



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

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September 1, 2017

County Clerk/Registrar of Voters (CC/ROV) Memorandum #17069

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.

The 45-day written public comment period begins today, September 1, and goes through October 16, 2017. No hearing date has been scheduled; however, any interested person, or their authorized representative, can submit a written request for a public hearing no later than Monday, October 2, 2017.

Following the public hearing, if one is requested, or following the close of the written comment period if no public hearing is requested, the Secretary of State, upon its own motion or at the instance of any interested party, may thereafter adopt the proposals or may modify such proposals if such modifications are sufficiently related to the original text. With the exception of technical or grammatical changes, the full text of any modified proposal will be available from our office for 15 days prior to its adoption and will be mailed to those persons who submit written or oral testimony related to this proposal or who have requested notification of any changes to the proposal.

The regulations packets have 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.