



October 16, 2008

## Election Observer Panel Plan

### I. County and Voting System Information

San Francisco  
John Arntz, Director  
415-554-4375  
Sequoia Voting Systems, Inc.: Optech Insight, 400C and Edge II

### II. Purpose

The purpose of an Election Observer Panel is to:

1. Provide an avenue for public observation of and input into the election process.
2. Assist in the integrity of the election process.
3. Encourage participation and build voter confidence in the election process.

### III. Invite

Between E-54 and E-39, the Department prepared letters of invitation (see sample attached) and distributed via email and fax to the following:

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

An announcement was also posted on the Department's website. Other groups or individuals expressing an interest in observing Election Day activities are invited to sign in at Room 48, obtain an Observer Badge, Observation Schedule and Observer Guide.

### IV. Appointment Letters (for introduction to precinct workers)

After the groups have provided the names of interested panelists, letters of introduction (see sample attached) are provided to the panelists for use when visiting polling places on Election Day. Panelists are given official Observer Badges, a list of all polling places, and an Observer Guide with ballot processing procedures and an Observation Schedule with the location and hours of operation for activities.

### V. Mechanism for Feedback

Official Election Observers are encouraged to meet with the director to provide feedback on their experiences.

## OBSERVATION SCHEDULE\*

(Please refer to the Observer Guide for task procedures)

<b>November 4, 2008 - ELECTION DAY</b>		
Area	Time	Task
VBM Voting	7am-8pm	Vote-by-Mail Voting
Voter Services	8am-9:30pm	Count/sort/wand/upload/signature check returned voted ballot from mail
VBM - Rm 59	8am-8pm	Precinct Sort/Extract Returned Ballots from Mail
VBM - Conference Room	8am-8pm	Remakes & Write-ins
Computer Rm	8am-4pm	Computer Ballot Count
Election Center	6:30a-10p?	Track Election Day problems & dispatch/resolve
Upload - McAllister	8pm-finish	Uploads Memory Pack
Processing Center	8pm-finish	Receives Rice Bag from Polling Places via Deputies;
		a) Rice Bags scanned
		b) White and Yellow Rosters and Provisional Ballots (Bag #8), and Vote-by-Mail ballots (Bag #6) are removed from Rice Bag
		c) White and Yellow Rosters are scanned
		d) Vote-by-Mail and Provisional Ballots are removed from Bag #5. Vote-by-Mails are placed in trays.
		e) Raw count is made on Vote-by-Mail & Provisional Ballots
Brooks Hall/ Room 34	6:30am-finish	Sends out supplies as needed
Polling Places	7:00am-8pm	Voting

<b>November 5, 2008 - Wednesday</b>		
Area	Time	Task
Voter Services	8am-6pm	Tally VBMs from Processing Center, Sort, Count, Wand, Upload, Verify signatures.
VBM - Rm 59	8am-8pm	Precinct Sort/Extract Returned Ballots from Processing Center
VBM - Conference Room	8am-8pm	Remakes & Write-ins
Computer Rm	8am-8pm	Computer Ballot Count
Processing Center	Approx 7:30a	Transport to City Hall:
		a) White Rosters
		b) Vote-by-Mail & Provisional Ballots
		c) Manually Processed Ballots

<b>November 6, 2008 - Thursday</b>		
Area	Time	Task
Voter Services / Cafeteria	8am-7pm	Process PVs thru 1st & 2nd pass to determine if valid
Rm 59	8am-8pm	Auxiliary Bin Ballots Processing
VBM - Conference Room	8am-8pm	Remakes & Write-ins
Computer Rm	8am-8pm	Computer Ballot Count
Pier 48	8am-5pm	Canvassing

<b>November 7, 2008 - Friday</b>		
Area	Time	Task
Voter Services / cafeteria	8am-5pm	Process PV's thru 1st & 2nd pass to determine if valid
VBM - Rm 59	8am-8pm	Precinct Sort/Extract VBM Ballots from Processing Center/ Process Provisional Ballots
Rm 34	8am-8pm	Remakes & Write-Ins
Computer Rm	8am-8pm	Computer Ballot Count
Pier 48	8am-5pm	Canvassing

<b>November 8, 2008 - Saturday</b>		
<b>Area</b>	<b>Time</b>	<b>Task</b>
Voter Services / cafeteria	8am-5pm	Process PV's thru 1st & 2nd pass to determine if valid
Rm 59	8am-8pm	Process Provisional Ballots
Rm 34	8am-8pm	Process Remakes & Write-Ins
Computer Rm	8am-8pm	Computer Ballot Count
Pier 48	8am-5pm	Canvassing

<b>November 9, 2008 - Sunday</b>		
<b>Area</b>	<b>Time</b>	<b>Task</b>
Voter Services / cafeteria	8am-5pm	Process PV's thru 1st & 2nd pass to determine if valid
Rm 34	8am-8pm	Process Remakes & Write-Ins
Computer Rm	8am-8pm	Computer Ballot Count
Pier 48	8am-5pm	Canvassing

<b>November 10 - MON</b>		TBD
<b>November 11- TUES</b>		TBD
<b>November 12 - WED</b>		TBD

*\*Subject to change*



September 11, 2008

Dear League of Women Voters:

The Department of Elections will convene an Election Observer Panel to observe activities associated with the Consolidated General Election, which will be held on November 4, 2008. Representatives of the county central committees, advocacy groups, the League of Women Voters, and the Civil Grand Jury, as well as media representatives, will be invited to participate.

Typically, members of the Panel visit one or more polling places on their own on Election Day and then visit Department of Elections in City Hall to observe the tabulation of ballots on election night. Panel members are also invited to observe staff at the Department of Elections as they process vote-by-mail ballots. Members of the Panel will be provided with the information they need to participate in these activities.

Should your organization be interested in participating, please appoint only *one* representative to the Official Elections Observer Panel. Please complete the enclosed/attached application, and return by fax to 415-554-7344 by Monday, September 22<sup>nd</sup> by 5:00pm. If we receive more than one application from your organization, we will select one applicant by lottery on Wednesday, September 24<sup>th</sup> at 11:00 A.M.

If you have any questions regarding applying for the Official Elections Observer Panel, please contact us at 415-554-4375.

Thank you for your interest in protecting our electoral system.

Sincerely,

A handwritten signature in cursive script that reads "Coni Binaley".

Coni Binaley  
Campaign Services Division



October 15, 2008

To: Precinct Inspectors

From: John Arntz, Director

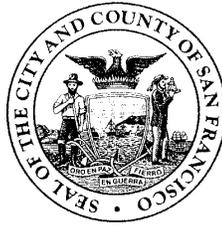
Re: Official Election Observer Panel

This letter introduces Mr./Ms. \_\_\_\_\_, whom I have appointed to the Election Observer Panel for the November 4, 2008 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. Mr./Ms. \_\_\_\_\_ and other members of the Election Observer Panel may ask you to explain certain operations and procedures. Please extend every courtesy to Mr./Ms. \_\_\_\_\_.

If you have any questions on Election Day, please call our Department at 800-554-9934.

Thank you for your cooperation and your service to our county's voters.



## City and County of San Francisco *Election Observer Panel*

The Election Observer Panel is convened to observe any or all activities before, during and after elections. These activities include, but are not limited to:

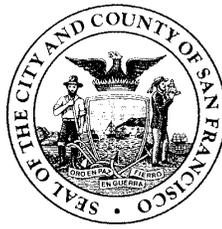
- Vote By Mail ballot processing
- Logic and accuracy testing
- Ballot processing and duplication
- Write-in vote processing
- Polling place activities
- Upload sites
- The official canvass:
  - Processing Provisional ballots
  - Processing write-in ballots
  - 1% manual recount of the election

The members of the Panel will select among themselves which activities they wish to observe and when they wish to observe them. The Department of Elections will make it clear that the Panel may observe any activities it so desires, including those in a polling place and at the ballot receiving and counting centers on election day. The Panel will understand it may observe any activity, as a group or individually. The staff of the Department of Elections will not attempt to steer the Panel to or away from any activity, but will respond to the questions of the Panel and provide them with assistance where possible.

The Department of Elections will invite the major news media in the San Francisco area, the qualified political parties, Grand jury members, and the League of Women Voters to participate on the Election Observer Panel by nominating a representative (*please note: only a total of TWO media representatives will be selected for the panel.*) The Department of Elections will discuss the purpose of the Panel and describe the activities that will occur in the future. The Panel will be taken on a comprehensive tour of the Department of Elections.

Each member of the Panel will be given an orientation and an observer guide for use in touring or observing any activities outside of the Elections Department, such as a polling place. The Precinct Election Officers are requested to allow the Panel to see all precinct operations and to respond to their questions.

After the conclusion of the official canvass, each member of the Election Observer Panel will be asked to sign a certificate, stating that the election was conducted openly and that he or she was allowed to observe and ask questions about the election and the vote count process. Each member will also be asked to identify improprieties, if any, they observed during the election process.



### Application for Appointment to Elections Observer Panel

Print Name \_\_\_\_\_  
Last First MI

Home Address \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Occupation \_\_\_\_\_

Work Phone \_\_\_\_\_ Employer \_\_\_\_\_

E-mail Address \_\_\_\_\_ Fax # \_\_\_\_\_

Business Address \_\_\_\_\_ Zip \_\_\_\_\_

Political Affiliation \_\_\_\_\_

Education \_\_\_\_\_

Business and/or professional experience \_\_\_\_\_

Other professional information (optional) \_\_\_\_\_

Please State your qualifications (attach supplemental sheet if necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

**Please Note: Your Application will be retained for one year**