

VOTER ASSISTANCE CENTER MANUAL

PRESIDENTIAL GENERAL ELECTION

November 3, 2020

Table of Contents

Section 1: Contact Information	7
Election Workers	7
Voters	8
Emergencies	8
Section 2: Preparing to Serve	9
Election Dates and Hours	9
Training	9
Oath of Office	9
Breaks and Meals	9
Election Worker Reminders	10
Section 3: Voter Rights	11
Right to Cast a Ballot	11
Right to Replace a Spoiled Ballot	11
Right to Report Fraud or Illegal Activities	12
Right to Receive Assistance	12
Right to Accessible Voting Devices	12
Voter Accessibility	12
Curbside Voting for Precinct Voters	16
Disability Sensitivity at the Polls	17
Assisting a Voter	17
Section 4: Voting	19
Two Sheet Ballot	19
Ballot Handling	19
Ballot Secrecy	19
Spoiling Ballots	20
Types of Ballots	21
Running Out of Pre-Printed Precinct Ballots	22
Running Out of Blank Ballot Stock	22
Types of Voters	23
Precinct Voters	24
Processing Precinct Voters	24
Address Changes	26
Processing Vote by Mail Ballot Surrender Voters	27
Vote by Mail Ballot Return Voters	27
Returning a Vote by Mail Ballot for Someone Else	28

Vote by Mail Ballot Surrender Voters	29
Provisional Voters	29
Processing Vote by Mail Voters with no Ballot to Surrender	30
Processing Voters in the Wrong Precinct	32
Processing Voters not on Poll Pad	32
Provisional Ballot Troubleshooting	32
Battery Backup in the event of Unplanned Power Outage	32
HAVA ID Voters and Acceptable Identification	33
Processing HAVA ID Required Voters	35
Inactive Voters	35
Processing Inactive Voters	35
Name Change Voters	36
Processing Voters with Name Change ONLY	36
Challenged Voters	36
<hr/>	
Section 5: COVID Protection and Guidelines	38
Personal Protection Equipment	38
Physical (Social) Distancing	39
Election Worker Screening	40
Cleaning Guidelines	41
Worksite Specific Action Plan	42
COVID-Related Signage	42
Processing Voters	43
Voters without Face Coverings	43
Voters who Refuse Face Coverings	44
Observers who Refuse Face Coverings	45
Conflict and De-escalation	45
When De-escalation is not Successful	46
COVID Exposure Response	46
<hr/>	
Section 6: Election Worker Conduct	47
General Guidance	47
Election Worker Reminders	47
<hr/>	
Section 7: Emergency Response	48
Inaccessible Voter Assistance Centers	48
Non-Operational Due to Fire	48
Non-Operational Due to Earthquake	49
Unplanned Power Outage	50
Planned Public Safety Power Shutoff (PSPS)	51

Essential Services during Government Shutdown	51
Emergency at the Voter Assistance Center	52
Inaccessible Election Night Drop-Off Location	52
No-Show Election Workers	53
Voter Intimidation	53
Voting Procedure for Emergency Workers	55
Resources and Links	56
<hr/>	
Section 8: Conduct at the Polls	57
Observers and Watchers	57
Electioneering	58
Common Electioneering Questions and Scenarios	59
Ballot Selfies	60
Electronic Devices	60
Cameras and Video Equipment	61
Camera and Video Equipment Laws	62
Challenging an Election	63
Conflict Situations and De-escalation	64
When De-escalation is not Successful	64
<hr/>	
Section 9: Election Worker Basics	65
Positions	65
High School Students as Clerks	66
Jobs and Voting Stations	66
Effective Voter Assistance Center Teams	71
<hr/>	
Section 10: Voting Equipment and Security	73
Voting Equipment	73
Poll Pads	73
Scan	74
Ballot On-Demand and Printer	76
Touch Writer and Printer	76
Chain of Custody Security	77
Security Seals	78
Security Logs	78
Securing Voting Equipment and Election Supplies	79
4-Day Voter Assistance Center Set-up	80
4-Day Voter Assistance Center Ballot Return	82
Ballot Transport: Pickup and Return	83

Section 11: Voter Assistance Center Layout	84
Layout Graphic	84
Voting Booths	84
Measuring Distance Between Booths	84
Signage	84
Section 12: Voting Area Set-up Procedures	85
Inventory Blue Supply Box	85
Ideal Voter Assistance Center Design	85
Set-up Voting Booths	86
Set-up Ballot Box	86
Set-up Voter Station Tables	86
Post Inside Signs	86
ADA Mitigation Inside Voting Area	86
Clear Path of Travel	87
Observer Area	87
Voter Assistance Center Team Binder	87
Voting Day Assignments and Voting Stations	87
Work and Meal Breaks	88
Maintain Security of Blue Supply Box	88
Election Set-up Support	88
Section 13: Early Voting Opening Procedures	89
Early Voting Dates and Hours	89
Preparing to Open the Polls (7 am – 8 am)	89
Verify Security Seals	89
Voting Equipment	90
Blank Ballot Stock	91
Ballot Inventory	92
Main Table Set-up	92
Poll Pad Set-up	93
Convert Blue Supply Box to Ballot Box	94
Post Outside Signs	94
ADA Mitigation Outside the Voter Assistance Center	94
Morning Paperwork	94
Polls Open at 8 am	94
Election Set-up Support	95

Section 14: Early Voting Night Closing Procedures	96
Early Voting Dates and Hours	96
Polls Close at 4 pm	96
Voter Assistance Center Closing Checklist	96
Getting Organized	97
Equipment and Supplies	97
Closing Activities	98
Inventory Precinct Ballots Issued	99
Inventory Precinct Ballots in Ballot Box	99
Inventory Other Used Ballots	100
Breakdown Voter Assistance Center	101
Ballot Transporter Ballot Pick-up	101
Ballot Transporter Team Pick-up Schedule	102
Ballot Statement Summary	102
Ballot Types Recorded on Ballot Statement Summary	102
Information Needed to Complete Ballot Statement Summary	103
Preparing to Complete the Ballot Statement Summary	103
After the Polls Close	103
When the Ballots Statement Summary Doesn't Balance	104
Completing the Ballot Statement Summary	104
Election Closing Support	106
Section 15: Election Morning Opening Procedures	107
Election Day and Hours	107
Verify Security Seals	107
Voting Equipment	108
Blank Ballot Stock	109
Ballot Inventory	110
Main Table Set-up	110
Poll Pad Set-up	111
Convert Blue Supply Box to Ballot Box	112
Post Outside Signs	112
ADA Mitigation Outside the Voter Assistance Center	112
Morning Paperwork	112
Polls Open at 7 am	112
Election Set-up Support	113
Section 16: Election Night Closing Procedures	114
Election Day and Hours	114
Polls Close at 8 pm	114
Voter Assistance Center Closing Checklist	114
Getting Organized	115

Equipment and Supplies	115
Closing Activities	116
Inventory Precinct Ballots Issued	117
Inventory Precinct Ballots in Ballot Box	118
Inventory Other Used Ballots	118
Breakdown Voter Assistance Center	119
Election Night Ballot Return	120
Ballot Statement Summary	121
Ballot Types Recorded on Ballot Statement	121
Information Needed to Complete Ballot Statement	121
Preparing to Complete Ballot Statement	121
After the Polls Close	122
When the Ballot Statement Doesn't Balance	122
Completing the Ballot Statement Summary	122
Election Closing Support	124
<hr/>	
Section 17: Frequently Use Terms	125
<hr/>	

Contact Information

The Humboldt County Office of Elections is committed to ensuring election workers and voters have the information and resources needed to make the 2020 Presidential General Election successful.

Election Workers

Before the Election, election workers are encouraged to contact the Office of Elections with questions.

During the election, the Office of Elections will have a team of people available to answer questions, troubleshoot issues, deliver needed supplies.

Election Worker Hotline: 707-267-9999

The election worker hotline is available for election worker to call and verify or update voter ballot status.

Office of Elections Main Line: 707-445-7481

Election workers should call the main line for voting equipment troubleshooting, process questions, and other general issues that arise.

Emergency Hotline: 707-382-4157

The emergency hotline should be used in the event of an emergency. If voter assistance center teams need to call 9-1-1, the second call should be immediately to the emergency hotline.

Lucinda Jackson: 707-616-4503 (Cell) / 707-445-7481 (Office)

Election workers should use the election worker hotline and main office phone number first. If a problem persists or you are not able to get through, Lucinda is available on her cell phone (text is okay) or email (ljackson@co.humboldt.ca.us).

When texting Lucinda make sure to provide the following information:

- Voter assistance center location.
- Name.
- Brief description of the issue.

Law Enforcement Support

The Office of Elections is working closely with law enforcement to ensure the safety of election workers and voters, and to ensure all eligible voters can cast a ballot free of intimidation.

Sheriff's Office

- Emergency Line: 9-1-1
- Non-emergency Line: 707-445-7251

Eureka Police Department

- Emergency Line: 9-1-1
- Non-emergency Line: 707-441-4060

Arcata Police Department

- Emergency Line: 9-1-1
- Non-emergency Line: 707-822-2424

Fortuna Police Department

- Emergency Line: 9-1-1
- Non-emergency Line: 707-725-7550

Voters

Election workers should be able to answer most voter questions, but the Office of Elections will have a team of people to assist voters with needs that cannot be met at the polls. Voters are also encouraged to visit the Office of Elections' website where they can find current information on voting options, voter assistance centers and ballot drop box locations, voter registration, among other resources and information.

Humboldt County Office of Elections

2426 6th Street, Eureka

707-445-7481

<https://humboldt.gov/elections>

Emergencies

Please put safety first. If a medical issue or life-threatening emergency occurs, or if de-escalation is unsuccessful, contact law enforcement at 9-1-1. Then contact the Office of Elections immediately on the emergency hotline at 707-382-4157 to report the emergency.

Voter assistance center team binders also include an emergency contact and resource list by geographical region.



Please put safety first. If a medical issue or life-threatening emergency occurs, or if de-escalation is unsuccessful, contact law enforcement at 9-1-1. Then contact the Office of Elections immediately.

Preparing to Serve

Election Dates and Hours

Humboldt County will have nine (9) voter assistance centers and four (4) pop-up polling locations.



Vote Assistance Center Dates and Hours

October 31 – November 2: 8 am – 4 pm

November 3 (Election Day): 7 am – 8 pm

Pop-up Locations

November 3 (Election Day): 7 am – 8 pm

Training

Required training varies by position. Election workers assigned to work in voter assistance centers and pop-up locations are required to attend training. Two types of training will be provided: school of instruction and machine lab. The school of instruction is designed to provide an overview of the election worker manuals. The machine lab is designed to provide hands-on experience working with the voting equipment.

Oath of Office

Election workers are required to take an oath of office. By taking the oath of office election workers are affirming they will conduct themselves with professionalism as an extension of the Humboldt County Office of Election and uphold the United States Constitution, California Constitution, and the laws of the State of California.

Breaks and Meals

Election workers are encouraged to take care of themselves whenever possible by taking breaks, eating meals, and stretching throughout the day.

Election Worker Reminders

DO	DO NOT
<ul style="list-style-type: none">• Arrive 60 minutes before the polls open• Sign in so that we can pay you• Bring food and water• Take breaks• Dress in comfortable business casual attire• Bring a sweater or jacket• Treat voters, co-workers, and visitors professionally and with respect• Follow procedures for opening, closing, and election conduct• Make sure the polls are tidy	<ul style="list-style-type: none">• Arrive late• Eat or drink at voter stations• Take a break when there's a long line of voters• Wear clothing that promotes parties, candidates, or political issues• Forget to bring layers• Use your cell phone for personal business at voter stations• Bring children with you• Leave the polls a mess

Voter Rights

Election workers take an oath to protect the integrity of the election. This includes protecting voting rights of all voters.



All voters have the right to:

- ✓ Cast a ballot for all eligible elections.
- ✓ Replace a spoiled ballot.
- ✓ Report fraud or illegal activities
- ✓ Receive assistance.
- ✓ Accessible voting devices.

Right to Cast a Ballot

Every registered or conditionally registered voter has a right to cast a ballot. A registered voter is a United States citizen who is a resident of California, at least 18 years of age, not in prison or on parole for conviction of a felony and registered to vote at his or her current residential address. (Elections Code, Section 2300(1)(b))

At all elections, a voter who claims to be properly registered, but whose registration cannot be established by examining the voter list for the precinct or the records on file with the county elections official, shall be entitled to vote a provisional ballot. (Elections Code, Sections 2300(a)(2), 14310)

A voter has the right to cast a secret ballot free from intimidation, which includes electioneering activities. Vote Center staff must provide voters with disabilities and others requiring assistance the same opportunity for privacy all other voters have. (Elections Code, Sections 2300(a)(4), 18540; California Constitution, Article II, Section 7)

Voters who are in line at the Vote Center at the time polls close are entitled to vote and must be allowed to exercise that right. (Elections Code, Sections 2300(a)(3), 14212, 14401, 14402)

Right to Replace a Spoiled Ballot

All voters have the right to receive a new ballot if, prior to casting a ballot, a voter makes a mistake marking votes. A voter has the right to receive up to two replacement ballots. Vote Center staff should alert a voter who spoils their initial ballot that they are only entitled to two more replacements and should exercise caution when casting a replacement ballot. (Elections Code, Sections 2300(a)(5), 3014, 3015, 14288)

Right to Report Fraud or Illegal Activities

All voters have the right to report fraudulent or illegal activity to a local elections official or to the Secretary of State's Office. (Elections Code, Sections 2300(a)(10))

Right to Receive Assistance

Voters who, for any reason, need or want assistance to vote have the right to receive help to mark a ballot. A voter may bring up to two people into the voting booth, or the voter may request assistance from a staff member. The voter may not be assisted by their employer or union representative. (Elections Code, Sections 14282(a))

Right to Accessible Voting Devices

Voters with disabilities have the right to vote privately and independently, the right to have a voting station reasonably modified, the right to have barriers removed from the voting process, and the right to receive additional aids and services. At least one accessible voting unit must be available in each Vote Center where an election is being conducted. (Help America Vote Act, Section 301(a)(3)(B); Elections Code, Section 19242(b))

Voters with disabilities have the right to an accessible voter assistance center location. A list of voters who have requested assistance must be maintained and returned to the elections official. (Elections Code, Sections 12280, 14282, 14283)

Under federal anti-discrimination laws, Vote Center staff must permit a service animal to accompany a voter with a disability (e.g., a guide dog for a visually impaired person). Staff should walk on the side of the voter that is on the opposite side of the service animal. They should not pet or engage a service animal without permission from the owner. A service animal can be any trained domestic animal for the purpose of assisting the voter. Service dogs can be any breed or size. (28 Code of Federal Regulations, Section 35.136)

A person with a disability who is unable to write may use a signature stamp (which must be approved by the county elections official or the Department of Motor Vehicles prior to Election Day), or authorize another person to use the stamp, on any elections-related document that requires a signature (including a Vote-by-Mail ballot envelope). A signature stamp on a Vote-by-Mail envelope is treated in the same manner as a written signature. (Elections Code, Section 354.5)

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 voter assistance centers 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 voter assistance center. Required mitigation supplies will be delivered to the voter assistance center prior to voting days. Some mitigation supplies may be in your blue supply box. Teams should work together to setup required mitigation measures.

Accessible Parking

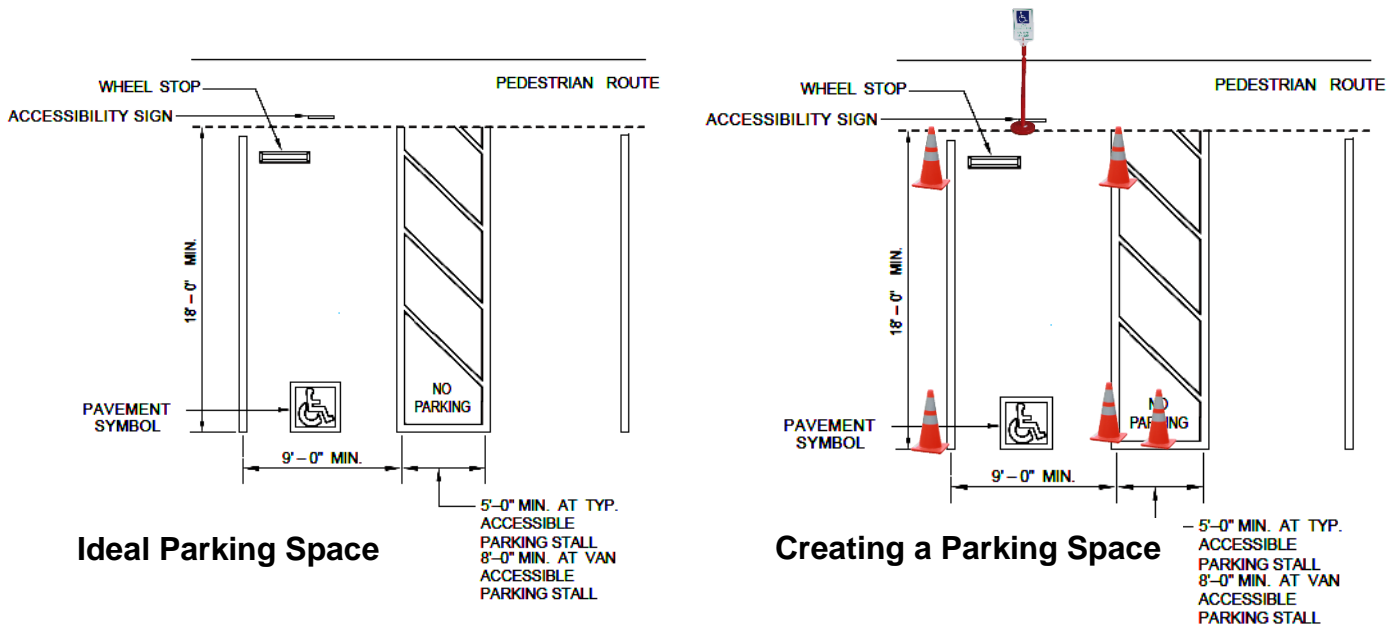
Voter assistance centers with an onsite parking lot must provide one accessible van parking space and a passenger side accessible aisle that serves it. The accessible van parking space and access aisle must have the following dimensions:

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 voter assistance centers do not provide onsite parking, one on-street accessible van parking space must be provided. When a voter assistance center 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 voter assistance center is not accessible. Voters may use curbside voting from their vehicle or along the path of travel to the voting area. Election 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 Precinct Voters

Use this procedure when assisting a 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. Voter surrenders their original vote by mail ballot.
1. Return to the voting area and find the Main Roster page with the voter's name on it. Next to the voter's name you will see a notation, "Vote by Mail Voter" or "VBM Voter".
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. Write "SURRENDERED - DO NOT COUNT" across the VBM envelope.

9. Write on the signature side of the envelope: “SURRENDERED – DO NOT COUNT”.
10. Place the vote by mail envelope in the side slot of your voter assistance center’s sealed and secured blue supply box.
11. Return to the voting area and deposit the ballot into the ballot box.
12. Return to the voter to verify their ballot has been successfully cast.

Curbside Voting for Provisional Voters

Use this procedure when assisting a provisional 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 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 roster page.
 - b. Official unmarked provisional ballot.
 - c. Ballot stub (ballot voter receipt).
 - d. Provisional envelope.
 - e. Pen.
 - f. Assisted voter list form, if necessary.
6. Show the voter where to complete and sign the provisional roster. Have the voter complete and sign.
7. Provide the voter with the official ballot and either a provisional
8. envelope and wait while the voter marks the ballot.
9. g. If the voter has not already done so, put the ballot in the provisional envelope.
10. Return to the voting area and deposit the provisional envelope
11. into sealed and secure blue supply box.
12. Return to the voter to verify their ballot has been successfully cast.

See COVID Protection and Guidance section for additional information about curbside voting.

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 election workers to better serve voters, including voters that may have disabilities. A disability sensitivity etiquette reference guide is provided in the ADA Guide for each voter assistance center.

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.

Voting

Two Sheet Ballots

This election has a two (2) sheet ballot. Both sheets are on each pre-printed pad. When printing using the on-demand printer or Touch Writer, two (2) sheets will print out. When you hand a voter their ballot, there will be two (2) sheets of paper.

Both sheets of paper must be run through the Scan machine. When assisting a voter feed a ballot through the Scan, insert one (1) sheet at a time.

Ballot Handling

Stub Removal

Remove ballot from stapled stub carefully using the horizontal perforation. Since each ballot is two sheets of paper, you will be removing two sheets from the stapled stub.

Voter Receipt and “I Voted” Sticker

Voter receipts will already be detached from the ballot. Offer voters a voter receipt and “I Voted” sticker.

Ballot Secrecy

Maintaining ballot secrecy for voters is critical. Voter assistance centers are given materials in their forms supply bag to maintain voter secrecy.



If you see a voter in the voter assistance center that does not have their ballot contained in one of these materials, investigate the situation.

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

Precinct ballots

Precinct voters will be issued a pre-printed ballot. Precinct ballots are issued inside a secrecy sleeve. Precinct ballots must remain in a secrecy sleeve except while being voted. Precinct voters may also mark their ballot on the Touch Writer.

If voter assistance center teams are running low (25% or less of pre-printed ballots remaining) or run out of ballots, use blank ballot stock to print a precinct ballot from the Ballot On-Demand or 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.

Vote by Mail Ballots

Vote by mail ballots are returned to a voter assistance center inside a completed, signed, and sealed envelope. Voters with vote by mail ballot returns without an envelope should be provided a yellow vote by mail envelope, and instructed to complete, sign, and seal the vote by mail envelope.



If a voter makes a mistake and wants to vote a new ballot you will spoil one (1) two-sheet ballot and have the voter mark one (1) two-sheet ballot, resulting in one spoiled ballot and one marked ballot.

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 one (1) two-sheet ballot and have the voter mark one (1) two-sheet ballot, resulting in one spoiled ballot and one marked ballot.

- Write “SPOILED” across the sheet with the mistake.
- Remove one (1) ballot from the pad of ballots. Remember each ballot has two (2) sheets.
- Hand the voter the sheet to replace their spoiled sheet.
- Write “SPOILED” across the remaining sheet not given to the voter.

When the transaction is complete, the voter will have one (1) complete ballot to mark and the election worker will have one (1) complete ballot with “SPOILED” written on both sheets. Place the spoiled ballot in the side slot of the voter assistance center team’s sealed and secured blue supply box.

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



Types of Ballots

- ✓ Precinct ballots
- ✓ Ballot Stock
- ✓ Emergency Provisional Ballots
- ✓ Spanish and Hmong Facsimile Ballots

Types of Ballots

Precinct ballots

Most ballots your team will receive are precinct ballots. These ballots will have a precinct name in the top right-hand corner and the word “PRECINCT” in bold black ink in the bottom margin.

All active registered voters received a vote by mail ballot for this election. Precinct ballots should be issued to, and voted by, active voters who:

- Are on the Poll Pad, main roster, or supplemental roster, and
- Provide a residential address that matches the residential address on the Poll Pad or main roster, and
- Surrender a vote by mail ballot.

Ballot Stock

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 Ballot On-Demand and Touch Writer printers. When a ballot is pulled up on the Touch Writer, an official ballot will be generated. Precinct ballots marked on the Touch Writer can be read by the Scan. Provisional voters must mark their ballot on the Touch Writer. Provisional ballots cannot be read by the Scan.

Emergency Provisional Ballots

Emergency provisional ballots are pre-printed provisional ballot with a precinct number in the top right-hand corner and say “PROVISIONAL” in bold ink in the top and bottom margin.

Emergency provisional ballots should be issued to provisional voters when:

- The power goes out.
- The Touch Writer is not working.
- Run out of ballot stock for the Touch Writer.
- More than three (3) people are waiting in line to mark their ballot on the Touch Writer.

Spanish and Hmong Facsimile Ballots

Teams will be provided with three (3) facsimile Spanish ballots and three (3) facsimile Hmong 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. Spanish and Hmong facsimile ballots must not be used as an official ballot.



Spanish and Hmong facsimile ballots must not be used as an official ballot.

Running out of Pre-Printed Precinct ballots

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

*Running low means having 25% or less of the voter assistance center team's pre-printed precinct ballot inventory remaining. For example, if 100 precinct ballots are issued, the team is running low when only 25 ballots remain.

Running Out of Blank Ballot Stock

Do not wait until ballots run out to contact the Office of Elections to request additional ballots. If the team is running low* on blank ballot stock inventory, contact the Office of Elections immediately at 707-445-7481.

*Running low means only having 25% of your blank ballot stock inventory remaining. For example, if 100 sheets of ballot stock are issued, the team is running low when only 25 sheets of ballot stock remain.

If the team runs out of pre-printed ballots, use the Ballot On-Demand or Touch Writer to print precinct ballots.



Types of Voters

- ✓ Vote by Mail Surrender Voters
- ✓ Provisional Voters
- ✓ Vote by Mail Return Voters

Types of Voters

Many types of voters will come into the poll to vote. Election workers must apply various processes and consider various voter statuses to effectively check-in many types of voters. All active, registered voters received a vote by mail ballot for this election.



All active, registered voters received a vote by mail ballot for this election.

Vote by Mail 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 precinct ballot.

Vote by Mail 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.

Provisional Voters

Voters who are **NOT** eligible to receive a precinct ballot.



If the voter is not eligible to receive a precinct ballot, they should be issued a provisional ballot.

HAVA ID Voters and Acceptable Identification

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. 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 voter assistance center as not being eligible to vote a precinct ballot.

Precinct Voters

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. All active registered voters will receive a vote by mail ballot for this election. When voters that don't have a ballot to surrender and believe they have not already voted their vote by mail ballot, contact the election worker hotline at 707-267-9999. The call center election worker will verify if the voter has already voted or if a precinct ballot can be issued.

Processing Precinct Voters

Voter Check-in

2. Greet voter.
3. Voter provides name and address. Repeat voter name and address to verify.
4. Voter surrenders their original vote by mail ballot.
5. Locate voter name on the Poll Pad or main roster. Next to the voter's name you will see a notation, "Vote by Mail Voter" or "VBM Voter".
6. Verify the voter's information on the Poll Pad screen is correct.
7. Voter signs main roster next to their name where indicated.
8. Verify the voter signed the main roster.
9. Check the box on the Poll Pad screen verifying the voter has signed the main roster.
10. Print a Poll Pad receipt. Hand the receipt to the voter. If you are unable to print a voter receipt with precinct, write the information on a piece of paper and hand it to the voter to give to the Ballot Clerk. DO NOT yell precinct information across the voting area.
11. Write "SURRENDERED - DO NOT COUNT" across the VBM envelope.

12. Write on the signature side of the envelope: “SURRENDERED – DO NOT COUNT”.
13. Place the vote by mail envelope in the side slot of your voter assistance center’s sealed and secured blue supply box.
14. Direct the voter to the ballot table where they will hand their receipt to the ballot handling clerk.

Ballot Handling Table

1. Greet voter.
2. Voter provides Poll Pad receipt.
3. Ask 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.

Issuing Pre-Printed Precinct Ballots

1. Pull one (1) ballot from the pad of ballots. Remember that one (1) ballot is two (2) sheets of paper.
2. Provide the voter with the following items:
 - a. Ballot receipt.
 - b. Precinct ballot.
 - c. Single-use secrecy sleeve.
 - d. Pen.
3. Direct the voter to an available voting booth to mark their ballot and proceed to the voting equipment clerk when finished.

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

4. Provide the voter with the following items:
 - a. Ballot receipt.
 - b. Single-use secrecy sleeve.
 - c. Pen
5. Direct the voter to the voting machine station for assistance with the Touch Writer.



Precinct ballots must remain in a secrecy sleeve except while being voted.

THE FOLLOWING ARE NOT PRECINCT VOTERS:

- Voters who provide a different address than what is on the Poll Pad or Main Roster and the new address is not in the same precinct. These voters are eligible to reregister and vote a provisional ballot. If unsure if the new address is in the same precinct, issue the voter a provisional ballot.
- Vote by mail voters who do not have a ballot to surrender. These voters are eligible to vote a provisional ballot and 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 provisional ballot.
- Voters from other precincts. These voters can be directed to their assigned voter assistance center or may vote a provisional ballot.
- Voters who registered after the 15-day regular registration deadline. These voters are eligible to vote a provisional ballot.
- Voters who are not registered to vote. These voters are eligible to register and vote a provisional ballot.

Address Changes

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

- Appear at their assigned precinct, and
- Change their residential address to another residential address within the same precinct, and
- Appear on the main roster and Poll Pad, and
- Surrendered their vote by mail ballot.

If the voter DOES meet these conditions, direct the voter to complete the Address Change form. Then, process the voter as a precinct voter: check the voter in on the Poll Pad and direct them sign the main roster.

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



If the voters new address does not meet address change conditions, that voter must be issued a provisional ballot.

Processing Vote by Mail Ballot Surrender Voters

1. Greet voter.
2. Voter provides name and address. Repeat voter name and address to verify.
3. Voter surrenders their original vote by mail ballot.
4. Locate voter name on the Poll Pad or main roster. Next to the voter's name you will see a notation, "Vote by Mail Voter" or "VBM Voter".
5. Voter signs main roster next to their name where indicated.
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. If you are unable to print a voter receipt with precinct, write the information on a piece of paper and hand it to the voter to give to the Ballot Clerk. DO NOT yell precinct information across the voting area.
10. Write "SURRENDERED - DO NOT COUNT" across the VBM envelope.
11. Write on the signature side of the envelope: "SURRENDERED – DO NOT COUNT".
12. Place the vote by mail envelope in the side slot of your voter assistance center's sealed and secured blue supply box.
13. Direct the voter to the ballot table where they will hand their receipt to the ballot handling clerk.

Vote by Mail Ballot Return Voters

Vote by mail voters receive their ballot by mail. All active registered voters will receive a vote by mail ballot for this election. Although vote by mail ballots are primarily returned to the Office of Elections by mail, vote by mail ballots can be returned at voter assistance centers on voting days.

Reminders

- Vote by mail ballots must be in return envelopes.
- Vote by mail envelopes must be (1) completed, (2) signed, and (3) sealed.
- Vote by mail ballots DO NOT go through Scan.
- Anyone can turn in a vote by mail ballot for someone else.
- Vote by mail ballots from anywhere in California can be turned in at any voter assistance center.



Vote by mail ballots are not included in your beginning inventory. Do not count vote by mail ballots with on the inventory or ballot statement summary.

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

- Write their residential address,
- Sign the envelope
- Insert their ballot into the envelope and seal the envelope, and
- Place signed and sealed envelope into the sealed vote by mail container.



If a voter does not have their vote by mail ballot in an envelope, provide the voter a yellow vote by mail return 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 vote by mail envelope that has been completed and signed by the voter.

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

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



Vote by mail ballots without a signed envelope will not be counted.

Vote by Mail Ballot Surrender Voters

All active registered voters will receive a vote by mail ballot for this election. Vote by mail voters may surrender (exchange) their vote by mail ballot for a precinct ballot. Vote by mail voters requesting a precinct ballot must:

1. Appear in person at their assigned voter assistance center, and
2. Surrender the vote by mail ballot issued to them by the Office of Elections.

When voters that don't have a ballot to surrender and believe they have not already voted their vote by mail ballot, contact the election worker hotline at 707-267-9999. The call center election worker will verify if the voter has already voted or if a precinct ballot can be issued.



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

Provisional Voters

Provisional voters are voters who may be properly registered but are not eligible to receive a precinct ballot. Provisional voting enables the voter to cast a ballot at a voter assistance center. 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

- Voter is at the wrong voter assistance center.
- Voter cannot get to their assigned voter assistance center before the polls close.
- Election workers are challenging the voter.



**DO NOT RUN PROVISIONAL BALLOTS
THROUGH SCAN MACHINE**

Provisional Envelope

Mostly commonly provisional envelopes will be white with a yellow border. However, provisional envelopes may also be pink. Note: When using a pink provisional envelope for a voter who has an address change, the voter must also complete a voter registration for.

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 2 has two (2) sections that must be completed as follows:
Section 1: Election worker at the voter assistance center.
Section 2: Office of Elections when the provisional envelope is returned to the office.



Provisional ballots must remain in a provisional envelope.

Provisional Ballot Count Verification

Provisional 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 election worker, and the ballot is sealed inside the envelope, the election worker will remove the voter receipt along the perforated edge of the opening flap and give the receipt to the voter. After the election, voters may contact the Office of Elections at 707-445-7481 and provide this unique number to verify if their ballot was counted.

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.

Processing Vote by Mail Voters with no Ballot to Surrender

Vote by mail voters with no ballot to surrender may need to be processed as provisional voters. All active registered voters will receive a vote by mail ballot for this election. When voters that don't have a ballot to surrender and believe they have not already voted their vote by mail ballot, contact the election worker hotline at 707-267-9999. The call center election worker will verify if the voter has already voted or if a precinct ballot can be issued.

If the call center confirms the voter has not voted, the election worker may issue the voter a precinct ballot. If the call center confirms the voter has voted, inform the voter that the Office of Elections has already received their voted ballot. If the voter insists on voting, issue the voter a provisional ballot.

Voter Check-in

1. If the voter would like to vote provisionally, locate the voter's name on the Poll Pad.
2. Verify the voter's information on the Poll Pad screen is correct.
3. Voter signs the provisional roster.
4. Check the "provisional" box on the Poll Pad screen
5. Check the box on the Poll Pad screen verifying the voter has signed the provisional roster.
6. Print a Poll Pad receipt. Hand the receipt to the voter. If you are unable to print a voter receipt with precinct, write the information on a piece of paper and hand it to the voter to give to the provisional ballot table clerk. **DO NOT** yell precinct information across the voting area.
7. Direct the voter to the provisional ballot table.

Provisional Ballot Table

8. Greet voter.
9. Voter provides Poll Pad receipt.
10. Direct voter to complete Side 1 of the provisional envelope.
11. Complete the election worker section of Side 2.
12. Direct the voter to the voting machine station for assistance with the Touch Writer.
 - a. Direct the voter to return to the provisional ballot table once they have completed marking their ballot

Voting Machine Station

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

When the voter returns with their marked ballot, verify that:

- Ballot is inside the provisional envelope.
 - Both the voter and election worker portions of the provisional envelope are completed and signed.
 - Provisional envelope is sealed.
14. Direct the provisional voter to the provisional ballot container (blue supply box secured with a yellow-beaded seal) to insert their ballot into the container.

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 at the wrong voter assistance center, and they would like to vote at your voter assistance center, these voters will have to vote provisionally.

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

Processing Voters not on Poll Pad

Voters who do not appear on the Poll Pad, main roster, or supplemental roster must be processed as provisional 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 voter assistance center name and location.
- Hand the printout to the voter.

Provisional Ballot Troubleshooting

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

Battery Backup in the Event of Unplanned Power Outage

The Scan and Touch Writer 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 (2) hours of uninterrupted power. In the event the Scan, Touch Writer, and/or printer lose power, use pre-printed precinct ballots and emergency provisional ballots. If an unplanned power outage occurs, contact the emergency hotline immediately at 707-382-4157.



If an unplanned power outage occurs, contact the emergency hotline immediately.

HAVA Identification Voters

All active registered HAVA voters were mailed a vote by mail ballot for this election. California law does not require voters to produce identification to vote at the polls except in limited conditions. Election 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. Election 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 election worker completes the HAVA ID Form, indicating the voter’s name, type of identification, and identification number. The voter will then be issued a precinct ballot.



**DO NOT REQUIRE IDENTIFICATION UNLESS
DESIGNATED ON THE ROSTER**

Acceptable Identification

Photo identification is not required, but is one (1) of several acceptable forms of identification. Election 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. Election workers must provide voters with a clear list of what identification can be used to verify identity.

HAVA Acceptable Identification

Non-Government Issued Documents	Government Issued Documents
<ul style="list-style-type: none"> • Current, valid photo ID (e.g. driver's license) 	<ul style="list-style-type: none"> • Official election mail for this election (e.g. VIG)
<ul style="list-style-type: none"> • Passport 	<ul style="list-style-type: none"> • Government check/paycheck
<ul style="list-style-type: none"> • Employee ID card 	<ul style="list-style-type: none"> • Government document with voter name and address
<ul style="list-style-type: none"> • Commercial ID card 	<ul style="list-style-type: none"> • Lease or rental statement/agreement
<ul style="list-style-type: none"> • Credit or debit card 	<ul style="list-style-type: none"> • Tuition statement/bill
<ul style="list-style-type: none"> • Military ID card 	<ul style="list-style-type: none"> • Discharge certificates, pardons, or other official document issued in connection with the resolution of a criminal case, indictment, sentence, etc.
<ul style="list-style-type: none"> • Student ID card 	<ul style="list-style-type: none"> • Public transportation authority, senior citizen, or disabled discount cards
<ul style="list-style-type: none"> • Health club ID card 	<ul style="list-style-type: none"> • Government disability identification documents
<ul style="list-style-type: none"> • Insurance ID card 	<ul style="list-style-type: none"> • Government homeless shelter/transitional facility identification documents
<ul style="list-style-type: none"> • Public housing ID card 	<ul style="list-style-type: none"> • Property tax statement
<ul style="list-style-type: none"> • Current utility bill or bank statement 	<ul style="list-style-type: none"> • Vehicle registration or certificate of ownership
<ul style="list-style-type: none"> • Drug prescription issued by doctor/healthcare provider 	
<ul style="list-style-type: none"> • Tribal membership card 	



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

No Qualified Identification

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

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.

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 obtain 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 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 provisional voter.
6. Direct the voter to complete Side 1 of the provisional envelope.
7. Complete the election worker section of Side 2.
8. Direct the voter to the Touch Writer to mark their ballot.
9. Verify the voter sealed their voted ballot in the provisional envelope.
10. Direct the provisional voter to the provisional ballot container (blue supply box secured with a yellow-beaded seal) to insert their ballot into the container.

Name Change Voters

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

Processing Voters with Name Change ONLY

1. Greet voter.
2. Voter provides name and address. Repeat voter name and address to verify.
3. Voter surrenders their original vote by mail ballot.
4. Voter signs name twice on the main roster next to their name where indicated.
 - a. First signature: previous name.
 - b. Second signature: current name.
5. Instruct voter to put brackets around both names.
6. Verify the voter's remaining information on the Poll Pad screen is correct.
7. Verify the voter signed the main roster twice (see Step 3 above).
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. If you are unable to print a voter receipt with precinct, write the information on a piece of paper and hand it to the voter to give to the Ballot Clerk. DO NOT yell precinct information across the voting area.
10. Give the voter a blank voter registration to complete and return to the Office of Elections.
11. Write "SURRENDERED - DO NOT COUNT" across the VBM envelope.
12. Write on the signature side of the envelope: "SURRENDERED – DO NOT COUNT".
13. Place the vote by mail envelope in the side slot of your voter assistance center's sealed and secured blue supply box.
14. Direct the voter to the ballot table where they will hand their receipt to the ballot handling clerk.



The voter must fill out a voter registration affidavit to update their voter record with their new name.

Challenged Voters

Only a voter assistance center team 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 voter assistance center.

If your voter assistance center team challenges a voter for one of the above reasons, you must complete the challenge list form and must allow the challenged voter to vote a provisional ballot.

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 form. All voter assistance center team members must sign the challenge list form.

Felony without Probable Cause

It is a felony for a voter assistance center team 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. Election workers are not allowed to delay the voting process or misinform registered voters that they are not properly registered.

COVID Protection and Guidelines

Personal Protective Equipment (PPE)

Voter assistance center teams will be provided with personal protective equipment (commonly referred to as PPE) for personal use at the voter assistance center and for voter use. Equipment provided includes temporary masks, disinfectant wipes, 70% isopropyl hand-sanitizer, face shields, plexiglass dividers, and gloves.

Hand Hygiene

Hand hygiene is washing your hands with soap in warm or hot water or applying 70% isopropyl hand-sanitizer. Hand hygiene should be applied for approximately 20 seconds. Hand hygiene should be applied before and after (1) assisting a voter; (2) touching your face, mask or face covering; (3) cleaning surfaces; (4) prior to putting gloves on and after removing them; and (5) other circumstances where appropriate. Hand pump and free-standing unit 70% isopropyl hand-sanitizer will be provided to voter assistance centers for election worker personal use and voter use.

Masks and Face Coverings

Election workers must wear a mask or face covering that covers the mouth and nose inside the voter assistance center. The Center for Disease Control stresses that proper use of masks and face coverings slows the spread of the Coronavirus (COVID). Wearing a mask or face covering does not replace the need for physical distancing and frequent hand washing. Temporary masks will be provided to voter assistance center for election worker personal use and voter use.

Disinfectant Wipes

Disinfectant wipes should be used to clean all surfaces (e.g. door hardware, tables, booths, plexiglass dividers, etc.) before the polls open, between groups of voters being processed, after the polls close, and other times as needed. Sufficient pens will be provided for single use each day; however, pens must be cleaned after the polls close for use the following day. Disinfectant wipes will be provided to voter assistance centers. Do not use disinfectant wipes on voting equipment.



Do not use disinfectant wipes on voting equipment.

Face Shields

Face shields are optional for election workers to wear and do not take the place of a mask or face covering. Prior to putting on a face shield, practice hand hygiene and wipe the surface of both sides of the face shield before and after use with disinfectant wipes. Face shields will be provided for election worker use. Face shields should not be made available for voter use.

Plexiglass Dividers

Plexiglass dividers should be placed at voter stations where voters will come into close contact to election workers, such as at the check-in table and ballot handling table. Plexiglass dividers will be provided to voter assistance centers.

Gloves

Gloves are optional for election workers to wear during high traffic settings and areas where contact with items others have touched is routine. This may include voter check-in, ballot handling, and when cleaning surfaces with disinfectant wipes. Gloves will be provided to voter assistance centers for election worker use. Gloves should not be made available for voter use.

Physical (Social) Distancing

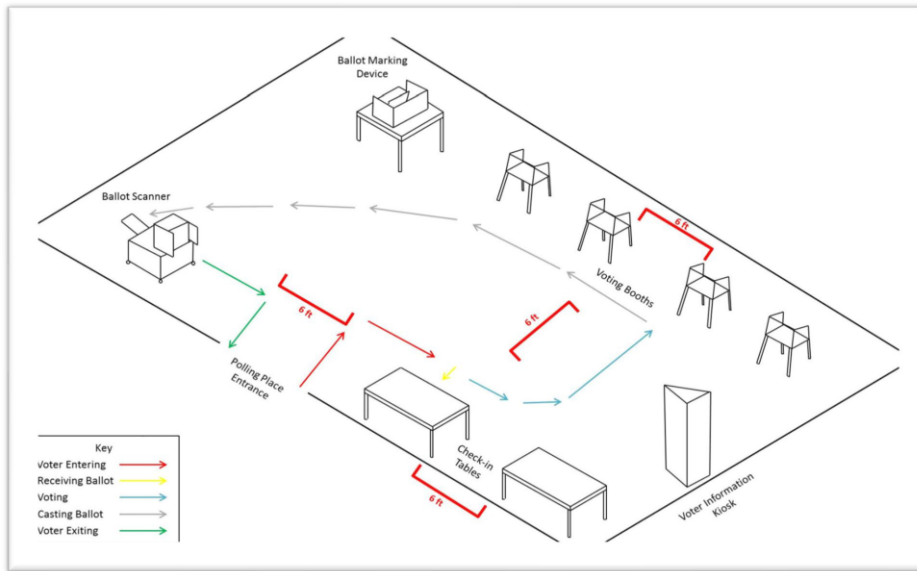
Proper use of PPE does not take the place of physical distances (commonly referred to as social distancing). Election workers should maintain six (6) feet (or two arm lengths) of distance between themselves and others whenever possible. This includes team members and voters.

Configuring Voting Area

The voting area must be configured so that voter stations, booths, and paths of travel allow for a minimum of six (6) feet of distance between them and creating a natural flow directing voters along a one-way path of travel to avoid multiple voters sharing the same space at the same time. Use blue masking tape to mark one-way arrows every six (6) feet along the path of travel to direct voters along the proper voting route from one voter station to another. Below is a graphic exemplifying one-way path of travel flow. See the ADA Guide for specific layout of voter stations, booths, and paths of travel at each voter assistance center.

Measuring Six-Foot Distance

Measure six (6) feet of distance from the left-edge of the voter station or booth to the right-edge of the next voter station or booth.

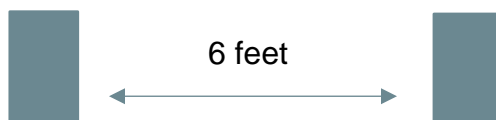


Voter Check-in Line Queue

The voter check-in line must begin outside of the facility. A free-standing sign marking the start of the voter line will be provided. From the start of the line, place masking tape standing markers every six (6) feet to guide voters on where to stand while in line.

Measuring Six-Foot Distance

Measure six (6) feet of distance between arrows from the edge of standing marker to the bottom of the next standing marker.



Election Worker Screening

Election workers are an extension of the Humboldt County Office of Elections and must complete three (3) pre-screening tasks each day before attending in-person training or arriving at the voter assistance center: (1) take temperature, (2) symptom check, and (3) apply hand hygiene.

Symptoms of COVID-19 include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea. Election workers experiencing cold, flu, or COVID-related symptoms, or with a temperature of 100.4 or greater must stay home and call a personal healthcare provider, then contact the Office of Elections and team manager immediately.



Election workers experiencing cold, flu, or COVID-related symptoms, or with a temperature of 100.4 or greater must stay home and call a personal healthcare provider, then contact the Office of Elections and team manager immediately.

Cleaning Guidelines

Election workers are responsible for cleaning the voting area before, during, and after the polls are open. Areas that require regular cleaning include door hardware, tables, voting booths, pens and styluses, accessible supplies, and other surfaces. Cleaning must be completed before the polls open, after each group of 5-6 voters are processed (before the next group is processed), after the polls close, and other times as appropriate. Use the PPE provided by the Office of Elections to conduct regular cleaning. See the Personal Protection Equipment (PPE) section above for instructions on how to properly clean the voting area.

Cleaning Scan, Touch Writer, and On-Demand Printer

All Hart voting equipment can be wiped down with a 70% clear isopropyl alcohol solution using a lint-free wipe that has been slightly dampened. Do not use disinfectant wipes on HART voting equipment. It is best to do this after every voter is processed. No other ingredients or fragrance-based solutions should be used or admixed.



Do not use disinfectant wipes on HART voting equipment.

To avoid spotting:

- Make certain that equipment screens are wiped completely dry.
- Do not leave puddles.
- Do not wipe or wet paper ballots.
- Do not use any other type of ammonia, bleach or detergent-based solutions on HART voting equipment, as these may be harmful to the screens or the plastics surrounding the displays.

Cleaning Poll Pad

Using a Clorox disinfectant wipe or 70% isopropyl alcohol wipe, gently wipe the hard, nonporous surfaces of the Poll Pad, including the display and other exterior surfaces.

When cleaning the Poll Pad:

- Unplug all cables and turn off the Poll Pad.
- Use the lens cleaning cloth to wipe off the display screen.
- Avoid getting moisture in openings.
- Do not use any other cleaning products or compressed air.

Worksite Specific Action Plan

Every voter assistance center will have a worksite specific action plan for that facility. The purpose of the worksite specific action plan is to provide worksite contact information, procedures and form for reporting COVID-related instances, safety and cleaning information, and provide the worksite specific evaluation form template. Voter assistance center managers will responsible for completing a worksite specific evaluation form twice each day of voting: (1) between 10 am – 11 am; and (2) between 2 pm – 3 pm.

COVID-Related Signage

Voter assistance centers will receive exterior and interior signage that must be setup prior to the polls opening. During the worksite specific evaluation process, the voter assistance center manager will evaluate exterior and interior signage and adjust or replace signage as needed.

Exterior Signage

Voter assistance centers will receive COVID-related materials that must be in place before the polls open.

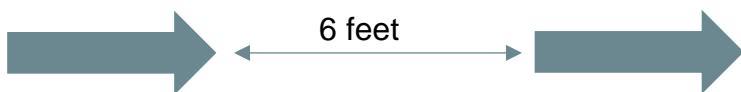
- A poster reminding voters of proper COVID protocols. The poster should be affixed to the outer wall of the facility in a visible location and (if possible) under an awning to avoid weather damage.
- Free-standing “Line Starts Here” sign. The sign should be placed outside of the facility at the point the voter check-in line queue starts.
- Blue masking tape. Beginning at the voter check-in line queue, place masking tape standing markers on the ground every six (6) feet to guide voters on where to stand.

Interior Signage

- Blue masking tape. Beginning at the front entrance of the voter assistance center, place blue masking tape on the floor every six (6) feet in the shape of arrows to guide voters along the one-way voting route.

Measuring Six-Foot Distance

Measure six (6) feet of distance between arrows from the top of the arrow to the bottom of the next arrow.



Processing Voters

When processing voters, election workers should maintain a six (6) foot distance from voters whenever possible. When working at voter stations that require closer proximity, election workers should use the PPE supplies provided (face shield, gloves, and plexiglass) to increase protection.

Curbside Voting

In addition to PPE measures provided above, considerations for election workers conducting curbside voting include:

- Wear gloves.
- Bring hand-sanitizer for the voter to apply before and after voting and a temporary mask in the event the voter forgot to bring one.
- Approach the vehicle or proximity on the path of travel (for curbside voting along the path of travel and not at a vehicle) slowly and maintain a six (6) foot distance until necessary.
- Wear a mask or face covering and ask the voter to put on a mask if not already wearing one. Provide the temporary mask if the voter forgot to bring one.
- Maintain physical distance throughout the interaction except when necessary for hand-offs. Keep hand-offs brief and move back as quickly as possible.

Ballot Handling: Processing

The Center for Disease Control has advised that the contamination from processing paper ballots and envelopes is low when proper hand hygiene and personal protective equipment are applied. Considerations for election workers during ballot handling include:

- Use disposable gloves when handling ballots and ballot envelopes.
- Follow guidelines for proper use of gloves in the Personal Protection Equipment (PPE) section above.

Voters without Face Coverings

Voters without face coverings should never be denied the right to vote. If a voter arrives to the voter assistance center without a mask or face covering, a member of the leadership team should offer the voter a temporary mask.

Voters who Refuse Face Coverings

Voters who refuse to wear a mask or face covering should never be denied the right to vote. If a voter refuses to wear a mask, the member of the leadership team assigned to processing unmasked voters should accompany the unmasked voter to the section of the voting area setup for unmasked voters.



Voters who refuse to wear a mask or face covering should never be denied the right to vote.

Processing Voters without Face Coverings

The voter assistance center leadership team (manager, assistant manager, and voting equipment technician) will be responsible to assist voters who refuse face coverings. Voter assistance center teams will setup a space in the voting area separate from other voter stations.

When a voter refuses a face covering:

1. Have the voter sit or stand in the unmasked voter processing portion of the voting area.
2. Ask for the voter's name and address and write this information on the paper.
3. Go to the voter check-in table 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. Single-use security sleeve.
 - e. Pen.
 - f. Assisted voter list form, if necessary.
5. Direct the voter to sign the main roster.
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 to the Scan 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. Go to the Scan and deposit the ballot into the ballot box.
9. Return to the voter to verify their ballot has been successfully cast.
10. Escort the voter along the one-way path of travel to the exit door.

Important Reminders when Assisting an Unmasked Voter

- Maintain a minimum six (6) feet distance from the voter.
- Wear a face shield.
- Wear gloves.

Observers and Watchers who Refuse Face Coverings

Observers and watchers must comply with directives of the California Department of Public Health, County of Humboldt, and Humboldt County Department of Public Health. Observer directives include:

- Wear a mask or face covering.
- Maintain physical distance of six (6) feet.
- Apply hand hygiene and cough etiquette.

If an observer or watcher refuses to follow state and county guidelines, contact the Office of Elections at 707-445-7481. If the situation escalates contact law enforcement (see Contact Information section for additional information). If at any time election workers or others present feel unsafe or threatened, call 9-1-1 then the Office of Elections immediately on the emergency hotline at 707-382-4157.



Observers and watchers must wear a mask or face covering inside the voter assistance center. If an observer refuses to follow state and county guidelines, contact the Office of Elections immediately.

Conflict and De-escalation

Experience suggests masks and face coverings are a common and unfortunate point of conflict, but few people object to distancing once they understand they will be allowed to vote with or without a mask or face covering. However, voters who arrive expecting conflict may have difficulty recognizing their right to vote is being respected because of their increased stress level on arrival.

Election workers must rise above a voter's disgruntlement or anger, using de-escalating measures to lower the stress level of the voter to reach the best possible outcome.

Since election workers will find these encounters stressful, election workers should respond to voters using de-escalation measures including:

- Speak with a calm voice at a normal volume.
- Be respectful.

- Communicate with posture and expression of confidence so the voter will understand their right to vote is being respected.
- Resist the urge to engage on the underlying objection.
- Repeatedly use words like “You are able to vote in-person and we have a location in the voting area for people without a mask.”
- Use the process for processing voters without face coverings above to process the voter.

When De-escalation is not Successful

If efforts to de-escalate a stressful encounter are not successful, contact the Office of Elections at 707-445-7481. If the situation escalates contact law enforcement (see Contact Information section for additional information). If at any time election workers or others present feel unsafe or threatened, call 9-1-1 then the Office of Elections immediately on the emergency hotline at 707-382-4157.



If at any time election workers or others present feel unsafe or threatened, contact 9-1-1 and the Office of Elections immediately.

COVID Exposure Response

If an election worker has COVID-19 or symptoms of COVID-19, the following information must be gathered to share with the local health department:

- Date of discovery of COVID-19 infection or symptoms.
- Election worker’s name.
- Hours worked.
- Assigned voter assistance center (include name and address of facility).
- Last date and time the election worker was at the facility.
- Names and phone numbers of all election workers who worked within six (6) feet of the election worker showing COVID-19 infection or symptoms.

Election Worker Conduct

Election workers are the public face of the Humboldt County Office of Elections. Conduct at voter assistance centers reflect the professionalism of the Office of Elections. Election workers must strive to create a politically neutral zone. This includes refraining from the following activities at voter assistance centers:

- Wearing political clothing or accessories.
- Discussing political issues.
- Playing political social media, radio, or television programming.

If team members are engaging in political activities or discussions, contact the Office of Elections immediately on the emergency hotline at 707-382-4157. Do not engage team members directly.



If team members are engaging in political activities or discussions, contact the Office of Elections immediately.

Election Worker Reminders

DO	DO NOT
<ul style="list-style-type: none">• Wear politically neutral clothing• Keep conversations with voters politically neutral• Keep conversations with team members politically neutral• Report any violations of this policy to the Office of Elections	<ul style="list-style-type: none">• Wear political clothing or accessories• Discuss political issues• Watch political social media or television programming• Listen to social media or radio political programming

Natural Disasters and Emergency Preparation

Inaccessible Voter Assistance Centers

In the event a voter assistance center becomes non-operational due to fire, earthquake, government shutdown, or planning power outage, the Office of Elections will contact the leadership team(s) of voter assistance centers affected. The leadership team will contact remaining team members in real-time to provide information about work assignments, relocations, and any other changes or important information about their assignment, team, and voter assistance center.

Non-Operational Due to Fire

If a fire makes a voter assistance center inaccessible, an alternate voter assistance center will be assigned. If possible, signage will be placed outside of the non-operational voter assistance center to notify voters of the location change.

Fire Occurs Prior to Voting Beginning

The Office of Elections will contact the leadership team(s) of voter assistance centers affected to provide information about the alternate voter assistance center and make arrangements for voting equipment, ballots, and supplies to be delivered to the alternate voter assistance center location. The leadership team will contact remaining team members in real-time to provide information about work assignments, relocations, and any other changes or important information about their assignment, team, and voter assistance center. The Office of Elections will provide press releases to the public for any changes in voter assistance center locations and how to access voting services.

Fire Occurs During Voting

If a fire occurs during voting days, put safety first. Contact 9-1-1 first, then contact the Office of Elections immediately on the emergency hotline at 707-382-4157. If the voter assistance center must be evacuated, the leadership team should work with emergency personnel to ensure everyone gets out of the facility safely. If there is no imminent danger to personal safety, the leadership team should attempt to protect the integrity of the voting process, voting equipment, and voting materials, to the extent possible by doing the following:

- Call the Office of Elections on the emergency hotline at 707-382-4157 for immediate instructions.
- Record the public counter numbers on each voting machine.
- Unplug voting machines and move them to a safe location.
- Gather and secure the ballot box containing voted ballots, roster binders, team binder, and other equipment and move it to a safe location.
- If possible, all materials should be removed in teams of two (2).



If a fire occurs during voting days, put safety first. Contact 9-1-1 first, then contact the Office of Elections immediately.

Document the Event

If it is safe to do so, a member of the leadership team should complete an accident/incident report documenting the event. If any voting equipment was damaged, complete a voting equipment incident report form documenting any damage.

Non-Operational Due to Earthquake

If an earthquake occurs and makes a voter assistance center inaccessible, an alternate voter assistance center will be assigned. If possible, signage will be placed outside of the non-operational voter assistance center(s) to notify voters of location changes.

Earthquake Occurs Prior to Voting Beginning

The Office of Elections will contact the leadership team(s) of voter assistance centers affected to provide information about the alternate voter assistance center(s) and make arrangements for voting equipment, ballots, and supplies to be delivered to the alternate voter assistance center location(s). The leadership team will contact remaining team members in real-time to provide information about work assignments, relocations, and any other changes or important information about their assignment, team, and voter assistance center. The Office of Elections will provide press releases to the public for any changes in voter assistance center locations and how to access voting services.

Earthquake Occurs During Voting

If an earthquake occurs during voting days, put safety first. Do not evaluate the effects of the earthquake on the facility unless it is safe to do so. If the earthquake causes injury or property damage, contact 9-1-1 first, then contact the Office of Elections immediately on the emergency hotline at 707-382-4157.



If the earthquake causes injury or property damage, contact 9-1-1 first, then contact the Office of Elections immediately.

If the voter assistance center must be evacuated, the leadership team should work with emergency personnel to ensure everyone gets out of the facility safely. If there is no imminent danger to personal safety, the leadership team should attempt to protect the integrity of the voting process, voting equipment, and voting materials, to the extent possible by do the following:

- Call the Office of Elections on the emergency hotline at 707-382-4157 for immediate instructions.
- Record the public counter numbers on each voting machine.
- Unplug voting machines and move them to a safe location.
- Gather and secure the ballot box containing voted ballots, roster binders, team binder, and other equipment and move it to a safe location.
- If possible, all materials should be removed in teams of two (2).

Document the Event

If it is safe to do so, a member of the leadership team should complete an accident/incident report documenting the event. If any voting equipment was damaged, complete a voting equipment incident report form documenting any damage.

Unplanned Power Outage

If an unplanned power outage occurs, voter assistance centers may remain open. Voter assistance center teams would use emergency pre-printed ballots and have voters deposit them into the ballot box. Voting equipment (Scan, Touch Writers, and Ballot On-Demand) have a two-hour battery backup. Printers that serve the Touch Writers and Ballot On-Demand are connected to an uninterrupted power supply (UPS) battery backup unit that provides two (2) hours of uninterrupted power.

Power Outage Occurs Prior to Voting Begins

The Office of Elections will contact the leadership team(s) of voter assistance centers affected to provide information about whether the voter assistance center(s) will remain open or be directed to an alternate location, and make arrangements for voting equipment, ballots, and supplies to be delivered to the alternate voter assistance center location(s). The Office of Elections may provide press releases to the public for any changes in voter assistance center locations and how to access voting services.

Power Outage Occurs During Voting

If a power outage occurs during voting days, put safety first. If the power outage causes injury or property damage, contact 9-1-1 first then contact the Office of Elections immediately on the emergency hotline at 707-382-4157. Even if no injuries or damage are caused by the power outage, contact law enforcement on a non-emergency phone number (see Contact Information section for additional information), then Office of Elections at 707-445-7481.



If the power outage causes injury or property damage, contact 9-1-1 first then contact the Office of Elections immediately.

Document the Event

A member of the leadership team should complete an accident/incident report documenting the event. If any voting equipment was damaged, complete a voting equipment incident report form documenting any damage.

Planned Public Safety Power Shutoff

If a planned public safety power shutoff (commonly known as PSPS) occurs, voter assistance centers may remain open. Voter assistance center teams would use emergency pre-printed ballots and have voters deposit them into the ballot box. Voting equipment (Scan, Touch Writers, and Ballot On-Demand) have a two-hour battery backup. Printers that serve the Touch Writers and Ballot On-Demand are connected to an uninterrupted power supply (UPS) battery backup unit that provides two (2) hours of uninterrupted power.

The Office of Elections will contact the leadership team(s) of voter assistance centers affected to provide information about whether the voter assistance center(s) will remain open or be directed to an alternate location, and make arrangements for voting equipment, ballots, and supplies to be delivered to the alternate voter assistance center location(s). The Office of Elections will provide press releases to the public for any changes in voter assistance center locations and how to access voting services.

Essential Services during Government Shutdown

If a government shutdown occurs, the voter assistance centers may remain open as an essential service. The Office of Elections will contact the leadership teams of voter assistance centers to provide information about whether the voter assistance center(s) will remain open. The Office of Elections will provide press releases to the public for any changes in voter assistance center locations and how to access voting services.

Document the Event

A member of the leadership team should complete an accident/incident report documenting the event.

Emergency at the Voter Assistance Center

Please put safety first. If a medical issue or life-threatening emergency occurs, or if de-escalation is unsuccessful, contact law enforcement at 9-1-1. Then contact the Office of Elections immediately on the emergency hotline at 707-382-4157 to report the emergency.

Voter assistance center team binders also include an emergency contact and resource list by geographical region.



Please put safety first. If a medical issue or life-threatening emergency occurs, contact law enforcement at 9-1-1. Then contact the Office of Elections immediately.

If the voter assistance center must be evacuated, the leadership team should work with emergency personnel to ensure everyone gets out of the facility safely. If there is no imminent danger to personal safety, the leadership team should attempt to protect the integrity of the voting process, voting equipment, and voting materials, to the extent possible by do the following:

- Call the Office of Elections on the emergency hotline at 707-382-4157 for immediate instructions.
- Record the public counter numbers on each voting machine.
- Unplug voting machines and move them to a safe location.
- Gather and secure the ballot box containing voted ballots, roster binders, team binder, and other equipment and move it to a safe location.
- If possible, all materials should be removed in teams of two (2).

Inaccessible Election Night Drop-Off Location

If an Election Night ballot drop-off location becomes inaccessible and voter assistance center teams cannot drop-off ballots and voting equipment, the two (2) team members transporting ballots and voting equipment should bring them directly to the Office of Elections (2426 6th Street, in Eureka). If an Election Night ballot drop-off location becomes inaccessible, contact the Office of Elections immediately on the election emergency hotline at 707-382-4157.



If an Election Night ballot drop-off location becomes inaccessible, contact the Office of Elections immediately.

No-Show Election Workers

If one (1) or more election workers do not show up for work at the opening of the polls on early voting days or Election Day, a member of the leadership team should contact the Office of Elections immediately on at 707-445-7481 or Lucinda Jackson at 707-616-4503 (cell – text okay). Information to provide includes:

- Number of election workers that did not show up.
- Number of additional workers needed.

Document relevant information about the worker(s) that did not show up including name and reason for not showing up (if known).

Assignment of On-Call Election Workers

If available, the Office of Elections will assign on-call election workers (up to the maximum number needed) to the voter assistance center team and will contact the leadership team to provide the name and contact information for each assigned worker.

Voters May Serve as Election Workers

Voters who are present at the voter assistance center and any members of the voter assistance center team who are present may appoint a voter to fill any vacancy. Record any changes to the voter assistance center team on the filled vacancies form.

Voter Intimidation

Voter intimidation is illegal and is a serious offense. It is a felony if any person “makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation” to compel any other person to vote or refrain from voting, 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. (Elections Code, Section 18540)



Voter intimidation is illegal and is a serious offense.

While acts of voter intimidation may happen in and around a voter assistance center (immediate vicinity), they may occur anywhere. Examples of voter intimidation may include:

- Blocking access to voter assistance centers.
- Threatening criminal action against voters.

- Presenting false information about voter eligibility requirements, including criminal consequences for voting (e.g. credit card debt, arrest warrant checks).
- Harassing or threatening behavior, including aggressive questioning of voters based on a person's race, gender identity, or aggressively questioning voters about their citizenship, criminal record, or other qualifications to vote.
- Challenging voters' right to vote.
- Presenting false information to voters about the voting process and requirements, including the ability to speak English, or the need to present certain types of photo identification.
- Assault, battery, threats of violence, brandishing of weapons.

Security Guards, Law Enforcement and Firearms

It is a felony for any person to possess a firearm at a voting location or in the immediate vicinity of a voter assistance center. Similarly, it is illegal for any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel from being stationed at or in the immediate vicinity of a voting location. (Elections Code, Section 18544)



If at any time election workers or others present feel unsafe or threatened, call 9-1-1 and the Office of Elections immediately.

Additionally, it is also a felony for any person or entity to hire or arrange for the prohibited activity in Elections Code, Section 18544. (Elections Code, Section 18545)
Note: These prohibitions do not in any way prevent a law enforcement officer or an unarmed, uniformed security guard from voting.

Shirts, hats, or other displays that indicate a person is with "Election Security" or "Ballot Security" or apparel or accessories with any semblance of a logo or display that might be confused with any private guard or security company or government agency are prohibited. This includes observers and anyone who is not there to vote.

Election Worker Response to Voter Intimidation

If election workers observe voter intimidation at a voter assistance center, contact law enforcement on a non-emergency phone number (see Contact Information section for additional information), then Office of Elections at 707-445-7481. A member of the leadership team should request the intimidator to leave the property. If the intimidator is a voter waiting to vote, inform the voter that if they do not stop intimidating voters they will have to leave.



If election workers observe voter intimidation at a voter assistance center, contact law enforcement on a non-emergency phone number then Office of Elections.

Election Worker Response to Escalation

Put safety first. If the situation escalates and de-escalation is unsuccessful, contact law enforcement at 9-1-1 then contact the Office of Elections immediately on the emergency hotline at 707-382-4157.



Put safety first. If the situation escalates and de-escalation is unsuccessful, contact law enforcement at 9-1-1. Then contact the Office of Elections immediately.

Reporting Voter Intimidation

If voter intimidation occurs at the voter assistance center, complete an incident report form providing as much detail as possible about the events that occurred. If possible, the leadership team should take a picture of the complete incident report and email or text the report to Lucinda Jackson (email: ljackson@co.humboldt.ca.us / cell: 707-616-4503). Voter incidents will be forwarded to the California Secretary of State.

Voting Procedures for Emergency Workers

In the event a state of emergency is declared by the Governor, emergency workers that reside outside of Humboldt County or outside of the State of California may be eligible to vote a provisional ballot. Emergency workers are voters who are engaged in responding to the proclamation of an out-of-state or out-of-county emergency and whose vocation has been identified in an executive order relating to the state of emergency. Do not deny anyone the right to vote. Any voter who cannot be found on the Poll Pad or main roster should be processed as a provisional voter.



Do not deny anyone the right to vote. Any voter who cannot be found on the Poll Pad or main roster should be processed as a provisional voter.

Emergency Vote by Mail Application

If an out-of-state or out-of-county emergency worker requests to vote, direct the voter complete the emergency vote by mail request form and process the emergency worker as a provisional voter.

Resources and Links

Helpful state and federal resources and links are provided below to offer additional information about natural disasters and severe weather, man-made disasters and other risks, and flu season and pandemic planning.

Natural Disasters and Severe Weather

- Earthquakes: www.ready.gov/earthquakes
- Wildfires: www.ready.gov/wildfires

Man-Made Disasters and Other Risks

Active Shooter Preparedness - US Department of Homeland Security:
<https://www.cisa.gov/active-shooter-preparedness>

Active Shooter Awareness – Governor’s Office of Emergency Services:
[https://www.caloes.ca.gov/AccessFunctionalNeedsSite/Documents/CalOE S-active-shooter-awareness-Feb-2018.pdf](https://www.caloes.ca.gov/AccessFunctionalNeedsSite/Documents/CalOE%20S-active-shooter-awareness-Feb-2018.pdf)

Flu Season and Pandemic Planning

Center for Disease Control (CDC): www.cdc.gov

COVID-19 resources: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Free resources (e.g. print materials, videos): www.cdc.gov/flu/freeresources/index.htm

Conduct at the Polls

Observers and Watchers

Voter assistance centers may be visited by observers and watchers. Observers are typically campaign and committee representatives, party central committee members, and state officials who are present to evaluate elections processes and best practices. Observers most often will provide identification and written documentation from the organization they represent. Watchers are general members of the public who are not affiliated with an organization. Observing polling activities is legal, so cooperation while maintaining control is important.

Assigned Observer Area

Voter assistance centers should have an assigned observer sitting area. Observers must remain in this area. Setup two (2) chairs six (6) feet apart in the observer area. Refer to the voter assistance center layout graphic in the team binder for specific location of the observer area in the voting area.

Maximum Number of Observers

Only two (2) observers are allowed in the voter assistance center at a time. If more than two (2) observers are present, direct remaining visitors to wait outside and limit observer time periods to 15 minutes. Observers can continue to wait for another 15-minute window, and can return many times throughout the day.

Refusal to Wear Face Covering

Observers must comply with directives of the California Department of Public Health, County of Humboldt, and Humboldt County Department of Public Health. If an observer refuses to follow state and county guidelines, contact law enforcement on a non-emergency phone number (see Contact Information section for additional information), then Office of Elections at 707-445-7481.

See the COVID Protection and Guidelines section above for additional information about observers who refuse to wear a mask or face covering and for information on conflict and de-escalation.



Observers must wear a mask or face covering inside the voter assistance center. If an observer refuses to follow state and county guidelines, contact the Office of Elections immediately.

Electioneering

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

Prohibited Materials

Examples of prohibited materials include:

- Visual display of a candidate’s name, likeness, or logo.
- Visual display of a ballot or proposition measure number, title, subject, or logo.
- Buttons, hats, pencils, shirts, signs, lanyards, or stickers containing written or visual information about a candidate, measure, or proposition on the ballot.
- Audible broadcasting of information about candidates, measures, or propositions on the ballot, such as conversation, radio, social media, phone, tablet, or television.

Simple Solutions to Mitigating Electioneering

Most of the time, someone engaging in electioneering does not understand they are wearing or audibly broadcasting something that qualifies as electioneering. Simple solutions election workers can ask voters or observers to do to mitigate electioneering include:

- Remove the accessory with candidate, measure, or proposition information on it (e.g. hat, jacket, button).
- Reverse their shirt or cover the shirt with a jacket.
- Place a sticky note over the campaign button.
- Place the accessory or object in their vehicle.

Measuring 100 Feet Electioneering Marker

Elections Code, Section 18370(d) defines “within 100 feet” to mean “100 feet from the room or rooms in which voters are signing the roster and casting ballots.”

Where to Start 100-Foot Measurement

The 100-foot measurement begins at the entrance of the room or rooms where roster signing and voting is occurring. If these activities are occurring in the main voting area, the 100-foot marker begins at the entrance door to the voting area. If these activities are occurring in a foyer, front lobby, or hallway, the 100-foot marker begins at the entrance door to that area.

Ask Electioneerer to Move to 100-Foot Marker

Most of the time, someone engaging in electioneering outside a voter assistance center does not understand they need to be 100 feet away or that they are less than 100 feet away. If an election worker observes electioneering, a member of the leadership team should request the electioneerer to cover or remove visible materials (hat, shirt, button, etc.), or move to the 100-foot marker.

Report Electioneering Immediately

Election workers should always report electioneering when it is occurring by contacting the Office of Elections at 707-445-7481.

Electioneerer Refusal to Discontinue Electioneering

If the electioneerer refuses to cover or move the electioneering material, or move to the 100-foot marker, do not engage them. Contact law enforcement on a non-emergency phone number (see Contact Information section for additional information), then Office of Elections at 707-445-7481 to report the incident.

Do not refuse anyone the right to vote. If a voter in line is electioneering, process the voter as quickly as possible. While the voter is being processed, contact law enforcement on a non-emergency phone number (see Contact Information section for additional information), then Office of Elections at 707-445-7481 to report the incident.

Put safety first. If the situation escalates and de-escalation is unsuccessful, contact law enforcement at 9-1-1 then contact the Office of Elections immediately on the emergency hotline at 707-382-4157.



Electioneering cannot occur within 100 feet from the room where voters are signing the roster and casting ballots.

Common Electioneering Questions and Scenarios

Scenario 1

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

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, Section 15342)

Scenario 3

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 voter assistance center. 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, Sections 319.5, 18370)

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 election 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 voter assistance center. 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 voter assistance centers is prohibited, except in limited circumstances.

Limited Cameras and Video Authorization

Any use of cameras and video/filming equipment in the voter assistance center 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 voter assistance center. If teams are approached with a request to photograph or film activities within the voter assistance center, a member of the leadership team should contact the Office of Elections at 707-445-7481.

If the Office of Elections permits your team to allow camera or video use, election workers must obtain the consent of all persons inside the voter assistance center. Additionally, you must ensure such activity does not interfere with voting, is not intimidating to any voters or any team member(s), and that the privacy of voters is not compromised.



If your team is approached with a request to photograph or film activities within the voter assistance center, contact the Office of Elections immediately.

Refusal to Stop Photography or Videography

If someone refuses to discontinue photographing or filming at the voter assistance center, contact law enforcement on a non-emergency phone number (see Contact Information section for additional information), then Office of Elections at 707-445-7481.

Election Worker Response to Escalation

Put safety first. If the situation escalates and de-escalation is unsuccessful, contact law enforcement at 9-1-1 then contact the Office of Elections immediately on the emergency hotline at 707-382-4157.



Put safety first. If the situation escalates and de-escalation is unsuccessful, contact law enforcement at 9-1-1 then contact the Office of Elections immediately on the emergency hotline at 707-382-4157.

Exit Polling Must be 25 Feet Away

Credentialed media organizations and other pollsters may request to conduct exit polling outside of a voter assistance center. 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 voter assistance center.

Camera and Video Equipment Laws

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 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 for any particular person or measure at any election is guilty of a felony punishable by imprisonment in 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 election worker misconduct. The California Secretary of State defines election 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.

If you observe election worker misconduct at a voter assistance center, contact the Office of Elections immediately on the emergency hotline at 707-382-4157. Do not engage team members directly.



If you observe election worker misconduct at a voter assistance center, contact the Office of Elections immediately.

Conflict Situations and De-escalation

Experience suggests presidential general elections can trigger emotional responses for voters, but most situations can be resolved. However, voters who arrive expecting conflict may have difficulty recognizing their right to vote is being respected because of their increased stress level on arrival.

Election workers must rise above a voter's disgruntlement or anger, using de-escalating measures to lower the stress level of the voter to reach the best possible outcome.

Election workers will find these encounters stressful, election workers should respond to voters using de-escalation measures including:

- Speak with a calm voice at a normal volume.
- Communicate with posture and expression of confidence the voter will understand their right to vote is being respected.
- Resist the urge to engage on the underlying objection.
- Repeatedly use words like "You are able to vote in-person and have a location in the voting area for people without a mask."
- Use the process for processing voters without face coverings above to process the voter.

When De-escalation is not Successful

Put safety first. If the situation escalates and de-escalation is unsuccessful, contact law enforcement at 9-1-1 then contact the Office of Elections immediately on the emergency hotline at 707-382-4157.



Put safety first. If the situation escalates and de-escalation is unsuccessful, contact law enforcement at 9-1-1. Then contact the Office of Elections immediately.

Election Worker Basics

Several different types of election workers will be assisting the Office of Elections at voter assistance centers for this election.

Positions

Voter Assistance Center Managers

Leads a team of election workers at an assigned voter assistance center polling facility; coordinates with the Office of Elections, assigned polling facility, and team members; assists the Office of Elections recruit team members; assists with setup and closing; and guides team's activities and assignments.

Voter Assistance Center Assistant Managers

Under direction of a manager, coordinates with the Office of Elections, assigned polling facility, and team members; assists with setup and closing; guides team's assignments; and serves as manager in the event the assigned manager is unable to work. One-day pop-up voter assistance center teams do not have an assistant manager position.

Voting Equipment Technicians

Maintains efficient function of voting equipment; sets up and takes down Americans with Disabilities Act (ADA) mitigation equipment; troubleshoots any issues that arise; and assists with setup and closing; and performs team assignments.

Clerks

Assists with setup and closing; and performs team assignments. A clerk on each voter assistance center team will serve as the backup voting equipment technician in the event the assigned voting equipment technician is unable to work. At four-day voter assistance centers, a clerk will serve as the backup assistant manager in the event the assigned assistant manager is unable to work. At one-day pop-up voter assistance centers, a clerk will serve as the backup manager in the event the assigned manager is unable to work.

Oncall Clerks

Clerks not yet assigned to a team who have attended training, studied the voter assistance center manual and are waiting for a team assignment. If a voter assistance center team member is unable to work, an oncall clerk will be assigned to that team to fill the vacancy.

Rovers

Delivers election supplies to voter assistance center polling facilities. Rovers will contact their assigned voter assistance center teams at the close of Early Voting Day 1, Early Voting Day 2, and Early Voting Day 3 to identify supplies that need to be replenished and deliver the needed supplies before the polls open the following morning. Rovers will be oncall all day on Election Day for supply deliveries.

Ballot Transporters

Travels to assigned ballot drop off locations to collect and return voted ballots to the Office of Elections. Travels to assigned voter assistance centers on Early Voting Day 1, Early Voting Day 2, and Early Voting Day 3 to pickup voted precinct ballots, voted provisional ballots, and voted vote by mail ballots and return them to the Office of Elections. Travels to assigned Election Night ballot box location to seal the ballot box at 8 pm. and return the box and signage to the Office of Elections.

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 voter assistance center teams as clerks. Although high school students can perform almost all clerk functions, by law high school students cannot:

- Tally votes.
- Complete ballot statement.
- Transport voting equipment.

Jobs and Voting Stations

Voter assistance center teams share responsibility for 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 Handling Table
- Hanging Roster Maintenance
- Provisional Ballot Table
- Voting Machine Maintenance
- Vote by Mail Table
- Cleaning

Voter Check-in (Poll Pad / Main Roster)

1. Greet voter.
2. Voter provides name and address. Repeat voter name and address to verify.
3. Verify the voter's information on the Poll Pad screen is correct.

4. Locate the voter's name on the Poll Pad or Main Roster.
 - a. If the Poll Pad and/or main roster indicates the voter has received a vote by mail, ask the voter if they have a ballot to surrender.
 - b. If yes, follow steps to surrender the vote by mail ballot and process the voter as a precinct voter.
 - c. If no, contact the election worker hotline at 707-267-9999. The call center election worker will verify if the voter has already voted or if a precinct ballot can be issued.
 - d. If the voter is not eligible for a precinct ballot, process the voter as a provisional voter.
5. Voter signs Main Roster next to their name where indicated.
 - a. If the voter is in the wrong voter assistance center, process the voter as a provisional voter.
6. Verify the voter signed either the main roster or provisional roster.
7. Check the box on the Poll Pad screen verifying the voter has signed the appropriate 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, write the information on a piece of paper and hand it to the voter to give to the ballot handling clerk. **DO NOT** yell voter information across the voting area.
9. Direct the voter to the ballot table or provisional table where they will hand their receipt to the ballot handling clerk or provisional clerk.

Ballot Handling Table

1. Greet voter.
2. Voter provides Poll Pad receipt.
3. Ask 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. Do not detach ballots until issuing the ballot to a voter.
 - a. If a provisional voter comes to the ballot handling table, direct them to the provisional ballot table.

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

1. Pull one (1) ballot from the pre-printed pad of ballots.
2. Provide the voter with the following items:
 - a. Ballot receipt.
 - b. Precinct ballot.
 - c. Single-Use Secrecy sleeve.
3. Direct the voter to an available voting booth to mark their ballot and proceed to the voting equipment clerk when finished.

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

4. Provide the voter with the following items:
 - a. Ballot receipt.
 - b. Single-Use Secrecy sleeve.
 - c. Pen.
5. Direct the voter to the voting machine clerk for assistance with the Touch Writer.

Hanging Roster Maintenance

Beginning one hour after the polls open, every hour on the hour a list of voters whom have voted must be posted outside of the voting area. This will serve as the voter assistance center's hanging roster. Voters do not sign hanging rosters. Do not post roster pages with voter signatures outside of the voter assistance center.



Voters do not sign hanging rosters. Do not post roster pages with voter signatures outside of the voter assistance center.

4-Day Voter Assistance Centers

1. Using the Poll Pad, print a detailed summary report of voters who have voted.
2. Post the most recent detailed report outside of the voting area on top of the previously posted summaries.
3. Keep previous posted reports hanging outside the voting area.
4. Bring in the hanging roster into the voter assistance center when the polls close at 8 pm.
5. During Election Night closing, place both hanging rosters in the assigned return bag. Return both hanging rosters to the Office of Elections.

1-Day Voter Assistance Centers

1. Update two (2) sets of duplicate hanging rosters, one to be used to record while the second hangs outside the voter assistance center beginning at 7 am.
2. Mark with a highlighter through the voter's name on the hanging roster.
3. Each hour on the hour, hang the current hanging roster outside.
4. Using the main roster, update the hanging roster that has been outside during the previous hour. Final update is no earlier than 6 pm.
5. Bring in the hanging roster into the voter assistance center when the polls close at 8 pm.
6. During Election Night closing, place both hanging rosters in the assigned return bag. Return both hanging rosters to the Office of Elections.

Early Voting Procedures

After the polls close, place all summary reports in the plastic pouch inside of the roster binder. Sort summary reports by early voting day. Summary reports will be returned to the Office of Elections on Election Night.

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.
- After each group of voters has been processed, scan voter areas for secrecy sleeves and discard used sleeves.
- After each group of voters has been processed, scan voter areas for used pens and place used pens in the used pen receptacle.

Vote by Mail Table

The vote by mail table will be located next to the main entrance door or outside if weather permits. Before the polls open, the vote by mail container will be sealed with a yellow-beaded seal and placed on the vote by mail table. Affix the vote by mail container to the table. During polling hours voters may approach the vote by mail table and insert their voted and signed ballot envelope into the vote by mail container. Voters DO NOT need to sign a roster. An election worker must always be present at the vote by mail table.



Affix the vote by mail container to the table. An election worker must always be present at the vote by mail table.

Provisional Ballot Table

The check-in station will direct provisional voters to the provisional table to complete a provisional envelope.

1. Greet voter.
2. Direct the voter to complete Side 1 of the provisional envelope.
3. Complete the election worker section of Side 2.

4. Direct the voter to the voting machine station for assistance with the Touch Writer.
 - a. Direct the voter to return to the provisional ballot table once they have completed marking their ballot.
5. When the provisional voter returns with their marked ballot, verify that the ballot is
 - a. Inside the envelope.
 - b. Both the voter and election worker portions of the envelope are completed and signed.
 - c. The envelope is sealed.
6. Direct the provisional voter to the provisional ballot container (blue supply box secured with a yellow-beaded seal) to insert their ballot into the container.

Processing Voters who Refuse Face Coverings

The voter assistance center leadership team (manager, assistant manager, and voting equipment technician) will be responsible to assist voters who refuse face coverings. Voter assistance center teams will setup a space in the voting area separate from other voter stations.

When a Voter Refuses a Face Covering

If a voter refuses to wear a face covering, offer curbside voting to the voter. If the voter refuses to vote curbside, guide the voter to the table in the voting area designated for voters without face coverings.

1. Have the voter sit or stand in the unmasked voter processing portion of the voting area.
2. Ask for the voter's name and address and write this information on the paper.
3. Go to the voter check-in table 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. Single-use security sleeve.
 - e. Pen.
 - f. Assisted voter list form, if necessary.
5. Direct the voter to sign the main roster.
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 to the Scan 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. Go to the Scan and deposit the ballot into the ballot box.
9. Return to the voter to verify their ballot has been successfully cast.
10. Escort the voter along the one-way path of travel to the exit door.

Important Reminders when Assisting an Unmasked Voter

- Maintain a minimum six (6) feet distance from the voter.
- Wear a face shield.
- Wear gloves.

Cleaning Voting Area

Team members will clean all surfaces used by voters after each group of voters has been processed, including:

- Door hardware.
- Counters, tables, and voting booths.
- Poll Pad stylus.
- Voting equipment (DO NOT USE DISINFECTANT WIPES).

Jobs and Voting Stations



- Voter Check-in
- Ballot Handling
- Hanging Roster Maintenance
- Voting Machine Maintenance
- Vote by Mail Table
- Provisional Ballot Table
- Voters who Refuse Face Coverings
- Cleaning Voting Area

Effective Voter Assistance Center Teams

Effective voter assistance center teams require three key components:

- Communication.
- Training.
- Assignments.

Communication

All voter assistance center team members are responsible for communicating clearly and periodically with their team leading up to and during the election. Voter assistance center leadership teams consist of a manager, assistant manager, and voting equipment technician. The leadership team is responsible for communicating details for set-up, assignments, and breaks. Clerks are responsible for following up with their leadership team to confirm 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 areas of confusion. Remember, the only bad question is the one that remains unasked.

Training

Leadership teams are required to attend the machine lab training together. Clerks who do not attend the machine lab training will be trained by the voting equipment technician at voter assistance centers during voting days. All team members are required to attend the school of instruction and study manuals and guides. The more a voter assistance center team interacts with elections material, processes, and equipment before an election, the more cohesive the team will work together.

Manuals and guides are available on the Office of Elections' website:
<https://humboldt.gov/2776/Election-Workers>.

Assignments

Every voter assistance center team member has strengths to contribute to the team. Leadership teams 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.

Voting Equipment and Security

Voting Equipment

Voter assistance center teams will use four (4) pieces of equipment to run their precinct on Election Day:

- Poll Pad
- Ballot On-Demand and Printer
- Scan
- Touch Writer and Printer

Prior to the election leadership teams are required to attend the Machine Lab to gain hands-on experience with each piece of equipment. All election workers (manager, assistant manager, voting equipment technician, and clerks) must study voting equipment manuals prior to the election.

Manuals and guides are available on the Office of Elections' website:
<https://humboldt.gov.org/2776/Election-Workers>.

Poll Pads

The Poll Pad is an iPad-based piece of equipment used to check-in voters. All voter assistance centers will be provided two (2) Poll Pads.

Poll Pads at 4-Day Voter Assistance Centers

Poll Pads at each four (4) day voter assistance center are synced to communicate with one another. Poll Pads at four-day voter assistance centers will be connected to wi-fi to ensure up-to-date and accurate voter information over the four (4) days. Poll Pads at one-day voter assistance centers will not be connected to wi-fi. Election 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 voter assistance center, the Poll Pad can be used to look-up the correct voter assistance center and print the name and address of the voter assistance center to provide the voter.



4-Day Voter Assistance Centers

Voters **DO NOT** sign the Poll Pad. Voters must sign the hard-copy main roster.

Poll Pads at 1-Day Voter Assistance Centers

Voters will be checked in using the main roster. Voters will not be checked in using the Poll Pad. All voter assistance centers will be provided two (2) Poll Pads. Poll Pads at one-day voter assistance centers will not be connected to wi-fi. Election workers use the Poll Pad to lookup voters and determine voter status, identify the correct precinct, and print voter assistance center location information.

If a voter is at the wrong voter assistance center, the Poll Pad can be used to look-up the correct voter assistance center and print the name and address of the voter assistance center to provide the voter.



1-Day Voter Assistance Centers

Voters will not be checked in using the Poll Pad. Voters **DO NOT** sign the Poll Pad. Voters must sign the hard-copy main roster.

Precinct Voters

Voters sign the main paper roster.

Provisional Voters

Voters sign the provisional roster. Each roster page includes ten (10) numbered lines for voters to sign.

Scan

All voter assistance centers will be provided two (2) Scans. The Scan is a digital scanner for casting ballots that is programmed for individual voter assistance centers 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 an election 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 single-use secrecy sleeve. If the ballot is properly marked, the Scan accepts the ballot and displays the waving American flag indicating the ballot has been recorded.

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. Election 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. Election 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.

Manuals and guides are available on the Office of Elections' website:

<https://humboldt.gov/2776/Election-Workers>.

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 locked 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.
 - If the scan repeatedly rejects ballots that voters confirm are fully voted, contact the Office of Elections at 707-445-7481.



If the Scan repeatedly rejects ballots that voters confirm are fully voted, contact the Office of Elections.

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, contact the Office of Elections immediately on the emergency hotline at 707-382-4157.

Scans at 4-Day Voter Assistance Centers

Voter assistance centers open for four (4) days will have multiple Scans as follows:

- Two (2) Scans for early voting days. Polls will be suspended on Early Voting Day 1 and Early Voting Day 2. Polls will be closed at 4 pm on Early Voting Day 3.
- Two (2) Scans for Election Day. Polls will be opened at 7 am and closed at 8 pm on Election Day.

Scans at 1-Day Voter Assistance Centers

Voter assistance centers open for one (1) day will have two (2) Scans. Polls will be opened at 7 am and closed on 8 pm on Election Day.

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 precinct ballots in the side compartment of the ballot box. If your voter assistance center experiences a power outage, contact the Office of Elections immediately at 707-445-7481.



If your voter assistance center experiences a power outage, contact the Office of Elections immediately.

Ballot On-Demand and Printer

Four-day voter assistance centers will receive one (1) Ballot On-Demand and printer to serve it. The Ballot On-Demand printer will generate precinct ballots to issue to voters at the ballot handling table. Election workers should only issue ballots with Ballot On-Demand when pre-printed ballots have depleted to 25% or less.

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 voter assistance center team runs out of precinct ballots, voters can use the Touch Writer to mark and print 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 uninterruptible 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 precinct ballots and emergency provisional ballots.

If your voter assistance center experiences a power outage, contact the Office of Elections immediately at 707-445-7481.



If your voter assistance center experiences a power outage, contact the Office of Elections immediately.

Chain of Custody Security

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. High school students cannot tally votes, complete the ballot statement, or transport voting equipment.



High school students cannot tally votes, complete the ballot statement, or transport voting equipment.

Every team member, not just the leadership team, is responsible for making sure equipment is not tampered with before, during, or after the election.

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

Yellow beaded seals will be used for blue supply boxes, Poll Pad case, Scan case, Ballot On-Demand case, Touch Writer case, black transport bag, and in emergency situations when a seal is needed.



Tape Seal

Tape seals will be used for the printer drawers that serve the Touch Writer and Ballot On-Demand printers.



Uline Seal

DO NOT REMOVE the red ULINE seal. You will not have to log this number; it is for Office of Elections use only.



Intab Red Wire Seal

DO NOT REMOVE the red wire seal. Red wire seals are located on interior right-hand side of the Scan, Ballot On-Demand, and Touch Writer. Each morning during opening, verify the seal number against the seal numbers recorded on the security log.



Do not remove red seals from voting equipment.

Security Logs

All voter assistance centers will record seal numbers on a security log. Security logs will be provided for each day of voting and require seals be logged during opening activities and during closing activities.

4-Day Voter Assistance Centers

Four-day voter assistance centers will complete security logs for Early Voting Day 1, Early Voting Day 2, Early Voting Day 3, and Election Day.

1-Day Voter Assistance Centers

One-day voter assistance centers will complete security logs for Election Day only.

Securing Voting Equipment and Election Supplies

Each voter assistance center team is given voting equipment and a blue supply box with the needed supplies for their voter assistance center. Each piece of voting equipment is secured by a seal prior to leaving the Office of Elections.

4-Day Voter Assistance Centers

Voting equipment will be delivered to voter assistance centers and secured in a locked caddy. Do not open voting equipment during election set-up. Do not open Election Day voting equipment until Election Day.



Do not open voting equipment during election set-up.

Do not open Election Day voting equipment until Election Day.

1-Day Voter Assistance Centers

A member of the voter assistance center team must pick-up the voting equipment from the Office of Elections and secure voting equipment until Election Morning, at which time it is brought into the voter assistance center. At the time of pick-up, the team member will verify the seal numbers on each piece of voting equipment and sign a receipt. Equipment must be picked up on Friday, October 30 between 8 am – 5 pm or Saturday, October 31 between 8 am – 12 (noon).



1-Day Voter Assistance Centers

Equipment must be picked up:

- Friday, October 30: 8 am – 5 pm OR
- Saturday, October 31: 8 am – 12 (noon)

Do not take voting equipment into the voter assistance center until Election Morning.

Blue Supply Box

All voter assistance centers will have a blue supply box that will be delivered to the voter assistance center with booths and ADA accessibility mitigation equipment. Blue supply boxes will be secured with a beaded yellow seal. All members of a voter assistance center team must maintain security of the blue supply box and its contents.

4-Day Voter Assistance Center Set-up

Voter assistance centers open for four (4) days must be setup on Friday, October 30. When setting up the voter assistance center, teams will:

- Cut off the yellow beaded seal securing the blue supply box.
- Record the seal number on the security log (located in the team binder, blue supply box).
- When setup is complete, write the number of a new yellow beaded seal on the security log, return the team binder to the blue supply box, and seal the box with a yellow beaded seal.

Early Voting Morning

Each morning of early voting, a member of the leadership team and at least one other team member must verify:

- Seal numbers on voting equipment (Poll Pad, Scan, Ballot On-Demand, and Touch Writer) are the same as those listed on the security log (located in the 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 voting equipment are intact and have not been tampered with. If it appears that tampering may have occurred, contact the Office of Elections immediately at 707-445-7481 and fill out an incident report (incident report form is found in the team binder).
- **DO NOT REMOVE RED SEALS FROM VOTING EQUIPMENT**



Do not remove red seals from voting equipment.

Election Morning

On Election Morning, a member of the leadership team and at least one other team member must verify:

- Seal numbers on voting equipment (Poll Pad, Scan, Ballot On-Demand, and Touch Writer) are the same as those listed on the security log (located in the 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 voting equipment are intact and have not been tampered with. If it appears that tampering may have occurred, contact the Office of Elections immediately on the emergency hotline at 707-382-4157 and fill out an incident report (incident report form is found in the team binder).

DO NOT REMOVE RED SEALS FROM VOTING EQUIPMENT



Do not remove red seals from voting equipment.

Early Voting Closing

After **suspending** the polls and completing all closing activities (see the closing checklist):

- Secure new seals on Poll Pad, Scan, Ballot On-Demand, and Touch Writer. See the Security Seals section for more information about seals used for voting equipment.
- Record the seal numbers on the security log.
- Keep a yellow beaded seal for the blue supply box out of the blue supply box. Record the seal number in the security log.
- Keep a yellow beaded seal for the black transport bag out of the supply box. Record the seal number on the security log.
 - Place voted precinct, provisional, and vote by mail ballots in the black transport bag.
 - Secure the seal on the black transport bag.
- Verify all team supplies (ballots, roster binders, team binder etc. are in the blue supply box. Secure a new seal on the blue supply box.

Election Night Closing

After **closing** the polls and completing all closing activities (see the closing checklist):

- Secure new seals on Poll Pad, Scan, Ballot On-Demand, and Touch Writer. See the Security Seals section for more information about seals used for voting equipment.
- Record the seal numbers on the security log.
- Keep a yellow beaded seal for the blue supply box out of the blue supply box. Record the seal number in the security log.
- Keep a yellow beaded seal for the black transport bag out of the supply box. Record the seal number on the security log.
 - Place voted precinct, provisional, and vote by mail ballots in the black transport bag.
 - Place the roster binders and team binder in the black transport bag.
 - Secure the seal on the black transport bag.
- Secure a new seal on the blue supply box. Leave the blue supply box at the voter assistance center.

4-Day Voter Assistance Center Ballot Return

Voted ballots must be returned to the Office of Elections after closing each night.

Early Voting Day Ballot Return

Ballot transporters assigned to voter assistance centers will pick-up voted ballots on each early voting day. Voted ballots will include precinct ballots read by the Scan, voted unread ballots, provisional ballots, and vote by mail ballots. Ballot transporters will arrive between 4:30 pm – 5:30 pm to pick-up voted ballots and will have county-issued photo identification.

Voter assistance center managers are required to complete the ballot pickup official receipt and verify a yellow beaded seal is on the black transport bag prior to ballot transporters taking custody of the voted ballots.

Election Night Ballot Return

After the voter assistance center team has completed all closing activities, voting equipment (Poll Pad, Scan and ballot box, Touch Writer and Printer) and the black transport bag must be returned. Some voter assistance center teams will delivery equipment and black transport bag to a drop-off location and other voter assistance center teams will have a ballot transporter team (or Sheriff Deputy) pick-up equipment and black transport bag from the voter assistance center. Yellow beaded seal numbers on equipment and transport bag will be checked at the time change of custody occurs. Two (2) team members **must** accompany equipment and black transport bag to drop-off location.



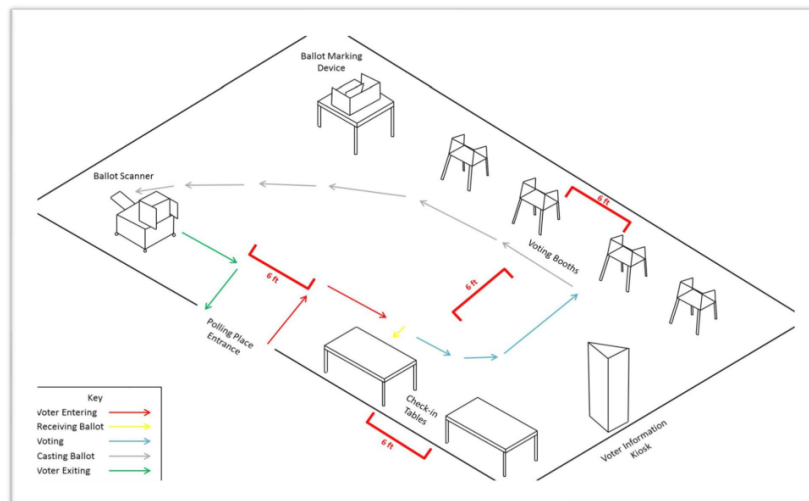
Two (2) team members **must** accompany equipment and black transport bag to drop-off location.

Voter Assistance Center	Election Night Drop-Off or Pickup
McKinleyville Middle School	Drop-Off McKinleyville Sheriff Sub-Station 1608 Pickett Road, McKinleyville
Azalea Hall	Drop-Off McKinleyville Sheriff Sub-Station 1608 Pickett Road, McKinleyville
Mad River Rapids RV Park	Drop-Off Arcata Community Center 321 Dr. MLK Jr. Pkwy, Arcata
Arcata Community Center	Drop-Off Arcata Community Center 321 Dr. MLK Jr. Pkwy, Arcata
Eureka Pentecostal Church	Drop-Off HC Office of Elections 2426 6 th St, Eureka
HC Office of Elections – Annex	Drop-Off HC Office of Elections 2426 6 th St, Eureka
Eureka Veterans Memorial Building	Drop-Off HC Office of Elections 2426 6 th St, Eureka
College of the Redwoods	Pick-up Ballot Transport Team
Fortuna Veterans Memorial Building	Pick-up Ballot Transport Team
Hoopla Neighborhood Facility	Pick-up Sheriff Deputy
Willow Creek Community Services District	Pick-up Sheriff Deputy
HC Fairgrounds	Pick-up Ballot Transport Team
SoHum Health – Garberville Branch	Pick-up Sheriff Deputy

Election Night ballot return information will also be on the contact information sheet in the team binder.

Voter Assistance Center Layout

The voting area must be configured so that voter stations, booths, and paths of travel allow for a minimum of six (6) feet of distance between them and creating a natural flow directing voters along a one-way path of travel to avoid multiple voters sharing the same space at the same time. Use blue masking tape to mark one-way arrows every six (6) feet along the path of travel to direct voters along the proper voting route from one voter station to another. Below is a graphic exemplifying one-way path of travel flow. See the ADA Guide for specific layout at each voter assistance center.



Voting Booths

Voter assistance center teams will set-up five (5) or six (6) voting booths in the voting area depending on the size of the voting area. A closed booth will be next to each open voting booth to increase distance between booths. All booths will face the same direction.

Measuring Distance Between Booths

When measuring six (6) feet of distance between booths, measure from the edge of the closed booth six (6) feet to the start of the next open booth. In voter assistance centers with limited space, reduce the number of booths to allow for necessary distancing.

Signage

Beginning at the front entrance of the voter assistance center, place blue masking tape on the floor every six (6) feet in the shape of arrows to guide voters along the one-way voting route.

Voting Area Set-up Procedures

It is important that all election workers participate in the set-up of the voter assistance center. Set-up should be done no later than the night before voting starts. There will not be enough time the first morning of voting to finish all the necessary tasks before you open the polls.

Inventory Blue Supply Box

All voter assistance centers will have a blue supply box that will be delivered to the voter assistance center with booths and ADA accessibility mitigation equipment. Blue supply boxes will be secured with a beaded yellow seal. When you open the blue supply box during set-up, record the number of the yellow beaded seal from the blue supply box on the security log (located in the team binder, blue supply box).

1. Locate the supply inventory checklist (should be on top of the contents contained within the blue supply box).
2. Inventory all items in the blue supply box to ensure all items are present. 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 or send the item with your rover the following morning.



Do not break ballot container seals until voting day.

Ballot containers have a “Do Not Break Seal Voting Day” tape seal that must remain intact until voting day when you will inventory the ballots. Leave the sealed containers of ballots in the blue supply box during set-up.

Ideal Voter Assistance Center Design

Every voter assistance center team binder has an ADA Guide with ideal design graphic to assist teams in staging the voting area. Staging the voter assistance center includes (1) placing voting booths, (2) tables where indicated on the design graphic, and (3) voting equipment.

Set-up Voting Booths

Voter assistance center teams will set-up five (5) or six (6) voting booths in the voting area depending on the size of the voting area. A closed booth will be stood next to each open voting booth to increase distance between booths. All booths will face the same direction. Make sure voting booths are assembled, secure, and steady.

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

Set-up Ballot Box

Remove the collapsed ballot box from the equipment caddy. Set-up up the ballot box following instructions located on the side of the ballot box.

Set-up Voter Station Tables

Use the voter assistance center layout and ADA Guide ideal design graphic to set-up voting stations, tables, and chairs. Set-up the voting area to match the ideal design even if it is different than how previous team members have set-up the voting area for past elections. If there is a discrepancy between the layout, ideal design, and logistics of the voter assistance center, contact Lucinda Jackson during set-up at 707-445-7481 or 707-616-4503.

Post Inside Signs

Post all inside signs and notices inside the voter assistance center using blue masking tape.

- Remove the Inside Voter Assistance Center 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 voter assistance center team binder has an ADA Guide with specific accessibility mitigation measures that need to be taken at your voter assistance center.

- Remove the ADA Guide from your voter assistance center team binder.
- Review the ADA Guide and set-up any mitigation measures required inside the voting area. For example, some voter assistance centers 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. Do not set-up outside mitigation measures until the morning voting will occur.



Do not set-up outside mitigation measures until the morning voting will occur.

Clear Path of Travel

Check for clear path of travel between voting stations. Create a one-way flow through the voting area with paths of travel at least six (6) feet wide. Do not set-up power cords or surge protectors in path of travel between table and voting area unless unavoidable. If set-up 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

Set-up a seating area for observers. See the COVID Protection and Guidelines and Conduct at the Polls sections for additional information.

Voter Assistance Center Team Binder

Review and become familiar with the contents of the voter assistance center team binder (e.g. security logs and forms). Review and become familiar with the roster binders (e.g. main rosters and provisional roster). During set-up is a good time to organize contents of the voter assistance center team binder in the way that is most helpful to your team on voting days. For example, teams may choose to use sticky notes to mark each precinct number for easy access during voter check-in.

Voting Day Assignments and Voting Stations

When setting up a team schedule for voting day assignments and coverage of voting stations, remember the importance of cross training all team members. Election worker knowledge of voting stations should be taken into consideration when scheduling breaks and rotation of voting day assignments.

- Poll Pad and voter check-in table.
- Ballot handling table.
- Hanging roster maintenance.
- Voting machine maintenance.
- Provisional voter table.

- Vote by mail table.
- Cleaning cycles.

Work and Meal Breaks

Election workers are encouraged to take many breaks throughout the day. Breaks should be provided to team members no less than every two (2) hours. Each team members should also receive a 30-minute lunch break. All positions must be covered and security must be maintained by remaining election workers. 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 voter assistance center, find another yellow beaded seal in the blue supply box. Record the new seal number in the security log. Return the voter assistance center team binder to the blue supply box. Apply the seal to the blue supply box.

ELECTION SET-UP SUPPORT

Lucinda will be on-call on October 30 and November 2 until 8 pm to troubleshoot voter assistance center setup issues.

Lucinda Jackson

Main: 707-445-7481 (call)

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

Email: ljackson@co.humboldt.ca.us

Early Voting Opening Procedures

Four-day voter assistance center teams (manager, assistant manager, tech assistant and clerks) must arrive at the center by 7 am on each day of early voting. There are many activities to complete between 7 am – 8 am before the polls open so it is crucial that all workers arrive on time.



Voter assistance center teams must arrive at the center by 7 am on each day of early voting.

Early Voting Dates and Hours

Four-day voter assistance centers will be open October 31 – November 2 for early voting as follows:

Saturday, October 31:	8 am – 4 pm	Early Voting Day 1
Sunday, November 1:	8 am – 4 pm	Early Voting Day 2
Monday, November 2:	8 am – 4 pm	Early Voting Day 3

Voters in line to vote or turn in a vote by mail ballot at 4 pm when early voting polls close will be allowed to vote or turn in their vote by mail ballot. Anyone who arrives after 4 pm will not be able to vote or turn in a vote by mail ballot until the next day of voting.

Use the Scan time clock used to determine when to open and close of the polls.

Preparing to Open the Polls (7 am – 8 am)

Verify Security Seals

When the voter assistance center teams arrive to their assigned location at 7 am, the first priority is to verify security seals on early voting equipment and blue supply box. All team members must verify seal numbers for each piece of voting equipment and the blue supply box. All team members must sign the security log confirming this verification.



All team members must:

- Verify seal numbers for voting equipment and blue supply box.
- Sign the security log as confirmation.

Voting Equipment

Only voting equipment marked and programmed for early voting will be set-up for early voting on October 31 – November 2. The voting equipment technician will guide the team in setting up voting equipment.

Scans and Ballot Boxes

Four-day voter assistance centers will receive two (2) Scans marked and programmed for early voting on October 31 – November 2. Setting up the Scan is a two (2) person task. Follow the field guide instructions **carefully** to assemble the ballot box and situate the Scan on the ballot box. Verify no ballots are in the ballot box. If you find a ballot in the ballot box, contact the Office of Elections immediately on the emergency hotline at 707-382-4157.



If you find a ballot in the ballot box, contact the Office of Elections immediately.

Touch Writers and Printers

Four-day voter assistance centers will receive three (3) Touch Writers and printers that serve them. Touch Writers and printers will be used for all four (4) days of voting. Setting up the Touch Writers is a two-person task. Follow the field guide instructions **carefully** to set-up the Touch Writers and printers.

Ballot On-Demand and Printer

Four-day voter assistance centers will receive one (1) Ballot On-Demand and printer that serves it. Setting up the Ballot On-Demand is a two-person task. Follow the field guide instructions **carefully** to set-up the Ballot On-Demand and printer.

Set-up Reminders

- Field guides, manuals, passwords, keys, power cords, and printer cables are in the Voting Equipment Manuals and Supplies bag.
- Before breaking seals, record the serial number on the yellow beaded seals and red wire seals on your security log. If seal numbers do not match, contact the Office of Elections immediately at 707-445-7481.



If seal numbers do not match, contact the Office of Elections immediately.

- Before breaking seals, verify early voting equipment unit numbers and assigned voter assistance center match the security log. If voting equipment information does not match the security log, contact the Office of Elections immediately at 707-445-7481.



If voting equipment information does not match the security log, contact the Office of Elections

- Assembly works most efficiently when one person reads the voting equipment field guide and manual while a second person performs the assembly action.
- Carefully follow the step-by-step instructions in the voting equipment field guides and manuals. Stop after printing a zero tape.
- All voter assistance center team members at the voter assistance center must sign the zero tape.
- Press OPEN POLLS button close to 8 am.

Blank Ballot Stock

Blank ballot stock must be inventoried, recorded on the ballot paper control sheet, and controlled throughout the day.

- Two (2) team members will retrieve the blank ballot stock from the caddy.
- Count all sheets and record the number on the ballot paper control sheet. The number must match the number from the previous night.
- Count out 100 sheets for each of the printers at the center.
- Load the paper into each of the printers.
- Affix a blue tape seal across the place where the tray and body of the printer meet.

- Record the seal number on the ballot paper control sheet.

Ballot Inventory

Pre-printed precinct and emergency provisional ballots must be inventoried, recorded on the ballot paper control sheet, and controlled throughout the day.

- Two (2) team members will retrieve the precinct and emergency provisional ballots from the caddy.
- Count all the sheets and record the numbers on the ballot paper control sheet. The number must match the number from the previous night.
- Set out a supply of pre-printed precinct ballots for each precinct at the ballot handling station. Keep blank ballot stock, pre-printed precinct ballots, and emergency provisional ballots in the caddy during voting hours.
- All team members must sign the ballot inventory receipt.

When to Request Ballots and Blank Ballot Stock

Voter assistance center teams should check ballot inventory throughout the day. If a team has 25% or less of its pre-printed precinct ballots or blank ballot stock inventories, contact the Office of Elections on the emergency hotline at 707-382-4157. If voter assistance center teams are running low (25% or less of pre-printed ballots remaining) or run out of ballots, use blank ballot stock to print a precinct ballot from the Ballot On-Demand or Touch Writer.



Voter assistance center teams should check ballot inventory throughout the day. If a team has 25% or less of its pre-printed precinct ballots or blank ballot stock inventories, contact the Office of Elections.

Main Table Set-up

The main table is where voters will be checked in. Arrange supplies for Poll Pad and main roster.

Supplies include:

- Poll Pad and printer.
- Paper Main Roster.
- Hanging rosters.
- Highlighters, sticky notes, and scratch paper.
- Single-use secrecy sleeves and pens.
- Accessible items (e.g. pen grips, magnifiers).
- Hand sanitizer, gloves, and wipes.

Set up the ballot handling table with a small number of ballots for each precinct. Do not detach ballots until issuing the ballot to a voter.

Poll Pad Set-up

Setting up the Poll Pad is a one (1) person task. Follow the field guide instructions carefully to set-up the Poll Pads.

- Field guides are in the Voting Equipment Manuals and Supplies bag.
- Before breaking seals, record the serial number on the yellow beaded seals on your security log. If seal numbers do not match, contact the Office of Elections immediately at 707-445-7481.



If seal numbers do not match, contact the Office of Elections immediately.

- Before breaking seals, verify early voting equipment unit numbers and assigned voter assistance center match the security log. If voting equipment information does not match the security log, contact the Office of Elections immediately at 707-445-7481.



If voting equipment information does not match the security log, contact the Office of Elections immediately.

- Carefully follow the step-by-step instructions in the voting equipment field guides and manuals. Stop after printing a zero tape.
- All voter assistance center teams at the voter assistance center must sign the zero tape.
- After the polls open at 8 am, follow step-by-step voting equipment manual to access the voter look-up feature.

Reminder for 1-Day Voter Assistance Centers

Voters will be checked in using the main roster. Voters will not be checked in using the Poll Pad. Election workers use the Poll Pad to lookup voters and determine voter status, identify the correct precinct, and print voter assistance center location information.

Convert Blue Supply Box to Ballot Box

Set-up your voter assistance center's blue supply box to be used as a ballot box. Provisional ballots will be cast into the sealed and secured blue supply box.

- Empty the contents of your voter assistance center'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 voter assistance center using blue masking tape. See the supply inventory checklist and Outside Signs Bag.

ADA Mitigation Outside the Voter Assistance Center

Every voter assistance center team binder has an ADA Guide with specific accessibility mitigation measures that need to be taken at your voter assistance center. Follow instructions in the ADA Guide carefully when setting up ADA mitigation.

Morning Paperwork

Complete required paperwork located in the team binder before the polls open.

- Any new team members will sign the oath.
- All team members will complete and sign Paysheet (see team binder).
- All team members must sign Poll Pad, Scan, and Touch Writer zero tapes.
- Team puts on nametags and election pins (see zipper pouch in team binder).
- Bilingual speaking team members put on bilingual nametag.

Polls Open at 8 AM

Just before 8 am, two (2) leadership team members will inspect ballot boxes to verify they are empty (including the emergency ballot bag accessed on the back of the ballot box). Display the empty boxes to members of the public if there are any present. One (1) of the leadership team members will use the ballot box key to seal the empty ballot box. Team members take their stations. At 8 am, one (1) of the leadership team members will announce, "The polls are open".

ELECTION SET-UP SUPPORT

The Office of Elections is on-call each early voting morning between 7 – 8 am to troubleshoot set-up issues.

Office of Elections Main Line: 707-445-7481

Election workers should call the main line for voting equipment troubleshooting, process questions, and other general issues that arise.

Emergency Hotline: 707-382-4157

The emergency hotline should be used in the event of an emergency. If voter assistance center teams need to call 9-1-1, the second call should be immediately to the emergency hotline.

Lucinda Jackson: 707-616-4503 (Cell) / 707-445-7481 (Office)

Election workers should use the election worker hotline and main office phone number first. If a problem persists or you are not able to get through, Lucinda is available on her cell phone (text is okay) or email (ljackson@co.humboldt.ca.us).

Early Voting Night Closing Procedures

After a long day at the voter assistance center, 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.

Early Voting Dates and Hours

Four-day voter assistance centers will be open October 31 – November 2 for early voting as follows:

Saturday, October 31:	8 am – 4 pm	Early Voting Day 1
Sunday, November 1:	8 am – 4 pm	Early Voting Day 2
Monday, November 2:	8 am – 4 pm	Early Voting Day 3

Voters in line to vote or turn in a vote by mail ballot at 4 pm when early voting polls close will be allowed to vote or turn in their vote by mail ballot. Anyone who arrives after 4 pm will not be able to vote or turn in a vote by mail ballot until the next day of voting.

Use the Scan time clock used to determine when to open and close of the polls.

Polls Close at 4 PM

At 4 pm, the team manager will announce, “The polls are closed”. Voters inside the voter assistance center or waiting in line when the polls close must be allowed to vote or turn in their vote by mail ballot. If there is a line outside your voter assistance center, a team member 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 voter assistance center and observe the closing process.



Voters inside the voter assistance center or waiting in line when the polls close must be allowed to vote or turn in their vote by mail ballot.

Voter Assistance Center Closing Checklist

Each center will receive a voter assistance center closing checklist (located with the black transport bag) as a reference to guide your closing activities to ensure bags, ballots, forms,

and anything else are packaged correctly so that everything comes back to the Office of Elections in a secure and timely manner.

Getting Organized

Voter assistance center teams should create a game plan **before** the polls close at 8 pm to get organized and assign closing tasks. This organization will help your team complete closing activities more effectively and get home in a timely manner. Some considerations include:

- Who is inventorying unused ballots and blank ballot stock?
- Who is suspending the polls on voting equipment and printing equipment tapes?
- Who is collecting ballots from the black ballot box?
- Who is completing the ballot statement summary?
- Who is completing other early voting closing paperwork (security log)?
- Where are the return bags 1 - 7?
- Who is breaking down voting equipment?
- Who is taking down outside signage?
- Who is gathering accessibility mitigation supplies (cones, signs etc.) from outside the voter assistance center?



Create a game plan **before** the polls close to get organized and assign closing tasks.

Equipment and Supplies

Equipment and supplies will remain at the voter assistance center during the four (4) days of voting. Outside signage and ADA mitigation supplies need to be broken down and brought inside each night when the polls close. Inside signage and ADA mitigation measures can remain in place until Election Night.

Some equipment and supplies will stay at the voter assistance center and others will be returned to your assigned drop-off location. The voter assistance center closing checklist summarizes where each item goes.

Store in the Caddy

Equipment and supplies that will be stored and locked in the caddy include:

- All voting equipment.
- All printers.
- All ballot boxes.

Store in the Blue Supply Box

Team supplies that will be stored and locked in the blue supply box include:

- Unused ballots and blank ballot stock.
- Roster binders and team binder.
- Supply bags.

Secure for Ballot Transporter Pick-Up

Ballots must be counted, placed into corresponding bag number, placed into an early voting black transport bag, and sealed with a yellow beaded seal. Ballots to put into the black transport bag include:

- Voted precinct ballots and voting equipment tapes.
- Unread ballots.
- Voted provisional ballots.
- Spoiled ballots, surrendered ballots, and ballot stubs.
- Voted vote by mail ballots returned in envelopes.

Closing Activities

Inventory Unused Ballots

Unused ballots must be inventoried and sealed in return bag before remaining ballots are gathered and inventoried.

1. Two (2) team members count all **unused** pre-printed precinct and emergency provisional ballots for each precinct and record the amounts on the ballot paper control sheet. Team members will retrieve all unused blank ballot stock (including any blank ballot stock still located in any of the printers), and count and record the amount on the ballot paper control sheet.
2. Record total unused ballot inventory on the ballot statement summary.
3. Place unused ballot inventory in the blue supply box.

Suspend the Polls and Close Voting Machines

Follow the field guide and manual instructions **carefully** to suspend the polls on the Scan and Ballot On-Demand, and close down voting equipment (Poll Pad, Scans, Ballot On-Demand, Touch Writers and printers). Field guides, manuals, passwords, keys, power cords, and printer cables should be returned to the voting equipment manuals and supplies bag after closing activities are complete.

- Print two sets of voting equipment tapes.
- Pre-printed precinct ballots used.
- Touch Writer and Ballot On-Demand tapes: Blank ballot stock used.
- Poll Pad tape: Voters checked in. Note: Not all provisional voters will be counted on the Poll Pad. The provisional roster will have the total number of provisional voters that voted.
- Place one (1) set voting equipment tapes (Scans, Touch Writers, Ballot On-Demand, Poll Pad) in **BAG 2** with the voted ballots. Place one (1) set of voting equipment tapes in the plastic pouch in your team binder.
- Record Scan 1 and Scan 2 total ballots cast by precinct on the ballot statement summary.
- Secure voting equipment carrying cases. See Voting Equipment and Security section for more information about securing machine cases.

- Record seal numbers on security log (located in the team binder).

Inventory Precinct Ballots Issued

Before counting the precinct ballots in the ballot box, you will need to know how many ballots were issued. Each morning during early voting opening the current day beginning ballots will be inventoried. Each night during early voting closing the ending ballot inventory will be inventoried.

Scan Total Ballots Cast

Refer to the Scan tapes for the total number of voted precinct ballots on the Scan.

Pre-Printed Precinct Ballots Issued

Subtract the number of pre-printed precinct ballots remaining on ballot pads (and the number of spoiled pre-printed precinct ballots) from the beginning pre-printed precinct ballot inventory (see ballot paper control sheet). This is the number of pre-printed precinct ballots you should have in the ballot box. Note: If there are unread ballots in the side compartment, it may cause a discrepancy between the ballot inventory summary and the total number of pre-printed precinct ballots in the ballot box.

Blank Ballot Stock

Blank ballot stock will be used to print precinct ballots. Blank ballot stock will also be used for precinct ballots voted on the Touch Writer. Blank ballot stock used can be calculated as follows:

- Subtract the ending amount of ballot stock from the beginning amount of ballot stock reported on the ballot paper control sheet. This is the total amount of ballot stock used.
- Subtract the amount of ballot stock used for provisional ballots to find the amount of ballot stock used for precinct ballots. Subtract the amount of ballot stock used for precinct ballots to find the amount of ballot stock used for provisional ballots. Note: Spoiled ballots may cause a discrepancy in the ballot stock amount.

Total Precinct Ballots Issued

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

Inventory Precinct Ballots in Ballot Box

Remove voted ballots from main (lower) area of ballot box. Precinct ballots printed on the Ballot On-Demand and Touch Writer will look the same as pre-printed precinct ballots, except they will not have the word “PRECINCT” printed on the bottom margin. Verify precinct numbers in the top right corner of ballots.

1. Count the total number of precinct ballots. This will be the combined total of pre-printed and blank ballot stock precinct ballots. This number should match the Scan tape ballot total.
2. Record total number of voted precinct ballots on the ballot statement summary.

3. Place voted precinct ballots in **BAG 2**.
4. Write the total number of voted precinct ballots on the red and white tamper-proof seal and on the **BAG 2** label. Seal **BAG 2**.
5. All team members must sign the ballot seal.
6. Place **BAG 2** in the black transport bag.

Inventory Other Used Ballots

Separate other used ballots by precinct:

- Unread ballots.
- Spoiled ballots.
- Provisional ballots (in envelopes).
- Vote by mail ballots (in envelopes).

Unread Ballots

Unread ballots have not been read by the Scan and can be found in the side compartment of the ballot box. Count the total number of unread ballots (voted but not read by Scan). Record the total number on the ballot statement summary. Place unread ballots in BAG 3. Record the total number on the bag label. If there are no unread ballots: record “0” on the bag label.

Provisional Ballots

Provisional ballots are in provisional envelopes and can be found in the blue supply box. Count the total number of voted provisional ballots in envelopes. The total number of ballots equals the number of provisional voter signatures on the provisional roster. Record the total number on the ballot statement summary. Place voted provisional ballots in BAG 4. Record the total on the bag label. If there are no provisional ballots: record “0” on the bag label.

Spoiled Ballots

Spoiled ballots will have “SPOILED” written across them and can be found in the blue supply box. Count the total number of spoiled ballots. Record the total number on the ballot statement summary. Place spoiled ballots in BAG 5. Record the total on the bag label. If there are no spoiled ballots: record “0” on the bag label.

Vote by Mail Surrendered Ballots

Vote by mail ballots surrendered are ballots that have “SURRENDERED” written across them and can be found in the blue supply box. Count the total number of vote by mail surrendered ballots. Do not record vote by mail surrendered ballots on the ballot statement summary. Place the vote by mail surrendered ballots in BAG 5. Record the total on the bag label. If there are no vote by mail surrendered ballots: record “0” on the bag label.

Ballot Stubs

Bind ballot stubs with a rubber band. Place stubs from used ballots in BAG 5.

Vote by Mail Ballots Returned in Envelopes

Vote by mail ballots returned in envelopes are voted ballots dropped off at the voter assistance center and can be found in the vote by mail container. Count the total number of vote by mail ballots returned in envelopes. Do not record VBM return ballots on the ballot statement summary. Separate the envelopes into 'Humboldt County' and 'Other Counties'. Rubber band the 'Other Counties' envelopes. Place all voted vote by mail envelopes in BAG 6. Record the totals on bag label. If there are no voted vote by mail ballots: record "0" on the bag label.

Hanging Rosters

Bring hanging rosters inside the voter assistance center. Place all hanging rosters in BAG 7.

Voter Registration Cards

Place voter registration cards in BAG 7.

Breakdown Voter Assistance Center

1. Take down inside/outside signs, notices and flag. Return these items to their supply bags. Store and seal them in the blue supply box.
2. Take down hanging roster from outside the voter assistance center. Place both hanging rosters in **BAG 7**.
3. Gather accessibility mitigation supplies from outside the voter assistance center. Place these items with the blue supply box inside the voting area.
4. Clean up voter assistance center areas used: voting area, kitchen, etc. See COVID Protection and Guidelines for additional information about cleaning the facility.

Ballot Transporter Ballot Pick-Up

Ballot transporter teams will visit assigned voter assistance centers to pick-up the team's voted precinct ballots, unread ballots, provisional ballots, spoiled ballots, and voted vote by mail ballots. All voted ballots must be sealed in corresponding bags. All sealed bags must be inside black transport bag sealed with a yellow beaded seal. Team managers will complete a voted ballot pickup official receipt.

Voted Ballot Pick-Up Official Receipt

The voter assistance center manager will complete a voted ballot pick-up official receipt on each early voting night prior to the ballot transport team taking custody of the voter assistance center team's ballots. Place the completed voted ballot pick-up official

receipt in the team binder. Keep all voted ballot pick-up official receipts in the team binder to return on Election Night.



The voter assistance center manager will complete a ballot pick-up official receipt on each early voting night prior to the ballot transport team taking custody of the voter assistance center team's ballots.

Ballot Transport Team Pick-Up Schedule

Route	VAC	Locations	Dates
North 1	McKinleyville Union Middle Sch. Azalea Hall	2275 Central Ave 1620 Pickett Rd	October 31 November 2
North 2	McKinleyville Union Middle Sch. Azalea Hall	2275 Central Ave 1620 Pickett Rd	November 1
East 1	Mad River Rapids RV Park Arcata Community Ctr	3501 Janes Rd 321 Dr. MLK Jr. Pkwy	October 31 November 2
East 2	Mad River Rapids RV Park Arcata Community Ctr	3501 Janes Rd 321 Dr. MLK Jr. Pkwy	November 1
South 1	College of the Redwoods Fortuna Veterans Memorial Bldg.	7351 Tompkins Hill Rd 1426 Main St	October 31 November 2
South 2	College of the Redwoods Fortuna Veterans Memorial Bldg.	7351 Tompkins Hill Rd 1426 Main St	November 1
Eureka / Arcata	Eureka Pentecostal Church Eureka Veterans Memorial Bldg.	1060 Hoover St 1018 H St	October 31 November 1 November 2

Ballot Statement Summary

The ballot statement summary is a reconciliation of ballots and has two important uses:

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

Ballot Types Recorded on Ballot Statement Summary

Every ballot a voter assistance center receives (as reported on the ballot paper control sheet) must be accounted for in one of the following ways:

- Read
- Unread
- Provisional
- Spoiled

Every ballot cast should have a signature entry on either the main roster or provisional roster.



Every ballot cast should have a signature entry on either the main roster or provisional roster.

Information Needed to Complete Ballot Statement Summary

- Ballot statement summary form.
- Ballot paper control sheet.
- Scan and provisional voting equipment tapes.
- Poll Pad tapes. (One (1) day voter assistance centers will not use.)
- Precinct ballots.
- Unread ballots.
- Provisional ballots.
- Spoiled ballots.
- Main roster.
- Provisional roster.

Preparing to Complete Ballot Statement Summary

Before the polls close, review the voter assistance center closing checklist, create a game plan, and lay out return bags.

- Lay out black transport bag and return bags 1-7 on a table (or floor).
BAG 1: Unused ballots.
BAG 2: Voted precinct ballots and voting equipment tapes.
BAG 3: Unread precinct ballots.
BAG 4: Voted provisional ballots.
BAG 5: Spoiled ballots, surrendered VBM ballots, and ballot stubs.
BAG 6: Voted vote by mail ballots returned in envelopes.
BAG 7: Completed voter registration cards and hanging rosters. Do not remove voter registration cards from provisional envelopes.

After the Polls Close

Assigned team members should gather and inventory all precinct ballots. Two (2) team members will gather the following ballots:

- Unused ballots and unused ballot stock. Unused ballots must be inventoried and sealed in return bag before remaining ballots are gathered and inventoried.

- Voted ballots from ballot box.
- Unread ballots from side compartment of ballot box.

- Provisional ballots.
- Spoiled ballots.
- Place all ballots with correlating bag number.
 - BAG 1:** Unused ballots.
 - BAG 2:** Voted precinct ballots and voting equipment tapes.
 - BAG 3:** Unread precinct ballots.
 - BAG 4:** Voted provisional ballots.
 - BAG 5:** Spoiled ballots, surrendered VBM ballots, and ballot stubs.
 - BAG 6:** Voted VBM ballots returned in envelopes.
 - BAG 7:** Completed voter registration cards and hanging rosters. Do not remove voter registration cards from provisional envelopes.
- Count items for return bags 1 – 7. 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.

When the Ballot Statement Summary Doesn't Balance

Complete the ballot statement summary before applying any seals to allow for re-checking if you do not balance. If after **one (1) hour** of trying to balance you have not succeeded, please:

1. **Stop** your efforts.
2. **Pack** up voter assistance center supplies.
3. **Clean** up the voter assistance center.
4. **Prepare** voted ballots for ballot transporter team pick-up.

Completing the Ballot Statement Summary

Voter assistance centers received precinct ballots for several precincts. All precinct ballot activity for ballots the Office of Elections issued to the voter assistance center must be accounted for.

Votes Cast

Look on the Scan 1 tape and Scan 2 tape for total precinct ballots cast. Record the total ballots cast on the line in the 'Votes Cast' column next to each precinct.

Voted Ballots

Look at the **BAG 2** label for number of voted precinct ballots. Record the total precinct ballots on the line in the 'Voted Ballots (1)' column next to each precinct.

Unread Ballots

Look at the **BAG 3** label for number of unread precinct ballots. Record the total precinct ballots on the line in the 'Unread Ballots (2)' column next to each precinct.

Provisional Ballots

Look at the **BAG 4** label for number of provisional ballots. Record the total provisional ballots on the line in the 'Provisional Ballots (3)' column next to each precinct.

Spoiled Ballots

Look at the **BAG 5** label for number of voted precinct ballots. Record the total spoiled ballots on the line in the 'Spoiled Ballots (4)' column next to each precinct.

Total Ballots Used

Add 1, 2, 3, and 4 (above) for each precinct. Record the precinct totals on the line in the 'Total Ballots Used' column next to each precinct.

Main Roster Signatures

Count the total main roster signatures on the hard-copy main rosters for each precinct. Record the number of signatures on the line in the 'Main Roster (A)' column next to each precinct.

Provisional Roster Signatures

Count the total provisional roster signatures on the hard-copy provisional roster. Record the number of signatures on the line in the 'Provisional Roster (B)' column next to each precinct.

Total Certified Voters

Add A and B (above) for each precinct. Record the precinct totals on the line in the 'Total Certified Voters' column next to each precinct. The total precinct ballots cast is your Certified Number of Voters.

Team Signatures

All voter assistance center team members must sign the ballot statement summary form where indicated.

ELECTION CLOSING SUPPORT

The Office of Elections is on-call every early voting night to troubleshoot closing issues.

Office of Elections Main Line: 707-445-7481

Election workers should call the main line for voting equipment troubleshooting, process questions, and other general issues that arise.

Emergency Hotline: 707-382-4157

The emergency hotline should be used in the event of an emergency. If voter assistance center teams need to call 9-1-1, the second call should be immediately to the emergency hotline.

Lucinda Jackson: 707-616-4503 (Cell) / 707-445-7481 (Office)

Election workers should use the election worker hotline and main office phone number first. If a problem persists or you are not able to get through, Lucinda is available on her cell phone (text is okay) or email (ljackson@co.humboldt.ca.us).

Election Morning Opening Procedures

All voter assistance center teams (manager, assistant manager, tech assistant and clerks) must arrive at the center by 6 am on Election Day. There are many activities to complete between 6 am – 7 am before the polls open so it is crucial that all workers arrive on time.



Voter assistance center teams must arrive at the center by 6 am on Election Day.

Election Day and Hours

Voter assistance centers will be open on Election Day as follows:

Tuesday, November 3: 7 am – 8 pm

Voters in line to vote or turn in a vote by mail ballot at 8 pm on Election Day when polls close will be allowed to vote or turn in their vote by mail ballot. Anyone who arrives after 8 pm will not be able to vote or turn in a vote by mail ballot until the next day of voting.

Use the Scan time clock used to determine when to open and close of the polls.

Preparing to Open the Polls (6 am – 7 am)

Verify Security Seals

When the voter assistance center teams arrive to their assigned location at 6 am, the first priority is to verify security seals on Election Day voting equipment and blue supply box. All team members must verify seal numbers for each piece of voting equipment and the blue supply box. All team members must sign the security log confirming this verification.



All team members must:

- Verify seal numbers for voting equipment and blue supply box.
- Sign the security log as confirmation.

Voting Equipment

Only voting equipment marked and programmed for Election Day will be set-up for Election Day voting on November 3. The voting equipment technician will guide the team in setting up voting equipment.

Scans and Ballot Boxes

All voter assistance centers will receive two (2) Scans marked and programmed for Election Day on November 3. Setting up the Scan is a two (2) person task. Follow the field guide instructions **carefully** to assemble the ballot box and situate the Scan on the ballot box. Verify no ballots are in the ballot box. If you find a ballot in the ballot box, contact the Office of Elections immediately on the emergency hotline at 707-382-4157.



If you find a ballot in the ballot box, contact the Office of Elections immediately.

Touch Writers and Printers

Setting up the Touch Writer is a two-person task. Follow the field guide instructions **carefully** to set-up the Touch Writer and printer.

4-Day Voter Assistance Centers. Four-day voter assistance centers will receive three (3) Touch Writers and printers that serve them.

1-Day Voter Assistance Centers. One-day voter assistance centers will receive one (1) Touch Writer and printer that serves it.

Ballot On-Demand and Printer

Setting up the Ballot On-Demand is a two-person task. Follow the field guide instructions **carefully** to set-up the Ballot On-Demand and printer.

4-Day Voter Assistance Centers. Four-day voter assistance centers will receive one (1) Ballot On-Demand and printer that serves it. Ballot On-Demand machines and printers will be used for all four (4) days of voting.

1-Day Voter Assistance Centers. One-day voter assistance centers will not receive a Ballot On-Demand.

Set-up Reminders

- Field guides, manuals, passwords, keys, power cords, and printer cables are in the Voting Equipment Manuals and Supplies bag.
- Before breaking seals, record the serial number on the yellow beaded seals and red wire seals on your security log. If seal numbers do not match, contact the Office of Elections immediately at 707-445-7481.



If seal numbers do not match, contact the Office of Elections immediately.

- Before breaking seals, verify Election Day voting equipment unit numbers and assigned voter assistance center match the security log. If voting equipment information does not match the security log, contact the Office of Elections immediately at 707-445-7481.



If voting equipment information does not match the security log, contact the Office of Elections immediately.

- Assembly works most efficiently when one person reads the voting equipment field guide and manual while a second person performs the assembly action.
- Carefully follow the step-by-step instructions in the voting equipment field guides and manuals. Stop after printing a zero tape.
- All voter assistance center team members at the voter assistance center must sign the zero tape.
- Press OPEN POLLS button close to 7 am.

Blank Ballot Stock

Blank ballot stock must be inventoried, recorded on the ballot paper control sheet, and controlled throughout the day.

- Two (2) team members will retrieve the blank ballot stock from the caddy. One (1) day voter assistance centers that do not have caddies will retrieve blank ballot stock from the blue supply box.
- Count all sheets and record the number on the ballot paper control sheet. The number must match the number from the previous night. For one (1) voter assistance center, the number must match the number on the starting ballot inventory.
- Count out 100 sheets for each of the printers at the center.
- Load the paper into each of the printers.
- Affix a blue tape seal across the place where the tray and body of the printer meet.
- Record the seal number on the ballot paper control sheet.

Ballot Inventory

Pre-printed precinct and emergency provisional ballots must be inventoried, recorded on the ballot paper control sheet, and controlled throughout the day.

- Two (2) team members will retrieve the precinct and emergency provisional ballots from the caddy or blue supply box.
- Count all the sheets and record the numbers on the ballot paper control sheet. The number must match the number from the previous night. For one (1) day voter assistance centers, the number must match the number on the starting ballot inventory.
- Set out a supply of pre-printed precinct ballots for each precinct at the ballot handling station. Keep blank ballot stock, pre-printed precinct ballots, and emergency provisional ballots in the caddy or (for one-day voter assistance centers without a caddy) behind the ballot handling station during voting hours.
- All team members must sign the ballot inventory receipt.

When to Request Ballots and Blank Ballot Stock

Voter assistance center teams should check ballot inventory throughout the day. If a team has 25% or less of its pre-printed precinct ballots or blank ballot stock inventories, contact the Office of Elections on the emergency hotline at 707-382-4157. If voter assistance center teams are running low (25% or less of pre-printed ballots remaining) or run out of ballots, use blank ballot stock to print a precinct ballot from the Ballot On-Demand or Touch Writer.



Voter assistance center teams should check ballot inventory throughout the day. If a team has 25% or less of its pre-printed precinct ballots or blank ballot stock inventories, contact the Office of Elections.

Main Table Set-up

The main table is where voters will be checked in. Arrange supplies for Poll Pad and main roster. Supplies include:

- Poll Pad and printer.
- Paper Main Roster.
- Hanging rosters.
- Highlighters, sticky notes, and scratch paper.
- Single-use secrecy sleeves and pens.
- Accessible items (e.g. pen grips, magnifiers).
- Hand sanitizer, gloves, and wipes.

Set up the ballot handling table with a small number of ballots for each precinct. Do not detach ballots until issuing the ballot to a voter.

Poll Pad Set-up

Setting up the Poll Pad is a one (1) person task. Follow the field guide instructions carefully to set-up the Poll Pads.

- Field guides are in the Voting Equipment Manuals and Supplies bag.
- Before breaking seals, record the serial number on the yellow beaded seals on your security log. If seal numbers do not match, contact the Office of Elections immediately at 707-445-7481.



If seal numbers do not match, contact the Office of Elections immediately.

- Before breaking seals, verify early voting equipment unit numbers and assigned voter assistance center match the security log. If voting equipment information does not match the security log, contact the Office of Elections immediately at 707-445-7481.



If voting equipment information does not match the security log, contact the Office of Elections immediately.

- Carefully follow the step-by-step instructions in the voting equipment field guides and manuals. Stop after printing a zero tape.
- All voter assistance center teams at the voter assistance center must 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.

Reminder for 1-Day Voter Assistance Centers

Voters will be checked in using the main roster. Voters will not be checked in using the Poll Pad. Election workers use the Poll Pad to lookup voters and determine voter status, identify the correct precinct, and print voter assistance center location information.

Convert Blue Supply Box to Ballot Box

Set-up your voter assistance center's blue supply box to be used as a ballot box. Provisional ballots will be cast into the sealed and secured blue supply box.

- Empty the contents of your voter assistance center'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 voter assistance center using blue masking tape. See the supply inventory checklist and Outside Signs Bag.

ADA Mitigation Outside the Voter Assistance Center

Every voter assistance center team binder has an ADA Guide with specific accessibility mitigation measures that need to be taken at your voter assistance center. Follow instructions in the ADA Guide carefully when setting up ADA mitigation.

Morning Paperwork

Complete required paperwork located in the team binder before the polls open.

- Any new team members will sign the oath.
- All team members will complete and sign Paysheet (see team binder).
- All team members must sign Poll Pad, Scan, and Touch Writer zero tapes.
- Team puts on nametags and election pins (see zipper pouch in team binder).
- Bilingual speaking team members put on bilingual nametag.

Polls Open at 7 AM

Just before 7 am, two (2) leadership team members will inspect ballot boxes to verify they are empty (including the emergency ballot bag accessed on the back of the ballot box). Display the empty boxes to members of the public if there are any present. One (1) of the leadership team

members will use the ballot box key to seal the empty ballot box. Team members take their stations. At 7 am, one (1) of the leadership team members will announce, “The polls are open”.

ELECTION SET-UP SUPPORT

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

Office of Elections Main Line: 707-445-7481

Election workers should call the main line for voting equipment troubleshooting, process questions, and other general issues that arise.

Emergency Hotline: 707-382-4157

The emergency hotline should be used in the event of an emergency. If voter assistance center teams need to call 9-1-1, the second call should be immediately to the emergency hotline.

Lucinda Jackson: 707-616-4503 (Cell) / 707-445-7481 (Office)

Election workers should use the election worker hotline and main office phone number first. If a problem persists or you are not able to get through, Lucinda is available on her cell phone (text is okay) or email (ljackson@co.humboldt.ca.us).

Election Night Closing Procedures

After a long day at the voter assistance center, 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.

Election Day and Hours

Voter assistance centers will be open on Election Day as follows:

Tuesday, November 3: 7 am – 8 pm

Voters in line to vote or turn in a vote by mail ballot at 8 pm on Election Day when polls close will be allowed to vote or turn in their vote by mail ballot. Anyone who arrives after 8 pm will not be able to vote or turn in a vote by mail ballot until the next day of voting.

Use the Scan time clock used to determine when to open and close of the polls.

Polls Close at 8 PM

At 8 pm, the team manager will announce, “The polls are closed”. Voters inside the voter assistance center or waiting in line when the polls close must be allowed to vote or turn in their vote by mail ballot. If there is a line outside your voter assistance center, a team member 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 voter assistance center and observe the closing process.



Voters inside the voter assistance center or waiting in line when the polls close must be allowed to vote or turn in their vote by mail ballot.

Voter Assistance Center Closing Checklist

Each center will receive a voter assistance center closing checklist (located with the black transport bag) as a reference to guide your closing activities to ensure bags, ballots, forms, and anything else are packaged correctly so that everything comes back to the Office of Elections in a secure and timely manner.

Getting Organized

Voter assistance center teams should create a game plan **before** the polls close at 8 pm to get organized and assign closing tasks. This organization will help your team complete closing activities more effectively and get home in a timely manner. Some considerations include:

- Who is inventorying unused ballots and blank ballot stock?
- Who is closing down voting equipment and printing equipment tapes?
- Who is collecting ballots from the black ballot box?
- Who is completing the ballot statement summary?
- Who is completing other Election Night paperwork (security log, security 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 voter assistance center?



Create a game plan **before** the polls close to get organized and assign closing tasks.

Equipment and Supplies

Some equipment and supplies will stay at the voter assistance center and others will be returned to your assigned drop-off location. The voter assistance center closing checklist summarizes where each item goes.

Store in the Caddy

Supplies that will be stored and locked in the caddy include:

- All printers.
- All ballot boxes.
- All Touch Writers.
- Unused ballots and blank ballot stock.

Leave at Voter Assistance Center

General supplies will be left at the voter assistance center:

- Voting booths.
- Caddy.
- 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:

- Scans
- Poll Pads
- Black Transport Bag



Two (2) team members **must** accompany equipment and black transport bag to drop-off location.

Closing Activities

Inventory Unused Ballots

Unused ballots must be inventoried and sealed in return bag before remaining ballots are gathered and inventoried.

1. Two (2) team members count all **unused** pre-printed precinct and emergency provisional ballots for each precinct and record the amounts on the ballot paper control sheet. Team members will retrieve all unused blank ballot stock (including any blank ballot stock still located in any of the printers), and count and record the amount on the ballot paper control sheet.

2. Record total unused ballot inventory on the ballot statement summary.
3. Place unused ballot inventory in **BAG 1**.
4. Record pre-printed regular voter assistance center ballot total, emergency provisional ballot total, and blank ballot stock total on **BAG 1** label.
5. Seal **BAG 1**.
6. All voter assistance center team members must sign seal.

Close Down Voting Machines

Follow the field guide and manual instructions **carefully** to close down voting equipment (Poll Pad, Scans, Ballot On-Demand, Touch Writers and printers). Field guides, manuals, passwords, keys, power cords, and printer cables should be returned to the voting equipment manuals and supplies bag after closing activities are complete.

- Print two sets of voting equipment tapes.
 - Pre-printed precinct ballots used.
 - Touch Writer and Ballot On-Demand tapes: Blank ballot stock used.
-
- Poll Pad tape: Voters checked in. Note: Not all provisional voters will be counted on the Poll Pad. The provisional roster will have the total number of provisional voters that voted.
 - Place one (1) set voting equipment tapes (Scans, Touch Writers, Ballot On-Demand, Poll Pad) in **BAG 2** with the voted ballots.
 - Record Scan 1 and Scan 2 total ballots cast by precinct on the ballot statement summary.
 - Complete and sign the certificate of performance.
 - Attach the second set of Scan tapes on the certificate of performance.
 - Post the certificate of performance outside the voter assistance center. If fewer than 10 voters voted, do not attach a tape to the certificate of performance outside the voter assistance center.
 - Secure voting equipment carrying cases. See Voting Equipment and Security section for more information about securing machine cases.
 - Record seal numbers on Election Day security log (located in the team binder).

Inventory Precinct Ballots Issued

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

Scan Total Ballots Cast

Refer to the Scan tapes for the total number of voted precinct ballots on the Scan.

Pre-Printed Precinct Ballots Issued

Subtract the number of pre-printed precinct ballots remaining on ballot pads (and the number of spoiled pre-printed precinct ballots) from the beginning pre-printed precinct ballot inventory (see ballot paper control sheet). This is the number of pre-printed precinct ballots you should have in the ballot box. Note: If unread ballots in the side compartment, it may cause a discrepancy between the ballot inventory summary and the total number of pre-printed precinct ballots in the ballot box.

Blank Ballot Stock

Blank ballot stock will be used to print precinct ballots. Blank ballot stock will also be used for precinct ballots voted on the Touch Writer. Blank ballot stock used can be calculated as follows:

- Subtract the ending amount of ballot stock from the beginning amount of ballot stock reported on the ballot paper control sheet. This is the total amount of ballot stock used.
- Subtract the amount of ballot stock used for provisional ballots to find the amount of ballot stock used for precinct ballots. Subtract the amount of ballot stock used for precinct ballots to find the amount of ballot stock used for provisional ballots. Note: Spoiled ballots may cause a discrepancy in the ballot stock amount.

Total Precinct Ballots Issued

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

Inventory Precinct Ballots in Ballot Box

Remove voted ballots from main (lower) area of ballot box. Precinct ballots printed on the Ballot On-Demand and Touch Writer will look the same as pre-printed precinct ballots, except they will not have the word "PRECINCT" printed on the bottom margin. Verify precinct numbers in the top right corner of ballots.

7. Count the total number of precinct ballots. This will be the combined total of pre-printed and blank ballot stock precinct ballots. This number should match the Scan tape ballot total.
8. Record total number of voted precinct ballots on the ballot statement summary.
9. Place voted precinct ballots in **BAG 2**.
10. Write the total number of voted precinct ballots on the red and white tamper-proof seal and on the **BAG 2** label. Seal **BAG 2**.
11. All team members must sign the ballot seal.
12. Place **BAG 2** in the black transport bag.

Inventory Other Used Ballots

Separate other used ballots by precinct:

- Unread ballots.
- Spoiled ballots.
- Provisional ballots (in envelopes).

- Vote by mail ballots (in envelopes).

Unread Ballots

Unread ballots have not been read by the Scan and can be found in the side compartment of the ballot box. Count the total number of unread ballots (voted but not read by Scan). Record the total number on the ballot statement summary. Place unread ballots in **BAG 3**. Record the total number on the bag label. If there are no unread ballots: record “0” on the bag label.

Provisional Ballots

Provisional ballots are in provisional envelopes and can be found in the blue supply box. Count the total number of voted provisional ballots in envelopes. The total number of ballots equals the number of provisional voter signatures on the provisional roster. Record the total number on the ballot statement summary. Place voted provisional ballots in **BAG 4**. Record the total on the bag label. If there are no provisional ballots: record “0” on the bag label.

Spoiled Ballots

Spoiled ballots will have “SPOILED” written across them and can be found in the blue supply box. Count the total number of spoiled ballots. Record the total number on the ballot statement summary. Place spoiled ballots in **BAG 5**. Record the total on the bag label. If there are no spoiled ballots: record “0” on the bag label.

Vote by Mail Surrendered Ballots

Vote by mail ballots surrendered are ballots that have “SURRENDERED” written across them and can be found in the blue supply box. Count the total number of vote by mail surrendered ballots. Do not record vote by mail surrendered ballots on the ballot statement summary. Place the vote by mail surrendered ballots in **BAG 5**. Record the total on the bag label. If there are no vote by mail surrendered ballots: record “0” on the bag label.

Ballot Stubs

Bind ballot stubs with a rubber band. Place stubs from used ballots in **BAG 5**.

Vote by Mail Ballots Returned in Envelopes

Vote by mail ballots returned in envelopes are voted vote by mail ballots dropped off at the voter assistance center and can be found in the vote by mail container. Count the total number of vote by mail ballots returned in envelopes. Do not record VBM return ballots on the ballot statement summary. Separate the envelopes into ‘Humboldt County’ and ‘Other Counties’. Rubber band the ‘Other Counties’ envelopes. Place all voted vote by mail envelopes in **BAG 6**. Record the totals on bag label. If there are no voted vote by mail ballots: record “0” on the bag label.

Hanging Rosters

Bring hanging rosters inside the voter assistance center. Place all hanging rosters in **BAG 7**.

Voter Registration Cards

Place voter registration cards in **BAG 7**.

Breakdown Voter Assistance Center

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 voter assistance center. Place both hanging rosters in **BAG 7**.
3. Take down signs and notices from voting booths. Breakdown voting booths.
4. Gather accessibility mitigation supplies from outside the voter assistance center, along interior paths of travel, and inside the voting area. Place these items with the blue supply box.
5. Clean up voter assistance center areas used: voting area, kitchen, etc. See COVID Protection and Guidelines for additional information about cleaning the facility.

Election Night Ballot Return

After the voter assistance center team has completed all closing activities, voting equipment (Poll Pad, Scan and ballot box, Touch Writer and Printer) and the black transport bag must be returned. Some voter assistance center teams will deliver equipment and black transport bag to a drop-off location and other voter assistance center teams will have a ballot transporter team (or Sheriff Deputy) pick-up equipment and black transport bag from the voter assistance center. Yellow beaded seal numbers on equipment and transport bag will be checked at the time change of custody occurs. Two (2) team members **must** accompany equipment and black transport bag to drop-off location.



Two (2) team members **must** accompany equipment and black transport bag to drop-off location.

Voter Assistance Center	Election Night Drop-Off or Pickup
McKinleyville Middle School	Drop-Off McKinleyville Sheriff Sub-Station 1608 Pickett Road, McKinleyville
Azalea Hall	Drop-Off McKinleyville Sheriff Sub-Station 1608 Pickett Road, McKinleyville
Mad River Rapids RV Park	Drop-Off Arcata Community Center 321 Dr. MLK Jr. Pkwy, Arcata
Arcata Community Center	Drop-Off Arcata Community Center 321 Dr. MLK Jr. Pkwy, Arcata
Eureka Pentecostal Church	Drop-Off

	HC Office of Elections 2426 6 th St, Eureka
HC Office of Elections – Annex	Drop-Off HC Office of Elections 2426 6 th St, Eureka
Eureka Veterans Memorial Building	Drop-Off HC Office of Elections 2426 6 th St, Eureka
College of the Redwoods	Pick-up Ballot Transport Team
Fortuna Veterans Memorial Building	Pick-up Ballot Transport Team
Hoopla Neighborhood Facility	Pick-up Sheriff Deputy
Willow Creek Community Services District	Pick-up Sheriff Deputy
HC Fairgrounds	Pick-up Ballot Transport Team
SoHum Health – Garberville Branch	Pick-up Sheriff Deputy

For more information, see the contact information sheet in the team binder.

Ballot Statement Summary

The ballot statement summary is a reconciliation of ballots and has two important uses:

3. Accounting for ballots sent to each voter assistance center.
4. Comparing the number of votes cast to the number of signatures collected.

Ballot Types Recorded on Ballot Statement

Every ballot a voter assistance center receives (as reported on the ballot paper control sheet) must be accounted for in one of the following ways:

- Read
- Unread
- Provisional
- Spoiled

Every ballot cast should have a signature entry on either the main roster or provisional roster.



Every ballot cast should have a signature entry on either the main roster or provisional roster.

Information Needed to Complete Ballot Statement

- Ballot statement summary form.
- Ballot paper control sheet.
- Scan and provisional voting equipment tapes.
- Poll Pad tapes. (One (1) day voter assistance centers will not use.)
- Precinct ballots.
- Unread ballots.

- Provisional ballots.
- Spoiled ballots.
- Main roster.
- Provisional roster.

Preparing to Complete Ballot Statement

Before the polls close, review the voter assistance center closing checklist, create a game plan, and lay out return bags.

- Lay out black transport bag and return bags 1-7 on a table (or floor).
 - BAG 1:** Unused ballots.
 - BAG 2:** Voted precinct ballots and voting equipment tapes.
 - BAG 3:** Unread precinct ballots.
 - BAG 4:** Voted provisional ballots.
 - BAG 5:** Spoiled ballots, surrendered VBM ballots, and ballot stubs.
 - BAG 6:** Voted VBM ballots returned in envelopes.
 - BAG 7:** Completed voter registration cards and hanging rosters. Do not remove voter registration cards from provisional envelopes.

After the Polls Close

Assigned team members should gather and inventory all precinct ballots.

- Two people gather ballots:
 - Unused ballots and unused ballot stock. Unused ballots must be inventoried and sealed in return bag before remaining ballots are gathered and inventoried.
 - Voted ballots from ballot box.
 - Unread ballots from side compartment of ballot box.
 - Provisional ballots.
 - Spoiled ballots.
- Place all ballots with correlating bag number.
 - **BAG 1:** Unused ballots.
 - **BAG 2:** Voted precinct ballots and voting equipment tapes.
 - **BAG 3:** Unread precinct ballots.
 - **BAG 4:** Voted provisional ballots.
 - **BAG 5:** Spoiled ballots, surrendered VBM ballots, and ballot stubs.
 - **BAG 6:** Voted VBM ballots returned in envelopes.
 - **BAG 7:** Completed voter registration cards and hanging rosters. Do not remove voter registration cards from provisional envelopes.
- Count items for return bags 1 – 7. 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.

When the Ballot Statement Summary Doesn't Balance

Complete the ballot statement summary before applying any seals to allow for re-checking if you do not balance. If after **one (1) hour** of trying to balance you have not succeeded, please:

5. **Stop** your efforts.

6. **Pack** up voter assistance center supplies.
7. **Clean** up the voter assistance center.
8. **Return** voting equipment and transport bag to drop-off location.

Completing the Ballot Statement Summary

Voter assistance centers received precinct ballots for several precincts. All precinct ballot activity for ballots the Office of Elections issued to the voter assistance center must be accounted for.

Votes Cast

Look on the Scan 1 tape and Scan 2 tape for total precinct ballots cast. Record the total ballots cast on the line in the 'Votes Cast' column next to each precinct.

Voted Ballots

Look at the BAG 2 label for number of voted precinct ballots. Record the total precinct ballots on the line in the 'Voted Ballots (1)' column next to each precinct.

Unread Ballots

Look at the BAG 3 label for number of unread precinct ballots. Record the total precinct ballots on the line in the 'Unread Ballots (2)' column next to each precinct.

Provisional Ballots

Look at the BAG 4 label for number of provisional ballots. Record the total provisional ballots on the line in the 'Provisional Ballots (3)' column next to each precinct.

Spoiled Ballots

Look at the BAG 5 label for number of voted precinct ballots. Record the total spoiled ballots on the line in the 'Spoiled Ballots (4)' column next to each precinct.

Total Ballots Used

Add 1, 2, 3, and 4 (above) for each precinct. Record the precinct totals on the line in the 'Total Ballots Used' column next to each precinct.

Main Roster Signatures

Count the total main roster signatures on the hard-copy main rosters for each precinct. Record the number of signatures on the line in the 'Main Roster (A)' column next to each precinct.

Provisional Roster Signatures

Count the total provisional roster signatures on the hard-copy provisional roster. Record the number of signatures on the line in the 'Provisional Roster (B)' column next to each precinct.

Total Certified Voters

Add A and B (above) for each precinct. Record the precinct totals on the line in the 'Total Certified Voters' column next to each precinct. The total precinct ballots cast is your Certified Number of Voters.

Team Signatures

All voter assistance center team members must sign the ballot statement summary form where indicated.

ELECTION CLOSING SUPPORT

The Office of Elections is on-call Election Night to troubleshoot closing issues.

Office of Elections Main Line: 707-445-7481

Election workers should call the main line for voting equipment troubleshooting, process questions, and other general issues that arise.

Emergency Hotline: 707-382-4157

The emergency hotline should be used in the event of an emergency. If voter assistance center teams need to call 9-1-1, the second call should be immediately to the emergency hotline.

Lucinda Jackson: 707-616-4503 (Cell) / 707-445-7481 (Office)

Election workers should use the election worker hotline and main office phone number first. If a problem persists or you are not able to get through, Lucinda is available on her cell phone (text is okay) or email (ljackson@co.humboldt.ca.us).

Frequently Used Terms

Term	Definition
Accessibility	Providing access for all voters to their assigned voter assistance center and Election Day services.
Accessibility Guide ADA Guide	Each voter assistance center team receives in their binder a guide to setting up their specific voter assistance center 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	Active voters in their assigned voter assistance center who have not already voted a vote by mail ballot are eligible to receive a precinct ballot to vote.
Ballot Provisional	A ballot offered to voters who are registered to vote, but are not eligible to vote a precinct ballot.
Ballot Vote by Mail	A ballot mailed to the voter by the Office of Elections. Previously known as an “absentee ballot.”
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.

2020 Presidential General Election Voter Assistance Center Manual

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 On-Demand	Voting equipment that prints precinct ballots to issue to voters.
Ballot Paper Control Sheet	A form voter assistance center teams complete to record ballots received from the Office of Elections and used during voting days.
Ballot Statement Summary	A form voter assistance center teams complete to reconcile ballots received, voted ballots, and voter signatures gathered.
Ballot Transporters	Election workers that travel in teams of two to pick-up voted vote by mail ballots from official ballot drop box locations and return them to the Office of Elections.
Barcode Poll Pad Receipt	Barcode located on the lower portion of the Poll Pad receipt that is scanned by the Touch Writer scanner to access a voter's ballot.

Barriers	Obstacles preventing voters from accessing the voter assistance center and Election Day activities.
Blue Supply Box	Voter assistance center team's supply box. The blue supply box is converted into an official ballot box for provisional ballots during voting hours.
Caddy	Metal cage containing voting equipment and supplies.
Certificate of Performance	A form voter assistance center teams complete certifying the number of voters at a voter assistance center.
Certified Number of Voters	At the end of Election Night, voter assistance center teams record the number of ballots cast on the ballot statement summary 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, voter assistance center members may challenge a voter's right to cast a precinct ballot. Challenged voters must be allowed to vote provisionally.
Clerk	Member of a voter assistance center team. Clerks work a 6 am – 10 pm shift. Half-Clerks work a 6 am – 2 pm or 2 pm – 10 pm shift.
Conflict De-escalation	Techniques to use in high-stress situations to avoid conflicts from arising.
Consolidated Precinct Voting Precinct	A group of precincts combined for an election. Most of the voter assistance center precincts are consolidations.
Curbside Voting	Enables voters to have a voting experience outside the voting area when a voter assistance center is not accessible. Curbside voting can occur in a vehicle or along the path of travel.
Disability Sensitivity	Rules of etiquette for voter assistance center teams toward voters.
Election Night Workers	Election workers that assist the Office of Election with voter assistance center ballot and equipment returns on Election Night and early voting nights.

2020 Presidential General Election Voter Assistance Center Manual

Election Worker	A member of the voter assistance center team working the polls on voting days.
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 the room where voting or voter check-in is taking place.
Envelope Provisional	An envelope voter assistance center teams and voters complete to process provisional ballots.
Envelope Vote by Mail	An envelope voters complete to process vote by mail ballots.
Facial Coverings and Masks	Facial covering that provides full coverage of the mouth and nose.
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 PollPad and Backup Main Roster with "Inactive Voter" next to their name.
Incident Report	A form voter assistance center teams complete to report issues with voting equipment.

Media Cameras in Polls	The use of cameras in and outside of the voter assistance center 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 voter assistance center 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.
Observers / Poll Watchers	A person who observes activities at a voter assistance center.
Paysheet	A form voter assistance center teams complete to administer oath of office for verification of working on Election Day.
Paths of Travel	Routes from accessible parking and from property line to the voting area. Paths of travel can be exterior or interior.
Personal Protective Equipment (PPE)	Personal protective equipment (PPE) includes supplies that protect persons from the spread of COVID-19.
Physical Distancing Social Distancing	Maintaining six (6) feet of distance from others.
Poll Pad	A piece of equipment election workers use to check-in voters.
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 voter assistance center.
Postings Outside / Exterior	Signs and instructions required to be posted outside of the voter assistance center.
Precinct	The precinct assigned to voters within a geographical area of the county as determined by a voter's residential address at the time of

2020 Presidential General Election Voter Assistance Center Manual

	voter registration. All voters in a precinct can vote on all the same races and measures.
Precinct Binder	Voter assistance center team's binder containing Election worker instructions, procedures, and forms for Election Day.
Precinct Supply Closing Checklist	A resource form voter assistance center teams use to guide Election Night closing procedures.
Provisional Voter	Humboldt County residents who are not eligible to receive a precinct ballot.
Public Safety Power Shutoff (PSPS)	Scheduled power shutoff by electric company.
Qualified Party	A political party that has been officially recognized by the State of California.
Roster Hanging	Hard copy rosters voter assistance center teams update with processed voters and display outside a voter assistance center to allow the public to see who has voted on Election Day.
Roster Main	A hard copy roster used to process precinct voters. All precinct voters must sign the main roster.

Roster Provisional	A hard copy roster used to process provisional voters. All provisional voters must sign the provisional roster.
Roster Hanging Reduced	List of voters that is placed outside of the voter assistance center listing the names of voters who have voted. Hanging rosters should never have voter signatures on them.
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 PollPad or hard copy roster.
Rover	Traveling election workers that resupply materials at voter assistance centers.
Scan Machine	Voting machine that reads precinct ballots.
Security Log	A form voter assistance center 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, during, and after an election.
Surrender Vote by Mail Ballot	An active voter found on the PollPad who received their ballot by mail and comes to their assigned voter assistance center to exchange their vote by mail ballot for a 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, mark their ballot using a touch screen or tactile device, and print their ballot to cast in the scan machine.
Turn in Vote by Mail ballot	Anyone can return anyone's ballot to any voter assistance center or drop-off location in the State of California.

2020 Presidential General Election
Voter Assistance Center Manual

Voter Assistance Center Polling Place Poll	A location where voting takes place. A voter assistance center serves multiple voting precincts.
Voter Assistance Center Conduct	Expected behavior by election workers, voters, and the general public on voting days.
Voter Assistance Center Leadership Team Manager Assistance Manager Voting Equipment Technician	Voter assistance center leadership team that guides team activities.
Voter Intimidation	Threatening force, violence, or tactic of coercion or intimidation to compel any other person to vote or refrain from voting.
Voter Name Change	Voters who have changed their name without reregistering may vote a 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.
Voting Equipment Voting Machines	The equipment used by the Office of Elections to facilitate a person's right to vote (e.g. PollPad, Scan, and TouchWriter).
Voting Precinct	The precinct to which a voter is assigned to cast a ballot.