

California Secretary of State

**Marin County**  
**ELECTION OBSERVER PLAN**

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

**MARIN COUNTY REGISTRAR OF VOTERS  
ELECTION OBSERVER PANEL PLAN**

**Date:** September 14, 2010

**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 and input into the election process
- Assists in ensuring the integrity of the election process
- Encourages participation and builds voter confidence in the election process

**Invitations**

By E-40 send invitation to League of Women Voters of Marin to provide two members for the Logic and Accuracy Board/Election Observer Panel.

**Appointment Letters and Letters of Introduction to Poll Workers**

When organizations or individuals express interest in observing election processes, the Registrar of Voters sends them an appointment letter with an offer to meet before the election to review the observer materials and process. Following are the materials provided to the observers.

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

**Mechanism for Feedback**

Observers are given a questionnaire for each polling place. Questionnaire provides feedback to election official on Election Day experience.

## **General Rules for Observers**

Attached

### **Notice to Media**

On or before E-10, the Registrar of Voters sends the Election Night Summary Report and information about election night vote counting activities to all major news media – radio, TV and newspapers – in the area.

### **Meet with Observers**

On or before E-12, the Registrar and Assistant Registrar meet with the members of the Logic and Accuracy Board/Observer Panel to conduct the Logic and Accuracy test and explain election night observer responsibilities.

### **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 counting site for mail ballots.

### **ATTACHMENTS:**

Letter of introduction

Feedback form for observers

Observer procedures

**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 \_\_\_\_\_, who 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. 9/13/2010

**MARIN COUNTY REGISTRAR OF VOTERS**  
**ELECTION OBSERVER FEEDBACK ON PRECINCT \_\_\_\_\_**  
**Election \_\_\_\_\_**

<b>OBSERVATION</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>COMMENTS</b>
Did the polling place open at 8:00 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 for voters?				
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 roster updated hourly?				
Do poll workers treat voters with courtesy?				
If multiple precincts: are tables labeled correctly and is a poll worker directing voters to the correct precinct table?				
At poll closing, was the results tape from the Accuvote posted outside?				
Were voted ballots sealed inside their containers?				
Did 2 poll workers accompany the ballots to the receiving center?				

**OVER**

**PLEASE RANK POLLING PLACE AND PRECINCT BOARD**

**How would you rank this polling place?**

\_\_\_\_ **Excellent** – spacious, bathrooms available, accessible to voters with physical disabilities, telephone nearby, electrical outlet, adequate heating/cooling, ideal polling place

\_\_\_\_ **Good** – voting booths fit, bathrooms available, may need modification to be fully accessible to voters with physical disabilities, adequate heating/cooling, telephone in building, and 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, to telephone available, inadequate number of electrical outlets.

Comment: \_\_\_\_\_

**How would you rank the precinct board 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  
FOR OBSERVATION AT POLLING PLACES**

**Observers may observe all aspects of operations at the polls including polling place set-up, all activities while the polls are open, and polling place closing procedures**

**Polls are open from 7:00 a.m. to 8:00 p.m. on Election Day**

- 1. All observers must introduce themselves and present letter of introduction to Chief Inspector at polling place.**
- 2. Observer Badge must be worn when in polling place.**
- 3. Use of pagers, cellular phones, computers or communication devices is prohibited inside polling place.**
- 4. No photos or videotaping, filming allowed within 100' of the polling place entrance or inside the polling place.**
- 5. No campaign messages, signs, or literature allowed within 100 feet of the polling place entrance.**
- 6. The individual's function is to observe that procedures are followed. 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.**
- 7. All questions concerning a procedure should be directed to the Chief Inspector or Deputy Inspector.**
- 8. Observers should avoid physical contact with poll workers.**
- 9. Observers are to hold discussions and conversations among themselves outside of the polling place.**
- 10. Problems with observation activities or concerns about procedures should be reported to the Registrar of Voters at (415) 473-6401.**

REV. 9/29/08