MARIN COUNTY

REGISTRAR OF VOTERS

ELAINE GINNOLD
Registrar of Voters
MELVIN BRIONES
Assistant Registrar of Voters

January 2, 2008

Ryan Macias
Office of the Secretary of State
Office of Voting System Technology Assessment
1500 11th Street, 6th Floor
Sacramento, CA 95814

Dear Mr. Macias:

Enclosed is Marin County's Election Observer Panel Plan for the February 5, 2008 Presidential Primary Election.

If you have any questions about it, please call me at (415) 499-6401.

Sincerely,

Elaine Ginnold

Elaine Ginnold
Registrar of Voters

P.O. Box E • San Rafael CA 94913 • Phone (415) 499-6456 • FAX (415) 499-6447 • www.co.marin.ca.us/elections • elections@co.marin.ca.us

MARIN COUNTY REGISTRAR OF VOTERS

ELECTION OBSERVER PANEL PLAN
For the
FEBRUARY 5, 2008, PRESIDENTIAL PRIMARY ELECTION

January 2, 2007

CONTACT
Elaine Ginnold
Marin County Registrar of Voters
(415) 499-6401

VOTING SYSTEM
Diebold Accuvote OS and ES&S AutoMARK

PURPOSE OF ELECTION OBSERVER PANEL
- Provides an avenue for public observation of and input into the election process
- Assists in ensuring the integrity of the election process
- Encourages participation and builds voter confidence in the election process

INVITATIONS
At E-60, prepare an Election Fact Sheet with dates of key activities for the upcoming election. The Fact Sheet includes a notice that all aspects of the election process can be observed by the public. Distribute to Election Advisory Committee at December 14th meeting, mail to the Marin IJ, and post on Registrar of Voters website, www.marinvotes.org.

Between E-60 and E-40, prepare letters of invitation to become members of the Logic and Accuracy Board and Election Observer Panels and send to the following organizations:

- Marin County Grand Jury
- Political Party Central Committee Chairs in County
- League of Women Voters

The County Grand Jury and the League of Women Voters are asked to provide members for the Logic and Accuracy Board which includes Election Night observation. Political parties are asked to provide observers for polls and election night.

APPOINTMENT LETTERS/ OBSERVER MATERIALS/ MEETING

When the organizations provide the names of persons interested in being election observers, the Registrar of Voters sends the observers an appointment letter with the date of the Observer Meeting.

PREPARE OBSERVER MATERIALS

- Letter of introduction to Inspectors of polling places,
- List of polling place addresses within the county,
- Election Fact Sheet,
- Procedures for Observers and
- Observer Feedback Form.

NOTICE TO THE MEDIA

At E-20, the Registrar of Voters sends information about election night vote counting activities to all major news media – radio, TV and newspapers – in the area. The election night summary and a list of polling places in the county are included in the mailing.

MEET WITH OBSERVERS

At E-12, the Registrar and Assistant Registrar meet with the Logic and Accuracy Board panel members from the Marin County League of Women Voters and the Marin County Grand Jury to conduct the Logic and Accuracy test and explain election night observer responsibilities.

At E-11, The Registrar of Voters meets with the Observer Panel to explain observer materials and answer questions

PUBLIC NOTICE OF VOTE COUNTING

At E-10, the Registrar of Voters publishes a legal notice notifying the public of the addresses of all polling places in the county and the location of the central county site for mail ballots.

FEEDBACK

Registrar of voters provides a questionnaire for the observers to complete and return when their observation duties are completed.

ATTACHMENTS:

Letter of invitation
Letter of introduction
Feedback form
Observer procedures

SAMPLE LETTER INVITING MEMBERS FOR ELECTION OBSERVER PANEL

SUBJECT: Appointment of Election Observer Panel for the Feb. 5, 2008 Presidential Primary Election

I am writing to invite you to select one to two members of your organization to be on our Election Observer Panel to observe activities associated with the February 5, 2008 Presidential Primary Election.

Members of the Observer Panel are invited to observe activities at one or more polling places on Election Day and to observe the return and tabulation of ballots at the Civic Center on Election Night. Panel members are also invited to observe post election activities such as the processing of absentee and provisional ballots, the manual tally of 1% of the precincts and the reconciliation of ballots and rosters after the election. Members of the Panel will be provided with a list of the polling places, a letter of introduction to the Inspector of the Precinct, and a questionnaire for them to fill out about their observation activities.

If your organization would like to be represented on the Election Observer Panel, please notify me by mail, by phone at (415) 499-6401, or by e-mail at eginnold@co.marin.ca.us with the name of your representative by January 22. When I have the names of the panel members, I will meet with them before the election to explain their role in greater detail, provide them with the information they need and answer any questions they might have.

Thank you.

Sincerely,

Elaine Ginnold
Registrar of Voters

Rev. 12/31/07

SAMPLE LETTER OF INTRODUCTION OF ELECTION OBSERVER TO POLL WORKER

Election Date_____

TO: Chief and Deputy Inspectors at polls

FROM: Elaine Ginnold, Registrar of Voters

SUBJECT: Introduction of Election Observer

This letter introduces _____, who I have appointed as a member of the Election Observer Panel for the _____Election.

The Observer may observe all aspects of the election at your polling place, including polling place set up, Election Day activities at the polls, and closing the polls.

The Observer has been informed that he/she may not sit at the official table, give directions to voters, handle ballots, or interfere in any way with the voting process.

Please give this Observer your full cooperation in allowing him/her to observe all parts of the election process at your polling place.

If you experience any problems with the Observer at your precinct, please call our office immediately at (415) 499-6439

Rev. 12/31/07

MARIN COUNTY REGISTRAR OF VOTERS
ELECTION OBSERVER FEEDBACK ON PRECINCT_____
February 5, 2008 Primary Election

OBSERVATION	YES	NO	NA	COMMENTS
Did the polling place open at 8:00 a.m.?				
Is the Accuvote scanner accepting ballots?				
Is the Automark terminal set up and turned on?				
Are the voting booths set up to provide privacy for voters?				
Is the tri-fold sign board set up?				
Are signs prohibiting electioneering within 100' of the polling place entrance posted outside?				
Do poll workers offer a provisional ballot if a voters' name is not on the Roster?				
Is outside roster updated hourly?				
Do Poll workers treat voters with courtesy?				
If multiple precincts, are tables labeled correctly and is a poll worker directing voters to the correct precinct table?				
At poll closing, was the results tape from the Accuvote posted outside?				
Were voted ballots sealed inside their containers?				
Did 2 poll workers accompany the ballots to the receiving center?				

OVE

PLEASE RANK POLLING PLACE AND PRECINCT BOARD

How would you rank this polling place?

____**Excellent** – spacious, bathrooms available, accessible to voters with physical disabilities, telephone nearby, electrical outlet, adequate heating/cooling, ideal polling place

____**Good** – voting booths fit, bathrooms available, may need modification to be fully accessible to voters with physical disabilities, adequate heating/cooling, telephone in building, adequate number of electrical outlets

____**Poor** – space for voting booths is inadequate, no bathrooms available, inaccessible to voters with physical disabilities; no or poor heating/cooling, to telephone available, inadequate number of electrical outlets.

Comment:_____

How would you rank the precinct board in this precinct?

____**Excellent** – all or most of workers are experienced and knowledgeable; voting equipment and table is set up to promote organized flow of voters; official table is well organized; workers polite to voters; workers are following election procedures.

____**Good** – Same as above, except that workers are not as experienced or knowledgeable about election procedures and may need coaching on election procedures.

____**Fair** – workers are following most procedures, but table is disorganized and polling place is not set up to promote efficient flow of voters.

____**Poor** – Inspector/s are rude to voters; workers are not following or unable to follow election procedures; official table disorganized; election equipment not set up to promote efficient flow of voters.

Comment:_____

_____

_____

Name of Observer_____

MARIN COUNTY REGISTRAR OF VOTERS
ELECTION OBSERVER GUIDELINES
FOR OBSERVATION AT POLLING PLACES

Observers may observe all aspects of operations at the polls including polling place set-up, all activities while the polls are open, and polling place closing procedures
Polls are open from 7:00 a.m. to 8:00 p.m. on Election Day

1. All observers must introduce themselves and present letter of introduction to Chief Inspector at polling place.

2. Observer Badge must be worn when in polling place.

3. No eating or drinking is allowed in the work areas. Water ok.

4. Use of pagers, cellular phones, computers or communication devices are prohibited inside polling place.

5. No photos or videotaping, filming allowed within 100' of the polling place entrance or inside the polling place.

6. No campaign buttons, signs or literature allowed within 100 feet of the polling place entrance.

7. The individual's function is to observe that procedures are followed. Observers cannot assist in operations, touch or handle any ballots or other election-related materials, challenge actions by poll workers or sit at official table.

8. All questions concerning a procedure should be directed to the Chief Inspector or Deputy Inspector.

9. Observers should avoid physical contact with poll workers.

10. Observers are to hold discussions and conversations among themselves outside of the polling place.

11. Problems with observation activities or concerns about procedures should be reported to the Registrar of Voters at (415) 499-6401.

REV. 12/31/07