



VOTER ASSISTANCE CENTER MANUAL
CALIFORNIA GUBERNATORIAL RECALL ELECTION
September 14, 2021

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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 2021 California gubernatorial Recall 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: 707-445-7481 (Office) / 707-599-0417 (Cell - text okay)

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.

Emergency Contact Information

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 ten (10) 4-day voter assistance centers and four (4) 1-day pop-up voter assistance center locations.



4-Day Voter Assistance Center Dates and Hours

September 11 – 13: 8 am – 4 pm

September 14 (Election Day): 7 am – 8 pm

1-Day Pop-up Voter Assistance Centers

September 14 (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 Elections 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

- Arrive 60 minutes before the polls open.
- Sign in on paysheet.
- Bring food and water.
- Take breaks.
- Wear comfortable business casual attire.
- Bring a sweater or jacket.
- Treat all people with courtesy and respect.
- Follow election work procedures.
- Make sure the polls are tidy.

DO NOT

- Arrive late.
- Eat or drink at voter stations.
- Take breaks when voter lines are long.
- Wear political clothing.
- Forget to bring layers.
- Use 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.
- ✓ Vote free of intimidation.

Right to Cast a Ballot

Every registered or conditionally registered voter has a right to cast a ballot. A valid registered voter means a United States citizen who is a resident in this state, who is at least 18 years of age and not serving a state or federal prison term for conviction of a felony, and who is registered to vote at their current residence 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 Cultural / Gender Sensitivity

Voters of all backgrounds have the right to be treated with equal respect. Election workers should recognize and respond to cultural concerns and sensitivities of various voters, including, but not limited to, voters who speak a language other than English, ethnic minorities, voters with physical or cognitive disabilities, religious affiliations, and gender diversity. When interacting with voters, election workers should practice the principal of (1) wait, (2) recognize, and (3) listen.

1. **Wait:** Suppress the instinct to quickly respond or cut off a question. Wait first to process the question, then formulate a reasoned and respectful response.
2. **Recognize:** focus on how to recognize other people's feelings, anticipate their needs, and be sensitive, accommodating, and courteous in assisting them.
3. **Listen:** Listen before speaking to understand exactly what the voter is feeling, seeing, needing, and trying to communicate. It is most important to remember to put assumptions aside to better hear and understand voter responses.

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 voter assistance center team binder has an ADA Guide for specific mitigation measures required for the team's assigned location. 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 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.
4. 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".
5. 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.
6. Show the voter where to sign the Main Roster. Have the voter sign.
7. 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.
8. 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.)
9. Write "SURRENDERED - DO NOT COUNT" across the signature side of the VBM envelope.
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 a provisional envelope and wait while the voter marks the ballot.
 - a. If the voter has not already done so, put the ballot in the provisional envelope.
8. Return to the voting area and deposit the provisional envelope into sealed and secure blue supply box.
9. Return to the voter to verify their ballot has been successfully cast.



See COVID Guide 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

Ballot Handling

Stub Removal

Ballots for the California gubernatorial Recall Election are one (1) sheet of paper. Remove ballot from stapled stub carefully using the horizontal perforation.

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 Print 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 on a precinct ballot and wants to vote a new ballot, you will spoil the ballot and issue a replacement ballot to the voter.

Spoiling Ballots

Sometimes voters make a mistake when voting their precinct ballot. If a voter makes a mistake and wants to vote a new ballot you will spoil the ballot and issue a replacement ballot to the voter.

- Write “SPOILED” across the face of the ballot.
- Remove one (1) ballot from the pad of ballots.
- Hand the voter the replacement ballot.

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 the front of the ballot. 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 Print 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 ballots 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 in line to mark their ballot on the Touch Writer.

Spanish and Hmong Facsimile Ballots

Teams will be provided with two (2) facsimile Spanish ballots and two (2) facsimile Hmong ballots: One copy of each translation will be posted in an easily visible location; 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.

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

*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.



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.

Precinct Voters are Vote by Mail Surrender Voters

Precinct voters 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 requires voters to provide an approved form of identification at the original time of registration, or the first time they vote.

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 (Vote by Mail Surrender 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. 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, election workers can verify if the voter can be issued a ballot by calling the election worker hotline at 707-267-9999. The call center 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.

Processing Precinct Voters

Voter Check-in

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 surrendered their vote by mail ballot. (Note: If the voter does not have a ballot to surrender, contact the call center at 707-267-9999 to verify the voter is eligible to receive a precinct ballot. Select the corresponding reason the dropdown list.
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 signature side of the VBM envelope.
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.

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.
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 machine (scan) clerk when finished.



See COVID Guide for instructions on processing voters without facial coverings.

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.
5. Direct the voter to the voting machine station for assistance with the Touch Writer.
6. Follow Touch Writer manual instructions to activate a precinct ballot for the voter.



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 register 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
- Surrender 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 to 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.

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

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.

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

Most 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 form.

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 and the provisional informational sheet 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 based on 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.



See COVID Guide for instructions on processing voters without facial coverings.

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 clerk. DO NOT yell precinct information across the voting area.
7. Direct the voter to the provisional ballot clerk.

Provisional Ballot Processing

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 clerk 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 assigned voter assistance center 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

The Help America Vote Act (HAVA) is a federal program that requires all active registered HAVA voters to show identification when registering to vote for the first time. California law does not require voters to produce identification to vote. Since the 2021 California Gubernatorial Recall Election is not a federal election, HAVA voters are not required to show identification to vote a precinct ballot.

The main roster and Poll Pad may have “HAVA ID” next to a voter’s name. If you see “HAVA ID” next to a voter’s name, do not ask them for identification.



**DO NOT REQUIRE IDENTIFICATION FOR HAVA ID
VOTERS FOR THIS ELECTION**

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 signature side of the VBM envelope.
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.



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.
- 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.

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

- 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.

DO NOT

- 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 Response

Inaccessible Voter Assistance Centers

In the event a voter assistance center becomes non-operational due to fire, earthquake, government shutdown, or 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 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).

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 Print) have a two-hour battery backup. Printers that serve the Touch Writers and Print 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 Print) have a two-hour battery backup. Printers that serve the Touch Writers and Print 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 707-599-0417 (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: 707-599-0417). 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>

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.

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 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

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."

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 Manager

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 Manager

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 Technician

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.

Clerk

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 4-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 1-day pop-up voter assistance centers, a clerk will serve as the backup manager in the event the assigned manager is unable to work.

Rover

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 Transporter Team

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 Processing
- 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. All voters in this election were mailed a vote by mail ballot. The Poll Pad and/or main roster will indicate the voter has received a VBM. 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 from the tablet until issuing the ballot to a voter.
 - a. If a provisional voter comes to the ballot handling table, direct them to the provisional ballot clerk.

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.
 - d. Pen.
3. Direct the voter to an available voting booth to mark their ballot and proceed to the voting machine (scan) 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.
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 (Scan) 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 into machine.
- Help with any kick-back of ballots out of the machine.
- Give voter an “I Voted” sticker after casting their ballot.
- Scan voter areas for secrecy sleeves and discard used sleeves.
- 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 near the main entrance door or outside if weather permits. Follow instructions (found in vote by mail container) to secure the vote by mail container to the table using the metal cord and zip ties provided.

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. Keep the vote by mail container secured to the table throughout all voting days. 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 Processing

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 clerk 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.

Voters Without Face Coverings

Refer to the COVID Guide for specific information and instructions for processing voters without face coverings

Important Reminders when Assisting Voters Without Face Coverings

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

Cleaning Voting Area

Team members will clean all surfaces used by voters, including:

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

Jobs and Voting Stations



- Voter Check-in
- Ballot Handling
- Hanging Roster Maintenance
- Voting Machine Maintenance
- Vote by Mail Table
- Provisional Ballot Processing
- 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/2995/Election-Workers-Recall2021>.

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
- Print (Ballot on Demand Unit) 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/2995/Election-Workers-Recall2021>.

Poll Pad

The Poll Pad is an iPad-based piece of equipment used to check-in voters. All 4-day voter assistance centers will be provided two (2) Poll Pads. No Poll Pads will be deployed to 1-Day Voter Assistance Centers.

Poll Pads at 4-Day Voter Assistance Centers

Election workers use the Poll Pad to lookup voters and determine voter status, identify the correct precinct, and check-in voters. Do not change any settings on the Poll Pad or use the search engine on the Poll Pad for any reason.

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 main roster.

Paper Rosters at 1-Day Voter Assistance Centers

Voters will be checked in using the paper main roster. Voters who do not appear on the main roster will be processed as provisional voters.



1-Day Voter Assistance Centers

Voters will be checked in using the 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 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.org/2995/Election-Workers-Recall2021>.

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, Early Voting Day 2, and Early Voting Day 3. On Early Voting Day 3, early voting Scans will be returned to the Office of Elections with the black transport bag.
- Two (2) Scans for Election Day. Polls open at 7 am and close at 8 pm.

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.

Print (Ballot on Demand) and Printer

Four-day voter assistance centers will receive one (1) Print (ballot on demand unit) and printer to serve it. The Print printer will generate precinct ballots to issue to voters at the ballot handling table. Election workers should only issue ballots with Print 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.

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 corresponding 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, Print 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 Print 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, Print, and Touch Writer. Each morning during opening, verify the seal number against the seal numbers recorded on the Opening/Closing Security Log.



DO NOT REMOVE RED SEALS FROM VOTING EQUIPMENT.

Security Logs

All voter assistance centers will record seal numbers on security logs: (1) Opening/Closing Security Log, (2) Printer Security Log, (3) Blue Supply Box Security Log, (4) Ballot Paper Control Sheet, and (5) Touch Writer and Print Use Log. Seals must be logged during opening activities, throughout the day, and during closing activities.

Opening/Closing Security Log

During opening and closing activities, yellow-beaded seals and red-wire seals must be logged on the corresponding portion of the Opening/Closing Security Log. Complete an Opening/Closing Security Log for each voting day.

Printer Security Log

Voter Assistance Centers will receive printer units that serve the Touch Writer and Print voting equipment units (4-day voter assistance centers will receive four (4) printers; 1-day voter assistance centers will receive one (1) printer). Record blue tape seals placed on printer drawers that serve the Touch Writer and Print units on the Printer Security Log.

Blue Supply Box Security Log

Voter assistance centers will receive blue supply boxes that can be used as sealed containers for surrendered ballots, provisional ballots, vote by mail ballots, or storing supplies and materials. Record yellow-beaded seals on the Blue Supply Box Security Log during setup, throughout voting days, and during closing activities. Blue supply boxes used to store ballots must always have a yellow-beaded seal. Blue supply boxes used to store supplies and materials must have a yellow-beaded seal before team members leave the voter assistance center facility.

Ballot Paper Control and Use Logs

Voter assistance centers will receive ballot paper control logs and Touch Writer and Print use logs to track how pre-printed ballots and blank ballot stock are used.

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 needed supplies for their voter assistance center. Voting equipment will either be delivered to voter assistance centers in a locked and secure metal caddy or picked up by a member of the leadership team. Supplies will either be delivered and stored in a locked and secure metal caddy or blue supply boxes. All 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

Voting equipment **might** be delivered to voter assistance centers in a locked and secure metal caddy or **might** require a member of the leadership team pick-up assigned voting equipment from the Office of Elections and secure voting equipment until Election Morning.

For this reason, teams are required to contact Lucinda Jackson during business hours (707-445-7481) to schedule a pick-up time in the event it is required.

Pick-up Times

- Friday, September 10 between 8 am – 5 pm
- Saturday, September 11 between 8 am – 12 (noon)



1-Day Voter Assistance Centers

Equipment must be picked up:

- Friday, September 10: 8 am – 5 pm OR
- Saturday, September 11: 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, September 10. 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 Blue Supply Box 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 Blue Supply Box 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, Print, and Touch Writer) are the same as those listed on the Opening/Closing 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 or previous voting day.
- 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, Print, and Touch Writer) are the same as those listed on the Opening/Closing 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.

Early Voting Closing

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

- Secure new seals on Poll Pad, Scan, Print, and Touch Writer. See the Security Seals section for more information about seals used for voting equipment.
- Record the seal numbers on the Opening/Closing Security Log.
- Keep a yellow beaded seal for the blue supply box out of the blue supply box. Record the seal number in the Blue Supply Box Security Log.
- Keep a yellow beaded seal for the black transport bag out of the supply box. Record the seal number on the Opening/Closing 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, Print, and Touch Writer. See the Security Seals section for more information about seals used for voting equipment.
- Record the seal numbers on the Opening/Closing Security Log.
- Keep a yellow beaded seal for the blue supply box out of the blue supply box. Record the seal number in the Blue Supply Box Security Log.
- Keep a yellow beaded seal for the black transport bag out of the supply box. Record the seal number on the Opening/Closing 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.

2021 California gubernatorial Recall Election Voter Assistance Center Manual

Early Voting Day 3 ONLY

On Early Voting Day 3, ballot transporter teams will additionally pick-up both early voting Scan units.

Election Night Ballot Return

After the voter assistance center team has completed all closing activities, voting equipment (Poll Pad and Scan) 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 | Drop-Off or Pick-Up | 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 |
| Sunny Brae Middle School | Drop-Off | Arcata Community Center 321 Dr. MLK Jr. Pkwy, Arcata |
| Jefferson School Community Center | 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 |
| Pacific View Charter School | 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 | Fortuna Veterans Memorial Building 1426 Main St, Fortuna |
| Fortuna Community Healthcare (Open Door) | Drop-Off | Fortuna Veterans Memorial Building 1426 Main St, Fortuna |
| Hoopa Neighborhood Facility | Pick-Up | Sheriff Deputy |
| Willow Creek Community Services District | Pick-Up | Sheriff Deputy |
| HC Fairgrounds | Pick-Up | Ballot Transport Team |
| Redwood Playhouse | Pick-Up | Sheriff Deputy |

See contact information section in team binder for Election Night ballot return information.

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 Boxes

All voter assistance centers will have blue supply boxes 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 blue supply boxes during set-up, record the number of the yellow beaded seal from the blue supply box on the Blue Supply Box Security Log (located in the team binder).

1. Locate the supply inventory checklist (should be on top of the contents contained within one of the blue supply boxes).
2. Inventory all items in the blue supply boxes 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 Until 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.

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. **See the ADA Guide for specific layout at each voter assistance center.**

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 voting booths in the voting area. The number of booths you set up will depend on the size of the facility. **See the ADA Guide for specific layout at each voter assistance center.**

Voter assistance center teams will set-up voting booths in the voting area. 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 (Business Hours: 707-445-7481 / After Hours: 707-599-0417).

Set-Up Table for Voters without Facial Coverings

Voters who refuse to wear a face covering should never be denied the right to vote. Set-up the table for voters without facial coverings either:

- (1) In the voting area separated at least six (6) feet away from other voting stations (and up to 12 feet away if voting area provides enough space), or
- (2) Outside the voting area in the front lobby, foyer, or (if weather permits) outside the main entrance near the vote by mail drop off table.

A team member must be present at the table for voters without facial coverings when voters are using the table for voting.

Set-up Table for Vote by Mail Container

Remove the collapsed vote by mail container from the equipment caddy or supply inventory. Set-up a table to function as the vote by mail station. Set-up up the vote by mail container on the table. Follow instructions (found in the vote by mail container) to secure the vote by mail container to the table leg with metal cord and zip ties provided. Keep the vote by mail container secured to the table throughout all voting days. Seal the vote by mail container with a yellow-beaded seal and record the seal number on the Opening/Closing Security Log.

If weather permits, the vote by mail table may be set-up outside the main entrance of the voter assistance center. A team member must be present at the vote by mail table at all times.

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.

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

See the 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.

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



Do not set-up outside mitigation measures until morning setup.

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 Guide 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. early voting main rosters, Election Day 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 processing.
- 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 member 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 on the Blue Supply Box 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 September 10th and 13th until 8 pm to troubleshoot voter assistance center setup issues.

Lucinda Jackson

Main: 707-445-7481 (call)

Cell: 707-599-0417(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 September 11th – 13th for early voting as follows:

| | | |
|------------------------|-------------|--------------------|
| Saturday, September 11 | 8 am – 4 pm | Early Voting Day 1 |
| Sunday, September 12 | 8 am – 4 pm | Early Voting Day 2 |
| Monday, September 13 | 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 to determine when to open and close of the polls.

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 logs 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 September 11th – 13th. The voting equipment technician will guide the team in setting up voting equipment.

Scans and Ballot Boxes

All 4-day voter assistance centers will receive two (2) Scans marked and programmed for early voting on September 11th – 13th. Setting up the Scan is a two (2) person task. Follow the field guide instructions **carefully** to set-up 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

All 4-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.

Print (Ballot on Demand) and Printer

All 4-day voter assistance centers will receive one (1) Print (ballot on demand unit) and printer that serves it. Setting up the Print is a two-person task. Follow the field guide instructions **carefully** to set-up the Print 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 Opening/Closing 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 Opening/Closing Security Log. If voting equipment information does not match the Opening/Closing 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 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 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 Print 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 Opening/Closing 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 Opening/Closing Security Log. If voting equipment information does not match the Opening/Closing 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.

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 and stored in 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 Blue Supply Box 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

See the 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).
- Leadership team members will complete and sign timesheets (emailed previously).
- 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.

Early Voting 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: 707-599-0417(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 September 11 – 13 from 8 am – 4 pm for early voting.

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 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 4 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 logs)?
- 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 and close down voting equipment (Poll Pad, Scans, Print, 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.
 - Scan tapes: Ballots cast.
 - Touch Writer and Print tapes: Blank ballot stock used.
 - Poll Pad tape: Voters checked in.
- Place one (1) set voting equipment tapes (Scans, Touch Writers, Print, 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 Section 9: Voting Equipment and Security for more information about securing machine cases.
- Record seal numbers on Opening/Closing 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 Print 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 - DO NOT COUNT” 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.

Voter Signed Forms

Place voter signed forms (e.g. change of address, HAVA ID) in **BAG 7**.

Breakdown Voter Assistance Center

1. Take down 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 Guide 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 School - Gymnasium | 2285 Central Ave, McKinleyville | September 11 |
| | Azalea Hall - Hewitt Room | 1620 Pickett Rd, McKinleyville | September 13 |
| North 2 | McKinleyville Union Middle School - Gymnasium | 2285 Central Ave, McKinleyville | September 12 |
| | Azalea Hall - Hewitt Room | 1620 Pickett Rd, McKinleyville | |
| East 1 | Mad River Rapids RV Park - Recreation Room | 3001 Janes Road, Arcata | September 12 |
| | Sunny Brae Middle School - Cafeteria | 1430 Buttermilk Lane, Arcata | |
| East 2 | Mad River Rapids RV Park - Recreation Room | 3001 Janes Road, Arcata | September 11 |
| | Sunny Brae Middle School - Cafeteria | 1430 Buttermilk Lane, Arcata | September 13 |
| South 1 | Fortuna Veterans Memorial Bldg - Main Hall | 1426 Main St, Fortuna | September 11 |
| | Fortuna Com. Healthcare (Open Door) - 2 nd Floor Foyer | 3750 Rohnerville Rd, Fortuna | September 13 |
| South 2 | Fortuna Veterans Memorial Bldg - Main Hall | 1426 Main St, Fortuna | September 12 |
| | Fortuna Com. Healthcare (Open Door) - 2 nd Floor Foyer | 3750 Rohnerville Rd, Fortuna | |
| Eureka / Arcata 1 | Jefferson School Community Ctr - Auditorium | 1000 B St, Eureka | September 11 |
| | Pacific View Charter School - Miles Hall | 115 Henderson St, Eureka | September 12 |
| | | | September 13 |
| Eureka / Arcata 2 | College of The Redwoods - Fieldhouse | 7351 Tompkins Hill Rd | September 11 |
| | | | September 12 |
| | | | September 13 |

See contact information section in team binder for Early Voting Day ballot return information.

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: Hanging rosters and voter signed forms (e.g. voter registration, change of address, HAVA ID). **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: Hanging rosters and voter signed forms (e.g. voter registration, change of address, HAVA ID). **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: 707-599-0417(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, September 14 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.

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

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 Opening/Closing 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 September 14. 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 September 14. 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.

Print (Ballot on Demand) and Printer

Setting up the Print (ballot on demand unit) is a two-person task. Follow the field guide instructions **carefully** to set-up the Print and printer.

4-Day Voter Assistance Centers. Four-day voter assistance centers will receive one (1) Print and printer that serves it. Print 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 Print.

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 of the yellow beaded seals and red wire seals on your Opening/Closing 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 Opening/Closing Security Log. If voting equipment information does not match the Opening/Closing 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 1-day voter assistance centers, 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 1-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 Print 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 Opening/Closing 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 Opening/Closing Security Log. If voting equipment information does not match the Opening/Closing 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

No Poll Pads will be deployed to 1-Day Voter Assistance Centers. Voters will be checked in using the paper main roster. Voters who do not appear on the main roster will be processed as provisional voters.

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 Blue Supply Box 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

See the 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).
- Leadership team members will complete and sign timesheets (emailed previously).
- 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: 707-599-0417(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, September 14: 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.

Use the Scan time clock 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 (Opening/Closing 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:

- Print (ballot on demand unit).
- 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 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 Pads, Scans, Print, 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.
 - Scan tapes: Ballots cast.
 - Touch Writer and Print tapes: Blank ballot stock used.
 - Poll Pad tape: Voters checked in.
- Place one (1) set voting equipment tapes (Scans, Touch Writers, Print, 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 Opening/Closing 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 Print 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 - DO NOT COUNT” 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**. Do not remove voter registration cards from provisional ballots if in pink envelope.

Voter Signed Forms

Place voter signed forms (e.g. change of address, HAVA ID) 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 Guide for additional information about cleaning the facility.

Election Night Ballot Return


After the voter assistance center team has completed all closing activities, voting equipment 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.

4-Day Voter Assistance Centers

Four-day voter assistance center teams will return Poll Pad units and Scan voting equipment units to the Office of Elections by the delivery method described below. Remaining voting equipment (Print and Touch Writer) will be locked in the caddy.

1-Day Voter Assistance Centers

One-day voter assistance center teams will return Scan and Touch Writer voting equipment units to the Office of Election by the delivery method described below.

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

| Voter Assistance Center | Drop-Off or Pick-Up | 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 |
| Sunny Brae Middle School | Drop-Off | Arcata Community Center 321 Dr. MLK Jr. Pkwy, Arcata |
| Jefferson School Community Center | 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 |
| Pacific View Charter School | 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 | Fortuna Veterans Memorial Building 1426 Main St, Fortuna |
| Fortuna Community Healthcare (Open Door) | Drop-Off | Fortuna Veterans Memorial Building 1426 Main St, Fortuna |
| Hoopa Neighborhood Facility | Pick-Up | Sheriff Deputy |
| Willow Creek Community Services District | Pick-Up | Sheriff Deputy |
| HC Fairgrounds | Pick-Up | Ballot Transport Team |
| Redwood Playhouse | Pick-Up | Sheriff Deputy |

See contact information section in team binder for Election Night ballot return information.

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

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: Hanging rosters and voter signed forms (e.g. voter registration, change of address, HAVA ID). **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:** Hanging rosters and voter signed forms (e.g. voter registration, change of address, HAVA ID). **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 bags 1 – 7 sheets.

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 Humboldt County Office of Elections' emergency hotline.

Lucinda Jackson: 707-599-0417(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 assistance 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. |
| 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 See also Print | 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. |

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| 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, surrendered, and spoiled 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. |
| 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 Poll Pad 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. |



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| 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 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. |
| Print See also Ballot on Demand | Voting equipment that prints precinct ballots to issue to voters. |
| 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. |

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| 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 Poll Pad 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 Opening/Closing Security Log Printer Security Log Blue Supply Box 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 Poll Pad 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. |
| 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 currently incarcerated 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. Poll Pad, Scan, and TouchWriter). |
| Voting Precinct | The precinct to which a voter is assigned to cast a ballot. |