City and County of San Francisco
Department of Elections
sfelections.org (415) 554-4375

Be A Voter
San Francisco Elections
Participe y Vote
Maging Botante
請踴躍投票

POLL WORKER MANUAL

including

Inspector Instructions and Clerk Job Cards

NOVEMBER 8, 2016 SAN FRANCISCO
CONSOLIDATED GENERAL ELECTION

November 8, 2016 | Polls Open 7 a.m. to 8 p.m.

Consolidated General Election

Get training resources, your precinct assignment, and more online!

sfelections.org/pollworker

Interested in additional hands-on practice?

Attend a voting machine practice lab! Call (415) 554-4395 to sign up.

Questions before Election Day?

Call: (415) 554-4395

TABLE OF CONTENTS

Introduction

Preparing for Election Day: All Poll Workers 1

Preparing for Election Day: Inspectors 2

Your Election Day Team 3

Election Day Tasks 4

Poll Worker Mission 5

Providing Assistance 6

Electioneering 8

Election Observers 9

Opening Procedures 11

Election Day Opening Supplies 12

Part 1: Inspector Assigns Job Cards 14

Clerk Opening Job Cards 17

Voting Equipment 23

Part 2: Voting Equipment Set-Up 24

Part 3: Final Preparation 32

Voting Procedures 34

Recommended Break Schedule 35

Contests on the Ballot 36

General Election in California 37

Ranked-Choice Voting 38

Ballot Information Sign and Issuing the Ballot 39

How to Process a Standard Voter 40

How to Process a Vote-by-Mail (VBM) Voter 43

How to Process a Provisional Voter 44

Other Situations 46

Clerk Voting Job Cards 47

Insight Voting Machine Ballot Messages 55

Inspector's Voting Procedures Checklist 56

Insight Voting Machine Situations 57

Edge Accessible Voting Machine Instructions 58

Ballot Transfer 60

Closing Procedures 63

Part 1: Inspector Assigns Job Cards **64**

Clerk Closing Job Cards 65

Part 2: Transfer Custody of Electronic Results 71

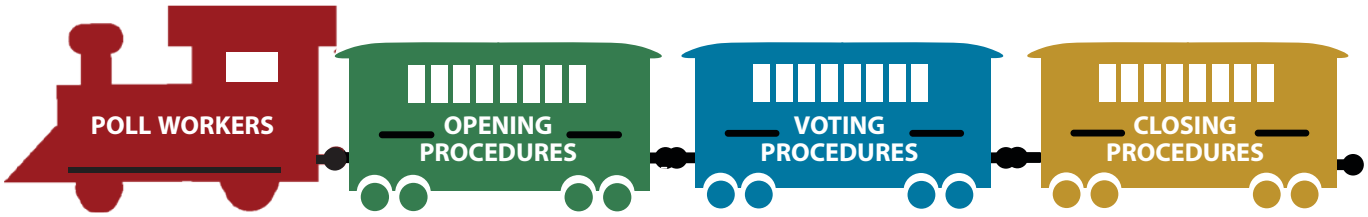
Part 3: Complete Posted Ballot Statement 74

Part 4: Transfer Custody of Ballots and Materials 76

Part 5: Clean-Up Tasks 81

Quick Guide for Closing 82

Glossary 85



You are the Engine of the Election!

Preparing for Election Day: All Poll Workers

Working on Election Day is an important responsibility and commitment. To ensure you are prepared, follow these guidelines:

Vote Before Election Day

- On Election Day, you will be busy assisting voters and will not be able to go to your home polling place to vote.
- Request to be mailed a Vote-by-Mail ballot.
- Vote early at City Hall starting 29 days before Election Day.

Review Your Training Materials

- Review this manual; it is the key to a successful Election Day!
- Visit *sfelections.org/pollworker* and click on "training resources" to watch videos and review your election knowledge by taking our online quiz!

Locate Your Assigned Polling Place

- You will receive a precinct assignment letter with the location of your polling place assignment approximately two weeks before Election Day.
- Consider your transportation options and practice the trip to find the best route and estimate your travel time. You must arrive at the polling place by **6:00 a.m.** on Election Day.
- Check your poll worker profile at *sfelections.org/pollworker*. View information about your precinct assignment, payroll, and more.

Get Ready the Day Before

- Get extra sleep! Being well-rested will help you stay alert throughout Election Day.
- Pack food, water, and extra clothes to keep warm. Business casual attire and comfortable shoes are appropriate at polling places.

If you are no longer able to work, call the Poll Worker Division at (415) 554-4395 immediately. A poll worker who "no-shows" on Election Day leaves the polling place understaffed, overworked, and unable to process voters quickly and efficiently.

Preparing for Election Day: Inspectors

Inspectors, in addition to the general preparation listed on the previous page, please complete these required tasks:

Pick Up Inspector Bag and Talk with Your Team

- Pick up the Inspector Bag after your training class if you are assigned to a polling place. Use the checklist in the Inspector Folder to confirm that all supplies and ballots were received. Keep the Inspector Bag secure and bring it to the polling place on Election Day morning.
- Call Clerks (see Bilingual Requirement and Precinct Staffing Form in Inspector Folder). Remind Clerks to arrive by 6:00 a.m. on Election Day. If a Clerk cancels, call (415) 554-4395 immediately. Note: Staffing may change due to poll worker availability. View the most current staffing list at *sfelections.org/pw/profile.*
- Call the polling place (see Bilingual Requirement and Precinct Staffing Form). Confirm polling place will be unlocked by 6:00 a.m on Election Day. If you are scheduled to open the polling place, check that the keys are in the Inspector Folder. Check Special Instructions Sheet, if any, for unlocking instructions. Confirm what to do with the keys at the end of Election Day.
- Talk to your Field Election Deputy (FED). Your FED will call you before Election Day.

Prep the Roster

- Write letters A-Z on blank tabs, then apply tabs to Roster of Voters according to last name. There are only 23 tabs, so combine some letters into one tab, for example: PQ and XYZ.
- Your FED may deliver a Supplemental Vote-by-Mail Voters List to you on Election Day morning (orange paper). This is a list of voters who already received a ballot. Update your Roster by writing **VBM ISSUED** under those voters' names in the Roster.
- Your FED may also deliver Late-but-Eligible Voters List (purple paper). This is a list of voters who are eligible to vote, but whose information was processed after the Roster was printed. Process the voters on this list as you would with any voter listed in the Roster.

Visit Polling Place (if you are able to)

- Time how long it takes you to get there. **You must arrive by 6:00 a.m. on Election Day.**
- Plan how to set-up. If your Inspector Folder has a Special Instructions Sheet, it is a legal requirement to follow these instructions. If there are no special instructions, use the layout requirements on page 15 in this manual.
- Set-up booths and tables before Election Day if polling place owner gives permission.
- Get ready the day before! Pack food, water, and extra clothes to keep warm. Business casual attire and comfortable shoes are appropriate at polling places.

—Do not unlock, unseal, or set-up voting machines before Election Day—

Your Election Day Team

On Election Day, you are an election official and an important part of the Election Day team.

Your Precinct Team: Inspector and Clerks

- You will work with your precinct team: the Inspector (polling place Supervisor) and two to four Clerks.
- Set the tone and example for your team: treating your team with courtesy and respect creates a welcoming and accessible polling place for poll workers and voters alike!
- Your teammates and voters may not remember the exact words you use, but they will remember your positive and supportive attitude.

Phone Support: Election Center

- Call: **(800) 554-9934** (the number is also listed on the back of this Manual).
- Election Center staff can answer your questions over the phone or send a field representative to assist you in person.

Field Support

- Your Field Election Deputy (FED) will deliver additional polling place ballots and visit your polling place throughout Election Day to support your team.
- Voting Machine Technicians will provide assistance needed with voting equipment.
- Your District Support Team will assist with any polling place related issues and help ensure an accessible set-up.

Results and Ballot Collectors

- At the end of Election Day, a Department of Parking and Traffic (DPT) officer will collect the electronic election results (1st pick-up) and a Deputy Sheriff will collect ballots and materials (2nd pick-up).

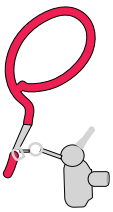
Your Training Manual and Election Day Tasks

This manual includes procedures you need to know to assist the Department of Elections in conducting a fair, accurate, and impartial election.

Inspector Instructions

- All sections marked 'INSPECTOR' in this manual are Inspector Instructions
- Follow the Inspector Instructions on Election Day to ensure you complete all tasks

INSPECTOR



Clerk Job Cards

- Instructions for Clerks
- Clerk Job Cards are perforated pages in this manual. Inspector will assign a Job Card to each Clerk

OPENING (Green Job Cards)

INSPECTOR

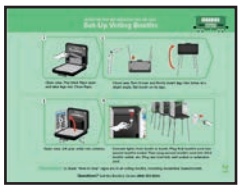
Part 1: Assign GREEN Job Cards to Clerks

Part 2: Set-up voting machines with one Clerk assisting

Part 3: Final Preparations and Declaring Polls Open

Set-up signs

Set-up Election Table



Set-up voting booths

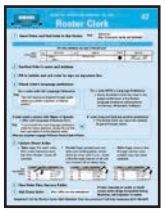
VOTING (Blue Job Cards)

INSPECTOR

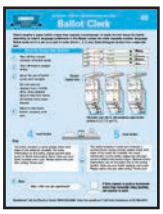
Part 1: Assign BLUE Job Cards to Clerks

Part 2: Follow Voting Procedures Checklist and supervise Clerks

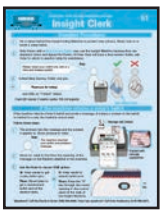
Part 3: Assist voters who request to use the Edge Accessible Machine



Roster Clerk
Find voters' names in Roster



Ballot Clerk
Issue ballots



Insight Clerk
Assist voters using Insight machine

Street Index/ Redirection Clerk

CLOSING (Yellow Job Cards)

INSPECTOR

Part 1: Assign YELLOW Job Cards to Clerks

Part 2: Complete Posted Ballot Statement

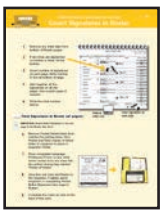
Part 3: Transfer custody of electronic results

Part 4: Transfer custody of ballots and materials and prepare voting machines for storage

Part 5: Clean-up tasks

Count unused ballots

Count materials in Red Box



Count Roster Signatures

Poll Worker Mission

On Election Day, you will take an oath to perform your duties to the best of your ability. Here are the three general rules of service all poll workers should follow:

Protect Voter Rights

- Uphold the laws and regulations that protect voter rights.
- Display accessibility tools: the Americans with Disabilities Act and the Help America Vote Act ensure voters have the right to access tools to vote privately and independently.
- Display materials in all required languages: the Voting Rights Act guarantees voters the right to receive voting materials and assistance in English, Chinese, Spanish, and Filipino in San Francisco. Specific materials are also required in Vietnamese, Korean, and Japanese.
- Report any electioneering, invasion of privacy, or tampering to the Election Center. The California Elections Code and Voter Bill of Rights require that voters have the right to cast a secret ballot free from intimidation.

Serve Voters with Respect

- Show respect with actions, words, and tone of voice to people of every ethnicity, race, color, national origin, sexual orientation, age, language, ability, income, religion, creed, political affiliation, etc.
- When assisting a voter with a disability, put the person first (say "person with a disability" not "disabled person") and treat him or her like any other voter.
- Be attentive to voters: do not use personal electronics or other distractions at the polling place.

Offer Assistance

- At all times on Election Day, wear a name tag in each language you speak.
- Ask every voter if you may offer any assistance and let the voter tell you what (if any) support is welcome.
- If unsure how to assist a voter, call the Election Center.

Providing Assistance

Individual voters will have personal preferences, but here are general guidelines for communicating politely and providing proper assistance to voters. To watch videos on providing assistance, visit: *sfelections.org/pollworker*

Voters with Speech Limitations

- Be patient. Wait for the voter to finish speaking. Do not interrupt or attempt to finish their sentences.
- To clarify a voter's statement, restate what you understood as a yes/no question.
- Tools: pen and paper for voter to write questions.

Voters with Hearing Limitations

- If a voter uses an interpreter, address the voter directly.
- If a voter reads lips, face him or her and speak clearly in a normal tone of voice.
- Do not speak loudly unless the voter requests.
- Tools: TTY hotline: (415) 554-4386, pen and paper to write answers.

Voters with Mobility Limitations

- Never touch or move a walker, cane, or other equipment without the voter's permission.
- Sit down to speak with a voter who is seated or in a wheelchair (it is much easier on the voter's neck).
- If a voter brings an assistant, address the voter directly.
- Tools: touchscreen ballot on the Edge Accessible Machine, seated booth, pen grip, curbside voting, sip/puff device, or head-pointer available for dispatch.

Voters with Sight Limitations

- Greet the voter, say you are a poll worker and orient the voter to the polling place layout. Ask if any assistance is needed.
- If a voter asks to be guided, offer an arm or shoulder for the voter to hold, then walk slightly ahead of the voter.
- Do not distract guide animals by petting or talking to them. The animal needs to focus on the job.
- Tools: magnifying lens, audio ballot on the Edge Accessible Voting Machine, large-print, or Braille information.

Providing Assistance (continued)

Assisting a Voter with Marking a Ballot

- Upon request, up to two people can assist a voter with marking a ballot.
- If you assist a voter with marking a ballot, do not discuss the voter's choices with anyone else.
- Fill out the Assisted Voters List in the front of the Roster for all assisted voters.

Curbside Voting

- If a voter cannot enter the polling place, a Clerk and the Inspector will bring a ballot, the Roster, a ballot pen, Blue Secrecy Folder, and "I Voted!" sticker to the voter. Note: Curbside voters may require a voting booth; have two poll workers bring it out to them.
- The voter signs the Roster, then the Clerk returns the Roster to the polling place.
- The voter returns the pen and the marked ballot in the Blue Secrecy Folder to the Inspector.
- Ask the voter if he or she wants to wait to confirm that the voting machine accepted the ballot.
- Do not look at the ballot unless the voter requests assistance.
- Offer an "I Voted" sticker.
- If a voter requests an audio/touchscreen ballot, call the Election Center.

Language Assistance

- Some voters may prefer to be assisted in a language other than English.
- If you are a bilingual poll worker, wear a name tag at all times in each language you speak so that voters know to approach you for assistance in that language.
- The Voter Information Kiosk displays information in multiple languages including City Voter Information pamphlets and other information.
- Display the "Ballot Information" sign on the Election Table to let voters know that language hotlines are available to assist them. Alternatively, a poll worker can use the hotline to help translate between the poll worker and the voter.

Election materials and the ballot are available in English, Chinese, Spanish, and Filipino. In addition, certain materials and ballot facsimiles are available in Vietnamese, Korean, and Japanese.

Electioneering

Electioneering means audibly or visibly advocating for or against an item **on the ballot** and is not allowed within 100 feet of the polling place room entrance (not building entrance). You can help protect voters' rights by checking for electioneering in the following ways:

Campaign Signs within 100 ft.

- 100 feet is about 35 long steps. If you are in a hallway or other open area, measure from Election Table. Remove signs and call the Election Center.

Campaign Staff or Volunteers within 100 ft.

- Alert the Election Center and ask the person(s) to relocate. The Inspector may read the following statement:

Say:

Hello, my name is __ and I am the Inspector for Precinct __. I would like to remind you that California Elections Code Section 18370 states that no one may visibly or audibly advocate for or against any item on the ballot within 100 feet of a room where voting is taking place. I would be happy to show you where you may relocate.

Your FED can provide "No Electioneering" signs if needed.

Conversations, Clothing, or Materials Inside the Polling Place

- Voters may have materials in the voting booth, but may not display or discuss anything related to items on the ballot outside the booth. The Inspector may read the following statement:

Say:

Hello, my name is __ and I am the Inspector for this precinct. I would like to remind you that state law does not allow electioneering at polling places. Please do not discuss or display any material about items on the ballot until you are 100 feet away from the entrance to this room. You may use materials when you are in the voting booth, but please take any materials with you when you exit the booth.

If You Notice Electioneering

- Clerks should notify the Inspector if electioneering is taking place. The Inspector and/or Clerks should report all electioneering and campaign activity to the Election Center.
- Politely remind anyone conducting electioneering or campaign activity that it is not allowed within 100 feet of the polling place.

Election Observers

Members of the media, representatives of campaigns, and election monitors **are welcome to visit your polling place.** Observers will introduce themselves to you. The following are general guidelines for observers at the polling place:

Observers May

- Observers may observe the election process as long as they do not interfere with the voting process or your duties as a poll worker.
- Observers may inspect signatures in the Roster and/or Street Index.

Observers May Not

- Observers may not disrupt the voting process. Examples of disruptions include: voting is slowed or stopped, voters are having difficulty entering or exiting the polling place, voters are being discouraged from entering the polling place, or any normal procedures are made difficult or impossible to complete.
- Observers may not sit at the Election Table.
- Observers may not interfere with a voter's right to cast a secret ballot.

If Observers Have Questions

- You may answer questions covered in poll worker materials.
- If asked for your opinion, as an Election Official you must answer 'no comment' and refer such questions to the Voter Assistance hotlines.

Exit Polling

- Media and organizations may conduct exit polling – surveying voters about how they voted.
- Exit polling is not allowed within 25 feet of a polling place. Surveying voters about how they voted may be conducted beyond 25 feet of a polling place.

Notes

Opening Procedures

6:00 a.m. to 7:00 a.m.

The Inspector will bring the Inspector Bag with precinct-specific supplies: Ballots, Roster, Ballot Facsimiles, and more!

The voting equipment and generic supplies will already be at the polling place.

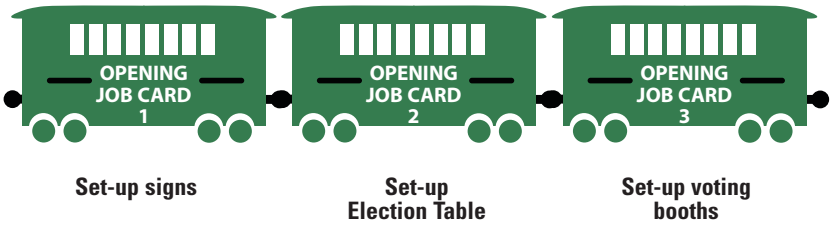
OPENING PROCEDURES TASKS

INSPECTOR

Part 1: Assign GREEN Job Cards to Clerks and direct set-up

Part 2: Set-up voting machines with one Clerk assisting

Part 3: Final Preparations and Declaring Polls Open



We can assist you!

Call the Election Center immediately if:

- Polling place is locked at 6:00 a.m.
- Inspector is not there at 6:00 a.m.
- Voting equipment is unavailable or is not working
- Materials are missing or you cannot find something
- You may not be ready to begin processing voters at 7:00 a.m.
- You have **any** questions or need assistance

Call the Election Center

if you have questions or to clarify procedures:

Election Center (800) 554-9934

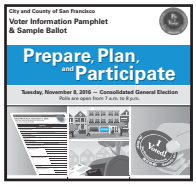
Election Day Opening Supplies

These are the supplies you need to set-up your polling place. Inspectors, follow your Inspector Instructions and assign a Job Card to each Clerk.

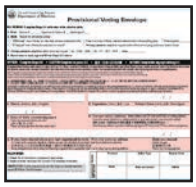
Supplies at the Polling Place

- ☐ Red Box (contains Red Opening Supply Bag, Red Kiosk Bag, and Plastic Supply Kit)
- ☐ Insight Voting Machine Tabulator
- ☐ Insight Voting Machine bins
- ☐ Closing bags (located in Insight bins)

- ☐ Components for the Edge Accessible Voting Machine
- ☐ Voter Information Pamphlet in English



- ☐ Provisional Envelopes



- ☐ Edge Accessible Voting Machine

- ☐ Voting booths
- ☐ Large "Polling Place - Vote Here" sign

- ☐ Red Kiosk Bag

Red Opening Supply Bag with:

- ☐ Plastic pockets with Voter Information Pamphlets in Chinese, Spanish, and Filipino to be placed on the Voter Information Kiosk
- ☐ Voter Bill of Rights posters
- ☐ Primary Elections poster
- ☐ Polling Place Direction signs
- ☐ Page Magnifier
- ☐ Voter Registration Cards
- ☐ Blue Ballot Secrecy Folders
- ☐ Language Preference Forms
- ☐ Manila folder with map and list of polling places

Plastic Supply Kit with:

- ☐ Extension cords/powerstrips for voting machines
- ☐ Name tags
- ☐ Poll worker pins
- ☐ Security seals for voting machines and closing bags
- ☐ Yellow cable and stickers for sealing red box
- ☐ Pens and pen grip
- ☐ "I Voted!" stickers
- ☐ Paperclip for securing printout from Insight Machine
- ☐ 60-inch string to measure accessibility (5 ft turning space)

Supplies Brought by Inspector

Inspector Bag with:

- ☐ Ballot facsimiles (Vietnamese, Korean, and Japanese) to be placed in the pockets on the Voter Information Kiosk
- ☐ Inspector Folder **(located in the side pocket above the San Francisco Seal)**
- ☐ Ballot boxes with ballots in 3 language pads

Inspector Folder with:

- ☐ Custody Transfer Form
- ☐ Security Seal Sheet
- ☐ Insight Voting Machine keys with red cord
- ☐ Bilingual Requirement and Precinct Staffing Form
- ☐ Poll Worker Payroll Sheet
- ☐ Roster of Voters
- ☐ Street Index (2 sets)
- ☐ "Ballot Information" sign
- ☐ Precinct number card (to place in "Vote Here" sign)
- ☐ Universal Accessibility sign (if any)
- ☐ Special Instructions to the Inspector
- ☐ Polling Place keys (if any)
- ☐ Write-in Candidate List (if any)
- ☐ Write-on tabs to mark Roster A-Z (23 tabs, write 2 letters on 3 tabs)
- ☐ Poll Worker parking permits

Supplies Brought by FED

- ☐ Additional ballots in green FED bag
- ☐ Supplemental Vote-by-Mail List (orange paper, if any)
- ☐ Late-but-Eligible Voters List (purple paper, if any)

Part 1: Inspector Assigns Opening Job Cards and Directs Set-Up

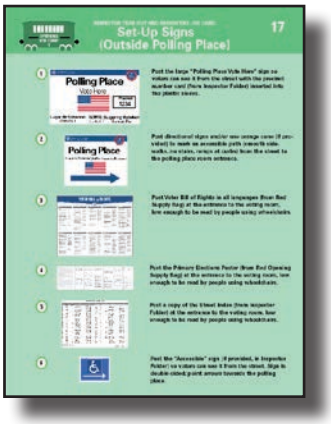
INSPECTOR

1. ☐ INSPECTOR: From clear Plastic Supply Kit, give poll worker name tags and pins to all Clerks.

2. ☐ INSPECTOR: From the Inspector Folder, give all Clerks orange parking permits.

3. ☐ INSPECTOR: Tear out perforated pages and assign a Green Opening Job Card to each Clerk:

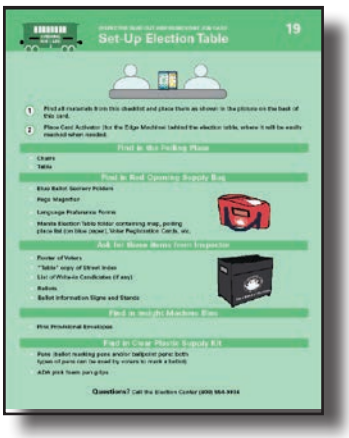
☐ Job Card 1: Signs



Along with Job Card 1, from Inspector Bag, give:

- ☐ Posted Copy of Street Index
- ☐ Blue laminated "Accessible" sign (if any)
- ☐ Precinct number card (place in large "Polling Place" sign)
- ☐ Ballot facsimiles in Vietnamese, Korean, and Japanese
- ☐ Remind Clerk other signs are in Red Supply Bag

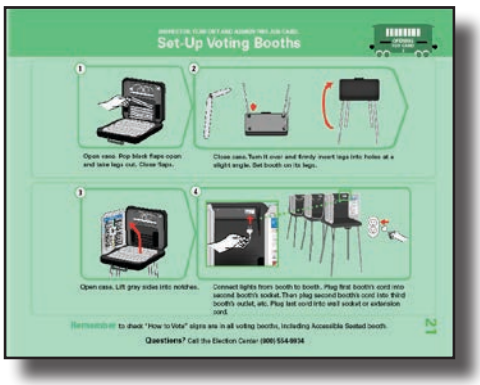
☐ Job Card 2: Election Table



Along with Job Card 2, from Inspector Bag, give:

- ☐ Roster of Voters
- ☐ Table Copy of Street Index
- ☐ "Ballot Information" sign
- ☐ List of Write-In Candidates (if any)
- ☐ Ballots
- ☐ Remind Clerk other materials are in Red Supply Bag

☐ Job Card 3: Voting Booths



Inspector, your bag contains ballot facsimiles in Vietnamese, Korean, and Japanese. Please ensure these facsimiles are placed in the correct pockets on the Voter Information Kiosk.

4. ☐ INSPECTOR: Direct accessible polling place set-up to meet the following guidelines, unless Special Instructions Sheet is provided in the Inspector Folder.

Check your Inspector Folder. You must follow the Special Instructions Sheet and/or the Setup Diagram. If extra poll workers are assigned to your team as part of the Special Instructions, assign the duties as directed.

a. ☐ Post signs to direct all voters towards the accessible entrance.

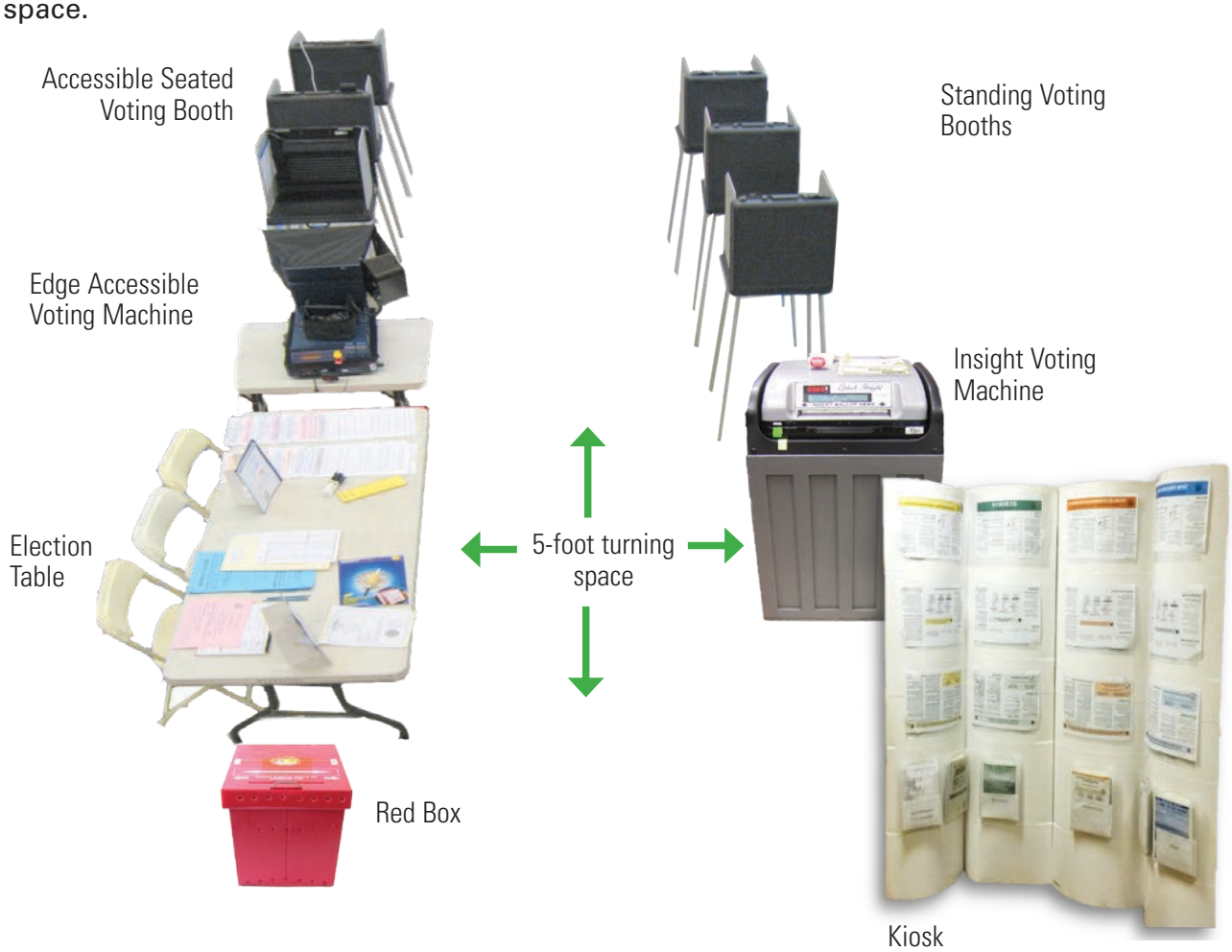
b. ☐ Create a clear, wide path of travel from the Election Table to the Insight Voting Machine, Edge Accessible Voting Machine, and seated voting booth. Leave a 5-foot turning space in front of each. Use the provided string in the Plastic Supply Kit to help with measuring.

c. ☐ Arrange remaining equipment so voters flow smoothly through the voting process. Voting booths may be placed side-by-side to conserve space.

d. ☐ Place Insight Voting Machine, Edge Accessible Voting Machine, and Red Box so they are visible to voters and in reach of poll workers.

e. ☐ Place Voter Information Kiosk in a location easily seen by voters to display legally required information. The two pillars can be placed separately if needed.

f. ☐ Tape down all cords that are on the floor. If provided, use safety cones to direct voters away from hazards and mats to cover cracks, drains, etc.



This page is intentionally blank

OPENING JOB CARD 1

INSPECTOR: TEAR OUT AND ASSIGN THIS JOB CARD.

Set-Up Signs (Outside Polling Place)

1

Post the large "Polling Place Vote Here" sign so voters can see it from the street with the precinct number card (from Inspector Folder) inserted into the plastic sleeve.

2

Post directional signs and/or use orange cone (if provided) to mark an accessible path (smooth sidewalks, no stairs, ramps at curbs) from the street to the polling place room entrance.

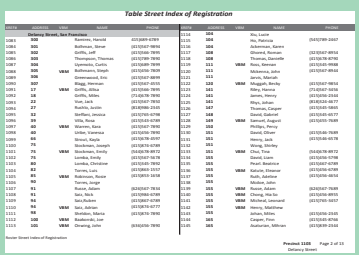
3

Post Voter Bill of Rights in all languages (from Red Supply Bag) at the entrance to the voting room, **low enough to be read by people using wheelchairs.**

4

Post the Primary Elections Poster (from Red Opening Supply Bag) at the entrance to the voting room, **low enough to be read by people using wheelchairs.**

5



Post a copy of the Street Index (from Inspector Folder) at the entrance to the voting room, **low enough to be read by people using wheelchairs.**

6

Post the "Accessible" sign (if provided, in Inspector Folder) so voters can see it from the street. Sign is double-sided; point arrows towards the polling place.

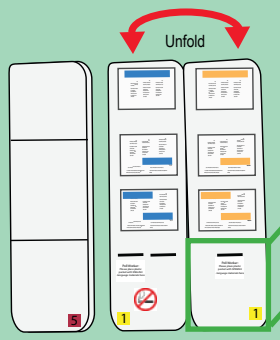
Questions? Call the Election Center **(800) 554-9934**

Set-Up Voter Information Kiosk

1

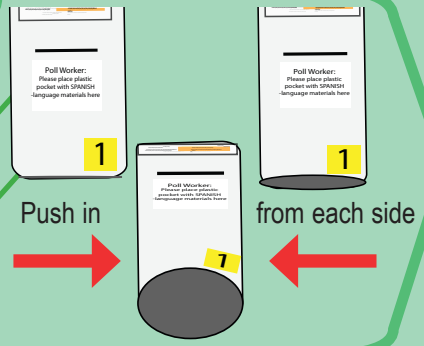
From Red Kiosk Bag, remove 2 folded Voter Information Kiosk pillars.

2



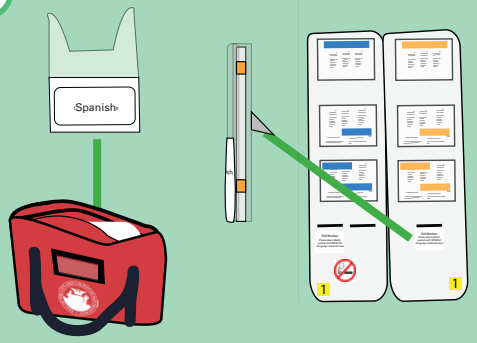
Unfold one pillar, making sure the text is right side up. If possible, lay pillar flat on table or clean surface to unfold.

3



Push in from each side so pillar becomes rounded. It should open and stand up on its own. Repeat with second pillar.

4

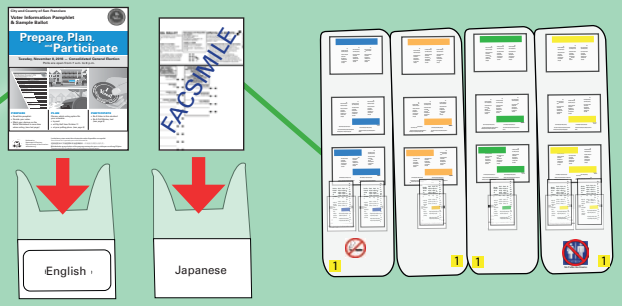


From the Red Opening Supply Bag, remove 6 plastic pockets. Each pocket contains information required for display. Attach the pockets as shown, according to labels on Kiosk.

5

From the Insight, find English-language Voter Information Pamphlets. From the Inspector Bag, find ballot facsimiles in Vietnamese, Korean, and Japanese. Place these in pockets according to language.

6



Place Kiosk so it is visible and accessible to voters. In a smaller polling place, pillars may be placed separately. If there is room, place pillars together. Make sure that pillars are stable.

Check that English, Chinese, Spanish, and Filipino pockets contain:

- SF City Voter Information Pamphlets (English version is in Insight Machine Bin)
- State Voter Guide

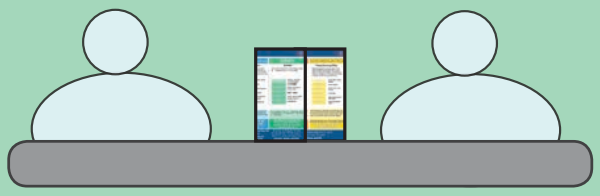
Check that Vietnamese, Korean, and Japanese pockets contain:

- Ballot Facsimile (in Inspector Bag)
- State Voter Guide

OPENING JOB CARD 2

INSPECTOR: TEAR OUT AND ASSIGN THIS JOB CARD.

Set-Up Election Table



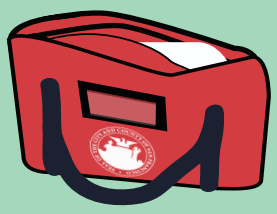
1. Find all materials from this checklist and place them as shown in the picture on the back of this card.
2. Place Card Activator (for the Edge Machine) behind the Election Table, where it will be easily reached when needed.

Find in the Polling Place

- Chairs
- Table

Find in Red Opening Supply Bag

- Blue Ballot Secrecy Folders
- Page Magnifier
- Language Preference Forms
- Manila Election Table Folder containing map, polling place list (on blue paper), Voter Registration Cards, etc.



Ask for These Items from Inspector

- Roster of Voters
- Table copy of Street Index
- List of Write-in Candidates (if any)
- Ballots
- "Ballot Information" Sign and Stands

Find in Insight Machine Bins

- Pink Provisional Envelopes

Find in Clear Plastic Supply Kit

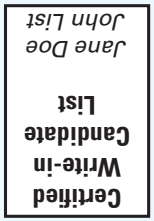
- Pens (ballot marking pens and/or ballpoint pens: both types of pens can be used by voters to mark a ballot)
- ADA pink foam pen grips

Questions? Call the Election Center **(800) 554-9934**

Set-Up Election Table

VOTER SIDE

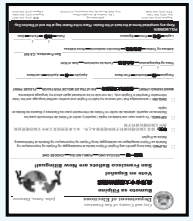
These items should face the voter



1. Write-in Candidate List (if any)

2. "Ballot Information" sign (standing upright and facing voters)

3. Pen with foam pen grip

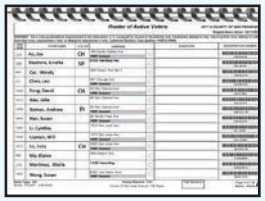


4. Language Preference Form

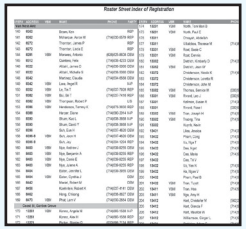
5. Page Magnifier

6. Pens (remove caps before handing to voters)

7. Blue Secrecy Folders

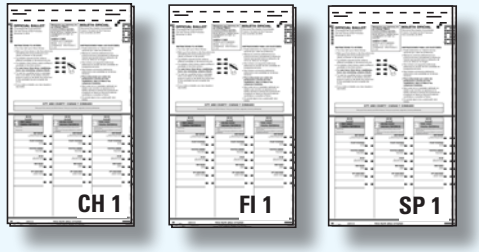


8. Roster of Voters



9. Street Index

10. Election Table Folder



11. Ballot Cards are in a set on a pad in order. Each bilingual version has a separate pad.

POLL WORKER SIDE

These items should face you

INSPECTOR: TEAR OUT AND ASSIGN THIS JOB CARD.

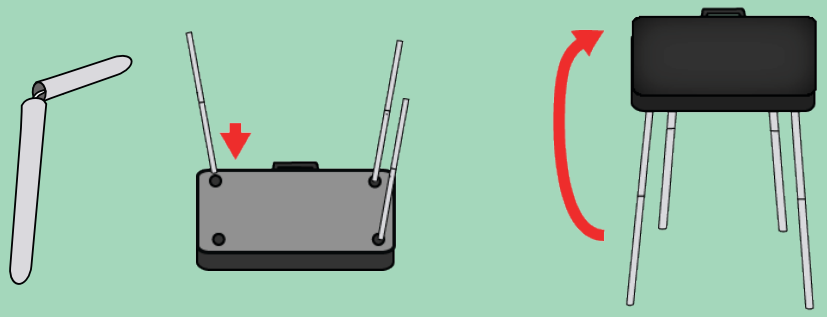
Set-Up Voting Booths

OPENING JOB CARD 3

1

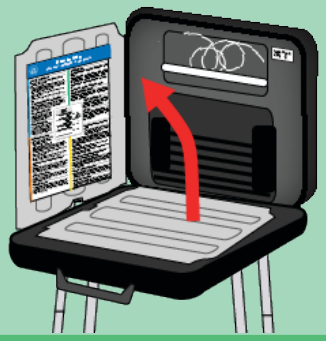
Open case. Pop black flaps open and take legs out. Close flaps.

2



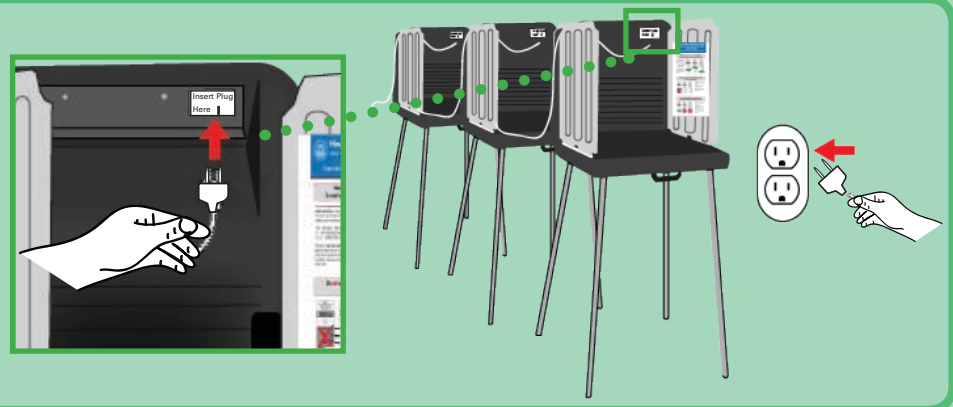
Close case. Turn it over and firmly insert legs into holes at a slight angle. Set booth on its legs.

3



Open case. Lift grey sides into notches.

4



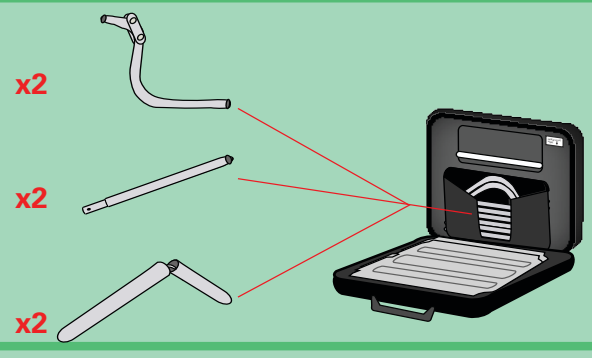
Connect lights from booth to booth. Plug first booth's cord into second booth's socket. Then plug second booth's cord into third booth's outlet, etc. Plug last cord into wall socket or extension cord.

Remember to check "How to Vote" signs are in all voting booths, including Accessible Seated booth.

Questions? Call the Election Center **(800) 554-9934**

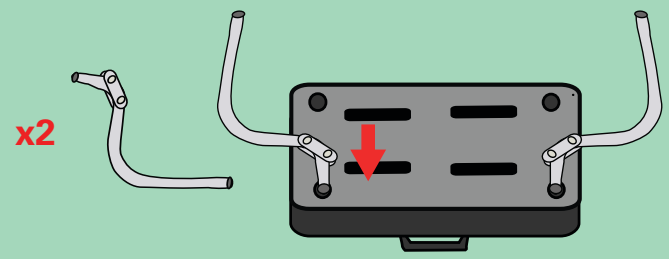
Set-Up Seated Accessible Booth

1



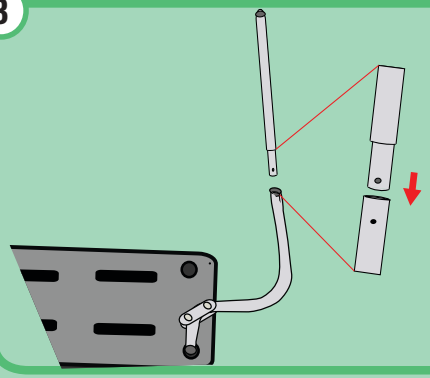
Open case and remove two curved and two straight legs, as well as two leg extensions, by pulling up.

2



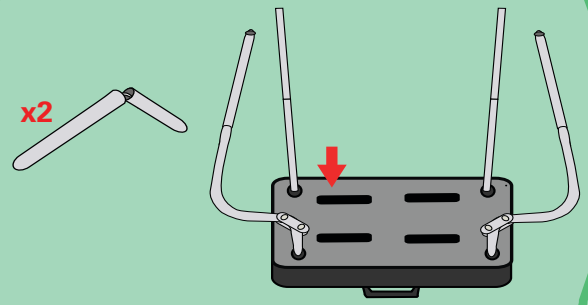
Insert two curved base legs into front holes (nearest the case handle) on case bottom.

3



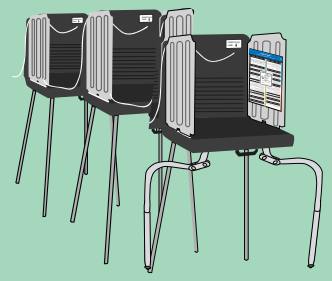
Attach leg extensions: push in button and rotate leg so button pops up through hole.

4



Insert legs firmly into holes on bottom of case. Note: straight legs should be inserted at a slight angle.

5



Turn the booth onto its legs. Lift case lid. Set grey sides into notches. Plug booth light into next booth (daisy chain) or into a power source.

Voting Equipment

The Inspector, with one Clerk assisting, sets up the voting equipment.

Insight Voting Machine

- The Insight Voting Machine counts paper ballots on Election Day.
- Only "Standard" voters insert their paper ballot into the ballot slot. The ballot is counted and securely stored in the bins.

Edge Accessible Voting Machine

- The Edge Accessible Voting Machine is available upon request for the voter.
- Touchscreen or audio ballot allows voters who cannot easily mark a paper ballot to vote privately and independently.
- If a voter requests to use the Edge Machine: the Inspector activates a voter card in the Card Activator. The voter then inserts activated voter card into the Edge Machine.
- After completing the ballot, the voter will verify that the vote was recorded correctly on the Voter Verified Paper Audit Trail printer (or via audio playback).
- The California Secretary of State requires the Department to transfer all Edge votes onto paper ballots after the election to count them.

Red Box

- In the morning, the Red Box contains poll worker supplies.
- During Election Day, the Red Box stores voted ballots in Vote-by-Mail envelopes and provisional envelopes as well as other materials. The Red Box remains sealed until polls close.

Red Box

INSPECTOR

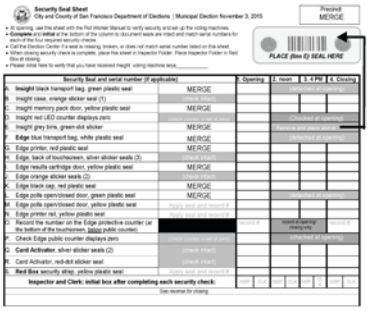
Part 2: Voting Equipment Setup

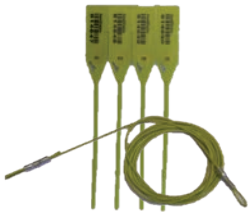
Only the Inspector may unseal, unlock, or touch controls on machines. The Inspector should ask a Clerk to assist with machine set-up.

Plastic seals are color-coded:
GREEN - break at opening, **YELLOW** - break at closing, **RED** - never break

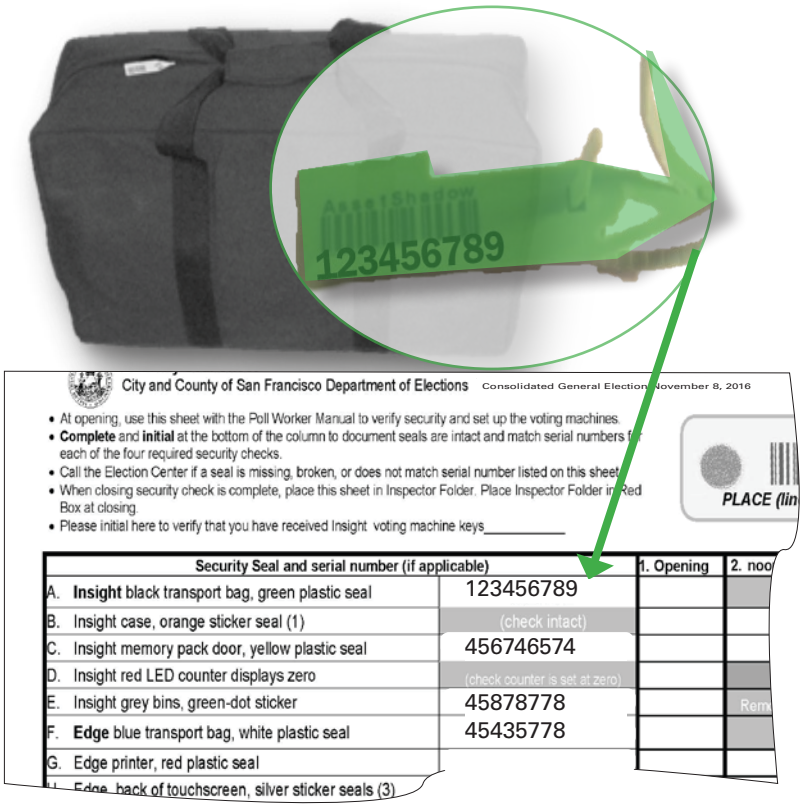
You will need the following items for setting-up voting machines:

- ☐ Security Seal Sheet (in Inspector Folder).
- ☐ Plastic Seals with barcode. Yellow cable and sticker seals for sealing Red Box (in Supply Kit).
- ☐ Insight Voting Machine keys (in Inspector Folder). Keep the keys around your neck at all times. Leave key with most senior Clerk when going on your break.





Set Up Insight Voting Machine



1. ☐ INSPECTOR: Check that green seal on black Insight Tabulator transport bag is intact and number matches **Seal Sheet, Line (A).**

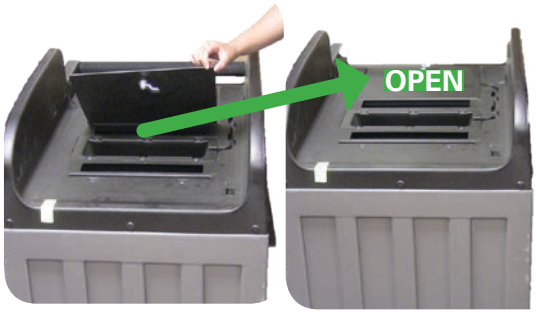
2. ☐ INSPECTOR: Break green seal. To break seal, pull on tab above barcode. Place in Inspector Folder.

3. ☐ Open bag and take out Insight Tabulator.

Place broken seals in Inspector Folder.

4. ☐ INSPECTOR: Unlock and flip open top bin lid (keys in Inspector Folder).

Open me! Open the lid so it lays flat.



5. ☐ Have two people work together to set the Insight Tabulator on top of the bin:

a. ☐ Line up neon sticker on front of bin with neon sticker on front of tabulator.

b. ☐ Fit slot on bottom of tabulator onto metal tab on top of bin.

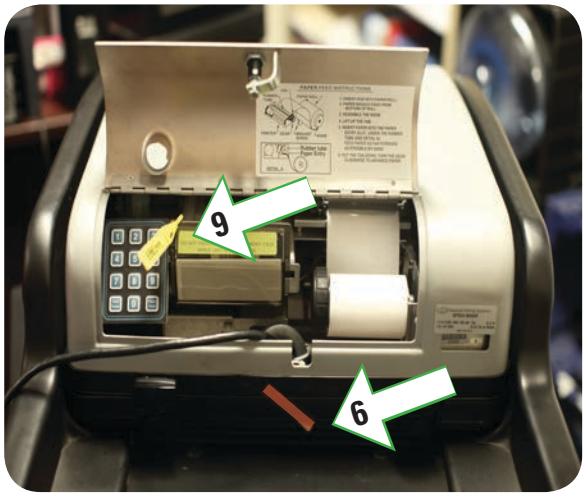
c. ☐ Lightly pull handle on front of tabulator to ensure secure placement.

6. ☐ INSPECTOR: On back of tabulator, check orange sticker seal is intact and matches **Seal Sheet, Line (B).**

7. ☐ INSPECTOR: Open control panel with round key (turn to left).

8. ☐ INSPECTOR: Push power cord into socket to fully connect cord. Plug other end of power cord into wall outlet or extension cord.

9. ☐ INSPECTOR: Inside control panel, check yellow seal on memory pack door is intact and matches **Seal Sheet, Line (C).**



10. ☐ INSPECTOR: Close and lock the control panel (turn the key to the right).

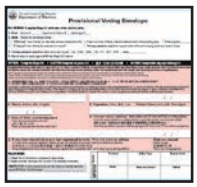
11. ☐ INSPECTOR: Check the red LED counter and opening paper printout tape both show zero votes cast. Record on **Seal Sheet, Line (D).**

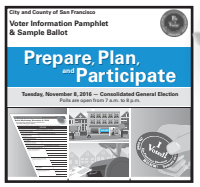
12. ☐ INSPECTOR: Sign bottom of printout with ALL Clerks. Roll and paperclip printout. DO NOT rip tape: all printouts (opening report, voting messages/errors, closing report) must be one long record.

INSPECTOR

Seal Sheet, Line (E)

Provisional Envelopes

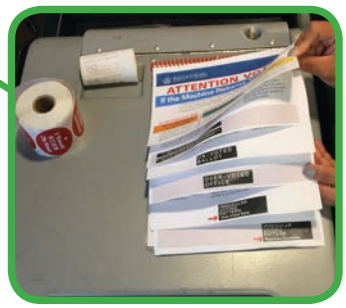




English Voter Information Pamphlet

Closing Bags

Equipment for Edge machine



13. ☐ INSPECTOR: Check green dot sticker seal on bin door matches **Seal Sheet, Line (E)**. Remove sticker seal and place on Security Seal Sheet in the space provided.

14. ☐ INSPECTOR: Unlock Auxiliary Bin in the back of the machine, make sure it is empty, then relock it in the fully closed position.

15. ☐ INSPECTOR: Unlock top and bottom locks on bin door on the side of the bins.

16. ☐ Empty the bins:

- **a.** ☐ Remove canvas closing bags and generic plastic closing bags from white bins and set them out of the way; they will not be needed until after the polls close at 8 p.m.
- **b.** ☐ Remove black bags containing equipment for the Edge Machine.
- **c.** ☐ Remove provisional envelopes from white bins and give to Clerk assigned Job Card 2.
- **d.** ☐ Remove English Voter Information Pamphlet from white bins and give to Clerk assigned Job Card 1.

17. ☐ Place empty white bins back inside, close and lock bin door.

18. ☐ Place roll of "I Voted!" stickers (located in Supply Kit) on Insight Machine.

19. ☐ Ensure that the last page of "Insight Messages" flipchart is attached to the machine. Poll workers and voters should be able to flip pages easily.

If the machine returns a ballot with a message, the meaning of the message is explained on the flipchart.

Set Up the Edge Accessible Voting Machine

INSPECTOR

1. ☐ INSPECTOR: Check that the Edge blue transport bag white seal is intact and number matches **Seal Sheet, Line (F)**.

a. ☐ INSPECTOR: Break seal, place in Inspector Folder.

2. ☐ Have two people work together to remove Edge Machine from bag. With wheels facing up, set it in the center of a long blue or square white table.

3. ☐ Remove lid. Remove power cord **(located in the lid** of the machine).

4. ☐ Lift touchscreen:

a. ☐ Lift touchscreen fully upright.

b. ☐ Fit metal support stand into **notches nearest base of screen**. Ensure the support stand fits securely.

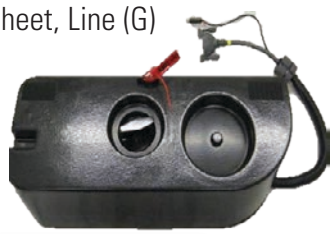
5. ☐ Plug in power cord:

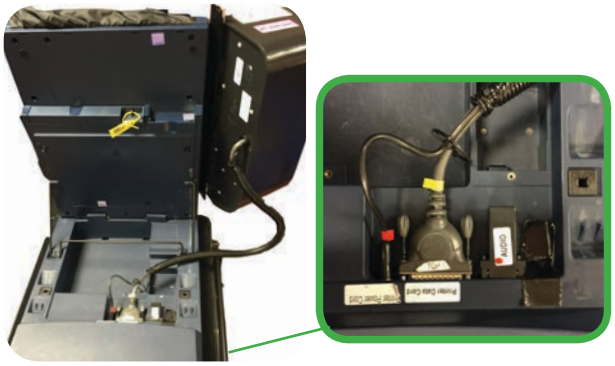
a. ☐ Plug rubber end of power cord into AC IN port and metal pronged end into power source.

b. ☐ Check green AC ON light is lit. (Charging light may come on, then go off when battery is fully charged, but AC light must be lit at all times).

INSPECTOR

Seal Sheet, Line (G)





6. ☐ Attaching the printer: Take printer out of its longer, black rectangular bag.

a. ☐ INSPECTOR: Check printer's red seal is intact and matches **Seal Sheet, Line (G). Do Not Remove.**

b. ☐ Slide both edges of silver printer rail inside black rail bracket on Edge Machine. When correctly placed, you should see the paper side of printer when looking at the touchscreen.

c. ☐ Plug small printer cord into power cord port. Plug large printer cord (with 'TOP' sticker facing up) into data cord port. Tighten screws.

7. ☐ Before turning on power for Edge, open privacy panels and make sure nothing is touching the touchscreen.

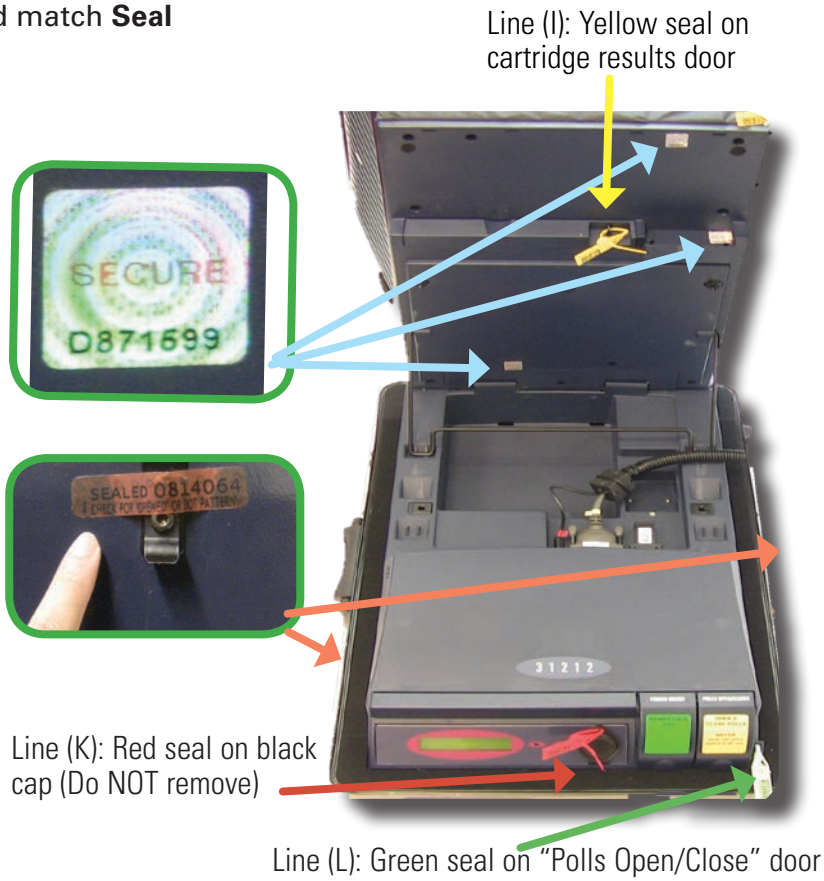
8. ☐ INSPECTOR: Lift unsealed "POWER ON/OFF" door with green sticker. Turn knob to "ON." LED Screen reads: *Election Verify*, then: *Please Wait*.

9. ☐ Check privacy curtains:

a. ☐ Check top curtain is attached to both privacy panels.

b. ☐ Pull off black cloth rectangle from inside left panel. Attach to velcro tabs on outside of left panel and side of printer so only voter will see printout on printer.

10. ☐ INSPECTOR: Use the Security Seal Sheet (in Inspector Folder) to check security seals are intact and match **Seal Sheet, Lines (H)-(L):**



11. ☐ INSPECTOR: When small LED screen at the back of machine reads "Ready to Open Polls", break green seal on yellow POLLS OPEN/CLOSE door. Place broken seal in Inspector Folder.

12. ☐ INSPECTOR: Switch knob to open polls. **(Do this before 7 a.m.)** Never turn polls switch back to closed before 8:00 p.m.!

13. ☐ INSPECTOR: After switching polls to OPEN, re-seal POLLS OPEN/CLOSE door with yellow plastic seal from Supply Kit. Record serial number on **Seal Sheet, Line (M)**.

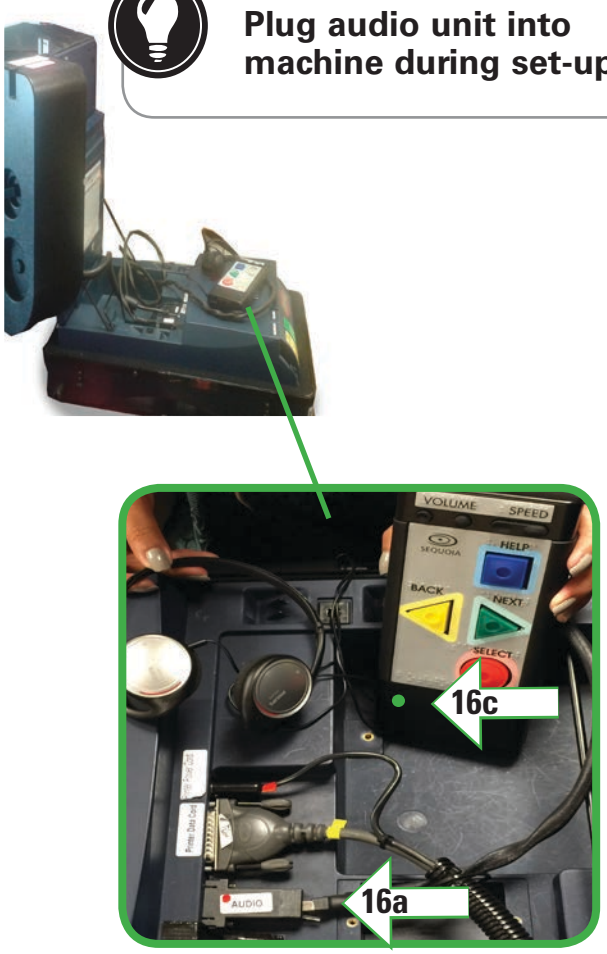
14. ☐ INSPECTOR: After opening report has printed, seal top of printer rail with yellow plastic seal. Pull seal through both tabs. Record serial number on **Seal Sheet, Line (N)**.

15. ☐ Check touchscreen displays blue screen that reads "To Begin Voting".

a. ☐ Record the Protective Counter number on **Seal Sheet, Line (O)**.

b. ☐ Check Public Counter displays zero votes cast: **Seal Sheet, Line (P)**. If anything else is displayed, call Election Center.

Plug audio unit into machine during set-up.



16. ☐ Attaching the audio unit: audio unit is in the smallest black bag. Remove keypad with connected headphones from bag.

a. ☐ Plug audio unit into audio port. NOTE: the clip of the audio unit cord should "snap" into the port and fit securely.

b. ☐ Check that headphones are connected to keypad.

c. ☐ Check that green light on audio keypad is ON.

17. ☐ Place the attached audio unit with headphones behind the touchscreen.

Card Activator for the Edge Voting Machine

INSPECTOR

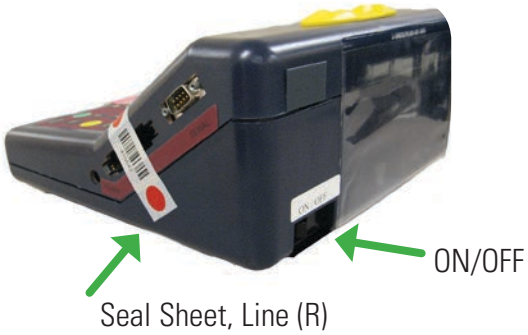
1. ☐ Take the Card Activator out of black bag.

2. ☐ Check voter cards and Edge Instructions booklet are in black bag. (Only activate a voter card if a voter requests to use the Edge Machine.)

3. ☐ INSPECTOR: Check 2 silver sticker seals on bottom of Card Activator are intact: **Security Seal Sheet, Line (Q).**

4. ☐ INSPECTOR: Check red-dot sticker seal over port on right side of Card Activator is intact: **Security Seal Sheet, Line (R).**

5. ☐ INSPECTOR: Turn Card Activator on. After 10 seconds, LED screen will read: "Please Insert Voter Card." ***Do not insert card. Only activate a voter card if a voter requests to use the Edge Machine.*** Switch Card Activator off. Put Card Activator (switched off) back in black bag. Place behind Election Table within reach of a poll worker. Only switch on to activate a card at voter's request.



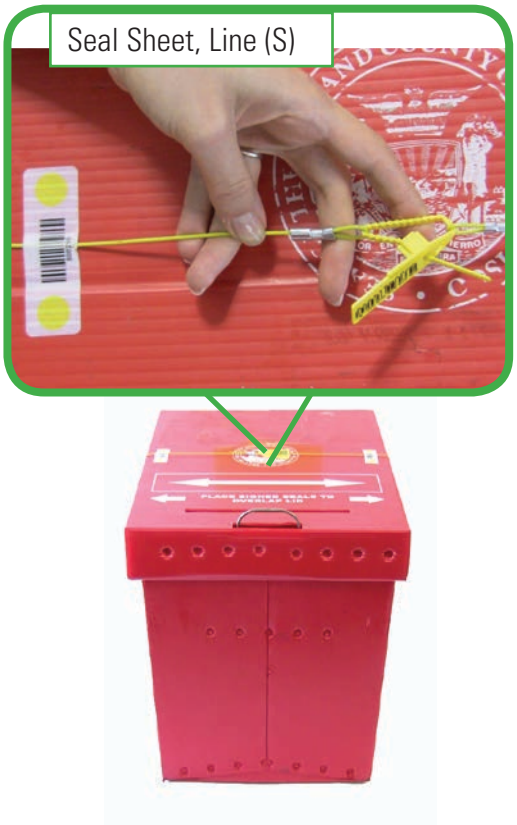
Red Box

1. ☐ Remove all supplies from Red Box. Place supplies behind Election Table.

2. ☐ INSPECTOR: Place yellow security cable from Supply Kit around middle of Red Box so ends meet at the center of the box (over the round white Seal of San Francisco). Join the ends of the security cable with a yellow plastic seal. Record serial number on **Security Seal Sheet, Line (S).**

3. ☐ INSPECTOR: Place one yellow dot sticker (from Supply Kit) on each side of the top of the Red Box to hold cable in place.

4. ☐ Place Red Box next to Election Table within reach of a poll worker and visible to voters.



Part 3: Final Preparation and Declaring Polls Open

Final Preparation

INSPECTOR

1. ☐ When you have completed set-up of your accessible polling place, all the Clerks and the Inspector **must sign** the:

a. ☐ Declaration of Poll Workers. Located in the front of the Roster of Voters, this declaration attests that you will comply with election law and perform your duties as a poll worker.

b. ☐ Payroll sheet. Read the statement at the top of the sheet aloud for the Clerks. (If you do not sign this form, you will not receive your stipend).

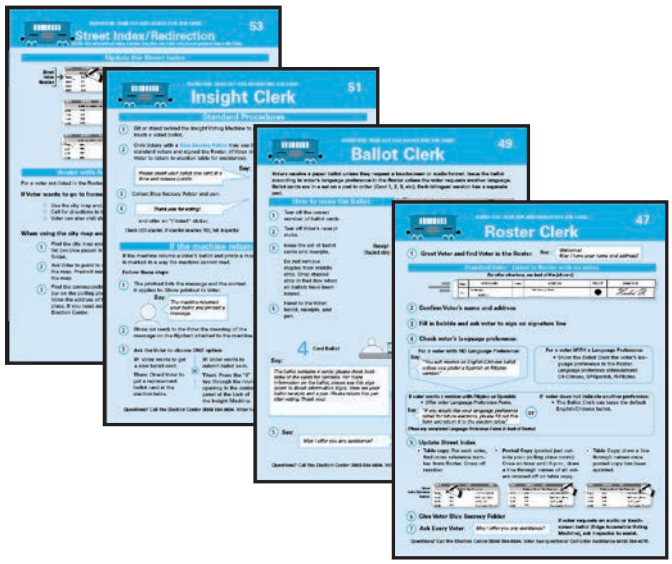
2. ☐ Check if your Field Election Deputy (FED) has dropped off:

a. ☐ **Supplemental List of Vote-by-Mail Voters** (orange paper). Voters on this list signed up to Vote-by-Mail after the Roster was printed. If your FED drops off this list, update the Roster by writing ***VBM Issued*** under those voters' names in the Roster.

b. ☐ **Late-but-Eligible Voters List** (purple paper). The registration of the voters on this list was processed after the Roster was printed. These voters are eligible to vote just like other voters listed in the Roster.

3. ☐ INSPECTOR: If any Clerks are missing, check the Bilingual Requirement and Precinct Staffing Form. If a bilingual requirement is not met, call the Election Center.

4. ☐ INSPECTOR: Before opening the polls, tear out perforated pages and assign a Blue Voting Procedures Job Card to each Clerk. Review Job Card with each Clerk to ensure Clerks understand procedures.



Declare Polls Open

1. ☐ INSPECTOR: At 7:00 a.m., the Inspector proclaims:

Say: **The Polls are Now Open!**

2. ☐ Upon accepting the first ballot card, the Insight Voting Machine prints First Ballot Read and the time. After the first card, the Insight does NOT print anything for accepted ballot cards; it just makes a 'happy noise' and the red LED counter goes up by 1 for each inserted card.

Notes

Voting Procedures

7:00 a.m. to 8:00 p.m.

You will spend most of Election Day working with your polling place team to serve voters. Welcome voters as your guests and remember to uphold your mission: 1) Protect Voter Rights, 2) Serve Voters with Respect, and 3) Offer Assistance.

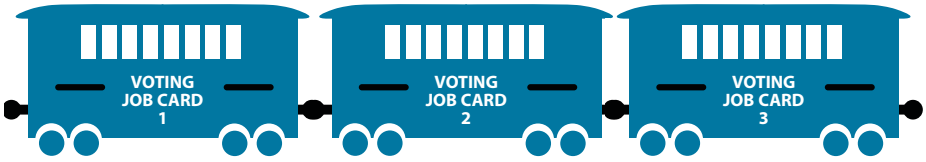
If you are a Clerk, you will serve all voters according to the procedures on your Job Card. The Inspector may assign a Job Card to you for the whole day, or you might alternate between two or all three Job Cards.

The Inspector will complete the Voting Procedures Checklist, supervise Clerks as they complete the assigned Voting Job Cards, and fill in for Clerks when they go on break.

VOTING PROCEDURES TASKS

INSPECTOR

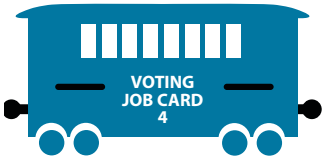
- Assign BLUE Job Cards to Clerks
- Follow Voting Procedures Checklist
- Supervise Clerks
- Assist voters who request to use the Edge Accessible Machine



Roster Clerk
Find voters' names in Roster

Ballot Clerk
Issue Ballots

Insight Clerk
Assist voters using Insight Machine



Street Index/ Redirection Clerk

If your precinct has 4 clerks, then assign the Street Index/Redirection Clerk Job Card.

On Election Day, remember to wear a name tag at all times in each language you speak so voters know to approach you. Ask every voter:

Say: *"May I offer you any assistance?"*

Call the Election Center

if you have questions or to clarify procedures:

Election Center (800) 554-9934

Recommended Break Schedule

Inspector, you may wish to remove this page and post it as a reference for your poll worker team.

Name and Role	9:00 am				10:00 am				11:00 am				12 noon				1:00 pm				2:00 pm				3:00 pm				4:00 pm			
Inspector	9:00-9:15				10:00-11:00												1:00-1:15				2:00-3:00											
Clerk 1		9:15-9:30							11:00-12:00									1:15-1:30							3:00-4:00							
Clerk 2		9:15-9:30							11:00-12:00									1:15-1:30							3:00-4:00							
Clerk 3			9:30-9:45										12:00-1:00						1:30-1:45										4:00-5:00			
Clerk 4			9:30-9:45										12:00-1:00						1:30-1:45										4:00-5:00			

1. Write names in the **Recommended Break Schedule** above (*or* create your own schedule in the **Blank Break Schedule** below).
2. Each precinct team member receives **(2) 15-minute breaks and (2) 1-hour breaks between** the hours of 9:00 am – 5:00 pm. These breaks may be delayed if there is heavy voter turnout. Give adult Clerks who will stay late 1st choice of breaks.
3. No one may go on break *before* 9:00 am or *after* 5:00 pm. No one may take the 2 ½ hours of break time all at once.
4. When the Inspector is on break, the rest of the team is at the polling place. The Inspector designates one Clerk to be in charge and gives this Clerk the voting machine keys.
5. **The designated cell phone for the precinct stays at the precinct at all times, even when the phone's owner is on break.**
6. The Inspector will note if a poll worker is late returning from break. Check nametags are visible when poll worker returns from break.

Blank Break Schedule

Name and Role	9:00 am				10:00 am				11:00 am				12 noon				1:00 pm				2:00 pm				3:00 pm				4:00pm			
Inspector																																
Clerk 1																																
Clerk 2																																
Clerk 3																																
Clerk 4																																

The Contents of the Ballot

24 Local Measures

- A: School Bonds
- B: City College Parcel Tax
- C: Loans to Finance Acquisition and Rehabilitation of Affordable Housing
- D: Vacancy Appointments
- E: Responsibility for Maintaining Street Trees and Surrounding Sidewalks
- F: Youth Voting in Local Elections
- G: Police Oversight
- H: Public Advocate
- I: Funding for Seniors and Adults with Disabilities
- J: Funding for Homelessness and Transportation
- K: General Sales Tax
- L: MTA Appointments and Budget
- M: Housing and Development Commission
- N: Non-Citizen Voting in School Board Elections
- O: Office Development in Candlestick Point and Hunters Point
- P: Competitive Bidding for Affordable Housing Projects on City-Owned Property
- Q: Prohibiting Tents on Public Sidewalks
- R: Neighborhood Crime Unit
- S: Allocation of Hotel Tax Funds
- T: Restricting Gifts and Campaign Contributions from Lobbyists
- U: Affordable Housing Requirements for Market-Rate Development Projects
- V: Tax on Distributing Sugar-Sweetened Beverages
- W: Real Estate Transfer Tax on Properties Over $5 Million
- X: Preserving Space for Neighborhood Arts, Small Businesses and Community Services in Certain Neighborhoods

17 State Measures

- 51: School Bonds. Funding for K-12 School and Community College Facilities.
- 52: Medi-Cal Hospital Fee Program.
- 53: Revenue Bonds. Statewide Voter Approval.
- 54: Legislature. Legislation and Proceedings.
- 55: Tax Extension to Fund Education and Healthcare.
- 56: Cigarette Tax to Fund Healthcare, Tobacco Use Prevention, Research, and Law Enforcement.
- 57: Criminal Sentences. Parole. Juvenile Criminal Proceedings and Sentencing.
- 58: English Proficiency. Multilingual Education.
- 59: Corporations. Political Spending. Federal Constitutional Protections.
- 60: Adult Films. Condoms. Health Requirements.
- 61: State Prescription Drug Purchases. Pricing Standards.
- 62: Death Penalty.
- 63: Firearms. Ammunition Sales.
- 64: Marijuana Legalization.
- 65: Carryout Bags. Charges.
- 66: Death Penalty. Procedures.
- 67: Ban on Single-Use Plastic Bags.

Offices

- President and Vice President of the United States
- U.S. Senator
- U.S. Representative in Congress Districts 12 and 14
- California State Senator District 11
- Member of the State Assembly Districts 17 and 19
- Board of Education FOUR SEATS
- Community College Board FOUR SEATS
- BART Board of Directors Districts 7 and 9
- Superior Court Judge
- Board of Supervisors Districts 1, 3, 5, 7, 9, 11

1 District Measure

- RR: BART Safety, Reliability and Traffic Relief

General Election

The Consolidated General Election is expected to have a high turnout, which means you may see an increase in the number of voters you assist. We are here to support you!

Managing Long Lines

If you experience lines at your polling place due to high voter turnout:

- Thank voters waiting in line for their patience – your calm and courteous attitude helps set the tone for the polling place.
- Periodically announce:

Say: *"Thank you for waiting. We appreciate your patience and will assist you as soon as we can."*

AND

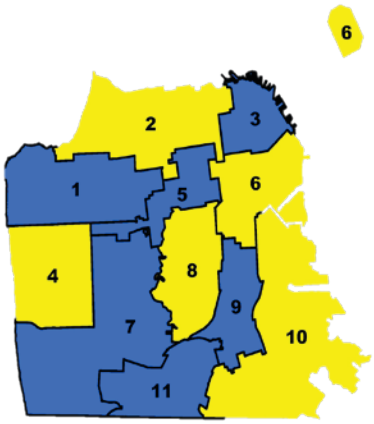
Say: *"If anyone in line is here to drop off a Vote-by-Mail Ballot, please check that it is signed and sealed, and drop it in the Red Box."*

Acknowledging voters waiting in line will help them understand that you are busy and doing your best to serve voters quickly and efficiently.

The Ballot

The ballot will consist of multiple cards. All San Francisco voters will vote for federal, state, and local offices as well as state and local measures.

- Voters in odd-numbered Supervisorial Districts (1, 3, 5, 7, 9, and 11) will elect Supervisors using ranked-choice voting. This contest will be on an additional ballot card. If you are assigned to work in an odd-numbered district, you will issue a **5-card ballot**.
- If you are assigned to work in an even-numbered Supervisorial District (2, 4, 6, 8, and 10), you will issue a **4-card ballot.**
- The "Ballot Information" sign for your precinct (see pg 39) will indicate whether you will issue 4 or 5 cards.



Map of San Francisco showing the Supervisorial Districts.

Ballot Transfer

The bins in the Insight Voting Machine can hold up to 1,000 ballot cards. The LED counter on the machine shows how many cards have been inserted. Monitor the LED counter and let your Inspector know as soon as it reaches 700. You may need to transfer voted ballots from the Insight Voting Machine to a blue closing bag. Follow instructions on **page 60.**

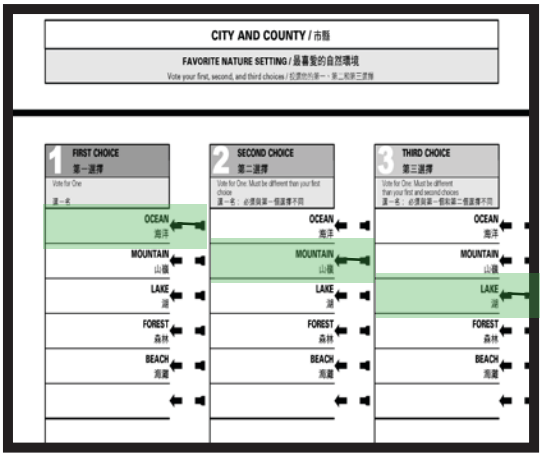
You may also need to transfer the contents of the Red Box once it gets full. Follow instructions on **page 61.**

Ranked-Choice Voting

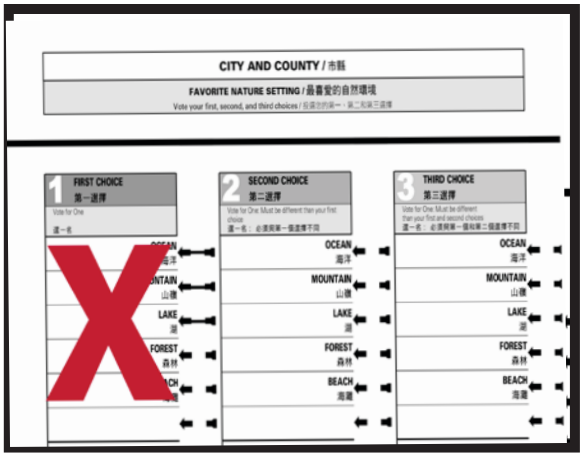
Ranked-choice voting allows voters to rank up to three candidates for the same office. San Francisco voters use ranked-choice voting to elect most offices.

Marking the Ranked-Choice Ballot

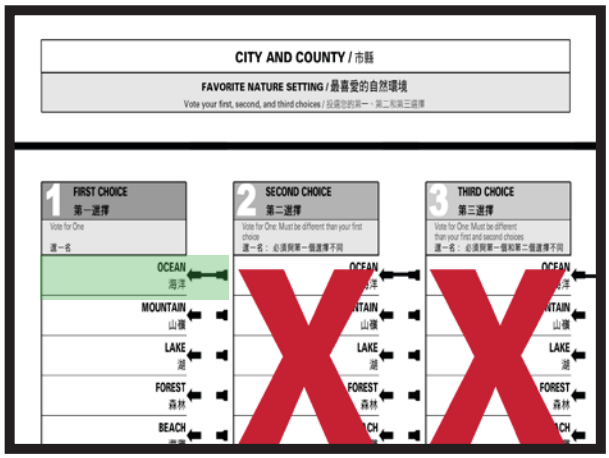
- In a ranked-choice contest, the names of all candidates are listed in three repeating columns on the ballot, allowing voters to rank candidates for the same office.
- If there are fewer than three candidates for an office, or to rank fewer than three candidates, voters may select their choice(s) and leave any remaining columns blank.



Example of a ranked-choice contest. A different candidate is marked in each column.



More than one candidate is marked in a column. This vote cannot be counted.



The same candidate is marked more than once. The vote for that candidate will be counted only one time.

Where to find more information:

- **in the Voter Information Pamphlet;**
- **in the Voter Information Kiosk; and**
- **in each voting booth.**

If the Insight Voting Machine returns a voter's ballot card and prints a message about a contest, use the flipchart on the Insight Machine to explain the message to the voter.

If voters have any questions, call Voter Assistance (415) 554-4375.

Vist our website for more details:

sfelections.org

Ballot Information Sign and Issuing the Ballot

Ballot Information Sign

Display this two-page "Ballot Information" sign on the Election Table using the stands provided.

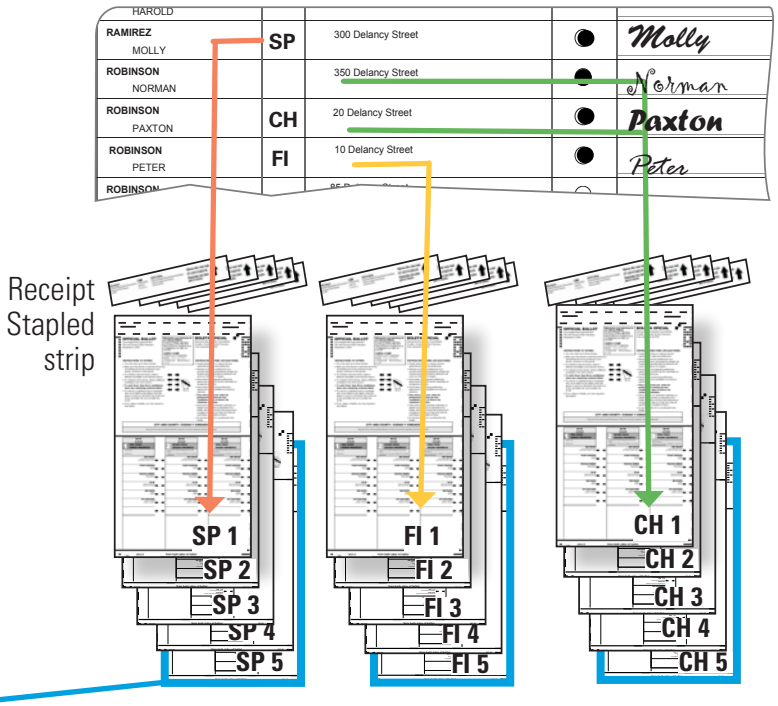
This sign:

- explains voters' language preference options
- shows how many cards the voter will receive
- lists what contests are on each card
- lists Voter Assistance Hotlines in English, Chinese, Spanish, Filipino, Vietnamese, Korean, and Japanese
- indicates that a ballot facsimile is available in Vietnamese, Korean, and Japanese. Voters can use these facsimiles as a reference to mark the official ballot

Issuing the Bilingual Ballot

The ballot is available in: English/Chinese (CH), English/Spanish (SP), English/Filipino (FI).

- If a voter has a language preference in the Roster, issue their ballot in that language
- If there is no language preference in the Roster, alert the voter that they can ask for and receive a Spanish or Filipino ballot, otherwise issue the English/Chinese ballot. If a voter wants to update their language preference, ask them if they would like to complete a Language Preference Form so we can update their preference for future elections



5th Ballot card only in odd-numbered supervisorial districts (1,3,5,7,9, and 11).

English + Spanish

English + Filipino

English + Chinese (Default for no language preference)

How to Process a Standard Voter

This is an overview of processing a Standard Voter. See the voting procedures Job Cards for step-by-step instructions. The Roster of Voters lists all the voters registered in a precinct.

Standard Voters are listed in the Roster with no notes.

Check Roster

As Roster Clerk (Job Card 1), you will greet voters and find their names in the Roster. Standard Voters do not have notes in the Roster. For a Standard Voter, you will:

Confirm voter's name and address

Fill in bubble

Ask voter to sign on the signature line next to the bubble

XREF	VOTER NAME	LANG	ADDRESS	BALLOT	SIGNATURE	
1083	RAMIREZ HAROLD		300 Delancy Street	●	Harold Ramirez	* 1
1170	RAMIREZ MOLLY	SP	300 Delancy Street	○		* 0

Standard Voters (no notes in Roster) sign the Roster!

Check Language Preference

1083	RAMIREZ HAROLD	

1170	RAMIREZ MOLLY	SP

For a Voter with NO Language Preference

Say: *"You will receive an English/ Chinese ballot unless you prefer a Spanish or Filipino version"*

For a Voter WITH a Language Preference

Show the Ballot Clerk the voter's language preference in the Roster. Language preference abbreviations: CH-Chinese, SP-Spanish, FI-Filipino

If voter wants a version with Filipino or Spanish:

- Tell the Ballot Clerk and offer the voter the **Language Preference Form** in case the voter wishes to update their preference for future elections. Whether or not the voter completes the form, issue the preferred ballot.

or

If voter does not indicate another preference:

- Show the Ballot Clerk the voter's name in the Roster with no language preference. The Ballot Clerk can issue the default English/Chinese ballot.

Standard Voter (continued)

Update Street Index

The Street Index lists voters in that precinct numerically by the cross reference number next to their name in the Roster of Voters. There are 2 copies of the Street Index: one copy remains on the table and the other copy is posted just outside your polling place.

Street Index Number

XREF	VOTER NAME	LANG	ADDRESS	BALLOT	SIGNA
1083	RAMIREZ HAROLD		300 Delancy Street	●	Harold
1170	RAMIREZ MOLLY	SP	300 Delancy Street	○	

Table Street Index

Step A) Table copy: For each voter, find the cross reference number (XREF) from Roster. Cross off the number on the Street Index.

Street Index Number

XREF#	ADDRESS	VBM	NAME
	Delan		San Francisco
~~1083~~	~~30~~		Ramirez, Harold
1084	301		Bolhman, Steve
1085	302		Griffis, Jeff
1086	303		Thompson, Thoma

Posted Street Index

Step B) On the Posted copy (posted just outside your polling place room): Once an hour until 6 p.m., mark through names of all voters crossed off on Table Street Index.

XREF#	ADDRESS	VBM	NAME
	Delancy Street, San Francisco		
~~1083~~	~~300~~		~~Ramirez, Harold~~
1084	301		Bolhman, Steve
1085	302		Griffis, Jeff
1086	303		Thompson, Thoma

Step C) Mark through names on Table copy once Posted copy has been updated.

XREF#	ADDRESS	VBM	NAME
	Delancy Street, San Francisco		
~~1083~~	~~300~~		~~Ramirez, Harold~~
1084	301		Bolhman, Steve
1085	302		Griffis, Jeff
1086	303		Thompson, Thoma

ONLY Give Standard Voters a Blue Secrecy Folder

This folder keeps the voter's ballot private and lets the Insight Clerk know that this is a Standard Voter.

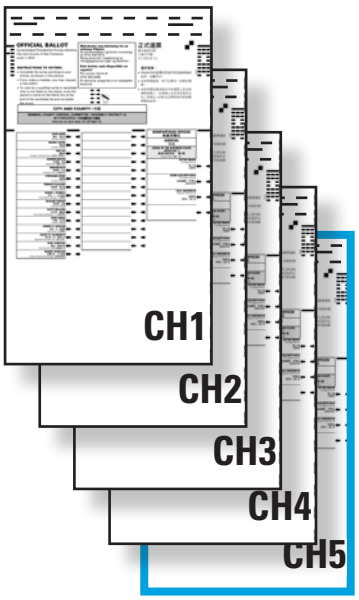
Say:

Ask every voter: *May I offer you any assistance?*

If the voter requests to use the Edge Accessible Machine, let your Inspector know.

Standard Voter (continued)

Issue Ballot



5th Ballot card only in odd-numbered supervisorial districts (1,3,5,7,9, and 11).

If you serve as Ballot Clerk (Job Card 2), you will:

Issue a paper ballot to the voter unless the voter requests to use the Edge Accessible Voting Machine.

- Issue the ballot based on the voter's language preference. If the voter does not have a language preference, issue an English/Chinese ballot by default.
- Ballot cards are in a set on a pad in order (Card 1, Card 2, etc). Each bilingual version has a separate pad. Tear off the complete set of cards for each voter. Do not break up a set.

Voter Inserts Ballot into Insight Machine

If you serve as Insight Clerk (Job Card 3), you will:

Monitor the Insight Voting Machine to ensure that the ballots of ONLY Standard Voters are accepted.

- Only Standard Voters (Blue Secrecy Folder) may use the Insight Voting Machine.
- The Insight Voting Machine will accept the ballot and make a "happy noise". This voter's ballot has been counted on Election Day!
- If the machine returns the ballot with a message or stops working, look to the Job Card for directions.

How to Process a Vote-by-Mail (VBM) Voter

Vote-by-Mail (VBM) voters have already been issued a ballot, either by mail or early voting. Vote-by-Mail voters have **three options:**

Option 1: Drop Off Ballot

A San Francisco voter may drop off a voted Vote-by-Mail ballot at any polling place in San Francisco. **DO NOT** look for this voter in the Roster.

- Confirm that the Vote-by-Mail envelope is signed and sealed. Ask the voter to drop the envelope in the Red Box.
- Offer an "I Voted" sticker.

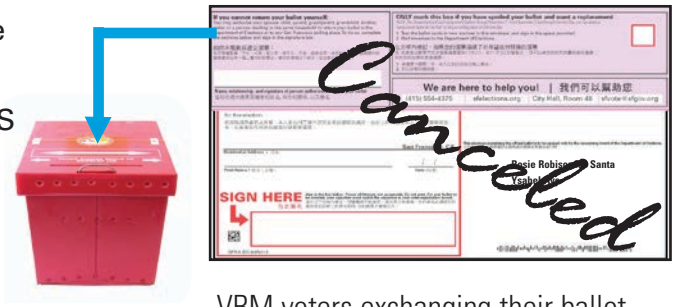
VBM voters dropping off their ballot ***sign the envelope.***

Option 2: Exchange Ballot

A VBM voter registered in your polling place is listed in the Roster with a **VBM Issued** note. This voter can drop off the Vote-by-Mail ballot or exchange the ballot for a precinct ballot.

If the voter wants to exchange the VBM ballot:

- Ask the voter to seal the ballot in the VBM envelope.
- Write CANCELED across BOTH SIDES of the envelope and drop the envelope in the Red Box. This lets the Department of Elections know that this voter did not vote their VBM ballot.
- After dropping canceled ballot in Red Box, process voter as a Standard Voter.



VBM voters exchanging their ballot ***sign the Roster***.

1445	ROBINSON ROSIE		85 Delancy Street **VBM Issued**	●	Rosie Robison

Option 3: Vote Provisionally

- If the voter does not have the VBM ballot, they may vote provisionally.
- DO NOT mark anything in the Roster. Ask the Ballot Clerk to conduct provisional voting.

Provisional Voters ***sign the provisional envelope.***

How to Process a Provisional Voter

Voters vote provisionally if their eligibility cannot be determined at the polling place. Reasons for voting provisionally include:

a. 'VBM Issued' note in the Roster, but voter does not have Vote-by-Mail Ballot;

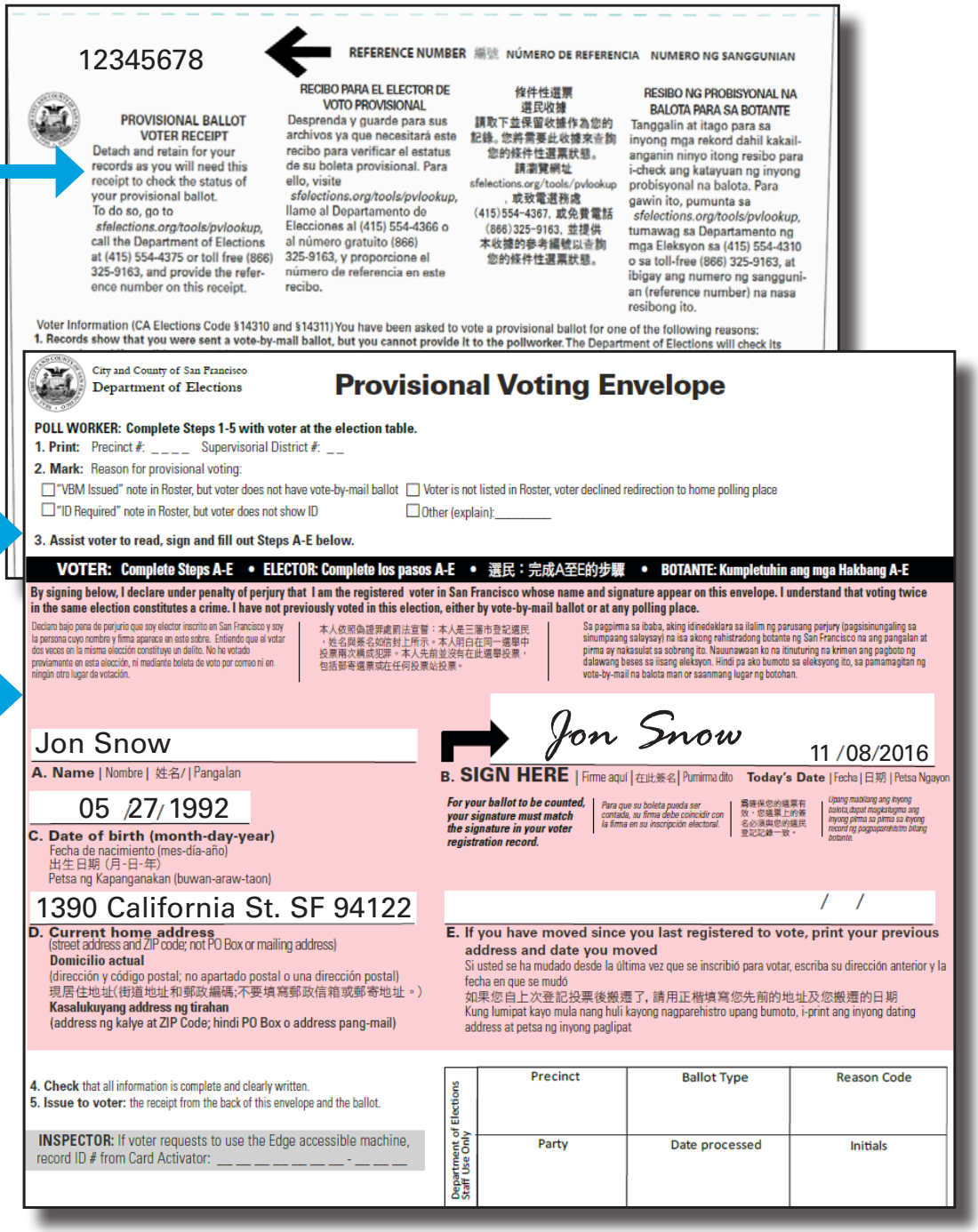
b. Voter not listed in Roster, but Voter declined to go to home polling place;

c. There is an ID required note in Roster, but Voter does not show ID.

The Voter receipt (back flap of envelope) includes information on provisional voting and the reference number voters can use to check the status of their provisional ballot.

Clerk completes steps 1-5.

Voter completes steps A-E.



12345678

REFERENCE NUMBER 編號 NÚMERO DE REFERENCIA NUMERO NG SANGGUNIAN

PROVISIONAL BALLOT VOTER RECEIPT
Detach and retain for your records as you will need this receipt to check the status of your provisional ballot. To do so, go to *sfelections.org/tools/pvlookup*, call the Department of Elections at (415) 554-4375 or toll free (866) 325-9163, and provide the reference number on this receipt.

RECIBO PARA EL ELECTOR DE VOTO PROVISIONAL
Desprenda y guarde para sus archivos ya que necesitará este recibo para verificar el estatus de su boleta provisional. Para ello, visite *sfelections.org/tools/pvlookup*, llame al Departamento de Elecciones al (415) 554-4366 o al número gratuito (866) 325-9163, y proporcione el número de referencia en este recibo.

條件性選票
選民收據
請取下並保留收據作為您的記錄。您將需要此收據來查詢您的條件性選票狀態。
請瀏覽網址 sfelections.org/tools/pvlookup，或致電選務處 (415) 554-4367，或免費電話 (866) 325-9163，並提供本收據的參考編號以查詢您的條件性選票狀態。

RESIBO NG PROBISYONAL NA BALOTA PARA SA BOTANTE
Tanggalin at itago para sa inyong mga rekord dahil kakailanganin ninyo itong resibo para i-check ang katayuan ng inyong probisyonal na balota. Para gawin ito, pumunta sa *sfelections.org/tools/pvlookup*, tumawag sa Departamento ng mga Eleksyon sa (415) 554-4310 o sa toll-free (866) 325-9163, at ibigay ang numero ng sanggunian (reference number) na nasa resibong ito.

Voter Information (CA Elections Code §14310 and §14311) You have been asked to vote a provisional ballot for one of the following reasons:
1. Records show that you were sent a vote-by-mail ballot, but you cannot provide it to the pollworker. The Department of Elections will check its

City and County of San Francisco
Department of Elections

Provisional Voting Envelope

POLL WORKER: Complete Steps 1-5 with voter at the election table.
1. Print: Precinct #: ____ Supervisorial District #: __
2. Mark: Reason for provisional voting:
☐ "VBM Issued" note in Roster, but voter does not have vote-by-mail ballot ☐ Voter is not listed in Roster, voter declined redirection to home polling place
☐ "ID Required" note in Roster, but voter does not show ID ☐ Other (explain):_____
3. Assist voter to read, sign and fill out Steps A-E below.

VOTER: Complete Steps A-E • ELECTOR: Complete los pasos A-E • 選民：完成A至E的步驟 • BOTANTE: Kumpletuhin ang mga Hakbang A-E

By signing below, I declare under penalty of perjury that I am the registered voter in San Francisco whose name and signature appear on this envelope. I understand that voting twice in the same election constitutes a crime. I have not previously voted in this election, either by vote-by-mail ballot or at any polling place.

Declaro bajo pena de perjurio que soy elector inscrito en San Francisco y soy la persona cuyo nombre y firma aparece en este sobre. Entiendo que el votar dos veces en la misma elección constituye un delito. No he votado previamente en esta elección, ni mediante boleta de voto por correo ni en ningún otro lugar de votación.

本人依照偽證罪處罰法宣誓：本人是三藩市登記選民，姓名與簽名如信封上所示。本人明白在同一選舉中投票兩次構成犯罪。本人先前並沒有在此選舉投票，包括郵寄選票或在任何投票站投票。

Sa pagpirma sa ibaba, aking idinedeklara sa ilalim ng parusang perjury (pagsisinungaling sa sinumpaang salaysay) na isa akong rehistradong botante ng San Francisco na ang pangalan at pirma ay nakasulat sa sobreng ito. Naiunawaan ko na itinuturing na krimen ang pagboto ng dalawang beses sa iisang eleksyon. Hindi pa ako bumoto sa eleksyong ito, sa pamamagitan ng vote-by-mail na balota man or saanmang lugar ng botohan.

Jon Snow
A. Name | Nombre | 姓名/ | Pangalan

Jon Snow 11 /08/2016
B. SIGN HERE | Firme aquí | 在此簽名 | Pumirma dito **Today's Date** | Fecha | 日期 | Petsa Ngayon

For your ballot to be counted, your signature must match the signature in your voter registration record.

Para que su boleta pueda ser contada, su firma debe coincidir con la firma en su inscripción electoral.

為確保您的選票有效，您選票上的簽名必須與您的選民登記記錄一致。

Upang maiitang ang inyong balota,dapat magkatugma ang inyong pirma sa pirma sa inyong record ng pagsusparehistro bilang botante.

05 /27/ 1992
C. Date of birth (month-day-year)
Fecha de nacimiento (mes-día-año)
出生日期（月-日-年）
Petsa ng Kapanganakan (buwan-araw-taon)

1390 California St. SF 94122
D. Current home address
(street address and ZIP code; not PO Box or mailing address)
Domicilio actual
(dirección y código postal; no apartado postal o una dirección postal)
現居住地址(街道地址和郵政編碼;不要填寫郵政信箱或郵寄地址。)
Kasalukuyang address ng tirahan
(address ng kalye at ZIP Code; hindi PO Box o address pang-mail)

/ /
E. If you have moved since you last registered to vote, print your previous address and date you moved
Si usted se ha mudado desde la última vez que se inscribió para votar, escriba su dirección anterior y la fecha en que se mudó
如果您自上次登記投票後搬遷了，請用正楷填寫您先前的地址及您搬遷的日期
Kung lumipat kayo mula nang huli kayong nagparehistro upang bumoto, i-print ang inyong dating address at petsa ng inyong paglipat

4. Check that all information is complete and clearly written.
5. Issue to voter: the receipt from the back of this envelope and the ballot.

INSPECTOR: If voter requests to use the Edge accessible machine, record ID # from Card Activator: __ __ __ __ __ __ __ - __ __ __

Department of Elections Staff Use Only	Precinct	Ballot Type	Reason Code
	Party	Date processed	Initials

Provisional Voter (continued)

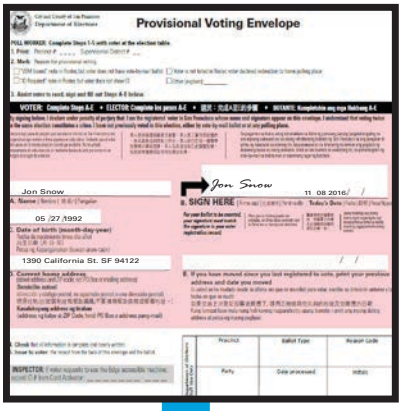
The Ballot Clerk will help process the provisional voter by following steps 1-5 on the provisional envelope. The provisional voter will seal the ballot in the provisional envelope and deposit in the Red Box. **The provisional voter does not use the Insight Voting Machine.**

The provisional voter does not use the Insight Voting Machine.

Place provisional envelopes, with the ballot sealed inside, into the Red Box.

Processing the Provisional Voter

The reasons for provisional voting are explained on the provisional envelope receipt. Read the reason to the voter, then complete steps 1-5 with the voter at the Election Table. Instruct the voter to fill out steps A-E on the provisional envelope.



Say:

1. *Please fill out Steps A through E on this envelope. You will need the reference number on this receipt to check whether your vote was counted. After you mark your ballot, seal it in the envelope and drop it in the Red Box. Do not insert your ballot into the Insight Voting Machine.*

2. **Voter should:**
Fold completed card in half and place in completed provisional envelope, then seal and place into Red Box.

Say:

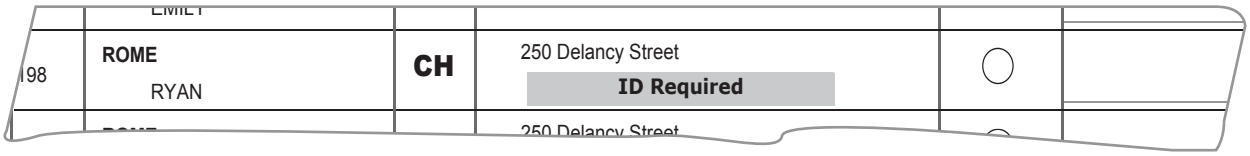
3. *Thank you for voting!*

and offer an "I Voted" sticker.

Other Situations

ID Required Note in Roster

An ID Required note in the Roster means that voter did not provide enough information when registering to vote.



- Show the voter the yellow pages in the front of the Roster. These pages list all acceptable forms of identification.
- If the voter shows a form of ID listed on the yellow pages, process the voter as a Standard Voter.
- If the voter does not show a form of ID listed on the yellow pages, process the voter provisionally.
- If the note says both **ID Required** and **VBM Issued,** call the Election Center.

Voter Not Listed in Roster

First, double check all pages in the Roster. If you still cannot find the voter's name, offer the following options:

- vote provisionally, or
- redirection to their home polling place

Voters can check their registration and home polling place location on *sfelections.org.*

Voter Wants Redirection to Home Polling Place

- Call Voter Assistance for directions; or
- Voter can look up polling place address on *sfelections.org*; or
- Use the map and polling place list (on blue paper) to locate voter's home polling place

When using the map and polling place list:

1. Find the map and the polling place list (on blue paper) in the Election Table folder.
2. Ask voter to point to where they live on the map. Precinct numbers are listed on the map.
3. Find the corresponding precinct number on the polling place list and tell the voter the address of their home polling place. If you need assistance, call the Election Center.

Roster Clerk

1 Greet voter and find voter in the Roster.

Say: *Welcome! May I have your name and address?*

Standard Voter: Listed in Roster with No Notes

(for other situations, see back of this job card)

Street Index Reference Number

XREF	VOTER NAME	LANG	ADDRESS	BALLOT	SIGNATURE
1083	RAMIREZ HAROLD		300 Delancy Street	●	Harold R

2 Confirm voter's name and address

3 Fill in bubble and ask voter to sign on signature line

4 Check voter's language preference:

For a voter with NO Language Preference:

Say: *"You will receive an English/Chinese ballot unless you prefer a Spanish or Filipino version."*

For a voter WITH a Language Preference:

Show the Ballot Clerk the voter's language preference in the Roster. Language preference abbreviations: CH-Chinese, SP-Spanish, FI-Filipino.

If voter wants a version with Filipino or Spanish:
Offer voter Language Preference Form.

Say: *"If you would like your language preference noted for future elections, please fill out this form and return it to the Election Table."*

(Place any completed Language Preference Forms in back of Roster)

or

If voter does not indicate another preference:
The Ballot Clerk can issue the default English/Chinese ballot.

5 Update Street Index

a **Table Copy:** For each voter, find the cross reference number from Roster. Cross off number.

b **Posted Copy** (posted just outside your polling place room): Once an hour until 6 p.m., draw a line through names of all voters crossed off on table copy.

c **Table Copy:** draw a line through names once posted copy has been updated.

Street Index Reference Number

XREF#	ADDRESS	VBM	NAME
	Street, San Francisco		
1083			Ramirez, Harold
1084	301		Bolhman, Steve
1085	302		Griffis, Jeff
1086	303		Thompson, Thoma

XREF#	ADDRESS	VBM	NAME
	Delancy Street, San Francisco		
~~1083~~	~~300~~		~~Ramirez, Harold~~
1084	301		Bolhman, Steve
1085	302		Griffis, Jeff
1086	303		Thompson, Thoma

XREF#	ADDRESS	VBM	NAME
	Delancy Street, San Francisco		
~~1083~~	~~300~~		~~Ramirez, Harold~~
1084	301		Bolhman, Steve
1085	302		Griffis, Jeff
1086	303		Thompson, Thoma

6 Give voter Blue Secrecy Folder

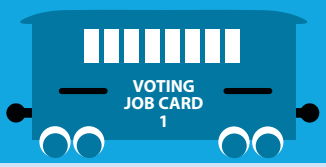
7 Ask Every Voter:

May I offer you any assistance?

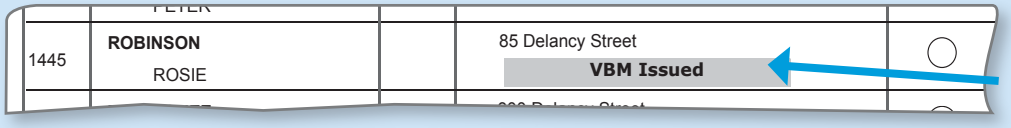
If voter requests an audio or touch-screen ballot (Edge Accessible Voting Machine), ask Inspector to assist.

Questions? Call the Election Center **(800) 554-9934**. Voter has questions? Call Voter Assistance **(415) 554-4375**.

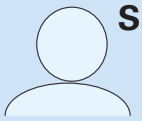
Roster Clerk



Vote-by-Mail (VBM) Voter



VBM Issued Note in Roster

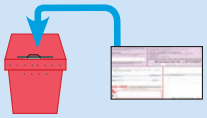


Say: *The Roster shows that you were issued a Vote-by-Mail ballot. You can drop off your ballot here or I can exchange your VBM ballot for a precinct ballot. If you cannot provide it, you may vote provisionally.*

Drop Off

Voted VBM envelopes can be dropped off at any polling place. **Do NOT check Roster.**

Confirm envelope is signed and sealed and drop it in Red Box. Offer "I Voted" sticker.



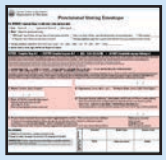
Exchange

Ask voter to seal VBM envelope.

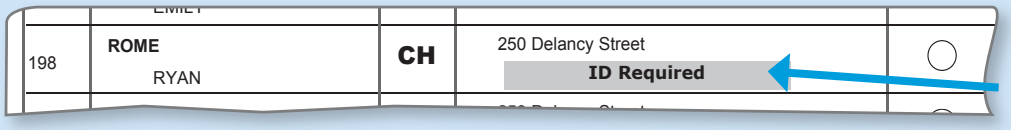
Write **CANCELED** on **BOTH** sides of the envelope and drop it in Red Box. Process voter as Standard Voter.

Provisional

If voter does not have their Vote-by-Mail envelope and wants to vote at the polling place, ask Ballot Clerk to process voter provisionally.



Voter with ID Required Note in Roster



ID Required Note in Roster

1. Show voter yellow pages in front of Roster.
2. **Say:** *The Roster shows that you did not provide enough information when you registered to vote. Please provide any form of ID listed here (yellow Roster pages), otherwise you may vote provisionally.*

- If the voter **SHOWS ID**: Process as Standard Voter.
- If the voter **DOES NOT SHOW ID**: Ask the Ballot Clerk to process provisionally.
- If the voter has **BOTH** ID Required and VBM Issued note, call the Election Center.

Voter Not Listed in Roster

1. Double check ALL Roster pages (including purple pages, if any). If you still cannot find voter's name:
2. **Say:** *I cannot find you listed in our Roster. This precinct's ballot may be different from the ballot in your home precinct. May we direct you to your home polling place or would you prefer to vote provisionally here?*

- If voter wants to vote provisionally, ask Ballot Clerk to assist with provisional voting.
- If voter wants to go to home polling place, the Ballot Clerk's Job Card has instructions for providing directions. If Ballot Clerk is unavailable, use map and polling place list to provide redirection to home polling place, or call (415) 554-4375 for directions as well as have the voter visit *sfelections.org.*

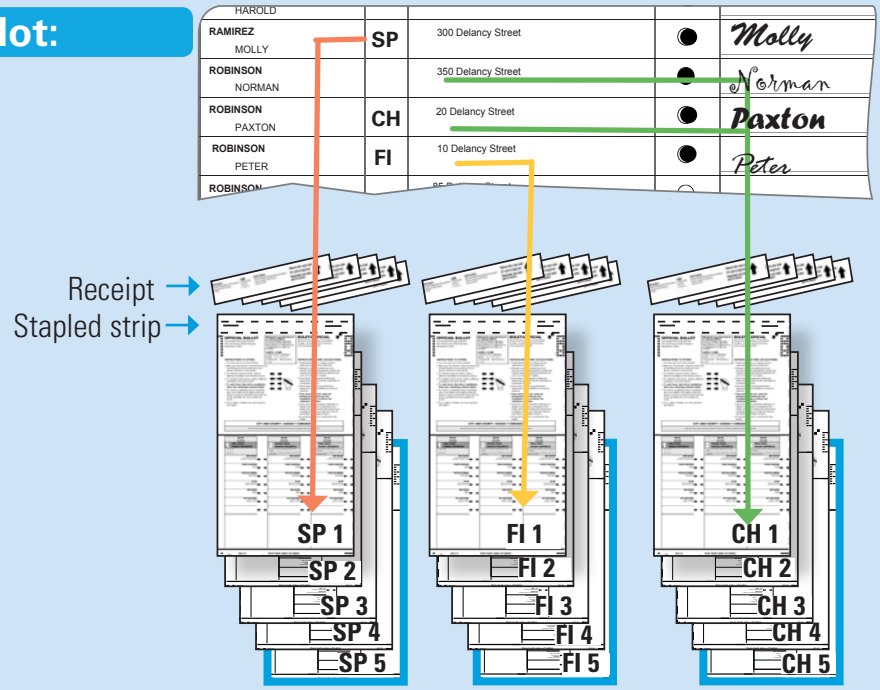
Ballot Clerk

Voters receive a paper ballot unless they request a touchscreen or audio ballot. Issue the ballot according to voter's language preference in the Roster unless the voter requests another language. Ballot cards are in a set on a pad in order (Card 1, 2, 3, etc). Each bilingual version has a separate pad.

How to Issue the Ballot:

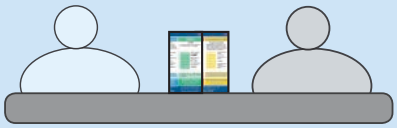
1. Tear off the correct number of ballot cards.
2. Tear off voter's receipt stubs.
3. Issue the set of ballot cards and receipts.

   Do not remove staples from middle strip. Drop stapled strip in Red Box when all ballots have been issued.
4. Hand to the voter: ballot, receipts, and pen.



5th Ballot card only in odd-numbered supervisorial districts (1,3,5,7,9, and 11).

4 Card Ballot



5 Card Ballot

Say:

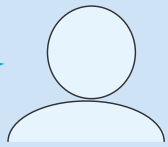
The ballot contains 4 cards; please check both sides of the cards for contests. For more information on the ballot, please see this sign (point to Ballot Information sign). Here are your ballot receipts and a pen. Please return this pen after voting. Thank you!

or

The ballot contains 5 cards and includes a ranked-choice voting contest; please check both sides of the cards for contests. For more information on the ballot, please see this sign (point to Ballot Information sign). Ranked-choice instructions are on the ballot and in the voting booths. Here are your ballot receipts and a pen. Please return this pen after voting. Thank you!

5 **Say:**

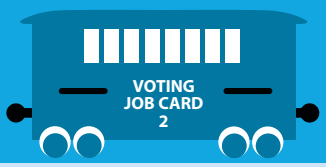
May I offer you any assistance?



If voter requests an audio or touchscreen ballot (Edge Accessible Voting Machine), ask Inspector to assist.

Questions? Call the Election Center **(800) 554-9934**. Voter has questions? Call Voter Assistance **(415) 554-4375**.

Ballot Clerk



Voter Not Listed in Roster: Directions to Home Polling Place

If voter wants to go to home polling place:

- Use map and polling place list to provide redirection to home polling place; or
- Call for directions to home polling place: (415) 554-4375; or
- Voter can also visit: *sfelections.org*

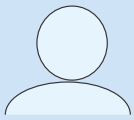
When using the map and polling place list:

1. Find the map and the polling place list (on blue paper) in the Election Table folder.
2. Ask voter to point to where they live on the map. Precinct numbers are listed on the map.
3. Find the corresponding precinct number on the polling place list and tell the voter the address of their home polling place. If you need assistance, call the Election Center.

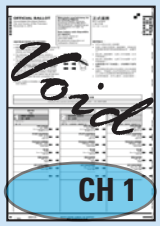
If Voter Wants a Replacement Ballot Card

1. Write VOID across returned card. Look at the card number and language abbreviation in the lower right corner so you reissue the correct card.
2. Tear off a complete set of ballot cards (1-4 or 1-5) from the ballot pad. Give voter the correct replacement card and receipt and write VOID on the remaining cards from that set.
3. Put all the voided cards in the Red Box.
4. If the voter requests to void the same card again, issue the new card and

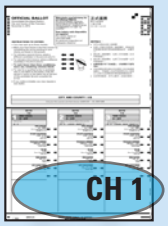
Say:



Under state law, I can only issue the same card 3 times. This is the third and final card that I may issue to you. May I offer you any assistance?

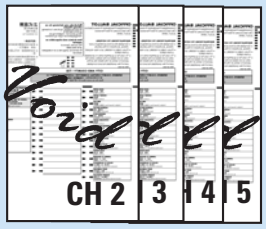


Voter's Void card



Replacement card

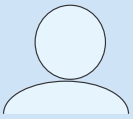
Void remaining cards from replacement set



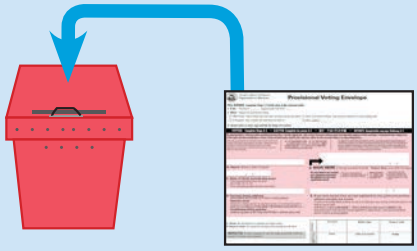
Assist Voter with Provisional Voting

A voter must vote provisionally if their eligibility cannot be determined at the polling place. To process a voter provisionally, first explain to the voter the reason that they are voting provisionally, then complete steps 1-5 with the voter at the Election Table. Instruct the voter to fill out steps A-E on the provisional envelope.

Say:



Please fill out Steps A through E on this envelope. You will need the reference number on this receipt to check whether your vote was counted. After you mark your ballot, seal it in the envelope and drop it in the Red Box. Do not insert your ballot into the Insight Voting Machine.



Voter Should:

Fold completed card in half and place in completed provisional envelope, then seal and place into Red Box.

Say: *Thank you for voting!* and offer an "I Voted" sticker.

Insight Clerk

Standard Procedures

1. Sit or stand behind the Insight Voting Machine to protect voter privacy. Never look at or touch a voted ballot.

2. Only voters with a **Blue Secrecy Folder** may use the Insight Machine because they are Standard Voters and signed the Roster. (If voter does not have a Blue Secrecy Folder, ask voter to return to Election Table for assistance).

Say:

Please insert your ballot one card at a time and release quickly.

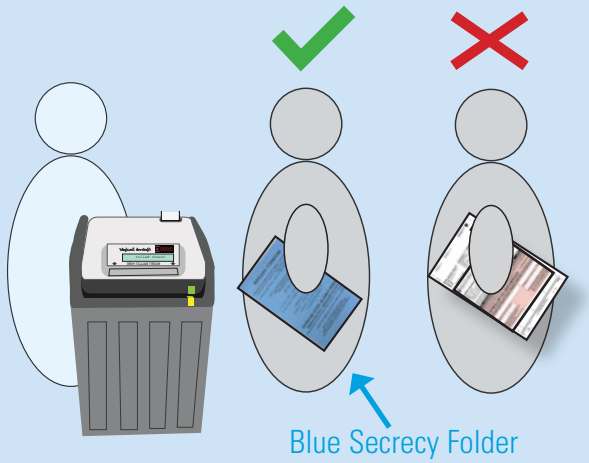
3. Collect Blue Secrecy Folder and pen.

Say:

4. *Thank you for voting!*

and offer an "I Voted" sticker.

Check LED counter. If counter reaches 700, tell Inspector.



If the Machine Returns a Voter's Ballot

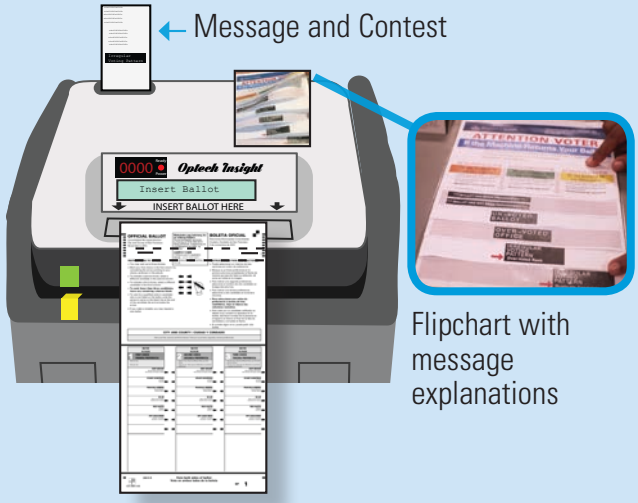
If the machine returns a voter's ballot and prints a message, it means a contest on the ballot is marked in a way the machine cannot read.

Follow these steps:

1. The printout lists the message and the contest it applies to. Show printout to voter.

Say:

The machine returned your ballot and printed a message.



2. Show (or read) to the voter the meaning of the message on the flipchart attached to the machine.

3. **Ask the voter to choose ONE option:**

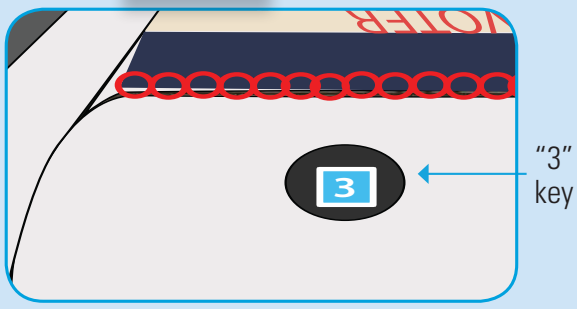
If: Voter wants to get a new ballot card.

Then: Direct voter to get a replacement ballot card at the Election Table.

or

If: Voter wants to submit ballot as-is.

Then: Press the "3" key through the round opening in the control panel at the back of the Insight Machine.



Questions? Call the Election Center **(800) 554-9934**. Voter has questions? Call Voter Assistance **(415) 554-4375**.

Insight Clerk

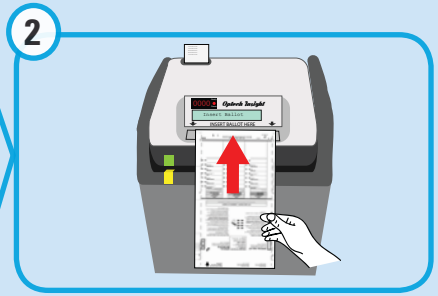
Clearing a Ballot Jam

A ballot jam means a ballot card is stuck in the tabulator and the machine did not route it to the appropriate bin. If a ballot jams, check the Insight printout:

If printout reads: BALLOT HAS NOT BEEN PROCESSED

1.

   Pull up the Insight Tabulator by the handle in front to check for ballot. Ask voter to gently pull the ballot card out.

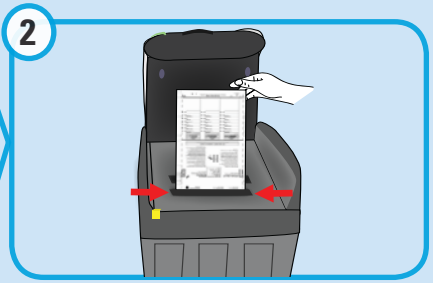
2. 

   Ask voter to re-insert card if undamaged. If card is torn or bent, ask voter to take damaged card to the Election Table for a replacement ballot card.

If printout reads: BALLOT HAS BEEN PROCESSED

1.

   Pull up the Insight Tabulator by handle in front to check for ballot. Ask voter to gently pull the ballot out.

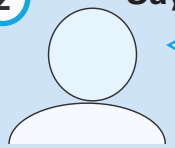
2. 

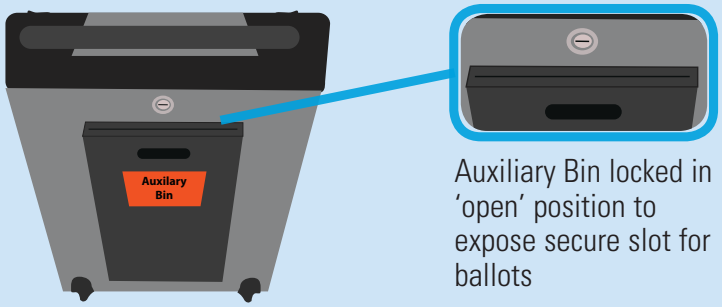
   While you are lifting the Insight Tabulator, ask voter to drop the card directly in the FRONT slot (slot nearest to voter).

If the Machine Stops Working

1. Inspector will unlock Auxiliary Bin so voting can continue and then call the Election Center for assistance.

2. **Say:** *Please insert your ballot into this secure bin.*





Auxiliary Bin locked in 'open' position to expose secure slot for ballots

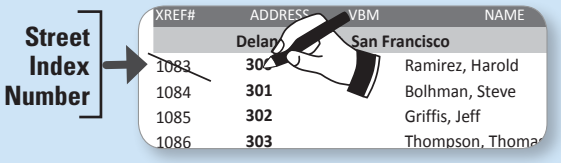
When issue is resolved, call your Field Election Deputy (FED) to insert Auxiliary Bin ballots into the Insight Machine. If any ballots are returned with a message, they must be placed back in the Auxiliary Bin – they will be processed after the election.

INSPECTOR: TEAR OUT AND ASSIGN THIS JOB CARD.

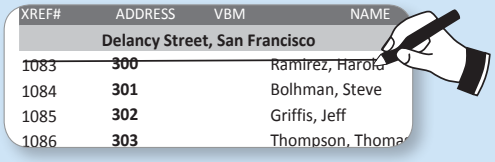
Street Index/Redirection

Note: Not all precincts have 4 clerks. Use this Job Card only if you precinct has a 4th clerk

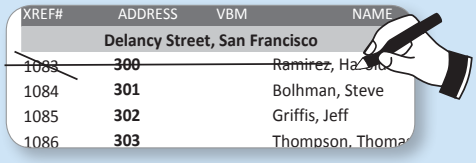
Update the Street Index



1. **Table Copy:** For each voter, find cross reference number from Roster. Cross off number.



2. **Posted Copy** (posted just outside your polling place room): Once an hour until 6 p.m., mark through names of all voters crossed off on Table Street Index



3. **Table Copy:** Mark through names once Posted Copy has been updated.

Assist with Redirection to Voter's Home Polling Place

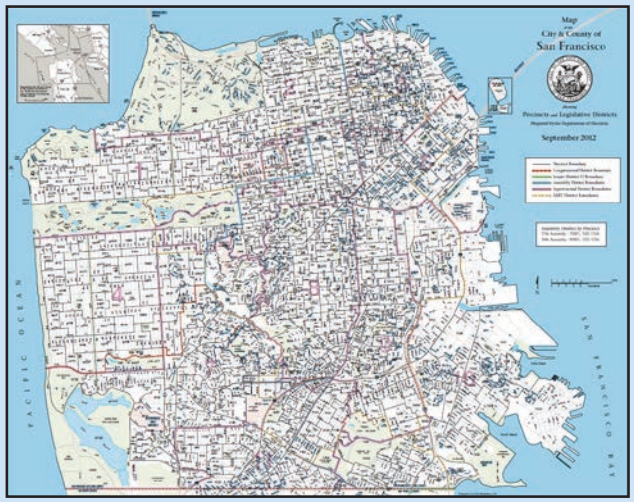
For a voter not listed in the Roster, offer the option of redirection or provisional voting.

If voter wants to go to home polling place:

- Use the city map and polling place list to provide redirection to home polling place; or
- Call for directions to home polling place: (415) 554-4375; or
- Voter can also visit *sfelections.org*

When using the city map and polling place list:

1. Find the city map and the polling place list (on blue paper) in the Election Table folder.
2. Ask voter to point to where they live on the map. Precinct numbers are listed on the map.
3. Find the corresponding precinct number on the polling place list and tell the voter the address of their home polling place. If you need assistance, call the Election Center.



Questions? Call the Election Center **(800) 554-9934**. Voter has questions? Call Voter Assistance **(415) 554-4375**.

Street Index/Redirection

VOTING JOB CARD 4

Assist Voter with Provisional Voting

A voter must vote provisionally if their eligibility cannot be determined at the polling place. To process a voter provisionally, first explain to the voter the reason that they are voting provisionally, then complete steps 1-5 with the voter at the Election Table. Instruct the voter to fill out steps A-E on the provisional envelope.

Say:

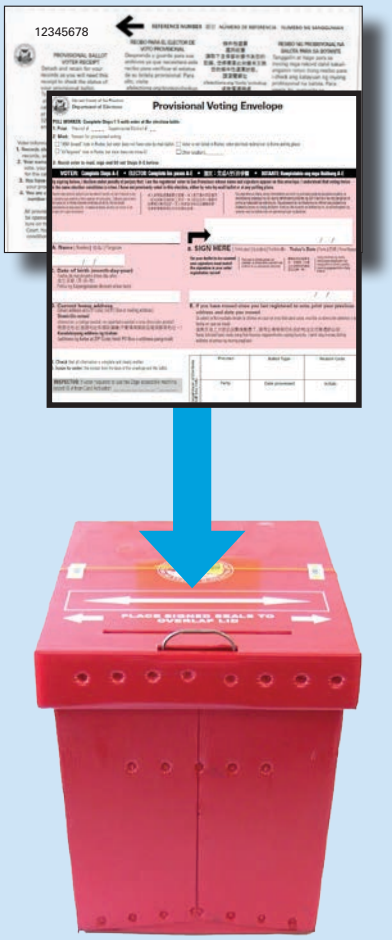
1. *Please fill out Steps A through E on this envelope. You will need the reference number on this receipt to check whether your vote was counted. After you mark your ballot, seal it in the envelope, and drop it in the Red Box. Do not insert your ballot into the Insight Voting Machine.*

2. **Voter should:**
Fold completed card in half and place in completed provisional envelope, then seal and place into Red Box.

Say:

3. *Thank you for voting!*

and offer an "I Voted" sticker.



Reference number is located on the back of the provisional envelope.

Insight Voting Machine Ballot Messages

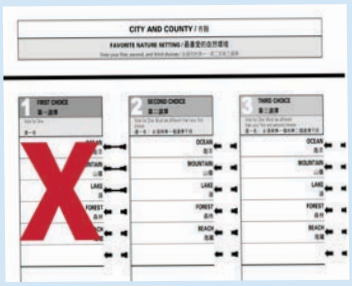
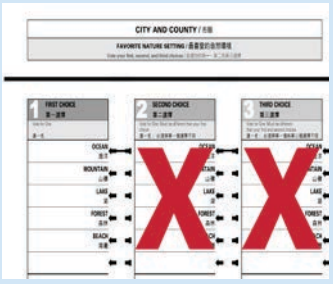
If the Insight Machine returns a voter's ballot card and prints a message, it means a contest on the ballot is marked in a way the machine cannot read.

- A voter always has a choice to re-mark a ballot card or have it accepted as-is.
- On Election Day, use the flipchart on the Insight Machine to show the voter explanations of the messages. Messages, ballot images, and explanations are reprinted below:

Message and contest it applies to

"Irregular Voting Pattern" messages are for ranked-choice voting contests only.

Message	UN-VOTED BALLOT	OVER-VOTED OFFICE
Message Meaning	**UN-VOTED BALLOT** • No selections are marked on the ballot card. • To mark the ballot card, use the ballot-marking pen. If you do not wish to vote any contests on this card, tell the poll worker to accept the ballot card.	**OVER-VOTED OFFICE** • More than the allowed number of selections are marked. No vote for this contest can be counted. • To change your vote, ask for a new ballot card. Otherwise, tell the poll worker to accept the ballot card.

IRREGULAR VOTING PATTERN OVERVOTED RANK	IRREGULAR VOTING PATTERN DUPLICATE CANDIDATE
	
Irregular voting pattern: OVERVOTED RANK • More than one candidate is marked in a column. Your vote in this column and any columns after it cannot be counted. • To change your vote, ask for a new ballot card. Otherwise, tell the poll worker to accept the ballot card.	**Irregular voting pattern: DUPLICATE CANDIDATE** • The same candidate is marked more than once. Your vote for that candidate will count only one time. • To select a different candidate for your second and third choice, ask for a new ballot card. Otherwise, tell the poll worker to accept the ballot card.

Inspector's Voting Procedures Checklist

Inspector, complete this checklist to ensure your team follows procedures.

Ensure Clerks Follow Job Cards
(fill position when Clerks are on break)

a. Roster Clerk
   - Reminder: Follows procedures and informs voters of bilingual ballot options.

b. Ballot Clerk
   - Reminder: Issues correct, complete, (4 or 5) card bilingual ballot.

c. Insight Clerk
   - Reminder: Only allows voters with Blue Ballot Secrecy Folders to insert ballots. If the machine returns a voter's ballot, uses the flipchart to explain the voter's options.

Check Security of Voting Machines with Clerk as Witness

☐ At 12:00 p.m. and 4:00 p.m.: Verify voting machines and Red Box seals are intact. Sign the bottom of the Security Seal Sheet with a clerk.

Check for Electioneering

☐ Check that there are no signs or audible/visible campaigning within 100 ft. of the polling place (see page 8).

If a Voter Requests Specific Assistance

☐ Do not look at or touch a voter's ballot unless the voter requests assistance.

☐ Fill out Assisted Voters List (in front of Roster) if any voter requests assistance.

☐ If a voter cannot enter the polling place, provide curbside voting (see page 7).

☐ Call the Election Center with any questions.

Check All Voting Materials

☐ Check if your Field Election Deputy (FED) has dropped off:
   - **Supplemental List of Vote-by-Mail Voters** (orange paper). Update the Roster by writing ***VBM Issued*** under those voters' names in the Roster.
   - **Late-but-Eligible Voters List** (purple paper). These voters are eligible to vote just like other voters listed in the Roster.

☐ "Ballot Information" signs and all materials are on Election Table and in Voter Information Kiosk pockets.

☐ Ballot and provisional envelope supplies are sufficient. If ballot cards are running low, or fewer than 25 provisional envelopes are left, call the Election Center and your FED.

☐ Initial the Custody Transfer Form (from Inspector Folder) when your FED delivers additional ballots.

☐ Name tags on all poll workers are clearly visible and identify bilingual poll workers.

☐ Insight Messages flipchart is on Insight Machine.

☐ "How to Vote" signs are posted in voting booths.

If Voters Have Children with Them

☐ By law, parents/guardians may take children under age 18 into the voting booth.

Insight Voting Machine Situations

If a Voting Machine Has a Problem

Always continue voting. Unlock the Auxiliary Bin in the back of the machine.

Say to voters:

Say: *Please insert your ballot into this secure bin.*

☐ Call the Election Center for assistance.

☐ When machine has been repaired, you or the FED will insert ballots from Auxiliary Bin into machine. If any ballots are returned with a message, place them back in the Auxiliary Bin – they will be processed after the election. Make the following announcement:

Lock Auxiliary Bin in 'open' position to expose the secure slot for ballots

Say: *My name is _____ and I am the FED/Inspector for this precinct. This machine is working again and we will now insert ballots into the machine that voters deposited in the Auxiliary Bin while the machine was not working.*

INSPECTOR

If the Insight Machine Returns a Voter's Ballot and Prints a Message

Follow Voting Job Card 3: Insight Clerk

☐ Show printout message from the machine to the voter.

☐ Show meaning of the message on the flipchart (attached to Insight machine) to the voter.

☐ Voter decides:

- **A**: submit ballot as-is (voter re-inserts card, Clerk presses "3" key through the opening on the back panel); or
- **B**: re-mark ballot (voter removes ballot and takes it to the Election Table for replacement)

If the Insight Machine Jams

Follow Instructions on Voting Job Card 3: Insight Clerk
Read printout.

A. If printout says **'BALLOT HAS NOT BEEN PROCESSED'**, the vote has not been counted.

1. Pull up the Insight Tabulator by handle in front to check for ballot. Ask voter to gently pull the ballot card out.
2. Ask voter to re-insert card if undamaged, or take it to the Election Table for a replacement if the card is torn or bent.

B. If printout says **'BALLOT HAS BEEN PROCESSED'**, the vote has been counted.

1. Pull up the Insight Tabulator by handle at the front to check for ballot. Ask voter to gently pull the ballot card out.
2. While you are lifting the Insight Tabulator, ask voter to drop the card directly in the FRONT slot (nearest to voter).

Edge Accessible Voting Machine Instructions

If a voter **requests** to use the **touchscreen** or **audio** ballot, you must activate a voter card. To begin, get the Card Activator from the square black bag.

Standard TOUCHSCREEN Ballot (Voter Signs Roster)

INSPECTOR

1. Turn on the Card Activator. Wait until the screen reads: "*Please Insert Voter Card*." Insert voter card into Card Activator with arrow pointing into yellow slot.

2. Screen will read: "*Activate this card?*" Press [Yes]. Screen will read: "*Activating card...*"

3. When activation is complete, voter card will eject. **Turn off Card Activator.**

4. Give card to voter. Say:

Say: *Insert this card into the yellow slot on the machine below the touchscreen and follow the on-screen instructions. Please let me know if you need any assistance.*

Provisional TOUCHSCREEN Ballot (Voter Signs Provisional Envelope)

1. Turn on the Card Activator. Wait until the screen reads: "*Please Insert Voter Card*." Insert voter card with arrow pointing into yellow slot.

2. Screen will read: "*Activate this card?*" Press [0] key.

3. Screen will read: "*Provisional Voter?*" Press [Yes].

4. Screen will read: "Copy ID, and press Enter" followed by a 10-character code. Copy this code into the space provided in the grey area at the bottom of provisional envelope.

5. Press [Enter] key. Screen will read: *"Activating card...."*

6. When activation is complete, voter card will eject. **Turn off Card Activator.**

7. Give card to voter. Say:

Say: *Insert this card into the yellow slot on the machine below the touchscreen and follow the on-screen instructions. Please let me know if you need any assistance.*

8. When voter begins voting, drop (empty) envelope with recorded ID number into Red Box.

Edge Accessible Voting Machine Instructions (continued)

Standard AUDIO Ballot (Voter Signs Roster)

1. Turn on the Card Activator. Wait until the screen reads: "*Please Insert Voter Card*". Insert voter card into Card Activator with arrow pointing into yellow slot.

2. **Do NOT press YES** when screen reads: "*Activate this card?*"

a) Press [Menu]. (*DO NOT press [Yes]*)
b) Press [4] key for audio.

Press "MENU" and "4" Key for Audio

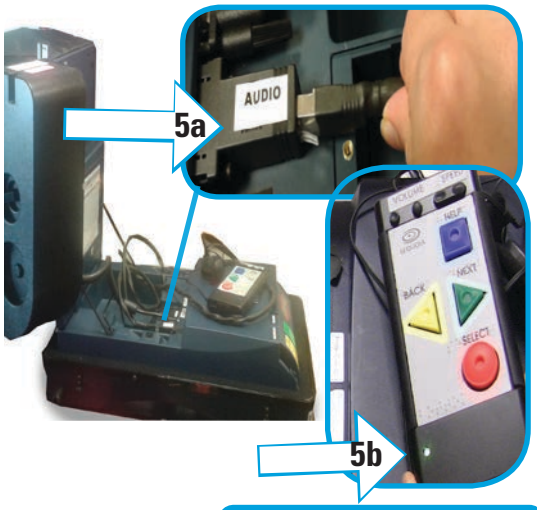
3. When audio activation is complete, voter card will eject. **Turn off Card Activator.**

4. Walk voter to Edge machine. For voter with sight impairment, offer your arm or shoulder for the voter to hold, then walk slightly ahead.

5. Make sure:

a) keypad is plugged into audio port

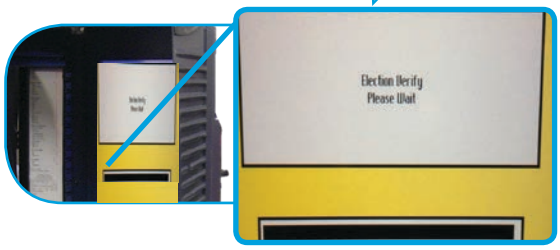
b) **green light** on keypad is **ON**



6. Check headphones are connected to keypad.

7. Hand keypad to voter so headphone cord is at the bottom.

8. Ask voter if they would like assistance inserting the voter card into the yellow card slot on the Edge Machine. Once voter card is inserted, audio ballot will load, and touchscreen will display *Audio Voting Enabled.* Green light on audio keypad will blink rapidly when audio plays. Call the Election Center if voter requests help with audio ballot.



Audio ballot takes a few minutes to load. If ballot freezes while loading, call Election Center.

9. Say to voter:

Say: *After you select a language and exit the how-to-vote instructions, you will hear the title, location and date of this election. Please do not press any buttons until you hear the title of the first contest. Please let me know if you need any assistance.*

For an AUDIO PROVISIONAL BALLOT, call Election Center immediately: (800) 554-9934

INSPECTOR

Ballot Transfer During Voting Hours

Insight Transfer

The red LED counter on the Insight Voting Machine shows how many cards have been inserted and are stored in the bins of the machine. The bins can fit up to 1,000 cards. To prevent the bins from filling and jamming the machine, you must transfer the voted ballots from Bin 2 to secured blue closing bags.

If the LED counter on the Insight Machine reaches **700**, follow these steps:

1. ☐ **Call the Election Center to obtain authorization to complete transfer.** If you need your FED to assist you, the Election Center will dispatch your FED. Otherwise, one of your Clerks may assist you with completing the transfer.

INSPECTOR

2. ☐ Get two blue closing bags from your supplies.

3. ☐ Say the following announcement to alert voters of the procedure:

Say:

> *May I have your attention please? Due to the multi-card ballot, the ballot bin for this machine is almost full. We will transfer the voted ballots into these security bags and store them in a secure ballot bag until the polls close.*

4. ☐ Unlock bin door. There are two white bins inside. You will make the transfer ONLY for Bin 2 (the larger bin). Pull Bin 2 out. Do **not** empty Bin 1 or the Auxiliary Bin.

Place Ballots from Bin 2 in blue closing bags.

5. ☐ Empty Bin 2 by placing ballots in a blue closing bag so they lay neatly. Each blue closing bag holds about 600 cards when full. Do not fill bag to capacity if it is too heavy. Have 2 people lift bag. Use as many blue bags as needed. If you require additional bags, ask your FED to provide them or call the Election Center. Additional generic plastic closing bag may also be used.

To seal bag: bring both zippers together, pull seal through both round openings in zippers and through tab on bag.

6. ☐ Seal bags with a blue plastic seal from your Plastic Supply Kit.

7. ☐ Place Bin 2 back and lock the bin door.

8. ☐ Place sealed blue bags in the Inspector Bag.

If you repeat the transfer, you may break the seals on the blue bag if there is room in the bag, or use additional bags.

Ballot Transfer During Voting Hours (continued)

Red Box Transfer

The Red Box contains many items; it is designed to fit over 500 envelopes/ballots.

1. ☐ Pick up the handle and shake the Red Box to fit more items.

2. ☐ If this does not work, **call the Election Center to obtain authorization to complete transfer.**

3. ☐ Have a yellow seal ready along with the Inspector Bag.

4. ☐ Say the following announcement to alert voters of the procedure:

Say:

> *May I have your attention please? Due to the high turnout at this precinct, the Red Box is almost full. We will transfer the contents into a secure bag until the polls close.*

5. ☐ Remove the yellow seal and place it in the Inspector Folder.

6. ☐ Place the contents into the Inspector Bag.

7. ☐ Reseal the Red Box using a new yellow seal.

8. ☐ Seal the Inspector Bag on the side and top using blue plastic seals.

Shake the Red Box to fit more items.

Place contents from Red Box into the Inspector Bag.

Using a blue plastic seal, seal the two zipper tags on the top **and** on the side (the side with San Francisco Seal) of the Inspector Bag.

INSPECTOR

Notes

Closing Procedures

Exactly 8:00 p.m.

At exactly 8:00 p.m., the Inspector loudly announces:

Say: **"The Polls are Now Closed!"**

All voters in line at 8:00 p.m. proceed to vote. If you have a line of voters outside the polling place, bring them inside and close the door or send a poll worker to the end of the line to inform late arrivals the polls are closed.

If you have voters in line at 8:45 p.m., please call the Election Center.

When the final voter exits, begin Closing Procedures. Your final responsibility is to secure Election Day materials.

CLOSING PROCEDURES TASKS

INSPECTOR

Part 1: Assign YELLOW Job Cards to Clerks

Part 2: Transfer custody of electronic results

Part 3: Complete Posted Ballot Statement and Certificate of Performance

Part 4: Transfer custody of ballots/materials and prepare voting machines for storage

Part 5: Clean-up tasks

Count unused ballots | **Count materials in Red Box** | **Count Roster Signatures**

Students may leave at 9 p.m.

All adults must stay until both Custody Transfers have been completed

Call the Election Center

if you have questions or to clarify procedures:

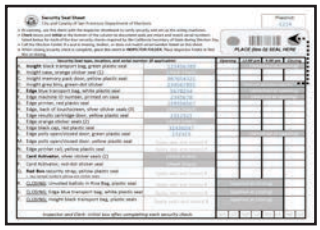
Election Center (800) 554-9934

Part 1: Inspector Assigns Job Cards and Directs Closing

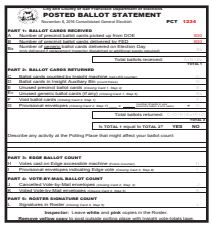
1. INSPECTOR: You will need the following items for closing procedures:

☐ Custody Transfer Form

☐ Security Seal Sheet



☐ Posted Ballot Statement (Back of Roster)



☐ Voting Machine Certificate of Performance (Back of Roster)

☐ Canvas closing bags (generic plastic closing bags, if needed)

☐ Pink Bubble Bag (for electronic results)

☐ Security Seals without barcodes (to seal closing bags) and small 'fang' seal for Edge Machine)

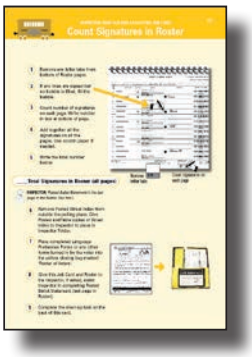
INSPECTOR

2. INSPECTOR: Tear out perforated pages and assign a Yellow Closing Job Card to each Clerk:

☐ Job Card 1: Count Unused Ballots

☐ Job Card 2: Count Red Box Materials

☐ Job Card 3: Count Signatures in Roster



CLOSING JOB CARD 1

Count and Secure Unused Ballots

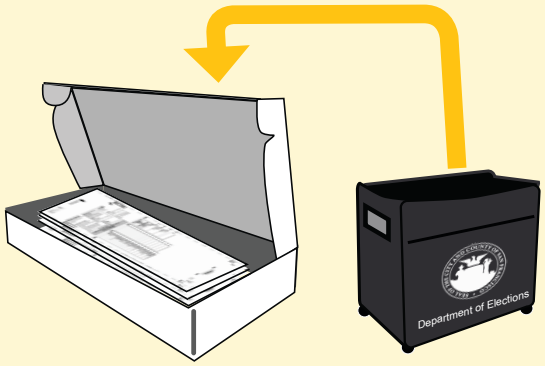
1. Count all the ballot cards remaining on the Election Table.

   Total cards on Election Table: _____

+

2. Count all the ballot cards in boxes in the Inspector Bag (50 cards per unused ballot pad for a 5-card ballot, 40 cards for a 4-card ballot).

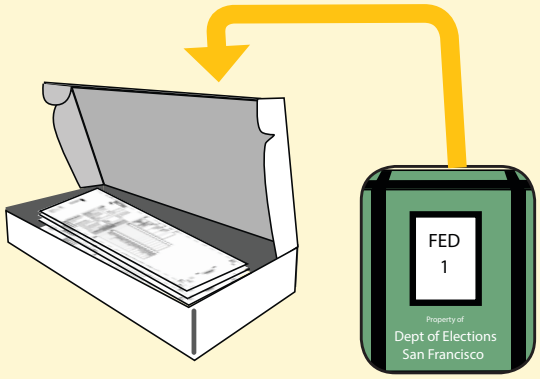
   Total cards from Inspector Bag: _____



+

3. Count all the ballot cards in boxes from the FED Bag (50 cards per unused ballot pad for a 5-card ballot, 40 cards for a 4-card ballot).

   Total cards from FED Bag: _____



=

4. Add together totals from Steps 1 through 3

   Total Unused Ballot Cards: _____

PART 2: BALLOT CARDS RETURNED	
E	Unused precinct ballot cards *(Closing Card 1, Step 4)*

INSPECTOR: Record the Total on the Posted Ballot Statement: Line E.

5. Generic ballots are issued in emergencies. If you have generic ballots, count them separately.

   Total Generic Ballot Cards: _____

PART 2: BALLOT CARDS RETURNED	
Ex	Unused generic ballot cards (if any) *(Closing Card 1, Step*

INSPECTOR: Record the Total on the Posted Ballot Statement: Line Ex.

6. Place all the ballots you have counted and all white ballot boxes in the FED bag. With the Inspector, seal the FED bag with a blue plastic seal.

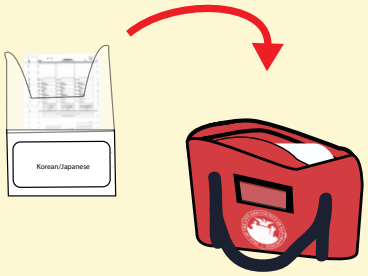
7. Complete the clean-up task on the back of the card.

8. Give this Job Card to the Inspector.

Questions? Call the Election Center **(800) 554-9934**

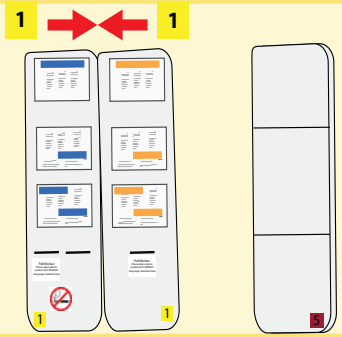
Clean-Up Task: Pack Up Kiosk

1



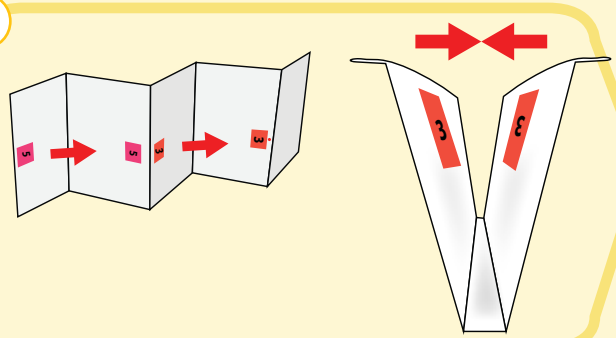
Remove plastic pockets from Kiosk and place into Red Opening Supply Bag (not Red Kiosk Bag).

2



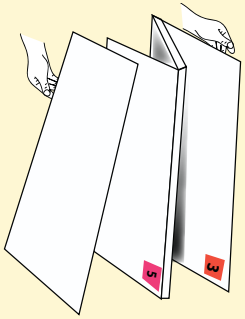
Lay pillar flat on clean surface to flatten columns. Find label #1 on bottom of both sides and fold pillar together so labels meet.

3



Place pillar on its side and fold each section to match Labels 2 with 2, 3 with 3 and so on.

4



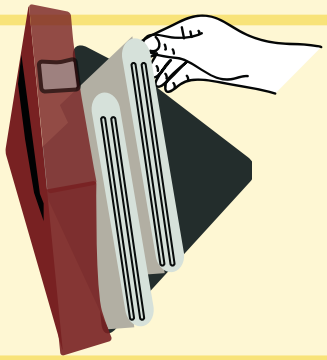
Pillar should easily fold flat when folded correctly.

5

2x

Repeat steps 1-4 for second pillar.

6



Place both pillars into Red Kiosk Bag. Folded pillars should be flat and fit easily.

INSPECTOR: TEAR OUT AND ASSIGN THIS JOB CARD.

Count and Secure Materials in Red Box

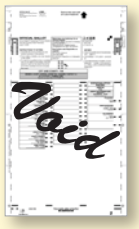
INSPECTOR:

- Break the seal on the Red Box and place in Inspector Folder. Give this Clerk closing bags: brown bag (Bag #4), purple bag (Bag #5), and pink bag (Bag #6).

CLERK:

- Count and record materials described below. Place in designated closing bags.

1



1. Count number of ballot cards marked VOID.

TOTAL: _____

PART 2: BALLOT CARDS RETURNED	
F	Void ballot cards *(Closing Card 2, Step 1)*

INSPECTOR: Record the Total on the Posted Ballot Statement: Line F.

2

2. Count number of CANCELED Vote-by-Mail envelopes.

TOTAL: _____

PART 4: VOTE-BY-MAIL BALLOT COUNT	
J	Canceled Vote-by-Mail envelopes *(Closing Card 2, Step 2)*

INSPECTOR: Record the Total on the Posted Ballot Statement: Line J.

3

3. Find stapled ballot pad stubs (do not count these).

4

4. Place all items in **brown closing bag** (Bag #4).

5

5. Count number of VOTED Vote-by-Mail envelopes.

PART 4: VOTE-BY-MAIL BALLOT COUNT	
K	Voted Vote-by-Mail envelopes *(Closing Card 2, Step 5)*

INSPECTOR: Record the Total on the Posted Ballot Statement: Line K.

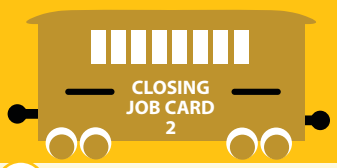
TOTAL: _____

6

6. Place envelopes in **purple closing bag** (Bag #5). **You have 2-3 purple bags; use as many as needed.**

Questions? Call the Election Center **(800) 554-9934**

Count and Secure Materials in Red Box



7. Count the number of provisional envelopes with a **blank** 'Edge Voter' section at the bottom of the envelope (this means the envelope contains a paper ballot).

PART 2: BALLOT CARDS RETURNED		
G	Provisional envelopes *(Closing Card 2, Step 7)*	x

INSPECTOR: Record the Total on the Posted Ballot Statement: Line G.

TOTAL: _____

8. Count the number of provisional envelopes with 'Edge Voter' section at the bottom of the envelope **filled in** (this means the voter voted on the Edge Machine and the envelope does not contain a paper ballot). *If none, write "0"*

PART 3: EDGE BALLOT COUNT		
I	Provisional envelopes indicating Edge vote *(Closing Ca*	

INSPECTOR: Record the Total on the Posted Ballot Statement: Line I.

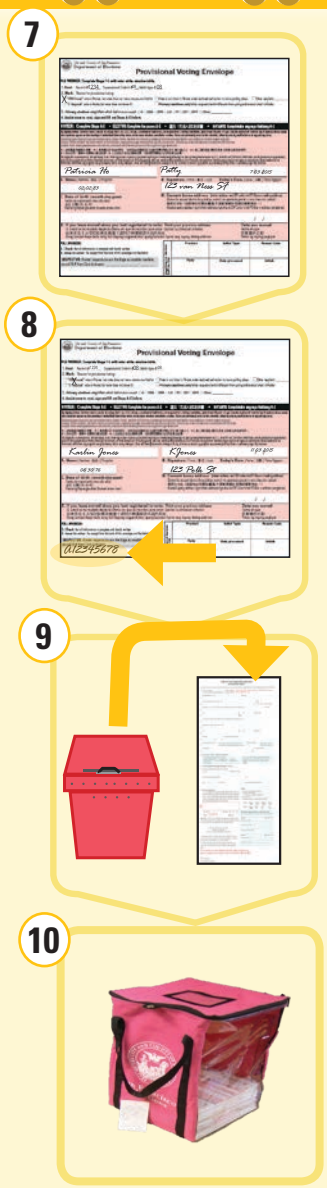
TOTAL: _____

9. Find any completed Voter Registration Cards placed in Red Box during the day (**do not count these**).

10. Place provisional envelopes and completed Voter Registration Cards in **pink closing bag** (Bag #6).

11. Lay out all the materials on the Election Table.

12. Complete the clean-up task below and give this Job Card to your Inspector.



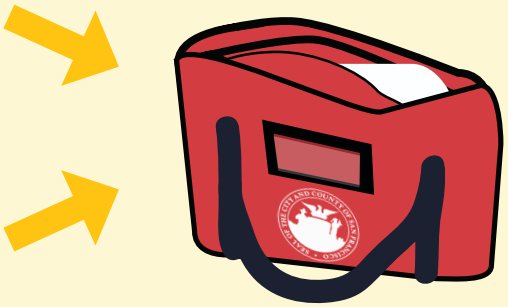
Clean-Up Task: Pack Up Signs

Place signs in Red Opening Supply Bag

☐ Remove signs posted outside the polling place (do not remove Posted Ballot Statement, Insight Machine printout, and Edge totals report). Remove blue tape from signs.

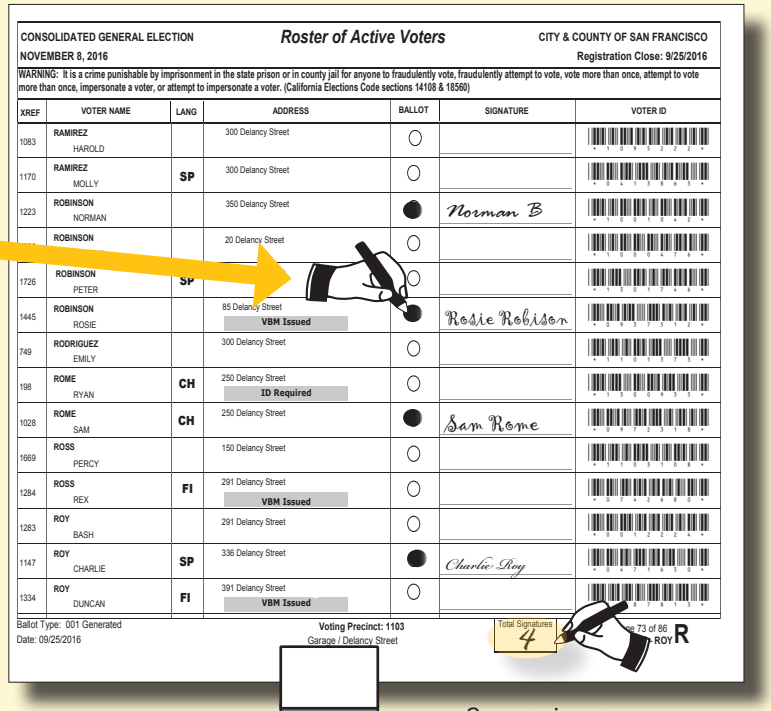
Place Election Table items in Red Opening Supply Bag and return items to Plastic Supply Kit

☐ Items remaining on the Election Table: page magnifier, manila Election Table folder, etc.



Count Signatures in Roster

1. Remove any letter tabs from bottom of Roster pages.
2. If any lines are signed but no bubble is filled, fill the bubble.
3. Count number of signatures on each page. Write number in box at bottom of page.
4. Add together all the signatures on all the pages. Use scratch paper if needed.
5. Write the total number below:



Remove letter tabs

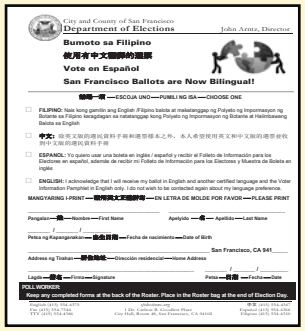
Count signatures on each page

Total Signatures in Roster (all pages)_____

PART 5: ROSTER SIGNATURE COUNT	
L	Signatures in Roster *(Closing Card 3, Step 5)*

INSPECTOR: Record the Total on the Posted Ballot Statement: Line L.

6. Remove Posted Street Index from outside the polling place. Give Posted and Table copies of Street Index to Inspector to place in Inspector Folder.
7. Place completed Language Preference Forms or any other forms turned in by the voter into the **yellow closing bag** (Bag #7) marked 'Roster of Voters'.
8. Give this Job Card and Roster to the Inspector. If asked, assist Inspector in completing Posted Ballot Statement (last page in Roster).
9. Complete the clean-up task on the back of this card.



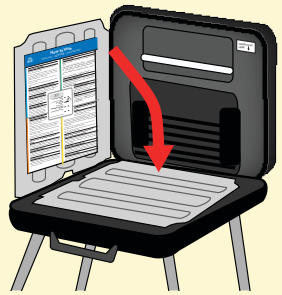
Questions? Call the Election Center **(800) 554-9934**

Clean-Up Task: Pack Up Voting Booths

1

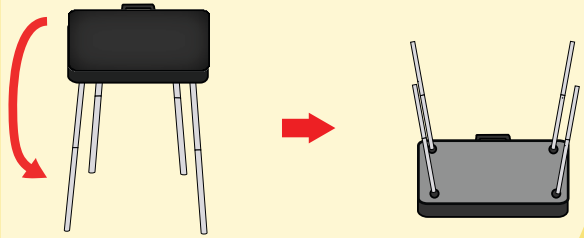
Unplug booths from the daisy chain.

2



Fold in the grey sides.

3



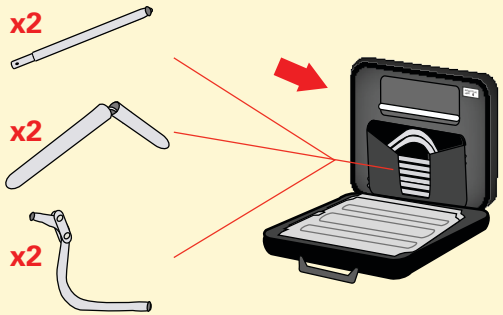
Close the black lid and turn the booth over so that the legs are facing up.

4

A Straight Leg Extensions x2

B Longer Legs x2

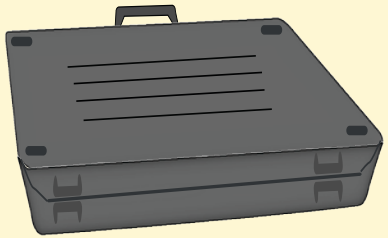
C Curved legs x2



Remove legs and place in storage compartment.

IMPORTANT *for Accessible Booth: Place the legs into the storage compartment in the order displayed above.*

5



This placement will allow you to close the booths.

Part 2: Transfer Custody of Electronic Results

A Department of Parking and Traffic Officer will collect the electronic results from your precinct. Follow the steps below to prepare the materials.

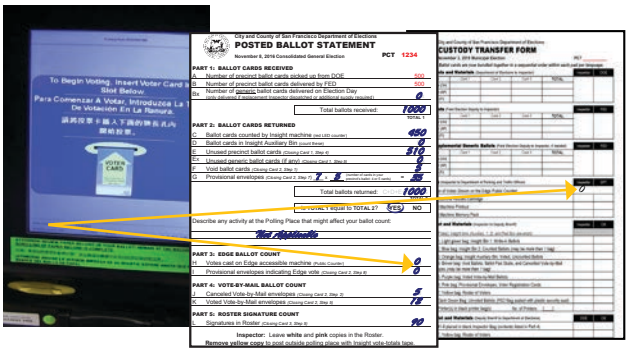
Edge Machine Electronic Results

1. ☐ Record Edge Public Counter from touchscreen onto:

Custody Transfer Form (Part 3, Line A)

Posted Ballot Statement (Part 3, Line H)

NOTE: If there are 10 or more votes cast, you will need to complete the Edge Machine Vote Totals Report. Call the Election Center if you have any questions.



2. ☐ Record number on the Protective Counter. **Seal Sheet, Line O.**

3. ☐ INSPECTOR: Check all seals are intact (See Security Seal Sheet).

4. ☐ INSPECTOR: DO NOT close polls before 8 p.m. Break yellow seal on POLLS OPEN/CLOSE door, put in Inspector Folder.

5. ☐ INSPECTOR: Open POLLS OPEN/CLOSE door.

6. ☐ Turn knob to CLOSE.

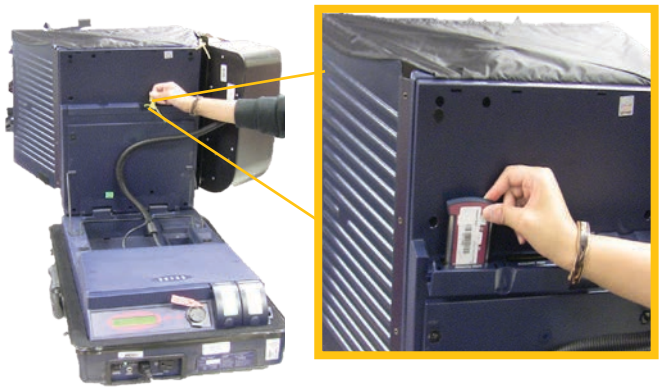
7. ☐ Wait 5-20 seconds for report to start printing. Wait for printing to finish.

8. ☐ INSPECTOR: Open POWER ON & OFF door.

9. ☐ Turn knob to off.

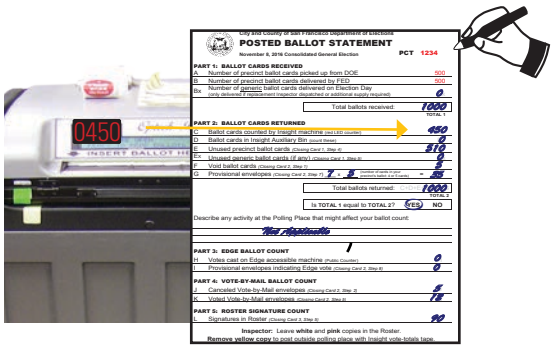
10. ☐ INSPECTOR: Break yellow seal on results cartridge door, place in Inspector Folder.

11. ☐ INSPECTOR: Open Door. Remove Results Cartridge and place in Pink Bubble Bag. Close door.



INSPECTOR

Insight Machine Electronic Results



1. ☐ INSPECTOR: Write number from red LED counter on **Posted Ballot Statement Part 2, Line C.**

2. ☐ INSPECTOR: Check orange sticker seal under control panel lock is intact.

3. ☐ INSPECTOR: Unlock control panel. Check memory pack door yellow seal is intact.

4. ☐ INSPECTOR: Print all-day report (for 1st pick-up) using keypad:

a) press **Print Totals** key;

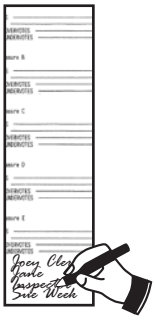
b) press **0 (zero)** to print vote totals;

c) press **9-9-9-9** to print audit log;

d) press **Paper Feed** key to advance 6 inches of blank tape;

e) leave an inch of tape sticking out of machine when tearing off tape.

STEP 4:
1st: All-day report: place in Pink Bubble Bag



STEP 6:
2nd: Totals-only report: post outside

5. ☐ Inspector and all Clerks sign the printout at the bottom. Place this report in Pink Bubble Bag.

6. ☐ INSPECTOR: Print totals-only report:

a) press **Print Totals** again. Wait for printing to finish;

b) press **Paper Feed** to advance tape, then tear off printout.

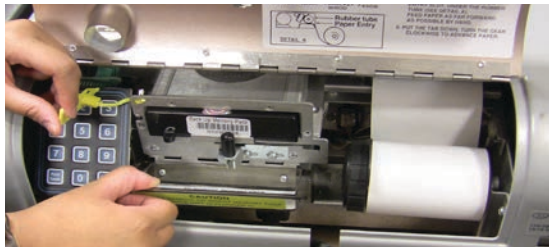
7. ☐ Inspector and all Clerks sign totals-only print-out at the bottom.

8. ☐ Keep the 2nd report to post outside the polling place with yellow copy of Posted Ballot Statement.

9. ☐ **UNPLUG MACHINE!**

INSPECTOR

10. ☐ INSPECTOR: Break yellow seal on memory pack door, place in Inspector Folder. If seal is stuck in door, twist seal "head" (flat part with number) until it breaks off from the "tail"— then you will be able to open the door.



11. ☐ INSPECTOR: Open memory pack door. Push black post up slightly (about 1/8 inch) and slide to far right. Remove memory pack and place in Pink Bubble Bag.

12. ☐ Slide post back to center to close memory pack door. **Place only the head of the power cord into control panel, NOT entire cord.**

Transfer Custody to Department of Parking and Traffic (DPT) Officer

INSPECTOR

1. ☐ INSPECTOR: With DPT Officer, sign Custody Transfer Form Part 3 to transfer custody.

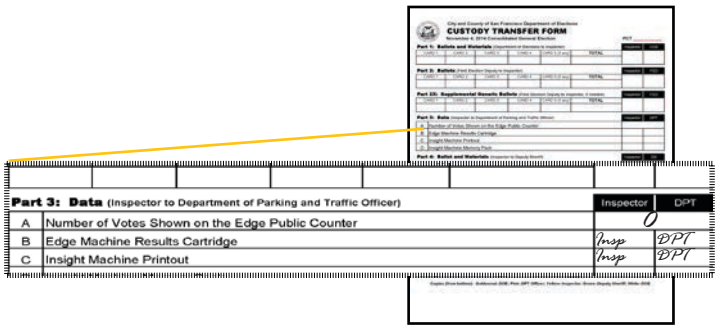
2. ☐ Seal Pink Bubble Bag with paper seal (located in Pink Bubble Bag).

3. ☐ Give Officer bottom (pink) copy of Custody Transfer Form.

4. ☐ DPT Officer takes sealed Pink Bubble Bag.

Congratulations!

You've completed the electronic results custody transfer!



CUSTODY TRANSFER FORM

Part 3: Data (Inspector to Department of Parking and Traffic Officer)		Inspector	DPT
A	Number of Votes Shown on the Edge Public Counter		0
B	Edge Machine Results Cartridge	Insp	DPT
C	Insight Machine Printout	Insp	DPT

Insight Voting Machine all-day report

Edge Voting Machine results cartridge

Insight Voting Machine memory pack

Part 3: Complete Posted Ballot Statement and Voting Machine Certificate of Performance

The Posted Ballot Statement documents that you are returning all the ballots given to your precinct. The Clerks count materials and record totals on their Closing Job Cards.

1. ☐ Complete Posted Ballot Statement **(in back of Roster)** using Clerk Job Cards. Call the Election Center with any questions.

Please note the Clerk Job Cards also contain instructions for clean-up tasks. You can copy the totals from the Job Cards and return them to the Clerks so that they can complete the clean-up tasks.

City and County of San Francisco Department of Elections

POSTED BALLOT STATEMENT

November 8, 2016 Consolidated General Election **PCT 1234**

PART 1: BALLOT CARDS RECEIVED

A	Number of precinct ballot cards picked up from DOE	500
B	Number of precinct ballot cards delivered by FED	500
Bx	Number of generic ballot cards delivered on Election Day (only delivered if replacement Inspector dispatched or additional supply required)	0
	Total ballots received:	1000 TOTAL 1

PART 2: BALLOT CARDS RETURNED

C	Ballot cards counted by Insight machine (red LED counter)	450
D	Ballot cards in Insight Auxiliary Bin (count these)	0
E	Unused precinct ballot cards *(Closing Card 1, Step 4)*	510
Ex	Unused generic ballot cards (if any) *(Closing Card 1, Step 5)*	0
F	Void ballot cards *(Closing Card 2, Step 1)*	5
G	Provisional envelopes *(Closing Card 2, Step 7)* 7 x 5 (number of cards in your precinct's ballot: 4 or 5 cards) =	35
	Total ballots returned: C+D+E+Ex+F+G	1000 TOTAL 2
	Is **TOTAL 1** equal to **TOTAL 2**?	YES NO

Describe any activity at the Polling Place that might affect your ballot count:

Not Applicable

PART 3: EDGE BALLOT COUNT

H	Votes cast on Edge accessible machine (Public Counter)	0
I	Provisional envelopes indicating Edge vote *(Closing Card 2, Step 8)*	0

PART 4: VOTE-BY-MAIL BALLOT COUNT

J	Canceled Vote-by-Mail envelopes *(Closing Card 2, Step 2)*	5
K	Voted Vote-by-Mail envelopes *(Closing Card 2, Step 5)*	12

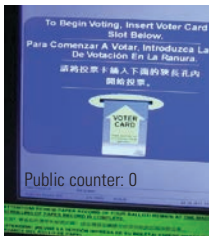
PART 5: ROSTER SIGNATURE COUNT

L	Signatures in Roster *(Closing Card 3, Step 5)*	90

Inspector: Leave **white** and **pink** copies in the Roster.
Remove yellow copy to post outside polling place with Insight vote-totals tape.

Line A and B are pre-filled. If you have generic ballots, your FED will help you record the number on Line Bx.

If there are any ballots in the Auxiliary Bin (at back of the Insight machine), count these separately.



Use completed Clerk Closing Job Cards to fill in remaining lines.

INSPECTOR

2. ☐ Complete the voting machine Certificate of Performance **(in back of Roster)** and follow the instructions on the Certificate of Performance for the option that is applicable to your precinct.

City and County of San Francisco
Department of Elections

CERTIFICATE OF PERFORMANCE
Of Voting Machines
November 8, 2016 Consolidated General Election **PCT** 1234

Poll Worker: Select ONE option:

____A:

More than 10 votes were cast on each of the voting machines at this precinct. The results of votes cast for each contest is posted for each voting machine.

Poll worker: Post 1) one copy of this Certificate of Performance of Voting Machines, 2) the yellow copy of the Posted Ballot Statement, 3) the second (shorter) printout from the Insight voting machine, and 4) complete and post the Edge accessible voting machine vote totals report (located in the Roster).

____B:

The results of votes cast are not posted for voting machines that recorded fewer than 10 votes cast. Results of votes cast are posted for the voting machine that recorded more than 10 votes cast. (Check this option if fewer than 10 people voted on the Edge accessible voting machine)

Poll worker: Post 1) one copy of this Certificate of Performance of Voting Machines, 2) the yellow copy of the Posted Ballot Statement, and 3) the second (shorter) printout from the Insight voting machine.

____C:

Fewer than 10 votes were cast on either voting machine at this precinct. The results of votes cast for each contest is not posted for either voting machine.

Poll worker: Post 1) one copy of this Certificate of Performance of Voting Machines, and 2) the yellow copy of the Posted Ballot Statement.

We, the Inspector and Clerks at this precinct, certify that the above information is accurate to the best of our knowledge.

Inspector's Signature | Clerk's Signature
Clerk's Signature | Clerk's Signature
Clerk's Signature | Clerk's Signature

Select option B if fewer than 10 people voted on the Edge Machine and more than 10 people voted on the Insight Machine. This will apply to most precincts.

3. ☐ All poll workers sign Posted Ballot Certification (back cover of Roster).

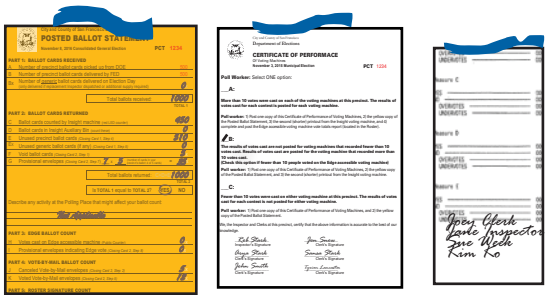
4. ☐ Remove only the yellow copy of Posted Ballot Statement. Leave white and pink copies in the Roster.

5. ☐ Remove one copy of Certificate of Performance.

6. ☐ Place Roster in yellow bag marked 'Roster of Voters'.

7. ☐ Follow instructions on the Certificate of Performance.

For most precincts: Use blue tape to post the yellow copy of Posted Ballot Statement, one copy of the Certificate of Performance, and the Insight vote-totals tape (the second printout) outside. If you selected option A on the Certificate of Performance, complete and post the Edge Accessible Voting Machine Vote Total Report. Call Election Center with any questions.



INSPECTOR

Part 4: Transfer Custody of Ballots and Materials and Prepare Voting Machines for Storage

A Deputy Sheriff will collect all ballots, Roster, and Edge printer. Follow the steps below to prepare.

Secure Unvoted Ballots for Custody Transfer

1. ☐ When Closing Job Card 1 is complete and **unvoted ballots have been counted**, place all unused ballots in the FED Bag(s).
2. ☐ INSPECTOR: Seal FED Bag(s) with blue plastic (non-barcoded) seal from Supply Kit through the zipper and tab.
3. ☐ Place sealed FED Bag(s) near the Election Table for custody transfer to Deputy Sheriff.

INSPECTOR

Secure Printer from Edge Voting Machine for Custody Transfer

1. ☐ The Edge printer contains election information and will be picked up by the Deputy Sheriff with other election materials. **Never break the red seal on the printer.**
2. ☐ Take curtain off printer and reattach to left panel of Edge machine.
3. ☐ INSPECTOR: Break yellow seal on top rail of printer. Place broken seal in Inspector Folder.
4. ☐ **Disconnect printer cords.** Slide printer off Edge machine.
5. ☐ Place in bag with "this side up" sticker on bag and printer on the same side.
6. ☐ Set printer in bag on Election Table for custody transfer to Deputy Sheriff.

Secure VOTED Ballots from Insight Voting Machine for Custody Transfer

1. ☐ Place write-in ballots from Bin 1 into light green bag.

Unlock Insight bin door. Pull out Bin 1 (smaller bin).

Ballots in this bin contain write-in votes.

Place ballots into light green bag (Bag #1).

Give any empty bags to Deputy.

2. ☐ Place ballots from Bin 2 into blue bag.
Pull out Bin 2 (larger bin).

One small handful at a time, place ballots from Bin 2 into blue bag (Bag #2) neatly. Have two people lift bag. Use as many bags as needed.

Give any empty bags to Deputy.

Do not fold or wrinkle ballots.

Place ballots in bag neatly so they lay flat.

3. ☐ Unlock the Auxiliary Bin in the back of the machine.

Voted ballots in this bin have not been counted. If there are any ballots in this bin, count them and record total number. **Posted Ballot Statement, Line D.**

Place any ballots from Auxiliary Bin into orange bag (Bag #3).

Give any empty bags to Deputy.

INSPECTOR

Prepare Edge Voting Machine for Storage

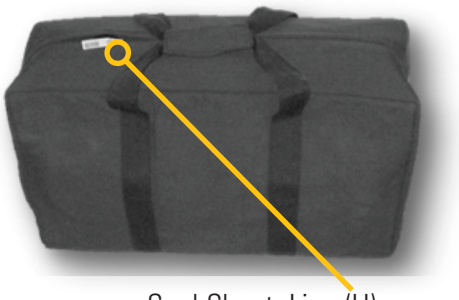
1. ☐ Unplug and tuck Edge power cord under flap inside Edge case lid.
2. ☐ Unplug audio unit and place it back in its small black bag.
3. ☐ Lower touchscreen. Put case lid on Edge and latch lid.
4. ☐ Place Edge in its blue bag. Pull zipper tab to the very end of the zipper.
5. ☐ Fit zipper tab into grooves and press flat. If pieces of original seal are visible, push out with the tip of a ballpoint pen.
6. ☐ INSPECTOR: Insert white plastic "fanged" seal from Supply Kit. Record serial number on **Security Seal Sheet, Line (T).**

Seal Sheet, Line (T)

Prepare Insight Voting Machine for Storage

INSPECTOR

1. ☐ Place plug/head **(not entire cord)** inside control panel compartment. Lock door.
2. ☐ With Clerk, lift tabulator off bins and zip inside black bag.
3. ☐ INSPECTOR: Close and lock bin lid on top of bins.
4. ☐ INSPECTOR: Seal zipper on Insight bag with blue plastic seal from Supply Kit. Record serial number on **Security Seal Sheet, Line (U).**
5. ☐ Check Card Activator is **TURNED OFF** and **UNPLUGGED** (red, green lights OFF). Place Card Activator, power cord, and any voter cards in black bag.
6. ☐ After Deputy Sheriff has checked that Insight bins are empty, place Card Activator and Audio Keypad, in their black bags, back into Insight Bin 2.
7. ☐ Lock bin doors.
8. ☐ **Initial Seal Sheet, Line (V)** to confirm machines are closed and locked.


Seal Sheet, Line (U)

Voting Machines STAY at polling place

Compile Materials and Transfer Custody to Deputy Sheriff

☐ **1) Light Green Bag:** Voted ballots with write-in votes from **Insight Bin 1**

☐ **2) Blue Bag:** Voted ballots from Insight Bin 2. You have 2-3 blue bags; use as many as needed

☐ **3) Orange Bag:** Voted **uncounted** ballots from **Auxiliary Bin** (count these ballots, if any)

☐ **4) Brown Bag:** **Canceled** Vote-by-Mail envelopes, **void** ballots, ballot pad stubs

☐ **5) Purple Bag:** Voted Vote-by-Mail envelopes. You have 2 purple bags; use as many as needed

☐ **6) Pink Bag:** Provisional envelopes, Voter Registration Cards

☐ **7) Yellow Bag:** Roster of Voters and forms turned in by voters

☐ **8) Edge Printer**

☐ **9) FED Bag(s):** Unvoted Ballots (sealed)

INSPECTOR

Deputy Sheriff takes all items on this page.
See next page for Custody Transfer instructions.

Compile Materials and Transfer Custody to Deputy Sheriff (continued)

1. ☐ Seal each bag as shown, with a blue plastic (not barcoded) seal.

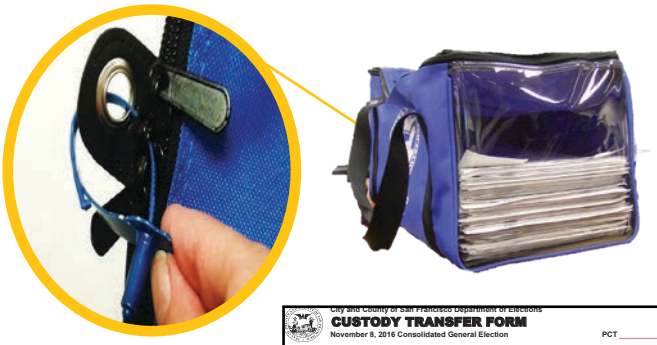
- For bags with one zipper, pull seal through round opening in zipper and tab on bag.
- For bags with two zippers, bring both zippers together. Pull seal through both round openings in zippers and through tab on bag.

2. ☐ Deputy checks Insight bins (Bin 1, 2, and Auxiliary Bin) and Red Box are empty.

3. ☐ Initial Custody Transfer Form Part 4 with Deputy Sheriff to transfer custody of all listed materials.

4. ☐ Deputy will take all items listed on Custody Transfer Form. Place Bags #1-6 in the Inspector Bag (if bags do not fit, Deputy will take them separately).

5. ☐ Take bottom copy of Custody Transfer Form, give all remaining copies to Deputy Sheriff. (Keep pink DPT copy if waiting for 1st pick-up!)



City and County of San Francisco Department of Elections
CUSTODY TRANSFER FORM
November 8, 2016 Consolidated General Election
PCT _____

Part 1a Ballots and Materials (Department of Elections to Inspector)

Language	TOTAL	Inspector	DOE
English/Chinese (CH)			
English/Spanish (SP)			
English/Filipino (FI)			

Part 2a Ballots (Field Election Deputy to Inspector)

Language	TOTAL	Inspector	FED
English/Chinese (CH)			
English/Spanish (SP)			
English/Filipino (FI)			

Part 2Ga Supplemental Generic Ballots (Field Election Deputy to Inspector, if needed)

Language	TOTAL	Inspector	FED
English/Chinese (CH)			
English/Spanish (SP)			
English/Filipino (FI)			

Part 3a Data (Inspector to Department of Parking and Traffic Officer)

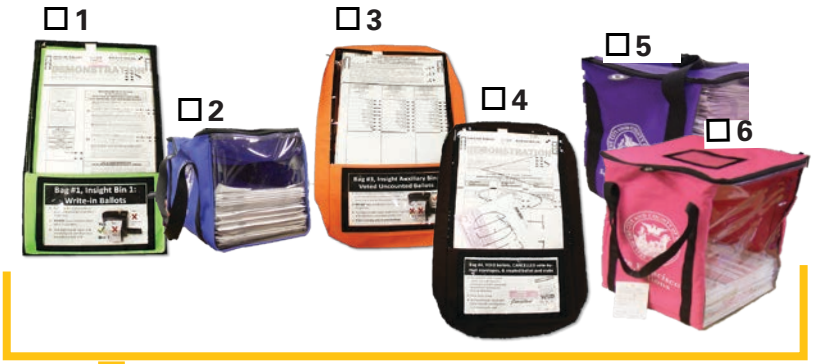
		Inspector	DPT
A	Number of Votes Shown on the Edge Public Counter		
B	Edge Machine Results Cartridge		
C	Insight Machine Printout		
D	Insight Machine Memory Pack		

Part 4a Ballot and Materials (Inspector to Deputy Sheriff)

Check (do **NOT** take): *Insight bins (Auxiliary, 1, 2), and Red Box are empty.*		Inspector	DS
A	Bag #1, Light green bag: Insight Bin 1: Write-in Ballots		
B	Bag #2, Blue bag: Insight Bin 2: Counted Ballots *(may be more than 1 bag)*		
C	Bag #3, Orange bag: Insight Auxiliary Bin: Voted, Uncounted Ballots		

Part 4: Ballot and Materials (Inspector to Deputy Sheriff)

Check (do **NOT** take): *Insight bins (Auxiliary, 1, 2), and Red Box are empty.*		Inspector	DS
A	Bag #1, Light green bag: Insight Bin 1: Write-in Ballots	Insp	DS
B	Bag #2, Blue bag: Insight Bin 2: Counted Ballots *(may be more than 1 bag)*	Insp	DS
C	Bag #3, Orange bag: Insight Auxiliary Bin: Voted, Uncounted Ballots	Insp	DS
D	Bag #4, Brown bag: Void Ballots, Ballot Pad Stubs, and Cancelled Vote-by-Mail Envelopes *(may be more than 1 bag)*	Insp	DS
E	Bag #5, Purple bag: Voted Vote-by-Mail Ballots	Insp	DS
F	Bag #6, Pink bag: Provisional Envelopes, Voter Registration Cards	Insp	DS
G	Bag #7, Yellow bag: Roster of Voters	Insp	DS
H	Large Dark Green Bag: Unvoted Ballots (FED Bag sealed with plastic security seal)	Insp	DS
I	Edge Printer(s) in black printer bag(s) No. of Printers: [ ]	Insp	DS



INSPECTOR

Part 5: Clean-Up Tasks

People and organizations in our communities generously allow use of their space to conduct the election. Before you go home, please check that all election supplies left at the polling place are neatly packed in one area.

1. ☐ INSPECTOR: Clean-up tasks are on Job Cards. Ensure Clerks complete clean-up tasks.

- Pack kiosk (Instructions on back of Closing Job Card 1)
- Place signs and Election Table items back into Red Supply Bag and return items to designated spaces in Plastic Supply Kit (instructions on bottom back of Closing Job Card 2)
- Pack voting booths (instructions on back of Closing Job Card 3)

2. ☐ Place these items in the Inspector Folder.

- Security Seal Sheet and broken security seals
- Voting machine keys (if you have polling place keys, follow instructions in key pouch)
- Street Index (remove Posted Street Index from outside the polling place)
- Job Cards and Poll Worker Manual (remove this section so you can follow the steps)

3. ☐ Place Inspector Folder, Red Opening Supply Bag, Red Kiosk Bag, and Plastic Supply Kit into Red Box.

4. ☐ Return any furniture you may have moved to its original location. Close windows if you opened any (lock if they were locked).

5. ☐ Clean-up trash (a plastic bag is included in your supplies).

6. ☐ Place voting machines, Red Box, and large signs neatly in one area.

7. ☐ Take personal items home with you. Call Election Center if there are any lost-and-found items.

8. ☐ Turn off lights.

INSPECTOR

All items on this page STAY at polling place

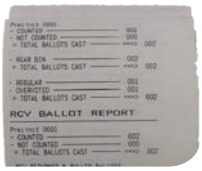
Thank you for your service on Election Day!

Please call the Election Center when both Custody Transfers have been completed!

Phone (800) 554-9934

Quick Guide for Closing

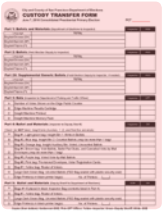
THE DPT OFFICER TAKES:



Insight Voting Machine all-day report

Edge Voting Machine results cartridge

Insight Voting Machine memory pack



Pink Custody Transfer Form

Pink Bubble Bag

THE DEPUTY SHERIFF TAKES:

Brown Bag

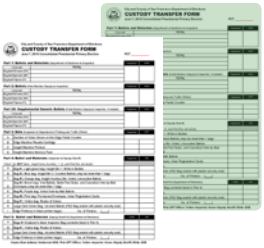
Purple Bag

Pink Bag

Light Green Bag

Orange Bag

Blue Bag



White and Green Custody Transfer Forms

ALL COLORED CLOSING BAGS LEAVE WITH THE DEPUTY SHERIFF.

Roster and all collected forms

FED Bag

Black Printer Bag

WHAT STAYS AT THE PRECINCT:

Plastic Supply Kit

Inspector Folder

Red Opening Supply Bag and Red Kiosk Bag

You keep the yellow Custody Transfer Form!

Red Box

Any Tables and Chairs

Voting Booths

Polling Signs

Voter Machines

ALL ITEMS NEATLY PLACED!

All items on this page STAY at polling place

Thank you for your service on Election Day!

Please tell us about your experience! Complete the Poll Worker survey at *sfelections.org/pollworker* !

Notes

GLOSSARY

The English - Spanish - Chinese - Filipino poll worker scripts and glossary are intended to be used by bilingual poll workers to provide language assistance to voters.

Roster Clerk Scripts

Welcome! May I have your name and address please?

May I offer you any assistance?

Bienvenido/a! ¿Puede darme su nombre y dirección por favor?

Puedo ofrecerle asistencia?

您好! 請把您的姓名和地址告訴我？
您需要我的幫助嗎?

Malugod na pagbati! Maaari po bang malaman ang pangalan at address ninyo?

Maaari ko ba kayong mabigyan ng anumang tulong?

Vote-by-Mail (VBM) voter:

The Roster shows that you were issued a Vote-by-Mail ballot. You can drop off your completed ballot here, or I can exchange your Vote-by-Mail ballot for a precinct ballot. If you cannot provide it, you may vote provisionally.

La lista muestra que fue enviado una boleta por correo. Usted puede entregar su boleta marcada aquí o le puedo intercambiar su boleta de voto por correo por una boleta del recinto. Si no puede proporcionarla, puede votar provisionalmente.

選民名單顯示郵寄選票已向您發出。我可以把您的郵寄選票交換為投票區的選票。如果您不能提供，您可以投條件性選票。

Ayon sa Talaan, inisyuhan kayo ng balota na boto-sa-pamamagitan-ng-koreo. Maaari nyong ihulog dito ang iyong nakumpletong balota, o maaari kong palitan ang inyong balota na boto-sa-pamamagitan-ng-koreo ng balota ng presinto. Kung hindi ninyo nadala ito, maaari kayong bumoto nang probisyonal.

For a voter with no language preference:

You will receive an English/Chinese ballot unless you would prefer a Spanish or Filipino version.

If you would like your Language Preference noted for future elections, please fill out this form and return it to the election table.

Usted recibirá una boleta en inglés/chino a menos que prefiera una versión en español o filipino.

Si usted desea mantener esta preferencia de idioma para elecciones futuras, por favor complete esta solicitud y regrésela a la mesa de elec-ciones.

選票現在是雙語。您將收到一份中英對照的選票，除非您偏好西班牙文或菲律賓文版本。

如果您想標明您的語言偏好，請填妥此表格並遞交給投票站工作人員。

Makakatanggap kayo ng balotang nasa wikang Ingles/Intsik maliban na lamang kung ang Espanyol o Filipino na bersiyon ang mas gusto ninyo.

Kung nais ninyong panatilihin ang inyong mas nagugustuhang wika para sa mga susunod na eleksyon, mangyaring kumpletuhin ang form na ito at isauli sa mesa ng mangagawa sa lugar ng botohan.

Voter not listed in Roster:

I am sorry, I cannot find you listed in the Roster. This precinct's ballot may be different from the ballot in your home polling place. May we direct you to your home polling place, or would you prefer to vote provisionally here?

Para elector no listado en la lista de electores:

Lo siento, no puedo encontrar su nombre en la Lista de Electores. Es posible que la boleta de este recinto no contiene todas las contiendas que aparece en la boleta de su recinto local. ¿Podemos dirigirle a su lugar de votación local o prefiere emitir un voto provisional aquí?

對於不列入選民名單的選民:

對不起，您的姓名不列在此投票區的選民名單上。有可能此投票區的選票不包括您的居住投票區的選票所有的選舉項目。我們可以指導您到您的居住投票站嗎？或者您喜歡在這裡投條件性選票

Botanteng hindi nakalista sa Talaan:

Paumanhin po, pero hindi ko kayo mahanap na nakalista sa Talaan. Ang balota nitong presinto ay maaaring iba sa balota sa presinto ng botohan na itinakda para sa inyong tirahan. Maaari po ba namin kayong ituro sa presinto ng botohan para sa inyong tirahan, o mas gusto ba ninyong bumoto nang probisyonal dito?

For anyone who is electioneering:

California law states that no one may visibly or audibly advocate for or against any item on the ballot within 100 feet of a room where voting is taking place. Please: hold your discussion, take off your button, put away materials while in the polling place.

Para elector que esta haciendo propaganda electoral:

La ley de California establece que nadie puede abogar, de forma visible o audible, por o en contra de cualquier asunto incluido en la boleta a menos de 100 pies del lugar donde la votación está ocurriendo. Por favor: Pare su discusión, Quítese el botón, ponga a un lado los materiales, mientras esté en el lugar de votación.

對於進行競選活動的選民：

加州法律規定沒有人可以在投票站入口100英尺內可看得見或聽得見地主張贊成或反對選票上的任何項目。在投票站的時候，請： 停止有關政治的談話, 除掉您的襟章, 收起政治宣傳資料

Para sa sinumang nangangampanya sa botohan:

Ayon sa batas ng California, walang sinuman ang maaaring pangampanya nang nakikita o naririnig para o laban sa anumang item na nasa balota sa loob ng 100 piye mula sa silid kung saan isinasagawa ang botohan. Mangyaring: itigil ang inyong diskusyon, tanggalin ang inyong button, itago ang mga material habang nasa presinto ng botohan

Ballot Clerk Scripts

For Provisional Voter:

Please fill out Steps A through E on this envelope. You will need the serial number on this receipt to check whether your vote was counted. After you mark your ballot, seal it in the envelope, and drop it in the Red Box. Do not insert your ballot into the Insight Voting Machine. May I offer you any other assistance?

Para un elector provisional:

Por favor complete los pasos A a E en este sobre. Usted necesitará el número de serie impreso en este recibo para averiguar si su voto fue contado Después de marcar su boleta, introdúzcala en el sobre, e inserte el s obre en la Caja Roja. No introduzca su boleta en la máquina de votación Insight. Puedo asistirle de alguna otra manera?

對於投條件性選票的選民：

請填寫這個信封上的A到E部份。您需要這張收據上的編號來查尋您的選票有沒有計算。當您標記選票後，請把選票放進信封並把信封封口和放進紅箱內。請不要將您的選票插入“Insight”投票機。您還需要其他的幫助嗎?

Para sa probisyonal na botante:

Mangyaring sagutin ang Steps A hanggang E sa sobreing ito. Kakailanganin ninyo ang sunud-sunod na mga numero sa resibo para i-check kung binilang ang boto ninyo. Pagkatapos ninyong markahan ang inyong balota, ilagay sa loob ng sobre, isara't idikit ang sobre, at ihulog sa Pulang Karton. Huwag ninyong ipasok ang inyong balota sa makinang pamboto na Insight. Maaari ko ba kayong mabigyan pa ng anumang ibang tulong?

For voters in even-numbered supervisorial districts:

The ballot contains 4 cards; please check both sides of the cards for contests. For more information on the ballot, please see this sign (point to Ballot Information Sign). Here are your ballot receipts, and a pen. Please return this pen after voting. Thank you!

La boleta está compuesta por 4 tarjetas. Haga el favor de revisar ambos lados de cada tarjeta para ver todas las contiendas. Para más información sobre la boleta, vea este rótulo (apunte al rótulo de información sobre la boleta). Aquí están los recibos de su boleta y un lapicero. Devuélvanos el lapicero después de votar. ¡Gracias!

選票合共有四張卡，請查閱選票正面及背面的競選項目。有關選票的更多資料，請參考這個指示牌（指向選票資料指示牌）。這是您的選票收據及供您在投票站填寫選票使用的筆。填妥選票後請把筆歸還給我們。謝謝！

Naglalaman ng 4 na kard ang balota; paki-check ang magkabilang panig ng mga kard para sa mga labanan. Para sa karagdagang impormasyon sa balota, paki-tingnan itong karatula (ituro ang Karatula ng Impormasyon ukol sa Balota). Ito ang inyong mga resibo ng balota, at panulat. Paki-balik itong panulat pagkatapos bumoto. Salamat po!

For voters in odd-numbered supervisorial districts:

The ballot contains 5 cards and includes a ranked-choice voting contest; please check both sides of the cards for contests. For more information on the ballot, please see this sign (point to Ballot Information Sign). Ranked-choice instructions are on the ballot and in the voting booths. Here are your ballot receipts and a pen. Please return this pen after voting. Thank you!

La boleta está compuesta por 5 tarjetas e incluye una contienda de votación por orden de preferencia. Haga el favor de revisar ambos lados de cada tarjeta para ver todas las contiendas. Para más información sobre la boleta, vea este rótulo (apunte al rótulo de información sobre la boleta). Encontrará instrucciones para votar por orden de preferencia en la boleta y en las cabinas de votación. Aquí están los recibos de su boleta y un lapicero. Devuélvanos el lapicero después de votar. ¡Gracias!

選票合共有五張卡，當中包括優先選擇投票的競選項目，請查閱選票正面及背面的競選項目。有關選票的更多資料，請參考這個指示牌（指向選票資料指示牌）。您可在選票上或投票亭內找到有關優先選擇投票的指示。這是您的選票收據及供您在投票站填寫選票使用的筆。填妥選票後請把筆歸還給我們。謝謝！

Naglalaman ng 5 na kard ang balota na kasama ang labanan sa ranked-choice voting; paki-check ang magkabilang panig ng mga kard para sa mga labanan. Para sa karagdagang impormasyon sa balota, paki-tingnan itong karatula (ituro ang Karatula ng Impormasyon ukol sa Balota). Mga instruksiyon sa ranked-choice ay nasa balota at sa mga voting booth. Ito ang inyong mga resibo ng balota at panulat. Paki-balik itong panulat pagkatapos bumoto. Salamat po!

Issuing a Replacement Ballot Card:

Under state law, I can only issue the same card 3 times. This is the third and final card that I may issue to you. May I offer you any assistance?

Dar una boleta de reemplazo

Conforme a las leyes estatales, solamente puedo dar 3 veces la misma boleta. Ésta es la tercera y última que me está permitido entregarle. ¿Le puedo ayudar en algo?

發出替換選票

根據州法， 我只可以發出同樣的選票3次。這是第三張，也是我可以給您發出的最後一張選票。請問我還能給您提供哪些協助？

Sa ilalim ng batas ng estado, 3 beses lamang ako maaaring mag-isyu ng kaparehas na kard. Ito na ang pangatlo at huling kard na maaari kong ibigay sa inyo. May iba pa ba akong maaaring maitulong sa inyo?

Insight Clerk Scripts

For voter with blue secrecy folder:

Please insert one card at a time into the ballot slot and release quickly. Thank you for voting!

Para elector con cubierta azul de confidencialidad:

Por favor, meta las tarjetas una por una por la ranura y suéltela. ¡Gracias por votar!

對於持有藍色保密文件夾的選民：

請將選票卡插入投票機的選票插口並迅速放手。感謝您的投票!

Para sa botante na may kulay-asul na folder para sa kalihiman:

Mangyaring isa-isang ipasok ang card sa butas para sa balota at bitiwan agad. Salamat sa pagboto ninyo!

If voter has no blue secrecy sleeve:

Excuse me, do you have a blue secrecy sleeve for your ballot?

Si el elector no tiene la cubierta de confidencialidad:

Disculpe, ¿tiene una cubierta azul para proteger la privacidad de su voto?

如果選民沒有藍色保密文件夾：

對不起，您有拿到一個用來裝您的選票的藍色保密文件夾嗎?

Kung walang kulay-asul na sisidlan para sa kalihiman ang botante:

Paumanhin po , mayroon ba kayong kulay-asul na sisidlan para sa kalihiman para sa balota ninyo?

If ballot is returned and a message prints:

A message about your ballot printed here. Would you like me to explain it?

Si la boleta es devuelta y la máquina imprime un mensaje:

Hay un mensaje impreso sobre su boleta. ¿Quiere que le lea la explicación?

如果選票退出並打印出一張訊息紙：

這裡有一項關於您的選票情況的打印訊息。請問您需要我解釋這個打印訊息嗎?

Kung ibinalik ang balota at nag-print ng mensahe:

May mensaheng na-print dito tungkol sa balota ninyo. Gusto ba ninyong ipaliwanag ko ito?

If Insight is not working (use auxiliary bin in back of machine):

Please insert your ballot into this secure bin.

Si la máquina Insight no funciona:

Por favor, inserte su boleta en este cajón asegurado.

如果“Insight”投票機無法使用：

請把您的選票插入這個保險箱。

Kapag hindi gumagana ang Insight:

Mangyaring ihulog ang balota ninyo dito sa ligtas na bin.

ACCESSIBLE
Can be used by people with disabilities (polling place, seated voting booth, Edge Accessible Voting Machine).

ACCESIBLE
Que puede ser utilizado por personas con discapacidades (lugar de votación, cabina electoral, Edge).

無障礙
方便讓殘障人士出入的地方或使用的設備(投票站、投票廂、“Edge” 無障礙投票機)。

ACCESSIBLE
Magagamit ng mga taong may kapansanan (presinto ng botohan, voting booth na maaaring maupo habang bumoboto, accessible na makinang pamboto na Edge)

AMERICANS WITH DISABILITIES ACT
(ADA) Federal law that prohibits discrimination against people with physical or mental disabilities.

LEY DE ESTADOUNIDENSES CON DISCAPACIDADES (ADA)
Ley federal que prohíbe la discriminación de las personas con discapacidades físicas o mentales.

美國殘障人士法案
禁止歧視身心殘障者的聯邦法律。。

BATAS UKOL SA MGA AMERIKANONG MAY MGA KAPANSANAN
(ADA) Batas na Pederal na nagbabawal sa diskriminasyon laban sa mga taong may mga kapansanan na pisikal o mental

ASSISTED VOTERS LIST
Page that must be filled out if voter receives assistance in marking a ballot. Located in the Roster of Voters.

LISTA DE ELECTORES ASISTIDOS
Página en la Lista de Electores en la que se toma nota si un elector recibe asistencia al marcar su boleta.

接受協助的選民名單
如果選民接受了選票標記的協助，投票站工作人員要填寫的名單頁

ASSISTED VOTERS LIST
Pahina na dapat sulatan at sagutin kapag tumanggap ng tulong ang botante sa pagmarka ng balota. Nasa Talaan ng Mga Botante.

BALLOT
Two types of ballot for voters:
Paper cards that a voter marks to vote.
A touchscreen and audio version of the ballot is available on the Edge Accessible Voting Machine upon request.

BOLETA
Hay dos tipos de boleta para los electores:
Tarjetas de papel que el elector marca para votar.
La pantalla táctil y la versión de audio de la boleta están disponible en la máquina de votación accesible Edge bajo petición.

選票
選民可選擇兩种選票：
選民可要求使用紙質選票卡來投選。
選民也可要求使用方便殘障人士的“Edge” 投票機，這投票機具有觸摸和語音選票。

BALOTA
Mga card na papel na minamarkahan ng botante para bumoto.
Available ang bersyon ng balota sa touchscreen at na audio sa accessible na makinang pamboto na Edge kapag humiling.

CUSTODY TRANSFER FORM
A document used for the transfer of ballots and materials. Inspector receives this form when picking up the Inspector Supply Bag. It is filled out and signed every time custody of ballots is transferred.

FORMULARIO DE CUSTODIA Y SEGURIDAD
Formulario oficial que documenta la transferencia de boletas y materiales. El inspector recibe este formulario al recoger el Maletín de Materiales del Inspector. Se completa y firma cada vez que la custodia de las boletas se transfiere.

保管移交表
用來記錄選票和資料的移交的正式表格。當監督人員取得供應袋時，他們將收到此表格。而在每次移交選票保管權時，他們會請填寫好這表格並附上簽名

FORM PARA SA PAGLIPAT NG PAG-IINGAT
(CTF) Ang opisyal na form na ginagamit para patunayan sa pamamagitan ng dokumento ang paglipat ng mga balota at mga material. Natatanggap ng Inspector itong form sa panahon ng pag-pick-up niya sa Bag ng Supply ng Inspector. Sinusulatan ito at pinipirmahan sa bawat pagkakataong inililipat ang pag-iingat sa mga balota.

DECLARATION OF POLL WORKERS
Oath printed inside front cover of Roster. Poll workers must take the oath and sign the Declaration before polls open.

JURAMENTO DEL TRABAJADOR ELECTORAL
Juramento impreso al dorso de la portada de la Lista de Electores. Los trabajadores electorales (PW) deben tomar este juramento y firmarlo antes de abrir el lugar de votación.

投票站工作人員宣誓表
刊登在選民名單封面內頁的誓言。所有投票站工作人員必須於投票站開放前宣誓就職及簽名。

DEKLARASYON NG MGA MANGGAGAWA SA PRESINTO
Panunumpang nakalimbag sa harap na pabalat ng Talaan. Dapat manumpa ang mga manggagawa sa presinto at pirmahan ang Deklarasyon bago magbukas ang presinto ng botohan.

DEPT OF PARKING AND TRAFFIC OFFICER
Officer who picks up electronic election data after polls close.

DEPARTAMENTO DE TRANSPORTE Y ESTACIONAMIENTO
Agente que recoge ciertos datos electrónicos electorales después de que se cierren los lugares de votación en la mayoría de los recintos.

停車和交通局專員
於投票結束後負責整合網上選舉數據的工作人員。

OFFICER NG DEPARTAMENTO NG PARADAHAN AT TRAFFIC
(DPT) Officer na pumi-pick up ng elektronikang data ng eleksyon pagkatapos magsara ang presinto ng botohan.

DEPUTY SHERIFF
Officer who picks up ballot and election materials after polls close.

DELEGADO DEL ALGUACIL
Agente que recoge cierta documentación electoral después de que se cierren los lugares de votación en la mayoría de los recintos.

副縣警
於投票站關閉後在大部分投票區收取選舉資料的工作人員。

DEPUTY SHERIFF
Officer na pumi-pick-up ng mga balota at mga material ng eleksyon pagkatapos magsara ang presinto ng botohan.

ELECTION CENTER
Telephone hotline for poll workers to call with questions or requests for assistance

CENTRO ELECTORAL
Línea telefónica a la que los trabajadores electorales pueden llamar si necesitan asistencia o si tienen preguntas.

副縣警
於投票站關閉後在大部分投票區收取選舉資料的工作人員。

SENTRO NG ELEKSYON
(EC) Hotline sa telepono para sa mga manggagawa sa presinto na matatawagan kapag may mga tanong o humihiling ng tulong.

ELECTION, GENERAL
Election serves to elect candidates for State and/or Federal offices

ELECCIONES GENERALES
Elecciones que se celebrant para elegir candidatos para cargos Estatales o Federales.

普選
為選出州和/或聯邦官職人員的選舉。

ELEKSYON, PANGKALAHATANG
Eleksyon na isinasagawa para Iboto ang mga kandidato para sa mga katungkulan sa Estado at/o Pederal.

ELECTION, MUNICIPAL
Election serves to elect candidates for local offices.

ELECCIONES MUNICIPALES
Elecciones que se celebran para elegir candidatos para cargos locales.

市選
為選出地方性官職人員的選舉。

ELEKSYON, MUNISIPAL NA
Eleksyon na isinasagawa para Iboto ang mga kandidato para sa lokal na mga katungkulan.

ELECTION, PRIMARY
Election serves to narrow down a field of candidates to run in the general election.

ELECCIONES PRIMARIAS
Elecciones que se celebran para disminuir el número de candidatos que se postulan para las elecciones generales.

初選
為篩選出普選候選人的選舉。

ELEKSYON, PRIMARYANG
Eleksyon na isinasagawa para paliitin ang grupo ng mga kandidato na tatakbo sa pangkalahatang eleksyon.

ELECTIONEERING
Any audible or visible material advocating for or against any item on the ballot. Not permitted within 100 feet of entrance to room where polling place is located.

PROPAGANDA ELECTORAL
Cualquier actividad o material visible o audible que aboga por o en contra de cualquier asunto incluido en la boleta. No está permitida a menos de cien pies de la entrada de un lugarde votación.

競選活動
主張贊成或反對選票的任何項目的聽得見或看得見的資料或活動。這類資料或活動不允許在投票站入口的100英尺內出現。

PANGANGAMPANYA SA PANAHON NG ELEKSYON
Anumang naririnig o nakikitang material na nangangampanya para o laban sa anumang item na nasa balota. Hindi pinahihintulutan sa loob ng 100 piye mula sa pasukan ng silid na kinaroroonan ng presinto ng botohan.

EXIT POLLING
Asking a voter how he or she voted. Not permitted within 25 feet of the entrance to the room where the polling place is located.

ENCUESTA DE SALIDA
Entrevista al elector para saber cómo ha votado. No se permite hacer estas encuestas a menos de 25 pies de la entrada de un lugar de votación.

投票後的民調
質問選民他們如何投票。此民調不允許在投票站入口的25英尺內進行。

PAGTATANONG SA PAGLABAS
Pagtatanong sa botante kung paano siya bumoto. Hindi pinahihintulutan sa loob ng 25 piye mula sa pasukan ng silid na kinaroroonan ng presinto ng botohan.

FIELD ELECTION DEPUTY
(FED) In-field supervisor providing support to polling places on Election Day.

DELEGADO DE CAMPO EN LAS ELECCIONES
Supervisor que provee asistencia en los el Día de las Elecciones.

選舉現場特派員
於選舉日當天向各投票站提供協助的現場督導人員。

DEPUTY NG ELEKSYON NA NAKATALAGA SA LABAS
(FED) Superbisor na nakatalaga sa labas na tumutulong sa mga presinto ng botohan sa Araw ng Eleksyon.

HELP AMERICA VOTE ACT
(HAVA) Federal law with registration and voting requirements.

LEY PARA AYUDAR A AMÉRICA A VOTAR
Ley federal que contiene los requisitos de inscripción y votación.

幫助美國選舉法(HAVA)
含有登記和選舉規定的聯邦法律。

BATAS NG TULUNGAN BUMOTO ANG AMERICA
(HAVA) Batas na Pederal na may mga utos tungkol sa rehistrasyon at pagboto.

LIST OF QUALIFIED WRITE-IN CANDIDATES
Contains names of qualified write-in candidates. Only votes for qualified write-in candidates can be counted. Displayed on Election Table at all times.

LISTA OFICIAL DE CANDIDATOS CALIFICADOS NO LISTADOS
Contiene los nombres de los candidatos calificados no listados. Solamente se pueden contar los votos por candidatos no listados calificados. Esta lista debe exhibirse en la mesa electoral en todo momento.

合格補寫候選人名單
包括合格的補寫候選人的姓名。只有投給合格的補寫候選人的選票才會計算。合格的補寫候選人的姓名於選舉日當天會一直展示在投票站的桌子上。 。

LISTAHAN NG KWALIPIKADONG WRITE-IN NA MGA KANDIDATO
Naglalaman ng mga pangalan ng kwalipikadong write-in na mga kandidato. Mga boto lamang para sa kwalipikadong write-in na mga kandidato ang maaaring bilangin. Naka-display sa lahat ng oras sa mesa ng eleksyon.

POLL MONITOR
Person (usually part of an organization) observing polling place activities.

OBSERVADOR DE LAS ELECCIONES
Persona (generalmente representando a una organización) que observa las actividades de un lugar de votación.

投票觀察員
觀察投票站活動的人
(通常代表某個團體)。

TAGASUBAYBAY NG BOTOHAN
Tao (karaniwang kaanib sa isang organisasyon) na nagsusubaybay sa mga gawain sa presinto ng botohan.

POLLING PLACE
Voting location for a precinct. Specifically, the room where voters sign Roster and cast ballots (CEC 18370). Electioneering/exit polling measured from entrance to room.
Home Precinct/ Polling Place
Assigned to a voter based on the address they gave when registering to vote. The voter's name will be printed in the home precinct's Roster.
Precinct(PCT)
Area of San Francisco where 1,000 or fewer voters live.

UGAR DE VOTACIÓN
Lugar dentro del área de un recinto donde se vota. Específicamente, es la habitación donde los electores firman en la Lista de Electores y emiten sus votos (CEC 18370). Las distancias relacionadas con la propaganda electoral y las encuestas de salida se miden desde la entrada de la habitación.
Recinto/Lugar de Votación Local
Al inscribirse, los electores son asignados a un recinto local según su domicilio. El nombre del elector estará impreso en la Lista de Electores de su recinto (PCT) local.
Recinto
Área de San Francisco delimitada para incluir un máximo de mil electores.

投票站
各投票區的投票地點，特別指選民在選民名單上簽名和投票的房間(CEC18370)。從投票站的入口開始計量允許進行競選活動和投票後民調的地點。
居住地投票區或投票站
依照選民登記投票時提供的地址而指定給選民的投票區。選民的姓名會刊登在居住地投票區的選民名單上。
投票區
所居住的選民人數等於或少於1000的三藩市區域。

PRESINTO/LUGAR NG BOTOHAN
Lokasyon ng botohan para sa presinto. Tiyakan, ang silid kung saan pumipirma ang mga botante sa Talaan at bumoboto (CEC 18370). Ang sukatan ng pangangampanya/pagtatanong sa lumalabas na botante ay mula sa pasukan sa silid.
Presinto/Lugar na Botohan na Itinakda para sa Tirahan
Itinakda sa botante batay sa address na ibinigay nila sa panahon ng pagpa-parehistro para bumoto. Ililimag ang pangalan ng botante sa Talaan ng presinto na itinakda para sa tirahan.
Presinto (PCT)
Lugar sa San Francisco kung saan nakatira ang 1,000 botante o mas kaunti pa

POSTED BALLOT STATEMENT

Official Election Day record stating number of ballots received, cast, unused, void and canceled. Located in the back of the Roster of Voters, and must be completed by poll workers at the end of Election Day. Yellow copy must be posted outside the polling place at the end of the night.

ANUNCIO DEL INVENTARIO DE BOLETAS

Informe oficial sobre la cantidad y tipos de boletas recibidas, emitidas, sin usar, anuladas y canceladas. Se encuentra en la contraportada de la Lista de Electores, y debe ser completada por los trabajadores electorales al fin del Día de las Elecciones. La copia amarilla debe ser expuesta fuera del lugar de votación al final de la noche.

公佈的選票聲明

聲明所收到的、投入的、未使用的、作廢的和取消的選票的數量的選 舉日當天的正式記錄。該記錄能在選民名冊的背面找到，并且必須在选举完结前完成填寫。在投票站關閉後，在外面必須張貼印有這項聲明的黃色副本。。

NAKAPASKIL NA PAHAYAG TUNGKOL SA BALOTA

(PBS) Opisyal na record ng Araw ng Eleksyon na nag-sasaad ng bilang ng mga balotang natanggap, ibinoto, hindi nagamit, walang-bisa at kinansela. Nasa hulihan ng Talaan ng Mga Botante, at kailangang makumpleto ng mga manggagawa sa presin-to sa katapusan ng Araw ng Eleksyon. Kailangang ipaskil ang kulay-dilaw na kopya sa labas ng presinto ng botohan sa katapusan ng gabi.

PROVISIONAL ENVELOPE

Pink envelope filled out by poll worker and Provisional Voter. Voter receives envelope receipt with information about why voter must vote provisionally, and reference number to check status of vote after election. Voter seals ballot inside envelope and deposits in Red Box

SOBRE PROVISIONAL

Un sobre de color rosa en cual información es escrita por el trabajador electoral y el elector provisional. El elector es proporcionado un recibo con información sobre las razones por que un elector tiene que votar provisionalmente y un numero de referencia es proporcionado para que el elector pueda determinar el estado de su boleta electoral provisional después de las elecciones. El elector sella su boleta dentro del sobre y lo deposita en la Caja Roja.

條件性選票信封

由投票站工作人員和條件性選民填寫的粉紅色的信封。選民收到印有選民必須使用條件性選票進行投票之原因説明和在選舉之後用來檢察選票狀況的編號的信封收據。選民把選票放入信封內並把信封封口，然後把信封放入紅箱。

SOBRE PARA SA PROBISYONAL NA BALOTA

Kulay-pink na sobre na si-nusulatan at sinasagot ng manggagawa sa presinto at ng probisyonal na botante. Tatang-gap ang Botante ng resibo para sa sobre na may impormasyon tungkol sa dahilan kung bakit kailangang bumoto nang probisyonal ang botante, at ng sangguniang numero para i-check ang status ng boto pag-katapos ng eleksyon. Ilalagay ng Botante ang balota sa loob ng sobre, Isasara't ididikit ang sobre at ihuhulog sa Pulang Karton.

RED BOX
In the morning, the Red Box contains poll worker supplies. During Election Day, the sealed Red Box stores voted ballots in Vote-by-Mail and Provisional envelopes, Canceled and voided ballots and other materials. The Red Box is used until the polls close and may require a transfer during the Election Day.

CAJA ROJA
En la mañana, la caja roja contiene materiales para los trabajadores electorales. El Día de las Elecciones, en la caja roja sellada se guardan los sobres con las boletas marcadas de voto por correo, las boletas canceladas y anuladas, y otros materiales. La caja roja se usa hasta que se cierre el lugar de votación y podría ser necesario transferirla en el transcurso del Día de las Elecciones.

紅箱
在選舉日的早上，紅箱盛載著投票站工作人員的物資用品。在選舉日，被密封的紅箱將用以存放選民交回並封存在信封內的郵寄選票、條件性選票、被取消和無效選票、以及其他材料。紅箱將一直使用至投票站關門，期間工作人員有可能需要把紅箱內的選票轉移到選務處專用的保密袋

PULANG KARTON
Sa umaga, naglalaman ang Pulang Kahon ng mga supply para sa mga manggagawa sa lugar ng botohan. Sa Araw ng Eleksyon, nakatago sa selyadong Pulang Kahon ang mga nabotohang balota ng Vote-by-Mail at mga Probisyonal na sobre, mga Kanselado at mga pinawalang-bisang balota at iba pang mga materyales. Gagamitin ang Pulang Kahon hanggang magsara ang botohan at maaaring mangailangan ng paglilipat sa Araw ng Eleksyon.

ROSTER OF VOTERS
List contains names, addresses, and registration information of voters in precinct, including active voters (white pages), and late but eligible voters (purple page). Also contains Declaration of Poll Workers, ID Required voter information, Roster Correction Form, Assisted Voters List, and Posted Ballot Statement.

LISTA DE ELECTORES
Lista que contiene el nombre, dirección e información de la inscripción de todos los electores de un recinto electoral: electores activos (páginas blancas) y electores que se inscribieron tarde pero que sí pueden votar (página violeta). También contiene el juramento de los trabajadores electorales, información sobre los electores que necesitan mostrar una identificación, el formulario de corrección de la lista de electores, la lista de electores que necesitan asistencia, la declaración publicada de boletas.

選民名冊
列出選區內所有選民的姓名、地址和登記資料的名單，當中包括積極選民（白色頁）和新近登記的合資格選民（紫色頁）。名冊上還包括投票站工作人員誓章、須提供身份證明的選民的資料、選民名單更正表格、需要特別協助的選民名單以及公佈的選票聲明。

TALAAN NG MGA BOTANTE
Nilalaman ng Talaan ang mga pangalan, mga address, at mga impormasyon ng rehistrasyon ng mga botante sa presinto, kasama ang mga botanteng active (mga pahinang kulay-puti), mga botanteng nahuli pero karapat-dapat bumoto (mga pahinang kulay-ube). Kasama rin dito ang Deklarasyon ng Mga Manggagawa sa Presinto, impormasyon tungkol sa botanteng nangangailangan ng ID, Form Para sa Pagwawasto ng Talaan, Listahan ng mga Botanteng Tinulungan, at Nakapaskil na Pahayag Tungkol sa Balota.

Late But Eligible Voters List
(purple Roster pages)
Placed after the Active Voters List in the Roster. Contain names of any voters who registered after Roster was printed. These voters are processed in the same way as voters listed on other pages.

Lista de electores que se inscribieron tarde pero que sí pueden votar (páginas moradas de la lista que entregó el delegado de campo) en la parte delantera de la lista de electores. Contiene los nombres de los electores que se inscribieron después de que se imprimió la lista de electores. A estos electores se los procesa de la misma manera que a los electores cuyo nombre aparece en las otras páginas.

新近登記的合資格選民名單（投票站支援工作人員交付的紫色頁名單）附錄在積極選民名單之後，刊載了在選民名冊印製後才登記投票的選民姓名。對於這些選民，處理他們選票的方式和在其他頁數列出的選民一樣。

Listahan ng mga Botanteng Nahuli Pero Karapat-dapat Bumoto (kulay ube ang mga pahina ng Talaan na inihahatid ng Field Elections Deputy [Opisyal na Sumusuporta sa mga Operasyon sa Araw ng Eleksyon]) Nakalagay pagkatapos ng Listahan ng mga Botanteng Aktibo sa Talaan. Naglalaman ng mga pangalan ng sinumang botante na nagparehistro pagkatapos na mai-print ang Talaan. Ang pag-proseso sa mga botanteng ito ay katulad ng sa mga botanteng nakalista sa ibang mga pahina.

Final Supplemental Vote-by-Mail List
Contains names of voters who requested vote-by-mail ballots after Roster was printed. These voters are processed in the same way as voters listed with a VBM Issued note in the Roster.

Lista final suplementaria de electores que votan por correo (páginas anaranjadas que entregó el delegado de campo). Contiene los nombres de los electores que solicitaron boletas de voto por correo después de que se imprimió la lista de electores. A estos electores se los procesa de la misma manera que a los electores junto a cuyo nombre aparece VBM impreso en la lista.

最後補充的郵寄選票名單（投票站支援工作人員交付的橙色頁名單），包含了在選民名冊印製後才申請郵寄選票的選民。對於這些選民，處理他們選票的方式和名冊中其餘使用郵寄選票的選民一樣。

Kahuli-hulihang Dagdag sa Talaan ng Vote-by-Mail (kulay orange ang mga pahina na inihahatid ng Field Elections Deputy) Naglalaman ng mga pangalan ng mga botante na humiling ng mga vote-by-mail na balota pagkatapos na mai-print ang Talaan. Ang pag-proseso sa mga botanteng ito ay katulad ng sa mga botanteng nakalista na may "VBM Issued" note sa Talaan.

SECRECY SLEEVE/FOLDER
Poll worker gives with ballot to protect voter privacy: blue sleeve=Standard Voter, pink envelope=Provisional Voter.

CUBIERTA/SOBRE DE CONFIDENCIALIDAD
Cubierta o sobre que el trabajador electoral entrega al elector con la boleta para proteger su privacidad: Cubierta azul= elector típico, sobre rosa= elector provisional.

保密文件夾
用於保護選民隱私的保密文件夾或信封。投票站工作人員把它和選票連同給選民。藍色文件夾：發給投普通選票的選民；粉紅色信封：發給投條件性選票的選民。

SISIDLAN PARA SA KALIHIMAN
Ibinibigay ng manggagawa sa presinto na kasama ng balota para pangalagaan ang pagkapribado ng botante: kulay-asul na sisidlan=karaniwang botante, kulay-pink na sobre=probisyonal na botante.

SECURITY SEAL SHEET
Found in the Inspector Folder, this sheet lists the security seals to be verified throughout the day and provides space for documentation.

HOJA DE SELLOS DE SEGURIDAD
Se puede encontrar en la Carpeta del Inspector. Contiene la lista de los sellos de seguridad que deben ser verificados durante el día y proporciona espacio para documentación.

安全密封表
可以在監督員的文件夾找到這張表，這張表列有全天需要核實的安全封條和留有空位以便填寫記錄。。

SHEET NG MGA TATAK NA PANSEGURIDAD
Matatagpuan sa Folder ng Inspector, nakalista sa sheet na ito ang mga tatak na panseguridad na dapat ipatunay sa buong maghapon at naglalaan ng espasyo para sa mga pagpapatunay.

STREET INDEX
List containing names of voters in a precinct in order of reference number listed in the Roster of Voters. Table and posted copies are marked by poll workers until 6:00 pm to show who voted at polling place.

LISTA DE DIRECCIONES
Lista que contiene los nombres de los electores de un recinto electoral ordenados por número de referencia que se encuentra en la lista de Electores. Las copias de esta lista en la mesa electoral y las expuestas al público son marcadas por los trabajadores electorales hasta 6:00 p.m. para mostrar quien votó en el lugar de votación.

街道索引
按印在選民名冊上的街名和號碼的順序排列出的投票區內的選民名單。直到下午六時，由投票站工作人員在桌上的副本和張貼的副本上做記號以顯示已來投票站投票的選民

INDISE NG MGA KALYE
Listahang naglalaman ng mga pangalan ng mga botante sa presinto batay sa sangguniang numerong nakalista sa Talaan ng Mga Botante. Minamarkahan ng mga manggagawa sa presinto hanggang ika-6 ng gabi ang mga kopyang nasa mesa at nakapaskil para ipakita ang mga bumoto sa presinto ng botohan.

TTY
Telephone-typewriter that lets people who are deaf, hard of hearing, or speech-impaired use the telephone to communicate.

Aparato de Telecomunicación que permite a las personas sordas, con dificultades para oír, o en el habla, usar el teléfono para comunicarse.

可以讓耳聾、重聽或有語言障礙的選民以電話的方式與選務處溝通的一種電話式的打字機。

Telepono-makinilya na nagpapahinulot sa mga taong bingi, mahina ang pandinig, o may kahirapan sa pagsalita na gumamit ng telepono para makipag-komunikasyon.

VOTER ASSISTANCE HOTLINE
Telephone line to answer voter questions, look up party registration, and redirect voters to home precinct if needed. The hotlines are available in multiple languages and are listed on the "Ballot Information" sign on the Election Table.

LINEA DE AYUDA AL ELECTOR
Línea telefónica para contestar las preguntas de los electores, buscar afiliación de partido político, y redirigir a un recinto de votación si es necesario. Las líneas de asistencia se encuentran en el cartel 'Ballot Information' sobre la mesa electoral.

選民幫助熱線
可以回答選民的問題、查詢政黨登記資訊並且如果有需要可重新指示選民去其居住地所屬的投票站的電話熱線。熱線有英文、中文和西班牙文。熱線的號碼印在選舉台上的“選举語言協助” 的告示牌上。

HOTLINE NG TULONG PARA SA BOTANTE
Linya ng telepono para sagutin ang mga tanong ng botante, para tingnan ang rehistrasyon sa partido at ibalik ang mga botante sa presinto ng tirahan kung kailangan. Available ang mga hotline sa Ingles, Instik, Filipino, at Espanyol at nakalista sa stand ng “Ballot Information” na nasa mesa sa eleksyon.

VOTER INFORMATION KIOSK
Display stand in polling place with legally required materials and information in multiple languages, including Voter Information Pamphlet.

KIOSKO DE INFORMACIÓN PARA LOS ELECTORES
Despliegue de los materiales e información legalmente requeridos en el lugar de votación. Incluye el Folleto de Información para los Electores.

選民資料展示板
位於投票站內、展出法律規定的包括選民資料手冊的英文、中文和西班牙文的用品和資料的展示板。

KIOSK NG IMPORMASYON PARA SA BOTANTE
Display stand sa presinto ng botohan na kasama ng mga iniuutos ng batas na mga material at impormasyon kasama ang Pamplet ng Impormasyon Para sa Botante.

VOTER INFORMATION PAMPHLET
(VIP) Pamphlet containing legally required election information including sample ballot and local ballot measure summaries. Place English, Chinese, Spanish and Filipino versions into Voter Information Kiosk pockets.

FOLLETO DE INFORMACIÓN PARA LOS ELECTORES
Es un folleto que contiene toda la información sobre las elecciones exigida por la ley, tal y como una muestra de la boleta y resúmenes de las iniciativas de ley locales. Haga el favor de poner a la vista las versiones en inglés, chino, español y filipino del folleto en el exhibidor del Quiosco de Información para los Electores (VIK).

選民資料手冊
手冊刊載了法律規定的選舉資料，包括選票樣本和地方選票提案摘要。把英文、中文、西班牙文和菲律賓文各版本的手冊放在選民資料展示架上。

PAMPLET NG IMPORMASYON PARA SA BOTANTE
Pamplet na naglalaman ng mga impormasyon sa eleksyon na kinakailangan sa batas, kasama ang halimbawang balota at mga buod ng mga proposisyon sa lokal na balota. Ilagay ang mga bersiyong Ingles, Tsino, Espanyol, at Filipino sa loob ng sisidlan sa Kiosk ng Impormasyon para sa Botante.

VOTING, CURBSIDE
Voting conducted outside the polling place for voters unable to enter it.

VOTACIÓN EN LA ACERA
Votación realizada afuera de un lugar de votación para electores que no pueden entrar.

路邊投票
為不能進入投票站的選民，提供在投票站外進行的投票方式。

PAGBOTO SA LABAS SA TABI NG BANGKETA
Pagboto na isinasagawa sa labas ng presinto ng botohan para sa mga botanteng hindi makapasok.

VOTING, EARLY
Voting that begins 29 days before Election Day at City Hall.

VOTACIÓN ANTICIPADA
Votación que comienza 29 días antes del Día de las Elecciones en el Ayuntamiento.

提早投票
於選舉日前29天開始的在市政廳的投票。

MAAGANG PAGBOTO
Botohan na nagsisimula nang 29 araw bago Araw ng eleksyon sa City Hall.

VOTING, EMERGENCY
Voting conducted when polling place is locked or equipment cannot be used.

VOTACIÓN DE EMERGENCIA
Votación realizada cuando el lugar de votación está cerrado, o el equipamiento no se puede usar.

緊急投票
當投票站關閉或者選舉設備不能使用的情況下進行的投票。

EMERGENCY NA BOTOHAN
Botohan na isinasagawa kapag nakakandado ang presinto o hindi magamit ang mga kagamitan

VOTER, STANDARD
Listed in the Roster with no notes. Voter signs the Roster, receives a (blue) Secrecy Sleeve, a paper ballot, and uses the Insight Voting Machine. (Voter can request to use the touchscreen or audio ballot on the Edge Accessible Voting Machine).

ELECTOR TÍPICO
Figura en la Lista de Electores sin anotaciones. Firma la Lista de Electores, recibe un Sobre de Confidencialidad (azul), una boleta de papel, y usa la máquina de votación Insight. (Elector puede solicitar usar una pantalla táctil o boleta en audio de la maquina accesible de votación Edge.

標準的選民
在選民名冊中列出但沒有附註的民。他們于選民名冊上簽名，并得到一个藍色的保密文件夾，一份紙張選票，使用 “Insight” 投票機投票。(選民可以要求使用供殘障人士使用的“Edge”投票機上的觸摸或語音選票）。

KARANIWANG BOTANTE
Nakalista sa Talaan na walang mga nota. Pipirma ang Botante sa Talaan, tatanggap ng (kulay-asul) na Secrecy Sleeve (Sisidlan Para sa Kalihiman), isang papel na balota, at gagamitin ang makinang pamboto na insight. (Maaaring hilingin ng botante na gamitin ang touchscreen o ang audio ballot sa accessible na makinang pamboto na Edge).

VOTER, ID REQUIRED
First-time voter who registered by mail, but did not provide ID required by HAVA. Directions for processing these voters are on yellow pages of Roster.

ELECTOR QUE REQUIERE IDENTIFICACIÓN
Elector que está votando por la primera vez y que se inscribió a votar por correo pero no proporcionó identificación requerido por la Ley Para Ayudar a América a Votar.

須提供身份證的選民
郵寄登記但沒有提供「幫助美國選舉法」所要求的身份的初次投票的選民。處理這些選民的指南在選民名單裡面的黃色頁。

BOTANTE NA KAILANGANG MAGPAKITA NG ID
Botante na ngayon pa lang boboto na nagparehisto sa pamamagitan ng koreo pero hindi nagbigay ng ID na iniuutos ng HAVA.. Ang mga direksyon sa pagpo-process sa ganitong mga botante ay nasa kulay-dilaw na mga pahina ng Talaan.

VOTER, PROVISIONAL (PV) (ALSO SEE PROVISIONAL ENVELOPE)
(PV) Voter must vote provisionally if voter is a) not listed in the Roster; b) is listed as VBM Issued but cannot return VBM ballot; c) is listed as ID Required in the Roster but does not show ID; or, d) in a Primary election, requests ballot other than the option(s) listed by name in Roster. Poll worker and voter fill out provisional envelope. Sealed PV envelope containing ballot is deposited in Red Box. Department of Elections checks information after the election to determine whether all or some of ballot can be counted.

ELECTOR PROVISIONAL (PV)
Un elector debe votar provisionalmente si a) su nombre no aparece en la lista oficial de electores inscritos en este recinto electoral; b) solicitó una boleta de voto por correo, pero no puede entregarla al trabajador electoral; c) esta listado en la Lista de Electores como teniendo que proporcionar identificación pero no la proporciona; d) en unas Elecciones Primarias, desea votar una boleta diferente a las opciones listadas junto a su nombre en la lista de electores. El trabajador electoral y el elector llenan la información necesaria en el sobre provisional. El sobre sellado es puesto en la caja roja. El Departamento de Elecciones verificara la información después de las elecciones para determinar si toda o parte de la boleta puede ser contabilizada.

條件性投票(PV)
選民在以下的情況下必須使用條件性選票進行投票：姓名不在選民名單上；在選民名單上列為“VBM Issued(已發郵寄選票)”但未能交回郵寄選票；在選民名冊上列為“ID Required(須提供身份證)”但沒有提供身份證；要求带有除選民名單上依選民名字列出的選項以外的初選選票。投票站工作人員和選民一起填寫條件性選票信封。把已封口的信封放入紅箱。選舉結束之後，選務處將核查信封上的資料以便決定是否能計算全部或有些的選票項目。

PROBISYONAL (PV)
(tingnan din ang Probisyonal na Sobre)

(PV) Kailangang bumoto nang probisyonal ang botante kung siya ay a) hindi nakalista sa Talaan; b) nakalista na VBM issued ngunit hindi maibalik ang VBM na balota; c) nakalista na Kailangan ang ID sa Talaan pero hindi nagpakita ng ID, o; d) sa Primaryang Eleksyon, humiling ng balota na naiiba sa (mga) opsyon na nakalista sa tabi ng pangalan sa Talaan. Susulatan at sasagutin ng parehong manggagawa sa presinto at ng botante ang probisyonal na sobre. Ang selyadong sobre ng PV na naglalaman ng balota ay ihuhulog sa Pulang Karton. Ichе-check ng Departamento ng Eleksyon ang impormasyon pagkatapos ng eleksyon para alamin kung maaaring mabilang ang lahat ng mga balota o ang ilan lamang.

VOTER, VOTE-BY-MAIL

Vote-by-Mail ballots (VBM) in sealed envelopes may be dropped off at any San Francisco polling place or at City Hall on Election Day, or exchanged if a voter wishes to vote at a polling place. If a voter is listed in as Vote-by-Mail in the Roster and cannot exchange VBM ballot, voter must vote provisionally.

LAS BOLETAS DE VOTO POR CORREO

Pueden ser depositadas en cualquier Caja Roja en San Francisco el Día de las Elecciones, o intercambiadas por el elector si desea votar en el lugar de votación. Si el elector se encuentra en la Lista de Electores como elector de voto por correo y no puede intercambiar su boleta de voto por correo, el elector debe votar provisionalmente.

郵寄投票(VBM)

可以於選舉日交回三藩市任投票站或市政廳的郵寄選票，或者如果選民想要在投票站投票，也可以交回郵寄選票並取得新的選票。如果選民列在郵寄投票的選民名單上並且不能交回郵寄選票，選民必須投條件性選票。

BOTO-SA-PAMAMAGITAN-NG-KOREO

Ang mga balota ng boto-sa-pamamagitan-ng-koreo (VBM) na nasa selyadong sobre ay maaaring dalhin sa anumang presinto ng botohan ng San Francisco o sa City Hall sa Araw ng Eleksyon, o maaaring papalitan kung gusto ng botanteng bumoto sa presinto ng botohan. Kung nakalista ang botante sa Talaan na Boto-sa-Pamamagitan-ng-Koreo at hindi mapapalitan ang VBM na balota, dapat bumoto nang probisyonal ang botante.

EDGE VOTING MACHINE

Accessible voting machine with touchscreen and audio ballot options. Upon voter request, the Inspector will activate a voter card in the Card Activator. The voter will use the activated voter card to vote. The votes are transferred onto paper ballots after the Election, per California Secretary of State requirements.

Edge Card Activator and Voter Cards

Poll worker uses Card Activator to activate standard or provisional Edge ballot in touchscreen or audio mode. Instructions for using the machine are located in the Card Activator bag.

Edge Printer

Connected to the Edge to print opening report, Voter Verified Paper Audit Trail and closing report. Must remain sealed at all times.

MÁQUINA DE VOTACIÓN ACCESIBLE EDGE

Máquina de votación accesible con boleta en pantalla táctil y función de audio. Bajo solicitud del elector, el inspector activará una tarjeta de elector en el Activador de Tarjetas. Los votos son transcritos en boletas de papel después de las Elecciones, según la Secretaría del Estado de California.

Activador de Tarjetas

Máquina que el trabajador electoral usa para activar las boletas típicas o provisionales en la máquina Edge con pantalla táctil o con la función de audio.

Impresora

Conectada a la máquina Edge para imprimir el informe de apertura, el registro de selecciones en papel, y el informe de cierre. Debe permanecer sellada en todo momento.

“EDGE”投票機

提供觸摸屏和語音選票的無障礙投票機。如果選民要求，投票站監督員將會使用投票卡啟動器來啟動投票卡，然後選民會使用此卡來進行投票。依據加州州務卿的要求，在選舉當晚，選票會轉移到紙張選票上。

“Edge”投票機的打印機

連接至“Edge”投票機的小打印機，其印出投票機啟動報告、“經選民核實的紙質記錄”和投票機關閉報告。必須一直保持密封狀態。

MAKINANG PAMBOTO NA EDGE

Accessible na makinang pamboto na may mga opsyon na touchscreen at audio ballot. Sa panahon na humiling ang botante, i-a-activate ng Inspector ang voter card sa Card Activator. Gagamitin ng botante ang na-activate na voter card para bumoto. Inililipat ang mga boto sa mga balotang papel pagkatapos ng Eleksyon, ayon sa mga iniuutos ng Kalihim ng Estado ng California.

Card Activator at Voter Cards na Edge

Ginagamit ng manggagawa sa presinto para i-activate ang standard o probisyonal na balota ng Edge sa touchscreen o audio mode. Ang mga tagubilin sa paggamit ng makina ay nasa bag ng Card Activator.

Printer na Edge

Nakakonekta sa Edge para i-print ang pambungad na report, ang Katunayang nasa Papel para sa Pag-audit na Bineripika ng Botante [Voter Verified Paper Audit Trail] at ang Pangwakas na Report. Dapat manatiling selyado sa lahat ng oras.

INSIGHT VOTING MACHINE

Voting machine that counts and securely stores paper ballots on Election Day.

Insight Auxiliary Bin

Ballot bin located on back of Insight machine, used to store voted ballots if Insight malfunctions.

Insight Message

Prints out on Insight tape if contest(s) is marked in a way that cannot be counted. The machine returns the ballot card and prints a message. Poll worker must direct voter to the "If your ballot is returned" flipchart for information on the message. Voter may request either a new ballot card to re-mark or for poll worker to accept card as-is.

Insight Printout Tape

Paper printout of opening report, messages, errors, and closing report.

MÁQUINA DE VOTACIÓN INSIGHT

Máquina de votación que escanea las flechas completadas en la boleta y guarda las boletas de manera segura el Día de las Elecciones.

Cesto Auxiliar de la Máquina Insight

Cesto localizado en la parte trasera de la máquina utilizado para almacenar boletas marcadas en caso de que la máquina Insight no funcione.

Mensaje de Insight

Mensaje de la Máquina Insight: Este mensaje es impreso en la cinta si la(s) contienda(s) han sido marcada(s) de una manera en la cual no se puede(n) contabilizar. La máquina devuelve la boleta e imprime un mensaje. El trabajador electoral debe dirigir al elector al papelógrafo "If your ballot is returned" para más información sobre este mensaje. El elector puede solicitar una nueva boleta para volver a marcarla o pedir al trabajador electoral que acepte la boleta tal y como la marcó.

Cinta de la Máquina Insight

Informe de apertura, mensajes, notificaciones de error, e informe de cierre que la máquina de votación imprime en una cinta de papel.

"INSIGHT"投票機

在選舉日用來掃描選票上標記完整的箭頭以及安全地儲存選票的投票機器。

"Insight"投票機輔助箱

位於"Insight"投票機後部的選票箱，若"Insight"投票機出現故障可以用於存放已投下的選票。

"Insight"投票機訊息

如果"Insight"投票機無法讀取所標記的選舉項目"Insight"紙帶打印出訊息指明錯誤。投票站工作人員必須指示選民查看標題"If your ballot is returned" 的信息卡來了解此信息，然後選民可以要求重新標記一份新的選票卡或讓投票站工作人員接受原先的選票卡。

"Insight"投票機訊息紙帶

印出機器啟動、各種訊息、出錯訊息和關閉報告的訊息打印紙。

MAKINANG PAMBOTO NA INSIGHT

Makinang pamboto na nagbibilang at nag-iimbak nang ligtas ng mga balota na papel sa Araw ng Eleksyon.

Auxiliary Bin (Aux Bin) na Insight

Bin para sa balota na nasa likuran ng makinang Insight, ginagamit para iimbak ang mga balotang ibinoto kapag pumalya ang Insight.

Mensahe na Insight

Nagpi-print sa tape na Insight kung ang (mga) labanan ay minarkahan sa paraang hindi mabilang. Ibinabalik ng makina ang card na balota at nagpi-print ng mensahe. Dapat ituro ng manggagawa sa presinto ang botante sa flipchart para sa "kung ibinalik ang balota ninyo" para sa impormasyon tungkol sa mensahe. Maaaring humiling ang botante ng alinman sa dalawa, ng panibagong card na balota para muling markahan o na tanggapin na ng manggagawa sa presinto ang card na walang pagbabago.

Tape ng Printout na Insight

Printout sa papel ng pambungad na report, mga mensahe, mga kamalian, at pangwakas na report.

Quick Review

- Arrive to your polling place by 6 a.m.!
- Your mission as a poll worker is to 1) protect voter rights, 2) serve voters with respect, and 3) offer assistance.
- The ballot is bilingual, each with content in English and one other language: Chinese, Spanish, or Filipino.
- Call the Election Center if you have any questions, we are here to assist you!

Type of Voter	Where Voter Signs	Where Voter Places Paper Ballot
Standard (no notes in Roster)	Roster	Insight Machine *(or Edge Machine if voting audio or touchscreen ballot)*
Vote-by Mail voter **dropping off VBM ballot**	Vote-by-Mail Envelope	Red Box
Vote-by-Mail voter **exchanging VBM ballot** for precinct ballot	Roster	Insight Machine
Provisional	Provisional Envelope	Red Box

Friendly support is just a phone call away!

Election Center

(800) 554-9934

- Answers poll worker questions from 5:30 a.m. to final custody transfer
- Sends field support to polling place to assist
- Responds to any poll worker reports of tampering, fraud, etc.

Voter Assistance

English: (415) 554-4375

Chinese: (415) 554-4367

Spanish: (415) 554-4366

Filipino: (415) 554-4310

Vietnamese: (415) 554-4375

Japanese: (415) 554-4375

Korean: (415) 554-4375

All other languages: (415) 554-4375

TTY: (415) 554-4375

- Answers voter questions
- Translates between voter and poll worker
- Offers voter directions to home polling place
- Responds to any voter reports of tampering, fraud, etc.

Emergency

- For medical problems or life-threatening emergencies, first call 911
- Evacuate polling place if necessary
- Call the Election Center for instructions to continue voting

Notes