COUNTY OF SISKIYOU

Colleen Setzer
County Clerk • Registrar of Voters

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Yreka, CA 96097-2525

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SISKIYOU COUNTY
ELECTION OBSERVER PANEL PLAN FOR THE NOVEMBER 2, 2010 CONSOLIDATED GENERAL ELECTON

I. County and System Information

Name of County: Siskiyou
Name of Contact: Colleen Setzer, County Clerk
Contact's Telephone: 530.842.8084
Vendor and Voting Systems Used by the County: ES&S AccuVote Optical Scan and ES&S AutoMark

II. Purpose

The purpose of Siskiyou County's 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 by assuring the public that Siskiyou County elections are open and thereby building voter confidence in the election process.

III. Invite

Between E-60 and E-30, the attached invitation will be sent to the Siskiyou County Grand Jury, members of the media, and political party central committees. In addition, a newspaper column will be distributed which outlines the Observer Panel and serves as an invitation to the public to be a panel member.

IV. Appointment Letter/Certification

The attached appointment letter will be provided to panelists who will be observing poll activities. In addition, panelists will be asked to sign the attached certification prior to observing activities.

V. Mechanism for Feedback

Panelists will be encouraged to submit written comments to the County Clerk's Office regarding their observations.

September 7, 2010

Election procedures provide for and encourage the public observance of all election-related processes and procedures. The Siskiyou County Clerk's Office is conducting the November 2, 2010 Consolidated General Election and I invite your organization to observe election processes and procedures including pre-election logic and accuracy testing, poll worker training classes, processing vote-by-mail ballots, processing voters at the polls, tabulation of elections results on election night and the post-election canvass.

Members of the Observer Panel will be given the opportunity to observe that orderly procedures are followed in all phases of conducting this election. Panel members are needed to observe pre-election activities, including logic and accuracy testing of the vote-counting system, poll worker training classes and processing returned vote-by-mail ballots. Panelists are also invited to observe Election Day activities at the polls as well as at the County Clerk's Office. For your information and planning purposes, I have enclosed a list of tentative time-frames for each activity.

Please note that Observer Panel membership is limited to those persons who are not candidates and/or not related to any candidate running for office in this election.

I have enclosed a copy of the Official Election Observer Panel Procedures for your information.

Although being a member of the Observer Panel requires a significant time commitment, I believe it is an informative and rewarding experience and assists in my goal of ensuring the integrity and openness of the election process.

If your organization would like to have representatives as observers, please submit their names and the activities they would like to observe as soon as possible but no later than September 13, 2010, by calling 842-8084.

Please note that due to limited space in the County Clerk's Office, organizations are limited to one representative on Election Night.

Sincerely,

Colleen Setzer, County Clerk
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Siskiyou County
County Clerk/Registrar of Voters

OFFICIAL ELECTION OBSERVER PANEL PROCEDURES

Purpose of the Panel:

The purpose of an official panel to observe election procedures is:

1. To provide an avenue for public observation of and input into the election process.

2. Assist in ensuring the integrity of the election process by assuring the public that Siskiyou County elections are an open process and thereby building voter confidence in the election process.

Functions to be observed:

- Pre-Election Logic and Accuracy Testing
- Poll Worker Training Classes
- Receipt and storage of vote-by-mail ballots.
- Signature/eligibility verification of vote-by-mail ballots
- Counting vote-by-mail ballots
- Processing voters at the polls
- Tabulation of election results
- Receiving ballots and election supplies from the polls in the County Clerk's Office
- Storing and securing ballots after the count
- Official Canvass of the election

Guidelines/Procedures – the County Clerk will directly oversee Observer Panel Activities

- At no time may an observer touch the ballots or counting equipment or interfere with ballot processing.
- Observers attending poll worker training class must introduce themselves to the facilitator prior to the beginning of the class.
- Panelists planning to observe poll activities must request a letter of introduction from the County Clerk's Office, at least 10 days prior to Election Day, and present the letter to the inspector at the polls on Election Day.
- Panelists observing activities in the County Clerk's Office on Election Night are expected to arrive at the County Clerk's Office by 7:15 p.m.
- Election Night Observers will be expected to show identification, sign in and receive security badges which must be worn at all times while performing their duties.

- On Election Night in the County Clerk's Office, In the event of violation of any of these guidelines, the County Clerk may require the offending panel member to leave the ballot processing and counting areas and limit any continued presence to the public viewing areas.
- During the performance of panel observation, any questions a panel member may have are to be directed to the County Clerk or designated supervisors rather than to individual department employees or volunteers.

Comments

Panel members are encouraged to submit written comments to the County Clerk/Registrar of Voters concerning observations or suggestions related to election procedures and activities. Panel observations and comments will be recorded for evaluation and/or future use.

Tentative Schedule of Election Activities for the November 2, 2010 Consolidated General Election: (Please note that this schedule is subject to change without prior notice due to workload and mandated activities.)

Pre-Election Activities:

Public Pre-Election Logic and Accuracy Testing – hands on testing of the ballot counting program. Time Commitment: 1 – 2 hours. This test is tentatively scheduled for the week of September 13th (exact time TBA) at the County Clerk's Office, 510 N. Main Street, Yreka. As space is limited, please call 842-8084 to notify the Clerk's Office that you would like to participate in this process.

Poll Worker Training Classes are scheduled at various locations throughout the county during the week of September 27th. Time commitment: 3 – 4 hours. See the enclosed schedule for exact dates and locations.

Receipt and storage of vote-by-mail ballots – observation to take place at the County Clerk's Office, 510 N. Main Street, Yreka, beginning approximately October 11, 2010 – October 29, 2010. Time Commitment: ½ - 1 hour. As the County Clerk facilitates this activity, observation is limited based on the County Clerk's or her designee's availability. Please call the Clerk's Office at 842-8084 to make specific arrangements to observe this activity.

Counting Vote-By-Mail Ballots – observation to take place at the County Clerk's Office, 510 N. Main Street, Yreka. Process anticipated to begin on October 25th. Time Commitment: 1 + hours. As the County Clerk facilitates this activity, observation is limited based on the County Clerk's or her designee's availability. Please call the Clerk's Office at 842-8084 to make specific arrangements to observe this activity.

Election Day Activities:

Observing procedures at the polls – panelists must request a letter of introduction prepared by the Clerk's Office at least 10 days prior to Election Day and present the letter to the Precinct Inspector at the polls on Election Day. Time Commitment: 1 + hours. For planning purposes, a list of polling places is enclosed.

Tallying results and receiving election supplies and ballots in the Clerk's Office – This activity begins at 8 p.m. on Election Day; however members of the Observer Panel must report to the County Clerk's Office located at 510 N. Main Street, Yreka, no later than 7:15 p.m. on Election Day. Time Commitment: 2 – 3 hours.

Post-Election Activities:

Official Canvass – this is the audit process to account for all ballots, roster reconciliation and mandated hand-count of certain ballots, scheduled to begin on November 4, 2010. Time Commitment: 2 hours +.

For security purposes, all panelists observing activities at the County Clerk's Office will be required to show photo identification and sign a statement that they will follow observer rules.

Panelists will be asked to provide written comments regarding their observations to the County Clerk's Office.

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PRECINCT OFFICER TRAINING CLASS SCHEDULE

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Please plan to attend a training class as it is mandatory! Class content will meet state training requirements and will offer hands-on instruction in opening the precinct, setting up voting machines, processing voters, meeting voters' needs and closing the precinct! Classes will last 2 – 3 hours. There is no need to RSVP, just show up! For further information, please call Nichole Thomas at the County Clerk's Office at 842-8086 or 1-888-854-2000 ext 8084.

Class Schedule

When: Monday, September 27, 2010
Where: Dorris City Hall, 307 S Main St, Dorris
Time: 10:00 a.m. -1:00 p.m.

When: Tuesday, September 28, 2010
Morning Class: 9:00 a.m. – 12:00 p.m.
Afternoon Class: 1:00 p.m. – 4:00 p.m.
Where: Mt. Shasta Park, Rod and Gun Room

When: Wednesday September 29, 2010
Morning Class: 9:00 a.m. – 12:00 p.m.
Afternoon Class: 5:30 p.m. – 8:30 p.m.
Where: Montague Community Center, 200 S. 11th St., Montague

When: Thursday, September 30, 2010
Morning Class: 9:00 a.m. – 12:00p.m.
Afternoon Class: 1:00 p.m. – 4:00 p.m.
Where: Montague Community Center, 200 S. 11th St., Montague

When: Friday, October 1, 2010
Where: Fort Jones City Hall, 11960 East St., Ft. Jones
Time: 9:00 a.m. – 12:00 p.m.

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PRESS RELEASE
August 30, 2010

Siskiyou County Clerk Colleen Setzer is seeking interested persons to serve as Election Observers for the November 2, 2010 Consolidated General Election. Volunteers are needed to observe various processes and procedures beginning in September. Observers are needed for pre-election logic and accuracy testing, poll worker training classes, processing vote-by-mail ballots, procedures at the polls on Election Day, tabulation of elections results on election night and the post-election canvass. Although being a member of the Observer Panel requires a significant time commitment, it is an informative and rewarding experience and supports Ms. Setzer's goal of ensuring the integrity and openness of the election process.

To completely uphold the integrity of the election, volunteer observers cannot be candidates or personally related to any candidate running for office on the November 2nd ballot. If you're interested in volunteering as an Election Observer, please contact Ms. Setzer at 842-8084 for further information, including a tentative schedule of the above-mentioned election processes.

MEMORANDUM

To: Precinct Inspectors

From: Colleen Setzer, County Clerk

Date:

Re: Election Observer Panel Member

This letter introduces , whom I have appointed to the Election Observer Panel for the November 2, 2010 Consolidated General 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. and other members of the Election Observer Panel may ask you to explain certain operations and procedures, but cannot ask you questions regarding a specific voter. Please extend every courtesy to this observer.

If you have any questions, please contact me at 842-8084.

Thank you,

Colleen Setzer, County Clerk

CERTIFICATION BY OBSERVER PANEL MEMBER

COUNTY OF SISKIYOU

I, _____, the undersigned member of the Official Observer Panel, having been duly appointed by Colleen Setzer, County Clerk/Registrar of Voters for the County of Siskiyou, for the November 2, 2010 Consolidated General Election, will observe the following processes/procedures:

(Insert specifics, i.e. Election Night Procedures at the County Clerk's Office, including downloading results from the AccuVote Units and receipt of supplies from the precincts)

I agree to the following general rules for observers:

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; ask questions of the staff at the polls, ask questions of the County Clerk or Assistant County at the central counting site.

Observers are responsible for: checking in at each site, whether polling place or the County Clerk's Office; wear an identification badge and/or present letter of introduction; maintaining a professional manner while observing the election processes; ensuring they do not interfere with election processes.

Observers may not: interfere in any way with the conduct of the election; touch any voting materials or equipment or sit at the official work tables; 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 count 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.

Signature **Date**

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