



WHAT TO DO IF...



Election Day Procedures



November 6, 2018

General Election

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The following symbols are used throughout this guide to alert you to key information:



Important



Take a closer look

Section 1:

Polling Place Issues



WHO TO CONTACT (FOR INSPECTORS)

There are two main contacts on Election Day — the Coordinator and the Polls Section.

COORDINATOR

The **first point of contact** for all Election Day issues is the Coordinator.

Coordinators are responsible for communicating with the Registrar-Recorder/County Clerk (RR/CC), in the event you are not able to handle any problem or question.

- Check that you have exchanged cell phone numbers with your assigned Coordinator.
- If Coordinator cannot be reached, contact the Polls Section.



POLLS SECTION

If your assigned Coordinator **cannot be reached**, contact the Polls Section.

Use the number listed on the white label located on the inside front-cover of your Roster of Voters to contact the Polls Section.

You may also use the number listed on the Appointment Notice.

POLLING PLACE LOCKED

When you arrive, if you are not able to set-up inside the room of the facility which is serving as your Polling Place, either because the building is locked or for any other reason, do the following:

1. Contact both your Coordinator and the Polls Section to inform them of the situation.
2. Set-up the Polling Place outside the entrance of the facility as best as possible using as many of the precinct-issued supplies as you are able. For example, you most likely will not be able to plug in the Precinct Ballot Reader (PBR), but you should still place it on top of the Ballot Box.



The priority is that voters begin voting at 7:00 a.m. (Voting never stops!)

3. Assist voters just as if you were inside the Polling Place. Pollworkers should insert ballots by hand through the slot on back of Ballot Box.
4. Once inside the location, set-up according to procedures in the *Election Guide and Checklist*, pages 13 - 38. Update your Coordinator and the Polls Section after you have set-up.

DISTURBANCES

If anyone is unruly or abusive — whether a voter, Pollworker, or anyone else — contact the Polls Section immediately using the number listed on the white label, which is found on the inside front-cover of the Roster of Voters.

If anyone threatens the safety of voters or Pollworkers or seeks to disrupt the orderly conduct of the election, call the local police immediately. Then report the matter to the Polls Section.



EMERGENCIES

1. Assess the situation. If it is a **serious/life-threatening emergency** call 9-1-1 immediately. Always cooperate with police, paramedics, fire fighters, and other public safety personnel when resolving the emergency.
2. If the situation poses a threat to persons or property, direct all individuals to a safe area.
3. Once situation is secure, contact the Polls Section using the number listed on the white label located on the inside front-cover of the Roster of Voters to inform them of the emergency and to receive further instructions. Always keep the Polls Section up to date on the status of the emergency situation.



4. When possible, safely secure ballots, voting materials, and other election supplies.
5. If it is necessary to close the Polling Place, direct voters to adjacent precincts. The adjacent precinct map will help with identifying nearby Polling Places. Inform any voters that are re-directed that they will need to vote provisionally at the new Polling Place.
6. When time allows, contact your Coordinator to update them on the situation.

Section 2:

Voter Issues

The collage includes several documents:

- Return Envelope:** A grey envelope with the County of Los Angeles seal. Text includes: "Return Envelope", "To be opened only by Canvassing Board.", "Ballot must be returned or postmarked on or before Election Day. A ballot that is mailed must be received by the elections office no later than 3 days after Election Day.", and "WARNING: Voting twice in the same election is a crime."
- Official Election Mail:** A white envelope with a wavy line logo and the text "OFFICIAL ELECTION MAIL". It also features a barcode and a "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" label.
- Business Reply Mail:** A white envelope with the text "BUSINESS REPLY MAIL" and "FIRST-CLASS MAIL PERMIT NO. 31128 LOS ANGELES, CA".
- Official Ballot:** A green ballot with the text "OFFICIAL BALLOT" and "County of Los Angeles". It features a large "X" and a "NO" stamp.
- Provisional Ballot Envelope:** A white envelope with the text "Provisional Ballot Envelope" and "Los Angeles County REGISTRAR-RECORDER/COUNTY CLERK". It includes a "For the voter - Complete and sign" section with fields for name, address, and date of birth, and a "For the pollworker" section with fields for name, date, and signature.

PROVISIONAL VOTERS

What is Provisional Voting?

As described by the CA Secretary of State, Provisional Voting ensures that no properly registered voter is denied his or her right to cast a ballot if that voter's name is not on the Roster of Voters due to clerical, processing, computer, or other error.

Also, it allows the Registrar-Recorder/County Clerk (RR/CC) the ability to verify that no voter votes twice, either intentionally or inadvertently, in a given election.

Are all Provisional Ballots Counted?

Yes. As long as a voter is registered to vote and has not yet voted in the election, his or her Provisional Ballot will be counted.

Different Provisional Voter situations, and direction for each, are listed below. The steps for assisting Provisional Voters continue on the next two pages.

Always refer to
Assisting
Provisional
Voters Card

COMMON PROVISIONAL VOTING SITUATIONS

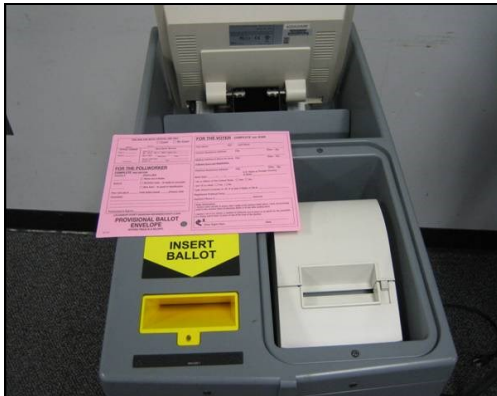
VOTER'S NAME NOT IN ROSTER OR BLUE SUPPLEMENTAL PAGE(S):	VOTE BY MAIL (VBM) VOTER WITH NO BALLOT TO SURRENDER OR DOES NOT HAVE <u>ALL</u> VBM BALLOT PAGES:	NEW VOTER WITH NO IDENTIFICATION (ID):
<p>Is the voter at the correct location? Check the Adjacent Precinct Map to see if the voter's address is inside the precinct's boundaries.</p> <p>If Yes: If the voter's address <u>IS</u> inside the precinct's boundaries:</p> <ul style="list-style-type: none"> Assist voter provisionally. (Follow steps listed on the next two pages.) <p style="text-align: center;">— OR —</p> <p>If No: If the voter's address <u>IS NOT</u> inside the precinct's boundaries:</p> <ul style="list-style-type: none"> Suggest voter go to his or her assigned Polling Place. If voter does not want to go to assigned Polling Place, assist him or her with voting provisionally. (Follow steps listed on the next two pages.) For assistance locating correct Polling Place, voter should contact the RR/CC or go to www.lavote.net. 	<p>If voter does not have VBM ballot to surrender or does not have <u>all VBM ballot pages</u> to surrender, assist him or her with voting provisionally. (Follow steps listed on the next two pages.) (See page 11 in the What To Do If handbook for an explanation of VBM ballot pages.)</p> <p>Note: Voter will not sign the Roster. He or she will <u>only</u> sign the Provisional Envelope.</p> <p>VBM notation: A voter who requested to Vote By Mail will be either noted by "VBM Issued" printed on the signature line of the Roster or will appear on the lavender Vote By Mail Voter List.</p>	<p>Only voters with "N" in the status column of the Roster will be asked for ID. (See Appendix E — page 89 in the Election Guide & Checklist for acceptable forms of ID.)</p> <p>Examples of ID are:</p> <ul style="list-style-type: none"> Driver's License Military ID Card Student ID Card Utility Bill <ul style="list-style-type: none"> If New voter does not have ID, assist him or her with voting provisionally. (Follow steps listed on the next two pages.)

PROVISIONAL VOTERS (CONTINUED...)

CONTINUE FOLLOWING THE STEPS BELOW FOR ASSISTING PROVISIONAL VOTERS:

VOTER ARRIVES AT BALLOT BOX CLERK...

- 5 Give Ballot Box Clerk completed Provisional Envelope (unsealed).



! **IMPORTANT**

If there are multiple Provisional Envelopes, ask voter's name to ensure that his or her ballot is placed in the correct envelope.

- 6 Leave ballot inside Provisional Sleeve; remove Voter Stub/Receipt and give to voter. Then, insert Provisional Sleeve containing ballot into completed Provisional Envelope and seal envelope.

Important Reminder: Provisional Voters' ballots are never inserted into the PBR.

Remove Voter Stub/Receipt

- 7 After sealing envelope, remove Provisional Receipt from Provisional Envelope and give to voter.

Remove Provisional Receipt

- 8 Insert sealed Provisional Envelope into slot on back of Ballot Box. Give voter "I Voted" sticker.

Then, check-off the number on the green Voter Turnout Tally Sheet.

VOIDING AND RE-ISSUING BALLOTS

Voters may receive a new ballot if they Overvote their ballot, incorrectly mark it, or for other reasons.

Voters may be issued up to three ballots. (Three strikes and you're out!) If, on the third ballot, a voter has made a mistake, that ballot must be cast.

Note: This may require Overriding an Overvoted or Blank Ballot. (See page 56 in the Election Guide & Checklist for instructions on Overriding.)

To void a ballot, do the following:

1. Take ballot and detached Voter Stub/Receipt (if separated) from voter.

Note: If Voter Stub/Receipt is still attached to ballot, do not remove.

2. Write **VOID** on front of the ballot.
3. Place Voided Ballot and Voter Stub/Receipt (if separated) in the White Box.
4. Place Ballot Alert Notification Slip in the White Box (if one was printed).
5. Offer voter a demonstration using the practice Vote Recorder and a yellow Demonstration/Emergency Ballot prior to issuing a new ballot.

Note: Once you are ready to discard the Demonstration/Emergency Ballot, write **DEMO** on front of it and place in the White Box.

Always ask voter to return ballot and Voter Stub/Receipt. Mark **void** on front of returned ballot.

The diagram illustrates the process of voiding a ballot. It shows a ballot with the word "VOID" written on it in large, bold letters. To the right of the ballot is a "Voter Stub/Receipt" form. The form includes a section for "WRITE-IN BALLOT" with instructions to use this part for qualified write-in candidates. Below this is a section for "INSERT BALLOT" with a red arrow pointing to the ballot. The ballot is then placed into a "White Box" labeled "OFFICIAL BALLOT". The box also contains a "County of Los Angeles" label and a "Ballot Alert Notification Slip" (if one was printed).



IMPORTANT

Once a voted ballot has been deposited into the Ballot Box it may not be retrieved for any reason. If this occurs, the voter has cast his or her ballot and may not be issued another ballot.

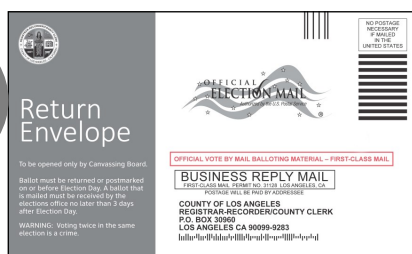
VOTER HAS MOVED WITHOUT RE-REGISTERING

If a voter moved, but had not yet updated his or her registration (by completing a voter registration form), the Roster Clerk should follow the directions below for assisting that voter based on one of the three scenarios listed:

VOTER MOVED WITHIN YOUR PRECINCT	VOTER MOVED INTO YOUR PRECINCT	VOTER MOVED FROM YOUR PRECINCT
<ol style="list-style-type: none"> 1. Instruct the voter to sign in the signature column of the Roster, next to his or her name. 2. Turn to page 2 in the Roster — Corrections and Cancellations Page — and enter the voter's new address. 3. Direct voter to Ballot Clerk. <p>Note: The voter will not need to re-register; his or her new information will be taken from the Corrections and Cancellations Page.</p>	<p>Inform the voter that he or she will need to vote provisionally. Assist the voter with voting provisionally by following steps listed on pages 4 - 5.</p> <p>Note: Provisional Voters in this scenario will not need to re-register; their new information will be taken from the Provisional Envelope.</p>	<p>The voter should vote provisionally at his or her new Polling Place.</p> <p>VOTER MOVED TO ADJACENT PRECINCT:</p> <p>Use the Adjacent Precinct Map to find the voter's new Polling Place.</p> <p>VOTER MOVED TO ANOTHER PRECINCT THAT IS NOT ADJACENT:</p> <p>Voter should call (800) 815-2666 or go to www.lavote.net to find new Polling Place.</p> <p>IF VOTER CHOOSES NOT TO GO TO HIS OR HER NEW POLLING PLACE:</p> <p>Voter may vote provisionally at your Polling Place. However, inform the voter that he or she will not be eligible to vote on any contests which do not appear on his or her home precinct's ballot.</p> <p>Assist the voter with voting provisionally by following steps listed on pages 4 - 5.</p>

VOTE BY MAIL (VBM) BALLOTS

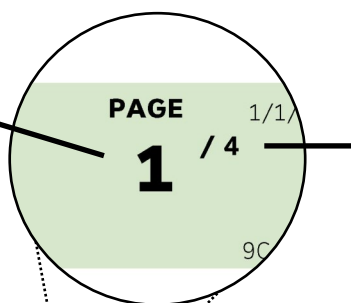
NEW
DESIGN



Vote by Mail ballots will now contain candidate and contest information printed on the ballot. Since this will increase the length of the ballot, voters will receive a VBM ballot that consists of multiple pages. The page number of each VBM ballot will be printed in the top right corner. See the example below.

Example of a Vote by Mail Ballot

VBM ballot
page number



Total number of VBM ballot pages in the voter's VBM ballot.

Note: A VBM ballot page refers to one side of a VBM ballot card.

VBM Ballot Card Front — Page 1

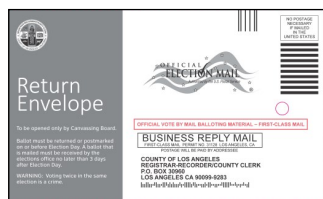
VBM Ballot Card Back — Page 2

VBM Ballot Card Front — Page 3

VBM Ballot Card Back — Page 4

Note: Example shown is a VBM ballot with four VBM ballot pages (two VBM ballot cards). Voters may have more than four VBM ballot pages in their VBM ballot.

DROPPING OFF VOTE BY MAIL (VBM) BALLOTS AT THE POLLS



VBM Voters who have not mailed their ballot before Election Day may return it by dropping it off at a Polling Place. VBM Voters will usually return their ballot inside a VBM Envelope, but in some cases the voter may request a replacement. See the chart below for more information.

NEW

Note: Vote by Mail Envelopes from other counties within California can also be accepted and deposited into the Ballot Box.



IMPORTANT

VBM Voters who drop off their VBM Ballot at a Polling Place do not sign the Roster.

VBM BALLOT <i>INSIDE</i> VBM ENVELOPE	VBM BALLOT <i>WITHOUT</i> VBM ENVELOPE
<p>DROPPED OFF BY VOTER:</p> <ul style="list-style-type: none"> Verify that the VBM Envelope is signed and sealed. Deposit it directly into the Ballot Box through slot on the back. (Voter <u>does not</u> sign the Roster.) <p>Note: Ballots inserted directly into the Ballot Box through slot on back — instead of into the Precinct Ballot Reader (PBR) — are to be inserted by a Pollworker.</p> <p>DROPPED OFF BY SOMEONE OTHER THAN VOTER:</p> <p>A VBM voter may designate any person to return their VBM ballot for them.</p> <ul style="list-style-type: none"> Check that the voter has signed the envelope on the signature line. The person dropping-off the envelope must also sign in the third-party authorization space. <p>Note: If VBM Envelope is not signed by voter, return ballot to designated person and inform him or her that the voter must sign.</p>	<p>DROPPED OFF BY VOTER:</p> <ul style="list-style-type: none"> Give voter a VBM Replacement Envelope. Verify that the envelope is signed and sealed. <u>Also verify that the voter printed their name and address (including city and zip code).</u> Deposit envelope directly into the Ballot Box through slot on the back. (Voter <u>does not</u> sign the Roster.) <p>Note: Ballots inserted directly into the Ballot Box through slot on back — instead of into the Precinct Ballot Reader (PBR) — are to be inserted by a Pollworker.</p> <p>DROPPED OFF BY SOMEONE OTHER THAN VOTER:</p> <p>A VBM voter may designate any person to return their VBM ballot for them.</p> <ul style="list-style-type: none"> Give the designated person a VBM Replacement Envelope. The Replacement Envelope should be taken to voter to be completed and signed. Inform designated person that he or she will also need to sign the authorization space. <p>Note: If VBM Replacement Envelope is not signed by voter, return ballot to designated person and inform him or her that the voter must sign.</p>

DROPPING OFF VOTE BY MAIL (VBM) BALLOTS AT THE POLLS (CONTINUED...)

A sample of both types of VBM Envelopes is provided below — regular and replacement. Most voters will drop-off VBM Ballots in a regular VBM Envelope. Voters who lost their envelope may receive a VBM Replacement Envelope at the Polling Place (see previous page).

Vote By Mail Envelope (regular)

! Complete this section if ballot is to be returned by an authorized person

I am unable to return my ballot and hereby authorize:

Name (Printed) _____ Relationship to the voter _____ Signature of person returning ballot _____

Voter: Sign here. Do not print.
You must sign in your own handwriting for the ballot to count.
Signature must match voter registration record.

If voter is unable to sign, he/she may make a mark witnessed by one person.

Witness, sign here _____

Space for third party authorization

Voter signature box

Signature of voter (Power of Attorney not acceptable) _____

Date: M M | D D | Y Y Y Y

in Los Angeles County (acceptable)

LARC-E/0067R002

Vote By Mail Replacement Envelope

Voter: Read statement, sign and date below

I am a resident of and a voter in the precinct, and the person whose name appears on the envelope; and I have not applied for a Vote By Mail ballot from any other jurisdiction for the same election. I declare under penalty of perjury that the foregoing declarations are, to the best of my knowledge and belief, true and correct.

☐ **VOTED VOTE BY MAIL BALLOT RETURNED BY VOTER**
To be completed by voter returning voted Vote By Mail ballot **WITHOUT** return envelope. *Please print.*

Voter's name: _____

Residence address: _____

City and Zip Code: _____

Voter: You must sign in your own handwriting for the ballot to count.
DO NOT PRINT (Power of Attorney not acceptable)

Voter should print name, residence address, city, zip code, and sign the VBM Replacement Envelope

COMPLETE THIS BOX IF BALLOT IS RETURNED BY AN AUTHORIZED PERSON
I am unable to return my ballot and hereby authorize:

Optional: ☐ Count ☐ No count

Reason: _____

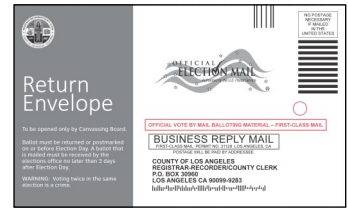
Precinct: _____ Serial: _____

VOTE BY MAIL (VBM) VOTER WANTS TO VOTE AT THE POLLS (SURRENDERING VBM BALLOTS)

A VBM Voter, noted by “VBM Issued” in the signature column of the Roster, may vote at the polls on Election Day. He or she should surrender his or her ballot at the Polling Place on Election Day.

Surrendering a VBM Ballot simply means returning the ballot in exchange for one issued at the Polling Place.

A VBM Voter who does not have or never received his or her VBM Ballot may also vote at the Polls on Election Day. Instructions for both situations are listed below:



VBM VOTER HAS ALL BALLOT PAGES TO SURRENDER

If voter arrives to Polling Place with unsealed Vote by Mail ballot:

1. Verify that voter has **all VBM ballot pages** to surrender using the number on the top right corner of the VBM ballot. (See picture at right. Also see example on page 8 for more information.)
2. Write **Void** on each VBM Ballot card, and also on the signature side of the VBM envelope.

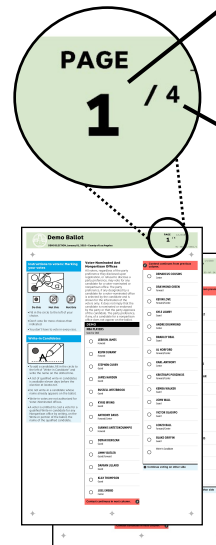
Note: Sealed Envelopes

If VBM envelope is sealed, void envelope only — do not open. Voter may still vote as a Regular Voter. Continue to step 3.

3. Leave ballot inside VBM envelope, then place in the White Box.
4. Find voter's name and address in the Roster of Voters or **blue Supplemental Roster Page(s)**.

Note: If voter is not found in Roster, refer to Assisting Provisional Voters, pages 3 - 5.

5. Cross out “VBM Issued” in the signature column next to the voter's name and mark **VAP** (for Voted At Polls). Voter signs to the right of VAP.
6. Refer voter to Ballot Clerk to receive a ballot. Continue assisting voter as a regular voter.



VBM ballot page number

Total number of VBM ballot pages in the voter's VBM ballot.

If Voter is unable to surrender **all** VBM ballot pages, the voter must vote Provisionally.

Note: A VBM ballot page refers to one side of a VBM ballot card.

VBM VOTER DOES NOT HAVE ALL VBM BALLOT PAGES TO SURRENDER

If voter does not have VBM ballot, or does not have **all** VBM ballot pages to surrender, voter must vote provisionally. Refer to Assisting Provisional Voters, pages 3 - 5.

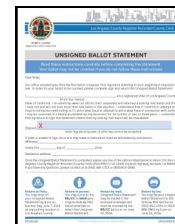
Note: Voter will not sign Roster. He or she will only sign Provisional Envelope. Therefore, do not mark VAP in Roster for that voter.

VOTE BY MAIL (VBM) UNSIGNED BALLOT STATEMENTS

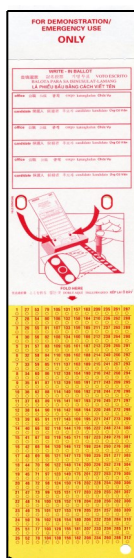
If the Registrar-Recorder/County Clerk (RR/CC) receives a voter's Vote by Mail (VBM) ballot unsigned, the voter may complete and return an Unsigned Ballot Statement form.

Voters may return the Unsigned Ballot Statement form by doing any of the following: returning it to a Polling Place on Election Day, returning it to the RR/CC in person, returning it by mail, or returning it by fax.

If a voter returns an Unsigned Ballot Statement to the Polling Place on Election Day, place the form in the Green Stripe Envelope.



EMERGENCY BALLOTS AND RUNNING OUT OF BALLOTS



Yellow Demonstration/Emergency Ballots are used in the event you do not have ballots for any reason or you run out of ballots.

However, only under very rare circumstances should you run out of ballots. All precincts are issued enough ballots to cover most of the Active (A) voters listed in the Roster.



IMPORTANT

If you believe you may run out of ballots, contact the Polls Section **immediately** using the number listed on the white label found on the inside-front cover of your Roster.

IF ANOTHER POLLING PLACE RUNS OUT OF BALLOTS OR DOES NOT OPEN:

If voters from another precinct come to your Polling Place because their home precinct has not opened or is without ballots, allow them to vote provisionally.

Inform Polls Section of the situation. Be sure to find out the precinct number and reason voters are not able to vote at that Polling Place.

- **Note any such emergency situation in the "Comments" section on each Provisional Envelope used for such voters.**

CHALLENGING A VOTER

Challenging a voter at a Polling Place is:

- (a) only permissible by a Pollworker, and
- (b) only after the voter in question has signed the Roster of Voters.

Always contact the Polls Section, using the number listed on the white label located on the inside-front cover of your Roster, before challenging.

If any Pollworker receives any suggestion, request, or demand that a certain voter or voters be challenged, based on any accompanying material which appears to be evidence, immediately contact the Polls Section.

Challenging a voter may be based on one or more of the following grounds:

- a) Is not the person whose name appears on the Roster.*
- b) Does not reside at the address listed.*
- c) Is not a citizen of the United States.*
- d) Has already voted that day.*
- e) Is presently on parole for the conviction of a felony.*

Any of the above challenge situations shall be resolved in favor of the challenged voter if he or she attests to the following:

Do you swear (or affirm) that you:

- 1. Are the person whose name is entered on the Roster?**
- 2. Reside at the address listed?**
- 3. Are a citizen of the United States?**
- 4. Have not voted this day by either Vote By Mail Ballot or at a Polling Place?**
- 5. Are not presently on parole for the conviction of a felony?**

Note: *If a challenged voter refuses to attest to the questions above, he or she shall not be allowed to vote.*

Challenge List: Complete the back of page 3 of the Roster for each voter challenged. Under “Grounds of Challenge and Outcome,” state the reason for challenge and if voter was allowed to vote.

Place voted ballots in the Ballot Box. **Do not** use a Provisional Envelope for challenged votes.

End of Section

Section 3:

InkaVote Plus

Troubleshooting



PRECINCT BALLOT READER (PBR)

Voting never stops! If the PBR will not accept ballots, insert voted ballots through the slot on back of Ballot Box until the problem is resolved.

The table below and on the next pages offers additional solutions for fixing problems you may encounter with the PBR.

PROBLEM	SOLUTION
1. Ballot Header Card missing from supplies.	<p>The Ballot Header Card is found inside the InkaVote Supplies Bag, which is in the Set-Up of Official Table Bag 1. If not in the InkaVote Supplies Bag, check to see if the Ballot Header Card is loose somewhere in the Black Supply Tub.</p> <p>If not found, do the following:</p> <ol style="list-style-type: none"> 1. Use the first ballot as your Ballot Header Card. Remove that ballot. 2. Detach the Voter Stub/Receipt and insert the ballot into the PBR; the ballot will be returned. 3. Remove ballot from the Ballot Reader Slot. 4. Write Void on front of the ballot and place in the White Box, along with the detached Voter Stub/Receipt. <p><i>Important Note:</i> Count this ballot as a Voided Ballot when completing your Official Ballot Statement during closing.</p>
2. Zero Report does not print.	<p>If the Zero Report does not print after inserting the Ballot Header Card, press the following buttons on the PBR screen:</p> <ol style="list-style-type: none"> 1. Press: Admin. 2. Press: View summary. 3. Press: Print. <p><i>If Zero Report prints:</i> Problem resolved.</p> <p><i>If Zero Report does not print:</i> Do not use PBR. Insert voted ballots into slot on back of Ballot Box.</p> <p>Contact your Coordinator or the Polls Section.</p>

PRECINCT BALLOT READER (PBR) CONTINUED...

PROBLEM	SOLUTION
<p>3. PBR only accepts ballots when inserted into Ballot Reader Slot in specific directions. (For example: Only reads ballot when inserted upside-down or right-side-up.)</p> <p>Note: For this problem, the light next to the Ballot Reader Slot should display green.</p>	<p>Insert ballots in the directions that the PBR will accept.</p>
<p>4. PBR will not accept any ballots. There may be a noise coming from the PBR that sounds like the motor is continuously running.</p> <p>Note: For this problem, the light next to the Ballot Reader Slot should display solid red.</p>	<p>Stop inserting ballots into Ballot Reader Slot, but continue voting. Insert voted ballots into slot on back of Ballot Box.</p> <p>Contact your Coordinator or the Polls Section.</p>
<p>5. Message displayed on PBR screen reads jammed or incorrect ballot. PBR rejects/ returns ballot to voter.</p> <p>Note: If the PBR screen says Ballot Alert, there is no mechanical problem. In this case the voter has made an error — either an Overvote or a Blank Ballot.</p>	<p>Stop inserting ballots into Ballot Reader Slot, but continue voting. Insert voted ballots into slot on back of Ballot Box.</p> <p>Contact your Coordinator or the Polls Section.</p>
<p>6. PBR printer jammed (Error Code 244 on PBR Screen).</p>	<p>If the PBR printer is jammed and will not print any Ballot Alert Notification Slips, do the following:</p> <ol style="list-style-type: none"> 1. Slide down latch to open PBR printer. 2. Tighten paper roll and pull out a few inches of paper and close. <p>Note: To close properly, press on both sides of printer cover until it clicks.</p> <p>(See page 27 in the <i>Election Guide & Checklist</i> for further details.)</p> <p>If still jammed: Stop inserting ballots into Ballot Reader Slot, but continue voting. Insert voted ballots into slot on back of Ballot Box.</p> <p>Contact your Coordinator or the Polls Section.</p>

PRECINCT BALLOT READER (PBR) CONTINUED...

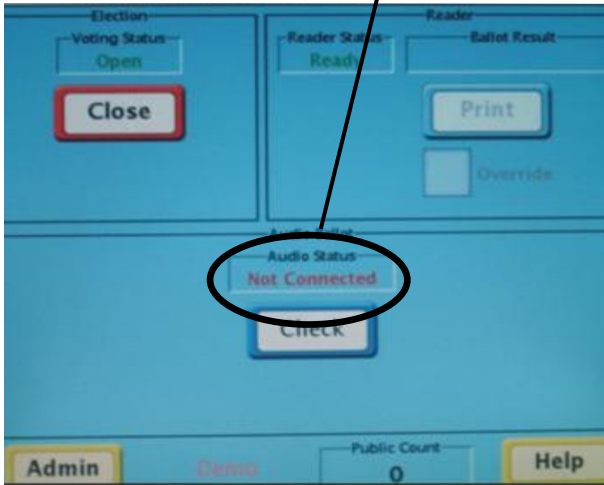

PROBLEM	SOLUTION
7. Ballot Box sliding door not opened and Ballot Box now locked. If sliding door is not opened, ballots will jam.	Stop inserting ballots into Ballot Reader Slot, but continue voting. Insert voted ballots into slot on back of Ballot Box. Contact your Coordinator or the Polls Section.

AUDIO BALLOT BOOTH (ABB)


Voting never stops!

The ABB connects to the PBR through the ABB cable. If the PBR is not functioning, the ABB will not be able to play or print an Audio Ballot. The ABB will be working properly if you received a Test Audio Ballot during set-up and the Audio Status message on the PBR screen displays “Available.”

The information below and on the next page offers some solutions for fixing problems you may encounter with the ABB.

PROBLEM	SOLUTION
<p>1. Audio Status displays “Not Connected.”</p> <p>When the Audio Status on the PBR screen displays “Not Connected,” the ABB is not properly connected to the PBR (although the PBR will still accept ballots).</p> <div data-bbox="282 951 737 1152" data-label="Text"> <p>When Audio Status displays “Not Connected,” the ABB is not properly connected.</p> </div> 	<p>In order to change “Not Connected” to “Available,” do the following:</p> <ol style="list-style-type: none"> 1. Unscrew pins and remove the ABB cable. Then, reconnect the cable so it is firmly attached and pins are tightened. 2. Tilt the ABB forward and backward a couple of times. (This will help the roll of Audio Ballot paper fall into place.) 3. Press: Check. <p>If “Not Connected” still appears: Do the same steps as above, but turn-off the PBR first. Once PBR is turned back on and “Not Connected” still appears, contact your Coordinator or the Polls Section.</p> <p><i>Always open the Polling Place at 7:00 a.m. Voting never stops!</i></p> <div data-bbox="969 1484 1339 1654" data-label="Text"> <p>ABB Cable should be firmly attached and pins tightened.</p> </div> 

AUDIO BALLOT BOOTH (ABB) CONTINUED...

PROBLEM	SOLUTION
2. Audio Ballot Booth Printer jammed.	<p>Tilt the ABB forward and backward a couple of times. (This will help the roll of Audio Ballot paper fall into place.)</p> <p>If problem persists, do not use Audio Ballot Booth, but continue using the PBR.</p> <p>Contact your Coordinator or the Polls Section.</p>
3. ABB printer rapidly ejects multiple blank Audio Ballots.	<p>This means the roll of Audio Ballot paper has run out. Do not use ABB, but continue using the PBR.</p> <p>Contact your Coordinator or the Polls Section.</p>
4. No sound coming from ABB headset.	<p>Check that the headset is firmly connected to ABB console. Also, check the volume level of the Audio Ballot console by pressing the “Up” Arrow multiple times to raise the volume. If the ABB headset has a volume control, check the volume level by adjusting the dial.</p> <p>If there is still no sound, do not use ABB.</p> <p>Contact your Coordinator or the Polls Section.</p> <div data-bbox="873 1293 1414 1598">  </div> <p>Example of volume control on ABB headset</p>

End of Section


Section 4: Miscellaneous Information

**NOTICE**
Los Angeles County Registrar-Recorder/County Clerk


NO ELECTIONEERING You are within 100 ft of a polling place
You may be guilty of a misdemeanor if you do any of these on Election Day (Election Code 319.5):

- Any electioneering, which means showing/saying information like:
 - 1. A candidate's name, picture, image or logo.
 - 2. A ballot measure's number, title, subject or logo.
 - 3. Buttons, hats, pencils, pens, shirts, signs or stickers about a candidate or ballot measure.
 - 4. Anything about a candidate or ballot measure.
- Ask a voter to vote a specific way or talk to voters about how they marked or will mark their ballot.
- Circulate an initiative, Referendum, Recall or Nomination petition or any other petition.
- Put up a sign about voters' qualifications or talk to voters about their qualifications.

ENGLISH	SPANISH	VIETNAMESE
PROHIBITED SIGNED PROPAGANDA (ELECTIONEERING) under the provisions of Section 319.5 of the Election Code, it is prohibited to display or distribute any of the following items within 100 feet of a polling place on Election Day: <ul style="list-style-type: none">Buttons, hats, pencils, pens, shirts, signs or stickers about a candidate or ballot measure.Any other items that display or distribute information about a candidate or ballot measure.Any other items that display or distribute information about a candidate or ballot measure.	PROHIBIDA PROPAGANDA SIGNED (ELECTIONEERING) según las disposiciones del artículo 319.5 del Código Electoral, está prohibido exhibir o distribuir cualquiera de los siguientes artículos dentro de los 100 pies de un lugar de votación el día de las elecciones: <ul style="list-style-type: none">Botones, gorras, lápices, bolígrafos, camisetas, signos o pegatinas sobre un candidato o una medida de votación.Cualquier otro artículo que exhiba o distribuya información sobre un candidato o una medida de votación.Cualquier otro artículo que exhiba o distribuya información sobre un candidato o una medida de votación.	PROHIBITION SIGNED PROPAGANDA (ELECTIONEERING) theo quy định của Điều 319.5 của Luật Bầu cử, việc trưng bày hay phân phối bất kỳ một trong những vật phẩm sau đây trong phạm vi 100 feet của một điểm bỏ phiếu vào ngày bầu cử là bị cấm: <ul style="list-style-type: none">Nút áo, mũ, bút chì, bút bi, áo thun, biển hiệu, giấy dán, hoặc bất kỳ vật phẩm nào khác có nội dung về một ứng cử viên hay một đề án bỏ phiếu.Bất kỳ vật phẩm nào khác có nội dung về một ứng cử viên hay một đề án bỏ phiếu.Bất kỳ vật phẩm nào khác có nội dung về một ứng cử viên hay một đề án bỏ phiếu.
CHINESE	PHILIPPINE	INDONESIAN
PROHIBITION SIGNED PROPAGANDA (ELECTIONEERING) 根據選舉法第 319.5 條之規定，在投票當天，在投票站 100 呎範圍內，禁止展示或分發下列任何物品： <ul style="list-style-type: none">關於候選人或投票議題之鈕扣、帽子、鉛筆、鋼筆、T 恤、標誌或貼紙。任何展示或分發候選人或投票議題資訊之其他物品。任何展示或分發候選人或投票議題資訊之其他物品。	PROHIBITION SIGNED PROPAGANDA (ELECTIONEERING) sa pamamagitan ng Seksyon 319.5 ng Code ng Pagpipili, ito ay hindi pinapayagang ipakita o ipatagayut ang mga bagay na sumusunod sa loob ng 100 feet ng isang lugar ng pagpipili sa araw ng pagpipili: <ul style="list-style-type: none">Buttons, hats, pencils, pens, shirts, signs or stickers about a candidate or ballot measure.Any other items that display or distribute information about a candidate or ballot measure.Any other items that display or distribute information about a candidate or ballot measure.	PROHIBITION SIGNED PROPAGANDA (ELECTIONEERING) menurut ketentuan Pasal 319.5 dari Undang-Undang Pemilihan, pada hari pemilihan, dalam radius 100 feet dari tempat pemilihan, dilarang menampilkan atau mendistribusikan barang-barang berikut: <ul style="list-style-type: none">Pin, topi, pensil, pena, kaos, tanda, atau stiker tentang kandidat atau isu pemilihan.Barang-barang lain yang menampilkan atau mendistribusikan informasi tentang kandidat atau isu pemilihan.Barang-barang lain yang menampilkan atau mendistribusikan informasi tentang kandidat atau isu pemilihan.
Tagalog	Hebrew	Arabic
PROHIBITION SIGNED PROPAGANDA (ELECTIONEERING) Sa pamamagitan ng Seksyon 319.5 ng Code ng Pagpipili, ito ay hindi pinapayagang ipakita o ipatagayut ang mga bagay na sumusunod sa loob ng 100 feet ng isang lugar ng pagpipili sa araw ng pagpipili: <ul style="list-style-type: none">Buttons, hats, pencils, pens, shirts, signs or stickers about a candidate or ballot measure.Any other items that display or distribute information about a candidate or ballot measure.Any other items that display or distribute information about a candidate or ballot measure.	PROHIBITION SIGNED PROPAGANDA (ELECTIONEERING) לפי סעיף 319.5 של חוק הבחירות, ביום הבחירות, בתוך 100 מ' מקום הבחירות, אסור להציג או להפציע את כל אחד מהפריטים הבאים: <ul style="list-style-type: none">כפתורים, כובעים, עיפרון, עט, חולצות, שלטים או מדבקות על מועמד או נושא בחירה.כל פריט אחר המציג או מפזר מידע על מועמד או נושא בחירה.כל פריט אחר המציג או מפזר מידע על מועמד או נושא בחירה.	PROHIBITION SIGNED PROPAGANDA (ELECTIONEERING) بموجب المادة 319.5 من قانون الانتخابات، في يوم الانتخابات، في غضون 100 أمتار من مكان الانتخابات، يحظر إظهار أو توزيع أي من الأشياء التالية: <ul style="list-style-type: none">أزرار، قبعة، قلم رصاص، قلم، قميص، لافتة، أو ملصق للمرشح أو قضية الانتخابات.أي شيء آخر يعرض أو يوزع معلومات عن مرشح أو قضية الانتخابات.أي شيء آخر يعرض أو يوزع معلومات عن مرشح أو قضية الانتخابات.

**County of Los Angeles**
REGISTRAR-RECORDER/COUNTY CLERK

**A GUIDE
FOR POLL
WATCHERS**



Poll Watchers are people interested in elections who are entitled to observe polling place operations. However, Poll Watchers may not disrupt the election process or interfere with a voter's right to cast a secret ballot. Poll Watchers often represent candidates, political campaigns and/or organizations.

Pollworkers are appointed by the Registrar-Recorder/County Clerk and are responsible for all phases of the election that take place at the polls. They should comply with Poll Watchers' requests for voter information.

The following pages contain rules and procedures that all observers at the polling places must comply with at all times.

NEIGHBORHOOD VOTING CENTER (NVC)

What is a Neighborhood Voting Center (NVC):

1. A single Polling Place that houses up to four precincts at the same location.
2. A location that is highly visible, centrally located, accessible for Voters with Specific Needs, and large enough to accommodate heavy voter traffic and parking.
3. Developed as long-term community partners where voters in each surrounding community benefit due to consistent Polling Place location.



Each precinct in an NVC will be assigned a color. The Inspector at each precinct will receive a colored tablecloth and sign. Voters will find their precinct by matching the color listed on the back-cover of their Sample Ballot to the appropriate colored table.

All NVCs will have a green table. The green table is considered the “lead” table for purposes of NVC supplies and coordinating assistance for Curbside Voters. Each precinct in an NVC will use its own Official Table, voting booths, Precinct Ballot Reader (PBR), Audio Ballot Booth (ABB), Vote Recorders, and other Election Day supplies. **It is crucial that precincts at NVCs and Multiple Polling Places never share ballots or other supplies.**

The NVC Director:

- The NVC Director will oversee the Neighborhood Voting Center.
- The NVC Director operates the Information Center — where voters are greeted and directed to their assigned precinct.
- The NVC Director is issued NVC-specific supplies, which are set-up before 7:00 a.m. and used to direct voters to their assigned precinct.

MULTIPLE POLLING PLACE

What is a Multiple Polling Place:

- A location that contains two precincts. These two precincts may be in the same room or different rooms at that location. If the two precincts are in the same room, they will use a colored tablecloth and sign with precinct number to distinguish between the two Official Tables.
- If precincts are in separate rooms at the same location, voters must check their Sample Ballot to identify which room they should go to.
- There may be an assigned NVC Director at Multiple Polling Places.



NVC DIRECTOR RESPONSIBILITIES

The NVC Director and Inspectors should work together to make the voting process as smooth as possible for voters.

The NVC Director will oversee the NVC and ensure that some important things are accomplished at each Polling Place, while each Inspector will oversee their own individual precinct.

NVC Directors will be responsible for:

- Layout of the NVC
- Flow of voter traffic
- Media, Pollwatchers and Electioneering
- Ensuring that key Pollworker procedures are accomplished at each precinct

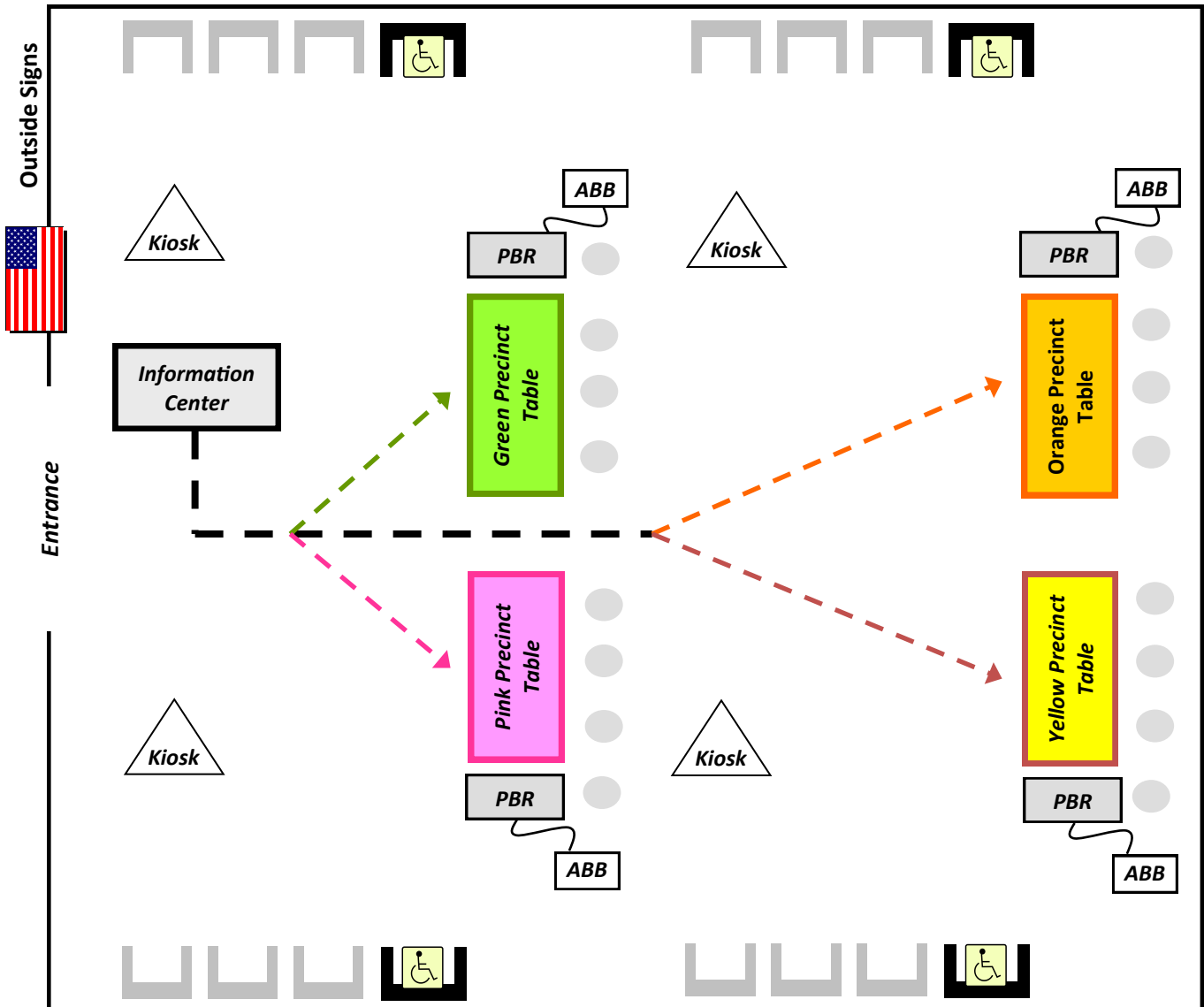
NEIGHBORHOOD VOTING CENTER (NVC) CONTINUED...

Set-up of an NVC:

The diagram below illustrates the typical NVC set-up. The shape and size of an NVC may vary. Inspectors are responsible for individual precinct set-up. The Inspector at the green table is responsible for the set-up of the outside signs. NVC Directors are responsible for the set-up of the Information Center, and to check that the outside signs are set-up.

Safety in the NVC:

Inspectors and the NVC Director work together to ensure a clear path of travel for all voters inside the NVC. The path should be free from hazardous conditions, including chairs, power cords and other loose objects. Keep in mind, voters needing a clear path of travel inside the Polling Place may include individuals using walkers, service animals, and wheelchairs.



Note: Dotted lines represent a voter's path of travel inside an NVC.

LAWS: ELECTIONEERING / UNIFORMS AND FIREARMS / VOTING EQUIPMENT TAMPERING

ELECTIONEERING

"No person, on election day, shall, within 100 feet of a Polling Place... Solicit a vote or speak to a voter on the subject of marking his ballot." *California Elections Code Section 18370* defines "100 feet of the Polling Place" as meaning a "distance of 100 feet from the room or rooms in which voters are signing the Roster and casting ballots."

Electioneering is defined by *California Elections Code Section 319.5* as "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, an elections official's office, or a satellite location."

This includes, but is not limited to: display of candidate's name and logo, display of a ballot measure number or title, buttons, shirts, signs, stickers, and the dissemination of audible electioneering information.

The "No Electioneering" signs should be posted at strategic locations clearly marking the 100 foot limit of the Polling Place.

(*California Elections Code Section 18370*)



UNIFORMS AND FIREARMS

Persons with a firearm or persons in a peace officer or security guard uniform shall not be within 100 feet of the Polling Place, except to cast his or her vote or to conduct official business.

(*California Elections Code Section 18544*)

VOTING EQUIPMENT TAMPERING

Tampering with or attempting to interfere with voting equipment, hardware or software, is a felony punishable by up to four (4) years in state prison. Violators may also be subject to civil penalties of up to \$50,000 per violation.

(*California Elections Code Sections 18564, 18564.5 and 18565*)

LAWS: PHOTOGRAPHY AND FILMING AT THE POLLING PLACE / EXIT POLLS

PHOTOGRAPHY AND FILMING AT POLLING PLACES

Members of the media **may** take photos or videos of:

- The exterior of voting booths.
- Voters and/or Pollworkers with permission from those individuals. Additionally, members of the media may interview voters for exit polls **at least 25 feet** from the door of the Polling Place.
- The Precinct Ballot Reader (PBR) in operation, as long as voters' ballots are not shown.
- Pollworkers, sheriffs, and other county employees processing and/or transporting the ballots inside bags, carts, and government vehicles.



Members of the media **may not** take photos or videos of:

- The inside of voting booths when in use by a voter and ballots are visible.
- Voters' voted ballots before deposited inside the Ballot Box (this violates voters' privacy).

Members of the media may not take photos or videos in a way that may obstruct or disrupt the voting process. Examples may include a camera blocking a voter from completing his or her ballot or a camera flash temporarily impairing a voter's vision. For any questions, additional information or clarification of this policy, please contact RR/CC Media Information at **562-462-2726**.

EXIT POLLS

Members of the news media and other organizations are allowed to conduct voter surveys outside of Polling Places. These surveys are permitted 25 feet from the door of the Polling Place.

To summarize: Activities construed as Electioneering are prohibited within 100 feet of the Polling Place. Persons conducting exit polls may be stationed 25 feet from the polls.

POLL WATCHERS AND OBSERVERS

In addition to those officially designated by political organizations as "Poll Watchers" or "observers," **anyone** may **observe** the electoral process at Polling Places. (Refer to *A Guide for Poll Watchers* pamphlet, which is included in your supplies.)

The doors to the Polling Place **must** remain open at **all** times. **Do not** lock the doors. Polling Place set-up, voting, ballot inspection, and closing the polls are public events. Anyone is permitted to watch, but they must not interfere with the voting, ballot inspection, or closing procedures.

Poll Watchers may look at the Roster of Voters as long as the voting process is not delayed. They may not at any time handle voted or un-voted ballots.

Only voters and Pollworkers may be in the area of the voting booths or the Ballot Box. Only Pollworkers and persons signing the Roster may sit at or remain in the area behind the Official Table. Poll Watchers may be present **before** the polls open, **throughout** the voting day, and **after** the polls close. Cooperate with Poll Watcher requests as long as they do not interfere with the normal voting process and do not violate the California Elections Code. For questions related to photography and filming at Polling Places, see the previous page.

In the *Election Guide & Checklist*, you are instructed to post a single copy of the Street Index at the entrance of the Polling Place and update that copy once per hour until 6:00 p.m. This is required by *California Elections Code (Sec. 14294)* and assists political campaign representatives and/or members of the public in knowing who has voted. Campaigns use this information in their "Get-Out-the-Vote" efforts. Please keep your Street Index current and cooperate with those who are seeking this information.

**A Guide for Poll Watchers
is located in your precinct
issued supplies.**

