Section 3

Election Day

Opening the Polls

At 7:00 a.m. declare aloud, "The Polls are Open!" (EC 14212 and 14213).

Designate a clock or other time piece as the 'official time' when opening and closing the polls.

Machines are to be set up as soon as you arrive at the polls. Show the initialed 'Zero Report' tape to the first voter or election official at 7:00 a.m., then place the 'Zero Report' into the orange data transport bag.

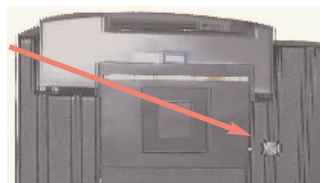**Display the empty Ballot Box to the first voter.**
- The Auxiliary Bin
- The door on the back of the ballot box

After displaying the empty compartments of both the rear door on the back of the ballot box and the auxiliary bin, lock them.
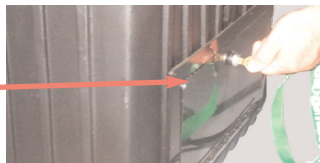
Lock the auxiliary bin door in the up position during the voting period.

Auxiliary Bin. If the precinct scanner is jammed or will be out of commission for a period of time, lower and lock the auxiliary bin door and instruct voters to place their ballot in this bin until the precinct scanner is replaced or repaired.

Inform the voter that their ballot will be scanned when the auxiliary bin is opened after the polls close at 8:00 p.m.

The ballot box holds the voted ballots fed through the precinct scanner. The black ballot bag holds the provisional, vote by mail, mail ballots and any other ballots in envelopes.

> **Under no circumstances is the ballot box or black ballot bag to be opened until after the polls close at 8:00 p.m. (EC 14215).**
>
> ---
>
> **Never, never, never scan test, provisional, vote by mail, or mail ballots through the precinct scanner.**

If a technician replaces a precinct scanner, leave the ballots in the auxiliary bin until 8:00 p.m. then scan them in the replacement scanner. The technician will leave the non-working precinct scanner with the memory card at the polling place.

For further instructions, refer to page 71 under 'Replacement Scanners'.

> **All Precinct Officers are to watch that no voting equipment is tampered with throughout the day.**

Roster of Voters Officer

(Purple procedure card in Final Instructions Envelope)

The Roster of Voters Officer is the initial contact person with the voter and the voter's status prior to their voting.

Greet the voter and ask the voter to state their name and address.

Voter declares name and address.

Look up the voter's name and compare address.

Check to see if the voter is a vote by mail voter.

Mark an 'X' in the left box ☒ and have voter sign their name on the roster.

If unable to locate the voter's name, check the supplemental roster of voters.

Have the voter sign their name on the roster. As of January 1, 2008, a voter may use a signature stamp for their signature on the roster.

If voter signs the roster on the wrong signature line, draw an arrow in the 'REMARKS' column from the signature line the voter did sign, to the signature line that the voter was supposed to sign.

Give <u>reference number</u> to the Street Index Officer.

| XREF	VOTER NAME AND ADDRESS
11	Anthony, Susan B
	654 Progress Street
245	Bryan, William J
	2418 Oak Street
39	Burr, Aaron
	5321 Red Oak Court
149	Butler, Rhett
	251 Dixie Hwy
152	Chaplin, Charlie
	235 Grand Avenue

If a voter's name is not on the roster give them a Polling Place Look-Up Card and urge the voter to vote at the correct polling place.

For a Presidential Primary Election only, the Roster of Voters Officer will inform the Ballot/Demonstrator Officer what party preference, nonpartisan or cross-over ballot to give the voter.

Tally Sheet (optional). The tally sheet is located in the Final Instructions Envelope and can be used to make the closing procedures easier and faster.

- When a voter signs the roster, mark a slash on the tally sheet. (Voter number 1 receives a ballot and a slash is placed through the number 1 on the tally sheet and so on throughout the day.)
- When the Coordinator or elections office requests totals for voter turnout throughout the day, this procedure will give instant results.
- Closing will take less time if the tally sheet is used indicating the number of voters who received a ballot.

ID Required. If a voter has 'ID Required' next to their name in the roster, before the voter may proceed with the voting process, they must show photo ID or other specified items that are in Section 9, titled 'Acceptable H.A.V.A. Identification'. If they do not have one of the acceptable required documents, they will use the provisional process.
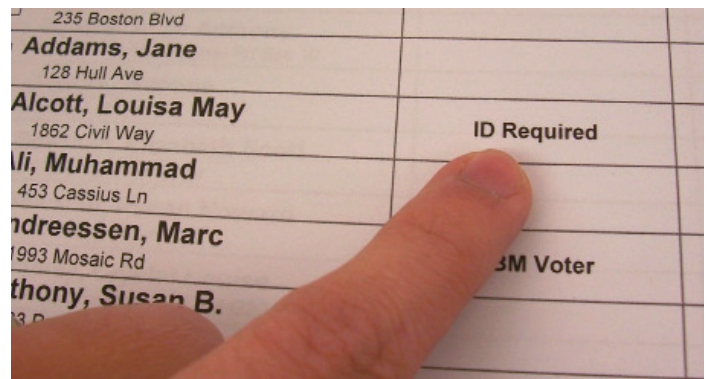
Provisional Ballot Officer

(Blue procedure card in Final Instructions Envelope)

The Provisional Ballot Officer assists any voter whose registration cannot be immediately verified.

A Provisional Voter is identified as one of the following:

- Vote by mail voter that does not have a ballot to surrender - roster indicates voter was issued a vote by mail ballot.
- Voter's name is not on roster or the address is different - they must complete a Voter Registration Form/Card (VRF/VRC) and insert the card in the back pocket of the blue provisional ballot envelope.
- ID Required - first time voter in Sacramento County without acceptable identification.
- Voter arrives after 8:00 p.m. and insists on voting - enter the time on the provisional ballot envelope.

Lead the voter through the provisional process:

- Add voter's name and address to the blue provisional log.

- Fill out the top portion of the blue provisional ballot envelope.
- Assist the voter with filling out the white portion of the envelope.
- Be sure the voter signs the envelope.
- Give the voter a ballot and a blue provisional ballot secrecy folder.

When the provisional voter has finished voting:

Voter

- Voter inserts ballot into the envelope, seals it and hands the envelope to the Precinct Officer.

Precinct Officer

- Check that the blue provisional ballot envelope is complete and signed.
- Explain to the voter if they are registered or if their vote by mail ballot has not been returned, their provisional ballot will be counted. If the voter is at the wrong polling place, only the contest(s) in which the voter is entitled to vote will be counted.
- Tear off the voter's provisional ballot receipt from the seal of the envelope and give to the voter. This gives the voter the opportunity to call the elections office 29 days after the election to verify whether their ballot was proven valid to count or not.
- Put the signed and sealed blue provisional envelope in the black ballot bag.

If a vote by mail voter returns their ballot without their vote by mail identification envelope, give them a white identification envelope titled VOTED 'VOTE BY MAIL' BALLOT. Do not put the envelope into a provisional ballot envelope.

Provisional Ballot Envelope

> The provisional ballot envelope shall be completed and signed by the voter. The election personnel will determine if the ballot will or will not be counted according to the California Elections Code.

This Section to be Completed by Precinct Officer

Precinct Number _____
Ballot Type _____
Political Party _____
(Primary Election only)

☐ VBM – No ballot to surrender
☐ Voter not on Roster (**VRC required**)
☐ H.A.V.A. Voter – no I.D.
☐ Arrived after 8:00 pm
☐ Other/time:

PROVISIONAL BALLOT ENVELOPE
County of Sacramento

This Section to be Completed by Voter – Please Print

1. Complete a new voter registration card if you have moved or if your name is not on the roster.
2. Read, complete and sign the voter's declaration on this provisional ballot envelope.
3. After voting, seal your ballot into this envelope and give to the Precinct Officer.

First Name _____ Middle Initial _____ Last Name _____

Residence Address _____ City _____ State _____ Zip _____

Date Moved (Month/Day/Year) _____

Previous Residence Address _____ City _____ State _____ Zip _____

Birth Date _____   I am a citizen of the United States: ☐ Yes ☐ No

Birth Place _____   I am 18 or older: ☐ Yes ☐ No

CA Driver's License or I.D. # or last 4 digits of Social Security # _____

Voter Declaration:
I declare under penalty of perjury that I am a resident of California, not in prison or on parole for the conviction of a felony, and I have not previously voted in this election. I understand that voting twice constitutes a crime. I have not voted previously in this election either by Vote-By-Mail ballot or at any other polling place.

Signature X _____   Daytime Phone # _____

You have been asked to vote a provisional ballot due to at least one of the following reasons:
1. Records indicate that you have requested a Vote-By-Mail ballot, which you were unable to surrender to the Precinct Officer. The Registrar of Voters' office will check your record and your provisional ballot will count if you did not return your Vote-By-Mail ballot.
2. Your name is not on the official Roster of Voters at this precinct and your voting eligibility cannot be verified by the Precinct Officer. The Registrar of Voters' office will check your record and if you are eligible to vote the provisional ballot will be counted. Please complete a Voter Registration Card.
3. You are a first time voter in Sacramento County and unable to provide proof of identification.
4. You arrived after 8:00 pm.

Provisional Ballots shall not be included in any official canvass except as follows:
1. The Registrar establishes prior to the completion of the official canvass, from voter registration records, the claimant's right to vote; OR
2. By order of a Superior Court in the county of the voter's residence. A voter may seek a court order regarding his or her own ballot at any time prior to the completion of the official canvass. Any judicial action or appeal shall have priority over all other civil matters.

VOTING MORE THAN ONCE IN ANY ELECTION IS A FELONY.

This Section to be Completed by Registrar of Voter's Office

For Official Use Only			Verified by:
Count ☐	Partial Count ☐	Do Not Count ☐	
☐ VBM – not returned ☐ Inactive ☐ Moved within County ☐ Other:	Home Precinct Registered Party	☐ Not registered ☐ VBM – returned ☐ No signature ☐ Eligibility ☐ Other:	

Street Index Officer

The Street Index Officer maintains the two copies of the Roster Street Index of Registration (Street Index), along with the supplemental street index received in the Final Instructions Envelope during Election Day.

Mark a ✔ next to the voter's name and street address on the table copy. Give first priority to the voter, not to updating the street index. If time allows, draw a line through the voter's name and street address.

Every hour when you update the posted copy, place a line through the check on your table copy. This will help you keep track of your last update on the posted street index (EC 14294).

AT 6:00 P.M. STOP MARKING OFF THE NAMES OF VOTERS WHO HAVE VOTED, both on the table copy and on the posted copy.

XREF	ADDRESS	VBM	NAME
146	**2060-136**		Anthony, Sus
147	**2060-136**		Earhart, Ame
148	**2060-137**		Lincoln, Abra
~~149~~	~~2060-138~~		~~Butler, Rhett~~
150	**2060-201**		Burr, Aaron
151	**2060-206**		Dickenson, E
152	**2060-209**		Hancock, Joh

Top Two Candidates Open Primary Act

With the passage of Proposition 14 on June 8, 2010, California voters approved the Top Two Candidates Open Primary Act (Top 2 Primary).

Previously, the Primary Election was an opportunity to select each political party's nominee who would represent the party in the General Election. Voters were restricted to voting only for the candidates of the party in which they were registered. Some parties have allowed for cross-over voting where voters who are not registered with a party are allowed to vote their party's ballot.

In a Top 2 Primary, the two candidates who received the most votes will advance to the General Election, regardless of their party preference (EC 8141.5). The Top 2 Primary applies to statewide offices including: Governor, Lt. Governor, Secretary of State, State Treasurer, Controller, Insurance Commissioner, Board of Equalization, Attorney General, State Senate, State Assembly, U.S. Senate and Congress. The party preference information will be listed for each candidate, and all voters, regardless of their party preference, may select any of the candidates.

However, the Top 2 Primary does not apply to the following offices: President and Political Party Central Committees. These contests will still be conducted as before, with separate party ballots and the same requirements for participation.

Elections for nonpartisan offices, such as County Supervisor or judge, remain open to all voters.

See *Reference Table* in Section 9 - Top Two Candidates Open Primary Act.

Ballot/Demonstrator Officer

(Pink procedure card in Final Instructions Envelope)

The Ballot/Demonstrator Officer issues the ballot(s) to the voter after they have signed the roster.

> **For a Presidential Primary Election Only:** The Roster of Voters Officer will inform the Ballot/Demonstrator Officer what party preference, nonpartisan or cross-over ballot to give the voter. For your convenience, use the colored chart in the Final Instructions Envelope.
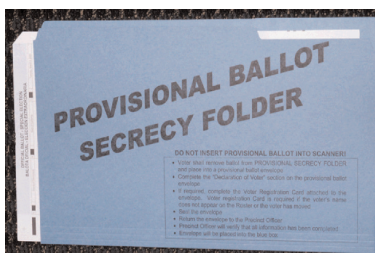
Demonstrate to the voter the correct procedure for marking the ballot.
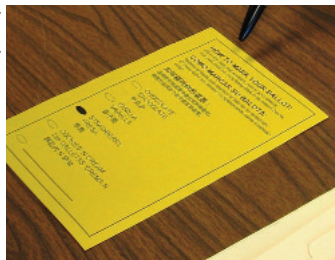
Explain that if a voter chooses to vote for a write-in, the oval must be filled in before writing the candidate's name. Only candidates from the Qualified Write-in Candidates list will be counted.
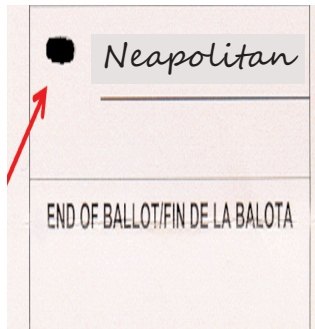
Explain the secrecy sleeve/folder and the blue provisional ballot secrecy folder.

Assisting Officer

(Yellow procedure card in Final Instructions Envelope)

The Assisting Officer assists the voters and oversees all activity around the voting equipment.

If a voter needs assistance with the precinct scanner or the AutoMARK, be available to assist but allow the voter privacy when voting or casting their ballot.

AutoMARK

- Assist voters with the AutoMARK if they request assistance or offer assistance if you determine that they are having difficulty.
- Ask the voter if they would like assistance to proceed to the precinct scanner after they have finished voting.

PRECINCT SCANNER

- Instruct the voter to proceed to the precinct scanner after voting their ballot. Ask the voter if the ballot stub has been removed before they insert it into the precinct scanner.
- Explain overvote options, if needed.
- Redirect provisional voters to the Provisional Ballot Officer.
- <u>DO NOT</u> allow any provisional ballots to be fed through the scanner.

> <u>Do not</u> place a vote by mail ballot in a blue provisional ballot envelope. Use the white 'Voted Vote by Mail Ballot' envelope included in the supplies.
>
> _____
>
> <u>Do not</u> place a regular ballot into a 'Voted Vote by Mail Ballot' envelope.

While the Polls are Open

Open to the Public. Every operation, including opening and closing procedures, is public and anyone may watch. Observers, however, may not interfere with the voting process.

Roster of Voters. The Roster of Voters must remain on the election table, except in the case of curbside voting. Any person may inspect the roster while voting is in progress and while votes are being counted. However, this shall not be done at a time or in a manner which will impede, interfere, or interrupt the normal process of voting (EC 14223[b]).

Election Table. Only Precinct Officers or voters signing their names on the roster shall be permitted to sit at the table used by the Precinct Officers (EC 14223[a]).

Majority. A majority of the Precinct Officers must be present at all times. All members must be present when the polls close and must remain until they finish all closing procedures (EC 14220).

Inspect the Voting Booths. At least once each hour, inspect the voting booths to be sure that no sample ballot pamphlets, campaign literature, or other materials remain in them.

Inspect the Sample Ballot Pamphlets. Inspect the sample ballot pamphlets for markings. If there are any markings or any remarks written on any of the pamphlets, mark a large 'X' across the front of the pamphlet and put it in the Table Materials Bag.

Comment Sheet. The comment sheet is located in the Final Instructions Envelope. Please let us know how you are doing, how we are doing, how your coordinator is doing and what we can do to make a better Election Day for Sacramento County. The completed form is placed in the Roster of Voters/Forms Bag.

Precinct Officer Conduct

The polling place welcomes voters of all political affiliation. It is essential that the precinct board does not show political preference toward any party or candidate. Therefore:

- Conversations about political party activities or philosophy, observations about voting activities of individuals or groups, and any dialogue which is political in nature, are prohibited within the polling place.
- Conversation should be at a minimum while voters are in the voting booths. No radios, television or campaign literature is allowed in the polling place.
- Rude behavior to any person is unacceptable. Harassment of any type is against the law and against County policy.
- Precinct Officers must not discuss any candidate, issue or any related topic with other precinct officers, poll watchers or voters.
- Be considerate of the extra time it might take a voter to cast their ballot. Some disabilities cannot be seen.
- It is **very important** to keep the polling place as quiet as possible while voters are present.
- *Treat all voters, facilities and staff with respect!* Just as you would like to be treated.
- Sacramento County's policy is to assist all voters. Rude behavior toward Non-English speaking voters is not acceptable and could be a reason for dismissal.

Election Day Attire

As a representative of Sacramento County on Election Day, appropriate dress is required.

Precinct Officers are expected to dress, groom and maintain personal hygiene in a manner which dignifies their important role in the electoral process. Be aware that some people are sensitive or allergic to certain scents.

On Election Day:

- **DO** wear comfortable attire and shoes.
- **DO** bring a jacket or sweater.
- **DO NOT** wear campaign attire, hats, or bring any campaign materials into the polling place.
- You may wish to bring a seat cushion.

Children

As with any job, if you are working as a Precinct Officer, please do not bring your children to work with you.

Do Not Bring

Do NOT Bring:

- Pets
- Pagers, radios, TVs, and so on
- Alcoholic beverages
- Magazines and newspapers

Nothing may impede or interfere with the normal process of voting (EC 14223[b]). No food or drinks may be on the election table.

Disability and Sensitivity Awareness

Disabilities and the Law. The rights of persons with disabilities are protected by law. Precinct Officers need to know:

- How to identify persons with disabilities;
- How to assist persons with disabilities using patience and sensitivity to enable all voters to vote.

The best way to assist persons with disabilities in polling places is to wait, recognize, and listen.

- Be prepared
- Be aware
- Be sensitive
- Be positive

Many types of disabilities.

- Blindness or poor vision
- Deaf or hard of hearing
- Developmental disabilities
- Learning disabilities (Dyslexia, Attention Deficit Disorder, etc.)
- Physical disabilities

Use the preferred language for persons with disabilities.

- **Voters with disabilities** or **disability**, not disabled voters
- **Has physical disability**, not physically disabled
- **Uses a wheelchair,** not wheelchair bound
- **Accessible parking** or **disabled parking,** not handicapped parking
- Avoid referring to persons as 'handicapped'

Assisting a person using a wheelchair. Make sure the table has plenty of knee clearance for a wheelchair or scooter.

- Talk eye to eye and sit down when speaking with a wheelchair user.
- Do not touch the wheelchair or scooter as this is considered an extension of the voter's body.
- Never pat a wheelchair user on the head.

Blindness or Impaired Vision. To best assist persons with visual impairments in polling places:

- Offer your arm or shoulder.
- Provide specific directions in the polling place, i.e. 20 feet straight ahead.
- Assist with filling out forms, use a ruler on the signature line on the roster so the voter will be directed where to sign their name.
- Offer the magnifier for persons with impaired vision or describe the 'ZOOM IN/OUT' function on the AutoMARK.
- Remove any unnecessary clutter in the polling area and clear the path of travel from the voting booth to the precinct scanner.
- Speak directly to the voter and not the companion.
- Do not pet, feed or distract a service animal.
- People with visual impairments can hear. Do not talk any louder than usual.

Deaf or hard of hearing. To identify a voter who is deaf or hard of hearing, look for and be aware of persons who use sign language, wear a hearing aid or are accompanied by a service animal.

To assist a person with hearing impairments:

- Stand where the voter can see you with light in front of you.
- Speak clearly and directly to the voter. If an interpreter is present, speak to the voter, not the interpreter.
- Keep hands away from lips (the voter might lip read).
- To get the voter's attention, tap the voter's shoulder - do not yell.
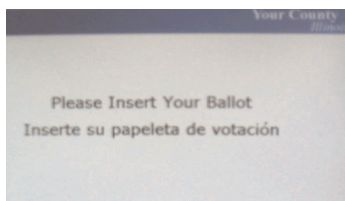- Be prepared to communicate with written notes.

REMEMBER
Always follow the voters' lead and treat them with respect and consideration.
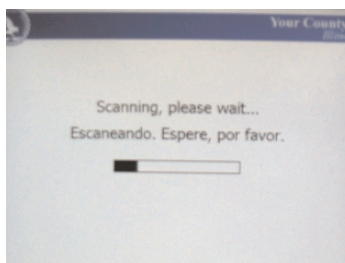
Voting with the AutoMARK

The following are steps in which to operate the AutoMARK

Insert a ballot card with the cut corner on the upper right side into the machine.

When ballot is inserted, the AutoMARK needs to scan the information. This will take between four and ten minutes, depending upon how much information is on the ballot.

When the ballot has been loaded, the Language Selection screen will display.
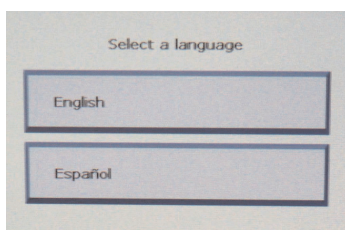
After language has been selected, the Voting Instructions Display will appear. Touch **NEXT** for the first contest.
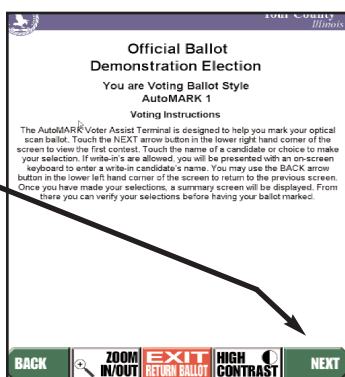
Voter selects choice(s) and then moves to next screen. If the voter selects another choice on a 'Vote for One', it will clear the first selection. The voter's last selection will be printed on the ballot. If the voter wants to select a different choice on a 'Vote for Two' (in a multi-choice contest) they must deselect one of the original choices and select a new choice. If they are satisfied, they touch **NEXT** to move to the following screen.
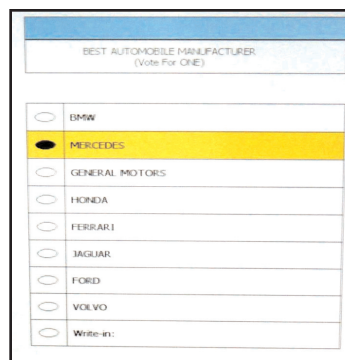
If the voter selected a candidate without viewing all pages, a screen will display **MORE** with arrows on the bottom. The voter must view all of the candidates.
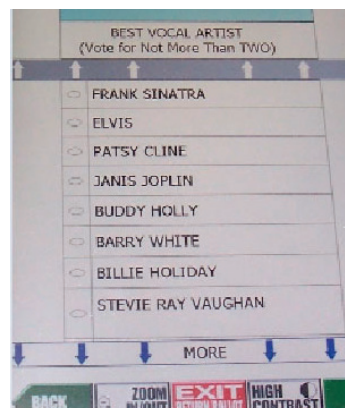
If the voter touches the **NEXT** button before viewing, an **ALERT** pop-up screen will be displayed.
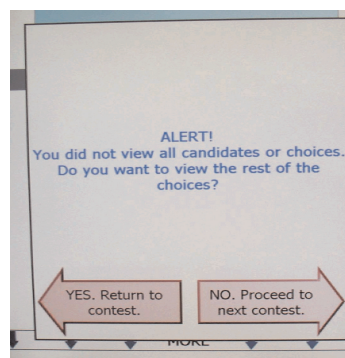
Under Vote. This indicates to the voter that they did not select a candidate or choice or made fewer selections than permitted for the contest. The voter can select 'RETURN TO THIS CONTEST' and select the correct amount of choices or touch 'CONTINUE TO NEXT CONTEST' and leave the vote as an under vote.
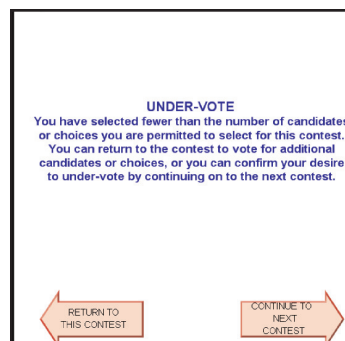
Overvote. This indicates to the voter that they have attempted to select more than permitted in a contest. If they wish to change their selection they must deselect a previous choice by selecting ONLY the permitted amount for that contest.
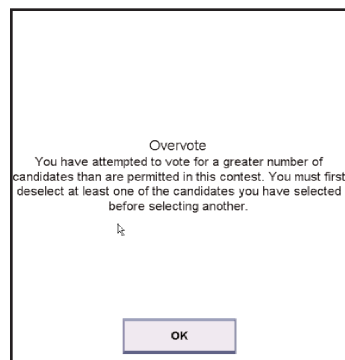
To vote for a write-in candidate, the voter touches the oval next to the line.

When the write-in oval is selected, the write-in screen appears. The voter touches the letters and spacebar on the displayed keyboard to spell the name of the candidate they want. Touch the **OK** button when completed.

When the **OK** button is touched, the write-in name the voter entered is added to the list of candidates on the Contest screen. The write-in candidate is highlighted and the oval is filled.

When the voter has reached the end of the ballot, a 'Summary of Selection' screen will appear. The list is to be scrolled through by the voter to review their selections. If a voter wishes to change a selection:

- Touch the Contest text box on the Summary screen.
- If a multiple-choice contest, touch the original selection to deselect that candidate's name or choice.
- Touch the new choice and the **NEXT** button to return to the Summary screen.

When the voter is satisfied with all of their selections, the **NEXT** button is touched.

The voter touches the **Mark Ballot** button.

The ballot is then marked by the machine and returned to the voter. This process may take up to three minutes for each ballot card.

For multiple cards: Place the second ballot card into the AutoMARK and proceed as before.

Assisting Voters with the AutoMARK

The stylus is used to assist the voter in voting. The voter will grip the stylus and touch the screen with the pointed end. The device can also be used to calibrate the AutoMARK.

There are two standard headphone jacks on the front of the AutoMARK. The headphones that are supplied with the AutoMARK are to be plugged in by the Precinct Officer when needed by a voter.

The visually impaired voter will need to be directed to the AutoMARK.

- Instruct the voter on how to insert the ballot. Verify that they insert the ballot with the cut corner in the upper right hand side. Explain that when the headphones are inserted, it will begin the audio instructions. If the audio voter requests that the ballot be returned before they have completed voting, they may touch the 'Screen' button four (4) times. The ballot will be returned to them unmarked.
- When the voter has completed the voting process, the Assisting Officer should ask the voter if they would like assistance to proceed to the precinct scanner. Assist the voter to the precinct scanner and guide them through the process. Some voters may request more or less assistance when placing the ballot in the precinct scanner.
- Please Note: If the visually impaired voter follows the audio instructions, they should not have any difficulty using the AutoMARK. They will only use the **UP**, **DOWN** and **SELECT** keys to proceed through the voting process.

Assisting the voter using the Sip-N-Puff. The voter shall provide their own personal Sip-N-Puff device. Insert the ballot for the voter and read these instructions to them:

- The Sip-N-Puff device allows the voter to navigate through their ballot using **YES** or **NO** inputs.
- When a screen is displayed, the voter may select **NO** to bypass that screen or **YES** to move to the first selectable choice on that screen. When the voter is on a selectable item of the screen, the item will be highlighted in yellow. Selecting **NO** will move on to the next selectable item on the screen. Selecting **YES** will provide the same results as if you had clicked on that item.
- When on a candidate or question choice, **YES** will select or deselect that candidate.
- When on **MORE** scroll bar, **YES** will cause the screen to scroll up or down as indicated.
- When on a screen button, **YES** will invoke that action. For example, entering **YES** when **ZOOM** is highlighted will cause the screen to zoom. Entering **YES** again, will return the screen to non-zoomed mode.
- Selecting **NO** at any time will move to the next highlighted item.
- As **NO** is selected repeatedly, the scroll bar will move down the screen, across the bottom from right to left and then loop back to the top.
- When the voter is done making selections on any given screen, select **NO** repeatedly until the **NEXT** button is highlighted. Select **YES** to move to the next screen.
- When voting is completed the Precinct Officer will place the ballot in the secrecy sleeve/folder, proceed to the precinct scanner and insert the ballot for the voter. Ask the voter if they would like to accompany you to the precinct scanner to observe the process.

"America will never be destroyed from the outside. If we falter and lose our freedoms, it will be because we destroyed ourselves" - Abraham Lincoln