Stanislaus County
Striving to be the Best

OFFICE OF COUNTY CLERK-RECORDER
ELECTIONS DIVISION

LEE LUNDRIGAN
Clerk-Recorder

Elections:1021 "I" Street, Suite 101, Modesto, CA 95354
Phone: 209.525.5200

January 8, 2008

SAMPLE LETTER

Dear Observer Panel Member,

We are in the final stages of preparation to conduct the Presidential Primary Election on Tuesday, February 5, 2008.

You are invited to personally participate in the Election Observer Panel to observe activities associated with the election or designate a member of your organization to serve on the panel. Panel members are invited to observe all aspects of the election.

If your organization would like to be represented on the Election Observer Panel, please contact the Elections Division at (209) 525-5201 with the name of your representative to obtain an identification name badge prior to the Election.

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

Because of lack of space and the need for security, we will strictly adhere to the enclosed Ballot Processing Procedures. Please have your Panel Member carefully review the procedures <u>before</u> Election Day.

Sincerely,

Lee Lundrigan
County Clerk-Recorder &
Registrar of Voters

Enclosures

Stanislaus County
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OFFICE OF CLERK-RECORDER
REGISTRAR OF VOTERS

LEE LUNDRIGAN
County Clerk-Recorder

1021 "I" Street, Suite 101, Modesto, CA 95354
Telephone: 209-525-5200 Fax 209-525-5210

January 8, 2008

Dear Election Observer,

The following is a schedule of activities for the Tuesday, February 5, 2008, Presidential Primary Election.

TUESDAY, JANUARY 8, 2008 until completed

8 a.m. – 5 p.m.	Logic and Accuracy Testing	Elections Warehouse #909 at Oakdale Rd, Modesto Elections Office 1021 I Street, Suite 101, Modesto

FRIDAY, JANUARY 25, 2008 through MONDAY, FEBRUARY 4, 2008

8 a.m. – 5 p.m.	Process absentee ballots	Elections Office 1021 I Street, Suite 101, Modesto

TUESDAY, FEBRUARY 5, 2008

7 a.m.	Polls open	Various locations, Countywide
8 a.m. – 5 p.m.	Process absentee ballots	Elections Office 1021 I Street, Suite 101, Modesto
7:00 p.m.	Observer Tour of Election Office	Elections Office 1021 I Street, Suite 101, Modesto
8 p.m.	Polls close	Various locations, Countywide
8:15 p.m.	Absentee ballot results available	Elections Office 1021 I Street, Suite 101, Modesto
8 p.m.	PCMCIA cards / ballots received	Elections Warehouse #909 at Oakdale Rd, Modesto
8:00 p.m. until precinct count is complete	Process PCMCIA cards / ballots	Elections Office 1021 I Street, Suite 101, Modesto

NOTE: Results of the first ballots counted will be released starting at approximately 8:15 p.m. on Election Day at the Election Office and on our web site www.stanvote.com Continuous updates will be released throughout the evening until the election night count is completed.

THURSDAY, FEBRUARY 7, 2008

9 a.m. *Canvass of Vote* commences.
Elections Office, 1021 I Street, Suite 101, Modesto
The canvass will continue daily, except Saturday, Sunday, and Holidays until complete.

The foregoing schedule of activities is provided for your convenience. You may randomly observe any, or all, of the process. We will follow the schedule as closely as possible. Should you have any questions please call me (209) 525-5211 or the Elections Office at (209) 525-5200.

Sincerely,

Lee Lundrigan
Clerk Recorder & Registrar of Voters

Attachment

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OFFICE OF CLERK-RECORDER
REGISTRAR OF VOTERS

LEE LUNDRIGAN
County Clerk-Recorder

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STANISLAUS COUNTY

2008 OFFICIAL ELECTION OBSERVER PANEL PROCEDURES

PURPOSE OF PANEL

The purpose of an official panel to provide an avenue for public observation and input into the election process; assist in ensuring the integrity of the election process; and encourage participation and build voter confidence in the election process. Panel members observe the processes, handling and counting of election ballots to assure the public that all Stanislaus County elections are an open process, and follow election laws of the State of California.

GENERAL GUIDELINES

- For security reasons, observers will receive and must wear badges at all times while performing observation duties.
- At no time may an observer touch voting materials, equipment or personnel or sit at official worktables, touch ballots, counting equipment, or interfere with the ballot processing or the conduct of the election.
- During the panel observation at the elections office, any questions a panel member may have are to be directed to the Registrar of Voters or Assistant Registrar of Voters, or designated supervisors, rather than to an individual employee or volunteer. At no time may panel members talk to central counting site workers while votes are being processed.
- Observers may not display any election material or wear campaign badges, buttons or apparel.
- Observers may not wear the uniform of a peace officer, a private guard, or security personnel.
- Observers may not use telephones, computers or other polling place facilities at polling places or the central counting.
- No food or drink may be consumed in the polls or the central counting site.
- Observers may not assist in operations at any polling place.
- In the event of a violation of any of these guidelines, the Registrar of Voters or Assistant Registrar of Voters will direct the offending panel member to leave the vote processing and counting areas. The Registrar will also limit any continued presence in the public viewing areas.

FUNCTIONS TO OBSERVE

- Testing computer programs for logic and accuracy. To demonstrate the vote counting system hardware and software are accurately counting ballots.
- The Election Day proceedings at polling sites.
- Make notes and observe procedures as they take place.
- Receiving ballots at drop off site. PCMCIA Card removal from M-100 ballot tabulators. Follow PCMCIA Card and ballot arrival directly from polls, and ballots delivered by election officers.
- Preparing PCMCIA cards and ballots for counting. Record precincts received, ready PCMCIA cards for uploading. Ready ballots for optical scan readers, restore damaged ballots (as necessary), and prepare ballots with proper "header" cards.
- Uploading of official counts. Counting of official ballots. Process both absentee/mail ballots and precinct ballots through optical scan readers.
- Retest computer program for logic and accuracy. Demonstrate the vote counting system hardware and software has the same accuracy they had at beginning of ballot count.

FOR YOUR INFORMATION

The Official Observer Panel is convened specifically to observe the ballot counting process which takes place regarding absentee ballots and election night and if necessary, during an add-on count after Election Day. However, the complete counting process involves more than what you observe election night, or during an add-on count. It includes processes such as:

- ✓ Signature verification of mail ballots (absentees)
- ✓ Opening and preparation for counting mail ballots
- ✓ Election night and add-on processing of ballots
- ✓ Computer counting
- ✓ 1% manual recount of the election
- ✓ Reconciliation of Rosters
- ✓ Official Canvass of results and certification of election

All the processes listed above are open to public view. You are welcome to observe any of these procedures.

After certification of the election, panel members are encouraged to submit written comments to the Registrar of Voters, or Assistant Registrar of Voters. Panel observations and comments will be recorded for evaluation.