



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

June 9, 2020

County Clerk/Registrar of Voters (CC/ROV) Memorandum #20110

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jana M. Lean
Chief, Elections Division

RE: General Election: November 2020 County Election Administration Report

Governor Gavin Newsom issued Executive Orders N-64-20 and N-67-20 to ensure that the November 3, 2020, General Election is secure and safe for voters and election workers. These Executive Orders require county elections officials to send vote-by-mail ballots to Californians registered to vote in the General Election, while ensuring that those who may need to access in-person voting opportunities are able to do so safely.

Additionally, on June 5, 2020, our office issued guidance relating to in-person voting opportunities and vote-by-mail ballot drop-off opportunities, among other topics.

In light of the above, we are requesting information about how your county intends to conduct election related activities while addressing health and safety concerns for staff and voters. We created the attached November 2020 County Election Administration Report in order to capture all of this important information.

The report requests information regarding how many and what type of voting locations will be implemented, staffing plans, drop box needs, vote-by-mail processing statistics, personal protective equipment (PPE) needs, and any other resources you have identified as being necessary to safely conduct the election. Additionally, there is space on the report to request assistance from the Secretary of State's office with recruitment of voting location spaces.

Please return the completed November 2020 County Election Administration Report to electioncybersecurity@sos.ca.gov no later than June 15, 2020.

Should you have any questions regarding the report or need any assistance, please contact Mike Somers at (916) 695-1563 or MSomers@sos.ca.gov. Thank you.

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Please note you will also be receiving CC/ROV Memorandum # [20111](#) today that is requesting election-related coronavirus costs which will also be due on June 15, 2020.

Attachment

November 2020 County Election Administration Report

If so, what size and other specifications do you have for the locations?

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Election Workers

How many election workers do you plan to recruit and hire?

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How many election workers have you confirmed?

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Would you like Secretary of State assistance with recruiting election workers?

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Drop Boxes

How many drop boxes are you required to have?

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How many do you plan on having?

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Do you need to purchase additional drop boxes?

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If so, what type(s) are you purchasing and how many?

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How many confirmed locations do you have?

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Would you like Secretary of State assistance with recruiting drop box locations?

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Vote By Mail Processing

How many vote by mail ballots did you issue in March?

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How many of those were vote by mail replacement ballots?

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Of your returned vote by mail ballots in March, how many had signature discrepancies?

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How many of those were able to be cured?

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Do you package your outbound vote by mail ballots manually?

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What is your process for signature cure notification?

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Please provide samples of your outgoing vote by mail ballots, return envelope, and voter instructions.

Personal Protective Equipment (PPE)

Have you already purchased PPE for election workers and voters for November?

Would you like the Secretary of State to procure PPE in whole or in part for your county for November?

If so, what PPE would you like the Secretary of State to procure and what amounts?

Type	Description/Specifications	Quantity
Gloves		
Masks		
Face Shields		
Wipes		
Sanitizer		
Other (Specify):		

Resources

Do you need additional resources to conduct the November election?

If so, what additional resources do you need?

Other

Will you have new vendors or new technology that you will be implementing/using in November?

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If so, which vendors/technology?

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Do you have other needs or concerns for implementing the November election?

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