



Election Observer Panel Plan

May 19, 2009

I. County & System Information

Shasta County Contact: Cathy Darling County Clerk, Registrar of Voters
1-530-225-5166

Vendor & Voting Systems: Sequoia Optical Scan Paper Ballots – Central Count 400C

II. Purpose

The Election Observer Panel is invited to observe all critical procedures of the election process, including Logic and Accuracy testing of high speed paper ballot counters, absentee ballot processing, election officer trainings, Election Day activities, Election Night ballot counting, and canvass procedures.

III. Invite

Between E-60 and E-30, letters of invitation will be sent to the following:

- ◆ County Grand Jury
- ◆ Board of Supervisors, CAO, City Managers, and City Clerks
- ◆ Representatives from all county central committees
- ◆ Other groups or individuals who have expressed an interest in observing the election process

IV. Duties, General Rules of Conduct

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
- ◆ View absentee and provisional ballot processing
- ◆ Ask questions of staff or voters at the polls
- ◆ Ask questions of supervisors at the central counting site

Observers are responsible for:

- ◆ Checking in at each site, whether polling place or central counting site
- ◆ Wearing an identification badge
- ◆ Maintaining a professional manner while observing the election processes
- ◆ Ensuring they do not interfere with the election process

Observers may not:

- ◆ Interfere in any way with the conduct of the election
- ◆ Touch any voting materials or equipment or sit at the official worktables
- ◆ 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
- ◆ Talk to central counting site 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 at the polls or the central counting site
- ◆ Assist in operations at any polling place



Election Observer Instructions

Please read these Election Observer Instructions. Observers who violate these instructions may be asked to leave the work area for the remainder of the day.

The California Election Code provides for the public, candidates, committees, and parties to observe ballot counting, vote-by-mail and provisional ballot verification.

Whenever possible, persons or groups wishing to observe should contact our office at least 24 hours in advance. To avoid disrupting any election process, the Registrar of Voters may limit the number of observers.

Observers must sign in with a Registrar of Voters staff and must wear election specific Election Observer badge for security purposes.

Observers may not disrupt the working environment of the Registrar of Voters staff and/or the Poll Workers and must:

- ◆ Keep all conversations to a minimum, at the lowest possible tone in order to not distract staff from their work
- ◆ Keep at arms length from the staff at all times and never touch a staff member
- ◆ While in the Election's office, all questions and concerns must be addressed to the Registrar of Voters, the Assistant Registrar of Voters or the Supervisor of the dept.

Radios, cameras, tape recorders, or recording devices of any type are not allowed.

Observers may not use cell phones inside the department. Please set the ring on silent or turn off the phone. Department phones are not for public use.

The Office of the Registrar of Voters and all polling places are strictly non-partisan. Please avoid partisan comments and discussions while in these areas.

Observers cannot touch any paper ballot or electronic ballot cartridge.

Observers cannot enter restricted areas within the election's office unless accompanied by an election official with appropriate security level.

Please read the Election Observer Panel Plan for more information.

Thank you for your interest and feel free to comment back to us after your experience.

Shasta County Clerk & Registrar of Voters
1643 Market Street, Redding, CA 96001
530-225-5730



Election Observer Activities

Statewide Special Election - 2009

You are invited to be present during any of our election processes and procedures that are going on daily. If you would like to represent your organization as an election observer, please notify Cathy Darling by e-mail at cdarling@co.shasta.ca.us or by phone at 530-225-5166.

Observers will be provided with the information they need to observe any or all of these activities. All of the following procedures will take place at the Elections Department: 1643 Market St., Redding, CA 96001, unless otherwise noted.

Detail of Activities

- *Vote-By-Mail Ballot Mailings* – **Monday, April 20th, 2009** through **Tuesday, May 12th, 2009**. More than 200 ballots have already been mailed to our overseas and military voters. Beginning **April 27th, 2009** vote-by-mail ballots will be keyed in as received and signatures verified. If a signature is missing, efforts will be made to contact the voter.
- *Vote-By-Mail Ballot Processing* – begins **Friday, May 8th**, at 8 a.m. Elections Code §15101 allows election officials to begin processing vote-by-mail ballots 7 business days prior to the election. Activities include: opening ballot envelopes, removing ballots, duplicating damaged ballots, and preparing the ballots to be counted. While the 400C is tabulating votes, no vote totals will be accessed or released to anyone, including election officials, until after the polls close at 8 p.m., **May 19th**.
- *Logic and Accuracy Testing of the 400C Central Count Units* - scheduled for **the week of May 11th**. Please call for exact times.
- *Election Day* – enclosed is a list of polling sites that will be open from 7 a.m. to 8 p.m. on Election Day. Any person must be allowed to observe any procedure at the polls (except as to how one voted). Persons are permitted to observe voting but **MUST NOT INTERFERE** with the duties of the Elections Officers. They may not handle official ballots or intrude upon the voting process.
- *Election Night Procedures* – After the polls close, results from the vote-by-mail ballots will be released at the office. Election Officers who have worked the polls will bring their ballots from the polls to the County Clerk/Elections Department for the votes to be compiled. Ballots from the precincts will be tabulated at the central counting location and totals released periodically throughout the night. Semi-official election night results will be available in hardcopy form at the office once all precinct ballots are processed.
- *Official Canvass of the vote* – begins on Thursday, **May 21st**, which includes processing all remaining ballots, researching provisional ballots, auditing the polls, and conducting a 1% manual tally of all paper ballots.
- *Certified Statement of Vote* - Pursuant to Elections Code §15372, the elections official shall prepare a certified statement of the results of the election within 28 days of the election.

Polling Places for May 19, 2009 Statewide Special Election

Vote-By-Mail Ballot Return - Election Day Only

Anderson Veterans Hall.....	3210 W Center St.....	Anderson
Cloverdale Community Church.....	16350 Hawthorne Ave.....	Anderson
Happy Valley Fire Hall.....	17441 Palm Ave.....	Anderson
St. Michael's Episcopal Church.....	3001 Rupert Rd.....	Anderson
Verde Vale School/Classroom 1.....	19415 Jacqueline St.....	Anderson
True Life Church.....	11958 Deschutes Rd.....	Bella Vista
Presbyterian Church.....	Corner of Main & Marquette.....	Burney
North Cottonwood School.....	19920 Gas Point Rd.....	Cottonwood
Fall River Mills Veterans Hall.....	24843 Long St.....	Fall River Mills
French Gulch – Whiskeytown School.....	11442 Cline Gulch Rd.....	French Gulch
Hat Creek Baptist Church.....	18735 V N Ln.....	Hat Creek
Lions Club.....	20814 Mammoth Dr.....	Lakehead
Millville Elementary School.....	8570 Brookdale Rd.....	Millville
Oak Run Bible Church.....	13595 Althea Way.....	Oak Run
Junction Elementary School/Board Room.....	9087 Deschutes Rd.....	Palo Cedro
All Saints Episcopal Church.....	2150 Benton Dr.....	Redding
Alta Mesa School/Classroom 1.....	2301 Saturn Skyway.....	Redding
First Christian Church.....	3590 Placer St.....	Redding
Gold Hills Grill.....	1955 Gold Hills Dr.....	Redding
Hilltop Estates Retirement Residence.....	451 Hilltop Dr.....	Redding
Jesus Name Apostolic Church.....	20651 Fig Tree Ln.....	Redding
Little Country Church/South Entrance.....	.873 Canby Rd.....	Redding
Los Robles Estates/Clubhouse.....	875 Butternut Trl.....	Redding
Martin Luther King Memorial Center.....	1815 Sheridan St.....	Redding
Neighborhood Church of Redding.....	777 Loma Vista Dr.....	Redding
New Day Church (formerly Shasta Baptist).....	5221 Cedars Rd.....	Redding
New Life Center/Fellowship Hall.....	10582 Old Oregon Trl.....	Redding
Pacheco School.....	7430 Pacheco School Rd.....	Redding
Pilgrim Congregational Church/off Las Animas Dr....	2850 Foothill Blvd.....	Redding
Redding Christian Fellowship.....	2157 Victor Ave.....	Redding
Redding City Hall/Community Room.....	777 Cypress Ave.....	Redding
Redding Fire Station #5.....	955 Hartnell Ave.....	Redding
Redding Fire Station #6.....	1695 Beltline Rd.....	Redding
Redding School District Office/Training Room.....	5885 E Bonnyview Rd.....	Redding
Rocky Point Charter School/Media Center/Library....	3500 Tamarack Dr.....	Redding
Sequoia Middle School/Performance Center.....	1805 Sequoia St.....	Redding
Shasta Lake Bible Fellowship Church.....	19200 Fellowship Way.....	Redding
Sierra Oaks Senior Living.....	1520 Collyer Dr.....	Redding
Simpson University/Heritage Life Center/HC3.....	2211 College View Dr.....	Redding
St. James Lutheran Church.....	2500 Shasta View Dr.....	Redding
Twin View Assembly of God Church.....	621 Twin View Blvd.....	Redding
Valley Christian Fellowship/Fellowship Hall.....	3180 Rancho Rd.....	Redding
Vineyard City Church.....	3276 Bechelli Ln.....	Redding
Westside Church of Redding.....	8780 Swasey Dr.....	Redding
Mountain Community Center.....	29775 State Hwy 299 E.....	Round Mtn
Shasta Union Elementary School.....	10446 Red Bluff Rd.....	Shasta
John Beaudet Senior Community Center.....	1525 Median Ave.....	Shasta Lake
Shasta Lake Fire Station.....	4126 Ashby Ct.....	Shasta Lake
Shingletown Fire Station.....	31990 State Highway 44.....	Shingletown
Whitmore Volunteer Fire Department.....	30480 Boggs Ln.....	Whitmore