

# SECTION 5: While the Polls are Open

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## Transparent Process

Every operation, including opening and closing procedures, is public and anyone may watch. Observers may not interfere with the voting process.

## Election Table

Only Election Officers or voters signing their names on the roster shall be permitted to sit at the table used by the Election Officers **(EC 14223[a])**.

## Roster of Voters

The Roster of Voters must remain on the election table, except in the case of curbside voting. Any person may inspect the roster while voting is in progress and while votes are being counted. This shall not be done at a time or in a manner which will impede, interfere, or interrupt the normal process of voting **(EC 14223[b])**.

## Inspect the Voting Booths

At least once each hour, inspect the voting booths and remove any Sample Ballot and Voter Information Pamphlets, campaign literature, or other items left behind.

## Inspect the Sample Ballot and Voter Information Pamphlets

If there are any markings or remarks written on the pamphlets, mark a large 'X' across the front of the pamphlet and put it in the Table Materials Bag.

## Majority

The majority of Election Officers must be present at all times. All members must be present when the polls close and must remain until closing procedures are finished **(EC 14220)**.

## Comment Sheet

Comment sheets are located in the Final Instructions Envelope. Your feedback is valuable in helping us improve our operation. The completed form is placed in the Roster of Voters/Forms Bag.

## Voting Booth Occupancy

Voting booths shall not be occupied by more than one person at a time, unless the voter is an assisted voter or accompanied by a child **(EC 14224)**.

Voters shall not remain in or occupy the booth longer than is necessary to mark their ballots, which shall not exceed 10 minutes. If no other voters would be inconvenienced, a longer period shall be allowed.

Voters with disabilities or voters using the AutoMARK will require more time.

## Voters with Children

A child or children under the age of 18 years may accompany the voter to the voting booth, provided that the child or children are under the voter's care **(EC 14222)**.

## Certificate of Filled Vacancies

If an Election Officer does not show up at the opening of the polls, the Inspector may appoint a voter to replace the missing officer (**EC 12314**).

1. Complete the Certificate of Filled Vacancies, located on the inside front cover of the Roster of Voters.
2. Notate the change on the payroll sheet and have them sign.
3. Administer the oath.

## Abandoned Ballot

If a voter leaves the voting booth without casting the ballot, the Election Officer shall insert the ballot into the precinct scanner without examining it.

## Voter Leaves With Ballot

If a voter leaves with a ballot, do the following:

1. List the voter's name on the Ballot Statement under Certificate of Roster Exceptions located on the back of the Roster of Voters. If you do not remember the voter's name, notate a voter left with their ballot.
2. During closing procedures, take into consideration any names or notes on the Certificate of Roster Exceptions to ensure proper balancing at the close of polls.

## Challenging a Voter (EC 14240)

The Challenge List is located on the inside back cover of the Roster of Voters. The person offering to vote may be orally challenged within the polling place only by a member of the precinct board upon any or all of the following grounds:

- The voter is not the person whose name appears on roster.
- The voter is not a citizen of the United States.
- The voter has voted that day.
- The voter is presently on parole for the conviction of a felony.

Challenges may be made only upon sufficient probable cause based on personal factual knowledge. Complete the information needed on the Challenge List for every voter challenged.

SACRAMENTO COUNTY VOTER REGISTRATION AND ELECTIONS STATEWIDE DIRECT PRIMARY ELECTION - JUNE 3, 2014				
<b>CHALLENGE LIST</b>				
(ELECTIONS CODE SECTIONS 14240 AND 14252)				
NAME AND ADDRESS OF EACH PERSON CHALLENGED	NAME, ADDRESS AND ANY OTHER IDENTIFICATION, OF EACH PERSON OFFERING INFORMATION CONCERNING ANY PERSON'S QUALIFICATIONS TO VOTE OR TESTIFY PURSUANT TO SECTION 14247	THE GROUNDS OF CHALLENGE	DETERMINATION OF THE BOARD	
NAME AND ADDRESS	NAME AND ADDRESS	IDENTIFICATION		

# How to Vote in a Primary Election

Six political parties are holding Presidential Primaries:

- ★ Democratic
- ★ American Independent
- ★ Libertarian
- ★ Republican
- ★ Green
- ★ Peace and Freedom

**If you are registered with one of these parties**, your ballot will include the candidates running for that party's nomination. You can only vote for the County Central Committees/County Councils if you are registered with that party.

If you are registered with one political party, you may not vote a ballot for another political party.

**If you are not registered with one of the six political parties**, or if you registered Decline to State, Independent, or Nonpartisan, you are a No Party Preference (NPP) Voter.

Three parties allow NPP voters to vote in their presidential primary:

- Democratic
- American Independent
- Libertarian

If you want to vote in one of these party primaries, you must ask for that ballot. Otherwise you will receive a Nonpartisan ballot that will not include the office of President.

Three parties allow only voters registered with their party to vote in their presidential primary:

- Republican
- Green
- Peace and Freedom

Last day to reregister to change your party was May 23, 2016.

## How to vote in the California Top-Two Primary

In a Top-Two Primary, you can cast your vote for any candidate.

- All candidates from all parties will be on the ballot for these contests.
- You don't have to be registered with a party to vote on these contests.
- You can vote for a candidate from any party.
- You can "write in" a candidate in the Primary Election.
- The two candidates with the most votes will appear on the General Election ballot even if they have the same party preference.

Nonpartisan offices: Judges, County Supervisor, and County offices are always open to all eligible voters.

## What does party preference mean?

Voters may either register with a political party preference or choose "none." A candidate's party preference does not necessarily mean that they have that political party's support. The list of candidates who receive a party's official endorsement is in the county Voter Information Guide.

# Election Officer Conduct

It is important for all voters to be treated with respect and for the precinct board not to show any political preference towards a party or candidate. Make sure you understand the following:

- Phones, tablets, laptops, and other devices should be kept silent and should not be used in a way that is distracting or disruptive to voters and other Election Officers.
- Conversations about political party activities or philosophy, observations about voting activities for individuals or groups, and any dialogue which is political in nature, are prohibited within the polling place.
- Rude behavior towards any person is unacceptable and will result in dismissal.
- Harassment of any type is against the law and against County policy.
- Election Officers must not discuss any candidate, issue, or any related topic with other Election Officers, poll watchers, or voters.
- Be considerate of the extra time it might take a voter to cast their ballot. Some disabilities cannot be seen.
- It is very important to keep the polling place as quiet as possible while voters are present.

## Election Day Attire

Election Officers are expected to dress, groom, and maintain personal hygiene in a manner which dignifies their important role in the electoral process.

On Election Day:

- Be aware that some people are sensitive or allergic to certain scents.
- Wear comfortable attire and shoes.
- Bring a jacket or sweater.
- Bring food and water to last the entire day
- Bring a seat cushion, if you wish.
- Do not wear campaign attire, hats, or bring any campaign materials into the polling place.

## Do Not Bring

- Children - do not bring your children to work with you.
- Pets/Animals (Service animals [dogs] are allowed under ADA Title II).
- Radios without headphones or TVs.
- Alcoholic beverages.
- Magazines or newspapers.





# Election Observers

Election Observers, or more commonly known as Poll Watchers, are people who work for a candidate or political party. To ensure the safety of the Election Officers, voters, and facility staff, please be aware of the following:

## They May:

- Observe the proceedings at the polls, including the opening and closing procedures.
- Obtain information from the posted street index near the entrance.
- Make notes and watch all procedures.
- Ask questions of staff or voters at the polls.
- Look at the Roster of Voters if the Election Officers are not using it and there are no voters waiting in line.

## They May Not:

- Interfere in any way with the conduct of the election (**EC 18502**).
- Monopolize the posted street index so others are unable to use it.
- Be in the area of the voting booths.
- Sit at the election table or handle any of the official voting equipment, supplies, or ballots (**EC 18564 & 14223[a]**).
- Remove the Roster of Voters from the election table.
- Interfere in any way with the vote count following the close of the polls.
- Display campaign material, buttons, caps, etc., in the polling place.
- Converse with voters (within 25 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- Assist in the operations at any polling place.
- Wear the uniform of a peace officer, a private guard, or security personnel.
- Use cell phones, pagers, or two-way radios inside the polling place and/or within 100 feet of the entrance of a polling place.
- Use telephones, computers, or other items belonging to the polling place.
- Touch election personnel.
- Eat or drink in the polls.



# Electioneering

**Electioneering at the Polls (EC 18370).** Electioneering is the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of the polling place or an election official's office.

No one may:

- Electioneer within 100 feet of the room where voting is taking place. As used in this section "100 feet of a polling place" means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.
- Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- Solicit a vote or speak to a voter on the subject of marking their ballot.
- Place a sign relating to the voters' qualifications or speak to a voter on the subject of their qualifications.

## Forms of Electioneering

- Wearing campaign buttons, badges, or shirts.
- Any item with a political statement or candidates' names may not be displayed within 100 feet of the polls. This includes bumper stickers on vehicles.



## Campaign Staff or Volunteers within 100 ft.

1. Call Precinct Operations and your Coordinator immediately.
2. The Inspector may also read the following statement:

*"Hello, my name is \_\_\_\_ and I'm the Inspector for this polling place. I'd like to remind you that California Elections Code Section 18370 states that no one may visibly or audibly advocate for or against any item on the ballot within 100 feet of a room where voting is taking place. Signs are posted at the 100 foot boundary, and I would be happy to show you where you may relocate."*



## Exit Polling

Exit Polling is done by members of the media or campaign people interviewing voters after they have voted. Exit polling must be done at least 25 feet away from the entrance of the room where voting takes place.

## Media

Members of the press may come by your precinct to observe and speak with precinct board members or voters. As with poll watchers, members of the press may not interfere with the voting process. Please ensure that members of the press observe the rules concerning exit polling and that they obtain permission from voters and precinct board members before they record or photograph.