



Leave in Supply Tub

# ELECTION PROCEDURE MANUAL



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

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# Welcome from the Registrar of Voters



Dear Precinct Worker,

Welcome to the March 5, 2024, Statewide Primary 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 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.

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

Elaina Cano  
Registrar of Voters

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## 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. 5228.**

## **HEALTH AND SAFETY**

We will 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 are not feeling well, 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 Official.
- Do not leave until all closing/clean up procedures are completed.

**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 if they're 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 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 REMINDERS**

#### **VOTE BY MAIL BALLOTS**

Per Elections Code section 3000.5, every active registered voter will receive 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 his/her vote by mail ballot using the VBM Call Center.

#### **ELIGIBILITY OF VOTERS**

Apart from **Conditional Voter Registration (CVR)**, Tuesday February 19th is the last day a voter may register (or re-register) to vote for the March 5<sup>th</sup> Primary Election. **A voter moving ON or BEFORE** February 19th 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** February 19<sup>th</sup> 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.

## **THINGS TO KNOW**

### **CALIFORNIA PRIMARY SYSTEM**

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 include state legislative offices, U.S. congressional offices, and state constitutional offices.

In both the open primary and general elections, you can vote for any candidate regardless of what party preference you indicated on your voter registration form. In the primary election, the two candidates receiving the most votes— regardless of party preference—move on to the general election. If a candidate receives a majority of the vote (at least 50 percent +1), a general election still must be held. California's open primary system does not apply to candidates running for U.S. President, county central committees, or local offices.

Write-in candidates for voter-nominated offices can still run in the primary election. However, a write-in candidate can only move on to the general election if the candidate is one of the top two vote-getters in the primary election. Additionally, there is no independent nomination process for a general election.

### **CONDITIONAL VOTER REGISTRATION (CVR)**

California's CVR program began on January 1, 2017, after the certification of the Statewide Voter Registration Database. CVR allows a citizen 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.

### **PRESIDENTIAL PRIMARY ELECTION**

In the 2024 contest for Presidential nominee in California, the American Independent, Democratic and Libertarian parties have chosen a modified-closed primary system. Under this system, voters who are No Party Preference voters, previously known as Decline to State voters, or are not registered with a qualified political party may "crossover" and choose to vote for the party's presidential nominees of one of the three political parties – Democratic, American Independent, or Libertarian.

The Green, Peace & Freedom, and Republican parties have chosen a closed primary system for this election. Only voters who registered with these parties may vote for that party's presidential nominees. No Party Preference voters or voters who registered with a non-qualified political party may not vote in these party ballots.

Voters registered with a qualified political party are not eligible to cross over to any other party's ballot. If a voter is disputing the party which they are listed on the Roster of Voters, that voter will vote a provisional ballot or contact the Elections Office.

The Party Ballot Table below, which contains the seven different ballot types for the March 5, 2024, Presidential Primary Election, state assigned party specific colors on the header, and corresponding notations to make in the Roster.

<b>VOTER PARTY PREFERENCE</b>	<b>CHOICE OF BALLOT</b>	<b>BALLOT TO BE ISSUED</b>	<b>COLOR OF HEADER</b>	<b>NOTATION TO BE MADE IN ROSTER</b>
American Independent (AI)	None	American Independent	Orange	
Democratic (DEM)	None	Democratic	Green	
Green (GRN)	None	Green	Yellow	
Libertarian (LIB)	None	Libertarian	Blue	
Peace and Freedom (PF)	None	Peace and Freedom	Purple	
Republican (REP)	None	Republican	Brown	
<b>No Party Preference (NPP)</b>	Non-Partisan	Non-Partisan	Light Pink	NPP
	<b>American Independent</b>	<b>American Independent</b>	<b>Orange</b>	<b>AI</b>
	<b>Democratic</b>	<b>Democratic</b>	<b>Green</b>	<b>DEM</b>
	<b>Libertarian</b>	<b>Libertarian</b>	<b>Blue</b>	<b>LIB</b>

**BALLOT TYPES**

In this election there are 7 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 combination of contests.

For this election, each precinct will be assigned one ballot type.

**RETURNING A VOTE-BY-MAIL BALLOT**

A vote-by-mail voter may drop off their voted ballot to any polling place on Election Day.

Anyone may return a voted vote-by-mail (VBM) 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 VBM return envelope. The return envelope must also be signed by the voter; the voter’s signature must match their voter registration signature for the ballot to be counted.

**NEW CONFIRMATION PROCEDURES FOR VOTE-BY-MAIL BALLOT ISSUES**

Vote-by-mail voters may go to their polling place to vote because they have not received or have lost their vote-by-mail ballot, or simply want to vote at the polls on Election Day. A vote-by-mail 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 poll ballot) if the elections office can verify that they have not returned their vote by mail ballots.

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 poll 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 Arroyo Grande 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 one available on the main table with the sign notifying voters about facsimile ballots.

**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. If a lead inspector is not assigned to your polling site, the inspector will absorb those duties (i.e. ICX machine).

**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. Assists with ICX machines.

**ROSTER CLERK**

Responsible for locating the voter in the roster, verifying the address given by the voter, starting the VBM Ballot Return Status 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 voters should be referred to the Provisional Clerk.

**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. In specific situations, the 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 Ballot Return Status 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 a vote-by-mail ballot but do not have an ID envelope and accepts voted VBM ballots in an ID envelope.

**ICX CLERK-INSPECTOR**

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.

## **ARRIVE AT THE POLLS BY TIME ASSIGNED BY INSPECTOR BUT NO LATER THAN 6:15 AM**

The Inspector will assign tasks that must be completed prior to opening the polls and ensure that you sign all 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 For all Ballot Boxes**

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



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



# Processing Voters

## **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 their VBM Ballot AND Envelope to surrender.

### **DETERMINE ELIGIBILITY TO VOTE A PRECINCT BALLOT**

<p><b>1: Greet Voter and ask them to state their name and residence address.</b> If the voter has a Voter Notification Card, or other identification they may use that instead of saying their name and address out loud. <b>However, do not ask for ID.</b></p> <p><b>2: Locate Voter in the Roster and confirm the address is the same.</b> If not listed, check the Supplemental Roster.</p> <p><b>3: Check the signature/remarks section.</b> 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><b><i>Voter has a ballot to surrender in a San Luis Obispo County envelope addressed to the voter.</i></b></p> <p style="text-align: center;"><b><u>NO CALL NECESSARY</u></b></p>	<ul style="list-style-type: none"> <li>• Accept the ballot in its ID envelope.</li> <li>• Place "SURRENDERED" sticker on the <b>signature space</b> and over <b>the return address</b> of the envelope.</li> <li>• With ballot in ID envelope, place it in the Spoiled and Surrendered Ballots Zip Bag.</li> <li>• Proceed to Complete the Roster.</li> </ul>
<p><b><i>Voters have a ballot to surrender with NO envelope.</i></b></p> <p style="text-align: center;"><b><u>ALWAYS CALL</u></b></p>	<ul style="list-style-type: none"> <li>• Place "SURRENDERED" sticker on the ballots <b>Timing Marks.</b></li> <li>• Place ballot in Spoiled and Surrendered Ballot Zip Bag.</li> <li>• Proceed to Complete the Roster <b>ONLY</b> if the VBM Call Center confirms that no ballot was returned.</li> </ul>
<p><b><i>Voter has no ballot to surrender or Voter states he/she never received a ballot</i></b></p> <p style="text-align: center;"><b><u>ALWAYS CALL</u></b></p>	<ul style="list-style-type: none"> <li>• Write the voter's name and ID # on the Call Center VBM Confirmation Slip.</li> <li>• Give the slip to the ballot Clerk to call VBM Call Center.</li> <li>• 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.</li> <li>• Proceed to Complete the Roster <b>ONLY</b> if the VBM Call Center confirms that not ballot was returned..</li> </ul>

**COMPLETE THE ROSTER**

- 4: Cross out "Issued VBM Ballot" in the remarks
- 5: Make a check at the end of the voter line and circle the X ref number.
- 6: Turn the Roster so the voter can sign right side up. The voter signs their name. Ask voters 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**

XREF NUM	VOTER NAME AND ADDRESS	SIGNATURE (VOTE BY MAIL / ID REQ'D)	BALLOT	CROSSOVER BALLOT CHOSEN
2101	Marge Simpson 1234 Cool St. San Luis Obispo, CA 93401	<i>Marge Simpson</i>	002 - REP	
2103	Homor Simpson 1234 Cool St. San Luis Obispo, CA 93401		002 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/> LIB: <input type="checkbox"/>
2102	Bart Simpson 1234 Cool St. San Luis Obispo, CA 93401		002 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/> LIB: <input type="checkbox"/>
2092	Lisa Simpson 1234 Cool St. San Luis Obispo, CA 93401		002 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/> LIB: <input type="checkbox"/>

**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.

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

IF	THEN
<b>VOTER'S NAME HAS CHANGED</b>	<ul style="list-style-type: none"> <li>• Voter signs both names</li> <li>• Offer a Voter Registration card to update new name</li> </ul>
<b>VOTER'S ADDRESS HAS CHANGED (VOTER'S NEW ADDRESS MUST BE IN THE SAME PRECINCT)</b>	<ul style="list-style-type: none"> <li>• Complete VBM Ballot Return Status slip and note new address at the bottom of the slip.               <ul style="list-style-type: none"> <li>○ Ballot Clerk calls the call center and asks for the correct precinct for the new address.</li> <li>○ If the new precinct is the same as the voter's assigned precinct, confirm that VBM has not been returned.</li> </ul> </li> <li>• Voter completes change of address form.</li> </ul>
<b>"ID REQ'D" IN REMARKS-</b> Indicates the voter is a first-time federal voter and must show identification before voting.	<ul style="list-style-type: none"> <li>• Tell voter they are a <u>First-Time Federal Voter</u> and are <u>required to show ID</u></li> <li>• The voter shows an acceptable form of ID – refer to page 33 in the Manual for the list.</li> <li>• On First Time Federal Voter List (back of roster)               <ul style="list-style-type: none"> <li>○ Identify type of identification provided</li> </ul> </li> <li>• If CA DL or ID card, enter the number <b>DO NOT WRITE A NUMBER FOR ANY OTHER FORM OF ID</b></li> </ul>
<b>VOTER SPOILS BALLOT</b>	<ul style="list-style-type: none"> <li>• Voters must return ballot.</li> <li>• Place SPOILED BALLOT label over the timing marks at the top of the ballot.</li> <li>• Place an S next to the Voter's name in the Roster</li> <li>• Mark the tally for spoiled ballots (front of Line # tracker)</li> <li>• Instruct Ballot Clerk to issue a new ballot</li> </ul> <p>NOTE: Voters can only receive a total of 3 ballots, one of which includes the originally issued VBM ballot.</p>

<p><b>VOTER WISHES TO CHANGE THEIR POLITICAL PARTY</b></p>	<ul style="list-style-type: none"> <li>• Give Voter a “Change of Political Party Preference” form to complete.</li> <li>• Cross out the voter’s printed party preference on the Roster and write down the new party of the voter in the next column.</li> <li>• Use the new Party of the voter to determine which ballot to issue.</li> <li>• Place completed forms in the Election Night Return Zip Bag</li> </ul>
<p><b>VOTER WOULD LIKE TO USE ICX</b></p>	<ul style="list-style-type: none"> <li>• Complete ICX ballot slip with Precinct # and Ballot type</li> <li>• Circle PCT for Precinct Ballot</li> <li>• Refer to the Inspector instead of the Ballot Clerk</li> <li>• Provide Secrecy Sleeve</li> </ul>
<p><b>VOTER NEEDS ASSISTANCE</b> Voters may either bring someone to assist them or a precinct worker will assist them.</p>	<ul style="list-style-type: none"> <li>• Locate List of Assisted Voters (on back of roster)</li> <li>• Read the oath to the voter</li> <li>• If Voter brings someone with them to assist, read the additional oath</li> <li>• Print voters name on the List of Assisted Voters</li> <li>• Precinct worker must assist if voter did not bring someone to assist them.</li> </ul>

**BALLOT CLERK- ISSUING A BALLOT**

- The Roster Clerk tells the Ballot Clerk which ballot to issue.
- 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.
- Confirm that the Voter ID number are the exact same for both cards.
- Slide the ballot card into the secrecy sleeve and give ballot to the voter. Explain that there are two sides to the ballot.
- Direct the voter to an empty voting booth or table.
- Advise voters 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 voters to the Ballot Box that matches the Precinct # on their ballot. In multi-precinct polling places, each precinct has a designated secrecy sleeve color.
- Coordinate with the Ballot Box Clerk to ensure there are enough secrecy sleeves and pens to give to voters.

**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.**

**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 Ballot Return Status 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 Ballot Status Slip:

- If ballot has **not** been returned, Check RETURNED NO box
- If ballot **has** been returned, Check RETURNED YES box
- Complete Call Center **staff name** on the "**Verified by**" line.

The Ballot Clerk will hand the VBM Ballot Return Status slip back to the roster clerk for further processing.

**VBM BALLOT RETURN STATUS**  
CALL CENTER: (805) 781-1888

PRECINCT# \_\_\_\_\_ PLACE IN ELECTION NIGHT RETURN ZIP BAG

Voter Name: \_\_\_\_\_

Voter ID #: \_\_\_\_\_

VBM BALLOT RETURN STATUS	
<input type="checkbox"/>	RETURNED YES – VOTE PROVISIONAL BALLOT
<input type="checkbox"/>	RETURNED NO – SIGN ROSTER – VOTE PRECINCT BALLOT

Verified by (PLEASE PRINT): \_\_\_\_\_  
Name of Call Center Staff

XREF NUM	VOTER NAME AND ADDRESS	SIGNATURE (VOTE BY MAIL / ID REQ'D)	BALLOT	CROSSOVER BALLOT CHOSEN
2101	Marge Simpson 1234 Cool St. San Luis Obispo, CA 93401		002 - REP	
2103	Homor Simpson 1234 Cool St. San Luis Obispo, CA 93401		002 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/> LIB: <input type="checkbox"/>
2102	Bart Simpson 1234 Cool St. San Luis Obispo, CA 93401		002 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/> LIB: <input type="checkbox"/>
2092	Lisa Simpson 1234 Cool St. San Luis Obispo, CA 93401		002 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/> LIB: <input type="checkbox"/>

**BALLOT BOX CLERK- ACCEPTING VOTED PRECINCT BALLOTS**

- |  |
|--|
| <ul style="list-style-type: none"><li>• Precinct ballots MUST be in a secrecy sleeve. <b>NEVER ALLOW A VOTER TO DEPOSIT THEIR BALLOT IF THEY DON'T HAVE A SECRECY SLEEVE</b></li></ul> |
| <ul style="list-style-type: none"><li>• Remind voter to remove the voter stub from the ballot before placing the ballot in the Ballot Box.</li></ul>                                   |
| <ul style="list-style-type: none"><li>• Explain that the ballot is deposited in the Ballot Box and the secrecy sleeve is not; assist voter if they request help.</li></ul>             |
| <ul style="list-style-type: none"><li>• Mark the next number on the Ballot Box Tally attached to the Ballot Box.</li></ul>   |
| <ul style="list-style-type: none"><li>• Give the voter an "I Voted" sticker</li></ul>  |
| <ul style="list-style-type: none"><li>• Return the secrecy sleeves and pens to the Ballot Clerk.</li></ul>   |

**BALLOT BOX CLERK- ACCEPTING SIGNATURE VERIFICATION AND UNSIGNED BALLOT STATEMENTS**

- |   |
|---|
| <ul style="list-style-type: none"><li>• Ensure statement is signed.</li></ul>                                       |
| <ul style="list-style-type: none"><li>• Deposit statement in ballot box- These statements are not tallied</li></ul> |
|   |

**PROVISIONAL PROCESS- ROSTER CLERK – Step 1**

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

# PROVISIONAL CVR PROCESS

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In simple terms, a provisional voter is one for which the precinct worker cannot determine their eligibility to vote.

Voting provisionally simply gives the voter an opportunity to cast a ballot and the Elections Office an opportunity to review the voter's information before the Ballot is processed.

Why would a voter vote provisionally? Because

- The voter is not listed on the Official Roster or the Supplemental Roster.
- The roster or the call center indicates the voter already returned a vote by mail ballot.
- The words "ID REQUIRED" appear in the voter's signature space and he/she is unable to provide identification.

At the Elections Office, we will review the voter's information on the envelope and determine whether they are eligible to vote, and what contests they are eligible to vote on. This happens during the conduction of the Official Canvass.

As an example: If a voter lives in San Luis Obispo, but they go to vote at a precinct in Paso Robles, then the ballot may have local contests for Paso Robles. The voters would not be eligible to vote on these contests so they would not be counted. All the contests they are eligible to vote on, Federal, State, and Countywide Contests, would be counted.

**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. 31 for envelope. Make sure all check boxes are completed and **ensure legibility of handwriting. Most importantly, make sure the 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 voters if they need assistance marking their ballot or would like to use the ICX.

**3. Issue ballot**

- Remove the ballot card 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 card 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 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><b>Voter in your precinct prefers to vote Provisional/CVR ballot using the ICX ballot marking device.</b></p>	<ul style="list-style-type: none"> <li>• Instead of issuing a ballot complete an ICX Ballot Slip. The precinct # on the ICX ballot slip matches the Provisional Ballot precinct #.</li> <li>• Direct the voter to the Inspector.</li> <li>• Instruct voter to return voted ballot sealed in the Provisional/CVR envelope</li> </ul>
<p><b>Voter has made a mistake on the ballot and asks for a new ballot</b></p>	<ul style="list-style-type: none"> <li>• Write an S next to the Voter's Name in the Provisional Roster</li> <li>• Place SPOILED BALLOT label on both card across the timing marks at the top of the ballot.</li> <li>• Issue new ballot card to Voter. Check the appropriate box on the back of the envelope. Voters must surrender old card and receive a new card.</li> <li>• Mark the Spoiled Ballot tally (located on the Provisional Ballot tally sheet)</li> </ul>

# VOTE BY MAIL RETURN PROCESS

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

IF	THEN
<p><b>Voter has his/her own San Luis Obispo County voted ballot but no ID envelope</b></p> <p><b>Example 1</b></p>	<ul style="list-style-type: none"> <li>Hand voter an ID envelope and instruct them to insert the ballot in the envelope.</li> <li>Voter must complete the name and address portion AND sign the envelope in the signature space.</li> <li>Ensure that the voter's name and address are legible, and the envelope is signed.</li> <li>Deposit the ballot in the blue VBM ballot box.</li> </ul> <p style="text-align: center;"><b>VBM BALLOTS ARE NOT TALLIED.</b></p>
<p><b>Voter has his/her own voted ballot from another County but no ID envelope</b></p> <p><b>Example 2</b></p>	<ul style="list-style-type: none"> <li>Write the name of the County on the ID envelope below the space for voter's name and address</li> <li>Follow the procedure for a San Luis Obispo County ballot.</li> </ul>
<p><b>Voter has another voter's ballot but no ID envelope</b></p>	<ul style="list-style-type: none"> <li>Hand the voter an ID envelope and instruct them to take the envelope to the voter for completion as below.</li> <li>The voter must sign their own ID envelope, or the ballot will not be counted.</li> <li>Ballot must be received or postmarked by 8:00 pm on Election Night</li> </ul>

EXAMPLE 1

EXAMPLE 2

San Luis Obispo County Elections  
Vote-By-Mail Ballot Returned to the Polls Without the Return Envelope

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

VOTER MUST SIGN THE SIGNATURE SPACE ON THE LEFT SIDE OF THE ENVELOPE AND COMPLETE THE INFORMATION BELOW.

*Elroy Jetson*

DATE 03/05/2024

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

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

PRINTED NAME Elroy Jetson

RESIDENCE ADDRESS Venus 1234, CA 93401

San Luis Obispo County Elections  
Vote-By-Mail Ballot Returned to the Polls Without the Return Envelope

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

VOTER MUST SIGN THE SIGNATURE SPACE ON THE LEFT SIDE OF THE ENVELOPE AND COMPLETE THE INFORMATION BELOW.

*Elroy Jetson*

DATE 03/05/2024

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

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

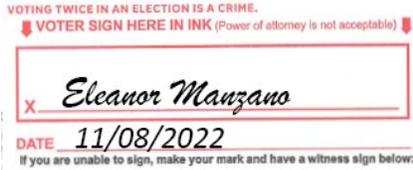
PRINTED NAME Elroy Jetson

RESIDENCE ADDRESS Venus 1234, CA 93401

Monterey

**PROVISIONAL CLERK- ACCEPTING VOTED VBM BALLOTS**

- VBM ballots must be in an ID envelope. **DO NOT ACCEPT A VBM BALLOT WITHOUT AN ID ENVELOPE.**
- 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 blue VBM 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.

<p>I, <u>Albert Patel</u>, have been authorized by  <small>(print name of person returning ballot)</small></p> <p><u>Eleanor Manzano</u> to return this ballot.  <small>(print name of ballot registered voter)</small></p> <p><u>Albert Patel</u> Friend  <small>(signature of person returning ballot) (print relationship to voter)</small></p>	 <p><b>WHERE'S MY BALLOT?</b></p> <p>Haven't signed up for ballot tracking?              It's not too late - Sign up at <a href="http://wheresmyballot.sos.ca.gov">wheresmyballot.sos.ca.gov</a></p>
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## ICX CLERK-INSPECTOR

<ul style="list-style-type: none"><li>• The voter will hand to the Inspector an ICX Voter slip or an ICX Voter slip AND a CVR/Provisional envelope.</li></ul>
<ul style="list-style-type: none"><li>• 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.</li></ul>
<ul style="list-style-type: none"><li>• Accompany the voter to the ICX device.</li></ul>
<ul style="list-style-type: none"><li>• 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.</li></ul>
<ul style="list-style-type: none"><li>• Insert the Poll Worker card to start the voting session.</li></ul>
<ul style="list-style-type: none"><li>• Type the ballot activation code associated with the voter's ballot. For Precinct Ballot, Activation code is the CON# and the party reference (i.e., 101ai, 103dem).</li></ul>
<ul style="list-style-type: none"><li>• <b>Remove</b> the activation card and <b>take it with you</b> before leaving the voter to vote in private.</li></ul>
<ul style="list-style-type: none"><li>• Tally the ballot issuance on the ICX Ballot Tracking and Seal Log.</li><li>• Assign it to the Con# on the ICX ballot slip and ballot type (PCT or Prov/CVR).</li></ul>
<p>Spoiled ICX Ballots</p> <ul style="list-style-type: none"><li>• Place <b>Spoiled Ballot</b> label on front of ballot across 2D barcode and place in Spoiled and Surrendered Ballots Zip Bag.</li><li>• Activate another session for voter.</li><li>• Tally spoiled ICX ballot on ICX ballot statement.</li><li>• Voter can only receive a maximum of 3 ballots</li></ul>
<p>See ICX manual for instructions on set up, closing, disinfecting, and troubleshooting</p>

**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. 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**

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- <b><i>Voter must sign on the line provided, or it will not be counted</i></b> 

Place the sealed envelope in the blue VBM ballot box. **VOTE BY MAIL BALLOTS ARE NOT TALLIED**

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> <u>Albert Patel</u> Friend <small>(signature of person returning ballot) (print relationship to voter)</small></p>	 <p>Haven't signed up for ballot tracking? It's not too late - Sign up at <a href="https://wheresmyballot.sos.ca.gov">wheresmyballot.sos.ca.gov</a></p>
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**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**

<b>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</b>	
<b>Voter Gives Name</b>	
<b>IF</b>	<b>THEN</b>
<b>Voter on List?</b>	Direct Voter to the proper precinct table
<b>Voter not on list (check spelling)?</b>	Voter can look up polling place for their address using the QR code to access website or by calling (805) 781-5228
<b>Voter Finds Correct Precinct - Is it located in same polling place?</b>	
<b>Yes</b>	Direct vote to proper precinct table
<b>No</b>	Does Voter want to go to correct polling place to vote?
<b>If they say, yes assist voter, if necessary, with directions to polling place</b>	
<b>If they say no</b> explain to the voter, they may not be voting on all contests for which they are eligible. Voters can be directed to any precinct in the polling place but will have to vote a provisional/CVR ballot.	

***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.***

## **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 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.

## VOTERS WHO NEED ASSISTANCE

<p><b>Voter Unable to Sign Roster:</b></p>	<ul style="list-style-type: none"> <li>• The mark must be witnessed by another person.</li> <li>• A precinct worker may serve as a witness.</li> <li>• The witness must sign their name alongside the mark</li> <li>• <b><i>A signature stamp may be used and does not require a witness to sign</i></b></li> </ul>
<p><b>Voter cannot enter the polling place</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Allow the voter sufficient time to mark the ballot.</li> <li>• Retrieve the voted ballot, in its secrecy sleeve, and drop it in the Ballot Box OR follow the Provisional/CVR voter procedures if required.</li> </ul>

## ASSISTING VOTERS WITH SPECIAL NEEDS

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

# DISABILITY SENSITIVITY AT THE POLLS

## CALIFORNIA SECRETARY OF STATE

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### Meeting Someone Who Has a Visual Impairment

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

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

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

### Use Appropriate Language

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

# DISABILITY SENSITIVITY AT THE POLLS

## CALIFORNIA SECRETARY OF STATE

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

### Meeting a Person With a Disability

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

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

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

### Meeting Someone With a Disability That Affects Speech

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

## PROVISIONAL/CVR ENVELOPE: FRONT

The 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>	
<b>Qualifications</b>	<b>1</b> 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
<b>Affidavit</b> You must sign in the box for your registration to be complete and your vote to count.	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 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.
<b>2</b>	<b>X</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span> Signature of voter <span style="float: right;">Date signed –Month/Day/Year</span>
<b>Your legal name</b>	Optional prefix: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <b>3</b> First Name: _____ Middle: _____ Last Name: _____
<b>Identification</b>	<b>4</b> 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) _____
<b>The address where you live.</b> Do not use P.O. Box #	<b>5</b> 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. _____
<b>The address where you receive mail</b>	<b>6</b> Mailing address – if different from above or a PO box # (Include City, State, & Zip Code) _____
<b>Political Party Preference</b>	<b>7</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><b>I want to choose a political party preference</b></p> <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): _____ <p><b>I do not want to choose a political party preference.</b></p> <input type="checkbox"/> No Party / None           </div> <div style="width: 35%; font-size: small;"> <p><b>FOR PRESIDENTIAL PRIMARY ELECTIONS:</b> 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.</p> </div> </div>
<b>Registration History</b>	<b>8</b> If you were previously registered or pre-registered to vote, include previous residence address here: Residence Address _____ City _____ Zip _____ County/State _____
<b>Contact Info</b>	<b>9</b> Telephone number _____ Email address _____
<b>Ethnicity/Race</b>	<b>10</b> <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

**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.

<input type="checkbox"/> <b>Count</b>	<input type="checkbox"/> <b>Provisional Voter</b> <input type="checkbox"/> <b>CVR Voter</b>
Precinct Voted & BT: _____	Correct Pct & BT: _____
Party Voted: _____	Party (Primary): _____
Voter ID#: _____	<input type="checkbox"/> <b>Duplicate Ballot</b>
<input type="checkbox"/> <b>Don't Count</b>	Initials of reviewer: _____
<input type="checkbox"/> Already Voted/VBM	1st check: _____
<input type="checkbox"/> Incomplete/Illegible	2nd check: _____
<input type="checkbox"/> Signature Mismatch	Final: _____
<input type="checkbox"/> No Signature	
<input type="checkbox"/> Invalid Address	
<input type="checkbox"/> No Ballot enclosed	
<input type="checkbox"/> Other: _____	

## **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><b>Voter signed Roster and did not vote or leaves with ballot:</b></p>	<ul style="list-style-type: none"> <li>List the voter's name on the Closing Certificate found on the inside back cover of the Roster.</li> </ul> <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><b>Voter reports there is other incorrect information in the Roster</b> 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"> <li>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.</li> </ul>

## CHALLENGING A VOTER

<p><b>Any member of the Precinct Board may challenge a person's right to vote for any of the reasons stated:</b> (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"> <li>is not the person whose name appears on the Roster.</li> <li>is not a resident of the precinct and does not intend to return to that residence.</li> <li>is not a citizen of the United States.</li> <li>has previously voted in this election either by Vote-by-Mail ballot or at a polling place.</li> <li>not 18 years of age at the time of this election.</li> </ul> <p>Consult the chart in the precinct supplies title "Challenged Voter Procedure" or your "Election Officers Digest" for details.</p>
<p><b>Challenge List</b></p>	<p>Complete the information needed on the <b>Challenge List</b>, in Roster, for every voter challenged.</p>

## ELECTION DAY: IMPORTANT INFORMATION

### PHONE NUMBERS

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

### NEWS MEDIA

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

### POLL WATCHERS

<p>Poll Watchers are usually people working for a candidate or a political party and they have the following rights and limitations.</p>	
May	May Not
<ul style="list-style-type: none"> <li>Observe the proceedings at the polls <b>including the closing procedures.</b></li> <li>Review and record information from indexes posted near the entrance.</li> </ul>	<ul style="list-style-type: none"> <li>Be in the voting booths or at the precinct worker's table.</li> <li>Monopolize the posted index so others are unable to use it.</li> <li>Interfere with the Election process in any way.</li> <li>Wear campaign hats, buttons, etc. in violation of the law governing electioneering.</li> </ul>

## ELECTIONEERING

<b>It's The Law</b>	<ul style="list-style-type: none"><li>• Electioneering means the visible display or audible dissemination of information that advocates for or against <b>any candidate or measure on the ballot</b> within 100 feet of a polling place, an elections official's office, or a satellite location under <a href="#">EC §319.5</a>.</li><li>• Prohibited electioneering information includes, but is not limited to, any of the following:<ol style="list-style-type: none"><li>a) Display of a candidate's name, likeness, or logo.</li><li>b) A display of a ballot measure's number, title, subject, or logo.</li><li>c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.</li><li>d) Dissemination of audible electioneering information.</li></ol></li></ul>
<b>Who does it apply to?</b>	<ul style="list-style-type: none"><li>• The law applies to <b>everyone</b> at the polling place, including workers. Any person who violates any of these provisions is guilty of a misdemeanor.</li></ul>
<b>What can I do?</b>	<ul style="list-style-type: none"><li>• 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.</li></ul>

## EXIT POLLING

<b><i>Exit polling is not electioneering</i></b>	<ul style="list-style-type: none"><li>• Exit polling is talking to a voter <b>after</b> the voter has <b>voted</b> and <b>left</b> the polling place about topics relating to the election.</li><li>• All exit polling must be done at least 25 feet from the exit of the poll.</li></ul>
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## ELECTION OBSERVER PANEL

<ol style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li><li>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.</li></ol>
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## 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.

<b>ACTIVE VOTER</b>	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.
<b>ADOPT-A-POLL</b>	Program where community groups are staffing various PRECINCTS on Election Day
<b>ASSISTED VOTER LIST</b>	List on the first page of the ROSTER where PRECINCT WORKERS note any VOTERS who received assistance when voting on Election Day.
<b>BALLOT(S)</b>	The actual card on which each VOTER makes their choice on the issues to be decided at the current election. San Luis Obispo County uses two (2) forms of ballots, pre-printed 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.
<b>BALLOT BOX/BAG</b>	The sealed box/bag where voted BALLOTS are placed.
<b>BALLOT BOX TALLY</b>	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.
<b>BALLOT SERIAL NUMBER</b>	The identifying number on the stubs of each BALLOT. On the PRECINCT and PROVISIONAL/CVR BALLOTS, the stubs are at the <b>top</b> of the BALLOT. The ICX BALLOT Stock has no serial numbers or stubs.
<b>BALLOT STATEMENT</b>	Form completed by the PRECINCT BOARD Election Night to account for number of BALLOTS and VOTERS. There are ballot statements for PRECINCT BALLOTS, PROVISIONAL/CVR BALLOTS, and ICX BALLOTS.
<b>BALLOT TYPE</b>	The unique combination of contests listed on a BALLOT card make up a ballot type. The ballot type is indicated in a specific column in the ROSTER for each voter and on the top left corner of the BALLOT.

<b>VOTE-BY-MAIL BALLOT BAG/BOX</b>	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.
<b>COLLECTION CENTER</b>	Designated areas throughout the county where PRECINCT WORKERS are to return COLLECTION CENTER RETURN BAG and BLUE/BROWN BAG on Election Night.
<b>COLLECTION CENTER RETURN BAG</b>	Bag for PRECINCT WORKERS to return specific election supplies to the COLLECTION CENTER on Election Night
<b>CERTIFICATE OF PACKAGING AND SEALING</b>	The bottom part of the PRECINCT BALLOT STATEMENT. PRECINCT WORKERS present at closing sign this verifying the accuracy of the election.
<b>CHALLENGE LIST</b>	The list located on the front page of the ROSTER for CHALLENGED VOTERS.
<b>CHALLENGED VOTER</b>	A VOTER whose ELIGIBILITY TO VOTE is orally challenged by the PRECINCT BOARD for specific reasons.
<b>CHANGE OF POLITICAL PARTY/CHANGE OF ADDRESS</b>	Form used by a voter who wishes to change his/her political party or address at the polls on Election Day. Completed forms are placed in Election Night Return Envelope after the close of the polls.
<b>CLOSING CERTIFICATE</b>	All PRECINCT WORKERS present at closing must sign the CLOSING CERTIFICATE located at the back of the ROSTER.
<b>CONDITIONAL VOTER REGISTRATION (CVR)</b>	California's Conditional Voter Registration (CVR) program began on January 1, 2017, after the certification of the Statewide Voter Registration Database. CVR allows an individual during the 14 days prior to Election Day through Election Day to register conditionally to vote with their County Elections Official and complete a Provisional/CVR Envelope (registration) and cast a provisional ballot.
<b>CONSOLIDATED PRECINCT (CON)</b>	Individual PRECINCTS are combined (or consolidated) for voting purposes. <b>General usage also shortens this to PRECINCT or CON.</b>
<b>CONTAINER FOR VOTED BALLOTS</b>	The box(es) which BALLOTS were delivered becomes the box(es) to return the VOTED BALLOTS to the COLLECTION CENTER on Election Night.

<b>CROSS-OVER VOTER (PRESIDENTIAL PRIMARY ONLY)</b>	A voter who has not selected a party preference (NPP voter) and who chooses to vote a party ballot in the primary election. These voters can only choose a party ballot if the party is allowing NPP voters to vote in their primary election. Ballot choices will be identified for each presidential primary election
<b>CVR</b>	See CONDITIONAL VOTER REGISTRATION (CVR).
<b>DECLARATION OF PRECINCT OFFICERS</b>	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.
<b>DECLINE TO STATE</b>	See NO PARTY PREFERENCE (NPP).
<b>ELECTIONEERING</b>	Any activity which tries to influence VOTERS about an issue or candidate being voted on in the current election or the collection of signatures for initiative/recall/referendum petitions. <b><i>This activity is prohibited within 100 feet of the building in which voting is taking place.</i></b>
<b>ELECTION NIGHT RETURN ENVELOPE</b>	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.
<b>ELIGIBILITY TO VOTE</b>	Anything relating to whether a specific VOTER can cast a BALLOT on Election Day at a certain precinct.
<b>ENVELOPE FOR SPOILED AND SURRENDERED BALLOTS</b>	The envelope for packaging <b>all (Precinct, Provisional/CVR and ICX) SPOILED BALLOTS</b> 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.
<b>ENVELOPE FOR UNVOTED BALLOTS</b>	The envelope for packaging <b>all UNVOTED BALLOTS</b> . This envelope is sealed before BALLOTS can be removed from the BALLOT BOX. It is placed in the Collection Center Return Bag.
<b>EXIT POLLING</b>	Surveys taken by the news media and others as VOTERS leave selected POLLING PLACES to predict the outcome of specific contests. <b><i>The people taking an exit poll must be at least 25 feet from the polling place and not interfere with voting.</i></b>
<b>FACSIMILE BALLOT AND INSTRUCTIONS</b>	All precincts will post a Spanish facsimile ballot and instructions and certain precincts will post an additional Tagalog facsimile ballot. Facsimile ballots must be conspicuously posted, and one facsimile ballot must be available for voters to take into booths to be used as reference (EC §14201(a)). In addition, a sign must be posted near

	the index of registration informing voters of facsimile ballots, in language required and available (EC §14201(c)(3)).
<b>HELP AMERICA VOTE ACT (HAVA)</b>	Federal legislation in which some parts requiring uniform procedures at the polls for federal elections.
<b>ICX BALLOT SLIP</b>	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 the Election Night Return Envelope after the close of the polls.
<b>ICX CLERK</b>	The PRECINCT WORKER assigned to assist VOTERS using the ICX Ballot Marking Device. Assigned by the Lead INSPECTOR and has a procedure manual to use Election Day.
<b>ID ENVELOPE</b>	The IDENTIFICATION (ID) ENVELOPE for a VOTE-BY-MAIL BALLOT. The voter must sign the envelope and the signature must match the signature on the VOTER REGISTRATION CARD for the envelope to be opened and the ballot counted.
<b>INACTIVE VOTER</b>	A voter whose status has been set to INACTIVE because the Elections Office has been notified that the voter no longer lives at the address where the voter is registered. This notification would come from returned mail from USPS.
<b>INSPECTOR</b>	The PRECINCT WORKER in charge of the PRECINCT BOARD at each PRECINCT.
<b>LATE REGISTRANT</b>	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.
<b>LEAD INSPECTOR</b>	The INSPECTOR assigned additional tasks for each polling place. Their duties are detailed in the election manual.
<b>LINE NUMBER</b>	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.
<b>LINE # TRACKER/VOTER TALLY</b>	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

<b>MAIL BALLOT PRECINCT</b>	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.
<b>NON-PARTISAN CONTEST</b>	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.
<b>NON-QUALIFIED POLITICAL PARTY</b>	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.
<b>NO PARTY PREFERENCE (NPP)</b>	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).
<b>OUTSIDE INDEX</b>	A listing of VOTER names ordered by street name and address that hangs outside the POLLING PLACE. Two copies of this index are required to be placed at each POLLING PLACE. VOTERS use this list to verify they are at the correct PRECINCT. PRECINCT WORKERS line off who has voted each hour on <b>one</b> of these INDEXES and POLL WATCHERS use this list to track who has already voted.
<b>PARTISAN CONTEST</b>	See PARTY-NOMINATED CONTEST & VOTER-NOMINATED CONTEST.
<b>PARTY AFFILIATION</b>	See PARTY PREFERENCE.
<b>PARTY-NOMINATED CONTEST</b>	Formerly known as Partisan contest. A contest in which the candidate is selected by the POLITICAL PARTY. Only registered voters in that party can vote for the party's candidate on the ballot, with the exception of CROSS-OVER VOTERS. The Presidential candidate selected at the party's convention advances 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.

<b>PARTY PREFERENCE</b>	Previously known as PARTY AFFILIATION or party registration. Refers to the party a voter or candidate has selected as their preference.
<b>POLITICAL PARTY</b>	See QUALIFIED POLITICAL PARTY.
<b>POLLING PLACE (POLL)</b>	The actual location where voters will vote on Election Day. A polling place may contain more than one PRECINCT.
<b>POLL WATCHERS</b>	One or more person who is interested in observing POLLING PLACE procedures on Election Day. Poll Watchers may be designated to check the OUTSIDE INDEX to track who has voted each hour or they may be there to observe proper procedures are followed. They may not interfere with voting or PRECINCT work.
<b>POLL WORKER</b>	See PRECINCT WORKER
<b>PRECINCT</b>	A specific geographical area consisting of one or more unique political district(s). VOTERS within this area vote on a ballot with combination of contests in these districts. (also known as a CON)
<b>PRECINCT ASSISTANT</b>	Troubleshooter and resource for a few CONSOLIDATED PRECINCTS
<b>PRECINCT BALLOT STATEMENT</b>	See BALLOT STATEMENT
<b>PRECINCT BOARD</b>	The title for the group of PRECINCT WORKERS assigned to work at a CONSOLIDATED PRECINCT(CON).
<b>PRECINCT WORKER(S)</b>	The friendly, underpaid people assigned to a PRECINCT BOARD on Election Day.
<b>PRECINCT NUMBER</b>	A specific number assigned to each CONSOLIDATED (CON) PRECINCT for identification purposes. The first digit indicates the supervisorial district in which the CON is located. Ex: 301 is in 3 <sup>rd</sup> Supervisorial District.
<b>PROVISIONAL/CVR BALLOT</b>	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.

<p><b>PROVISIONAL/VBM BALLOT BAG/BOX</b></p>	<p>The bag for returning PROVISIONAL/CVR AND VBM 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.</p>
<p><b>PROVISIONAL/CVR BALLOT ENVELOPE</b></p>	<p>An envelope with a pink border which encloses a voted PROVISIONAL/CVR BALLOT. It must be <b>completed legibly</b> by <b>both</b> 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.</p>
<p><b>PROVISIONAL/CVR BALLOT STATEMENT</b></p>	<p>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.</p>
<p><b>PROVISIONAL/CVR CLERK</b></p>	<p>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.</p>
<p><b>PROVISIONAL/CVR TALLY SHEET</b></p>	<p>This is to be taped on the PROVISIONAL/VBM BALLOT BOX and one number marked off every time a PROVISIONAL/CVR BALLOT is deposited.</p>
<p><b>PROVISIONAL/CVR VOTER</b></p>	<p>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.</p>
<p><b>REDISTRICTING</b></p>	<p>Following each census, the political district lines are redrawn to equalize the population served by each district. The 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.</p>
<p><b>QUALIFIED POLITICAL PARTY</b></p>	<p>A Political Party that has gone through the qualification process with the California Secretary of State. There are currently six qualified political parties in California: American Independent, Democratic, Green, Libertarian, Peace &amp; Freedom, and Republican.</p>
<p><b>REGIONAL COLLECTION CENTER</b></p>	<p>The locations throughout the county where BALLOTS and other supplies will be returned Election Night.</p>

<b>ROSTER</b>	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.
<b>ROSTER LINE NUMBER</b>	See LINE NUMBER (also known as the "XREF NUM")
<b>SEALS AND CERTIFICATES ENVELOPE</b>	Contains all seals and certificates that must be signed and used during the close of the polls.
<b>SECRECY SLEEVE</b>	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.
<b>SIGNATURE VERIFICATION STATEMENT</b>	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.
<b>SPOILED BALLOT</b>	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. <b>A VOTER may receive no more than three BALLOTS.</b>
<b>STREET POLL PLACE LOOK-UP</b>	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.
<b>SUPPLY TUB</b>	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.
<b>SURRENDERED BALLOT</b>	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.
<b>TOP-TWO PRIMARY</b>	All federal and state offices except for U. S. President, county central committees, or local offices are "voter nominated" offices where the top two (2) candidates regardless of political party receiving the highest number of votes moves on to the general election.

<b>UNSIGNED BALLOT STATEMENT</b>	This form is sent to voters who did not sign the Vote by Mail ballot ID envelope. Voter must complete and sign the form. Form can be returned by mail or at any polling place on Election Day.
<b>UNVOTED BALLOTS</b>	BALLOTS not issued to VOTERS on Election Day. These are to be sealed in ENVELOPE FOR UNVOTED BALLOTS.
<b>VBM</b>	Abbreviation of VOTE-BY-MAIL
<b>VOTED VOTE-BY-MAIL BALLOTS</b>	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.
<b>VOTE-BY-MAIL BALLOTS</b>	A ballot mailed to a VOTER in advance of Election Day. Ballots returned by mail must be postmarked by 8:00 pm on Election Day. The voter may also drop it off in person at 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.
<b>VOTED BALLOTS</b>	<b>ALL BALLOTS</b> 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.
<b>VOTER</b>	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, except for CVR voters.
<b>VOTER ASSISTANCE CLERK</b>	The PRECINCT WORKER(S) assigned to those polling places with many 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.
<b>VOTER-NOMINATED CONTEST</b>	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.

<b>VOTER REGISTRATION CARD (VRC)</b>	The form completed under penalty of perjury by a VOTER to certify their eligibility to VOTE.
<b>VOTER STUB</b>	The ballot stub retained by the VOTER as proof they voted. The VOTER STUB is at the <b>top</b> of the PRECINCT BALLOT.
<b>VOTER TALLY</b>	See Line# Tracker/Voter Tally
<b>VOTING BOOTH</b>	The privacy booths where VOTERS mark their BALLOTS.

# WARNING: ELECTIONEERING PROHIBITED!

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**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!

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**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.