DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
OFFICE OF VOTING SYSTEMS TECHNOLOGY ASSESSMENT
1500 11th Street | Sacramento, CA 95814 | Tel (916) 653-7244 | www.sos.ca.gov

October 3, 2012

County Clerk/Registrar of Voters (CC/ROV) Memorandum #12289

TO: All County Clerks/Registrars of Voters

FROM: _____
Ryan Macias
Voting Systems Analyst

RE: General Election: EOPP, Voting Systems Used by Counties, and Computer Vote Count Program

For the upcoming November 6, 2012, General Election, please note the specified dates below and submit your county's information accordingly to the Office of Voting Systems Technology Assessment (OVSTA).

1) This is a reminder to submit your Election Observer Panel Plan (EOPP) to the Secretary of State by Friday, October 26th for the November 6, 2012, General Election. Attached is a suggested template for an EOPP. Feel free to use it in preparing your plan for the November 6, 2012, General Election.

2) Attached is a copy of the Voting Systems Used by Counties spreadsheet that OVSTA created for the June 5, 2012, Presidential Primary Election. Please review the document to verify that the spreadsheet correctly lists the implementation of your county's voting system for the General Election. If any edits are needed, please provide them by Friday, October 26th. No response is required if the spreadsheet information is accurate.

3) This is a reminder that Elections Code section 15001 requires that our office receive by 5:00 p.m. October 30, 2012, a copy of your election computer vote count program, containing the ballot definition, for the November 6, 2012, General Election.

For items 1 and 2 above, please email the documentation to Ryan Macias at Ryan.Macias@sos.ca.gov. Due to the proprietary nature of the computer vote count program, detailed in item 3 above, it cannot be emailed, so please compress all your data into a single zip file, preserving file and directory names within the zip file. This single file can then be placed in the normal CalVoter outbox on the CalVoter workstation. Once you have done this, please notify Ryan Macias, so we can manually transfer the file to our office. If you or a third party vendor are going to mail the computer vote count program, instead of placing it in the CalVoter outbox, please mail it to the attention of Ryan Macias, OVSTA-6th Floor, 1500 11th Street, Sacramento, CA 95814.

If you are relying on your data processing staff, vendor, or other third party to deposit your vote count program with our office, please remind them that we must receive the program by October 30th.

If the program is modified or altered after a copy is submitted to our office, we must receive a copy of the modified or altered program no later than noon on Election Day.

Please contact OVSTA at (916) 653-7244 if you have any questions regarding these documents.

Attachments (2)

Election Observer Panel Plan Template

I. County and System Information

1. Name of County
2. Name of Contact
3. Contact's Phone
4. Vendor and Voting Systems Used by County
5. Date

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 build voter confidence and encourage more people to take part.

III. Invite

Between E-60 and E-30, prepare letters of invitation (see sample attached) to the following:

1. County Grand Jury
2. Political Party Central Committee Members
3. Advocacy Groups
4. League of Women Voters

Other groups or individuals expressing an interest in observing Election Day activities may also be included in the observer panel.

Note: You might want to consider offering to meet with groups to provide an opportunity for the group members to ask questions about the process.

IV. Appointment Letters (for introduction to precinct workers)

After the groups have provided the names of interested panelists, prepare letters of introduction (see sample attached) 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 the county for that specific election as well as the central counting site location and hours of operation.

V. Mechanism for Feedback

Consider providing observers with a checklist and/or questionnaires to be completed and returned to you.

General Rules for Observers

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 election procedures.
- View election-related activities at the central counting site on Election Day.
- View the canvass of the vote activities following the election.
- View 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.
- Ask questions of supervisors at the central counting site as long as they do not interfere with the conduct of the election procedures.

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 election process.

Observers may not:

- Interfere, in the judgment of the elections official, with the conduct of the election.
- Physically handle any voting materials or equipment.
- Sit at the official worktables or view confidential voter information on any work terminal.
- Communicate 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.
- Use cellular phones, pagers, or two-way radios inside the polling place and/or within 100 feet of the entrance to the polling place.
- Talk to or attempt to stop the central counting site workers while they are processing ballots.
- Use the telephones, computers or other polling place facilities at polling places or the central counting site.
- 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.

SAMPLE LETTER OF INVITATION

Date (E-60 to E-30)

Dear *XXX*:

The Department of Elections will convene an Election Observer Panel to observe activities associated with the *XXX* Election, which will be held on *XXX* date. Representatives of political party county central committees, advocacy groups, the League of Women Voters, and the County Grand Jury will be invited to participate.

Typically, members of the Panel visit one or more polling places on Election Day and then visit the ballot counting center to observe the tabulation of ballots on election night. Panel members are also invited to observe the processing of vote-by-mail ballots at the Department of Elections. 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 *XXX* by mail, by phone at *xxx-xxxx,* or by email at *XXX*. Please respond by *XXX* date, with the name of your representative. *XXX* will be available to meet with Panel members to explain their role in greater detail and to provide them with the information they will need.

Thank you for your interest in participating in our electoral system.

Sincerely,

XXX
Registrar of Voters/County Clerk

SAMPLE LETTER OF INTRODUCTION

Date (no later than E-5)

TO: Precinct Inspectors

FROM: *XXX*
Registrar of Voters/County Clerk

SUBJECT: ELECTION OBSERVER PANEL

This letter introduces *XXX,* whom I have appointed to the Election Observer Panel for the *XXX* election. Members of the Election Observer Panel are invited to observe activities related to the administration of an election, including visiting polling places.

No person, including a member of the Election Observer Panel, may interfere with the operation of 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 *xxx-xxxx*.

Thank you for your cooperation and your service to our county's voters.

VOTING SYSTEMS IN USE FOR THE JUNE 5, 2012, PRESIDENTIAL PRIMARY ELECTION

As of May 30, 2012 - Subject to Change

NOTE: Voters and media representatives are urged to contact counties to confirm the use of a specific voting system for the June 5, 2012, election. The following information is the most current information provided by the counties to the Secretary of State's office.

County	*Vote by Mail System*	*Polling Place System*	*Polling Place - Accessibility Support*
Alameda	Sequoia Optech 400-C/WinETP v. 1.16.6	Sequoia Optech Insight Plus APX K2.16, HPX K1.44	Sequoia AVC Edge Model II v. 5.0.24
Alpine	Premier AccuVote-OS v. 2.0.12	All mail ballot precincts (Central Tabulation)	Premier AccuVote-TSX v. 4.6.4*
Amador	ES&S M100 v. 5.2.1.0	ES&S M100 v. 5.2.1.0	ES&S AutoMARK A100 v. 1.1.2258
Butte	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6 (Central Tabulation)	Premier AccuVote-TSX v. 4.6.4
Calaveras	ES&S M100 v. 5.2.1.0	ES&S M100 v. 5.2.1.0	ES&S AutoMARK A100 v. 1.1.2258
Colusa	ES&S M100 v. 5.2.1.0	ES&S M100 v. 5.2.1.0	ES&S AutoMARK A200 v. 1.1.2258
Contra Costa	ES&S M650 v. 2.1.0.0	ES&S M100 v. 5.2.1.0	ES&S AutoMARK A100 v. 1.1.2258
Del Norte	Sequoia Optech Insight APX K2.10, HPX K1.42	Sequoia Optech Insight APX K2.10, HPX K1.42	Sequoia AVC Edge Model II v. 5.0.24
El Dorado	Premier AccuVote-OS v. 2.0.12	Same as Vote-by-Mail (Central Tabulation)	Premier AccuVote-TSX v. 4.6.4
Fresno	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4
Glenn	Sequoia Optech Insight Plus APX K2.10, HPX K1.42	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24
Humboldt	Hart BallotNow v. 3.3.11	Hart eScan v. 1.3.14	Hart eSlate v. 4.2.13
Imperial	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24
Inyo	Sequoia Optech Insight APX K2.10, HPX K1.42	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24
Kern	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6 (Central Tabulation)	Premier AccuVote-TSX v. 4.6.4
Kings	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24
Lake	DFM Mark-A-Vote	Same as Vote-by-Mail (Central Tabulation)	Hart eSlate v. 4.2.13
Lassen	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4
Los Angeles	MTS v. 1.3.1	Same as Vote-by-Mail (Central Tabulation)	ES&S InkaVote Plus PBR v. 1.10
Madera	DFM Mark-A-Vote	Same as Vote-by-Mail (Central Tabulation)	Hart eSlate v. 4.2.13
Marin	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6	ES&S AutoMARK A200 v. 1.0.168
Mariposa	Sequoia Optech Insight APX K2.10, HPX K1.42	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24
Mendocino	Premier AccuVote-OS v. 1.96.6	Same as Vote-by-Mail (Central Tabulation)	Premier AccuVote-TSX v. 4.6.4
Merced	ES&S M650 v. 2.1.0.0	ES&S M100 v. 5.2.1.0	ES&S AutoMARK A200 v. 1.1.2258
Modoc	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4
Mono	Sequoia Optech Insight APX K2.10, HPX K1.42	Sequoia Optech Insight APX K2.10, HPX K1.42	Sequoia AVC Edge Model II v. 5.0.24
Monterey	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24
Napa	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model I v. 5.0.24
Nevada	Hart BallotNow v. 3.3.11	Hart eScan v. 1.3.14	Hart eSlate v. 4.2.13
Orange	Hart BallotNow v. 3.3.11	Hart eSlate v. 4.2.13	Hart eSlate v. 4.2.13
Placer	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4
Plumas	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4
Riverside	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24
Sacramento	ES&S M650 v. 2.1.0.0	ES&S M100 v. 5.2.1.0	ES&S AutoMARK A100 v. 1.1.2258
San Benito	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24
San Bernardino	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24
San Diego	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6 (Central Tabulation)	Premier AccuVote-TSX v. 4.6.4
San Francisco	Sequoia Optech 400-C/WinETP v. 1.16.6	Sequoia Optech Insight Plus APX K2.16, HPX K1.44	Sequoia AVC Edge Model II v. 5.0.24
San Joaquin	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4
San Luis Obispo	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6 (Central Tabulation)	ES&S AutoMARK A100 v. 1.1.2258
San Mateo	Hart BallotNow v. 3.3.11	Hart eSlate v. 4.2.13	Hart eSlate v. 4.2.13
Santa Barbara	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6 (Central Tabulation)	ES&S AutoMARK A100 v. 1.1.2258
Santa Clara	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24
Santa Cruz	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24
Shasta	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model I v. 5.0.24
Sierra	Premier AccuVote-OS v. 1.96.6	All mail ballot precincts (Central Tabulation)	Premier AccuVote-TSX v. 4.6.4*
Siskiyou	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-OS v. 1.96.6	ES&S AutoMARK A100 v. 1.0.168
Solano	ES&S M650 v. 2.1.0.0	Same as Vote-by-Mail (Central Tabulation)	ES&S AutoMARK A200 v. 1.1.2258
Sonoma	DFM Mark-A-Vote	Same as Vote-by-Mail (Central Tabulation)	Hart eSlate v. 4.2.13
Stanislaus	ES&S M650 v. 2.1.0.0	ES&S M100 v. 5.2.1.0	ES&S AutoMARK A100 v. 1.1.2258
Sutter	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24
Tehama	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model I v. 5.0.24
Trinity	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4
Tulare	Sequoia Optech 400-C/WinETP v. 1.12.4	Sequoia Optech Insight Plus APX K2.10, HPX K1.42	Sequoia AVC Edge Model II v. 5.0.24
Tuolumne	ES&S M650 v. 2.1.0.0	ES&S M100 v. 5.2.1.0	ES&S AutoMARK A100 v. 1.1.2258
Ventura	Sequoia Optech 400-C/WinETP v. 1.12.4	Sequoia Optech Insight APX K2.10, HPX K1.42	Sequoia AVC Edge Model II v. 5.0.24
Yolo	Hart BallotNow v. 3.3.11	Same as Vote-by-Mail (Central Tabulation)	Hart eSlate v. 4.2.13
Yuba	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24

* System only available in central county election office because county is not required to establish polling locations