

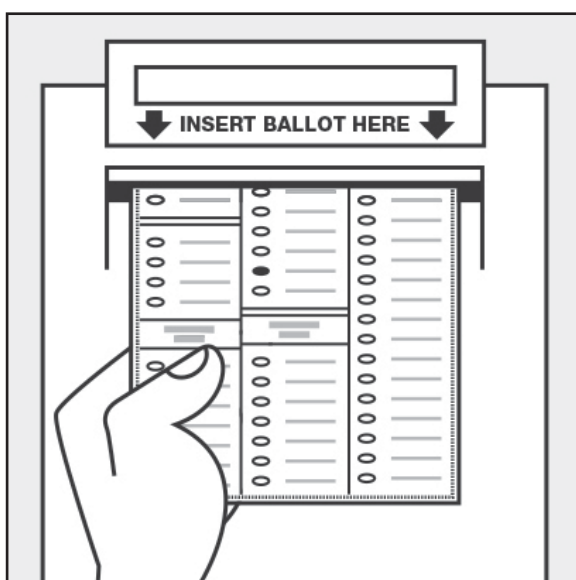
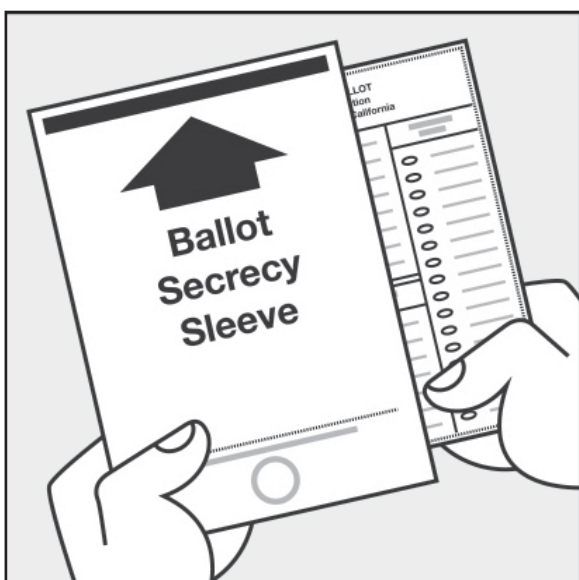
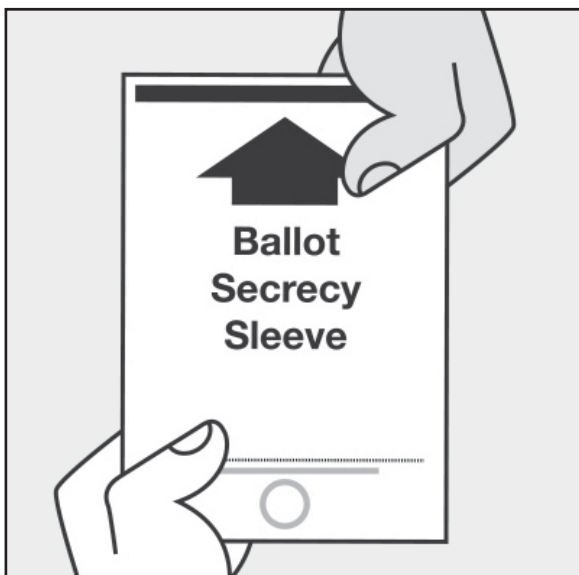
SECTION 4: Assisting Voters

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Instructions for Voters Using the Precinct Scanner (M100)

Review the following procedures to ensure you accurately assist a voter using the Precinct Scanner if needed:

1. Voter marks their ballot by filling in the ovals.
2. Voter places their completed ballot into the secrecy sleeve.
3. Voter feeds their ballot into the precinct scanner.



Instructions for Voters Voting with the AutoMARK

Review the following procedures to assist a voter using the AutoMARK:

1. Have the voter insert the ballot into the ballot feed tray.
2. Wait for the AutoMARK to scan the information.
3. Select the desired language from the Language Selection screen (English, Spanish, or Chinese).
4. Read the Voting Instructions, select NEXT to view the first contest.
5. Touch the bubble next to the selection.
6. Touch NEXT to advance to the next contest.
7. At the end of the ballot, a screen with a summary of your selections will appear.
8. Scroll through to review.
9. Select 'Mark Ballot'.
10. Wait for the ballot to be marked.
11. Remove the ballot from the AutoMARK and feed into the Precinct Scanner.



Your County Illinois

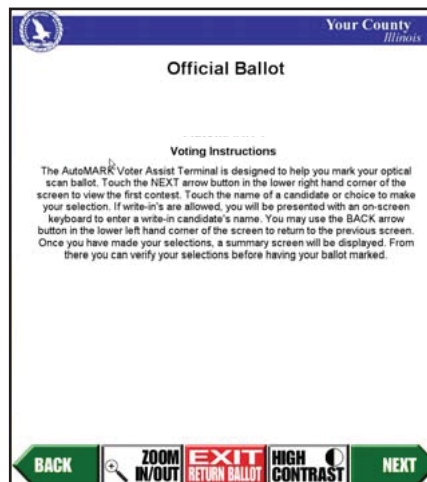
Select a language

English

Español

日本語

ZOOM IN/OUT EXIT RETURN BALLOT HIGH CONTRAST



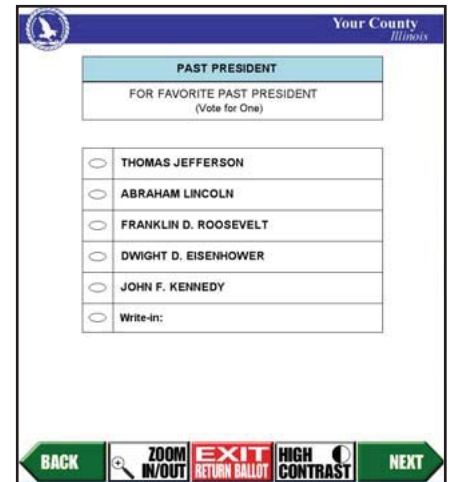
Your County Illinois

Official Ballot

Voting Instructions

The AutoMARK Voter Assist Terminal is designed to help you mark your optical scan ballot. Touch the NEXT arrow button in the lower right hand corner of the screen to view the first contest. Touch the name of a candidate or choice to make your selection. If write-in's are allowed, you will be presented with an on-screen keyboard to enter a write-in candidate's name. You may use the BACK arrow button in the lower left hand corner of the screen to return to the previous screen. Once you have made your selections, a summary screen will be displayed. From there you can verify your selections before having your ballot marked.

BACK ZOOM IN/OUT EXIT RETURN BALLOT HIGH CONTRAST NEXT



Your County Illinois

PAST PRESIDENT

FOR FAVORITE PAST PRESIDENT (Vote for One)

THOMAS JEFFERSON

ABRAHAM LINCOLN

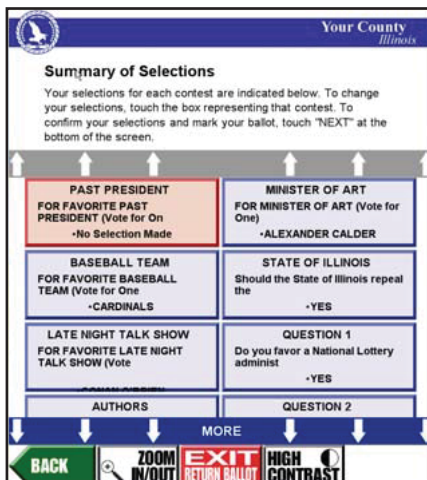
FRANKLIN D. ROOSEVELT

DWIGHT D. EISENHOWER

JOHN F. KENNEDY

Write-in:

BACK ZOOM IN/OUT EXIT RETURN BALLOT HIGH CONTRAST NEXT



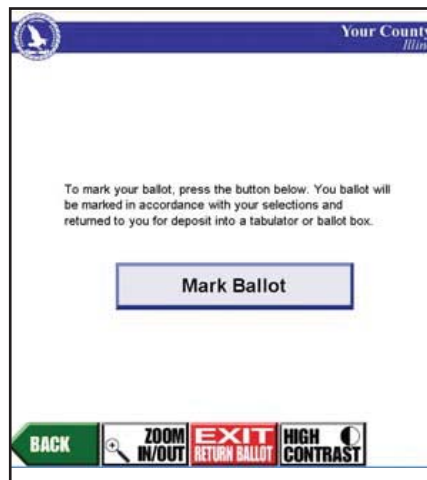
Your County Illinois

Summary of Selections

Your selections for each contest are indicated below. To change your selections, touch the box representing that contest. To confirm your selections and mark your ballot, touch "NEXT" at the bottom of the screen.

PAST PRESIDENT FOR FAVORITE PAST PRESIDENT (Vote for One) -No Selection Made	MINISTER OF ART FOR MINISTER OF ART (Vote for One) -ALEXANDER CALDER
BASEBALL TEAM FOR FAVORITE BASEBALL TEAM (Vote for One) -CARDINALS	STATE OF ILLINOIS Should the State of Illinois repeal the
LATE NIGHT TALK SHOW FOR FAVORITE LATE NIGHT TALK SHOW (Vote	QUESTION 1 Do you favor a National Lottery administ -YES
AUTHORS	QUESTION 2

BACK ZOOM IN/OUT EXIT RETURN BALLOT HIGH CONTRAST

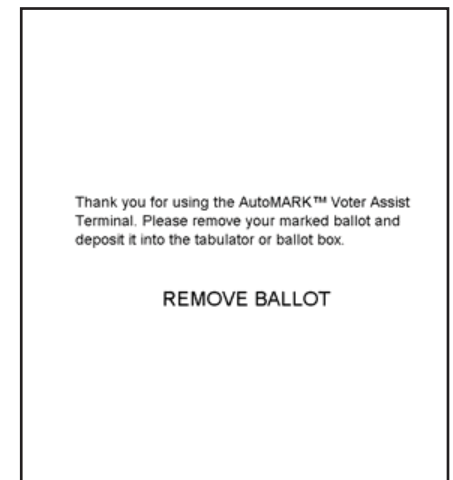


Your County Illinois

To mark your ballot, press the button below. Your ballot will be marked in accordance with your selections and returned to you for deposit into a tabulator or ballot box.

Mark Ballot

BACK ZOOM IN/OUT EXIT RETURN BALLOT HIGH CONTRAST



Thank you for using the AutoMARK™ Voter Assist Terminal. Please remove your marked ballot and deposit it into the tabulator or ballot box.

REMOVE BALLOT

Vote by Mail (VBM) Voter

Vote by Mail voters have the following three options:

OPTION 1: DROP OFF BALLOT

A voter may drop off a voted Vote by Mail ballot at any polling place in Sacramento County on Election Day.

1. Do not look for this voter in the Roster of Voters.
2. Confirm the Vote by Mail envelope is signed and sealed.
3. Ask the voter to drop the envelope into the Pink VBM bag.

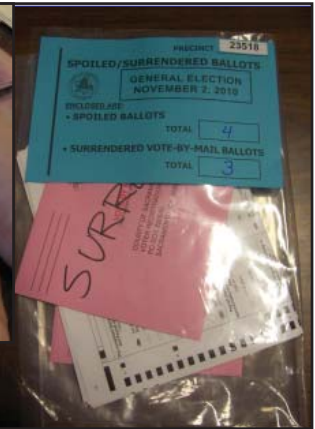
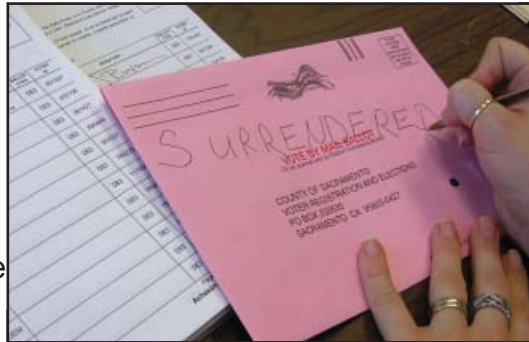


VBM voters who drop off their ballot sign the envelope.

OPTION 2: SURRENDER BALLOT

A Vote by Mail voter has their ballot and wants to vote at the polls:

1. Voter surrenders their Vote by Mail ballot.
2. Election Officer writes **'Surrendered'** on the envelope and/or ballot in **large letters**.
3. Place 'Surrendered' ballot into the Spoiled/Surrendered Ballots Bag.
4. Find voters name in the Roster of Voters. Write **'SURR'** in the 'Remarks' column.
5. Have voter sign their name in the 'Signature' column next to their name.
6. Issue voter a precinct ballot.



VOTER DECLARATION: I am a U.S. Citizen. I am at least 18 years old.
WARNING: By signing this roster, you are affirming that you have not moved from the address shown. It is a crime to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter.
DECLARACION DEL VOTANTE: Soy ciudadano de EE UU. Soy al menos 18 años.
ADVERTENCIA: Al firmar esta lista, usted afirma que no se ha mudado de la dirección señalada. Es un crimen penal para cualquier persona que vote fraudulentamente, fraudulentamente intente votar, vote más de una vez, intente votar más de una vez, intente impersonar a un votante. (Código de Elecciones Sección 18560)
選民宣言: 我是一名美國公民。我至少 18 歲。
警告: 透過簽署這名冊，你在證明你有不在從前顯示的地址移居。是一種罪行該罪在何人的替監或或在何人的替監或替監地選舉，設計性地嘗試選舉，投票多於一次，嘗試不止一次選舉，模仿一位選民或嘗試模仿一位選民。(選舉法第 18560 節編碼)

X-REF	VOTER NAME AND ADDRESS	REMARKS	BALLOT CHOSEN	CROSSOVER	PARTY	SIGNATURE
581	<input type="checkbox"/> Acheson, Dean 654 State St				DEM	
493	<input type="checkbox"/> Adams, Abigail 1600 Pennsylvania Ave				REP	
494	<input type="checkbox"/> Adams, John Quincy 1600 Pennsylvania Ave	SURR			REP	



VBM voters exchange their ballot to sign the Roster of Voters.

OPTION 3: VOTE PROVISIONALLY

A Vote by Mail voter without a VBM ballot to surrender may vote provisionally.

Do not mark anything in the roster.

Ask the Provisional Ballot Officer to assist with the provisional process.



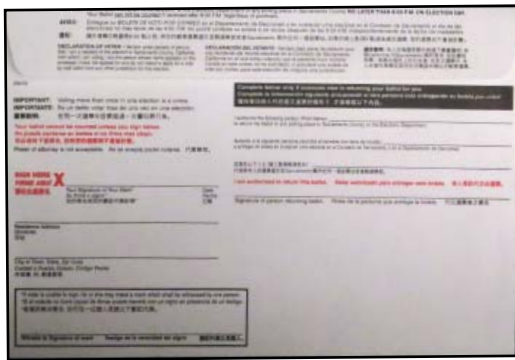
Provisional voters sign the provisional envelope.

Vote by Mail Ballot Returned By Someone Other Than The Voter

If someone other than the voter is returning a ballot, the Identification Envelope must be signed by the voter. Have the Election Officer verify the envelope has been signed and direct them to drop it in the Pink VBM bag.

'Last 7 Days' Ballot

This **WHITE** Vote by Mail envelope is issued by our office the last seven days before an election.



Voter Does Not Have 'Identification Envelope'

1. If a Vote by Mail voter has their ballot but does not have their **PINK** Identification Envelope, give them the white envelope titled **WHITE** 'Voted 'Vote by Mail' Ballot' from your supplies.
2. Print the precinct number found on their ballot on the line indicated.
3. Have the voter sign, date, print their name, birth date, and residence address.
4. Place the envelope into the Pink VBM bag.

They must sign the envelope or their ballot will not be counted. They do not sign the roster.

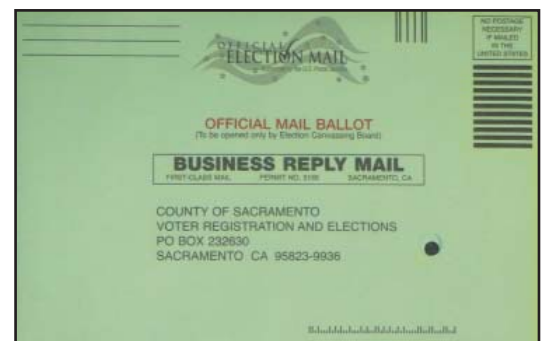
ELECTION: _____		PRECINCT: _____	
<p>VOTED VOTE BY MAIL BALLOT Voter did not have envelope</p> <p>Declaration of Voter I declare under penalty of perjury that: I am a resident of Sacramento County, California from which I am voting; I am the person whose name appears on this envelope; I have not applied for and do not intend to apply for a vote by mail ballot from any other jurisdiction for this election.</p> <p>Your ballot will not be counted unless you sign below.</p> <p>Sign Here Signo Aquí 請在此處簽名</p>	<p>VOTACIÓN DE VOTO POR CORREO VOTADA El votante no tenía el sobre</p> <p>Declaración de Votante Declaro bajo la pena del perjurio que: soy un residente del Condado de Sacramento, California de la cual voto; soy la persona cuyo nombre aparece en este sobre; no he solicitado y no tengo la intención de solicitar una votación de voto por correo de cualquier otra jurisdicción para esta elección.</p> <p>Su votación no será contada a menos que usted firme abajo.</p> <p>請在此處簽名</p>	<p>填寫的郵寄選票 請在此處簽名</p> <p>投票聲明 本人作為郵寄選票的申請人，我在此聲明：我是California州Sacramento縣的居民，我在當地投票；我是此選票封上的姓名；在本次選舉中，本人未實，也無其他任何地區申請任何郵寄選票。</p> <p>您必須在下方簽名，否則您的選票將不會被計數。</p>	<p>Biethada Fecha de nacimiento 出生日期</p>
Your Signature/Su Firma: 您的簽名		Print Your Name/Imprenta Su Nombre: 印上您的姓名	
Residence Address/Dirección de Residencia: 地址		City/Ciudad: 城市	
		Zip Code/Código postal: 郵政編碼	

Mail Ballots

Mail Ballots are issued to voters who live in a precinct with 250 or fewer registered voters. Their envelope is **GREEN**.

A voter in a mail ballot precinct is allowed to return their ballot at any polling place on Election Day in the county.

If a voter moves in or out of a mail ballot precinct and does not re-register, they must call the elections office for instructions on where to vote. If they insist on voting at the polling place, they must vote a provisional ballot.



Disability and Sensitivity Awareness



Disabilities and the Law

The rights of persons with disabilities are protected by law. It is important for Election Officers to know how to assist voters with disabilities. Make sure you're prepared, aware, and sensitive to their needs. Remember to maintain a positive and accommodating attitude.

Types of Disabilities

- Blindness or poor vision
- Deaf or hard of hearing
- Developmental disabilities
- Learning disabilities (Dyslexia, Attention Deficit Disorder, etc.)
- Physical disabilities

Assisting Voters in a Wheelchair

- Make sure the table has plenty of knee clearance for a wheelchair or scooter.
- Talk eye to eye when speaking to a voter in a wheelchair.
- Do not touch the wheelchair or scooter.
- Never pat a wheelchair user on the head.

Blindness or Impaired Vision

- Offer your arm or shoulder.
- Provide specific directions, i.e. 20 feet straight ahead.
- Assist with filling out the forms.
- Use a ruler on the signature line of the roster to direct the voter where to sign their name.
- Offer the magnifier or describe the 'Zoom In/Out' function on the AutoMARK
- Speak directly to the voter.
- Do not pet, feed, or distract a service animal.
- Do not speak in a louder tone than usual.

Using the Preferred Language

- **Voters with disabilities or disability**, not disabled voters.
- **Has a physical disability**, not physically disabled.
- **Uses a wheelchair**, not wheelchair bound.
- **Accessible parking or disabled parking**, not handicapped parking
- Avoid referring to persons as 'handicapped'.

Deaf or Hard of Hearing

To identify a voter who is deaf or hard of hearing, look for the use of sign language, hearing aids, or service animals.

- Stand where the voter can see you.
- Speak clearly and directly to the voter. If an interpreter is present; speak to the voter, not the interpreter.
- Keep hands away from lips (the voter might lip read).
- To get the voter's attention, tap the voter's shoulder - do not yell.
- Be prepared to communicate with written notes.



Curbside Voting (EC 14282[c])

1. If a voter cannot enter the polling place, two Election Officers will take the following items to assist the voter:
 - Roster of Voters
 - Pen
 - Ballot
 - Secrecy Sleeve
 - 'I Voted' Sticker
2. The voter signs the roster and one Election Officer returns the roster to the polling place. The voter will vote their ballot and place it in the secrecy sleeve.
3. The Election Officer will give the voter their 'I Voted' sticker and ballot stubs.
4. The Election Officer will take the voted ballot in the secrecy sleeve into the polling place and insert it in the precinct scanner.



Assisting a Voter with Marking a Ballot (EC 14282)

The Assisted Voters List is on the inside back cover of the Roster of Voters.

If a voter declares that they need help to mark their ballot, one or two persons of the voter's choice may assist them. Be aware of the following:

- It must be the voter who asks for assistance.
- The person(s) assisting cannot be the voter's employer, an agent of the voter's employer, or an agent of the voter's union.

The Election Officer shall do the following:

1. Read the oath (located at the top of the Assisted Voters List) to the voter who requests assistance.
2. Print the voter's name on the list.

ASSISTED VOTERS LIST

(NO SIGNATURE REQUIRED)

PRECINCT OFFICER: Administer this oath. I (VOTER'S NAME) DO AFFIRM THAT I REQUEST ASSISTANCE MARKING MY BALLOT.

The person(s) assisting a voter in marking his or her ballot shall not give any information concerning the marking of that ballot, shall not be the voter's employer, an agent of the voter's employer, or an officer or agent of the union of which the voter is a member. (ELECTIONS CODE SECTIONS 14282 AND 14283)

PRINT NAME OF VOTER RECEIVING ASSISTANCE

Rights of Voters with Specific Needs

- Voters with specific needs have a right to an accessible polling place.
- Every effort must be made to provide voters with disabilities or specific needs with a way to independently and privately cast a ballot.
- Election Officers must be prepared to facilitate curbside voting if needed by the voter.
- Voters with specific needs have the right to reasonable modifications, removal of barriers to the voting process, and the provision of auxiliary aids or services.
- All eligible citizens have the right to register to vote unless judicially determined to be incompetent or otherwise ineligible because of a current felony conviction.
- It is not the duty of the Election Officer to determine a person's registration status or competence to vote.
- If the individual is properly registered, the voter must be treated in the same way as all other voters.
- Voters are never required to show identification (unless noted in the roster) or prove their competence to receive or cast a ballot.
- Voters with specific needs should never be asked to mark their ballot at the table where Election Officers are checking in voters. **(EC 12280, 14828, 14283)**.

Rights of Voters with Limited English Proficiency

- Voters who are unable to vote without assistance have the right to receive assistance casting their ballots.
- Voters who are not proficient in English may seek assistance from a bilingual Election Officer or may bring up to two people with them to assist in voting.
- How these voters cast their ballots must be kept private **(EC 12303)**.

Multilingual Materials

All polling places will receive the following materials in English, Spanish, and Chinese.

- 100 feet from Polls Sign
- 12 in 1 Poster
- Election Terms Glossary
- How to Mark Your Ballot
- 'I Voted' Stickers
- Name Tags
- Polling Place Look-Up Cards
- Polling Place with Arrow Sign
- Provisional Envelopes
- Sample Ballot & Voter Information Pamphlets
- State Pamphlets
- Top 2 Open Primary Notices
- Voter Bill of Rights
- Voting Instructions Sign

Language Minority Laws



Voting Rights Act of 1965

This Act provides federal oversight of election practices and procedures to ensure qualified voters are not denied their right to vote.

Under the Voting Rights Act, all precincts in Sacramento County are required to provide voting materials, including official ballots, in English, Spanish, and Chinese.

California Election Codes

Under California Election Codes 14201[c] and 12303[c], the Secretary of State determines additional precincts that require translated materials.

Specific precincts in Sacramento County must provide additional translated materials and assistance in the following languages: Vietnamese, Tagalog, Hindi, Korean, and/or Japanese.

If you receive a purple language folder, you will receive the following materials:

- Facsimile copy of official ballot (must be posted)
- State Pamphlets
- Local Measures
- Top 2 Primary Information

1975 Language Minority Provision

The Voting Rights Act of 1965 was passed to guarantee that African-Americans were not denied their right to participate in the electoral process. With more immigration in the United States, Congress found that English-only elections were excluding language minority citizens from also participating in the electoral process, and were often aggravated by physical, economic and political intimidation (**42 USC § 1973b(f)(1)**). Congress declared that in order to enforce the Fourteenth and Fifteenth Amendments of the U.S. Constitution, it was necessary to expand the English-only elections to include the languages of different minority citizens (**42 USC § 1973b(f)(1)**).

In 1975, the Voting Rights Act was expanded by Congress to include a language minority provision. This provision ensures that any language minority citizen is not denied the opportunity to participate in the electoral process, (**42 USC § 1973b(f)(2)**). (Section 203 [also known as **42 USC § 1973aa-4a**]) and Section 4(f)(4) [also known as **42 USC § 1973b(f)(4)**]. In 2006, it was extended for 25 years. (See Section 7. Extension of Bilingual Election Requirements [also known as **42 USC § 1973aa-1a(b)(1)**]).



How a Bilingual Area Is Determined

A state or political subdivision (known as a county) is subject to bilingual election requirements when Census Data shows:

- More than 5 percent of the citizens of voting age are members of a single language minority and are limited-English proficient (**42 USC § 1973aa-1a(b)(2)(A)(i)(I)**); or
- More than 10,000 of the citizens of voting age are members of a single language minority and are limited-English proficient (**42 USC § 1973aa-1a(b)(2)(A)(i)(II)**); or
- Voting age citizens in a single language group on an Indian reservation exceeds 5 percent of all reservation residents and the illiteracy rate of the group is higher than the national illiteracy rate (**42 USC § 1973aa-1a(b)(2)(A)(i)(III)**).
- More than 3 percent of voting age residents in a specified precinct belong to a single language minority and lack sufficient skills in English to vote without assistance, as determined by the Secretary of State (**EC 14201 & 12303**).

Voting Materials in Alternate Languages

If you are asked why voting materials are printed in multiple languages, you may cite the following federal and state laws:

- Multilingual registration and election materials are a result of amendments to the Voting Rights Act of 1965 (**VRA**) that became law on August 6, 1975.
- **Section 203 of the Voting Rights Act of 1965**: Every precinct in Sacramento County is mandated by law to provide voter registration forms and election materials in English, Spanish, and Chinese. Most counties in California and many counties in other states are subject to this law.
- **California Elections Code 14201[a]** - The Secretary of State has determined additional precincts within Sacramento County that require translated facsimile ballots and other election materials to be posted in one or more of the following languages: Vietnamese, Tagalog, Hindi, Korean, and Japanese.

NOTE: It is the intent of the Legislature that non-English speaking citizens, like all other citizens, should be encouraged to vote. Therefore, appropriate efforts should be made to minimize obstacles to voting by citizens who lack sufficient skills in English to vote without assistance (**EC 12303[b]**).

If you have questions about multilingual election materials or your responsibilities as an Election Officer, contact Precinct Operations by calling (916) 875-6100.



Duties of a Bilingual Election Officer

Due to mandates of the Voting Rights Act of 1965 and the 1975 Language Minority Provision, Sacramento County is required to provide bilingual speaking Election Officers at polling places and provide multilingual election materials.

Election Officers and Bilingual Election Officers provide support to all voters at the polling place. All Election Officers are to follow all procedures and codes established by the California Elections Code and the Registrar of Voters.

Bilingual Election Officers have additional duties to communicate with and translate for voters that are not proficient in English.

ELECTION OFFICER RESPONSIBILITIES:

- Arrive promptly at 6:00 a.m. Election morning.
- Assist with opening procedures.
- Maintain and run the polling place.
- Follow California Election Codes and the Registrar of Voters' procedures.
- Serve the voting public with patience and understanding.
- Ensure that all ballots are secure
- Assist with closing procedures.
- Prepare voting equipment for return to the elections office.
- Leave the polling place clean and secure.

ADDITIONAL BILINGUAL ELECTION OFFICER RESPONSIBILITIES:

- Distinguish yourself to voters as a Bilingual Election Officer by wearing a name tag.
- Provide instructions to voters with limited English proficiency on the voting process.
- Interpret/translate conversations between the voter and other Election Officers.
- Inform voters that multilingual voting documents are available.
- Assist voters in locating their correct Polling Place and explain voting a provisional ballot.
- Be aware of voters who may need assistance with translations or have questions.