



Leave in Supply Tub

ELECTION PROCEDURE MANUAL



Precinct Worker Phone Numbers:
(805) 781-4989 or (800) 834-4636 ext. 4989

e-mail: precinctworker@co.slo.ca.us
www.slovote.com

Welcome from the Registrar of Voters



Dear Precinct Worker,

Welcome to the November 8, 2022, Statewide General Election! Thank you for your willingness to serve your community. Your role is essential to ensuring that elections are a success, and your preparation is the key to successful polling place operations.

We have designed this Election Procedural 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.

A handwritten signature in cursive script that reads "Elaina Cano".

Elaina Cano
Registrar of Voters

PRECINCT WORKER MISSION STATEMENT

To assist every voter to cast a ballot.

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

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

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
 - registered where you currently live
 - 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 Roster of Voters.** You will vote by completing a voter registration form and using a Provisional CVR ballot. Your vote will be counted if 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,** if 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 election's office or at your polling place; or
 - **Vote using a Provisional CVR 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** 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 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. 4989.**

HEALTH AND SAFETY

COVID-19 has dramatically affected life in California – including significant impacts on elections. While the stay-at-home order is no longer in effect, COVID-19 and associated variants remain a continuing threat, and the public health departments remain actively engaged in monitoring, mitigation, and response strategies. The presence of the COVID-19 virus will continue to be an important consideration during the 2022 election cycle. We will continue to provide Personal Protection Equipment such as masks, hand sanitizer and disinfectant wipes to each polling location. Because your health and safety are a top priority, if you have been exposed to COVID-19 or are not feeling well and are symptomatic, please contact our office immediately so that we can find a replacement for you.

CODE OF CONDUCT

Serving as a Precinct Worker is an important and challenging job. There are many rules and regulations that must be followed on Election Day.

You represent the San Luis Obispo County Elections Division so please be professional and courteous 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 San Luis Obispo County Elections Division staff.
- Do not leave until all closing/clean up procedures are completed.
- Do not report to your polling place if you are feeling ill. Contact the Elections office if you cannot report for your assigned work.

NOTE: Precinct Workers are not allowed to work under the influence of drugs or alcohol. This is grounds for immediate removal.

It is important that voters be treated with respect and for Precinct Workers to not show a preference towards any party, issue or candidate. Make sure you understand the following:

- 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.
- Rude behavior towards any person is unacceptable and will result in dismissal.
- 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.
- Keep the Polling Place as quiet as possible while voters are present.

WORK ATTIRE

- 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 not supporting or opposing any political viewpoint even it 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.

THINGS TO KEEP IN MIND

- Some people are sensitive or allergic to certain scents. Please refrain from wearing strong fragrances.
- Wear comfortable clothing and shoes.
- Bring a jacket or sweater.
- Bring enough food and water to last your entire shift.
- Bring a seat cushion, if you wish.
- Bring any medication or special dietary needs.

DO NOT BRING

- Children to work with you.
- Pets/Animals (service animals are allowed under ADA Title II).
- Alcoholic Beverages.
- Articles, newspapers, magazines that may contain political material.

SERVE VOTERS

- 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.
- When assisting a voter with a disability, put the person first and treat him or her as any other voter.
- Be attentive to voters, don't use personal electronics or other distractions in the Polling Place.

PROTECT VOTER RIGHTS

- Uphold the laws and regulations that protect voter rights.
- 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.

ELECTION DAY STAFFING

- 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 am 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 REMINDERS

VOTE BY MAIL BALLOTS

Per Elections Code section 3000.5, every active registered voter will receive a vote by mail ballot. This means that every active voter in the precinct roster will have vote by mail indicated in their signature line. 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 his/her vote by mail ballot using the VBM Call Center. Inactive Voters will also be included in the roster and will have INACTIVE noted in their signature space.

ELIGIBILITY OF VOTERS

With the exception of **Conditional Voter Registration (CVR)**, Monday, October 24th is the last day a voter may register (or re-register) to vote for the November 8th General Election. **A voter moving ON or BEFORE** October 24th must submit a written request to their election's official. If the voter fails to re-register, they may re-register as a CVR voter and vote a provisional ballot in the new precinct. **A voter moving AFTER** October 24th can legally vote in the precinct from which he/she has moved, even if he/she moved out of this county. The voter will appear on the precinct roster for their old precinct and must be allowed to vote. The voter can also vote provisionally in their new precinct.

CONDITIONAL VOTER REGISTRATION (CVR)

CVR allows an eligible voter to register or re-register after the close of registration, 14 days before an election, and through Election Day with their county elections office or polling place and to cast a provisional ballot. Their ballot will be processed once the county elections office has completed the voter registration verification process.

TOP TWO PRIMARY

The “Top Two Candidates Open Primary Act” requires that all candidates for a voter-nominated office be listed on the same ballot. Previously known as partisan offices, voter-nominated offices are state legislative offices, U.S. congressional offices, and state constitutional offices.

This means that a voter may cast their vote for any candidate, regardless of what party preference the voter indicated on their voter registration form. Only the two candidates receiving the most votes – regardless of party preference – will then go to the General Election ballot, regardless of vote totals. Even if a candidate received a majority of the vote (50 percent + 1), they must be in a run-off in the General Election. And, even if there were only two candidates in the open primary, a General Election is still required.

A write-in candidate from a Primary Election can only move on to the General Election if the candidate is one of the top two vote-getters in the Primary Election. The voter may not write-in a name for a voter-nominated contest in the General Election.

California’s “Top Two Candidates Open Primary Act” does not apply to candidates running for United States President or local offices.

REDISTRICTING AND VOTING

To get an updated count of the country's population, the U.S. Constitution requires a federal census every ten years. California uses that census data to redraw the Congressional, State Senate, State Assembly, and State Board of Equalization districts based on population changes. The independent California Citizens Redistricting Commission (CCRC) uses the new census data to redraw the Congressional, State Senate, State Assembly, and State Board of Equalization district boundaries. The boundaries for local districts, such as county supervisorial or city council districts, are drawn by those governing bodies and not by the CCRC.

There were more than 20 local jurisdictions that moved from at-large elections to district-based elections this year.

TWO U.S. SENATE CONTESTS ON BALLOT

The office of U.S. Senate will have **TWO** separate contests on the November 8, 2022, General Election ballot from the Primary Election. Voters may vote on both. The first contest is the regular election for the full 6-year term of office beginning on January 3, 2023 (full term). The second contest is a special vacancy election, since the current officeholder is temporarily filing a vacancy, for the remainder of the term ending on January 3, 2023 (partial/unexpired term).

JOB DESCRIPTIONS - This is a brief description of the duties of each position.

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

INSPECTOR

Responsible for the proper functioning of their assigned precinct. Assists Clerks with proper procedures, assigns breaks, lunches, and duties for Clerks. Completes opening and closing procedures, including pickup of ballots and supplies and delivery of ballots to the regional collection center after the polls close on Election night. Every precinct has an Inspector.

LEAD INSPECTOR

One inspector is designated the Lead at polling locations with multiple precincts. In addition to inspector duties, the Lead inspector 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. Assigns breaks for and covers for Voter Assistance Clerks.

ROSTER CLERK

Responsible for locating the voter, verifying the address given by the voter, starting the VBM call center slip and, if appropriate, having the voter sign the Roster. 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. Roster Clerk will also determine if voter should be referred to the Provisional Clerk.

BALLOT CLERK

Responsible for issuing the ballot 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. In specific situations, Ballot Clerk will call the VBM Call Center to verify if a Vote-by-Mail ballot was received by the Elections Office and complete the VBM call center slip.

BALLOT BOX CLERK

Responsible for assisting voters who need help depositing their ballot into the Ballot Box, providing "I voted" stickers, and tallying ballots as they are deposited. Accepts voted vote by mail ballots in an ID envelope. Accepts Signature Verification Statements and Unsigned Ballot Statements for deposit into the ballot box.

PROVISIONAL/CVR CLERK

Responsible for assisting and issuing a provisional/CVR ballot to voters whose eligibility to vote is unclear. Ensures the provisional envelope and provisional roster are completed and the ballots tallied. Assists voters who have a voted vote by mail ballot but do not have an ID envelope and accepts voted VBM ballots in an ID envelope.

ICX CLERK

Responsible for setting up ICX, assisting voters and tracking ballot stock. At the close of polls, shuts down ICX and accounts for ballot stock.

VOTER ASSISTANCE CLERK

Assigned to polling places with 3 or more precincts. Responsible for directing voters to proper precinct and assists with curbside voting. Accepts voted Vote By Mail ballots in an ID envelope.

ROSTER CLERK – PROCESSING A VOTER – NORMAL PROCESS

The Normal Process is where the Voter is listed in the Roster, resides at the same address, and has not voted a Vote By Mail Ballot.

DETERMINE ELIGIBILITY TO VOTE A PRECINCT BALLOT

<p>1: Greet Voter and ask them to state their name and residence address. If the voter has a Voter Notification Card, or other identification they may use that instead of saying their name out loud. <i>However, do not ask for ID.</i></p> <p>2: Locate Voter in the Roster and confirm the address is the same. If not listed, check the Supplemental Roster.</p> <p>3: Check the signature/remarks section. Remember, ALL ACTIVE voters will be mailed a Vote by Mail (VBM) ballot and ISSUED VBM BALLOT will be indicated in the signature area of the roster. This area may also indicate INACTIVE, or it may be blank. In <u>all</u> cases, the voter must surrender a ballot OR the VBM Call Center must verify that the voter has not returned a ballot <u>before</u> issuing a precinct ballot.</p>	
IF	THEN
<p><i>Voter has a ballot to surrender in a San Luis Obispo County envelope addressed to the voter.</i></p>	<ul style="list-style-type: none"> • Accept the ballot in its ID envelope. • Place “SURRENDERED” sticker on the signature space and over the return address of the envelope. • With ballot in envelope, place it in Envelope for Spoiled and Surrendered Ballots. • Proceed to Complete the Roster.
<p><i>Voter has a ballot to surrender with NO envelope.</i></p>	<ul style="list-style-type: none"> • Give voter an ID envelope, ask them to complete the information legibly and seal the ballot inside. • Place “SURRENDERED” sticker on the signature space and over the address of the envelope. • Place ballot in Envelope for Spoiled and Surrendered Ballots. • Proceed to Complete the Roster.
<p><i>Voter has no ballot to surrender or Voter states he/she ever received a ballot</i></p>	<ul style="list-style-type: none"> • Write the voter’s name and ID # on the Call Center VBM Confirmation Slip. • Give to slip to Ballot Clerk to call VBM Call Center. • Ballot Clerk circles the Call Center response, writes the name of the confirmation staff, and hands the slip back to the Roster Clerk to process. • Proceed to Complete the Roster.
<p>COMPLETE THE ROSTER</p> <p>4: Cross out the VBM issued in the remarks</p> <p>5: Make a check at the end of the voter line and circle the X ref number.</p>	

6: Turn the Roster so the voter can sign right side up. The voter signs their name. Instruct voter to keep pen for voting. Ask voter if they need assistance marking their ballot or if they would like to vote using the ICX.

7: Roster clerk will determine the voter's Ballot Type.

8: Write the X-Ref # in the appropriate column of the Line # tracker/Voter Tally.

SAMPLE OF COMPLETED ROSTER



NORMAL PROCESS WITH SPECIAL SITUATIONS - Follow all procedures under the normal Process with the additional steps listed below:

IF	THEN
VOTER'S NAME HAS CHANGED	<ul style="list-style-type: none"> • Voter signs both names • Offer a Voter Registration card to update new name
VOTER'S ADDRESS HAS CHANGED (VOTER'S NEW ADDRESS MUST BE IN THE SAME PRECINCT) Updated 5/21/2022	<ul style="list-style-type: none"> • Complete VBM call center slip and note new address at the bottom of the slip. <ul style="list-style-type: none"> ○ Ballot Clerk calls the call center and asks for the correct precinct for the new address. ○ If new precinct is the same as the voter's assigned precinct, confirm that VBM has not been returned. • Voter completes change of address form.
"ID REQ'D" IN REMARKS- Indicates voter is a first-time federal voter and must show identification before voting. See page 27 for list of acceptable IDs.	<ul style="list-style-type: none"> • Tell voter they are a First-Time Federal Voter and are required to show ID • Voter shows acceptable form of ID – refer to the Manual for the list. • On First Time Federal Voter List(back of roster) <ul style="list-style-type: none"> ○ Identify type of identification used • If CA DL or ID card, enter the number – PLEASE DO NOT WRITE A # FOR ANY OTHER ID'S
VOTER SPOILS BALLOT	<ul style="list-style-type: none"> • Voter must return both ballot cards. • Place SPOILED BALLOT label over the timing marks at the top of BOTH cards. <p>Place an S next to the Voter's name in the Roster Mark the tally for spoiled ballots (front of Line # tracker) Instruct Ballot Clerk to issue a new ballot NOTE: Voters can only receive a total of 3 ballots.</p>
VOTER WOULD LIKE TO USE ICX	<p>Complete ICX ballot slip with Precinct # and Ballot type. Circle PCT for Precinct Ballot.</p>

	Refer to the Inspector instead of the Ballot Clerk. Provide Secrecy Sleeve.
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 voters name on the List of Assisted Voters Precinct worker must assist if voter did not bring someone to assist them.

BALLOT CLERK- ISSUING A BALLOT

<ul style="list-style-type: none"> 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 later difficult.
<ul style="list-style-type: none"> Confirm that the serial numbers are the exact same for both cards.
<ul style="list-style-type: none"> Slide the ballot card into the secrecy sleeve and give ballot to the voter. Explain that there are two sides and to vote both sides.
<ul style="list-style-type: none"> Direct the voter to an empty voting booth or table.
<ul style="list-style-type: none"> Advise voter to return the pen and voted ballot in the secrecy sleeve to Ballot Box Clerk. If there is more than one precinct in the polling location, direct voter to the Ballot Box that matches the Precinct # on their ballot. The secrecy sleeves are color coded to match the color of the tally sheet on the Ballot Box.
<ul style="list-style-type: none"> Coordinate with the Ballot Box Clerk to ensure there are enough secrecy sleeves and pens to give to voters.
<p>If a voter returns a spoiled precinct ballot, direct them to the Roster Clerk so the spoiled ballot can be tallied, and the correct precinct is verified before issuing another ballot.</p>

BALLOT CLERK CALL CENTER VERIFICATION OF VBM STATUS

If voter does not have their vote by mail ballot to surrender, the Roster Clerk will enter voter's information on a VBM Call Center confirmation slip and hand to the Ballot Clerk to complete.
Dial VBM Call Center: 805-781-1888
VBM Call Center personnel will ask for voter information
Complete the VBM Call Center confirmation slip: <ul style="list-style-type: none"> If ballot has not been returned, Check RETURNED NO box If ballot has been returned, Check RETURNED YES BOX If ballot has not been returned and not on roster, Check RETURNED NO BOX and send to Provisional (CVR) Clerk Complete Call Center staff name on the "Verified by" line.
Ballot Clerk will hand the confirmation slip to voter and direct voter to the Roster Clerk to be processed.

CALL CENTER VBM CONFIRMATION SLIP EXAMPLE

Call Center Vote-by-Mail Confirmation (805) 781-1888

Con # 101

Voter Name: JOHN Q. VOTER

Voter ID #: 40 BA 695000000

IMPORTANT: Circle yes or no below

Ballot Returned: Yes (Vote Provisional) No (Vote Poll Ballot)

Write-in the name of the individual at the Call Center who verifies the VBM status

Verified by: Call Center Staff name |

Write-in the number above the barcode assigned to the Voter on the Roster.

ROSTER EXAMPLE

Election Date: 03/03/2020

Registration Closes: 02/18/2020

**Combined Voter Roster List
2020 Presidential Primary Election**

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Election Code Sections 14000 & 14001)

PRECINCT	VOTER NAME AND ADDRESS	SIGNATURE	VOTE BY MAIL / ID REQ'D	BALLOT	CROSSOVER BALLOT/IDREQ	REGISTRATION NUMBER
11400	Voter - Glen		Vote by Mail	OOX - REPV		0200000000
11400	Voter - Jeffrey		Vote by Mail	OOX - REPV		0200000000

PROVISIONAL PROCESS- ROSTER CLERK – Step 1

<p>VOTER HAS RETURNED VOTE BY MAIL IN THE SIGNATURE SPACE OR CALL CENTER CONFIRMS THAT BALLOT HAS BEEN RETURNED</p>	<ul style="list-style-type: none"> • Write PROV in the remarks space • Complete Provisional Envelope with Precinct #/ Ballot Type • Check reason for voting Provisional – VBM Voter- VBM Ballot Already Returned • Proceed to Step 2
<p>VOTER IS LISTED AS ID REQ'D AND DOES NOT HAVE ACCEPTABLE ID</p>	<ul style="list-style-type: none"> • Write PROV in the remarks space • Complete Provisional Envelope with Precinct #/ Ballot Type • Check reason for voting Provisional –ID Required- voter has no ID to Show Roster Clerk • Proceed to Step 2
<p>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 able 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.</p>	
<p>VOTER IS NOT IN THE ROSTER OR THE SUPPLEMENTAL ROSTER</p>	<ul style="list-style-type: none"> • Complete Provisional Envelope with Precinct #/ Ballot Type • Check reason for voting Provisional – Voter not on the Roster, Supplemental Roster • Proceed to Step 2
<p>VOTER'S ADDRESS HAS CHANGED AND VOTER'S NEW ADDRESS IS NOT IN THE SAME PRECINCT UPDATED 5/21/2022</p>	<ul style="list-style-type: none"> • Write PROV in the remarks space • Complete Provisional Envelope with Precinct #/ Ballot Type • Check reason for voting Provisional – VOTER MOVED AND DID NOT RE-REGISTER TO VOTE

	<ul style="list-style-type: none"> • Proceed t Step 2
<p>PROVISIONAL PROCESS – ROSTER CLERK – Step 2</p> <ul style="list-style-type: none"> • Give Voter a clipboard, pen, and the envelope • Instruct Voter to complete Voter information side of the envelope • Refer Voter to Provisional Clerk 	

PROVISIONAL/CVR CLERK- Completing the Provisional Process

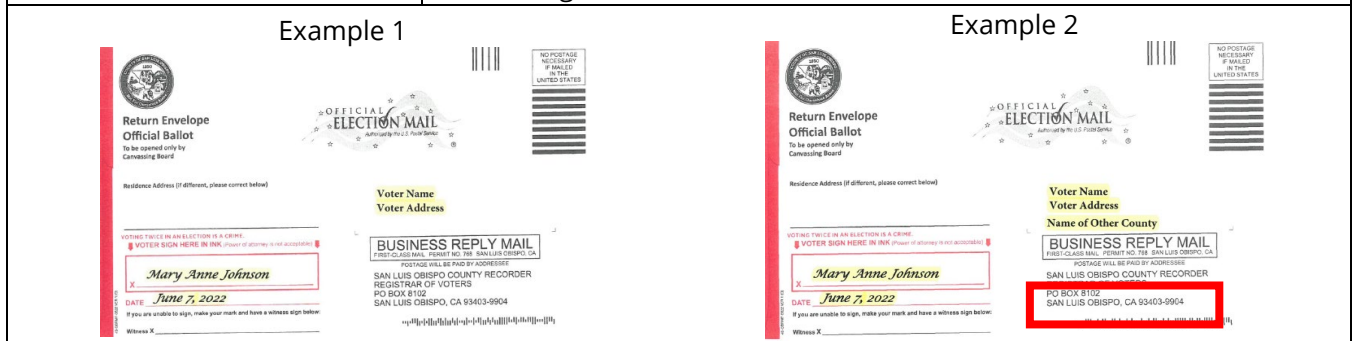
- 1- Verify and complete Envelope and Roster**
 - Greet voter and ask for the envelope. Confirm with the voter the reason circled for provisional/CVR ballot.
 - Have voter complete the front of the Provisional/CVR Envelope and sign- see pg. 25 for envelope. Make sure all check boxes are completed and **ensure legibility of handwriting. Most importantly, make sure voter has signed their name in Box 2.**
 - Provisional/CVR Clerk completes the back top portion of the Provisional/CVR Envelope with their name.
- 2- Complete Provisional Roster**
 - Have Voter write 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 cards 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 cards and hand to the voter, along with the Provisional/CVR 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/CVR 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/CVR 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 Provisional/ VBM Ballot Box and mark the Provisional Ballot tally sheet.
 - Hand voter an "I voted" sticker and the Provisional & Conditional Voter information sheet.

IF	THEN
<p>Voter in your precinct prefers to vote Provisional/CVR ballot using the ICX ballot marking device.</p>	<ul style="list-style-type: none"> • Instead of issuing a ballot complete an ICX Ballot Slip. The precinct # on the ICX ballot slip matches the Provisional Ballot precinct #. • Direct the voter to the Inspector. • Instruct voter to return voted ballot sealed in the Provisional/CVR envelope
<p>Voter has made a mistake on the ballot and asks for a new ballot</p>	<ul style="list-style-type: none"> • Write an S next to the Voter's Name in the Provisional Roster • Place SPOILED BALLOT label on both cards across the timing marks at the top of the ballot.

	<ul style="list-style-type: none"> Issue new ballot card to Voter. Check the appropriate box on the back of the envelope. Voter must surrender card and receive card. Mark the Spoiled Ballot tally (located on the Provisional Ballot tally sheet)
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VOTER IS DROPPING OFF VOTED VOTE-BY-MAIL BALLOT BUT DOES NOT HAVE AN ID ENVELOPE

IF	THEN
Voter has his/her own San Luis Obispo County voted ballot but no ID envelope- Example 1	<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 either ballot box. VBM BALLOTS ARE NOT TALLIED.
Voter has his/her own voted ballot from another County but no ID envelope- Example 2	<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	<ul style="list-style-type: none"> 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



BALLOT BOX CLERK- ACCEPTING VOTED PRECINCT BALLOTS

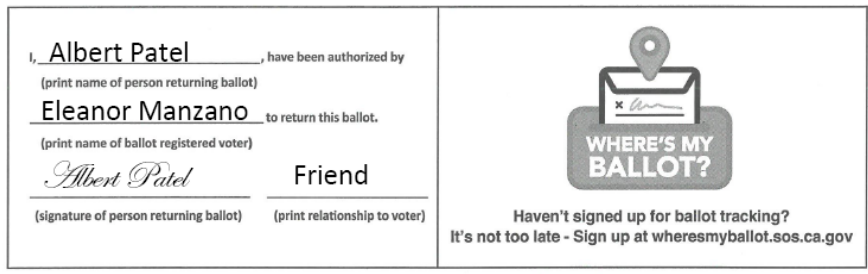
<ul style="list-style-type: none"> Precinct ballots MUST be in a secrecy sleeve. NEVER ALLOW A VOTER TO DEPOSIT THEIR BALLOT WITHOUT A SECRECY SLEEVE
<ul style="list-style-type: none"> Remind voter to remove the voter stub from the ballot before placing the ballot in the Ballot Box.
<ul style="list-style-type: none"> Explain that the ballot is deposited in the Ballot Box and the secrecy sleeve is not; assist voter if they request help.
<ul style="list-style-type: none"> Mark the next number on the Ballot Box Tally attached to the Ballot Box.
<ul style="list-style-type: none"> Give the voter an “I Voted” sticker
<ul style="list-style-type: none"> Return the secrecy sleeves to the Ballot Clerk and pens to the Roster Clerk.

BALLOT BOX CLERK- ACCEPTING VOTED VBM BALLOTS

- VBM ballots must be in an ID envelope. **DO NOT ACCEPT A VBM BALLOT WITHOUT AN ID ENVELOPE. If voter has a VBM ballot and no envelope send voter to the Provisional Clerk.**
- 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.***
- ***Place the sealed envelope in the ballot box. – VOTE BY MAIL BALLOTS ARE NOT TALLIED.***



If a designated third party 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.



BALLOT BOX CLERK- ACCEPTING SIGNATURE VERIFICATION AND UNSIGNED BALLOT STATEMENTS

- Ensure statement is signed.
- Deposit statement in ballot box- These statements are not tallied

ICX CLERK-INSPECTOR

- Voter will hand Inspector an ICX Voter slip or an ICX Voter slip AND a CVR/Provisional envelope.
- Hand a secrecy sleeve to the voter. If the voter has a provisional/CVR envelope they do not get a secrecy sleeve. The provisional ballot is sealed into the 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 or in the provisional envelope to Provisional/CVR clerk.
- Insert the Poll Worker card to start the voting session.

<ul style="list-style-type: none"> Type the ballot activation code associated to the voter's ballot. For Precinct Ballot, Activation code is the CON# (i.e., 101). For Provisional Ballot, Activation Code is CON#PROV (i.e., 101PROV)
<ul style="list-style-type: none"> Remove the activation card and take it with you before leaving the voter to vote in private.
<ul style="list-style-type: none"> Tally the ballot issuance on the ICX Ballot Tracking and Seal Log. Assign it to the Con# on the ICX ballot slip and ballot type (PCT or Prov/CVR).
<p>Spoiled ICX Ballots</p> <ul style="list-style-type: none"> Place Spoiled Ballot label on front of ballot across 2D barcode and place in Envelope for Spoiled Ballots Activate another session for voter Tally spoiled ICX ballot on ICX ballot statement Voter can only receive a maximum of 3 ballots
<p>See ICX manual for instructions on set up, closing, disinfecting, and troubleshooting</p>

TASKS FOR ANY AVAILABLE WORKER


These tasks are to be completed throughout the day by any available worker:

1. Update the MARKED Outside Index at the top of each hour, up to and including 6PM. Draw a line in RED, through the name of each person who has voted that hour using the Line # Tracker.
2. Check empty voting booths after each voter for pens and anything other than the required posted information that may have been left behind. Periodically disinfect booths. To disinfect, put on gloves, use disinfectant wipes, and dispose of wipes and gloves. Wash hands after disposing of gloves or use hand sanitizer.



VOTER ASSISTANCE CLERK

Any facility that has 3 or more precincts will have at least 2 Voter Assistance Clerks to help direct voters to the correct precinct. The Voter Assistance Clerk may also assist the Ballot Clerk or Ballot Box Clerk by calling the Call Center to verify VBM voters. Voter Assistance Clerks will also have a locked Ballot Box so they can accept VBM ballots from voters.

VOTER IS DROPPING OFF A VOTED VOTE-BY-MAIL BALLOT IN ID ENVELOPE

<p>A voter may turn in his/her voted Vote-by-Mail ballot at any Polling Place in California</p>
<p>The envelope can be from any county in California.</p>
<p>Check to make sure the voter has signed the ID envelope- <i>Voter must sign on the line provided, or it will not be counted</i></p> 
<p>Place the sealed envelope in the ballot bag/box. VOTE BY MAIL BALLOTS ARE NOT TALLIED</p>

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, <u>Albert Patel</u>, have been authorized by <small>(print name of person returning ballot)</small> <u>Eleanor Manzano</u> to return this ballot. <small>(print name of ballot registered voter)</small>  <small>(signature of person returning ballot)</small> <u>Friend</u> <small>(print relationship to voter)</small></p>	 <p>Haven't signed up for ballot tracking? It's not too late - Sign up at wheresmyballot.sos.ca.gov</p>
--	--

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

Direct the voter to a Provisional/CVR Clerk at the polling place.

VOTER NEEDS HELP LOCATING THEIR PRECINCT

The Voter Direction List is an alphabetical listing of all voters assigned to that polling place. Voters are listed by last name first. To the left of the name is the Precinct number	
Voter Gives Name	
IF	THEN
Voter on List?	Direct Voter to the proper precinct table
Voter not on list (check spelling)?	Voter can look up polling place for their address using the QR code to access website or by calling (805) 781-5228
Voter Finds Correct Precinct - Is it located in same polling place?	
Yes	Direct vote to proper precinct table
No	Does Voter want to go to correct polling place to vote?
If they say, yes assist voter, if necessary, with directions to polling place	
If they say no explain to the voter, they may not be voting on all contests for which they are eligible. Voter can be directed to any precinct in the polling place but will have to vote a provisional/CVR ballot. Give voter a provisional envelope with reason checked (Voter's name not in the roster) and direct them to a provisional clerk.	

At the close of the polls, the Lead Inspector of the polling place is responsible for returning the ballot box assigned to the Voter Assistance Clerk.

ARRIVE AT THE POLLS BY TIME ASSIGNED BY INSPECTOR BUT NO LATER THAN 6:30 AM

The Inspector will assign tasks that must be completed prior to opening the polls and ensure that you sign all of the required documents.

OPENING THE POLLS PROCEDURE

Commence the Voting Process

At 7AM promptly open the polls and proclaim aloud, "THE POLLS ARE NOW OPEN."

The Polls Are Now Open



First Voter Procedure

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



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



CLOSING THE POLLS PROCEDURE

At exactly 8PM, a worker announces in a loud clear voice: "THE POLLS ARE NOW CLOSED."



Anyone in line by 8PM has the opportunity to 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. 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.

VOTERS WHO NEED ASSISTANCE

<p>Voter Unable To Sign Roster:</p>	<ul style="list-style-type: none"> • 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 • <i>A signature stamp may be used and does not require a witness to sign</i>
<p>Voter cannot enter the polling place</p>	<ul style="list-style-type: none"> • Determine if the voter is eligible to vote by locating their name on the Roster. If the voter is not listed in the Roster, they may vote a Provisional/CVR ballot. • Take the Roster, pen, ballot, secrecy sleeve, and anything else necessary to the registered voter. Return the Roster to the precinct once the voter has signed it. • Allow the voter sufficient time to mark the ballot. • Retrieve the voted ballot, in its secrecy sleeve, and drop it in the Ballot Box OR follow the Provisional/CVR voter procedures if required.

ASSISTING VOTERS WITH SPECIAL NEEDS

<p>What to Do:</p>	<p>What Not to Do:</p>
<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"> • Do not pretend to understand if you do not • 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

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.

ICX BALLOT EXAMPLE

Ballot Type: 5
OFFICIAL BALLOT NOVEMBER 8, 2022, GENERAL ELECTION 19TH/24TH CONGRESSIONAL, 17TH/21ST SENATE, AND 30TH/37TH ASSEMBLY SAN LUIS OBISPO COUNTY, CALIFORNIA
PRECINCT INSTRUCTIONS TO VOTERS: Marking the ballot outside of the designated space to vote for a candidate or measure may compromise the secrecy of the ballot. If you wrongly mark, tear, or deface this ballot, contact San Luis Obispo County Elections.

101



Governor Vote for BRIAN DAHLE Lieutenant Governor Vote for ANGELA E. UNDERWOOD JACOBS Secretary of State Vote for ROB BERNOSKY Contoller Vote for MALIA M. COHEN Treasurer Vote for FIONA MA	United States Representative, 19th District Vote for JIMMY PANETTA Member of the State Assembly, 30th District Vote for DAWN ADDIS For Chief Justice of California - PATRICIA GUERRERO Vote for YES For Associate Justice of the Supreme Court - GOODWIN LIU Vote for YES	For Associate Justice, Court of Appeal, Second District, Division Three - LUIS A. LAVIN Vote for YES For Associate Justice, Court of Appeal, Second District, Division Four - AUDREY B. COLLINS Vote for YES For Associate Justice, Court of Appeal, Second District, Division Four - BRIAN S. CURREY Vote for YES
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PRE-PRINTED PRECINCT BALLOT EXAMPLE

CON 101 BT-5	<h2 style="margin: 0;">OFFICIAL BALLOT</h2> <h3 style="margin: 0;">NOVEMBER 8, 2022, GENERAL ELECTION</h3> <p style="margin: 0;">19TH/24TH CONGRESSIONAL, 17TH/21ST SENATE, AND 30TH/37TH ASSEMBLY DISTRICTS</p> <p style="margin: 0;">SAN LUIS OBISPO COUNTY, CALIFORNIA</p>							
INSTRUCTIONS TO VOTERS: To vote for a candidate for Chief Justice of California; Associate Justice of the Supreme Court; Presiding Justice, Court of Appeal; or Associate Justice, Court of Appeal, mark the voting target next to the word "Yes." To vote against that candidate, mark the voting target next to the word "No." To vote for any other candidate of your selection, mark the voting target next to the candidate's name. Where two or more candidates for the same office are to be elected, place a mark next to the names of all candidates for the office for whom you desire to vote, not to exceed, however, the number of candidates to be elected. To vote for a qualified write-in candidate, write the person's name in the blank space provided for that purpose after the names of the other candidates for the same office and mark the voting target next to the written name. To vote on any measure, mark the voting target next to the word "Yes" or next to the word "No." Marking the ballot outside of the designated space to vote for a candidate or measure may compromise the secrecy of the ballot. If you wrongly mark, tear, or deface this ballot, return it to the precinct board member and obtain another. TO VOTE, USE BLACK OR BLUE PEN TO FILL IN THE OVAL COMPLETELY LIKE THIS:								
VOTER-NOMINATED AND NONPARTISAN OFFICES. All voters, regardless of the party preference they disclosed upon registration, or refusal to disclose a party preference, may vote for any candidate for a voter-nominated or nonpartisan office. The party preference, if any, designated by a candidate for a voter-nominated office is selected by the candidate and is shown for the information of the voters only. It does not imply that the candidate is nominated or endorsed by the party or that the party approves of the candidate. The party preference, if any, of a candidate for a nonpartisan office does not appear on the ballot.								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">VOTER NOMINATED</td> </tr> <tr> <td style="padding: 2px;">STATE</td> </tr> </table>	VOTER NOMINATED	STATE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Member, State Board of Equalization, 2nd District</td> </tr> <tr> <td style="padding: 2px;">Vote for ONE</td> </tr> </table>	Member, State Board of Equalization, 2nd District	Vote for ONE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">For Associate Justice of the Supreme Court</td> </tr> <tr> <td style="padding: 2px;">Shall Associate Justice of the Supreme Court</td> </tr> </table>	For Associate Justice of the Supreme Court	Shall Associate Justice of the Supreme Court
VOTER NOMINATED								
STATE								
Member, State Board of Equalization, 2nd District								
Vote for ONE								
For Associate Justice of the Supreme Court								
Shall Associate Justice of the Supreme Court								

PROVISIONAL/CVR ENVELOPE: FRONT

Voter completes this side of the envelope.

Provisional/CVR Specialist will review to make sure all boxes are checked in #1, Voter has signed in #2, All information in 3- 8 is completed AND Legible. Note: Contact information is not required but recommended so the Elections Office can contact the voter if needed.

 		<h3 style="margin: 0;">County of San Luis Obispo Elections</h3> <h4 style="margin: 0;">Provisional and Conditional Voter Registration Envelope</h4>			
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 or on parole 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		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: _____			
	4	Date of birth <u> </u> / <u> </u> / <u> </u> U.S. state or foreign country of birth _____ <small>MM DD YYYY</small> 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.			
	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: 50%; vertical-align: top;"> 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: 50%; vertical-align: top;"> Permanent vote by mail: I want to get my ballot by mail before each election*: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>* If yes, you will get your ballot by mail before each election that you qualify to participate in.</small> </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	Permanent vote by mail: I want to get my ballot by mail before each election*: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>* If yes, you will get your ballot by mail before each election that you qualify to participate in.</small>
	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	Permanent vote by mail: I want to get my ballot by mail before each election*: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>* If yes, you will get your ballot by mail before each election that you qualify to participate in.</small>			
8	If you were previously registered or pre-registered to vote, include previous residence address here: Residence Address _____ City _____ Zip _____ County/State _____				
Contact Info		Telephone number: _____	Email address: _____		

PROVISIONAL/CVR ENVELOPE: BACK

Provisional Specialist 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.

- Green light** - Count if ALL conditions are met:
- 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
- Yellow light** - Review the voter's record if:
- 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.
- Red light** - Do not count if:
- Voter has voted in this election, or
 - Voter participation history exists for this election.

Count

Precinct Voted & BT

Party Voted:

Voter ID#:

Don't Count

- Already Voted/VBM
- Incomplete/Illegible
- Signature Mismatch
- No Signature
- Invalid Address
- No Ballot enclosed
- Other: _____

Provisional Voter
 CVR Voter

Correct Pct & BT:

Party (Primary):

Duplicate Ballot

Initials of reviewer:

1st check: _____

2nd check: _____

Final: _____

ID REQUIRED ON ROSTER

If the words "ID REQUIRED" are in the voter's signature space the voter must provide acceptable identification. Acceptable identification falls under two categories.

Photo Identification

Must have the voter's **name and photo**; a matching address is not necessary:

- 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.

Name & Address of the voter

Must be dated **AFTER** the last General Election (November 2020)

- Sample 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.

EXCEPTION: Permanent documents such as a pardon or discharge need not be dated.

Any doubts regarding the sufficiency of identification presented shall be resolved in favor of the voter, permitting them to vote a regular ballot.

If the voter does not have ANY acceptable identification or does not wish to present any identification, the precinct worker shall process the voter as a PROVISIONAL/CVR VOTER.

PROBLEMS IN THE ROSTER

If:	Then do the following:
<p>Voter signed Roster and did not vote or leaves with ballot:</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. <p><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>

CORRECTIONS IN THE ROSTER

If:	Then do the following:
<p>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.</p>	<ul style="list-style-type: none"> • 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.

CHALLENGING A VOTER

<p>Any member of the Precinct Board may challenge a person’s right to vote for any of the reasons stated: (Offer a Provisional/CVR ballot and write the reason for the challenge on the Provisional CVR Ballot under comments.)</p>	<p>That the voter:</p> <ul style="list-style-type: none"> • 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. • not 18 years of age at the time of this election. <p>Consult the chart in the precinct supplies title “Challenged Voter Procedure” or your “Election Officers Digest” for details.</p>
<p>Challenge List</p>	<p>Complete the information needed on the Challenge List, in Roster, for every voter challenged.</p>

ELECTION DAY: IMPORTANT INFORMATION

PHONE NUMBERS

Emergency Assistance:	<ul style="list-style-type: none"> • DIAL 911 for immediate assistance if in need of ambulance, police, or fire department
Non-Emergency Assistance:	<ul style="list-style-type: none"> • (805) 781-4989 for Election Office assistance.
If an accident has occurred:	<ul style="list-style-type: none"> • YOU MUST CALL the Elections Office immediately: (805) 781-4989

NEWS MEDIA

Questions or Interviews	<p>If contacted by any representative of the newspaper, radio, or TV news media:</p> <ul style="list-style-type: none"> • Any information available to the general public may be provided. • Call the Elections Office at (805) 781-4989 if you are unsure or uncomfortable with what information to provide.
Pictures or Filming	<p>If members of the media wish to take pictures at the polls, keep in mind the following:</p> <ul style="list-style-type: none"> • Their activities must not interfere with the voting process. • They may not be in the area of the voting booths • Permission of the voters at the polls must be obtained before any picture taking or filming is done. • State law prohibits ANYONE from filming voters entering or leaving a polling place for the purposes of intimidation.

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
<ul style="list-style-type: none"> • Observe the proceedings at the polls including the closing procedures. • Review and record information from indexes posted near the entrance. 	<ul style="list-style-type: none"> • Be in the area of the voting booths or at the precinct worker's table. • Monopolize the posted index so others are unable to use it. • Interfere with the Election process in any way. • Wear campaign hats, buttons, etc. in violation of the law governing electioneering.

ELECTIONEERING

It's The Law	<ul style="list-style-type: none">• 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.• Prohibited electioneering information includes, but is not limited to, any of the following:<ol style="list-style-type: none">a) Display of a candidate's name, likeness, or logo.b) A display of a ballot measure's number, title, subject, or logo.c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.d) Dissemination of audible electioneering information.
Who does it apply to?	<ul style="list-style-type: none">• The law applies to everyone at the polling place, including workers. Any person who violates any of these provisions is guilty of a misdemeanor.
What can I do?	<ul style="list-style-type: none">• 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.

EXIT POLLING

<i>Exit polling is not electioneering</i>	<ul style="list-style-type: none">• 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.
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ELECTION OBSERVER PANEL

<ol style="list-style-type: none">1) 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.2) 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.3) 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.4) 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.

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 either a Voter Information Guide or a Vote By Mail Ballot Packet. All active registered voters will have received a Vote by Mail Ballot Packet.
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 VBM/precinct and provisional ballots and blank ballots used by the ICX ballot marking device to assist voters with or without disabilities to select, mark, and print the results.
BALLOT BOX/BAG	The sealed box/bag where voted BALLOTS are placed.
BALLOT BOX TALLY	The list of numbers attached to the BALLOT BOX for the PRECINCT WORKER to keep track of the number of BALLOTS deposited into the BALLOT BOX. This number should be the same as the VOTER TALLY used for the Precinct Ballots.
BALLOT SERIAL NUMBER	The identifying number on the stubs of each BALLOT. On the PRECINCT and PROVISIONAL/CVR 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/CVR 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 bag for returning only VOTED VOTE-BY-MAIL to the COLLECTION CENTER Election Night. The VOTER ASSISTANCE CLERKS set up this bag into a box format with supports inside the bag and seal it on Election morning. The bag is not to be opened after it is sealed. The LEAD INSPECTOR is responsible for the Voter Assistance Clerks.
COLLECTION CENTER	Designated areas throughout the county where PRECINCT WORKERS are to return COLLECTION CENTER RETURN BAG and BLUE/BROWN BAG on Election Night.
COLLECTION CENTER RETURN BAG	Bag for PRECINCT WORKERS to return specific election supplies to the COLLECTION CENTER on Election Night
CERTIFICATE OF PACKAGING AND SEALING	The bottom part of the PRECINCT BALLOT STATEMENT. PRECINCT WORKERS present at closing sign this verifying the accuracy of the election.
CHALLENGE LIST	The list located on the front page of the ROSTER for CHALLENGED VOTERS.
CHALLENGED VOTER	A VOTER whose ELIGIBILITY TO VOTE is orally challenged by the PRECINCT BOARD for specific reasons.
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/CVR 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.
CONTAINER FOR VOTED BALLOTS	The box(es) which BALLOTS were delivered becomes the box(es) to return the VOTED BALLOTS to the COLLECTION CENTER on Election Night.

<p>CROSS-OVER VOTER (PRESIDENTIAL PRIMARY ONLY)</p>	<p>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</p>
<p>CVR</p>	<p>See CONDITIONAL VOTER REGISTRATION (CVR).</p>
<p>DECLARATION OF PRECINCT OFFICERS</p>	<p>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.</p>
<p>DECLINE TO STATE</p>	<p>See NO PARTY PREFERENCE (NPP).</p>
<p>ELECTIONEERING</p>	<p>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></p>
<p>ELECTION NIGHT RETURN ENVELOPE</p>	<p>The envelope 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 Envelope.</p>
<p>ELIGIBILITY TO VOTE</p>	<p>Anything relating to whether or not a specific VOTER can cast a BALLOT on Election Day at a certain precinct.</p>
<p>ENVELOPE FOR SPOILED AND SURRENDERED BALLOTS</p>	<p>The envelope for packaging all (Precinct, Provisional/CVR 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>
<p>ENVELOPE FOR UNVOTED BALLOTS</p>	<p>The envelope for packaging all UNVOTED BALLOTS. This envelope is sealed before BALLOTS can be removed from the BALLOT BOX. It is placed in the Collection Center Return Bag.</p>
<p>EXIT POLLING</p>	<p>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></p>
<p>FACSIMILE BALLOT AND INSTRUCTIONS</p>	<p>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</p>

	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 SLIP	Form used to instruct the ICX Specialist which precinct to indicate for the voter using the device. Completed slips should be retained and placed in Election Night Return Envelope after the close of the polls.
ICX CLERK	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 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.
LATE REGISTRANT	A VOTER whose REGISTRATION CARD was received after the ROSTER was printed but who is eligible to vote in the ELECTION. This list is mailed to every INSPECTOR for insertion in the ROSTER.
LEAD INSPECTOR	The INSPECTOR assigned additional tasks for each polling place. Their duties are detailed in the election 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 the voters LINE NUMBER 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 less 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 in which to vote on. REGISTRATION CARD or 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 from primary election to 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. A 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 an a CON)
PRECINCT ASSISTANT	Troubleshooter and resource for a number of CONSOLIDATED PRECINCTS
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 WORKER(S)	The friendly, underpaid people assigned to a PRECINCT BOARD on Election Day.
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.
PROVISIONAL/CVR BALLOT	A BALLOT issued to a VOTER whose ELIGIBILITY TO VOTE cannot be determined. There are various reasons for this. (See also PROVISIONAL/CVR BALLOT ENVELOPE and PROVISIONAL/CVR VOTER). After voting, the BALLOT is sealed in a PROVISIONAL/CVR

	BALLOT ENVELOPE, then deposited in the PROVISIONAL/VBM BALLOT BAG.
PROVISIONAL/VBM BALLOT BAG/BOX	The bag for returning and PROVISIONAL/CVR 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/CVR BALLOT ENVELOPE	An envelope with a pink border which encloses a voted PROVISIONAL/CVR BALLOT. It must be completed legibly by both the PRECINCT WORKER and the VOTER. After the PROVISIONAL/CVR BALLOT has been placed inside the envelope, it is sealed and deposited in the PROVISIONAL/VBM BALLOT BOX.
PROVISIONAL/CVR BALLOT STATEMENT	Form completed by the PRECINCT BOARD on Election Night to account for number of PROVISIONAL/CVRBALLOTS and VOTERS. Located in PROVISIONAL/CVR ROSTER. See BALLOT STATEMENT.
PROVISIONAL/CVR CLERK	PRECINCT WORKER with the responsibility of processing PROVISIONAL/CVR VOTERS and accepting RETURNED VOTED VOTE-BY-MAIL BALLOTS. This task is assigned at the discretion of the INSPECTOR.
PROVISIONAL/CVR TALLY SHEET	This is to be taped on the PROVISIONAL/VBM BALLOT BOX and one number marked off every time a PROVISIONAL/CVR BALLOT is deposited.
PROVISIONAL/CVR VOTER	A VOTER whose ELIGIBILITY TO VOTE cannot be determined by the PRECINCT BOARD on Election Day. This VOTER must vote a PROVISIONAL/CVR BALLOT or go to their assigned PRECINCT. 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/CVR BALLOT ENVELOPE.
REDISTRICTING	Following each census, the political district lines are redrawn to equalize the population served by each district. The US 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. 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 through the BALLOT BOX with complete privacy. All voters, except those receiving PROVISIONAL/CVR 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. 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 front/top and the back/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.
STREET POLL PLACE LOOK-UP	The alphabetical listing of all street addresses within each city or town indicating the assigned PRECINCT, POLLING PLACE, and BALLOT TYPE for each address. Used to assist VOTERS in locating their correct PRECINCT and POLLING PLACE.
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 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 BALLOT 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. Form can be returned by mail or at any polling place on Election Day.
UNVOTED BALLOTS	BALLOTS not issued to VOTERS on Election Day. These are to be sealed in ENVELOPE FOR UNVOTED BALLOTS.
VBM	Abbreviation of VOTE-BY-MAIL
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.
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 the election’s office, any ballot drop-off location or at any polling place 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. They will be placed in the CONTAINER FOR VOTED BALLOTS (PRECINCT BALLOTS and ICX BALLOTS), PROVISIONAL/VBM BALLOT BOX (PROVISIONAL/CVR and VOTE-BY-MAIL BALLOTS), then returned to the COLLECTION CENTER Election Night.
VOTER	A person who is a citizen of the United States, a resident of California, is 18 years old on Election Day, is not in prison, and has completed a VOTER REGISTRATION CARD. A voter must have registered in their county of residence at least 15 days before the Election to be eligible to vote, with the exception of CVR voters.
VOTER ASSISTANCE CLERK	The PRECINCT WORKER(S) assigned to those polling places with a large number of voters and multiple precincts. This person is located near the entrance of the POLLING PLACE and assists voters with directing them to the proper PRECINCT by looking up their address in the STREET POLL PLACE LOOK-UP. In polling places with

	3 or more precincts there will be two Voter Assistance Clerks with a VBM BALLOT BOX, which will accept only Voted Vote-by-Mail ballots.
VOTER-NOMINATED CONTEST	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 and Party Central Committees and County Councils and local offices.
VOTER REGISTRATION CARD (VRC)	The form completed under penalty of perjury by a VOTER to certify their eligibility to VOTE.
VOTER STUB	The stub retained by the VOTER as proof they voted. The VOTER STUB is at the top of the PRECINCT BALLOT.
VOTER TALLY	See Line# Tracker/Voter Tally
VOTING BOOTH	The privacy booths where VOTERS mark their BALLOTS.

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 he or she is not eligible to vote or is 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.