

California Secretary of State



Marin County

ELECTION OBSERVER PLAN

June 3, 2014 Primary Election

**Elaine Ginnold
Registrar of Voters
(415) 473-6401**

MARIN COUNTY REGISTRAR OF VOTERS

ELECTION OBSERVER PANEL PLAN
For the
June 3, 2014 Gubernatorial Primary Election

Date: January 3, 2014

County Information

County of Marin
Elaine Ginnold
Registrar of Voters
(415) 473-6401

System Information

ES&S Accuvote OS
ES&S AutoMARK

Purpose of Election Observer Panel

- Provides an avenue for public observation of the election process
- Assists in ensuring the integrity of the election process
- Encourages participation and builds voter confidence in the election process
- Provides feedback to Registrar of Voters

Invitations

At E-60, prepare an Election Fact Sheet which includes observer opportunities with dates of key activities for the upcoming election. Distribute to Election Advisory Committee, the news media, and post on Registrar of Voters website, www.marinvotes.org.

Between E-60 and E-40, send invitations to participate on the Logic and Accuracy Board/Observer Panel to the following organizations:

- Marin County Grand Jury
- League of Women Voters

In addition, send invitations to observe the election to the County Central Committees of each qualified political party

Appointment Letters and Letters for Introduction to Poll Workers

Marin County's formal Observer Panel is composed of members of the Logic and Accuracy Board/Observer Panel. The Registrar of Voters sends appointment letters to all members of this board and other individuals who wish to observe the election,

- Letter of introduction to Inspectors of polling places,
- List of polling place addresses within the county,
- Election Fact Sheet,
- Procedures for Observers and
- Observer Feedback Form

Mechanism for Feedback

The Department provides questionnaires for observers to fill out for each polling places they visit on Election Day. Questionnaire provides feedback to election official.

General Rules for Observers

Attached

Notice to Media

On or before E-15, the Registrar of Voters sends information about election night vote counting activities to all major news media – radio, TV and newspapers – in the area. The election night summary and a list of polling places in the county are included in the mailing.

Meet with Observers

At E-12, the Registrar and Assistant Registrar meet with the Logic and Accuracy Board/Observer panel members from the Marin County League of Women Voters and the Marin County Grand Jury to conduct the Logic and Accuracy test and explain election observer responsibilities. The Registrar of Voters arranges to meet with additional observers to provide observer materials and answer questions.

Public Notice of Vote Counting

At E-10, the Registrar of Voters publishes a legal notice notifying the public of the addresses of all polling places in the county and the location of the central county site for mail ballots.

ATTACHMENTS:

Letter of invitation
Letter of introduction
Feedback form
Election Fact Sheet
Observer procedures

SAMPLE LETTER INVITING MEMBERS FOR ELECTION OBSERVER PANEL

SUBJECT: Election Observers for the June 3, 2014 Primary Election

I am writing to invite members of your organization to be a member of the Election Observer Panel to observe activities associated with the June 3, 2014 Primary Election.

Members of the Observer Panel may observe activities at one or more polling places on Election Day and observe the return and tabulation of ballots at the Civic Center on Election Night. Panel members may also observe pre and post election activities such as the preparation of the ballot; the processing of vote by mail and provisional ballots, the manual tally of 1% of the precincts and the reconciliation of ballots and rosters after the election. We will provide the following material to observers: polling place list; letter of introduction to the Inspector of the Precinct; questionnaire to fill out about their observations.

If your organization would like to provide observers for this election, please let me know the name and contact information of your representative. You may notify me by mail, by phone at (415) 473-6401, or at eginnold@marincounty.org by March 14. I will then contact your representative to schedule the election observation activities.

Thank you.

Sincerely,

Elaine Ginnold
Registrar of Voters

Rev. 1/7/2014

**SAMPLE LETTER OF INTRODUCTION OF ELECTION OBSERVER
TO POLL WORKER**

Election Date _____

TO: Chief and Deputy Inspectors at polls

FROM: Elaine Ginnold, Registrar of Voters

SUBJECT: Introduction of Election Observer

This letter introduces _____, whom I have appointed as a member of the Election Observer Panel for the _____ Election.

The Observer may observe all aspects of the election at your polling place, including polling place set up, Election Day activities at the polls, and closing the polls.

The Observer has been informed that he/she may not sit at the official table, give directions to voters, handle ballots, or interfere in any way with the voting process.

Please give this Observer your full cooperation in allowing him/her to observe all parts of the election process at your polling place.

If you experience any problems with the Observer at your precinct, please call our office immediately at (415) 473-6439

Rev. 1/7/2014

**MARIN COUNTY REGISTRAR OF VOTERS
ELECTION OBSERVER FEEDBACK ON PRECINCT _____
June 3, 2014 Primary Election**

OBSERVATION	YES	NO	NA	COMMENTS
Did the polling place open at 7:00 a.m.?				
Is the Accuvote scanner accepting ballots?				
Is the Automark terminal set up and turned on?				
Are the voting booths set up to provide privacy?				
Is the tri-fold sign board set up?				
Are signs prohibiting electioneering within 100' of the polling place entrance posted outside?				
Do poll workers offer a provisional ballot if a voters' name is not on the Roster?				
Is outside street index updated hourly?				
Are poll workers courteous to voters?				
If the polling place has more than one precinct, is a pollworker assigned to direct voters to the correct precinct table?				
At poll closing, did pollworkers post the Accuvote results tape?				
Did poll workers seal the voted ballots inside the containers?				
Did 2 poll workers accompany the ballots to the receiving center?				
Other observations				

OVER

PLEASE RANK POLLING PLACE AND POLL WORKERS

How do you rank this polling place?

___ **Excellent** – spacious; restrooms available; accessible to voters with physical disabilities; telephone nearby; electrical outlets; adequate heating/cooling; ideal polling place

___ **Good** – voting booths fit; restrooms available; may need modification to be fully accessible to voters with physical disabilities; adequate heating/cooling; telephone in building; adequate number of electrical outlets

___ **Poor** – space for voting booths is inadequate; no bathrooms available; inaccessible to voters with physical disabilities; no or poor heating/cooling; no telephone available; dim lighting; inadequate number of electrical outlets.

Comment: _____

How do you rank the poll workers in this precinct?

___ **Excellent** – all or most of workers are experienced and knowledgeable; voting equipment and table is set up to promote organized flow of voters; official table is well organized; workers polite to voters; workers are following election procedures.

___ **Good** – Same as above, except that workers are not as experienced or knowledgeable about election procedures and may need coaching on election procedures.

___ **Fair** – workers are following most procedures, but table is disorganized and polling place is not set up to promote efficient flow of voters.

___ **Poor** – Inspector/s are rude to voters; workers are not following or unable to follow election procedures; official table disorganized; election equipment not set up to promote efficient flow of voters.

Comment: _____

Name of
Observer _____

MARIN COUNTY REGISTRAR OF VOTERS ELECTION OBSERVER GUIDELINES

Observation at polling places on Election Day

Polls are open from 7:00 a.m. to 8:00 p.m. Observers may observe all aspects of operations at the polls including polling place set-up before the polls open, all activities while the polls are open, and polling place closing procedures. Following are guidelines for observers.

- **All observers must introduce themselves and present letter of introduction to Chief Inspector at polling place.**
- **Observer must wear badge when in polling place.**
- **No eating or drinking is allowed in the work areas. Water ok.**
- **No talking on cell phones inside polling place.**
- **No photos, videotaping or filming within 100' of the polling place entrance and inside the polling place.**
- **No campaign buttons, signs or literature allowed within 100 feet of the polling place entrance.**
- **The Observer's function is to observe procedures at the polls. Observers cannot assist in operations, touch or handle any ballots or other election-related materials, challenge actions by poll workers or sit at official table.**
- **Direct all questions to the Chief Inspector or Deputy Inspector.**
- **Avoid physical contact with poll workers.**
- **Hold discussions and conversations with other observers outside of the polling place.**
- **Report problems with observation activities or concerns about procedures to the Registrar of Voters at (415) 473-6401.**