

Quick Reference Guide

Build-It-Yourself Version

Overview

This Quick Reference Guide is a 'build it yourself' resource that can be taken into the poll location and used to quickly reference Election Day procedures and activities.

Refer to your state's election code to fill in specific information needed to be a well-informed Election Observer. The election codes by state have been aggregated by volunteers. Please see your state's codes by visiting:

<https://truethevote.org/info-by-state>.

Assembly Instructions

1. Print this document (double-sided, flip on the long edge)
2. Cut along the dotted line at the bottom of each page.
3. Order the pages according to the page numbers (don't include this page).
4. Align all pages along the top edge and staple.
5. Your finished document will have handy tabs along the bottom of each page for quick reference and space for taking notes as you flip the previous page.
6. Keep those elections honest and help true the vote!



Finished Document

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California Election Observer Quick Reference Guide



Polling Place Staff

Lead authority: _____

Other election workers: _____

Primary Mission of a Poll Watcher

OBSERVE and DOCUMENT activities of the Election Workers at the poll to ensure that proper elections procedures are followed. DO NOT TALK or ENGAGE with voters in any way. If a voter or other person approaches you in the poll, walk over to the LEAD AUTHORITY and ask him/her to explain to the person that you are not allowed to speak to them.

Staff & Mission

Hotline #: _____

Notes & Election Codes

Cal. Elec. Code § 14210 - Distribution of duties.
The members of each precinct board shall distribute the duties devolving upon the precinct board, which are in addition to their individual duties, in a manner they deem most advantageous.

Cal. Elec. Code § 12301 - Precinct board
The persons appointed to serve as election officers for each precinct at any election shall constitute the precinct board for that precinct.

Cal. Elec. Code § 14220 - Presence of majority of members of precinct board
At any election, a majority of the members of any precinct board shall be present at the polling place at all times while the polling place is open.



What to Do If You See an Infraction

- Notify Lead Authority of infraction
- If correction made: Document incident noting correction
- If correction not made: Document incident noting outcome
- Include time and names of Election Workers involved. DO NOT list names of voters.
- Description of violation:
 - What you witnessed and what was said
 - FACTS ONLY, leave out opinion/emotion
- Complete INCIDENT REPORT when time allows

Professional Conduct & Conflict Resolution

- Remember: Your PRIMARY MISSION is observation & documentation
- Be professional in speech and body language
- Tone of voice says more than words chosen
- Avoid being dismissed as “disruptive”
- Know your election code as much as possible
- Ask Lead Authority to deal with hostile persons
- Dealing with errors by LEAD AUTHORITY
 - Politely point out correct action from reference materials
 - If not corrected, document and share with your state’s election authority

Infractions

Conflict Resolution



Arrival Checklist

- Check in with Presiding Judge.
- Watcher to deliver certificates of appointment and training completion.
- Receive ID and take oath.
- Badge given by election officer.
- No cellphone use within 100 feet of polling station.

Poll Layout

- Write your name, poll location info and date at top of note pad
- Record names of all election workers
- Draw a schematic of the poll layout noting the placement of equipment

Note Taking

- Observe and document all activities, include time of activity and brief description of events
- State observations using facts; DO NOT INCLUDE OPINIONS

Opening Procedures

The elections official shall furnish to the precinct officers all of the following:

- ... (e) A digest of the election laws with any further instructions...
- ... (l) An identifying badge or insignia for each member of the precinct board....
- ... (n) copies of the notices to be posted on the indexes used at the polls...
- (o) A roster of voters for each precinct in the form prescribed in Section 14107.
- (p)...Elections official may provide, with board of supervisors' approval, original books of affidavits of registration or other material necessary to verify signatures to the precinct officers.
- (q) Printed copies of the Voter Bill of Rights, as supplied by the Secretary of State. The Voter Bill of Rights shall be conspicuously posted both inside and outside every polling place. This section shall become operative on January 1, 1990.

Cal. Elec. Code §14105 - Furnishing of materials to precinct officers

Opening the Polls

Opening Polls

Cal. Elec. Code §14102(2) - Furnishing ballots

The number of party ballots to be furnished to any precinct for a primary election shall be computed from the number of voters registered in that precinct as intending to affiliate with a party, and the number of nonpartisan ballots to be furnished to any precinct shall be computed from the number of voters registered in that precinct without statement of intention to affiliate with any of the parties participating in the primary election.

Cal. Elec. Code §14103 - Delivery of ballots to precinct board

Before the opening of the polls at any election, the elections official shall cause to be delivered to the precinct board in each precinct in which the election is to be held, the proper number of ballots of the kinds to be used in that precinct. The ballots shall be delivered in sealed packages with marks on the outside clearly designating the precinct or polling place for which they are intended, and the number of ballots enclosed.

Cal. Elec. Code §14104 - Receipt for each polling place

The elections official shall prepare a receipt for each polling place, enumerating the packages and stating the date of delivery to the precinct board member. The precinct board member shall sign the receipt upon receipt of the packages. The signed receipt shall be returned to the elections official. Messengers may be employed to insure the safe and expeditious delivery of the ballots. The elections official shall fix a reasonable compensation for the services of these messengers, to be paid in the same manner as other election expenses.

Cal. Elec. Code §14107 - Form of rosters

(a) The roster to be kept by each precinct board shall be substantially in the following form: ...
(b) When votes are counted at the precinct, all members of the board shall also sign the certificate of performance prescribed in Section 15280.

Cal. Elec. Code §14211 - Translations of ballot measures and ballot instructions

The polling places shall be arranged so that neither the ballot containers nor the voting booths or compartments shall be hidden from the view of those present.

Cal. Elec. Code §14212 - Opening and closing of polls

The polls shall be open at 7 a.m. of the day of any election, and shall be kept open until 8 p.m. of the same day, when the polls shall be closed, except as provided in Section 14401.

Cal. Elec. Code §14213 - Proclamation that polls are open

Before the precinct board receives any ballots, it shall proclaim aloud at the place of election that the polls are open.

Cal. Elec. Code §14215 - Opening, exhibiting, and closing ballot containers

Before receiving any ballots, the precinct board, in the presence of any persons assembled at the polling place, shall open and exhibit and close the ballot container or containers. Thereafter, the ballot container or containers shall not be removed from the polling place or presence of the bystanders until all the ballots are counted, nor opened until after the polls are finally closed.



Who can be in the voting area?

- Voters
 - Lead Authority, Election Workers, Poll Watchers
 - Interpreters providing assistance to voters
 - Children under 18 accompanying a parent to vote
 - Persons admitted to provide assistance to voter
- Others allowed according to your state election code:

Valid Forms of ID If Required by Your State

California law does not specify forms of ID.

Voting Area

Valid Forms of ID

Voting Area

Cal. Elec. Code §14221 - Persons permitted to be within voting booth area

Only voters engaged in receiving, preparing, or depositing their ballots and persons authorized by the precinct board to keep order and enforce the law may be permitted to be within the voting booth area before the closing of the polls.

Cal. Elec. Code §14222 - Voter accompanied by child

Nothing contained in this code shall prevent a voter from being accompanied by a child or children under the age of 18 years while the voter is within the voting booth area if the child is, or children are, under the voter's care.

Cal. Elec. Code §14224 - Persons permitted to sit at desk or table used by precinct board; inspection of roster

Except as provided in Section 14222, a voting booth or compartment shall not be occupied by more than one person at a time, unless the voter is eligible under the assisted-voter provisions. (b) (1) Except as provided in paragraph (2), a voter shall not remain in or occupy a voting booth or compartment longer than is necessary to mark his or her ballot, which shall not exceed 10 minutes. (2) If a voter informs a precinct board member that the voter requires additional time to mark his or her ballot, a longer period shall be allowed. However, if the precinct board member determines that the voter is attempting to interfere with the conduct of the election and does not require additional time to mark his or her ballot, the precinct board member may contact the elections official, who may order that the voter not be provided with additional time to mark his or her ballot.

Valid Forms of ID

Cal. Elec. Code §2101 - Voter registration - General provisions

(a) A person entitled to register to vote shall be a United States citizen, and at least 18 years of age at the time of the next election. (b) A person entitled to pre-register to vote in an election shall be a United States citizen, a resident of California, not imprisoned for the conviction of a felony, and at least 16 years of age. (c) For purposes of this section, the following definitions apply: (1) "imprisoned" means currently serving a state or federal prison term. (2) "Conviction" does not include a juvenile adjudication made pursuant to Section 203 of the Welfare and Institutions Code.

Cal. Elec. Code §14216 - Announcement of name and address of person desiring to vote; challenge

Any person desiring to vote shall announce his or her name and address in an audible tone of voice, and when one of the precinct officers finds the name in the index, the officer shall in a like manner repeat the name and address. The voter shall then write his or her name and residence address or, if the voter is unable to write, shall have the name and residence address written by another person on a roster of voters provided for that purpose, whereupon a challenge may be interposed as provided in this article.



Voter Check-In

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Voter Check-In

Voter Check-In

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Cal. Elec. Code §14281 - Marking ballot in booth or compartment after receiving ballot

On receiving a ballot, the voter shall forthwith retire alone to one of the booths or compartments provided, and mark the ballot, unless Section 14222 or 14224 is applicable.

Cal. Elec. Code §14217 - Provisional ballot

If the precinct board is unable to find a voter's name upon the index of registration, it shall inform the voter that he or she may cast a provisional ballot and the procedure for doing so. If the voter elects to cast a provisional ballot, the precinct board shall furnish the voter with a provisional ballot, in accordance with Section 14310.

Cal. Elec. Code §14218 - Change of surname

If the surname of any person offering to vote has been changed since the person has registered, the person shall sign his or her name as it was before the change and also the appropriate name as it is at the time the person votes, indicating on the roster on the same line by brackets or other means that the two names are the name of one person.

Cal. Elec. Code §14219 - Copy of facsimile ballot provided to voter upon request

The precinct board shall provide, upon request, to any voter for use in the voting booth or compartment, a copy of the facsimile ballot containing ballot measures and instructions printed in Spanish or in other languages, as required by Section 14201, unless sample ballots and ballots for voting are already being provided in that language under the federal Voting Rights Act of 1965, as amended by Public Law 94-73.

Cal. Elec. Code §14294 - Marking of names of each person who has voted on list

(a) At all elections, a member of the precinct board shall mark, in the space provided on the voter list posted at or near the polling place, the name of each person who has voted, by drawing a line through the name of the voter, with a pen or indelible pencil. The board member shall mark off the names at least once each hour, to and including 6 p.m. In all counties not using the voter list, the board member shall draw a line under the last name signed in the roster at 6 p.m. or at the time of discontinuation of this procedure, whichever occurs last.

(b) If an electronic poll book is used at the polling place, the elections official may use a printout or an electronic means of notification of the list of each person who has voted. The elections official shall provide the printout or electronic notification at least once each hour, to and including 6 p.m., or at the time of discontinuation of this procedure, whichever occurs last.



Paper Ballots and Ballot Box

The Secretary of State shall not certify or conditionally approve a voting system or a part of a voting system that uses paper ballots unless the paper used for the ballots is of sufficient quality that it maintains its integrity and readability throughout the retention period specified in Chapter 4

(commencing with Section 17300) of Division 17.

Cal. Elec. Code §19203 - Voting system that uses paper ballots

Electronic Ballots

Electronic Ballots can be used for early voting if electronic voting systems are used in regular voting.

Electronic voting machines are periodically inspected for tampering and damage throughout the day.

If tamper/damage discovered, equipment is immediately taken out of use and reported to presiding judge.

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Paper Ballots

Electronic Ballots

Paper Ballots

Cal. Elec. Code §14300 - Provision of paper ballots

b. The elections official shall establish procedures for the use of the paper ballots described in this section in the event the direct recording electronic voting system becomes nonfunctional. c. Upon request, the precinct board shall provide a paper ballot to a voter, regardless of the availability of the direct recording electronic voting system, as long as supplies remain available. d. The paper ballots described in this section may consist of provisional ballots.

Cal. Elec. Code §14288 - Spoiling or defacing ballot

If a voter spoils or defaces a ballot, the voter shall at once return it to the ballot clerk and receive another ballot. A voter shall not receive more than a total of three ballots, including his or her original ballot, in this manner.

Cal. Elec. Code §14292 - Folding of ballot by voter

Before leaving the voting booth or compartment, the voter shall fold the ballot according to the instructions on it, so that the marks on its face are not visible and only the number on the ballot and the top margin are exposed.

Cal. Elec. Code §14293 - Delivery of ballot to member of precinct board; deposit in ballot box

Having folded the ballot, the voter shall deliver it folded to a member of the precinct board, who shall then separate the slip containing the number from the ballot, hand the slip to the voter, and deposit the ballot in the ballot box in the presence of the voter.

Cal. Code Regs. Title 2 § 20142 - Notification of Places and Time of Early Ballot Retrieval

(a) In accordance with Elections Code section 14422, if the county elections official directs the precinct board to seal ballot containers for ballot retrieval prior to the closing of the polls, the elections official must notify the public at least 48 hours prior to the election. (b) The notification shall include the dates, estimated times, and places at which ballots will be retrieved prior to the closing of the polls. (c) The notification shall be conspicuously posted on the county elections official's website, at the office of the elections official, and at any satellite locations. (d) The elections official shall provide a copy of the notification to the Secretary of State's office in an electronic format for posting on the Secretary of State's website. (e) Notification of an early ballot retrieval must be conspicuously posted at each polling place where early ballot retrieval will occur immediately prior to the opening of the polls. (f) In the event an immediate, unplanned, ballot retrieval is necessary, notice is not required, but the procedures set forth in Section 20143 below must be followed.

Cal. Code Regs. Title 2 § - Processing of Retrieved Ballots

(a) All polling place ballots retrieved prior to the closing of the polls shall be processed in the same manner as ballots that are delivered to the office of the county elections official, a ballot receiving center, a central counting place, or a ballot processing location after the closing of the polls. (b) All vote-by-mail ballots retrieved prior to the closing of the polls shall be processed in the same manner as vote-by-mail ballots personally delivered to the office of the county elections official by the voter, ballots returned to a polling location, and ballots received via the United States Postal Service or any other delivery service.

Electronic Ballots

Cal. Elec. Code §19304 - Casting of write-in ballot

A write-in ballot shall be cast in its appropriate place on the machine, or it shall be void and not counted.

Cal. Elec. Code §19320 - Preparation of general machines

Before preparing a voting machine for any general election, the elections official shall mail written notice to the chairperson of the county central committee of at least two of the principal political parties, stating the time and place where machines will be prepared. At the specified time one representative of each of the political parties shall be afforded an opportunity to see that the machines are in proper condition for use in the election. The party representatives shall be sworn to perform faithfully their duties but shall not interfere with the officials or assume any of their duties. When a machine has been so examined by the representatives, it shall be sealed with a numbered metal seal. The representatives shall certify to the number of the machines, whether all of the counters are set at zero (000), and the number registered on the protective counter and on the seal.

Cal. Elec. Code §19321 - Affixing of ballot labels to machines; testing

The elections official shall affix ballot labels to the machines to correspond with the county voter information guide for the election. He or she shall employ competent persons to assist him or her in affixing the labels and in putting the machines in order. Each machine shall be tested to ascertain if it is operating properly.

Cal. Elec. Code §19322 - Locking of machines; inspection and report

When a voting machine has been properly prepared for an election, it shall be locked against voting and sealed. After that initial preparation, a member of the precinct board or some duly authorized person, other than the one preparing the machines, shall inspect each machine and submit a written report. The report shall note the following: (1) Whether all of the registering counters are set at zero (000), (2) whether the machine is arranged in all respects in good order for the election, (3) whether the machine is locked, (4) the number on the protective counter, (5) the number on the seal. The keys shall be delivered to the election board together with a copy of the written report, made on the proper blanks, stating that the machine is in every way properly prepared for the election.

Cal. Elec. Code §19323 - Delivery of supplies

The elections official shall deliver to the polling place the supplies necessary to conduct the election, including two county voter information guides, one envelope containing the seal for sealing the polls after the machine are closed, one envelope for the return of the keys, and as many copies of the statement of votes cast as are necessary.



Provisional Ballots

When the eligibility of the voter is in question, a voter should be given a provisional ballot. Some examples are:

- Voter is in the wrong precinct
- Voter has an address that is outside the country
- Voter not qualified but insists on voting

Provisional ballot procedures that should be followed in your state:

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Mail Ballots

Mail Ballots: The elections official may include in the mailings set forth in Section 4101 a printed notice to the voters informing the voters that they may return the voted ballot by certified or registered mail.

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Provisional Ballots

Mail Ballots



Provisional Voting

Cal. Elec. Code §14310 - Provisional ballot

a. At all elections, a voter claiming to be properly registered, but whose qualification or entitlement to vote cannot be immediately established upon examination of the index or registration for the precinct or upon examination of the records on file with the county elections official, shall be entitled to vote a provisional ballot as follows: 1. An elections official shall advise the voter of the voter's right to cast a provisional ballot. 2. The voter shall be provided a provisional ballot, written instructions regarding the process and procedures for casting the provisional ballot, and a written affirmation regarding the voter's registration and eligibility to vote. The written instructions shall include the information set forth in subdivisions (c) and (d). 3. The voter shall be required to execute, in the presence of an elections official, the written affirmation stating that the voter is eligible to vote and registered in the county where the voter desires to vote. b. Once voted, the voter's ballot shall be sealed in a provisional ballot envelope, and the ballot in its envelope shall be deposited in the ballot box. All provisional ballots voted shall remain sealed in their envelopes for return to the elections official in accordance with the elections official's instructions. The provisional ballot envelopes specified in this subdivision shall be a color different than the color of, but printed substantially similar to, the envelopes used for vote by mail ballots, and shall be completed in the same manner as vote by mail envelopes. c. 1. During the official canvass, the elections official shall examine the records with respect to all provisional ballots cast. Using the procedures that apply to the comparison of signatures on vote by mail ballots pursuant to Section 3019, the elections official shall compare the signature on each provisional ballot envelope with the signature on the voter's affidavit of registration or other signature in the voter's registration record. If the signatures do not compare or the provisional ballot envelope is not signed, the ballot shall be rejected. A variation of the signature caused by the substitution of initials for the first or middle name, or both, shall not invalidate the ballot. 2. Provisional ballots shall not be included in any semiofficial or official canvass, except upon: (A) the elections official's establishing prior to the completion of the official canvass, from the records in his or her office, the claimant's right to vote; or (B) the order of a superior court in the county of the voter's residence. A voter may seek the court order specified in this paragraph regarding his or her own ballot at any time prior to completion of the official canvass. Any judicial action or appeal shall have priority over all other civil matters. A fee shall not be charged to the claimant by the clerk of the court for services rendered in an action under this section. 3. The provisional ballot of a voter who is otherwise entitled to vote shall not be rejected because the voter did not cast his or her ballot in the precinct to which he or she was assigned by the elections official. A. If the ballot cast by the voter contains the same candidates and measures on which the voter would have been entitled to vote in his or her assigned precinct, the elections official shall count the votes for the entire ballot. B. If the ballot cast by the voter contains candidates or measures on which the voter would not have been entitled to vote in his or her assigned precinct, the elections official shall count only the votes for the candidates and measures on which the voter was entitled to vote in his or her assigned precinct, the elections official shall count only the votes for the candidates and measures on which the voter was entitled to vote in his or her assigned precinct. d. The Secretary of State shall establish a free access system that any voter who casts a provisional ballot may access to discover whether the voter's provisional ballot was counted and, if not, the reason why it was not counted. e. The Secretary of State may adopt appropriate regulations for the purpose of ensuring the uniform application of this section. f. This section shall apply to any vote by mail voter challenged ballot" may be used until the supply is exhausted.

Cal. Elec. Code §14311 - Move within same county

a. A voter who has moved from one address to another within the same county and who has not reregistered to vote at that new address may, at his or her option, vote on the day of the election at the polling place at which he or she is entitled to vote based on his or her current residence address, or at the office of the county elections official or other central location designated by that elections official. The voter shall be reregistered at the place of voting for future elections. b. Voters casting ballots under this section shall be required to vote by provisional ballot, as provided in Section 14310.

Mail Ballots

Cal. Elec. Code §4101 - Mailing of combined county voter information guide and mail ballot

Notwithstanding Sections 13300 and 13303, the elections official shall not commence to mail the combined sample ballot and mail ballot prior to the 29th day before the election and shall complete the mailing by the 10th day before the election.

Cal. Elec. Code §4102 - Printed notice regarding return of voted ballot by certified or registered mail

The elections official may include in the mailings set forth in Section 4101 a printed notice to the voters informing the voters that they may return the voted ballot by certified or registered mail.

Cal. Elec. Code §4103 - Return of ballots; timely casting of ballot

a. Notwithstanding Section 3020, ballots cast under this chapter shall be returned to the elections official from whom they were obtained no later than 8 p.m. on election day. b. Notwithstanding subdivision (a), any vote by mail ballot cast under this chapter shall be timely cast if it is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than three days after election day and either of the following is satisfied: 1. The ballot is postmarked on or before election day or its time stamped or date stamped by a bona fide private mail delivery company on or before election day. 2. If the ballot has no postmark, a postmark with no date, or an illegible postmark, the vote by mail ballot identification envelope is date stamped by the elections official upon receipt of the vote by mail ballot from the United States Postal Service or a bona fide private mail delivery company, and is signed and dated pursuant to Section 3011 on or before election day.

Cal. Elec. Code §15104 (a), (b), (c) - Processing open to public; mail voter observers

(a) The processing of vote by mail ballot return envelopes, and the processing and counting of vote by mail ballots, shall be open to the public, both prior to and after the election. (b) A member of the county grand jury, and at least one member each of the Republican county central committee, the Democratic county central committee, and of any other party with a candidate on the ballot, and any other interested or organization, shall be permitted to observe and challenge the manner in which the vote by mail ballots are handled, from the processing of vote by mail ballot return envelopes through the counting and disposition of the ballots. (c) The elections official shall notify vote by mail voter observers and the public at least 48 hours in advance of the dates, times, and places where vote by mail ballots will be processed and counted.



Curbside Voting

Curbside voting allows you to park as close as possible to the voting area. Elections officials will bring you a roster to sign, a ballot, and any other voting materials you may need, whether you are actually at a curb or in a car. All polling places and vote centers are required to be accessible to voters with disabilities and will have accessible voting machines.

Rules on Voters Needing Assistance

Voters with disabilities should not be asked or permitted to fill out their ballots at the table where poll workers are checking in voters, even if the voters have requested assistance in filling out their ballots, because the secrecy of the ballot may be compromised. A separate table or voting booth compliant with the Americans with Disabilities Act (ADA) should be provided nearby. Voters who need or want assistance to vote have the right to receive help in casting a ballot.

Who may provide assistance to a voter?

A voter who is not proficient in English can bring one or two people into the voting booth, or the voter may request assistance from a bilingual poll worker. Poll workers should be trained in how best to communicate with voters who do not speak English or voters who have limited English proficiency. (§§ 2300(a)(8), 12303, 14224).

Electioneering

Electioneering is not permitted within 100 feet of a polling place, election official's office or voting satellite location.

Curbside Voting

Voters Needing Assistance

Electioneering

Curbside Voting

Cal. Elec. Code §14282 - Assisting voters

(d) (1) A voter with a disability may appear outside the polling place and vote a regular ballot. The person may vote the ballot in a place that is as near as possible to the polling place and that is accessible to people with disabilities. A precinct board member shall take a regular ballot or ballot marking device to that person, qualify that person to vote, and return the voted ballot to the polling place. (2) A precinct board member may satisfy paragraph (1) by only bringing a regular ballot outside to the voter if the county does not have the capability to bring the ballot marking device outside of the polling place. (3) Signage shall be posted outside the polling place and adjacent to the area where the voter may appear to vote indicating that the option is available for a voter with a disability to vote there. The polling place shall establish a method for a voter with a disability to contact a precinct board member in order to vote outside the polling place, such as a posted phone number, doorbell device, or the stationing of a precinct board member outside the polling place.

Voters Needing Assistance

Cal. Elec. Code §19242 - Rules and regulations: access for voters with disabilities

(b) At each polling place, at least one voting unit certified or conditionally approved by the Secretary of State shall provide voters with disabilities the access required under the federal Help America Vote Act of 2002 (52 U.S.C. Sec. 20901 et seq.).

Cal. Elec. Code §14282 - Assisting voters

(a) If a voter is unable to mark a paper ballot or the ballot marking device, the voter shall receive the assistance of not more than two persons selected by the voter, other than the voter's employer, an agent of the voter's employer, or an officer or agent of the union of which the voter is a member. (b) The county elections official shall provide information on the county elections internet website and in the county voter information guide informing voters that a voter who is unable to mark a ballot may bring up to two individuals to the polls to assist them in voting as specified in subdivision (a), and that a voter with a disability may vote a regular ballot outside a polling place in accordance with subdivision (d). The information shall be available in all languages for which the county has requirements under Section 14201 of this code and Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.). (c) A person assisting a voter shall not divulge any information regarding the marking of the ballot.

Cal. Elec. Code §14283 - List of assisted voters

The precinct officers shall keep a list of the voters who have been assisted in marking their ballots. The list of assisted voters shall be returned to the elections official and preserved with other election materials and records.

Electioneering

Cal. Elec. Code §18370 - Unlawful acts on election day

No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office: a. Circulate an initiative, referendum, recall, or nomination petition or any other petition. b. Solicit a vote or speak to a voter on the subject of marking his or her ballot. c. Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240. d. Do any electioneering as defined by Section 319.5. As used in this section, "100 feet" means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Any person who violates any of the provisions of this section is guilty of a misdemeanor.

Cal. Elec. Code §18371 - Unlawful electioneering while in residence or immediate presence of voter and during time that vote by mail voter is voting

a. No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, or an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a voter by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting. b. Any person who knowingly violates this section is guilty of a misdemeanor. c. This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

Cal. Elec. Code §14105.5 - No display of material without express approval of county elections official

Members of the precinct board shall not display, distribute, or make available at the polling place any materials other than those required pursuant to this division without the express approval of the county elections official.



Closing Procedures

- Precinct board secures and inactivates voting equipment.
- ...Precinct board shall remove the voted ballots from ballot container & from secrecy envelopes...write in ballot card shall not be separated from the envelope or stub... After completing the action described in subdivision (a), . . . th e y shall count the number of ballot cards in each group...certify the number of ballots cast on the voting roster as provided by Section 14107. Any discrepancy between the number of voters listed in the roster and the number of ballots voted, this fact shall be noted with an explanation...County elections official may direct the precinct board to seal the ballot container and record on forms provided by the elections official...required by Section 14405. Cal. Elec. Code §14420 - Removal of ballot container; counting and certifying number of ballots; sealing of ballots
- Unless directed otherwise, Precinct board shall group voted ballots in containers...as directed by the elections official... delivered to the receiving centers or central counting point materials as directed by the elections official. Cal. Elec.

Voting After the Polls Close

- Doors close at 8:00pm.
- Precinct board shall proclaim that fact aloud at the place of election.
- If there are any other voters in the polling place, or in line at the door, who are qualified to vote and have not been able to do so since appearing, the polls shall be kept open a sufficient time to enable them to vote.

Securing and Transporting Ballots / Equipment

- Wh e polls c lose, the precinct board, in the presence of the watchers and all others lawfully present, shall immediately lock the voting machine against voting and count the votes cast on voting machines and report the results.
- Precinct board will also complete, sign, and return to the elections official all furnished forms requiring its signatures.

Breaking Down Equipment

- _____
- _____
- _____
- _____

Closing the Poll

Closing the Poll

Cal. Elec. Code §1412 - Opening and closing of polls

The polls shall be open at 7 a.m. of the day of any election, and shall be kept open until 8 p.m. of the same day, when the polls shall be closed, except as provided in Sections 4005 and 14401.

Cal. Elec. Code §1400 - Presence of members of precinct board at closing of polls

At any election, all members of the precinct board shall be present at the closing of the polls.

Cal. Elec. Code §1401 - Proclamation that polls closed

When the polls are closed, the precinct board shall proclaim that fact aloud at the place of election. After the proclamation no ballot shall be received. However, if at the hour of closing there are any other voters in the polling place, or in line at the door, who are qualified to vote and have not been able to do so since appearing, the polls shall be kept open a sufficient time to enable them to vote.

Cal. Elec. Code §1402 - Arrival at polling place after closing

Anyone who arrives at the polling place after the time provided for closing the polls shall not be entitled to vote, even though the polls are open when the voter arrives.

Cal. Elec. Code §1402.5 - Time for closing of polls extended

If the time for closing the polls is extended pursuant to a court order, all votes cast during the time that the closing of the polls is extended shall be by provisional ballot. Any provisional ballots cast pursuant to this section shall be separated and held apart from other provisional ballots cast by voters prior to the time the closing of the polls was extended.

Cal. Elec. Code §1403 - Rendering unused ballots unusable by precinct board member

Immediately upon the closing of the polls and before any voted ballot is taken from any of the ballot containers, the precinct board member shall, in the presence of all persons in the room who may desire to observe them, proceed to render the unused ballots unusable in one of the following ways: a. By drawing across its face, in ink or indelible pencil, two lines that cross each other, the cross to be more than three inches square; b. place all detached ballots within an envelope or other receptacle provided for that purpose; c. By tearing or cutting in a manner so that it is apparent that the ballot has been intentionally destroyed to prevent its use; d. By placing all of the unused ballots into a special container provided for that purpose. A tamperproof seal containing spaces for entering the total number of unused ballots enclosed, the beginning and ending serial numbers thereof, and signature lines for all members of the precinct board following a statement certifying that all of the ballots were placed in the container ...

Cal. Elec. Code §1404 - Rendering unused ballots remaining in control of elections official unusable

Immediately upon the arrival of the hour when the polls are required by law to be closed on election day, the elections official conducting the election shall openly, in the presence of the precinct board, in the presence of any persons who are present to observe, according to the procedure set forth in Section 14403, proceed to render every unused ballot remaining in the control of the elections official unusable; make and file an affidavit, in writing, as to the number of ballots destroyed. If the procedure in subdivision (c) of Section 14403 is used, the tamperproof seal shall be signed by the elections official and at least one deputy or assistant elections official or registrar. The sealed container shall then be placed, with the sealed containers containing unused ballots from the precincts, in a security area by the elections official until disposition is made pursuant to Section 17301 or 17302. Alternatively, the elections official may, immediately upon the arrival of the hour when the polls are closed, recycle for any other lawful purpose any unused ballots remaining in the control of the elections official that clearly identify the election for which they were prepared...

Cal. Elec. Code §1405 - Accounting of ballots

(a) The members of the precinct board shall account for the ballots delivered to them by returning a sufficient number of unused ballots to make up, when added to the number of official ballots cast and the number of spoiled and canceled ballots returned, the number of ballots given to them. The accounting of ballots may either: (1) Take place at the polling place; (2) Be performed by the elections official at the central counting place; (b) The precinct board shall complete the roster as required in Section 14107, and shall also complete and sign the certificate of performance prescribed in Section 15280, if that section applies.

Cal. Elec. Code §1525.5 - Duties upon closing of polls; certificate of performance

a. As soon as the polls are closed, the precinct board, in the presence of the watchers and all others lawfully present, shall immediately lock the voting machine against voting and do all of the following: 1. Count the votes cast on voting machines and report the results pursuant to subdivisions (b) and (c); 2. Complete, sign, and return to the elections official all furnished forms requiring its signature; b. When votes are counted on one or more voting machines at the precinct, all members of the precinct board, upon the completion of their duties, shall sign a certificate of performance, which shall be substantially in the following form: This certificate of performance is for precinct _____ for the _____ election, held on the _____ day of _____ (year). 1. The results of the votes cast form posted outside the polling place includes the total number of votes cast on each voting machine for each candidate for each office, and the total number of votes cast on each voting machine for and against each ballot measure; 2. The results of votes cast form provided to the county elections official shows the same numbers.

Cal. Elec. Code §1422(a) - Sealing of ballot container

(1) Notwithstanding any other provision of law, the county elections official may direct a precinct board to seal the ballot container prior to the closing of the polls, in accordance with the procedures set forth in Sections 14420 and 14421. (2) Notwithstanding Section 14215, as soon as the container is sealed, the county elections official may direct at least two elections officials to remove the sealed ballot container of voted unsealed ballots from the polling place and the presence of any bystanders and to deliver the container to a receiving center or central counting place as directed.

Cal. Elec. Code §1430 - Preparation of supplies and records of election for delivery to elections official

The precinct board, as soon after the polls are closed as possible, shall prepare the copies of the index posted at or near the polling place, and records of the election for delivery to the election official.

Cal. Elec. Code §1431 - Enclosure and sealing of ballots in packages

The precinct board shall enclose and seal in one or more packages, as determined by the election official, all voted, spoiled, canceled, or unused ballots.

Cal. Elec. Code §1432 - Enclosure and sealing of tally sheets, roster of voters, copy of voter list, challenge list, and assisted voter's list in one or two packages

The precinct board shall enclose and seal in one or two packages, as determined by the election official, all of the following: (a) Tally sheets, if ballots are to be tabulated manually at the precinct; (b) The roster of voters; (c) The copy of the index used as the voting record; (d) The challenge list; (e) The assisted voter's list.

Cal. Elec. Code §1433 - Statement showing result of votes cast at polling place

If ballots are counted at precincts pursuant to Article 3 (commencing with Section 15340) or Article 5 (commencing with Section 15360) of Chapter 4 of Division 15, the precinct board immediately shall transmit, unsealed, to the elections official a statement showing the result of the votes cast at the polling place. The statement shall be open to public inspection.

Cal. Elec. Code §1434 - Delivery of sealed packages

The sealed packages containing the lists, papers, and ballots shall be delivered by two of its members without delay, unopened, to the elections official or to a receiving station designated by the elections official.

**Election Observers MUST**

- Check in at each site - polling place or counting center.
- Maintain a professional manner while observing elections.

Election Observers MAY

- Observe the proceedings at the polls, including the opening and closing procedures.
- Obtain information from the precinct index that is posted near the entrance.
- Make notes and view election-related activities at the central counting site including the canvass of the vote activities following the election and view vote-by-mail and provisional ballot processing.
- Ask questions of supervisors and poll workers as long as they do not interfere with the conduct of the election process.

Election Observers MAY NOT

- Wear any uniforms of a peace officer, private guard or security.
- Electioneer or communicate with voters within 100 feet of the entrance of a polling place.
- Interfere, in the judgment of the elections official, with the conduct of the election.
- Physically handle any voting equipment or materials.
- Use telephones, pagers or radios in the central counting site or within 100 feet of the polling place.
- Eat or drink inside the polling place or the central counting site.

Election Observer Rules & Privileges



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Additional Notes
