



## Election Observer and Liaison Reminders

*Thank you for stepping up to do “what you can for your country” rather than “asking what your country can do for you!”(JFK)*

1. Wear your mask and your ID badge/lanyard as you cross the 100 ft line to enter your Vote Center
2. Introduce yourself to your Vote Center Inspector
3. Check in to relieve the Election Observer who preceded you at the Vote Center, and receive updates for your Center. Please plan to arrive 10 minutes early for your shift.
4. Implement the following procedures for issues arising at Voting Centers/Polling Places if needed:
  - A. Election observer sees incident or has question about voting at the center:
    1. Election observer reports incident to or asks question of the Vote Center inspector; or, contacts liaison before talking with inspector
    2. If incident is then resolved or question adequately answered, election observer takes notes to report to liaison
    3. Liaison reports incident on LBJ and marks as “resolved”, or reports to liaisons using LBJ system, or to Ginna Meyer, Ted Kooij, or other persons using LBJ system
  - B. If incident or question at Voting Center/Polling Place is not resolved:
    1. Election observer contacts Voting Center liaison
    2. If liaison is able to help election observer to resolve issue or answer question, liaison just reports on LBJ and marks as “resolved”, or reports to other LBJ user, as above
    3. If liaison cannot resolve the issue or answer the question, then liaison contacts Ginna Meyer, or, if unavailable, Ted Kooij
    4. If issue/question is resolved, liaison reports to LBJ and marks as “resolved”, or reports to other LBJ user, as above
  - C. If incident/question is not resolved by Ginna Meyer or Ted Kooij
    1. Coordinator will contact EDC Elections Dept. personnel, or
    2. Call CALDEM Hotline 877-321-8683, or
    3. Call Frank Porter: 916-380-9352 , or
    4. Report incident/question on LBJ and keep “open”, and, if immediate help is required, mark form as “urgent”
  - D. If Coordinators (Ginna Meyer or Ted Kooij) are unavailable, and immediate help is required, liaisons can use the procedure under “C” above

*Final note: Mask wearing and careful hygiene practices are required at the Vote Centers. Also, as much as possible, please practice 6 feet Social Distancing! It cannot be stressed enough that if you show any known signs and symptoms of COVID 19, please do NOT attend your shift. Contact your Vote Center Liaison and let them know you plan on being absent.*

*Thank you again, El Dorado County Democrats Election Team*

## **Voter Bill of Rights**

### **You have the following rights:**

1. The right to vote if you are a registered voter. You are eligible to vote if you are:
  - A U.S. citizen and a resident of California
  - At least 18 years old
  - Registered where you currently live
  - Not currently in state or federal prison or on parole for the conviction of a felony
  - Not currently found mentally incompetent to vote by a court
2. The right to vote if you are a registered voter even if your name is not on the list. You will vote using a provisional ballot. Your vote will be counted if elections officials determine that you are eligible to vote.
3. The right to vote if you are still in line when the polls close.
4. The right to cast a secret ballot without anyone bothering you or telling you how to vote.
5. The right to get a new ballot if you have made a mistake, if you have not already cast your ballot you can:

Ask elections officials at a polling place for a new ballot; exchange your vote-by-mail ballot for a new one at an elections office, or at your polling place, or Vote using a provisional ballot.
6. The right to get help casting your ballot from anyone you choose, except from your employer or union representative.
7. The right to drop off your completed vote-by-mail ballot at any polling place in California.
8. The right to get election materials in a language other than English if enough people in your voting precinct speak that language.
9. The right to ask questions to elections officials about election procedures and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.
10. The right to report any illegal or fraudulent election activity to an elections official of the Secretary of State's Office.



# Election Observer Instructions

Please read these instructions carefully. Observers who do not adhere to these instructions may be asked to leave the work area for the remainder of the day.

The California Elections Code provides for the public, candidates, committees and political parties to observe election activities in the Elections Department including ballot counting, vote by mail and provisional ballot verification.

Observers may not disrupt the working environment of the Elections staff and must:

- Keep all conversations to a minimum, at the lowest possible tone in order to not distract staff from their work.
- Keep at arm's length from the staff at all times and never touch a staff member.
- Direct all questions and concerns to the Registrar of Voters or the Assistant Registrar of Voters.

Advance notice of observation, especially groups of persons, is appreciated but not required. Election activities will be to continue whether or not observers are present. The Registrar of Voters may limit the number of observers.

Observers must sign in upon arrival and be admitted to the work area by a departmental staff person. Observers must also sign out upon leaving the work area. All observers must wear an Observer Badge provided by the department for security purposes and return them before leaving.

Radios, cameras, tape recorders or recording devices of any type are not allowed.

Observers may not use cell phones inside the department. Phones should be turned off or ring tones set to vibrate or silence. Department phones are not for public use.

The Elections Department is a non-partisan office. Partisan comments and discussions are to be avoided while in the department.

Observers cannot touch any paper ballot or ballot marking device.

Observers may not enter restricted areas unless accompanied by an election official, with appropriate security clearance.

Observers are responsible for:

- Checking in at each site, whether vote center or central counting site.
- Wearing an identification badge.
- Maintaining a professional manner while observing the election processes.
- Ensuring they do not interfere with the elections process.
- Adhering to required COVID safety protocols at all locations.

Observers may not:

- Interfere in any way with the conduct of the election.
- Touch any voting materials or equipment or sit at the official worktables.
- Converse with voters (within 100 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- Display any election material or wear campaign badges, buttons or apparel.
- Wear the uniform of a peace officer, a private guard, or security personnel.
- Talk to central counting site workers while they are processing ballots.
- Use the telephones, computers at vote center facilities or the central counting site.
- Touch election personnel.
- Eat or drink in the polls or the central counting site.
- Assist in operations at any polling place.