, Sample Ballots, and demonstration ballots on a separate table away from the check in tables. <input type="checkbox"/> Set out pens, disinfectant wipes, and hand sanitizer at Roster Clerk. <input type="checkbox"/> Review checklists to make sure all tasks have been completed 	<ul style="list-style-type: none"> <input type="checkbox"/> Set up precinct table: lay out Roster, Line # Tracker, one packet of ballots—start with lowest number, Certified Write-In list and any other supplies. <input type="checkbox"/> DO NOT Seal any of the ballot boxes until the first voter is ready to put in their voted ballot. The Inspector and one Precinct Worker must complete the seal certificate from the Seal & Certificates envelope for each of the ballot boxes. Double check perforation on ballot (which separates stub from ballot at top) is in correct place (at the top ¼ inch above dashed line). Call your Precinct Assistant if not correct. Double check the precinct and ballot type on the ballots against the roster. <input type="checkbox"/> Take Provisional voting supplies out of VBM Ballot Box and set up Provisional Table.

THROUGHOUT THE DAY:

- Be sure that workers are taking their breaks and completing their assigned duties to ensure that all the tallying, rosters and line indexes are current and completed accurately.
- You may be answering lots of questions from the Precinct Workers, observers, or media. This is why it is so important for you to read through all the materials that have been provided to you.
- Check hourly to make sure the Ballot Box Tally Sheets are being used correctly.
- Check hourly to make sure the Line # Tracker/Voter Tally is being completed correctly.
- Mark the MARKED Outside Index hourly in RED
- Make sure that voting booths are being cleaned periodically.
- Confirm that the Clerks are following processes correctly.
- Confirm that any Provisional and Vote-by-Mail envelopes are being filled out correctly.

CLOSING THE POLLS

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

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

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

Any member of the public may view Closing Procedures, but they CANNOT touch any voting materials or voted ballots. Only Precinct Workers or Clerk-Recorder staff are allowed to handle ballots. Those viewing are not allowed to interfere with closing procedures.



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

INSPECTORS:

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

CLOSING CHECKLISTS: PACKING UP

- Lay out the following items:**
 - Election Night Return Zip Bag
 - Yellow Canvas Bag for Spoiled and Surrendered Ballots
 - Containers for **UNVOTED** Ballots
 - Precinct Ballot Statement
 - Found in **Seals & Certificates Envelope** in Supply Tub
 - Signed Payroll Sheet
 - Scissors to cut seals
- Gather all Seals and Certificates**

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

ALL Precinct Workers – Perform the following tasks:

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

BALLOT QUANTITIES WORKSHEET FOR UNVOTED BALLOTS EXAMPLE

Place in Election Night Return Envelope

BALLOT QUANTITY WORKSHEET
PRECINCT BALLOTS

PRECINCT # 101

BALLOT TYPE #	A # OF INITIAL BALLOTS RECEIVED	B NEXT BALLOT # AT CLOSE	C # UNVOTED BALLOTS REMAINING
1	200		
16	200		
Total # of All Ballots			

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

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



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

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

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

- ❑ Place the seal certificate inside the container **BEFORE SEALING.**

#4
UNVOTED PRECINCT BALLOTS
TAMPER-EVIDENT SEAL CERTIFICATE

PRECINCT# _____

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

Sequence of Unvoted **Precinct Ballots:**
beginning: _____ and ending _____

Serial number of Tamper-evident Seal #1 _____

Serial number of Tamper-evident Seal #2 _____

PRECINCT WORKERS SIGN BELOW.

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

- Complete the **Unvoted Provisional Ballots Container Tamper-Evident Seal Certificate (#5)**
 - Be sure to include the Precinct # and the beginning and ending serial numbers.
 - The beginning number should be the next available ballot.
 - The ending number should be the number of the last ballot. This number should equal the number of ballots that was issued to your precinct.
- Enter the total # of unvoted ballots (Precinct + Provisional) on each container label.
 - Enter the number of box(es) e.g., 1 of 1 **or** 1 of 2, 2 of 2.
- Place the seal certificate inside the box **BEFORE SEALING.**

#5

COUNTY OF SAN LUIS OBISPO

SEAL OF THE COUNTY OF SAN LUIS OBISPO

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

PRECINCT# _____

After polls close, complete this form and place it inside the unvoted Provisional ballot container **before** applying tamper-evident seals to the box.

Sequence numbers of unvoted **Provisional Ballots:**

beginning _____ and ending _____

Serial number of Tamper-evident Seal #1 _____

Serial number of Tamper-evident Seal #2 _____

PRECINCT WORKERS SIGN BELOW.

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

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

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

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

- Locate cardboard box inside your supply tub. This is the *VOTED* Precinct Ballots Container.
- Cut the seal on the Precinct Ballot Box.
- Retrieve the Precinct Ballots Chain of Custody Seal Certificate (#1) that you filled out prior to the first voter deposited their ballot into the Precinct Ballot Box.

- Place this Certificate into the Voted Precinct Ballots Container.
- Separate out *VOTED* Precinct Ballots AND voted ICX ballots into separate piles.
- Count *VOTED* precinct ballots.
 - Bundle voted Precinct Ballots with rubber bands into batches of 50.
 - Bundle any remaining voted Precinct Ballots with a rubber band and place a scratch piece of paper with the number of ballots on it under the band.
 - Bundle any ICX ballots with rubber bands and place a scratch piece of paper with the number of ballots on it under the band.
 - When finished, give the count of Precinct Ballots and ICX ballots to the worker completing the Precinct Ballot Statement.
- Put *VOTED* Precinct Ballots and ICX ballots in *VOTED* Precinct Ballots Container.
 - Each container can contain up to 550 *VOTED* ballots.
- **Do not affix seal(s) until the Precinct Ballot Statement is balanced.**

- After Precinct Ballot Statement is balanced, complete the Precinct Ballots Seal Certificate and Chain of Custody (#1 closing/back side).
 - Be sure to have ALL Precinct Workers sign the certificate.

The image shows a two-sided document titled "PRECINCT BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY" for San Luis Obispo County. It includes a map of the county, the county seal, and the text "COUNTY OF SAN LUIS OBISPO" and "CALIFORNIA". The document is marked "#1" and "*CLOSING*". It contains fields for "PRECINCT#" and instructions: "AFTER COMPLETING THIS FORM PLACE INSIDE VOTED PRECINCT BALLOT CONTAINER BEFORE ATTACHING BOTH SEALS TO THE SIDE CLOSURE OF THE CONTAINER." There are also fields for "Total number of voted Precinct ballots in return container:", "Serial number of Tamper-evident Seal #1", and "Serial number of Tamper-evident Seal #2". A section titled "PRECINCT WORKERS SIGN BELOW." contains a declaration: "We hereby declare that all the voted Precinct ballots in this precinct have been placed in this Precinct Ballot return container and that the serial numbers of the seals are true and correct." Below the declaration are four horizontal lines for signatures.

- Enter the total # of voted ballots (Precinct + ICX) on each container label.
- Enter the number of containers e.g., 1 of 1 or 1 of 2, 2 of 2.

- Place the seal certificate inside (#1) the container BEFORE SEALING.
- In the presence of all precinct workers in the room, seal the Voted Precinct Ballots in container for Voted Ballots with Tamper-Evident Seals.
- Place the seals so the container cannot be opened without compromising the seal.
- Place Sealed Container for Voted Precinct Ballots in the Collection Center Return Vinyl Bag.
- Put Precinct Ballot Box Tally Sheet in Election Night Return Zip Bag.

Inspector and Provisional Clerk – Complete the Provisional Ballot Statement and clean up Provisional workstation:

- Determine the number of **UNVOTED** Provisional ballots using the **Provisional Ballot Quantities Worksheet**.
- Complete the Provisional Ballot Statement (with Provisional Roster).
- Once complete, place the Provisional Ballot Statement/Ballot Tally Sheet, Provisional Roster into the slot of the pink Provisional Ballot Box.
- Place Provisional Ballot Quantities Worksheet into Election Night Return Zip Bag.
- Complete Provisional Ballots Seal Certificate & Chain of Custody (#3 closing/back side).

Place certificate into box before sealing.

TWO-SIDED DOCUMENT #3

COUNTY OF SAN LUIS OBISPO

PROVISIONAL BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY

CLOSING

PRECINCT# _____

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

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

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

CLOSING THE POLLS INSPECTOR CERTIFICATION

I, _____ (Precinct Inspector Signature)

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

VERIFIED BY: _____ (Precinct Worker's Signature)

SAN LUIS OBISPO COUNTY ELECTIONS OFFICE STAFF

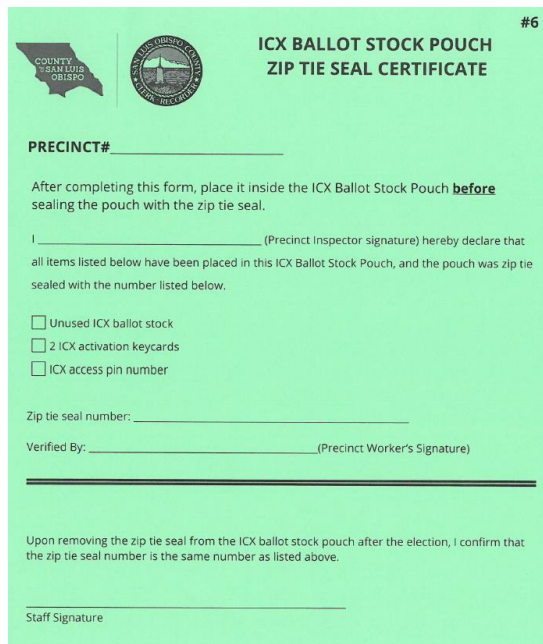
I verify that the zip tie seal numbers for the Provisional Box lid & ballot insertion slot are the same numbers as listed on this this form.

Staff Signature _____

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

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

- Follow the instructions in the ICX Manual for closing the polls.
- Complete the ICX Ballot Statement.
- Report Numbers to each precinct in the polling place.
 - # of Precinct ICX Ballots
 - # of Provisional ICX Ballots
- Distribute materials.
 - Spoiled ICX Ballots: Place in Spoiled and Surrendered Ballots Canvas Bag.
 - Place the following in the Election Night Return Zip Bag:
 - ICX Ballot Issuance Slips
 - ICX Ballot Statement/Ballot Tally
 - Official ICX Seal Certification (inside ICX transport bag)
 - ICX Ballot Quantity Worksheet
- Complete the ICX Ballot Stock Pouch Zip Tie Seal Certificate (#6).
- After completing, place it inside the ICX Ballot Stock Pouch **BEFORE SEALING.**



The image shows a green form titled "ICX BALLOT STOCK POUCH ZIP TIE SEAL CERTIFICATE #6". It includes the County of San Diego logo and the State of California seal. The form has fields for "PRECINCT#" and "Verified By:". It contains a declaration statement and a checklist with three items: "Unused ICX ballot stock", "2 ICX activation keycards", and "ICX access pin number". There are also fields for "Zip tie seal number:" and "Staff Signature".

- Secure the ICX and Printer according to the ICX Manual
- Return the following to the ICX Clerk Zip Bag Supplies and place in Precinct Supply Tub
 - ICX Manual
 - Unused headphone covers and stylus

Remaining tasks:

- Clean up the voting booth area.
 - DO NOT disassemble booths or remove signs.
- Remove and place Outside Indexes in Election Night Return Zip Bag.

- Remove all posted materials inside and outside the polling place and place in Supply Tub.
 - Be careful not to damage or tear signage. These will be reused in the next election.
- Bring all ADA accessibility equipment and outdoor signage into the polling place.

ALL Precinct Workers - Complete the Closing Certificate (located in the Roster binder):

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

DECLARATION OF ELECTION OFFICERS OR DECLARATION OF PRECINCT WORKERS

On the day of election and before entering upon the performance of duties, each of the precinct board members shall sign a declaration of intention to faithfully discharge the duties of an election officer. The declaration shall be signed before any member of the precinct board. The form for each of these declarations shall be provided in the roster for the precinct. (Elections Code Section 12321)

STATE OF CALIFORNIA (County of San Luis Obispo)

I do hereby 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 inspector or precinct board member (as indicated below)

SIGNED BY:	SIGNED IN THE PRESENCE OF:	ON:	SIGNED BY:	SIGNED IN THE PRESENCE OF:	ON:
Inspector _____	Witness _____	Date _____	Clerk _____	Witness _____	Date _____
Inspector (if necessary) _____	Witness _____	Date _____	Clerk _____	Witness _____	Date _____
Clerk _____	Witness _____	Date _____	Clerk _____	Witness _____	Date _____
Clerk _____	Witness _____	Date _____	Clerk _____	Witness _____	Date _____
Clerk _____	Witness _____	Date _____	Clerk _____	Witness _____	Date _____

Complete the Collection Center Receipt by checking off the boxes on the left.



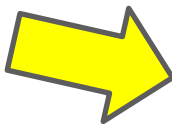
COLLECTION CENTER RECEIPT

Two Precinct Workers from the above-named precinct must bring the items listed below and this receipt to the assigned Collection Center election night.

Time of Precinct Workers' Arrival at Collection Center: _____

Collection Center Staff Names: 1) _____ 2) _____

Inspector, check boxes in left column. Collection Center staff, check boxes in right column.



- | INSPECTOR | COLLECTION STAFF |
|--|--------------------------|
| <input type="checkbox"/> Two Precinct Workers delivered items to the Collection Center | <input type="checkbox"/> |
| <input type="checkbox"/> Tamper-evident Sealed Container of Voted Precinct Ballots | <input type="checkbox"/> |
| <input type="checkbox"/> Zip-tie Sealed Blue Vote-By-Mail Ballot Box | <input type="checkbox"/> |
| <input type="checkbox"/> Zip-tie Sealed Pink Provisional Ballot Box | <input type="checkbox"/> |
| <input type="checkbox"/> Empty Gray Precinct Ballot Box | <input type="checkbox"/> |
| <input type="checkbox"/> Election Night Return Zip Bag (including roster) | <input type="checkbox"/> |
| <input type="checkbox"/> Tamper-evident Sealed Containers of Unvoted Precinct Ballots | <input type="checkbox"/> |
| <input type="checkbox"/> Tamper-evident Sealed Container of Unvoted Provisional Ballots | <input type="checkbox"/> |
| <input type="checkbox"/> Zip-tie Sealed Yellow Canvas Bag containing Spoiled & Surrendered Ballots | <input type="checkbox"/> |
| <input type="checkbox"/> Cell Phones (1) | <input type="checkbox"/> |

REMARKS: _____

CHECKLIST: SIGNATURES REQUIRED

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

	What to Sign	Where to Locate	Who Signs	Where it goes now
<input type="checkbox"/>	Declaration Page: should be signed when worker starts their shift	<i>Inside front cover of the Roster</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT	Stays in the Roster. Roster goes in Election Night Return Zip Bag after the Polls close.
<input type="checkbox"/>	Payroll Sheet: should be signed when workers start their shift	<i>In Roster</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT	Stays in the Roster. Roster goes in Election Night Return Zip Bag after the Polls close.
<input type="checkbox"/>	Closing Certificate	<i>Inside front cover of the Roster</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	Stays in the Roster. Roster goes in Election Night Return Zip Bag after the Polls close.
<input type="checkbox"/>	All Seal Certificates	<i>Inside Seals and Certificates Envelope</i>	INSPECTOR & ONE OR MORE WORKERS / VARIES PER CERTIFICATE	Place in designated Ballot Box/Ballot Container/Canvas bag as directed on certificate.
<input type="checkbox"/>	Pre-election Precinct & Provisional Ballots Containers Seal Certificates	<i>Inside sealed precinct / provisional containers</i>	INSPECTOR & ONE PRECINCT WORKER	After completion place in Election Night Return Zip Bag
<input type="checkbox"/>	Pre-election ICX Stock Pouch Seal Certificate	<i>Inside sealed ICX Ballot Stock Pouch</i>	INSPECTOR & ONE PRECINCT WORKER	After completion place in Election Night Return Zip Bag
<input type="checkbox"/>	Precinct Ballot Statement	<i>Inside Seals and Certificates Envelope</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	After completion place in Election Night Return Zip Bag
<input type="checkbox"/>	Provisional Ballot Statement	<i>Reverse side of the Provisional tally sheet</i>	Inspector-Provisional Clerk	Place in Provisional Ballot Box after the polls close.
<input type="checkbox"/>	ICX Ballot Statement (Lead Inspector/Inspector)	<i>Inside ICX Supply Zip Bag</i>	Lead Inspector/Inspector	Place in Election Night Return Zip Bag

CLOSING CHECKLIST: LEAVING THE POLLS

Bring to the Collection Center

(at least 2 people in the same vehicle,
[EC §15201\(3\)](#) & [15202](#))

Leave at the Polling Place
for pick up by delivery crew

Collection Center Return Vinyl Bag containing:

- Sealed Container(s) for Voted Precinct Ballots
- Election Night Return Zip Bag
- Sealed Container(s) for Unvoted Ballots
- Sealed ICX Ballot Stock Pouch
- Sealed Spoiled/Surrendered Ballots Canvas Bag
- Cell Phones

Provisional Ballot Box – (sealed)
Contains voted Provisional ballot envelopes, Provisional Ballot Statement/Tally/Roster, Provisional Ballots Seal Certificate & Chain of Custody

VBM Ballot Box(s) – (sealed)
Contains voted Vote-by-Mail Ballots. Extra boxes only provided to high-volume Polling Places and those with Outside VBM Ballot Drop-off

Empty Gray Precinct Ballot Box

Collection Center Receipt (completed)

ICX, printer & table. (Follow directions in ICX manual for powering down and securing the ICX.)

Precinct & Generic Supply Tubs
(ICX Supplies Zip Bag, signage and all other supplies)

ADA Equipment & Voter Assistance Signage
(bring inside polling place for delivery crew to disassemble)

Voting Booths (Do NOT disassemble or remove signs)



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

UNUSUAL CIRCUMSTANCES: WHAT TO DO IF?

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

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

REGIONAL COLLECTION CENTER
GENERAL 11/5/2024

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

COLLECTION CENTER	CONSOLIDATED PRECINCTS
Paso Robles Fair Grounds Events Center 2198 Riverside Ave Paso Robles 17 Cons	101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117.
North County Clerk- Recorder's Office (Atascadero Library) 6565 Capistrano Ave Atascadero 21 Cons	118, 119, 120, 121. 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511. 512, 513, 514, 515. 519, 520,
Morro Bay Veterans Memorial Building 209 Surf St Morro Bay 15 Cons	201, 202, 203, 204, 207, 209, 210, 211, 212, 213, 214, 215, 216, 217. 219.
County Clerk-Recorder's Office 1055 Monterey St #D120 San Luis Obispo 21 Cons	205, 206, 208, 218. 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 324. 516, 517, 518. 521.
South County Regional Center 800 W Branch St Arroyo Grande 39 Cons	301, 302, 303, 304, 305, 306, 307, 308, 309. 322, 323. 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428

DISABILITY SENSITIVITY AT THE POLLS

CALIFORNIA SECRETARY OF STATE

Meeting Someone Who Has a Visual Impairment

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

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

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

Use Appropriate Language

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

DISABILITY SENSITIVITY AT THE POLLS

CALIFORNIA SECRETARY OF STATE

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

Meeting a Person With a Disability

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

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

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

Meeting Someone With a Disability That Affects Speech

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

WARNING: ELECTIONEERING PROHIBITED!

VIOLATIONS CAN LEAD TO FINES AND/OR IMPRISONMENT.

WHERE:

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

WHAT ACTIVITIES ARE PROHIBITED:

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

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

WARNING: CORRUPTING THE VOTING PROCESS IS PROHIBITED!

VIOLATIONS SUBJECT TO FINE AND/OR IMPRISONMENT.

WHAT ACTIVITIES ARE PROHIBITED:

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

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

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

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

ELECTIONS CODE (EC) PENAL PROVISIONS

- **EC 18500** - Any person who commits fraud or attempts to commit fraud, and any person who aids or abets fraud or attempts to aid or abet fraud, in connection with any vote cast, to be cast, or attempted to be cast, is guilty of a felony, punishable by imprisonment for 16 months or two or three years.
- **EC 18502** - (a) Any person who in any manner interferes with the officers holding an election or conducting a canvass, as to prevent the election or canvass from being fairly held and lawfully conducted, or with the voters lawfully exercising their rights of voting at an election, is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

(b) For purposes of this section, “officers holding an election or conducting a canvass” include, but are not limited to, the Secretary of State as the chief elections officer, and their staff, as it relates to performance of any of their duties related to administering the provisions of the Elections Code, and elections officials and their staff, including temporary workers and poll workers, and members of a precinct board, in their performance of any duty related to assisting with holding an election or conducting a canvass.

(c) For purposes of this section, “holding an election or conducting a canvass” includes, but is not limited to, the election observation process governed by the Elections Code and applicable regulations adopted by the Secretary of State.

(d) For purposes of this section, “voting at an election” includes, but is not limited to, voting in person at a polling place or at the office of the elections official, including satellite locations pursuant to Section 3018, and voting by mail and returning a voted ballot pursuant to subdivision (a) of Section 3017.
- **EC 18540** - (a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

(b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

(c) For purposes of this section, “voting at any election” includes, but is not limited to, voting in person at a polling place or at the office of the elections official, including satellite locations

pursuant to Section 3018, and voting by mail and returning a voted ballot.

- **EC 18541** - (a) A person shall not, with the intent of dissuading another person from voting, within the 100 foot limit specified in subdivision (b), do any of the following:
 - (1) Solicit a vote or speak to a voter on the subject of marking the voter's ballot.
 - (2) Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240.
 - (3) Photograph, video record, or otherwise record a voter entering or exiting a polling place.
 - (4) Obstruct ingress, egress, or parking.(b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:
 - (1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018.
 - (2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.(c) A person shall not, with the intent of dissuading another person from voting, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:
 - (1) Solicit a vote.
 - (2) Speak to a voter about marking the voter's ballot.
 - (3) Disseminate visible or audible electioneering information.(d) A violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in state prison. Any person who conspires to violate this section is guilty of a felony.
- **EC 18543** - (a) Every person who knowingly challenges a person's right to vote without probable cause or on fraudulent or spurious grounds, or who engages in mass, indiscriminate, and groundless challenging of voters solely for the purpose of preventing voters from voting or to delay the process of voting, or who fraudulently advises any person that he or she is not eligible to vote or is not registered to vote when in fact that person is eligible or is registered, or who violates Section 14240, is punishable by imprisonment in the county jail for not more than 12 months or in the state prison.
(b) Every person who conspires to violate subdivision (a) is guilty of a felony.
- **EC 18562** - Every member of a precinct board is guilty of a misdemeanor who, prior to putting the ballot of a voter in the ballot box, commits any of the following:
 - (a) Attempts to find out any name on the ballot.
 - (b) Opens or suffers to be opened or examined the folded ballot of any voter which has been handed in.
 - (c) Makes or places any mark or device on any folded ballot with a view to ascertaining the name of any person for whom the voter has voted.
- **EC 18563** - Every member of a precinct board is guilty of a misdemeanor who, without the consent of a voter, discloses the name of any candidate the board member has discovered in his capacity as a member of the board to have been voted for by the voter.

- **EC 18568** - Every person is punishable by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years, or by both that fine and imprisonment, who:
 - (a) Aids in changing or destroying any poll list or official ballot.
 - (b) Aids in wrongfully placing any ballots in the ballot container or in taking any therefrom.
 - (c) Adds or attempts to add any ballots to those legally polled at any election by fraudulently putting them into the ballot container, either before or after the ballots therein have been counted.
 - (d) Adds to or mixes with, or attempts to add to or mix with, the ballots polled, any other ballots, while they are being counted or canvassed or at any other time, with intent to change the result of the election, or allows another to do so, when in the person's power to prevent it.
 - (e) Carries away or destroys, attempts to carry away or destroy, or knowingly allows another to carry away or destroy, any poll list, ballot container, or ballots lawfully polled or who willfully detains, mutilates, or destroys any election returns.
 - (f) Removes any unvoted ballots from the polling place before the completion of the ballot count.
 - (g) Displays a container for the purpose of collecting ballots, with the intent to deceive a voter into casting a ballot in an unofficial ballot box. Evidence of intent to deceive may include using the word "official" on the container, or otherwise fashioning the container in a way that is likely to deceive a voter into believing that the container is an official collection box that has been approved by an elections official.
 - (h) Directs or solicits a voter to place a ballot in a container prohibited by subdivision (g).

- **EC 18569** - Every person who aids or abets in the commission of any of the offenses mentioned in Section 18566, 18567, or 18568 is punishable by imprisonment in the county jail for the period of six months or in the state prison for 16 months or two or three years.

- **EC 18700** - Any voter who has filed an application for the position of, and been appointed as a precinct board member and who, without being excused by the county elections official, knowingly fails to act as a precinct board member, is guilty of a misdemeanor punishable by a fine not to exceed one hundred dollars (\$100).

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

GLOSSARY

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

ACTIVE VOTER	A registered voter whose status is Active. This VOTER will have been mailed a Vote-by-Mail Ballot Packet to their mailing address.
ADOPT-A-POLL	Program where community groups are staffing various PRECINCTS on Election Day.
ASSISTED VOTER LIST	List on the first page of the ROSTER where PRECINCT WORKERS note any VOTERS who received assistance when voting on Election Day.
BALLOT(S)	The actual card on which each VOTER makes their choice on the issues to be decided at the current election. San Luis Obispo County uses two (2) forms of ballots: pre-printed Vote-by-Mail/Precinct/Provisional Ballots and blank ballots used by the ICX BALLOT marking device to assist voters with or without disabilities to select, mark, and print their selections.
BALLOT BOX/BAG	The sealed box/bag into which voted BALLOTS are placed.
BALLOT BOX TALLY	The sheet of numbers attached to the BALLOT BOX for the PRECINCT WORKER to keep track of the number of BALLOTS deposited into the BALLOT BOX. This number should be the same as the LINE # TRACKER/VOTER TALLY used for the PRECINCT BALLOTS.
BALLOT SEQUENCE NUMBER	The identifying number on the stubs of each BALLOT. On the PRECINCT and PROVISIONAL BALLOTS, the stubs are at the top of the BALLOT. The ICX BALLOT stock has no serial numbers or stubs.
BALLOT STATEMENT	Form completed by the PRECINCT BOARD Election Night to account for number of BALLOTS and VOTERS. There are ballot statements for PRECINCT BALLOTS, PROVISIONAL BALLOTS, and ICX BALLOTS.
BALLOT TYPE	The unique combination of contests listed on a BALLOT card make up a ballot type. The ballot type is indicated in a specific column in the ROSTER for each voter and on the top left corner of the BALLOT.

VOTE-BY-MAIL BALLOT BAG/BOX	The blue bag for returning only VOTED VOTE-BY-MAIL BALLOTS to the COLLECTION CENTER Election Night.
COLLECTION CENTER	Designated areas throughout the county where PRECINCT WORKERS are to return their COLLECTION CENTER RETURN BAG and blue/gray/pink BALLOT BOXES on Election Night.
COLLECTION CENTER RETURN VINYL BAG	Bag for PRECINCT WORKERS to return specific election supplies to the COLLECTION CENTER on Election Night.
CHALLENGE LIST	The list located on the front page of the ROSTER for CHALLENGED VOTERS.
CHALLENGED VOTER	A VOTER whose ELIGIBILITY TO VOTE is orally challenged by the PRECINCT BOARD for specific reasons.
CHANGE OF POLITICAL PARTY/CHANGE OF ADDRESS	Form used by a VOTER who wishes to change his/her political party or address at the polls on Election Day. Completed forms are placed in Election Night Return Envelope after the close of the polls.
CLOSING CERTIFICATE	All PRECINCT WORKERS present at closing must sign the CLOSING CERTIFICATE located at the back of the ROSTER.
CONDITIONAL VOTER REGISTRATION (CVR)	California's Conditional Voter Registration (CVR) program began on January 1, 2017, after the certification of the Statewide Voter Registration Database. CVR allows an individual during the 14 days prior to Election Day through Election Day to register conditionally to vote with their County Elections Official and complete a Provisional Envelope (registration) and cast a PROVISIONAL BALLOT.
CONSOLIDATED PRECINCT (CON)	Individual PRECINCTS are combined (or consolidated) for voting purposes. General usage also shortens this to PRECINCT or CON.
VOTED PRECINCT BALLOT CONTAINER	The box(es) in which the VOTED BALLOTS are returned to the COLLECTION CENTER on Election Night.
CROSS-OVER VOTER (PRESIDENTIAL PRIMARY ONLY)	A voter who has not selected a party preference (NPP voter) and who chooses to vote a party ballot in the primary election. These voters can only choose a party ballot if the party is allowing NPP voters to vote in their primary election. Ballot choices will be identified for each presidential primary election.

CVR	See CONDITIONAL VOTER REGISTRATION (CVR).
DECLARATION OF PRECINCT OFFICERS	The statement located on the inside front cover of the ROSTER. Each PRECINCT WORKER must sign this declaration and have it witnessed before beginning their assigned duties.
DECLINE TO STATE	See NO PARTY PREFERENCE (NPP).
ELECTIONEERING	Any activity which tries to influence VOTERS about an issue or candidate being voted on in the current election or the collection of signatures for initiative/recall/referendum petitions. <i>This activity is prohibited within 100 feet of the building in which voting is taking place.</i>
ELECTION NIGHT RETURN ZIP BAG	The bag for returning all supplies to the Collection Center after the close of polls on Election Night. Checklist of contents is on the front of the bag.
ELIGIBILITY TO VOTE	Anything relating to whether a specific VOTER can cast a BALLOT on Election Day at a certain precinct.
UNVOTED BALLOT CONTAINERS	The boxes in which unvoted ballots arrived at the polls are also used for packaging all UNVOTED BALLOTS at the end of the night. These boxes are sealed before BALLOTS can be removed from the BALLOT BOX. They are placed in the Collection Center Return Vinyl Bag.
EXIT POLLING	Surveys taken by the news media and others as VOTERS leave selected POLLING PLACES to predict the outcome of specific contests. <i>The people taking an exit poll must be at least 25 feet from the polling place and not interfere with voting.</i>
FACSIMILE BALLOT AND INSTRUCTIONS	All precincts will post a Spanish facsimile ballot and instructions and certain precincts will post an additional Tagalog facsimile ballot. Facsimile ballots must be conspicuously posted, and one facsimile ballot must be available for voters to take into booths to be used as reference (EC §14201(a)). In addition, a sign must be posted near the index of registration informing voters of facsimile ballots, in language required and available (EC §14201(c)(3)).
HELP AMERICA VOTE ACT (HAVA)	Federal legislation in which some parts requiring uniform procedures at the polls for federal elections.

ICX BALLOT ISSUANCE SLIP	Form used to instruct the ICX CLERK/INSPECTOR which precinct and ballot type to indicate for the voter using the device. Completed slips should be retained and placed in the Election Night Return Envelope after the close of the polls.
ICX CLERK-INSPECTOR	The PRECINCT WORKER assigned to assist VOTERS using the ICX Ballot Marking Device. Assigned by the Lead INSPECTOR and has a procedure manual to use Election Day.
ID ENVELOPE	The IDENTIFICATION (ID) ENVELOPE for a VOTE-BY-MAIL BALLOT. The voter must sign the envelope and the signature must match the signature on the VOTER REGISTRATION CARD (i.e., in the voter's record) for the envelope to be opened and the ballot counted.
INACTIVE VOTER	A VOTER whose status has been set to INACTIVE because the Elections Office has been notified that the voter no longer lives at the address where the VOTER is registered. This notification would come from returned mail from USPS.
INSPECTOR	The PRECINCT WORKER in charge of the PRECINCT BOARD at each PRECINCT.
LEAD INSPECTOR	The INSPECTOR assigned additional tasks for each polling place. Their duties are detailed in the Inspector's Procedures Manual.
LINE NUMBER	The pre-printed number next to the VOTER name in the ROSTER. (Also known as the "XREF NUM") This number is used as an aid in marking the OUTSIDE INDEX.
LINE # TRACKER/VOTER TALLY	A packet of hourly pages which track VOTERS' XREF NUMBERS and helps to accurately and quickly mark the OUTSIDE INDEX. It is used as a VOTER TALLY to accurately account for the number of VOTERS who signed the ROSTER.
MAIL BALLOT PRECINCT	A PRECINCT with fewer than 250 voters that have not been assigned to a POLLING PLACE. Voters living in these PRECINCTS are automatically sent a VOTE-BY-MAIL BALLOT.
NON-PARTISAN CONTEST	Non-partisan contests are contests in which political parties do not nominate candidates. All VOTERS, regardless of party preference can vote in these contests. In majority vote contests, candidates who receive a majority of the votes win outright in the primary election. If no candidate receives a majority of the vote, then the two candidates with the highest number of votes are on the ballot in the General Election. Applies to: Superintendent of Public Instruction, Superior Court Judges, County, City, School, and Special Districts.

NON-QUALIFIED POLITICAL PARTY	A political party that has not gone through the qualification process with the California Secretary of State. VOTERS registered with a non-qualified political party are listed as NO PARTY PREFERENCE (NPP) in the primary election.
NO PARTY PREFERENCE (NPP)	Previously known as a "Decline to State" or "DS". A voter who has not chosen a PARTY PREFERENCE on their VOTER REGISTRATION CARD, or who has chosen a political party that is not qualified in California, will be listed as having No Party Preference. These VOTERS will be listed as NPP on the ROSTER (Presidential Primary only).
OUTSIDE INDEX	A listing of VOTER names ordered by street name and address that hangs outside the POLLING PLACE. Two copies of this index are required to be placed at each POLLING PLACE. VOTERS use this list to verify they are at the correct PRECINCT. PRECINCT WORKERS line off who has voted each hour on one of these INDEXES and POLL WATCHERS use this list to track who has already voted.
PARTISAN CONTEST	See PARTY-NOMINATED CONTEST & VOTER-NOMINATED CONTEST.
PARTY AFFILIATION	See PARTY PREFERENCE.
PARTY-NOMINATED CONTEST	Formerly known as partisan contest. A contest in which the candidate is selected by the POLITICAL PARTY. Only registered voters in that party can vote for the party's candidate on the ballot, with the exception of CROSS-OVER VOTERS. The Presidential candidate selected at the party's convention advances to the General Election. County Central Committees and Councils are decided at the Primary Election. Applies to: US President and County Central Committees or Councils.
PARTY PREFERENCE	Previously known as PARTY AFFILIATION or party registration. Refers to the party a VOTER or candidate has selected as their preference.
POLITICAL PARTY	See QUALIFIED POLITICAL PARTY.
POLLING PLACE (POLL)	The actual location where voters will vote on Election Day. Polling place may contain more than one PRECINCT.

POLL WATCHERS	One or more person who is interested in observing POLLING PLACE procedures on Election Day. Poll watchers may be designated to check the OUTSIDE INDEX to track who has voted each hour or they may be there to observe proper procedures are followed. They may not interfere with voting or PRECINCT work.
POLL WORKER	See PRECINCT WORKER.
PRECINCT	A specific geographical area consisting of one or more unique political district(s). VOTERS within this area vote on a ballot with combination of contests in these districts (also known as a CON).
PRECINCT ASSISTANT	Troubleshooter and resource for multiple PRECINCTS/POLLING PLACES.
PRECINCT BALLOT BOX	Gray box into which voted PRECINCT BALLOTS and voted ICX BALLOTS are deposited during Election Day.
PRECINCT BALLOT STATEMENT	See BALLOT STATEMENT.
PRECINCT BOARD	The title for the group of PRECINCT WORKERS assigned to work at a CONSOLIDATED PRECINCT (CON).
PRECINCT NUMBER	A specific number assigned to each CONSOLIDATED (CON) PRECINCT for identification purposes. The first digit indicates the supervisorial district in which the CON is located. Ex: 301 is in 3 rd Supervisorial District.
PRECINCT WORKER(S)	The friendly, underpaid people assigned to a PRECINCT BOARD on Election Day.
PROVISIONAL BALLOT	A BALLOT issued to a VOTER whose ELIGIBILITY TO VOTE cannot be determined at the POLLING PLACE. There are various reasons for this. (See also PROVISIONAL BALLOT ENVELOPE and PROVISIONAL VOTER). After voting, the BALLOT is sealed in a PROVISIONAL BALLOT ENVELOPE, then deposited in the PINK PROVISIONAL BALLOT BAG.
PROVISIONAL BALLOT BAG/BOX	The pink bag for returning PROVISIONAL BALLOTS to the COLLECTION CENTER. PRECINCT WORKERS set up this bag and seal it on Election Morning. The bag is not to be opened after it is sealed.

PROVISIONAL BALLOT ENVELOPE	An envelope with a pink border which encloses a voted PROVISIONAL BALLOT. It must be completed legibly by both the PRECINCT WORKER and the VOTER. After the PROVISIONAL BALLOT has been placed inside the envelope, it is sealed and deposited in the pink PROVISIONAL BALLOT BOX.
PROVISIONAL BALLOT STATEMENT	Form completed by the PRECINCT BOARD on Election Night to account for the number of PROVISIONAL BALLOTS and VOTERS. Located in the PROVISIONAL ROSTER. See BALLOT STATEMENT.
PROVISIONAL CLERK	PRECINCT WORKER with the responsibility of processing PROVISIONAL VOTERS. This task is assigned at the discretion of the INSPECTOR.
PROVISIONAL TALLY SHEET	This is to be taped on the PROVISIONAL BALLOT BOX and one number marked off every time a PROVISIONAL BALLOT is deposited.
PROVISIONAL VOTER	A VOTER whose ELIGIBILITY TO VOTE cannot be determined by the PRECINCT BOARD at the polling location on Election Day. This VOTER must vote a PROVISIONAL BALLOT—or go to their assigned PRECINCT, if applicable. It is always preferable that voters vote in the correct PRECINCT to ensure they vote for every contest to which they are entitled. If the VOTER insists on voting even though they may be in the wrong PRECINCT, make a notation on the PROVISIONAL BALLOT ENVELOPE.
QR CODE FOR POLLING PLACE LOOK-UP	A square graphic that when viewed by a smart-phone camera links directly to the Secretary of State’s online tool for looking up the assigned PRECINCT, POLLING PLACE, and BALLOT TYPE for each address. Used to assist VOTERS in locating their correct PRECINCT and POLLING PLACE.
REDISTRICTING	Following each census, the political district lines are redrawn to equalize the population served by each district. The U.S. Congressional, State Senate, and State Assembly lines were redrawn by the State Commission on Redistricting. The Board of Supervisors’ district lines were adopted by the Board of Supervisors. These changes in lines are in effect as of the June 2022 Primary Election.
QUALIFIED POLITICAL PARTY	A political party that has gone through the qualification process with the California Secretary of State. There are currently six qualified political parties in California: American Independent, Democratic, Green, Libertarian, Peace & Freedom, and Republican.
REGIONAL COLLECTION CENTER	The locations throughout the county where BALLOTS and other supplies will be returned Election Night.

ROSTER	The alphabetical list of VOTERS who are registered in the PRECINCT and where the VOTER signs their name (or mark). Some PRECINCTS may also have a list of LATE REGISTRANTS.
ROSTER LINE NUMBER	See LINE NUMBER (also known as the "XREF NUM").
SEALS AND CERTIFICATES ENVELOPE	Contains all seals and certificates that must be signed and used during the close of the polls.
SECRECY SLEEVE	Sleeves or folders used to allow the VOTER to cover their BALLOT when dropping BALLOT into the BALLOT BOX with complete privacy. All VOTERS, except those receiving PROVISIONAL BALLOTS must receive a SECRECY SLEEVE with their BALLOT.
SIGNATURE VERIFICATION STATEMENT	This form is sent to VOTERS whose signature on their VOTE-BY-MAIL BALLOT envelope does not match the signature on the voter registration card/in their voter record. VOTER must complete and sign the form. Form can be returned by mail or at any polling place on Election Day.
SPOILED BALLOT	A BALLOT on which a VOTER makes an error. The VOTER returns the spoiled ballot to the Roster Clerk to obtain a new one. The Roster Clerk places a "SPOILED BALLOT" sticker across the timing marks at the bottom of the BALLOT. The ROSTER CLERK marks the LINE # TRACKER in the Spoiled Ballot column. A VOTER may receive no more than three BALLOTS total.
SUPPLEMENTAL ROSTER	A list of any VOTER whose REGISTRATION CARD was received after the ROSTER was printed but who is eligible to vote in the ELECTION. This list is given to every INSPECTOR for insertion in the ROSTER.
SUPPLY TUB	The tub picked up by the INSPECTOR containing the BALLOTS, the ROSTER, the OUTSIDE INDEXES and the precinct-specific supplies needed to facilitate the work of the PRECINCT BOARD on Election Day. A Supply Tub with supplies that are generic to all precincts will be delivered directly to the polling place.
SURRENDERED BALLOT	An unvoted or spoiled VOTE-BY-MAIL BALLOT, enclosed in the ID ENVELOPE, which is given to the Roster Clerk on Election Day so the VOTER can vote a precinct BALLOT.

TOP TWO PRIMARY	All federal and state offices except for U. S. President, County Central Committees, or local offices are “voter nominated” offices where the top two (2) candidates regardless of political party receiving the highest number of votes moves on to the General Election.
UNSIGNED IDENTIFICATION ENVELOPE STATEMENT	This form is sent to VOTERS who did not sign the VOTE-BY-MAIL BALLOT ID ENVELOPE. Voter must complete and sign the form. The form can be returned by mail or at any POLLING PLACE on Election Day.
UNVOTED BALLOTS	BALLOTS that go un-issued to VOTERS on Election Day. These are to be sealed in CONTAINER FOR UNVOTED BALLOTS.
VBM	Abbreviation of VOTE-BY-MAIL.
VOTE-BY-MAIL BALLOT BOX	Blue box into which VOTED VOTE-BY-MAIL BALLOTS are deposited.
VOTED VOTE-BY-MAIL BALLOTS	VOTE-BY-MAIL BALLOTS that are voted and returned to the POLLING PLACE on Election Day. VOTED VOTE-BY-MAIL BALLOTS must be in a signed ID ENVELOPE and are deposited into the blue VOTE-BY-MAIL BALLOT BOX.
VOTE-BY-MAIL BALLOTS	A ballot mailed to a VOTER in advance of Election Day. Ballots returned by mail must be postmarked by 8:00 pm on Election Day. The VOTER may also drop it off in person at any County Elections Office, any ballot drop-off location, or at any polling place in California by 8:00 pm on Election Day. All active registered VOTERS will automatically receive a ballot in the mail.
VOTED BALLOTS	ALL BALLOTS cast by voters at the POLLING PLACE. Once voted, they will be placed in the gray PRECINCT BALLOT BOX (PRECINCT BALLOTS and ICX BALLOTS), pink PROVISIONAL BALLOT BOX, or blue VBM BALLOT BOX and then returned to the COLLECTION CENTER Election Night. During Closing Procedures, voted ballots from the gray PRECINCT BALLOT BOX are reconciled and moved to the CONTAINER FOR VOTED BALLOTS (the cardboard boxes in which they arrive at the POLLING PLACE).

<p style="text-align: center;">VOTER</p>	<p>A person who is a citizen of the United States; a resident of California; at least 18 years old on Election Day; not currently in prison for committing a felony; has not been found currently mentally incompetent to vote by a court; and has completed a VOTER REGISTRATION CARD or registered to vote online. A voter must have registered in their county of residence at least 15 days before the Election to be eligible to vote, except for those who will vote provisionally at the polls as a CONDITIONAL VOTER REGISTRATION (CVR) VOTER.</p>
<p style="text-align: center;">VOTER-NOMINATED CONTEST</p>	<p>Formerly known as partisan contests. A contest where the candidate is selected by the VOTERS. A VOTER can vote for any candidate, regardless of party. The two candidates with the highest and second-highest number of votes advance from the Primary Election to the General Election. Applies to: State and Federal offices (except Presidential nominees), Party Central Committees and County Councils, and local offices.</p>
<p style="text-align: center;">VOTER REGISTRATION CARD (VRC)</p>	<p>The form completed under penalty of perjury by a VOTER to certify their eligibility to VOTE.</p>
<p style="text-align: center;">VOTER STUB</p>	<p>The ballot stub retained by the VOTER as proof they voted. The VOTER STUB is at the top of the PRECINCT BALLOT (or VBM BALLOT or PROVISIONAL BALLOT).</p>
<p style="text-align: center;">VOTER TALLY</p>	<p>See Line# Tracker/Voter Tally.</p>
<p style="text-align: center;">VOTING BOOTH</p>	<p>The privacy booths where VOTERS mark their BALLOTS.</p>
<p style="text-align: center;">YELLOW CANVAS BAG FOR SPOILED AND SURRENDERED BALLOTS</p>	<p>The bag for packaging all (Precinct, Provisional and ICX) SPOILED BALLOTS and SURRENDERED VOTE-BY-MAIL BALLOTS. This envelope is sealed and placed in the Collection Center Return Bag. Contents are listed on the front of the envelope.</p>