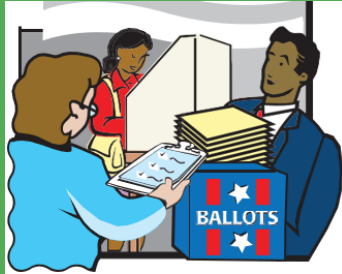




# VOTE CENTER OPERATIONS HANDBOOK



---

Prepared By:  
James A. Kus, County Clerk/Registrar of Voters  
2221 Kern St  
Fresno, CA 93721

---

## HOTLINE TELEPHONE NUMBERS

---

*DFM Lite Support/Procedures  
Phonebank*  
**(559) 600-0858**

*IT Assistance:*  
**(559) 600-3028**

*Staffing/Supplies/Vote Centers/  
Emergency Situation  
(Observers) Assistance:*  
**(559) 600-1620**

- **DFM Lite Support/Procedures Phonebank for:**

Issues finding voters in the voter look-up (DFM Lite), CVR questions, procedural questions, or assistance with incorrectly issued ballots

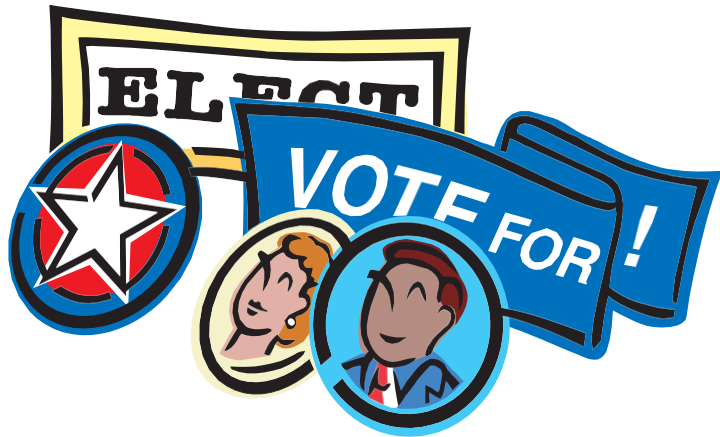
- **Call IT Assistance for:**

Issues with the ImageCast Evolution Tabulator, ImageCast X Touchscreen units, Triage Tablets or Mobile Ballot Printing; connectivity or power issues; Username/Password problems; Assistance precincting addresses

- **Call Staffing/Supplies/Vote Centers/ Emergency Situation Assistance for:**

Vote Center worker issues, missing supplies, running low on supplies, facility issues





---

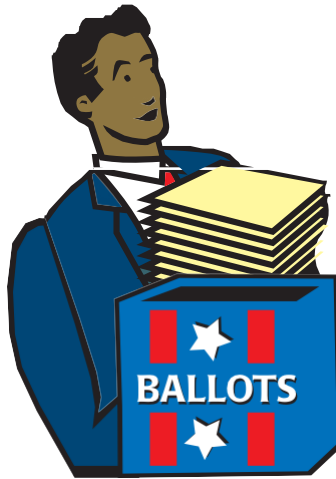
# TABLE OF CONTENTS

---



DUTIES AND RESPONSIBILITIES.....	7
VOTE CENTER OPENING CHECKLIST AND INSTRUCTIONS .....	11
Quick Reference Check List for Opening Polls.....	13
Sign the Oath and Payroll Form .....	14
Breaks .....	15
Setup the ImageCast Evolution (ICE) Ballot Tabulator.....	16
Setup the Check-in Stations .....	18
Setup the Mobile Ballot Printing Station .....	19
Ballot Paper Receipts.....	21
Setup the ImageCast X Ballot Marking Device.....	23
Prepare the Vote Center Interior .....	24
Prepare the Language Support Materials.....	27
Prepare the Vote Center Exterior .....	29
ELECTION PROCEDURES .....	33
Opening/Activation of the Triage Tablet .....	35
Closing of the Triage Tablet .....	35
Processing Voters in Line.....	36
Using the Triage Laptop/Tablet to Complete Provisional Ballots.....	36
Opening the Polls .....	37
Communicating with the Voters.....	37
Processing a Voter’s Name and Address.....	37
For “Here” Voter .....	37
“To Go” voters .....	38
Instructing Voters on Voting .....	38
After the Voter has Completed Voting the Ballot .....	39
Completed Registration Cards .....	39
Mobile Ballot Printing.....	40
Voting on the ImageCast X Ballot Marking Device .....	42
Assisted Voters .....	44
Spoiled Ballots.....	46
Canceled Ballots .....	47
Conditional Voter Registration (CVR) Ballots .....	48
Processing a CVR Voter .....	48
Provisional Ballots.....	50
Processing a Provisional Voter.....	50
Surrendered Vote by Mail Ballot.....	52
Vote by Mail Ballots at Vote Centers .....	53
Vote by Mail Ballot Voters .....	55

ELECTION PROCEDURES Cont.	
Vote by Mail Ballot with Missing or Mismatched Signatures.....	56
Voter Name Changes.....	57
Updating Voter Address's.....	58
Inactive Voter.....	59
ID Required Voters.....	60
Curbside Voting.....	61
Maintaining Voting Booths.....	62
Upkeep of Signs and Accessibility Mitigation Materials.....	62
Monitoring the Polling Place/Electioneering.....	63
Observers.....	64
Exit Polling.....	65
Media.....	65
CLOSING THE POLLS.....	67
Quick Reference Checklist for Closing Polls.....	69
How to Close the Polls.....	70
ImageCast Evolution Shutdown.....	70
Securing the Mobile Ballot Printer Station.....	73
Secure the ICX Ballot Marking Devices.....	74
Shutting down the Check-in Equipment.....	75
Vote by Mail Ballots.....	76
CVR/Provisional Envelopes.....	76
Envelope A.....	77
Complete the Roster Activities.....	78
Securing the Equipment and the Equipment Carts.....	79
Materials for Nightly Return.....	80
Vote Center Clean-up.....	81
GLOSSARY.....	83
VOTE CENTER COURTESY.....	97
VOTERS WITH DISABILITIES.....	101
VOTE CENTER CLEANING & CURBSIDE VOTING.....	107
NOTES.....	111



---

# DUTIES AND RESPONSIBILITIES

---

## **THANK YOU FOR YOUR PARTICIPATION IN THE UPCOMING ELECTION.**

Election workers have the legal duty and responsibility to conduct elections according to the procedures in this guide and the Elections Code. The following are reminders of how election workers should conduct themselves during the Election:

- As a public official during this Election, conduct yourself appropriately. Always maintain a professional and politically-neutral demeanor. Never discuss the election, candidates, politics, or religion with each other or the public at the Vote Center.
- Use diplomacy and tact when working with the public. Use your best judgment when resolving conflicts.
- Remain calm at all times and ask for help, if needed. Use respectful, positive communication. Be patient and offer assistance.
- Plan to wear comfortable and suitable clothing. Be prepared for long days by bringing enough food and drinks.
- You may bring appropriate items to pass the time when the number of Voters is low, such as knitting or other handiwork, nonpolitical reading material, or puzzles like crosswords or Sudoku. Keep in mind that these personal activities should not interfere with the voting process. Do not bring electronic devices.
- Work as a team. Each of you is expected to participate fully, accept all assignments, and help others when needed.
- Keeping the Vote Center clean and clutter-free is the responsibility of all election workers throughout the day.

**NOTE:**

*Election workers identified during Election activities as being insensitive, unprofessional, or uncooperative to voters, observers, fellow election workers, or election officials may be removed from the position and not asked to serve in the next election.*



---

# DUTIES AND RESPONSIBILITIES

## 1) ELECTION COORDINATOR (EC)

- Supervise the Vote Center
- Organize and train the Vote Center staff
- Answer questions
- Provide support/training
- Schedule breaks
- Know when to ask for help
- Fill any role that an Election Worker may do during the day
- Know and be comfortable with the operation of: Check-In laptops, Mobile Ballot Printing, ICX Ballot Marking Devices, Triage Tablet, and the ICE Ballot Tabulator
- Facilitate the Vote Center's nightly closing procedures

## 2) ELECTION WORKERS

- Openly receive direction from Election Coordinators
- Follow Procedures
- Be ready to help
- Know when to ask for help
- Fulfill the duties of a Check-in Officer
- Fulfill the duties of an ICX Officer
- Fulfill the duties of an Assisting Officer
- Fulfill the duties of a Triage Officer
- Be capable of using the Check-in system to assist a Voter through the check-in process
- Be capable of operating the Mobile Ballot Printing equipment and software
- Be capable of operating the ICX Ballot Marking device and assisting a voter to vote on the ICX
- Be capable of operating the ICE Ballot Tabulator and assisting a voter to vote their ballot





---

# VOTE CENTER OPENING CHECKLIST AND INSTRUCTIONS

---



## QUICK REFERENCE CHECK-LIST FOR OPENING THE POLLS

---

- 1. Sign the Oath and Payroll Form (pg. 14)
- 2. Setup the ImageCast Evolution (ICE) Ballot Tabulator (pg. 16)
- 3. Setup the Check-In Stations (pg. 18)
- 4. Setup the Mobile Ballot Printing Station (pg. 19)
- 5. Ballot Paper Receipts (pg.21)
- 6. Setup the ImageCast X Ballot Marking Device (pg.23)
- 7. Prepare the Vote Center Interior (pg.24)
- 8. Prepare the Language Support Materials (pg. 27)
- 9. Prepare the Vote Center Exterior (pg. 29)

# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS



## 1) Sign the Oath and Payroll Form

- The Oath and Payroll form must be signed before performing any Election duties. (*Elections Codes 12320, 12321 and 10539*)
- An Election Coordinator will witness each Election Worker's signature. One election worker will witness the Election Coordinator's signature.
- Keep the signed Oath and Payroll form in the blue Roster Binder.
- The Oath and Payroll form will be returned each night.

### Vote Center Worker Declaration of Oath & Payroll

Vote Center Name: \_\_\_\_\_  
 Vote Center #: \_\_\_\_\_ **CURRENT ELECTION**

STATE OF CALIFORNIA	I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of Election Worker for Vote Center # _____ for the election held on _____
County of Fresno	

Signed in the presence of: \_\_\_\_\_  
 Election Coordinator (Print Name) \_\_\_\_\_ Election Coordinator Signature \_\_\_\_\_

**\*REMINDER- REST PERIODS ARE REQUIRED- DO NOT WORK STRAIGHT THROUGH YOUR SHIFT\***

Print Name	Signature <small>I certify that the hours and time recorded on this timesheet are true and correct to the best of my knowledge.</small>	Start Time In	Rest Period Time Out	Rest Period Time In	Rest Period Time Out	Rest Period Time In	Shift Time Out	Total Hours
Election Coordinator A	<i>Election Coordinator A</i>	6:00 AM	9:00 AM	10:00 AM	2:00 PM	3:00 PM	10:00 PM	14
Election Coordinator B	<i>Election Coordinator B</i>	6:00 AM	10:00 AM	11:00 AM	3:00 PM	4:00 PM	10:00 PM	14
Elections Worker #1	<i>Elections Worker #1</i>	6:00 AM	11:00 AM	12:00 AM	4:00 PM	5:00 PM	10:00 PM	14
Elections Worker #2	<i>Elections Worker #2</i>	6:00 AM	10:00 AM	11:00 AM	3:00 PM	4:00 PM	10:00 PM	14

### IMPORTANT!

*If an election worker fails to appear or is unable to continue to perform his or her duties, telephone 600-1620.*

# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## BREAKS

The Election Coordinators shall assign all breaks

- ✓ On pre-Election Day days, every election worker must take two 20 minute breaks (one in the morning and one in the afternoon) and a 1 hour lunch. This includes the Election Coordinators.
- ✓ On Election Day, every election worker must take two 1 hour Rest periods (one in the morning and one in the afternoon). This includes Election coordinators.
- ✓ Election Coordinators are responsible for assigning break schedules.
- ✓ No more than one third of election workers may be absent from a Vote Center at the same time.
- ✓ On Election Day, all morning rest periods shall be completed by 12:00 P.M. All afternoon rest periods shall be completed by 5:00 P.M.

### Recommended Rest Periods – Pre-Election Day

Break	10:00 AM	Lunch	11:30-12:30	Break	3:00PM
	10:20 AM		12:30-1:30		3:20PM
	10:40 AM		1:30-2:30		3:40PM

### Recommended Rest Periods – Election Day

Rest Period	9:00 -10:00 AM	Rest Period	2:00 – 3:00 PM
	10:00- 11:00 AM		3:00 – 4:00 PM
	11:00 – 12:00 PM		4:00 – 5:00 PM

**NOTE:**

*ALL election workers must be present at the Vote Center (except for breaks) until all duties have been completed and the ballots and supplies are ready to be picked up.*

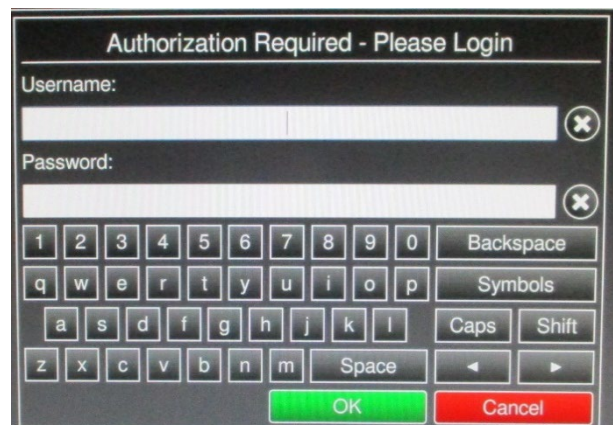
# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---



## 2) Setup the ImageCast Evolution (ICE) Ballot Tabulator

- Two election workers should setup the ICE, one reading these instructions and one following the instructions.
- Retrieve the ICE from where it was securely stored overnight. Place the ICE in its designated spot based on the Vote Center Layout in the White Setup Binder.
- Unlock and remove the black cover.
- Verify that all seals are intact.
- Plug in the ICE to its designated power supply.
- Turn the ICE on by lifting the screen up and forward. Lock the screen in place using the stand on the rear of the screen.
  - If the unit has less than 15% power (lower left corner of the screen), the start-up process will fail and you will need to re-start the device (power button, upper right of the screen).
- Open the secrecy wings and lock them in place.
- The start-up process for the ICE takes 5-10 minutes. When it is complete, the unit will begin to beep.
- Hold the black security token to the silver circle on the right side of the machine until the Password screen appears.
- Enter in the Username:  
Admin  
(capitalization matters)
- Enter in the election specific Password you have been provided:



- 
- The start-up process will continue, taking another 1-5 minutes.



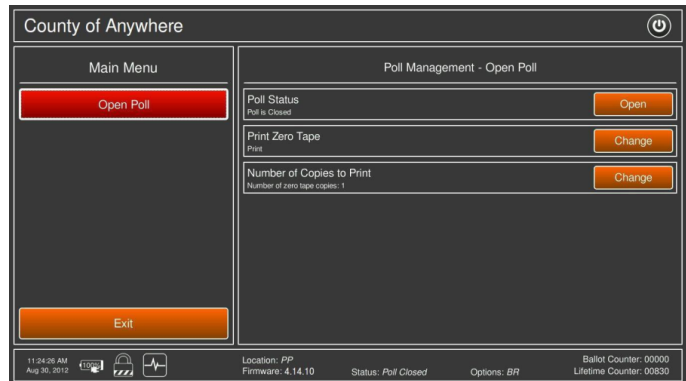
# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

- When complete, the Main Menu will appear.

## Opening the Polls

### On the first morning the Vote Center Opens:

- Press “Open Poll”
- Press “Open” on the right side of the screen
- Press “OK” to confirm
- After the Zero Report finishes printing, press “No” unless there has been a printing error



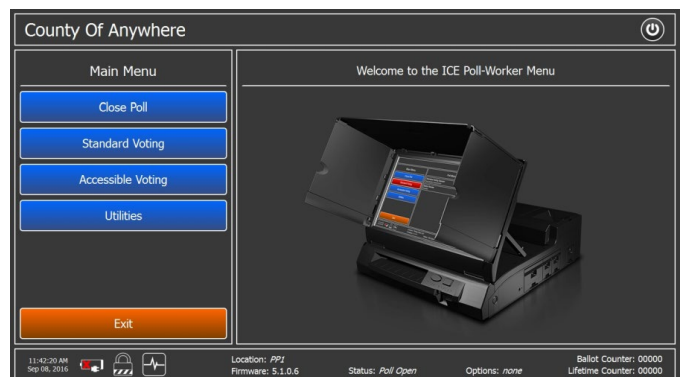
- Four members of the Vote center should sign the Zero Report tape.

### Any morning after the first morning:

- Press “Open Poll” and enter the election specific password at the prompt
- Confirm the choice to re-open the polls by pressing “OK”
- Press “Open”
- After the Interrupt Report finishes printing, press “NO” unless there has been a printing error
- Four members of the Vote center should sign the Interrupt Report tape.

### Any morning after the first morning:

- The Main Menu will re-appear with new options:
- Press “Standard Voting”
- Press “Start” and confirm with “OK”
- The ICE is now ready to receive ballots



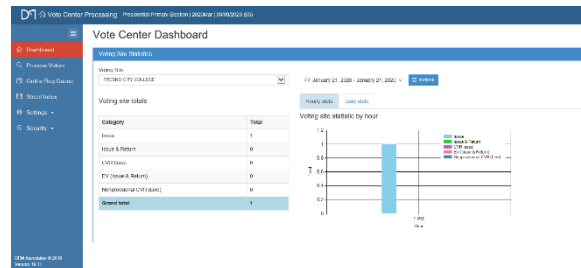
# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

## 3) Setup the Check-in Stations

- Retrieve the Check-In laptops (black laptop bag) from the Equipment Cart
- Place the laptops in their designated positions and reconnect to Dymo printers and the Cradlepoint unit (follow the colored dots for re-connecting devices).
- Plug-in Laptops and Dymo printers.
- Turn on the laptop by powering on the unit (top right of keyboard).

➤ Press ctrl-alt-del if the login screen does not appear.

➤ Enter in the username and password (specific to each user, logout and back in for each new user at a laptop). The DFM Lite application should automatically load and the Dashboard should be on screen.



➤ If an election worker forgets their username or password, call the IT help desk.

➤ Make sure that the laptop is associated with the correct Vote Center. (Visible on login to the Dashboard on the upper right on the process voters page, contact IT if you have any questions.)

➤ Click on Process voters.

➤ Test each Dymo and laptop by printing a blank provisional label.

- Make sure that you have supplies of the following available:

➤ Several blank White and Yellow Roster pages per Check-in station

➤ Purple VBM envelopes (for “To Go” voters), white replacement VBM envelopes

➤ Short form registration pages, VBM Cure letters

➤ Yellow CVR Envelopes and Pink Provisional Envelopes

# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

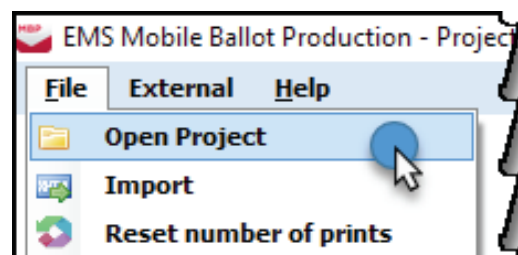
---

## Setup the Check-in Stations Cont.

- Clean Ballot Marking Pens and Clean Ball Point pens
- Secrecy Sleeves (both sizes)
- You should have signage directing the Voter to “Provide” their name and address.
- Retrieve the Triage Laptop from the Equipment Cart and turn on. Ensure that the Triage Tablet is always over 80% battery reserve. Extension cords are provided to ensure continued usage while charging the Triage Laptop.

## 4) Setup the Mobile Ballot Printing Station

- Retrieve the MBP laptop (grey laptop bag) from the Equipment Cage
- Reconnect the MBP laptop to the MBP printer
- Retrieve the sealed Unused 18” MBP paper from the Equipment Cage
- Load paper into the MBP printer, do not open more packs of paper than necessary
- Plug in and turn on the MBP Printer
- Plug in and turn on the MBP laptop (power button on top right of keyboard)
  - Open File from the top left corner of the screen

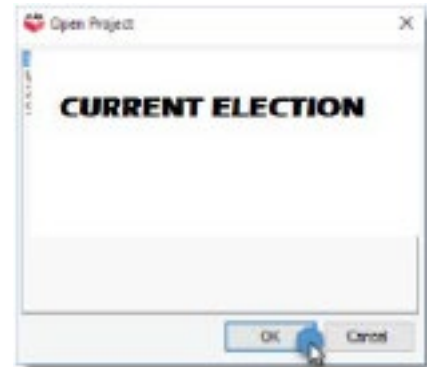


# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## Setup the Mobile Ballot Printing Station Cont.

- Click Open Project
- Select Current Election Project





- Test the MBP Printer by testing a Sample Ballot as directed on the MBP Procedure Card – Mark this sample ballot spoiled and place in Envelope A
- Retrieve the Blue Roster binder from where it was stored overnight
- Retrieve the Yellow Roster binder from where it was stored overnight
- Make sure that there are enough blank roster pages in the Blue (and Yellow) roster binder, add more blank roster pages as needed.
  - Check-in officers should collect 5+ blank sheets from each roster to have at their station and place all filled roster pages in the binder.
- Make sure that a supply of clean Red Secrecy Sleeves is available.

# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS



## 5) **Ballot Paper Receipts**

- Each Vote Center will be provided with two (2) copies of the Ballot Paper Receipt. The Ballot Paper Receipt will be printed on Cherry colored paper (bright pink).

	<b>RECEIPT FOR BLANK BALLOT STOCK</b> Consolidated Municipal and Special Election 03/02/2021	
Election Coordinator #1: _____		
Election Coordinator #2: _____		
VC0 - Kern Street Elections		
Type	Quantity	
MBP PAPER STOCK – 11"	1700	
ICX PAPER STOCK – 11"	400	
I hereby acknowledge receipt of the foregoing from the Fresno County Elections Office.		
On (date): _____ At (time): _____		
Received by: _____		_____
<small>Election Coordinator Name</small>		<small>Election Coordinator Signature</small>
Issued by: <b>Warehouse Staff</b>		<i>Warehouse Staff</i>
<small>Warehouse Staff Name</small>		<small>Warehouse Staff Signature</small>
<b>KEEP THIS COPY IN THE BLUE BINDER.</b>		

- The receipt will include information on the Vote Center, assigned election coordinators, and the quantity of each type of paper sent to the Vote Center.
- On the Saturday that you open the Vote Centers to voters, break the seal on the ImageCast Evolution's (ICE) black ballot box and remove the blank paper that was delivered to the vote center. Do NOT open this ballot box prior to Saturday (i.e. do not open this ballot box during delivery/setup of the Vote Center).
- Unseal each box of blank paper and verify the quantity of paper provided by counting the wrapped packets inside. You do not need to individually count the pages of blank paper.
- If the quantity of paper delivered matches the count on the receipt, one (1) election coordinator will sign and date the two (2) copies of the receipt.

# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## Ballot Paper Receipts (Cont.)

- **If the quantity of paper does NOT match the count on the receipt, call 600-1620 right away.**
- Keep one (1) copy of the receipt in the Blue Binder, to be returned in the Blue Binder on Election Night.
- Return the second copy of the receipt in the large clear blue plastic bag on the first night. (Note – current lists do not include this item but the receipts themselves have this direction.)
  
- If additional paper is delivered to the Vote Center, an additional receipt will accompany the extra paper. Again, please count the paper received and sign both copies of the receipt delivered with the extra paper. One copy should be kept in the blue binder, the other will be returned to the warehouse ASAP by the staff members delivering the paper.
  
- There is a space on the Unused Paper Log (in the Blue Binder) to record the quantities of paper delivered and the amount of any extra paper delivered while the vote center is open.

# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

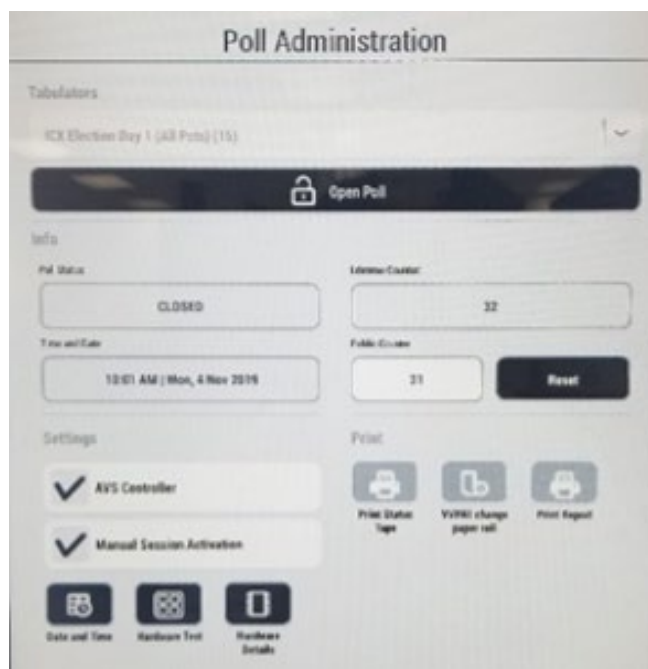
---



## 6) Setup the ImageCast X Ballot Marking Device

Two election workers should open the ICX devices each morning, one worker reading these instructions and one following the instructions.

- Turn on the ICX machine by plugging it in – if the tablet does not auto start up, press the power button behind the machine on the right side.
- Insert the Poll Worker Card once machine shows the animated prompt.
- Enter the Election Specific Log-in.
- Verify that the printer is connected by tapping the Hardware Test, select the printer, and tap Print Test Page. Of the test page prints correctly, press Close (bottom right of screen).
- On the Poll Administration screen:
  - Press “Open Polls”
  - Once the polls are open, remove the Poll Worker Card



# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---



## 7) **Prepare the Vote Center Interior**

Every Polling Place will receive a White Vote Center Set-up Binder. This binder will be included in the Burgundy Supply Bag. This binder will include a layout of how the Vote Center must be setup.

### **Setting Up the Election Information Stand**

Between the entrance door and the Election Day table, preferably prior to the language table, place the black Election Information stand.

- This standing vinyl pocketed sheet will have all legally required signage, including any translated facsimile copies of the ballot required. No additional signs must be posted inside the Vote Center if the Election Information stand is properly put up.





# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## Setting Up the Voting Booths

- Set up voting Booths to ensure voter's privacy. Follow the white Setup Binder for where booths should be located and how they should be oriented.
- Secure the legs of each booth by twisting the legs 1/4 turn.



## OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

- At least one booth is to be set at the lower level for voters with disabilities. Attach the extended black bar and insert shorter legs as illustrated. Make sure you have a pathway for wheelchairs.



- Some Vote Centers will be provided with newer, 4 in 1 voting booths. Place as directed in the White Setup Binder. (For Nov 2020, these booths are not in use)



Vote Centers should be set up to ensure that all voters can easily and equally access all voting materials, voting booths and Vote Center staff.

# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS



## 8) Prepare the Language Support Materials

### Setting Up the Language Table

In an effort to better assist Voters who have difficulty with English language materials, ALL additional language support materials will be placed on a table, separate from the Check-in stations. This “Language Table” should be placed prior to the Check-in stations and in a position such that every voter will pass it and be able to review the materials prior to reaching the Check-in stations. On the Language Table, place:



- Any and all Spanish language support materials
- Additional language signs and information, including translated facsimile ballots if required in your precinct
- Spanish language Official Ballots should be kept with all other Ballots at the Election Day table

The Materials on the Language Table are required by law and must be posted in every precinct. (*Election Code 14200, 14201, Section 203 of the federal Voting Rights Act of 1965*)

### Setting Up the Language Pull-up

The Language Pull-up notifies voters of the availability of Language Translation Guides and translation services within the Vote Center. Not every Vote Center is assigned bilingual workers in all languages, but every Vote Center does have access to a phone translation service.



# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## Prepare Identification Badges

- Each election worker must wear their County provided Election Worker Identification badge at all times (*Elections Code 14105(i)*).
- If you are a bilingual election worker who speaks one of the following languages, please wear the provided additional Language Identification Badge:
  - Spanish
  - Chinese
  - Hmong
  - Korean
  - Khmer
  - Laos
  - Punjabi
  - Tagalog
  - Vietnamese



# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---



## 9) Prepare the Vote Center Exterior

### Setting Up the Election Information Kiosk

Just outside the Vote Center entrance door, place the Election Information Kiosk.

- This standing cardboard kiosk will have all legally required signage, as well as maps and information on what languages should be available at the Vote Center.
- Directions for the assembly of the Election Information kiosk can be found on the cardboard box carrying case.



# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## Set Up Accessibility Mitigation Materials (Cones, Signs, Ramps, Etc., (If Provided))

- Place the blue accessible sign (provided) at the entrance to the Vote Center if the Vote Center is accessible and there is no visible symbol. You do not need to put up this sign if there is a blue accessible sign on the standing Election Information kiosk.
- If your Vote Center requires temporary mitigation measures to meet accessibility requirements, you will be provided set-up instructions in the White Setup Binder.
- If your Vote Center requires temporary mitigation measures, all election workers are responsible for the proper set-up and maintenance of these measures throughout Election activities.



# OPENING THE VOTE CENTER CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

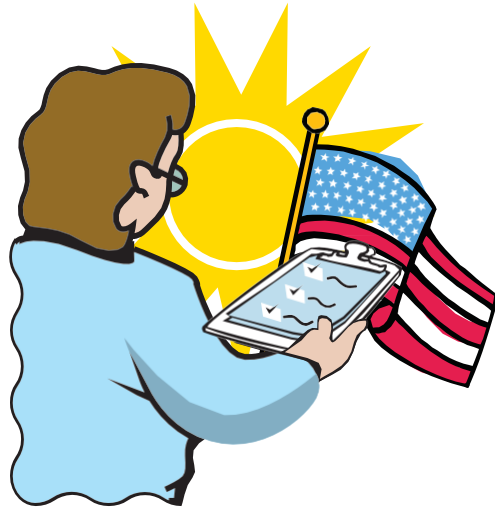
---

## **Post All Exterior Election Signs**

- The White Setup Binder has directions for the setup of exterior signs and flags.
- The largest signs will be semi-permanently placed prior to the Vote Center opening.
- Directional signs need to be placed to assist Voters finding the Vote Center.
- Flags will be provided and should be placed as directed in the White Setup Binder. Flags should be brought in each night. If one of your flags is damaged, contact the Elections Warehouse. There a “donut” weight, filled with sand, that holds goes on each flags base to hold it down.







---

# ELECTION PROCEDURES

---



## Triage Tablets/Laptops

### Opening/Activation of the Triage Tablet

- Remove the Triage laptop/tablet from its Dark Gray case.
- Power on the Triage laptop/tablet. The power button is on the right edge, the smaller button.
- Enter the Username: Vote\_Assist (you may need to hit ctrl-alt-del)
- Enter the password: Vote2021!
- Double click the “Vote Center Lookup” App. The application may take several seconds to load up.
- Ensure that the Triage laptop/tablet always has at least an 80% charge. Use the extension cord provided in the Equipment cart to plug in the Triage laptop/tablet and still assist a line of voters.



### Closing of the Triage Tablet

- Click on the “X” in the top right of the Application.
- Turn off the laptop/tablet.
- Return the laptop/tablet to the Dark Grey laptop case and place in the Equipment cart overnight. Leave the laptop/tablet out of the case but in the equipment cart if it needs to be plugged in overnight.

## **Triage Tablets/Laptops (Cont.)**

### **Processing Voters in Line**

- Enter the Voter's name in the "Name" field. Press or click "Search" (or hit "Enter" on the keyboard). Scroll through the results to find the voter. You may sort by any field to facilitate the search.
- If you can't find the voter, hand the voter a yellow CVR envelope, clipboard, and pen

\*Tips on searching for voters on the Triage laptop/tablet –

- The search function on the laptop/tablet is an exact text string comparison. Whatever you put into the search field will be matched, exactly. This includes punctuation and spaces. This means that more information is better IF it is correctly entered.
- 8-10 characters of good information will result in the best search. Fewer characters and you will get back too many results. More characters and you are too likely to make an error and get zero results.
- Examples:
  - “smith” is too short, you will receive thousands of results
  - “smith, jo” is better, common names may still need sorting by address or birthdate
  - “smith, jonathan” is too long, risking a misspelling that returns no results
- Addresses can be a useful search refining tool but only if the voter has not moved since their last registration. Enter only the street number, not the name of the street. Sorting by street address may be just as useful as searching by address number.

### **Using the Triage Laptop/Tablet to Complete Provisional Ballots**

- Using the information provided by the voter on the pink provisional envelope, enter the Voter's name in the "Name" field. Press or click "Search" (or hit "Enter" on the keyboard). Scroll through the results to find the voter. You may sort by any field to facilitate the search.
- Write down the Voter's voting precinct (second to last column on the right) in the top left box on the front of the provisional envelope. Use this voting precinct to generate the Voter's proper ballot.

## Opening the Polls

- At exactly 7:00 A.M. (9:00 A.M. on days prior to Election Day), by a designated watch or clock, the precinct board shall step outside and announce **OUT LOUD**, “The polls are open!”

## Communicating with the Voters

All U.S. Citizens have the right to vote, regardless of what primary language they speak. Many U.S. citizens speak languages other than English.

- If a Voter needs assistance in a language other than English, and an Election Worker speaks that language, they are required to assist the Voter. Information given in a language other than English must be the same information that would be provided to an English-speaking Voter.
- Each Vote Center is provided a cell phone and directions to access a phone-based translation service. Election workers should follow the directions and use the phone to assist voters if a translator is not available locally.

## Processing a Voter’s Name and Address

- Each Voter is required to provide his/her name and residence address. (*Election Code 14216(a)*). DO NOT ask a Voter to provide ID unless “**ID REQUIRED**” is printed on the signature line.
- Locate the Voter’s name in the registration database.
- Confirm the name and residence address provided by the Voter with the name and residence address listed in the registration database. IF the address is incorrect, ask the voter to complete a short re-registration form, see page 50.
- Ask the voter if they would like their ballot for “Here” or “To Go” and click the correct green button. Print two labels for the voter.

## For “Here” Voters

- For a for “Here” voter, place the first check-in label on a white roster page and ask the voter to sign under the label. Use the second label to get the voter the correct ballot.
- Ask the for “Here” voter if they would like to vote using a classic paper ballot or use the ICX ballot marking device to complete their ballot.

## For “Here” Voters Cont.

- If the voter would like a classic paper ballot, take the second label to the Mobile Ballot printing station and generate the correct ballot using the precinct on the label. Verify the precinct against the Check-in label. Place the ballot in a long red secrecy sleeve and hand to the voter, while providing instruction to the voter on how to complete the voting process.
- If the Voter would prefer to vote on the ICX, hand the second Check-In label and a short red secrecy sleeve to the ICX Officer and direct the voter to the ICX Officer for assistance in the voting process on the touchscreen ballot marking device.

## “To Go” Voters

- For a “To Go” voter, place the first check-in label on the back of a new purple Vote by Mail return envelope.
- Use the second label at the Mobile Ballot printing station to generate the correct ballot using the precinct on the label. Verify the precinct against the Check-in label. Place the ballot in the purple Vote by Mail return envelope and hand to the voter.

## Instructing Voters on Voting

As you hand the Voter their Official Ballot, give the following instructions:

- Use the ballot marking pen to mark the Ballot.
- When voting for a write-in candidate, first fill in the oval next to the write-in line. Then, use the marking pen to enter the name of the candidate in the space provided on the Ballot for that office. Do not write in the name of a candidate that is already printed on the ballot for that race.
- Vote for only one candidate unless instructed otherwise.
- To keep the Ballot confidential, ask the Voter to place his/her voted Ballot inside the Secrecy Sleeve.
- If the Ballot has been spoiled, defaced or marked in error, return the Ballot to a election worker for a replacement. (*Elections Codes 14272, 14275, 14284, 14287, 14288 and 14297b*).

## **After the Voter has Completed Voting the Ballot**

- Have the Voter insert his/her Ballot into the ICE Ballot Tabulator using the Secrecy Sleeve.
- Have the Voter return the empty Secrecy Sleeve to the Assisting Officer.
- Give an “I Voted Sticker” to the Voter.



## **Completed Registration Cards**

Completed registration cards should be returned with the blue roster binder materials at the end of the Election Day activities.

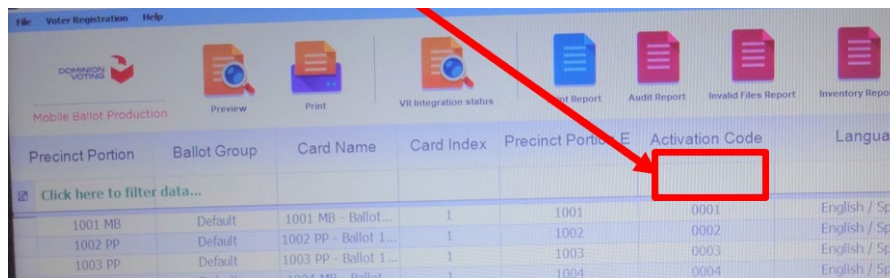
- Completed registration cards and the Blue Roster binder go into the large plastic bag.
- Registration cards can also be mailed free of charge if individual is not ready to complete it at the time of voting.

## Mobile Ballot Printing

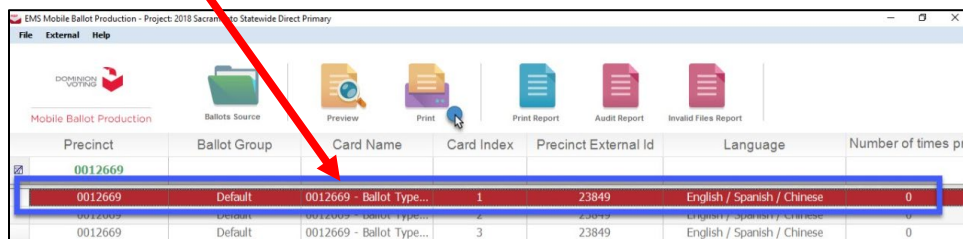
The following section will guide you in printing out an 18” pen markable paper ballot for a voter.

You must have the Voter’s precinct number to generate a ballot via Mobile Ballot Printing. The precinct number is listed in the bottom row on labels for “Here” or “To Go” ballots. The precinct number is listed towards the top on the right of provisional labels.

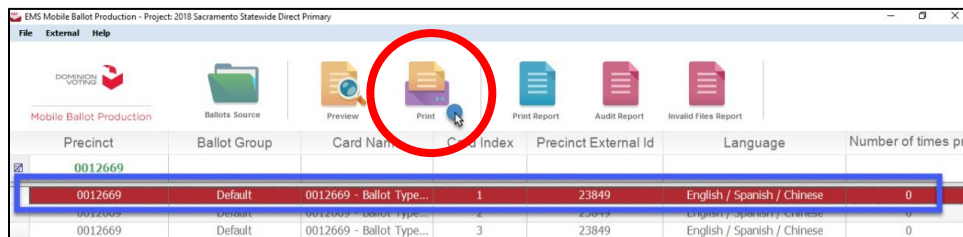
- Enter the precinct number under “Activation Code” (the code must be four digits, add leading zeros if necessary, example: 0013, 0209)



- Select the row with the appropriate precinct and language so that it turns red (do NOT double click).



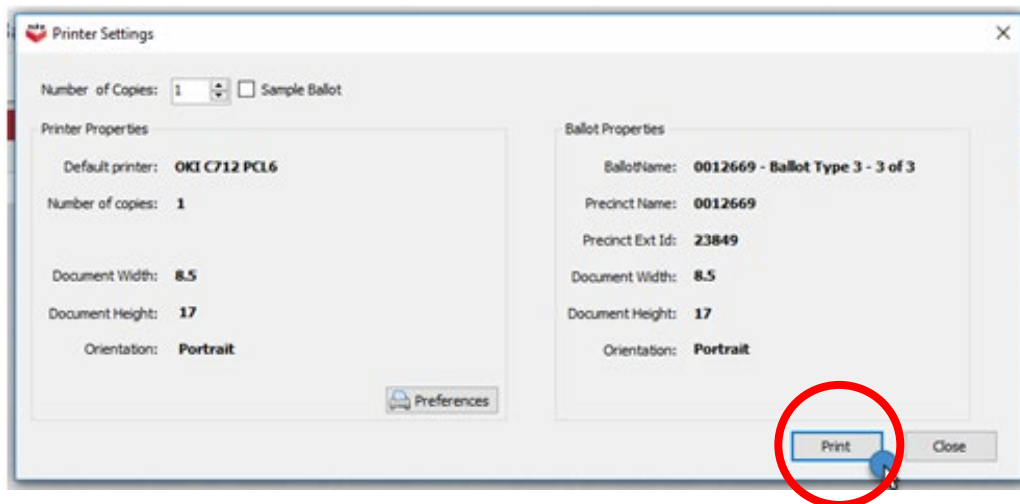
- Click on the Print Icon above the filter row.





## Mobile Ballot Printing Cont.

- On the Printer Pop-up, Click the print button. (Make sure Sample Ballot is not marked unless this is a test ballot in the morning)



### IMPORTANT:

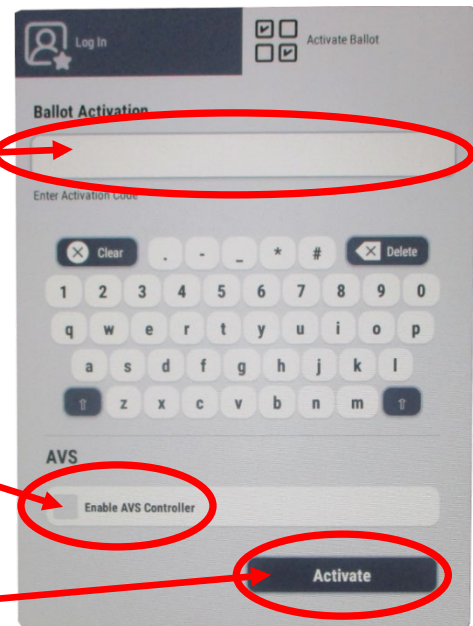
- Ensure there is always official ballot paper in the printer. Paper is stored in the Equipment Cart.
- Clear paper jams
- Monitor printer display messages
- Request your Vote Center IT support person's assistance for any error messages regarding toner levels.
- Make sure voters do not have access to the MBP Printer

## Voting on the ImageCast X Ballot Marking Device

The following section will guide you in assisting a voter to vote on the ImageCast X Ballot Marking Device.

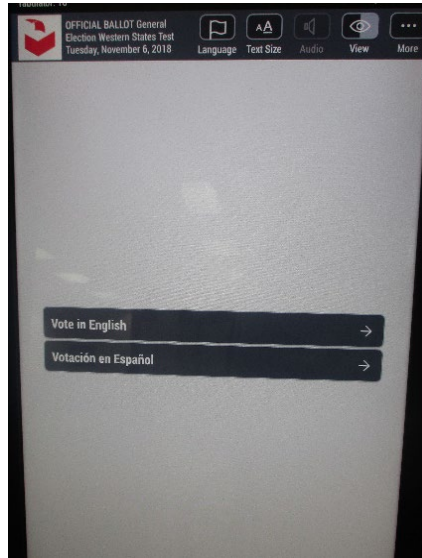
### When a Voter is directed to the ICX Officer to vote:

- Receive the Voter's second Check-in label and a short secrecy sleeve or completed CVR/Provisional envelope from the Check-In officer or ensure that the voter has a secrecy sleeve and Check-in label or a completed CVR/Provisional envelope.
- Ask the voter if they would like an accessible voting session with the handheld ATI controller
- Insert the Poll Worker card
- Enter the precinct code to activate the ballot (Activation codes are four (4) digits long, add leading zeros to the precinct as needed ex: 0030, 0178)
- Mark the 'Enable AVS Controller' check box if the voter wants an accessible voting session (optional)
- Press Activate



## Voting on the ImageCast X Ballot Marking Device Cont.

- Give the voter brief instructions on the use of the ICX and assist the voter in choosing a language.



- If voter wants an accessible voting session, ask the voter which type of interactive device they prefer and ask if they want the privacy screen on or not. (This blacks out the screen for privacy)
- Step away from the ICX to allow the Voter their privacy during the voting process.
- When the voter completes the voting process, remind them to place their printed ballot into their secrecy sleeve or CVR/Provisional Envelope
- CVR/Provisional voters return their ballot in the envelope to the Yellow CVR Ballot Box; all other voters should go to the Assisting officer at the ICE Ballot Tabulator

## Assisted Voters

If a Voter requests assistance in marking his/her ballot, the voter shall receive the assistance of **not more than two persons of his/her own selection**. Election workers are allowed and encouraged to assist voters. The Voter's employer, agent of Voter's employer, or an officer or agent of the union of which the Voter is a member may not assist the Voter.

- Place the Voter under oath by having the voter raise his/her right hand, then ask the voter: "Do you swear (or affirm) that you are unable to mark, or read your ballot?" **The voter must answer "YES"** or assistance will not be allowed.
- Complete the yellow List of Assisted Voters and Persons Assisting Voters located on the back cover of the Roster (*Elections Code 14282*).
- A person assisting a voter cannot influence the voter when marking their Ballot (*Elections Code 14282*).

NOTE:

*No person may assist a voter until the yellow List of Assisted Voters and Persons Assisting Voters is completed. See example on next page.*

NOTE:

*The ICX Ballot Marking Device is provided so that voters with visual or other limitations can vote in private with little or no assistance. These voters are not considered "Assisted Voters". An election worker will need to provide instructions on how to use the ICX device.*

**LIST OF VOTERS AND PERSONS ASSISTING VOTERS**

PRECINCT OFFICER ADMINISTERS THE FOLLOWING OATH TO THE VOTER: "Do you swear or affirm that you are unable to mark your ballot?"

1.	VOTER NAME		
	a.	Name of Person Assisting	
	b.	Name of Person Assisting	
2.	VOTER NAME		
	a.	Name of Person Assisting	
	b.	Name of Person Assisting	
3.	VOTER NAME		
	a.	Name of Person Assisting	
	b.	Name of Person Assisting	
4.	VOTER NAME		
	a.	Name of Person Assisting	
	b.	Name of Person Assisting	
5.	VOTER NAME		
	a.	Name of Person Assisting	
	b.	Name of Person Assisting	
6.	VOTER NAME		
	a.	Name of Person Assisting	
	b.	Name of Person Assisting	
7.	VOTER NAME		
	a.	Name of Person Assisting	
	b.	Name of Person Assisting	

## Spoiled Ballots

A Spoiled ballot is a ballot that has been damaged or mismarked. Errors in selecting a choice, filling in bubbles incorrectly, intentional defacement, and physical damage such as bending, folding and tearing are all things that can result in a Spoiled Ballot.

If a voter spoils a Ballot:

- The Ballot must be returned to an election worker. (*Elections Code 14288*)
- Write the word "SPOILED" and your initials on the Ballot. (*Elections Code 14290*)
- Generate a new ballot for the voter, either by printing the ballot at the Mobile Ballot Printing station or on the ICX Ballot Marking Device. Use the Spoiled ballot to print/access and verify the new ballot.
- Hand the new ballot to the Voter in their secrecy sleeve, envelope, or allow them to continue on the ICX.
- Place the Spoiled Ballot inside **Envelope A**.
- A voter shall not receive more than three ballots, including the original Ballot issued. If a voter spoils and returns the second ballot, advise the voter this is the third and last ballot the voter will be issued (*Elections Code 14288*).

### **Ask the voter if assistance is needed.**

- If the voter spoils all three (3) ballots, write the voter's name on the List of Voters Not Challenged but Failing to Vote after Signing the Roster located in the Blue Roster Binder.

# ELECTION PROCEDURES

## Canceled Ballots

If a voter does not wish to have his/her ballot counted:

- The Ballot must be returned to an election worker. (*Election Code 14296*)
- Write the word “CANCELED” and your initials on the Ballot.
- Place the Canceled Ballot inside ENVELOPE A.
- Write the voter’s name on the List of Voters Not Challenged but Failing to Vote after Signing the Roster located on the inside front cover of the Roster.
- Contact the EIMS Lite Support/Procedure’s Phonebank (600-0858) and ask for the clearance of an issued ballot record. Provide the election staff downtown with the Voter’s information and the nature of the cancellation.
- A voter shall not receive more than three ballots, including the original Ballot issued. (*Elections Code 14288*)

FRESNO COUNTY ROSTER					PRECINCT 05 00
<b>LIST OF VOTERS CHALLENGED</b>					
1.	VOTERS CHALLENGED (Name and Address)	Persons Offering Information or Testifying (Name, Address and Identification)	Grounds for Challenge	Allowed to Vote	Not Allowed to Vote
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15. NUMBER OF VOTERS NOT ALLOWED TO VOTE ON THE LIST					
<b>LIST OF VOTERS NOT CHALLENGED BUT FAILING TO VOTE AFTER SIGNING THE ROSTER</b>					
16.	Name		25.	Name	
17.	Name		26.	Name	
18.	Name		27.	Name	
19.	Name		28.	Name	
20.	Name		29.	Name	
21.	Name		30.	Name	
22.	Name		31.	Name	
23.	Name		32.	Name	
	Name		33.	Name	
34. NUMBER OF VOTERS NOT CHALLENGED BUT FAILING TO VOTE AFTER SIGNING THE ROSTER					
35. Total number of voters not voting after signing the roster (Add lines 15 and 34 above)					<div style="font-size: 8px; text-align: center; margin-top: 2px;">Write this total On front cover.</div>

## **Conditional Voter Registration (CVR) Ballots**

A CVR Ballot is a Ballot that is used by election workers, together with a yellow CVR Envelope and yellow CVR Receipt Card, to assist a Voter when a question regarding the Voter's registration is raised. The following are the common situations where a CVR Ballot may be used:

- The Voter is not registered in Fresno County (Voter not found in the registration database).
- The Voter is listed as canceled in the registration database.

## **Processing a CVR Voter**

- Give the Voter a yellow CVR envelope and ask them to complete all sections, including the stapled on white attachment.
- Ask the voter to step aside while completing the envelope and to return to you when complete. Give the voter a clipboard and pen to assist them.
- The election worker verifies that the information is complete including signature on the envelope.
- The election worker generates two (2) provisional labels for the voter, showing name, address and voting precinct.
- Place the first label on a yellow CVR roster page and have the voter sign under the label. Place the second label on the back of the CVR envelope.
- Generate a ballot for the voter, paper or ICX, using the completed CVR envelope with label.
- Instruct the voter that after they finish voting, they should enclose their official Ballot inside the CVR Envelope and seal the envelope. The voter should return the sealed CVR Envelope to an election worker.
- Review the sealed CVR Envelope, again, for completeness.
- Hand the voter a yellow Provisional Receipt Card and an "I Voted" sticker
- Place the CVR Envelope into the Yellow CVR Ballot Box.

***Do not give a CVR Voter a secrecy sleeve.***



# ELECTION PROCEDURES

**NOTE:**

**CHECK THE CVR ENVELOPE CAREFULLY. Make sure all information on the yellow CVR Envelope is filled out.**

**Fresno County Clerk/Registrar of Voters**  
**Conditional Voter Registration form & ballot envelope**  
**Formulario para inscripción de votante el mismo día y sobre para la boleta**

**Qualifications / Requisitos**  
 1. I am - Soy:  a U.S. citizen and resident of the State of CA - Ciudadano de EE.UU. y residente de CA  18 or older - 18 años de edad o mayor  
 having my one and only ballot for this election - voter en única boleta para esta elección

**Affidavit / Declaración**  
 2. I swear or affirm that - Juro o afirmo que:  
 I am a U.S. citizen and a resident of California and at least 18 years old. I am not currently serving a state or federal prison term for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct. - Yo soy un ciudadano de EE.UU. y un residente de California y de al menos 18 años de edad. No estoy actualmente cumpliendo una condena en una prisión estatal o federal por cometer un delito. Actualmente no he sido declarada mentalmente incompetente para votar por un tribunal. Entiendo que es un crimen proporcionar intencionalmente información incorrecta en este formulario. Declaro bajo pena de perjurio, de acuerdo con las leyes del Estado de California, que la información de este formulario es verdadera y correcta.

**Your legal name / Su nombre legal**  
 3. First Name - Primer nombre: \_\_\_\_\_ Middle - Segundo nombre: \_\_\_\_\_  
 Last Name - Apellido: \_\_\_\_\_

**Identification / Identificación**  
 4. Date of birth - Fecha de nacimiento:  /  /  U.S. state or foreign country of birth - Estado en EE.UU. o país extranjero donde nació: \_\_\_\_\_  
 CA Driver's License or ID card # - Num. de licencia de manejar o Tarjeta de Identidad de California: \_\_\_\_\_ SSN (last 4 numbers) - SSN (los últimos 4 dígitos): \_\_\_\_\_

**The address where you live / La dirección donde vive**  
 5. Home address - Domicilio: \_\_\_\_\_  
 City - Ciudad: \_\_\_\_\_ State - Estado: \_\_\_\_\_ Zip - Cód. Postal: \_\_\_\_\_ Foreign Country - País del extranjero: \_\_\_\_\_

**The address where you receive mail / La dirección donde recibe su correo**  
 6. Mailing address - If different from above or a PO box: \_\_\_\_\_  
 City - Ciudad: \_\_\_\_\_ State - Estado: \_\_\_\_\_ Zip - Cód. Postal: \_\_\_\_\_ Foreign Country - País del extranjero: \_\_\_\_\_

**Registration history / Historial de inscripción**  
 7. Previous address - Dirección anterior: \_\_\_\_\_ City - Ciudad: \_\_\_\_\_  
 State - Estado: \_\_\_\_\_ Zip - Cód. postal: \_\_\_\_\_ Previous county - Condado anterior: \_\_\_\_\_ Previous political party preference (if any) - Preferencia de partido político anterior (si corresponde): \_\_\_\_\_

**Political Party Preference / Preferencia del Partido Político**  
 8. I want to choose a political party preference. Please indicate your preference by putting an "X" in the box next to the party name. - Quiero elegir una preferencia de partido político. Marque una preferencia de partido político en una casilla poniendo una "X" en la casilla correspondiente.  
 American Independent Party - Partido Americano Independiente  
 Democratic Party - Partido Demócrata  
 Green Party - Partido Verde  
 Libertarian Party - Partido Libertario  
 Peace and Freedom Party - Partido Paz y Libertad  
 Republican Party - Partido Republicano  
 Other (specify) - Otro (especificar): \_\_\_\_\_

**Other information / Otra información**  
 9. I would like to receive election materials by text message. - Quisiera recibir información electoral por mensaje de texto.  
 Yes - Sí  No - No  
 My language preference for receiving election materials is: - Mi preferencia de idioma para recibir materiales electorales es:  
 English  Chinese  Korean  Vietnamese  Spanish  Tagalog  Vietnamese/Viet ngó  Lao  Other: \_\_\_\_\_

**Vote by mail / Votará por correo**  
 10. I want to get my ballot by mail before each election. - Quiero recibir mi boleta por correo antes de cada elección.  
 Yes  No

**CONDITIONAL VOTER REGISTRATION ENVELOPE**

**Conditional Voter Registration Provisional Envelope**  
**Did the Voter Sign the Front of this Envelope?**  
**¿La Votante Firmó el Frente de Este Sobre?**

**Vote Center Staff**  
 Make sure the voter fills out front of this envelope completely. Missing information could result in the ballot not being counted.  
 Precinct Ballot: \_\_\_\_\_ Party Ballot (Primary only): \_\_\_\_\_  
 (What precinct ballot did you give the voter?) (What Party ballot did you give the voter?)

**Elections Office Staff**  
 Voter Registration Processed  VoteCal Checked  Entered EIMS  
 Green Light  Yellow Light\*  Red Light\*  
 \* Must be held and rechecked a ter the election during Canvass

**Count / No Count**  
 Count  No Count  
 Already Voted  
 Ballot Missing  
 Signature Missing/Sig no Match  
 Envelope Incomplete  
 Other \_\_\_\_\_

Precinct: \_\_\_\_\_  
 Party: \_\_\_\_\_  
 Voter ID: \_\_\_\_\_ Verified by: \_\_\_\_\_ Supervisor Initials: \_\_\_\_\_

Front of CVR Envelope

Back of CVR Envelope

The Voter completes the front of the CVR envelope, the election worker places the label on the back and completes the first box on the back.

## Provisional Ballots

A Provisional Ballot is a Ballot that is used by election workers, together with a pink Provisional Envelope and yellow Provisional Receipt Card, to assist a Voter when a question regarding the Voter's registration or ballot status is raised. The following are the common situations where a Provisional Ballot may be used:

- The database indicates that the Voter has already voted.
- The Voter is listed as a new Voter, i.e. "ID Required", and has no ID.
- The Voter arrives after 8 P.M. and demands to vote.
- The Voter is from another county and does not want to re-register as a Fresno County resident but does want to vote at your Vote Center.

## Processing a Provisional Voter

- An election worker completes their section of the Provisional Envelope.
- The Voter completes their section of the Provisional Envelope including their signature.
- The election worker verifies that the information is complete including signature.
- The election worker generates two (2) provisional labels for the voter, showing name, address and voting precinct.
- Place the first label on a yellow CVR roster page and have the voter sign under the label. Place the second label on the back of the provisional envelope.
- Generate a ballot for the voter, paper or ICX, using the completed provisional envelope with label.
- Instruct the voter that after they finish voting, they should enclose their official Ballot inside the Provisional Envelope and seal the envelope. The voter should return the sealed Provisional Envelope to an election worker.
- Review the sealed Provisional Envelope, again, for completeness.
- Hand the voter a yellow Provisional Receipt Card and an "I Voted" sticker
- Place the Provisional Envelope into the Yellow CVR Ballot Box.

***Do not give a Provisional Voter a secrecy sleeve.***

# ELECTION PROCEDURES

**NOTE:**

**CHECK THE PROVISIONAL ENVELOPE CAREFULLY. Make sure all information on the Pink Provisional Envelope is filled out.**

**Fresno County Clerk/Registrar of Voters**  
**Provisional Voter Registration form & ballot envelope**  
**Formulario de registro de votante provisional y sobre de boleta**

**Qualifications**  
 Requiridos: 1  I am - Soy: a U.S. citizen and resident of the State of CA - Ciudadano de EE.UU. y residente de CA  18 or older - 18 años de edad o mayor  voting my one and only ballot for this election - votar mi única boleta para esta elección

**Affidavit Declaration**  
 Juramento You must sign in the box for your registration to be complete and your vote to count.  
 2 I swear or affirm that - Juro o afirmo que: I am a U.S. citizen and a resident of California and of least 18 years old. I am not currently serving a state or federal prison term for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct. - Yo soy un ciudadano de los EE.UU. y un residente de California y de al menos 18 años de edad. No estoy actualmente cumpliendo una condena en una prisión estatal o federal por cometer un delito. Actualmente no he sido declarado mentalmente incompetente para votar por un tribunal. Entiendo que es un crimen proporcionar intencionalmente información incorrecta en este formulario. Declaro bajo pena de perjurio, de acuerdo con las leyes del Estado de California, que la información de este formulario es verdadera y correcta.

**Signature - Firma**  
 X \_\_\_\_\_ Month - Mes / Day - Día / Year - Año

**Your legal name**  
 Su nombre legal 3 **Optional prefix / Prefijo opcional:**  Mr. - Sr.  Ms. - Sra.  Mrs. - Sra.  Miss - Srta.  
**First Name - Primer nombre** \_\_\_\_\_ **Middle - Segundo nombre** \_\_\_\_\_  
**Last Name - Apellido** \_\_\_\_\_

**Identification**  
 Identificación 4 **Date of birth - Fecha de nacimiento** MM/DD/YYYY  U.S. State or foreign country of birth  Estado de EE.UU. o país extranjero donde nació  
**CA driver's license or ID card # - Num. de licencia de manejar o Tarjeta de Identidad de California** \_\_\_\_\_ **SSN (last 4 numbers)** XXX-XX-XXXX

**The address where you live**  
 La dirección donde vive 5 **Home address - Domicilio**  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Foreign Country** \_\_\_\_\_  
**City** \_\_\_\_\_ **Estado** \_\_\_\_\_ **Cod. Postal** \_\_\_\_\_ **País del extranjero** \_\_\_\_\_  
 If you do not have a street address, describe where you live including cross streets, route, N, S, E, W, etc. - Si no tiene una dirección con calle y número, describa dónde vive (incluya de calles, rutas, N, S, E, O, etc.)

**The address where you receive mail**  
 La dirección donde recibe su correo 6 **Mailing address - If different from above or a PO box #**  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Foreign Country** \_\_\_\_\_  
**City** \_\_\_\_\_ **Estado** \_\_\_\_\_ **Cod. Postal** \_\_\_\_\_ **País del extranjero** \_\_\_\_\_

**Registration history**  
 Historial de inscripción 7 **First Name** \_\_\_\_\_ **Middle** \_\_\_\_\_ **Last Name** \_\_\_\_\_  
**Primer nombre** \_\_\_\_\_ **Segundo nombre** \_\_\_\_\_ **Apellido** \_\_\_\_\_  
**Previous address** \_\_\_\_\_ **City** \_\_\_\_\_  
**Dirección anterior** \_\_\_\_\_ **Ciudad** \_\_\_\_\_  
**State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Previous county** \_\_\_\_\_ **Previous political party preference (if any)** \_\_\_\_\_  
**Estado** \_\_\_\_\_ **Cod. postal** \_\_\_\_\_ **Condado anterior** \_\_\_\_\_ **Preferencia de partido político anterior (si corresponde)** \_\_\_\_\_

**Political Party Preference**  
 Preferencia de partido político 8 **I want to choose a political party preference**  
 Devo indicar una preferencia de por lo por lo:  
 American Independent Party - Partido Americano Independiente  
 Democratic Party - Partido Democrático  
 Green Party - Partido Verde  
 Libertarian Party - Partido Libertario  
 Peace and Freedom Party - Partido Paz y Libertad  
 Republican Party - Partido Republicano  
 Other (specify) - Otro (especificar) \_\_\_\_\_  
**I do not want to choose a political party preference.**  
 No deseo indicar una preferencia de por lo por lo.  
 No Party / None - Ningún partido / ninguno  
**I want voting materials in an accessible format.**  
 Quiero recibir materiales accesibles en un formato accesible.

**Optional voter information - Datos optativos del votante**  
 9 **Email (optional) - Email (opcional)** \_\_\_\_\_  
**Phone number (optional) - Número de teléfono (opcional)** \_\_\_\_\_  
 I would like to receive election information by text message.  
 Quisiera recibir información electoral por mensaje de texto.

**My ethnicity/race is: - Mi origen étnico/raza es:**  
 My language preference for receiving election materials is:  
 Mi preferencia de idioma para recibir materiales electorales es:  
 English  Chinese/中文  Korean/한국어  Khmer/ខ្មែរ  
 Spanish/Español  Hmong/អង្គរ  Punjabi/ਪੰਜਾਬੀ  
 Tagalog  Vietnamese/Việt ngữ  Laos  Other: \_\_\_\_\_

**Vote by mail**  
 Votar por correo 10 **I want to get my ballot by mail before each election.**  
 Quiero recibir mi boleta por correo antes de cada elección.  Yes  No  
**\*If "Yes," you will get your ballot by mail before each election but, if you want to vote in person you must turn in your ballot or vote a provisional ballot.**  
 Si "Sí," recibirá su boleta por correo antes de cada elección; sin embargo, si quiere votar en persona tiene que entregar su boleta o votar con una boleta provisional.

**PROVISIONAL VOTER ENVELOPE**

**Provisional Ballot Envelope**  
**Did You Sign the Front of this Envelope?**  
**¿Usted Firmó el Frente de Este Sobre?**

**Vote Center Staff complete this section**  
 Make sure the voter fills out front of this envelope completely. Missing information could result in the ballot not being counted.

**Precinct Ballot:** \_\_\_\_\_ **Party Ballot (Primary only):** \_\_\_\_\_  
(What precinct ballot did you give the voter?) (What Party ballot did you give the voter?)

**Comments:** \_\_\_\_\_

Inform the voter that a Provisional Voter Registration will only be effective if the registrant is determined to be eligible to register to vote for the election and the information provided by the registrant on the registration affidavit is verified.

**Place label here**  
**Official Use Only**

**Elections Office Staff**  
 Voter Registration Processed  VoteCal Checked  Entered  
 Green Light  Yellow Light\*  Red Light\*  
 \* Must be held and rechecked after the election during Canvass

Count  No Count

**Precinct:** \_\_\_\_\_

**Party:** \_\_\_\_\_

Already Voted  
 Ballot Missing  
 Signature Missing/Sig not Match  
 Envelope Incomplete  
 Other: \_\_\_\_\_

**Voter ID:** \_\_\_\_\_ **Verified by:** \_\_\_\_\_ **Supervisor Initials:** \_\_\_\_\_

**Completed by the Voter**

**Completed by a Precinct Officer**

The second provisional label goes anywhere on the back of the completed envelope.

## Surrendered Vote by Mail Ballot

If a Voter comes into the Vote Center with their Vote by Mail Ballot and they want to **surrender** their Ballot and vote at the Vote Center using Vote Center ballot:

1. Process the voter as described beginning on page 31.
2. Take the Voter's Vote by Mail envelope and write "Surrendered" and your initials on the outside of the envelope (or on the Ballot itself if the Voter has not brought you the envelope). Avoiding looking at any marks on the ballot.
3. Place the "Surrendered" ballot inside Envelope A.

<b>A</b>	Vote Center Name _____
Date _____	Vote Center # _____
<p><b>1. Spoiled Official Ballots</b> ..... (1) _____</p> <p><small>(Note: Write the word "spoiled" and your initials on the ballot)</small></p> <p><small>1 (a) Printer Test Ballots (1 for ICE)</small> ..... (1a) _____</p>	
<p><b>2. Canceled Official Ballots</b> ..... (2) _____</p> <p><small>(Note: Write the word "canceled" and your initials on the ballot)</small></p>	
<p>_____ <small>Coordinator</small></p> <p>_____ <small>Worker</small></p> <p>_____ <small>Worker</small></p> <p>_____ <small>Worker</small></p>	<p><b>3. Total Spoiled &amp; Canceled Official Ballots</b> ..... (3) _____</p> <p><small>Enclosed in this envelope: Add Lines 1, 1(a) and 2 above</small></p>
<p><b>4. Vote By Mail Ballots Surrendered</b> ..... (4) _____</p> <p><small>(Turned in UNVOTED by a voter who chooses to vote in person at Vote Center)</small></p> <p><small>Write "Surrendered" on the Vote By Mail Ballot Envelope (DO NOT OPEN)</small></p>	
<p><small>Seal Envelope - All Election workers must sign across sealed flap using the lines above.</small></p> <p style="text-align: center;"><b>RETURN DAILY</b></p>	

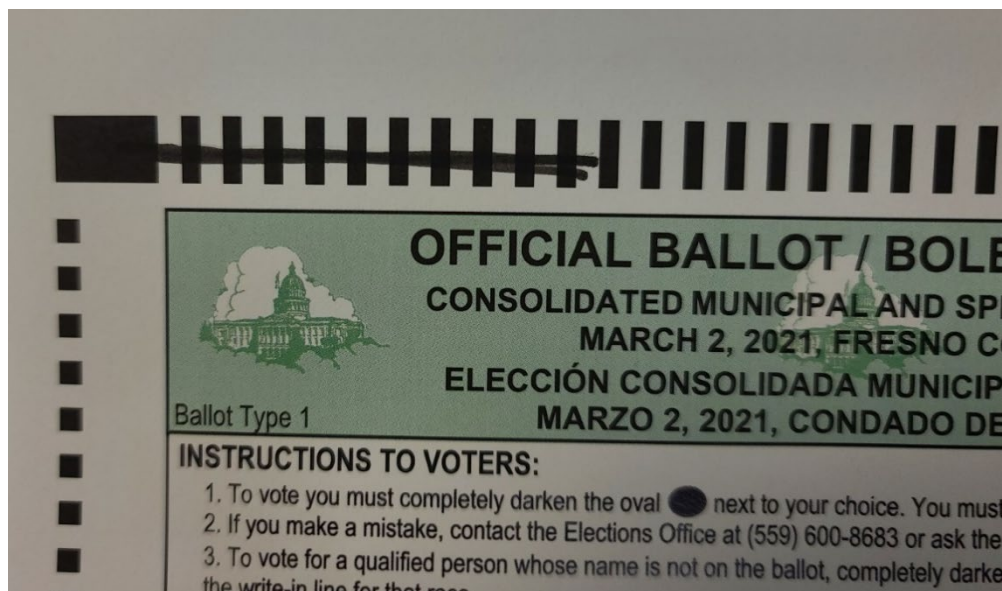
*Surrendering a Vote by Mail ballot is a voluntary process in Fresno County and is not necessary to vote at a Vote Center.*

The electronic registration check-in system prevents voters from voting twice, whether they surrender their Vote by Mail ballot or not.

## Vote by Mail Ballots at Vote Centers

Use their VBM ballot as a guide for filling out a Vote Center Ballot – the VBM ballot must be made unable to pass through the ICE tabulator unit if the voter wishes to keep it and receive a Vote Center ballot to complete

- To render the VBM ballot unable to be counted by the ICE tabulator, draw a line through the timing marks at the top or side of the VBM ballot. Ask the voter to expose one edge of their VBM ballot and use a ballot pen to make a thick line/mark through multiple timing marks.



- After disabling the voters VBM ballot, proceed to check-in the voter as normal. The voter may take the un-usable VBM with them to the voting booth (it is now equivalent to a sample ballot or mailings with voting information).

# ELECTION PROCEDURES

- If the Voter does not have their return envelope, give them a white Replacement Envelope from your supplies.

- Either:

The Check-in Officer may Reprint the voter's original Vote by Mail label and attach it on the right side of the Replacement Envelope. The voter then signs in the box on the left. (Preferred option)

Return your vote-by-mail ballot to the Elections Office or to any polling place in Fresno County no later than 8 p.m. on Election Day. Devuelva su boleta de votar por correo a la Oficina del Elecciones o a cualquier lugar de votación en el Condado de Fresno a más tardar para las 8 p.m. el Día de las Elecciones.

**VOTER'S DECLARATION I declare that:**

- I am a resident of and a voter in the county, and the person whose name appears on this envelope.
- I have not applied, nor will I apply for a vote-by-mail ballot from any other jurisdiction in this election.
- I declare under penalty of perjury that this is true to the best of my knowledge and belief.

You must sign in your own handwriting. Your signature must match the signature on your voter registration card. Voting twice in an election is a crime.

**VOTER SIGN HERE IN INK (Power of Attorney is not acceptable)**  
**VOTANTE, FIRME AQUI CON TINTA (Poder notarial no es aceptable)**

*Voters Name*

**DATE FECHA:**

If you are unable to sign, make your mark and have a witness sign below. Si no puede firmar, ponga su marca y que su testigo firme abajo.

**Witness (Testigo):** X \_\_\_\_\_

**DECLARACIÓN DEL VOTANTE**

- Soy residente y votante en el condado, y la persona cuyo nombre aparece en este sobre.
- No he solicitado, ni solicitaré una boleta electoral de voto por correo de ninguna otra jurisdicción en esta elección.
- Declaro bajo pena de perjurio que esto es verdadero a mi leal saber y entender.

Debe firmar de puño y letra. Su Firma debe coincidir con la firma en la tarjeta de inscripción del votante. Votar dos veces en una elección es un crimen.

**1** Election date: 2/14/2021 BAL TYPE 001  
**2** 058.0016.2818.1 Voter ID 1317118  
 MACY ZAHOURK  
 845 W BARSTOW AVE APT 116  
 CLOVIS CA 93612  
**3** Issue Date: 2/2/2021  
 Voting Precinct: 0000001

**1** Sign in the box/Firme En La Caja

OR

Have the voter complete the right side of the Replacement Envelope and then sign on the left side of the envelope.

Return your vote-by-mail ballot to the Elections Office or to any polling place in Fresno County no later than 8 p.m. on Election Day. Devuelva su boleta de votar por correo a la Oficina del Elecciones o a cualquier lugar de votación en el Condado de Fresno a más tardar para las 8 p.m. el Día de las Elecciones.

**VOTER'S DECLARATION I declare that:**

- I am a resident of and a voter in the county, and the person whose name appears on this envelope.
- I have not applied, nor will I apply for a vote-by-mail ballot from any other jurisdiction in this election.
- I declare under penalty of perjury that this is true to the best of my knowledge and belief.

You must sign in your own handwriting. Your signature must match the signature on your voter registration card. Voting twice in an election is a crime.

**VOTER SIGN HERE IN INK (Power of Attorney is not acceptable)**  
**VOTANTE, FIRME AQUI CON TINTA (Poder notarial no es aceptable)**

*Voters Name*

**DATE FECHA:**

If you are unable to sign, make your mark and have a witness sign below. Si no puede firmar, ponga su marca y que su testigo firme abajo.

**Witness (Testigo):** X \_\_\_\_\_

**DECLARACIÓN DEL VOTANTE**

- Soy residente y votante en el condado, y la persona cuyo nombre aparece en este sobre.
- No he solicitado, ni solicitaré una boleta electoral de voto por correo de ninguna otra jurisdicción en esta elección.
- Declaro bajo pena de perjurio que esto es verdadero a mi leal saber y entender.

Debe firmar de puño y letra. Su Firma debe coincidir con la firma en la tarjeta de inscripción del votante. Votar dos veces en una elección es un crimen.

**1** Print Your Name/Imprima Su Nombre  
*Voters Name*

**2** Print Your Address/Imprima Su Dirección  
*Voters Address*

**3** Sign In The Box/Firme En La Caja

- Place the completed Replacement Envelope in the provided Vote by Mail Drop boxes (white metal – inside the Vote Center and purple rolling – outside the Vote Center).



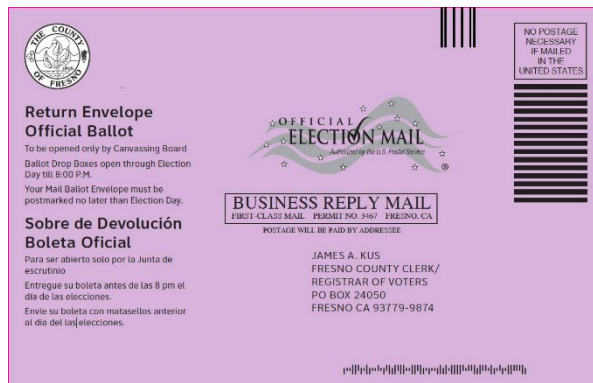
## Vote by Mail Ballots Voters

A Voter may return their voted “Vote by Mail Ballot” to any Vote Center within the state. A Vote by Mail Voter who is unable to return their own ballot may designate any person to return it on their behalf and should indicate so on the back of the envelope.

Make sure:

- The Vote by Mail envelope has been **signed** and dated;
- The Vote by Mail envelope is sealed;

Place the Vote by Mail ballot in the provided Vote by Mail Drop boxes (white metal – inside the Vote Center and purple rolling – outside the Vote Center).



The image shows the front of a white envelope. It has a signature line with fields for 'Their name / Su nombre', 'Their signature / Su firma', and 'Relationship to voter / Relación con el votante'. Below this is a 'Voter's declaration' section with instructions to sign in ink and a witness sign below. There is a large red box for the signature and a date field. At the bottom right, it says 'FRESNO BRM REV 040121'.

**Vote by Mail ballots do NOT go in the ICE tabulator.**

If the Voter does not have their return envelope, give them a white Replacement Envelope from your supplies. The Voter must complete the Replacement Envelope. Place the completed Replacement Envelope in the provided Vote by Mail Drop boxes (white metal – inside the Vote Center and purple rolling – outside the Vote Center).

The image shows the front of a white replacement envelope. It has a signature line with fields for 'Their name / Su nombre', 'Their signature / Su firma', and 'Relationship to voter / Relación con el votante'. Below this is a 'Voter's declaration' section with instructions to sign in ink and a witness sign below. There is a large red box for the signature and a date field. On the right side, there are three numbered instructions: 1. \*Required Field Print Your Name/Imprima Su Nombre; 2. \*Required Field Print Your Address/Imprima Su Dirección; 3. \*Required Field Sign In The Box/Firme En La Caja. At the bottom right, it says 'FRESNO BRM REV 040121'.

## **Vote by Mail Ballots with Missing or Mismatched Signatures**

Voters who have previously submitted their VBM ballot and have been notified by the elections office that the envelope was not signed or the signature did not compare to the signature on their registration file. They have received an Official Unsigned Ballot Statement. The voter may (*Elections Code 3019*):

- Sign their VBM envelope at the Kern Street Office before 5:00 p.m. by the 2nd day prior to the certification of the election;
- Or complete and return an “Official Unsigned Ballot Statement” to a Vote Center or the Kern St. office.

If a Voter at your Vote Center wishes to return their signed “Official Unsigned Ballot Statement” to you,

- Verify that the “Official Unsigned Ballot Statement” is signed and dated;
- Return all “Official Unsigned Ballot Statements” in the Purple Vote by Mail ballot bag each night.

If you have any questions, contact the EIMS Lite Support/Procedures Phonebank at (559) 600-0858.



## **Voter Name Changes**


If the voter has changed their last name by reason of marriage, divorce or court order since last registering to vote:

- Have the Voter sign his/her name as it appears in the registration database **AND** sign with their new name. (*Elections Code 14218*)
- Suggest that the Voter re-register so that registration and election materials reflect the name the Voter is now using. Voter registration cards are provided in your supplies.
- Return any completed voter registration cards inside the large plastic bag at the end of the night.

If a Voter cannot sign his/her name, have the Voter make his/her mark below their Check-In label. One election worker shall sign next to the mark as a witness. (*Election Code 14216(a)*)

## Updating Voter Address's



If the Voter's address does not match the address that is listed in the database, the voter must complete the Short Re-Registration Form and the Check-in officer should update the voter's address.

- The voter first completes the Short Re-Registration Form.
- From the Voter's information page in DFM Lite, press the "Update Voter" button (blue, top center of screen). 
- On the pop-up window, change the Voter's street address to the new street address and press the TAB key on the keyboard (do not touch any other button or key).
- The Voter's precinct number should update automatically. If no number shows, and/or you have the "Non-precinctable Address" text, attempt to correct the address to achieve a precinctable result.
- If, after 4-5 tries, you are unable to precinct the address, call the IT Hotline on the front cover of this Handbook.
- When you have a precinct number, press the "Save Changes" button.
- You will be returned to the Voter's information page and the address should now be corrected.
- Press the green "NonProvisional CVR (Live)" button and proceed to generate a ballot for the Voter.
- Keep all completed Short Re-Registration forms in the Blue Roster Binder until the end of the day when they should be returned in the large plastic bag.

The Voter **must** complete the short Re-Registration Form before you can update the Voter's address.

## Inactive Voter

Voters who have had mail returned undelivered will be listed as Inactive in the registration database. Inactive Voters are fully able to vote but must first verify their residential address.

- If the Voter verifies that their address is correct:
  - On the voter's information page, press "Activate Voter". 
  - Allow several seconds for the registration database to talk to the state database.
  - Press "Refresh" 
  - The regular green voting buttons should appear. Give the Voter the appropriate ballot based upon their stated preferences.
- If the Voter indicates that they no longer reside at the address, the voter must update their address per the instructions on page 48.

## ID Required Voters

The message “ID Required” on the Voter’s Information page indicates that this Voter did not provide a California driver’s license number or Social Security number at the time of registration, and is voting for the first time in a Federal Election.

### The following are acceptable proof of identity:

A copy of one of the following which shows the Voter’s name, address and photograph is acceptable proof of identity:

- Current Driver’s License or ID card of any state
- Passport
- Employee ID card
- ID card provided by a comm. Est.
- Credit card
- Debit card
- Military ID card
- Student ID card
- Health Club ID card
- Insurance Plan ID card
- Any other document specified in writing by the Secretary of State that is prepared by a third party in the ordinary course of business.

The following documents must provide the name and address of the voter **and** are dated since the last general election, November 2018. This does not apply to documents intended to be of a permanent nature such as a pardon or discharge:

- Utility bill
- Bank statement
- Government check
- Document issued by a government agency
- Sample Ballot or other official elections doc. dated for the election in which the individual is providing it as a proof of residency or identify
- Voter notification card
- Public housing ID card issued by a governmental agency
- Tax return
- Student ID card issued by a governmental agency
- Tuition statement or bill issued by a governmental agency
- Insurance plan card
- Discharge certificates, pardons, or other official document issued to the Voter in connection with the resolution of a criminal case, indictment, sentence or other matter
- Public transportation authority senior citizen and disabled discount card issued by a governmental agency
- Disabled ID card issued by governmental agency
- ID documents issued by a government homeless shelter or other temporary transitional facility
- Drug prescription issued by a doctor or other health care provider
- Lease or rental agreement issued by a governmental agency
- Property tax statement
- Vehicle registration or certificate of ownership issued by a government agency

**NOTE:**

*Any doubts regarding the Voter’s identification presented shall be resolved in favor of the Voter. If the Voter has no proof of identity, allow them to vote a Provisional Ballot.*

## Curbside Voting

All polling locations should be accessible to a Voter with disabilities, however, if a Voter appears outside the Vote Center to vote and is unable to enter the Vote Center:

- An Assisting Officer should be the conduit between the Vote Center and any Voter that is unable to enter the facility
- Voters who are unable to enter the facility should notify a Vote Center Worker upon arrival
- The Assisting Officer should get the Voter's information (Name and Address) and join the waiting line in the voter's place
- Check-in the voter and determine if the voter may vote regularly or must use the CVR or Provisional processes
- Take the appropriate voting materials to the voter along with pens and a clipboard
- If the voter must use the CVR or provisional process bring the envelopes to the voter at their vehicle and then return to the vote center with the completed envelopes to get the voter their ballot
- When the voter has completed their ballot, the Assisting Officer should bring the completed ballot back to the Vote Center and place the ballot in the correct collection location
- Remember to collect all Vote center materials and provide the voter with an "I voted" sticker

## **Maintaining Voting Booths**

- Monitor the voting booths so that booths are not occupied:
  - Longer than ten (10) minutes, unless no other Voter would be inconvenienced (*Elections Code 14224(b)(1)*)
  - By more than one person at a time, except for assisted Voters or Voters accompanied by children under the age of 18 years
- Periodically, before allowing another Voter to enter the voting booth, check the booth for the following:
  - Extra material has not been left behind
  - Marks were not made on the voting booth
- Follow additional cleaning procedures required (for example in the COVID-19 section of this Handbook and the White Setup Binder)

## **Upkeep of Signs and Accessibility Mitigation Materials**

- Election workers should regularly check that all directional signs remain in place.
- Be on the lookout for materials falling over in windy conditions. Accessible parking signs and outdoor information kiosks are particularly vulnerable to being blown over.
- Cones and other accessibility mitigation materials may be inadvertently moved by voters or the public. Regularly make sure that your Vote Center is still following the directions/placement found in your White Setup Binder.
- Temporary mitigation measures put in place during morning set-up must be kept in place throughout Election activities, from the opening of the polls through their closing.

## Monitoring the Polling Place/Electioneering

Within 100 feet of the entrance to the polling place, no person shall:

- Circulate petitions - If someone is circulating petitions, show them where the 100 feet line starts.
- No group gatherings/protests/demonstrations.
- Speak to voters on the subject of marking their Ballot - this is prohibited. Call our office immediately.
- Place a sign relating to voter's qualifications or speak to a voter on the subject of such voter's qualifications except an election worker challenging a voter.
- Do any electioneering such as placing or displaying signs, buttons or clothing with the names, likeness, or logo relating to issues or candidates (*Elections Code 18370*).
- Only candidates and measures currently on the ballot are affected by the electioneering prohibition.
- Regardless of electioneering or not, disturbing the Voting process is not allowed and anyone interfering in a physical or audio manner should be reported to the elections office immediately.

**NOTE:**

*String on a cardboard frame measuring exactly 100 feet is provided in your supplies. If you do not need to use the string, please do not break the wrapping.*

*Ask voters to remove any buttons, T-shirts or other items of clothing displaying prohibited electioneering before they enter the polling place.*

**NO** campaign signs or electioneering is allowed within 100 feet of a polling place. This means a distance of 100 feet from the entrance of the room or rooms in which Voters are checking in and casting ballots. If signs are closer than 100 feet, remove them. (Elections Code 18370)

## Observers

Any citizen is permitted to observe the voting process but must not interfere with the duties of the election workers (*Elections Code 18502*). Hand the observers a copy of the two page observer rules.

### Standards Expected of Observers

- Observers MAY look at the Roster, at the convenience of the election workers. However, this shall not be done at any time or in any manner, which will impede, interfere with, or interrupt the normal process of voting.
- Observers MAY NOT handle voted or non-voted ballots.
- Observers MAY NOT use their cellphones or other electronics within 100 feet of the entrance of the Vote Center nor inside the Vote Center.
- Observers MAY NOT speak to Voters while in the Vote Center or within 100 feet of the entrance of the Vote Center.
- Only voters, anyone assisting a Voter, or election workers may be in the area of the voting booths or the ballot box/ICE.
- Only election workers and persons signing the Oath may sit at the stations used by the election workers.
- Space limitation may force observers to take turns within the Vote Center, observers must stay within the designated area in the Vote Center.
- Observers may also be present before the polls open (while the board is setting up) and after the polls close (while the board is closing up and preparing materials for return to the election's warehouse).
- Cooperate with Observers as long as their requests do not interfere with the normal voting process and do not violate the Elections Code. If an election worker has reason to believe that an observer is interfering with the election process, call the County Elections office at (559) 600-1620.



## **Exit Polling**

Exit polling is permitted under the following circumstances:

- It is conducted by the media after the Voter has voted.
- It is conducted at least 25 feet from the exit of the polling place.
- Exit polling is not considered electioneering because it occurs after the voter has voted.

## **Media**

Media are allowed at the Vote Center with prior permission from the County Clerk/Registrar of Voters.

- Media may take pictures of the general Vote Center but may not photograph voters or workers without permission.
- Some media may come to a Vote Center to record a specific candidate voting. Allow this but ensure that no other voters are inconvenienced by this.
- Media may conduct exit polling.
- Vote Center workers are not encouraged to provide interviews with members of the media. Allow official spokespersons to speak to the media, instead.





---

# CLOSING THE POLLS

---



## CLOSING THE POLLS— CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

Follow the appropriate Closing Checklist found in the Blue Roster Binder

- 1. Declare the Vote Center Closed (pg. 70)

**DO NOT Proceed to step 2 until all voters have cast their ballot.**

- 2. ImageCast Evolution (ICE) Tabulator Shutdown (pg. 70)
- 3. Secure the Mobile Ballot Printing Station (pg. 73)
- 4. Secure the ICX Ballot Marking Devices (pg. 74)
- 5. Shutting down the Check-in Equipment (pg. 75)
- 6. Vote by Mail Ballots (pg.76)
- 7. CVR/Provisional Envelopes (pg. 77)
- 8. Envelope A (pg. 77)
- 9. Complete the Roster Activities (pg. 78)
- 10. Securing Equipment and the Equipment Carts (pg. 79)
- 11. Materials for Nightly Return (pg. 80)
- 12. Vote Center Clean-up (pg. 81)

# CLOSING THE POLLS— CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## 1. Declare the Vote Center Closed

At least one election worker must step outside the Vote Center and declare out loud that the “Polls are Closed”.

5:00pm on any day prior to Election Day.

8:00 P.M. on Election Day

Any Voter in line at the announcement of closing must be allowed to vote. VBM ballots will be accepted from anyone in line at the announcement of closing.

No persons should be allowed to join the line after the announcement that the polls are closed. If a voter demands to join the line, the voter must vote provisionally. If possible, have one member of the precinct board stand behind the last voter in line to ensure no one votes after 8:00 P.M.

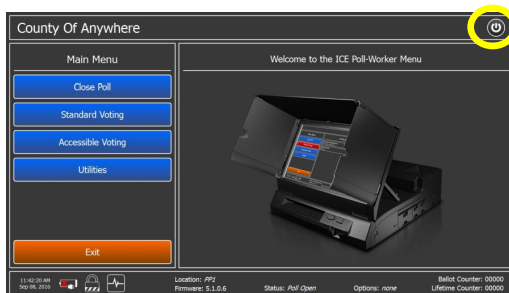
*Wait for all voting activity to finish before continuing to Step 2.*

## 2. ImageCast Evolution (ICE) Tabulator Shutdown

- Record the number of tabulated ballots shown on the ICE screen in the Ballot Log every night (Blue Roster Binder)
- Hold the i-button Security token against the silver circle on the right front of the ICE until the password screen displays
- Enter the username and election specific password

### Any Day prior to Election Day

- On the Main Menu press the power button in the top right of the screen
- Press “Shut Down”

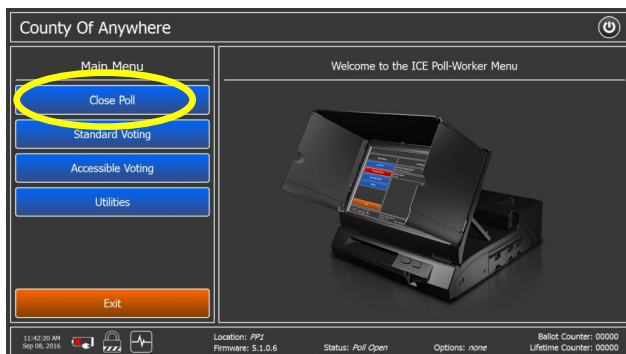


# CLOSING THE POLLS— CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

## ImageCast Evolution Tabulator Shutdown Cont.

### Election Day Shutdown

- On the Main Menu press “Close Poll” and then press “Close”
- Enter the election specific password the prompt
- Confirm the choice to close by pressing “OK”
- After two copies of the closing report finish printing, press “NO” unless there has been a printing error
- On the Main Menu press the power button in the top right of the screen
- Press “Shut Down”



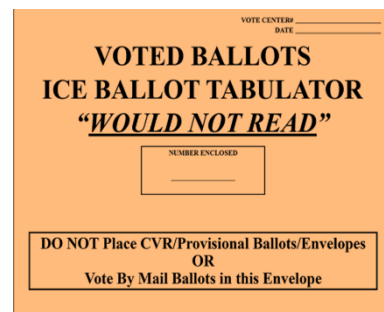
at

### Every Night

- Open the ICE Would Not Read compartment at the rear of the device and retrieve any unread ballots. Close and lock the ICE Would Not Read compartment.

Place these ballots in the manila ICE Would Not Read envelope. Record the count of unread ballots on the front of the envelope and seal the envelope. Put the ICE Would Not Read envelope in the large plastic bag.

This envelope should be returned each night full or empty.



- Break the yellow j-lock seal on the black ICE Ballot Box door and unlock the door. Record the broken seal number on the Ballot Log (Blue Roster Binder) and place the broken seal in the small plastic bag.
- Remove the Voted Ballots from the ICE black ballot box, count and place in an empty cardboard storage box. Do this process on a table, not on the floor.

# CLOSING THE POLLS— CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

## ImageCast Evolution Tabulator Shutdown Cont.

- Record the count of voted ballots on a blue seal and on the Ballot Log (Blue Roster Binder). Seal the cardboard storage box with voted ballots with the blue seal
- Close and re-lock the black ICE Ballot Box. Apply a yellow j-lock seal to the black ballot box door. Record the number of the new seal on the Ballot Log (Blue Roster Binder)
- Complete securing the ICE Tabulator by placing the black shell back on top and locking it in place, store the ICE Tabulator with the Equipment Cart (plug in the ICE in storage if possible).

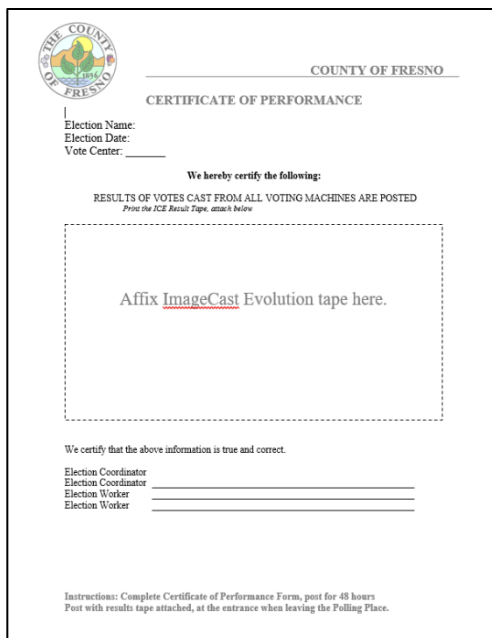
## Election Night ONLY


- Four election workers should sign the first copy of the closing tape. Tear off the tape just below the fourth signature, as indicated on the tape.

Place this long tape in the white envelope marked “ICE Results Tape Envelope” and place it in the large plastic bag for return to the elections warehouse.

- Tear off the second copy of the Closing tape and attach it to the green Certificate of Performance. The Certificate of performance should be signed by four election workers and posted outside the entrance of the Vote Center when all workers are leaving for the night.

The Certificate of Performance should be posted for 48 hours after Election Day.



 COUNTY OF FRESNO  
CERTIFICATE OF PERFORMANCE

Election Name: \_\_\_\_\_  
Election Date: \_\_\_\_\_  
Vote Center: \_\_\_\_\_

We hereby certify the following:

RESULTS OF VOTES CAST FROM ALL VOTING MACHINES ARE POSTED  
*Print the ICE Results Tape, attach below*

Affix ImageCast Evolution tape here.

We certify that the above information is true and correct.

Election Coordinator \_\_\_\_\_  
Election Worker \_\_\_\_\_  
Election Worker \_\_\_\_\_

Instructions: Complete Certificate of Performance Form, post for 48 hours  
Post with results tape attached, at the entrance when leaving the Polling Place.



# CLOSING THE POLLS— CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## **ImageCast Evolution Tabulator Shutdown Cont.**

### **Election Night Only**

- Cut the red seal on the first memory card door on the right side of ICE device. This door is marked “CF1 Door”. Place the cut seal in the small plastic bag with all other broken seals.

*Do NOT touch any other red seal.*

- Carefully remove the CF1 memory card and place in the Orange Transfer pouch. A Memory card retrieval team will pick-up the transfer pouch and provide a receipt for the transfer. Return the receipt in the large plastic bag.
- There will be two people in the memory card retrieval team and they will have county ID.

### **3. Secure the Mobile Ballot Printer Station**

- Logout and power off the MBP laptop(s). Unplug the laptops and disconnect them from the MBP printer. Place the Laptop in the grey MBP laptop bag in the equipment Cart.
- Power off the MBP (Mobile Ballot Production) Printer(s). Unplug the MBP printer.
- Remove the blank MBP 18” ballot paper from the MBP Printer(s).
- Count the blank MBP ballot paper and put in the Unused MBP Paper box. Do not forget to count the still sealed pages and include those packets in the Unused MBP Paper box.
- Complete a Green Unused Ballot Paper Seal and seal the Unused MBP Paper box. These seals will stack up on the box over the period that the Vote Center is open. Only the tonight’s seal must be visible/readable.
- Complete the Unused Paper Log in the Blue Roster binder.
- Place the Unused MBP Paper Box and the MBP Laptop(s) (in a grey laptop bag) in the Equipment Cart.

### **Election Night Only**

- Return the MBP printer to the Equipment Cart.

# CLOSING THE POLLS— CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## 4. Secure the ICX Ballot Marking Devices

### Every Night

- Power off each ICX Touchscreen Tablet
  - Insert the Poll Worker Card and change tabs to the Log-in tab
    - Enter the Administrator login at the prompt
  - On the Poll Administration screen:
    - Press Close Polls and verify the selection
    - Press the power button at the bottom right of the screen
    - Press Power Off and Confirm
  - Remove the Poll Worker Card



- Unplug the tablet.
- Power off the Touchscreen Printers (Power button on front) and unplug the printer.
- Remove the blank ICX 11" ballot paper from all ICX Printers.
- Count the blank ICX ballot paper and place in the Unused ICX Paper box. Do not forget to count the still sealed pages and include those packets in the Unused ICX Paper box.
- Complete a Green Unused Ballot Paper Seal and seal the Unused ICX Paper box.
- Complete the Unused Paper Log in the Blue Roster binder.
- Place the sealed Unused ICX Paper Box in the Equipment Cart

### Election Night Only

- Return the ICX Printers to the Equipment Cart
- Carefully return the ICX tablet to the black ICX tablet Case. Place the tablet in its case back in the equipment cart.

## CLOSING THE POLLS— CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

### **5. Shutdown Check-In Equipment**

- Log off and shut down Voter Check-In Laptops
- Unplug the laptop and disconnect the laptop from the Dymo printer.
- Unplug the Dymo printer.
- Store the Check-In Laptops (in a black laptop bag) in the Equipment Cart each night.
- Turn off the Triage tablet.
- Store the Triage Tablet in the Equipment Cart each night.

### **Election Night Only**

- Re-box and put the Dymo printers back on the Equipment Cart. Please try to match the Dymo printer to the correct box (use the red stickers on the bottom of the printer and on the box).
- Clear all remaining materials from the check-in table and return to the burgundy bag or cardboard banker boxes. Stack the burgundy bag and banker boxes for pickup

# CLOSING THE POLLS— CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## 6. Vote by Mail Ballots

### Every Night

- Unseal and open the white metal Vote by Mail Ballot Drop Box. Place the broken seal in the small plastic bag. Remove the black VBM collection bag.
- Unseal the top panel of the Purple VBM Collection Bag. Place the broken seal in the small plastic bag.
- Remove and count all VBM ballots from the both collection bags. Record the total on the cover sheet of the Purple VBM Collection Bag. Place the cover sheet back in the holder on the Purple VBM Collection Bag.
- Transfer all the collected VBM ballots to the Purple VBM Collection Bag
- Return the empty black VBM collection bag to the white VBM Drop Box, close and re-seal the white Drop Box with one (1) yellow j-lock seal
- Close and seal the Purple VBM collection bag using a yellow j-lock seal through the zipper and a separate j-lock to seal the door flap
  - There should be two seals on the purple VBM Ballot Bag.



## 7. CVR/Provisional Envelopes

### Every Night

- Close the envelope slot door on the yellow CVR Ballot Box and seal with a yellow j-lock seal.
- Break the yellow j-lock seal on the rear panel. Place this broken seal in the small plastic bag. Open the panel and remove all envelopes

# CLOSING THE POLLS— CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

## CVR/Provisional Envelopes Cont.

### Every Night

- Count all CVR and provisional envelopes and record the total on the Ballot Log (Blue Roster binder) and on the CVR Ballot Box cover sheet. Insert the yellow CVR cover sheet into the plastic sleeve on the yellow CVR ballot box.
- Return all CVR and provisional envelopes to the yellow CVR Ballot Box.
- Close and seal the rear panel with a yellow j-lock seal
  - There should be three seals on the yellow CVR Ballot Box.



## 8. Envelope A

### Every Night

- Remove the contents of Envelope A
- Count the number of Spoiled ballots and Printer test pages marked spoiled. Record the number on the front of Envelope A
- Count the number of Canceled and surrendered ballots and record those values on the front of Envelope A
- Return all items to Envelope A, close, seal, and sign Envelope A over the seal.
- Return Envelope A in the large plastic bag

<b>A</b>	Date _____	Vote Center Name _____
	_____	Vote Center # _____
	1. Spoiled Official Ballots _____ (1) _____ <small>(Note: Write the word "spoiled" and your initials on the ballot) 1 (a) Printer Test Ballots _____ (1a) _____ 0 (for ICS) (1) for ICS)</small>	
	2. Canceled Official Ballots _____ (2) _____ <small>(Note: Write the word "canceled" and your initials on the ballot)</small>	
Coordinator _____	3. Total Spoiled & Canceled Official Ballots _____ (3) _____ <small>Enclosed in this envelope: Add Lines 1, 1(a) and 2 above</small>	
Worker _____	4. Vote By Mail Ballots Surrendered _____ (4) _____ <small>(Turned in UNVOTED by a voter who chooses to vote in person at Vote Center) Write "Surrendered" on the Vote By Mail Ballot Envelope (DO NOT OPEN)</small>	
Worker _____	RETURN DAILY	
<small>Ball Envelope All envelopes received must be signed across seal. Do not writing the line above.</small>		

# CLOSING THE POLLS— CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## 9. Complete the Roster Activities

### Every Day

- Complete the Unused Paper Log in the Blue Roster binder (See Items 4 and 5)
- Complete the Ballot Log in the Blue Roster binder (See Items 3 and 7)
- Blue Roster - count all signatures from the pages for today, complete the Signature Log in the Blue Roster
- Verify that the number of signatures for the day matches the total ballots in the ICE

$$\text{Blue Roster Signature Log Column (a)} = \text{Ballot Log column (c)} + \text{column (d)}$$

- Yellow CVR Roster - count all signatures in the Yellow Roster for today, complete the Signature Log in the Yellow Roster
- Verify that the number of signatures for the day matches the total ballots in the yellow CVR/Prov Ballot Box

$$\text{Yellow Roster Signature Log Column (a)} = \text{Ballot Log column (e)}$$

- Complete the Oath/Payroll form. place the completed Oath/Payroll form in the large plastic bag for return

### Every Day Except Election Day

- Blue Roster - remove the day's roster pages with signatures and bind with a circle ring, place the bound Blue Roster pages into the large plastic bag.
- Yellow CVR Roster - Remove the day's roster pages with signatures and bind with a circle ring, place the bound Yellow Roster pages into the large plastic bag.
- Store the Blue Roster binder and Yellow CVR Roster binder in the Equipment Cart.

### Election Day

- Blue Roster - place the completed Blue Roster into the large plastic bag.
- Yellow CVR Roster - place the completed Yellow CVR Roster into the large plastic bag.

# CLOSING THE POLLS— CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## 10. Securing Equipment and the Equipment Carts

### Every Night

- Store sealed boxes of unused ICX (11”) and MBP (18”) paper each night (see items 4 and 5)
- Store Check-In laptops (in a black laptop bag) each night (see item 2)
- Store MBP laptop(s) (in a grey laptop bag) each night (see item 4)
- Store the Triage Laptop (see item 5)
- Store Blue Roster Binder and Yellow Roster Binder each night (see item 9)
- Store all keys, key cards, ICE security token, and the Vote Center cell phone each night
- Lock and Secure the Equipment Cart each night per your White Setup Binder

### Election Night Only

- Store Dymo printers (see items 4 and 5)
- Store ICX Tablets and Printers (see items 4 and 5)
- Store MBP Printers (see items 4 and 5)



# CLOSING THE POLLS– CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## 11. Materials for Nightly Return

The following items will be transferred to the Ballot Drop Box Team for delivery to the Elections Warehouse. Most materials must be accounted for every night and should be sent back empty if none of that specific material were turned in during that day.

- Voted Ballots Cardboard box sealed with blue seal
- Sealed Purple Vote by Mail collection bag
- Sealed Yellow CVR/Provisional Ballot Box
- Large plastic bag containing:
  - The day's roster pages from the Blue and Yellow binders, each bound separately with a circle ring (**The full Blue and Yellow Rosters on Election Day**)
  - Completed and sealed manila ICE Would Not Read Envelope
  - Completed and sealed Envelope A
  - Completed Oath/Payroll form
  - Completed Short Form Re-Registration sheets
  - Small Plastic bag containing Broken Seals

### **Election Night Only – for the Memory Card Retrieval Team**

- **The CF1 memory card in the orange transfer pouch**



# CLOSING THE POLLS— CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## 12. Vote Center Clean-up

### 1) Put away all signage and Flag(s)

- ✓ Collect all signage that was put up in the morning. Return the signs to the storage location for the Vote Center.
- ✓ Bring in the Election Information Kiosk. On Election Night, Dis-assemble the Election Information Kiosk and return it to its carrying case. Return the kiosk box to the Vote Center storage location.
- ✓ Bring in all flags each night. On Election Night, dis-assemble the Flag Stand and return to its storage box. Return the packed Flag Stand to the Polling place storage location.

### 2) Clean-up the Polling place

- ✓ Clean up the Vote Center. The Vote Center should be left in the same condition that it was found in on the first morning when you opened.

#### **Election Day**

- ✓ All election items not explicitly listed in this section for clean-up must be returned to proper storage. Use the provided banker boxes and burgundy bag to hold all materials. No election materials should be left up/out on Election night (excluding the posted Certificate of Performance).

### 3) Language Table

#### **Election Night Only**

- ✓ Return any remaining items on the Language table to the cardboard banker boxes they came in. Leave the CVIGs in their banker boxes. Store all materials in the Vote Center storage area.
- ✓ Dis-assemble the language table and place it in the Vote Center Storage area.
- ✓ Dis-assemble the Language Pull-up and place it in the Vote Center Storage area.

# CLOSING THE POLLS— CHECKLIST & INSTRUCTIONS FOR ELECTION WORKERS

---

## **Vote Center Clean-up Cont.**

### 4) **Black Election Information stand**

#### **Election Night Only**

- ✓ Dis-assemble the Black Election Information stand and place it in the Vote Center Storage area.

### 5) **Taking down Voting Booths**

#### **Election Night Only**

- ✓ Take down Voting Booths and pack them into the cases. Do not take down booths until all voters have been processed.
- ✓ Be careful to return the accessible booths (with shorter legs) to the boxes marked “accessible”.
- ✓ Return Voting Booths to the Vote Center Storage area.



---

# GLOSSARY

---



## **Ballot Box**

The black “Ballot Box” is the large, heavy plastic container that stores voted Official Ballots throughout the election process. The Ballot Box is integrated with the ImageCast Evolution (ICE) ballot tabulator and all ballots scanned by the ICE are stored in the Ballot Box. Fresno County’s Ballot Boxes have two (2) locked sections: one section for voted Ballots that have gone through the ICE unit and one section for voted Ballots that the ICE could not read. This second section is referred to as the “auxiliary bin”.

All sections of the black Ballot Box should be verified to be empty prior to the start of election activities. Both sections of the Ballot box must be emptied each night of election activities and the ballots stored within securely returned to the elections warehouse. This process will require the breaking and replacement of a tamper evident seal on the main Ballot Box storage section each night. This seal should be periodically inspected to ensure stored ballots have not been tampered with. All sections of the black Ballot Box should be verified to be empty at the end of election activities on Election Day.

## **Conditional Voter Registration (CVR)**

Conditional Voter Registration (CVR) is a process by which a voter who is currently not an active registered voter in Fresno County may register and vote at the Vote Center. CVR is also known as Same Day Registration. The Voter must complete a yellow CVR envelope and all materials associated with the CVR process are colored yellow (yellow CVR roster, yellow CVR Ballot bag). The CVR process allows a voter to vote today but their registration information must be verified before their ballot can be counted.

The CVR process is used when:

- 1) The voter is not registered in Fresno County but wishes to re-register in Fresno County
- 2) The voter has never been registered before
- 3) The voter is in a Canceled status in the database

Voters that need to update their address should not use the CVR process but should use the short re-registration form to facilitate the Voter Update process.

## **Election Worker**

An election worker is an elections official, assigned by the County Clerk/Registrar of Voter's office, to provide direct support to Voters in a Vote Center. Election workers assist Voters through all steps of the Election process, from check-in to marking the Ballot to delivering the voted Ballot to the ICE Ballot Tabulator. There are two categories of election workers:

**Election Coordinator** – provide leadership, training, and support to all election workers at the Vote Center. Election coordinators need to master all elections equipment and be capable of imparting information to workers and voters to facilitate an efficient voting environment. Election Coordinators must be prepared to assist an election worker at any device, answer questions from election workers and the public, and know when to ask for assistance from Elections staff.

**Election Worker**– provide basic support service to all Voters coming to the Vote Center. Election Workers will work with the Check-in Laptop, Mobile Ballot Printer, ICX Ballot Marking device, and the ICE Ballot Tabulator. Election Workers provide support for voting, registration drop-off of ballots and general election activities. Election workers will need to assist in the setup and closing of the Vote Center each day, cleaning procedures throughout the day, and may be asked to participate in other activities directly related to the Vote Center.

## **Electioneering**

(*Election Code 319.5*) - "Electioneering" means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, a vote center, an elections official's office, or a satellite location under Section 3018. Prohibited electioneering information includes, but is not limited to, any of the following:

- (a) A display of a candidate's name, likeness, or logo.
- (b) A display of a ballot measure's number, title, subject, or logo.
- (c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
- (d) Dissemination of audible electioneering information.
- (e) At vote by mail ballot drop boxes, loitering near or disseminating visible or audible electioneering information.

## **Electioneering Cont.**

Monitor the Polling Place, inside and out. Within 100 feet of the entrance to the Vote Center, (the room or rooms in which voters are signing the roster and casting ballots), no person shall be allowed to:

- 1) Circulate a petition of any kind.
- 2) Speak to Voters on the subject of marking their ballot.
- 3) Place a sign relating to Voter's qualifications or speak to a Voter on the subject of such Voter's qualifications except an Election Worker challenging a Voter.
- 4) Do any electioneering such as placing or displaying signs, buttons or clothing with information relating to issues or candidates (*Elections Code 18370*).
- 5) Photograph, videotape, or otherwise record a voter entering or exiting a polling place.
- 6) Hold group demonstrations/protests or otherwise intimidate the voter

Political slogans are allowed.

## **Exit Polling**

"Exit Polling" is the interviewing of Voters AFTER they have completed the voting process, asking how the Voters voted. The process must not include any campaigning (see electioneering above). No exit polling may be conducted inside the Vote Center location.

- 1) All exit polling interviews must be conducted at least 25 feet from the entrance of the Vote Center, as determined by the California Secretary of State's Office and the California Attorney General.
- 2) General interview of election workers may be held inside the Vote Center. Interviewers must cooperate with the elections officials assigned and conduct themselves accordingly. The interview in no way can interfere with the voting process and must not include comments that could be considered as campaigning. Generally, it is better to allow County spokespersons to speak for the department.

## **ImageCast Evolution (ICE)**

The ImageCast Evolution (ICE) is the Ballot scanning device used in Vote Centers to record voted Ballots. The ICE is situated on top of the black Ballot Box and processes voted Official Ballots throughout the election process. At initial startup, the ICE prints a “Zero-Report” that election workers can use to verify that no votes have been tabulated by the machine. Each morning after the first, the ICE will add an “Interrupt Report” to the printed results tape, which can be used to verify the secure status of the machine. At the end of Election Day, the ICE prints out a “Closing Report” that shows the totals for all Ballots tabulated during the election process.

The ICE should be locked and secured each night and only accessed by election workers. The ICE will have six wire seals (plus one yellow tamper evident seal) present upon delivery. Election workers should verify the seals every morning and night during the election process. Election workers will break one of these wire seals at the close of the polls on Election Day.

## **ImageCast X (ICX)**

The ImageCast X (ICX) is the touchscreen voting device used in Vote Centers to assist Voters in completing an Official Ballot. The ICX is made up of three pieces: A touchscreen tablet, a printer, and an assistive access device. An election worker must activate the voting session for each Voter who wishes to use the device. The Voter is then given a series of options to personalize their voting experience and then presented with a touchscreen version of the ballot. After completing their ballot, Voters are given review options and then must print a paper copy of their choices. This printed copy of their ballot is an Official Ballot and must be inserted into an ImageCast Evolution ballot tabulator for the Voter’s choices to be counted.

The ICX is an accessible device, allowing voters with visual, manual or other disabilities to vote independently. An election worker must assist the voter in activating the voting session but the voter can control the type and level of assistance provided by the device in an independent manner.



Official Ballot

An Official Ballot is the paper sheet provided by an election official to a Voter to facilitate the casting of their vote. The actual size of the ballot can be 8 1/2" X 11", 14" or 18". Official Ballots can be single or double sided and may be printed in English, Spanish or bi-lingual English and Spanish formats.

In Fresno County, Official Ballots are mailed to each active registered voter 29 days prior to Election Day. Additionally, Official Ballots may be generated for a Voter at the Election main office or at any Vote Center. Official Ballots may be printed using a Mobile Ballot Printer (MBP) or by ImageCast X device. All Official Ballots can be read by the ImageCast Evolution (ICE) ballot tabulator.

**OFFICIAL BALLOT**  
COUNTY OF FRESNO

Ballot Type: 25 000077

**INSTRUCTIONS TO VOTERS:**  
1. To vote you must completely darken the oval next to your choice. You must use a black or blue pen.  
2. If you make a mistake or prefer a Spanish ballot, contact the Election Office at (559) 683-3651 or call the election worker at a Vote Center.  
3. To vote for a qualified person whose name is not on the ballot, completely darken the oval and write in the qualified name on the write-in line for that race.

**VOTE LIKE THIS:**

<p><b>PARTY-NOMINATED OFFICES</b> The party shall complete the form of a candidate for party-nominated office on the general election ballot in favor of the candidate in the official column of the party.</p> <p><b>PRESIDENT AND VICE PRESIDENT</b> Vote for One Party</p> <p><input type="radio"/> MORE HONOR HIGLEY-KOENIGSBERGER (D)</p> <p><input type="radio"/> JOHNSON JOSEPH "TENZ" COOK (L)</p> <p><input type="radio"/> JOSEPH A. BORN KAMALAD HARRIS (D)</p> <p><input type="radio"/> DONALD J. TRUMP HONOLULU (R)</p> <p><input type="radio"/> KUSHNER RINA DAN FERRARI (R)</p> <p><input type="radio"/> BOBBI "BOBBY" LAFUN DEBORA KATIE OWEN WEST (A)</p> <p><input type="radio"/> Write-In</p>	<p><b>VOTER-NOMINATED AND NON-PARTY-NOMINATED OFFICES</b> All voters, regardless of the party preference they disclosed upon registration, are eligible to disclose a party preference, or not to disclose a party preference, may vote for any candidate for a voter-nominated or non-party-nominated office. The party preference, if any, designated by a candidate for a voter-nominated office is indicated by the candidate and is shown for the information of the voter only. It does not mean that the candidate is nominated or endorsed by the party or that the party approves of the candidate. The party preference, if any, of a candidate for a non-party-nominated office does not appear on the ballot.</p> <p><b>VOTER-NOMINATED OFFICES</b></p> <p><b>UNITED STATES REPRESENTATIVE</b> CONGRESSIONAL DISTRICT 15 Vote for One</p> <p><input type="radio"/> KEVIN COOCHINGHAM (D) Business/Finance/Insurance</p> <p><input type="radio"/> JIM COSTA (D) Farm/Forestry/Fishing</p> <p><b>MEMBER OF THE STATE ASSEMBLY</b> DISTRICT 23 Vote for One</p> <p><input type="radio"/> JIM PATTERSON (D) Business/Finance/Insurance</p> <p><b>NON-PARTY-NOMINATED OFFICES</b></p> <p><b>MEMBER, PRESIDENT COUNTY BOARD OF EDUCATION, TRUSTEE AREA NO. 2</b> Vote for One</p> <p><input type="radio"/> BRIAN W. BARTON (D) Business/Finance/Insurance</p> <p><input type="radio"/> BLAKEE SANTI (D) Business/Finance/Insurance</p> <p><input type="radio"/> Write-In</p> <p><b>STATE CENTER COMMUNITY COLLEGE</b> (DISTRICT)</p> <p><input type="radio"/> YES <input type="radio"/> NO</p>	<p><b>FRESNO UNIFIED SCHOOL DISTRICT</b></p> <p><b>GOVERNING BOARD MEMBER, TRUSTEE AREA NO. 4</b> Vote for One</p> <p><input type="radio"/> DAVID PARDEES (D) Community Youth/College</p> <p><input type="radio"/> CAROL WELLS (D) School/Trade/Health</p> <p><input type="radio"/> ALICIA ORTEGA "ALEY" DESHA (D) Education/Project Manager</p> <p><input type="radio"/> SHARONA A. CLINTON (D) Retail/Art/Spa/Beauty</p> <p><input type="radio"/> Write-In</p> <p><b>PROPOSALS SUBMITTED TO THE VOTER</b></p> <p><b>14</b> APPROVES BOND FOR CONTINUING STEM CELL RESEARCH, RESEARCH STUDIES, RESEARCH TO BILLY CONTINUATION, ADMINISTRATIVE COSTS, OPERATIONS \$1.5 billion to train medical doctors. Appropriate amount: 100 million per year. Bond request: 100 million per year. Bond request: 100 million per year over the next twenty (20) years.</p> <p><b>15</b> INCREASES FUNDING SOURCES FOR PUBLIC SCHOOLS, COMMUNITY COLLEGE, AND LOCAL GOVERNMENT SERVICES BY CHANGING TAX ASSESSMENT OF COMMERCIAL AND INDUSTRIAL PROPERTY. NETING CONSTITUTIONAL MENDOCINO. Taxes such properties based on current market value instead of purchase price. Fiscal Impact: Increased property taxes on commercial properties such as hotels that \$3 million providing \$0.5 million in \$1.5 billion in new funding to local governments and schools.</p> <p><b>16</b> ALLOWS DIVERSITY AS A FACTOR IN PUBLIC EMPLOYMENT, EDUCATION, AND CONTRACTING OCCASIONALLY. LEGISLATING CONSTITUTIONAL MENDOCINO. Forces government departments/units to consider race, sex, ethnicity, or national origin in order to achieve diversity by setting a goal for public provision providing such policies. Fiscal Impact: No direct fiscal effect on state and local entities. The effects of the measure depend on the future choices of state and local government on how and in what way to spend.</p> <p><input type="radio"/> YES <input type="radio"/> NO</p>
---	--	--

VOTE BOTH SIDES →

**OFFICIAL BALLOT**  
Demonstration Election  
Western States Test  
Tuesday, November 6, 2024

**INSTRUCTIONS TO VOTERS:**  
1. If you make a mistake, contact a Poll Worker before placing your ballot in the ballot box. Do not cross out or erase errors.  
2. Remember to place your ballot in the ballot box before exiting the Vote Center.

1001 MB 0001

Governor  
BLANK CONTEST

Supervisor, District 1  
BLANK CONTEST

Mayor of Central City  
BLANK CONTEST

Governing Board Member  
BLANK CONTEST

Measure Z Was this ballot easy to use?  
BLANK CONTEST

1/1

### **Precinct**

A voting “precinct” is a precisely defined geographical area inhabited by a group of registered voters all of whom are eligible to vote in the same jurisdictions. A map contained in your supplies indicates its boundaries. Precinct boundaries may change from election to election because the particular candidates and propositions to be voted upon in any given election must reflect the interaction of the voting needs of separate school districts, council or supervisor districts, water districts, assembly and state senate districts, etc. Most precincts contain between 250 and 1,000 registered voters.

## Poll Watchers

A “poll watcher” is a person or group of persons who observe the election functions. Anyone may observe the election process at Vote Centers or any location that official election activities are taking place. A Poll watcher is responsible for checking in with election workers upon arrival at a Vote Center and wearing a name tag.

- 1) Poll watchers **MAY** observe all activities ongoing in a Vote Center. Provide the Poll watcher with an identified location/seat from which they can observe all activities without disrupting Election activities.
- 2) Poll watchers **MAY** look at the Roster, at the convenience of the election workers. However, this shall not be done at any time or in any manner, which will impede, interfere with, or interrupt the normal process of voting.
- 3) Poll Watchers **MAY NOT** at any time handle voted or non-voted ballots and they **MAY NOT** speak to Voters on the subject of voting or marking their ballot.
- 4) Only Voters, their assistants, and election workers may be in the area of the voting booths or the ICE Ballot Tabulator/ballot box.
- 5) Only election workers (technically only election workers who have signed the Oath) and persons Checking in/signing the Roster may sit at the table used by the board.
- 6) Poll Watchers may be present BEFORE the polls open (while the vote center is setting up) and after the polls close (while closing procedures are ongoing).
- 7) Cooperate with Poll Watchers as long as their requests do not interfere with the normal voting process and do not violate the Elections Code.
- 8) At some Vote Centers space may be limited and not all observers will be able to enter the facility. Allow observers to rotation/take turns.

For further information or clarification, call the County Elections Office at: **(559) 600-1620**.

## **Primary (Presidential Primary)**

“Primary” elections are a means of reducing candidate fields to ensure that one candidate receives a plurality (at least 50% +1 vote) in a general election. Primary elections are held before the November general election, generally in June or March. California uses a “Top Two” primary system, where all candidates, regardless of party, are placed on one ballot during the primary and only the top two vote getters move on to the November general election. Additionally, if a candidate in a non-partisan race (County Board of Supervisors or School District Board for example) receives a plurality in the primary, they are declared the winner and the race does not move on to the general election.

A “Presidential Primary” is the primary election held in each year divisible by 4 and which include the selection of delegations to national party conventions. Presidential primary elections have ballots that are separated by political party.

## **Provisional Ballot**

A Provisional Ballot is a Ballot that is used during the Election by election workers, together with a pink Provisional Ballot Envelope and Provisional Receipt card, to ensure that all Voters have an opportunity to vote. Provisional Ballots require some additional effort on the part of election workers and the Voters to facilitate a post-election review process prior to the ballot being officially counted.

There are four (4) common situations when the Provisional Ballot may be used.

- 4) The voter is listed in the database as having voted already
- 5) The voter arrives after the polls close
- 6) The voter is from outside of Fresno County but demands to vote anyway.
- 7) The voter is listed in the database as “ID Required” but voter does not have I.D.

**Replacement Envelope (for VBM)**

The (white) “Replacement Envelope” is used when the Voter does **NOT** have their official return envelope for their Vote by Mail Ballot. Insert the voted Ballot into the Replacement Envelope and seal the envelope. Voter must complete the information called for on the envelope and then sign the completed Replacement Envelope. The completed, filled, Replacement Envelope should then be placed in the Purple Vote by Mail Ballot Bag or White metal Vote by Mail Ballot box.

<p>I authorize the person below to return my ballot:          Autorizo que la persona a continuación a devuelva mi boleta:</p> <p>Their name / Su nombre: _____</p> <p>Their signature / Su firma: _____</p> <p>Relationship to voter / Relación con el votante: _____</p>	<p>Did you...  <input type="checkbox"/> Sign the voter's declaration in your own handwriting?  <input type="checkbox"/> Put your ballot in the envelope?</p> <p>Revise si...  <input type="checkbox"/> Firmó la declaración del votante con su propia letra  <input type="checkbox"/> Colocó su boleta electoral en el sobre</p>
<p><b>Voter's declaration I declare that:</b></p> <ul style="list-style-type: none"> <li>• I am a resident of and a voter in the county, and the person whose name appears on this envelope.</li> <li>• I have not applied, nor will I apply for a vote-by-mail ballot from any other jurisdiction in this election.</li> <li>• I declare under penalty of perjury that this is true to the best of my knowledge and belief.</li> </ul> <p>You must sign in your own handwriting. Your signature must match the signature on your voter registration card.          Voting twice in an election is a crime.</p> <p>If you are unable to sign, make your mark and have a witness sign below:          Si no puede firmar, ponga su marca y que su testigo firme abajo:</p> <p>Witness          (Testigo) X _____</p> <p>DATE          (Fecha) _____</p>	<p><b>Declaración del votante Yo declaro que:</b></p> <ul style="list-style-type: none"> <li>• Soy residente y votante en el condado, y la persona cuyo nombre aparece en este sobre.</li> <li>• No he solicitado, ni solicitaré una boleta electoral de voto por correo de ninguna otra jurisdicción en esta elección.</li> <li>• Declaro bajo pena de perjurio que esto es verdadero a mi leal saber y entender.</li> </ul> <p>Debe firmar de puño y letra. Su firma debe coincidir con la firma en la tarjeta de inscripción del votante.          Votar dos veces en una elección es un crimen.</p>
<p><b>VOTER SIGN HERE IN INK</b> (Power of attorney is not acceptable)          Votante, firme aquí con tinta (No se acepta poder notarial)</p> <div style="border: 2px solid red; padding: 10px; width: fit-content;"> <p>X _____</p> </div>	<p><b>1 *Required Field</b>  <b>Print Your Name/Imprima Su Nombre</b></p> <hr/> <p><b>2 *Required Field</b>  <b>Print Your Address/Imprima Su Dirección</b></p> <hr/> <p><b>3 *Required Field</b>  <b>Sign In The Box/Firme En La Caja</b></p>

## Roster

The rosters are an official means of recording who has voted at the Vote Center.

- The white roster (in the blue binder) is used for all voters voting regular ballot that go through the ICE Ballot Tabulator. The voter's check-in label is placed on the white roster page and the voter signs below the label. Four labels will fit on each page. All of these labels will have a barcode on them.
- The yellow CVR roster (in the yellow binder) is used for all voters that need the extra assistance of the Conditional Voter Registration process or the Provisional Ballot Process. Place the voter's first provisional label on the yellow CVR roster page and the voter signs below the label. Four labels will fit on each page. None of these labels will have a barcode on them

## Secrecy Sleeve

The "Secrecy Sleeve" is a red plastic sleeve used to keep a Voter's (who has signed the white roster) ballot choices secret. After signing the white Roster, the Voter should be handed a Ballot, a ballot stub, and a secrecy sleeve. The Voter will place the completed ballot into the Secrecy Sleeve before inserting the Ballot into the Accu-Vote.



### **Vote by Mail**

“Vote by Mail” is a process whereby the Voter automatically receives their Official Ballot by mail prior to Election Day. The Voter then has the option to complete their Ballot and return it by mail, return the voted Ballot to a Vote Center, or return the voted Ballot to a Vote by Mail Ballot Drop Box. Procedures for returning the Vote by Mail Ballot are provided with each mailed Ballot.

### **Vote Center**

A “Vote Center” is not tied geographically to any specific Precinct. Any Voter, from any precinct within Fresno County, may go to any Vote Center and vote using their correct Official Ballot. Vote Centers use an electronic database in place of paper rosters to facilitate assisting voters from across the County. Vote Centers provide expanded services to voters, including issuing replacement VBM ballots, accepting and distributing election forms, conditional voter registration and address update services.

Vote Centers provide a better experience for voters throughout Fresno County. Vote Centers also drastically reduce the need for provisional ballots, decreasing the time required to complete the canvass process after an election.







---

# VOTE CENTER COURTESY

---

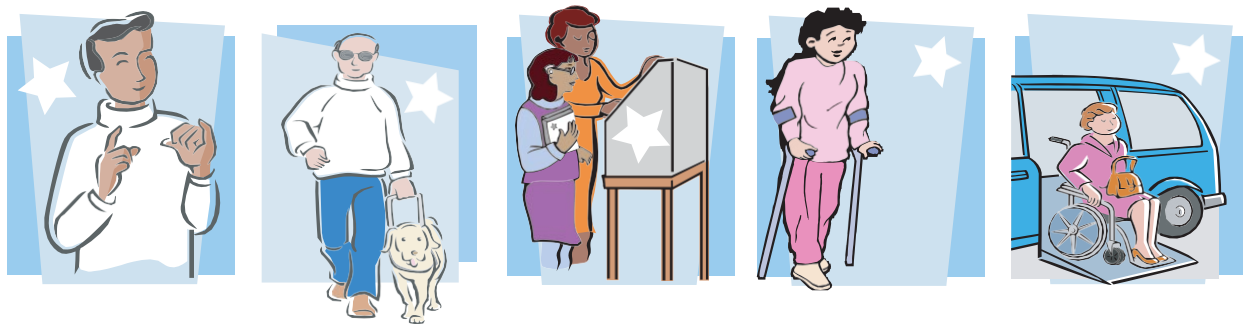


## VOTE CENTER COURTESY

---

1. Be polite to Voters and Co-Workers.
2. Treat Voters with dignity and respect.
3. Treat the Vote Center facility like are you a guest in someone's home.
4. Do not use facilities unless you ask/have been given permission. This includes restrooms, kitchens, refrigerators, microwaves, lounges, or other equipment/areas not specifically being used as part of the Vote Center.
5. If you do use facilities, clean up after yourself.
6. Do not use their coffee, cream, sugar, etc. unless they offer.
7. Be polite to the employees who may be working at the facility where the Vote Center is located.
8. Keep the Vote Center clean, neat and orderly.
9. Be understanding to those Voters who are confused and in need of assistance.
10. Remain calm, even when faced with an upset Voter.
11. Congratulate the "First Time Voter".
12. Offer each Voter entering the Vote Center hand disinfectant.
13. Offer each Voter leaving the Vote Center hand disinfectant.
14. Thank Voters for wearing a face covering. Politely ask or encourage Voters to put on face coverings – "Following the guidelines on face coverings can protect you and everyone else, so we ask that you follow them".
15. Offer a disposable mask to Voters if requested – we are happy to provide a mask to any voter who wants one.
16. Fire Stations are homes to the firefighters. Do not use their living or kitchen areas.





---

# VOTERS WITH DISABILITIES

---



# Disability Sensitivity at the Polls

## California Secretary of State

---

The rules of etiquette and good manners apply when working with every Voter who enters a Polling Place. In addition, the following guidance may be helpful when working with people with disabilities.

### **Meeting a Person with a Disability**

- Greet everyone with a smile, eye contact, and a spoken greeting. Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries.
- Speak directly to a person with a disability, not just to others accompanying a person.
- Offer assistance, but do not insist on providing it. It is best to ask all voters if they need assistance or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who is disabled.
- Don't ask about or mention a person's disability unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.
- Keep your communications simple. Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short, and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

# Disability Sensitivity at the Polls

## California Secretary of State

---

### **Interacting with a Person Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)**

- Provide personal space. Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of his or her personal space.
- Clear the path. Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.
- When giving direction to someone using a mobility device, consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

### **Meeting Someone with a Disability That Affects Speech**

- Pay attention, be patient, and wait for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.
- Understand a person may use assistive technology such as an alphabet board or computer to communicate.

### **Meeting Someone Who Has a Visual Impairment**

- Greetings. Identify yourself and introduce anyone else who may be with you. Also, don't leave the person without saying you are leaving.
- Guiding. If asked to be a sighted guide, place your arm against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.
- Guide and service animals. Do not pet or distract a guide or service animal. The animal is responsible for the owner's safety and is working. People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use guide or service animals as well.



# Disability Sensitivity at the Polls

## California Secretary of State

---

### **Communicating with Someone Who Is Deaf or Uses an Assistive Hearing Device**

- Let the person take the lead in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).
- Talk directly to the person even if a sign language interpreter is present. If the person lip reads, face him or her directly and speak at a moderate pace. For some people, it also may help to simplify sentences and use more body expressions.

### **Use Appropriate Language**

- Instead of disabled person, handicapped, or crippled, say person with a disability
- Instead of an able-bodied person, say person without a disability
- Instead of mentally retarded, retard, slow, or special, say person with an intellectual or developmental disability
- Instead of the blind, say person who is blind or visually impaired
- Instead of hearing-impaired, deaf, dumb, or mute, say person who is hard of hearing or a person who is deaf
- Instead of a victim of, suffers from, or afflicted with (a condition), say person who has a disability, uses a wheelchair, is blind, or is deaf, etc.
- Instead of epileptic, say person with epilepsy
- Instead of a Down's person or Mongoloid, say person with Down Syndrome





---

# VOTE CENTER CLEANING & CURBSIDE VOTING

---



## **VOTE CENTER CLEANING & CURBSIDE VOTING**

### **Cleaning**

Every Vote Center has been provided two types of cleaning wipes to help keep the facility disinfected throughout the election period. The individually wrapped wipes in the yellow box (Condor Brand) are to be used to clean voting equipment and laptops only. The white and blue packages of wipes (multiple brands but 50 or 80 wipes per package) are intended for general surface cleaning, cleaning used pens and secrecy sleeves.

- Approximately every hour (including at closing) clean:  
Tables (White and blue container wipes)  
  
Chairs (White and blue container wipes)  
Printers (Yellow box wipe)  
ImageCast Evolution Tabulator (Yellow box wipe)  
Triage Laptop/Tablet (Yellow box wipe)
- When changing users (and at closing), clean:  
Check-in Laptops and mice (Yellow box wipe)
- After every Voter, clean:  
ImageCast X Tablet and accessible controller (Yellow box wipe)
- As needed (very frequently on election Day) clean:  
Used Ballot Marking Pens (White and blue container wipes)  
Used Ball Point Pens (White and blue container wipes)  
Used Secrecy Sleeves (White and blue container wipes)

### **Curbside Voting:**

1. Get the Voter's name and address (write it down), ask the voter if they want to vote today or want a vbm ballot to take home.
2. The assigned election worker should stand in line, in the spot the voter would have been, and will check-in as the voter.
3. Determine if the voter is registered, needs to do the Conditional Voter Process, or needs a provisional ballot.
4. If the voter is registered and does not need a provisional ballot, generate the proper ballot type based on the Voter's preference in #1 above.
  - a. If the voter wants a ballot "for Here", place the first check-in label on a white roster sheet.
  - b. If the Voter wants a ballot "To Go", place the first check-in label on a new purple VBM envelope.
  - c. Using the second check-in label, print the ballot and place the ballot in a secrecy sleeve or the new vbm envelope.

## Curbside Voting Cont.

- e. Take the ballot (and pens and roster page if appropriate) to the voter in their car and allow them to complete as appropriate.
  - f. When the voter has completed their "For Here" ballot, give them a "I Voted" sticker and take the ballot (in the secrecy sleeve, do not look at the ballot) to the ICE.
5. If the voter is not registered or must make a change of address, bring the appropriate form to the voter along with a clipboard and pen. Unregistered voters need to complete a Yellow CVR envelope; Voters needing to update their address must complete a short re-registration form.
- a. When the voter completes the form, walk the form back to a Check-in station and complete the appropriate check-in process (CVR using a provisional Label or address update using the "Update voter" button).
  - b. Place the first check-in label on an appropriate roster page (yellow roster page for a CVR voter, white roster page for a voter with an address update).
  - c. Using the second check-in label, print the ballot and place the ballot in the completed CVR envelope or a secrecy sleeve (for an address update).
  - d. Take the ballot (and pens and roster page) to the voter in their car and allow them to complete as appropriate.
  - e. When the voter has completed their ballot, give them a "I Voted" sticker and take the ballot to the ICE or Yellow CVR Ballot Box, as appropriate.
6. If the Voter needs to complete a Provisional ballot, bring a pink provisional envelope, pen and clipboard to the voter's car and ask the voter to complete the right side of the envelope.
- a. When the voter completes the envelope, walk the envelope back to a Check-in station and complete the provisional check-in process using a provisional Label.
  - b. Place the first check-in label on a yellow roster page.
  - c. Using the second check-in label, print the ballot and place the ballot in the completed provisional envelope.
  - d. Take the ballot (and pens and roster page) to the voter in their car and allow them to complete the ballot.
  - e. When the voter has completed their ballot, give them a "I Voted" sticker and take the ballot to the Yellow CVR Ballot Box.



---

# NOTES

---











