



PRECINCT BOARD HANDBOOK

PRESIDENTIAL PRIMARY ELECTION

March 3, 2020

Precinct Board Handbook

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Party Primary Elections in California

Top 2 Primary

Under the Top Two Candidates Open Primary Act, all candidates for voter-nominated offices are listed on one ballot and only the top two vote-getters in the primary election – regardless of party preference – move on to the general election. Write-in candidates for voter-nominated offices can only run in the primary election. A write-in candidate will only move on to the general election if the candidate is one of the top two vote-getters in the primary election.

The Top Two Candidates Open Primary Act does not apply to candidates running for U.S. President, county central committee, or local office.

Party Preference

The term "party preference" is now used in place of the term "party affiliation." A candidate must indicate his or her preference or lack of preference for a qualified political party. If the candidate has a qualified political party preference that qualified political party will be indicated by the candidate's name on the ballot. If a candidate does not have a qualified political party preference, "Party Preference: None" will be indicated by the candidate's name on the ballot.

Similarly, voters who were previously known as "decline-to-state" voters (because they did not have a party affiliation) are now known as having "no party preference" or known as "NPP" voters.

Abbreviations for the qualified political parties are:

- DEM = Democratic Party
- REP = Republican Party
- AI = American Independent Party
- GRN = Green Party
- LIB = Libertarian Party
- PF = Peace & Freedom Party.

Open and Closed Presidential Primary Elections

Qualified political parties in California may hold presidential primaries in one of two ways:

- Closed presidential primary - only voters indicating a preference for a party may vote for that party's presidential nominee.
- Modified-closed presidential primary - the party also allows voters who did not state a party preference to vote for that party's presidential nominee.

If a qualified political party chooses to hold a modified-closed presidential primary, the party must notify the California Secretary of State no later than the 135th day before Election Day.

Voters who registered to vote without stating a political party preference are known as No Party Preference (NPP) voters.

No Party Preference Crossover Ballots

Voters who registered to vote without stating a political party preference are known as No Party Preference (NPP) voters. NPP voters were formerly known as "decline-to-state" or "DTS" voters.

For presidential primary elections: NPP voters will receive a "non-partisan" ballot that does not include presidential candidates. A nonpartisan ballot contains only the names of candidates for voter-nominated offices and local nonpartisan offices and measures. However, NPP voters may vote in a political party's partisan election if the political party, by party rule duly noticed to the Secretary of State, authorizes NPP voters to vote in the next presidential primary election. An NPP voter may request the ballot of one of the political parties, if any, that authorizes NPP voters to vote in the presidential primary election.

The following parties have notified the Secretary of State that they will allow No Party Preference voters to request their party's presidential ballot in the March 3, 2020, Presidential Primary Election:

- American Independent Party
- Democratic Party
- Libertarian Party.

Poll Worker Positions

There are three positions directly involved in working on precinct board teams in an election: Inspector, Clerk (includes Half-Clerks), and Rover.

Inspector

Inspectors function as the team leader of a 3-5 person precinct board team. Inspectors coordinate with the polling place (and other Inspectors if the polling place has more than one precinct) to ensure (1) access to the polling place on Election Eve for setup; (2) election supplies are secure at the facility after set-up; and (3) access to the polling location at 6 am Election Morning.

Inspectors recruit potential poll workers to complete a 3-5 person team roster, and ensures their team knows about training.

Inspectors coordinate Election Eve set-up, Election Day meals and breaks, and Election Day jobs. Inspectors assign Election Day jobs either as all-day or by-the-shift.

During Election Day, Inspectors perform one of the Clerk jobs but will remain available to answer questions and help when situations arise. Inspectors communicate with the Office of Elections before, during, and after the election as necessary.

Clerks and Half-Clerks

Clerks and Half-Clerks are members of a precinct board team. Precinct board teams have an equivalent of 2-4 Clerks under the leadership of an Inspector. Half-Clerks may be assigned at the Inspector's discretion. Clerks and Half-Clerks help with set-up on Election Eve and Election Morning, perform one or more of the jobs described below on Election Day, and help with closing on Election Night. Clerks and Half-Clerks may assist their Inspector with returning voting equipment and black transport bag Election Night.

High School Students as Clerks

High School students 16-17 years old with a GPA of 2.5 or higher are eligible to work on precinct board teams as Clerks. Although high school students can perform almost all Clerk functions, by law high school students cannot:

- Tally votes.
- Transport voting equipment.

Rovers

Rovers are traveling troubleshooters. Precincts within the county are divided into geographic regions and Rovers are assigned by region to assist with troubleshooting problems and resupplying precinct board teams. Each precinct board team binder contains a Contact Information Sheet with the name and contact information of the team's assigned Rover.

Typically, Rovers check the following:

- Accessibility mitigation setup is complete.
- Necessary signs are posted.
- Proper setup of polling place.
- Voting equipment is secure and operating properly.
- Precinct supply levels (e.g. ballots, provisional envelopes).

A Rover will visit each polling place at least two times during the day.

Jobs & Voting Stations

Precinct board teams share responsibility for four primary voting station jobs. The Office of Elections recommends team members rotate jobs to (1) ensure all team members can take needed breaks, and (2) create cross-training in the event a team member needs to leave unexpectedly.

- Voter Check-in (Poll Pad/ Main Roster)
- Ballot Table
- Hanging Roster Maintenance
- Voting Machine Maintenance

Voter Check-in (Poll Pad / Main Roster)

1. Greet voter.
2. Voter provides name and address. Repeat voter name and address to verify.
3. Locate the voter's name on the Poll Pad or Main Roster.
4. Verify the voter's information on the Poll Pad screen is correct. Verify party affiliation. If voter is registered no party preference (NPP), offer the voter a choice from the following:
 - a. American Independent
 - b. Democratic
 - c. Libertarian
 - d. No Party Preference
5. Voter signs Main Roster next to their name where indicated.
6. Verify the voter signed the main roster.
7. Check the box on the Poll Pad screen verifying the voter has signed the main roster.
8. Print a Poll Pad receipt. Hand the receipt to the voter. **NOTE:** If you are unable to print a voter receipt with precinct and party affiliation, write the information on a piece of paper and hand it to the voter to give to the Ballot Clerk. **DO NOT** yell party affiliation information across the voting area.
9. Direct the voter to the ballot table where they will hand their receipt to the Ballot Handling Clerk.

Ballot Table

1. Greet voter.
2. Voter provides Poll Pad receipt or states party ballot registered to receive. **NOTE:** No party preference voters can request: (1) no party preference, (2) American Independent Party, (3) Democratic Party, or (4) Libertarian Party ballot.
3. Ask regular precinct voters if they would like a pre-printed precinct ballot or if they would like to use the Touch Writer to mark their ballot.

If the regular precinct voter requests a pre-printed precinct ballot:

4. Provide the voter with the following items:
 - Ballot receipt.
 - Pre-printed precinct ballot.
 - Secrecy sleeve.
 - Pen.
5. Instruct voter to use an available voting booth to mark their ballot and proceed to the Voting Machine Clerk when finished.

Precinct Board Handbook

Section 2: Precinct Basics

If the regular precinct voter requests to use the Touch Writer to mark their ballot:

4. Provide the voter with the following items:
 - a. Ballot receipt.
 - b. Sheet of blank ballot stock.
 - c. Secrecy sleeve.
 - d. Pen
5. Direct the voter to the Voting Machine Clerk for assistance with the Touch Writer.

Hanging Roster Maintenance

- Update two sets of duplicate rosters, one to be used to record who has voted while the other hangs outside the polling place beginning at 7 am.
- Mark with a highlighter through the voter's name in the hanging roster.
- Each hour on the hour, hang the current hanging roster outside.
- Update the hanging roster that has been outside during the previous hour. Final update is no earlier than 6 pm.
- Bring in the hanging roster at the end of the night.
- Place both hanging rosters in end-of-the-night Bag 2. Both copies of the hanging roster are returned to the Office of Elections.

Voting Machine Maintenance

- Assist voters using the Touch Writer.
- Greet voter who has finished marking their ballot.
- Ensure voters are ready to cast their ballot.
- Ensure ballots are in secrecy sleeves.
- Help voters feed protruding edge of the ballot, one sheet at a time, into machine.
- Help with any kick-back of ballots out of the machine.
- Give voter an "I Voted" sticker after casting their ballot.
- Periodically collect secrecy sleeves and pens from voting stations and returns them to the ballot table.

Effective Precinct Board Teams

Effective precinct board teams require three key components:

- Communication.
- Training.
- Assignments.

Communication

All precinct board team members are responsible for communicating clearly and periodically with their team leading up to, and on, Election Day. Inspectors are responsible for communicating details for Election Eve set-up, Election Day assignments, and breaks. Clerks and Half-Clerks are responsible for following up with their Inspector to confirm Election Eve setup details, assignments, and breaks. All team members are encouraged to ask questions about scheduling, training, equipment, election activities and processes, forms, assignments, or any other area of confusion. The only bad question is the one that remains unasked.

Training

Precinct board teams are encouraged to attend the School of Instruction together. The more a precinct board team interacts with elections material, processes, and equipment before an election, the more cohesive the team will work together on Election Day.

Precinct board teams are encouraged to thoroughly review voting equipment manuals prior to Election Day. The more familiar each team member is with the voting equipment manuals, the smoother Election Day will go for everyone on the team.

Voting equipment manuals are available on the Office of Elections' website:

<https://humboldt.gov/2667/Voting-Equipment-Manuals>.

Assignments

Every precinct board team member has strengths to contribute to the team. Inspectors will seek to align team member strengths with activities; however, all team members should strive to understand and be able to perform each voting station job. This allows for team members to take breaks when needed, and for the team to respond effectively if a team member needs to leave unexpectedly on Election Day.

Voting Equipment

Precinct board teams will use three pieces of equipment to run their precinct on Election Day:

- Poll Pad
- Scan
- Touch Writer and Printer

Prior to the election Inspectors are required to attend the Machine Lab to gain hands-on experience with each piece of equipment. All poll workers (Inspectors, Clerks, and Half-Clerks) are strongly encouraged to thoroughly review voting equipment manuals prior to the election.

Voting equipment manuals are available on the Office of Elections' website:

<https://humboldt.gov/2667/Voting-Equipment-Manuals>.

Poll Pad

The Poll Pad is an iPad-based piece of equipment used to check-in voters and is not connected to the internet. Poll workers use the Poll Pad to lookup voters and determine voter status, identify the correct precinct and party affiliation, and check-in voters.

The Poll Pad printer provides a transaction receipt of voter check-in. If a voter is at the wrong voting precinct, the Poll Pad can be used to look-up the voters correct precinct and print the name and address of the voter's correct polling location.

IMPORTANT: VOTERS DO NOT SIGN THE POLL PAD.

Regular Precinct Voters. Voters sign the main paper roster.

Provisional and Conditional Voters. Voters sign the combined Provisional/Conditional paper roster. Each roster page includes ten (10) numbered lines for voters to sign. Provisional voters will check the pink, provisional box next to the numbered line they are completing. Conditional voters will check the white, conditional box next to the numbered line they are completing.

Scan

The Scan is a digital scanner for casting ballots that is programmed for individual polling locations and is not connected to the internet. The Scan sits atop the ballot box and is used to cast voted (marked) ballots. The Scan can be used with hand-marked ballots or with ballots printed using the Touch Writer. After marking their ballots in the voting booths, voters move to the Scan station. With the help of a poll worker, voters insert ballots one sheet at a time into the ballot feed slot on the Scan. As ballots pass through the Scan each vote cast on the ballot is read.

Feeding Ballots Through Scan. When voters bring marked ballots to the Scan station, verify the ballot is inside a secrecy sleeve. If the ballot is properly marked, the Scan accepts the ballot and displays the waving American flag to indicate the ballot has been recorded.

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Section 3: Voting Equipment and Security

Ballot Rejection. If the Scan detects a problem with reading the ballot, it will reject (kickback) the ballot, pushing the ballot out. At that time, you will see a message display that indicates whether the problem is an undervote or overvote.

Undervote. An undervote occurs when no choices have been made on the entire ballot; the ballot is blank. Poll workers should ask voters if they desire to cast their ballot as-is.

Overvote: One or more races have more choices selected than eligible to vote. Poll workers should ask voters if they would like a new ballot or if they would like to vote their ballot as-is. Each overvoted race on the ballot will display a notice.

See also: Voting equipment manuals for additional information.

Voting equipment manuals are available on the Office of Elections' website:

<https://humboldt.gov/2667/Voting-Equipment-Manuals>.

Troubleshooting Ballot Rejection. If Scan rejects a ballot: Remove the ballot from Scan.

- Ask the voter if they want to:
 1. Spoil the rejected ballot and mark a new ballot,
OR
 2. Cast the ballot as is.
OR
 3. Voter indicates choice for each race in question on their ballot.
- If the voter chooses to cast the ballot as is, place the unread ballot in the secure bag inside the ballot box. The secure bag is accessible through a locking door located on the back of the Scan ballot box.
- If the voter chooses to spoil the ballot and mark a new ballot, follow the ballot spoiling procedure.

See also: Spoiling Ballots

IMPORTANT: If the Scan repeatedly rejects ballots that voters confirm are fully voted, contact the Office of Elections immediately at 707-445-7481.

Unable to Close the Polls. If, when following the voting equipment manual to close the polls, the Scan will not complete the closing polls process or allow you to print a tally report, immediately contact the Office of Elections at 707-445-7481.

Polling Places with Multiple Scans. Polling places with multiple precincts may have multiple Scans.

Polling Places with No Scan. Some polling places will not have a Scan.

Battery Backup in the Event of Power Outage. The Scan tablet has an internal battery backup. In the event of a power outage, the battery backup will provide approximately two hours of uninterrupted power. In the event the Scan loses power, place unread voted regular precinct ballots in the side compartment of the ballot box.

IMPORTANT: If your polling place experiences a power outage, contact the Office of Elections immediately at 707-445-7481.

Touch Writer and Printer

The Touch Writer is an accessible ballot marking device and is not connected to the internet. Any voter may use the Touch Writer to make their ballot selections using either the touch screen, or Verity Access (described below). Once a voter has finished marking and reviewing their choices, the voter will print their marked paper ballot from the attached printer.

If a precinct board team runs out of regular precinct ballots, voters can use the Touch Writer to mark and print regular precinct paper ballots.

Verity Access. The Touch Writer device is compatible with Verity Access, which provides voters with additional input options: buttons with scrolling wheel, headphones, and tactile button or sip-and-puff devices.

Unable to Close the Polls. If, when following the instruction manual to close the polls, the Touch Writer will not complete the closing polls process, immediately contact the Office of Elections at 707-445-7481.

Battery Backup in the Event of Power Outage. The Touch Writer tablet has an internal battery backup. Additionally, the printer is connected to an uninterrupted power supply (UPS) battery backup unit. In the event of a power outage, the Touch Writer internal battery backup and printer UPS will provide approximately two hours of uninterrupted power. In the event the Touch Writer and printer lose power, use pre-printed regular precinct ballots and emergency provisional ballots.

IMPORTANT: If your polling place experiences a power outage, contact the Office of Elections immediately at 707-445-7481.

Security

Chain of Custody

The “Chain of Custody” refers to keeping complete control of all equipment from the time it has been set for an election until it has been returned to the Office of Elections and had its votes recorded. It is the requirement that makes it possible for the Office of Elections to distribute elections supplies and equipment before Election Day. A log shall be maintained of the serially numbered seals attached to each piece of equipment as well as the blue supply box. **NOTE:** High school students cannot tally votes, complete the ballot statement, or transport voting equipment.

IMPORTANT: Every precinct board member, not just the Inspector, is responsible for making sure equipment is not tampered with before, during, or after the election.

Securing Voting Equipment and Election Supplies

Each precinct board team is given voting equipment and a blue supply box with the needed supplies for their precinct. Each piece of voting equipment is secured by a seal prior to leaving the Office of Elections. Inspectors secure voting equipment until Election Morning, at which time it is brought into the polling place.

IMPORTANT: DO NOT TAKE VOTING EQUIPMENT TO THE POLLING PLACE UNTIL ELECTION MORNING.

Blue Supply Box. The blue supply box is delivered to the polling place with booths and ADA accessibility mitigation equipment and is secured with a beaded yellow seal. All members of a precinct board team must maintain security of the blue supply box and its contents.

Inspectors Secure Voting Equipment. Inspectors collect voting equipment (Poll Pad, Scan and ballot box, Touch Writer and Printer) from Office of Elections prior to the election, the Inspector will verify the seal numbers on each piece of voting equipment and sign a receipt. Inspectors must contact the Office of Elections to schedule a time to pick up voting equipment from the Office of Elections before Election Day.

Voting Equipment Pickup – Days and Hours

Friday, February 28th:	8 am – 5 pm
Saturday, February 29th:	8 am – 5 pm

Inspectors secure all voting equipment at their home until Election Day.

IMPORTANT: DO NOT TAKE VOTING EQUIPMENT INTO THE POLLING PLACE ON THE DAY YOU SET UP PRIOR TO ELECTION DAY.

NOTE: The ballot box will be taken into the polling place for election setup.

Precinct Board Handbook

Section 3: Voting Equipment and Security

Setting Up Polling Place. When precinct board teams meet prior to Election Day to set up the polling place:

- Cut off the yellow beaded seal securing the blue supply box.
- Record the seal number in your Security Log (located in precinct board team binder, blue supply box).
- When setup is complete, write the number of a new yellow beaded seal in the Security Log, return the roster binder to the supply box, and seal the box for overnight.

FORM: SECURITY LOGS AM/PM

Election Morning. On Election Morning, the Inspector and at least one Clerk must verify:

- Seal numbers on voting equipment (Poll Pad, Scan, and Touch Writer) are the same as those listed on your Security Log AM (located in precinct board team binder, blue supply box).
- Seal number on supply box is the same as the one recorded during set up.
- During the day, periodically check seals to verify that the internal seals on the electronic equipment are intact and have not been tampered with. If it appears that tampering may have occurred, contact the Office of Elections IMMEDIATELY and fill out an Incident Report.

FORM: SECURITY LOG

FORM: INCIDENT REPORT

Election Night Closing. After closing the polls and completing all closing activities (see Precinct Supply Closing Checklist):

- Secure new seals on Poll Pad, Scan, and Touch Writer. See next page for additional information about which seal is used on voting equipment.
- Record the seal numbers on your Security Log PM.
- Keep a yellow beaded seal for the black transport bag out of the supply box. Record the seal number in your Security Log PM.
- Keep a yellow beaded seal for the blue supply box out of the blue supply box. Record the seal number in your Security Log PM.
- Secure a new seal on the blue supply box. Leave the blue supply box at the polling place.
- Place your precinct board team binder in the black transport bag. Secure the seal on the black transport bag.

Election Night Equipment & Black Transport Bag Return. After the precinct board team has completed all closing activities, return voting equipment (Poll Pad, Scan and ballot box, Touch Writer and Printer) and the black transport bag to the Office of Elections or your drop-off location. Equipment and transport bag will be checked in at your drop-off location.

NOTE: Look on your team's Contact Information Sheet (located in your precinct board team binder) to determine your assigned Election Night drop-off location.

IMPORTANT: TWO PEOPLE MUST ACCOMPANY VOTING EQUIPMENT (POLL PAD, SCAN AND BALLOT BOX, TOUCH WRITER AND PRINTER) AND TRANSPORT BAG TO THE DROP-OFF LOCATION.

Security Seals

The Secretary of State requires that all voting equipment be sealed to maintain security before and after an election. The Office of Elections uses several types of numeric seals to secure voting equipment. Each is pictured and described below.

Before removing any seal, verify the number on that seal with the number in the security log. Every seal that is removed will be replaced by the same kind of seal and the serial numbers on the new seals will be noted in the log.

YELLOW BEADED SEAL



Use for:

- Blue supply box
- Poll Pad
- Scan case
- Touch Writer case
- Black Transport Bag
- In emergencies, any of the voting equipment

DO NOT REMOVE THE FOLLOWING SEALS

ULINE SEAL



This seal is found on the backside of the Scan tablet and Touch Writer tablet. **DO NOT REMOVE.** You will not have to record this number; it is for Election Office use only.

RED WIRE SEAL



Seals the vDrive on the right side of the Scan and Touch Writer. Check the numbers against those in your Security Log AM. **DO NOT REMOVE.**

REMEMBER:

- Yellow Seals: Remove with Caution
- Red Seals: **DO NOT REMOVE**

Polling Place Setup

It is important that all poll workers participate in the setup of the polling place. Setup should be done no later than Election Eve. Otherwise, there will not be enough time Election Morning to finish all the necessary tasks before you open the polls.

Tasks to Complete

Inventory Blue Supply Box. Your blue supply box will be sealed with a yellow beaded seal for security. When you open the blue supply box during setup, record the number of the yellow beaded seal on the supply box on the Security Log (found in your precinct board team binder).

A copy of the Supply Inventory Listing for Precinct Boards should be on top of the contents contained within the blue supply box. Inventory all items in the blue supply box to ensure all items are present. NOTE: If you find that something is missing, call the Office of Elections immediately at 707-445-7481. The Office of Elections will either deliver the missing item to you on Election Eve or send the item with your Rover Election Morning.

IMPORTANT: DO NOT BREAK BALLOT CONTAINER SEAL UNTIL ELECTION MORNING.

Ballot containers have a “Do Not Remove Seal until Election Day” tape seal that must remain intact until Election Morning (6 am – 7 am) when you will inventory the ballots. Leave the sealed containers of ballots in the blue supply box during setup.

Ideal Polling Place Design. Every precinct board team binder has an ADA Guide with ideal polling place design graphic to assist teams in staging the voting area. Staging the polling place includes (1) placing voting booths and (2) tables where indicated on the design graphic.

Setup Voting Booths. Make sure voting booths are assembled, secure, and steady.

- Erect regular voting booths and arrange to maintain voter privacy while marking ballot.
- Erect provisional voting booth near the provisional table.
- Remove the One Per Booth bag from your blue supply box.
- Post required signs, instructions inside booths using blue masking tape.
 - 10 Minute Rule Card
 - Ballot Marking Instructions
 - Notice to Voters

Setup Ballot Box. The ballot box will be taken into the polling place for election setup prior to Election Day. Setup up the ballot box following instructions located on the side of the ballot box.

Setup Voter Check-in Table and Ballot Table. Erect tables and chairs for poll workers to use as the main table. Refer to the ideal polling place design for the number of tables needed and where to place them.

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Section 4: Election Eve

Post Inside Precinct Signs. Post all inside signs and notices inside the polling place using blue masking tape.

- Remove Inside Precinct Signs bag from your blue supply box.
- Hang signage near the voter check-in table in a visible location.

ADA Mitigation Inside Voting Area. Every precinct board team binder has an ADA Guide with specific accessibility mitigation measures that need to be taken at your polling place.

- Remove the ADA Guide from your precinct board team binder.
- Review the ADA Guide and setup any mitigation measures required inside the voting area. For example, some polling places will require “NOT VOTER ENTRANCE” signage be placed on doors within the voting area that voters cannot enter or require 28” cones be placed under wall protrusions (e.g. water fountain) to create a cane detectible barrier. **NOTE:** Do not setup outside mitigation measures until Election Morning.

Clear Path of Travel. Check for clear path of travel between voting stations. Do not setup power cords or surge protectors in path of travel between table and voting area unless unavoidable. If setup of power cords and/or surge protectors must be in the path of travel, use blue masking tape to secure cords to the floor.

Observer Area. Setup a seating area for observers.

Precinct Board Team Binder. Review and become familiar with the contents of the precinct board team binder (e.g. Security Logs AM/PM, Main Roster, Provisional/Conditional Roster, Vote by Mail Roster etc.) During setup is a good time to organize contents of the precinct board team binder in the way that is most helpful to your team on Election Day.

Discuss Election Day Assignments and Voting Stations. When setting up a team schedule for Election Day assignments and coverage of voting machines, remember the importance of cross training all precinct board team members. Poll worker knowledge of voting stations should be taken into consideration when scheduling breaks and rotation of Election Day assignments.

- Poll Pad and voter check-in table.
- Ballot table.
- Hanging roster maintenance.
- Voting machines.
- Processing provisional voters.
- Processing conditional voters.

Discuss Work and Meal Breaks. All positions must be covered and security must be maintained by remaining poll workers, so only one person can take a break at a time. Voters tend to come during their lunch hour and during the dinner hour on their way home from work. Work around those busy times.

Maintain Security of Blue Supply Box. Before leaving the polling place, find another yellow beaded seal in the blue supply box. Record the new seal number in the Security Log AM. Return the precinct board team binder to the blue supply box. Apply the seal to the blue supply box.

ELECTION SETUP SUPPORT

Lucinda will be on-call Election Eve to troubleshoot setup issues.

Lucinda Jackson

Main: 707-445-7481 (call)

Cell: 707-616-4503 (text/call)

Email: ljackson@co.humboldt.ca.us

Election Morning Setup

The precinct board team (Inspector and Clerks) must arrive at the polling place by 6 am. There are many activities to complete between 6 am - 7 am before the polls open so it is crucial that all poll workers arrive on time.

Voting Equipment and Blue Supply Box Security

Upon arrival Election Morning, the first priority is to verify security seals on each piece of voting equipment and the blue supply box.

IMPORTANT: All precinct board team members must verify seal numbers for each piece of voting equipment and the blue supply box.

IMPORTANT: All precinct board team members must sign the Security Log AM confirming this verification. Failure to complete the Security Log will result in the loss of poll worker bonus.

Preparing to Open the Polls (6AM - 7AM)

The Inspector will assign election morning tasks to each member of the precinct board team. It is critical that Election morning assigned tasks be completed before the polls open at 7 am.

Ballot Box: The ballot box is collapsible and requires assembly. Assembly instructions can be found on the side of the ballot box and in the voting equipment manual. Assembly works most efficiently when one person reads the voting equipment manual while a second person performs the assembly action.

Setup Voting Equipment. Each piece of voting equipment (Poll Pad, Scan and Ballot Box, Touch Writer and Printer) must be setup and in working order by 7 am. Set up voting equipment using the Verity Polling Place Field Guide and Poll Pad User Guide (voting equipment manuals)

Scan: Setting up Scan is a two-person task. Use the voting equipment manual for Scan setup.

- Voting equipment manual, passwords, keys, and power cords are in Voting Equipment Manuals and Supplies bag.
- Record the serial number on the yellow beaded seals and red wire seals on your Security Log AM.
- Verify Scan number, assigned polling place, and assigned precincts on the Scan case.

IMPORTANT: If the numbers are not the same, immediately contact the Office of Elections (707-445-7481).

- Assembly works most efficiently when one person reads the voting equipment manual while the second person performs the assembly action.
- Follow step-by-step instructions in the voting equipment manual. Stop after printing a zero tape.
- All precinct board teams at the polling place sign the zero tape.
- Press OPEN POLLS button close to 7 am.

Precinct Board Handbook

Section 5: Election Morning

Touch Writer and Printer: Setting up the Touch Writer and Printer is a two-person task. Use the voting equipment manual for Touch Writer and printer setup.

- Voting equipment manual, passwords, keys, and power cords are in Voting Equipment Manuals and Supplies bag.
- Record the serial number on the yellow beaded seals and red wire seals on your Security Log AM.
- Verify Touch Writer number, assigned polling place, and assigned precincts on the Touch Writer case.

IMPORTANT: If the numbers are not the same, immediately contact the Office of Elections (707-445-7481).

- Assembly works most efficiently when one person reads the voting equipment manual while the second person performs the assembly action.
- Follow step-by-step instructions in the voting equipment manual. Stop after printing a zero tape.
- All precinct board teams at the polling place sign the zero tape.
- Press OPEN POLLS button close to 7AM.

Blank Ballot Stock. Each precinct board team will receive blank ballot stock in their blue supply box to use for the Touch Writer printer. Blank ballot stock will be issued at the ballot table. As voters navigate from the check-in station to the ballot table, the Ballot Handling Clerk will issue a sheet of blank ballot stock to voters using the Touch Writer to mark their ballot.

Ballot Inventory. Break the tape seal on the ballot container(s) to open the container(s) and inventory contents.

- Review ballot pads and verify each is marked with the correct precinct number.
IMPORTANT: If there is a problem with your precinct board team's ballots, immediately contact the Office of Elections (707-445-7481).
- Count all regular precinct ballots. Record the total number of regular precinct ballots on the Ballot Inventory and Official Receipt.
- **NEW:** Count all emergency provisional ballots. Record the total number of emergency provisional ballots on the Ballot Inventory and Official Receipt.
- **NEW:** Count the number of sheets of blank ballot stock. Record the total number of blank ballot stock sheets on the Ballot Inventory and Official Receipt.
IMPORTANT: If the numbers are not the same, immediately contact the Office of Elections (707-445-7481).
- All precinct board team members must sign the receipt.
- Return the Ballot Inventory and Official Receipt form to the precinct board team binder. You will need this form again Election Night when you close the polls. If your precinct board team receives additional blank ballot stock during the day, record the total number of unused blank ballot stock sheets on your Ballot Inventory and Official Receipt. Place any additional completed and signed Supplemental Ballot Receipts in the precinct board team binder with your Ballot Inventory and Official Receipt.

FORM: BALLOT INVENTORY AND OFFICIAL RECEIPT

IMPORTANT: Check ballot inventory throughout Election Day. If your precinct board team is getting low on regular precinct ballots or blank ballot stock for the Touch Writer, call the Office of Elections first and call your Rover second (see Contact Information Sheet in precinct board team binder).

REMEMBER: If your precinct board team runs out of ballots, voters can use the Touch Writer to mark and print their ballot.

Precinct Board Handbook

Section 5: Election Morning

Main Table Setup. The main table is where voters will be checked in.

- Arrange supplies for Poll Pad and Hanging Roster Clerk.
 - Roster Clerk: Poll Pad, printer, paper Main Roster.
 - Hanging Roster Clerk: highlighters, hanging roster, scratch paper.
- Set up ballot table with a small number of ballots. For the Primary Election you will have party ballots for Democratic, Republican, American Independent, Green, Libertarian, Peace and Freedom, and No Party Preference (NPP) voters. **NOTE**: DO NOT detach ballots in anticipation of voters. Always wait for a voter before detaching a ballot.
- Set out secrecy sleeves and pens.
- Set out accessible items (e.g. pen grips, magnifier).
- Display voter information guides, Spanish language fax ballot, and list of qualified write-ins.

Set up Poll Pad. Setting up the Poll Pad is a one-person task. Use the voting equipment manual for Poll Pad setup.

- Remove items from Poll Pad case. Verify Poll Pad number on case, Poll Pad, and printer are the same.
IMPORANT: If the numbers are not the same, immediately contact the Office of Elections (707-445-7481).
- Follow step-by-step instructions in the voting equipment manual. Stop after printing a zero tape.
- All precinct board teams at the polling place sign the zero tape.
- After the polls open at 7 am, follow step-by-step voting equipment manual to access the voter look-up feature.

Convert Blue Supply Box to Ballot Box. Setup your precinct's blue supply box to be used as a ballot box. Provisional, Conditional, and VBM ballots turned in will be cast into the sealed and secured blue supply box.

- Empty the contents of your precinct's blue supply box.
- Seal the empty blue supply box with a yellow beaded seal.
- Record the yellow beaded seal on your Security Log.

Post Outside Signs. Post all signs and notices outside the polling place using blue masking tape.

- Remove Inside Precinct Signs bag from your blue supply box.
- Hang American flag (instructions included so you can hang it properly).
- Post the following outside of the polling place near the exterior door:
 - Voters Bill of Rights
 - Precinct Name and Number
 - Election Date and Hours
 - Hanging Roster
- Post No Electioneering sign on a post or pole 100 feet from the voting area.

ADA Mitigation Outside the Polling Place. Every precinct board team binder has an ADA Guide with specific accessibility mitigation measures that need to be taken at your polling place.

- Remove the ADA Guide from your precinct board team binder.
- Review the ADA Guide and setup any mitigation measures required outside the polling place and along identified interior routes. For example, many polling places will require directional signage along the pedestrian path of travel and the path of travel from accessible parking; some polling places may require 28" traffic cones to mitigate slopes, gaps and cracks, or wall protrusions.

Precinct Board Handbook

Section 5: Election Morning

Precinct Board Team Morning Paperwork. Complete required paperwork before the polls open.

- All precinct board team members must take the Oath of Office (see Paysheet).
- Complete and sign Paysheet (see precinct board team binder).
FORM: PAYSHEET
- All precinct board team members must sign Poll Pad, Scan, and Touch Writer zero tapes.
- Team puts on nametags and election pins (see zipper pouch in precinct board team binder).
- Bilingual Spanish/English speaking poll workers put on bilingual nametag.

Polls Open at 7AM

Just before 7 am, the Inspector and Clerks inspect ballot box to verify it is empty (including the emergency ballot bag accessed on the back of the ballot box. Display the empty box to members of the public if there are any present. The Inspector will use the ballot box key to seal the empty ballot box. Clerks take their stations. At 7 am, the Inspector will announce, "The polls are open".

ELECTION SETUP SUPPORT

The Office of Elections is on-call Election Morning between 6 - 7 am to troubleshoot setup issues.

Humboldt County Office of Elections

Main: 707-445-7481 (call)

Assigned Rover

Refer to your Contact Information Sheet for name and phone number.

Lucinda Jackson

Main: 707-445-7481 (call)

Cell: 707-616-4503 (text/call)

Email: ljackson@co.humboldt.ca.us

Closing the Polls

After a long day at the polling place, closing the polls can be challenging. There are a lot of activities to complete in a short period of time. It is important to stay organized, pay attention to details, and work together as a team to complete all closing activities.

Polls Close at 8PM

At 8 pm, the Inspector will announce, “The polls are closed”. Voters inside the polling place or waiting in line must be allowed to vote or turn in their vote by mail ballot. If there is a line outside your polling place, a Poll Worker should stand at the end of the line to indicate where the line for voting ends. After everyone has voted, begin the process of closing the polls. Observers (Poll Watchers) can be inside the precinct and observe the closing process.

Precinct Supply Closing Checklist

Each precinct will receive a Precinct Supply Closing Checklist (located with the black transport bag in the blue supply box) as a reference to guide your closing activities to ensure bags, ballots, forms, and anything else packaged correctly so that everything comes back to the Office of Elections in a secure and timely manner.

Getting Organized

Your precinct board team should create a game plan before the polls close at 8 pm to assign closing tasks. This organization will help your precinct board team complete closing activities more effectively and get home in a timely manner. Some considerations to make:

- Who is inventorying unused ballots and blank ballot stock?
- Who is closing down voting equipment and printing report tapes?
- Who is collecting ballots from the black ballot box?
- Who is completing the Ballot Statement?
- Who is completing other Election Night paperwork (Security Log, Certificate of Performance)?
- Where are the return bags 1 - 7?
- Who is breaking down voting equipment and booths?
- Who is taking down signage?
- Who is gathering accessibility mitigation supplies (cones, signs etc.) from outside and inside the polling place?

When the Ballot Statement Doesn't Balance

IMPORTANT: Complete the Ballot Statement before applying any seals to allow for re-checking if you do not balance.

In our experience there is a point in time when you must wrap things up and return items to your drop-off location. If after **one (1) hour** of trying to balance you have not succeeded, please:

1. **Stop** your efforts.
2. **Pack** up precinct supplies.
3. **Clean** up the polling place.
4. **Return** voting equipment and transport bag to drop-off location.

Equipment and Supplies

Some equipment and supplies will stay at the polling place and others will be returned to your assigned drop-off location. Your Precinct Supply Closing Checklist summarizes where each item goes.

Leave at Polling Place. General supplies will be left at the polling place:

- Voting booths
- Blue supply box
- Mitigation supplies
- Parking signs

Secure and Return to Drop-Off Location. Voting equipment and ballots must be secured with seals and returned to the Office of Elections on Election Night:

- Touch Writer and Printer
- Scan and Ballot Box
- Poll Pad
- Black Transport Bag

IMPORTANT: TWO PEOPLE MUST ACCOMPANY ELECTIONS MATERIALS TO DROP-OFF LOCATION TO MAINTAIN THE CHAIN OF CUSTODY

Closing Activities

Inventory Unused Ballots

1. Use the Ballot Inventory and Official Receipt to record total numbers of pre-printed regular precinct ballots, emergency provisional ballots, and blank ballot stock. Count the total unused ballot inventory.
NOTE: Two people should count all unused ballot inventory and compare totals before continuing to Step 2.
2. Record total unused ballot inventory on the Ballot Inventory and Official Report form.
3. Record total unused ballot inventory on the Ballot Statement.
4. Place unused ballot inventory in **BAG 6**.
5. Record pre-printed regular precinct ballot total, emergency provisional ballot total, and blank ballot stock total on **BAG 6** label.
6. Seal **BAG 6**.
7. All precinct board members must sign seal.

Close Down Voting Machines

Close down voting equipment (Poll Pad, Scan and Ballot box, Touch Writer and Printer) using the Verity Polling Place Field Guide and Poll Pad User Guide (voting equipment manuals).

1. Record total numbers from voting equipment tapes on the Ballot Statement:
 - a. Scan tape: Regular precinct ballots used.
 - b. Touch Writer tape: Blank ballot stock used.
 - c. Poll Pad tape: Voters checked in. **NOTE:** Provisional/Conditional voters not in the Poll Pad will be recorded and totaled on the Provisional/Conditional paper roster.
2. Place one set voting equipment tapes (Scan, Touch Writer, Poll Pad) in the plastic zipper bag in binder. **NOTE:** Precincts sharing equipment with other precincts must sign tapes but don't need to run individual tapes. Printing one shared tape for all precincts at the same polling place is okay.
3. Complete and sign the Certificate of Performance.
4. Print and attach a second Scan tape on the Certificate of Performance.
5. Post the Certificate of Performance outside the polling place. If fewer than 10 voters, do not attach a tape to the Certificate of Performance.
6. Secure voting equipment carrying cases.
7. See also: Chain of Custody, Security Seals
8. Record seal numbers in Security Log PM (located in the precinct board team binder).

Inventory Regular Precinct Ballots Issued

Before counting the regular precinct ballots in the ballot box, you will need to know how many ballots were issued. The number of regular precinct ballots issued is the total number of ballots you should find in the ballot box.

Scan Total Ballots Cast. Refer to your precinct's Scan tape for the total number of voted regular precinct ballots on the Scan.

Pre-Printed Regular Precinct Ballots Issued. Subtract the number of pre-printed regular precinct ballots remaining on ballot pads (and the number of spoiled pre-printed regular precinct ballots) from the beginning pre-printed regular precinct ballot inventory (see Ballot Inventory form). This is the number of pre-printed regular precinct ballots you should have in the ballot box.

Blank Ballot Stock Regular Precinct Ballots Issued. Subtract the number of remaining blank ballot stock sheets from the beginning blank ballot stock inventory. This is the number of blank ballot stock regular precinct ballots you should have in the ballot box.

Total Regular Precinct Ballots Issued. Combine pre-printed and blank ballot stock regular precinct ballot counts. This is the total number of voted regular precinct ballots you should find in the ballot box.

Inventory Ballots in Ballot Box

1. Remove voted ballots from main (lower) area of ballot box. **NOTE:** Pre-printed regular precinct ballots and regular precinct ballots marked on the Touch Writer printed on blank ballot stock with the Touch Writer printer will look identical.
2. If equipment is shared by multiple precincts, carefully divide ballots into precincts. **IMPORTANT:** Verify that your precinct number is in the top right corner of ballots. If you have another precinct's ballot, return it to the precinct immediately.
3. Count the total number of regular precinct ballots. **NOTE:** This will be the combined total of pre-printed and blank ballot stock regular precinct ballots. This number should match the Scan tape ballot total.
4. Record total number of voted regular precinct ballots on the Ballot Statement.
5. Place voted regular precinct ballots in the ballot container (the box the pre-printed regular precinct ballots came in).
6. Write the total number of voted regular precinct ballots on the red and white tamper-proof seal. Seal the ballot container.
7. All precinct board members must sign seal.
8. Place ballot container in Black Transport Bag.

Inventory Other Used Ballots

Separate other used ballots by precinct:

1. **Unread ballots:** Voted ballots not read by the Scan.
2. **Spoiled ballots.** Ballots with "SPOILED" written across them.
3. **Vote by mail envelopes (both surrendered and turned in).** Vote by mail envelopes with "SURRENDERED" written across them and vote by mail envelopes with voter signatures containing voted ballots.
4. **Provisional envelopes.** Voted ballots in pink provisional envelopes.
5. **Conditional envelopes.** Voted ballots in conditional envelopes.

Unread Ballots. Count total number of unread ballots (voted but not read by Scan). Record this number on the Ballot Statement. Place unread ballots in **BAG 5**. Record total number on bag label. If no unread ballots: record "0" on the bag label.

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Spoiled Ballots. Count total number of spoiled ballots. These ballots are marked or damaged and have “SPOILED” written across them. Record total number on Ballot Statement. Place spoiled ballots in **BAG 1**. Record total on bag label. If no spoiled ballots: record “0” on the bag label.

Vote by Mail Surrendered Ballots. Count total number of Vote by Mail (VBM) surrendered ballots. **NOTE:** Do not record VBM surrendered ballots on the Ballot Statement. Place VBM surrendered ballots in **BAG 1**. Record total on bag label. If no VBM surrendered ballots: record “0” on the bag label.

Vote by Mail Ballots Returned in Envelopes. Count total number of VBM ballots returned in envelopes. Verify the number of ballots in envelopes equals the number of signatures on your yellow VBM Roster. **NOTE:** Do not record VBM surrendered ballots on the Ballot Statement. Separate the envelopes into Humboldt County and Other Counties. Rubber band the Other Counties envelopes. Place all envelopes in **BAG 3**. Record totals on bag label.

Provisional Ballots. Count total number of voted provisional ballots in envelopes. **NOTE:** Provisional ballot envelopes are pink. Verify the number of ballots equals the number of signatures on your Poll Pad printout and Provisional/Conditional Roster combined. Record total number on Ballot Statement. Place voted provisional ballots in **BAG 4**. Record total on bag label.

IMPORTANT: Do not remove voter registration cards from provisional ballot envelopes.

Conditional Ballots. Count total number of voted conditional ballots in envelopes. **NOTE:** Provisional ballot envelopes are white. Verify the number of ballots equals the number of signatures on your Poll Pad printout and Provisional/Conditional Roster combined. Record total number on Ballot Statement. Place voted conditional ballots in **BAG 7**. Record total on bag label.

Ballot Stubs. Bind ballot stubs with a rubber band. Place stubs from used ballots in **BAG 1**.

Breakdown Polling Place

1. Take down inside/outside signs, notices and flag. Return these items to the blue supply box.
2. Take down hanging roster from outside the polling place. Place both hanging rosters in **BAG 2**.
3. Take down signs and notices from voting booths. Breakdown voting booths.
4. Gather accessibility mitigation supplies from outside the polling place, along interior paths of travel, and inside the voting area. Place these items with the blue supply box.
5. Clean up polling place areas used: voting area, kitchen, etc.

Ballot Statement

The Ballot Statement is a reconciliation of ballots and has two important uses:

1. Accounting for ballots sent to each precinct.
2. Comparing the number of votes cast to the number of signatures collected.

Ballot Types Recorded on Ballot Statement

Every ballot a precinct receives (as reported on the Ballot Inventory) must be accounted for in one of the following ways:

- Read
- Unread
- Spoiled
- Provisional
- Conditional
- Unused

IMPORTANT: Every ballot cast should have a signature entry on one of the rosters provided.

Information Needed to Complete Ballot Statement

- Ballot Statement form.
- Ballot Inventory: Total regular precinct ballots, emergency provisional ballots, and total blank ballot stock.
- Scan Tape: Total votes cast.
- Poll Pad Tape: Regular precinct, provisional, and conditional voter totals.
- Regular precinct ballots: Total voted regular precinct ballots found in the ballot box. **NOTE:** This is a combined total of pre-printed and blank ballot stock regular precinct ballots.
- Provisional Ballots: Total voted provisional ballots in pink provisional envelopes. **NOTE:** This is a combined total of emergency provisional and blank ballot stock provisional ballots used.
- Conditional Ballots: Total voted conditional ballots in white conditional envelopes.
- Spoiled Ballots: Total spoiled ballots.
- Unread Ballots: Total voted ballots that are unread by the Scan.
- Unused Ballots: Total unused ballots and unused blank ballot stock.
- Main Roster: Total regular precinct voter signatures.
- Provisional/Conditional Roster: Total provisional and conditional voter signatures.

Preparing to Complete Ballot Statement

Before the polls close, review Precinct Supply Closing Checklist and create a game plan and lay out return bags.

- Lay out black transport bag and return bags no. 1-7 on a table (or floor). Place ballot container on table (or floor).
 - BAG 1:** Spoiled ballots, surrendered VBM ballots, and ballot stubs.
 - BAG 2:** Completed voter registration cards and hanging rosters. **IMPORTANT:** Do not remove voter registration cards from provisional envelopes.
 - BAG 3:** Voted VBM ballots returned in envelopes.
 - BAG 4:** Voted provisional ballots (pink envelopes).
 - BAG 5:** Unread ballots.
 - BAG 6:** Unused ballots and unused ballot stock.
 - BAG 7:** Voted conditional ballots (white envelopes).
 - BALLOT CONTAINER:** Voted regular precinct ballots through the Scan.

After the Polls Close. Assigned precinct board team members should gather and inventory all precinct ballots. **NOTE:** If equipment is shared by multiple precincts, carefully divide ballots into precincts.

- Two people gather ballots:
 - Voted ballots from ballot box.
 - Unread ballots from side compartment of ballot box.
 - Spoiled ballots.
 - Provisional ballots.
 - Conditional ballots.
 - Unused ballots and unused ballot stock.
- Place all ballots with correlating bag number.
 - BAG 1:** Spoiled ballots, surrendered VBM ballots, and ballot stubs.
 - BAG 2:** Completed voter registration cards and hanging rosters. **IMPORTANT:** Do not remove voter registration cards from provisional envelopes.
 - BAG 3:** Voted VBM ballots returned in envelopes.
 - BAG 4:** Voted provisional ballots (pink envelopes).
 - BAG 5:** Unread ballots.
 - BAG 6:** Unused ballots.
 - BAG 7:** Voted conditional ballots (white envelopes).
 - BALLOT CONTAINER:** Voted regular precinct ballots through the Scan.
- Count items for return bags 1 – 7. Count voted ballots on ballot container. Record total numbers on a piece of scratch paper.
- Count items for return bags 1 – 7 a second time to verify numbers are correct. Record final numbers on return bag no 1 – 7 labels.

FORM: BALLOT STATEMENT

Completing the Ballot Statement

IMPORTANT: DO NOT RECORD VBM BALLOTS TURNED IN OR VBM ROSTER SIGNATURES ON THE BALLOT STATEMENT.

Line 1: Total Ballot Inventory Received. Look on the Ballot Inventory form to find the total ballot inventory received. Record the combined total on Line 1 of the Ballot Statement.

Line 2: Total Votes Cast on Scan. Look on the Scan closing tape to find the total number of regular precinct ballots cast. Record the total on Line 2 of the Ballot Statement.

Line 3: Voted Regular Precinct Ballots. Gather voted regular precinct ballots from the main compartment of the ballot box. Count the total number of voted regular precinct ballots. Record the total on Line 3 of the Ballot Statement.

Line 4: Unread Ballots. Gather unread ballots from the side compartment of the ballot box. Count the total number of unread ballots. Record the total on Line 4 of the Ballot Statement.

Line 5: Spoiled Ballots. Gather spoiled ballots from the locked blue supply box. Count the total number of spoiled ballots. Record the total on Line 5 of the Ballot Statement.

Line 6: Provisional Ballots. Gather pink provisional envelopes from the locked blue supply box. Count the total number of provisional envelopes. Record the total on Line 6 of the Ballot Statement.

Line 7: Conditional Ballots. Gather white conditional envelopes from the locked blue supply box. Count the total number of conditional envelopes. Record the total on Line 7 of the Ballot Statement.

Line 8: Total Used Ballots. Add Lines 3, 4, 5, 6, and 7. Record the total on Line 8 of the Ballot Statement.

Line 9: Total Unused Ballots. Look on the Ballot Inventory form to find the total unused ballot inventory (pre-printed precinct ballots, emergency provisional ballots, and blank ballot stock). Record the total unused ballot inventory total on Line 9 of the Ballot Statement.

Line 10: Total Ballots. Add Line 8 and Line 9. Record the total on Line 10 of the Ballot Statement.
NOTE: Line 10 MUST equal Line 1.

Line 11: Regular Precinct Signatures. Count the number of signatures on the Main Roster. Confirm this number matches the number of regular precinct check-ins on Poll Pad summary report tape. Record the total on Line 11 of the Ballot Statement.

Line 12: Provisional Signatures. Count the number of provisional signatures on the Provisional/Conditional Roster. Record the total on Line 12 of the Ballot Statement. **NOTE:** Line 12 MUST equal Line 6.

Line 13: Conditional Signatures. Count the number of conditional signatures on the Provisional/Conditional Roster. Record the total on Line 13 of the Ballot Statement. **NOTE:** Line 13 MUST equal Line 7.

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Line 14: Supplemental Roster Signatures. Look at the supplemental roster and count the total number of signatures. Record the total on Line 14 of the Ballot Statement. **NOTE:** You may not have received a supplemental roster. If you have not received a supplemental roster, record "0" on Line 14.

Line 15: Total Precinct Signatures. Add Lines 11, 12, 13, and 14. Record the total number of signatures on Line 15 of the Ballot Statement.

Line 16: Total Precinct Ballots Cast. Add Lines 3, 4, 6, and 7. Record the total precinct ballots cast on Line 16. **NOTE:** Line 16 MUST equal Line 15. The total precinct ballots cast is your Certified Number of Voters.

Certification of Number of Voters

Record total number of precinct ballots cast from Page 1 of the Ballot Statement in the red box on the reverse side. This is your precinct's Certified Number of Voters.

FORM: CERTIFICATE OF PERFORMANCE

FORM: BALLOT STATEMENT

Voter Rights

Every United States citizen at least 18 years of age at the time of the election who is a resident of, and registered to vote in, Humboldt County and who is not on parole for the conviction of a felony, has the following voter rights:

- Right to cast a ballot for all eligible elections.
- Right to report fraud or illegal activities.
- Right to access election activities at the polling place.
- Right to an accessible voting device.
- Right to vote free of intimidation.

Voter Accessibility

The Humboldt County Office of Elections is committed to providing the most accessible voting opportunities to all voters in Humboldt County by providing services to increase access and encourage participation by all voters.

All polling places have been surveyed for accessibility. Measures have been taken to mitigate potential barriers and to increase accessibility.

Mitigation measures used may include, but are not limited to:

- Directional signage.
- Temporary ramps.
- Threshold mats.
- Temporary parking spaces.
- Curbside voting.

Each precinct board team binder has an ADA Guide for specific mitigation measures required for the team's assigned polling place. Required mitigation supplies will be delivered to the polling place prior to Election Day. Some mitigation supplies may be in your blue supply box. For polling places with multiple precincts, only one precinct board team's blue supply tub will contain required mitigation supplies. Teams should work together to setup required mitigation measures.

Accessible Parking

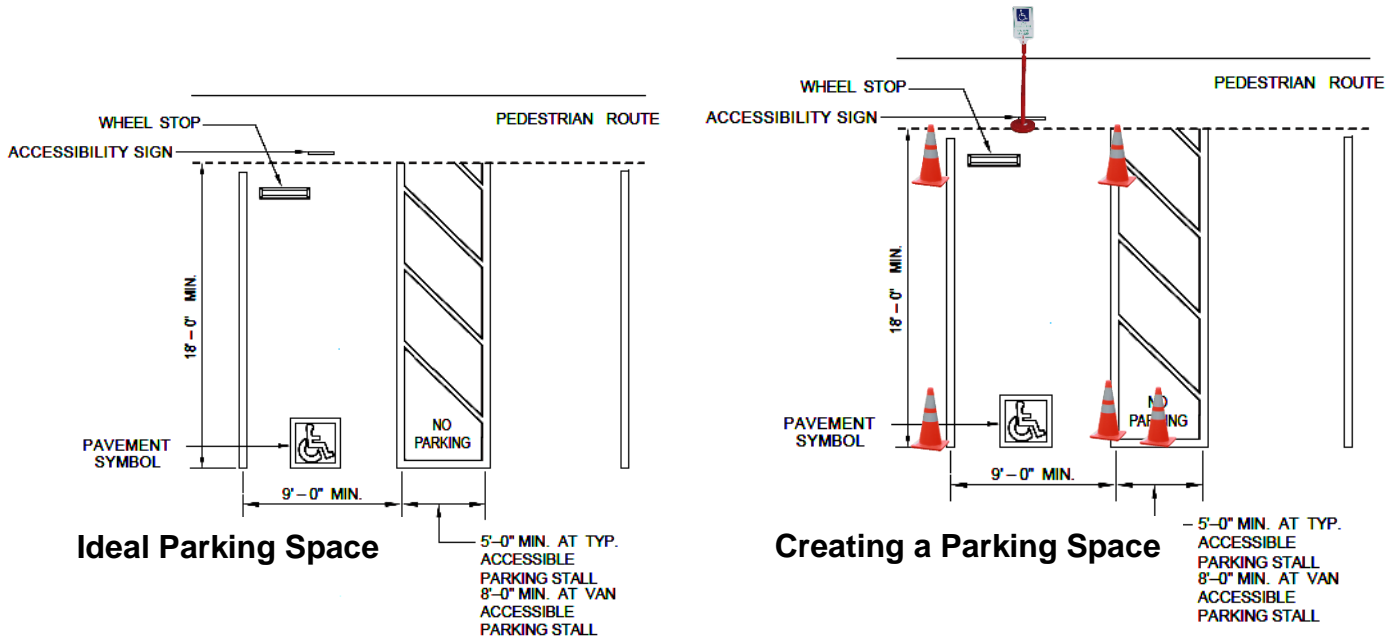
Polling places with an onsite parking lot must provide one accessible van parking space and a passenger side accessible aisle that serves it. The accessible van parking space and access aisle must have the following dimensions:

Parking space 9 feet wide and access aisle 8 feet wide; OR
Parking space 12 feet wide and access aisle 5 feet wide.

Length of the accessible van parking space and access aisle must be 18 feet.

When polling places do not provide onsite parking, one on-street accessible van parking space must be provided. When a polling place has no accessible parking, curbside voting is required to ensure election services are accessible by all voters.

Modifying Existing Accessible Parking Spaces



Creating an Accessible Parking Space. Two 28" traffic cones are placed along the left-hand side of the accessible parking space. Two 28" traffic cones are placed nine (9) feet to the left along the right-hand side of the accessible parking space. One 28" traffic cone is placed at the foot of the accessible aisle (in the center of the identified space). One ISA sign and pole unit is placed at the head of the accessible parking space.

Paths of Travel

Paths of travel at a polling place must provide voters with a 48" clear exterior path of travel (1) from van accessible parking, (2) pedestrian path of travel from property line, and (3) interior path of travel from the main entrance of the polling place to the voting area. Temporary directional signage is required to guide voters along paths of travel to the voting area. When primary exterior and/or interior paths of travel are not accessible, an alternative accessible path of travel is required.

Paths of travel from accessible parking and the pedestrian route from the property line have been surveyed for accessibility. When accessibility barriers are present, mitigation measures must be taken. Refer to your precinct board team's ADA Guide for specific mitigation measures required at your assigned polling place. When a polling place has no accessible path of travel, curbside voting is required to ensure election services are accessible by all voters.

Entrances and Doors

Entrances and doors must provide voters with a 32” wide doorway and maximum beveled threshold height of ½” at (1) exterior entrances and doors serving as the main point of facility entry, and (2) interior entrances and doors leading to the voting area. When primary exterior and interior entrances and doors are not accessible, an alternative accessible entrance is required. When a polling place has no accessible entrance, curbside voting is required to ensure election services are accessible by all voters.

Voting Area

The voting area at a polling place must provide voters with a 44” clear path of travel from the voting area entrance to each voting station (voter check-in, ballot table, voting booths, and ballot box), including a 60 inch diameter space, or 30 inch by 48 inch “T” space in front of each voting station, accessible voting booth, accessible voting machine, and ballot box.

Refer to the Ideal Polling Place Design graphic in your ADA Guide to correctly setup your polling place.

Some best practices to keep in mind include:

- Provide all voters in the voting area with a stable, firm, and slip-resistant path of travel. Common barriers include rugs and small, moveable objects (e.g. chairs, side tables, trash cans).
Move barriers out of the path of travel.
- Provide all voters in the voting area with clear pathways and access to the exit (especially in an emergency).
Create pathways in the voting area layout that are 44” wide.
- Provide clear floor space for wheelchair mobility. Wheelchair mobility includes enough space to turnaround and maneuver through the voting area layout.
Create a 60” diameter circle or 30” by 48” “T” shaped rectangle of clear floor space in front of voting stations (check-in table, ballot handling table, voting booths, and ballot box).
- Provide accessible voting tables with height of 27” and 19” clear space under the table top.
Use the accessible voting booth delivered to your polling place as the accessible voting table; it meets all regulatory requirements.

Accessible Voting Machine

Every polling place has a Touch Writer which is an accessible ballot marking device; any voter may use Touch Writer to make their ballot selections using either the touch screen, or the Verity Access (described below). Once a voter has finished voting and reviewed their choices, they will then print a paper ballot, marked with their choices, from the attached printer.

Verity Access is an Audio-Tactile Interface (ATI) used with both Touch Writer and intended for voters that cannot, or prefer not to, use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones, and the right connection port for any dual-switch input device (such as tactile switches or sip-and-puff devices).

Accessibility Utensils Bag

Each precinct board team receives an accessibility utensils bag with accessibility devices in the team's supply box. These devices include magnifying sheets, pen grips, etc. Place these devices on the table and make them available to voters.

Curbside Voting

Curbside voting enables voters to have a voting experience outside the voting area when a polling place is not accessible. Voters may use curbside voting from their vehicle or along the path of travel to the voting area. Poll workers must bring to the voter the necessary materials to have a curbside voting experience to cast their ballot privately and independently.

Curbside Voting for Regular Precinct Voters

Use this procedure when assisting a regular precinct voter with curbside voting.

1. Take a pen and paper outside to the voter.
2. Ask for the voter's name and address and write this information on the paper.
3. Return to the voting area and find the Main Roster page with the voter's name on it.
4. Take to the voter:
 - a. Main Roster page with the voter's name on it.
 - b. Official ballot.
 - c. Ballot stub (ballot voter receipt).
 - d. Security sleeve.
 - e. Pen.
 - f. Assisted Voter List form, if necessary.
5. Show the voter where to sign the Main Roster. Have the voter sign.
6. Provide the voter with their official ballot and secrecy sleeve, and wait while the voter marks the ballot.
 - a. If the voter has not already done so, put the ballot in the security sleeve.
7. Ask the voter to wait while you go back into the voting area to deposit the ballot into the ballot box. (If there is a problem such as an overvote, this will give you the opportunity to tell the voter so that they can make a correction or spoil the first ballot and vote a second one.)
8. Return to the voting area and deposit the ballot into the ballot box.
9. Return to the voter to verify their ballot has been successfully cast.

Curbside Voting for Provisional and Conditional Voters

Use this procedure when assisting a provisional or conditional voter with curbside voting.

1. Take a pen and paper outside to the voter.
2. Ask for the voter's name and address and write this information on the paper.
3. Return to the voting area and pull a blank Provisional/Conditional Roster page from the precinct board team's binder.
4. Use the Touch Writer to print an unmarked provisional ballot.
5. Take to the voter:
 - a. Blank Provisional/Conditional Roster page.
 - b. Official unmarked provisional ballot.
 - c. Ballot stub (ballot voter receipt).
 - d. Provisional envelope OR conditional envelope.
 - e. Pen.
 - f. Assisted Voter List form, if necessary.
6. Show the voter where to complete and sign the Provisional/Conditional Roster. Have the voter complete and sign.
7. Provide the voter with the official ballot and either a provisional envelope or conditional envelope, and wait while the voter marks the ballot.
 - g. If the voter has not already done so, put the ballot in the provisional envelope or conditional envelope.
8. Return to the voting area and deposit the provisional envelope or conditional envelope into sealed and secure blue supply box.
9. Return to the voter to verify their ballot has been successfully cast.

Disability Sensitivity at the Polls

The Disability Sensitivity at the Polls is a reference guide provided by the California Secretary of State and designed to assist poll workers to better serve voters, including voters that may have disabilities.

FORM: DISABILITY SENSITIVITY AT THE POLLS

Assisting a Voter

Voters who are unable to independently mark their ballot may have up to two (2) people assist them in marking their ballot. Person(s) assisting the voter can be anyone (e.g. friend, relative, poll worker) other than the voter's employer, an agent of the employer, or an officer or agent of the voter's union.

Voters requesting assistance to mark their ballot must take an oath that they are unable to independently mark their ballot and identify the specific person they authorize to assist them mark their ballot. A precinct board team member must administer this oath to each assisted voter. The assisted voter signs the Main Roster page and Assisted Voter form in the precinct binder. If the voter is unable to sign, the poll worker must write "Assisted Voter" in the area next to the voter's name in place of the voter's signature on both the Main Roster and Assisted Voter form.

FORM: ASSISTED VOTERS LIST

Polling Place Observers (Poll Watchers)

Your polling place may be visited by a person assigned by a campaign or other political entity to watch activities. This is perfectly legal, so cooperation while maintaining control is important.

Observers **may** view:

- Rosters (main, supplemental, provisional/conditional, VBM).
- Procedures for opening the polls.
- Voting procedures.
- Closing procedures.

Observers **may not**:

- Interfere with the precinct board team or voting process.
- Take photos, video or audio recordings, or use a cell phone.
- Touch voting materials, equipment, or supplies.
- Sit at the precinct board table.
- Discuss any ballot or political issue.
- Be in the area where the voters are casting their ballots.
- Intimidate voters or poll workers.
- Impede, interfere, or interrupt the normal process of voting.
- Circulate any petition.

Electioneering

“Electioneering” is defined in California Elections Code, Section 319.5 as: “the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot **within 100 feet of a polling location**, an elections official’s office, or a satellite location under Section 3018.”

ELECTIONEERING:

- **Only relates to candidates and measures on the ballot for this election.**
- **Cannot occur within 100 feet of the main entrance to the polling place.**

Prohibited Materials

Ballot-specific and candidate-specific materials and information cannot be within 100 feet of the main entrance of a polling place. Ballot-specific and candidate-specific materials and information are any written, visual, or verbal item or information that contain information about any item on the ballot or any candidate on the ballot.

Examples of ballot-specific and candidate-specific materials:

- Visual display of a candidate’s name, likeness, or logo.
- Visual display of a ballot measure number, title, subject, or logo.
- Buttons, hats, pencils, shirts, signs, lanyards, or stickers containing written or visual information about candidates or issues on the ballot.
- Any audible broadcasting of information about candidates or measures on the ballot, including but not limited to, personal opinions, radio, media players, or televisions.

The solution can be as easy as asking the voter to:

- Remove the hat while in the polling place.
- Put their jacket on to cover the t-shirt.
- Place a sticky note over the campaign button.

IMPORTANT: CONTACT THE OFFICE OF ELECTIONS (707-445-7481) IMMEDIATELY IF ELECTIONEERING IS OCCURRING AT YOUR POLLING PLACE.

Poll Worker Conduct

Poll workers should strive to create a politically neutral zone. This includes refraining from the following:

- Wearing any politically charged clothing or accessories on Election Day.
- Discussing political issues at the polling place.

Common Electioneering Questions and Scenarios

Scenario 1:

Scenario: I am elderly and not very mobile. A local candidate's campaign called and offered to take me to the polls on Election Day. Can they do that?

Answer: Yes, but they cannot attempt to influence you or offer you any type of reward or thing of value for voting, or talk to you about how you intend to vote.

Scenario 2:

Scenario: My friend is conducting a write-in campaign and is printing peel-off labels for us to put on our ballots to vote for him. Will my vote count if I use his peel-off label?

Answer: No. Your write-in vote will not count if you use peel-off labels, stamps, or stickers. (Elections Code § 15342)

Scenario 3:

Scenario: When I went into my polling booth, I noticed a little pencil with a candidate's name on it urging voters to be sure and mark the box for him. Can the candidate or his supporters do that?

Answer: No. It is illegal to have items with a candidate's name on them in the polling place. This constitutes electioneering and any electioneering must be conducted a minimum of 100 feet from the place where people are voting. Sometimes, a voter inadvertently leaves such materials in the voting booth. (Elections Code §§ 319.5, 18370)

Scenario 4:

Scenario: A lady working at my polling place last Election Day was wearing a T-shirt that said "Down with Liberals" on it. Can she wear that?

Answer: Yes. It is not considered electioneering because the t-shirt doesn't actually advocate voting for or against a particular candidate or measure. If the shirt had a statement for or against something or someone on the ballot, it would not be allowed within 100 feet of the polls. If the elections official is aware of the situation, he or she will likely request that the woman cover it up or change into something that does not cause the slightest appearance of partisanship. (Elections Code §§ 319.5, 18370, 18541, 18546)

Ballot Selfies & Electronic Devices

Ballot Selfies

As of January 1, 2017, state law allows a voter to “voluntarily disclose how he or she voted if that voluntary act does not violate any other law.”

Simply stated, voters may take a photograph of their ballot (a “ballot selfie”) and share it on social media.

While “ballot selfies” are now allowed under California law, elections officials and poll workers will still need to exercise their discretion as to whether “ballot selfies” cause disruption requiring a response.

Overall, voters must be mindful that their ability to take “ballot selfies” are not without limits. The limits on the use of “ballot selfies” include:

- Prohibitions regarding the unauthorized sharing of and use of information relating to how a person voted,
- Prohibitions on soliciting or receiving consideration for voting, or refraining from voting, for any specific candidate or measure,
- Prohibitions on interference with the conduct of elections and with the duties of election workers,
- Prohibitions regarding the intimidation of voters, and
- Prohibitions on compromising the privacy of other voters casting ballots.

Electronic Devices

State law allows voters and observers to use an electronic device at a polling place. Allowable devices include:

- Smartphones
- Tablets
- Other handheld devices

Cameras and Video Equipment

The Secretary of State's office has historically taken the position that the use of cameras or video equipment at polling places is prohibited, except in limited circumstances.

Limited Cameras and Video Authorization

Any use of cameras and video/filming equipment in the polling place is only permissible for credentialed media organizations and requires the consent of the Office of Elections. An example of when the Office of Elections may permit the use of cameras or video/filming equipment at the polls is if a credentialed media organization wants to photograph or film a candidate voting at a polling place.

IMPORTANT: If your precinct board team is approached with a request to photograph or film activities within the polling place, immediately contact the Office of Elections (707-445-7481).

If the Office of Elections permits your precinct board team to allow camera or video use, consent of all persons inside the polling place must be obtained. Additionally, you must ensure such activity does not interfere with voting, is not intimidating to any voters or any precinct board team member(s), and that the privacy of voters is not compromised.

Exit Polling Must be 25 Feet Away

Credentialed media organizations and other pollsters may request to conduct exit polling outside of your polling place. The Secretary of State's office recommends advising news organizations, media organizations, and other pollsters to refrain from exit polling activities within at least 25 feet of a polling place.

IMPORTANT: CONTACT THE OFFICE OF ELECTIONS (707-445-7481) IMMEDIATELY IF UNAUTHORIZED CAMERAS OR VIDEO ACTIVITY IS OCCURRING AT YOUR POLLING PLACE.

Precinct Board Handbook

Section 8: Polling Location Conduct

There are several laws that speak to the issue of whether people are allowed to film inside or adjacent to a polling location, most of which stems from the principle set forth in Article II, Section 7 of the California Constitution, which reads, "Voting shall be secret."

Elections Code, Section 14221

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

Elections Code, Section 14291

- (a) After the ballot is marked, a voter shall not show it to any person in a manner that reveals its contents, except as provided in subdivision (b).
- (b) A voter may voluntarily disclose how he or she voted if that voluntary act does not violate any other law.

Elections Code, Section 18370

No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling location, a satellite location under Section 3018, or an elections official's office

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (d) Do any electioneering as defined by Section 319.5. As used in this section, "100 feet of a polling location, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

Elections Code, Section 18540

- (a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election, or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in the state prison for 16 months or two or three years.
- (b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in the state prison for 16 months or two or three years.

Elections Code, Section 18541

- (a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling location, do any of the following:
 - a. Solicit a vote or speak to a voter on the subject of marking his or her ballot.
 - b. Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
 - c. Photograph, video record, or otherwise record a voter entering or exiting a polling location.
- (b) Any violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in a state prison. Any person who conspires to violate this section is guilty of a felony.
- (c) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Challenging an Election

Voters may contest an election based on poll worker misconduct. The California Secretary of State defines poll worker misconduct as any of the following:

- Discriminating against voters based on race, ethnicity, party preference, literacy, or disability.
- Denying an eligible voter the right to cast a ballot.
- Intentionally misinforming voters of their registration status.
- Coercing or intimidating voters.

IMPORTANT

If you observe poll worker misconduct in the polling place:

- Do not confront the poll worker directly.
- Report any disruptive poll worker behavior or misconduct to the Office of Elections immediately (707-445-7481)

Ballots

Precinct Name

Your precinct name is printed in the upper right corner of each ballot. Before inventorying your ballots, make sure all ballots have the correct precinct name.

Regular Precinct Ballots

Most ballots your precinct board team will receive are regular precinct ballots. These ballots will have your precinct name in the top right-hand corner and the word “PRECINCT” in bold black ink in the bottom margin. In a Primary election, the party is printed at the top in the center of the ballot.

Regular precinct ballots should be issued to, and voted by, active voters found in the Poll Pad, or on the Main Roster or Supplemental Roster, who provide a residential address that matches the residential address on the Poll Pad or Main Roster.

See also: Processing Voters

Ballot Stock

Precinct board teams will receive ballot stock paper for the accessible Touch Writer. Ballot stock is blank ballot paper that will be inserted into the paper tray of the Touch Writer printer. When a voter marks and prints their ballot, an official ballot will be generated. Provisional and conditional voters must mark their ballot on the Touch Writer.

Emergency Provisional Ballots

Emergency provisional ballots will have your precinct number in the top right-hand corner and say “PROVISIONAL” in bold red ink in the bottom margin.

Emergency provisional ballots should be issued to provisional and conditional voters when:

- The power goes out.
- The Touch Writer is not working.
- Run out of ballot stock for the Touch Writer.

See also: Provisional Voters

Spanish Facsimile Ballots

In counties and precincts where the Secretary of State determines appropriate, two full Spanish facsimile ballots must be provided. Precinct board teams will be provided with three (3) facsimile Spanish ballots: One full copy will be posted in an easily visible location (requires two ballots to ensure both sides of the ballot are visible); and, one full copy for voters to reference when casting a ballot.

IMPORTANT: The Spanish facsimile ballot must not be used as an official ballot.

Running out of Pre-Printed Regular Precinct Ballots

If you are running low* on pre-printed regular precinct ballots, contact the Office of Elections immediately at 707-445-7481. Until the Office of Elections delivers additional pre-printed regular precinct ballots to your precinct board team, direct voters to the Touch Writer to mark and print their ballots.

*Running low means only having 20% of your issued pre-printed regular precinct ballot inventory remaining. For example, if 100 regular precinct ballots are issued, the precinct board team is running low when only 20 ballots remain.

Running out of Blank Ballot Stock

If your precinct board team is running low* on blank ballot stock inventory, contact the Office of Elections immediately at 707-445-7481.

*Running low means only having 20% of your blank ballot stock inventory remaining. For example, if 100 sheets of ballot stock are issued, the precinct board team is running low when only 20 sheets of ballot stock remain.

Spoiling Ballots

Sometimes voters make a mistake when voting their ballot. If a voter makes a mistake and wants to vote a new ballot you will spoil the ballot as follows:

1. Write "SPOILED" across the ballot.
2. Remove one ballot from the pad of ballots.
3. Give the voter the replacement ballot to vote.
4. Place the spoiled ballot in the side slot of your precinct board team's sealed and secured blue supply box.

The voter may return to any open booth to vote the replacement ballot.

IMPORTANT: Voters shall not receive more than a total of three (3) ballots, including the original ballot issued, in this manner.

Ballot Handling

This election has a one (1) sheet ballot.

Stub removal. Remove ballot from stapled stub carefully using the horizontal perforation.

Voter Receipt. Voter receipts will already be detached from the ballot. Give voters a voter receipt.

Ballot Secrecy

Maintaining ballot secrecy for voters is critical. Precinct board teams are given materials in their forms supply bag to maintain voter secrecy.

Regular Precinct Ballots. Regular precinct ballots are issued inside a secrecy sleeve. Regular precinct ballots must remain in a secrecy sleeve except while being voted. Regular precinct voters may also mark their ballot on the Touch Writer.

Provisional Ballots. Provisional voters will mark their ballot on the Touch Writer and insert the marked ballot into a provisional envelope. Provisional ballots must remain in the provisional envelope. Do not give this voter a secrecy sleeve.

Conditional Ballots. Conditional voters will mark their ballot on the Touch Writer and insert the marked ballot into a conditional envelope. Conditional ballots must remain in the conditional envelope. Do not give this voter a secrecy sleeve.

Vote by Mail Ballots. Vote by mail ballots are returned to a polling place inside a completed, signed, and sealed envelope. Voters with VBM ballot returns without an envelope should be provided a yellow VBM envelope, and instructed to complete, sign, and seal the VBM envelope. Make sure you write your precinct number on the envelope.

IMPORTANT: If you see a voter in the polling place that does not have their ballot contained in one of these materials, investigate the situation.

- Verify what kind of ballot the voter has: regular precinct, provisional, conditional, or VBM.
- Provide the voter with the correct materials for their type of ballot.

Types of Voters

Many types of voters will come into the polling place on Election Day. Poll workers must apply various processes and consider various voter statuses to effectively check-in different types of voters.

Regular Precinct Voters. Voters who are eligible to receive a regular precinct ballot.

Provisional Voters. Voters who are not eligible to receive a regular precinct ballot.

Conditional Voters. Voters who are not eligible to receive a regular precinct ballot.

Vote by Mail: Ballot Return Voters. Voters who received a vote by mail ballot from the Office of Elections and are returning their marked ballot within completed, signed, and sealed ballot envelope to a polling place.

Vote by Mail: Ballot Surrender Voters. Voters who received a vote by mail ballot from the Office of Elections and are surrendering (exchanging) their vote by mail ballot for a regular precinct ballot. Note: If the voter is not eligible to receive a regular precinct ballot, they should be issued a provisional ballot.

HAVA ID Required Voters. Voters who must show an approved form of identification at the polls, because identification was not provided at the time of registration. This is only applicable for first-time voters. Note: California law only requires voters to provide an approved form of identification at the original time of registration.

Inactive Voters. Voters who show up in the Poll Pad and on the Main Roster as inactive.

Name Change Voters. Voters who have changed their name and not reregistered with their new name.

Challenged Voters. Voters who are challenged by the precinct board team as not being eligible to vote a regular precinct ballot.

Regular Precinct Voters

Regular precinct voters are active voters who have not voted a ballot for the current election and who provide an address that matches the address associated with their voter registration on the Poll Pad and Main Roster.

Processing Regular Precinct Voters

Voter Check-in

1. Greet voter.
2. Voter provides name and address. Repeat voter name and address to verify.
3. Locate the voter's name on the Poll Pad or Main Roster.
4. Verify the voter's information on the Poll Pad screen is correct. For party primaries, verify party affiliation. Party affiliation must be verified for party primary elections.

If voter is registered no party preference (NPP), offer the voter a choice from the following:

- a. American Independent
 - b. Democratic
 - c. Libertarian
 - d. No Party Preference
5. Voter signs Main Roster next to their name where indicated.
 6. Verify the voter signed the main roster.
 7. Check the box on the Poll Pad screen verifying the voter has signed the main roster.
 8. Print a Poll Pad receipt. Hand the receipt to the voter. If you are unable to print a voter receipt with precinct and party affiliation, write the information on a piece of paper and hand it to the voter to give to the Ballot Clerk. **DO NOT** yell party affiliation information across the voting area.
 9. Direct the voter to the ballot table where they will hand their receipt to the Ballot Handling Clerk.

Ballot Table

1. Greet voter.
2. Voter provides Poll Pad receipt or states party ballot registered to receive. NOTE: No party preference voters can request: (1) no party preference, (2) American Independent Party, (3) Democratic Party, or (4) Libertarian Party ballot.
3. Ask regular precinct voters if they would like a pre-printed precinct ballot or if they would like to use the Touch Writer to mark their ballot.

If the regular precinct voter requests a pre-printed precinct ballot:

4. Provide the voter with the following items:
 - a. Ballot receipt.
 - b. Pre-printed precinct ballot.
 - c. Secrecy sleeve.
 - d. Pen.
5. Instruct voter to use an available voting booth to mark their ballot and proceed to the Voting Machine Clerk when finished.

Precinct Board Handbook

Section 9: Voting

If the regular precinct voter requests to use the Touch Writer to mark their ballot:

4. Provide the voter with the following items:
 - a. Ballot receipt.
 - b. Sheet of blank ballot stock.
 - c. Secrecy sleeve.
 - d. Pen
5. Direct the voter to the Voting Machine Clerk for assistance with the Touch Writer.

IMPORTANT: Regular precinct ballots must remain in a secrecy sleeve except while being voted.

THE FOLLOWING ARE NOT REGULAR PRECINCT VOTERS:

- **Voters who provide a different address than what is on the Poll Pad or Main Roster.** These voters are eligible to reregister and vote a conditional ballot.
- **Vote by mail (VBM) voters who do not have a VBM ballot to surrender.** These voters are eligible to vote a provisional ballot. These voters DO NOT need to reregister.
- **Voters who do not appear on the Poll Pad or Main Roster.** These voters are eligible to reregister and vote a conditional ballot.
- **Voters from other precincts.** These voters can be directed to the correct polling place. These voters are eligible to vote a provisional ballot.
- **Voters who registered after the 15-day regular registration deadline.** These voters are eligible to vote a conditional ballot.
- **Voters who are not registered to vote.** These voters are eligible to register and vote a conditional ballot.
- **Voters with a change of address.** These voters are eligible to reregister and vote a conditional ballot. **NOTE:** Regular precinct voters that provide a party affiliation and residential address that matches the Main Roster and Poll Pad may be eligible to complete the Party Address Change form to update their voter record and still receive a regular precinct ballot.
- **Voters who want to change their party affiliation.** These voters are eligible to reregister and vote a conditional ballot. **NOTE:** Regular precinct voters that provide a residential address that matches the Main Roster and Poll Pad may be eligible to complete the Party Address Change form to update their voter record and still receive a regular precinct ballot.

Party and Address Changes

Voters can now change their party affiliation or residential address without reregistering and then vote a precinct ballot. But at polling places, certain conditions must be met.

Voter Party Change

To change party affiliation and vote a regular precinct ballot, the voter must:

- Appear at their assigned precinct, and
- Appear on the Main Roster and Poll Pad, and
- Either not be a vote by mail voter or have surrendered their vote by mail ballot.

If the voter **DOES** meet these conditions, have the voter complete the Party Address Change form. Then, process the voter as a regular precinct voter: check the voter in on the Poll Pad and have them sign the Main Roster.

If the voter **DOES NOT** meet these conditions, then issue the voter a conditional ballot.

FORM: PARTY ADDRESS CHANGE

Voter Address Change

To change residential address and vote a regular precinct ballot, the voter must:

- Appear at their assigned precinct, and
- Be changing their residential address to another residential address within the same precinct, and
- Appear on the Main Roster and Poll Pad, and
- Either not be a vote by mail voter or have surrendered their vote by mail ballot.

IMPORTANT: The voter's new address must also be in the precinct.

If the voter **DOES** meet these conditions, have the voter complete the Party Address Change form. Then, process the voter as a regular precinct voter: check the voter in on the Poll Pad and have them sign the Main Roster.

If the voter **DOES NOT** meet these conditions, then issue the voter a conditional ballot.

FORM: PARTY ADDRESS CHANGE

Provisional Voters

Provisional voters are voters who may be properly registered, but are not eligible to receive a regular precinct ballot. Provisional voting enables the voter to cast a ballot at your polling place. When the provisional ballot is returned to the Office of Elections, the Office of Elections verifies the voter's eligibility to cast the ballot.

Common Reasons for Provisional Voting

- Vote by mail voter without a VBM ballot to surrender.
- Voter is at the wrong polling place.
- Voter cannot get to their assigned polling place before closing time.
- You are challenging the voter.

IMPORTANT: DO NOT RUN PROVISIONAL BALLOTS THROUGH Scan.

Provisional Envelope

Provisional envelopes are designed to make provisional envelope instructions easy to understand and easy to fill out. Provisional envelopes have two (2) sides that need to be completed.

- Side 1 is completed by the voter.
- Side two has two (2) sections that must be completed as follows:
 - Section 1: Completed by the poll worker on Election Day at the polling place.
 - Section 2: Completed by the Office of Elections when the provisional envelope is returned to the Office of Elections.

Envelopes have a unique number that enable voters to verify if their ballot is counted. Once the provisional envelope is completely filled out by the voter and the poll worker, and the ballot is sealed inside the envelope, the poll worker will remove the voter receipt along the perforated edge of the opening flap and give the receipt to the voter. When the voter contacts the Office of Elections and provides the unique number from their voter receipt, the Office of Elections will confirm if their ballot was counted.

IMPORTANT: Provisional ballots must remain in the provisional envelope.

Processing VBM Voters with no Ballot to Surrender

Vote by mail (VBM) voters with no ballot to surrender must be processed as provisional voters.

You have found the voter in your precinct using the Poll Pad, but the Poll Pad shows that the voter has received a ballot in the mail already. The voter has no ballot to surrender and will have to vote provisionally.

If the voter would like to come back with their VBM ballot to surrender, cancel the search and move on to the next voter.

Voter Check-in

1. If the voter would like to vote provisionally, have the voter sign the Provisional/Conditional Roster.
2. Check the box for “provisional” voter type.
3. Direct the voter to complete Side 1 of the provisional envelope.
4. Complete the poll worker section of Side 2.
5. Direct the voter to the ballot table.

Ballot Table

6. Greet voter.
7. Voter provides Poll Pad receipt or states party ballot registered to receive. NOTE: No party preference voters can request: (1) no party preference, (2) American Independent Party, (3) Democratic Party, or (4) Libertarian Party ballot.
8. Direct the voter to the Voting Machine Clerk for assistance with the Touch Writer.

Voting Machine Station

9. Follow Touch Writer manual instructions to activate a provisional ballot for the voter.

After the voter has marked and printed their ballot:

10. Seal the voted ballot in the provisional envelope.
11. Direct the voter to cast the provisional envelope in the side slot of your precinct board team’s sealed and secured blue supply box.

Processing Voters in Wrong Precinct

Voters who are not registered to vote at your precinct must be processed as provisional voters.

When voters who are found on the Poll Pad and the Poll Pad shows they are in the wrong precinct, and they would like to vote at your polling place, those voters will have to vote provisionally.

1. Explain to the voter that they are not at their correct polling place.
 2. Ask if the voter would like to vote a provisional ballot at your polling place or be directed to their correct polling place.
 - If they want to go to the correct polling place: Print a Poll Pad printout with polling place name and location.
 - Hand the printout to the voter.
- OR
- If they want to vote a provisional ballot at your precinct, follow provisional voting process above.

FORM: PINK PROVISIONAL ENVELOPE

Processing Voters not on Poll Pad

Voters who do not appear on the Poll Pad, Main Roster, or Supplemental Roster must be processed as conditional voters.

If the voter IS NOT found on the Poll Pad or Main Roster:

- Advise the voter to go to their correct precinct or the Office of Elections.
- Print a Poll Pad printout with polling place name and location.
- Hand the printout to the voter.

How Provisional Ballots are Processed

During (or before) the canvassing period, the Office of Elections will verify voter eligibility to register and voter information provided, and activate the voter if eligible. Eligible voters' provisional voter registration affidavits are treated and processed in the same manner as other voter registration affidavits; provisional voter provisional ballots are treated and processed in the same manner as conditional ballots.

Provisional Ballot Troubleshooting

If you run out of Touch Writer ballot stock, use the emergency provisional ballot stock in your supply box.

IMPORTANT: Provisional voters must keep their ballot inside the pink provisional envelope provided.

Battery Backup in the Event of Power Outage

The Scan and Touch Writer tablets have an internal battery backup. Additionally, the printer that serves the Touch Writer is connected to an uninterrupted power supply (UPS) battery backup unit. In the event of a power outage, the Scan and Touch Writer internal battery backups and printer UPS will provide approximately two hours of uninterrupted power. In the event the Scan, Touch Writer and/or printer lose power, use pre-printed regular precinct ballots and emergency provisional ballots.

IMPORTANT: If your polling place experiences a power outage, contact the Office of Elections immediately at 707-445-7481.

Conditional Voters

Conditional voters are voters who, if they had been properly registered, would be eligible to receive a regular precinct ballot. Conditional voting enables the voter to cast a ballot at your polling place. When the conditional ballot is returned to the Office of Elections, the Office of Elections verifies the voter's eligibility to cast the ballot.

Reasons for Conditional Voting

- Not registered to vote.
- Registered to vote after the 15-day regular registration deadline.
- Registered voters who provide a residential address that does not match the Main Roster and Poll Pad.
- Registered voters who provide a party affiliation that does not match the Main Roster and Poll Pad.

NEW THIS ELECTION: Conditional voters may vote at their polling place.

Conditional Envelope

Conditional envelopes are designed to make instructions easy to understand and easy to fill out. Conditional envelopes have two sides that need to be completed.

- Side 1 is a voter registration affidavit that must be completed.
- Side 2 has two (2) sections that must be completed as follows:
 - Section 1: Completed by the poll worker on Election Day at the polling place.
 - Section 2: Completed by the Office of Elections when the conditional envelope is returned to the Office of Elections.

Envelopes have a unique number that enable voters to verify if their ballot is counted. Once the conditional envelope is completed by the voter and the poll worker, and the ballot is sealed inside the envelope, the poll worker will remove the voter receipt along the perforated edge of the opening flap and give the receipt to the voter. When the voter contacts the Office of Elections and provides the unique number from their voter receipt, the Office of Elections will confirm if their ballot was counted.

IMPORTANT: Conditional voters must keep their ballot inside the conditional envelope provided.

FORM: CONDITIONAL ENVELOPE

Processing Conditional Voters

Conditional voters are eligible to vote in the polling place. Conditional voters may or may not appear in the Poll Pad.

1. Voter provides name and address.
2. Enter the conditional voter's address into the Poll Pad.

If the voter IS in the correct precinct:

3. Direct the voter to complete Side 1 (voter registration affidavit) of the conditional envelope.
4. Complete the poll worker section of Side 2.
5. Direct the voter to the Touch Writer to mark their ballot.
6. Seal the voted ballot in the conditional envelope.
7. Direct the voter to cast the conditional envelope in the side compartment of the ballot box.

If the voter IS NOT found on the Poll Pad or Main Roster:

- Advise the voter to go to their correct precinct or the Office of Elections.
- Print a Poll Pad print out with polling place name and location.
- Hand the printout to the voter.

If the voter is not in the correct precinct and still wants to vote at that precinct:

1. Inform the voter they may not be voting all the contests they are eligible to vote on.
2. Direct the voter to sign the Provisional/Conditional Roster.
3. Check the box for "conditional" voter type.
4. Direct the voter to the Touch Writer to mark their ballot.
5. Seal the voted ballot in the conditional envelope.
6. Direct the voter to cast the conditional envelope in the side slot of your precinct board team's sealed and secured blue supply box.

Processing Voters not on Poll Pad

Voters who do not appear on the Poll Pad, Main Roster, or Supplemental Roster must be processed as conditional voters

If the voter IS NOT found on the Poll Pad or Main Roster:

- Advise the voter to go to their correct precinct or the Office of Elections.
- Print a Poll Pad print out with polling place name and location.
- Hand the printout to the voter.

How Conditional Ballots are Processed

During (or before) the canvassing period, the Office of Elections will verify voter eligibility to register and voter information provided and activate the voter if eligible. Eligible voters' conditional voter registration affidavits are treated and processed in the same manner as other voter registration affidavits; conditional voter provisional ballots are treated and processed in the same manner as other provisional ballots.

Battery Backup in the Event of Power Outage

The Scan and Touch Writer tablets have an internal battery backup. Additionally, the printer that serves the Touch Writer is connected to an uninterruptible power supply (UPS) battery backup unit. In the event of a power outage, the Scan and Touch Writer internal battery backups and printer UPS will provide approximately two hours of uninterrupted power. In the event the Scan, Touch Writer and/or printer lose power, use pre-printed regular precinct ballots and emergency provisional ballots.

IMPORTANT: If your polling place experiences a power outage, contact the Office of Elections immediately at 707-445-7481.

Vote by Mail: Ballot Return Voters

Vote by mail (VBM) voters receive their ballot by mail. Although VBM ballots are primarily returned to the Office of Elections by mail, VBM ballots can be returned at polling places on Election Day.

IMPORTANT: Vote by mail ballots are not included in your beginning inventory and should not be counted with your ending inventory to complete your end-of-night Ballot Statement form.

Remember:

- VBM ballots must be in VBM return envelopes.
- VBM envelopes must be (1) completed, (2) signed, and (3) sealed.
- VBM ballots DO NOT go through Scan.
- Anyone can turn in a VBM ballot for someone else.
- VBM ballots from anywhere in California can be turned in at your polling place.

Extra yellow VBM return envelopes are included in the forms supply bag. If the voter does not have their VBM ballot in an envelope, provide the voter a yellow VBM return envelope from your forms supply bag and instruct the voter to:

1. Complete the envelope,
2. Sign the envelope, and
3. Insert their ballot and seal the envelope.

Processing Vote by Mail Ballot Return Voters

1. Verify
 - a. The VBM ballot is in a VBM return envelope.
 - b. Envelope is filled out.
 - c. Envelope is signed by the voter.
 - d. Envelope is sealed.
3. Voter or person delivering VBM ballot signs the yellow VBM Roster.
4. If a VBM envelope is provided to the voter, remember to write your precinct number on the envelope.

FORM: VOTE BY MAIL (VBM) ENVELOPE

FORM: VOTE BY MAIL (VBM) ROSTER

Returning a Vote by Mail Ballot

Anyone from Humboldt County or anywhere else in California can return a completed VBM ballot for themselves or anyone else.

Returning a Vote by Mail Ballot for Self

Voters returning their own VBM ballot must return them in a completed, signed, and sealed envelope.

Returning a Vote by Mail Ballot for Someone Else

Vote by mail ballot returns by someone other than the voter must be in a sealed VBM envelope that has been completed and signed by the voter.

IMPORTANT: If someone returning a VBM ballot for someone else does not have a sealed VBM envelope completed and signed by the voter, inform the returner that incomplete and/or unsigned VBM envelopes will void the voter's ballot. Inform the returner of the following options:

1. Return ballot envelope back to the voter to complete,
2. Contact the voter to come to the precinct to complete and sign the ballot envelope, or
3. Submit the ballot as-is and the ballot will not be counted.

Vote by Mail: Ballot Surrender Voters

Vote by mail (VBM) voters may surrender (exchange) their VBM ballot for a regular precinct ballot. Vote by mail voters requesting a regular precinct ballot must:

1. Appear in person at the precinct in which they are registered, and
2. Surrender the VBM ballot issued to them by the Office of Elections.

IMPORTANT: If a voter is not eligible to receive a regular precinct ballot, they must be issued a provisional ballot.

Processing Vote by Mail Ballot Surrender Voters

1. Voter hands over their original VBM ballot.
2. Locate voter name on the Poll Pad or Main Roster. Next to the voters name you will see a notation, "VBM Voter".
3. Voter signs Main Roster next to their name where indicated.
4. Verify the voter's information on the Poll Pad screen is correct.
5. Verify the voter signed the main roster.
6. Check the box on the Poll Pad screen verifying the voter has signed the main roster.
7. Print a Poll Pad receipt. Hand the receipt to the voter.
8. Write "SURRENDERED - DO NOT COUNT" across the VBM envelope.
IMPORTANT: VBM ballot must be in a VBM envelope. If a voter's VBM ballot is not in an envelope, direct the voter to place their surrendered VBM ballot into a yellow VBM envelope. The envelope must be completed and signed by the voter.
9. Write on the signature side of the envelope: "SURRENDERED – DO NOT COUNT".
10. Place the VBM envelope in the side slot of your precinct board team's sealed and secured blue supply box.
11. Process the voter as a regular precinct voter.

See also: Regular Precinct Voters

HAVA Voter Identification

Help America Vote Act

IMPORTANT: NO IDENTIFICATION REQUIRED UNLESS DESIGNATED ON THE ROSTER

Limited Conditions Require Identification

California law does not require voters to produce identification to vote at the polls except in limited conditions. Poll Workers may require a voter to provide identification **only if the roster explicitly states identification is required.**

When Identification is required

Under federal law, first-time voters who registered by mail may be required to show identification to vote. "HAVA ID" will appear next to the voter's name on the Poll Pad and Main Roster when the voter mailed in a voter registration form or registered online without providing a driver license number or the last four digits of their social security number. Poll workers must not ask a voter to provide their identification unless the Poll Pad or Main Roster clearly states "HAVA ID" next to the voter's name. When the voter produces identification, the poll worker completes the HAVA ID Form, indicating the voter's name, type of identification, and identification number. The voter will then be issued a regular precinct ballot.

FORM: HAVA ID

Acceptable Identification

Photo identification is not required, but is one of several acceptable forms of identification. Poll workers should also be instructed that a photo identification need not contain the voter's address and need not be issued by a government agency to be adequate for purposes of establishing identity for voting purposes. Poll workers must provide voters with a clear list of what identification can be used to verify identity.

See also: Acceptable Identification

No Qualified Identification

When voters do not have acceptable identification, they are still eligible to cast a provisional ballot. Poll Workers must explain that if a voter designated as being required to provide identification either does not have any qualified identification documents with them they may vote a provisional ballot.

See also: Provisional Voting, Conditional voting

Processing HAVA ID Required Voters

1. Request the voter provide accepted HAVA ID.
2. Complete the HAVA ID form: include name, type of ID and ID number.
3. Note on the Poll Pad that HAVA ID was provided.
4. Verify the voter's information on the Poll Pad screen is correct.
5. Verify the voter signed the main roster.
6. Check the box on the Poll Pad screen verifying the voter has signed the main roster.
7. Print a Poll Pad receipt. Hand the receipt to the voter.

HAVA Acceptable Identification

Identification does not have to include a photo to be acceptable.

Non-Government Issued Documents

- Current, valid photo ID (e.g. driver's license)
- Passport
- Employee ID card
- Commercial ID card
- Credit or debit card
- Military ID card
- Student ID card
- Health club ID card
- Insurance ID card
- Public housing ID card
- Current utility bill or bank statement
- Drug prescription issued by doctor/healthcare provider
- Tribal membership card

Government Issued Documents

- Official election mail for this election (e.g. VIG)
- Government check/paycheck
- Government document with voter name and address
- Lease or rental statement/agreement
- Tuition statement/bill
- Discharge certificates, pardons, or other official document issued in connection with the resolution of a criminal case, indictment, sentence, etc.
- Public transportation authority, senior citizen, or disabled discount cards
- Government disability identification documents
- Government homeless shelter/transitional facility identification documents
- Property tax statement
- Vehicle registration or certificate of ownership

Inactive Voters

A voter is sometimes identified as being “Inactive.” Typically, this is because the Office of Elections received back undeliverable mail for the voter. Voter information needs to be verified before they can proceed to vote.

Processing Inactive Voters

1. Voter provides name and address.
2. Locate the voter’s name on the Poll Pad or Main Roster. Voter status will show as Inactive.
3. Explain to voter their status is Inactive and you need to ask their address.

Address is the SAME.

4. Voter gives address and the address is the same on the Poll Pad.
5. Process voter as a regular precinct voter.
6. Verify the voter’s information on the Poll Pad screen is correct.
7. Verify the voter signed the main roster.
8. Check the box on the Poll Pad screen verifying the voter has signed the main roster.
9. Print a Poll Pad receipt. Hand the receipt to the voter.
10. Direct the voter to ballot handling table.

Address is DIFFERENT.

4. Voter gives address and the address is different from the Poll Pad.
5. Process voter as a conditional voter.
6. Direct the voter to complete Side 1 (voter registration affidavit) of the conditional envelope.
7. Complete the poll worker section of Side 2.
8. Direct the voter to the Touch Writer to mark their ballot.
9. Seal the voted ballot in the conditional envelope.
10. Direct the voter to cast the conditional envelope in the side compartment of the ballot box.

See also: Conditional Voters

Name Change Voters

A voter may have changed their name and not reregistered. If only the name has changed, the voter can vote a regular precinct ballot. If any other information changed, the voter must reregister and vote a conditional ballot.

See also: Conditional Voters

Processing Voters When ONLY Name has Changed

1. Voter provides name and address.
2. Locate the voter's name on the Poll Pad or Main Roster.
3. Voter signs name twice on the Main Roster next to their name where indicated.
 - a. First signature: previous name.
 - b. Second signature: current name.
4. Instruct voter to put brackets around both names.
5. Verify the voter's remaining information on the Poll Pad screen is correct.
6. Verify the voter signed the main roster twice (see Step 3 above).
7. Check the box on the Poll Pad screen verifying the voter has signed the main roster.
8. Print a Poll Pad receipt. Hand the receipt to the voter.
9. Direct the voter to complete a voter registration affidavit.
10. Direct the voter to ballot handling table or Touch Writer.

IMPORTANT: The voter must fill out a voter registration affidavit so that their voter record is updated with their new name.

Challenged Voters

Only a precinct board member can challenge a voter.

Reasons to Challenge a Voter

- Not the person registered
- Not a resident of the precinct
- Not a United States citizen
- Has already voted in this election
- Voter is on parole for the conviction of a felony
- Intimidating or coercing other voters
- Tampering with a voting system
- Disrupting the operation of a polling place

If your precinct board team challenges a voter for one of the above reasons, you must complete the Challenge List and provide the challenged voter an opportunity to vote a provisional ballot.

FORM: CHALLENGED VOTERS LIST

Important Reminders

- Allow the voter to vote a provisional ballot.
- Note the reason for your challenge on the provisional ballot envelope.
- Note the reason for your challenge on the Challenge List. All precinct board members must sign.

Felony without Probable Cause

It is a felony for a precinct board member to knowingly challenge a person's right to vote without probable cause or on fraudulent or false grounds, or to engage in indiscriminate and groundless challenging of voters for the sole purpose of preventing voters from voting. Poll workers are not allowed to delay the voting process or misinform registered voters that they are not properly registered.

Frequently Used Terms

Term	Definition
Accessibility	Providing access for all voters to their assigned polling place and Election Day services.
Accessibility Guide ADA Guide	Each precinct board team receives in their binder a guide to setting up their specific polling place to make it accessible for all voters.
Accessible Parking	Parking stalls available to disabled voters that meet state and federal guidelines.
Assisted Voter Assisting a Voter	Voters may choose to have another person assist them in marking their ballot.
Ballot Precinct Regular Precinct	Active voters in their assigned polling place who have not already voted a VBM are eligible to receive a regular precinct ballot to vote.
Ballot Provisional	A ballot offered to voters who are registered to vote, but are not eligible to vote a regular precinct ballot.
Ballot Conditional	A ballot offered to voters who are not registered to vote and not eligible to vote a regular precinct ballot.
Ballot Vote by Mail / VBM	A ballot mailed to the voter by the Office of Elections. Previously known as an “absentee ballot.”
Ballot Party	Party-affiliated ballot. Party ballots are only used in party primary elections.
Ballot Spoil / Spoiled / Spoiling	A ballot issued to a voter who no longer wishes to vote the ballot as is.
Ballot Stock Blank Ballot Stock	Official ballot paper inserted into the Touch Writer printer.
Ballot Unread	A ballot eligible to be counted that has not been read by the Scan.
Ballot Unused	A ballot that has not been issued to a voter.
Ballot Inventory	A form precinct board teams complete to record ballots issued to and received from a precinct board team.
Ballot Statement	A form precinct board teams complete to reconcile ballots issued to them.
Barcode Poll Pad Receipt	Code that is scanned by the Touch Writer scanner to access a voter’s correct party ballot.
Barriers	Obstacles preventing voters from accessing the polling place and Election Day activities.

Precinct Board Handbook

Section 10: Definitions – Frequently Use Terms

Term	Definition
Certificate of Performance	A form precinct board teams complete certifying the number of voters at a polling place.
Certified Number of Voters	At the end of Election Night, precinct board teams record the number of ballots cast on the Ballot Statement Form.
Chain of Custody	Keeping complete control of all voting equipment from the time it has been set for an election until it has had its votes recorded through maintaining logs of the seals.
Challenging a Voter	In limited circumstances, precinct board members may challenge a voter’s right to cast a regular precinct ballot. Challenged voters must be allowed to vote provisionally.
Clerk (or Half-Clerk)	Member of a precinct board team under the leadership of an Inspector. Clerks work a 6 am – 10 pm shift. Half-Clerks work a 6 am – 2 pm or 2 pm – 10 pm shift.
Conditional Voter	Humboldt County residents who are eligible to register to vote but have not registered by the deadline (15 days before Election Day) or are registering with new information in the district where an election is being held.
Consolidated Precinct Voting Precinct	A group of precincts joined together for an election. Most of the polling place precincts are consolidations.
Curbside Voting	Enables voters to have a voting experience outside the voting area when a polling place is not accessible. Curbside voting can occur in a vehicle or along the path of travel.
Disability Sensitivity	Rules of etiquette for precinct board teams toward voters.
Electioneering	The visual display or audible dissemination of information that advocates for or against any race, candidate or measure on the ballot within 100 feet of a polling place, election official’s office, or satellite location.
Envelope Conditional	An envelope precinct board teams and voters complete to process provisional ballots.
Envelope Provisional	An envelope precinct board teams and voters complete to process provisional ballots.
Envelope Vote by Mail	An envelope voters complete to process VBM ballots.
Scan Machine	Voting machine that reads regular precinct ballots.
HAVA ID / HAVA Voter	Voter identification is required at the polls when a voter registering for the first time does not register in person.
Inactive Voter	Precinct voter who is listed in the Poll Pad and Backup Main Roster with “Inactive Voter” next to their name.
Incident Report	A form precinct board teams complete to report issues with voting equipment.
Inspector	Leader of a precinct board team.

Precinct Board Handbook

Section 10: Definitions – Frequently Use Terms

Term	Definition
Media Cameras in Polls	The use of cameras in and outside of the polling place may be permitted with the consent of the elections official but should remain limited.
Media Video / Filming Equipment	The use of video equipment in and outside of the polling place may be permitted with the consent of the elections official but should remain limited.
Media Ballot Selfie Social Media	Beginning January 1, 2017, voters are allowed to take a photograph of their ballot (with some limitations) to share on social media.
Name Change	A voter may have changed their name without reregistering – if nothing else has changed they may vote a regular precinct ballot.
NPP Crossover No Party Preference	Voters registered as “no party preference” with no party affiliation. These voters are eligible to vote a crossover party ballot.
Observers / Poll Watchers	A person who observes activities at a polling place.
Paths of Travel	Routes from accessible parking and from property line to the voting area. Paths of travel can be exterior or interior.
Party Address Change	Effective February 13, 2020, regular precinct voters who are in their assigned precinct and provide an address matches the Main Roster / Poll Pad may complete a form to update their party affiliation and/or residential address.
Paysheet	A form precinct board teams complete to administer oath of office for verification of working on Election Day.
Poll Pad	A piece of equipment Poll workers use to check-in voters.
Poll worker	A member of the precinct board team working the polls on Election Day.
Postings Booth	Signs and instructions required to be posted inside each of the booths.
Postings Inside / Interior	Signs and instructions required to be posted inside the polling place.
Postings Outside / Exterior	Signs and instructions required to be posted outside of the polling place.
Precinct	A geographical area of the county. All voters in a precinct can vote on all the same races and measures.
Precinct Binder	Precinct board team’s binder containing Poll worker instructions, procedures, and forms for Election Day.
Precinct Supply Closing Checklist	A resource form precinct board teams use to guide Election Night closing procedures.
Polling Place Polling Location	A location where voting takes place. A polling place can have more than one voting precinct.
Polling Place Conduct	Expected behavior by Poll workers, voters, and the general public on Election Day.

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Appendix 1: Form Index

Term	Definition
Qualified Party	A political party that has been officially recognized by the State of California.
Reconciliation Log	A form precinct board teams complete to report votes cast on the DAU.
Term	Definition
Regular Precinct	The precinct assigned to a voter as determined by a voter's residential address at the time of voter registration.
Roster Hanging	Hard copy rosters precinct board teams update with processed voters and display outside a polling place to allow the public to see who has voted on Election Day.
Roster Backup Main	A hard copy roster of all voters registered within a voting precinct used to process provisional voters when not found in the Poll Pad.
Roster Backup Provisional	A hard copy roster used to process provisional voters when not found in the Poll Pad.
Roster Reduced	Hanging roster.
Roster Supplemental	A list of voters in a voting precinct who registered so close to the election that their names could not be added to the Poll Pad or hard copy roster.
Roster Vote by Mail / VBM	A hard copy roster all persons delivering VBM ballots must sign.
Rover	Travelling Poll workers assigned to precinct board team to help troubleshoot voting machine issues and resupply precinct board team materials.
Security Log	A form precinct board teams complete every time seals are removed from voting equipment and blue supply box.
Security Seals	Mandatory seals that maintain security of all voting equipment, ballots, and supplies before and after an election.
Surrender VBM Ballot	An active voter found on the Poll Pad who received their ballot by mail and comes to their assigned polling place to exchange their VBM ballot for a regular precinct ballot.
Tally Report	A report printed on the Scan after the polls have closed summarizing voting activity by precinct.
Touch Writer Accessible Ballot Marking Machine	An accessible piece of equipment that allows voters to listen to the ballot choices, and mark their ballot using a touch screen or tactile device, and print their ballot to cast in the scan machine.
Turn in VBM ballot	Anyone can return anyone's ballot to any polling place or drop-off location in the State of California.

Precinct Board Handbook

Appendix 1: Form Index

Term	Definition
Voter Name Change	Voters who have changed their name without reregistering may vote a regular precinct ballot if no other information has changed.
Voter Rights	The rights possessed by every US citizen who is not on parole for the conviction of a felony and is registered to vote in Humboldt County.
Term	Definition
Voters No Party Preference	A voter who did not indicate affiliation with a party preference on their voter registration affidavit.
Voters Party Affiliated	A voter who indicated affiliation with a party preference on their voter registration affidavit. (Qualified parties: American Independent, Democratic, Green, Libertarian, Peace & Freedom, or Republican).
Voting Equipment Voting Machines	The equipment used by the Office of Elections to facilitate a person's right to vote (e.g. Poll Pad, Scan, and TouchWriter).
Voting Precinct	The precinct to which a voter is assigned to cast a ballot.

Form Index

Form	Description
Assisted Voters	Information collected from, and oath administered to, voters requesting assistance marking their ballot.
Ballot Inventory	Records ballots the Office of Elections issued to and received from a precinct board team.
Ballot Statement	Precinct board teams complete to reconcile ballots issued.
Certificate of Performance	Precinct board teams complete certifying the number of voters at a polling place.
Challenged Voters	Precinct board teams use to challenge a voter.
Closing Checklist	Election Night closing process reference guide.
Disability Sensitivity	Rules of etiquette for precinct board teams toward voters.
Filled Vacancies	Precinct board teams complete to fill a team vacancy on Election Day.
HAVA ID Voters	Precinct board teams complete for HAVA ID voters.
Paysheet	Precinct board teams administer oath of office and sign for verification of working on Election Day.
Party Address Change	Effective February 13, 2020, regular precinct voters who are in their assigned precinct and provide an address matches the Main Roster / Poll Pad may complete a form to update their party affiliation and/or residential address.
Provisional Envelope	Precinct board teams and voters complete (where indicated) to process provisional ballots.
Conditional Envelope	Precinct board teams and voters complete (where indicated) to process conditional ballots.
Roster, Main	Roster used to process voters if the Poll Pad machine is not working (e.g. power outage).
Roster, Provisional/Conditional	Roster used to process provisional voters when not found in the Poll Pad.
Roster, Vote by Mail	Roster all persons delivering VBM ballots must sign.
Security Log AM / PM	Precinct board teams complete every time seals are removed from voting equipment and blue supply box.
Vote by Mail Envelope	Voters complete (where indicated) to process VBM ballots.
Voting Equipment Incident Report	Precinct board teams complete to report issues with voting equipment.

ASSISTED VOTERS LIST

Elections Code, Sections 14282-14283

When 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 then 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.

Precinct board members shall administer an oath to, and keep a list of, voters requesting assistance in marking their ballots. This list shall be returned to the elections official and preserved with other election materials and records.

Oath to Administer

Precinct board members shall give the below oath to each voter who requests assistance in marking their ballot in the polling place.

"I solemnly swear or affirm that I am, at this time, unable to mark my ballot and request the assistance of the person/persons whose name and signature appear below to mark my ballot as I direct them."

List of Assisted Voters

Precinct Board members shall keep a list of voters requesting assistance in marking their ballots (below).

1.	_____	_____
	Name of Assisted Voter	Name of Person Assisting Voter
	_____	_____
	Signature of Assisted Voter	Name of Person Assisting Voter
2.	_____	_____
	Name of Assisted Voter	Name of Person Assisting Voter
	_____	_____
	Signature of Assisted Voter	Name of Person Assisting Voter
3.	_____	_____
	Name of Assisted Voter	Name of Person Assisting Voter
	_____	_____
	Signature of Assisted Voter	Name of Person Assisting Voter

BALLOT INVENTORY AND OFFICIAL RECEIPT

Presidential Primary Election
March 3, 2020

Precinct: [precinct]

Beginning Ballot Inventory

Inventory ballots and ballot stock Election Morning and complete beginning ballot inventory portion.
IMPORTANT: If the number of ballots received DOES NOT match the number ordered, contact the Office of Elections immediately at 707-445-7481.

Pre-Printed Precinct Ballot Inventory

	Pre-Printed Precinct Ballots	Additional Pre-Printed Precinct Ballots	Total Pre-Printed Precinct Ballots
Ordered	340		
Received			

Emergency Provisional Ballot Inventory

	Emergency Provisional Ballots	Additional Emergency Provisional Ballots	Total Emergency Provisional Ballots
Ordered	20		
Received			

Blank Ballot Stock Inventory

	Blank Ballot Stock	Additional Blank Ballot Stock	Total Blank Ballot Stock
Ordered	340		
Received			

NOTE: Enter Total Ballot Inventory Received on Line 1 of the Ballot Statement.

Total Ballot Inventory Received:

Official Receipt

All precinct board members must sign below verifying the above information is correct.

Clerk Signature

Clerk Signature

Clerk Signature

Inspector Signature

Unused Ballot Inventory

Inventory unused ballots and ballot stock Election Night and complete unused ballot inventory portion. You will need totals from this form to complete the Ballot Statement form. NOTE: The Inspector must verify inventory counts and initial below.

Pre-Printed Precinct Ballots	Emergency Provisional Ballots	Blank Ballot Stock	Inspector Inventory Count Verification

NOTE: Enter Unused Ballot Inventory on Line 9 of the Ballot Statement.

Total Unused Ballot Inventory:

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Presidential Primary Election – March 3, 2020 PRECINCT: «Precinct_»

CERTIFICATION OF NUMBER OF VOTERS
Elections Code, Section 14107

We hereby certify that all voters whose signatures appear hereinbefore in this roster voted this day excepting the following who, after signing the roster, failed to vote or were challenged and denied the right to vote.

Name of Person Signing Roster & Not Voting	Roster / Page Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

CERTIFIED NUMBER OF VOTERS

We further certify that the number of voters who voted in this precinct for this election is _____.

(previous page)

We further certify that the above list of voters, less the voters who failed to vote or were challenged and denied the right to vote, is the total number of voters who voted in this precinct for this election. We further certify that the total number of voters who voted in this precinct for this election is equal to the number of ballots cast, found in the ballot container and the number of ballots counted, and that the number of voters who voted in this precinct for this election is equal to the number of ballots cast, found in the ballot container and the number of ballots counted, and that the assisted voters list and challenge list are correct.

ROSTER/BALLOT DISCREPANCIES
Elections Code, Section 14107

Explain any roster and/or ballot discrepancies (from the roster and/or ballot container) as needed.

Inspector _____

Clerk _____

Presidential Primary Election – March 3, 2020 PRECINCT: «Precinct_»

BALLOT STATEMENT

Complete both sides of the Ballot Statement after closing the polls.

- Total Ballot Inventory Received.** (See Ballot Inventory form.) 1 _____
(pre-printed regular precinct ballots, emergency provisional ballots, and blank ballot stock).
- Total Votes Cast on Scan.** See the Scan tape. 2 _____

BALLOT RECONCILIATION

- Voted Regular Precinct Ballots.** Located in main compartment of ballot box. 3 _____
(NOTE: Line 3 MUST equal line 2.)
- Unread Ballots.** Located in side compartment of ballot box. 4 _____
- Spoiled Ballots.** Located in locked blue supply box. 5 _____
- Provisional Ballots.** Pink envelopes located in locked blue supply box. 6 _____
(NOTE: Line 6 MUST equal Line 12.)
- Conditional Ballots.** White envelopes located in locked blue supply box. 7 _____
(NOTE: Line 7 MUST equal Line 13.)
- Total Used Ballot Inventory.** Add lines 3, 4, 5, 6, and 7. 8 _____
- Total Unused Ballot Inventory.** (See Ballot Inventory form). 9 _____
- Total Ballots.** Add lines 8 and 9. (NOTE: Line 10 MUST equal line 1.) 10 _____

SIGNATURE RECONCILIATION

- Regular Precinct Signatures.** (Signatures on Main Roster.) 11 _____
- Provisional Signatures.** (NOTE: Line 12 MUST equal line 6.) 12 _____
(See Provisional/Conditional Roster.)
- Conditional Signatures.** (NOTE: Line 13 MUST equal line 7.) 13 _____
(See Provisional/Conditional Roster.)
- Supplemental Roster Signatures.** 14 _____
- Total Precinct Signatures.** Add lines 11, 12, 13, and 14. 15 _____

CERTIFIED NUMBER OF VOTERS

- Total Precinct Ballots Cast.** Add lines 3, 4, 6, and 7. 16 _____
(NOTE: Line 16 MUST equal line 15.)
 - The "Total Precinct Ballots Cast" is your Certified Number of Voters.
 - Record this number on the reverse side in the red box.

COMPLETE CERTIFICATION OF NUMBER OF VOTERS ON THE REVERSE SIDE

Certificate of Performance

This certificate of performance is for precinct «Precinct_» for the Presidential Primary Election held on the 3rd of March, 2020.

This form must remain posted outside the polling place for 48 hours after the close of polls at 8PM, March 3, 2020.

We hereby certify ONE of the following:

_____ A. RESULTS OF VOTES CAST FROM ALL VOTING MACHINES ARE POSTED. (Scan voters at least 10)

_____ B. RESULTS OF VOTES CAST ARE NOT POSTED FOR VOTING MACHINES THAT RECORDED FEWER THAN 10 BALLOTS. RESULTS OF VOTES CAST ON ALL OTHER VOTING MACHINES ARE POSTED. (Scan voters at least 10)

_____ C. RESULTS OF VOTES CAST ARE NOT POSTED FOR ANY VOTING MACHINES BECAUSE FEWER THAN 10 BALLOTS WERE CAST IN THE PRECINCT. The total number of votes cast at this precinct equals _____ (Scan voters less than 10)

Signed by all members of the precinct board

Inspector _____

Clerk _____

Clerk _____

Clerk _____

Clerk _____

ATTACH TAPES BELOW

CHALLENGED VOTERS LIST

A person offering to vote may be challenged within the polling place ONLY by a member of the precinct board. (Elections Code, Sections 14240-14253)

Challenged Person

Name Voter ID Address

Grounds for Challenge

Provide the name, address, and identification as a voter of each person offering information questioning challenged person's right to vote.

Name Voter ID Address

Name Voter ID Address

Name Voter ID Address

Determination

State the precinct board's determination. Return any evidence supporting the challenge to the Office of Elections.

Challenged Person

Name Voter ID Address

Grounds for Challenge

Provide the name, address, and identification as a voter of each person offering information questioning challenged person's right to vote.

Name Voter ID Address

Name Voter ID Address

Name Voter ID Address

Determination

State the precinct board's determination. Return any evidence supporting the challenge to the Office of Elections.

Precinct Board Handbook

Appendix 1: Form Index

PRECINCT SUPPLY CLOSING CHECKLIST		
PRECINCT NO. _____	WHAT TO DO WITH IT	WHERE IT GOES
When completed, put this checklist in your Black Transport Bag		
✓ ITEM		
SCAN, TOUCH WRITER, POLL PAD, PRINTER, BALLOT BOX, and BLACK TRANSPORT BAG	Complete voting equipment closing procedures (see equipment manuals). Secure all voting equipment with appropriate padlock and/or seals. Secure ballots inside BLACK TRANSPORT BAG (see below). Separate ballots according to precincts. Count total number of precinct ballots. Record total number of precinct ballots on Ballot Statement. Record total number of precinct ballots on ballot container seal. Seal in ballot container. Count total number of spoiled ballots. Record total number of spoiled ballots on Ballot Statement. Record total number of spoiled ballots on bag label.	All voting equipment and transport bag must be returned to the Elections Office on election night. NO EXCEPTIONS. In BALLOT CONTAINER , in BLACK TRANSPORT BAG
VOTED BALLOTS from ballot box		
SPOILED BALLOTS		
SURRENDERED UNVOTED VOTE BY MAIL BALLOTS	Count total number of surrendered ballots. Record total number of surrendered (unvoted) vote by mail ballots on bag label.	In BAG 1 in BLACK TRANSPORT BAG
BALLOT STUBS	Blind with rubber band.	In BAG 1 in BLACK TRANSPORT BAG
COMPLETED VOTER REGISTRATION CARDS		
HANGING ROSTERS (2)	Bring in the hanging roster from outside. Return both rosters to Office of Elections.	In BAG 2 in BLACK TRANSPORT BAG .
RETURNED VOTE BY MAIL BALLOTS in ID envelopes.	Count returned vote by mail ballots (inside a signed VBM envelope). Record (Humboldt County/out-of-county) total numbers on bag label. Rubber band Out-of-County envelopes separately.	In BAG 2 in BLACK TRANSPORT BAG In BAG 3 in BLACK TRANSPORT BAG
PROVISIONAL BALLOTS in PINK ENVELOPES (With Voter Registration Cards in envelope pockets)	Count total number of provisional ballots (in pink envelopes). Record total number on Ballot Statement. Record total number on bag label.	In BAG 4 in BLACK TRANSPORT BAG
UNREAD BALLOTS (not read by SCAN but counted as voted)	Count and record number on Ballot Statement and bag label.	In BAG 5 in BLACK TRANSPORT BAG
UNUSED BALLOT INVENTORY Pre-printed precinct ballots, emergency provisional ballots and blank ballot stock NOT VOTED. (Stubs should still be attached to pre-printed ballots). CONDITIONAL BALLOTS in WHITE ENVELOPES	Count unused pre-printed precinct and emergency provisional ballots. Count unused blank ballot stock. Record (precinct/provisional/ballot stock) total numbers on Ballot inventory. Record (precinct/provisional/ballot stock) total numbers on bag label. Count total number of conditional ballots (in white envelopes). Record total number on Ballot Statement. Record total number on bag label.	In BAG 6 in the BLUE SUPPLY BOX In BAG 7 in BLACK TRANSPORT BAG
BALLOT STATEMENT	Fill out and sign.	In PRECINCT BINDER
BALLOT INVENTORY	Fill out and sign.	In PRECINCT BINDER
PROVISIONAL/CONDITIONAL ROSTER	Signatures counted and recorded on the rosters.	In PRECINCT BINDER
VOTE BY MAIL ROSTER	Signatures counted and recorded on the rosters.	In PRECINCT BINDER
SECURITY LOG - AM & PM	Fill out both sides and sign.	In PRECINCT BINDER
ELECTION OFFICERS PAYSHEET	Fill out and sign.	In PRECINCT BINDER
ONE POLL PAD TAPE	Record total number of regular and provisional voters on Ballot Statement.	In PRECINCT BINDER
SCAN AND TOUCH WRITER TAPES - ONE EACH	Record total number of (Scan) votes on Ballot Statement. Put in plastic zippered pouch located in the front of the PRECINCT BINDER . Secure contents inside binder.	In PRECINCT BINDER
PRECINCT BINDER		
ONE SCAN TAPE	Attach to the Certificate of Performance. Fill out Certificate of Performance with the number of voters (select A, B or C).	In BLACK TRANSPORT BAG Attach to Certificate of Performance. Post Certificate of Performance outside polling location.
VOTING BOOTHS	Remove all signs and notices posted in booths. Breakdown voting booths.	Place with the BLUE SUPPLY BOX . Leave at polling location.
ADA MITIGATION SUPPLIES - CONES, MATS, RAMPS	Bring inside the polling location.	Place with the BLUE SUPPLY BOX . Leave at polling location.
ADA MITIGATION SUPPLIES - DIRECTIONAL SIGNS	Return to BLUE SUPPLY BOX .	In BLUE SUPPLY BOX .
All other supplies	Return to BLUE SUPPLY BOX .	Place with the BLUE SUPPLY BOX . Leave at polling location.

(rev. 02.05.20)

Presidential Primary Election (March 3, 2020)

DISABILITY SENSITIVITY AT THE POLLS

CALIFORNIA SECRETARY OF STATE

Meeting Someone Who Has a Visual Impairment

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

Communicating With Someone Who Is Deaf or Hard of Hearing

- **Let the person take the lead** in establishing how to communicate. Ask if they have a preferred method to use (e.g., assistive technology, writing on a notepad).
- **Talk directly to the person** even if a sign language interpreter is present. Face him or her directly and speak at a normal volume. Use hand gestures to help to simplify sentences and use more body language.

Use Appropriate Language

- Instead of disabled person, handicapped, or physically handicapped, say **person with a disability**.
- Instead of an able-bodied person, say **person without a disability**.
- Instead of mentally retarded, retard, slow, or intellectually disabled, say **developmental disability**.
- Instead of the blind, say **person who is blind**.
- Instead of hearing-impaired, deaf, dumb, or hearing impaired, say **person who is deaf**.
- Instead of a victim of, suffers from, or afflicted with, say **person with a disability, uses a wheelchair, is blind, or is deaf**.
- Instead of epileptic, say **person with epilepsy**.
- Instead of a Down's person or Mongoloid, say **person with Down syndrome**.

DISABILITY SENSITIVITY AT THE POLLS

CALIFORNIA SECRETARY OF STATE

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

Meeting a Person With a Disability

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

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

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

Meeting Someone With a Disability That Affects Speech

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

FILLED VACANCIES

Presidential Primary Election
March 3, 2020

Precinct: «Precinct_»

CERTIFICATE OF FILLED VACANCIES

Elections Code, Sections 12313-12316

If any member of a precinct board does not appear at the opening of the polls on the morning of an election, those voters present, including members of the board, shall appoint a voter to fill the vacancy.

The following precinct board members did not appear at the opening of the polls or were excused from service:

- 1. _____
- 2. _____
- 3. _____

The following voter were duly appointed by the majority of voters present, including members of the board:

- 1. _____
- 2. _____
- 3. _____

DECLARATION OF ELECTION OFFICERS

Elections Code, Section 12321

On the day of the election, and before entering upon the performance of duties, each of the precinct board members, other than the inspector, shall sign a declaration of intention to faithfully discharge the duties of an election officer:

State of California
County of Humboldt

I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of precinct board member of Precinct «Precinct_» for the election to be held on March 3, 2020.

Clerk Signature

Clerk Signature

Clerk Signature

Inspector Signature (as witness)

ELECTION OFFICERS PAYSHEET

County of Humboldt
 Election date: March 3, 2020
 State of California
 County of Humboldt
 Declaration of Election Officers
 I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of precinct board member of 3A-1 for the election to be held March 3, 2020.

Polling Place: Arcata Community Center

Position	County Employee (Check One)	Half-Clerk (Check one)	Waive Stipend (Check One)	ELECTION OFFICER NAME & SIGNATURE <small>NOTE: Election officers must sign their own name.</small>	MAILING ADDRESS	OFFICE OF ELECTIONS USE ONLY
Inspector	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature _____ Print Name _____		
Clerk	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature _____ Print Name _____		
Clerk	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature _____ Print Name _____		
Clerk	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature _____ Print Name _____		
Clerk	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature _____ Print Name _____		
Clerk	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature _____ Print Name _____		

NOTE: THE ELECTION OFFICERS PAYSHEET AND DECLARATION OF ELECTION OFFICERS MUST REMAIN IN THE PRECINCT BINDER.

Precinct Board Handbook

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First name – Nombre Middle – Segundo nombre Last – Apellido

Address where I live - dirección donde vivo

Date of birth / Fecha de Nacimiento: ____/____/____

I want to change my political party affiliation
Quiero cambiar mi preferencia de partido político

I want to change my political party preference to – Quiero cambiar mi preferencia de partido político a:

- Democratic – Democrática
- Republican – Republicano
- American Independent – Americano Independiente
- Green – Verde
- Libertarian - Libertario
- Peace and Freedom – Paz y Libertad

I do not want to choose a political party preference – No quiero elegir una preferencia de partido político

- No Party / None – Ningún partido / Ninguno

OR

I want to change my address
Quiero cambiar mi dirección

OLD Address where I lived – ANTERIOR dirección donde vivía

If you are voting at the polling place, your NEW address must be in the same precinct, or you will need to use Same Day Voter Registration procedures. Si está votando en el lugar de votación, su NUEVA dirección debe estar en el mismo recinto electoral, o necesitará utilizar los procedimientos de Registro de votantes de el mismo día.

I certify under penalty of perjury under the laws of the State of California that the information on this form is true and correct. Yo certifico bajo pena de perjurio bajo las leyes del Estado de California que la información en esta solicitud es verdadera y correcta.

Signature of Voter – Firma de votante

X	Date / Fecha
----------	--------------

Humboldt County Office of Elections | 2426 6th Street, Eureka, CA 95501
707-445-7481 | <https://humboldt.gov/elections> | humboldt_elections@co.humboldt.ca.us

Precinct Board Handbook
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Provisional Ballot Envelope

Provisional Voting Instruction

1. Voter and election worker fill out this provisional envelope
2. Voter fills out voter registration form (when warranted)
3. Voter votes provisional ballot and seals it in the provisional envelope
4. Registration form placed in envelope, envelope placed in ballot box

VOTER- Complete and sign below

Last Name _____ First Name _____

Current Home Address _____

Date of Birth _____ Driver's License _____

Party Preference (if this is a primary election) _____

Voter Declaration
 I am a legally registered voter in Humboldt County, I am at least 18 years old and I have not previously voted in this election either in person or by mail at another polling place. I declare under penalty of perjury that the information I provide is correct to the best of my knowledge and belief.

Voter's Signature _____
 Voting twice in the same election

Label here

000866

VOTER: To find out the status of your provisional ballot, visit our website, www.humboldt.gov/elections or call our office at (707) 445-7481 at least 30 days after the election. Use the number to the right to identify your ballot.

000866

POLL WORKER – Complete and sign

Precinct _____

Party Ballot Issued _____
 (Presidential primary only)

VBM Voter, no ballot to surrender Voter's name not on roster
 Voter moved, did not reregister Voter from different precinct
 Different political party preference

Other: _____

Poll Worker Signature: _____

HUMBOLDT COUNTY ELECTIONS
OFFICE USE ONLY

COUNT	PARTIAL COUNT	DON'T COUNT
VBM/MB issued, not returned	Different party	Not registered
Different precinct, same BT	Different BT	Sig doesn't match
		No sig
		VBM/MB returned
	Don't count these races:	
	1.	
	2.	
	3.	

By: _____

Precinct Board Handbook

Appendix 1: Form Index

Information about choosing a political party - Información sobre cómo elegir un partido político:

If you choose No Party/None you may not be able to vote for some parties' candidates at a primary election for US President, or for a parties' central committee.
 Si selecciona "ningún partido/Ninguno" es posible que no pueda votar por algunos de las candidatas partidarios en una elección primaria para presidente de EE.UU. o comité central partidaria.

Reasons for a voter to use Same Day Registration:

1. Never registered to vote.
2. Registered to vote in another county or state but moved to Humboldt County.
3. Needs to re-register to update residential address or name.
4. Wants to change political party – only matters in a Presidential Primary.

The elections official assisting the voter completes this section

Your name: _____

Voter completed the other side of this envelope.

Check appropriate box:

You cannot find the voter's name in the PoIPad, Main Roster Call 707-445-7481 to find out if the voter is at the correct precinct.

The voter moved and did not re-register to vote.

Presidential Primary ONLY – voter requests a party ballot different than the one in the PoIPad.

Precinct number of the voter, if different from your precinct number

The Elections Department staff completes the section below

Green light – Count if ALL conditions are met:

- Voter is active.
- No VBM has been returned, no provisional has been issued and no voter participation history exists.
- Voter does NOT have any unprocessed list maintenance messages in VoteCal.

Yellow light – Review the voter's record if:

- Voter is not active, or
- Voter has unprocessed list maintenance messages in VoteCal, or
- Voter moved to Humboldt County after 15-day close of registration.

Red light – Do not count if:

- Voter has voted in this election, or
- Voter participation history exists for this election.

Humboldt County Clerk/Elections

Same Day Voter Registration form & ballot envelope
 Formulario para inscripción de votante el mismo día y sobre para la boleta

12 ZB 654001

Qualifications <i>Requisitos</i>	1	I am – Soy: <input type="checkbox"/> a U.S. citizen and resident of the State of CA. Ciudadano de EE.UU. y residente de CA <input type="checkbox"/> 18 or older – 18 años de edad o mayor <input type="checkbox"/> voting my own and only ballot for this election. votar mi única boleta para esta elección
Affidavit <i>Declaración Jurada</i>	2	I swear or affirm that – Juro o afirmo que: I am a U.S. citizen and a resident of the State of California and at least 18 years of age. I am not currently in state or federal prison or on parole for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct. – Soy ciudadano de EE. UU. y soy residente de California y tengo al menos 18 años de edad. No estoy actualmente en una prisión estatal o federal o en libertad condicional por haber sido condenado de un delito mayor. No he sido declarado mentalmente incompetente para votar actualmente por una corte judicial. Entiendo que brindar información incorrecta de manera intencional en este formulario es un delito. Declaro bajo pena de perjurio conforme a las leyes del estado de California que la información en este formulario es verdadera y correcta.
Your legal name <i>Su nombre legal</i>	3	Optional prefix / Prefijo opcional: <input type="checkbox"/> Mr. – Sr. <input type="checkbox"/> Ms. – Sra. <input type="checkbox"/> Mrs. – Sra. <input type="checkbox"/> Miss – Srta. First Name – Primer nombre _____ Middle – Segundo nombre _____ Last Name – Apellido _____
Identification <i>Identificación</i>	4	Date of birth _____ U.S. state or foreign country of birth <i>Fecha de nacimiento (mes/día/año) MM DD YYYY Estado de EE.UU. o país extranjero donde nació</i> CA driver license or ID card # - Num. de licencia de manejar o tarjeta de identidad de California _____ SSN (last 4 numbers) SSN (last 4 c/fos) XXX-XX-XXXX
The address where you live <i>La dirección donde vive</i> Do not use PO Box # <i>No ponga apartado postal</i>	5	Home address – Domicilio _____ Apt. – Apt. _____ City _____ State _____ Zip _____ California County _____ <i>Ciudad Estado Cod. postal Condado de California</i> If you do not have a street address, describe where you live including cross streets, route, N, S, E, W, etc. – Si no tiene dirección con calle y número, describa donde vive (cruce de calles, ruta, N, S, E, O, etc.)
The address where you receive mail <i>la dirección donde recibe su correo</i>	6	Mailing address – If different from above or a PO box # <i>Dirección postal, si no es la misma que puso más arriba o es apartado postal</i> City _____ State _____ Zip _____ Foreign Country _____ <i>Ciudad Estado Cod. postal País del extranjero</i>
Registration history <i>Historial de inscripción</i>	7	First name – Primer nombre _____ Middle – Segundo nombre _____ Last Name – Apellido _____ Previous address – Dirección anterior _____ City – Ciudad _____ State _____ Zip _____ Previous county _____ Previous political party preference (if any) <i>Estado Cod. Postal Condado anterior Preferencia de Partido político anterior (si corresponde)</i>
Political Party Preference <i>Preferencia de Partido político - ver sección al otro lado</i>	8	I want to choose a political party preference – Deseo indicar una preferencia de partido político <input type="checkbox"/> American Independent Party – Partido Americano Independiente <input type="checkbox"/> Democratic Party – Partido Democrática <input type="checkbox"/> Green Party – Partido Verde <input type="checkbox"/> Libertarian Party – Partido Libertario <input type="checkbox"/> Peace and Freedom Party – Partido Paz y Libertad <input type="checkbox"/> Republican Party – Partido Republicano <input type="checkbox"/> Other (specify): _____ I do not want to choose a political party preference. – No deseo indicar una preferencia de partido político. <input type="checkbox"/> No Party / None – Ningún partido / Ninguno
Contact Info <i>Contacto Info</i>	9	Phone number – número de teléfono _____ Email _____








Main Roster

Combined Voter Roster List

Election Date: 03/03/2020 **Registration Close:** 02/18/2020
PRESIDENTIAL PRIMARY ELECTION

WARNING: It is a crime punishable by imprisonment in the State Prison or the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code, Sections 18560 & 14208)

I hereby certify under penalty of perjury that I have continuously resided at the address printed below, adjacent to my name, since last registering to vote.

NUM	VOTER NAME AND ADDRESS	SIGNATURE	(VOTE BY MAIL / ID REQ'D)	BALLOT	REGISTRATION NUMBER
1001	Voter Name Voter Address			001	
1002	Voter Name Voter Address		Inactive Voter	002	
1003	Voter Name Voter Address		Vote By Mail Voter	003	
1004	Voter Name Voter Address		HAVA ID Required	004	
1005	Voter Name Voter Address			005	
1006	Voter Name Voter Address			006	
1007	Voter Name Voter Address			007	

Total Signatures

PROVISIONAL/CONDITIONAL ROSTER											
	PROVISIONAL	CONDITIONAL	VOTER PRINT NAME	VOTER SIGNATURE	VOTER CURRENT RESIDENTIAL ADDRESS	OFFICE OF ELECTIONS USE ONLY					
1	<input type="checkbox"/>	<input type="checkbox"/>									
2	<input type="checkbox"/>	<input type="checkbox"/>									
3	<input type="checkbox"/>	<input type="checkbox"/>									
4	<input type="checkbox"/>	<input type="checkbox"/>									
5	<input type="checkbox"/>	<input type="checkbox"/>									
6	<input type="checkbox"/>	<input type="checkbox"/>									
7	<input type="checkbox"/>	<input type="checkbox"/>									
8	<input type="checkbox"/>	<input type="checkbox"/>									
9	<input type="checkbox"/>	<input type="checkbox"/>									
10	<input type="checkbox"/>	<input type="checkbox"/>									
Total											

VOTE-BY-MAIL ROSTER

This page must be signed by all persons turning in Vote-by-Mail (VBM) ballots to the polling place.
 Verify:

1. Ballot is in original or yellow replacement envelope.
2. Envelope is signed by voter and sealed.
3. Person delivering VBM Ballot fills out one line on this form.
4. VBM ballot is placed in the side slot on the ballot box.

	PRINT VOTER NAME	PRINT VOTER ADDRESS	SIGNATURE PERSON TURNING IN BALLOT	OFFICE OF ELECTION USE ONLY
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
TOTAL SIGNATURES ON PAGE:				

Precinct Board Handbook

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RETURN YOUR BALLOT...

- IN PERSON AT THE OFFICE OF ELECTIONS BY ELECTION DAY AT 8 PM, 2426 6TH STREET, EUREKA.
- ON ELECTION DAY AT ANY HUMBOLDT COUNTY POLLING PLACE OR ANY POLLING PLACE ELSEWHERE IN CALIFORNIA.

PRECINCT ID

VOTER: READ STATEMENT, SIGN AND DATE IN BOX BELOW
I am a resident of and a voter in the precinct, and the person whose name appears on the envelope. I have not applied nor intend to apply for a vote by mail ballot from any other jurisdiction for the same election. I declare under penalty of perjury that the foregoing declarations are, to the best of my knowledge and belief, true and correct.

COMPLETE THIS BOX IF BALLOT IS RETURNED BY AN AUTHORIZED PERSON
I hereby affirm that I am ill or disabled and that I designate

X _____
Print Name of Person Returning Ballot X _____
Person Returning Ballot: Sign Here

to return my ballot.

X _____
Voter: Sign Here

Voter: You must sign in your own handwriting for the ballot to count.

X _____
VOTER: SIGN HERE DO NOT PRINT (Power of Attorney Not Acceptable) Date
If voter is unable to sign, s/he may make a mark witnessed by one person.
WITNESS: SIGN HERE _____

Voter complete this box

X _____
Print Name

X _____
Print Residence Address

X _____
Print City

*Carrier: Please deliver to address on other side.
Do NOT deliver to this address.*

POLLING PLACE

BALLOT IS RETURNED BY AN AUTHORIZED PERSON
I hereby affirm that I am ill or disabled and that I designate

X _____
Print Name of Person Returning Ballot X _____
Person Returning Ballot: Sign Here

to return my ballot.

X _____
Voter: Sign Here

that the foregoing declarations are, to the best of my knowledge and belief, true and correct.

Print Residence Address and City (Mail/PO Box not acceptable)

Voter: You must sign in your own handwriting for the ballot to count.

X _____
VOTER: SIGN HERE DO NOT PRINT (Power of Attorney Not Acceptable) Date
If voter is unable to sign, s/he may make a mark witnessed by one person.
WITNESS: SIGN HERE _____

7-DAY

RETURN YOUR BALLOT...

- IN THE MAIL POSTMARKED BY ELECTION DAY AT THE OFFICE OF ELECTIONS WITHIN 3 DAYS OF ELECTION DAY AT 2426 6TH STREET, EUREKA.
- ON ELECTION DAY AT ANY HUMBOLDT COUNTY POLLING PLACE OR ANY POLLING PLACE ELSEWHERE IN CALIFORNIA.

VOTER: READ STATEMENT, SIGN AND DATE IN BOX BELOW
I am a resident of and a voter in the precinct, and the person whose name appears on the envelope. I have not applied nor intend to apply for a vote by mail ballot from any other jurisdiction for the same election. I declare under penalty of perjury that the foregoing declarations are, to the best of my knowledge and belief, true and correct.

to return my ballot.

X _____
Voter: Sign Here

Print Residence Address and City (Mail/PO Box not acceptable)

Voter: You must sign in your own handwriting for the ballot to count.

X _____
VOTER: SIGN HERE DO NOT PRINT (Power of Attorney Not Acceptable) Date
If voter is unable to sign, s/he may make a mark witnessed by one person.
WITNESS: SIGN HERE _____

*Carrier: Please deliver to address on other side.
Do NOT deliver to this address.*

VBM

VOTING EQUIPMENT INCIDENT REPORT

Date _____ Time _____ Location _____

Equipment Involved	Serial number	Error Message on Screen (if applicable)
Scan		
Poll Pad		
Touch Writer		
Printer		
Other		

1. What is the problem?

- Equipment dead or power failed (lights out)
- Equipment frozen or otherwise non-operational (lights on but not working)
- Ballots jammed repeatedly
- Printer jammed repeatedly
- Vote not recorded properly (public count did not progress)
- Audio not functioning (Touch Writer)
- One or more security seals compromised (*identify seal numbers below*)
 location of seal on machine _____
 original seal number _____ replacement seal number _____
- Other (*describe in detail below*) _____

2. Who was notified of the problem? _____ Rover _____ Elections Office

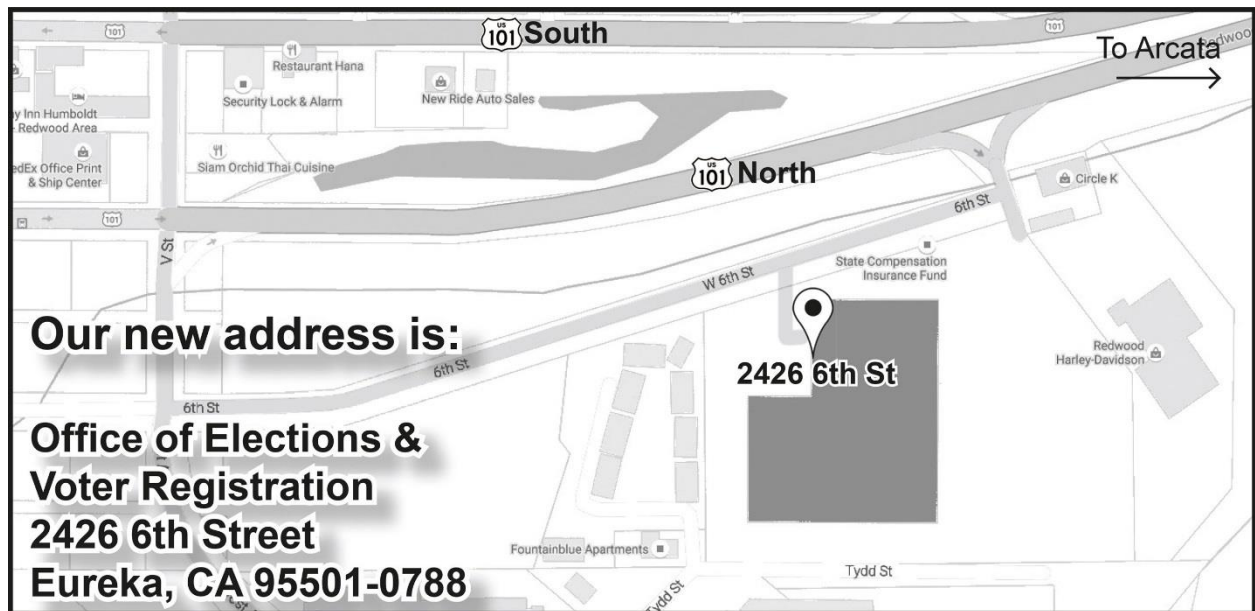
3. How was the incident resolved?

_____ Fixed on site (describe) _____
 _____ Time: _____

_____ Replaced (if equipment was replaced, fill in security information below).
 Time: _____

If replaced, record the new equipment's serial number and seal numbers:

Submitted by: _____ (Inspector)



Contact Information

Humboldt County Office of Elections

2426 6th Street, Eureka, CA 95501

707-445-7481

<https://humboldt.gov/elections>

Lucinda Jackson

Cell: 707-616-4503 (text)

Email: ljackson@co.humboldt.ca.us

In case a voter requests it, here is the number of the
California Secretary of State's Voter Hotline:

1-800-345-8683