

# IMPERIAL COUNTY VOTER REGISTRATION AND ELECTIONS



## Imperial County Election Administration Plan

Revised September 19, 2025

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Imperial County Elections  
ELECTION ADMINISTRATION PLAN  
Elections Code §4005(a)(10)

## INTRODUCTION

In 2016, Senate Bill 450 created the California Voters Choice Act (VCA). VCA is an election model that provides every active registered voter with a Vote-by-Mail (VBM) ballot. Within the VCA election model, Vote Centers replace the traditional polling locations and are operated for more days offering voters greater flexibility, accessibility and more options to cast a ballot. In 2018, five California counties began a pilot VCA election model. Since then, half of all California counties have elected to upgrade their election models to VCA. Although not officially a VCA county, Imperial County began implementing some elements of the VCA in 2020 by mailing all active registered voters VBM ballots. Additionally, in 2021 temporary Ballot Drop Boxes were replaced with secure, permanent Ballot Drop Boxes at accessible locations countywide.

In 2021, Governor Newsom signed Assembly Bill 37 into law requiring counties to mail a VBM ballot to all active registered voters after January 1, 2022.

Considering the many changes to California election laws, the Imperial County Registrar of Voters (ROV) has determined it would be beneficial to move from the current traditional polling place model to the VCA election model in time for the June 2, 2026 Primary Election. The ROV has developed this Election Administration Plan (EAP) in collaboration with our community, including the Election Working Group, Language Accessibility Advisory Committee (LAAC) and Voting Accessibility Advisory Committee (VAAC), lessons learned and guidance from other VCA counties, and the California Secretary of State's (SOS) Office. This EAP describes how we plan to educate the public regarding the flexible voting options that come with the VCA model. It includes information about our proposed Vote Centers and Ballot Drop Boxes - including locations, dedicated hours and guidelines for successful operation. Our goal with this EAP is to provide information on how our office is planning to administer future elections. This plan will be submitted to the SOS Office for comment and approval. Future feedback or suggestions to this EAP will be accepted at any time and will be taken into consideration during required reviews within 2 years of implementation.

### Vote-By-Mail

In accordance with VCA and the passage of Assembly Bill 37, all active registered voters will be mailed a ballot 29 days before the election with a postage-paid return envelope. All voters may use the Remote Accessible Vote-by-Mail System (RAVBM), which allows voters to access and mark their ballot utilizing their own assistive technology if needed.

The ROV will make available “Where’s My Ballot?”, a ballot tracking program provided by BallotTrax that will allow voters to receive updates on the delivery status of their ballot as it progresses through the mail and through processing by elections officials. Voters who sign up will receive automatic emails, SMS (text), or voice call notification about their ballot. “Where’s My Ballot?” is a secure software application that locates ballot envelopes via the Absentee Voter Identification (AVID) number, a unique voter identification number that is updated for each election. The system works with elections officials and the U.S. Postal Service (USPS) to send voter messages when their ballot is received and accepted. Voters can sign up for the free service at [www.WheresMyBallot.sos.ca.gov](http://www.WheresMyBallot.sos.ca.gov).

### Vote Centers and Ballot Drop-Off Locations

The VCA establishes definitive criteria for the placement and location of Vote Centers and Ballot Drop Boxes. Considerations evaluated in choosing locations for Vote Centers and Ballot Drop Boxes include the following:

- Accessibility to public transportation
- Communities with historically low VBM usage
- Population centers
- Low-income communities
- Language minority communities
- Accessibility needs of voters with disabilities
- Communities with low rates of household vehicle ownership
- Communities of eligible voters who are not registered to vote and may need access to same day voter registration
- Geographically isolated populations
- Accessible and free parking at Vote Centers and Ballot Drop Boxes
- Distance and time a voter must travel by car or public transportation to Vote Centers and Ballot Drop Boxes
- The need for alternate methods for voters with physical, sensory, intellectual and developmental disabilities for whom VBM ballots may not be accessible
- Traffic patterns

In addition, special consideration will be given to the distance between communities within Imperial County. The County will consider and accommodate the underserved, remote areas of Imperial County when determining the locations of Vote Centers and Ballot Drop Boxes.

Using our knowledge of the area, the best potential locations for Vote Centers and Drop Boxes were chosen. The ROV will solicit feedback from various stakeholders, interest groups, and community members including our Election Working Group, LAAC and VAAC.

**Vote Centers:** VCA has established the following guidelines for determining the number of Vote Centers in Imperial County (for full text please see Elections Code 4005 (a)(3)(A) and (a)(4)(A)):

- On the day of the election, from 7:00 a.m. to 8:00 p.m. and on each of the three days before the election, for a minimum of eight hours per day, at least one Vote Center is provided for every 10,000 registered voters within the jurisdiction where the election is held, as determined on the 88<sup>th</sup> day before the day of the election. At least 90% of the number of Vote Centers required by this subparagraph shall be open for all four days during the required time. Up to 10% of the number of Vote Centers required by this subparagraph may be open for less than four (4) days if at least one Vote Center is provided for every 10,000 registered voters on each day.
- Beginning 10 days before the day of the election and continuing daily up to and including the fourth day before the election, for a minimum of eight hours per day, at least one Vote Center is provided for every 50,000 registered voters within the jurisdiction where the election is held, as determined by the 88<sup>th</sup> day before the election.

These numbers are determined by the number of registered voters at the close of business on the 88<sup>th</sup> day before an election. Imperial County's current registration count is approximately 92,000.

Days before Election Day	Number of Registered Voters per Vote Center	Required Number of Vote Centers for Imperial County
10	50,000	2
3	10,000	10

The EAP, as currently written, anticipates that a total of three (3) Vote Centers would be located in the communities of Brawley, Calexico and El Centro and would be in operation for a total of eleven (11) days. The remaining Vote Centers are anticipated to be deployed as follows: one (1) additional center in the cities of Brawley, Calexico and El Centro, one (1) center each in the cities of Calipatria, Holtville, Imperial and Westmorland, and one (1) center each in the unincorporated areas of Heber, Niland, Salton City and Winterhaven. The eleven (11) additional centers will be in operation for a total of 4 days. See Appendix A for a list of locations.

Vote Centers will operate similar to polling places, allowing voters to cast their ballots in person, whether on paper or by utilizing an accessible ballot marking device. Unlike traditional polling places, voters can cast their ballots, request and receive replacement ballots regardless of where they reside within the county, and update their registration at any Vote Center countywide. Voters who have not registered before the close of registration (14 days prior to the election), will be able to Conditionally Register to Vote (CRV) at any Vote Center and cast a CRV ballot through Election Day.

Vote Centers will offer expanded access to American Disability Act (ADA) accessible voting devices, with a minimum of at least three devices at each Vote Center. Vote center locations will be confirmed based on ADA accessibility features and public transportation availability. All Vote Centers will be ADA compliant with trained elections officials available to assist voters with specific needs.

The ROV will recruit bilingual election workers for each Vote Center. All Vote Centers will be staffed with a minimum of two bilingual election staff workers proficient in English and Spanish. All election materials will be provided in both English and Spanish translations at each Vote Center location.

Vote Center election officials will have secure access to the County's Election Management System (EMS), allowing officials to verify, in real time, the registration information and voting status of each voter.

Vote Centers will adhere to the California SOS security standards, the ROV security procedures, regulations in the California Elections Code and the California Voting System Use Procedures. This includes but is not limited to ensuring all equipment at the Vote Center will be sealed, stored, delivered and used in compliance with those regulations.

**Technology:** Vote Center staff will have access to an electronic poll pad system directly connected to the County's EMS. This system replaces the traditional paper roster of voters and allows for the real-time verification of voter status. Additionally, the electronic poll pad system enables voter's registration information to be reviewed so they are provided with the correct ballot type, greatly reducing the need for provisional ballots. Equipment assigned at each Vote Center will include a minimum of two (2) electronic poll pads, three (3) DVS ImageCast X accessible ballot-marking devices, and several traditional voting booths to accommodate both electronic and paper ballot voting. There will be at least one (1) Mobile Ballot Printing (MBP) unit at each location ensuring that election officials can provide the correct precinct paper ballot if requested by the voter. Rovers will be trained and equipped with backup MBP supplies in the event there are printer issues or high volume of ballots that need printing.

**Ballot Drop Boxes:** Under the VCA, at least one Ballot Drop Box is required for every 15,000 registered voters in the County. The ROV has established, and used in previous elections, eight (8) secure, accessible, and easily identifiable Ballot Drop Boxes available for use. The Ballot Drop Boxes will be available starting no later than 28 days before Election Day. At least two (2) of the county Ballot Drop Boxes are drive-up accessible and all will be open 24 hours per day until 8:00 p.m. on Election Day.

Voters will be able to deposit their signed VBM return envelope into one of many secure Ballot Drop Boxes available countywide. Two (2) ballot retrievers will collect the ballots from the boxes on a schedule mandated by the California Code of Regulations, Title 2, Division 7, Chapter 3.5. See Appendix B for a list of Ballot Drop Box locations.

A list of proposed Vote Center and current Ballot Drop Box locations are included in the addenda.

### Voting Technology

In 2021, the County purchased a new Image Cast Voting System from Dominion Voting Systems. The deployment included a minimum of three Image Cast X (ICX) accessible ballot-marking devices for each proposed Vote Center. One MBP unit, that allows for printing ballots on demand in all required languages, will be purchased for each proposed Vote Center location. The RAVBM system is available for those who request an accessible VBM ballot.

Each Vote Center will be equipped with a network of personal computers linked to the department's EMS through a secure connection. The EMS includes the voter registration database, enabling Vote Center election officials to validate each voter's registration and voting status to sync with VoteCal in real time.

### Fiscal Impact

The fiscal impact of the VCA will increase election expenditures due to the one-time purchase of supplemental Vote Center equipment. However, the ROV expects these increased expenditures will decrease in the long term through learned efficiencies and less equipment purchases. Costs associated with outreach and education, and the increase of the number of days and hours Vote Centers will operate compared to the current traditional poll site model will likely be larger. Vote Centers are open longer and although the number of poll workers needed will decrease, because of the extended number of days Vote Centers are open, the cost associated with poll workers likely will not. Outreach, education and the cost of staffing Vote Centers are expenditures that may be reimbursed through invoicing to participating districts at each election and should not impact the ROV's current operating budget.

### Conclusion

The Imperial County ROV looks forward to providing voters with more choices and great flexibility to cast their ballot and increased security to improve voter integrity through the adoption of the VCA Model. As reported by other VCA counties throughout the State, the new election model should result in many positive outcomes including an increase in voter participation and satisfaction, greater accessibility to voters with disabilities and the senior citizen population, increased bilingual outreach to voters countywide, improvement of our voting systems and technology, and strengthening our election infrastructure security.

## SECTION 1 – VOTER EDUCATION AND OUTREACH PLAN

The ROV has created a voter education and outreach plan to take advantage of efficient means to inform voters about upcoming elections, and options for how and where to vote through bilingual outreach to all residents of Imperial County. The ROV will utilize traditional media, social media, direct mailings to voters, community partnerships and other public communication outlets as necessary.

Additionally, the County will conduct special in-person meetings with the Spanish speaking, senior and disabled communities to ensure they have an opportunity to provide input and are informed about upcoming elections and new improved opportunities and accommodations made available to vote.

### Media for Access to Ballots and Public Service Announcements (PSA) for Election Notices

The ROV is committed to providing extensive voter education and outreach to all voters in Imperial County. Since 2021, the ROV Office has successfully increased presence and visibility in the community. The ROV will continue to establish and maintain partnerships and meet with committees and organizations to provide resources and information that can be shared with their larger networks.

In addition to in-person outreach, the ROV will utilize multiple media outlets, PSAs and feature stories in accessible formats to promote voter participation and information about how voters can vote. The ROV will actively seek opportunities to collaborate with media outlets to develop feature stories across print, television, radio and social media platforms, targeting both English and Spanish speaking audiences. PSAs, feature stories and in-person outreach offer a no to low-cost option that will not impact the designated outreach budget and will serve as a primary and efficient outreach method for this EAP.

The PSAs will include information on the availability of accessible voting devices at all Vote Centers and their use along with the method to request access to the County's RAVBM program to mark and submit an accessible ballot. Information regarding the locations and hours of operations for Vote Centers, Mobile Vote Centers and Ballot Drop Boxes will be included in PSAs and feature stories as applicable.

The outlets and methods we will use include, but are not limited to, the following:

- Advertising
  - Social media
    - Facebook – Imperial County
    - Instagram – Imperial County
    - X – Imperial County
    - City, School and Special District social media
    - Community partner social media
  - PSAs / Feature Stories



- Local media outlets that will include, but will not be limited to, the following media partners:
  - Imperial Valley Press
  - Calexico Chronicle / Holtville Tribune
  - Desert Review
  - El Sol del Valle
  - Adelante Valle
  - Beyond Borders
  - KYMA
  - KSWT
  - Entravision
  - Telemundo
  - Channel 66
  - KXO FM 107.5 / AM 1230
  - KGBA FM 100.1 / AM 1490
  - KSEH FM 94.5
  - KMXX FM 99.5
  - KWST AM 1430
- County website – Information regarding the VCA model, and Vote Center and Ballot Drop Boxes locations and hours of operation will be included in both the County and the department’s website.
- Cities, schools and special districts, and community partner organizational websites
- Direct mailers sent to all registered voters to include details about Vote Centers and Ballot Drop Box locations, hours of operation and options on how to cast a VBM ballot.
- Utilize the Voter Information Guide more effectively by promoting Vote Centers and Ballot Drop Box locations and hours of operation within the document.
- Flyers will be included in each VBM ballot packet mailed to every active registered voter providing information on the VCA model and promotional information related to Vote Centers and Ballot Drop Boxes.
- The ROV will utilize staff resources to attend and make presentations to advocacy and community partner groups countywide promoting the VCA model and information related to Vote Centers and Ballot Drop Boxes. Following is a list of the types of organizations that will be targeted:
  - Political Central Committees
  - Business / Industry organizations
  - Service clubs
  - Faith based organizations
  - Disability focused community organizations
  - Spanish speaking groups and community organizations

- Service distribution event opportunities such as those offered by the Imperial Valley Food Bank
  - Local colleges and high schools
- Other County departments will serve as partners to distribute information to clients including, but not limited to:
  - In Home Supportive Services (IHSS)
  - Public Administrator / Area Agency on Aging (AAA)
  - Veteran Services
  - Behavioral Health Services
  - Imperial County Transportation Commission (ICTC)
  - County Library
- Senior Population - In partnership with the AAA staff:
  - Skilled nursing facilities
  - Residential nursing facilities
  - Senior apartment complexes
  - Local faith-based organizations
  - Community organizations
  - Cultural organizations
  - County services departments
- Community Events and/or Presentations
  - City, School and Special District organizational meetings
  - Street fairs
  - Community events
  - Cultural events
  - Service clubs
  - Health fairs
  - Faith-based organizational events

### **Community Presence to Educate Voters on the Voter's Choice Act – EC §4005(a)(10)(I)(i)(III)**

The County will participate in community and cultural events to promote the VCA Model and provide information directly to the attendees. The ROV will coordinate with our community partners, as well as the LAAC and VAAC, to identify in-person opportunities to educate voters, offer demonstrations of the voting equipment, and explain the process of how to request and obtain an accessible ballot. In-person outreach opportunities offer a no to low-cost option that will not impact the designated outreach budget and will serve as a primary outreach method for this EAP. Priority will be given to reach all areas of the community providing voters many opportunities to learn about Vote Centers, Mobile Vote Centers, and Ballot Drop Boxes and their voting options through, but not limited to, the following:

- Elections LAAC and VAAC
  - Meetings include voting system demonstrations and informational updates

- Material development with LAAC and VAAC members presented for distribution within their communities
- Presentations to various audiences:
  - County Board of Supervisors
  - City Councils
  - Town hall meetings
  - School district boards
  - Special district boards
  - County central and political committees
  - Faith-based organizations
  - Service club organizations
  - Cultural organizations
  - Organizations supporting the senior population
  - Organizations providing services and support to people with physical, sensory, intellectual and developmental disabilities
  - Presentations and demonstrations at community events
  - College and high schools

#### **Use of Resources for Voter Education and Outreach – EC §4005 (a)(10)(I)(i)(VII)**

The County will continue to allocate the necessary resources to ensure voters are informed of their options to vote. Current plans include:

- A minimum of 2 direct mailers to each voter at every election
- Partnerships with local media to develop feature stories in print, television and radio
- In-person voting equipment demonstrations at community events
- Presentations at various community and cultural meetings
- Advertising through social media outlets and PSAs to local media
- Other activities and opportunities as presented

<b>Proposed Outreach Expense</b>	<b>2026 Primary</b>	<b>2026 General</b>
Direct Mail – Print	\$20,000	\$20,000
Direct Mail – Postage	\$30,000	\$30,000
Social Media	0	0
Outreach Efforts	\$27,500	\$27,500
<b>TOTAL</b>	<b>\$77,500</b>	<b>\$77,500</b>

#### **Direct Contact with Voters Providing Information on the Upcoming Election and Promoting the Toll-Free Voter Assistance Hotline – EC §4005(a)(10)(I)(i)(X)**

The County will contact each Imperial County active registered voter a minimum of two (2) times before each election by postcard, Voter Information Guide and/or VBM ballot packet to provide information on the upcoming election and the availability of the County

toll-free assistance hotline. The direct mailer will provide information about VBM ballots, voting options, important dates, Vote Centers and Ballot Drop Box locations and hours of operation, information about the availability of RAVBM and additional information about the upcoming election as needed. Information regarding the toll-free voter assistance hotline will be included in voter information guides sent via U.S. mail to each voter before elections, on the department's website and presentations made by ROV staff.

### Education and Outreach with the Language Minority Communities

The Imperial County ROV established a LAAC in 2023 to advise and assist with implementation of federal and state laws relating to access to the electoral process by non-English preference voters. The LAAC is comprised of residents who advocate on behalf of the County Spanish language communities.

#### **Education and Outreach with the Language Minority Communities – EC §4005(a)(10)(I)(i)(I)**

Information sharing with Spanish speaking communities, including information about the VCA, voting options, and a toll-free voter assistance hotline, will be conducted to include:

- Newspapers, television and radio stations serving Imperial County
- Department's Website ([www.Elections.ImperialCounty.org](http://www.Elections.ImperialCounty.org))
- County's social media pages
- Material sharing with such groups as community partners, elected officials, cities, special districts, school districts, community-based organizations, cultural organizations, faith-based organizations, and local Public Information Officers (PIO)
- County Departments such as Area Agency on Aging, Veterans Services, Imperial County Transportation Commission, Probation, and others as needed

#### **Voter Education Workshop for Minority Language Voters – EC §4005(a)(10)(I)(i)(VI)(a)**

The ROV will hold bilingual voter education workshops for Imperial County's Spanish speaking citizens. The workshops will be in-person and will occur a minimum of two (2) times in the months leading up to the Primary Election and a minimum of two (2) times in the months leading up to the General Elections. The meetings will provide an opportunity for the County's Spanish language communities to express any specific requests they may have and will offer demonstrations of the Dominion ICX voting equipment available at each Vote Center and RAVBM voting options. Spanish translators and translated election material will be provided at the workshops. LAAC members will assist in selecting the workshop dates and methods of notifying those voters. Publicity for the meetings will occur no less than 10 days before the meeting dates.

## **Inform Voters of the Upcoming Election and Promote the Toll-Free Voter Assistance Hotline with Media Serving Language Minority Communities – EC §4005(a)(10)(I)(i)(I)**

Information sharing with the Spanish communities including information about the VCA, voting options and toll-free hotline for assistance, will be a multi-pronged approach to include, but not limited to:

- 1) Newspaper
  - a. Imperial Valley Press
  - b. Calexico Chronicle / Holtville Tribune
  - c. Desert Review
  - d. El Sol del Valle
  - e. Adelante Valle
  - f. Beyond Borders
- 2) Radio stations
  - a. KXO AM 1230
  - b. KXO FM 107.5
  - c. KSEH – FM 94.5
  - d. KMXX – FM 99.3
  - e. KWST – AM 1430
  - f. KGBA – AM 1490
- 3) Television
  - a. KYMA
  - b. KSWT
  - c. Entravision
  - d. Telemundo
  - e. Canal 66
- 4) Social media and websites
  - a. County Facebook
  - b. County X
  - c. County Instagram
  - d. County website
  - e. ROV website
  - f. Local podcasts (as available)
- 5) Materials sharing with such groups as community partners, elected officials, cities, special districts, school districts, community-based organizations, cultural organizations, faith-based organizations, and PIOs countywide
- 6) Media information sessions
- 7) Public service announcements
- 8) Bilingual webinars
- 9) County departments

### **Identifying Language Minority Voters – EC §4005(a)(10)(I)(i)(V)**

The ROV uses the voter's language preference selection shown on their voter registration form to identify language minority voters. Voters may also contact the ROV Office by telephone or email to update their language preference or provide their language preference to election officials during an election. All voter information documents produced by the Elections Department are bilingual containing both English and Spanish languages.

### **Public Service Announcement for Minority Language Citizens – EC §4005(a)(10)(I)(i)(IX)**

The County will use bilingual PSAs to inform voters in minority language communities of upcoming elections and the toll-free assistance hotline. The PSAs will be distributed through Spanish language television, radio and newspapers. The LAAC will aid with developing PSA content along with recommendations of which Spanish media outlets would be most appropriate.

### **Website has Publicly Available Accessible Information – EC §4005(a)(10)(I)(i)(IV)**

Information included on the County ([www.ImperialCounty.org](http://www.ImperialCounty.org)) and ROV websites ([www.Elections.ImperialCounty.org](http://www.Elections.ImperialCounty.org)) is in an accessible format and is publicly available. This includes the EAP and other related information related to the VCA as well as information about registering to vote and getting involved in the election process. Election specific information is also available on the website in an accessible format for Spanish language voters.

### **Education and Outreach with the Disability Communities**

The County established a VAAC in 2023 to advise and assist with access to the electoral process by voters with physical, sensory, intellectual and developmental disabilities and senior voters. The VAAC is comprised of local residents and agency representatives who advocate on behalf of these communities.

### **Voter Education Workshop for the Disability Community – EC §4005(a)(10)(I)(i)(VI)(i)**

The ROV will hold in-person voter education workshops to educate voters with disabilities and senior voters about the options available to them to vote, including in-person voting at Vote Centers. The VAAC members will assist in selecting the workshop locations, dates and notification methods to inform voters about the workshops. The workshops will include, but not be limited to, the options available to voters to cast a ballot in person as well as other options to vote such as utilizing RAVBM, use of Ballot Drop Boxes and VBM ballots. Information about the workshops will be announced at least 10 days in advance of the meeting date.

## **Inform Voters of the Availability of Vote-by-Mail Ballot in an Accessible Format and the Process for Requesting Such a Ballot – EC §4005(a)(10)(I)(i)(II)**

The County will share information with the disabled and senior communities, including information about Vote Centers, voting options (including RAVBM) and the toll-free hotline assistance number through the following methods:

- 1) Information sharing with organizations and individuals providing services and support to people with physical, sensory, intellectual and developmental disabilities.
- 2) Information sharing with organizations and individuals providing services and support to the senior population.
- 3) Community partners, elected officials, cities, special districts, school districts, faith-based organizations, and outside agency PIOs countywide.
- 4) Television
  - a. KYMA
  - b. KSWT
  - c. Entravision
  - d. Telemundo
  - e. Canal 66
- 5) Newspaper
  - a. Imperial Valley Press
  - b. Calexico Chronicle
  - c. Holtville Tribune
  - d. Desert Review
  - e. El Sol del Valle
  - f. Adelante Valle
  - g. Beyond Borders
- 6) Radio stations
  - a. KXO AM 1230
  - b. KXO FM 107.5
  - c. KGBA FM 100.1
  - d. KSEH FM 94.5
  - e. KMXX FM 99.3
  - f. KWST AM 1430
  - g. KGBA AM 1490
- 7) Social media and the department's websites
  - a. County Facebook
  - b. County Instagram
  - c. County X
  - d. County website
  - e. Department website
- 8) Material sharing with members of the VAAC

- 9) Media information sessions, as necessary, provide an opportunity for media sources to obtain interviews about the VCA Model
- 10) PSAs broadly distributed to outlets serving the county in multiple formats.
- 11) County departments

### **Website has Publicly Available Accessible Information – EC §4005(a)(10)(I)(i)(IV)**

Information on the County website is in accessible format and is publicly available. This includes the EAP and other related information related to the VCA as well as information about registering to vote and getting involved in the election process. Election specific information is also available on the website in an accessible format.

## **SECTION 2 – ELECTION ADMINISTRATION PLAN**

### General

Vote Centers will operate similar to polling places, allowing voters to cast their ballots in person, whether on paper or by utilizing an accessible ballot marking device. Unlike traditional polling places, voters can cast their ballots, request and receive replacement ballots regardless of where they reside within the county, and update their registration at any Vote Center countywide. Voters who have not registered before the close of registration (14 days prior to the election), will be able to Conditionally Register to Vote (CRV) at any Vote Center and cast a CRV ballot through Election Day.

The EAP, as currently written, anticipates that a total of three (3) Vote Centers would be located in the communities of Brawley, Calexico and El Centro and would be in operation for a total of eleven (11) days. The remaining Vote Centers are anticipated to be deployed as follows: one (1) additional center in the cities of Brawley, Calexico and El Centro, one (1) center each in the cities of Calipatria, Holtville, Imperial and Westmorland, and one (1) center each in the unincorporated areas of Heber, Niland, Salton City and Winterhaven. The eleven (11) additional centers will be in operation for a total of 4 days. See Appendix A for a list of locations.

In addition to the established Vote Centers listed above, the ROV staff will organize a series of Mobile Vote Centers to outlying areas of the County. Mobile Vote Centers will operate similar to the regular Vote Centers offering voters the ability to register to vote, cast ballots or drop-off VBM ballots. Mobile Vote Centers will have limited hours of operation and will be scheduled as needed based on community need.

Vote Centers will offer expanded access to American Disability Act (ADA) accessible voting devices, with a minimum of at least three devices at each Vote Center. Vote center locations will be confirmed based on ADA accessibility features and public transportation availability. All Vote Centers will be ADA compliant with trained elections officials available to assist voters with specific needs.



The ROV will recruit bilingual election workers for each Vote Center. All Vote Centers will be staffed with a minimum of two bilingual election staff workers proficient in English and Spanish. All election materials will be provided in both English and Spanish translations at each Vote Center location.

Vote Center election officials will have secure access to the County's Election Management System (EMS), allowing officials to verify, in real time, the registration information and voting status of each voter.

#### **Toll-Free Phone Access – EC §4005(a)(10)(I)(vii)**

The County will offer toll-free phone support during all business hours beginning at least 29 days before the election.

### **Ballot Access**

#### **Access To a VBM Ballot by Voters with Disabilities – EC §4005(a)(10)(I)(ii)**

##### **Receiving a VBM Ballot by Mail**

All Imperial County active registered voters will receive a VBM ballot packet by mail for each election. Voters will be provided with instructions on how the VBM ballot can be marked and returned in the identification return envelope included in the VBM packet. The return envelope will be clearly marked to indicate that postage is paid; voters will not be required to affix any postage to the return envelope. Voters will be able to mail VBM ballots through the USPS, deposit in any official Ballot Drop Box or personally deliver to any Vote Center or the ROV Office. In addition, each return envelope will contain two deliberately placed holes near the signature box. This is to aid visually impaired voters in locating where to sign the return envelope and to ensure their ballot is enclosed.

##### **Requesting an Accessible Ballot – Vote Centers**

All Imperial County active registered voters can use an accessible ballot marking device at any Vote Center. Voters check in, request an accessible ballot and an elections official will queue the accessible ballot marking device with the ballot specific to their assigned precinct. The ballot can be marked using the touch screen display, provided audio tactile device, or their own assistive technology. The accessible voting machines will be arranged to allow all voters the opportunity to cast their ballot privately and independently.

##### **Requesting a Remote Accessible Ballot**

All Imperial County active registered voters may opt for an accessible ballot through the RAVBM system. RAVBM provides voters with the ability to request a VBM ballot be sent electronically to the voter. The electronic ballot can be downloaded to the voter's computer, marked using the voter's own assistive technology and then printed. This ballot may be returned in the same manner as any VBM ballot via USPS, deposited into any Ballot Drop Box, at any Vote Center, or at the ROV Office. Instructions will be developed,

in accordance with the respective use procedures, and shared on the department's website, in educational materials, and during public meetings.

### **Requesting a Replacement Ballot**

Any voter may request a replacement ballot by telephone at (442) 265-1060, by faxing a request to (442) 265-1062, by requesting in person at any Vote Center or at the County ROV Office, through the online RAVBM system or by emailing the ROV Office at [VoterSupport@co.imperial.ca.us](mailto:VoterSupport@co.imperial.ca.us).

## **Vote Center Essentials**

### **Security of the Voting Process at Vote Centers**

#### **Secure Vote Center Voting – EC §4005(a)(10)(I)(iv)**

All activity at Vote Centers will follow the Secretary of State's security standards, ROV security procedures, and regulations in the California Elections Code and the California Voting System Use Procedures. This includes, but is not limited to, ensuring all equipment at the Vote Centers are sealed, stored, delivered and used in compliance with these regulations.

### **Security and Contingency Plans**

#### **Preventing Disruption, Continuing Vote Center Operations – EC §4005(a)(10)(I)(vi)(VIII)**

All staff, including those working in the Vote Centers, and those providing technical and compliance support, will attend extensive training on the operation of the voting equipment, setting up a Vote Center, assisting and processing voters, securing sensitive equipment, and the proper procedures in case of an emergency.

Under California voting requirements, all certified equipment must be able to run on battery power in the event of a power outage. The ROV Office has enough portable batteries that can be deployed to assist with energy needs in the event of an emergency. All locations will have a dedicated cellular phone for use for election business and emergencies. Law enforcement agencies will receive a list of all Vote Center locations. Each Vote Center will be provided with emergency procedures and an instructional manual for the operation of a Vote Center and processing voters during an emergency. ROV staff will immediately work to resolve any disruption at a Vote Center and each disruption will have its own response. Generally, if a single Vote Center is disrupted, the ROV will immediately have staff redirect voters to other Vote Centers, and will inform local law enforcement, the SOS Office, and work with the County PIO to provide public updates to ensure voters are informed. If there is a natural disaster or if another disturbance occurs that affects a Vote Center or Ballot Drop Box location, additional notifications, signage and staff will be available to direct voters to an alternate location. Should all activities at a Vote Center be ceased, staff will immediately secure that Vote Center's voting equipment and account for all voting materials and ballots in accordance with the

California Elections Code. The ROV will attempt to open a replacement Vote Center and, working with the County PIO, extensively notice the public of the change.

**Vote Centers: Number to be Established, Locations, Hours of Operation to the Extent Available at the Time of Publication – EC §4005(a)(10)(vi)(I)**

Based on approximately 92,000 currently registered voters in Imperial County, the County will establish a minimum of ten (10) Vote Centers. Three Vote Centers will be open for eleven (11) days prior to and Election Day and an additional minimum of seven (7) Vote Centers will be open for four (4) days prior to and Election Day. The County ROV, in partnership with the LAAC, VAAC and other community members, will determine if additional Vote Centers are necessary to accommodate rural sections of the county.

**The Location and Hours of Each Vote Center – EC §4005(a)(10)(I)(vi)(VI)**

The process of establishing locations continues at the time of publication of this EAP. All Vote Centers will be open for a minimum of 8 hours per day and from 7:00 a.m. to 8:00 p.m. on Election Day. The location and hours of each Vote Center will be listed in Appendix A, which will be updated as locations are confirmed for each election. The list will be included in election materials provided to each active registered voter as well as on the ROV website.

**Staffing Vote Centers – EC §4005(a)(10)(I)(vi)(IX)**

The County anticipates a minimum of four (4) trained election officials at each Vote Center. Additional staff will be provided as needed.

**Services for Voters with Disabilities – EC §4005(a)(10)(I)(vi)(X)**

Each Vote Center will have a minimum of three (3) fully accessible touchscreen voting devices. These devices are certified by the SOS for use in California elections and allow each voter to mark their ballot independently and privately. Elections officials will receive training on setting up the equipment, assisting voters with the equipment, trouble-shooting issues with the equipment and the proper storage of the equipment. Mitigation equipment such as threshold ramps, doorstops, and cones to designate parking will be provided as needed to all Vote Center locations. Election officials at all Vote Centers will receive training on assisting voters with specific needs and the use of accessible touchscreen voting devices.

Each Vote Center will offer curbside voting in addition to traditional voting. The ROV will work closely with Vote Center facilities to identify designated parking space(s) with adequate signage to direct voters.

**Design and Layout of Vote Centers – EC §4005(a)(10)(I)(vi)(XI)**

Layout guidelines will be provided to each Vote Center to be used to ensure voting booths and accessible ballot marking devices are placed in a manner that allows a voter to mark their ballot independently and privately. Layouts will be sensitive to the accessibility

needs of voters, be adjusted to accommodate the varying shapes and room sizes of each location and designed with a one directional pathway in mind.

## Ballot Drop Box Essentials

### **Ballot Drop Boxes: Number to be Established, Locations, and Hours of Operations to the Extent Available at the Time of Publication – EC §4005(a)(10)(I)(vi)**

#### **The Total Number of Drop Boxes to be Established – EC §4005(a)(10)(I)(vi)(II)**

Based on current voter registration of approximately 92,000, the County has established eight (8) Ballot Drop Box locations open 24 hours per day, 28 days prior to and through 8:00 p.m. on Election Day. Imperial County has eight (8) ballot drop box locations that have been used in previous elections since 2021. Additional Ballot Drop Boxes may be added depending on the needs of the community. A complete list of Ballot Drop Box locations is provided in Appendix B.

#### **The Location and Hours of Operation of Each Ballot Drop Box – EC §4005(a)(10)(I)(vi)**

Imperial County intends to utilize the same eight (8) locations used in previous elections since 2021. Each box is well known to the communities and located in fully accessible locations. Additional Ballot Drop Boxes may be added depending on the needs of the community. All Ballot Drop Boxes are open 24 hours per day 28 days prior to and through 8:00 p.m. on Election Day. The complete list of Ballot Drop Box locations will be included in election materials provided to each voter, on the ROV website and County social media pages.

## Additional Considerations

### **Estimated Costs and Savings Under this Plan – EC §4005(a)(10)(I)(v), 4005(g)(2)**

The ROV expects the VCA to result in cost savings related to printing costs while anticipating cost increases to comply with significant expanded requirements for community and voter engagement, and for the overall administration of the election. Following each election, the ROV will prepare an election cost comparison report which will be posted to the ROV website in an accessible format.

## Post Election Activities

### **Address Significant Disparities in Voter Accessibility and Participation, as Required by Subdivision (g) – EC §4005(a)(10)(I)(iii)**

Following each election conducted under the VCA, the County will review comments received from voters and solicit input from the LAAC, VAAC and community partners on data collected in compliance with Section 4005(g). The ROV will make reasonable efforts to address significant disparities identified on an item-by-item basis.

## **Assistance to the Secretary of State with Report to the Legislature**

### **Provide Election Statistics to Secretary of State**

The County will provide the statistical data listed in Elections Code §4005(g) to the SOS within six (6) months of each election.

## APPENDIX A

### PROPOSED VOTE CENTER LOCATIONS

#### **11 Day Vote Centers Open 10 Days Prior to Election Day and Election Day**

<u>El Centro</u> El Centro Public Library	1198 North Imperial Avenue El Centro	8:30am – 4:30pm
<u>Brawley</u> Lions Center	225 A Street Brawley	8:30am – 4:30pm
<u>Calexico</u> Kiki Camarena Library	850 Encinas Avenue Calexico	8:30am – 4:30pm

#### **4 Day Vote Centers Open 3 Days Prior to Election Day and Election Day**

<u>Brawley</u> I.V. Housing Authority	1401 D Street Brawley	8:30am – 4:30pm
<u>Calexico</u> Mario Esquer Building	850 Eady Avenue Calexico	8:30am – 4:30pm
<u>Calipatria</u> Calipatria City Hall	125 Park Street Calipatria	8:30am – 4:30pm
<u>El Centro</u> Ryerson Hall – Desert Trails	225 Wake Avenue El Centro	8:30am – 4:30pm
<u>Heber</u> Heber Recreation Center	156 Littlefield Way Heber	8:30am – 4:30pm
<u>Holtville</u> Holtville City Hall	121 W 5 <sup>th</sup> Street Holtville	8:30am – 4:30pm

Imperial

Veterans Memorial Hall

247 S. Imperial Avenue  
Imperial

8:30am – 4:30pm

Niland

Niland Fire Department

8071 Luxor Avenue  
Niland

8:30am – 4:30pm

Salton City

West Shores Senior Citizens Club

1375 Borrego Salton Sea Way  
Salton City

8:30am – 4:30pm

Seeley

Seeley Fire Department

1862 West Evan Hews Hwy  
Seeley

8:30am – 4:30pm

Westmorland

Westmorland Youth Center

200 W. 2<sup>nd</sup> Street  
Westmorland

8:30am – 4:30pm

**All Vote Centers Open 7:00 a.m. to 8:00 on Election Day**

## APPENDIX B

### DROP BOX LOCATIONS

<u>Brawley</u> Brawley City Hall	400 Main Street Brawley	Open 24 Hours
<u>Calexico</u> Calexico City Hall	608 Heber Avenue Calexico	Open 24 Hours
<u>Calipatria</u> Calipatria City Hall	125 Park Street Calipatria	Open 24 Hours
<u>El Centro</u> County Administration Center East Entrance	940 West Main Street El Centro	Open 24 Hours
County Administration Center West Entrance – DRIVE UP	940 West Main Street El Centro	Open 24 Hours
<u>Holtville</u> Holtville City Hall	121 West 5 <sup>th</sup> Street Holtville	Open 24 Hours
<u>Imperial</u> Imperial City Hall – DRIVE UP	400 South Imperial Avenue Imperial	Open 24 Hours
<u>Westmorland</u> Westmorland City Hall	355 South Center Street Westmorland	Open 24 Hours