

Tehama County  
Election Observer Panel Plan  
November 4, 2008 Consolidated General Election

**I. County and System Information**

- |                          |   |
|--------------------------|---|
| 1. Name of County        | Tehama  |
| 2. Name of Contact       | Beverly Ross, County Clerk & Recorder   |
| 3. Contacts Phone        | (530) 527-8190  |
| 4. Vendor/Voting Systems |   |
| Used by County:          | <b>Sequoia Voting Systems</b><br>AVC Edge 1<br>Optech Optical Scan Ballots<br>400-C Vote Tabulation<br>WinEds Election Management |
| 5. Date:                 | September 29, 2008  |

**II. Purpose**

In Tehama County the Election Observer Panel and the Logic and Accuracy Board are combined into a single panel serving both functions. The purpose of the Election Observer Panel is to observe all critical procedures of the vote tallying process. The purpose of the Logic and Accuracy Certification Panel is to verify that the ballot counting program accurately tallies the logic and accuracy test ballots.

**III. Invite**

Between E-60 and E-30, requests for appointment are sent either by letter or by e-mail to the following:

- County Grand Jury.
- Representatives from affected agencies.
- Other groups or individuals who have expressed an interest in observing the vote tallying process.

**IV. Duties, General Rules of Conduct**

A set of guidelines will be furnished to all members of the Panel. The guidelines will also include procedures that are applicable at poll sites as well as at the Election's Office. Listed below is a brief summary of their responsibilities.

Panelists are responsible for:

- The duties set forth below:
  - Receive from the elections official all required test materials.
  - Take steps to ensure the security of the said materials before, during and subsequent to the election, except when in the possession of the elections official.
  - Observe the performance of all required tests.
  - Verify that the ballot counting program accurately tallies the logic and accuracy test ballots.
  - Note any discrepancies and problems and affirm their resolution or correction.
  - Certify to the performance of each of the above prescribed duties.
  - Sign the appropriate certificates.
- Wearing an identification badge.
- Maintaining a professional manner while observing the election processes.

Panelists may:

- Make notes and watch all procedures.
- View all activities at the central counting site.
- View the canvass of the vote activities following the election.
- View Vote-By-Mail and provisional ballot processing.
- Ask questions of supervisors at the central counting site.

Panelists may not:

- Interfere in any way with the conduct of the election.
- Touch any voting materials or equipment or sit at the official worktables.

## **V. Orientation and Pre-Election, Pre-Tabulation and Post-Election Test Observation and Verification**

Election Observer/Logic and Accuracy Panel (hereafter Panel) meets at the Election's office approximately 20 days prior to the election for an orientation and to observe and verify the Pre-Election Logic and Accuracy Tests (Pre-Lat) where the Registrar of Voters ensures the Direct Recording Electronic (DRE's) and the 400-C Optical Scan Systems have been properly programmed and tested for the upcoming election. The meeting provides members with an opportunity to ask questions about the entire election process and gives them an overview of the ballot tabulation process. Panelists have access to all areas of ballot processing and tabulation (during the testing and on Election Night).

The Panel reconvenes on Election Day at roughly 10:00 a.m. to observe and verify the Pre-Tabulation Logic and Accuracy Tests (run prior to the running of the Vote-By-Mail ballots). Panelists have the option of remaining at the Election's Office from this time or may leave providing they return to the Election's Office no later than 8:00 p.m. The Panel remains at the Election's Office throughout the evening (and sometimes the following morning, if need be) observing all aspects of the vote tallying process. The Panel observes and verifies the Post-Election Logic and Accuracy Tests (run after all ballots have been tabulated on Election Night).

Panel members are also encouraged to visit various poll locations throughout the county on Election Day. Election officers have been trained that any member of a Political Central Committee, community organizations, the media, and the general public are welcome to visit a polling location to observe the election process. Therefore, we do not customarily provide a specific letter to the election officers.

Election officers have been trained to cooperate with any reasonable request from observers as long as it does not impede with the processing of the voters. An observer may view the events at the polls including the opening and closing process, taking information from the precinct indices that are posted near the entrance, and seeing the copy of the Precinct Index being updated at the worktable (if the election officers are not using it and no voters are waiting to vote).

The Panel is required to return to observe and verify the Logic and Accuracy Tests both before and after the running of ballots during the Official Canvass. Panelists may observe any processes during the Official Canvass. To the extent possible, the Panel is comprised of the same members at all testing opportunities.

## **VI. Mechanism for Feedback**

The Tehama County Registrar of Voters is continually seeking feedback from observers and the public. We welcome any reports and suggestions regarding their observation of the Election process.



## ELECTION OBSERVER ACTIVITIES AND GUIDELINES

In an effort to ensure the transparency of the election process, it is our mission to invite members of various community organizations to participate as members of our election observer panel (Observers). Observers are invited to be present during any of our election processes and procedures that will occur on a daily basis until we have certified the final results of the November 4, 2008 Consolidated General Election. Listed below are activities that we request your participation in during the weeks to come.

### DETAILS OF ACTIVITIES:

- Vote-By-Mail Requests – October 6th through October 28, 2008 Vote-By-Mail ballots will be available upon request at the Election Department and will be processed over the counter or by mail.
- Equipment Testing - Logic and Accuracy Testing of Edge 1 touch screens, the 400-C Central Count Unit and the WinEds Ballot Tabulation System begins October 20, 2008 at 9:00 am. This time has been set aside to test the Logic and Accuracy of the entire election process with Observers present. The testing includes running a simulation on the Edge 1 touch screen electronic equipment, running a test deck of Optech Ballots through the 400C and importing the results of both tests into the WinEds Ballot Tabulation System. The results are then compared to the predetermined outcome for accuracy.
- Vote-By-Mail Returned Ballot Processing – Begins Friday, October 24, 2008. Elections Code 15101 allows Election Officials to begin processing returned Vote-By-Mail ballots 7 business days prior to the Election. Preparing the ballots for counting is done by a 4 member Vote-By Mail Ballot Board.
- Election Day – We ask that you please visit at least one poll site on Election Day to observe the process. Hours of operation are 7 a.m. to 8 p.m. A list of sites will be provided. Any observer must be allowed to observe all procedures at the Polls.
- Election Night Procedures – After the Polls close, results from the Vote-By-Mail Ballots will be released at approximately 8:00 p.m. in the Elections Office. **(Observers are requested to be present at 7:30 p.m.)** Poll workers will be returning all ballots cast to the Elections Department receiving center between 8:30 p.m. and 11:30 p.m. Result Cartridges and paper ballots returned by the Precincts will be tabulated at the Elections Office (Central Counting Site) and totals will be released periodically throughout the night. By the end of the evening, Unofficial Election Results will be available in hard copy at the office.
- The following day, November 5, 2008, the Elections Department will begin the Official Canvass of all votes cast on Election Day, including processing all remaining Vote-By-Mail Ballots, researching and processing Provisional Ballots, auditing the Ballot Statements and Rosters from all precincts, conducting a 1% manual tally of all paper ballots cast, and a 100% manual tally of all votes recorded on the VVPAT audit tapes from the Edge 1 voting machines.
- Some simple Guidelines for observer participation are attached for your reference. It is very important that these guidelines are followed as closely as possible.
- Thank you for your assistance and we hope that you have an enjoyable experience as the Election's Staff works to preserve the integrity of the entire election process.

**ELECTION OBSERVER GUIDELINES:** Please read and follow the Election Observer Guidelines as closely as possible.

**Observers may:**

- Observe all pre-testing of election equipment.
- Observe all proceedings at the Polls, including opening and closing procedures.
- Obtain information from the precinct index that is posted near the entrance of the polling site.
- Make notes and watch all procedures.
- View all activities at the Central Counting Site on Election Day.
- Ask questions of Precinct Officers.
- Ask questions of the Supervisor at the Central Counting Site.
- View all procedures during the Official Canvass.

**Observers are responsible for:**

- Checking in at each Polling or Central Counting Site.
- Wearing an identification badge at all times when observing procedures. This ID badge must be signed in and out each day at the Elections Office.
- Maintaining a professional manner while observing Election procedures.
- Ensuring they do not interfere with the Election process.

**Observers may not:**

- Observers are permitted to observe procedures but **MUST NOT INTERFERE** with the duties of the Election Officers. They may not handle official ballots or intrude upon the voting process.
- Touch any voting material, equipment, or sit at official work tables at Polling or Central Counting Sites.
- Observer must not be close enough to the voter to view votes being cast on ballots.
- Converse with voters (within 100 feet of the entrance of a Polling site) regarding the casting of their 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, Private Guard or Security Personnel.
- Use cellular phones, pagers, or two-way radios inside the Polling site and/or within 100 feet of the entrance of the Polling site.
- Talk to Central Counting staff while they are processing ballots.
- Touch Election personnel.
- Eat or drink in restricted locations within the Polling or Central Counting Sites.
- Assist in operations at any Polling site.
- Interfere in any way with the Election Process.
- Discuss or comment on any partisan issues or candidates.
- Enter any restricted area in the Elections Office or Vote Tabulation room unless accompanied by an Election Official with appropriate security.



**COUNTY OF TEHAMA  
ELECTIONS DEPARTMENT  
BEVERLY ROSS  
REGISTRAR OF VOTERS**



September 30, 2008

Dear \_\_\_\_\_ :

The Tehama County Elections Department would like to invite all interested individuals to observe the election process for the November 4, 2008 Consolidated General Election.

The Elections Department welcomes all interested individuals to our office from October 6<sup>th</sup> thru November 4<sup>th</sup>, Election Day, to observe staff as they process and issue Vote-By-Mail ballots, perform the Logic and Accuracy tests and other election duties. Please contact the Elections Department if you are interested in participating as a member of the Election Observer Panel.

It is the goal of this office to insure the integrity and accuracy of the election process. Those individuals appointed to serve on the Panel are encouraged to participate to the fullest extent possible during all testing opportunities of election equipment and the voting process.

Individuals interested in participating as a member of the Election Observer Panel should contact the Elections Department at (530) 527-8190.

Please note that if you are unable to be present at our office on Election Night, you may visit our website at [www.co.tehama.ca.us](http://www.co.tehama.ca.us) for election results.

Sincerely,

Beverly Ross  
County Clerk & Recorder/Registrar of Voters

By: \_\_\_\_\_  
Deputy