



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

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October 28, 2019

County Clerk/Registrar of Voters (CC/ROV) Memorandum #19113

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jordan Kaku
Initiative and Referendum Coordinator

RE: Presidential Primary Election: State Voter Information Guide (VIG) Order Forms

Please provide the number of state voter information guides your county will need for the upcoming March 3, 2020, Presidential Primary Election and any special shipping instructions you may have on the attached State Voter Information Guide Order Form and return it to me by November 25, 2019.

If your county will need state voter information guides delivered to multiple 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 directly to voters registered up to E-60, and those voters registered between January 4, 2020, (E-59) and February 3, 2020 (E-29).

Counties are still responsible for mailing state voter information guides to all of their overseas, out-of-state, and confidential voters, as well as to any in the error files provided by the VoteCal Team.

Pursuant to Elections Code section 9094, three copies of the state voter information guide shall be kept at every polling place while an election is in progress, so that they may be freely consulted by the voters. Please make sure you order plenty of voter information guides to supply all polling places and vote centers and to mail to voters registered after E-29. 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.

Please note there will not be a separate Text of Proposed Laws (TOPL) for this election.

If you have any questions regarding these documents or procedures, please contact me at (916) 695-1581 or JKaku@sos.ca.gov. Thank you.

Attachment

STATE VOTER INFORMATION GUIDE ORDER FORM

March 3, 2020, Presidential Primary Election

County: _____ Date: _____

- 1. How many polling places or vote centers do you expect to have for the March 3, 2020, Presidential Primary Election?
2. How many registered voters do you expect to have on your rolls as of the 60-day close of registration, Friday, January 3, 2020?
3. 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, January 4, 2020, through Monday, February 3, 2020)?

Note: The Secretary of State will mail to voters registered at E-60.

- 4. 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(b)), office use, vote-by-mail voters, confidential voters, etc.?

- 5. 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, Friday, January 3, 2020.
b. The number of minority language-speaking voters you expect to add between the 59th and 29th days before the election.

Note: The Secretary of State will mail to voters at E-29 that registered between E-59 and E-29.

- 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.

STATE VOTER INFORMATION GUIDE ORDER FORM

March 3, 2020, Presidential Primary 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