EL DORADO COUNTY

RECORDER-CLERK-REGISTRAR OF VOTERS

William E. Schultz

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JANE KOHLSTEDT
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Phone: 530.621.7480 Fax: 530.626.5514
NORMA GRAY
Assistant Registrar of Voters

December 27, 2007

To:

Dear_____,

You are invited to personally participate or designate a member of your organization to serve on the Elections Observer Panel for the February 5, 2008 Election. Please contact the Elections Dept. at (530) 621-7480 to obtain an identification name badge prior to the Election.

In addition, enclosed please find additional information regarding times, dates, regulations and places for election activities. This will enable the Panel member at his/her convenience to randomly observe the process.

Because of the need for security, we ask that you read all of the enclosed procedures. Please have your Panel Member carefully review the procedures before Election Day.

Best regards,

William E. Schultz
Recorder/Clerk/Registrar of Voters

Election Observer Panel Plan

February 5, 2008

I. County & System Information

El Dorado County Contact: *William E. Schultz* County Clerk, Registrar of Voters 1-530-621-7480

Vendor & Voting Systems: Premier Election Solutions Optical Scan Paper Ballots – Direct Recording Touchscreen for Disabled Persons, Optical Scan Central Count

II. Purpose

The Election Observer Panel is invited to observe all critical procedures of the election process, including Logic and Accuracy testing of each DRE and OS unit, absentee ballot processing, election officer trainings, Election Day activities, Election Night ballot counting, and canvass procedures.

III. Invite

Between E-60 and E-30, letters of invitation will be sent to the following:

- County Grand Jury
- Board of Supervisors, CAO, city managers, and city clerks
- Representatives from all county central committees
- Other groups or individuals who have expressed an interest in observing the election process

IV. Duties, General Rules of Conduct

Observers may:

- Observe the proceedings at the polls, including the opening and closing procedures.
- Obtain information from the precinct index that is posted near the entrance.
- Make notes and watch all procedures.
- View all activities at the central counting site on Election Day.
- View the canvass of the vote activities following the election.
- View absentee and provisional ballot processing.
- Ask questions of staff or voters at the polls.

- Ask questions of supervisors at the central counting site.

Observers are responsible for:

- Checking in at each site, whether polling place or central counting site.
- Wearing an identification badge.
- Maintaining a professional manner while observing the election processes.
- Ensuring they do not interfere with the elections process.

Observers may not:

- Interfere in any way with the conduct of the election.
- Touch any voting materials or equipment or sit at the official worktables.
- Converse with voters (within 100 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- Display any election material or wear campaign badges, buttons or apparel.
- Wear the uniform of a peace officer, a private guard, or security personnel.
- Talk to central counting site workers while they are processing ballots.
- Use the telephones, computers or other polling place facilities at polling places or the central counting site.
- Touch election personnel.
- Eat or drink in the polls or the central counting site.
- Assist in operations at any polling place.

Election Observer Activities

You are invited to be present during any of our election processes and procedures that are going on daily. If you would like to represent your organization as an election observer, please notify Norma Gray by e-mail at NGray@co.el-dorado.ca.us or by phone at 530-621-7483.

Observers will be provided with the information they need to observe any or all of these activities. All of the following procedures will take place at the Elections Department: 2850 Fairlane Court, Placerville, CA 95667, unless otherwise noted.

Detail of Activities

- Absentee Ballot Mailings – mailing begins Tuesday, January 07, 2008. Beginning January 08, 2008, absentee ballots will be keyed in as received and signatures verified. If signatures do not compare or a signature is missing, efforts will be made to contact the voter.
- Absentee Ballot Processing – begins Friday, January 25, 2008 at 8 a.m. Elections Code §15101 allows election officials to begin processing absentee ballots 7 business days prior to the election. Activities include: opening ballot envelopes, removing ballots, duplicating damaged ballots, and preparing the ballots to be counted. While elections central is tabulating votes, no vote totals will be accessed or released to anyone, including election officials, until after the polls close at 8 p.m., February 5, 2008..
- Logic and Accuracy Testing TSX touchscreens, OS Precinct Units and the ballot counting system– will begin between Monday, January 7 and Monday, January 14 and continue for 1 to 2 weeks. Please call for exact times.
- Election Day – enclosed is a list of polling sites that will be open from 7 a.m. to 8 p.m. on Election Day. Any person must be allowed to observe any procedure at the polls (except as to how one voted). Persons are permitted to observe voting but **MUST NOT INTERFERE** with the duties of the Elections Officers.
- Election Night Procedures – After the polls close, results from the absentee ballots will be released at the office. Election officials who have worked the polls will bring their ballots from the polls to the County Clerk/Elections Department for the votes to be compiled. Result cartridges and Ballots from the precincts will be tabulated at the central counting location and totals released periodically throughout the night. By the end of the evening, semi-official election night results will be available in hardcopy at the office.
- Thursday, February 7, 2008, we will begin our official canvass of the vote, which includes processing all remaining ballots, researching provisional ballots, auditing the polls and conducting a 10% manual tally of all paper ballots cast.
- Pursuant to Elections Code §15372, the elections official shall prepare a certified statement of the results of the election within 28 days of the election.

Election Observer Instructions

Please read these Election Observer Instructions. Observers who violate these instructions may be asked to leave the work area for the remainder of the day.

The California Election Code provides for the public, candidates, committees and parties to observe ballot counting, Absentee and Provisional Ballot verification.

Observers may not disrupt the working environment of the Registrar of Voters staff, and must:

- Keep all conversations to a minimum, at the lowest possible tone in order to not distract staff from their work.
- Keep at arms length from the staff at all times and never touch a staff member.
- All questions and concerns must be addressed to the Registrar of Voters or the Assistant Registrar of Voters.

Whenever possible, persons or groups wishing to observe should contact our office at least 24 hours in advance. To avoid disrupting any election process, the Registrar of Voters may limit the number of observers.

Observers must sign in and out with the department, with ROV staff, and must wear department badges for security purposes, turning them in to ROV staff before leaving.

Radios, cameras, tape recorders or recording devices of any type are not allowed.

Observers may not use cell phones inside the department. Please set the ring on silent or turn off the phone. Department phones are not for public use.

The Office of the Registrar of Voters is strictly non-partisan. Please avoid partisan comments and discussions while in the department.

Observers cannot touch any paper ballot or electronic ballot (cartridge).

Observers cannot enter restricted areas unless accompanied by an election official, with appropriate security level.