

TABLE OF CONTENTS

| | |
|--|-----------|
| PRIOR TO ELECTION DAY | 1 |
| DUTIES OF INSPECTOR BEFORE ELECTION DAY..... | 1 |
| ELECTION DAY - BEFORE POLLS OPEN | 4 |
| REPORTING FOR DUTY - SETTING UP THE POLLS..... | 4 |
| ENSURING SITE IS USABLE FOR PERSONS WITH DISABILITIES | 4 |
| MATERIALS OUTSIDE POLLING PLACE | 5 |
| *** PLEASE NOTE: Duct Tape is for outdoor use only!!! ***..... | 5 |
| MATERIALS INSIDE POLLING PLACE | 6 |
| *** PLEASE NOTE: DO NOT USE Duct Tape indoors!!! ***..... | 6 |
| MATERIALS INSIDE VOTING BOOTH..... | 6 |
| MATERIALS INSIDE TOUCHSCREEN UNIT | 6 |
| MATERIALS ON THE ELECTION TABLE | 7 |
| OTHER ELECTION MATERIALS TO KEEP HANDY..... | 7 |
| UPDATE THE PRECINCT BOARD ALPHA INDEX BEFORE THE POLLS OPEN..... | 8 |
| SETTING UP THE BLACK INSPECTOR'S CARTON..... | 8 |
| SETTING UP THE INSIGHT SCANNER AND BALLOT BOX..... | 8 |
| SETTING UP THE TOUCHSCREEN UNIT | 8 |
| WHERE DO I FIND MY SUPPLIES? | 9 |
| ELECTION DAY - OPENING THE POLLS AT 7 A.M. | 9 |
| ELECTION DAY - OPENING THE POLLS AT 7 A.M. | 10 |
| VERIFY TIME OF DAY..... | 10 |
| POLLS MUST NOT OPEN BEFORE 7 A.M. AND MUST NOT CLOSE UNTIL 8 P.M. | 10 |
| DECLARE POLLS OPEN..... | 10 |
| FIRST VOTER TO WITNESS EMPTY BALLOT BOX (Elections Code §14215)..... | 10 |
| FIRST VOTER TO WITNESS ZERO VOTES ON TOUCHSCREEN..... | 11 |
| PROCESSING THE VOTER | 12 |
| VERIFYING VOTER'S NAME AND ADDRESS (Elections Code § 14216) | 12 |
| ALPHA INDEX FLAGS | 12 |
| SIGN NAME AND ADDRESS ON ROSTER OF VOTERS (Elections Code §14216) | 12 |
| ISSUING OPTECH PAPER BALLOTS (REGULAR VOTER)..... | 13 |
| INSTRUCTIONS TO THE VOTER USING PAPER BALLOTS (Elections Code § 14272) | 13 |
| RETURN OF THE PAPER BALLOT BY THE VOTER (Elections Code §14291) | 14 |
| SECRECY OF BALLOT (Elections Code §18562, 18563) | 14 |
| VOTERS WHO WISH TO USE THE TOUCHSCREEN UNIT | 15 |
| VOTERS WITH SPECIFIC NEEDS..... | 16 |
| VOTERS WHO REQUEST ASSISTANCE | 16 |
| VOTERS UNABLE TO SIGN THEIR NAME..... | 16 |
| HOW TO ASSIST VOTERS WITH VOTING..... | 16 |
| CURBSIDE VOTING | 17 |
| VOTERS USING AUDIO VOTING ON THE TOUCHSCREEN | 17 |
| VOTE-BY-MAIL VOTERS..... | 18 |
| VOTERS RETURNING VOTE-BY-MAIL BALLOTS (Elections Code §3017) | 18 |
| AUTHORIZED AGENTS RETURNING VOTE-BY-MAIL BALLOTS | 19 |
| SURRENDERED UNVOTED VOTE BY MAIL BALLOTS | 19 |
| GENERAL PROCEDURES..... | 20 |
| LENGTH OF TIME IN BOOTHS..... | 20 |
| NUMBER OF PEOPLE IN BOOTHS | 20 |
| PERIODIC CHECK OF BOOTHS..... | 20 |
| UPDATE ONE COPY OF GOLD PUBLIC ALPHA INDEX | 20 |

| | |
|--|-----------|
| POLL WATCHERS..... | 20 |
| ELECTIONEERING – ON ELECTION DAY (Elections Code §18370)..... | 20 |
| EXIT POLLING..... | 21 |
| ELECTION DAY CHALLENGES..... | 22 |
| VOTER'S NAME IS NOT IN ALPHA INDEX – BUT CAN BE FOUND IN THE SUPPLEMENTAL LIST OR LIST OF INACTIVE VOTERS..... | 22 |
| VOTER'S NAME IS IN ALPHA INDEX, BUT MOVED AFTER OCTOBER 20 TH | 22 |
| VOTER'S NAME IS IN ALPHA INDEX, BUT MOVED WITHIN SANTA CRUZ COUNTY PRIOR TO OCTOBER 20 TH | 23 |
| VOTER'S NAME IS NOT IN ALPHA INDEX BECAUSE THE VOTER MOVED TO YOUR PRECINCT PRIOR TO THE CLOSE OF REGISTRATION..... | 23 |
| VOTER'S NAME IS IN THE ALPHA INDEX, BUT THE ADDRESS GIVEN BY THE VOTER IS DIFFERENT FROM THAT LISTED IN THE INDEX..... | 23 |
| HELP AMERICA VOTE ACT (HAVA) – FIRST TIME VOTER ID REQUIREMENT..... | 23 |
| FIRST TIME FEDERAL VOTERS – LIST OF VALID IDENTIFICATIONS..... | 24 |
| SPOILED BALLOT (Elections Code §14288)..... | 25 |
| CANCELED BALLOT (Elections Code §14296)..... | 25 |
| REJECTED BALLOT (Distinguishing Marks)..... | 25 |
| NAME CHANGE..... | 25 |
| OUT OF SEQUENCE BALLOT NUMBERS..... | 26 |
| PROVISIONAL BALLOTS – THINK PINK..... | 27 |
| Voter's Name Cannot Be Found in the ALPHA INDEX..... | 27 |
| Voter is Listed as an Vote-By-Mail Voter..... | 27 |
| Voter Claims to Be Registered With a Different Party (Primary Elections Only)..... | 27 |
| New Voter – No Proof of Identification..... | 27 |
| Other Reason..... | 27 |
| PROCEDURE FOR ISSUING A PINK PROVISIONAL BALLOT..... | 28 |
| PROVISIONAL VOTING USING THE EDGE TOUCHSCREEN..... | 29 |
| WHERE TO PUT THE PINK ENVELOPES AFTER THE POLLS CLOSE..... | 29 |
| CHALLENGING A VOTER..... | 30 |
| WHEN A FORMAL CHALLENGE MAY BE MADE..... | 30 |
| GROUND FOR A CHALLENGE..... | 30 |
| CHALLENGE - VOTER NOT THE PERSON IN ALPHA INDEX..... | 30 |
| CHALLENGE - VOTER NOT A RESIDENT OF PRECINCT..... | 31 |
| CHALLENGE - VOTER VOTING SECOND TIME (Elections Code §14245)..... | 31 |
| LIST OF VOTERS CHALLENGED (Elections Code § 14252)..... | 32 |
| DETERMINATION OF RESIDENCE..... | 33 |
| CLOSING THE POLLS – 8 P.M..... | 37 |
| DECLARING THE POLLS CLOSED..... | 37 |
| PRECINCT BOARD MEMBER AT THE END OF THE LINE AT CLOSE OF POLLS..... | 37 |
| AFTER THE LAST VOTER HAS VOTED..... | 37 |
| CLOSING DOWN THE OPTECH INSIGHT AND EDGE TOUCHSCREEN..... | 37 |
| ELECTION MATERIALS TO BE RETURNED ELECTION NIGHT..... | 39 |
| FROM THE BALLOT DELIVERY RECEIPT..... | 39 |
| BEFORE YOU OPEN THE BALLOT BOX (AFTER THE POLLS CLOSE)..... | 39 |
| OPEN THE BLACK INSPECTOR'S BOX..... | 39 |
| OPEN THE AUXILIARY BIN..... | 40 |
| BALLOT STATEMENT..... | 41 |
| CERTIFICATE OF PACKAGING AND SEALING..... | 42 |
| ORANGE DATA TRANSPORT BAG – SEALED WITH THE FOLLOWING ITEMS..... | 42 |
| VOTING EQUIPMENT TO BE RETURNED..... | 42 |
| IMPORTANT – THE FOLLOWING ITEMS MUST BE IN THE RED SUITCASE..... | 43 |
| CLOSING THE POLLING PLACE..... | 43 |
| LEAVE FOR THE RECEIVING CENTER..... | 43 |

| | |
|--|-----------|
| AT THE RECEIVING CENTER | 44 |
| AT THE RECEIVING CENTER | 45 |
| HELPFUL DEFINITIONS | 46 |
| SAMPLE FLOOR PLAN FOR POLLING PLACE | 52 |
| BLUE WORKSHEET..... | 53 |
| COUNTING UNUSED BALLOTS | 54 |
| LAYOUT FOR ACCESSIBLE PARKING SPACE..... | 55 |
| DO YOU HAVE ANY SUGGESTIONS? | 56 |

PRIOR TO ELECTION DAY

DUTIES OF INSPECTOR BEFORE ELECTION DAY

CONFIRM POLLING PLACE ACCESS AND CONTACT CLERKS AND VOTING SYSTEM SPECIALIST

No later than one week before the election the Inspector must verify access to the polling place at **6 a.m. on Election Day**. **OBTAIN A KEY** if possible, or get the telephone number of someone who has a key. If obtained, test key to ensure it works. **ALWAYS get a home telephone number of a person who has access to the facility.**

Inspectors **MUST** call each election clerk and electronic voting specialist to confirm that they will be at the correct polling place promptly on election morning. Please remind your board members that out of consideration for others, our polling places are scent-free, so please refrain from wearing perfume or cologne.



DELIVERY OF SUPPLIES TO POLLING PLACE

Under normal circumstances, many of the supplies will be delivered to the polling place on either the Friday or Monday before an election. Delivered supplies will include booths, cones, lights (if applicable), tables and chairs (if applicable), and a supply carton.

The Inspector **must** confirm that the polling place supplies have been delivered to their assigned precinct on either the **Friday and/or Monday** before the election. Allow yourself sufficient response time, and if any items have not been delivered, contact the Elections Department at 831-454-2060.

On Election Day, call the Inspector's Hotline at **831-454-3081**.

NOTE: Some inspectors find it advantageous to set up the polling place on the Monday before the election. You may not, however, set up the AVC Edge touchscreen, Optech Insight scanner, paper ballots and rosters the night before.

INTERIM SECURITY

In order to adhere with the Secretary of State's, requirement for secure interim storage of any voting equipment, Santa Cruz County Elections Department is creating an extra layer of security. All voting equipment will be transferred to the Inspector's custody in uniquely serialized tamper-evident containers. Santa Cruz County will be using:

- a zippered nylon bag sealed with an uniquely serialized, tamper-evident lock on the Optech Insight scanner, and
- a hard lid, secured with a clasp and uniquely serialized, tamper-evident seal on the AVC Edge touchscreen.

Inspector's will be required to verify all seals and sign out for the equipment. This voting equipment, along with the ballots must be secured in a locked facility and strictly controlled by the Inspector until the equipment is delivered to the polling place and verified by two (2) Election Officers.

DISTRIBUTION CENTER

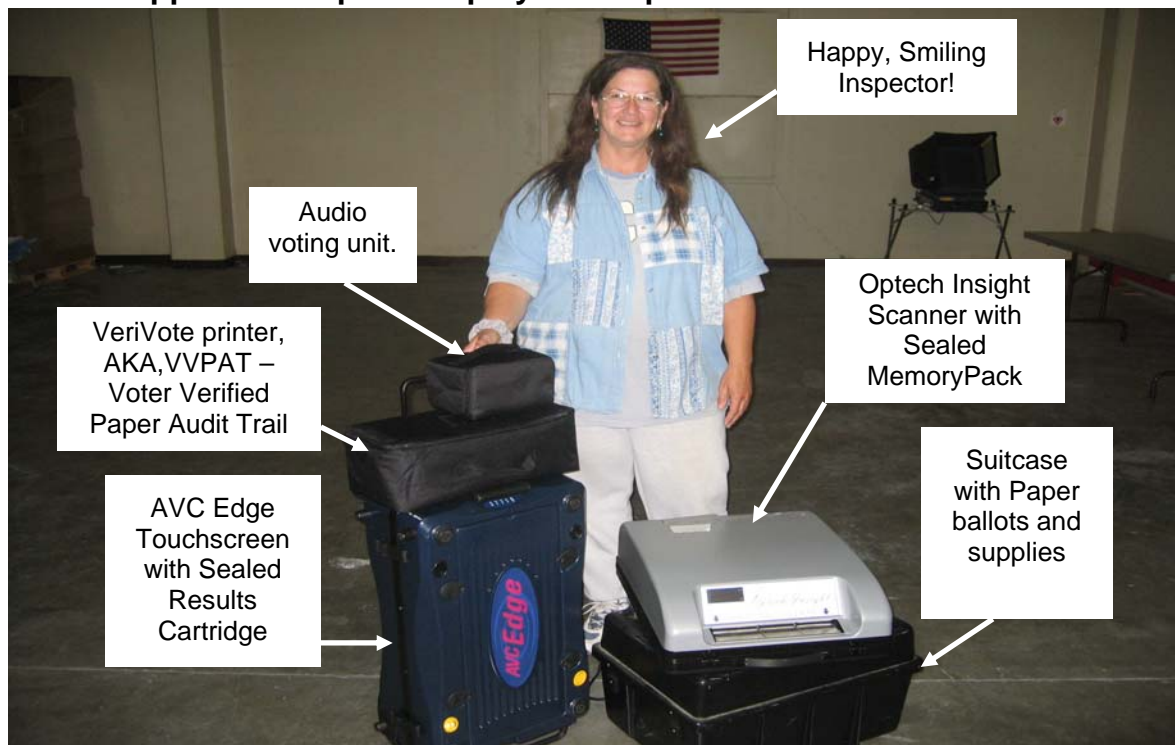
On the Monday before the election, most inspectors will pick up their official ballots, AVC Edge touchscreen, Optech Insight scanner, and the balance of election supplies at a Distribution Center. You will be notified by mail of the Distribution Center assigned to you.

At the Distribution Center, the Inspector shall:

- Inventory the supplies against the check list contained in the Red Suitcase;
- Verify the official ballot numbers, ballot type and ballot quantity against the ballot receipt; **check each pad**; when finished, seal the box;
- You will be required to sign the **Ballot Receipt** and leave a copy of the receipt with the distribution center personnel;
- Verify the seal numbers on the Insight scanner's carrying case, the Edge touchscreen's band and sides.
- You will be required to sign the **Voting Device Report** verifying that the seals are intact and the seal numbers are recorded correctly and leave a copy with the distribution center personnel.
- Immediately report any missing supplies or ballot/voting equipment discrepancies to the Elections Department.

It is the Inspectors' responsibility to ensure the safety and security of voting equipment and ballots at all times while it is in your possession. DO NOT LEAVE ELECTION MATERIALS OR EQUIPMENT UNSECURED AT ANY TIME.

Supplies to be picked up by the Inspector at the Distribution Center.



BEFORE THE POLLS OPEN AT 7 A.M.

It's a good idea to arrive at your polling place at 6 a.m. in order to give your board an hour before the polls open at 7 a.m. to put up all the required signs, assemble the touchscreen, place the scanner on top of the ballot box, sign the necessary certificates, and be prepared and ready for your first voter.

ELECTION DAY - BEFORE POLLS OPEN

REPORTING FOR DUTY - SETTING UP THE POLLS

The Inspector must make sure all precinct board members do the following before the polls open:

- Sign the “Declaration of Election Officers” on page 1 and “Payroll Form” on page 2. The declaration and payroll are on the inside front cover of the Roster of Voters. (Election Code §12320) Precinct officers will be reimbursed for Election Day from this payroll form - Failure to sign will delay your payment. Paychecks are mailed 3 weeks after Election Day.
- Print their name and their precinct number on the badges provided in your Open Kit. **EACH BOARD MEMBER MUST WEAR THE BADGE AT ALL TIMES UNTIL ALL DUTIES AS AN ELECTION OFFICER HAVE BEEN COMPLETED IN THIS ELECTION** (Election Code § 14105). Inspectors also have a ribbon identifying them. Spanish Speakers are also provided a ribbon.
- Schedule their recommended 15-minute breaks and the recommended 1-hour lunch and dinner breaks. Keep in mind there must be a majority of the precinct board in attendance at all times during the poll hours. While the Electronic Voting Specialist is the primary person in charge of managing the voting equipment, other election officials at the precinct will also be trained on how to staff the equipment during the breaks for the Electronic Voting Specialist. There must be a person knowledgeable on how to activate a ballot on the touchscreen and override the scanner present at the machines at all times.

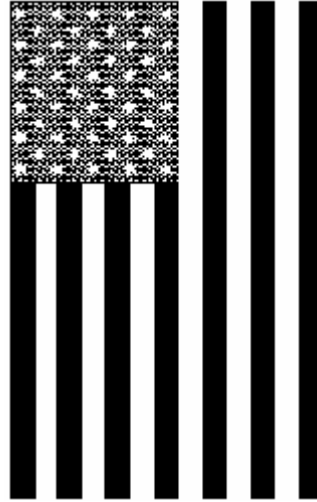
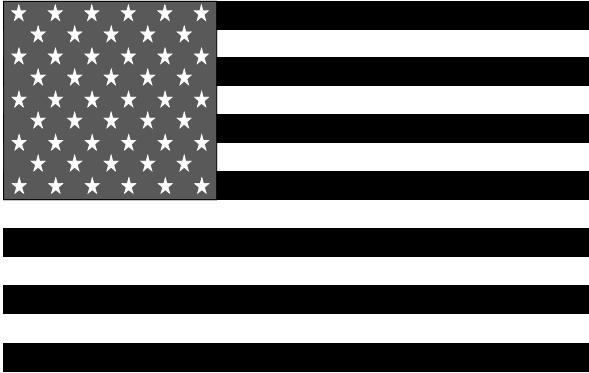


ENSURING SITE IS USABLE FOR PERSONS WITH DISABILITIES

- Each polling site Inspector is mailed a binder and DVD prior to Election Day, showing how to make sure the site is usable for persons with disabilities.
- Before the polls open, all items on the checklist must be completed.

MATERIALS OUTSIDE POLLING PLACE

- Hang the **AMERICAN FLAG**, (found inside the Supply Carton), outside the polling place in a position visible to approaching voters (Election Code § 14105)



- Post **YELLOW POLLING PLACE 100 FEET** signs.
- Post the **VOTE** or **VOTE HERE** signs to guide the flow of voters. Post signs with arrows and room numbers if helpful.
- Post (1 English and 1 Spanish) **VOTER BILL OF RIGHTS** poster
- Post **BLUE DISABLED ACCESS** directional signs
- Post **BLUE DISABLED PARKING** directional signs
- Post **DISABLED PARKING** signs in cone at the head of the parking space to designate disabled parking space. See page 55 for diagram.

POST ALL MATERIALS FOUND IN THIS PACKET.

***** PLEASE NOTE: Duct Tape is for outdoor use only!!! *****

MATERIALS INSIDE POLLING PLACE

***** PLEASE NOTE: DO NOT USE Duct Tape indoors!!! *****

- Post no less than **three (3)** copies of the **VOTING INSTRUCTIONS** in and about the polling place. (Elections Code §14200)
- Post six (6) copies of **ELECTIONS CODE §14105d**
- Post one (1) **CHALLENGE PROCEDURES**
- Post (1 English & 1 Spanish) **VOTER BILL OF RIGHTS** poster
- Post one (1 English & 1 Spanish) **ATTENTION POLL WATCHERS**
- Post one (1) **SPANISH TRANSLATION** of ballot material. (Elections Code §14201)
- The law requires 2 copies of the Alpha Index to be posted at or near the polling place. We recommend one of the gold **PUBLIC ALPHA INDEXES** be posted in view of the poll workers near the entrance to the polling place. The second one should be kept on the Election Table.
- Post one (1) **Date and Time Poster**
- Post “RESTROOMS ARE NOT OPEN TO THE PUBLIC ON ELECTION DAY” (unless you have been notified that you should not post).
- On the accessible door/entrance to polling room, post “Access No Arrow” sign.
- Post one copy of precinct number on front of ballot box (base of scanner) so it can be easily seen; post the other copy on the Black Inspector’s Carton.
- **POST ALL MATERIALS FOUND IN THIS PACKET.**

MATERIALS INSIDE VOTING BOOTH

- Check to confirm the **VOTING INSTRUCTIONS** are posted inside each voting booth.
- Post **TAMPERING WITH VOTING EQUIPMENT** signs in each voting booth.
- The pen used to vote the ballots should be given to voters with their ballot and then collected when they return their ballot. The marking pen can be used to mark their selections and to write-in candidates. The County Clerk/Elections Department will provide each polling site with a list of qualified write-in candidates. However, voters may write-in anyone they choose.

MATERIALS INSIDE TOUCHSCREEN UNIT

- Check to confirm the **INSTRUCTIONS TO VOTERS** are inserted into the plastic sleeve on the right-side panel of the unit.
- Post **TAMPERING WITH VOTING EQUIPMENT** sign on unit.

MATERIALS ON THE ELECTION TABLE

- **OFFICIAL BALLOTS.** Break the seal that secured the box of official ballots in front of all board members. Put only one pad of ballots, starting with the lowest number, on the table. If it is a Primary Election, put only one pad of each party, starting with the lowest number, on the table.
- **SECURITY FOLDERS** for the Optech paper ballots. (White for Regular Ballots and Pink for Provisionals)
- **TOUCHSCREEN USER QUICK GUIDE** to hand to voters using the touchscreen voting unit.
- **TOUCHSCREEN USER BALLOT ID CARDS** for writing the 4-digit precinct number (and registered party if a primary election) for voters using the touchscreen units to hand to the Electronic Voting Specialist who will activate the correct ballot for the voter. (White for regular voters and Pink for Provisionals.)
- **PINK PROVISIONAL BALLOT ENVELOPES.** If you have any questions regarding the voter's eligibility to vote, place the voted ballot in the PINK provisional ballot envelope.
- **GRAY ROSTER OF VOTERS** where regular voters will sign in to receive their ballot.
- **PINK ROSTER OF PROVISIONAL VOTERS** where provisional voters will sign in to receive their ballot.
- **GRAY CURBSIDE ROSTER OF VOTERS** that can be brought to voters who cannot access the polling site and will vote from a location outside the facility.
- **GREEN PRECINCT BOARD'S ALPHA INDEX** to check in voters as they come in to vote.
- **GOLD PUBLIC ALPHA INDEX** one to update during the day and a second to make available to the public upon request (2 copies).
- **LAVENDER STREET INDEX** to use as a reference – this is NOT a complete list of voters.
- **BLUE VOTED VOTE-BY-MAIL BALLOT ROSTER.** Voters who drop off their own ballot or the ballot of a family member must sign the roster and complete the information requested.
- **ELECTIONS DEPARTMENT TELEPHONE CARDS** for voters to call us for assistance. (English and Spanish)
- **SAMPLE BALLOT BOOKLET** and **STATE VOTER GUIDE** for voter reference.
- **VOTER REGISTRATION CARDS** to be used by provisional voters who have moved and did not re-register or for any voter to take with them.
- **YELLOW SUPPLEMENTAL LIST OF REGISTERED VOTERS.**
- **UNAFFILIATED VOTERS SIGN** to inform unaffiliated voters of their ballot choices (used for primary elections only).

OTHER ELECTION MATERIALS TO KEEP HANDY

- **MANILA ENVELOPE NO. 1** - for surrendered or spoiled or cancelled ballots and stubs from voted ballots.
- **PINK ENVELOPE NO. 2** - for provisional ballots and completed voter registration cards.

- **YELLOW ENVELOPE NO. 3** - for Roster of Voters, Curbside Roster of Voters, Roster of Provisional Voters, Alpha Indexes, Street Index, Voted Vote-By-Mail Ballot Roster and (supplemental indexes -if any).
- **BLUE ENVELOPE NO. 4** - for voted Vote-By-Mail ballots dropped off at your polling place on Election Day.
- **GREEN-STRIPED ENVELOPE NO. 5** – for voted ballots that could not be scanned due to a power failure or an Insight scanner malfunction.
- **WHITE ENVELOPE NO. 6** – for used touchscreen User Ballot ID Cards.
- **RED-STRIPED ENVELOPE NO. 7** – for forms related to opening and closing the polls.
- **WHITE SPOILED/CANCELLED** envelopes.
- **WHITE SURRENDERED VOTE-BY-MAIL** envelopes.

UPDATE THE PRECINCT BOARD ALPHA INDEX BEFORE THE POLLS OPEN

- The **Supplemental List of Vote-By-Mail Voters** (BLUE CLOUDS cover) is a listing of voters who received a Vote-By-Mail ballot after the **Precinct Board’s Alpha Index** (GREEN cover) was printed.
- Once you have found the **Supplemental List of Vote-By-Mail Voters** (BLUE CLOUDS cover) and your **Precinct Board Alpha Index** (GREEN cover), update your **Precinct Board Alpha Index** (GREEN cover) by putting a “VBM” next to the name of each voter that is listed in the **Supplemental List of Vote-By-Mail Voters** (BLUE CLOUDS cover). It is possible that there are no Supplemental Vote-By-Mail Voters for your precinct.

SETTING UP THE BLACK INSPECTOR’S CARTON

- Make sure the Black Inspector’s Carton is empty.
- Place the unsealed Carton near the scanner and ballot box.

SETTING UP THE INSIGHT SCANNER AND BALLOT BOX

- The Electronic Voting Specialist is responsible for placing the Insight scanner on top of the Ballot Box and plugging in the electrical cord to prepare the unit for voting.
- The scanner/ballot box must be placed in an accessible location and near the touchscreen unit so it can be easily managed by the Electronic Voting Specialist or elections official.

SETTING UP THE TOUCHSCREEN UNIT

- The Electronic Voting Specialist is responsible for setting up the AVC Edge II touchscreen unit on the accessible legs delivered to the polling site, and Opening the Polls on the unit.
- The touchscreen unit should be placed at the end of the row of voting booths next to the accessible voting booth.

WARNING: Once the polls are opened on the touchscreen, access to the knob must be sealed closed and recorded. If the Polls Open/Closed knob is accidentally switched to Closed before it is 8 p.m, the unit will shut down and no more ballots may be cast on the touchscreen. If this occurs during the polling hours, a replacement touchscreen must be brought out to the polling site by the Rover or Elections Central Staff.

WHERE DO I FIND MY SUPPLIES?

ALL SUPPLIES HAVE BEEN SEPERATED INTO THE FOLLOWING KITS:

OUTSIDE POLLING PLACE BAG (found in Black Inspector's Carton)

1. American Flag
2. 100 feet Polling Place signs
3. Vote/Vote Here signs
4. Voter Bill of Rights (English & Spanish)
5. Disabled Access signs
6. Disabled Parking signs
7. Cones/Supplies for Disabled Parking Space



INSIDE POLLING PLACE BAG (found in Black Inspector's Carton)

1. Voting Instructions (3 copies)
2. Election Code §14105d (6 copies)
3. Challenge Procedures
4. Voter Bill of Rights (English & Spanish)
5. Attention Poll Watchers (English & Spanish)
6. Spanish Translation of ballot material
7. Tampering With Voting Equipment signs
8. Date & Time Poster
9. "Restroom" sign
10. Access sign for accessible door/entrance
11. Precinct number signs

OPEN KIT (found in Red Suitcase)

1. Election Officer badges
2. Inspector's Hot Line #
3. Envelope No. 6
4. Precinct Officer Check List
5. Ribbon/Pin Kit
6. Scissors (for band around Touchscreen)
7. Zip ties and instructions on use

CLOSE KIT (found in Red Suitcase)

1. Certificate of Packaging & Sealing
2. Calculator
3. Envelope No. 2
4. Envelope No. 3
5. Envelope No. 4
6. Envelope No. 5
7. Seals for unvoted ballots
8. Seals for voted ballots
9. Seals for Envelope No. 1
10. Seals for Envelope No. 5
11. Blue Worksheet
12. Touchscreen Posting Form

TABLE KIT (found in Red Suitcase)

1. "I VOTED" stickers
2. Applications to be Election Officers
3. Demonstration ballots
4. Magnifying glass
5. Envelope No. 1
6. Pens
7. Rulers
8. Polling Place Locations
9. Spoiled/Canceled ballot envelopes
10. Telephone cards (English & Spanish)
11. Touchscreen User Guide
12. Unaffiliated Voter Poster (primary election only)
13. Key to Issuing Ballots

RED SUITCASE

1. Open, Table and Close Kits
2. All Rosters and Indexes
3. Envelope No. 7

ELECTION DAY - OPENING THE POLLS AT 7 A.M.

VERIFY TIME OF DAY

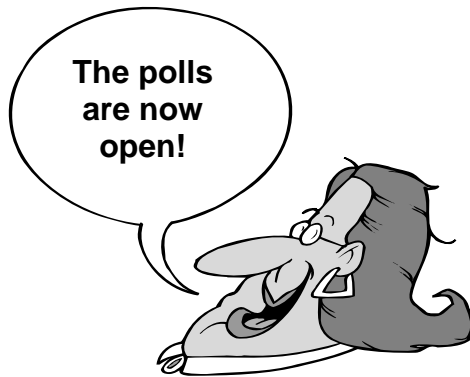
Voting begins at **7 A.M.** and continues until **8 P.M.** (Elections Code §14212)

POLLS MUST NOT OPEN BEFORE 7 A.M. AND MUST NOT CLOSE UNTIL 8 P.M.

To determine when it is 7 a.m., you can no longer call POP-CORN. Please go by the clock on your cell phone, or call the Elections Office for the correct time.

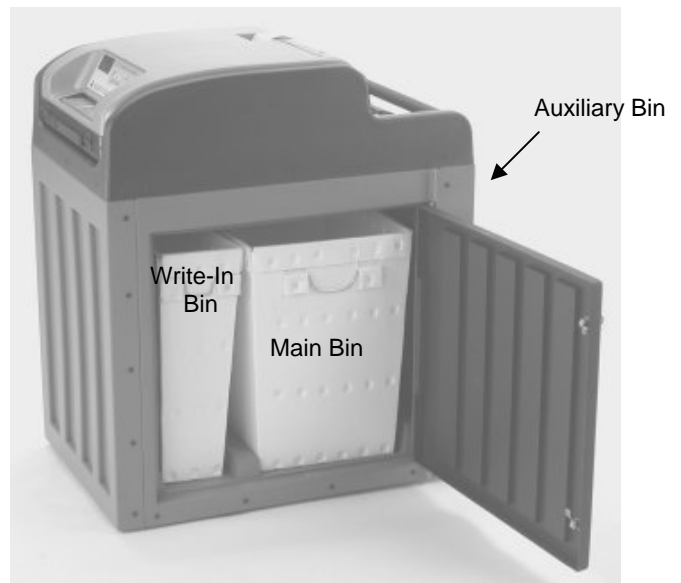
DECLARE POLLS OPEN

AT EXACTLY AT 7 A.M. announce ALOUD “the polls are open”. (Elections Code §14213)

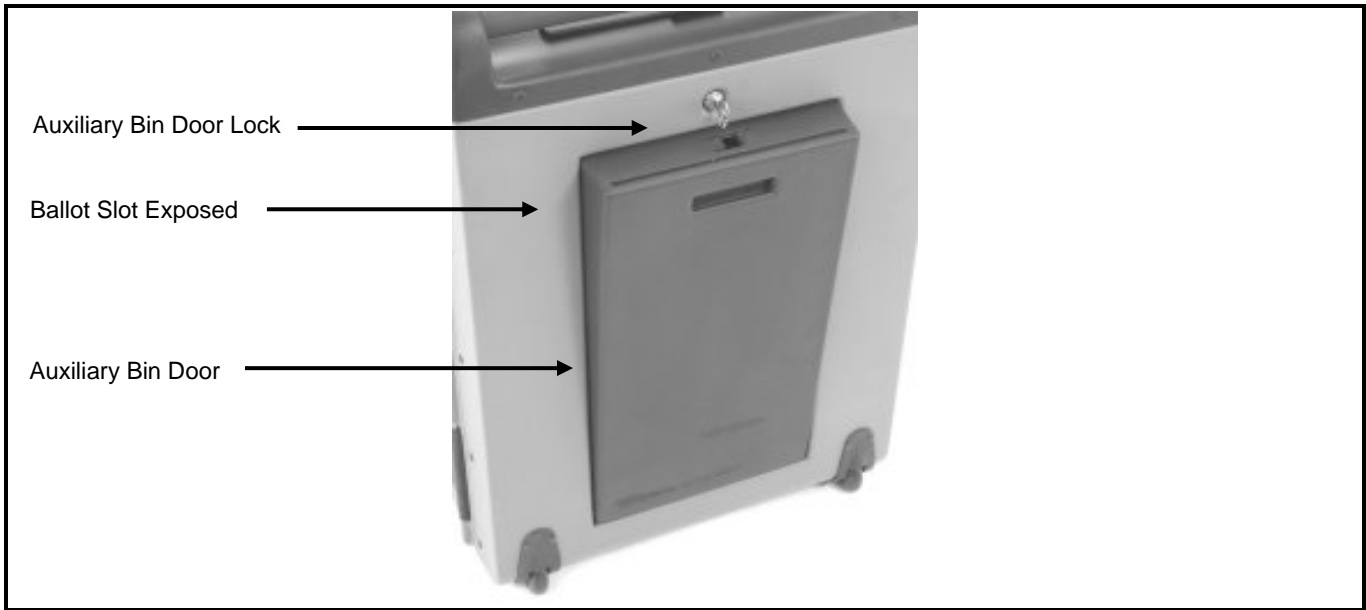


FIRST VOTER TO WITNESS EMPTY BALLOT BOX (Elections Code §14215)

Before locking the Ballot Box bins and issuing any ballots, demonstrate to the first voter that the Main Bin and Write-In Bin are empty. Once locked, the ballot bin door must not be opened until the close of the polls.



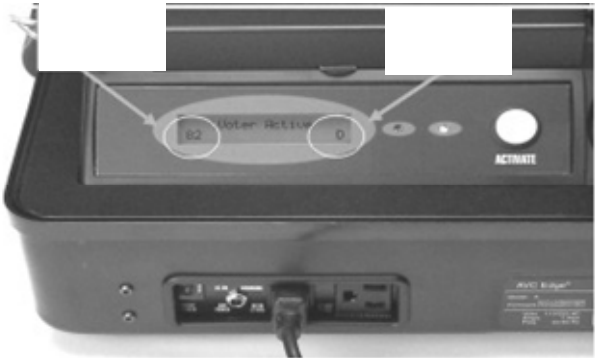
Then demonstrate to the first voter that the Auxiliary Bin is empty. The Auxiliary Bin is used during the day to deposit a voted Optech Paper ballot should there be a power failure or a scanner malfunction.



- To open the Auxiliary Bin:
- Insert the Ballot Box key into the auxiliary lock above the auxiliary bin door and turn counterclockwise to unlock
- Pull the auxiliary bin door outward until the slot is exposed (approximately 1 ½ inches) then turn key clockwise to lock it in place.

FIRST VOTER TO WITNESS ZERO VOTES ON TOUCHSCREEN

Demonstrate to the first voter that no votes have been cast on the touchscreen by showing the voter that the public counter is zero, the zero vote report displayed on the touch screen, and print on the printer.



FIRST VOTER TO VERIFY EMPTY BLACK INSPECTOR'S CARTON

Before sealing the Black Inspector's Carton demonstrate to the first voter that the box is empty. Once sealed, the carton cannot be opened until the close of the polls.

PROCESSING THE VOTER

(NORMAL PROCEDURE - NO PROBLEMS)

VERIFYING VOTER'S NAME AND ADDRESS (Elections Code § 14216)

- Ask the voter his/her name and residence address.
- The Precinct Officer shall find the voter's name in the Precinct Board's Alpha Index (GREEN cover) and verify the address provided by the voter.
- If the Precinct Board's Alpha Index (GREEN cover) indicates that the voter is registered at that address, using your ruler and the red pencil, draw a single line through the voter's name and address.
- For Primary Elections only: Verify the party of the voter. A voter may only vote a ballot for the party that he/she is registered with. Voters who are registered as Nonpartisan, Decline to State or with an un-qualified political party may choose to cross-over and vote the party ballot for any party that has authorized cross-over voting. Please check the box next to the party they have selected.
- Be discreet when verifying the voter's name, address and party affiliation. Use a normal tone of voice when indicating to the clerk pulling ballots, which ballot this voter is to get.

IF THE NAME CANNOT BE FOUND in the Alpha Index, see page 23 of this manual.

ALPHA INDEX FLAGS

VBM = If there is a "VBM" next to the voter's name, this means the voter was issued a Vote-By-Mail ballot. If the voter is unable to surrender the Vote-By-Mail ballot, see page 27 – 29 of this manual on how to issue a Provisional Ballot.

ID = If the voter is flagged to show identification and is able to provide one of the ID's listed on page 24 allow the voter to vote a regular ballot. You do not need to record the ID number or type of ID provided. If the voter is unable to provide one of these ID's, please see pages 27 - 29 of this manual on how to proceed by issuing a Provisional Ballot.

SIGN NAME AND ADDRESS ON ROSTER OF VOTERS (Elections Code §14216)

- Instruct the voter to sign on the next line of the **WHITE** pages in the Roster of Voters and write his/her residence address to the right of the signature.
- Write the number from the line where the voter signed next to the voter's name in the Precinct Board's Alpha Index (GREEN cover).
- Ask the voter which method they would like to use to vote – PAPER (see page 13) or TOUCHSCREEN (see page 15).

ISSUING OPTECH PAPER BALLOTS (REGULAR VOTER)

- After the voter has signed the Roster of Voters and received a demonstration on how to mark their ballot, **WHEN A BOOTH IS AVAILABLE**, the voter shall be issued an Optech paper ballot in a white secrecy folder. The voter may vote in a voting booth or in a private space within the polling place.
- In a primary Election make sure you give the voter the ballot for the party the voter is registered with or is authorized to cross-over to.
- All voters should be given a demonstration on how to mark their ballots. This may be accomplished while voters are either waiting to sign the Roster or afterward. Instruct the voter to simply use the pen provided and connect the head and tail that points to their choice.

NO PERSON OTHER THAN A PRECINCT OFFICER OR AN OFFICER AUTHORIZED BY LAW SHALL DELIVER A BALLOT TO ANY VOTER. (Elections Code §14280)

- The ballots are to be issued in **numerical order, starting with the lowest number**. If you discover a ballot out of sequence, see page 26 of this manual.

INSTRUCTIONS TO THE VOTER USING PAPER BALLOTS (Elections Code § 14272)

As you hand voters their ballot instruct them as follows:

- “Use only the pen provided to connect the head and tail of the arrow pointing to your choices on the ballot.”
- “Take your voted ballot in the secrecy folder to the Ballot Box that corresponds with your precinct number where the ballot will be scanned and deposited. The precinct number is printed on your ballot.”

Other instructions you may want to give:

- “No other marks, such as your initials, are to be made on the ballot cards except for a write-in candidate. To vote for a write-in candidate, you must write the name of the candidate in the space provided and connect the head and tail of the arrow pointing to the write-in choice.”
- “After voting, remove and retain the top ballot stub.”

RETURN OF THE PAPER BALLOT BY THE VOTER (Elections Code §14291)

- After the ballot is marked, a voter shall not show it to any person in such a way as to reveal its contents.
- The precinct officer should verify that the ballot stub has been removed before having the voter insert the ballot into the Insight scanner.
- Ballots may be inserted into the scanner head first or bottom first, upside down or right side up. Make sure the top of the ballot is sticking outside the secrecy folder to allow just the ballot to be fed into the scanner. If a voter tries to insert the ballot and secrecy folder, the scanner will jam.
- If the ballot has no erroneous marks, the scanner will accept it. If there is an overvote, or the voter did not connect the arrows and no voting choices are read (completely blank ballot), the Insight scanner will not accept the ballot.
- The Electronic Voting Specialist will read to the voter the error message printed on the Insight scanner tape, and the voter must decide whether to correct the error or cast the ballot “as is.”
- If the error is to be overridden, the Electronic Voting Specialist will press the #3 key through the access hole on the back of the Insight scanner to override the error and accept and count the ballot.
- After the ballot has been accepted, retrieve the secrecy folder from the voter and return it to the check in table.
- The ONLY ballots that should be inserted into the scanner are ballots issued to voters in a WHITE SECRECY FOLDER. Please do not scan any of the following:
 - Provisional ballots (issued with a PINK secrecy folder).
 - Kids Ballots (if applicable).
 - Vote-By-Mail ballots that should be returned in a blue or green envelope.

SECRECY OF BALLOT (Elections Code §18562, 18563)

Every member of a precinct board is guilty of a misdemeanor who, prior to putting the ballot of a voter in the ballot box, commits any of the following:

- a) Attempts to find out any name on the ballot.
- b) Opens or suffers to be opened or examined the folded ballot of any voter which has been handed in.
- c) Makes or places any mark or device on any folded ballot with a view to ascertaining the name of any person for whom the voter has voted.

Every member of a precinct board is guilty of a misdemeanor who, without the consent of a voter, discloses the name of any candidate the board member has discovered in his capacity as a member of the board to have been voted for by the voter.

VOTERS WHO WISH TO USE THE TOUCHSCREEN UNIT

While the touchscreen unit is designed to provide voters with disabilities an opportunity to vote independently and privately, you may not prohibit a voter from using the touchscreen unit and you may not inquire about the nature of the voter's disability.

Your touchscreen unit will be set up to activate ONLY the ballot type for your voting precinct. **In the event of a voter needing to cast a provisional ballot on the touchscreen please refer to page 29 in this handbook for procedures.**

According to the Secretary of State, 5 or more voters are to cast ballots on the touchscreen. Please offer to each voter the choice of voting by either paper or touchscreen. **DO NOT** force or strongly encourage voters to use a method they do not feel comfortable using, **DO NOT** make your Election Officers vote on the touchscreen, **DO NOT** offer the touchscreen only to voters with disabilities. If at the end of the night you do not have at least 5 ballots cast on the touchscreen, **DON'T WORRY!** Follow the closing and posting procedures as directed on pages 37-41.

Voters must:

1. Check in with the Alpha Index clerk to confirm they are at the correct polling place; and
2. Sign in on the Roster of Voters.

The Poll Worker CANNOT make any mark on the index to indicate that the voter is voting on the touchscreen unit. The poll worker will then:

1. Write the 4-digit voting precinct number on the ***Touchscreen User Ballot ID Card***;
2. Write the party on the ***Touchscreen User Ballot ID Card*** (primary elections only);
3. Hand the card to the voter; and
4. Direct the voter to the Electronic Voting Specialist.

The Voting Systems Specialist will activate the ballot by doing the following:

1. Receive ***Touchscreen User Ballot ID Card*** from the voter and draw a line through it with a Red Sharpie to deem the card invalid.
2. Input the precinct number and the party of the voter found on the ***Touchscreen User Ballot ID Card*** (primary elections only).
3. Place the ***Touchscreen User Ballot ID Card*** in Envelope No. 6.
4. Press and release large yellow "**Activate**" button on the back of the touch screen unit to activate the ballot. You will hear a beep.
5. The screen will display the language selections: English or Español.
6. Instruct the voter that the touch screen is ready for him/her to vote.
7. Remind the voter to not leave the machine until he/she sees the Green, Thank You Screen and the printer scrolls up to blank paper.

VOTERS WITH SPECIFIC NEEDS

VOTERS WHO REQUEST ASSISTANCE

- Administer the following oath to the voter requesting assistance: “I declare under oath that I am unable to mark my ballot and request assistance in doing so.”
- Once a voter declares under oath, administered by any member of the precinct board at the time the voter appears at the polling place to vote, that the voter is unable to mark a ballot, 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. (Elections Code §14282)
- For the purposes of this section, voters may request assistance in marking their paper Optech ballot or in touching their choices on the touchscreen voting unit.
- Voters who are visually impaired, may prefer to vote on the touchscreen unit using the large font option or the audio voting device.

VOTERS UNABLE TO SIGN THEIR NAME

1. If the voter is unable to sign his/her name, have the voter confirm his/her name as listed on the **PRECINCT BOARD’S ALPHA INDEX** (GREEN COVER).
2. In the Roster of Voters (or the Curbside Roster of Voters if voter is curbside), have the voter make his/her mark (with one precinct officer signing next to the mark as a witness) or the voter may use his/her signature stamp.

HOW TO ASSIST VOTERS WITH VOTING

- The law requires the poll worker to enter the name of any assisted voter on the **List of Assisted Voters** located on the inside back cover of the Roster of Voters, whether the poll worker assisted the voter or someone else selected by the voter. (Elections Code §14283)
- No person assisting a voter shall divulge any information regarding the marking of a ballot. (Elections Code §14282)
- If the poll worker needs to read the ballot to the voter, make sure you do not influence the voter by the tone of your voice and always make the selections the voter asks to be made. You must keep your opinions to yourself.
- Pen and pencil attachments to make the writing utensils easier to grasp, voting instructions in large type, magnifying glasses for use by the visually impaired and, of course, a voting booth that has been modified for the use of voters who use wheelchairs or voters who are unable to stand for prolonged periods of time and prefer to vote in a seated position are available at each polling site to make voting accessible.
- Refer to the “Voters with Specific Needs” and “Disability Sensitivity Awareness” guides for more information on ways to assist voters (found in front pocket of this manual.)

CURBSIDE VOTING

If a voter is unable to access your polling place, you must do the following:

1. Find the voter's name on the **PRECINCT BOARD'S ALPHA INDEX** (GREEN cover) to verify that the voter is registered to vote in your precinct.
2. In a Primary Election, determine the voter's political party or if the voter is listed as a "NON" determine if they would like to select one of the political party ballots that allow cross-over voting.
3. Take the **CURBSIDE ROSTER OF VOTERS** (GRAY cover), the appropriate ballot, a pen and secrecy folder to the voter. The voter may vote outside the polling place in an accessible location as near the polling place as possible.
4. Have the voter sign the **CURBSIDE ROSTER OF VOTERS** (GRAY cover).
5. Offer the voter a demonstration (being careful not to influence the voter) and instruct the voter to check both sides of the ballot for candidates and/or measures.
6. Explain to the voter that since he/she is voting curbside, he/she will not be able to override or correct any overvote when the ballot is scanned inside. Show the voter where the instructions on the ballot advise the voter how many choices he/she has for each contest.
7. Give the voter privacy to vote. If the voter requests assistance in marking his/her ballot, see the instructions for **VOTERS WHO REQUEST ASSISTANCE** on previous page.
8. When the voter has finished voting, he/she should place the voted ballot in the secrecy folder and hand the ballot to the precinct officer (inside the secrecy folder). The stub should be torn off by either the precinct board member or by the voter and should be retained by the voter.
9. Return to the polling place with the voted ballot (inside the secrecy folder) and feed the ballot into the Insight scanner overriding any errors should they occur.

VOTERS USING AUDIO VOTING ON THE TOUCHSCREEN

Do the following when assisting the voter using an audio ballot:

- Introduce yourself by speaking directly to the voter, not to the voter's sighted friend or attendant.
- Locate the voter's name in the Precinct Board's Alpha Index (GREEN cover) and check the voter in.
- Offer to assist the voter to the voting machine, offering your arm for guidance if the voter is visually impaired and warning the voter in advance of any change in the floor surface or other obstacles.
- Never touch the voter without first requesting permission. When assisting the voter, let the voter know what you are doing; for example, "I'm locating your name in the Alpha Index," or "I am taking you over to the voting unit," etc.
- Make sure that the touchscreen being used for audio voting is in the "audio" mode.
- Refer to instructions in Section 5.2 in the ***Voting System Specialist's Guide*** for the touchscreen on connecting the audio voting accessory to the touchscreen unit.

Voters use audio ballots for a variety of reasons. Many voters using this feature are visually impaired. However, voters may opt for an audio ballot for any reason and are under no obligation to provide a reason as to why they wish to vote via audio.

Important: Never ask voters to explain why they seek access to an audio ballot.

VOTE-BY-MAIL VOTERS

VOTERS RETURNING VOTE-BY-MAIL BALLOTS (Elections Code §3017)

Any Santa Cruz County voter may return a **Voted Vote-By-Mail Ballot** to any precinct on Election Day. You do not need to locate the voter's name on any of your indexes. Proceed as follows:

- The voted Vote-By-Mail ballot must be enclosed and sealed inside the BLUE or GREEN Identification Envelope furnished to the voter by the Elections Department.
- If the voter does not have an envelope for his or her Vote-By-Mail ballot, extra blue envelopes have been provided in the precinct supply box.
- Confirm that the voter has signed the Voter's Declaration under the flap of the Vote-By-Mail ballot envelope next to the large "X". If there is no signature, have the voter sign the envelope. If the ballot is being returned by someone other than the voter, ask if there is any chance of obtaining the voter's signature and returning the signed ballot envelope to a polling place by 8 p.m. If that is not possible, accept the ballot.
- The voter and/or authorized second party, returning a voted Vote-By-Mail ballot, must sign the **Voted Vote-By-Mail Roster** (BLUE cover). If someone other than the voter is returning the Vote-By-Mail ballot, see "Authorized Agents Returning Vote-By-Mail Ballots" on page 19.
- Deposit the voted Vote-By-Mail Ballot (enclosed in the blue or green identification envelope) in the black Inspector's carton.
- After the polls close, all voted Vote-By-Mail Ballots shall be removed from the black Inspector's carton and placed in the large Blue Envelope No. 4. Write the number of enclosed ballots on the summary sheet found inside the envelope (if none, write 0).

If a voter from another county attempts to return a Vote-By-Mail ballot, advise the voter that there is no provision of law to allow the other county to count a ballot that is not returned to the home county. The voter should be urged to return the ballot to the county from which it was issued. If that is not possible, accept the ballot.

AUTHORIZED AGENTS RETURNING VOTE-BY-MAIL BALLOTS

Before accepting a voted Vote-By-Mail ballot from SOMEONE OTHER THAN THE VOTER, the PERSON RETURNING THE BALLOT must complete the “Authorized Agent” box on the front side of the identification envelope, sign and declare the relationship to the voter in the Vote-By-Mail Ballot Roster.

The law allows a voter’s spouse, child, parent, grandparent, grandchild, brother, sister or a person residing in the same household as the vote-by-mail voter to return the Vote-By-Mail ballot on behalf of the voter.

There are exceptions to this rule – therefore, if someone other than one of the relationships listed above is returning a ballot for a Vote-By-Mail voter, follow the same procedures. Have the person returning the ballot sign the ENVELOPE and the ROSTER and record his/her RELATIONSHIP to voter.

REMEMBER – NEVER REJECT A VOTE-BY-MAIL BALLOT AT THE POLLING PLACE. ALWAYS ACCEPT THE VOTE-BY-MAIL BALLOTS AND RETURN THEM TO THE ELECTIONS DEPARTMENT IN THE NUMBER 4 ENVELOPE.

SURRENDERED UNVOTED VOTE BY MAIL BALLOTS

A “VBM” in the margin next to voters' names indicates they were issued an Vote-By-Mail ballot. If the voter surrenders the Vote-By-Mail ballot:

- Immediately write the word “surrendered” or “void” in large print across the face of the sealed identification envelope, enclose it in a “SURRENDERED VOTE-BY-MAIL BALLOT” envelope, and place in Envelope No. 1 so it will not be counted.
- Write an “X” over the VBM on the Alpha Index (GREEN cover), so we know the ballot was surrendered.
- Process the voter in the usual manner.

If the voter does not have the ballot to surrender, process the voter using the PINK provisional envelope as explained on pages 27 - 29.

UNDER NO CIRCUMSTANCES ARE ANY ENVELOPES CONTAINING VOTE-BY-MAIL BALLOTS TO BE OPENED. VOTE-BY-MAIL BALLOTS MUST BE RETURNED IN THEIR BLUE OR GREEN ENVELOPES. THEY ARE NOT TO BE SCANNED BY THE INSIGHT.

GENERAL PROCEDURES

LENGTH OF TIME IN BOOTHS

Voters shall occupy booths no longer than 10 minutes. If no other voter would be inconvenienced, a longer period shall be allowed. (Elections Code §14224)

NUMBER OF PEOPLE IN BOOTHS

A voting booth may not be occupied by more than one person at a time, except for voters who have requested assistance or voters with children under the age of 18. (Elections Code §14222/14224)

PERIODIC CHECK OF BOOTHS

An Election Officer should do periodic voting booth checks to ensure that no materials have been left by voters and to ensure that the Voting Instructions are in tact.

UPDATE ONE COPY OF GOLD PUBLIC ALPHA INDEX

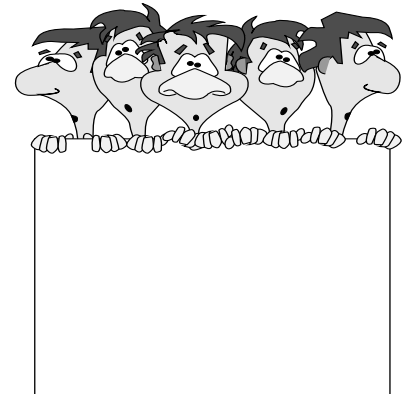
At least **ONCE EACH HOUR, until 6 p.m.**, the precinct board will mark on **ONE (1)** of the two (2) Public Alpha Indexes who has voted, by drawing a line through the voter's name. The **same** copy must be updated throughout the day. (Elections Code §14294). Many Inspectors find it helpful to record the number that they left off with so that they know where to start when they begin updating again.

POLL WATCHERS

Any person must be allowed to observe any procedure at the polls (except as to how one voted).

Persons are permitted to observe voting but **MUST NOT INTERFERE** with the duties of the Elections Officers. They may not handle official ballots or intrude upon the voting process.

The Inspector is in charge of the polling place and may order any person who is interfering to leave. If the person refuses to leave or continues to interfere, **call the Inspector's Hotline at 831- 454-3081**.



ELECTIONEERING – ON ELECTION DAY (Elections Code §18370)

NO PERSON SHALL WITHIN 100 FEET OF A POLLING PLACE:

- Circulate an initiative, referendum, recall or nomination petition or any other petition.
- Solicit a vote or speak to a voter on the subject of marking his/her ballot.
- Place a sign relating to issues and/or candidates.
- Do any electioneering.

- Persons, who are wearing buttons or an item of clothing supporting or opposing a person or issue on the ballot, must remove or conceal these items within 100 feet of a polling place.
- Voters are allowed to bring campaign materials into the polling place to assist them in voting; HOWEVER, THEY MUST BE CONCEALED FROM PUBLIC VIEW AT ALL TIMES.

NO PERSON SHALL, WITH THE INTENT OF DISSUADING ANOTHER PERSON FROM VOTING, WITHIN 100 FEET OF A POLLING PLACE:

- Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except for poll workers who are challenging a voter.
- Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

As used in this section “within 100 feet of a polling place” shall mean a distance of 100 feet from the room or rooms in which voters are signing the Roster of Voters and casting ballots. Any person who violates any of the provisions of this section is guilty of a misdemeanor. (Elections Code §18370)

EXIT POLLING

Election Day is a big news day and there is always the possibility that the press will visit your polling place, either to get some camera footage, an interview or to conduct an “Exit Poll.”

The Secretary of State and Attorney General have reviewed the Electioneering provisions (see prior section) and have determined that these provisions do not apply to the press and media conducting “Exit Polls.” However, no one may interfere with the conduct of the election. Therefore, news media have been advised to remain at least 25 feet from the entrance to the polls. As a rule, the person conducting the “Exit Poll” has been advised of the 25-foot restriction and is more than willing to comply. Occasionally we have had problems, particularly in inclement weather. If you have any problems regarding members of the press or “exit polling,” call the Elections Department as soon as possible and request to speak with a Supervisor.

The Press and Media may take pictures or run a television camera inside the polling place providing they respect the voters’ privacy and do not interfere with the voting. They may not speak to voters regarding how they are voting within 25 feet of the entrance to the polling place.

The Press and Media provide a valuable service to our community and we ask that you treat them courteously and with respect. If you have any questions regarding the activities of the Press and Media, please telephone the Inspector’s Hotline at 831-454-3081 and ask to speak with a Supervisor.

ELECTION DAY CHALLENGES

VOTER'S NAME IS NOT IN ALPHA INDEX – BUT CAN BE FOUND IN THE SUPPLEMENTAL LIST OR LIST OF INACTIVE VOTERS

1. If you cannot find a voter's name within the **ALPHA INDEX** (GREEN cover), check the **YELLOW SUPPLEMENTAL LIST** of late registrants and the **LIST OF INACTIVE VOTERS** comprising the last few pages of the Alpha Index (pages following the salmon colored page).
2. If the voter's name is listed on the **SUPPLEMENTAL LIST** (YELLOW cover), allow him/her to sign in the Roster of Voters and vote. Write the number from the signature line in the Roster of Voters in the left margin of the Supplemental List and follow the normal voting procedure.
3. If the voter's name is listed on the **LIST OF INACTIVE VOTERS**, **AND** the voter indicates he/she still resides at the address listed (voters who do not live at the address on the index must vote provisional ballots) proceed as follows:
 - A. On the List of Inactive Voters, the voter must sign the Certificate attesting to continuous residency in the precinct because his/her affidavit may have erroneously been placed on the Inactive File.
 - B. Direct the voter to read the clause above the list of names, and to sign under penalty of perjury that he/she continues to reside at the address printed on the form.
 - C. Direct the voter to sign the Roster of Voters, and then issue a ballot following normal procedures.
 - D. Write the number from the signature line in the Roster of Voters to the left of the voter's name on the Inactive Voter List.



VOTER'S NAME IS IN ALPHA INDEX, BUT MOVED AFTER OCTOBER 20TH

If the voter moved after October 20th, and his/her name can be found in the **ALPHA INDEX** (GREEN cover), the voter may vote a regular ballot at this election. However, have the voter re-register to vote at the new address for future elections and put the voter's registration card in the PINK Envelope No. 2 at the end of the day.

VOTER'S NAME IS IN ALPHA INDEX, BUT MOVED WITHIN SANTA CRUZ COUNTY PRIOR TO OCTOBER 20TH

If the voter has moved within Santa Cruz County on or prior to October 20th and did not reregister to vote, call the Inspector's Hotline at 831-454-3081 to determine where the voter is eligible to vote.

The law allows voters who moved and did not reregister to vote a provisional ballot.

For those voters who moved within Santa Cruz County, the Elections Department encourages them to vote a provisional ballot at the polling place for their new residence, the Elections Department, or the Watsonville Civic Center Building after completing a new voter's registration card.

Follow Provisional Voting Procedures on Pages 27 - 29.

VOTER'S NAME IS NOT IN ALPHA INDEX BECAUSE THE VOTER MOVED TO YOUR PRECINCT PRIOR TO THE CLOSE OF REGISTRATION

Just as you may be directing voters to their new polling places, voters will be sent to you because they moved into your precinct, but failed to reregister to vote by May 19th.

Follow Provisional Voting Procedures on Pages 27 - 29.

VOTER'S NAME IS IN THE ALPHA INDEX, BUT THE ADDRESS GIVEN BY THE VOTER IS DIFFERENT FROM THAT LISTED IN THE INDEX

Confirm that the voter did not move out of the precinct. If they did move within the precinct, they can vote a regular ballot for this election.

However, have the voter reregister to vote at the new address for future elections and put the voter's registration card in the PINK Envelope No. 2 at the end of the day.

If the address in the **ALPHA INDEX** (GREEN cover) contains a typo, such as the wrong apartment number, issue the voter a regular ballot and make a note in the **NOTES CONCERNING VOTERS** on page 3 of the **ROSTER OF VOTERS** so the correction can be made.

HELP AMERICA VOTE ACT (HAVA) – FIRST TIME VOTER ID REQUIREMENT

The 2002 Help America Vote Act (HAVA) regarding voters voting for the first time in a federal election who have not provided their driver's license number or the last four digits of their social security number on their voter's registration card, are required to show a photo identification.

Voters who are required to show photo ID are identified on the Alpha Index with an "ID" in the HAVA ID column. See the next page in this manual for the full list of acceptable identifications.

Voters who do not have identification must vote provisionally. These voters DO NOT need to complete a new voter's registration form.

FIRST TIME FEDERAL VOTERS – LIST OF VALID IDENTIFICATIONS

(HAVA Section 303(b)(2)(A)(i))

Voters who are required to show PHOTO ID are identified on the **ALPHA INDEX** with an “ID” in the HAVA ID column.

Photo ID is defined as:

- a driver’s license or identification card of any state;
- a passport; an employee identification card;
- an identification card provided by a commercial establishment;
- a credit or debit card; a military identification card;
- a student identification card; a health club identification card;
- an insurance plan identification card;
- any other document specified in writing by the Secretary of State that is prepared by a third party in the ordinary course of business that includes the photograph and name of the individual presenting it.

If the HAVA voter does not have a photo ID, they may show one of the following documents, provided that the document includes the **name and address** of the individual presenting it, and is dated since the date of the last general election, unless the document is intended to be of a permanent nature such as a pardon or discharge, including:

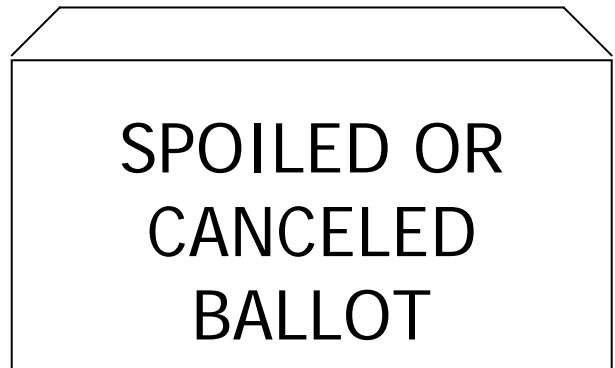
- a utility bill;
- a bank statement;
- a government check;
- a government paycheck;
- a document issued by a governmental agency;
- a sample ballot;
- a voter notification card;
- a public housing identification card;
- a lease or rental statement or agreement;
- a student identification card;
- a tuition statement or bill;
- an insurance plan card;
- discharge certificates, pardons, or other official documents issued to the voter in connection with the resolution of a criminal case, indictment, sentence, or other matter;
- senior citizen discount cards issued by public transportation authorities;
- identification documents issued by governmental disability agencies.
- identification documents issued by government homeless shelters and other temporary or transitional facilities;
- a drug prescription issued by a doctor or other health care provider;
- tax return;
- property tax statement;
- vehicle registration or certificate of ownership;
- any other document specified in writing by the Secretary of State that includes the name and address of the individual presenting it, and is dated since the date of the last general election.

If the voter does not have a photo ID or a document from the list above, have the voter vote provisionally. Go to that section in this guide and follow the directions provided.

SPOILED BALLOT (Elections Code §14288)

If a voter SPOILS, DEFACES or ERRONEOUSLY marks a ballot, he/she must return the ballot to a member of the precinct board. Then proceed as follows:

- A. The board member will give the voter a SPOILED or CANCELED BALLOT envelope with the word SPOILED circled, and ask the voter to fold the ballot and place it inside the envelope and seal it.
- B. Place the spoiled ballot envelope, with spoiled ballot sealed inside, into ENVELOPE NO. 1. The board member will then issue the voter another ballot in a secrecy folder. **DO NOT HAVE THE VOTER SIGN THE ROSTER AGAIN.**



NOTE: A voter shall not receive more than a total of **three (3) ballots**, including the original ballot. If the voter has spoiled **two (2) ballots**, instruct the voter that **this is his/her last ballot.** If the voter spoils the third ballot, the third ballot must be scanned and deposited into the ballot box UNLESS the voter states he/she does not want his/her ballot put into the Ballot Box. If the voter does not want that ballot counted, follow the procedure for **canceled ballots.** (Elections Code §14288)

CANCELED BALLOT (Elections Code §14296)

If a voter returns a ballot and secrecy folder to a member of the precinct board and states he/she does not wish to vote or have his/her ballot counted, proceed as follows:

1. The board member shall give the voter a SPOILED or CANCELED BALLOT envelope, with the word CANCELED circled, and ask the voter to fold the ballot and place it inside the envelope and seal it.
2. DO NOT remove the **ballot stub.**
3. Place the canceled ballot envelope with canceled ballot sealed inside into ENVELOPE NO 1.

REJECTED BALLOT (Distinguishing Marks)

No voter shall place any mark upon a ballot that will make that ballot identifiable. (Elections Code §14287).

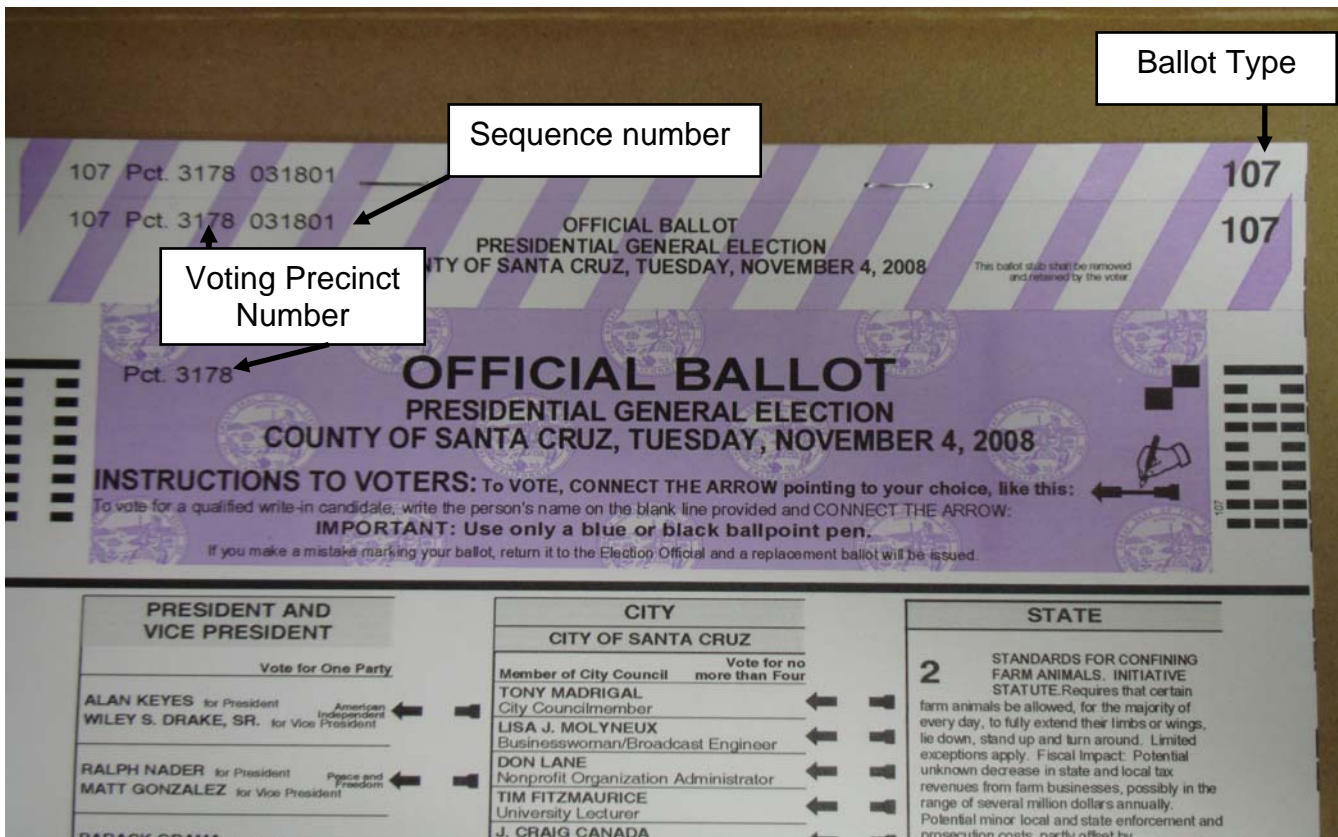
NAME CHANGE

If the name the voter gives is different from that listed on the Alpha Index because the voter's last name has been changed since registering by reason of marriage, divorce or decree of court, the voter must sign the name as they are registered to vote. **Advise the voter to re-register to vote.** The registration card should be placed in the Pink Envelope #2 at the end of the day.

OUT OF SEQUENCE BALLOT NUMBERS

Ballots are numbered sequentially on the top left hand corner. Start with the lowest number and work your way up during the day. The number on the right hand side is the precinct number followed by the Ballot Type number. This number must be exactly the same on all ballots issued.

1. If the next ballot does not feature the next number expected, check through all the ballots in the pad to see if it shows up somewhere else. Make note of your findings in the "Notes Concerning Voters" section on page 3 of the Roster of Voters.
2. If the ballot does not have the correct sequence number, place it in a Spoiled/Canceled ballot envelope and write on the outside of the envelope that the ballot card was out of sequence.
3. If the precinct number and ballot type do not match, call the Inspectors Hotline immediately at 831-454-3081.



PROVISIONAL BALLOTS – THINK PINK

The law allows voters claiming to be properly registered but whose qualification or entitlement to vote cannot be immediately established upon examination of the index of 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.

Provisional Ballots are frequently used for:

Voter's Name Cannot Be Found in the ALPHA INDEX

The voter claims to be properly registered to vote or has moved and did not re-register to vote at his/her new address, and you cannot find his/her name on the ALPHA INDEX, SUPPLEMENTAL LIST or the LIST OF INACTIVE VOTERS. Call the Inspector's Hotline FIRST at 831-454-3081 to determine if the person is in the correct polling place. If this is not possible, issue the voter a PINK PROVISIONAL BALLOT and have them complete a new voter's registration card. Slide the registration card into the pocket on the outside of the provisional envelope.

Voter is Listed as an Vote-By-Mail Voter

Voter's listed as having received a Vote-By-Mail ballot in the Alpha Index and is unable to surrender the Vote-By-Mail ballot. If the voter has a VBM printed next to his/her name, that voter has already received a ballot in the mail. If he/she wants to vote at the polls, he/she must surrender the Vote-By-Mail ballot or vote a PINK PROVISIONAL BALLOT. DO NOT have the voter fill out a new registration card.

Voter Claims to Be Registered With a Different Party (Primary Elections Only)

The voter claims to be registered to vote with a party different from that shown on the ALPHA INDEX. Call the Inspector's Hotline at 831-454-3081 to determine the correct party of the voter. If the voter insists on voting a party ballot different from the party ballot he/she is entitled to vote, issue the voter a PINK PROVISIONAL BALLOT and have them complete a new voter registration card so that his/her party will be corrected for future elections. Slide the registration card into the pocket on the outside of the provisional envelope.

New Voter – No Proof of Identification

Under the Help America Vote Act (HAVA), if a voter who has "ID" printed to the left of their name cannot show a photo identification or any of the documents listed under "FIRST TIME FEDERAL VOTERS – LIST OF VALID IDENTIFICATIONS" on page 24 of this manual, issue the voter a PINK PROVISIONAL BALLOT. DO NOT have the voter fill out a new registration card.

Other Reason

Any other reason where you cannot determine the voter's eligibility to vote.

**IN OTHER WORDS,
THE PINK PROVISIONAL BALLOT PROCESS ALLOWS YOU TO**

ALWAYS LET THE VOTER VOTE!

PROCEDURE FOR ISSUING A PINK PROVISIONAL BALLOT

1. Have the voter sign the PINK Roster of Provisional Voters;
2. On the Precinct Board's Alpha Index (GREEN cover), write a "P" followed by the line number where the voter signed in the PINK Roster of Provisional Voters and highlight the voter's name with a pink highlighter;
3. If the voter's name is not printed in the Precinct Board's Alpha Index (GREEN cover), go to the PINK pages in your Precinct Board's Alpha Index where you will find a blank page to write the voter's name and address and line number from where the voter signed on the PINK Roster of Provisional Voters.
4. Complete the information on the PINK provisional ballot envelope on the side labeled, "THIS SIDE TO BE COMPLETED BY PRECINCT OFFICER." Write your precinct number, the party of the ballot issued (primary elections only) and sign in the appropriate box.
5. If the voter is using the touchscreen to vote the provisional ballot, complete a pink Provisional Touchscreen Voter Ballot ID card with your 4-digit precinct number and the party of the ballot to be issued (primary elections only) on the card. Then follow procedures on following page, on Provisional Voting Using the Edge touchscreen.
6. Make sure you check the appropriate box indicating the reason why you are using a provisional ballot envelope. If you check the "OTHER" box, please explain in detail the reason why you are using a provisional ballot envelope.
7. Leave the "Official Use Only" Section blank. This section is for processing the ballot during the canvass.
8. Have the voter complete the PINK provisional ballot envelope on the side labeled "THIS SIDE TO BE COMPLETED BY VOTER."
9. If the voter's name cannot be found on any Index because he/she has moved and did not re-register or any other reason, **have the voter complete a new Voter's Registration Card and slip it into the outside pouch of the PINK provisional envelope.**
10. **Fold ballot into thirds** and issue to the voter with a ballot marking pen.
11. Issue the voter a pink secrecy folder. This is to clearly identify the voter as a provisional voter and to ensure that the ballot DOES NOT GET FED INTO THE SCANNER. Instruct the voter to return to you with the ballot in the secrecy folder.
12. When the voter returns, make sure **the voter** does the following:
 - a. ENCLOSSES the voted ballot in the PINK Provisional Ballot Envelope.
 - b. RETURNS the pink secrecy folder to you.
 - c. SEALS the envelope.
 - d. SIGNS the envelope.
 - e. DEPOSITS it into the Black Inspector's Box.
 - f. RECEIVES the PINK RECEIPT!!

DO NOT ALLOW PROVISIONAL VOTERS TO FEED THEIR BALLOTS INTO THE SCANNER.

PROVISIONAL VOTING USING THE EDGE TOUCHSCREEN

1. Follow procedures in Steps 1 – 5 under “Procedure for Issuing a Provisional Ballot” on previous page.
2. With the “Waiting for Next Voter” prompt displayed, press the yellow **Activate** button (located at the back of the Touchscreen) for 3 seconds, which will display the poll worker menu screen.
3. From the poll worker menu screen, press the **Provisional Voting** button, which displays the “Provisional Voting. Are You Sure?” prompt.
4. Press the OK button, which displays the “Provisional Voter Number”.
YOU MUST WRITE THIS NUMBER ON THE PROVISIONAL BALLOT ENVELOPE IN THE BOX FOUND IN THE UPPER RIGHT HAND CORNER.
5. Press and release the yellow **Activate** button (located at the back of the Touchscreen), which activates a ballot.
6. The Touchscreen is now ready for the Provisional voter to begin voting.
7. After the voter has finished voting, give the voter the PINK RECEIPT.
8. Deposit the PINK Provisional Ballot Envelope (even though it is empty) into the Black Inspector’s Box after confirming that the envelope is SIGNED by the voter.

WHERE TO PUT THE PINK ENVELOPES AFTER THE POLLS CLOSE

After the polls have closed and you have opened the Black Inspector’s Box, place the PINK Provisional Ballot Envelopes into the large **PINK PROVISIONAL BALLOTS ENVELOPE NO. 2**. Record the number of envelopes enclosed on the summary sheet found inside the large envelope (if none write 0). Remember to account for these ballots when completing the Blue Worksheet, Ballot Statement on the front of the Roster of Voters, and Certificate of Packaging and Sealing.

CHALLENGING A VOTER

CHALLENGE

Basically a **Challenge** is instituted when the voter's name is in the Alpha Index, but some evidence has been presented indicating the person should **not** be allowed to vote. If you receive such evidence, call the Inspector's Hotline at 831-454-3081 for directions.

In lieu of challenging a voter, precinct officers may follow the Provisional Voting Procedures that allows the voter to vote on Election Day and eligibility to be determined by the County Clerk/Elections Department during the canvass.

WHEN A FORMAL CHALLENGE MAY BE MADE

- A voter may be orally challenged within the polling place **ONLY** by a **MEMBER OF THE PRECINCT BOARD** and **ONLY AFTER CONTACTING THE ELECTIONS DEPARTMENT** by calling the **INSPECTOR'S HOTLINE AT 831-454-3081**.
- If any member of a precinct board receives, by mail or otherwise, any document or list concerning the residence or other voting qualifications of any person or persons, with the request, suggestion or demand that a voter be challenged, the board shall **IMMEDIATELY CONTACT THE ELECTIONS DEPARTMENT**.

GROUNDINGS FOR A CHALLENGE

A voter may be challenged upon any or all of the following grounds:

- The voter is not the person whose name appears on the Alpha Index.
- The voter is not a resident of the precinct.
- The voter is not a citizen of the United States.
- The voter has voted that day.
- The voter is presently on parole for the conviction of a felony, which disqualifies him/her from voting (Elections Code §14240).

CHALLENGE - VOTER NOT THE PERSON IN ALPHA INDEX

If you have any reason to believe the person seeking to vote is not the person whose name appears on the Alpha Index, you shall challenge the person upon such grounds, as follows:

- You shall place the person under oath by having him/her raise his/her right hand and saying to him/her: **“Do you swear (or affirm) that you are the person whose name is entered on the Alpha Index?”**
- The person cannot refuse to take the oath and **MUST** answer **“YES”** or the challenge shall be upheld and the voter **SHALL NOT VOTE**. (Elections Code §14249)

CHALLENGE - VOTER NOT A RESIDENT OF PRECINCT

If it is alleged that the voter is not a resident of the precinct proceed as follows (Elections Code §14248):

- Read to the voter, Elections Code §2020 to 2035 printed in the “Determination of Residence” section in this manual and Elections Code §14249 that reads:

“If any person challenged refuses to take the oaths tendered, or refuses to be sworn and to answer the questions concerning the matter of residence, that person shall not be allowed to vote.”
- Place the voter under oath by having him/her raise his/her right hand and saying to the voter, **“Do you swear (or affirm) that the answers you are about to give will be true and correct to the best of your knowledge?”**
- The voter must answer **“YES”**, or the voter **WILL NOT** be allowed to vote and no further action will be taken by the precinct board.
- After placing the voter under oath and reading to him/her the law concerning residence, ask the voter “Are you a resident of this precinct?” (Elections Code §14244)
- If the voter answers **“YES”** the challenge is overruled and the voter shall be allowed to vote. Complete the **Challenge List** described on page 30 and then follow the normal voting procedures.
- If the voter answers **“NO”**, the challenge is **upheld** and the voter shall **NOT** be allowed to vote and you **SHALL NOT** issue the voter a ballot. Be sure to complete the Challenge List described on page 30.

CHALLENGE - VOTER VOTING SECOND TIME (Elections Code §14245)

If the challenge is on the ground that the person challenged has voted that day, proceed as follows:

- Place the voter under oath by having him/her raise his/her right hand and saying to the voter, **“You do swear (or affirm) that you have not previously voted in this election, either by Vote-By-Mail ballot or at a polling place.”**
- If the voter answers **“YES”**, the challenge is overruled and the voter shall be allowed to vote. Follow the normal voting procedure, but be sure to complete the **Challenge List** described on page 30.
- If the voter answer is **“NO”**, the challenge is **upheld** and the voter shall **NOT** be allowed to vote and you **SHALL NOT** issue the voter a ballot. Be sure to complete the Challenge List described page 30.

LIST OF VOTERS CHALLENGED (Elections Code § 14252)

The precinct board shall keep a list of each voter challenged. The **CHALLENGE LIST** is provided on the **inside back cover of the ROSTER OF VOTERS**. The list must show:

- The name and address of each person challenged.
- The name and address of each person offering information concerning any person's qualifications to vote, or testifying, together with the name and address of the person about whom the information or testimony is given.
- The grounds of each challenge.
- The determination of the board upon the challenge, together with any written evidence pertaining thereto.
- If evidence has been presented to the board requesting a challenge, such evidence shall be returned to the Election Official responsible for the conduct of the election.

DETERMINATION OF RESIDENCE



Taking the Oath (§14249)

If any person challenged refuses to take the oaths tendered, or refuses to be sworn and to answer the questions concerning the matter of residence that person shall not be allowed to vote.

Residence and Domicile (§349)

- a) "Residence" for voting purposes means a person's domicile.
- b) The domicile of a person is that place in which his or her habitation is fixed, wherein the person has the intention of remaining, and to which, whenever he or she is absent, the person has the intention of returning. At a given time, a person may have only one domicile.
- c) The residence of a person, is that place in which the person's habitation is fixed for some period of time, but wherein he or she does not have the intention of remaining. At any given time, a person may have more than one residence.

Term of Domicile (§2020)

The term of domicile is computed by including the day on which the person's domicile commenced and by excluding the day of the election.

Person Away for Temporary Purposes (§2021)

- a) A person who leaves his or her home to go into another state or precinct in this state for temporary purposes merely, with the intention of returning, does not lose his or her domicile.
- b) A person does not gain a domicile in any precinct into which he or she comes for temporary purposes merely, without the intention of making that precinct his or her home.

Move to Another State (§2022)

If a person moves to another state with the intention of making it his or her domicile, the voter loses his or her domicile in this state.

Move to Another State (§2023)

If a person moves to another state as a place of permanent residence, with the intention of remaining there for an indefinite time, he or she loses his or her domicile in this state, notwithstanding that he or she intends to return at some future time.

Intention And Fact or Removal (§2024)

The mere intention to acquire a new domicile, without the fact of removal avails nothing; neither does the fact of removal without intention.

Employment in the Service of the United States; Navigation; Institution (§2025)

A person does not gain or lose a domicile solely by reason of his or her presence or absence from a place while employed in the service of the United States or of this state, nor while engaged in navigation, nor while a student of any institution of learning, nor while kept in an almshouse, asylum or prison. This section shall not be construed to prevent a student at any institution of learning from qualifying as an elector in the locality where he or she domiciles while attending that institution, when in fact the student has abandoned his or her former domicile.

Domicile of Family; Residence in a Trailer (§2027)

The place where a person's family is domiciled is his or her domicile unless it is a place for temporary establishment for his or her family or for transient objects. Residence in a trailer or vehicle or at any public camp or camping ground may constitute a domicile for voting purposes if the registrant complies with the other requirements of this article.

Place of Family and Business (§2028)

If a person has a family fixed in one place, and he or she does business in another, the former is his or her place of domicile, but any person having a family, who has taken up an abode with the intention of remaining and whose family does not so reside with him or her, is a domiciliary where he or she has so taken up the abode.

Domicile of Spouse (§2029)

The domicile of one spouse shall not be presumed to be that of the other, but shall be determined independently in accordance with this article.

Marriage to a Person Employed in the Service of the United States (§2030)

A domiciliary of this state who marries a person employed temporarily in this state in the service of the United States government, may elect to retain his or her domicile for the purpose of qualifying as an elector only, except that his or her domicile in this state shall terminate if such domiciliary qualifies as an elector in any other state or any territory.

Homeowner's Property Tax Exemption; Renter's Tax Credit; Driver's License (§2031)

If a person has more than one residence and such person maintains a homeowner's property tax exemption on the dwelling of one of the residences pursuant to Section 218 of the Revenue and Taxation Code, there shall be a rebuttable presumption that the residence subject to the homeowner's property tax exemption is that person's domicile. However, this presumption shall not apply in the event any other residence is listed as the person's current residence address on any driver's license, identification card, or vehicle registration issued to that person by, and on file with, the Department of Motor Vehicles.

If a person has more than one residence and that person claims a renter's tax credit for one of the residences pursuant to Section 17053.5 of the Revenue and Taxation Code, there shall be a rebuttable presumption that the residence subject to the renter's tax credit is that person's domicile. However, this presumption shall not apply in the event any other residence is listed as the person's current residence address on any driver's license, identification card, or vehicle registration issued to that person by, and on file with, the Department of Motor Vehicles.

This section **shall** not be applicable to **state** or **federal** elected officials.

More Than One Residence (§2032)

Except as provided in this article, if a person has more than one residence and that person has not physically resided at any one of the residences within the immediate preceding year, there shall be a rebuttable presumption that those residences in which he or she has not so resided within the immediate preceding year are merely residences as defined in subdivision (c) of Section 349 and not his or her domicile.

"Rebuttable Presumption" Defined (§346)

A "Rebuttable Presumption" shall be deemed a presumption which affects the burden of producing evidence.

Change of House Number (§2033)

Whenever the house number or the mailing address of a voter has been changed and the voter's domicile is the same, the public agency authorizing the change shall notify the County Elections Official in writing of the change and the County Elections Official shall make the change on the voter's affidavit of registration and a new affidavit shall not be required.

Domicile in More than one Precinct or City (§2034)

A person domiciled in a house or apartment lying in more than one precinct shall be registered as domiciled in the precinct designated by the County Elections Official on the basis of the street address or other precinct the County Elections Official considers appropriate unless the person requests, either by letter or in person at the office of the County Elections Official, that he or she wishes to be domiciled for registration purposes in another precinct in which his or her house or apartment lies. In order to fulfill the requirements of this section, the letter of request shall include the name, signature, and residence address of the requester.

Voter Residence Change 14 Days Prior to an Election (§2035)

A person duly registered as a voter in any precinct in California who removes therefrom within 14 days prior to an election shall, for the purpose of that election, be entitled to vote in the precinct from which the person so removed until the close of the polls on the date of such election.

Voter Registration and Establishment of Domicile. Walters v. Weed (1988) AKA “UCSC Student Voting Case.” 45 Cal.3rd.1

In this California Supreme Court decision, the court held that voters who have moved, but have not established a new domicile, may vote in the precinct of their former domicile even though they have no intention of returning to live there.

Homeless Person’s Right to Register to Vote. Collier v. Menzel (1985). AKA “Fig Tree Case.” 176 Cal. App.3d 24

In this Court of Appeal decision, the court held that a homeless person may register at a location deemed by the voter to be a dwelling place or place of habitation for that voter. A mailing address needs to be provided in order for the voter to receive election materials.

CLOSING THE POLLS – 8 P.M.

DECLARING THE POLLS CLOSED

At exactly 8 p.m. declare ALOUD that the “POLLS ARE NOW CLOSED.” To determine if it is 8 p.m., you can no longer call POP-CORN. Please go by the clock on your cell phone, or call the Elections Office for the correct time. Any voter who arrives after the polls have closed must be advised that the “Polls are now closed.” **However, any voters inside the polling place OR in line at the door shall be allowed to vote.** If a voter who arrives after the polls have closed insists on voting, you may follow procedures for issuing provisional ballots found on Pages 27 - 29. Be sure to note on the pink provisional envelope the time the voter arrived at the polls to vote. (Elections Codes § 14401 and 14402)



PRECINCT BOARD MEMBER AT THE END OF THE LINE AT CLOSE OF POLLS

We suggest that the Inspector place one member of the precinct board at the end of the line after announcing that the polls are closed so that there is no question as to when a voter arrived at the polling place to vote. (Elections Code §14401 and 14402).

AFTER THE LAST VOTER HAS VOTED

- Clear your work area;
- Collect pens, ruler, magnifying glass, and other supplies;
- Return materials that you posted inside and outside the polling place to their identified envelopes;
- Collect Secrecy folders;
- Get the Blue Worksheet and Certificate of Packaging and Sealing to begin reconciling your paper and electronic ballots.

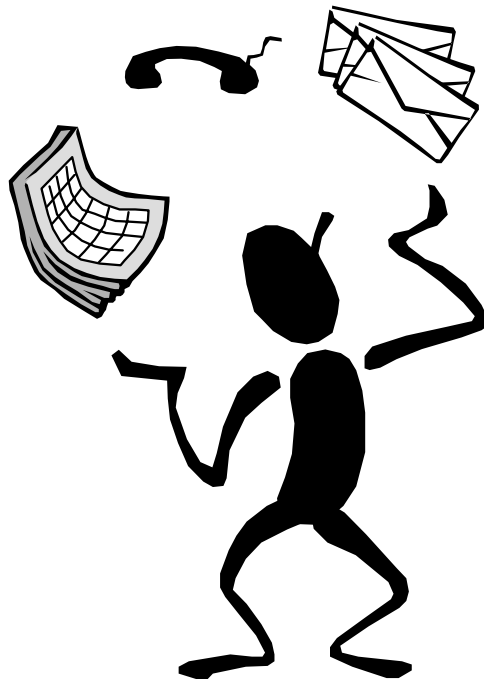
CLOSING DOWN THE OPTECH INSIGHT AND EDGE TOUCHSCREEN

The Electronic Voting Specialist is responsible for closing the polls on the Optech Insight scanner and Edge touchscreen unit. Follow procedures found in the “Voting System Specialist Guide” for those voting systems.

REMOVE FROM THE TABLE ALL MATERIALS NOT REQUIRED IN YOUR BALLOT RECONCILIATION

You will need the following materials in your final processing of ballots:

Blue Worksheet
Voting Device Report
Certificate of Packaging and Sealing & Business Reply Envelope
Roster of Voters/Ballot Statement on the cover
Curbside Roster of Voters
Roster of Provisional Voters
Envelopes No. 1, 2, 3, 4, 5, 6 and 7
Tamper-Proof Seal for Envelope No. 1
Vote Totals Report from the Optech Insight Scanner
Touchscreen Reports Posting Form
Completed Voter Registration Forms
Ballot Transportation Containers' Tamper Proof Seals
Ballot Transportation Container Containing Voted Ballots
Ballot Transportation Container Containing Unvoted Ballots



ELECTION MATERIALS TO BE RETURNED ELECTION NIGHT

COMPLETING THE BLUE WORKSHEET

FROM THE BALLOT DELIVERY RECEIPT

Step 1. VERIFY TOTAL NUMBER OF BALLOTS RECEIVED. From the ballot delivery receipt, verify the total number of ballots received on Line 1. If it is a Primary Election, the totals will be by political party and nonpartisan (listed as NON). Record numbers on Line 1.

BEFORE YOU OPEN THE BALLOT BOX (AFTER THE POLLS CLOSE)

Step 2. EMPTY ENVELOPE #1. Sort contents into separate piles for Spoiled/Canceled Ballots and Surrendered Ballots. Place stubs from voted ballots into Envelope No. 1.

Step 3. COUNT TOTAL NUMBER OF SPOILED or CANCELED BALLOTS. Count the total number of Spoiled or Canceled ballot envelopes. Record the total number on Line 3 of the BLUE Worksheet. Return ballots to Envelope No. 1.

Step 4. COUNT TOTAL NUMBER OF SURRENDERED VOTE-BY-MAIL BALLOTS. Count the total number of Surrendered Vote-By-Mail Ballots envelopes. Record the total number on Line 13 of the BLUE Worksheet. Return ballots to Envelope No. 1.

Step 5. Seal Envelope No. 1 with the Tamper-proof seal signed by all precinct board members.

Step 6. DETERMINE TOTAL NUMBER OF UNUSED BALLOTS. Using the reverse side of the BLUE Worksheet (or the pages attached if it is a Primary Election) determine the total number of unused ballots. Record numbers on Line 2. Place unused unvoted ballots into the Ballot Transportation Container for that purpose, sign the seal, and seal the box.

OPEN THE BLACK INSPECTOR'S BOX

Step 7. REMOVE PINK ENVELOPES

- **DO NOT OPEN PROVISIONAL BALLOT ENVELOPES.**
- Sort the PINK Provisional Ballot Envelopes by PAPER and TOUCHSCREEN (these can be noted by the number written in the upper right hand corner.)
- Count all of the PINK Provisional Paper Ballot Envelopes and record the total on Line 4 of the BLUE Worksheet. Count all of the PINK Provisional Touchscreen Ballot Envelopes and record the total on Line 9
- Place the PINK provisional ballot envelopes in Pink Envelope No. 2 for transport back to the receiving center.
- Place any completed voter registration forms that are not attached to a Pink Provisional Ballot into the Pink Envelope No. 2.
- Write your precinct number and the total number of ballots enclosed on the summary sheet found inside of the Pink Envelope No. 2 for transport to the receiving center.

Step 8. COUNT VOTE-BY-MAIL BALLOTS

- **DO NOT OPEN VOTE-BY-MAIL BALLOT ENVELOPES.**
- Count all of the Blue or Green Vote-By-Mail Ballots received during the day.
- Record the total number of Vote-By-Mail Ballots on Line 12 of the BLUE Worksheet.
- Place the voted Vote-By-Mail Ballots in the Blue Envelope No. 4 for transport to the receiving center.
- Write your precinct number and the total number of ballots enclosed on the summary sheet found inside the Blue Envelope No. 4 for the transport to the receiving center.

Step 9. Place the Sealed Ballot Transportation Container (containing the unused ballots) and Sealed Envelope No. 1 (containing the ballot stubs, spoiled/canceled and surrendered ballots) into the Red Suitcase.

OPEN THE AUXILIARY BIN

Step 10. REMOVE ANY GOOD VOTED BALLOTS TO BE SCANNED

- If there are any ballots in the auxiliary bin, feed into the machine and override any errors.
- If you cannot scan them, place good voted ballots in the green-striped Envelope No. 5 for Good Voted Ballots. Seal with Tamper-proof seal signed by all precinct board members.
- Record the number of Good Voted Ballots that were not scanned on Line 6 of the BLUE Worksheet.

OPEN THE MAIN BALLOT BOX

Step 11. THE ELECTRONIC VOTING SPECIALIST SHALL UNLOCK THE MAIN COMPARTMENT OF THE BALLOT BOX.

- Remove voted ballots from the Main Bin and place them on the bottom of the ballot transport box. It does not matter which way they are facing.
- Place bright GREEN divider sheet on top.
- Remove voted ballots with Write-Ins from the Write-In Bin and place on top of the GREEN divider sheet.
- Do not close and seal box until you have completed sorting all of your ballots and completed the Certificate of Packaging and Sealing, see page 42.

Step 12. RECORD TOTAL NUMBER OF VOTED BALLOTS FROM THE INSIGHT SCANNER TAPE AND POST TAPE OUTSIDE ON FRONT DOOR.

Record the total number of Voted Ballots recorded on the Insight Vote Totals Tape on Line 5 of the BLUE Worksheet. After the precinct officers sign the Vote Totals Tape, place it in the Orange Data Transport Bag. Print a second (shorter) copy of the tape, sign it and tape it to the outside door to the polling place.

Step 13. ADD TOGETHER NUMBERS.

Add together the total number of UNUSED PAPER BALLOTS (Line 2), SPOILED BALLOTS (Line 3), PROVISIONAL PAPER BALLOTS (Line 4), VOTED PAPER BALLOTS (Line 5) AND UNSCANNED PAPER BALLOTS (if any) (Line 6) to get a total to record on Line 7. This number should equal the total number of paper ballots received. If you are off in your totals and in a polling location with other precinct boards, check with them regarding their Line 7 total. It is possible that some voted ballots were returned to the wrong scanner. Make note of that, but do not retrieve your ballots. That will be taken care of at the Elections Department during the canvass.

Step 14. CREATE TOUCHSCREEN RESULTS POSTING FORM TO BE POSTED ON THE OUTSIDE DOOR. From the Review Summary Screen on the Touchscreen, the Electronic Voting Specialist and one other Election Officer need to write the totals for each race on the Posting Form. Complete two copies. After each copy is signed by the precinct board, place one in the Orange Data Transport Bag, the second is taped to the outside door to the polling place.

Step 15. RECORD THE NUMBER OF REGULAR AND PROVISIONAL VOTERS WHO CAST BALLOTS ON THE TOUCHSCREEN.

Count the number of Touchscreen User Ballot ID Cards. Record the number of WHITE cards on Line 8 of the BLUE Worksheet. Verify this number with the count on the Review Screen of the Touchscreen. Verify the number of PINK cards with Line 9 of the BLUE Worksheet and with the count on the Review Screen of the Touchscreen.

Step 16. COMPLETE BLUE WORKSHEET.

Add Lines 5, 6 and 8 and record this number on Line 10. This is the total number of voters who cast regular ballots in your precinct.

Complete Line 11 with the number of the last voter who signed on the Roster of Voters. This number should equal Line 10.

If the numbers reconcile, great! If you are off, not a problem! Pack it up and bring it in.

BALLOT STATEMENT

Transfer your totals from the lines on your BLUE Worksheet to the **BALLOT STATEMENT** on the front cover of the **ROSTER OF VOTERS**.

CERTIFICATE OF PACKAGING AND SEALING

Also, transfer the totals from the lines on your BLUE Worksheet to the **CERTIFICATE OF PACKAGING AND SEALING** and sign.

The original CERTIFICATE OF PACKAGING AND SEALING (green copy) is to be placed on top of the ballots in the Ballot Transportation Container containing the good voted ballots on the bottom, followed by the Green divider sheet, and any write-in ballots on top.

Close and seal the Voted Ballot Container with the Tamper-proof seal signed by all precinct officers. Place the Voted Ballot Container in the Red Suitcase for transport back to the Receiving Center.

A precinct officer – OTHER THAN THE TWO RETURNING THE BALLOTS TO THE RECEIVING CENTER – shall mail the yellow carbon copy of the CERTIFICATE OF PACKAGING AND SEALING in the postage-paid envelope provided.

ORANGE DATA TRANSPORT BAG – SEALED WITH THE FOLLOWING ITEMS

The Electronic Voting Specialist is responsible for securing all items in the Orange Data Transport Bag that must be sealed and returned by the Inspector and one Clerk (2 people) to the assigned Receiving Center.

CHECK, DOUBLE CHECK, TRIPLE CHECK YOU HAVE THE FOLLOWING ITEMS

- Results cartridge from the Edge touchscreen visible from window side of bag.
- MemoryPack from the Insight scanner viewable from window side of bag.
- Blue Seals, that are your back-up seals, that will be broken if they were used, otherwise they will be unbroken.
- Official Election Returns Tape from the Insight scanner and copy of Touchscreen Results Posting Form.
- Insight keys on coil key ring.

VOTING EQUIPMENT TO BE RETURNED

The Electronic Voting Specialist shall prepare the following items for the Inspector and one Clerk (2 people) to return to the assigned Receiving Center:

- Edge touchscreen unit returned to its suitcase.
- Insight scanner in transport bag. Just the scanner, not the ballot box and bins below.
- All sealed VeriVote printers in transport bag.

Please call the Inspector's Hotline at 9:30 p.m. to report your estimated time of delivery of ballots to the Receiving Center.

IMPORTANT – THE FOLLOWING ITEMS MUST BE IN THE RED SUITCASE.

CHECK – DOUBLE CHECK – TRIPLE CHECK THE FOLLOWING!!!

- Sealed Ballot Transportation Container(s) containing Voted Ballots
- VeriVote Official Ballot Audit Tape in a sealed envelope (ONLY if removed by Rover)
- MANILA Envelope No. 1 – Spoiled/Canceled Ballot Envelopes, Surrendered VBM envelopes and Voted Ballot Stubs
- PINK Envelope No. 2 – Provisional Ballots/Completed Voter Registration Cards
- YELLOW Envelope No. 3 – Rosters, Indexes and Blue Worksheet
- BLUE Envelope No. 4 – Voted Vote-By-Mail Ballots turned in at the polls
- GREEN-STRIPED Envelope No. 5 – Good Voted Ballots that were not scanned
- WHITE Envelope No. 6 - *Touchscreen User Ballot ID Cards* for each voter who voted on the touchscreen
- RED-STRIPED Envelope No. 7 – Ballot Receipt, Equipment Distribution Report, Open/Close Polls Audit Forms, Edge Touchscreen Strap
- Kids Ballots (If Applicable)

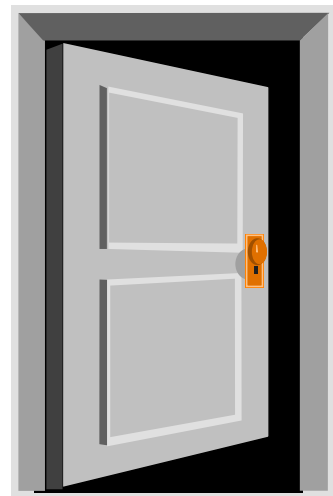
Inspector, if the items listed above are not in the Red Suitcase when you arrive at the receiving center, you will be detained to locate the missing items.

CLOSING THE POLLING PLACE

Please DISMANTLE THE VOTING BOOTHS and fold any chairs and tables left with your supplies or if they are the property of the polling place facility, return them to their original location. Please gather any cones, signs, mats, etc. that were provided and place them with your supplies as well.

Please return all precinct supplies found in the Black Inspector's carton to that supply carton and leave it in the same place where you found it.

Post scanner tape and touchscreen results on outside door.



LEAVE FOR THE RECEIVING CENTER

THE INSPECTOR AND ONE OTHER ELECTION OFFICER SHALL LEAVE IMMEDIATELY AND GO DIRECTLY TO THE DESIGNATED RECEIVING CENTER WITH THE FOLLOWING MATERIALS:

MATERIALS TO RECEIVING CENTER

1. Red Suitcase
2. Unvoted Ballots & Orange Data Transport Bag
3. AVC Edge Touchscreen Unit
4. Insight Scanner in transport bag
5. All VeriVote Printers in transport bag



ITEMS IN RED SUITCASE

1. Sealed Ballot Transportation Container containing Voted Ballots with green copy of Certificate of Packaging & Sealing
2. Sealed MANILA Envelope containing VeriVote tape (if applicable)
3. MANILA Envelope No. 1
4. PINK Envelope No. 2
5. YELLOW Envelope No. 3
6. BLUE Envelope No. 4
7. GREEN-STRIPED Envelope No. 5, if applicable
8. WHITE Envelope No. 6
9. RED-STRIPED Envelope No. 7
10. Kids Ballots (if applicable)

ITEMS IN YELLOW ENVELOPE NO. 3

1. GREEN Precinct Board's Alpha Index
2. GOLD Public's Alpha Indexes (2)
3. GRAY Roster of Voters
4. GRAY Curbside Roster of Voters
5. PINK Roster of Provisional Voters
6. LAVENDER Street Index
7. BLUE Voted Vote-By-Mail Roster
8. Supplemental Rosters
9. BLUE Worksheet

ITEMS STRAPPED TO TOP OF RED SUITCASE

1. Unused Ballots sealed in Ballot Transport Containers
2. Orange Data Transport Bag.

ITEMS IN GREEN-STRIPED ENVELOPE NO. 5

Voted Good Ballots that could not be scanned due to power failure or scanner malfunction

ITEMS IN PINK ENVELOPE NO. 2

1. Voted Ballots in PINK Provisional Ballot Envelopes
2. Some with Voter Registration Cards in the pouches
3. Any Completed Voter Registration Cards not tied to a Provisional Ballot

ITEMS IN BLUE ENVELOPE NO. 4

Voted Vote-By-Mail Ballots

ITEMS IN WHITE ENVELOPE NO. 6

Touchscreen Ballot ID Card

ITEMS IN RED-STRIPED ENVELOPE NO. 7

1. Ballot Receipt
2. Equipment Distribution Report
3. Open Polls Audit Forms
4. Edge Touchscreen Strap
5. Close Polls Audit Form

AT THE RECEIVING CENTER

Deputized personnel at the curb will take from you the following:

1. AVC EDGE TOUCHSCREEN UNIT
2. OPTTECH INSIGHT SCANNER IN TRANSPORT BAG

The INSPECTOR accompanied by ONE PRECINCT OFFICER will deliver to the Receiving Clerk inside the assigned Receiving Center:

1. The RED SUITCASE containing the ORANGE DATA TRANSPORT BAG, voted ballots, etc.
2. VeriVote printer(s) in transport bag.
3. The Receiving Clerk will issue the Inspector a receipt for the returns.
4. If any item is missing, the Inspector and Clerk will be detained until the missing item(s) are found.

THANK YOU

THANK YOU

THANK YOU

**THANK YOU FOR YOUR CONTINUED
SUPPORT AND TIME.**

HELPFUL DEFINITIONS

Absentee

Term no longer used. See Vote-By-Mail (VBM)

Alpha Index - Precinct Board's (1 copy)

GREEN cover -- An alphabetical by name listing of voters to be used by precinct officials with the Roster of Voters.

Alpha Index - Public's (2 copies)

GOLD cover -- An alphabetical by name listing of voters to be updated throughout the day by precinct officers indicating who has voted and to be made available to the public upon request.

Auxiliary Bin

Compartment on the back of the Ballot Box where good voted ballots that cannot be scanned by the Insight due to a power failure or equipment malfunction are deposited.

AVC Edge II

Sequoia's touchscreen voting unit used in Santa Cruz County.

Ballot Box

A container that sits underneath the Insight scanner and provides three bins for ballots: Main Bin, Write-in Bin, and Auxiliary Bin.

Ballot Secrecy Folder

A WHITE or PINK folder in which the voter places his/her voted ballot.

Ballot Marking Pens

Optech ballots may be marked with either a blue or black ink pen. Pens are provided at the polls.

Ballot Stubs

A serial numbered stub attached to the top of the ballot. It is removed from the ballot and retained by the voter before the ballot is fed into the Insight scanner.

Ballot Transportation Container

Box used to transport good voted ballots back to the assigned Receiving Center as well as a second box to be used to transport unused/unvoted ballots back to the assigned Receiving Center. Boxes must be sealed with a tamper-proof seal.

Ballot Statement

A reconciliation of ballots accounting for all ballots received, cast, unused, spoiled, or issued provisionally contained on the cover of the Roster of Voters. (Elections Code §14405) Numbers are also recorded on the Certificate of Packaging and Sealing.

Blue Worksheet

Worksheet used to calculate numbers to record on the Ballot Statement and the Certificate of Packaging and Sealing.

Certificate of Packaging and Sealing

Certification of Precinct Officers packing and sealing the ballot transportation container and envelopes as well as a certification that those signing the Roster of Voters were included in the total of voters who voted.

Curbside Roster of Voters

A roster where voters are to sign his or her name and print his or her address in order to receive a ballot when they are unable to enter the polling place.

Envelope No. 1

A MANILA envelope for transporting spoiled or canceled ballot cards; stubs from used ballots; and surrendered (NOT VOTED) Vote-By-Mail ballots.

Envelope No. 2

A PINK envelope for transporting pink provisional ballot envelopes voted at the polling place on Election Day and completed voter registration cards.

Envelope No. 3

A YELLOW envelope for transporting the GREEN Precinct Board's Alpha Index; GOLD Public's Alpha Indexes (2); GRAY Roster of Voters; Curbside Roster of Voters, PINK Roster of Provisional Voters, LAVENDER Street Index; BLUE Vote-By-Mail Voter Roster; Supplemental Rosters; BLUE Worksheet.

Envelope No. 4

A BLUE envelope for transporting voted Vote-By-Mail ballots turned into the polling place on Election Day.

Envelope No. 5

A GREEN-STRIPED envelope for returning good voted Optech ballots that could not be scanned by the Optech Insight due to power failure or equipment malfunction.

Envelope No. 6

A WHITE envelope for returning the used Touchscreen User Ballot ID Cards (both PINK AND WHITE).

Envelope No. 7

A RED-STRIPED envelope for returning the ballot receipt, equipment Distribution Report, Open/Closed Audit Forms, and Edge Touchscreen Strap.

Election Supply Box

A green/purple plastic box delivered to the polling place prior to Election Day containing various supplies to be used on Election Day.

HAVA

Federal Help America Vote Act that mandates accessible voting, second chance voting, first-time federal voter ID requirements, a statewide voter registration database, among other things.

HAVA ID

Voters tagged with a HAVA ID requirement are a first-time federal voter whose voter registration card was turned in without a driver's license that could be verified by the DMV or other ID that could be verified by the state. Voters with the HAVA ID flag must show ID to vote a regular ballot. Without appropriate ID, the voter must vote provisionally.

Inspector's Supply Carton

A Black Box (our old ballot box) picked up by the Inspector prior to Election Day containing a supply of ballots and various other items to be used on Election Day. This Carton will be used during the day as the place where Provisional ballots and returned Vote-By-Mail ballots are deposited.

List of Inactive Voters

A list of voters who have been moved from the active file to inactive because there was some indication that they no longer reside at the address we have. If the voter signs the Certificate of Continuous Residency declaring under penalty of perjury that he/she continues to reside at the address shown, allow them to vote. The Elections Department will move the voter's file back to active.

Main Bin

Compartment where all good voted ballots without write-ins are deposited after they are scanned by the Insight.

MemoryPack

Cartridge found in the rear of the Optech Insight scanner that contains the results of the Optech Ballots cast on Election Day. Must be sealed prior to and during all polling hours.

Official Optech Ballot

Optech Ballot containing the names of candidates and measures for which the voter is entitled to vote.

Optech Insight

The ballot scanner and tabulation device at each polling site where ballots are scanned prior to being deposited into the ballot box underneath the scanner.

Orange Data Transport Bag

Orange anti-static bag used to transport back to the assigned Receiving Center the Results Cartridge, MemoryPack, broken and unused security seals, and other voting system equipment items.

Precinct Officer

A deputized member of the polling place board, appointed by the County Clerk.

Provisional Ballot Envelope (pink)

Required whenever there is an uncertainty regarding a voter's right to a ballot.

Rejected Ballot

No voter shall place any mark upon a ballot that will make that ballot identifiable. A ballot with identifying marks such as the voter's name or any word or combination of words or design.

Results Cartridge

Cartridge locked behind the touchscreen monitor that contains the results of votes cast on the AVC Edge II touchscreen unit. Must be sealed prior to and during all polling hours.

Roster of Voters

A roster where voters are to sign his or her name and print his or her address in order to receive a ballot.

Roster of Provisional Voters

A roster where provisional voters are to sign his or her name and print his or her address in order to receive his or her provisional ballot.

Roving Inspector

Election Officials who are assigned a number of polling places to monitor. Duties include conducting a pre-Election Day survey of the Inspector, review accessibility checklist on Election Day to ensure proper set-up of polling site, review supplies and procedures at the polls, and be available to assist assigned polling sites as needed.

Sequoia Voting Systems

Sequoia Voting Systems, Inc. is the manufacturer of the AVC Edge II and Optech Insight, as well as the printer of the Optech Ballots. The system is federally qualified by the federal Independent Testing Authority and assigned NASED Number #N-1-07-22-22-001 & N-1-07-22-22-002, dated March 17, 2006 and certified by the Secretary of State on March 20, 2006. See "Approval of Use" document contained in Election Officer's Manual.

Spoiled Ballot

A ballot that the voter has incorrectly marked.

Street Index (1 copy)

LAVENDER cover - This index is printed by street address with registered voters name by house number. THIS IS NOT A COMPLETE LIST OF VOTERS.

Supplemental List of Registered Voters

A listing of registered voters who were added late to the list of eligible voters for various reasons and are eligible to vote.

Supplemental List of Vote-By-Mail Voters

A listing of voters who received a Vote-By-Mail ballot after the Precinct Board's Alpha Index was printed. Cross-reference your Supplemental List of Vote-By-Mail Voters with your GREEN Alpha Index and place a "VBM" next to the voters' names on the GREEN Alpha Index prior to the opening of the polls.

Touchscreen

AVC Edge II touchscreen unit available at each polling site that meets the accessibility requirements of the Help America Vote Act.

Touchscreen User Ballot ID Card

A card issued by the poll worker to the voter that contains the 4-digit voting precinct number. The voter must give the card to the Voting Systems Specialist who will then cancel the card and activate the correct ballot type for that voter.

Touchscreen User Quick Guide

A one-page, bilingual guide to give each touchscreen voter to help the voter navigate the touchscreen unit.

VeriVote

Sequoia's trademark name of the voter verified paper audit trail unit attached to the AVC Edge touchscreen.

Vote-By-Mail Voters

A VBM in front of the voter's name indicates them in the Alpha Index.

Vote-By-Mail Ballot Identification Return Envelope

A BLUE or GREEN envelope used to enclose voted ballot cards. Voters must sign the outside of the envelope in order for their vote to be counted.

Voted Vote-By-Mail Ballot Roster

Voter and/or Authorized Party leaving a Voted-Vote-By Mail Ballot at a polling place must sign the BLUE Voted Vote-By-Mail Ballot Roster.

Voter Bill of Rights

A document, provided by the Secretary of State, which outlines the rights of all voters. Copies of this document must be posted in a conspicuous place both inside and outside the polling place.

Voter Verified Paper Audit Trail

A paper audit trail that prints the votes cast by a voter on the touchscreen unit. The audit trail is kept secured, under glass and is the official record of the vote and shall be used for the required manual recount and any voter-requested recount. The VVPAT is mandated by state law. (Elections Code §§19250-19253). THIS UNIT MUST REMAINED SEALED AT ALL TIMES.

Voting Systems Specialist

Trained voting system manager who is assigned to staff one AVC Edge Touchscreen Unit and one Optech Insight Scanner on Election Day. Duties include setting up, opening, auditing, closing and dismantling voting equipment; manually activating each ballot for each voter using the touchscreen; and overriding ballots rejected by the scanner upon voter consent to do so.

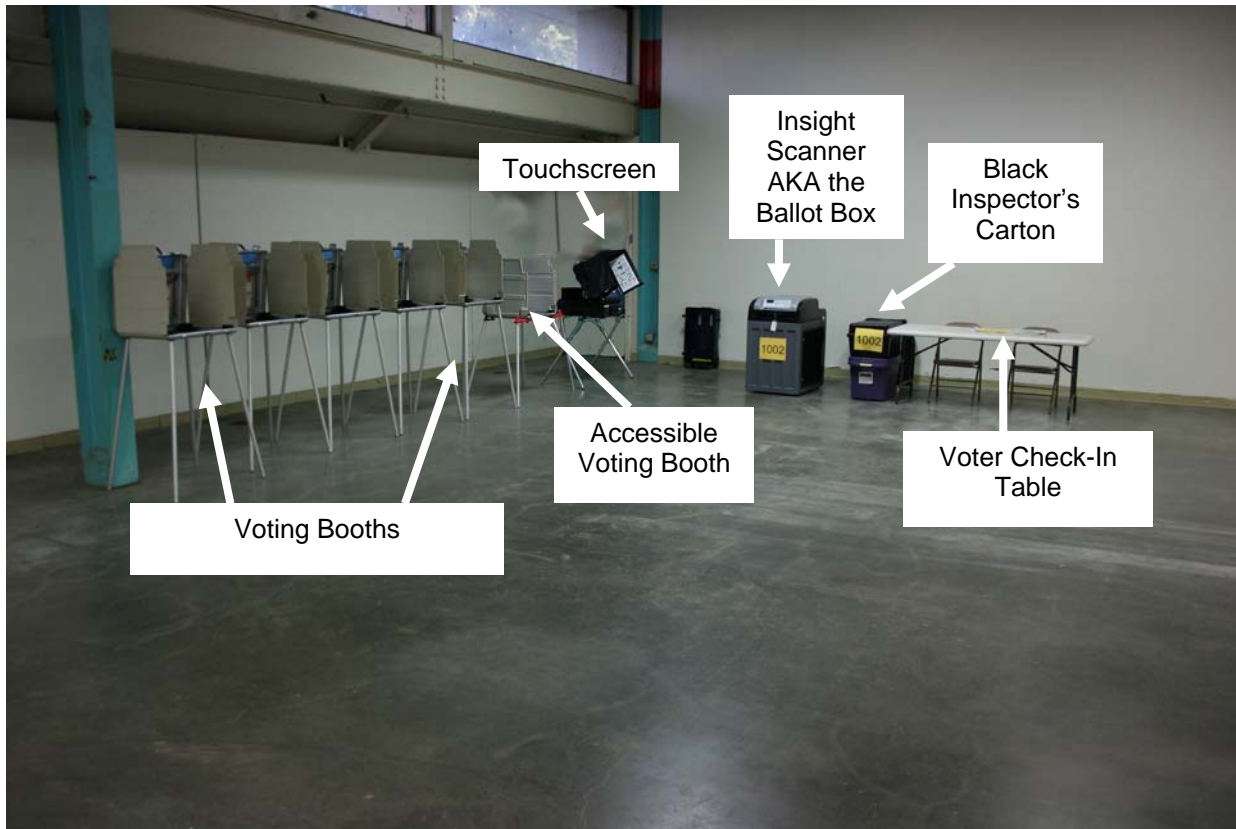
Voting Systems Specialist Guides

Two guides, one for the AVC Edge II Touchscreen and one for the Optech Insight scanner are provided to the Voting Systems Specialist. The guides provide complete instructions on the voting equipment.

Write-In Bin

Smaller bin in the Ballot Box where the Insight scanner deposits ballots with write-in votes.

SAMPLE FLOOR PLAN FOR POLLING PLACE



A few things to remember about setting up a polling place ...

- The Insight (Ballot Box) and touchscreen unit must be staffed at all times. It is a good idea to keep them near the check in tables.
- The Accessible Voting Booth and the touchscreen should be near to one another with a chair beside them so that a voter with disabilities has the option to vote from a seated position.
- Please do not set up the polling place in such a way that a voter with disabilities must cross the entire polling room several times to conduct their voting business such as checking in and accessing the touchscreen or accessible booth.
- Please make sure that you keep all obstacles away from where voters and Election Officers will be moving around. Please stow all supplies out of the way, but in a secure place.

BLUE WORKSHEET

NOVEMBER 4, 2008 PRECINCT NO. _____
Santa Cruz County Clerk/ Elections Department

| | | | |
|-----------|---|--|---|
| 1 | TOTAL number of PAPER ballots RECEIVED. (obtain number from delivery receipt) | | |
| 2 | TOTAL number of UNUSED PAPER ballots. (See reverse side for formula for calculating unused ballots) | | ↑ |
| 3 | TOTAL number of SPOILED or CANCELED PAPER ballots. | | |
| 4 | TOTAL number of pink PROVISIONAL PAPER ballots. Do not count touch-screen provisional ballots, any envelope that has an E# (see #9). Return in Env. No. 2. | | |
| 5 | TOTAL number of PAPER BALLOTS CAST . Total is found on the Insight Scanner <i>VOTE TOTALS REPORT</i> printed after all ballots have been scanned and the polls have closed. | | |
| 6 | TOTAL number of UNSCANNED PAPER BALLOTS cast but could not be scanned due to power failure or scanner malfunction, if applicable. | | |
| 7 | TOTAL number of PAPER ballots accounted for (ADD lines 2, 3, 4, 5 & 6). Total should equal Line 1 | | → |
| 8 | TOTAL number of QUALIFIED VOTES cast on the touchscreen from your precinct. | | |
| 9 | TOTAL number of PROVISIONAL TOUCHSCREEN VOTES cast in your precinct. | | |
| 10 | TOTAL number of VOTERS WHO CAST BALLOTS in your precinct (ADD lines 5, 6 and 8) Includes voters who voted on the paper ballot or touchscreen. | | |
| 11 | TOTAL number of SIGNATURES in the Roster of Voters, White pages only. Total should equal Line 10 | | → |
| 12 | TOTAL number of VOTED VOTE-BY-MAIL ballots THAT WILL BE COUNTED and are returned in Envelope No. 4. | | |
| 13 | TOTAL number of SURRENDERED VOTE-BY-MAIL ballots THAT WILL NOT BE COUNTED and are returned in Envelope No. 1. | | |

INSPECTOR must transfer totals from this Worksheet to the **BALLOT STATEMENT** found on the cover of the *Roster of Voters* and to the **CERTIFICATE OF PACKAGING & SEALING**.

Inspector's Printed Name

Inspector's Signature

**INSPECTOR SHALL SIGN AND RETURN THIS WORKSHEET IN THE PLASTIC BAG. MAKE SURE
PRECINCT NUMBER IS RECORDED AT THE TOP.**

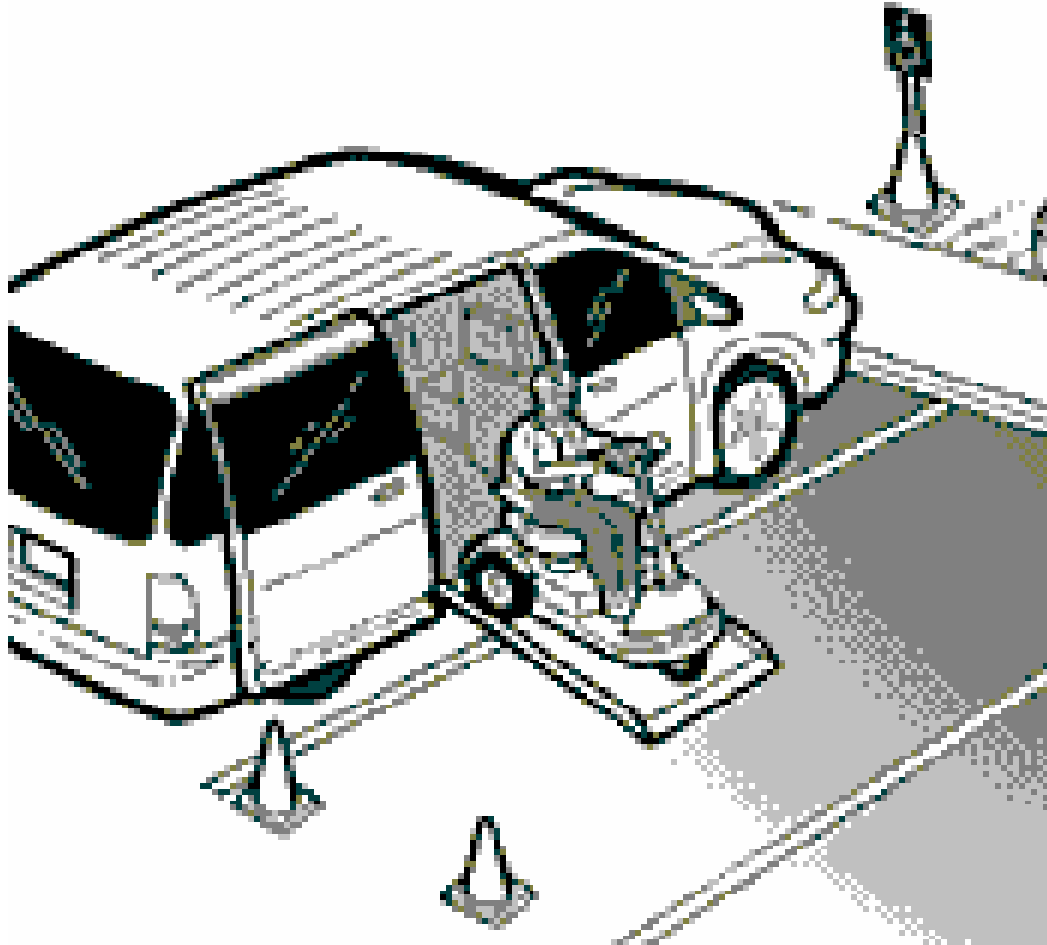
COUNTING UNUSED BALLOTS

HOW TO DETERMINE THE NUMBER OF UNUSED BALLOTS

| | |
|---|--------------------------------|
| 1. LAST SERIAL NUMBER | <input type="text"/> |
| (Refer to ballot receipt) | |
| 2. NEXT SERIAL NUMBER | <input type="text"/> |
| (Unused ballot pad) | |
| 3. SUBTRACT LINE 2 FROM LINE 1 | <input type="text"/> |
| | ADD + |
| | <input type="text" value="1"/> |
| 4. TOTAL UNUSED BALLOTS | <input type="text"/> |

5. The total number of ballots received is listed on your ballot receipt. The last serial number can be found on your ballot receipt.
6. The next serial number will be that number which is following the last ballot you tore from a pad.
7. Subtract Line 2 from Line 1. Add 1.
8. Result – Total Unused Ballots.

LAYOUT FOR ACCESSIBLE PARKING SPACE



Polling Places that provide parking to voters in a lot on the premises (not parking on the street) need to provide a van accessible parking space. For polling places that only have parking on the street (not in a parking lot), please do not create a parking space. To create a van accessible parking space, place one cone at the head of the space (or front end of where the car parks) with a sign designating it for use by persons with disabilities. Place two cones blocking the entrance to the space on the PASSENGER side of the vehicle to create an access aisle. The total space should be at least 17 feet wide or approximately two full car spaces.

If two cones are not available for making the access aisle, use one and place it in the middle of the entrance to the space.

