



**DEBRA BOWEN** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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November 3, 2009

County Clerk/Registrar of Voters (CC/ROV) Memorandum #09171

TO: All County Clerks/Registrars of Voters

FROM: *Debbie O'Donoghue*  
Debbie O'Donoghue  
Deputy Secretary of State, Voter Education and Outreach Services

RE: Polling Place Accessibility: Draft Polling Place Accessibility Checklist for Review and Comment

The Secretary of State's office contracted with the Department of Rehabilitation to update the Polling Place Accessibility Guidelines (Guidelines) that were last updated in June 2001. Thank you for your feedback on the draft Guidelines we sent out last month. We are reviewing the feedback with the Department of Rehabilitation and will make changes that can be accommodated and are in accordance with existing accessibility standards.

Now, we have a draft Polling Place Accessibility Checklist (Checklist) for your review and comment. The Checklist, which will accompany the Guidelines, is designed to help county elections officials follow the Guidelines and make it easier to comply with federal and state requirements for accessible polling places.

Through the final review process, and before the Guidelines and Checklist are finalized, we will ensure the documents are consistent with one another.

The draft Checklist can be found on the Secretary of State's website at [www.sos.ca.gov/elections/polling-place-accessibility-checklist/](http://www.sos.ca.gov/elections/polling-place-accessibility-checklist/).

If you have comments on the draft Checklist, please send them to [PPAGComments@sos.ca.gov](mailto:PPAGComments@sos.ca.gov) by November 30, 2009. You can also send your comments via fax to (916) 653-4620, or by mail to:

Office of the Secretary of State  
Attn: Debbie O'Donoghue  
1500 – 11<sup>th</sup> Street, 6<sup>th</sup> Floor  
Sacramento, CA 95814

If you have questions, please call me at (916) 653-6173 or via email at [debbie.odonoghue@sos.ca.gov](mailto:debbie.odonoghue@sos.ca.gov).