Quick Reference Guide

Build-It-Yourself Version

Overview

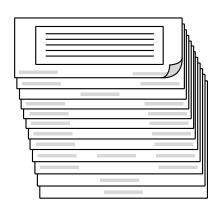
This Quick Reference Guide is a 'build it yourself' resource that can be taken into the poll location and used to quickly reference Election Day procedures and activities.

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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Quick Reference Guide



Page 1

Polling Place Staff	
Lead authority:	
Other election workers:	
Primary Mission of a	Poll Watcher
procedures are followed. [Tactivities of the Election Workers at the poll to ensure that proper elections DO NOT TALK or ENGAGE with voters in any way. If a voter or other person I, walk over to the LEAD AUTHORITY and ask him/her to explain to the person o speak to them.





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

identifications Code shall be resolved in the challenge versally or in writing 1. The elections official shall bave the resolved in the challenge versally or in writing 1. The elections official shall bave the right to half the challenge process for those making the first official shall bave the right to half the challenge process for those making the firstolous or meritless challenges in order to prevent interference with the conduct of the elections official shall develop written procedures shall be made available to elections official shall develop written procedures for making the order of the elections official shall develop written procedures for making in determining the order of the elections official shall develop written procedures for making and determining the order of the length of the challenge. In the special shall develop written procedures shall be made available to election observers where an elections activity or process is occurring and shall include: I retaining the name and organization (if applicable) of the challenge, and 6. The unmber, make, model, and serial number), 5. pictures of sufficient was roted (identification of the proposed issue, 3. the date and ime issue activity or process is occurring and shall include: I retaining the name and organization (if applicable) of the challenge, and 6. the ultimate resolution of the challenge is soon as is reasonably practicable. The descriptions of the challenge is a soon as is reasonably practicable. The elections official must ensure that no confidential voter registration information is disclosed when providing the disposition of the challenge. Cai. Code Regs Title 2 \$20879 - VOTE: The state Challenges are being made by the same person or group, and those challenges are being made by the same person or group, and those challenges are being made by the same person or group, and those challenges are discretion of the vote-by-mail identification envelopes. However, that person or group shall have the inght to submit written challenges for the elections of the precinct board has the authority to challenge a voter. In the election observer is not authorited to directly challenge a voter. In the precinct board has the authority to challenge a voter. In the precinct board has the authority to challenge a voter of the precinct board has the authority to challenge a voter. In the precinct board has the authority to challenge a voter of the precinct board has the authority to challenge a voter. In the precinct board has the authority to challenge a voter of the precinct board has the authority to challenge a voter. In the interpretation observer is not authority to challenge a voter of the precinct board has the authority to challenge a voter. In the interpretation of the provisions of the burden of the provisions of the provisions of the cause of the cause for the elections observer is not authority to challenge a voter. In the interpretation of the provisions of the California are deductions of the provisions of the cause for the elections of the provisions of the provisions of the provisions of the provisions of the provision of the overly-by-mail ballots can be made verylarly or in writing. In the eventual elections official base to whether a challenge appear if involous or mentless, the destribution envelopes and vote-by-mail ability can be made verylarly or in writing. In the eventual elections official that explain of the processing of vote-by-mail elections of the provision of the provi

Conflict Resolution

Infractions

Cal. Elec. Code §18370 - Unlawful acts on election day, or at any time that a voter may be casting a ballot, within the 100 foot limit specified in subdivision (b), do any of the following:(1) Circulate an initiative, referendum, recall, or nomination properties and provided in Section 14240.(4) Do any electioneering as defined by Section 339.5. (b) The activines of some official's office, or a satellite location specified in Section 3018. (2) An outdoor site, including a curbaide voting area, at which a voter may be casting a ballot, (a) An outdoor site, including a curbaide voting area, at which a voter may cast or drop off a ballot. (b) A person shall not, on election about marking the voter's ballot. (c) A person shall not, on election about marking the voter way be casting a ballot, do any of the following within the immediate voting area, at which a voter may be casting a ballot, do any of the following within the immediate vicinity of a voter may cast or drop off a ballot. (1) Solicit a vote. (2) A person shall not, on specified in Section 3018. (2) An outdoor site, including a curbaide vicinity of a voter may cast or drop off a ballot. (1) Solicit a vote. (2) A person shall not, on a satellite location applied in the voter's ballot. (2) Disseminate vicine or a voter may be casting a ballot. (3) Disseminate vicine electioneering information. (d) Any person who violates any of the provisions of this section is guilty of a voter about marking the voter's ballot. (3) Disseminate visible or audible electioneering information. (d) Any person who violates any of the provisions of this section is guilty of a voter and the voter's ballot. (a) Disseminate visible or audible electioneering information. (d) Any person who violates any of the provisions of this section is guilty of a voter and voter's ballot. wisdemeanor.

Cal. Code Regs Title 2 §20879 - Voter Challenges

(a) It is a misdemeanor for a person in possession of information identified in Section 2138.5, or obtained pursuant to Article 5 (commencing with Section 2183) of Chapter 2 of Division 2 of this code or Section 7924.000 of the Government Code, knowingly to use or permit the use of all or any part of that information for any purpose office than as permitted by law. (b) It is a misdemeanor for a person knowingly to account use of voter registration information from the Secretary of State or a county elections official without first complying with 2019.

Cal. Elec. Code §18103 - Unlawful acts related to completed affidavits of registration or registration cards

Cal. Elec. Code §18109 - Unlawful use of information

subdivision (c), a person who receives money or other valuable consideration to assist another to register to vote by receiving the completed affidavit of a misdemeanor, and shall be punished by a fine not exceeding one thousand dollars (\$1,000), by imprisonment in the county jail not exceeding six months, or by both the fine and imprisonment.

Cal. Elec. Code §18108.1(a) - Unlawful receipt of money or other valuable consideration to assist another to register to vote and misrepresentation (a) Except as provided in

registration card, without the voter's authorization, for more than three days, excluding Saturdays, Sundays, and state holidays, or after the close of registration, or (c) denies a voter the right to return to the county elections official the voter's own completed registration card, is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000). Any person who knowingly or negligently (a) interferes with the prompt transfer of a completed affidavit of registration to the county elections official, (b) retains a voter's completed



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...
- ...(I) 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 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.

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

Cal. Elec. Code §14104 - Receipt for each polling place designating the precinct or polling place for which they are intended, and the number of ballots enclosed.

messengers, to be paid in the same manner as other election expenses. 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 shall sign the receipt upon receipt of the packages. The signed receipt shall fix a reasonable compensation for the services of these 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

(b) When votes are counted at the precinct, all members of the board shall also sign the certificate of performance prescribed in Section 15280. The roster to be kept by each precinct board shall be substantially in the following form: Cal. Elec. Code §14107 - Form of rosters

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 §14211 - Translations of ballot measures and ballot instructions

provided in Section 14401. 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

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.

ballots are counted, nor opened until after the polls are finally closed. 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 containers. Thereafter, the ballot containers shall not be removed from the polling place or presence of the bystanders until all the

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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

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,

a resident of California, not imprisoned for the conviction of a felony, and at least 18 years of age at the time of the next election.

(b) A person entitled to preregister 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

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

pursuant to Section 203 of the Welfare and Institutions Code.

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. The voter is unable to write, shall have the name and residence address. The voter is unable to write, shall 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.

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

Mothing 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.



Voter Check-In		
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Voter Check-In

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Voter Check-In

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

that purpose, whereupon a challenge may be interposed as provided in this article. 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 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

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, 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 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 ballots for voting 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

(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. 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 the voter, with a pen or indelible pencil. The board member shall mark off the name of the voter, with a pen or indelible pencil. The board member shall mark off the name of the voter list, the board member shall draw a line under the last name 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 in the toster at 6 p.m. or at the time of discontinuation of this procedure, whichever occurs last. Page 6

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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

necessary.

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 machine after the polls are closed, one envelope for the return of the keys, and as many copies of the statement of votes cast as are

written report, made on the proper blanks, stating that the machine is in every way properly prepared for the election. 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 is arranged in all respects in good order for the election, (3) 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 delived to the election board together with a copy of the machine is not an arranged in all respects in good order for the election. Cal. Elec. Code §19322 - Locking of machines; inspection and report

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 official shall affix ballot labels and in putting the machines in order. Each machine shall be tested to ascertain if it is operating properly.

Selected preparing a voting material 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 the political parties, stating the time and place where machines will be prepared. At the specified time one representative of their duties. When a machine has been so 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 §19320 - Preparation of machines

> 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 §19304 - Casting of write-in ballot

Electronic Ballots

returned to a polling location, and ballots received via the United States Postal Service or any other delivery service. 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 (b) All vote-by-mail ballots retrieved prior to the (s) 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

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

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 elections official must notify the public at least 48 hours prior to the election. (b) The notification shall be conspicuously posted on the county elections official website, at the office of the ballot retrieved prior to the closing of the public at least 48 hours prior to the elections official website, at the office of the ballot retrieved prior to the closing of the public (c) The notification shall be conspicuously posted on the county elections official website, at the office of the posting on the Secretary of State's office in an electronic format for posting on the Secretary of State's where early ballot retrieval must be conspicuously posted at each polling place where early ballot retrieval will occur posting of the polls. (f) In the event an immediate, unplanned, ballot retrieval is necessary, notice is not required, but the procedures set forth in Secretary of State's where early ballot retrieval must be conspicuously posted at each polling blace where early ballot retrieval must be conspicuously posted at each polling blace where early ballot retrieval is necessary, notice is not required, but the procedures set forth in the event an immediate, unplanned, ballot retrieval is necessary, notice is not required, but the procedures set forth in the event an immediate, and an experience of the procedures are forth in the event an immediate, and an experience of the procedures are forth in the event and the followed.

to the voter, and deposit the ballot in the ballot box in the presence of the voter.

Cal. Elec. Code \$14293 - Delivery of ballot to member of precinct board, who shall then separate the slip containing the number from the ballot, hand the all precinct board, who shall then separate the slip containing the number from the ballot, hand the all precinct board, who shall then separate the slip containing the number from the ballot, hand the slip is the number from the ballot, hand the slip is the number from the ballot, hand the slip is the number from the ballot, hand the slip is the number from the ballot, hand the slip is the number from the ballot, hand the slip is the number from the ballot, hand the slip is the number from the ballot, hand the slip is the number from the ballot, hand the number from the slip is the number from the number fro

unmber on the ballot and the top marks on its tace are not visible and only the ballot according to the instructions on it, so that the marks on its tace are not visible and only the Betore leaving the voting booth or compartment, the voter shall fold the ballot according to the instructions on it, so that the marks on its tace are not visible and only the

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

If a voter spoils or defaces a ballot, in this manner. in 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 §14288 - Spoiling or defacing ballot

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.

Paper Ballots



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 insits 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

Cal. Elect. Code 87/4370 - Provisional ballota. 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 records on file with the county elections of the properly registered, but whose qualification or entitlement to vote cannot be immediately about the precinct or upon examination of the records on file with the elections of thick and the process and procedures for easting the provisional ballot.

Belighte to vote an election regarding the process and procedures for easting the provisional ballot.

By the voter shall be expected a provisional ballot be a provisional ballot be a provisional ballot.

By the voter shall be expected the information stating that the voter is eligible to vote and registered in the county where the voter elegistation and provisional ballot be a provisional ballot and provisional ballot any provisional ballot and provisional pallot and provi challenged ballot" may be used until the supply is exhausted. At all elections, a voter claiming to be properly registered, but whose qualification or entitlement to vote cannot be immediately established upon examination

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

elections. b. Voters casting ballots under this section shall be required to vote by provisional ballot, as provided in Section 14310. a. A voter who has moved from one address to another within the same county and who has not reregistered to vote at the place of voting 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 office of voting place at which has elections official. The voter shall be reregistered at the place of voting for future

Mail Ballots

Cal. Elec. Code §4101 - Mailing of combined county voter information guide and mail the combined sample ballot and mail ballot prior to the 29th day before the election.

Defore the election and shall complete the mailing by the 10th day before the election.

by certified or registered mail. Cal. Elec. Code §4/IO2 - Printed notice regarding return of voted ballot by certified or registered mail

The elections official may include in the mailings set forth in Section 4/IO1 a printed notice to the voters informing the voters that they may return the voted ballot

Cal. Elec. Code §4703 - Return of ballots; timely casting of ballot as 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 on or before election day or is time stamped or date stamped by a bona fide private mail delivery company on or before election day or is time stamped or date stamped by a bona fide private mail delivery company on or before election day. 2. If the ballot identification envelope is date stamped by the election day. 2. If the ballot has no postmark, and sellot from the United States Postal Service or a bona fide private mail delivery company, and is signed and the elections 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

by mail ballots will be processed and counted. (a) The processing of vote by mail ballot return envelopes, and the processing and counting of vote by mail ballots ceruity grand jury, and at least one member each of the Republican county central committee, and of any other party with a candidate on the ballot, and any other interested 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 ballots are handled, from the processing of vote by mail ballots are handled, from the processing of vote by mail ballots experts and places where vote ballots. (I) 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 ballots. (I) 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 ballots.



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

member outside the polling place. 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 outside to the voter if the county does not have the capability to bring the ballot marking device outside of the polling place. (2) Signage shall be possied outside the polling place and adjacent to the area where the voter may appear to vote indicating that the polling place shall establish to voter with a disability to vote indicating that the option is available tor a voter with a disability to vote there. The polling place shall establish a method 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. 2090) 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 information on the county elections official shall provide information on the county elections official shall provide information on the county elections offices 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), voters 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 USC. 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 do 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 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 marking his or her ballot. c. Place a sign relating to voters' qualifications or speak to a voter on the subject of his section 14240. d. Do any electioneering as defined by Section 319.5. As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an elections of the provisions a distance 100 feet from the room or rooms in which of a polling place, a satellite location believes. Any person who violates any of the provisions of this section is guilty of a misdemeanor.

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

acter is votingS. No candidate or representative of a candidate, and no proponent, or representative of a proponent of an initiative, or recall measure, or of a charter amendment, shall solicit the vote of a vote 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), ...they 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 voted ballots from ballot container; counting and certifying number of ballots; sealing of ballot container
- Unless directed otherwise, Precinct board shall group voted ballot cards, separate write-in ballots, spoiled, & void ballots in containers...as directed by the elections official. All ballots... shall then be sealed & delivered to the receiving centers or central counting places with the unused ballots, supplies, and other materials as directed by the elections official. Cal. Elec. Code §14421 - Grouping of ballots and placement in containers

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

- When polls close, 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				
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Closing the Poll

Closing the Poll

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 §14212- Opening and closing of polls

Cal. Elec. Code §14400 - Presence of members of precinct board at closing of polls

 π r su λ election, all members of the precinct board shall be present at the closing of the polits.

Cal. Elec. Code §14401 - 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 §14402 - Arrival at polling place affer closing for closing the polls shall not be entitled to vote, even though the polls are open when the voter arrives.

Cal. Elec. Code \$14402.5 - Time for closing of polls extended

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 losing 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

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 indelible pencil, two lines that cross each other, the cross to be more than three inches square...place all defaced ballots within an envelope or other receptacle provided for that purpose. By placing all of the unused ballots into a special confision purpose. A tamperproof seal containing spaces for entering the total number of unused ballots enclosed, that burpose. A tamperproof seal containing spaces for entering the total number of unused ballots enclosed, the beginning and particularly the propose. A tamperproof seal containing spaces for entering the total number of unused ballots enclosed, the beginning and 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 croom who may desire to observe them, proceed to render the unused ballots unusable in one of the following ways: a. By diswing across its face, in ink or Cal. Elec. Code §14403 - Rendering unused ballots unusable by precinct board member

Cal. Elec. Code §14404 - Rendering unused ballots remaining in control of elections official unusable

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 until disposition is made pursuant to Section 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... 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 elections shall operate 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 whiting, as to the number of ballots destroyed. If the procedure in losed on election day, the elections official conducting the election shall openly, in the

Cal. Elec. Code §14405 - Accounting of ballots

number of official ballots ast and the number of spoiled and canceled ballots returned, the number of ballots given to them. The accounting of ballots and the roster as required in Section 15280, if that section applies.

[ATO7, and shall also complete and sign the certificate of performance prescribed in Section 15280, if that section applies. cconut for the pallots delivered to them by returning a sufficient number of unused ballots to make up, when added to the

Cal. Elec. Code §15250.5 - Duties upon closing of polls; certificate of performance

Our Tee; Occe 3 present a fewer about closing of personness of the watchers and all others lawfully present, shall immediately lock the voting machines are designed by presents for the watchers and all others lawfully present, shall immediately lock the voting machines and report the results pursuant to subdivisions (b) and (c). 2. Complete, sign, and return to the and report the results pursuant to subdivisions (b) and (c). 2. Complete, shall sign as defiticate by the votes are counted on one or more voting machines at the precinct, all members of the precinct board, upon the completion of their unites, shall sign a certificate of performance, which shall be substantially in the following form: This certificate of performance is to perform the country performance is to perform the country of the country and the total shall be supported outside the polling place includes the total number of votes cast on each voting machine for each ballot measure. 2. The results of each voting machine for each candidate for each office, and the total number of votes cast form provided the promitive plections official shows the same numbers. uers and all others lawfully present, shall immediately lock the voting machine against voting

votes cast form provided to the county elections official shows the same numbers.

the container to a receiving center or central counting place as directed. (1)Notwithstanding any other provision of law, the county elections official may direct a precinct board to seal the ballot container is sealed, the county elections official may direct at least two elections officials to remove the sealed ballot container of voted untailled ballots from the politing place and the presence of any bystanders and to deliver direct at least two elections officials to remove the sealed ballot container of voted untailled ballots from the politing place and the presence of any bystanders and to deliver Cal. Elec. Code §14422(a) - Sealing of ballot container

Cal. Elec. Code §14430 - 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 supplies, including 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 §14431 - Enclosure and sealing of ballots in packages

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

ballots are to be tabulated Cal. Elec. Code §14432 - Enclosure and sealing of tally sheets, roster of voters, copy of voters, copy of voters, and assisted voter's list in one or two packages

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 §14433 - 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

Cal. Elec. Code §14434 - Delivery of sealed packages

ne 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

ballots to prevent fampering with them before they are counted on election day. (e) ...they shall not interfere with the orderly processing of vote by mail ballots, including the touching or handling of the ballots. Cal. Elec. Code §15104 - Processing open to public; mail voter observers (d) Motwithstanding paragraph (2) of subdivision (b) of Section 2194, vote by mail voter observers shall be allowed...to observe the vote by mail ballot return envelopes are following: (3) Verifying signatures on the vote by mail ballot return envelopes...(2) Duplicating accurately damaged or defective ballots. (3) Securing vote by mail ballot return envelopes...(2) Duplicating accurately damaged or defective ballots. (3) Securing vote by mail ballot ballot be ordered or defective ballots. (3) Securing vote by mail ballot ballot be ordered or defective ballots.

Cal. Code Regs. tit. 2 § 20875 - Duties of Election Observers

The elections officials. An election observer may also wear their own identification at any lime, but that identification observer may also wear their own identification at any lime, but that identification observer may also wear their own identification at any lime, but that identification observer shall not include any election process or activity being observed and shall follow the procedures and requirements provided in this Chapter and any additional written rules and procedures established by the elections official in accordance with Section 30.874(j). Cal. Code Rega. Tit. 2, § 20875. Note: Authority cited: Section 12772.5, Government occasion 10, Elections Code. Reference: Section 10, Elections Code. 3. Note: Authority cited: Section 13772.5, Government occasion 13343.4(b)(3) (Register 2024, No. 9). (a) Upon entering at any polling location, central counting site, or any other location where election to require an observer to wear identification provided by the site designated by the elections official, (b) The elections official has the discretion to require an observer to wear identification provided by

Cal. Code Regs. tit. 2 § 20878 - Conduct of Election Observers

Private guard, or security personner. (1u) stop or attempt to stop poil workers or the central counting site workers while they are processing of the ballots shall be havely. The elections officials are the elections officials are the central counting after. (12) Eat or drink in a polling place or the central counting after whould be personned to a polling place or the central counting after whose, the elections officials (13) Assist in operations at any polling place or the central counting after secure areas without the express permission of the elections official. (13) Assist in operations at any polling place or the central counting site without the express permission of the elections official. (13) Assist in operations at any polling place or the central counting site without the express permission of the elections official. (13) Assist in operations observed from observing elections official. (24) Intentionally prevent officials. (16) Enter any area other than an identified observation area without the express permission of the elections official. (14) Enter secure areas without the express permission of the elections official. (16) Enter any area other than an identified observation area without the express permission of the elections official. (24) Elections of the elec (a) In order to minimize distriction or disruption an election Observers

(a) In order to minimize distriction or disruption an elections observer shall not; (1) Interfere with the:

(b) In order to minimize distriction or disruption an elections observer shall not; (1) Interfere with the:

(c) In order to minimize distriction or disruption an elections of the election in general or disrupt any other elections activity or process. (2) Touch or or the processing and counting of vote-by-mail ballots. (B) conduct of the election in general or disrupt any other elections activity or process. (C) Touch or or the processing and counting of vote-by-mail ballots. (B) conduct of the election official worktables or view confidential voter information or entral counting site without the express permission of the elections official. (B) Sit at the elections official worktables or view confidential voter information or central counting site without the express permission of the elections Code section \$794(c)(2).(6) Engage in any electioneening activities. (C) Display any political party or campaign badges, buttons, or apparel. (B) Solicit a vote, speak to a voter on the subject of marking the party or campaign badges, buttons, or apparel. (B) Solicit a vote, speak to a voter on the subject of marking the elections observer may conduct exit polling of voters, provided it is conducted at least 25 feet away from the locations code section 319.5. However, an election observer may conduct exit polling of voters, provided it is conducted at least 25 feet away from the locations decided in Elections Code section 319.5. This provision shall not apply to a voter who has asked for assistance casting their place of the locations decided in Elections Code section 319.5. This provision shall not apply to a voter who has asked for assistance casting their provision shall be becomed in the election observer shall retain the market or the elections of the election observer shall retain or attempt to also be considered at the election obser

questions about the process being observed. If the elections official has not designated a person, of that person is not available, the observed may pose answer sanot be elections official or to any election worker. If an answer cannot be provided immediately, the elections worker or elections official or to any election worker. If an answer sanout be provided immediately, the elections official in the elections official utilizes signature verification technology. The elections official may designate a envelopes, an observer shall be permitted to ask questions and receive answers about that process and technology. The elections official may designate a person, or that person to whom an election observer may pose questions to the election to any election worker or elections official shall provide an answer as soon as is reasonably precificable. (m) Subject to Elections Code section 2301(b), shall be provided uniform and nondiscriminatory access to all stages of the election process that are open to the observer may use an election observer may not an answer as soon as is reasonably precificable. (m) Subject to Elections Code section 2301(b), shall be provided uniform and nondiscriminatory access to all stages of the election process that are open to the observer may use an election observer has an open of the processing and counting of vote by mail ballots, the canvassing of ballots, and the recounting of vote by mail ballots, the canvassing of ballots. An international election observer shall not interfere with a voter in the preparation. Cal. Code Regs. Tit. 2, § 20873 hereing the public review period for the certification of a ballot marking system, the processing and counting of vote by mail ballots, the canvassing of ballots, and the certifications official in the performence of his or her duties, or with the orderly conduct of an election. Cal. Code section of an election observer shall not interfere with a voter of an election. Cal. Code section of the certification of a ballot marking system, the order b Cat. Code 89g.4: The STORTS - Rights of Electron Observer and STORTS - STOR

