

SECTION 3: Voting Procedures

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Recommended Break Schedule

NAME	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM
INSPECTOR	■					
CLERK 1		■				
CLERK 2			■			
CLERK 3				■		
CLERK 4					■	
CLERK 5						■

NAME	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
INSPECTOR	■					
CLERK 1		■				
CLERK 2			■			
CLERK 3				■		
CLERK 4					■	
CLERK 5						■

NOTE: Each shaded square represents 10 minutes.

INSPECTOR: Use the Recommended Break Schedule to assign breaks to your clerks. Schedule breaks and meal times around the busiest times for your polling place.

- It is recommended that each member of the precinct board intersperse the following breaks throughout the day:
 - (5) 10 minute breaks
 - (2) 30 minute breaks for lunch & dinner
- No one may take all their breaks at once.
- When the Inspector is on break, the rest of the team is at the polling place.
- The cell phone designated for Election Day use must stay at the polling place at all times, even when the phone's owner is on break.
- The majority of the precinct board must be present at all times.
- The Coordinator will make note of any Election Officer returning late from break(s).

Declare the Polls Open (EC 14212 & EC 14213)



**“THE POLLS
ARE NOW
OPEN!”**

At exactly 7:00 a.m., the Inspector proclaims aloud: **“THE POLLS ARE NOW OPEN!”**

Show the first voter in line (or an Election Officer) the following:

- the empty Auxiliary Bin,
- the back door of the empty Black Ballot Box, and
- the Zero Report tape with zeros still attached to the Precinct Scanner.

Lock the Auxiliary Bin door in the up position to secure the memory card.

Auxiliary Bin

If the Precinct Scanner is jammed or not working:

- Lower the Auxiliary Bin door.
- Instruct voters to place ballots into the bin.
- Inform the voter their ballot will be scanned when the technician arrives to repair or replace the scanner.

Under no circumstance is the ballot box, black ballot bag, or the pink Vote by Mail bag to be opened until after the polls close at 8:00 p.m.

- EC 14215

Voting Assignments

Assisting Officer



Oversees all activity around the voting equipment, assisting voters as needed.

Roster of Voters Officer



Checks in the voter by looking up their name and address. Ensure the voter signs the Roster.

Ballot/Demonstrator Officer



Issues the voter their ballots once they have checked in with the Roster of Voters Officer. Demonstrates how to fill in their choices and offer the voter a pen.

Street Index Officer



Receives the cross reference number from the Roster of Voters Officer as voters check in. The Street Index Officer crosses off the voters name in their copy and updates the posted street index every hour.

Provisional Ballot Officer



Assists voters with the provisional voting process.

Assisting Officer

The Assisting Officer assists the voters and oversees all activity around the voting equipment. If a voter needs assistance with the precinct scanner or the AutoMARK, be available to assist but allow the voter privacy when voting or casting their ballot.

- **It is important that the Assisting Officer must not look at or handle any voted ballots unless the voter gives explicit permission to do so.**
- The Assisting Officer must be observant of all activity around the voting equipment. Ensure that only voted precinct ballots are to be processed through the precinct scanner.

DO NOT ALLOW ANY TEST, PROVISIONAL, VOTE BY MAIL, OR MAIL BALLOTS TO BE PUT IN THE PRECINCT SCANNER.

Precinct Scanner

- Instruct the voter to proceed to the precinct scanner after voting their ballot.
- Ask the voter if the ballot stub has been removed before they insert it into the precinct scanner. Encourage the voter to insert their own ballot.
- Explain overvote options, if needed.
- Redirect provisional voters to the Provisional Ballot Officer.

AutoMARK

- Assist voters with the AutoMARK if they request assistance. Offer assistance if you notice they are having difficulty.
- Ask the voter if they would like assistance to proceed to the precinct scanner after they have finished marking their ballot.

Vote by Mail Ballots

If a voter is dropping off a voted VBM ballot:

- Check for a signature on the envelope.
- Allow the voter to put the envelope into the Pink VBM bag.



Roster of Voters Officer

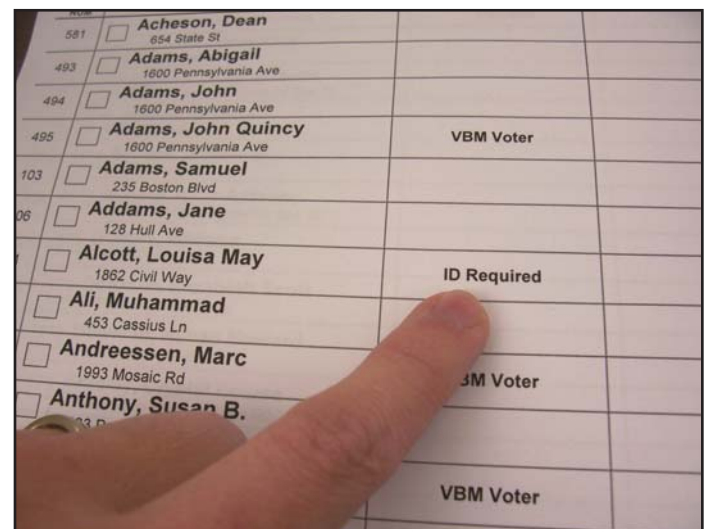
The Roster of Voters Officer is the initial contact person with the voter and determines the voter's status prior to their voting.

1. Greet the voter. Ask the voter to state their name and address.
2. After the voter declares name and address, repeat in like manner **(EC 14216)**.
3. Look up the voter's name and compare address.
4. Check the REMARKS column to see if the voter is a Vote by Mail voter.
5. Make an 'X' in the box to the left and have the voter sign their name on the roster.
6. If unable to locate the voter's name, check the Supplemental Roster of Voters.
7. Have the voter sign their name on the roster. A voter may use a signature stamp or an identifying mark for their signature on the roster.
8. Give the Reference Number (**XREF**) to the Street Index Officer.

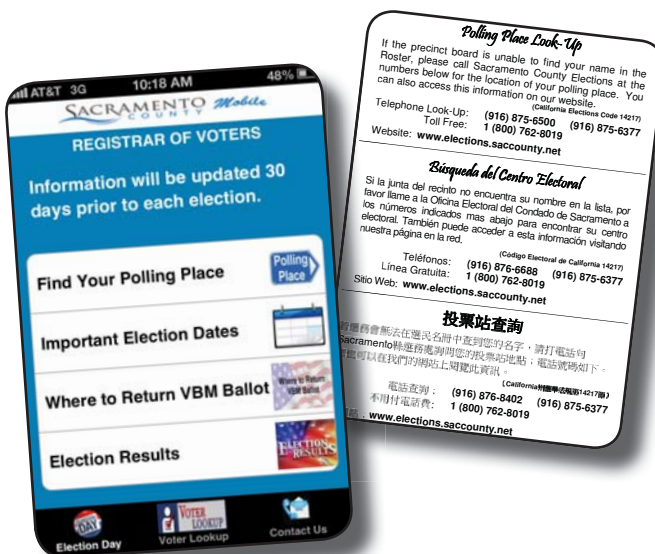
XREF	VOTER NAME AND ADDRESS
11	Anthony, Susan B 654 Progress Street
245	Bryan, William J 2418 Oak Street
39	Burr, Aaron 5321 Red Oak Court
149	Butler, Rhett 251 Dixie Hwy

9. If a voter's name is not on the roster, the voter can vote a provisional ballot. If the voter would like to go to their assigned polling place, give them a Polling Place Look-Up Card.

ID Required



- If a voter has 'ID Required' next to their name in the roster, they must show photo ID or an item listed on the next page.
- If they do not have any of the required documents, they will use the provisional process.




Acceptable Identification

Under the Help America Vote Act (HAVA), any item on the following list is an acceptable document for voting purposes:

Photo ID:	One of the following issued by a government agency:
<ul style="list-style-type: none"> • driver’s license or identification card from any state • passport • employee identification card • identification card from a commercial establishment • credit/debit card • military identification card • student identification card • health club identification card • insurance card 	<ul style="list-style-type: none"> • a document • a sample ballot • voter notification card • public housing identification card • lease or rental agreement/statement • tuition bill/statement • insurance plan card • discharge certificates, pardons, or other official documents • identification documents from disability agencies or transitional facilities • a drug prescription issued by a governmental doctor or other governmental healthcare provider • property tax statement • vehicle registration or certificate of ownership
<p>Other acceptable documents that include the name and address of the individual presenting it:</p> <ul style="list-style-type: none"> • utility bill • bank statement • government check 	

If a Voter Signs on the Wrong Line

If a voter signs the roster on the wrong signature line, draw an arrow in the **REMARKS** column from the wrong signature line to the correct one.

X-REF NUM	VOTER NAME AND ADDRESS	REMARKS	CROSSOVER BALLOT CHOSEN	PARTY	SIGNATURE	BALLOT TYPE	VOTER ID
581	<input type="checkbox"/> Acheson, Dean 654 State St			DEM		083	651507
493	<input checked="" type="checkbox"/> Adams, Abigail 1600 Pennsylvania Ave	 Vote by Mail		REP		083	933106
494	<input type="checkbox"/> Adams, John Quincy 1600 Pennsylvania Ave			REP			083
103	<input type="checkbox"/> Adams, Samuel 235 Boston Blvd			DEM	<i>Abigail Adams</i>	083	690448

When Does a Voter Need to Fill Out a Voter Registration Form (VRF)

A voter must fill out a new Voter Registration Form:

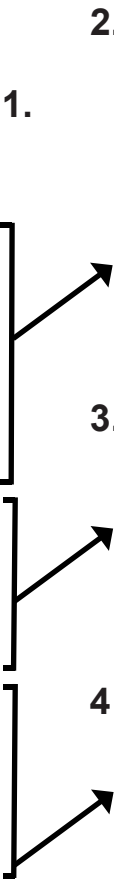
- If they have moved.
- If they have changed their name.
- If they want to change their political party.

Roster Correction Form

Use the Roster Correction Form to report mistakes found in the Roster of Voters. Fill out the sections that apply to the voter:

- 1. Precinct Number and Voter ID** - Print the precinct number and Voter ID number found in the Roster of Voters.
- 2. Name or Address Correction** - To correct the spelling of a voter's name or address.
- 3. Report a Voter Who is Deceased or Moved** - Report a deceased voter or moved out of the county. Signature required by the person providing the information.
- 4. Permanent Vote by Mail Voter** - To add or remove a Permanent Vote by Mail Voter. Signature required.

County of Sacramento Roster Correction Form	
Precinct: <u>12345</u>	Voter ID: <u>7619840</u> <small>(Located in the far right column of the roster)</small>
This form is to correct a spelling error of a voter's name, to notify us if a voter has moved or is deceased, or give permanent VBM information.	
Name or Address Correction (Please Print)	
Please Note: A new address or name change requires the voter to reregister. Instruct the voter to complete the Voter Registration form. If the voter moved, you must provide them with a Provisional Ballot.	
Correct Spelling of Voter's name <u>John Voter</u>	Name as listed on the Roster <u>Jonh Voter</u>
Correct Residence Address _____	Address as listed on the Roster _____
<u>07/01/1984</u> Voter's Date of Birth	
Report a Voter Who is Deceased or Moved out of the County	
Print Name of Voter <u>Ripley Bailey</u>	Address as listed on the Roster <u>1492 Independence Hwy</u>
Print Name of Person Supplying Information and Relationship <u>Matt Bailey, brother</u>	Signature <u>Matt Bailey</u>
<input type="checkbox"/> Deceased <input checked="" type="checkbox"/> Moved <input type="checkbox"/> Other (Specify) _____	
Permanent Vote by Mail Voter	
<input checked="" type="checkbox"/> I Do Not want to be a permanent Vote by Mail voter <input type="checkbox"/> I want to be a permanent Vote by Mail voter	
Print Name <u>Sally Elections</u>	Signature <u>Sally Elections</u>
I certify under penalty of perjury under the laws of the State of California that the information on this form is true and correct.	



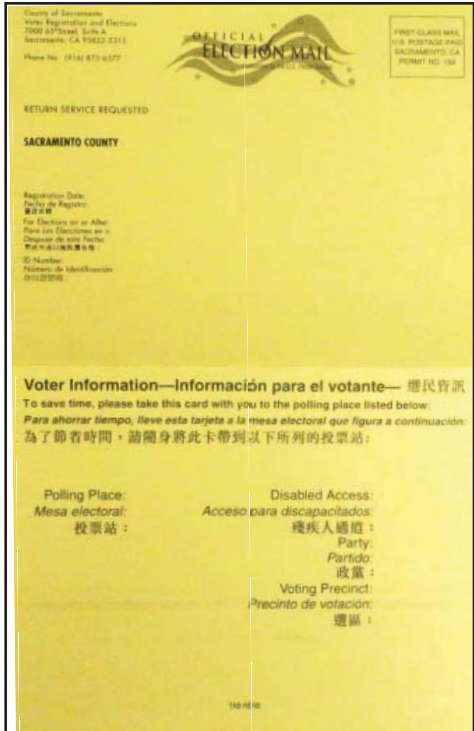
Party Ballots During Primary Elections

The Roster of Voters Officer will tell the voter if they are able to vote a cross-over ballot and what their choices are.

The Roster of Voters Officer will tell the Ballot/Demonstrator Officer what party preference, No Party Preference, or cross-over ballot to give the voter.

Voter's Name is Not in the Roster of Voters

- **Check the Supplemental Roster** - The Inspector may receive a supplemental roster in their Final Instructions Envelope. The Voter signs the supplemental roster and votes a regular ballot.
- **Authorization to Vote** - The Inspector may receive a phone call from the elections office with voter updates. The caller must give a password. The password is in the Final Instructions Envelope. Add the voter's name and address to the 'Voters Added to Roster' page in the back of the roster.
- **15-day Close Card** - If a voter receives a yellow 15-day Close Voter Notification Card, the voter is instructed to bring the card to the polls. Use the card to verify the voter is at the correct polling place. Add the voter's name and address to the 'Voters Added to Roster' page in the back of the roster. Ask the voter to sign and issue them a regular ballot.



Voter Signs Roster - Does Not Vote

If a voter signs the Roster of Voters, but does not vote:

- List the voter's name on the Ballot Statement under Certificate of Roster Exceptions.

Certificate of Roster Exceptions	
We hereby certify that all voters whose signatures appear in this Roster voted this day except the following who, after signing the Roster, failed to vote or were challenged and denied the right to vote.	
1.	_____
2.	_____
3.	_____
4.	_____

Ballot/Demonstrator Officer

The Ballot/Demonstrator Officer removes the stubs and issues the ballot to the voter after they have signed the roster.

1. Use the 'How To Mark Your Ballot' card to demonstrate to the voter the correct procedure for marking the ballot.
2. Remove the stub at the bottom of the ballots prior to issuing the ballot to the voter.
3. If the ballot is two-sided, indicate to voter.
4. Explain that if a voter chooses to vote for a write-in, the oval must be filled in before writing the candidate's name. Only candidates from the 'Qualified Write-In Candidates' list will be counted.
5. Explain the secrecy sleeve/folder and the blue provisional secrecy folder.

Note: In a Primary Election, the Ballot/Demonstrator Officer will be responsible for issuing the voter the correct party ballot.

HOW TO MARK YOUR BALLOT:
Fill in the oval that appears next to your choice.
The oval must be completely filled in as shown below.

COMO MARCAR SU BOLETA:
Rellene el óvalo que aparece al lado de su selección.
El óvalo debe ser llenado completamente como mostrado abajo.

如何在選票上標記投票選擇：
請把您的投票選擇旁邊的橢圓形塗滿。
必須如下所示將橢圓形塗滿。

<input type="radio"/>	CHOCOLATE CHOCOLATE 巧克力
<input type="radio"/>	VANILLA VAINILLA 香草
<input checked="" type="radio"/>	STRAWBERRY FRESA 草莓
<input type="radio"/>	COOKIES 'N CREAM Las GALLETAS 'CREMA N 餅乾與奶油
<input type="radio"/>	_____

Write-in Ballots

- Except for a voter-nominated office at a general election, each voter is entitled to write on the ballot the name of any candidate for any public office, including that of President and Vice President of the United States (**EC 15340**).
- A list of 'Qualified Write-in Candidates' can be found in your Final Instructions Envelope.
- The voter must fill in the oval next to the write-in position **and** write the qualified write-in candidate's name for the vote to count.
- **All** ballots with a write-in vote, valid or not, must be separated at the end of the night and placed into the Write-in Ballots Bag.

Top 2 Open Primary and Write-In Candidates

- **EC 8606**, amended by the statutory measure adopted by the Legislature to implement the Top 2 Open Primary, states that "A person whose name has been written on the ballot as a write-in candidate at the general election for a Voter-Nominated office shall not be counted.
- In a Primary Election, you may write in a qualified write-in candidate's name on the ballot for Party-Nominated, Voter-Nominated, and nonpartisan contests.
- In a General Election, you may only write in a qualified candidate's name for Party-Nominated and nonpartisan contests. Write-in votes are not allowed in a Voter-Nominated General Election.

Spoiling Ballots

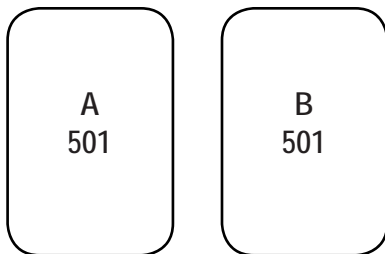
If a voter spoils or defaces a ballot, the voter shall return the ballot to the ballot officer to receive another ballot. A voter shall not receive more than a total of three ballots, including their original ballot (**EC 14288**).

To issue a new ballot to the voter, complete the following steps:

1. Write 'Spoiled' in large letters across the front of the ballot.
2. Place the spoiled ballot into the Spoiled/Surrendered Ballots Bag.
3. Issue voter new ballot card from the top of the ballot stack.

By following the example for spoiling a two-card ballot below, you are able to keep all of the ballots in sequential order. :

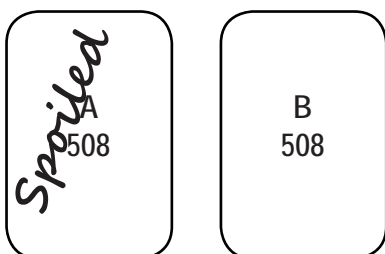
- Voter receives 1 'A' card + 1 'B' card = 1 ballot.



- Voter votes 'A' card and makes a mistake on the 'B' card. The Ballot/Demonstrator Officer writes 'Spoiled' on the voters 'B' card.



- The Ballot/Demonstrator Officer writes 'Spoiled' on the new 'A' card and issues the voter the new 'B' card. Voters old 'A' card + new 'B' card = 1 ballot.



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

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

XREF	ADDRESS	VBM	NAME
146	2060-136		Anthony, Sus
147	2060-136		Earhart, Ame
✓ 148	2060-137		Lincoln, Abrah
149	2060-138		Butler, Rhetta
150	2060-201		Burr, Aaron
151	2030-206		Dickenson, E
152	2060-206		Hancock, John

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

XREF	ADDRESS	VBM	NAME
146	2060-136		Anthony, Sus
147	2060-136		Earhart, Ame
148	2060-137		Lincoln, Abrah
149	2060-138		Butler, Rhetta
150	2060-201		Burr, Aaron
151	2030-206		Dickenson, E
152	2060-206		Hancock, John

3. After 6:00 p.m., stop marking off the names of voters who have voted on both the table copy and the posted copy (**EC 14294**).

Provisional Ballot Officer

Under the Help America Vote Act (HAVA), any person has the right to cast a provisional ballot at any polling place.

A Provisional Voter is identified as one of the following:

- Vote by Mail voter that does not have a ballot to surrender and the roster indicates voter was issued a Vote by Mail ballot.
- Voter's name is not on the roster or the address is different.
- ID Required - first time voter in Sacramento County without acceptable identification.
- Voter arrives after 8:00 p.m. and insists on voting. Enter the time on the provisional envelope.

Provisional Ballot Process

The Provisional Ballot Officer is to lead the voter through the following process:

1. Add the voter's name and address to the Provisional Log.
2. Fill out the top grey portion of the envelope (labeled as 1 in the page to follow).
3. Assist the voter with filling out the white portion of the envelope (labeled as 2 in the page to follow).
4. **Be sure the voter signs the envelope.**
5. Remove the stub from the ballot before issuing to the voter.
6. Fold ballot into thirds.
7. Give the voter a ballot and a blue provisional ballot secrecy folder.
8. Once the voter has finished voting, allow voter to insert ballot into the envelope, seal it, and hand the envelope to the Election Officer.
9. Check that the blue provisional ballot envelope is complete and signed.
10. Explain to the voter if they are registered or if their Vote by Mail ballot has not been returned, their provisional ballot will be counted. If the voter is at the wrong polling place, only the contest(s) in which the voter is entitled to vote will be counted.
11. Tear off the voter's provisional ballot receipt from the seal of the envelope and give to the voter. This gives the voter the opportunity to call the elections office 30 days after the election to verify whether their ballot was proven valid to count or not.
12. Put the signed and sealed blue provisional envelope in the Black Ballot Bag.

PAGE 1 PROVISIONAL LOG			PRECINCT NUMBER:
PRINT PROVISIONAL VOTER'S NAME AND ADDRESS ONLY. VOTER DOES NOT SIGN IN ROSTER.			
SACRAMENTO COUNTY PROVISIONAL VOTERS FOR THE STATEWIDE DIRECT PRIMARY ELECTION - JUNE 3, 2014			
01	NAME	ADDRESS	CITY
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			

This Section to be Completed by Precinct Officer	
Precinct Number	<input type="checkbox"/> VBM - No ballot to surrender
Ballot Type	<input type="checkbox"/> Voter not on Roster (VRF required)
Party Preference	<input type="checkbox"/> Not ID - H.A.V.A. Voter
(Presidential Primary Election only)	<input type="checkbox"/> Arrived after 8:00 p.m.
	<input type="checkbox"/> Other/None

PROVISIONAL BALLOT ENVELOPE County of Sacramento	
This Section to be Completed by Voter - Please Print	
1. Complete a new voter registration card if you have moved or if your name is not on the roster.	
2. Read, complete and sign the voter's declaration on this provisional ballot envelope.	
3. After voting, seal your ballot into this envelope and give to the Precinct Officer.	
First Name	Middle Initial
Last Name	
Residence Address	City
	State
	Zip
Previous Residence Address	City
	State
	Zip
Previous Last name (if any)	Birth Date
	Day time Phone #
CA Driver's License or I.D. # or last 4 digits of Social Security #	Date

OFFICIAL
BALLOT

Sacramento County
Ballot / Boleta / 選票

