

**ALAMEDA COUNTY REGISTRAR OF VOTERS  
ELECTION OBSERVER PANEL PLAN**

**MAY 19, 2009 STATEWIDE SPECIAL ELECTION**

**COUNTY CONTACT**

Dave Macdonald  
Alameda County Registrar of Voters  
(510) 272-6933

**VOTING SYSTEM INFORMATION**

Sequoia Voting Systems  
Optech Insight / AVC Edge II / Optech 400-C

**PURPOSE OF THE ELECTION OBSERVER PANEL**

- Provides an avenue for the 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

**INVITATION**

Notice of the following important dates will be posted on the Registrar of Voters website, [www.acgov.org/rov](http://www.acgov.org/rov) :

- Pre Election Logic & Accuracy Testing
- Logic & Accuracy Public Test
- Random Selection of 1% Manual Tally Precincts
- 1% Manual Tally of Precincts

Between E-60 and E-30, the following organizations will be sent letters inviting them to participate:

- Alameda County Grand Jury
- League of Women Voters

Other groups or individuals expressing an interest in observing Election Day activities may also be included in the observer panel.

Groups may also contact the Registrar of Voters to request an opportunity to ask questions about the process.

## **APPOINTMENT LETTERS**

When the organizations have provided the names of persons interested in participating, appointments to the Observer Panel will be made. The following materials will be provided to each member of the panel:

- Letter of Introduction – for member to use when visiting polling places on Election Day
- Listing of all polling places within county
- Central Count location and hours of operation

## **OBSERVER PANEL FEEDBACK**

The Registrar of Voters will provide a questionnaire for the observers to submit to feedback regarding their observation experience.

## **ATTACHMENTS**

- Letter of Invitation
- Letter of Introduction
- Polling Place Feedback Form
- Observer Guidelines



# REGISTRAR OF VOTERS

ALAMEDA COUNTY • CALIFORNIA

DAVE MACDONALD  
REGISTRAR OF VOTERS

March 18, 2009

Pat Piras, Chair, League of Women Voters  
Alameda County Council  
892 Grant Avenue  
San Lorenzo, CA 94580

Dear Ms. Piras:

I am writing to invite you to select two or three League members to observe election activities associated with the May 19, 2009 Statewide Special Election.

Members of the observer panel are invited to observe logic and accuracy testing of election systems equipment, Election Day polling locations, return centers, central count location operations and post election processing. The schedule for the logic and accuracy testing is as follows:

May 19, 2009 - Statewide Special Election		
Activity	Date & Time	Location
Pre-Lat Testing	April 9, 2009 9:00 am	Registrar of Voters Warehouse
Logic & Accuracy Public Test	May 7, 2009 3:00 pm	Registrar of Voters Office
Opening and Processing of Vote By Mail Ballots	May 8, 2009	Registrar of Voters Office
Random Selection of Precincts for 1% Manual Tally	June 5, 2009 Noon	Registrar of Voters Office
1% Manual Tally	June 8, 2009 9:00 am	Registrar of Voters Office

Please call Kathleen Pelayo at (510) 272-6817 with the names and contact information of the members who will participate as observers in this process no later than April 7th.

I will meet with members of the observer panel immediately preceding the Logic & Accuracy Public Test to brief them on the process and provide them with all necessary materials.

Thank you for your participation and cooperation in the election process.

Sincerely,

*for Cynthia Coy*  
Dave Macdonald  
Registrar of Voters



# REGISTRAR OF VOTERS

ALAMEDA COUNTY • CALIFORNIA

DAVE MACDONALD  
REGISTRAR OF VOTERS

March 18, 2009

The Grand Jury  
Attn: Cassie Barner  
1401 Lakeside Drive, Suite 1104  
Oakland, CA 94612

Dear Ms. Barner:

I am writing to invite you to select two Grand Jury members to observe election activities associated with the May 19, 2009 Statewide Special Election.

Members of the observer panel are invited to observe logic and accuracy testing of election systems equipment, Election Day polling locations, return centers, central count location operations and post election processing. The schedule for the logic and accuracy testing is as follows:

May 19, 2009 - Statewide Special Election		
Activity	Date & Time	Location
Pre-Lat Testing	April 9, 2009 9:00 am	Registrar of Voters Warehouse
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Random Selection of Precincts for 1% Manual Tally	June 5, 2009 Noon	Registrar of Voters Office
1% Manual Tally	June 8, 2009 9:00 am	Registrar of Voters Office

Please call Kathleen Pelayo at (510) 272-6817 with the names and contact information of the members who will participate as observers in this process no later than April 7th.

I will meet with members of the observer panel immediately preceding the Logic & Accuracy Public Test to brief them on the process and provide them with all necessary materials.

Thank you for your participation and cooperation in the election process.

Sincerely,

*for Cynthia Conze*  
Dave Macdonald  
Registrar of Voters

**ALAMEDA COUNTY  
MAY 19, 2009 STATEWIDE SPECIAL ELECTION**

**INTRODUCTION OF ELECTION OBSERVER PANEL MEMBER  
TO POLL WORKER**

TO: Inspector at polls  
FROM: Dave Macdonald, Registrar of Voters  
SUBJECT: Introduction of Election Observer Panel

This letter introduces \_\_\_\_\_, whom I have appointed to the Election Observer Panel for the May 19, 2009 Statewide Special Election. Members of the Election Observer Panel are invited to observe activities related to the administration of an election, including visiting polling places.

The Observer may not interfere with the operation of polling places and in any way with the voting process.

Please extend your full cooperation to this Observer in allowing him/her to observe all aspects of the voting process at your polling place.

If you should have any questions or concerns please contact our office at (510) 272-6933.

Thank you for your assistance.



\*ALAMEDA COUNTY REGISTRAR OF VOTERS  
GUIDELINES FOR OBSERVERS

Citizens have the right to observe the processing and counting of ballots. To ensure the smooth operation of the canvass, we request that all observers follow these rules and procedures:

1. Observers must be directed to the front office once they come in. The secretary/clerk will let them sign in the Log sheet and provide them with name tags. The secretary/clerk will assist them to Room-2.
2. The ROV canvass supervisor shall designate an observation area where observers can watch the canvass process. Due to limited space, the number of observers at one time may be restricted so as not to disrupt the work in progress.
3. Observers must not disrupt the ROV staff or operations. Questions and concerns, including challenges to the handling of ballots, should be addressed to the Canvass Supervisor. Please do not speak directly with the staff.
4. Observers must keep at arms length from staff at all times and must not touch any equipment, handle any ballots or enter restricted area at any time.
5. Eating and drinking are prohibited inside the ROV office or any observation area.
6. Loud noises and other distractions are prohibited. The use of personal audio players is not allowed while canvass is in progress.
7. Please turn off your cell phones; all calls should be handled outside the premises.
8. If you fail to observe these rules and procedures, you may be asked to leave the premises.