



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
ELECTIONS DIVISION

1500 11th Street, 5th Floor, Sacramento, CA 95814 | Tel 916.657.2166 | Fax 916.653.3214 | www.sos.ca.gov

November 9, 2017

County Clerk/Registrar of Voters (CC/ROV) Memorandum #17115

TO: All County Clerks/Registrars of Voters

FROM: /s/ Robbie Anderson
Elections Counsel

RE: Regulations: Vote-by-Mail Ballot Drop Boxes and Locations
Early Ballot Retrieval

The Secretary of State has submitted two proposed regulation packages to the Office of Administrative Law.

The Vote-by-Mail Ballot Drop Boxes and Locations regulations are required by Elections Code section 3025. They establish guidelines based on best practices for security measures and procedures, including, but not limited to, chain of custody, pick-up times, proper labeling, and security of vote by mail ballot drop boxes. A county elections official may use these guidelines if the county elections official establishes one or more vote by mail ballot drop-off locations.

The Early Ballot Retrieval regulations are required by Elections Code section 14422 to address the secure delivery and transfer of ballots retrieved prior to the closing of the polls to a receiving center or central counting place.

Pursuant to the requirements of subdivision (c) of Section 11346.8 of the Government Code and Section 44 of Title 1 of the California Code of Regulations, the Secretary of State is providing notice of changes to the text of both sets of proposed regulations originally published on September 1, 2017.

Any interested person, or their authorized representative, may submit written comments pertaining to the changes in the text of the proposed regulations. The Secretary of State will accept written comments on the changes from November 9, 2017 to November 27, 2017. The written comment period closes at 5:00 p.m. on November 27, 2017. The Secretary of State will consider only comments received at the Secretary of State's office by that time.

The Notice of Modifications to Proposed Regulations, as well as the original regulation packet has been published on our website at www.sos.ca.gov/administration/regulations/proposed-regulations/.

If you have any questions, please feel free to contact me or Jennifer Curtis at dropboxregulations@sos.ca.gov, earlyballotretrievalregulations@sos.ca.gov, or (916) 657-2166.