



COUNTY OF LAKE
Registrar of Voters Office
Courthouse – 255 North Forbes Street
Lakeport, CA 95453
Telephone 707/263-2372
FAX 707/263-2742

MARIA VALADEZ
Registrar of Voters

LOURDES PANTALEON
Deputy Registrar of Voters

ELECTION OBSERVER PANEL PLAN

I. County and System Information

1. Name of County: County of Lake
2. Name of Contact: Maria Valadez, Registrar of Voters
3. Contact's Phone #: 707/263-2372
4. Vendor and Voting Systems Used by County:
Hart InterCivic Verity Paper Ballots (main voting system) and Hart InterCivic/Verity ADA Voting Units (HAVA compliant)
5. Date: October 5, 2020

II. Purpose

The purpose of an Election Observer Panel is to:

1. Provide the public with the opportunity to observe and make suggestions on ways to improve the election process.
2. Help ensure the integrity of the election process.
3. Remove some of the mystery associated with the election process in an effort to encourage more people to take part in an election.

III. Invite

Between E-60 and E-30, prepare letters of invitation to the following:

1. County Grand Jury
2. Political Party Central Committee Members
3. Local Clubs
4. Media
5. Other groups or individuals expressing an interest in observing Election Day activities.

IV. Appointment Letters (for introduction to precinct workers)

After the groups have provided the names of interested panelists, this office will prepare letters of introduction for the panelist to use when visiting polling places on Election Day. Materials to be prepared for each panelist will include a listing of all polling places within Lake County for that specific election as well as the central counting site location and hours of operation.

Prior to Election Day, the Registrar of Voters may meet with individuals and/or groups to provide an opportunity for the individuals and/or group members to ask questions about the process.



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General Rules for Election Observer Panel Members

COVID-19 specific rules:

- The number of observers may be limited depending on the space available.
- Observers must maintain physical distancing of six (6) feet and may be asked to remain in a designated area.
- Observers may be asked to take other safety measures such as hand hygiene, cough etiquette and general respect for cleanliness and sanitation.

Observers are responsible for:

- Checking in at each site, whether polling place or central counting site.
- Wearing an identification badge.
- Maintaining a professional manner while observing the election process.
- Ensuring they do not interfere with the elections process.
- Following established county observation rules/policies.
- Being courteous to poll workers and election officials. Speak to them only when it is convenient and does not interfere with the conduct of the election.

Observers may:

- Observe the proceedings at the polls, including the opening and closing procedures.
- Obtain information from the precinct index that is posted near the entrance.
- Make notes and watch the election procedures.
- View the election-related activities at the central counting site on Election Day.
- View the canvass of the vote activities following the election.
- View the vote-by-mail and provisional ballot processing.
- Ask questions of poll workers or voters at the polls as long as they do not interfere with the conduct of any part of the voting process.

Observers may not:

- Interfere, in the judgment of the elections official, with the conduct of the election.
- Physically handle any voting materials or voting equipment.
- Move or rearrange tables, chairs, or voting booths at the polling place or central counting facility.
- Sit at or close to the official worktables or view confidential information on any computer terminal or document.
- Communicate with voters within 100 feet of the entrance to, or inside of, a polling place or an elections official's office 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.
- Use cellular phones, pagers, or two-way radios inside the polling place and/or within 100 feet of the entrance to the polling place.
- Use the telephones, computers or other polling place facilities at polling place or the central counting site.
- Talk to or attempt to stop the central counting site workers while they are processing ballots.
- Make physical contact with election personnel.
- Eat or drink in the polls or the central counting site.
- Assist in operations at any polling place or the central counting site.
- Prevent other observers from observing materials or a process.
- Enter secure areas without the express permission of the elections official.



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POLL WATCHERS GUIDELINES

Please observe the following Poll Watcher guidelines at Lake County polls:

Any person present at a polling place as a "Poll Watcher" should declare himself or herself to represent a political party, media, candidate, ballot measure, interested person, or a member of Lake County's Election Observer Panel. Please check in with the precinct inspector.

Poll watchers must be positioned in a location where they can plainly see and hear what is done within the polling place but may not be in the area of the voting booths or the ballot box. Only Pollworkers and persons signing the Roster of Voters may sit at or near the table used by the Board.

Poll watchers may speak with the precinct board and look at the Roster of Voters only when it doesn't interfere with the voting process. They **may not** at any time handle voted or unvoted ballots.

In the polling place or within 100 feet of the entry, Poll Watchers **MAY NOT**:

- Campaign or wear buttons or clothing containing campaign information
- Hand out buttons, hats, pencils, pens, shirts, signs, or stickers containing campaign information
- Solicit votes for or against any person, political party or ballot question position
- Maintain an "office or communication center"
- Interfere with the official actions of the precinct board
- Disrupt the administration of the polling place
- Touch any election supplies
- Attempt to control the legal actions of voters or the precinct board
- Use a cell phone which distracts precinct workers or voters
- Look into an occupied voting booth
- Disobey a lawful command of a Pollworker
- Cause a disturbance or breach of peace
- Engage in disorderly conduct such as threatening behavior or making unreasonable noise
- Advocate for or against a voter as the voter interacts with precinct board

The telephone at the polling place is for the use of the precinct board. Poll watchers **MAY NOT** use the polling place telephone designated for the precinct board.

If a poll watcher has a concern or question about any action occurring in the polling place, that person should bring his or her concern or question to the attention of the Precinct Inspector. Poll watchers **MAY NOT** take any unilateral steps to change any action, inaction or activity occurring at the polling place. If the Precinct Inspector fails to correct the questioned activity, the poll watcher should contact the Registrar of Voters office.

Inspector's Instructions for Poll Watchers/Observers

★ Only voters engaged in receiving, preparing, or depositing their ballots may be within the voting booth/voting box area before the closing of the polls. However, a voter may be accompanied by a child or children under the age of 18 years while the voter is within the voting booth if the child is, or children are, under the voter's care.

Only Pollworkers and persons signing the Roster of Voters may sit at the table used by the Board.

Cooperate with Poll Watcher/Observer requests as long as they do not interfere with the normal voting process.

Elections Code section 18541 states:

- (a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place, do any of the following:
 - (1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
 - (2) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
 - (3) Photograph, video record, or otherwise record a voter entering or exiting a polling place.
- (b) Any violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.
- (c) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Elections Code section 18370 states:

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place or an elections official's office (the distance of 100 feet is from the room or rooms in which voters are signing the roster and casting ballots):

- a. Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- b. Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- c. Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240 (Conditions for challenge).
- d. Do any electioneering as defined by Section 319.5.

★ "**Electioneering**" is defined in the California Elections Code 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 or an election's official's office under Section 3018."

Inspector's Instructions for Poll Watchers/Observers (Continued)

Prohibited electioneering information includes, but is not limited to, any of the following:

- A display of a candidate's name, likeness, or logo.
- A display of a ballot measure's number, title, subject, or logo.
- Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
- Dissemination of audible electioneering information.

★For example, if a voter enters the polling place wearing a t-shirt or conspicuous button promoting a candidate or ballot measure the voter shall be asked to turn his/her shirt inside out or remove the button.★

Rights of Election Poll Watchers/Observers:

Anyone may observe the electoral process at polling places even if they are not voting.

Poll watchers/observers may be at the polls before they are open to the public, during polling hours, and after the polls close.

Poll watchers/observers may be in the polling place observing the process as long as they do not interfere with any voter's right to cast a secret ballot or a Pollworker's ability to work.

Observers and people working for campaigns have the right to visit polling places on Election Day to check the voter list to determine which voters have cast their ballots.

Poll watchers/observers 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 unvoted ballots.

Poll watchers/observers have the right to ask Pollworkers questions about election procedures and to receive an answer or be directed to the appropriate official for an answer. However, if persistent questioning disrupts the Pollworkers' duties, the Pollworker can stop responding and direct the Poll Watchers/Observers to the Registrar of Voters office for further answers.

The telephone at the polling place is for the use of the precinct board. Poll Watchers **MAY NOT** use the polling place telephone designated for the precinct board.

Please refer to the "**Poll Watchers Guidelines**" for specific instructions.



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LOURDES PANTALEON
Deputy Registrar of Voters

MEDIA RELEASE/PUBLIC NOTICE

FOR ADDITIONAL INFORMATION PHONE 707/263-2372

CONTACT: MARIA VALADEZ, REGISTRAR OF VOTERS
OR LOURDES PANTALEON, DEPUTY REGISTRAR OF VOTERS

**Re: VOLUNTEERS ARE NEEDED FOR THE REGISTRAR OF VOTERS
ELECTION OBSERVER PANEL FOR THE UPCOMING
NOVEMBER 3, 2020 GENERAL ELECTION**

THE LAKE COUNTY REGISTRAR OF VOTERS OFFICE will convene an Election Observer Panel to observe activities associated with the General Election, which will be held on November 3, 2020. Representatives of the Lake County Civil Grand Jury, Political Party County Central Committees, local clubs, media and other groups or individuals expressing an interest in observing Election Day activities are invited to participate.

The purpose of an Election Observer Panel is to provide the public with the opportunity to observe and make suggestions on ways to improve the election process; assist in ensuring the integrity of the election process; encourage participation and build voter confidence in the election process; as well as, remove some of the mystery associated with the election process in an effort to encourage more people to take part in an election.

Typically, members of the Panel visit one or more polling places on Election Day and then visit the central ballot counting center located in the Registrar of Voters office, Room 209, Courthouse, 255 N Forbes Street, Lakeport, to observe the tabulation of ballots on Election Night. Panel members are also invited to observe staff at the Registrar of Voters office as vote-by-mail ballots are processed. Members of the Panel will be provided with the information they need to participate in these activities.

If you or your organization would like to be represented on the Election Observer Panel, please notify me by mail, by phone at 263-2372 (toll free 888/235-6730) or by email at elections@lakecountyca.gov. Please respond by Monday, October 26, 2020 with your name or the name(s) of your representative(s) and the volunteer's contact number and mailing address.

Thank you for your interest in protecting our electoral system.

VOLUNTEERS NEEDED TO SERVE AS A MEMBER OF THE REGISTRAR OF VOTERS' ELECTION OBSERVER PANEL

The purpose of an Election Observer Panel is to:

1. Provide the public with the opportunity to observe and make suggestions on ways to improve the election process.
2. Help ensure the integrity of the election process.
3. Remove some of the mystery associated with the election process in an effort to encourage more people to take part in an election.

Membership of Groups or Individuals Expressing an Interest in Observing Election Day Activities:

1. County Grand Jury
2. Political Party Central Committee Members
3. Local Groups
4. Media
5. Other groups or individuals expressing an interest in observing Election Day activities.

If you are interested in this important work, please complete the application form below and return either in person or by mail to: Registrar of Voters, 255 N. Forbes Street, Lakeport, CA 95453. **Please respond by Monday, October 26, 2020.**

APPLICATION TO SERVE ON THE ELECTION OBSERVER PANEL

Name: _____

Residence Address: _____

Mailing Address: _____

Phone: _____ Cell: _____

Email: _____



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CONTACT: MARIA VALADEZ, REGISTRAR OF VOTERS

OR LOURDES PANTALEON, DEPUTY REGISTRAR OF VOTERS

48 hour advance notice

Re: NOTICE OF DATE REGISTRAR OF VOTERS OFFICE
WILL COMMENCE PROCESSING VOTE-BY-MAIL BALLOTS
NOVEMBER 3, 2020 GENERAL ELECTION

THE LAKE COUNTY REGISTRAR OF VOTERS OFFICE would like to inform vote-by-mail voter observers and the public that the Registrar of Voters office (2nd Floor, Room 209, Courthouse, 255 North Forbes Street, Lakeport) will commence processing vote-by-mail ballots for the November 3, 2020 General Election, on Tuesday, October 13, 2020 at 9:00 a.m. The processing of the vote-by-mail voter ballots will continue through Election Day as well as, during the official canvass.

The scanning and adjudicating of the official ballots will commence on Monday, October 26, 2020 in the Registrar of Voters office, Room 209, however, results will not be announced until **after** the close of the polls at 8:00 p.m. on Election Day, November 3, 2020.

The official canvass will commence on Thursday, November 5, 2020 at 9:00 a.m. and will continue daily, Saturdays, Sundays, and holidays excepted, for not less than six hours each day until completed.

Observers are invited to view the processing and counting of the ballots, but shall not interfere with the election process. Observers may contact the Registrar of Voters office at 707/263-2372 during the Official Canvass period for the proposed schedule. Staff may be required to work on some Saturdays, Sundays and County holidays as needed in order to complete the Official Canvass by the State deadline.



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MEDIA RELEASE/PUBLIC NOTICE

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FOR ADDITIONAL INFORMATION PHONE 707/263-2372
CONTACT: MARIA VALADEZ, REGISTRAR OF VOTERS
OR LOURDES PANTALEON, DEPUTY REGISTRAR OF VOTERS

Re: NOTICE OF DATE REGISTRAR OF VOTERS OFFICE
WILL CONDUCT THE LOGIC AND ACCURACY TEST
OF THE BALLOT TABULATION COMPUTER & SOFTWARE
NOVEMBER 3, 2020 GENERAL ELECTION

THE LAKE COUNTY REGISTRAR OF VOTERS OFFICE would like to inform voters that pursuant to regulations of the California State Commission on Voting Machines and Vote Tabulating Devices, a Logic and Accuracy Test will be conducted for the ballot tabulation computer and software to be used for the November 3, 2020 General Election. This test will run on Thursday, October 22, 2020 at 11:00 am in the Registrar of Voters office, Courthouse, 2nd Floor - Room 209, Lakeport. All interested persons are invited to observe this test.



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CONTACT: MARIA VALDEZ, REGISTRAR OF VOTERS
OR LOURDES PANTALEON, DEPUTY REGISTRAR OF VOTERS

Re: PUBLIC MANUAL TALLY OF 1% OF PRECINCTS
NOVEMBER 3, 2020 GENERAL ELECTION

THE LAKE COUNTY REGISTRAR OF VOTERS OFFICE, would like to inform voters, observers and the public that the Registrar of Voters office (2nd Floor, Room 209, Courthouse, 255 North Forbes Street, Lakeport) will conduct a public manual tally of a minimum of 1% of randomly selected precincts which will include each contest voted on at the November 3, 2020 General Election, commencing on *****Tuesday, November 14, 2020***** beginning at 9:00 a.m. The selection of the precinct(s) to be included in the manual tally will be randomly chosen on the same date prior to the manual tally. Observers are invited to view the manual tally of the ballots, but shall not interfere with the election process.



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Date

Name
 Address
 Town

Dear Name:

The Lake County Registrar of Voters office will convene an Election Observer Panel to observe activities associated with the General Election, which will be held on November 3, 2020. Representatives of the Lake County Grand Jury, Political Party County Central Committees, local clubs, media and other groups or individuals expressing an interest in observing Election Day activities will be invited to participate, while complying with both public health and county election guidance.

Typically, members of the Panel visit one or more polling places on Election Day and then visit the central ballot counting center located in the Registrar of Voters office, Room 209, Courthouse, 255 N Forbes Street, Lakeport, to observe the tabulation of ballots on Election Night. Panel members are also invited to observe staff at the Registrar of Voters office as they process vote by mail ballots. Members of the Panel will be provided with the information they need to participate in these activities.

If your organization would like to be represented on the Election Observer Panel, please notify me by mail, by phone at 263-2372 or by email at elections@lakecountyca.gov. Please respond by Monday, October 26, 2020 with the name(s) and mailing addresses of your representative(s). I will be available to meet with Panel members to explain their role in greater detail and to provide them with the information they need.

Thank you for your interest in protecting our electoral system.

Sincerely,

Maria Valadez
 Registrar of Voters



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TO: PRECINCT INSPECTORS

FROM: MARIA VALADEZ
REGISTRAR OF VOTERS

SUBJECT: ELECTION OBSERVER PANEL

DATE: OCTOBER XX, 2020

This letter introduces XXX, whom has been appointed as an Election Observer/Media Panel for the November 3, 2020 General Election. Members of the Election Observer Panel are invited to observe activities related to the administration of an election, including visiting polling places, while complying with both public health and county election guidance.

No person, including a member of the Election Observer Panel, may interfere with the operation of polling places. Due to the COVID-19 pandemic, all members of the Election Observer Panel shall wear face coverings, maintain a physical distance of six feet, and practice other safety measures, such as hand hygiene, while visiting polling places. XXX and other members of the Election Observer Panel may ask you to explain certain operations and procedures. Please extend every courtesy to XXX.

If you have any questions, please call me at 263-2372. Thank you for your cooperation and your service to our county's voters.