

**County of Sacramento  
Voter Registration and Elections**

# **PRECINCT OFFICERS INSTRUCTION MANUAL**

**Special Municipal Election  
District 5  
March 4, 1997**



**Polls Open 7 AM  
Polls Close 8 PM**

**Ernest R. Hawkins  
Registrar of Voters**

# Forward

The following instructions will help you complete your duties before and on election day. Please read them completely. If you are uncertain about any procedures or instructions; rather than guess, please call the staff at the elections office. Use the telephone numbers on this page, and if you are in a toll area, you may call collect.

## Telephone List

**If you have any questions about election supplies, procedures, or activities, please direct your calls as follows:**

1.     **Precinct Operations** (916) 875-6100  
After Hours Voice Mail  
Staffing problems or changes  
Polling Place problem  
“Fail-Safe” procedures or problems  
Questions about how procedures should be handled  
Questions about problem voters  
Accidents or critical situations  
Complaints
  
2.     **Problems with Equipment or Supplies** (916) 875-6173  
Voting Devices or 875-6174  
Poll Star Assemblies  
Missing or damaged supplies  
Sample Official Ballot Pamphlets  
Official Ballots  
Voting Booths
  
3.     **Questions about Absentee Voting** (916) 875-6269
  
4.     **Voter Information** (916) 875-6451  
Eligibility to Vote  
Polling Place Locations
  
5.     **TTY (for the hearing impaired)** (916) 875-6381
  
6.     **Toll Free** (800) 762-8019

**Send any comments or suggestions to**  
Voter Registration and Elections  
c/o Doris Miller or Jerry Neeley  
3700 Branch Center Road  
Sacramento, CA 95827

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# Section 1

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## Before And During Election Day

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# Before Election Day

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## **Inspector's Check List - Check off each item as it is completed**

### **\_\_\_ Check equipment and supplies within 48 hours after receiving them**

Break the seals on the blue Ballot Box.

Inspect the supplies in both the blue Ballot Box and the Supply Box. Mark each item on the pink checklist found in the return packet in the blue Ballot Box.

If you are missing any supplies, please call 875-6173 or 875-6174. After business hours, leave a message at 875-6100.

### **\_\_\_ Check the Official Ballots and the Sample Official Ballot Pamphlets**

Be sure your Precinct Number is on the Official Ballots. The precinct number appears at the bottom of each ballot. The Ballot Type is on the front cover of the Sample Official Ballot Pamphlets.

### **\_\_\_ Check the number of Official Ballots**

Verify that the number of official ballots you receive matches the number stated on the ballot receipt - which is on the box containing your official ballots. Tear off the receipt and keep it for your records.

### **\_\_\_ Check the Poll Star Assemblies in each Voting Device**

Be sure there is a hole next to each arrow on every assembly page.

Insert a Demonstrator Ballot into each Poll Star Assembly including the demonstrator. Punch the top and bottom holes in each column of numbers. The holes will not punch without a ballot inserted. Check to be sure each punch is recorded correctly on the card. If any Poll Star Assembly does not work properly, call 875-6173 or 875-6174.

### **\_\_\_ Visit the Polling Place**

Verify that the polling place will be available on election day, and do an on-site inspection for possible problems. If a problem exists, notify the election's office so it can be resolved with the management of the polling place before election day.

*(continued on next page)*

Make arrangements to pick up the key or contact the person that is to open the polling place. Remind that person, the day before the election, to be there by 6:15 a.m. to let you in on election morning.

### **— Contact the Precinct Board Members**

On the day before the election, remind the board members to be at the polling place by 6:15 a.m. election morning.

### **— Become familiar with your Precinct Map**

Know how to use the pink “Cross Reference” with the precinct map. This lists all the polling places for the election in regular precinct order. (*Voting Precinct number and Polling Place location for that precinct are on the same line.*)

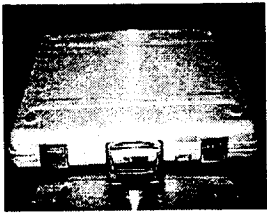
### **— Check the Final Instructions**

“Final Instructions” are mailed on the Wednesday prior to election day. Make sure these instructions contain the following:

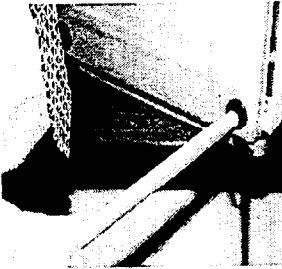
- Instructions for handling the materials you receive.
- “Absentee Ballots Mailed List” - or a notice that the elections office did not mail any Absentee Ballots in your precinct.
- “Qualified Write-in Candidates List” - or a statement that shows there are no qualified write-in candidates.
- “Authorization to Vote” letters, if there are any for your precinct.
- “Roster Update” sheet(s) if there are changes which need to be made in to your Roster of Voters.
- Specific instructions about the polling place where you will work, if you need them in your precinct.
- Parking notices or information about parking at your polling place, if this is applicable to your precinct.

Carry out these instructions. If you are missing any of the items above or if you have questions, call Precinct Operations at 875-6100.

## **Read the Precinct Officers Instruction Manual/Gold Pages**



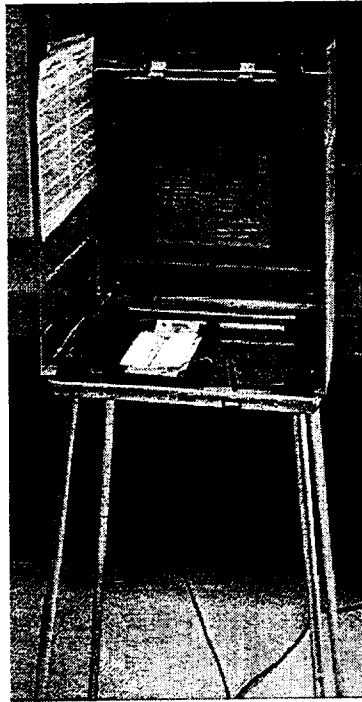
1.



2 - 3



4.



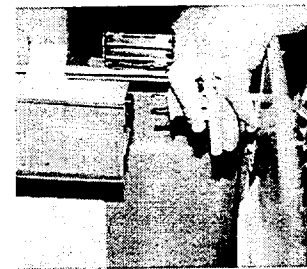
*Regular Booth*



5.

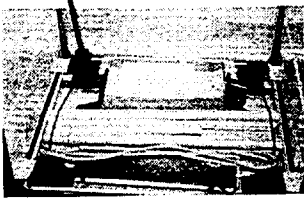


6.

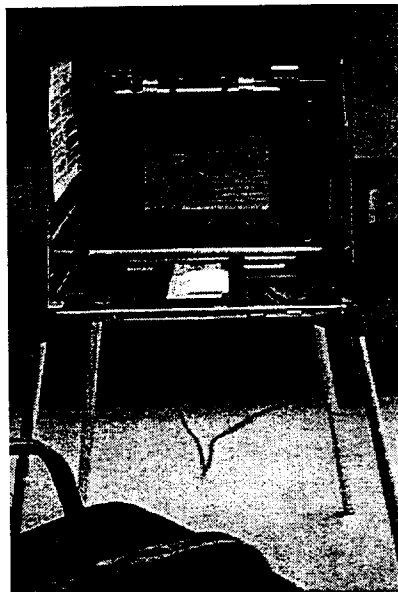


6.

*Extender*

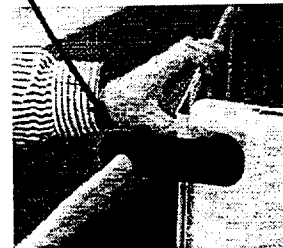


*Extender*



*Handicapped Booth*

*Insert leg into extender*



# Before The Polls Open On Election Day

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## **Set up the Suitcase Voting Booths**

1. Place the suitcase on the table. Open and remove the leg assemblies.
2. Close lid and lock the latches. Flip the case over so the leg holes face up or on the side as shown on previous page.
3. Put the leg sections together to form legs. Insert each leg into a leg hole. Push leg in tightly, twisting it helps.
4. Stand the suitcase booth upright, front legs slightly forward. Make sure the legs are tight.
5. Open and hold lid. Attach the side panels, one at a time, to the edge of the lid using the clips on the top side panel.
6. Light is attached to inside back of voting booth. Plug in lights at nearest outlet. *(Each booth plugs into the next booth - piggy back style.)*

## **Set up the Handicapped Voting Booth**

Be sure one of the Suitcase Voting Booths is marked with a handicapped decal. This booth is the Handicapped Voting Booth, as well as a regular voting booth when needed.

The Handicapped Voting Booth has shorter legs and “leg extenders” to accommodate people who require chairs or wheelchairs.

1. Place the “leg extenders” into the front leg holes, and turn them outward so that they easily accommodate a wheelchair. *(See examples on previous page.)*
2. Place a chair next to the Handicapped Voting Booth.

**Note:** Locate the Handicapped Voting Booth so voters standing at other voting booths cannot see into the Handicapped Voting Booth. All voters need privacy.

## **Place in each Suitcase Voting Booth:**

The 11 by 17 “Instructions” poster. *(Elections Code Section 14200)*

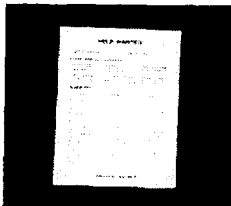
One Voting Device.

A pencil so voters, if they wish, can write in a candidate’s name on the write-in portion of the ballot. *(Elections Code Section 14105)*

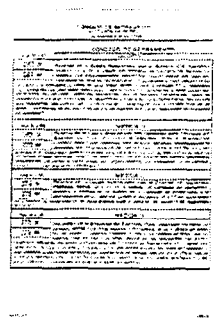




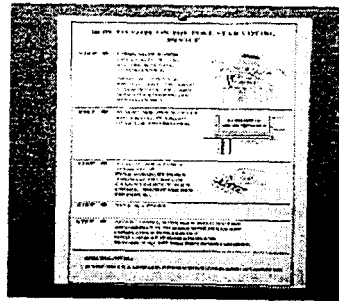
*No Smoking Sign*



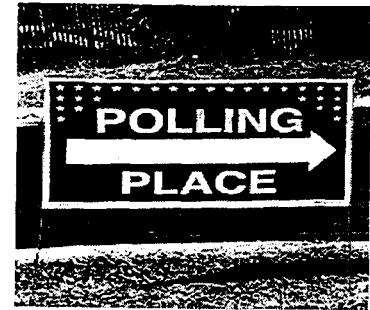
*Help Wanted*



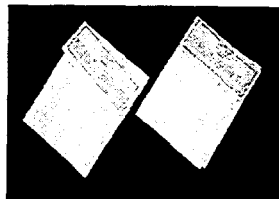
*Spanish Translations*



*"How To Vote Pole Star"  
Instruction Poster*



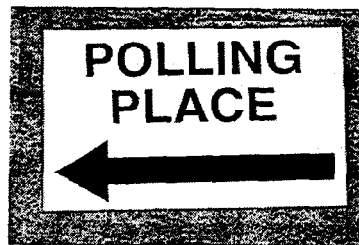
*"Polling Place with on  
wire frame*



*Index to the Register*



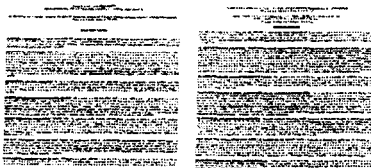
*"100 Feet from Polls"*



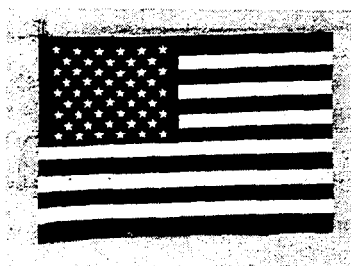
*"Polling Place with Arrow"*



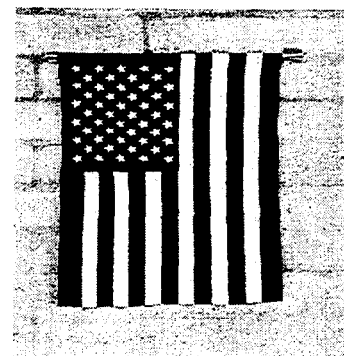
*"Reflective VOTE" sign*



*"Instructions to Voters" poster*



*How to Display Flag*



*Instructions to Voters in Spanish*

## **Post the following inside the polling place**

**No smoking** signs.

Three or more **“Instructions”** posters in addition to those in the voting booths  
(*Elections Code Section 14200*)

**“Instructions to Voters”** poster in Spanish.

How to vote on the **“Poll Star Vote Recorder”** poster.

**Help wanted** sheet (*or it can be kept on table.*)

Two **“Index to the Register”** lists near the inside entrance to the polling place.  
(*Elections Code Section 14202*)

If multiple polling places are located at the same site, write the letter designation of your precinct (such as *Poll "A"*, *Poll "B"*, etc.) on the “Index to the Register” lists. Mark a red “AV” on one listing, and leave the other one blank.

## **Post the following outside the polling place**

Two **“100 Feet From Polls”** signs, 100 feet from the room where the voting takes place.

Place **“Polling Place with Arrow”** signs, from the street curb to the room where the poll is located, to direct voters to the polling place.

Place the **“Large Reflective Vote”** signs on the street curb, where car lights will reflect on it, to direct voters to the polling place.

Hang the **“American Flag”** outside the polling place entrance (use tape.) Display the flag on the exterior door (or on the wall next to the door) so the 50 stars are at the top and to the observer’s left. (*See example on previous page on how to display flag.*)

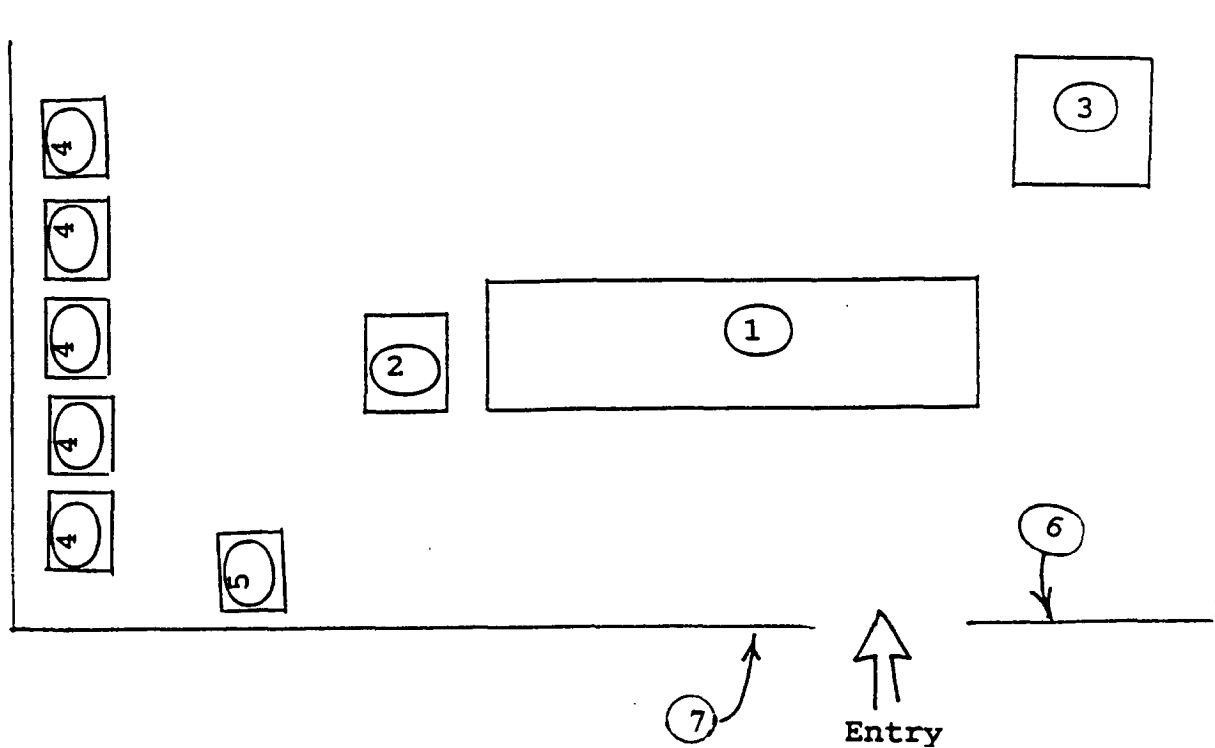
Place blue plastic **“Polling Place with Arrow”** sign on wire frame where it is most visible to voters. (*Tape to wall if there is no dirt or grass.*)

## **Inspect the polling place**

→ Check the polling place area and its approaches for any overhanging objects or other possible problems, particularly for people with disabilities and, in general, for everyone.

If you discover a problem, correct it if possible. If you cannot correct the problem and the situation remains potentially dangerous, call Precinct Operations at 875-6100.

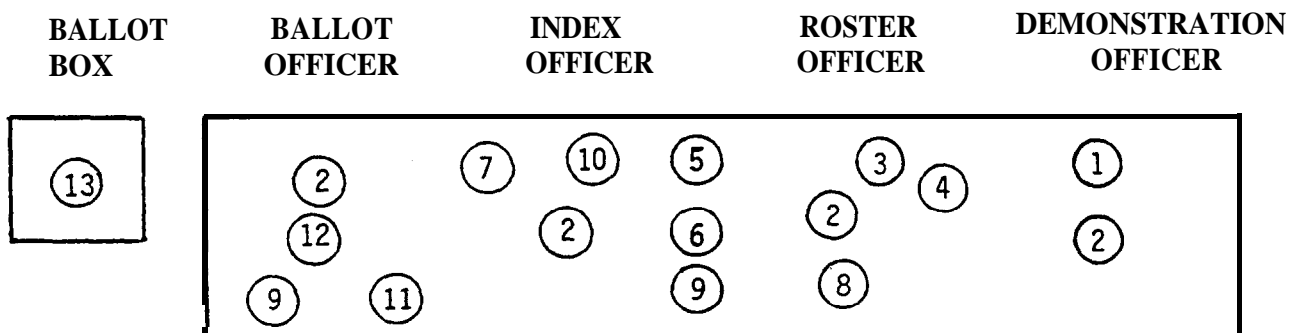
## EXAMPLE OF POLLING PLACE LAYOUT



1. Election Table
2. Ballot Box
3. Table With Space For Voters To Fill Out Forms As Necessary  
(if you have an extra table. We do not furnish the extra table)
4. Voting Booths
5. Handicapped Voting Booth
6. Public Information Posted To Wall
7. American Flag

## **EXAMPLE OF AN ELECTION TABLE LAYOUT**

*(This is only an example of how a table may be set up. You need to set up the table that is best suited for you and the polling place.)*



1. **Demonstration Device and Demonstrator Ballots**
2. **Precinct Officers Procedure Cards**
3. **Roster of Voters**
4. **Voter Registration Forms**
5. **Provisional Ballot Envelopes**
6. **Absentee Ballots Flow Chart**
7. **“Fail-Safe” Voting Flow Chart**
8. **Space For Voter To Sign Roster**
9. **Precinct Officers Manual**
10. **Index To Register**
11. **Sample Official Ballot Pamphlets**
12. **Official Ballots**
13. **Blue Ballot Box**

# DECLARATION OF PRECINCT OFFICERS

**BEFORE POLLS OPEN, ALL PRECINCT OFFICERS MUST SIGN THIS DECLARATION**

I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California and that I will faithfully discharge the duties of the precinct board office shown after my signature and for the election designated on the cover, according to the best of my ability.

Signed on \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_, Inspector  
(Signature)

\_\_\_\_\_, Clerk  
(Signature)

\_\_\_\_\_, Clerk  
(Signature)

\_\_\_\_\_, Clerk  
(Signature)

\_\_\_\_\_, Clerk  
(Signature)

WITNESSED BY:

\_\_\_\_\_  
(Signature of Inspector)

CLERKS SIGN

INSPECTOR SIGN

CLERKS SIGN

INSPECTOR SIGN AS WITNESS

NOTE: The law provides for a various number of officers on Precinct Boards. Draw a line through spaces not required for signatures.

## CERTIFICATE OF FILLED VACANCIES

\_\_\_\_\_ precinct officials were appointed by the precinct board to fill vacancies.

## Declaration of Precinct Officers

## PRECINCT OFFICERS PAYROLL AND OATH SHEET

PRECINCT NO. \_\_\_\_\_

ENTER PRECINCT NUMBER HERE

STATE OF CALIFORNIA  
and COUNTY OF SACRAMENTO

I do solemnly declare that I will support the Constitution of the United States and Constitution of the State of California and that I will faithfully discharge the duties of the office of Precinct Officer on the precinct board assigned.

		OFFICE USE ONLY
INSPECTOR (PRINT NAME) _____	INSPECTOR (SIGN NAME) _____	INSPECTOR SIGN
TELEPHONE NO. _____		
CLERK (PRINT NAME) _____	CLERK (SIGN NAME) _____	CLERKS SIGN
TELEPHONE NO. _____		
CLERK (PRINT NAME) _____	CLERK (SIGN NAME) _____	CLERKS SIGN
TELEPHONE NO. _____		
CLERK (PRINT NAME) _____	CLERK (SIGN NAME) _____	CLERKS SIGN
TELEPHONE NO. _____		
CLERK (PRINT NAME) _____	CLERK (SIGN NAME) _____	CLERKS SIGN
TELEPHONE NO. _____		

MILEAGE PAID TO:

(X) \_\_\_\_\_  
PRINT PRECINCT OFFICER'S NAME

WHO GETS MILEAGE

ENCLOSE IN ENVELOPE NO. 5

*Precinct Officer Payroll and Oath Sheet*

## **Place the following on the election table**

- \_\_\_ **Roster of Voters** *(If you wish, use the index tabs for the roster pages.)*
- \_\_\_ **Procedure Cards**
- \_\_\_ One copy of the **“Index to the Register”**
- \_\_\_ **Demonstrator Ballots** and the **Demonstrator Voting Device**
- \_\_\_ **Sample Official Ballot Pamphlets**
- \_\_\_ **Telephone pad**
- \_\_\_ **Pens** *(Voters need to sign the Roster of Voters with a pen .)*
- \_\_\_ **Triangular plastic pen grips** *(Put grips on pens for voters with limited use of hands.)*
- \_\_\_ **Handi Lens Magnifier**
- \_\_\_ **Qualified Write-In Candidates List** *(if any)*
- \_\_\_ **Yellow flow chart on Absentee Ballots**
- \_\_\_ **Peach color flow chart on “Fail-Safe” Voting**
- \_\_\_ **Official Ballots** *(Use the ballots in order starting with the lowest number.)*
- \_\_\_ **Blue Ballot Box** *(Put on a chair if there is not room on the election table.)*

## **Sign in**

### \_\_\_ **Administer the Oath of Office**

→ **Inspector - administer the Oath of Office.** The Oath of Office is **located on the inside front cover of the Roster of Voters.** *(Elections Code Section 12321)*

- Each precinct officer shall sign the **“Declaration of Precinct Officers”** and the **Inspector must sign as witness.**

### \_\_\_ **Sign the Precinct Officers Payroll and Oath Sheet**

→ Write your precinct number in the space at the top of the form. *(Precinct number is on front of Roster of Voters.)*

Print the name of the Precinct Officer that is paid for mileage *(Lower left corner of the form.)*

- All precinct board members are to sign the **“Precinct Officers Payroll and Oath Sheet.”**

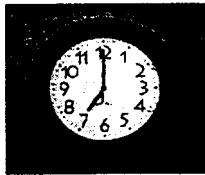
**Note: Wear your name tag all day** *(Elections Code Section 14105)*

# Opening the Polls

## **At 7:00 a.m. Declare That The Polls Are Open**

*(Elections Code Section 14212)*

*(Be sure your watch or clock is accurate.)*



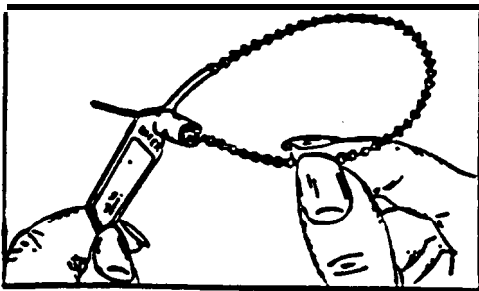
## **Display the empty Blue Ballot Box**

→ Display the empty blue Ballot Box to all persons in the polling place. *(Elections Code Section 14215)*

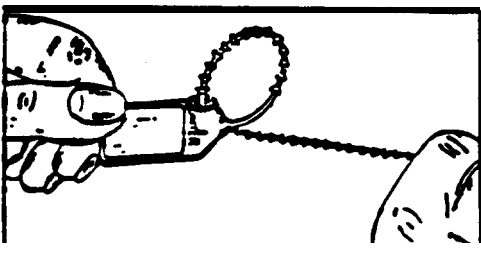
→ Close and seal the blue Ballot Box with the two red Pull-Tite plastic seals.

Use one seal on each side of the blue ballot box. Be sure the lid cannot be slipped open or lifted. The blue Ballot Box must remain sealed until you have closed the polls.

**Under no circumstances may the blue Ballot Box be opened until after the polls close at 8:00 p.m.** *(Elections Code Section 14215)*

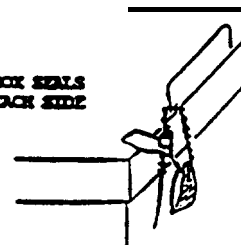


1. Insert the thin end of the Pull-Tite Seal into the raised opening on the side marked "Enter".



2. Pull the stem through the locking hole of the seal and pull it as tight as possible around the item being sealed. This will insure that the stem cannot be broken and reinserted into the locking mechanism.

**BALLOT BOX SEALS  
ONE ON EACH SIDE**



# While the Polls Are Open - Election Day

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## **Remind Voters and Precinct Board Members of These Rules**

- No electioneering within 100 feet of the polls. (*See the section titled “Other Questions- Electioneering at the Polls”, page 22 in the “What To Do If” gold section of this manual.*)

**Note:** Exit polling is not electioneering because it is done after the voter has voted. However, anyone taking exit polls must remain 25 feet from the exit of the room where the voting takes place.

- Every operation, including opening and closing procedures, is public and anyone may watch. Observers, however, may not handle any election materials or interfere with the voting process.
- Only one person at a time is allowed in the voting booth except Assisted Voters or Voters taking care of children. (*See the section titled “Meeting Voter’s Needs”, page 20 in the “What To Do If” gold section of this manual,*)
- Anyone may look at the Roster of Voters if the Precinct Board members are not using it and no voters are waiting to vote. (*Elections Code Section 14223(b)*)

### **The Roster of Voters is to remain on the Election Table.**

- Allow each voter ten minutes in the voting booth. If no other voters are waiting to vote, allow voters more time when they need it. (*Elections Code Section 14224*)
- A majority of the precinct board members must be present at all times. All members must be present when the polls close and must remain until they finish closing procedures. (*Elections Code Section 14220*)
- Poll watchers may observe what goes on at the polls and may use the posted “Index to the Register” listing. Poll watchers, however, may not sit at the elections table, may not interfere with the voting process, and may not be in the area of the voting booths. (*See the section titled “Other Questions - Poll Watcher’s Rights”, page 22 in the “What To Do If” gold section of this manual.*)

**AT LEAST TWO PEOPLE (ONE MUST BE A BOARD MEMBER) ARE TO DELIVER THE BALLOTS TO THE BRANCH RECEIVING CENTER.**  
(*Elections Code Section 15150(c)*)



# For Each Voter at the Polls

## Each Voter states their name and residence address

*(Elections Code Section 14216)*

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### **Roster of Voters Officer** - Finds each voter's name in the Roster of Voters

- Check to see if “Absentee Voter” or a red “AV” is beside the voter's name. If there is, read the section titled “Absentee Ballots”, page 3 in the “What To Do If” gold section of this manual.
- If the voter's name is not on the white pages of the Roster of Voters, check the green “Inactive Voters” pages in the Roster of Voters.
- If you are unable to find the voter's name, go to the section titled “Roster of Voters Problems”, page 16 in the “What To Do If” gold section of this manual.)
  - > **Each Voter signs the Roster of Voters** - With their name and current residence address. *(Elections Code Section 14216)*
- After each voter signs the Roster make sure the signed address matches the address printed in the Roster of Voters. If the addresses do not match, see the section title “Fail-Safe” Voting Procedures, page 10 in the “What To Do If” gold section of this manual.)

### **Street Index Officer** - Finds the voter's street name on the Index to the Register.

*(Follow the procedures on the yellow guide card)*

**Demonstration Officer** - Asks the voter if he/she needs a demonstration on the Voting Device. *(Follow procedures on the pink guide card.)*

### **Ballot Officer** - Issues the eligible voter an Official Ballot.

*(Check the Ballot Officer Procedure Guide for more details and additional duties.)*

- Inform the voter to mark the Ballot card only with the punching device provided or the ballot will not be counted.
- Remind the voter to insert the Ballot card into the Voting Device unfolded.
- **When each Voter returns from the voting booth**, if the Ballot card is not folded, have the voter fold it before accepting it. **Do not unfold** the Ballot card.
- Bend the stub back and forth, remove it carefully and hand it to the voter.

*(continued on next page)*

→Immediately deposit the Ballot card into the blue Ballot Box, **in the presence of the voter**. If a voter insists upon putting their own Ballot card in the blue Ballot Box, let the voter do so after making sure that the stub has been removed.

### Do not add the voter's name unless

Do not add a voter's name to the Roster of Voters except for one of the following reasons:

- The voter brings in an Authorization to Vote letter from the elections office or you receive verbal or written authorization from the elections office. In this event, add the voter's name and address at the end of the white alphabetical listing of names. Record the name of the person giving the authorization in the right margin of the same line as the voter's name you are adding.
- You receive an Authorization to Vote letter in the Final Instructions or from the Voter. In this event, put the Authorization to Vote letter in Envelope No. 5.
- It is determined that the voter is eligible to vote a Provisional Ballot. (*See the section titled "Fail-Safe" Voting Procedures ,," page 10 in the "What To Do If" gold section of this manual.*)

**Note:** When adding a name to the Roster of Voters, put a notation as to why you added the name (*one of the reasons listed above.*) Put the notation in the far right margin of the Roster of Voters on the same line as the name you are adding.

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## What to Maintain During the Day

### Maintain the Challenge List

- The Challenge List is inside the back cover of the Roster of Voters. If you challenge a voter, *see the section title "Roster of Voter Problems-Challenging a Voter", page 18 in the "What To Do If" gold section of this manual.*

COUNTY OF SACRAMENTO  
VOTER REGISTRATION AND ELECTIONS

PRIMARY ELECTION  
MARCH 26, 1998

#### CHALLENGE LIST

(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 SECTION 14247	THE GROUNDS OF CHALLENGE	DETERMINATION OF THE BOARD
NAME AND ADDRESS	NAME AND ADDRESS	IDENTIFICATION	
( )	( )		
( )	( )		
( )	( )		
( )	( )		
( )	( )		

(continued on next page)

## Maintain the Assisted Voters List

The Assisted Voters List is inside the back cover of the Roster of Voters. It is used only when a voter cannot vote the ballot without assistance. ( *See the section titled “Meeting Voters Needs-Voters Needs Assistance”, page 20 in the “What To Do If” gold section of this manual for details and additional instructions.*)

<b>ASSISTED VOTERS LIST</b> (NO SIGNATURE REQUIRED)			
<b>PRECINCT OFFICER</b> Administer the oath _____ <b>I, VOTER'S NAME, DO AFFIRM THAT I REQUEST ASSISTANCE MARKING MY BALLOT.</b>			
<small>The person(s) assisting a voter in marking his/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. (ELECTION CODE SECTIONS 14282 AND 14283)</small>			
<small>PRINT NAME OF VOTER RECEIVING ASSISTANCE</small>	<small>PRINT NAME OF VOTER RECEIVING ASSISTANCE</small>	<small>PRINT NAME OF VOTER RECEIVING ASSISTANCE</small>	<small>PRINT NAME OF VOTER RECEIVING ASSISTANCE</small>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Maintain the Index to the Register

Give first priority to the voter, not to the “Index to the Register” lists.

- Once each hour until 6:00 p.m., on one copy of the Index (*with the red “AV” notations*) posted at the inside entrance of the polling place, line out the name of each person who has voted during that hour.
- Leave a second copy of the Index, unmarked, posted at the inside entrance of the polling place.

Keep a third copy of the Index on the election table beside the Rosters of Voters. Check off the voter's names on this Index copy as they vote. Use this copy to update the Index posted at the polling place entrance.

*Note: Do not ask voters to repeat their name and address for the officer handling the Index. If the Index Officer does not hear the first time, they should ask the officer handling the Roster of Voters to restate the information.*

- At 6:00 p.m. you are not required to line out voters' names on your copy and the copy posted at the polling place entrance. However, the two Indexes at the entrance **must remain** posted until 8:00 p.m.

*(continued on next page)*

## **Once each hour inspect the Voting Devices and the Suitcase Voting Booths**

- Test the voting device and if it fails to work properly, replace it with the spare assembly and call the elections office immediately at 875-6173 or 875-6174. Make sure no one has written on, marked, or defaced the pages in the voting devices.
  - Inspect the stylus (the punching device). If the tip has broken off, replace it with the spare stylus from your supplies.
  - Inspect the Sample Official Ballot Pamphlets for markings. If there are any markings or any remarks written *on* the pamphlet, mark a large “X” across the front of the pamphlet and put it in Container No. 7.
  - Inspect the voting booths to be sure that no Sample Official Ballot Pamphlets, campaign literature, or other materials remain in the booths.
-



# Section 2

---

## Closing The Polls

---

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# Closing the Polls

Check off each item as it is completed

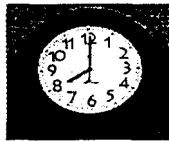
All precinct officers shall be present when the polls close, to properly close the polling place, to account for the Official Ballots, and to assure everything gets delivered to the receiving center. (*Elections Code Section 14400*)

---

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## At 8:00 p.m. declare aloud that the polls are closed

(*Elections Code Section 14401*)



- Station one Precinct Officer at the end of the voting line to designate the last person eligible to vote.
  - Permit everyone in line to vote, but do not allow anyone who arrives after 8:00 p.m. to enter the line and vote. (*Elections Code Section 14402*)
  - You may close the door to the polling place. The public is entitled to witness the closing process.
- 
- 

## Bring in all items from outside

The flag, all signs (*Reflective “Vote” signs, “Polling Place with Arrow” signs, “100 feet from the Polls”, plastic sign with wire frame,*) and any other signs that were posted.

Dispose of all wet signs. Remove the masking tape from the remaining signs. **Put the signs in the large plastic bag.** The plastic bag and the flag go in the Elections Supply Box.

---

---

## Put away items on the inside that are no longer needed

### Take down and put away the following:

- “No smoking” signs and “Instructions” posters. Put these in the large plastic bag with the other signs in the **Elections Supply Box.**
- Put the “Help Wanted” sheet, and the three “Index to the Register” lists in **Envelope No. 5.**

(continued on next page)

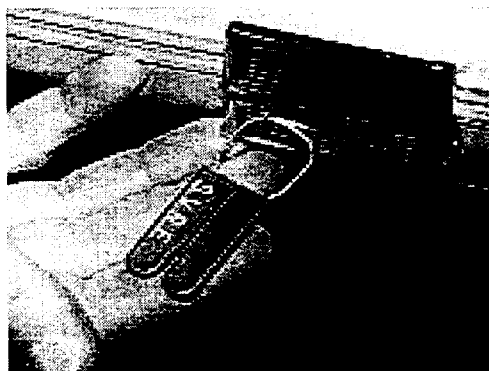
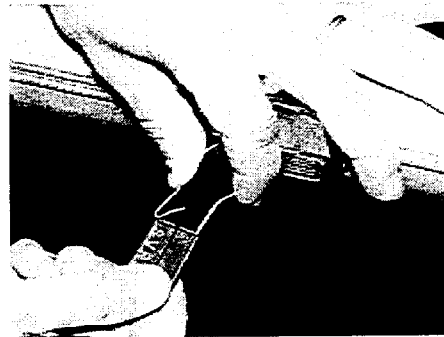
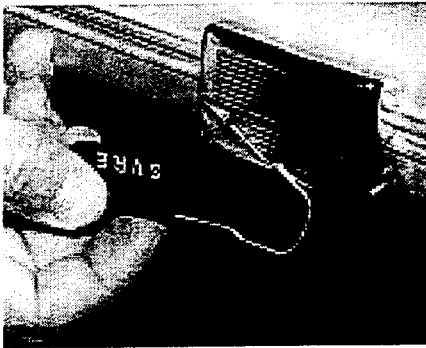
### **Gather all Sample Official Ballot Pamphlets**

- Gather all of the Sample Official Ballot Pamphlets and **seal in plastic bag**. All precinct officers need to sign the seal. **Put the sealed bag into Container No. 7.**

**Clear the election materials that are not needed from the elections table.**

### **Fold the Suitcase Voting Booths and the Handicapped Voting Booth. Do not force them closed.**

- Use the “Suitcase Voting Booth and Handicapped Voting Booth Disassembly Instructions” sheet that is in the Election Supply Box.
  - **Do not remove the voting device unit** from the Suitcase Voting Booths. *(It remains in the suitcase.)*
- **Seal the Suitcase Voting Booths and the Handicapped Voting Booth** with the green plastic seals. Insert the wire portion of the seal through the small loop in the left latch.





# BALLOT STATEMENT

1. NUMBER OF BALLOTS RECEIVED FROM ELECTIONS OFFICE ..... 800
- 2. NUMBER OF BALLOTS UNUSED (Hand Count) ..... 272
- 3. NUMBER OF BALLOTS SPOILED ..... 2
4. NUMBER OF BALLOTS TAKEN FROM THE BALLOT BOX .....  
(Include all ballots in blue envelopes in this total)  
(Do not include any absentee ballots in this total)
5. TOTAL NUMBER OF BALLOTS ACCOUNTED FOR (Total of lines 2, 3, & 4) .....   
(Should agree with total on line 1. If different, explain in box "A" below)
- 6. NUMBER OF SIGNATURES IN THE ROSTER ..... 526  
(Should agree with total on line 4. If different, explain in box "B" below)

A. Lines 1 and 5 differ by _____	B. Lines 4 and 6 differ by _____
----------------------------------	----------------------------------

## CONTAINER NO. 7

### ENCLOSE IN THIS BOX:

1. Spare Assembly
2. Sample Official Ballot Pamphlets Sealed in Plastic Bag
3. Separated Blank Write-In Portion of Used Ballots
4. Stubs From Used Ballots
5. Unvoted Absentee Ballots Surrendered (if any) 0
6. Spoiled Ballot Cards (if any) 2 ←

### THIS CONTAINER MUST BE RETURNED

SEAL FOR CONTAINER NO. 6

COUNTY OF SACRAMENTO

PRECINCT NO. 12345

ENCLOSED IN THIS CONTAINER ARE UNUSED BALLOT CARDS

BEGINNING SERIAL NUMBER	ENDING SERIAL NUMBER	TOTAL NUMBER OF BALLOTS
<u>2279</u>	<u>2550</u>	<u>272</u>

### INSPECTOR AND ALL CLERKS MUST SIGN THIS CERTIFICATE

We certify that the totals listed on this form are accurate.

	INSPECTOR		CLERK
	CLERK		CLERK
	CLERK		

# Before Opening the Ballot Box

Do not fill out any forms with red pencil. Use black or blue ink pen.

For closing the polls you will need the following:

- |                                   |  |
|-----------------------------------|--|
| -Roster of Voters                 | -Certificate of Packaging and Sealing      |
| -Container No. 7                  | -Seal for Container No. 6                  |
| -Envelopes No. 1, 2, 4, 5         | -Container No. 3 ( <i>metal box</i> )      |
| -Precinct Officer Manual          | -Pens, pencils, scratch pads, rubber bands |
| -Flow Chart on Closing Procedures |  |

Following the procedures listed below, enter tallies on the **Ballot Statement** (*on the outside back cover of the Roster of Voters*), front of **Container No. 7**, and seal for **Container(s) No. 6**.

---

---

\_\_\_ **Count all Ballot Cards marked “Spoiled” in Container No. 7**

Enter the total on:

Ballot Statement, line 3  
Front of Container No. 7 (*Elections Code Section 14404(b)*)

**Put the “Spoiled” Ballots cards back into Container No. 7**

---

---

\_\_\_ **Count all unused Officials Ballots**

Enter the total on:

Ballot Statement, line 2  
Seal for Container(s) No. 6 and record the serial numbers.  
(*Elections Code Section 14404(b)*)

**Do not seal the container until you have accounted for all the ballot cards.**

---

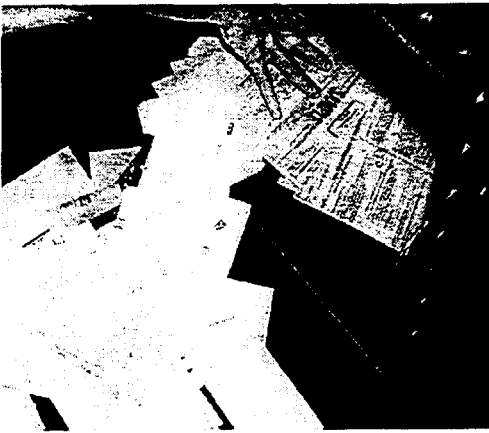
---

\_\_\_ **Count the signatures in the Roster of Voters**

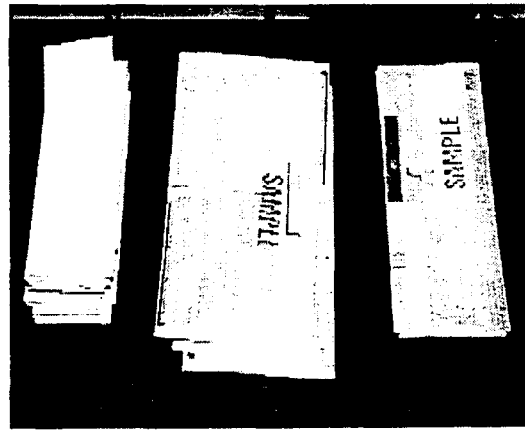
Enter the total on:

Ballot Statement, line 6

**Note: If it is after 10:00 p.m., call Precinct Operations at 875-6100**



*Emptying the blue Ballot Box*  
(Elections Code Section 14421(a))



*Voted Provisionals Absentee*  
(Elections Code Section 14421(b))

## BALLOT STATEMENT

1. NUMBER OF BALLOTS RECEIVED FROM ELECTIONS OFFICE ..... 800
2. NUMBER OF BALLOTS UNUSED (Hand Count) ..... 272
3. NUMBER OF BALLOTS SPOILED ..... 2
- 4. NUMBER OF BALLOTS TAKEN FROM THE BALLOT BOX ..... 526  
(Include all ballots in blue envelopes in this total)  
(Do not include any absentee ballots in this total)
5. TOTAL NUMBER OF BALLOTS ACCOUNTED FOR (Total of lines 2, 3, & 4) .....   
(Should agree with total on line 1. If different, explain in box "A" below)
6. NUMBER OF SIGNATURES IN THE ROSTER ..... 526  
(Should agree with total on line 4. If different, explain in box "B" below)

A	B
---	---

Lines 4 and 6 differ

COUNTY OF SACRAMENTO  
VOTER REGISTRATION AND ELECTION

### CERTIFICATE OF PACKAGING AND SEALING

PRECINCT NO. 12345

We hereby certify that the following envelopes and containers were sealed in our presence, after verifying that their contents were exactly as listed below:

- 1. ENVELOPE NO. 1: Voted Absentee Ballots 9  
(sealed in identification envelopes)
2. ENVELOPE NO. 2: Provisional Ballots (in unopened blue envelopes)
3. CONTAINER NO. 3: Voted Ballots (except those containing write-ins or those in blue provisional ballot envelopes)
4. ENVELOPE NO. 4: Ballots containing write-in votes
- 5. TOTAL: ALL BALLOTS TAKEN FROM THE BALLOT BOX 526  
(Except Voted Absentee Ballots)  
Total lines 2, 3 and 4

ENVELOPE NO. 5 Contains all items listed on Envelope No. 5

PRECINCT 12345

## ENVELOPE NO. 1

SACRAMENTO COUNTY

---

ENCLOSE IN THIS ENVELOPE:

VOTED ABSENTEE BALLOTS

**ATTENTION:**

When receiving a **VOTED ABSENTEE BALLOT**, check the envelope for signature and drop the **SIGNED** Absentee Envelope directly into the ballot box.

ENCLOSED IN THIS ENVELOPE ARE

VOTED ABSENTEE BALLOTS.....TOTAL 9

# Closing Procedures - Processing the Voted Ballots

---

## **Step One** *you will need: Certificate of Packaging and Sealing and Envelope No. 1)*

### **\_\_\_ Break the seals on the blue Ballot Box**

Break the two red plastic seals and open the blue Ballot Box. Remove all the Ballot Cards and Envelopes.

### **\_\_\_ Separate the Absentee Ballots**

Separate all the voted Absentee Ballots from the other ballots. Do **not open these** Envelopes.

### **\_\_\_ Count the voted Absentee Ballots**

#### **Enter the total on:**

Front of Envelope No. 1

Certificate of Packaging and Sealing, line 1

#### **Place the Voted Absentee Ballots in Envelope No. 1**

*(Do not seal the envelope until you account for all the Ballot cards)*

**Put Envelope No. 1 in the Return Packet.**

---

## **Step Two** *(you will need: Ballot Statement and Certificate of packaging and Sealing)*

### **\_\_\_ Count all of the remaining Ballot Cards including the blue Provisional Ballot Envelopes. Do not open these Envelopes.**

#### **Enter the totals on:**

Ballot Statement, line 4

Certificate of Packaging and Sealing, line 5

---

*(continued on next page)*

# BALLOT STATEMENT

1. NUMBER OF BALLOTS RECEIVED FROM ELECTIONS OFFICE .....

800

2. NUMBER OF BALLOTS UNUSED(Hand Count) ..... 272

3. NUMBER OF BALLOTS SPOILED ..... 2

4. NUMBER OF BALLOTS TAKEN FROM THE BALLOT BOX ..... 526  
(Include all ballots in blue envelopes in this total)  
(Do not include any absentee ballots in this total)

→ 5. TOTAL NUMBER OF BALLOTS ACCOUNTED FOR(Total of lines 2, 3, & 4) .....  
(Should agree with total on line 1. If different, explain in box "A" below)

800

6. NUMBER OF SIGNATURES IN THE ROSTER ..... 526  
(Should agree with total on line 4. If different, explain in box "B" below)

<p style="text-align: center;"><b>A.</b></p> <p>Lines 1 and 5 differ by _____</p> <p>REASON _____</p>	<p style="text-align: center;"><b>B.</b></p> <p>Lines 4 and 6 differ by _____</p> <p>REASON _____</p>
---	---

<b>CERTIFICATE OF ROSTER EXCEPTIONS</b>	
<p>We hereby certify that all voters whose signatures appear in this Roster voted this day excepting the following who, after signing the Roster, failed to vote or were challenged and denied the right to vote.</p>	
1. _____	3. _____
2. _____	4. _____

## BALLOT STATEMENT CERTIFICATE

We further certify that the number of voters who voted in this precinct at this election is as stated on the Roster and that all voters who signed the Roster voted, less those who did not vote as enumerated, constitute the Roster of this precinct for this election.

We further certify that the total number of official ballots received, voted, spoiled and unused, found in the ballot container and the number accounted for is as indicated on the Ballot Statement.

We further certify that the Assisted Voters List and the Challenged Voters List, in the roster, show a complete list of all voters assisted or challenged.

_____ INSPECTOR	_____ CLERK
_____ CLERK	_____ CLERK
_____ CLERK	_____ CLERK

**INSPECTOR AND ALL CLERKS MUST SIGN THIS CERTIFICATE**

---

## **Complete the Ballot Statement**

→ Add the totals from lines 2, 3, and 4 to complete the Ballot Statement.

### **Enter the totals on:**

Ballot Statement, line 5

---

## **Check, complete and sign the Ballot Statement**

*(Elections Code Section 14421)*

### **→ Check to see if the totals on lines 1 and 5 match.**

If the totals are the same, proceed. If they are not the same, recount the Ballot cards (*Unused, spoiled, and those from the blue Ballot Box*).

After recounting, if the totals still do not agree, explain the difference in box “A” on the Ballot Statement.

### **→ Check to see if the totals on lines 4 and 6 match.**

If they match, proceed. If they do not match, recount the signatures in the Roster of Voters.

After recounting, if the totals still do not agree, explain the difference in box “B” on the Ballot Statement.

***Note: Inspector and all Clerks must sign the Ballot Statement.***

*(Elections Code Section 14421)*

---

COUNTY OF SACRAMENTO  
VOTER REGISTRATION AND ELECTION

**CERTIFICATE OF PACKAGING AND SEALING**

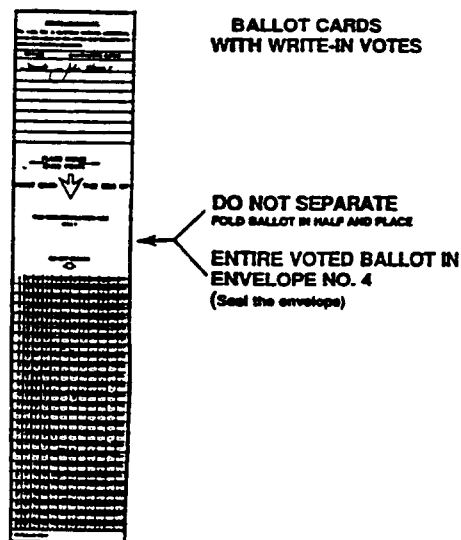
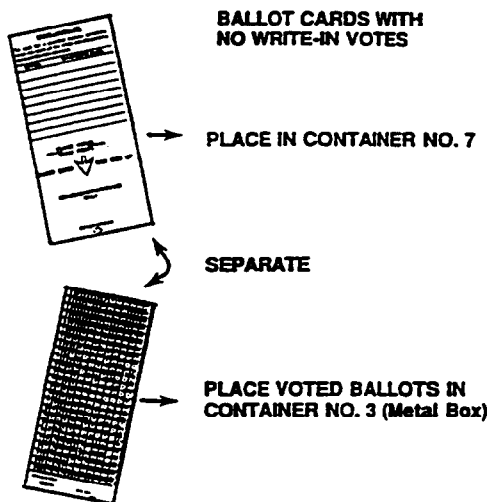
PRECINCT NO. 12345

We hereby certify that the following envelopes and containers were sealed in our presence, after verifying that their contents were exactly as listed below:

- |      |  |            |
|------|--|------------|
| 1.   | ENVELOPE NO. 1: Voted Absentee Ballots (sealed in identification envelopes)                                      | <u>9</u>   |
| → 2. | ENVELOPE NO. 2: Provisional Ballots (in unopened blue envelopes)   | <u>5</u>   |
| 3.   | CONTAINER NO. 3: Voted Ballots (except those containing write-ins or those in blue provisional ballot envelopes) |            |
| → 4. | ENVELOPE NO. 4: Ballots containing write-in votes  | <u>1</u>   |
| 5.   | TOTAL: ALL BALLOTS TAKEN FROM THE BALLOT BOX (Except Voted Absentee Ballots) Total lines 2, 3 and 4              | <u>526</u> |

ENVELOPE NO. 5: Contains all items listed on Envelope No. 5

Unused ballot cards only



PRECINCT 12345

**ENVELOPE NO. 2**

SACRAMENTO COUNTY

ENCLOSE IN THIS ENVELOPE:

**PROVISIONAL BALLOTS**  
(IN BLUE PROVISIONAL BALLOT ENVELOPES)

COMPLETED VOTER REGISTRATION CARDS

ENCLOSED IN THIS ENVELOPE ARE:  
PROVISIONAL BALLOTS \_\_\_\_\_ TOTAL 5

PRECINCT 12345

**ENVELOPE NO. 4**

SACRAMENTO COUNTY

ENCLOSE IN THIS ENVELOPE ALL BALLOTS CONTAINING **WRITE-IN VOTES**.

**DO NOT SEPARATE THE BALLOT CARD FROM THE WRITE-IN PORTION OF THE BALLOT.**

ENCLOSED IN THIS ENVELOPE ARE:  
VOTED BALLOT CARDS CONTAINING WRITE-IN VOTES 1

---

---

<b>Step Three</b> <i>(you need: Certificate of Packaging and Sealing, Envelopes No. 2, and 4)</i>
---

\_\_\_\_\_ **Count the Blue Provisional Ballot Envelopes you took from the blue Ballot Box. Do not open these envelopes.**

**Enter the total on:**

\_\_\_\_\_ Certificate of Packaging and Sealing, line 2

\_\_\_\_\_ Front of Envelope No. 2

\_\_\_\_\_ Make sure the new Voter Registration card is inserted into the pouch of the blue Provisional Ballot Envelope for the voter with the same name.

\_\_\_\_\_ **Put the Blue Provisional Ballot Envelopes in Envelope No. 2.** *(Do not seal the envelope until you account for all the Ballot cards.)*

\_\_\_\_\_ **Put all completed Voter Registration Cards** *(that do not go with the blue Provisional Ballot Envelopes)* **and any “Statement of Voter in Precinct” forms into Envelope No. 2**

\_\_\_\_\_ **Put Envelope No. 2 in the Return Packet.**

---

---

\_\_\_\_\_ **Examine the Write-in section of each Ballot Card**

Unfold each voted Ballot card and examine the Write-in section. **Do not tear the Write-in section off.**

If the Write-in section contains a write-in vote, set aside the entire Ballot card.

---

---

\_\_\_\_\_ **Count all the voted Ballot Cards that have Write-in votes.**

**Enter the total on:**

Certificate of Packaging and Sealing, line 4

Front of Envelope No. 4.

**Put all the entire Ballot cards that have write-ins votes in Envelope No. 4.** *(Do not seal the envelope until you account for all the Ballot cards.)*

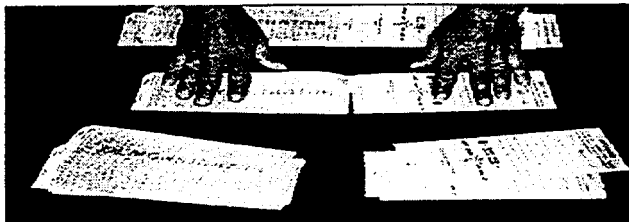
**Put Envelope No. 4 in the Return Packet.**



**Step Four** (you will need: Certificate of Packaging and Sealing, Container No. 3, Container No. 3 card, rubber bands and metal strip seal for Container No. 3)

\_\_\_\_\_ **Count the remaining voted Ballot cards.**

→ **Detach the blank write-in portion** of the ballot card from the lower portion of the card. **Do one card at a time.**



**Enter the total on:**

Certificate of Packaging and Sealing, line 3

Container No. 3 card (located in the plastic sleeve on top of the container)

<p><b>CONTAINER NO. 3 CARD</b></p> <p>COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS GENERAL ELECTION, NOVEMBER 5, 1996</p> <p>TOTAL NUMBER OF BALLOTS ENCLOSED <u>520</u></p> <p><b>KEEP THIS CARD IN PLASTIC POCKET ON CONTAINER NO. 3</b> (remove only to enter totals, then replace in pocket)</p>
---

**Put a rubber band around the voted ballot cards** (bottom section)  
(Be sure the cut corners are at the upper left)

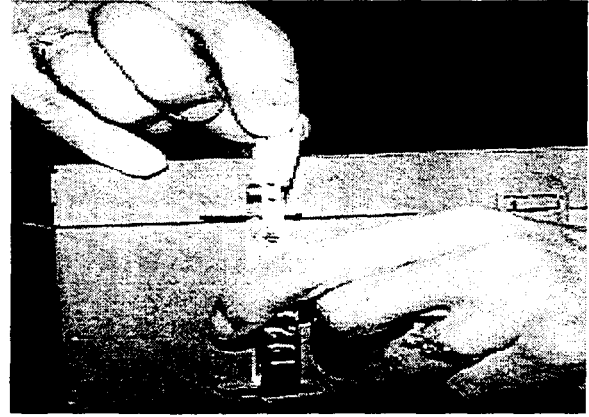
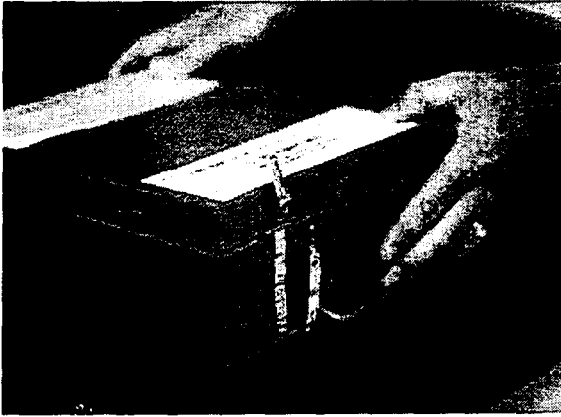
**Note:** If you find damaged voted ballot cards, separate them from the undamaged ballot cards with a piece of scrap paper.



(continued on next page)

---

Put the voted Ballot cards in Container No. 3 ( metal box) and seal it with the metal strip seal *when you are sure the count is correct.*



Put a rubber band around the blank Write-in sections that you detached from the voted Ballot cards and **place them in Container No. 7.**

---

### **Complete, check, and sign the Certificate of Packaging and Sealing** *(Example of completed copy found on nextpage.)*

The number of voted Absentee Ballots turned in at the polling place should already be entered on line 1 of the Certificate of Packaging and Sealing.

→ Add the totals on lines 2, 3, and 4 of the certificate. Check that this total matches the total you entered on line 4 of the Ballot Statement, the number of voted ballots taken from the blue Ballot Box. *(This does not include Absentee Ballots.)*

**Inspector and each Clerk must sign the Certificate of Packaging and Sealing. Include the date and time that you completed the form.**

Place the white copy in the Return Packet.

Place the yellow copy in the addressed, Postage-paid Envelope. This is mailed on election night by one of the clerks not returning to the receiving center election night.

COUNTY OF SACRAMENTO  
VOTER REGISTRATION AND ELECTION

**CERTIFICATE OF PACKAGING AND SEALING**

ENTER  
↓

PRECINCT NO. 12345

We hereby certify that the following envelopes and containers were sealed in our presence, after verifying that their contents were exactly as listed below:

- |    |  |            |
|----|--|------------|
| 1. | ENVELOPE NO. 1: Voted Absentee Ballots   | <u>9</u>   |
|    | (sealed in identification envelopes)   |            |
| 2. | ENVELOPE NO. 2: Provisional Ballots (in unopened blue envelopes)   | <u>5</u>   |
| 3. | CONTAINER NO. 3: Voted Ballots (except those containing write-ins or those in blue provisional ballot envelopes) | <u>520</u> |
| 4. | ENVELOPE NO. 4: Ballots containing write-in votes  | <u>1</u>   |
| 5. | TOTAL: ALL BALLOTS TAKEN FROM THE BALLOT BOX<br>(Except Voted Absentee Ballots)<br>Total lines 2, 3 and 4        | <u>526</u> |
| 6. | ENVELOPE NO. 5: Contains all items listed on Envelope No. 5  |            |
| 7. | CONTAINER NO. 6: Unused ballot cards only  |            |

Sample Official Ballots Pamphlets sealed in plastic bag inside Container No. 7.  
(Container No. 7 is not sealed and contains other items. Only the bag containing the Sample Official Ballots Pamphlets is sealed)

We also certify that the foregoing list is a true and correct accounting.

**INSPECTOR AND ALL CLERKS SHALL SIGN THIS CERTIFICATE**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ENTER  
↖ ↗

INSPECTOR \_\_\_\_\_ CLERK \_\_\_\_\_

CLERK \_\_\_\_\_ CLERK \_\_\_\_\_

CLERK \_\_\_\_\_ CLERK \_\_\_\_\_

SIGN  
↖ ↗ ↖ ↗

**NOTE:**

1. Place white copy in RETURN PACKET.
2. Enclose Yellow copy in PRE-ADDRESSED ENVELOPE AND MAIL.

# Final Inspection

**Make a Final Check to verify that all items are in their proper place.**

---

**Envelope No. 1:** Contains the voted Absentee Ballots. These Ballots remain sealed in the Identification Envelopes that each voter received with their ballot.

**Envelope No. 2:** Contains the voted Provisional Ballots with completed Voter Registration Cards and “Statement from Voter in Precinct” forms, *if any*. Provisional Ballots remain sealed in the blue envelopes.

**Note:** Put unused blue envelopes in the Election Supply Box.

**Container No. 3:** Contains the voted Ballot cards. (*Bottom portion only*)

**Note:** *No voted Absentee Ballots, voted Provisional Ballots, Write-in votes or blank write-in portions of the ballot go into this container.*

**Envelope No. 4:** Contains the voted Ballot cards with the Write-in votes. The Write-in section is still attached to the Ballot card.

**Envelope No. 5:** Contains the following:

Precinct Officers Payroll and Oath Sheet	Roster of Voters
Index to the Register	Absentee Ballots Mailed List
Completed Roster Correction Forms	Help Wanted Sheet
Authorization to Vote Letters (if any)	Roster update forms
Comments from Precinct Sheet	
Supervisor’s Report of Illness/Injury forms	

**Note:** Blank forms or sheets do not belong in Envelope No. 5

**Container No. 6:** Contains the unused Ballot cards. Inspector and all Clerks signed the seal before sealing the container(s).

**Container No. 7:** Holds the following:

Spare Voting Device  
Sample Official Ballot Pamphlets sealed in plastic bag (seal must be signed and bag sealed on the outside)  
Spoiled Ballot Cards (*if any*)  
Stubs from used ballots (*do not remove the staples*)  
Blank Write-in sections that are separated from the voted Ballot cards  
Unvoted Absentee Ballots surrendered (*if any*). (*Be sure these are marked “surrendered”*)

<b>Make sure all Envelopes, Container No. 3 and No. 6(s) are sealed.</b>
--

# Put items in the Return Packet

**The following items go into the return packet:**

- Envelope No. 1      *Make sure all envelopes have been sealed even if they are*
- Envelope No. 2      *empty*
- Envelope No. 4
- Envelope No. 5

**Note:** Even if Envelopes No's. 1, 2, or 4 are empty, **seal** and place in the Return Packet. Mark a "0" on the "total" space on the front of the envelope to show it is empty.

→ **The white copy of the Certificate of Packaging and Sealing.**

*(Is this form signed? Have all board members signed the form?)*

→ **Receiving Center Receipt with the top portion completed.**

PRECINCT NO. \_\_\_\_\_

COUNTY OF SACRAMENTO  
VOTER REGISTRATION AND ELECTIONS

**RECEIVING CENTER RECEIPT**

**Instructions:**

1. A precinct official must fill in the blanks on this form
2. Place form in the Return Packet Folder in front of Envelopes 1, 2, 4 and 5.
3. Give the Return Packet Folder and Container No. 3 to a Ballot Receiver at the Receiving Center.
4. Keep the signed receipt given to you by the Ballot Receiver.

I, \_\_\_\_\_, certify that I  
(Name of Official going to Ballot Receiving Center)

delivered the following items to the Ballot Receiving Center:

**Check:**

<input type="checkbox"/> Container No. 3 sealed with voted ballots inside.	<input type="checkbox"/> Envelope No. 4
<input type="checkbox"/> Certificate of Packaging and Sealing	<input type="checkbox"/> Envelope No. 5
<input type="checkbox"/> Envelope No. 1	<input type="checkbox"/> Ballot Supply Box
<input type="checkbox"/> Envelope No. 2	<input type="checkbox"/> Suitcases sealed with green seals
	<input type="checkbox"/> Two people returned materials to Ballot Receiving Center.

**CERTIFICATE OF BALLOT RECEIVER**

**Unused forms and unused Provisional Ballot Envelopes are to be placed back into the Elections Supply Box.**

# Packing Materials for Return

---

## **Place the following items in the Election Supply Box.**

- \_\_\_ Demonstrator Voting Device in its own box.
- \_\_\_ Miscellaneous supply box. This box contains red pencils, pens, tape, tack, scratch pad, pencil sharpener, rulers etc.
- \_\_\_ Large plastic bag that holds the indoor and outdoor signs.
- \_\_\_ Reflective signs go on the bottom of the Election Supply Box.
- \_\_\_ Large plastic bag with the materials from the election table and all unused forms that you did not put away elsewhere.
- \_\_\_ Precinct map.
- \_\_\_ Pink "Cross Reference."
- \_\_\_ Election Officers Digest.
- \_\_\_ Precinct Officers Instruction Manuals. Keep one Instruction Manual to complete the final check and to direct you to the Branch Receiving Center.
- \_\_\_ Flag
- \_\_\_ Plastic pipe sign stand.

Note: Throw away the used Demonstrator Ballots.

---

## **Put items in the Blue Ballot Box** *(see illustrations on page 38)*

**If you received only one box of Ballots,** put the following in the blue Ballot Box:

Container No. 6  
Container No. 7  
Election Supply Box

**If you received more than one box of Ballots,** put the following in the blue Ballot Box:

Containers No. 6  
Container No. 7

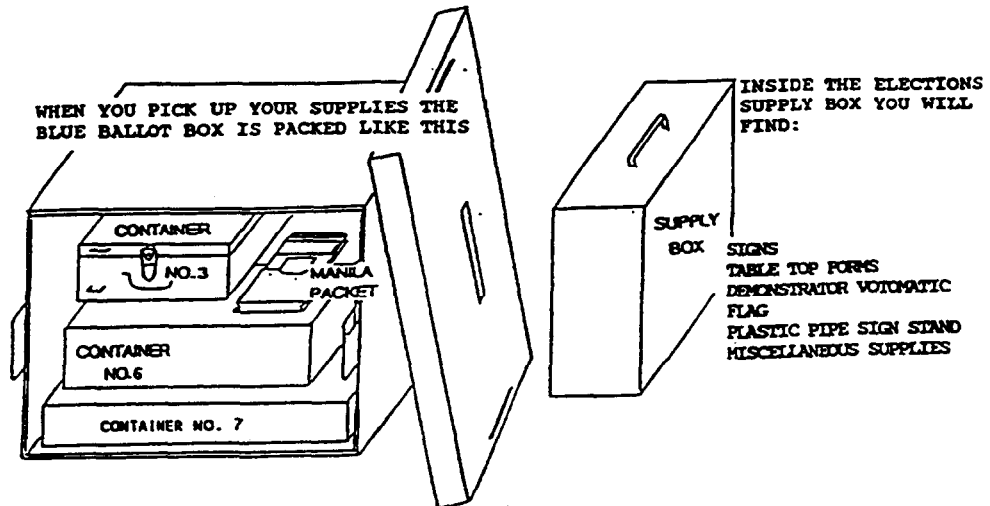
*Note: The Election Supply Box will not fit into the blue Ballot Box, therefore return it separately.*

---

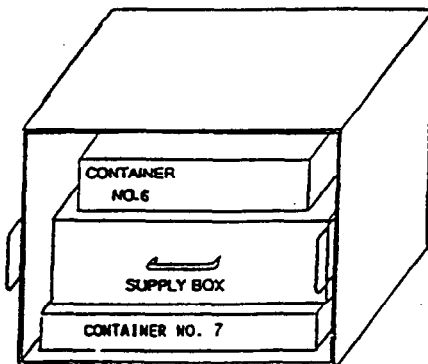
<b>Seal the Blue Ballot Box with the two green pull-tie plastic seals.</b>
--

**Remember, take everything you took to the polling place with you when you leave.**

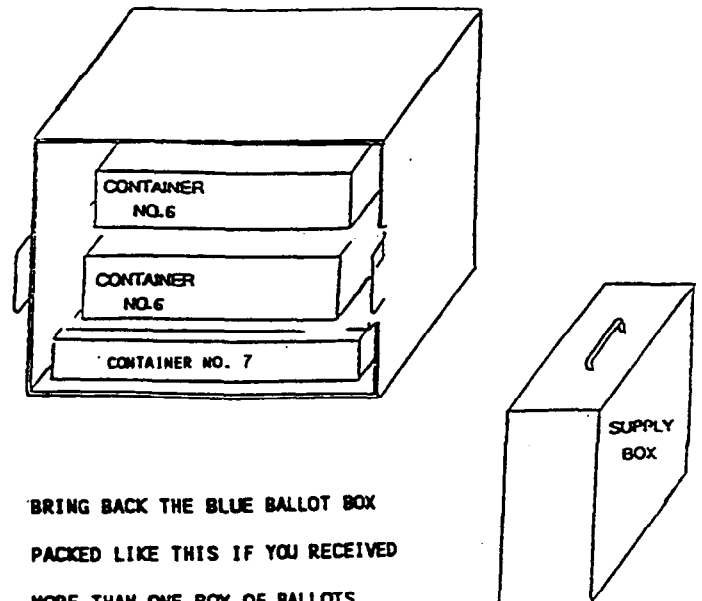
## Receiving Supplies



## Returning Supplies



BRING BACK THE BLUE BALLOT BOX  
PACKED LIKE THIS IF YOU RECEIVED  
ONLY ONE BOX OF BALLOTS



BRING BACK THE BLUE BALLOT BOX  
PACKED LIKE THIS IF YOU RECEIVED  
MORE THAN ONE BOX OF BALLOTS

# Returning to the Receiving Center

A Precinct Board Member who is not going to the receiving Center must mail the yellow copy of the “Certificate of Packaging and Sealing” on Election Night.

Place the Gold “Precinct Officer” sign in the windshield of the car.

---

## Return the materials as follows:

The Inspector must have “in-hand” the following items upon arrival at the receiving center:

- Container No. 3
- Return Packet with:
  - Receiving Center Receipt
  - Certificate of Packaging and Sealing (white copy only)
  - Envelope No. 1
  - Envelope No. 2
  - Envelope No. 4
  - Envelope No. 5

**Note:** The two persons returning the ballots and supplies to the receiving center will remain in the car. Election Office Personnel will be at the supply drop off point to unload the car.

## Receiving Center Receipt

- Election Office Personnel will give the Inspector a copy of the Receiving Center Receipt. **Do not leave without the receipt.**

The Receiving Center is located at the Office of the Registrar of Voters at 3700 Branch Center Road.

**Enter the Receiving Center from Kiefer Blvd. to Branch Center Road. Traffic Officers will guide you to the drop-off points and help you to smoothly exit the Receiving Center. Refer to the route map on the outside back cover of this manual.**





# Section 3

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## Glossary

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# GLOSSARY

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<b>Absentee Ballot</b>	An Official Ballot mailed at the Voters request.
<b>Absentee Ballot Request</b>	Any voter may request an Absentee Ballot for any election. If certain conditions are met, a person may apply to be a Permanent Absentee Voter, and their ballot will be automatically mailed to them for each election. A request may be made in person or by mail. There is a form on the back of the Sample Official Ballot Pamphlet the voter may fill out and mail in, or a voter may send a letter with their name, their address at which they are registered, the address they want the ballot sent to, the name and date of the election the request is for and their signature.
<b>Absentee Voter (AV)</b>	A person unable to vote at the polls has requested a ballot before election day.
<b>Assisted Voter</b>	A voter who asks for assistance in marking their ballot. A voter may have 1 or 2 persons assist them. The only restrictions are that they may not be the voter's employer or an official or a representative of the voter's union. The Assisted Voter's List is located on the inside back cover of the Roster of Active Voters.
<b>Authorization To Vote</b>	Form sent in Final Instructions (or a phone call) giving authority to place the voter's name in the Roster of Voters, and allowing them to vote.
<b>Ballot Assembly</b>	The part of the voting device containing pages with numbers and arrows that correspond to the numbers in the Sample Official Ballot Pamphlet.
<b>Ballot Card</b>	There are three parts to the long "Ballot Card" used in Sacramento County. Lower parts of the "Ballot Card" has 312 small rectangular perforated positions on which the voter may punch to cast his/her vote. The top part has blank spaces to allow the voter to write names not printed in the Sample Official Ballot Pamphlets. The top portion of the card is a stub that is given to the voter after they have voted.
<b>Ballot Statement</b>	Found on back of Roster of Voters. Used to give an accounting of all the ballots issued to your precinct. Must be filled out and signed by all Precinct Officers.

<b>Ballot Statement</b>	Found on back of Roster of Voters. Used to give an accounting of all the ballots issued to your precinct. Must be filled out and signed by all Precinct Officers.
<b>Ballot Stubs</b>	Ballots are stapled in packets of 50. Stubs are the portion left when the 50 ballots are used. The stubs are placed in Container No. 7 and returned to the Election Office.
<b>Blue Ballot Box</b>	The large blue box that is used to hold supplies before election day and used to hold ballots during “the active voting time” on election day.
<b>Certificate of Package and Sealing</b>	Two part form to be filled out along with the Ballot Statement. White copy to be returned to the Receiving Center in the “Return Packet” election night. Yellow copy must be mailed election night in the supplied envelope by a clerk not returning ballots/materials to the receiving center..
<b>Challenged Voter</b>	A voter that has their right to vote challenged by a Precinct Board Member. Any member of the Precinct Board may challenge a voter. The name of the voter and the reason for the challenge is listed on the Challenged Voters List which is located in the inside back cover of the Roster of Voters.
<b>Clerk</b>	A Clerk is a member of the Precinct Board. They carry out the instructions of the Inspector and process the voters on election day.
<b>Comments From Precincts Sheet</b>	Comments, both bad and good, are received from polling places election night. If a precinct officer or a voter wishes to make comments, this form is used, as well as telephone calls and letters sent to Precinct Operations following each election. All comments are welcome.
<b>Declaration of Precinct Officers</b>	This is the form that must be signed by all Precinct Officers, and witnessed by the Inspector, after taking the Oath of Office administered by the Inspector. The oath shall be given before the polls open on Election Day. The Declaration is located on the inside cover of the Roster of Voters.
<b>Demonstrator Ballots</b>	Bright Golden Demonstrator Ballot Cards are used to demonstrate the use of the voting devices at the polls.
<b>Demonstrator Voting Device</b>	The voting device used to show the voter how to use the Poll Star voting device in the voting booth.
<b>Election Officer’s Digest (Issued by Secretary States Office)</b>	A guide to be used by the Precinct Officers. Relates mainly to the laws affecting Precinct Officers duties.

<b>Exit Polling</b>	Talking to a voter about how he/she voted as the voter leaves the polling place after voting. This takes place at least 25 feet from the exit of the room in which the voting takes place.
<b>Final Instructions</b>	On the Wednesday before every election day, Final Instructions are mailed to EVERY INSPECTOR. If this envelope is not received by the Monday before the election, the Inspector must call the office so a duplicate set of Final Instructions can be delivered immediately.
<b>General Election</b>	Is any statewide election held on a regular election date as specified in Elections Code Section 1000.
<b>Help Wanted Form</b>	This form is displayed at the polling place for voters who may want to work at the polls. All voters who put their name and address on the “Help Wanted” form are sent a letter inviting them to an Orientation Session for prospective Precinct Officers for future elections.
<b>Index to the Register</b>	Contains the name, residence address, telephone number (if furnished), and the political affiliation of each voter in the precinct in street order.
<b>Inspector</b>	Person in charge of a Polling Place. This person receives the supplies and checks them out before election day. They contact the board the day before the election to confirm the time of arrival at 6:15 am election day. They visit the polling place prior to election day, to confirm all arrangements for the election. This includes access to polling place and speaking with the contact person. On election day, they assign the duties of the board, plan the break, lunch and dinner schedule.
<b>Mail Ballot Precincts</b>	Precincts that cannot be consolidated with any other precincts and has 250 or less registered voters. The voters in these precincts are mailed their voting materials.
<b>Nonpartisan Voter</b>	A voter who does not belong to any Political Party. These voters will vote for issues and non-party candidates in a primary election.
<b>Oath of Office</b>	The Oath administered by the Inspector to all Precinct Officers before the polls open on election morning. The Oath is located on the inside cover of the Roster of Voters.
<b>Orientation</b>	Orientation Sessions are an overall view of what a precinct officer does on Election Day. Orientation sessions for prospective Precinct Officers are held every Wednesday morning at 10 am.

<b>Mail Ballot Precincts</b>	Are precincts that cannot be consolidated with any other precincts and has 250 or less registered voters. Their ballots are mailed to them.
<b>Nonpartisan Voter</b>	A voter who does not belong to any Political Party. These voters will vote for issues and non-party candidates in a primary election.
<b>Oath of Office</b>	The Oath administered by the Inspector to all Precinct Officers before the polls open on election morning. The Oath is located on the inside cover of the Roster of Active Voters.
<b>Orientation</b>	Orientation Sessions are held for prospective Precinct Officers every Wednesday morning at 10 am.
<b>Party</b>	Means a political party or organization which has qualified for participation in any primary election.
<b>Polling Place</b>	The facility where voting takes place on election day. The polling place has been surveyed by the elections office before being assigned. A confirmation letter has been sent from the elections office to the facility confirming that the site will be available for each election. A specific room or area of each facility has been designated as the voting area. If this area is changed by the facility, the elections office must be notified immediately.
<b>Precinct Map</b>	Each Inspector is issued a map of the precinct(s) that vote at their polling place. Only voters in the highlighted area can vote at this polling place.
<b>Pink Cross Reference</b>	This is a listing of every regular precinct in Sacramento County. This is used with the Precinct Map.
<b>Political Party</b>	An organization representing specific ideas, There are eight qualified Political Parties in the State of California.
<b>Poll Watchers</b>	These are people who usually work for candidates and are interested in who has and has not voted. They check the Index to the Register to see who has and has not voted.
<b>Precincts</b>	There are 3 types of precincts. Regular precincts, Consolidated precincts and Voting precincts.  Regular Precinct--The entire County of Sacramento is divided into regular precincts. These are determined by the district lines that run through the county, population of an area and the physical layout of the area.

<b>Primary Election</b>	An election where candidates are chosen to represent their political parties in the General Election. Voters may only vote for candidates of the political party they are registered with 29 days before the election.
<b>Procedure Cards</b>	Each polling place receives a set of Procedure Cards. Each card in the set explains the job description of each Precinct Officer at the polls on election day. Each officer keeps his/her card on the election table during the day as reference.
<b>Provisional Ballot</b>	An Official Ballot issued to a voter at the polling place if there is a question about the voter's eligibility to vote.
<b>Punching Device</b>	The small metal device used to punch the voter's choices on the Ballot Card. The formal name of this device is a "Stylus". There is a special punching device, with a large ball on the top, for voters who have limited use of their hands.
<b>Qualified Write-in Candidates</b>	A candidate that has completed and filed the required papers with the Registrar of Voters Office and has been placed on the Qualified Write-in Candidates List for an election. Only the votes for qualified candidates will be counted through the Write-in process.
<b>Receiving Center</b>	The place the Voted Ballots and all election supplies and materials are taken on election night.
<b>Receiving Center Receipt</b>	The top portion of this receipt states what is being returned to the Receiving Center election night. The bottom portion is filled out by the person at the Receiving Center, stating what was received from the Inspector election night.
<b>Return Packet Folder</b>	Folder labeled "RETURNED PACKET." used for dated materials for use on Election Day. Used Election Night to return Envelopes 1, 4, and 5, white copy of Certificate of Packaging and Sealing, and the Receiving Center Receipt.
<b>Roster of Voters</b>	Book containing all registered voters in a precinct.
<b>Roster of Voters - Inactive Voters</b>	Voters whose registration to vote has been put on inactive status because election material mailed to the voter was returned by the post office as undeliverable or with a notice that the person now has moved out of county. These voter names are listed on the green pages of the Roster of Voters. These voters may still vote if they still reside at the address listed.

**Sample Official Ballot Pamphlet**

The Sample Official Ballot Pamphlet contains the names of candidates for each office, all issues to be voted upon and any information furnished by candidates or information related to the issues. Every registered voter is mailed a Sample Official Ballot Pamphlet before the election. The voters are encouraged to mark their choices and bring their copy to the polls on election day. Each polling place receives Sample Official Ballot Pamphlets for their voting precinct.

**Spoiled Ballot**

A ballot mispunched or damaged by the voter.

**Suitcase Voting Booth**

The suitcase voting booths are compact metal suitcases, containing a light, legs and the voting devices. These are opened and set-up as a voting booth. Each weighs about 8 lb.

The Handicapped Suitcase Voting Booth has shorter legs and contains “Leg Extenders” that attach to the top of the front legs of this booth, to widen the front legs so a person may vote in a seated position.

**Telephone Pad**

A pad of pages, with the telephone numbers of the election office. This pad is kept on the election table and a page is given to any voter needing to contact the election office.

**Training Class**

Training Classes are held before every election. Inspectors must attend a training class before each election. Clerks are highly encouraged to attend a class. Both Inspectors and Clerks are paid to attend the class.

**Voter Registration Card (VRC)**

The Official Affidavit of Registration that a person fills out to become a registered voter. Registration is permanent and a voter only needs to fill out a Voter Registration Card if they move, change their name or wish to change their Political Party.

**Voting Device**

A compact, desktop, manually operated tool used for marking Ballot Cards. The County of Sacramento uses the Poll Star Assembly Voting Devices.

**“What To Do If”**

Formally the “Gold Booklet - What To Do If”. This is now part of the Precinct Officers Instruction Manual. The information given in the “What To Do If” section helps the Precinct Board deal with any questions or problems on election day.



**Write-in Votes**

Voters may write any name for any office in the write-in space provided on the write-in portion of the ballot. However, only write-in votes for qualified write-in candidates will be counted.

Even a “Non-sensical” name is considered a Write-in Vote. Any Ballot Card containing anything written on this portion of the ballot is considered a “Write-in Ballot.” It is not separated from the bottom portion of the ballot card at the end of the night. The entire ballot is placed into Envelope No. 4, after all accounting procedures have been completed

# WHAT TO DO “IF” ?

**LAST DAY TO REGISTER TO VOTE FOR THIS ELECTION**

**February 3, 1997**

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## SYMBOL'S USED IN THIS BOOKLET

- Means Precinct Officer Takes An Action
- > Means A Voter Must Take An Action
- Information You Need

**LAST DAY TO REGISTER TO VOTE FOR THIS ELECTION**

**FEBRUARY 3, 1997**

# ABSENTEE BALLOTS

---

*A person who has been issued an Absentee Ballot from the Sacramento County Elections Office, may drop off their voted ballot at any polling place within Sacramento County.*

---

The Inspector has placed a red “AV” by each voter’s name after receiving the Absentee Ballots Mailed Listing. “Absentee Voter” is already printed in the roster and should also have been highlighted in red or a red “AV” marked over it.

## VOTER MAILED ABSENTEE BALLOT BUT WANTS TO VOTE AT POLLS

*Allow voter to vote only after completing one of the two procedures below.*

### SURRENDERS BALLOT

*(Elections Code Section 3015)*

The voter surrenders to you the Absentee Ballot that was issued from the office.

#### Do the following:

- Write “**surrendered**” across **the ballot** and **the envelope** of the absentee ballot.
- Place the absentee ballot (*in the envelope which was mailed to the voter*) in Container No. 7.
- Write “**surrendered**” at the end of the line by the voter’s name in the **Roster of Voters**.
- Allow the voter to vote. Voter signs name and residence address in the Roster of Voters and the voter votes a regular ballot.

### DOES NOT HAVE BALLOT

*(Elections Code Section 3016)*

If voter does not have the Absentee Ballot to surrender, the voter will vote a **Provisional Ballot**.

#### Do the following:

- Have the **voter sign** his/her name and residence address in the Roster of Voters.
- Write “**Provisional**” at the end of the line by the voter’s name in the Roster of Voters.
- Complete the procedures on page 5 for “Voting a Provisional Ballot.”

<b>Note:</b> <i>If a voter brings in their voted absentee ballot and <u>does not have the Absentee Identification Envelope</u>, put the voted ballot in a blue Provisional Ballot envelope. Complete both the Procedure for Precinct Officer and Procedure for Voter on the blue envelope.</i>
--

## VOTER TURNS IN OWN BALLOT

### VOTER MAY TURN IN OWN BALLOT

*(Elections Code Section 3017)*

A voter may turn in their voted Absentee Ballot or Mail Ballot at your Polling Place, whether registered in your precinct or not. Drop the signed envelope into Ballot Box until the polls close, then count, record and place in Envelope No. 1. (Voter does not sign the Roster of Voters.)

**Note:** A voter must sign their signature on the line provided on the Absentee/Mail Ballot Identification/Return Envelope.

→ Check to **make sure** the voter has signed the Envelope (lower left hand corner of envelope)

## RETURNED BY SOMEONE OTHER THAN VOTER

### BALLOT IS RETURNED BY SOMEONE OTHER THAN VOTER

*(Elections Code Section 3017)*

Look at the envelope in which the ballot is enclosed for the name of the person the voter has designated to return the voted Absentee Ballot.

→ Look at the pink sheets in your Elections Supply Kit titled "Voted Absentee Ballots Returned to the Polling Place" for illustrations of the absentee ballot return envelope.

- **Civilian (yellow) and Mailed Ballot (Green)** requires that the person returning the ballot be only the spouse, child, parent, grandparent, grandchild, brother or sister of the voter.
- **Last 7 days (white)** can be returned by anyone the voter designated--(Does not have to be a relative.)
- The person returning the ballot must be the person designated by the voter and the designated person must have signed the envelope.

**Note:** *When someone other than the voter is returning a ballot and the authorization side of the Absentee/Mail Ballot Identification Return Envelope has not been filled out, tell the person the ballot will not be counted.*

*If the person insists on leaving the ballot, you are to accept it and note on the Identification Return Envelope that the ballot was returned by an unauthorized person.*

## PLACE VOTED ABSENTEE AND MAIL BALLOTS IN BALLOT BOX UNTIL POLLS CLOSE, THEN COUNT, RECORD AND PLACE IN ENVELOPE NO. 1.

**Note:** Final determination will be up to the Election's Office personnel as to whether or not restrictions on who may return another person's voted absentee ballot have been met.

## PROVISIONAL BALLOT FOR ABSENTEE VOTER

### PROVISIONAL BALLOT ENVELOPE

Complete the “Procedure for Precinct Officer” portion of the blue Provisional Ballot Envelope.

→ Put **your precinct number** in the upper left corner of the envelope. (*Your precinct number is on the front cover of the Roster of Voters.*)

→ Complete the “**Procedure for Precinct Officer**” portion of the blue Provisional Ballot envelope by checking either:

- Absentee voter who does not have ballot to surrender.
- Absentee ballot enclosed (*voter did not have it in envelope*), or if necessary use the comments line.

> Voter must complete the “Procedure for Voter” or ballot may not be counted.

- Absentee voter - needs to print their current address on the envelope (*on line for New Address.*)

### *Issue the Voter the Following*

→ Ballot with a blue Provisional Ballot Envelope

→ One Sample Official Ballot Pamphlet, if they did not bring their own.

*Note:* If the voter brings a Sample Official Ballot Pamphlet to the polls with them, **check the ballot type** to be sure they match the ballot type for your precinct. (*Ballot type is found on front of Sample Official Ballot Pamphlet*)

### *Instruct the Voter as Follows*

> The voter is to complete the “**Procedures for Voter**” on the blue Provisional Ballot Envelope.

> After voting, the voter is to tear off the small ballot stub and enclose the folded voted ballot into the blue Provisional Ballot envelope, and seal the envelope.

> The voter then returns the sealed blue Provisional Ballot envelope and the Sample Official Ballot Pamphlet to the Precinct Officer.

### *Before Envelope is put into Ballot Box*

→ Check to **make sure the voter has completed the name and address area and has signed the envelope**. The precinct officer drops the signed and sealed envelope into the ballot box in the voter’s presence.

PRECINCT NUMBER _____
BALLOT TYPE _____

# PROVISIONAL BALLOT ENVELOPE

**VOTING TWICE CONSTITUTES A FELONY**

OFFICIAL USE ONLY	
Determination by Registrar of Voters Office	
Count _____	No Count _____
Verified _____	Old Precinct _____

**NOTE: READ VOTER INFORMATION ON THE REVERSE SIDE OF THIS ENVELOPE**

## PROCEDURE FOR PRECINCT OFFICER

### PRECINCT OFFICER MUST:

- (1) Print voting precinct number above.
- (2) IF VOTER HAS MOVED: Issue a new registration card.  
New Registration Card # \_\_\_\_\_
- (3) Print name of voter and new registration card number on last page in Roster of Voters.
- (4) Issue a ballot along with this blue provisional envelope.
- (5) Check description of problem below.

### FAILURE TO CHECK BELOW MAY RESULT IN BALLOT BEING REJECTED

- ☐ Absentee voter who does not have ballot to surrender.  
☐ Absentee ballot enclosed (voter did not have it in envelope).

- ☐ Voter HAS NOT moved. Name is not in Roster of Voters.  
 Address is in precinct.

- ☐ VOTER HAS MOVED AND DID NOT RE-REGISTER  
 Verify proof of residence and record it below.  
☐ California Driver License or Identification Card with current address.

OR

- ☐ Two documents from the list located on the reverse side of this envelope.

Write in letters from list. 1. \_\_\_\_\_ 2. \_\_\_\_\_

(6) Comments: \_\_\_\_\_

## PROCEDURE FOR VOTER

### VOTER MUST:

- (1) Sign Roster of Voters and print current residence address.
- (2) If voter moved and did not re-register they must provide proof of current residence.
- (3) **FILL OUT NEW REGISTRATION CARD TO UPDATE VOTER FILE.**
- (4) Read, complete, and sign declaration below.
- (5) After voting, remove emb, put ballot into envelope, seal envelope, and give it to the Precinct Officer.

### VOTER'S DECLARATION

(PRINT NAME) I, \_\_\_\_\_ declare: I am at least 18 years of age. I am a citizen of the United States and I reside at the address listed below. I have not previously voted in this election either by absentee ballot or at any other polling place. I declare under penalty of perjury that the above statements are true and correct to the best of my knowledge and belief.

**YOUR BALLOT CANNOT BE COUNTED UNLESS THIS ENVELOPE IS SIGNED BELOW.**

Date Moved \_\_\_\_\_

Old Address \_\_\_\_\_  
 (Residence Address Only)

New Address \_\_\_\_\_  
 (Residence Address Only)

Birth Date \_\_\_\_\_

Signature \_\_\_\_\_

## FOR ABSENTEE VOTER VOTING A PROVISIONAL BALLOT

→ Put precinct number in upper left corner of envelope.

→ Complete the "Procedure for Precinct Officer" by checking either:

- Absentee voter who does not have ballot to surrender,
- Absentee ballot enclosed (*voter did not have it in envelope*), or if necessary use the comments line.

> Voter must complete the "Procedure for Voter" or ballot may not be counted

- Absentee voter - needs to print their current address on the envelope (*on line for New Address.*)

→ Check to make sure the envelope is completed and sealed before dropping into the ballot box or ballot may not be counted.



# BALLOTS

---

## SPOILED BALLOTS

(Elections Code Section 14288)

If a voter spoils their ballot, they may immediately return it to a board member and receive another ballot.

A voter is to receive no more than a total of three (3) ballots, including his/her original ballot.

→ Write “Spoiled” across the back of the ballot.

→ Place the spoiled ballot in Container No. 7.

**Note:** If a voter allows his/her ballot to be deposited in the ballot box before indicating that the ballot was spoiled, they **may not** be issued another ballot.

**Note:** Once the ballot is deposited into the ballot box it cannot be retrieved or another issued.

---

## WRITE-IN BALLOTS

(Elections Code Section 14321)

A voter may write in the name of any person for any office in the Write-in space provided on the Write-in portion of the ballot. All names written in the Write-in portion of the ballot must be handled as if they are a qualified write-in candidate.

→ Tell the voters who ask, the following:

- Only Write-in votes for Qualified Write-in Candidates will be counted.

*(“Qualified Write-in Candidates” means those whose names appear on the “Qualified Write-in Candidates” list.)*

- The “Qualified Write-in Candidates” list is mailed to each Inspector prior to each election. It must be available for voters to see upon request.

---

## PROVISIONAL BALLOTS

(Elections Code Section 14310)

At all elections, a voter claiming to be properly registered and whose eligibility to vote, cannot immediately be establish by examination of the Roster of Voters for the precinct, shall be entitled to vote a Provisional Ballot. Voter is eligible to vote a Provisional Ballot if one or more of the following are true:

- Voter’s name is in the Roster of Voters with Absentee Voter or a red AV by name and does not have an Absentee Ballot to surrender.
- Voter’s name is not in the Roster of Voters - points out their residence on precinct map inside the shaded area.
- Voter moved within Sacramento County prior to 29 day close and did not re-register.
- Voter moved within Sacramento County after the 29 day close and did not re-register at new resident address.
- Voter insists on voting.

## PROVISIONAL BALLOT PROCEDURES

**After determining that a voter is eligible to vote a Provisional Ballot do the following:**

*If Voter's Name Is Not In Roster* → Add the voter's name and residence address at the end of the white alphabetical listing of voter names in the Roster of Voters. Write "**Provisional**" at the end of the line by the voter's name.

---

*Voter Signs Roster* > Have the voter sign their name and residence address next to their name in the Roster of Voters.

---

*Complete Envelope* → Put your **precinct number** on the blue Provisional Ballot Envelope (*upper left corner.*) Your precinct number is on the front cover of the Roster of Voters.

→ Complete the "**Procedure for Precinct Officer**" portion of the blue Provisional Ballot envelope.

*Note: You must indicate the reason the voter is voting a provisional ballot.*

---

*Issue The Voter* → Ballot with the blue Provisional Ballot Envelope.

→ One Sample Official Ballot Pamphlet if they did not bring their own.

*Note: If the voter brings a Sample Official Ballot Pamphlet to the polls with them, check the ballot type to be sure they match the ballot type for your precinct.*

---

*Instruct Voter as Follows* > The voter is to complete the "**Procedure for Voter**" portion of the blue Provisional Ballot Envelope.

> After voting, the voter is to tear off the small ballot stub, enclose the folded voted ballot into the blue Provisional Ballot envelope, and seal the envelope.

> The voter then returns the sealed blue Provisional Ballot envelope and the Sample Official Ballot Pamphlet to the Precinct Officer.

---

*Before Envelope is put into Ballot Box* → Check to **make sure the voter has completed the name and address area and has signed the envelope.** The precinct officer drops the signed and sealed envelope into the ballot box in the voter's presence.

---

PRECINCT NUMBER \_\_\_\_\_  
BALLOT TYPE \_\_\_\_\_

# PROVISIONAL BALLOT ENVELOPE

**VOTING TWICE CONSTITUTES A FELONY**

**OFFICIAL USE ONLY**  
Determination by Registrar of Voters Office  
Court \_\_\_\_\_ No Court \_\_\_\_\_  
Validated \_\_\_\_\_ Old Precinct \_\_\_\_\_

**NOTE: READ VOTER INFORMATION ON THE REVERSE SIDE OF THIS ENVELOPE**

## PROCEDURE FOR PRECINCT OFFICER

### PRECINCT OFFICER MUST:

- (1) Print voting precinct number above.
- (2) IF VOTER HAS MOVED: Issue a new registration card.  
New Registration Card # \_\_\_\_\_
- (3) Print name of voter and new registration card number on last page in Roster of Voters.
- (4) Issue a ballot along with this blank provisional envelope.
- (5) Check description of problem below.

### FAILURE TO CHECK BELOW MAY RESULT IN BALLOT BEING REJECTED

- ☐ Absentee voter who does not have ballot to surrender.  
☐ Absentee ballot enclosed (voter did not have it in envelope).

- ☐ Voter HAS NOT moved. Name is not in Roster of Voters.  
Address is in precinct.

- ☐ **VOTER HAS MOVED AND DID NOT RE-REGISTER**  
Verify proof of residence and record it below.  
☐ California Driver License or Identification Card with current address.  
**OR**  
☐ Two documents from the list located on the reverse side of this envelope.  
Write in letters from list. 1. \_\_\_\_\_ 2. \_\_\_\_\_

(6) Comments: \_\_\_\_\_

## PROCEDURE FOR VOTER

### VOTER MUST:

- (1) Sign Roster of Voters and print current residence address.
- (2) If voter moved and did not re-register they must provide proof of current residence.
- (3) **FILL OUT NEW REGISTRATION CARD TO UPDATE VOTER FILE.**
- (4) Read, complete, and sign declaration below.
- (5) After voting, remove seal, put ballot into envelope, seal envelope, and give it to the Precinct Officer.

### VOTER'S DECLARATION

(PRINT NAME) I, \_\_\_\_\_ declare: I am at least 18 years of age. I am a citizen of the United States and I reside at the address listed below. I have not previously voted in this election either by absentee ballot or at any other polling place. I declare under penalty of perjury that the above statements are true and correct to the best of my knowledge and belief.

**YOUR BALLOT CANNOT BE COUNTED UNLESS THIS ENVELOPE IS SIGNED BELOW.**

Date Moved \_\_\_\_\_  
Old Address \_\_\_\_\_  
(Residence Address Only)  
New Address \_\_\_\_\_  
(Residence Address Only)  
Birth Date \_\_\_\_\_  
Signature: \_\_\_\_\_

## FOR VOTER VOTING A PROVISIONAL BALLOT

→ Put precinct number in upper left corner of envelope.

→ Complete the "Procedure for Precinct Officer" by:

- Checking reason for issuing a provisional ballot
- Using the comment line if reason is other than those listed
- Entering the New Voter Registration Card number
- "Fail-Safe" voter - Enter Proof of Residence

*(If voter is using California Drivers License as proof - the Drivers license number must be entered on the envelope (in the area where "OR" is printed))*

> Voter completes the "Procedure for Voter" and must:

- List the date moved, old address, new address and birthdate.
- Sign envelope.

→ Check to make sure the envelope is completed and sealed before dropping into the ballot box or ballot may not be counted.

# NATIONAL VOTER REGISTRATION ACT

Effective January 1, 1995

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The National Voter Registration Act of 1993, which became effective January 1, 1995, includes provisions for "Fail-Safe" voting. California Elections Code Section 14311 states that a voter who has moved from one address to another within the same county and who has not re-registered to vote at the new address may, at his/her option, and upon showing proof of current residence, vote on the day of the election at the polling place at which he/she is entitled to vote based on his/her current residence address, or at the office of the county election official. The voter shall be re-registered at the place of voting for future elections.

Voters casting ballots under this section shall be required to vote a provisional ballot.

As a precinct officer you will need to follow the "Fail-Safe" procedures on pages 10 and 12 when dealing with voters who are listed in your roster or who have moved and did not re-register. If you are unsure how to deal with any given situation please do not guess. **Call The Office at 875-6100.**

---

## Some "Fail-Safe" Questions and Answers

? Does this mean that any person can use the "Fail-Safe" provision and come to our polling place and register?

NO. Only voters who are presently registered and have moved within the County of Sacramento can re-register and vote on election day.

---

? Must a person voting under the "Fail-Safe" provisions provide "proof of residence" in order to be eligible to vote?

YES. Any person who votes under the "Fail-Safe" procedures must provide proof of residence. The list of items that can be used as proof are found on page 14 and on the blue Provisional Ballot Envelope.

***Note: Voters who vote under the "Fail-Safe" procedures must fill out a new Voter Registration Card.***

# “FAIL-SAFE” VOTING PROCEDURES

**The following procedures must be followed**

<b>IF</b>	<b>THEN</b>
<p><b>VOTER’S NAME IS NOT IN ROSTER</b></p>	<p><b>If the voter’s name does not appear on the Roster of Voters</b> and you have received no authorization from the Elections Office for them to vote, <b>do the following:</b></p>
<p><b>Precinct Map</b></p>	<p>→ Find out if the voter is a resident of your precinct by having them point on the precinct map (<i>shaded area</i>) where their residence is located.</p>
<p><b><i>Voter Is A Resident</i></b></p>	<p>If the voter is a resident of your precinct, allow the voter to vote a <b>Provisional Ballot</b> at your Polling Place <b>after:</b></p> <ul style="list-style-type: none"> <li>&gt; A new <b>VRC</b> (<i>Voter Registration Card</i>) is completed. The card is then put into the pouch on the blue Provisional Ballot Envelope.</li> <li>→ Their <b>name, new address, and the number of the VRC</b> has been added at the end of the white alphabetical list of names in the Roster of Voters.</li> </ul> <p style="padding-left: 40px;"><i>(See page 14 for example of where the VRC number has to be printed)</i></p> <ul style="list-style-type: none"> <li>&gt; The voter has signed the Roster of Voters</li> <li>→ <b>Note: Precinct Officer - complete Provisional Ballot Procedures on page</b></li> </ul>
<p><b><i>Voter Is Not A Resident</i></b></p>	<p><b>If the voter is not a resident of your precinct</b>, and they point to a precinct shown on your map, <b>do the following:</b></p> <ul style="list-style-type: none"> <li>→ Refer to your pink listing titled “<b>Cross Reference Polling List by Regular Precinct</b>” and tell the voter where their polling place is located.</li> <li>→ <b>If unable</b> to determine where the voter should vote <b>or</b> you are unsure what steps to follow, <b>Call The Office at 875-6100.</b></li> </ul>

*(continued on next page)*

**IF****THEN****VOTER MOVED  
PRIOR TO THE  
29 DAY CLOSE**

**If the voter moved to a different precinct prior to February 3, 1997 and did not re-register, they must vote a Provisional Ballot at the polling place for their new residence after:**

- > They **complete a new VRC** (*Voter Registration Card.*) The card is then put into pouch on the blue Provisional Ballot Envelope.
- > **They show proof of new residence.** List of acceptable proof is shown on page 14 and on back of the blue Provisional Ballot Envelope.

→ Their **name, new address, and the number of the VRC** has been added at the end of the white alphabetical list of names in the Roster of Voters.

*(See page 13 for documents that the VRC number has to be printed on)*

- > The voter has signed the Roster of Voters, **with date they moved** .

→ **Note: Precinct Offer - complete Provisional Ballot Procedures on page 7.**

**VOTER MOVED  
AFTER THE  
29 DAY CLOSE**

**If the voter moved to a different precinct after February 3, 1997 and did not re-register, they are entitled to vote:**

*Old Polling  
Place*

**A regular ballot at their old polling place, after:**

- > They **complete a new VRC** (*Voter Registration Card.*) Add the VRC card number at the beginning of the line where the voter signs. The card is then put into Envelope No. 2.
- > The voter has signed the Roster of Voters, with **the date they moved**.

*New Polling  
Place*

**A Provisional Ballot at their new polling place, after:**

- > They **complete a new VRC** (*Voter Registration Card.*) The card is then put into pouch on the blue Provisional Ballot Envelope.
- > They **show proof of new residence.** List of acceptable proof is shown on page 14 or on the blue Provisional Ballot Envelope.

*(continued on next page)*

## **Voter Moved after February 3, 1997 - continued**

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→ Their **name, new address, and the number of the VRC** has been added at the end of the white alphabetical list of names in the Roster of Voters.

*(See page 13 for documents that the VRC number has to be printed on)*

> The voter has signed the Roster of Voters, **with date they moved.**

*Note: Precinct Offer - complete Provisional Ballot Procedures on page 7.*

---

## **“FAIL-SAFE” PROCEDURES FOR MAIL BALLOT PRECINCTS**

**If a voter moves into or moves out of a Mail Ballot Precinct and did not re-register, they must call the office for directions on where they may vote.**

# Voter Registration Card

NAME YOUR A.B. NUMBER ☐ YES ☐ NO If Yes, Print for the Tax Ref. the Pre-Paid Part Only

1. NAME: John Q Voter

2. ADDRESS: 1234 Your Street Sacramento Sacramento 95820

3. PHONE: 916-555-1234

4. BIRTHDATE: 09-09-45 PLACE OF BIRTH: New York

5. SEX: M RACE: W HIGHEST GRADE: HS

6. PARTY: ☐ American Independent ☐ Democratic ☐ Green ☐ Libertarian ☐ Peace and Freedom ☐ Reform ☐ Republican ☐ Socialist ☐ Other (Specify): None

7. SIGNATURE: John Q Voter

8. DATE: 09-09-96 ID: 59AJ385357

9. CITY: Sacramento STATE: CA ZIP: 95820

# Provisional Ballot Envelope

PRECINCT NUMBER: 12345

BALLOT TYPE: PROVISIONAL

**PROVISIONAL BALLOT ENVELOPE**

**VOTING TWICE CONSTITUTES A FELONY**

NOTE: READ VOTER INFORMATION ON THE REVERSE SIDE OF THIS ENVELOPE

PROCEDURE FOR PRECINCT OFFICER

PRECINCT OFFICER MUST:

- Print voting precinct number on envelope.
- IF VOTER HAS MOVED, print new registered address.
- Print name of voter and date of birth on back of envelope.
- Sign a ballot (signature on back of envelope).
- Check above for problems below.

REASON TO CHECK BELOW MAY RESULT IN BALLOT BEING REJECTED

1. Absence of voter who does not have ballot to return.

2. Voter HAS MOVED, Name is not in Roster of Voters. Address is in precinct.

3. VOTER HAS MOVED AND DID NOT RE-REGISTER. Verify proof of residence and record it below.

4. California Driver License or Identification Card with current address.

5. Two documents from the list located on the reverse side of this envelope.

Write in letters from list: 1. \_\_\_\_\_ 2. \_\_\_\_\_

NOTE: (K) Copymaster: \_\_\_\_\_

PROCEDURE FOR VOTER

VOTER MUST:

- Sign Roster of Voters and print current real home address.
- If voter moved and did not re-register they must provide proof of current residence.
- FILL OUT NEW REGISTRATION CARD TO UPDATE VOTER FILE.
- Sign, complete, and sign declaration below.
- After voting, remove stub, put ballot into envelope, seal envelope, and give it to the Precinct Officer.

VOTER'S DECLARATION

I, John Q Voter, do hereby declare that I am at least 18 years of age, I am a citizen of the United States and I reside at the address listed below. I have not previously voted in this election, either by absentee ballot or in any other way. I do not make any statement that the above statements are true and correct to the best of my knowledge and belief.

YOUR BALLOT CANNOT BE COUNTED UNLESS THIS ENVELOPE IS SIGNED BELOW.

Date: 09-09-96

Old Address: 461 Center St. (Do not list Mailing Address)

New Address: 1234 Your St. (Do not list Mailing Address)

Birth Date: 09-09-45

Signature: John Q Voter

Voter Registration card number must be printed on the Provisional Ballot Envelope and the Roster of Voters

WARNING: IT IS A CRIME PUNISHABLE BY IMPRISONMENT IN THE STATE PRISON OR IN THE COUNTY JAIL FOR ANYONE 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.

SACRAMENTO COUNTY ROSTER INDEX

AFFIDAVIT	PRECINCT	NUMBER	NAME	SIGNATURE AND RESIDENCE	ADDRESS
392123456	12345	DEM	123	ROU, BRIE	10 CHURCH DR
392123457	12346	REP	124	STAUS, THELMA	123 TROY DR
372123458	12347	A-1	125	ZOTT, HEDI	10 CHURCH DR
372123459	12348	P-2	126	ZUEU, C.BOD	2800 HUSHPUFFY DR
59AJ385357				John Q Voter	1234 Your St

# Roster of Voters



# PROOF OF RESIDENCE

A voter who has moved to a new address within the same county, and who has not notified the elections official of this change of residence prior to the close of the period for registering to vote for an election, shall be required to provide proof of current residence prior to receiving a ballot and voting in that election.

**Proof of residence shall consist of:**

1. A current valid **California Driver's License** or **Identification Card**, which includes the voter's name and current residence address.

**The California Driver's License number must be written on the blue Provisional Envelope**

**-or-**

2. Any **two** of the **following documents**, both of which must contain the voter's name and current residence address:
  - a. Military identification.
  - b. College or University fee card or student identification.
  - c. Lease agreement.
  - d. Mortgage statement.
  - e. Property tax statement.
  - f. Income tax return.
  - g. Utility bill.
  - h. Credit card bill.
  - i. Bank statement.
  - j. Preprinted check or bank deposit slip.
  - k. Vehicle registration.
  - l. Mail addressed to the voter at his or her current residence address.
  - m. Sworn statement given in the presence of a poll worker at the polling place from a voter in the precinct stating he or she knows and can identify the person who is attempting to vote, and attesting to the name and residence address of the person attempting to vote.

**-or-**

If the voter's current residence has no street address or voter is unable to receive mail at their street address, voter must show **two** of the following documents:

- n. Deed or lease containing the legal description of the current residence.
- o. Property tax statement containing the assessor's parcel number.
- p. Sworn statement given in the presence of a poll worker at the polling place from a voter in the precinct stating he or she knows and can identify the person who is attempting to vote and attesting to the name and residence address of the person attempting to vote.

# MAIL BALLOT PRECINCTS

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## MAIL BALLOT PRECINCTS

- Have 250 or fewer voters
  - Cannot be consolidated with any other precinct around them
  - Ballots are mailed to the voters
  - Do not have a polling place
  - **Cannot vote, on any ballot given out in a polling place**
- 

### *Voters Can Either*

- > Mail back their voted ballots
  - > Drop off their voted ballot, on election day, at any polling place in the County of Sacramento, *follow instructions on page 4 for “Voter Turns In Own Ballot”*
  - > Bring their voted ballot to the elections office at 3700 Branch Center Road - until 8:00 p.m. on election night.
- 

### *Returned By Someone Else*

Follow instructions on page 4 for **“Returned By Someone Other Than Voter.”**

---

## VOTER WANTS NEW BALLOT

You **MAY NOT** issue a new ballot to a Mail Ballot Precinct Voter. Mail Ballot Precinct Voters **MUST COME** to the Elections Office at 3700 Branch Center Road to obtain a new ballot.

# ROSTER OF VOTER PROBLEMS

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**IF THE VOTERS NAME IS NOT IN THE ROSTER OF VOTERS check to see if there is authorization for this person to vote. There are several ways a voter can be authorized to vote.**

- By Mail**
- The Inspector may receive “**Authorization to Vote**” letters in the mail (*Final Instructions*) prior to the election. The Inspector should have added each of these names and the residence address at the end of the white alphabetical listing of voters’ names in the Roster of Voters. Check for names added.
- 

- Presented By Voter**
- The **voter may present** an “Authorization to Vote” letter issued by the Registrar of Voters.

→ Add this person’s name and residence address at the end of the alphabetical listing of voters’ names in the Roster of Voters.

**Place all “Authorization to Vote” letters in Envelope No. 5**

- By Phone**
- Authorization to vote may be **received by phone** from the elections office, either before or on election day. Add these names and the residence addresses, at the end of the alphabetical listing of voters’ names in the Roster of Voters.

→ Record the name of the person from the Elections Office who gave the authorization in the right margin on the same line as the voter’s name you are adding.

---

- Voter Votes**
- > If you find the **voter has been authorized to vote**, have the voter sign their name and residence address on the same line on which their name and residence address were added. Allow the voter to vote a regular ballot.
- 

**CHECK GREEN PAGES** → **Check the green “Inactive Voters” listing at the back of the Roster of Voters. If the voter’s name does appear on the green pages, do the following:**

- Voter Still At Address Listed**
- Ask the voter if they **still live** at the address listed on the green pages and have lived there continuously since they last registered.
- 

- Voter Says Yes**
- Have the voter take the oath at the top of the green pages and sign their name and residence address on the signature space on the same line as their name and address. **Stress that by signing the “Oath”** the voter is declaring under penalty of perjury that they reside at the address printed on the green pages.
- 

(continued on next page)

## Roster of Voter Problems - continued

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### **Issue Ballot**

→ Issue the voter a regular ballot and a Sample Official Ballot Pamphlet and allow them to vote. The signature on the green page serves as this voter's "Roster" signature. **Do not have the voter sign anywhere else.**

- Remember: Count this signature when you are counting the Roster of Voters signatures election night.

*Note: These voters were moved to the Inactive File due to Post Office notification that the voter no longer resides at the address listed on their Voter Registration Card (VRC).*

IF VOTER HAS MOVED - REFER TO THE "FAIL-SAFE" PROCEDURES ON PAGE 10
---

---

### **NAME CHANGE**

**If the voter's name has changed since they registered, the voter shall be allowed to vote (if voter still lives at the address listed) by doing the following:**

- > Have the voter sign their name as it was before the change and as it is at the time the person votes.
  - > Have the voter indicate, by brackets, that the two names are the name of one person. (i.e. *Smith [Jones]* )
- Give the voter a new Voter Registration Card and ask them to complete it. *(They may either take the card with them or leave the completed card with you. The card is put into Envelope No. 2.)*

---

### **VOTER SIGNS ROSTER-DOES NOT VOTE**

**If a voter signs the Roster of Voters but for some reason does not vote, do the following:**

- List the voter's name on the Ballot Statement under "Certificate of Roster Exceptions" found on the outside back cover of the Roster of Voters.

---

### **VOTER LEAVES WITH BALLOT**

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

- List the voter's name on the Ballot Statement under "Certificate of Roster Exceptions" found on the outside back cover of the Roster of Voters. If you do not remember what the voter's name was, note that a voter left with their ballot.

*Note: When you do your closing procedures election night, take into consideration any names or notes on the "Certificate of Roster Exceptions."*

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(continued on next page)

## **Roster of Voter Problems - continued**

---

### **CHALLENGING A VOTER**

*(Elections Code Section 14240)*

A 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:

- (1) That the voter is not the person whose name appears on the Roster of Voters.
- (2) That the voter is not a resident of the precinct, and does not intend to return to that residence.
- (3) That the voter is not a citizen of the United States.
- (4) That the voter has previously voted in this election either by Absentee Ballot or at a polling place.
- (5) That the voter is presently on parole for the conviction of a felony.
- (6) That the voter is not 18 years of age at the time of this election.

*Note: Consult your “Election Officers Digest”, pages 20 through 22 for details on the challenge procedures.*

---

#### ***Challenge List***

**Complete the information needed on the “Challenge List”** *(inside backcover of Roster of Voters)* **for every voter challenged.**

---

### **INCORRECT INFORMATION**

**When a voter reports that there is incorrect information in the Roster of Voters, do the following:**

#### ***Address***

**If the voter is reporting their own address has changed:**

- Ask when the voter moved and note the date at the end of the line on which the voter’s name appears in the Roster of Voters.
- Refer to “Fail-Safe” procedures on page 10 through 12.

**Note:** If the voter states that their address is listed incorrectly in the Roster of Voters, **Call The Office at 875-6100.**

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*(continued on next page)*

## Roster of Voter Problems - continued

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### VOTER REGISTRATION CARD

→ Give the voter a Voter Registration Card so they can re-register before the next election:

*Note: Inform the voter that the “Have You Ever Been Registered To Vote” portion of the card needs to be filled out as they were previously registered.*

#### Name Change

If the **name** of **any** voter **has changed** since they registered, the voter shall be allowed to vote (*if they still live at the address listed*) by **doing the following**:

- > Have the voter sign their name as it was before the change and as it is at the time the person votes.
- > Have the voter indicate, by brackets, that the two names are the name of one person. (i.e. Smith [Jones])

→ Give the voter a new Voter Registration Card and ask them to complete it.  
(*They may either take the card with them or leave the completed card with you. The card is put into Envelope No. 2.*)

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#### Political Party Change

**If the voter wishes to change their political party affiliation:**

→ Give the voter a new Voter Registration Card so he/she can re-register with the changed party designation. The party change is only good for future elections.

***Note:** Primary Elections are the only time the political party is taken into consideration at the polls.*

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#### Other Chances

**If the voter is reporting a change other than** an address, name or political party (*examples would be: spelling changes, duplication of names, family member no longer living at home, family member deceased, etc.*) **do the following**:

→ Complete (*or have the voter complete*) a “Roster Corrections” form. There is a pad of these forms in your Election Supply Kit.

***Note:*** When a family member is reporting that a person listed on the Roster of Voters has moved from the home or is deceased, the **family member must sign the form**. The office is unable to act on the information if the form is signed by a precinct officer.

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**Remember:** Voters must re-register using the Voter Registration Card, not the Roster Correction Form.

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# MEETING VOTER'S NEEDS

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## VOTER NEEDS ASSISTANCE

If a voter declares that they are unable to mark a ballot, they may be assisted by one or two persons of the voter's choice. Be aware of the following:

### *Assisting Voters*

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

### *List Voter's Name*

→ **Read the oath to the voter who needs assistance, then do the following:**

→ **Print the voter's name** on the "Assisted Voters List" which is located on the inside back cover of the Roster of Voters.

*Note: Neither the voter or the person(s) assisting have to sign the "Assisted Voters List."*

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### *Voter Unable to Sign*

**If the voter is unable to sign the Roster, someone else can sign for them.**

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## VOTERS WITH DISABILITIES

If a voter with disabilities appears outside the polling place and is unable to enter, a Precinct Officer shall do the following:

→ Take the Roster of Voters, a voting device, a ballot, a Sample Official Ballot Pamphlet, and any other needed election materials to **the voter**. **Do not take the ballot box outside.**

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### **Guidelines**

- Be considerate of the extra time it might take for a person who is disabled or elderly to get things done, and give unhurried attention to a person who has difficulty speaking.
- Do not be overly attentive or insist on giving more help than is needed or requested.
- Speak directly to the person who has a disability rather than to a companion who may be with the voter.

## Guidelines - continued

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- Before assisting a person in a wheelchair, ask if you may do so and how to proceed.
  - Speak calmly, slowly and directly to a person with a hearing problem. Your facial expressions, gestures and body movements help in understanding. Do not shout or speak in a person's ear. If full understanding is doubtful, write a note to the person with a hearing problem.
  - Greet a person who is visually impaired by letting the person know who and where you are. Provide a guiding device such as a ruler or card for signing.
  - Be aware that dogs who assist people with disabilities should be admitted into all buildings. Such dogs are highly trained and need no special care other than that provided by the owner.
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### VOTING BOOTH OCCUPANCY

(Elections Code Section 14224)

Voting booths shall not be occupied by more than one person at a time, unless the voter is an Assisted Voter.

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

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### VOTER WITH CHILDREN

(Elections Code Section 14222)

A child or children under the age of 13 years may accompany the voter to the voting booth, provided that:

- The child or children are under the voter's care.
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# OTHER QUESTIONS

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## ACCIDENT/ EMERGENCY

If you have need for emergency assistance such as Ambulance, Police or Fire Department, contact those agencies directly by dialing 9-1-1.

- If you have a problem or incident that is not an emergency, but you feel the need of assistance, call Precinct Operations at (916) 875-6100.
  - Immediately after taking care of the accident or emergency, **complete “Supervisor’s Report of Illness/Injury Form.”**
  - If an accident has happened, **you must** contact Precinct Operations to report what occurred.
  - **“Supervisor’s Report of Illness/Injury Forms”** are in the packet of forms in your Election Supply Kit. **Place the completed forms in Envelope No. 5.**
- 

## THE NEWS MEDIA

If you are contacted by representatives from any newspaper, radio or other media, do the following:

- You must give out information only available to the general public. If you are unsure about what information to give, **Call The Office 875-6100.**
- 

### *News Media Pictures or Filming*

If members of the media wish to take pictures or films at the polls, keep in mind the following:

- Their activities **must not** interfere with the voting process.
  - They **must not** be in the area of the voting booths.
  - Permission of the voters at the polls must be obtained before any picture taking or filming is done.
- 

## EXIT POLLING

**Exit polling is no longer considered electioneering.** Exit polling means talking to a voter after the voter has voted about topics relating to the election. All exit polling **must be done at least 25 feet from the exit of the room in which the voting takes place.**

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*(continued on next page)*

## **Other Questions - continued**

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### **ELECTIONEERING**

*(Elections Code Section 18370)*

**No person, on election day, shall, within 100 feet of the room** within which the voting is taking place:

- 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 his/her ballot.
- Place a sign relating to voters' qualifications or speak to a voter on the subject of his qualifications.
- Do any electioneering.
- Forms of electioneering include: wearing of buttons/ badges, shirts or stickers on cars, etc. Any item with a political statement or candidates names may not be displayed within 100 feet of the polls.
- Any person who violates these provisions is guilty of a misdemeanor.

***Note: Exit polling is not to be considered electioneering.***

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### **POLL WATCHERS RIGHTS**

**Poll Watchers** (*usually people working for a candidate or a political party*) **have the following rights and limitations:**

#### ***They May***

- Observe the proceedings at the polls **including the closing procedures.**
  - Take information from the indexes posted near the entrance.
  - Look at the Roster of Voters if the Precinct Officers are not using it and there are no voters waiting in line.
- 

#### ***They May Not***

- Be in the area of the voting booths
  - Sit at the elections table
  - Interfere with the election process
  - Monopolize the posted index so others are unable to use it.
-

## **Other Questions - continued**

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### **VOTING MATERIALS SPANISH/ ENGLISH**

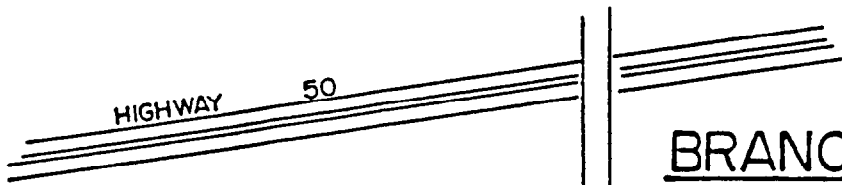
**If you are asked why some voting materials are printed in two languages, you may offer the following explanation:**

- Bilingual registration and election materials are a result of amendments to the Voting Rights Act of 1965 (VRA), that became law on August 6, 1975.
- Elections Code Section 14201 (a) requires posting one copy of translated facsimile of the ballot with the ballot measures and ballot instructions in a conspicuous location in the polling place.

**Note:** It is the intent of the Legislator that non-English speaking citizens, like all other citizens, should be encouraged to vote. Therefore, appropriate efforts should be made on a statewide basis to minimize obstacles to voting by citizens who lack sufficient skills in English to vote without assistance.

- One of the purposes of this legislation is to guarantee that language minority persons in specified jurisdictions have the opportunity to vote in their own language as well as in English.
- Should you have questions about bilingual elections materials, or your responsibilities as a Precinct Official in carrying out the provisions of the Voting Rights Act, contact Precinct Operations by calling 875-6100.

***Questions  
On Bilingual  
Material***



HIGHWAY 50

BRANCH  
RECEIVING  
CENTER

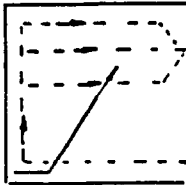
3700 Branch Center Road

GOETHE RD.

ELECTIONS  
OFFICE



SUPPLY  
DROP-OFF  
POINT



RD

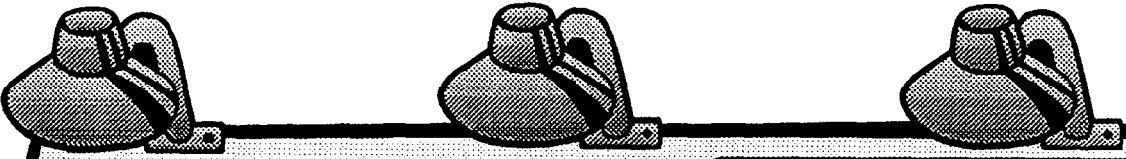
BRANCH CENTER

RD.

BRADSHAW

KIEFFER BLVD

ENTER FROM  
KIEFFER BLVD. ONLY



*Thank you for serving as a  
Precinct Officer for this  
election.*

*Your contribution to the County  
of Sacramento and your  
community is greatly  
appreciated.*

