

Item 10(d).

Election Plan
City and County of San Francisco

Presidential Primary Election
February 5, 2008

I. Introduction

The San Francisco Department of Elections (DOE) must:

“...Conduct all public federal, state, district and municipal elections in the City and County...[This includes] voter registration; the nomination and filing process for candidates to City and County offices; the preparation and distribution of voter information materials; ballots, precinct operations and vote count; the prevention of fraud in such elections; and the recount of ballots in cases of challenge or fraud.”

(San Francisco Charter, sec. 13.104)

Organizing and running an election in the City and County of San Francisco requires staffing of 561 polling places. Sites must be located and precinct workers recruited and trained for each precinct. Voter information pamphlets and sample ballots must be prepared and distributed. Absentee ballots must be sent to voters who have requested them or who are registered as permanent Absentee voters. Additionally, in advance of the election, voting machines must be tested, and Deputy Sheriffs must be assigned and coordinated to pick up voted ballots for transport to the holding facility after the polls close. Ballots and equipment must be transported to each site and assembled. Poll workers are to arrive by 6:00 a.m. to set up the polling place, then at 7:00 a.m. start to process voters as they arrive. The pollworkers are to post and update a list of voters registered in the precinct who have voted on an hourly basis but not note the time or the hour. Once the polls close at 8:00 p.m., the poll workers must print a receipt tape for posting at the polling place and copy the results from the Edge II touch screen for posting.

At the close of Election Day, Voted ballots must be removed from the Insight optical scan tabulator and the Red Box and readied for transport to a holding facility. Pollworkers are to reconcile the number of unused ballots remaining with the number delivered to the precinct and the number used with the Posted Ballot Statement (PBS). A copy of the PBS must be posted outside polling place along with the Insight receipt. Pollworkers must take down the voting booths and ready the equipment and supplies for later pick up.

The pollworkers will remove the memory devices from the Insight and the Edge II and ready them for retrieval by Parking Control officers from the Department of Parking and Traffic and then transported to City Hall. The ballots and Edge II machines will be taken to the Department's Processing Center at Pier 48, or, if necessary, Pier 29.

Provisional and Absentee ballots that have been dropped off at a polling place are delivered to the DOE's "Processing Center" and are transported to the DOE office in City Hall the day after the election. Department staff are to process all Provisional and Absentee ballots to determine whether it is to be accepted or challenged. Challenged ballots are neither opened nor counted whereas accepted ballots are opened, extracted and prepared for tabulation. California election law allows 28 days following an election for the election official to conduct the official canvass and certify the election results.

Between elections, DOE must conduct voter file maintenance of the following to ensure the voter rolls are current and as accurate as possible. This maintenance includes:

- Purging of deceased individuals;
- Purging of duplicate registrations;
- Purging of individuals in prison or on parole for the conviction of a felony;
- Purging of voters who have moved out of county; and
- Cross-checking our files with those of the Secretary of State.

II. Governing of Election

The upcoming election shall be governed in accordance with:

- California Election Code;
- San Francisco Municipal Elections Code and applicable Charter Amendments;
- United States Voting Rights Acts (1965)
- United States Help America Vote Act (2002)
- United States Americans With Disabilities Act (1990);
- Previously established administrative procedures which the San Francisco Department of Elections and the Director of Elections deem to be best practices.

III. New Practices

Gathering Results

The Department will no longer use Uplink Sites to transmit election results to City Hall and instead will accept all memory packs and memory cards at the MacAllister entrance of City Hall and upload the results from stations set up for these purposes.

Canvass

The Secretary of State's certification of the Edge II machines requires the Department to manually count all Voter Verified Paper Audit Trails (VVPAT) and compare those results to the machines electronic records.

Staging Ballots Before, During, and After Processing

Ballots for the polling places will be delivered to Brooks Hall and not to the building located at 240 Van Ness Avenue as in the past. The Department will, however, continue to distribute polling place ballots to poll workers from the 240 Van Ness Avenue location.

Sheriff's Deputies Will Retrieve Edge II Machines

Sheriff's Deputies will not only retrieve the voted and unvoted ballots but also will retrieve the Edge II machines from each polling place and deliver all materials to the Processing Center at Pier 48. Parking Control officers will retrieve the memory packs from the Insights as well as the memory cards from the Edge II machines.

Closing Polls

The pollworkers are to post and update a list of voters registered in the precinct who have voted on an hourly basis but not note the time or the hour. Once the polls close at 8:00 p.m., the poll workers must print a receipt tape for posting at the polling place and copy the results from the Edge II touch screen for posting.

CONDITIONS

IV. Election Summary

1. Offices and Local Ordinances and Charter Amendment Listed on the Ballot

The following elective offices listed on the ballot:

President of the United States

Bonds

A – Clean and Safe Neighborhood Parks Bonds, 2008

Charter Amendments

B – Creating a New Deferred Retirement Option for Members of the San Francisco Police Department

Declarations of Policy

C – Adopting a Policy that the City Acquire Alcatraz Island to Make it a Global Peace Center

2. Voter Registration: 408,070 as of December 19, 2007

3. Number of precincts: 580

Of the 580 precincts, 19 are mail-in only.

4. Number of pollworkers required: Approximately 2,500

For the February 5, 2008 Presidential Primary Election our goal is to recruit approximately 2,900 pollworkers. The DOE will staff each polling place with four (4) pollworkers: one (1) Inspector and three (3) Clerks. The DOE will recruit 561 Inspectors and 2,244 clerks. In addition to the

approximately 2,800 pollworkers assigned to the precincts, the DOE will recruit 60 stand-by Inspectors and pollworkers, who will be stationed at City Hall and dispatched as needed on Election Day.

It is the DOE's plan to expand our services to voters who need language assistance on Election Day and exceed the 3% standard imposed by California Elections Code, Chapter 4, Article 1, Section 12303 (b)-(c). We will place Chinese- and Spanish-speaking pollworkers at precincts as follows:

- At least one bilingual pollworker in every precinct where 10 or more registered voters have requested election material in Chinese or Spanish;
- At least two bilingual pollworkers in every precinct where 75 or more registered voters have requested election material in Chinese or Spanish; and
- Three to four bilingual pollworkers in every precinct where 120 or more registered voters have requested election material in Chinese or Spanish.

In addition to the aforementioned bilingual pollworkers, the Department further targets precincts that may require language assistance by placing Chinese- and Spanish-speaking pollworkers in every precinct where 25 or more registered voters were born in Chinese- and Spanish-speaking countries.

In summary:

- 340 precincts (61% of 561 polling places) will be staffed with Chinese-speaking pollworkers (450 pollworkers total); and
 - 105 precincts (19% of 561 polling places) will be staffed with Spanish-speaking pollworkers (105 pollworkers total).
5. Voting equipment to be used: At precincts, the Insight and Edge II will be used at the polling places and the 400-C will be used in City Hall primarily to count absentee ballots.
 6. Number of Permanent Absentee Voters: approximately 140,270 as of December 19, 2007.
 7. Ballots:
 - There will be two ballot types, based on the two Assembly Districts that include San Francisco;
 - Each voter will receive 1 ballot card; and
 - The ballots will be trilingual: English, Chinese and Spanish.
 8. Voter Information Pamphlet and Sample Ballot:
 - English Voter Information Pamphlets will be mailed by January 7, which is 29 days before the election as stipulated by Municipal Elections Code section 500.
 - Chinese and Spanish Voter Information Pamphlets will be mailed beginning on January 19.

V. Critical Dates and Deadlines

- Presidential Candidate Filing Deadlines
 - Write-in Candidate Filing: January 15, 2008
- Ballot argument deadlines:
 - Proponent/Opponent Arguments: November 15, 2007 by Noon
 - Rebuttal to Proponent/Opponent Arguments: November 19, 2007 by Noon
 - Paid Ballot: November 19, 2007 by Noon
- Public Inspection period of Ballot Digests, Financial Analyses and Ballot Questions: November 13 – November 23, 2007 by Noon
- Public Inspection Period of Proponent and Opponent Ballot Arguments for District Bond
- Public Inspection period of Proponent and Opponent Arguments: November 16 – November 26, 2007 by Noon
- Public Inspection period of Rebuttal Arguments: November 20 – November 30, 2007 by Noon
- Public Inspection period of Paid Arguments: November 20 – November 30, 2007 by Noon
- Begin mailing ballots for overseas voters: December 26, 2007
- First day for Early Voting: January 7, 2008 from 8 a.m. to 5 p.m. Early voting on weekends begins January 26th and 27th, 2008 and February 2nd and 3rd, 2008 from 10 a.m. to 4 p.m.
- First day for mailing Absentee ballots: January 7, 2008
- Deadline for Voter Registration: January 21*, 2008
 (* = the legal holiday falls on a Saturday, Sunday, or holiday; in most cases the deadline will move forward to the next working day.)
- Last day to mail Voter Information Pamphlet: January 27 but mailings can begin as early as 40 days prior to November 6, 2007
- Last day to request Absentee ballot be mailed: January 29, 2008 at 5:00 p.m.
- First day processing Absentee ballots: January 25, 2008
- Election Day: February 5, 2008 from 7 a.m. to 8 p.m.
- First day of processing Provisional ballots: February 6, 2008
- Deadline for Certification of Election: March 4, 2008.

VI. Security and Distribution of Ballots Before and On Election Day

1. Absentee Ballots

Absentee ballots are sent from the printer to a mail house in San Leandro where the ballots are assembled with the inserts included in all Absentee ballot envelopes for mailing. Permanent Absentee ballots will be delivered to the postal facility on Evans Street for mailing on January 7, 2008.

2. Absentee Generic Ballots

- Unvoted Absentee generic ballots will be secured in Room 59 at City Hall.
- Permanent Absentee ballots: Mailed by January 7, 2008 Follow-up Absentee ballot requests will be mailed as requests arrive to the Department.
- Location of secured, returned, voted Absentee ballots
 - All early voted ballots will be secured in City Hall.

3. Precinct Ballots/Precinct Generic Ballots

Unvoted precinct and precinct generic ballots are staged in Brooks Hall and distributed to polling place inspectors from 240 Van Ness Avenue, one block south of City Hall. Precinct ballots will be distributed to the polling place inspectors upon their completion of training classes beginning Saturday, January 12, 2008 for clerks, and Wednesday, January 30, 2008 for inspectors. If inspectors cannot pick up their ballots after training class, the Department may deliver the cards to their residence.

4. Securing Voted Ballots during Election Day

For this election, there will be no mid-day pick up of voted ballots. Also, the bins inside the optical scan machines separate ballots that have votes for write-in candidates.

VII Transporting and Securing Precinct Ballots after the Polls Close on Election Day

The Sheriff's Deputies will retrieve the voted and unvoted ballots from the polling sites and transport them to the Department's Processing Center on Pier 48, or Pier 29. At the Processing Center the voted and unvoted ballots will be separated and accounted for and the Department will begin readying the voted Absentee and Provisional ballots for transport to City Hall for tallying. In past elections the Department would transport the voted ballots to Brooks Hall for canvassing; however, beginning this election, the Department plans to begin not moving the ballots and have them remain at Pier 48 for canvassing. If Pier 48 is not ready to be used as the Processing Center, the Department will use Pier 29 and then will transport ballots and materials to Brooks Hall.

VIII. Ballot Processing

1. Absentee Ballots

In San Francisco, an Absentee ballot is placed into the return envelope, which the Absentee voter must sign. The envelope also has a label with the voter's name and address printed on it. Upon receipt at DOE, the signature on the Absentee ballot envelope is compared to the voter's signature on the affidavit of registration on file (Cal. Elec. Code Sec. 3019), and the voter is noted in the database as having voted. Properly submitted ballots are then sorted by precinct.

Bins of sorted Absentee ballots are then opened by a worker who slides the envelope through a slicing machine, extracts the ballot and places them in stacks. Throughout this period, the side of the envelope with the voter's identifying information is kept facing downward so as to protect the voter's privacy. Extracted ballots are then delivered to the Central Count location in City Hall.

If a voter's Absentee ballot is received more than approximately ten (10) days prior to the election, the polling place Roster will reflect this. If the voter has requested an Absentee ballot, this too will be noted in the roster and the voter will have to surrender the Absentee ballot before being allowed to vote, or the voter will have to cast a Provisional ballot.

- The Department of Elections begins processing Absentee ballots after the mailing of Permanent Absentee ballots on January 7, 2008 by reviewing the signatures on the envelopes upon their arrival and the Department can begin opening the envelopes to seven business days before the election – January 25th.
 - For this election, Absentee ballots are to be processed at the Central Count location at City Hall using the 400-C machines. After the ballots are verified, the Ballot Distribution division receives the accepted ballots. The ballot envelopes are then sorted by precinct number, opened, and extracted in Room 59 in City Hall. Once the ballots are removed, they are prepared for counting in the DOE Computer Room; header cards are placed between each precinct and log sheets are completed for each box of voted ballots. When ballots are moved from Room 59 to the Computer Room, a transport log is used to ensure the chain of custody. During ballot counting, any ballot that cannot be processed by the 400-C machine is set aside for manual review and remake if required. The 400-C machines also separate write-in ballots which will require manual review and tally.

During the canvass process, any auxiliary bin ballots are also reviewed. Once the Department determines during the canvass – or the reconciliation and review of all election materials sent to the polling places – that the auxiliary bin ballots have not been counted by the Insight on Election Day at the polls, the ballots are transported to the Central Count location at City Hall. They are then processed through the 400-C machine, similar to the way Absentee and Provisional ballots are counted.

- Date to begin processing precinct ballots (Election Day) and Absentee ballots delivered to the polling places: February 5, 2008.
 - At the polling places, Absentee voters will place their voted ballots into the Red Box. After delivery to City Hall, the ballots will be sorted by precinct number and then processed by the 400-C machine. A transport log is to be completed when ballots are moved from one location to another as well as on processing room to another to ensure the chain of custody. During the ballot count, any ballot that cannot be processed by the 400-C is set aside for remake, similar to the way Absentee and Provisional ballots are processed for remake.

2. Precinct Ballots

Precinct ballots are scanned at the polling places after voters place their voted ballot cards into the Insight machines. The vote tallies are stored in the memory pack in each Insight. Also, precinct ballots voted by using the Edge II touch screen are stored on a memory device

and printed on the Verified Voter Paper Audit Trail (VVPAT). The memory pack from the Insight and the memory card from the Edge II will be retrieved by Parking and Control Officers from the Department of Parking and Traffic and transported to City Hall. The paper ballots and VVPAT will be transported to Pier 48 or Pier 29 by Deputy Sheriffs.

3. Provisional Ballots

Two ballot types will be used in San Francisco in this election, owing to the Assembly districts. As addressed elsewhere in this document, if a voter votes outside of their assigned polling place, any contest(s) for which they are not eligible to vote, based on their registration, will not be counted.

Provisional envelopes contain the ballots of voters whose names did not appear on the roster of the polling place at which they voted.

Provisional ballots require individual adjudication in which a DOE employee compares the signature on the pink envelope to the voter's signature on the affidavit of registration on file. This process is performed by using registration database to identify the voter and determine whether the voter is registered and which ballot type the voter should have voted according to the voter's current residential address. The database is programmed to compare whether the ballot type issued and the ballot type the voter is entitled to vote with is the same, in which case the candidates and measures will be counted for the entire ballot. The "Help America Vote Act" (HAVA) and California Election Code Section 14310 (3)(b) states, "If the ballot cast by the voter contains candidates or measures on which the voter would not have been entitled to vote in his or her assigned precinct, the elections official shall count only the votes for the candidates and measures on which the voter was entitled to vote in his or her assigned precinct." Provisional ballots are challenged and will not be counted for the following reasons:

- Identity of the voter cannot be determined;
- Envelope is not signed;
- Envelope is not sealed;
- No residential address provided;
- Signature does not compare or match to the voter registration on file;
- No ballot is enclosed; and/or
- The signature is printed.

Provisional voting on the Edge II will involve issuing the voter with a voter card that is activated for provisional voting only. The card activator will indicate a reference number on its display which will be noted by the pollworkers on the Provisional envelope. This number will be used to reference to that ballot during tabulation once accepted to be included in the election's tallied results.

4. Damaged and Remake Ballots

Under certain circumstances, when a ballot is lawfully cast but unreadable by the vote counting equipment, the Department of Elections must "remake" the ballot so it can be read and processed by the equipment. For example, ballots that are torn, bent, folded, dirty, damp or damaged must

be remade. The remade ballot must reflect the voter's intent insofar as the voter's intent can be determined from the defective ballot.

California Elections Code Section 15210 requires the Department to remake ballots when the voter used a pencil or pen that cannot be read by the vote counting equipment, or when the voter marked a sample or photocopied ballot rather than an actual ballot. Under certain circumstances, voters are permitted to use sample ballots and photocopied ballots when actual ballots are not readily available.

For this election, all ballot cards – Absentee, Polling Place, Auxiliary Bin, Provisional – will require review by the DOE. Any ballot card not marked with a pencil or dark ink will require the DOE to remake that ballot. The auxiliary bin is a compartment used to collect ballots when the Insight machine is temporarily out of order.

The original, unreadable ballot is called the "original." The duplicate ballot is called the "remake."

The remake process, like all aspects of ballot processing, is open to the public

Common Situations for Remaking a Ballot

The following is a list of the most common situations in which the Department of Elections remakes ballots:

- A portion of the ballot card is torn off;
- The ballot card is ripped;
- The ballot card is bent, folded, creased or wrinkled;
- The ballot card is damp, dirty or sticky;
- The ballot card has ink smudges, eraser marks or eraser holes;
- The ballot has stray marks that could interfere with the ability of the equipment to count votes cast on the ballot; and/or
- The voter used a pencil or pen that cannot be detected by the vote counting equipment.

The Department of Elections determines when it is necessary to remake a ballot.

What are Examples of Incorrectly-Marked Ballots that are not Remade?

The following are examples of incorrectly marked ballots that are not remade by the Department of Elections (California Elections Codes § 15342 and 15208). These are votes that are not cast according to State law and for that reason the votes are invalid and may not be counted.

- The voter marked the ballot with a sticker or stamp to indicate the name of a write-in candidate;
- The voter wrote in the name of a qualified write-in candidate but failed to connect the head and tail or the arrow pointing to the space for write-in candidates; and/or

- The voter marked or signed the ballot so that the ballot can be identified by others as the voter's ballot.

What is the Process for Remaking Ballots?

All Absentee and Provisional ballots (and any precinct ballot cards that were not inserted in and processed by an Insight machine at the polling place) are processed using the 400-C machine. If the Central Count 400-C machine segregates a ballot for any reason, the ballot must be reviewed by a Remake Team to determine whether a remake is necessary.

Each Remake Team consists of four members – two Screeners, and two Markers. Working together, the two Screeners review each ballot to determine whether a remake is necessary.

A ballot card must be remade if:

- The ballot card is torn;
- The ballot card is ripped;
- The ballot card is bent, folded, creased or wrinkled;
- The ballot card is damp, dirty or sticky;
- The ballot card has ink smudges;
- The ballot card has a stray mark in the "read path";
- The ballot card has eraser marks or eraser holes;
- The voter used a pencil or pen that cannot be detected by the vote counting equipment; and/or
- The voter failed to mark the ballot by connecting the head and tail of the arrow (as directed in the voting instructions) but instead used an incorrect mark, and used the same incorrect mark for every contest.

Examples of incorrect marks are:

- The voter circled the candidate's name;
- The voter circled part or all of the arrow;
- The voter underlined part or all of the arrow;
- The voter made an "X" through the arrow;
- The voter used the space provided for write-in candidates for each contest to write in the name of a candidate whose name is actually printed on the ballot;
- The voter marked the ballot by connecting the head and tail of the arrow next to the name of a single candidate, and in addition used the space provided for write-in candidates for the contest to write in the name of the same candidate and/or

- The voter marked the ballot by connecting the head and tail of the arrow next to the name of a single candidate, and connected the arrow next to the name of another candidate for the same office but then crossed out that mark.

If the Screeners have any questions about whether a ballot must be remade, they should address their questions to the Department of Elections manager supervising the remake process (the "Manager"). If a question cannot be resolved by reviewing this guide, the question must be resolved by the Manager in consultation with the Director of Elections.

The remade ballot must reflect the voter's intent. The two Screeners, again working together, must determine the voter's intent from the original ballot. If the Screeners have any questions about the determination of voter intent, they should address their questions to the Department of Elections Manager supervising the remake process. The question must be resolved by the Manager in consultation with the Director of Elections.

If the two Screeners determine that a remake is necessary and that the voter's intent is clear, the Remake Team should obtain a blank ballot that is the correct ballot type for remaking the ballot.

Working together, the two Markers must duplicate the votes cast on the original ballot on the remake ballot. The remake must reflect the intent of the voter, as determined by the Screeners. The Markers use ballot pens provided by the voting system vendor to ensure that the marks can be read by the vote count equipment.

The Markers must code both the original ballot and the remake with the following information:

- "AV" to indicate that the original was an Absentee ballot;
- "PV" to indicate that the original was a Provisional ballot;
- Precinct number;
- Initials of the person marking the remake;
- Date the remake was made; and
- Number of the remake ballot in sequence number.

For example: For an Absentee ballot, precinct number 3254, remade by MM on 11/02, where the remake was the first remake in a sequence starting with the number 001 (and continuing with 002, 003, etc...), both the original and remake would include the following coding:

AV 3254 MM 11/02 001

Finally, the markers must stamp "Original" on the original ballot and "Remake" on the duplicate ballot.

When is the Remake Process Completed?

The remake process continues until all ballots have been examined and, if necessary, remade. The remakes are then counted and tabulated by precinct by the 400-C equipment. All ballots must be processed, counted and tabulated within 28 days of the election.

5. Write-In Votes for the Insight

Throughout the write-in process, the procedures for Precinct Insight Ballots, Absentee/Mail Ballots, Provisional Ballots and Auxiliary Bin Ballots are similar, but the cards are counted and stored separately.

- a. After confirming that all cards with write-ins have been received (by comparing physical card counts for each precinct with the Insight and 400-C counts), segregate the non-RCV and RCV ballot cards by precinct and follow the procedures for each type of card.

Non-RCV Ballot Cards with Write-In Votes

- a. Teams of two screeners separate cards with valid write-in votes from those with no valid write-in votes. Any overvotes or write-in votes that are not for certified write-in candidates for that contests (or candidates listed on the ballot) are stamped "VOID" in red ink across the write-in name(s).
- b. After all of the non-RCV ballot cards with write-in votes have been reviewed and separated, cards with no valid write-in votes are set aside for storage and a tally of votes for qualified write-in candidates is begun. This tally will be recorded on the Unofficial Tally Sheet for Write-Ins with the appropriate box checked ("Precinct Insight Ballots," etc.).
- c. Each recording team will consist of four people: the Caller, the Observer, and two Recorders. In addition, a Monitor will oversee the workflow.
- d. For each card, the Caller will read aloud the precinct number, the card number (if applicable), the contest that contains a valid write-in vote, and the contents of the name field. The Observer, who sits close enough to the caller to be able to read the ballot, will ensure that the Caller is correct. Each Recorder will look for the candidate's name on an Unofficial Tally Sheet for Write-Ins. This sheet lists only qualified write-in candidates (certified write-in candidates plus candidates whose names appear on the ballot) for each contest. Each recorder will write the corresponding precinct number on the tally sheet, in the first available slot next to the candidate's name.
- e. This process will continue until each contest with a valid write-in vote has been recorded.
- f. Continue until all ballot cards with write-in votes have been processed.
- g. Each Recorder will then enter the total number of votes for each qualified write-in candidate for each contest. There will now be two identical, simultaneously generated Unofficial Tally Sheets for Write-Ins, one from each Recorder.
- h. If the two Unofficial Tally Sheets do not match, the ballot cards will be reviewed until the cause for the discrepancy is determined and the discrepancy is resolved.
- i. The Absentee / mail, Provisional, and auxiliary bin ballot cards are processed following the same procedures as the precinct Insight ballots, with one exception:

In the event of an overvote in which a candidate listed on the ballot is selected and the *same* candidate is also indicated as a write-in vote, this should be accepted as a valid write-in vote for that candidate, rather than treated as an overvote. The reason for this difference in handling is that a voter who has voted via a mailed ballot or voted Provisionally or using the auxiliary bin has not been given the opportunity to correct the overvote; the duplicate vote for the same candidate must be interpreted as intent to select that candidate.

- Once all ballot cards with write-in votes have been processed, the results are recorded on the Unofficial Tally Sheets for Write-Ins for Precinct Insight Ballots, Absentee/Mail Ballots, Provisional Ballots and Auxiliary Bin Ballots will be reviewed and tallied by DOE for reporting purposes.

RCV Ballot Cards with Write-In Votes

- a. Sort the ballot cards by precinct number.
- b. Segregate cards according to the voters' write-in choices for *all* RCV contests on the ballot card.

Beginning with the first precinct in the first district to be reviewed, a team of two screeners will review each ballot card, checking each contest and each choice with a write-in vote. Keeping the ballots in precinct order, they will create four stacks, grouping ballot cards with write-in choices for:

- 1. Only certified write-in candidates (from certified write-in list)**

For one or more contests or choices, the voter has completed the arrow next to the space for write-in candidates and written in the name of a candidate who appears on the certified write-in list for that contest and precinct.

- 2. Only candidates whose names appear on the ballot**

For one or more contests or choices, the voter has completed the arrow next to the space for write-in candidates and written in the name of a candidate listed on the ballot for that contest and precinct.

- 3. Only invalid candidates or blanks**

For one or more contests or choices, the voter has completed the arrow next to the space for write-in candidates and has written in something other than the name of a candidate who appears on the certified write-in list or on the ballot, or has left the write-in area blank

- 4. Any combination of the above**

The voter has made more than one RCV write-in choice, either for the same contest or for different contests. The voter's choices include a combination of valid candidate names (listed on the certified write-in list or on the ballot) and/or invalid candidate names.

Keep in mind that the groupings should be determined based on *all* write-in choices on the entire ballot card (all contests and choices). Overvoted ballot cards should also be categorized according to the above criteria.

- c. A team of two screeners will separate the ballot cards in each of the above categories into two groups: those that require remakes and those that are ready for processing. Remakes are generally required if a voter has written in an invalid candidate or a candidate listed on the ballot. Ballot cards that are ready for processing will be reviewed by another team of two screeners, then collected in a container for transfer to the City Hall computer room, to be processed by the 400-C machine.

1. **Only certified write-in candidates (from certified write-in list)**

- a) **Write-in is the only vote for that choice (no overvote):**

Ballot card is ready for processing; no remake is necessary (unless another write-in choice requires a remake).

- b) **Write-in is not the only vote for that choice (overvote):**

The voter's intent cannot be determined. The ballot card would have been initially rejected by the Insight machine at the polling place, allowing the voter the option to spoil and replace the overvoted ballot card. Ballot card is ready for processing; no remake is necessary (unless another write-in choice requires a remake).

2. **Only candidates whose names appear on the ballot**

- a) **Write-in is the only vote for that choice (no overvote):**

The ballot card must be remade, with the candidate's name selected from the ballot list rather than written in. Other choices without write-in votes and other contests are recreated exactly as on the original ballot. *Refer to Remake Procedure below*

- b) **Write-in is not the only vote for that choice (overvote):**

The voter's intent cannot be determined. The ballot card would have been initially rejected by the Insight machine at the polling place, allowing the voter the option to spoil and replace the overvoted ballot card. Ballot card is ready for processing; no remake is necessary (unless another write-in choice requires a remake).

3. **Only invalid candidates or blanks**

- a) **Write-in is the only vote for that choice (no overvote):**

The ballot card must be remade, with the choice that included the write-in skipped, and other choices without write-in votes and other contests recreated exactly as on the original ballot. Refer to Remake Procedure below.

b) Write-in is not the only vote for that choice (overvote):

The voter's intent cannot be determined. The ballot card would have been initially rejected by the Insight machine at the polling place, allowing the voter the option to spoil and replace the overvoted ballot card. Ballot card is ready for processing; no remake is necessary (unless another write-in choice requires a remake).

4. Any combination of the above

A supervisor will review these ballot cards and advise staff of further actions to be taken, using the procedures above as guidelines.

Remade ballots and original ballots that are ready for processing will be boxed and transferred with a Sheriff escort to City Hall to be processed using the 400-C system.

IX. Election Results Reporting

1. Reporting Results on Election Night After the Close of Polls

After the polls close at 8 p.m. on Election Night, the DOE will first release results from the Absentee ballots received before Election Day. Upon receipt of the votes reported at each precinct, the Department will tabulate and release election results as they become available, until 100% of precincts have reported. The results will be available on a screen display in the North Light Court of City Hall, SFGTV Channel 26, and on the Department's website: www.sfgov.org/election

2. Updates: Reporting of Results after Election Day

The DOE will report results on a daily basis around 4 p.m. for approximately three weeks. The subsequent releases will include results from votes cast at the polling places, remaining Absentee ballots, and Provisional ballots. The Department will seek to make final election results available within 28 days of the election, in accordance with state law.

3. Results of Ranked-Choice Voting Contests

There are no Ranked-Choice Voting Contests for the February 5, 2008 Presidential Primary Election

4. Final Report and Certification of Election Results

- Canvass Procedures

California State law requires an official canvass, which is an internal audit of the election to ensure the accuracy and validity of the results. This entails numerous manual processes that verify the accuracy of the computer count, including a hand tally of ballots cast in 1% of the polling places and California election law allows 28-days following an election for the election

official to conduct the official canvass and certify the election results. The official Canvass is open to the public. California Elections Code § 15301 requires the official canvass to begin no later than the Thursday following Election Day.

Official canvass tasks include, but are not limited to, the following:

- a) Inspection of all materials and supplies returned by poll workers;
- b) A reconciliation of the number of signatures on the roster with the number of ballots recorded on the ballot statement;
- c) In the event of a discrepancy in the reconciliation required by subdivision (b), the number of ballots received from each polling place shall be reconciled with the number of ballots cast, as indicated on the ballot statement;
- d) A reconciliation of the number of ballots counted, spoiled, canceled, or invalidated due to identifying marks, overvotes, or as otherwise provided by statute, with the number of votes recorded, including Absentee and Provisional ballots, by the vote counting system;
- e) Processing and counting any valid Absentee and Provisional ballots not included in the semifinal official canvass;
- f) Counting any valid write-in votes;
- g) Reproducing any damaged ballots, if necessary; and
- h) Reporting final results to the governing board and the Secretary of State, as required.

Voter Outreach and Education

The Department of Elections is obligated to comply with the federal, state, and local mandates regarding voter outreach and education. The Department has met these obligations in the past and will continue to meet these obligations in the future through the Voter Outreach and Education Program.

The February 5, 2008 Outreach and Education Program will maintain objectives from the November 2005, June 2006, November 2006, and November 2007 education plans as well as criteria governed by California's Elections Code and Code of Regulations, the Voting Rights Act, the Help America Vote Act (HAVA), provisions of 42 USC 1973 relating to access for the elderly and disabled, and San Francisco's Equal Access to Services ordinance. The February program will also include specific topics related to new citizen registration and voter identification requirements, federally mandated accessible voting systems, and San Francisco's "Your Right to Vote: A Guide for Ex-Offenders" that was developed and distributed for the first time in 2005.

This program will: identify, register, and educate qualified electors, especially those located in low-voter turnout neighborhoods; provide an accurate understanding of election laws and voting procedures, provide hands-on presentations on the new accessible voting system called the "Edge II" and educate voters on identification requirements that are particular to HAVA; and

increase public awareness and participation in the election process including awareness about ballot contests, absentee voting, becoming a pollworker, and services for limited English-speaking voters, the elderly and the disabled.

Staffing

For the February 5, 2008 Presidential Primary Election, the Voter Outreach and Education Division will be staffed with Outreach Coordinators who speak the following languages:

- Two (2) English/Mandarin/Cantonese;
- One (1) English/Spanish; and
- One (1) English/Russian

Brochures

The Voter Outreach and Education division will continue to distribute multiple brochures such as “Guide to Voting in San Francisco”, “Multilingual Voter Services”, “Your Right To Vote: A Guide for Ex-Offenders”, and San Francisco’s “Ranked-Choice Voting Explained.” These brochures are extremely helpful in educating voters on topics such as voter registration, absentee and early voting, ranked-choice voting, locating your polling place, working as a poll worker, and multilingual voter services. The Department will also continue to distribute an “Election Flyer” that includes deadlines to register to vote, early voting and absentee voting deadlines, as well as specific ballot contest information about candidates and ballot measures. All brochures are produced in English, Chinese, and Spanish.

The Department employs a Russian outreach coordinator and produces educational materials in Russian. Based upon the results of the census, if the Russian language were a part of the Voting Rights Act, San Francisco would be required to produce all materials in this language as the limited English-speaking Russian population is over 10,000, which is the threshold for the mandate.

Community Presentations

The Department’s Outreach Division will begin providing presentations during the first week of January. The Department will continue to explore opportunities that exist throughout the City to present voter information to San Francisco voters face-to-face. In addition to continuing relationships the Department has developed in the past for outreach events, including an effort to maintain relationships with new organizations the Department partnered with in June 2006 in order to better serve San Francisco’s disabled community. Presentations will be conducted at locations such as community centers, schools, places of worship, entertainment and charity events, and organization meetings; presentations will be conducted in English, Cantonese, Mandarin, Spanish, and Russian. To accomplish this goal successfully, the Department has hired bilingual deputy registrars (outreach coordinators) in order to communicate effectively in the voter’s spoken language. The Department must also continue to explore opportunities with new community organizations and leaders in San Francisco and collaboration with other City departments who conduct community events as an alternate way to circulate registration and

election informational materials to the community. The Department will also continue use of a outreach and educational newsletter sent to community organizations as an additional tool to communicate outreach activities and important election information to the organizations to assist voters.

The Department will also use other formats to meet and educate voters such attendance at the United States Citizen Immigration Services ceremonies, hands-on voting machine practice sessions with the new accessible voting machine, participation in street fairs and festivals, registration drives, and tabling at commercial outlets.

The Department will also continue its association with the San Francisco Sheriff's Department Prisoner Legal Services (PLS) whose staff operates the Inmate Registration and Voting Program. The PLS program is designed to provide voting materials and assistance to individuals imprisoned or awaiting trial that are eligible to register to vote and request an Absentee ballot. The Department provides the necessary information and materials to the PLS liaison who then educates the populace and facilitates the registration and voting of those eligible individuals. The Department also hopes to widen the distribution of the "Your Right To Vote: A Voting Guide for Ex-Offenders" throughout the City and state prison system by continuing to work with the Department of Corrections.

Additionally, the Department will work with the Five Keys Charter School, which is administrated by the Sheriff's Department, to provide voter outreach and education to the student's enrolled in the school. This includes students both in reentry programs and students incarcerated in the county jails.

Education and Presentations Specific to Voters With Disabilities

As mentioned above, the Department will continue its use of new accessible voting equipment that meets the guidelines set by the Help America Vote Act (HAVA, 2002). The Edge II is a touch screen machine that provides a paper audit trail that voters are able to review before confirming their selections. An Edge II machine will be used at each polling place and during early voting at City Hall. The Outreach Coordinators will target organizations that serve the disabled community and conduct community presentations of the new equipment so voters can understand the functionality of the equipment, what assistive devices are compatible that a voter can bring to the polling place, and how the process for using the Edge II will differ from voting with the optical scan "Insight" ballot tabulator. Presentations will also include how the new accessible system will present ranked-choice contests during those elections that include ranked-choice contests.

Additionally, this new group of voters will also be educated on other services our Department can offer such as TTY, large format and Braille materials in addition to regular presentation topics.

The Department will also hold a demonstration of San Francisco's new voting system including the new accessible voting machine to be used beginning with the February 5, 2008 Presidential Primary Election. The demonstration will be held on Tuesday January 15, 2008 from 11:00 a.m. until 2:00 p.m. in the South Light Court located in City Hall. During this demonstration, voters will have the opportunity to vote a demonstration ballot using the new voting machines.

Working with the LightHouse for the Blind and Visually Impaired, the Department will also produce a newsletter to be distributed through their San Francisco mailing list. The newsletter will announce the change the accessible voting equipment and provide information about the services provided by the Department for voters with disabilities.

Media

The Department will utilize the media to communicate important voter information, including the accessible voting system, to San Francisco voters and the general public by sending press releases informing the media of important election related events and dates.

The Department will also utilize the press that serves those whose primary language is not English. Bilingual Outreach Coordinators will actively solicit interviews and offer tours with Chinese, Spanish, and Russian language television and radio stations. Bilingual coordinators will also hold press briefings to emphasis multilingual voter services along with other important outreach messages to ethnic communities.

The Department will also continue to utilize the print media, including local San Francisco Neighborhood Newspapers in addition to major print outlets, for newspaper advertisements regarding important election dates and the use of new voting equipment and ranked-choice voting. All newspaper advertisements will be produced and distributed to newspaper outlets that serve English-speaking voters as well as those whose primary language is not English.

Website

The Department will continue to develop website information that includes a list of frequently asked questions about the new voting system, an update to the glossary of election terms, information on different multilingual voter services provided by the Department, and a calendar of all outreach events. Voter education materials will also be available for download. The Department has now made their site more accessible to the public.

X. Pollworker Training and Recruitment

Pollworker training is conducted each election as mandated by California Elections Code and from guidelines provided by the Secretary of State's Training Task Force. The training for the upcoming February 5, 2008 Presidential Primary Election will be focusing on the following topics:

- Proper operation of the new voting system;
- Rights of voters, including language access rights for linguistic minorities, voters with disabilities, and other protected classes as defined in the federal Voting Rights Act;
- Cultural competency, including adequate knowledge of diverse cultures and languages that may be encountered by pollworkers during the course of election day; and the appropriate skills to work with electioneering;

- Knowledge regarding issues confronting voters with disabilities including, but not limited to, access barriers and need for reasonable accommodation.

Approximately 2,900 pollworkers are to be trained in approximately 150 training classes, which are conducted at several locations near City Hall in the month preceding an election; pollworker training begins Saturday, January 12, 2008 for clerks, and Wednesday, January 30, 2008 for inspectors. A training manual and a multilingual glossary of election terms are created to support training.

Different class curricula are developed to support the training of all types of election workers: Inspectors, Clerks, Student Clerks and Bilingual Clerks. Bilingual Clerk classes are taught in Cantonese, Mandarin, Spanish and Russian. Experienced Inspector and Clerk classes last one hour, and classes for new Inspectors will last for three hours, and classes for new clerks will last two hours.

The single greatest pool of pollworkers is the database the division maintains of those who have worked elections before. Those pollworkers are reminded about approaching elections well in advance with the newsletters and "save the date" reminders. A respectful and prompt communication makes the difference between a surplus and shortfall of pollworkers on election day. The Department will continue recruiting Inspectors from the pool of experienced clerks who were highly rated by FEDs after the November 2007 election.

To adequately staff all precincts the Department will recruit at least 1,180 high school students for this upcoming election. The Department will work with 60 public and private San Francisco high schools and youth organizations to meet its recruitment target.

XI. Logic and Accuracy Testing

The Department of Elections is required by law to conduct Logic and Accuracy (L&A) testing of all vote tabulating equipment prior to each election. L&A testing is used to verify that the specific ballot information for each precinct is correct and to check the performance of the vote tabulating equipment. L&A testing ensures that all votes are properly recorded and tabulated accurately.

After the Department of Elections staff has completed testing all the machines, including the 400-C machines, the results are presented to the L&A Board. The L&A Board, which is composed of registered voters who comes from different fields of work, is responsible for reviewing and pre-approving the Test Plan, and later, for reviewing and approving the overall result of the test. The L&A Board must approve and certify the testing no later than seven (7) days before the election (California Elections Code Section 15000).

Logic and Accuracy testing consists of running a set of marked test ballots (using applicable ballot types) through each voting machine and comparing the vote count with predetermined results to verify the accuracy of the formulated software for a specific election.

Testing for the Insights, 400-C and Edge II machines will begin January 7, 2008 and may continue through January 23, 2008. The Insights and Edge II will be tested first and the 400-C machines are to follow.

A Logic and Accuracy Testing Board oversees the testing, approves the test plan and certifies the results of the test.

Testing of Vote Tabulators Used in Precinct Polling Places

The “Insight” and the Edge II voting machines will be stored at Pier 48 located near AT&T baseball stadium in San Francisco which will be renovated to be a secure facility. All workers and visitors are required to wear an identification badge. During non-working hours, the warehouse is secured.

When the precinct test ballots arrive from the printer, ballot test decks are prepared and transported to Pier 48 to begin Logic and Accuracy testing of San Francisco’s precinct voting system. 610 units of each of the Insight and Edge II will be tested for use on Election Day.

Prior to testing, the Insight are cleaned and assembled. The memory packs and ID cards are sorted and distributed to each machine to be tested. Test decks are read into each Insight and a tape and ballot image precinct report is printed for each precinct; the report is proofed for accuracy by Department staff. After this verification, the information contained in the memory pack is uploaded into the voting system’s database for printing test results.

A precinct report is printed from these results. The report is proofed for integrity and accuracy by another Departmental review team. After verification of the report, the memory packs are returned to the Insight testing personnel, zeroed out and placed in the Insight machine.

Once an Insight has been successfully tested, a serialized seal is attached to the memory pack cover to ensure that no untimely removal of the pack will occur. The Insight is then securely stored by routing number in preparation for delivery to the precincts; it is now ready for use on Election Day.

The Edge II is tested by burning the test scripts on a results cartridge flash memory card and the information is uploaded into the machine. The VVPAT is printed for each machine and then each VVPAT is reviewed to confirm the results match the test script. Staff will also use do manual voting using the touch-screen interface to input test votes to determine whether the machines are properly registering votes.

During this manual interface other functionality like audio, video and connectivity for assistive devices for some will be tested to make sure that they are working correctly. Language translations will be reviewed and finalized outside of L&A by another group before the testing. This will be done for each ballot type.

Testing of Vote Tabulators to be Used for Absentee Ballots

For the February 5, 2008 Presidential Primary Election there are 19 mail-in precincts. Ballots for these precincts, as well as all Absentee ballots, will be tabulated using the 400-C Central Count machine. The 400-C machine will be stationed in the Computer Room of the Department of Elections. At least one precinct for each ballot type and all mail-in precincts will be tested on each of the 400-C machine. The testing of the 400-C machine is conducted similarly to the “Insight” testing.

After testing of the vote tabulating machines, the results are presented to the Logic and Accuracy Board (L&A) for approval and certification. The L&A Board must certify testing results no later than seven (7) days before an election.

Note: The scheduled dates for the testing will be made public at least three (3) days prior to the start.

Delivery and Retrieval of Voting Equipment

The Department of Elections will no longer use Cor-O-Van to store any equipment or other materials. However, Cor-O-Van will still assist the Department with the delivery of equipment to polling places throughout the City. The Cor-O-Van Office is located at 901 16th Street at the corner of Mississippi Street; the warehouse entrance is located at 1200 17th Street.

Prior to Election Day, the Insight, Edge II, blue supply boxes, red boxes and additional supplies are delivered to the 561 polling places throughout San Francisco. Each of these items is bar coded and labeled with their precinct number. Warehouse staff then pull the Insights and place them on rolling racks, by route. The Insights are then double checked by DOE staff. Cor-O-Van employees scan each Insight prior loading on the proper delivery van. The DOE and vendor staff together double check the Insights, using a route sheet, as they load the van for delivery. At each stop the Insight is delivered and set up. The Edge II is not set up and is left sealed in a "banker's bag" that is sealed with a serialized lock. DOE and Sequoia staff cross check the Insight and Edge II precinct number and the address of the facility against the route sheet. After confirming the information is correct, they initial each other's route sheets for accountability.

The day after the Election, Department of Elections, in conjunction with Sequoia and Cor-O-Van, begins retrieving the voting equipment, the red supply boxes, Insights, and continues to do so through the following Sunday. Staff search each polling place for any election related materials that may have been overlooked on Election Night. Staff are instructed not to look at the contents of the red supply boxes or the Insight bins until they are at the Pier 48 warehouse and a Sheriff Deputy is present.

Upon arrival at Pier 48, the boxes are scanned in and stacked in a cordoned off corner of the warehouse. The Insights are also scanned in and are lined up in the aisles. In addition to the barcode scan, a manual tally is kept to account for each Insight.

A Deputy Sheriff arrives at Pier 48 Warehouse at approximately 3p.m. on each day of pick-up, and stations him or herself between the red box stack and the blue bins in such a way as to be able to observe the entire operation.

The contents of each red box is then emptied, one at a time, and piece by piece is returned to the box. When any ballots are found they are brought to the Deputy. The number of ballots, the precinct number of the red box they were found in, and whether or not they have been voted, are recorded by a Department staff in conjunction with the Deputy Sheriff on a Department of Elections spreadsheet. Ballot stubs and registration cards are also given to the Deputy.

Concurrently, the Insights are, one by one, wheeled up to the Deputy's Station. The auxiliary bin and bins #1 and #2 are then unlocked and searched thoroughly. When ballots are found, the

precinct number, the bin they were found in, the amount and whether or not they were voted, is recorded on the same spreadsheet.

When all of the bins and red supply boxes have been searched, the ballots, stubs and registration cards that were found, are then placed in a red transfer box and the lid is sealed. The Deputy and Department staff sign and place seals on the lids of the boxes to ensure the containers are not open during transport. A copy of the spreadsheet is taped to the top of the box. Any voted ballots will be transported to City Hall under escort from a Deputy, and this movement will also be chronicled for the sake of registering chain of custody.



John Arntz
Director

Item 10(e).

Memorandum

To: Elections Commission

From: John Arntz, Director

Date: December 27, 2007

Re: Waiver Allowing City Employees to Assist the Department of Elections with the February 5, 2008 Presidential Primary Election

This memorandum requests that the Elections Commission approve the Department of Elections' (Department) request for the Board of Supervisors to waive the prohibition under Charter section 13.104.5 that disallows City employees from assisting the Department in the conduct of elections. The Department seeks a general waiver of this prohibition so the Department is able to utilize the services and expertise of City personnel when necessary; however, the Department presently expects to require the assistance of approximately five people from other City departments.

The Department has reduced the number of City employees needed to assist in conducting the election from 16 for the November 2006 election to approximately five for the election in February 2008. The Department will require technical assistance to upload the vote tallies contained in the memory packs that will be transported from each polling place to City Hall. The memory packs record the voting that occurs in the polling places on vote tabulation machines. The City personnel will assist in uploading the voting information contained inside the memory packs into the central count system located in the Department's computer room in City Hall Room 48.

While the uploading of the voting information from the memory packs will last a few hours after the polls close, the Charter prohibits City personnel from providing such assistance to the Department. (13.104.5).

Except as provided below, no City employee or officer, other than the Director of Elections, an appointee of the Director of Elections or a member of the Elections Commission, may in any capacity perform any function relating to the conduct of an election that this Charter places under the Department of Elections. This section prohibits City personnel from providing to the Department of Elections services that are unique to that department. . . . The Elections Commission may, upon the recommendation of the Director of Elections request from the Board of

Supervisors a waiver of this prohibition so as to allow City employees and officers to assist the Department of Elections. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion.

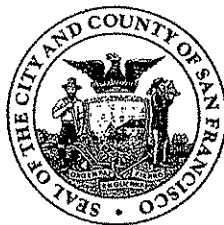
The Department does seek to conduct elections exclusively with its permanent and temporary staff, but we find it necessary in some instances to utilize the skills of City personnel who work with other departments. Thus, after considering staffing needs for the February 5, 2008 Presidential Primary Election, I recommend that the Elections Commission request from the Board of Supervisors a waiver of the prohibition of City employees performing election-related tasks and allow City personnel to assist the Department of Elections.

The Department requests that this be a general waiver in order to provide flexibility in planning for the election. Still, at this time the Department has identified the need for the assistance of five people from other City Departments. The five personnel are expected to work in the departments listed in the attachment to this memorandum.

I will be glad to answer any questions you might have on this matter.

Encl; waiver request list

cc: Honorable Gavin Newsom
Honorable Members, Board of Supervisors
Dennis Herrera, City Attorney
Ed Harrington, Controller
Edwin Lee, City Administrator
Phil Ginsburg, Mayor's Chief of Staff
Nani Coloretti, Director, Mayor's Budget Office
Greg Wagner, Budget Analyst, Mayor's Budget Office
Ann O'Leary, Deputy City Attorney



**Re: Waiver Allowing City Employees to Assist the Department of Elections with the
February 5, 2008 Presidential Primary Election**

TECHNICAL SUPPORT

Number of City Employees: 5

Departments: Telecommunications and Information Services (DTIS), Administrative Services,
and City Attorney's Office.

10(e)3

DRAFT
City and County of San Francisco
Elections Commission

Approved: _____

Minutes of the Meeting held
December 19, 2007

Item 10 (f)

1. President Meek called the meeting to order at 6:09 pm.
2. **COMMISSION MEMBERS PRESENT:** Commissioners Arnold Townsend, Gerard Gleason, Richard P. Matthews, Winnie Yu, Jennifer Meek, Deputy City Attorney Ann O'Leary and Director John Arntz. **EXCUSED:** Commissioner Tajel Shah.
3. **ANNOUNCEMENTS:** President Meek introduced the Commission's newest appointee, Joseph B. Phair. Commissioner Phair gave a brief history of his employment and said that he was happy to be on the Commission.
3. **PUBLIC COMMENT.** *Dr. Ahimsa Porter Sumchai*, a candidate for Mayor in the November election who lives in district 4, said that she filed a complaint at the Department of Elections regarding not receiving a VIP (Voter Information Pamphlet) in her mail a week before the election. Her VIP arrived on Saturday, November 3, 2007. Dr. Sumchai said that when she visited the department, she signed a list that contained the names and precincts of other voters who had the same complaint. Additionally, she was a ballot proponent in the June 2006 for the Laguna Honda Hospital measure and she said didn't receive her VIP for that election and filed a complaint at that time. She said that, as a candidate, she was concerned that the failure of voters to receive their VIPs favored incumbent candidates. She suggested there might have been "some deliberate effort to engineer the election", and she filed a complaint with the SOS (Secretary of State's Office). Dr. Sumchai asked for documentation of the scope of missing and delayed VIPs for the November 2007 election, and what the Department plans to do about this problem in the future.

Director Arntz said that the DoE (Department of Elections) sent out 420,000 VIPs but wasn't prepared to state how many complaints have been received. He will provide the total complaints to the Commission. Commissioner Gleason asked if the command center report of complaints received include the list of VIP late and/or non-arrival complaints, in the future. Director Arntz agreed to include this information in the future.

David Pilpel said that he lives in District 4, as well, and did receive his VIP and absentee ballot in a timely fashion. He asked when the effectiveness of the November election would be discussed by the Commission. President Meek replied that the item had been removed from this agenda because of the extensive Director's Report of the November election, because it was delayed. The

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effectiveness of the election will be heard at the January Commission meeting. Mr. Pilpel asked that the names of the Commissioners who originate new business items be noted on these agenda items. He suggested that the DoE save one of the old ES&S (Elections Systems and Software) voting machines for a City Election History Archive. Finally, Mr. Pilpel suggested that the Commission might want to send a letter to the state regarding its failure to follow its own legal deadlines for submission of measures and referenda for elections. He said these late additions have an impact on Counties and their ballot design and translations of these additions. These delays effect the completion and mailing of the VIPs.

Alec Bash reminded the Commission of Supervisor Ammiano's proposed Task Force to explore open source code. He said he knows people who would like to serve on this Task Force and he hopes the Elections Commission will have input as well.

Brent Turner supplied an email from Brian Behlendorf, who he said is a good candidate for the proposed Task Force on open source code. Mr. Turner also suggested Alan Dechert and Jim March as possible members. He said that anyone interested in intellectual property rights must be excluded from the proposed Task Force. Additionally, he said that garbage cans should not be near areas where votes are being counted and reminded the Commission of an occurrence in Solano County where a ballot was allegedly found in the trash.

4. **Director's Report.**

Ballot Distribution: Ballots will be arriving Friday, and staging of them will be in Brooks Hall instead of 240 Van Ness where the Department of Building Inspection has said is unsuitable. The DoE now has a lease for Pier 48, located near the ballpark, and the Brooks Hall and 240 Van Ness operations will be conducted there after February.

Budget and Personnel: The Sequoia Voting Systems contract is now completed. On Tuesday, the Port approved the MOU (Memorandum of Understanding) for the DoE to rent Pier 48 for three years an option for one more year. There's a "not to exceed" the year 2013 time frame option on this contract. At the new pier location there will be a build-out for a secure, fenced, alarmed (for police and fire) site for staging and storing of ballots. The Director thanked the President and members of the Board of Supervisors for their efforts to get the new location for the DoE.

Campaign Services: Guides for the June election are being prepared as well as the phone bank. The signature-in-lieu filing period begins next Friday for that election. There will be a judicial candidate workshop on January 24th. There is a new law that requires persons who circulate petitions to wear a badge identifying whether they are paid or unpaid circulators. This division is working on the format for dispensing these badges.

Outreach: Information on the new voting systems is being distributed to community groups. Additionally information for the monthly publication of the Lighthouse for the Blind, and advertisements in neighborhood papers including various language specific neighborhood publications is being dispersed.

Publications: The VIP will be at the post office starting December 28, 2007. The ballot for the February election will be one card.

Poll Locating/ADA: The division has a self-imposed deadline of this Friday to locate all polling sites (twenty more to locate by then). Letter have been sent to all current locations to make sure those responsible for the sites are signed up and ready to go for the next election. Logistics and procedures for the new voting equipment are being planned.

Pollworker Division: Training classes begin January 12th. The new voting machines are being examined to provide training for these classes. The division reports that it has 68 per cent of the workers needed and they are experiencing a retention rate of 78% of the November 2007 workers.

Voter Services: Signatures must be checked on two state petitions which have recently come into the division. Four thousand overseas ballots must be mailed. The file for the mailing of the absentee ballots (135,000) has been sent to the new voting machine vendor. The data base of registered voters is being updated.

The Director reported that there have been daily meetings with Sequoia Voting Systems to be familiar with the new system and what is required to get the system implemented. The old ES&S equipment has been emptied from the computer room, and the server and desktops have been packaged and moved to Brooks Hall. The new equipment will be arriving next week. Installing this equipment, getting it on line and getting the data base installed will be the first step for getting the equipment ready for our next election.

One requirement from the SoS for the February election is that all the soft and firmware must be "re-burned" (re-installed) into the voting system with the files from the SoS's office to ensure that nothing has been compromised. All optical scan machines will arrive in January but the touch screens we will be using will be borrowed from Riverside County because there isn't time to do all the acceptance screening necessary before the February election. The Riverside machines have already been acceptance tested.

The Director said that although voters will be voting with new equipment the ballot cards will be familiar because they are the same as they have been using for the past seven years.

Commissioner Matthews asked if it was true that the mailing deadlines for items like the VIP are the dates that the Registrar must deliver the materials to the post office, NOT by which dates the voter must receive the materials. Director Arntz responded that this is

correct. He said the Department cannot control when the voter receives the mailed voting materials.

President Meek referred to the concern of one public comment speaker regarding the SoS's own deadlines not being met and asked the Director if the late arriving information will effect the DoE's preparation for this February's election. Director Arntz said that there was no problem this time but late submissions from the SoS could effect a future election.

President Meek asked the Director if there was anything the Commission could do to help secure Pier 48 for the Department in the future. Director Arntz replied that there was nothing more that can be done currently because the area is considered a development zone.

Commissioner Gleason said that he was concerned about the inspectors picking up the ballots at Pier 48 instead of City Hall because of the transportation problems the pier may present. Director Arntz said that the distribution of the ballots to the inspectors would continue at the old 240 Van Ness (which doesn't have a sprinkler system) location because the ballots would only be there for a short time minimizing and the possibility of a devastating fire.

The Director added that a tent could be raised at Pier 48 for Pollworker Training, and the canvassing could also be held at that site, and ideally the cards could be stored there rather than having to be shipped to Alameda.

Update on the certification of the November 7, 2007 Municipal Election:

The election was certified on December 11, three days later than the 28 day allowed under the code. The reason was that there was a discrepancy between the hand count of some of the measures when compared to the machine count. The difference exceeded the threshold limits that the SoS set when she conditionally certified our voting system. The discrepancies were mostly seen in the absentee ballots where voters used various writing instruments.

The Department had 80 people working 18 hours a day for three days, then the staff worked 12 hours days, and as the 28 day deadline neared and we shared our approach for the tally with the SoS, we were told that we were looking at the information incorrectly and must expand our hand count. The DoE went to the Superior Court and requested an extension of an extra seven days which was granted, but we only needed to use three of the seven days.

Commissioner Gleason asked if the absentee ballots had previously been counted in the 1 per cent tally. Director Arntz replied that they had not, but the law has been changed. Commissioner Gleason said that he couldn't understand why the absentees, which are about 50% of all the ballots cast, have not been part of the 1 per cent tally. Director Arntz said that he believes this is why the law was changed, to reflect the increase in voters voting absentee.

Commissioner Townsend said that he had been in favor of the SoS's recent requirements because of the problems with ES&S and other companies and that the conditions, although a hardship on the DoE, made sense. Without those requirements, the extent of the failure of the machines would not have been known.

Commissioner Matthews congratulated the Department on being able to handle the SoS's conditions. He said that he had made numerous visits to DoE locations during the process and was impressed by how well everyone worked.

Update on including use of Eagle data for post-canvas audit of equipment:

Mr. Arntz said that this hasn't been a priority and is not completed but he has formatted how the data will be recorded. The person who would be doing this is also the project manager for the new system. The audit, hopefully, will be completed next week. The SoS is also interested in seeing the results.

Presentation of the Election Plan for the February 5, 2008, Primary Election:

The draft is expected to be completed by the first week of January. He explained that even after that week, some items in the plan will be changed.

Public Comment. *David Pilpel* said that he had expected to hear something about the Budget preparations for 2008-09 in the Director's Report. He said that he hoped it would be on the next agenda. President Meek said that it would be. *Brent Turner* said that the borrowing of machines for the next election was evidence that the City could have borrowed Sequoia machines instead of purchasing them. He said that this purchase of Sequoia Voting Systems equipment was not a time for celebration and he applauds the SoS for increasing the protocols for this system.

5. Commissioner Reports. Commissioner Townsend reported that his term as Commissioner is up this year and that he had a call from the Mayor's office and was advised that if he wanted to be reappointed, this could happen. The Commissioner said that he is willing to be reappointed and that he was disappointed to find that a member of the Commission had lobbied the Mayor's office for his non-appointment.

6. NEW BUSINESS

(a) **Discussion and possible action to approve the minutes of the November 20, 2007 Elections Commission meeting.** Commissioner Matthews MOVED and Commissioner Gleason SECONDED approval of the minutes.

Public Comment. Brent Turner requested the audio tapes of the November 20, 2007 meeting so that he could make notes of his comments in that meeting which can be added to these minutes. The Commission Secretary informed Mr. Turner that those tapes do not exist because the audio recording equipment failed during the meeting and these minutes were constructed from handwritten notes taken during the November 20th meeting by the Secretary.

The Roll Call Vote was UNANIMOUS.

- (b) **Discussion and possible action regarding a policy that the Department advises voters to use paper ballots and not the DRE that will be available at the precincts.** This item was requested by Commissioner Matthews. The Commissioner asked the Director about the informational script pollworkers are provided regarding inviting voters to use the ADA equipment. Director Arntz said that the City had new equipment at the polling sites that was meant to be accessible for people with disabilities and the law requires that persons not be singled out due to their disability. The Director said that it was decided to provide the same information and opportunity to all voters and not single out a voter because it was perceived that that voter had a disability that required the new equipment.

Commissioner Matthews said that although he appreciates the intent, his concern was that the language being conveyed to voters at the sites is more open and more inviting than expected. The language does not explain that the machine is for people who might find using the paper ballot difficult (or language to that effect). There is no education to the voters about why the other machine exists. Commissioner Matthews said that most of the voters he saw using the AutoMark didn't need to use it and later when they were informed that they didn't have to use it, were frustrated because they hadn't found it a good experience – since they could have completed their voting in less time by using paper.

Deputy City Attorney O'Leary reminded new members of the Commission and the audience that the reason there is this one touch screen machine at each voting site is because of the Help America Vote Act (HAVA) which requires that there be one machine that disabled voters can use privately and independently and a voter does not have to disclose that he or she has a disability in order to use the DRE machine. Deputy City Attorney O'Leary said that the Commission could request that the Director make available the scripts that the pollworkers are given for review, but, she cautioned, that the Commission take care that it is complying with the accessibility and disability rights of voters.

Commissioner Matthew agreed. He said that when he spoke to voters after their experience using the AutoMarks, he found that the voter felt that they were not informed but were invited to use the machines. They would have made a different choice had they been better informed about what they were about to experience.

Commissioner Gleason said that he would like this issue fully discussed and that the issue is that the machine is a DRE, not the AutoMark. The difference being that it tabulates the vote in the machine. He said that the script that the DoE has made available is fair and "even-handed", but that he doesn't believe the voters or the pollworkers understand this. The Commissioner said that an accommodation is like the sign on MUNI that lets riders know that the front seats should be made available for seniors and persons with disabilities. Every MUNI rider is aware of this policy and he said that he sees no problem with this notification. As another example, the Commissioner said that City Hall has ramps from the street that anyone can access

who needs the ramp or who does not. He said that the voting machines are different – these machines are not the same because one tabulates the vote - and it is important that voters know this. The Commissioner said that this needs to be fully discussed and that he hopes to have a policy in time for the February Primary Election.

Commissioner Townsend said that the Commission and Department should be careful in directing voters to what they “ought to do.” He said that he would not use the DRE because it tabulates the vote, but if a voter knows about the tabulation and wants to use it, he or she should be able to do so.

Deputy City Attorney O’Leary stated that the Commission has the role of hearing and inquiry. If the Commission wants the Director to provide the script that is given to the pollworkers, this request can be made. She said the Commission must always be clear about what it wants from the Director. The Commission has the right to appoint someone to look into this issue and more fully evaluate this issue, and the person would have to work through the Director. The Commission can set policy, but it can not get into the day-to-day operations of the Department, however, it can encourage the Department to do something.

Commissioner Gleason said he would look into this issue but was concerned about the timeline needed before the February Election. It is possible that the San Francisco Elections Commission may not do anything about this issue and instead it should be handled by the SoS.

Commissioner Matthews MOVED and Commissioner MEEK SECONDED that Commissioner Gleason will meet with Director Arntz and inquire and investigate the instructions that voters are given at polling sites regarding the use of disabled access equipment versus the use of the paper ballots.

Public Comment. *Alec Bash* said that he supports this action and that he had reports that there were long lines of voters waiting to use the DRE machines on election day. He said that the track record of these machines is worse than the optical scan equipment and provides for a more difficult recount. He suggested telling voters that one type of equipment will provide a paper ballot record of your vote while the other will not. *Bret Turner* said that sometimes the DRE is a red herring because the focus should really be on the central tabulator. However, he said that the paper ballot is the preference of the City. He suggested a placard at polling sites near the DRE machines of the SoS’s statement that the machines have been proven vulnerable.

The Roll Call Vote was UNANIMOUS.

(c) Discussion and possible action on the subject of Commissioner access to election procedures and improvement of communication between the Department and the Commission. President Meek reminded members that this topic was

suggested by Commissioners Shah and Matthews. She explained that there have been access problems in the past, and recalled that the Commission had full access except for the Computer Room during elections. This year the Commissioners reported that they did not have the same access as years previously for oversight purposes. In addition, Commissioners feel that they are not updated regarding the workings in the Department.

Deputy City Attorney O'Leary stated that the motion passed by the Commission in the past was that the Commission would request from the Director the passes they would use. This is important because the City Attorney has consistently provided this information to other Commissions regarding their roles and responsibilities under the Charter. The Commission is charged with setting the policies of the Department and the Department Head is responsible for the day-to-day management and administration of the Department. The Charter is clear that individual members of the Commission can not act on their own. However, the body can appoint someone to make an inquiry. The Commission can use its power of hearing inquiry to learn more by calling the Department Head or any member of the Department to learn more about issues. But the Department Head has the ability to make decisions about access to the Department.

Commissioner Matthews said that looking at Charter Section 103.5 the Commission was created to oversee the Department, and that it shall be responsible for the proper administration of the general practices of the Department and that these duties shall include, but not be limited to, approving plans as well as assessing how well the plan carried out a free, fair and functional election. The Commissioner said that it appears that it is implied that there be certain privileges of access and being able to observe activities in order to evaluate and carry out the Commission's Charter created responsibilities.

Deputy City Attorney O'Leary said she wanted to clarify that Charter Section 103.5 should be read in tandem with Section 4.102 which sets the general powers and duties of all City Commissions. This section explains how oversight and analysis are conducted. The Deputy City Attorney said the sections makes it clear that Commissioners do not possess the power to conduct individual oversight. However, if the Commission wants an individual Commissioner to observe certain activities, the Commission must have a majority vote to allow that Commissioner to do so, and that Commissioner must work with the Department head to make those observations. Section 4.102 states that the Commission can hold hearings and take testimony regarding concerns, but it also makes it clear that the Commission is restricted in terms of administrative affairs. For the record, the Section reads: ***Each board or commission, relative to the affairs of its own department, shall deal with administrative matters solely through the Department Head or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of the board or commission shall constitute official misconduct provided however that nothing herein contained shall restrict the board or commission's power of hearing or inquiry as provided under the Charter.***

Commissioner Townsend said that with the before stated section, the Commission can put this issue to bed. He said that it is important for the Commission to stay out of the way of the Department and let the staff do their jobs.

Commissioner Gleason said that the issue is oversight of the election. Other counties in the state do not have citizen bodies like this Commission to oversee their elections. One example, Commissioner Gleason gave, is that he wasn't (and the other Commissioners weren't) aware that the absentee ballots were not counted in the canvass! He said that he didn't want to hold a hearing and inquiry, he wants to see the canvass, and if not, he wants to hear from someone who has seen the procedure. In the last few years when the numbers of permanent absentee voters have grown to half of all voters in this county, these votes were not counted in the canvass. This is the kind of example where citizen oversight is important. The Commissioner said that he doesn't see any danger in the Director allowing seven citizen-ambassadors (the Commission), controlled by the Director, to come in and see what goes on during an election and report it back – this a plus for the public.

President Meek said that the Commission should be more specific in what it wants to observe, and needs to approve who are the Commission's representatives for these observations.

Commissioner Matthews said one issue which concerns him is the secrecy of the voted ballot. The envelope that contains the voted ballot has the voter's signature on the outside. The policy that the DoE instituted in 2003 requires workers who extract the voted absentee ballots from these envelopes with the voter's information on the outside, turn the side of the envelope with the information face-down, so that when they pull out the ballots, the information about the voters is not visible. The Commissioner said that this secrecy of ballot is important to him. This extraction procedure happens in a office, down a hallway, that was off limits to him during the last election. He had to stand behind a rope at the end of the hall, and the activity inside the room was not visible. In the past, he was able to see the procedure of the voter's information being kept secret a large majority of the time, but occasionally there were batches when this was not the case. Commissioner Matthews said that this was just one example of an activity he wants to observe during an election.

Commissioner Phair asked the Director if it is possible for Commissioners to be observers because it is through observation that questions arise. Deputy City Attorney O'Leary replied that the Director does allow open access to the elections process, and Commissioners receive badges that allow them to observe most of what happens on election day. If the Commission feels that the areas where they can make observations needs to be expanded, then it can ask the Director to explain the badge policy.

Director Arntz said that the issue is not to bar people from observing the DoE, the issue is that everyone, who doesn't work for the Department, have an escort when they are observing an area of the Department. The Commission should have unfettered access throughout the DoE to observe the operations at anytime with an escort. Depending

upon how busy everyone is, an escort may take a few moments to arrive, especially on election day.

Commissioner Matthews agreed that the presence of an escort would not be a problem, however he wanted to be certain that with an escort he would be able to observe areas, like the extraction room. Director Arntz replied that he hasn't restricted observations with escorts, but has recently added restrictions to the process, like needing escorts, which may have given the impression that certain observation areas were restricted. The director said that he was certain that things can be worked out to allow the Commissioners to see any operation they request at anytime, as long as it is within the protocols for observations.

Commissioner Matthews said he didn't mean to imply that the Director restricted him from seeing inside the extraction room, but that the person assigned to escort him specifically said that the Commissioner was to stand behind the velvet ropes. The Commissioner asked the escort if he could go and look inside the room because he couldn't see it from behind the ropes and was advised by the person that he couldn't.

Commissioner Gleason said that the observations of the Commission were for the protection of the voter.

Commissioner Phair said that he agreed and, as a new Commissioner, he wants to work with the Director to get a better idea of how the DoE operates and if there are issues with which the Commission can assist the Department.

Commissioner Gleason MOVED to have on the next agenda areas of inquiry for oversight and areas of interest for the upcoming election.

Commissioner Matthews asked the Deputy City Attorney if specific areas of interest for observations by the Commission could be placed in the Commission's Bylaws. Deputy City Attorney replied that this can be done and that the Commission should decide, before each election, which Commissioner it wants to assign to the specific area(s).

President Meek MOVED this item to the BOPEC Committee (Budget and Oversight of Public Elections Committee) for its Wednesday, January 2, 2008, 5:00 pm meeting. The Committee is to establish a list of items for observation at each election which will be assigned to a member of the Commission, and the bylaws amendment for these observations.

Commissioner Phair suggested that the list of areas for observations may change for each election.

Deputy City Attorney O'Leary suggested that the Commission look at the election plan and determine areas for observation.

Public Comment. *Brett Turner* said that during the last election he was escorted to view the extraction room in the last election and that he has observed many elections in other counties. He said that he was responsible for closing the San Mateo County audit because he observed table counts that were not happening in the order it should have been. *David Pilpel* said that at the July 5, 2003, Elections Commission Retreat, there was a power point presentation by Deputy City Attorney Julie Moll that may be helpful to explain the roles and responsibilities of the Commission and covered this topic. He said that the Charter language for the Elections Commission is different from other Charter boards and commissions. There are ways to exercise the powers of inquiry, and that the three main functions of the Commission are to appoint the Director, adopt and evaluate election plans, and set general policies for the Department. *Alec Bash* applauded the Commission's efforts to oversee elections and said he looks forward to seeing what approach comes from the BOPEC meeting in January. He thanked the Commission for taking seriously its responsibilities.

(d) Discussion and possible action to propose a policy to the Director about revisiting the SoS's conditions for the February and June 2008 elections, taking into consideration the effectiveness of those conditions in the November 2007 election. The President stated that since the Sequoia contract has been approved and the SOS hasn't placed any conditions for the new system at the present time, this item was TABLED.

Further discussion on this item included Commissioner Gleason asking that there be discussion regarding the SOS's condition that if one person uses the DRE at a polling place, then the pollworkers have to find five (5) additional voters to use the DRE at that site. The purpose of this SOS condition is to ensure the anonymity of the voters. Deputy City Attorney Ann O'Leary said that she will send this information (certification requirement for Sequoia) to the Commissioners via email.

Commissioner Matthews asked if a representative of the SOS could be invited to the meeting to explain this unusual requirement.

Commissioner Townsend asked if the Commission would send a letter to the SOS to thank her for the conditions she imposed on the City's November 2007 election because, in hindsight, those conditions now make sense. In connection to the above condition, the Commissioner said he would be inclined to accept those conditions because she has been shown to have a good track record.

Public Comment. *David Pilpel* said that the Commission was taking the correct approach regarding the conditions on the Sequoia conditions, and agrees, with Commissioner Townsend, that the conditions the SOS imposed for last November served the City well. *Brent Turner* said that Walt Saltman, has said that the certification process is broken and can't be repaired due to secret software.

(e) Discussion and possible action to amend Article V, Section 2-E of the by-laws from "The President shall present a draft of the annual report to the full Commission in July of

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each year and the annual report shall be approved by the full Commission no later than August 31 of each year.” to “The President shall present a draft of the annual report to the full Commission in December of each year and the annual report shall be approved by the full Commission no later than January 31st of the following year.”

This item was CARRIED OVER to allow a 15 day posting and to change wording of “December” to read “November” and for “January” to read “December 31st of that year” in the proposed text of this amendment. Deputy City Attorney O’Leary will advise the Commission whether there is a new requirement that annual reports cover the calendar year at the Commission’s next meeting.

(f) Discussion and possible action to amend Article VI, Section 3 of the by-laws from “The Commission shall conduct performance reviews for the Director of Elections and the Executive Secretary during each fiscal year.” to “The Commission shall conduct performance reviews for the Director of Elections and the Executive Secretary during each fiscal year beginning the fiscal year for 2009.”

This item was CARRIED OVER to allow a 15 day posting and to change wording of “fiscal year for 2009” to read “2008 – 2009.” in the proposed text of this amendment.

Public Comment. *David Pilpel* urged the Commission to do the reviews in the fiscal year 2008 with goals for the Secretary and Director as well as an evaluation process instead to prolonging it until 2009. *Deputy City Attorney O’Leary* said that the Commission must follow the Civil Service Rules, especially for the Executive Secretary, and that she would look into the procedure and report back to the Commission.

(g) Presentation and discussion of the President’s Report for 2007.

President Meek apologized for presenting only the draft of the first half of the Annual Report. She asked the members to let her know of any additional input in the Report and promised to have a final draft to the Commission by the January 16, 2008 meeting. Deputy City Attorney O’Leary said that she has observed a few factual historical errors which she will correct and forward to the President.

Public Comment. *David Pilpel* reminded the Commission that the title should read “Annual Report” and not “President’s Report”. Additionally, Mr. Pilpel suggested adding to the report a section regarding public participation in the Commission proceedings, and a new section on challenges the Commission and the Department have ahead. *Commissioner Yu* suggested a brief comparison of the budget two years ago and last year’s budget, showing changes for historical purposes. She said this might help with future budget advocacy with the Mayor. *Mr. Pilpel* suggested that for historical purposes a narrative of the successes and challenges would be good, and reminded the Commission that budget information is available elsewhere. He said that the President and Commission’s take on what has transpired during the year is more important because the Annual Report is the only place, historically, that information will exist.

10. **Discussion regarding items for future agendas.**

A representative of the SOS to be invited to next meeting in January, letter to be drafted by Commissioner Matthews about rationale of the conditions on the Sequoia Systems Software certification for getting five voters to use the DRE equipment at each polling site.

Meeting ADJOURNED at 8:41 pm.

13.