



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

1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, CA 95814 | **Tel** 916.657.2166 | **Fax** 916.653.3214 | [www.sos.ca.gov](http://www.sos.ca.gov)

January 15, 2019

County Clerk/Registrar of Voters (CC/ROV) Memorandum #19007

**TO:** All County Clerks/Registrars of Voters

**FROM:** /s/ Catherine Ingram-Kelly  
VoteCal Program Manager

**RE:** VoteCal: Local Elections

For statewide and local elections, counties will use VoteCal for the following election related activities:

<b>Timeline</b>	<b>Election Task</b>
Following Governor's Proclamation or Board of Supervisors' Resolution	Establish election name and election code in county Election Management System (EMS) and send to VoteCal to obtain Election ID. If the election is a Special Congressional or Legislative District Election, follow the election name standard as provided by the Secretary of State Office.
E-61	Establish election precincts in EMS and send to VoteCal.
E-61	Establish election polling places in EMS and send to VoteCal.
E-15 – E-0	Extract Official Lists from VoteCal and import into EMS.
E-29 – E+30	Process vote-by-mail (VBM) ballots and apply status to voter records and send to VoteCal.
E+0 – E+30	Process regular and conditional voter registration provisional ballots and apply status to voter records and send to VoteCal.
E+0 – E+60	Process ballots and apply voter participation history to voter records and send to VoteCal.

If you have any questions about how to do any of this functionality in your EMS, contact your EMS Help Desk.

If you have any questions about these requirements, contact the VoteCal Help Desk at 888-868-3225 or via email at [VoteCalHelp@sos.ca.gov](mailto:VoteCalHelp@sos.ca.gov).