



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

# **Election Observer Panel Plan**

**MARCH 5, 2024 PRESIDENTIAL PRIMARY ELECTION**



## LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

January 31, 2024

TO: Members of the Public

FROM: Dean C. Logan *Jeremy Gray* on behalf of Dean C. Logan  
Registrar-Recorder/County Clerk

### **ELECTION OBSERVER PANEL PLAN – MARCH 5, 2024 PRESIDENTIAL PRIMARY ELECTION**

The Los Angeles County Registrar-Recorder/County Clerk conducts an extensive Election Observer Program. The program is part of the County's commitment to conducting open and transparent elections. Through the program, Election Observers are allowed to observe Pre-Election Logic & Accuracy testing of election systems equipment and Vote by Mail ballot processing. The program also provides observation opportunities for Vote Center locations, Check-In-Centers, Tally operations, and the Official Election Canvass Period. The attached Election Observer Panel Plan outlines observable activities and provides a schedule of these events.

Representatives from County Political Party Central Committees, Community Voter Outreach Committee member organizations, the Los Angeles County Grand Jury, and other interested citizens are invited to participate in this program.

Individuals interested in participating in this program should contact Lia Kolangian at (562) 345-8368 ([LKolangian@rrcc.lacounty.gov](mailto:LKolangian@rrcc.lacounty.gov)) or Michael Sanchez at (562) 462-2648 ([Msanchez@rrcc.lacounty.gov](mailto:Msanchez@rrcc.lacounty.gov)) to confirm attendance for each activity you are planning to attend. All observers are required to have a visitor badge before entry; therefore, you must confirm in advance so that we have time to prepare your visitor badge and other materials and to ensure that you do not miss out on any of the testing activities.

DCL:JG:MS  
LK:th



## LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

### MARCH 5, 2024 PRESIDENTIAL PRIMARY ELECTION

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<b>Voting System:</b>	Voting Solutions for All People (VSAP) 3.0

**OBJECTIVE:** To provide a program that allows Political Organization Representatives an opportunity to observe the election-related events and activities throughout the voting period, on Election Day/Night, and post-Election Day Canvass Period. Interested members of the public may also participate in the Observer Panel and observe the activities during the election period.

#### Observer Panel Key Dates

Vote by Mail Begins:	February 1, 2024 (E-33)
Early Voting at RR/CC HQ Begins:	February 5, 2024 (E-29) Monday-Friday: 8 AM – 5 PM (Excluding holidays)
In-person Voting Period at Vote Centers:	February 24 (E-10) – March 4, 2024 (E-1) 10 AM – 7 PM
Election Day:	March 5, 2024 (E-0) 7 AM – 8 PM

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## **PURPOSE OF THE ELECTION OBSERVER PANEL**

- To provide a means for public observation of the election process.
- Maintain the integrity of the election process.
- Encourage participation and build voter confidence in the election process.

## **GENERAL INFORMATION**

Election Observers are afforded to access Vote Centers, Check-in Centers, and the Ballot Processing Center to observe the voting and election procedures. However, this right must be exercised responsibly and professionally to avoid any disruption to the voting process and experience. These guidelines outline the rights and responsibilities of individuals from the public who observe the election process, including a list of guidelines and actions in accordance with relevant Election Codes.

The RR/CC will also livestream observable operations occurring at the Ballot Processing Center. Livestream feeds will be available at LAVOTE.GOV. Although there are remote observation opportunities, no challenges will be accepted remotely. All challenges must be made in person.

## **POINTS OF OBSERVATION**

### **Pre-Election Day**

- Logic & Accuracy testing of the voting system to conduct a central count of Vote by Mail (VBM) and in-person ballots.
- VBM operations (incoming ballots, automated signature verification, data processing, ballot extraction, remakes, and ballot preparation for tally)
- Processing provisional and conditional ballots received at Vote Centers (if applicable).

### **Voting Period & Election Night**

- Opening and closing of a Vote Center and voting activities.
- Ballot transportation and delivery at a Check-in Center.
- Ballot intake, preparation, and storage.
- Vote tally and reporting on Election Night.

### **Canvass Period**

- Processing provisional and conditional ballots received at Vote Centers.
- Processing VBM ballots returned by Election Day and received within 7 days from Election Day.
- Ballot remake and processing of write-in ballots.
- Processing of the 1% Manual Tally.

## **ELECTION OBSERVER RIGHTS**

Election Observers have the right to observe voting and election-related processes. Moreover, Election Observers have the right to challenge election-related processes. Election Observers have the right to submit written challenges for the RR/CC to review at a later time. The RR/CC shall document and resolve these challenges as provided in Section 20879(h). Upon the resolution of a challenge, the RR/CC shall provide the Election Observer with an oral or written disposition of the challenge as soon as is reasonably practicable. The RR/CC must ensure that no confidential voter registration information is disclosed when providing the disposition of the challenge.

## **CONDUCT OF ELECTION OBSERVERS (20878)**

To minimize distraction or disruption an Elections Observer shall not:

- Interfere with or assist in the: (A) retrieval of VBM ballots from Ballot Drop Box locations, processing of VBM ballot Return Envelopes, or the processing and counting of VBM ballots. (B) conduct of the election in general or disrupt any other election activity or process.
- Touch any ballots, voting equipment, voting materials, or election employees.
- Engage in any electioneering activities.
- Display any political party or campaign material or wear political party or campaign badges, buttons, or apparel.
- Wear the uniform of a peace officer, a private guard, or security personnel.
- Eat or drink in a Vote Center or at the Ballot Processing Center.
- Intentionally prevent other election observers from observing election materials or an election process or activity.
- Enter any area other than an identified observation area without the express permission of the election official.

Authority cited: Section 12172.5, Government Code; Section 10, Elections Code. Reference: Sections 319.5, 338.5, 3018, 2194, 15104, and 18370, Elections Code.

Public Observation Rules and Guidelines can be found in Attachment A.

## **CHECK-IN CENTER (CIC) OBSERVATION THROUGHOUT THE COUNTY**

### **OBSERVER CHECK-IN AND PROCEDURES:**

- Public observation commences Saturday, February 24, 2024 (E-10), for in-person voting and continues through Election Day, March 5, 2024.
- Upon arrival, observers must check in with the CIC Chief. During the in-person voting period (E-10 through E-1), observers must check in at the CIC by 6:30 PM, and on Election Day, check-in by 7:30 PM.
- The CIC Chief will provide supplies and a badge to be always worn while observing activities at the CIC. All questions concerning procedures must be directed to the CIC Chief.
- If an established procedure is not being utilized, notify the Chief, and use the Election Observer Questions and Comments Form to record the nature of the incident.
- The report must include the CIC number, the time of the incident, and as much detail as possible relevant to the problem.

## **VOTE CENTER OBSERVATION THROUGHOUT THE COUNTY**

Vote Center locations are listed on LAVOTE.GOV before every election.

### **OBSERVER CHECK-IN AND PROCEDURES:**

- Public observation commences Saturday, February 24, 2024 (E-10), for in-person voting and continues through Election Day, March 5, 2024.
- Observer participation may begin during Vote Center set-up, from 7:30 AM – 9:00 AM during the in-person voting period, and at 6:00 AM on Election Day.
- The function is to observe the voting process. Observers may not talk to Election Workers while votes or ballots are being processed.
- Touching or handling of any ballots, and/or election materials is strictly prohibited.
- Engage in any electioneering activities within 100 feet of an entrance to a Vote Center.
- Conversing with voters within 25 feet of an entrance to a Vote Center regarding the casting of a vote or voter qualifications is prohibited.
- An observer's actions may not interfere with the processing of voters or cause voters to feel intimidated.
- If an observer's actions are perceived to be intimidating to voters or obstructive to the voting process, they will be asked to leave.
- The public, including observers, may not challenge any voter.
- Questions concerning Vote Center procedures or challenges should be directed to the Vote Center Lead.

Authority cited: 18370, 18540, 18541, and 14240 of the Elections Code.

## **BALLOT PROCESSING CENTER (BPC) OBSERVATION**

**Location:** 13401 Crossroads Parkway N., City of Industry, CA 91746

### **OBSERVER CHECK-IN AND PROCEDURES:**

- Public observation at the BPC is available beginning February 1, 2024.
- Observers must park in designated parking spaces and enter through the main entrance.
- Leave all bags and personal belongings in your vehicles as they are not permitted on the operation floor.
- Upon entry, observers must check in with an Election Observer Coordinator.
- Upon checking in, observers will receive badges that must remain on-person and visible while on the operational floor.
- All questions concerning procedures must be directed to the Election Observer Coordinator.
- If an established procedure is not being utilized, use the Election Observer Questions and Comments Form to record the nature of the incident.

### **VOTE BY MAIL (VBM) OPERATIONS**

On the operational floor, there will be six (6) VBM operations available for observation. Signage will be placed throughout the work areas to identify the observation areas. Each area (listed in detail below) will allow observers to view a specific part of the VBM process.

#### **1. Incoming Ballots**

- a. Ballots are received in three (3) types of containers: United States Postal Service (USPS) carts from the USPS, Ballot Drop Box transport bags, and Vote Center Ballot Security Envelopes.
- b. All ballots are sorted and prepared for Signature Verification.

#### **2. Automated Signature Verification**

- a. VBM ballots are processed through a signature verification machine.
- b. VBM Return Envelopes are endorsed and placed in VBM Pre-Tally Storage awaiting clearance from Data Processing/Signature Verification.

#### **3. Data Processing**

- a. VBM Return Envelopes with challenged signatures are reviewed.
- b. VBM Return Envelopes with challenges unrelated to a signature are researched.
- c. VBM Return Envelopes that are cleared are transferred to the VBM Ballot Extraction section.

#### **4. Ballot Extraction**

- a. Designated staff and equipment open verified and cleared VBM Return Envelopes.
- b. Opened VBM Return Envelopes are distributed to the Ballot Extraction Staff.

- c. The Ballot Extraction Staff remove all ballot cards from the VBM Return Envelope, perform a review of all cards, and make one of three determinations:
  - i. Ballot cards are cleared for Tally.
  - ii. Ballot cards are damaged, including write-in votes, or are improperly marked, requiring the ballot cards to be remade.
  - iii. Ballot cards and envelopes are held for supervisor review.

#### **5. Ballot Remake**

- a. Ballots that need to be remade are transferred from the Ballot Extraction section to the Ballot Remake section.
- b. A replacement ballot card is printed.
- c. Staff fills out the replacement cards as the voter indicated on the original utilizing a colored pen/highlighter.
- d. Quality Control staff review replacement cards against the original before clearing for Tally.

#### **6. Ballot Preparation**

- a. Staff inspect VBM ballots again for damage and separate any miscellaneous materials.
- b. VBM ballots are consolidated into Tally ballot boxes.
- c. Ballots cleared for Tally are sealed, labeled, and transported to the secure VBM Pre-Tally Storage room.

### **TALLY OPERATIONS**

On the operational floor, there will be five (5) Tally Operations available for observation. Each area (listed in detail below) will allow observers to view a specific part of the tally operations.

#### **1. Receiving of Ballot Transport Boxes**

- a. Ballots cast are received in Ballot Transport Box (BTB) from CICs by authorized staff.
- b. BTBs retrieved from the authorized CIC staff are inspected to ensure tamper-evident seals remain intact during the 10-day early voting period.
- c. On Election Day, BTBs are retrieved from Los Angeles Sheriff's Department (LASD) authorized vehicles and are inspected to ensure tamper-evident seals remain intact.
- d. BTBs being delivered shall have a CIC route slip for tracking and chain of custody.

#### **2. Entry Scan**

- a. BTBs are scanned for tracking and chain of custody.
- b. All BTBs are counted and reconciled against the CIC route slip.
- c. BTBs are visually inspected and are routed to the Ballot Preparation.

### **3. Routing of Ballot Transport Boxes (BTB) for Preparation**

- a. BTBs are placed in carts and routed to the Ballot Preparation Section.
- b. During the 10-day in-person early voting period (E-10 through E-1), BTBs are stored and locked overnight in the BMD Pre-Tally Storage Room.
- c. BTBs are inventoried and documented using a carbon-copy receipt indicating the number of BTBs stored and is placed inside the storage room.
- d. Ballot Preparation Staff reconcile the BTB inventory against the prior night's receipt the following morning before the start of BTB processing.
- e. On Election Day (E-0), BTBs are transported to the Ballot Preparation Section and are processed the same night by Ballot Preparation Staff.
- f. BTBs are properly sealed and placed in transport carts.
- g. Improperly sealed/unsealed BTB are properly identified and routed to Complex Box Area.
- h. From E-10 through E-1, BTB are carefully counted, verified, and recorded on a carbon copy receipt.
- i. Cart handlers follow a designated route for the transport of BTBs to the Ballot Preparation Section.

### **4. BTB Preparation and Processing**

- a. Each clerk station receives one (1) sealed BTB at a time.
- b. Clerks open and check the ballot statement included in BTB for quantities and make sure the statement seal number matches the number on the BTB seal.
- c. Clerks check all ballots for damages, wrinkles, alterations, and other potential defects before transferring to the Tally Room.
- d. Seal on BTB is not broken/torn or altered before reaching the Ballot Preparation clerk station.
- e. Damaged/defective ballot and miscellaneous items found in BTB are placed in a "Withheld Box" and stored for the Canvass section to review and validate.
- f. Once reviewed and prepared, ballots are repacked in Pre-Tally Transport Boxes and routed to the Tally Room.

### **5. Tally**

- a. Pre-Tally Transport Box runners follow a prescribed route to deliver ballots to the Tally Room.
- b. Pre-Tally Transport Boxes are placed on a table for Tally staff to process.
- c. Pre-Tally Transport Boxes are scanned by the Supervisor.
- d. Ballots are taken out of the Ballot Transport Box and transported by Tally staff to a Tally Scanner.
- e. Each Tally Scanner reads the votes and tabulates the results for inclusion in the Election Results Bulletin.
- f. Each Election Results Bulletin is numbered, and time stamped.
- g. After ballots are tallied, ballots are placed in secure ballot storage boxes, sealed, and securely stored.



## LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

# OBSERVATION RULES AND GUIDELINES

As of January 2024

- Observers are required to comply with all Public Observation Rules and Guidelines
- Observers must sign in and wear an Election Observer Badge at all times
- An Election Observer Coordinator escort is required, at all times, while in the observation areas except the Tally Room perimeter
- Observers cannot assist in any of the operations, handle election materials, or challenge ballots and/or signatures
- Observers cannot touch, disturb, or interfere with RR/CC personnel
- Electronic devices (cell phones, tablets, laptops, etc.) are prohibited on the observation floor
- Taking photos and/or videos is prohibited on the observation floor
- Electronic devices are only permitted in the lobby of the Ballot Processing Center
- All electronic devices should be silenced or on vibrate
- All bags and personal belongings should be left in a vehicle as they are not permitted on the operation floor and there is no public storage available
- Observers may take notes with pen and paper
- Observers cannot wear the uniform of a peace officer, private guard, or security personnel, or clothing and accessories that promote candidates, parties, or campaigns (Including campaign badges and buttons)
- Observers are required to observe activities from the perimeter of the aisles and must provide a six (6) foot distance from the activity or personnel being observed
- Sitting is not available in observation areas; however, observers may leave and return at their leisure
- Conversations are asked to be kept to a minimum while in observation areas
- Food and beverages are not permitted in observation areas, adjacent hallways, or lobbies
- Observers are not permitted in an area if there are no election-related activities occurring
- Election Observers must return badges upon leaving
- Should the number of observers become so great that it interferes with the operations or violates public health guidelines, a quantity and time limit for observers will be enforced

Attachment A



## LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

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Registrar-Recorder/County Clerk

# Public Observation Schedule of Events

March 5, 2024, Presidential Primary Election

## **BALLOT PROCESSING CENTER**

All publicly observable election-related events and activities will take place at the Los Angeles County Ballot Processing Center. Dates and times are subject to change.

- Address: 13401 Crossroads Pkwy North, City of Industry
- Parking: Available

## **VOTE BY MAIL PROCESSING AND VERIFICATION**

- Monday – Friday (beginning February 1), 7:00 AM – 4:00 PM

## **CONDITIONAL VOTER REGISTRATION AND PROVISIONAL BALLOT PROCESSING**

- Monday – Friday (beginning February 24), 7:00 AM – 5:00 PM

## **TALLY OPERATIONS**

- Logic & Accuracy Testing: February 9, 10:00 AM – 4:00 PM (May end earlier)
- Pre-Election Day Ballot Scanning: February 14 – March 4, 9:00 AM – 4:00 PM (as needed)
- Election Day Pre-Processing: March 5, 10:00 AM – 4:30 PM

## **ELECTION NIGHT RESULTS REPORTING**

- Begin Ballot Tabulation: March 5, 8:00 PM
- Vote by Mail ballots cast before Election Day: 8:15 PM – 8:30 PM
- Vote Center ballots cast before Election Day: 8:30 PM – 8:45 PM
- Vote Center ballots cast on Election Day: 9:30 PM – TBD

## **1% MANUAL TALLY**

- Random selection: March 7, 10:00 AM
- 1% manual audit: March 8, 8:30 AM
- Continues Monday – Friday 8:00 AM – 6:00 PM and Saturday and Sundays 8:00 AM – 4:00 pm until the process is completed

Attachment B

**OFFICIAL ELECTION CANVASS – POST-ELECTION NIGHT RESULTS SCHEDULE**

Throughout the Official Election Canvass, tabulation will begin at 3:30 PM and results will be reported between 4:00 – 5:00 PM.

**Post Election-Day Results Reporting Schedule:**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
		March 6	March 7	March 8
March 11	March 12	March 13	March 14	March 15
March 18	March 19			March 22
	March 26			March 29 (if needed)

**Vote by Mail and Ballot Marking Device Post Election Logic & Accuracy Test**

- April 1: 1:00 PM – 5:00 PM



## LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

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### Election Observer Questions and Comments

Thank you for participating in the election process. As an election observer you may have questions or comments that require research and input from different operations and/or various levels of management. Please allow at least two business days for a response. Depending on the question more time may be needed to provide a response.

To facilitate a response, please provide your contact information, questions, and comments in the space provided below.

Questions and comments may also be submitted via email at: [Outreach@rrcc.lacounty.gov](mailto:Outreach@rrcc.lacounty.gov)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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