

**KERN COUNTY ELECTIONS OFFICE
CANVASS OBSERVER INSTRUCTIONS**

(Pursuant to California Elections Code Section 15104, 15204)

Interested parties may observe that the Election Official is following proper procedures. The Election Official shall determine the number of observers and establish a reasonable observation distance for observers.

- 1) All observers must report at the Elections Office Counter and sign in/sign out daily.
- 2) A canvass observer badge will be issued and must be worn at all times and returned at the end of the day when leaving.
- 3) A staff member will escort the canvass observer to the viewing area. Canvass observers are not permitted to wander around the Elections Office.
- 4) No eating or drinking is allowed in the canvass work areas.
- 5) Radios, cameras and tape recorders are not allowed. Pagers and cellular phones must be set to vibrate or off mode while observing the canvass. Public telephones are located in the first floor lobby next to the security desk.
- 6) The observer's function is to observe that procedures are properly followed. Observers cannot assist in operations, touch or handle any ballots or other election-related materials.
- 7) No observer shall interfere with the orderly process of the canvass.
- 8) All questions concerning a procedure should be directed to the Chief Deputy Registrar or Supervisor in charge and not directly to employees.
- 9) No more than two (2) observers are allowed to stand over an employee. Observers should avoid physical contact with employees.
- 10) Except to challenge a canvass procedure, observers shall not carry on conversations with each other or election personnel or make disruptive comments while in the observation or canvass work areas. The Elections Clerk will put any challenged ballot in the Supervisor box for research. The Supervisor will report the challenge to the Chief Deputy Registrar.
- 11) Observers are to hold discussions and conversations outside the designated Canvass work areas.
- 12) Observers will be allowed into the Canvass work areas only when employees are performing canvass operations.
- 13) Observers shall not enter inside the area where the counting of ballots takes place; they may observe thru the glass window outside the ballot counting room.
- 14) Operations will continue as scheduled whether or not an observer is present.
- 15) Any observe who fails to follow instructions or causes a disturbance will be asked to leave the office or be escorted out by security.

**Auditor-Controller-County Clerk – Ann K. Barnett
Chief Deputy Registrar – Sandra L. Brockman**

ANN K. BARNETT
Auditor-Controller-County Clerk

Glenn S. Spencer
Assistant Auditor-Controller-County Clerk

County Administrative Center
1115 Truxtun Avenue, Second Floor
Bakersfield, CA 93301-4639
FAX 661-868-3560



Auditor-Controller: 661-868-3599
County Clerk: 661-868-3588
Registrar of Voters (Elections):
661-868-3590
800-452-VOTE
TTY Relay 800-735-2929
FAX 661-868-3768

January 16, 2008

XXXXXXXXXXXX, Chairman
XXXXXXXXXXXX Central Committee
XXXXXXXXXXXXXXXXXXXX
Bakersfield, CA 93302

Dear Chairman:

You are hereby invited to participate in the Audit of the Touch Screen units on January 24th. You will be briefed on all procedures in connection with the audit of the Touch screen units. We ask that you report to our office at 9:30 am on January 24th.

Please advise of your acceptance or the name of your appointed representative by calling 661-868-3706 and speak to Abbe Shugart prior to January 23rd, 2008.

Should you have any questions, please do not hesitate to contact our office.

Sincerely,

Ann K. Barnett
Auditor-Controller-County Clerk

By: _____
Sandy Brockman, Chief Deputy Registrar

AKB/SB/as

ANN K. BARNETT
Auditor-Controller-County Clerk

Glenn S. Spencer
Assistant Auditor-Controller-County Clerk

County Administrative Center
1115 Truxtun Avenue, Second Floor
Bakersfield, CA 93301-4639
FAX 661-868-3560



Auditor-Controller: 661-868-3599
County Clerk: 661-868-3588
Registrar of Voters (Elections):
661-868-3590
800-452-VOTE
TTY Relay 800-735-2929
FAX 661-868-3768

January 10, 2008

«Name», «Title»
«CommitteeName»
«address»
«CityStateZip»

Dear «Title»:

Per California Elections Code section 19320, you are hereby invited to observe the preparation of the Touch screen units beginning on January 14th.

Each central committee may have one representative present and will be briefed on all procedures in connection with the preparation of the Touch screen units.

Should you have any questions, please do not hesitate to contact our office.

Sincerely,

Ann K. Barnett
Auditor-Controller-County Clerk

By: _____
Abbe Shugart, Office Service Coordinator

AKB/SB/as

ANN K. BARNETT
Auditor-Controller-County Clerk

Glenn S. Spencer
Assistant Auditor-Controller-County Clerk

County Administrative Center
1115 Truxtun Avenue, Second Floor
Bakersfield, CA 93301-4639
FAX 661-868-3560



Auditor-Controller: 661-868-3599
County Clerk: 661-868-3588
Registrar of Voters (Elections):
661-868-3590
800-452-VOTE
TTY Relay 800-735-2929
FAX 661-868-3768

January 10, 2008

«Name», «Title»
«CommitteeName»
«address»
«CityStateZip»

Dear «Title»:

Regulations of the State Commission on Voting Machines and Vote Tabulating Devices provide for the appointment of an Election Observer Panel comprised of representatives of qualified political parties, representatives of the news media, and local Governmental Agencies.

We are requesting that you serve as a panel member for the June 3, 2008 Statewide Direct Primary Election, and appoint an alternate to serve in your absence.

Members appointed will be briefed on all procedures in connection with the delivery and counting of ballots at the Central Counting Place on election night.

Please advise of your acceptance or the name of your appointed representative and of the alternate by faxing your response to 661-868-3768 or call 661-868-3706 prior to June 3, 2008.

Should you have any questions, please do not hesitate to contact our office.

Sincerely,

Ann K. Barnett
Auditor-Controller-County Clerk

By: _____
Abbe Shugart, Office Services Coordinator

AKB/SB/as

ANN K. BARNETT
Auditor-Controller-County Clerk

Glenn S. Spencer
Assistant Auditor-Controller-County Clerk

County Administrative Center
1115 Truxtun Avenue, Second Floor
Bakersfield, CA 93301-4639
FAX 661-868-3560



Auditor-Controller: 661-868-3599
County Clerk: 661-868-3588
Registrar of Voters (Elections):
661-868-3590
800-452-VOTE
TTY Relay 800-735-2929
FAX 661-868-3768

January 29, 2008

XXXXXXXXXXXXXXXXXXXX, Supervisor-Inspector
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXX, CA XXXXXX

Re: Site # XXX Rosamond CSD

Dear Supervisor-Inspector:

I just wanted you to be aware that on Election Day, June 3rd, 2008. The Edison/Mitofsky (National Election Pool News Agencies) will have a representative at your precinct to observe during the election.

If you have any questions please contact me at 661-868-3590.

Sincerely,

Ann K. Barnett
Auditor-Controller-County Clerk

By: _____
Sandra L. Brockman, Chief Deputy Registrar

AKB/SB/as

ANN K. BARNETT
Auditor-Controller-County Clerk

Glenn S. Spencer
Assistant Auditor-Controller-County Clerk

County Administrative Center
1115 Truxtun Avenue, Second Floor
Bakersfield, CA 93301-4639
FAX 661-868-3560



Auditor-Controller: 661-868-3599
County Clerk: 661-868-3588
Registrar of Voters (Elections):
661-868-3590
800-452-VOTE
TTY Relay 800-735-2929
FAX 661-868-3768

February 5, 2008

XXXXXXXXXXXXXXXXXXXX, Supervisor-Inspector

Re: Site # XXX Rosamond CSD

Dear Ms. XXXXXXXX:

This letter will serve to introduce:

a representative of the Edison/Mitofsky and National Election Pool who is hereby authorized to be present in your polling place as an observer during the election.

This Department recognizes election news gathering as an important public function and we ask that you give this representative every courtesy and cooperation within the law.

If you have any questions concerning this authorization, please call the Elections Office at 661-868-3590 or 1-800-452-8683 and speak to me, Sandra Brockman.

Please return this media credential in the roster. Thank you for your cooperation in this matter.

Sincerely,

Ann K. Barnett
Auditor-Controller-County Clerk

By: _____
Sandra L. Brockman, Chief Deputy Registrar

AKB/SB/as

OBSERVER QUESTIONNAIRE

June 3, 2008 Statewide Direct Primary Election

Observer Name: _____ (Please Print)	Please circle one	
Date: _____		
Were you asked to check in at the front?	Yes	No
Were you given a name badge?	Yes	No
Were you given a copy of the Observer Instructions?	Yes	No
Were you instructed to whom you should ask questions of?	Yes	No
Was that person knowledgeable regarding the process?	Yes	No
Comments/suggestions:		