



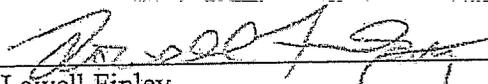
DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
OFFICE OF VOTING SYSTEMS TECHNOLOGY ASSESSMENT
1500 11th Street | Sacramento, CA 95814 | Tel (916) 653-7244 | www.sos.ca.gov

March 27, 2009

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 09051

To: All County Clerks/Registrars of Voters

FROM:


Lowell Finley
Deputy Secretary of State, Voting Systems Technology & Policy

RE: May Statewide Special: EOPP, Computer Vote Count Program, and Voting Systems Used By County

In an effort to minimize the number of surveys and CC/ROVs your county receives for the upcoming May 19, 2009, Statewide Special Election, the Office of Voting Systems Technology Assessment (OVSTA) has combined what were previously three CC/ROVs into one. Please note the specified dates and submit your county's information accordingly.

- 1) This is a reminder to submit your Election Observer Panel Plan to the Secretary of State prior to the May 19, 2009, Statewide Special Election.

Attached to this memo is a suggested template for an Election Observer Panel Plan (EOPP). Feel free to use it in preparing your plans for the May 19, 2009, Statewide Special Election.

- 2) We are in the process of updating our chart of voting systems used by counties for the May 19, 2009, Statewide Special Election and want to ensure we have the correct information for each county.

Attached is the list of Voting Systems Used by Counties, which has been updated since the November 4, 2008, General Election. Please review it and respond to the following two items:

- a) Is the voting system information for your county accurate for the May 19, 2009, Statewide Special Election? If not, please include the correct information. *Yes*
- b) Will your county offer Early Voting? If so, which component of the voting system will be used for Early Voting and what dates and times will your county offer Early Voting? *Only in-office - treated as vote-by mail.*

The Secretary would like to begin posting the EOPPs and Voting Systems Used by Counties information on the SOS web site (www.sos.ca.gov) as soon as possible. Please submit your responses on both items to the Secretary of State by Friday, May 1, 2009.

Tuolumne County Election Observer Panel Plan

I. County and System Information

1. Tuolumne County
2. Deborah Russell
3. 209-533-5552
4. ES&S – M650 v.1.2.0.0; M100 v.5.0.0.0; AutoMARK A100 v1.0.168; Unity v6.4.3.3
5. March 30, 2009

II. Purposes

The purposes of an Election Observer Panel are to:

1. Provide the public with the opportunity to observe and make suggestions on ways to improve the election process.
2. Help ensure the integrity of the election process.
3. Remove some of the mystery associated with the election process in an effort to build voter confidence and encourage more people to take part.

III. Invite

Between E-60 and E-30 or as soon as practicable, prepare letters of invitation to the following:

1. County Grand Jury
2. Political Party Central Committee Members
3. Advocacy Groups
4. League of Women Voters
5. Media

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

We plan to suggest meetings with interested groups to provide an opportunity for group members to ask questions about the process.

IV. Appointment Letters (for introduction to precinct workers)

After the groups have provided the names of interested panelists, prepare letters of introduction (see example attached, Exhibit "A") for the panelist to use when visiting polling places on Election Day. Materials to be prepared for each panelist will include a listing of all polling places within the county for that specific election (see example attached, Exhibit "B") as well as the central counting site location and hours of operation.

V. Mechanism for Feedback

Each panelist will be provided with a checklist and questionnaire to be completed and returned to this office.

SAMPLE INVITATION LETTER

April 20, 2009

Chairperson
Entity

Dear _____:

Tuolumne County Elections will convene an Election Observer Panel to observe activities associated with the _____ Election, which will be held on _____ . Representatives of the county central committees, advocacy groups and the Tuolumne County Grand Jury are invited to participate.

Typically, members of the Panel visit one or more polling places on Election Day and visit the ballot counting center to observe the tabulation of ballots on election night. Panel members are also invited to observe staff at the county elections office as they process vote by mail ballots. Members of the Panel will be provided with the information they need for these activities.

If your organization would like to be represented on the Election Observer Panel, please notify me by mail, phone, (533-5552) or by email at drussell@co.tuolumne.ca.us. Please respond by _____, with the name of your representative. I will be available to meet with Panel members to explain their role in greater detail and to provide each with the information they will need.

Thank you for your interest in participating in our electoral system.

Very truly yours,

Deborah Russell
County Clerk/Auditor-Controller

General Rules for Observers

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 elections process.

Observers may:

- Observe the proceedings at the polls, including opening and closing procedures.
- Obtain information from the precinct index that is posted near the entrance.
- Look at the copy of the Public Index being updated at the worktable (if the Election Officers are not using it and there are no voters waiting to vote).
- 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 vote by mail and provisional ballot processing.
- Ask questions of poll workers.
- Ask questions of supervisors at the central counting site.

Observers may not:

- Interfere in any way with the conduct of the election.
- Monopolize and/or remove the posted Public Indexes so that others are unable to use them.
- Insist that the Election Officers stop processing voters so poll watchers can view the Public Index being updated at the work table.
- Touch any voting materials or equipment or sit at the official worktables.
- Use the area between the official worktable and voting booths as an observation point/post.
- 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.
- Wear candidate badges, discuss candidates or issues, or bring any campaign material into the polling place, and/or within 100 feet of the entrance to the polling place.
- Take photographs, video tape, or audio record poll workers or voters without their permission. At no time shall an observer photograph, video tape, or otherwise record any voting material that shows how a voter is voting or has voted or reveals voter registration information. This includes photo/video-enabled cell phones.
- Use cellular phones, pagers, or two-way radios inside the polling place or central counting site and/or within 100 feet of the entrance to the polling place.
- 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.
- Move from one Election room to another unless escorted by Election staff or Election staff is in each room.
- Touch election personnel.
- Eat or drink in the polls or the central counting site.
- Bring children with them to the polling place or the central counting site.
- Assist in operations at any polling place or the central counting site.

EXHIBIT "A"

DATE:

TO: Precinct Inspector

FROM: Deborah Russell, County Clerk/Auditor-Controller

SUBJECT: ELECTION OBSERVER PANEL

This letter introduces _____, whom I have appointed to the Election Observer Panel for the _____ 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 members 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. Please extend every courtesy to _____.

If you have any questions, please feel free to call our office at 533-5552.

EXHIBIT "B"

Central Count will occur the day prior to Election Day and Election Day at Election Central, between the hours of 8:00 a.m. and 5:00 p.m. located at:

Tuolumne County Elections Department
2 South Green Street
Sonora, CA 95370
(209) 533-5570

Polling places are open between the hours of 7:00 a.m. and 8:00 p.m. on Election Day only.

POLLING PLACE

AMERICAN LEGION HALL
18775 MANZANITA DR
TWIN HARTE, CA 95383

CHURCH OF THE 49er's
11155 JACKSON STREET
COLUMBIA, CA 95310

CRYSTAL FALLS CLUBHOUSE
21725 CRYSTAL FALLS DR
SONORA, CA 95370

ELKS LODGE
100 ELK DR
SONORA, CA 95370

POLLING PLACE

FIRST BAPTIST CHURCH
14425 MONO WAY
SONORA, CA 95370

GROVELAND LIBRARY/HALL
18990 HWY 120
GROVELAND, CA 95321

JAMESTOWN COMMUNITY HALL
MAIN STREET
JAMESTOWN, CA 95327

MILL VILLA ESTATES
18717 MILL VILLA RD
SONORA, CA 95370

POLLING PLACE

MIWUK LIBRARY
24411 SIERRA PARK RD
MIWUK VILLAGE, CA 95370

SONORA LIBRARY
480 GREENLEY RD
SONORA, CA 95370

TUOLUMNE MEMORIAL HALL
18375 FIR DR
TUOLUMNE, CA 95379

WILLOW SPRINGS CLUBHOUSE
20522 WILLOW SPRINGS DR
SOULSBYVILLE, CA 95372