COUNTY OF LAKE
Registrar of Voters Office
Courthouse – 255 North Forbes Street
Lakeport, CA 95453
Telephone 707/263-2372
FAX 707/263-2742

DIANE C. FRIDLEY
Registrar of Voters

MARIA VALADEZ
Deputy Registrar of Voters

ELECTION OBSERVER PANEL PLAN

I. County and System Information

1. Name of County: County of LAKE
2. Name of Contact: Diane C. Fridley, Registrar of Voters
3. Contact's Phone #: 707/263-2372
4. Vendor and Voting Systems Used by County:
   DFM Associates/Mark-A-Vote Optical Scan (main voting system) and Hart InterCivic/eSlate Voting Units (HAVA compliant)
5. Date: December 21, 2007

II. Purpose

The purpose of an Election Observer Panel is to:

1. Provide an avenue for public observation of and input into the election process.
2. Assist in ensuring the integrity of the election process.
3. Encourage participation and build voter confidence in the election process.

III. Invite

Between E-60 and E-30, prepare letters of invitation to the following:

1. County Grand Jury
2. Political Party Central Committee Members
3. Local Clubs
4. Media
5. Other groups or individuals expressing an interest in observing Election Day activities.

IV. Appointment Letters (for introduction to precinct workers)

After the groups have provided the names of interested panelists, this office will prepare letters of introduction for the panelist to use when visiting polling places on Election Day. Materials to be prepared for each panelist will include a listing of all polling places within Lake County for that specific election as well as the central counting site location and hours of operation.

Prior to Election Day, either the Registrar of Voters or a member of the Registrar of Voter's staff may meet with individuals and/or groups to provide an opportunity for the individuals and/or group members to ask questions about the process.

General Rules for Election Observer Panel Members

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 vote by mail and provisional ballot processing.
- Ask questions of staff or voters at the polls.
- Ask questions of the Registrar of Voters and staff members 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.
- Use cellular phones, pagers, or two-way radios inside the polling place and/or within 100 feet of the entrance to the polling place.
- 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.

Inspector's Instructions for Poll Watchers

1. Only voters engaged in receiving, preparing, or depositing their ballots may be within the voting booth area before the closing of the polls. However, a voter may be accompanied by a child or children under the age of 18 years while the voter is within the voting booth if the child is, or children are, under the voter's care.

2. No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place or an elections official's office (the distance of 100 feet is from the room or rooms in which voters are signing the roster and casting ballots):

   a. Circulate an initiative, referendum, recall, or nomination petition or any other petition.

   b. Solicit a vote or speak to a voter on the subject of marking his or her ballot.

   c. Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240 (Conditions for challenge).

   d. Do any electioneering.
   (Sec 18370)

   Also passive electioneering (for example, a voter enters the polling place wearing a t-shirt or conspicuous button promoting a candidate or ballot measure) is not allowed within 100 feet of the polling place. The voter should be asked to turn his/her shirt inside out or remove the button.

3. Poll watchers have the right to be present at the polls but they cannot interfere with the voting process. In addition to those officially designated by political organizations as "Poll Watchers" or an appointed member of the Lake County's Election Observer Panel, <u>anyone</u> <u>may</u> <u>observe</u> the electoral process at polling places.

Inspector's Instructions for Poll Watchers (Continued)

4. Poll Watchers may look at the Roster-Index as long as the voting process is not delayed. They **may not** at any time handle voted or unvoted ballots.

5. Only voters and Pollworkers may be in the area of the voting booths or the ballot box. Only Pollworkers and persons signing the Roster-Index may sit at the table used by the Board. Poll Watchers may be present before the polls open and throughout the voting day, as well as, after the polls close.

6. Cooperate with Poll Watcher requests as long as they do not interfere with the normal voting process and do not violate the Elections Code.

7. The telephone at the polling place is for the use of the precinct board. Poll Watchers MAY NOT use the polling place telephone designated for the precinct board.

8. If the Poll Watcher has a concern or question about any action occurring in the polling place, that person should bring his or her concern or question to the attention of the Precinct Inspector. It is then the Inspector's responsibility to respond to that question or concern. If the Inspector is unable to address the concern or answer the question, contact the Registrar of Voters Office for assistance.

9. Please refer to the "**Poll Watchers Guidelines**" for specific instructions.

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POLL WATCHERS GUIDELINES

Please observe the following Poll Watcher guidelines at Lake County polls:

Any person present at a polling place as a Poll Watcher should declare himself or herself to represent a political party, candidate, ballot measure, interested person or a member of Lake County's Election Observer Panel. Please check in with the precinct inspector.

Poll watchers must be positioned in a location where they can plainly see and hear what is done within the polling place but may not be in the area of the voting booths or the ballot box. Only Pollworkers and persons signing the Roster-Index may sit at the table used by the Board.

Poll Watchers may speak with the precinct board and look at the Roster-Index only when it doesn't interfere with the voting process. They **may not** at any time handle voted or unvoted ballots.

In the polling place or within 100 feet of the entry, Poll Watchers **MAY NOT**:

- Campaign or wear buttons or clothing containing campaign information
- Solicit votes for or against any person, political party or ballot question position
- Maintain an "office or communication center"
- Interfere with the official actions of the precinct board
- Disrupt the administration of the polling place
- Touch any election supplies
- Attempt to control the legal actions of voters or the precinct board
- Use a cell phone which distracts precinct workers or voters
- Look into an occupied voting booth
- Disobey a lawful command of a pollworker
- Cause a disturbance or breach of peace
- Engage in disorderly conduct such as threatening behavior or making unreasonable noise
- Advocate for or against a voter as the voter interacts with precinct board

The telephone at the polling place is for the use of the precinct board. Poll Watchers MAY NOT use the polling place telephone designated for the precinct board.

If a Poll Watcher has a concern or question about any action occurring in the polling place, that person should bring his or her concern or question to the attention of the Precinct Inspector. Poll Watchers MAY NOT take any unilateral steps to change any action, inaction or activity occurring at the polling place. If the Precinct Inspector fails to correct the questioned activity, the Poll Watcher should contact the Registrar of Voters Office.

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MEDIA RELEASE

THE LAKE COUNTY REGISTRAR OF VOTERS OFFICE, would like to inform vote by mail voter observers and the public that the Registrar of Voters office (2nd Floor, Room 209, Courthouse, 255 North Forbes Street, Lakeport) will commence processing vote by mail ballots for the February 5, 2008 Presidential Primary Election, on Monday, January 14, 2008 at 9:00 a.m. The processing of the vote by mail voter ballots will continue through Election Day as well as, during the official canvass.

The counting of the official ballots will commence on Tuesday, February 5, 2008 in the Registrar of Voters Office, Room 209, however, results will not be announced until **after** the close of the polls at 8:00 p.m.

The official canvass will commence on Wednesday, February 6, 2008 at 9:00 a.m. and will continue daily (excluding weekends and holidays) until completed.

Observers are invited to view the processing and counting of the ballots, but shall not interfere with the election process.

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MEDIA RELEASE

THE LAKE COUNTY REGISTRAR OF VOTERS OFFICE WOULD LIKE TO INFORM VOTERS THAT PURSUANT TO REGULATIONS OF THE CALIFORNIA STATE COMMISSION ON VOTING MACHINES AND VOTE TABULATING DEVICES, A LOGIC AND ACCURACY TEST WILL BE CONDUCTED FOR THE BALLOT TABULATION COMPUTER AND SOFTWARE TO BE USED FOR THE FEBRUARY 5, 2008 PRESIDENTIAL PRIMARY ELECTION. THIS TEST WILL RUN ON THURSDAY, JANUARY 24, 2008 AT 2:30 P.M. IN THE REGISTRAR OF VOTERS OFFICE, 2ND FLOOR, ROOM 209, COURTHOUSE, LAKEPORT. ALL INTERESTED PERSONS ARE INVITED TO OBSERVE THIS TEST.

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MEDIA RELEASE

THE LAKE COUNTY REGISTRAR OF VOTERS OFFICE, would like to inform voters, observers and the public that the Registrar of Voters office (2nd Floor, Room 209, Courthouse, 255 North Forbes Street, Lakeport) will conduct a public manual tally of 1% of the ballots tabulated by the County's optical scan voting system for the February 5, 2008 Presidential Primary Election, on Wednesday, February 20, 2008 beginning at 9:00 a.m. The selection of the precincts to be included in the 1% manual tally will be randomly chosen on the same date prior to the manual tally.

Observers are invited to view the manual tally of the ballots, but shall not interfere with the election process.

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PUBLIC NOTICE

THE LAKE COUNTY REGISTRAR OF VOTERS OFFICE, would like to inform voters, observers and the public that the Registrar of Voters office (2nd Floor, Room 209, Courthouse, 255 North Forbes Street, Lakeport) will conduct a public manual tally of a minimum of 1% of the ballots tabulated by the County's optical scan voting system for the February 5, 2008 Presidential Primary Election, on Wednesday, February 20, 2008 beginning at 9:00 am. The selection of the precincts to be included in the 1% manual tally will be randomly chosen on the same date prior to the manual tally.

Observers are invited to view the manual tally of the ballots, but shall not interfere with the election process.

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Date

Name
Address
Town

Dear Name:

The Lake County Registrar of Voters office will convene an Election Observer Panel to observe activities associated with the Presidential Primary Election, which will be held on February 5, 2008. Representatives of the Lake County Grand Jury, Political Party County Central Committees, local clubs, media and other groups or individuals expressing an interest in observing Election Day activities will be invited to participate.

Typically, members of the Panel visit one or more polling places on Election Day and then visit the ballot counting center located in the Registrar of Voters office, Room 209, Courthouse, 255 N Forbes Street, Lakeport, to observe the tabulation of ballots on Election Night. Panel members are also invited to observe staff at the Registrar of Voters office as they process vote by mail ballots. Members of the Panel will be provided with the information they need to participate in these activities.

If your organization would like to be represented on the Election Observer Panel, please notify me by mail, by phone at 263-2372 or by email at dianef@co.lake.ca.us. Please respond by January 25, 2008, with the name of your representative. I will be available to meet with Panel members to explain their role in greater detail and to provide them with the information they need.

Thank you for your interest in protecting our electoral system.

Sincerely,

Diane C. Fridley
Registrar of Voters

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MEMORANDUM

TO: **PRECINCT INSPECTORS**

FROM: DIANE C. FRIDLEY
REGISTRAR OF VOTERS

SUBJECT: ELECTION OBSERVER PANEL

DATE: DATE

This letter introduces XXX, whom I have appointed to the Election Observer Panel for the February 5, 2008 Presidential Primary Election. Members of the Election Observer Panel are invited to observe activities related to the administration of an election, including visiting polling places.

No person, including a member of the Election Observer Panel, may interfere with the operation of polling places. XXX and other members of the Election Observer Panel may ask you to explain certain operations and procedures. Please extend every courtesy to XXX.

If you have any questions, please feel free to call me at 263-2372.

Thank you for your cooperation and your service to our county's voters.