

Poll Monitor Checklist

Important Contacts

Name, phone number, email address

Before leaving home

- Review the Secretary of State Observer Handbook or handbook for your county
- Check that you are not dressed as an "electioneer-or"
- Grab your face mask and hand sanitizer

Upon arrival

- Identify yourself to the election staff as a poll monitor and ask where you are allowed to stand or sit
- Cell phones, tablets or any electronic devices must be set to vibrate or off
 - Confirm that you are allowed to use an electronic device, including a smartphone or tablet, to send texts
- Check to make sure you know where the 100 ft zone ends in case you need to make a call or ask a voter a question
- Assess the line: number of voters, speed that it's moving (voters checked-in/10 minutes)
- Confirm that the ePollbook (tablet used for check-in) is working
- Check that Internet/Wifi is working
- Confirm that Ballot Marking Devices (voting booths) are working
- Confirm that site is ADA compliant
 - Accessible by wheelchair or offering curbside voting alternative
 - Seating is available to seniors or those with disabilities
- Confirm COVID-19 protocols are in place
 - Election workers are wearing masks
 - Voting booths are spaced out
 - Voter traffic flow will not lead to crowding
- Confirm that site has signage in the required languages
[county specific]

During your shift

- Report up the chain of command immediately any instances of:
 - Voter Intimidation, including but not limited to:
 - Voter harassment
 - Electioneering
 - Presence of police (unless an officer is casting their ballot) or security forces
 - Confrontations between observers, voters, and/or election personnel
 - Location running out of ballots or materials
 - Voter challenges
 - Voting equipment or technology going down
 - Voters not being allowed to cast a provisional ballot
- Take note and report if you see multiple voters being asked for an ID
- Take note and report if you see many voters being required to vote provisionally

Closing the polls

- Ensure that any voter waiting to vote is allowed to cast their vote; report if you see long lines
- Observe that all ballots are returned to the Collection Center each evening

Voter Bill of 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. The voter can:
 1. Ask an elections official at a polling place for a new ballot,
 2. Exchange your vote-by-mail ballot for a new one at an elections office, or at your polling place, or
 3. 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 or the Secretary of State's office.

Reminders

Within 100 ft of the polling location entrance: You may not talk to a voter about the casting of a ballot, use your phone to make calls, or wear any candidate or campaign gear.

Inside: No eating or drinking inside the voting location, no entering the voting area.