



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

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July 5, 2018

County Clerk/Registrar of Voters (CC/ROV) Memorandum #18175

TO: All County Clerks/Registrars of Voters

FROM: /s/ Therese Tynan
Voter Information Guide Coordinator

RE: General Election: State Voter Information Guide Order Forms

Please provide the number of state voter information guides and texts of proposed laws your county will need for the upcoming November 6, 2018, General Election and any special shipping instructions you may have on the attached State Voter Information Guide Order Form and return it to me by Monday, July 16, 2018.

If your county will need guides delivered to different locations, please specify the special shipping instructions pertinent to each location and indicate whether you would like the guides shipped on cartons, pallets, cartons on pallets, or any combination of the three.

As you know, the Secretary of State (SOS) will mail state voter information guides directly to voters registered up to E-60, and those voters registered between September 8, 2018, (E-59) and October 8, 2018, (E-29).

Counties are still responsible for mailing state voter information guides to all of their overseas, out-of-state, and confidential voters.

In addition to the change in mailing responsibilities, due to the passage of AB 606 (Chapter 656, Statutes of 2017) the text of proposed laws will no longer be printed in the main VIG. However, copies of the text of proposed laws will be available online and in print by request, per Elections Code section 9086(f). Accordingly, you will notice a new section of the order form that allows counties to request quantities of the separate text of proposed laws to be provided to voters upon request, for your office use, and for precincts. The SOS recommends that counties request enough TOPLs so that at least 3 copies are available at *each* polling location within the county. Once the information has been compiled, we will send you a copy of your completed order and shipping instructions and you will have an opportunity to make any changes at that time.

If you have any questions regarding these documents or procedures, I can be reached at (916) 695-1592 or tynan@sos.ca.gov. Thank you.

Attachment

STATE VOTER INFORMATION GUIDE ORDER FORM

November 8, 2018, General Election

County: _____

Date: _____

1. How many registered voters do you expect to have on your rolls as of the 60-day close of registration, **Friday, September 7, 2018**? (We will apply our household formula to this figure.) _____

2. How many English State Voter Information Guides do you expect to need for the supplemental mailing for voters registered between the **59th and 29th** days before the election (Saturday, September 8, 2018, through Monday, October 8, 2018)? _____

Note: The Secretary of State will conduct the supplemental mailing.

3. How many **English** State Voter Information Guides do you expect to need for distribution to overseas voters, out-of-state voters, precincts (3 at every polling place per Elections Code § 9094(c)), office use, vote-by-mail voters, confidential voters, etc.? _____

4. If your county is required to comply with the bilingual provisions of the Voting Rights Act, please indicate in the right column:

a. The number of minority language-speaking voters you expect to have at the 60-day close of registration.

Spanish _____
Chinese _____
Japanese _____
Vietnamese _____
Tagalog _____
Korean _____
Khmer _____
Hindi _____
Thai _____

b. The number of minority language-speaking voters you expect to add between the 59th and 29th days before the election.

Spanish _____
Chinese _____
Japanese _____
Vietnamese _____
Tagalog _____
Korean _____
Khmer _____
Hindi _____
Thai _____

5. If your county **would like** minority language State Voter Information Guides to fill occasional requests, or is required to comply with the bilingual provisions of the Voting Rights Act, and will need minority language ballot pamphlets for distribution to **precincts, office use, vote-by-mail voters, etc.**, indicate the quantity and type of minority language translations you expect to need.

Spanish _____
Chinese _____
Japanese _____
Vietnamese _____
Tagalog _____
Korean _____
Khmer _____
Hindi _____
Thai _____

6. Text of proposed laws:

a. The number of voters you estimate who may request a copy of the text of proposed laws. Per Elections Code section 9086(f), the text of proposed laws is to be provided to voters **who specifically request a copy.**

English _____
Spanish _____
Chinese _____
Japanese _____
Vietnamese _____
Tagalog _____
Korean _____
Khmer _____
Hindi _____
Thai _____

b. The number of copies of the text of proposed laws you will need for distribution to the precincts or for office use. The SOS recommends at least 3 copies per polling place.

English _____
Spanish _____
Chinese _____
Japanese _____
Vietnamese _____
Tagalog _____
Korean _____
Khmer _____
Hindi _____
Thai _____

STATE VOTER INFORMATION GUIDE ORDER FORM

November 8, 2018, General Election

CONTACT PERSON:

Name

Phone Number

1st SHIPPING ADDRESS:

SPECIAL SHIPPING INSTRUCTIONS:

2nd SHIPPING ADDRESS (if applicable):

SPECIAL SHIPPING INSTRUCTIONS FOR 2nd ADDRESS (if applicable):

***If you require more space, please attach additional pages to this order.**

PACKAGING OF STATE VOTER INFORMATION GUIDES (Check one or more combinations for shipment):

Pallets

Cartons on pallets

Cartons