



City and County of San Francisco
Department of Elections

John Arntz, Director

APPENDIX A: CALENDAR OF OBSERVABLE ACTIVITIES*

June 7, 2016, Consolidated Presidential Primary Election

*The duration for some activities depends on the turnout for the election

	Activity	Time and Location
Before Election Day	Voter Outreach	See Voter Education Community Outreach Calendar on sfelections.org .
	Logic and Accuracy Testing	Testing and certifying voting equipment. No testing on weekends and holidays. <ul style="list-style-type: none"> o Optech 400-C: April 28 – April 29 8:30 a.m. -5 p.m. at City Hall, Room 48 o Optech Insight: May 2 – May 9, 8 a.m.-5 p.m. at the warehouse at Pier 48, Shed B o AVC Edge II: May 10 – 18, 8 a.m.-5 p.m. at the warehouse at Pier 48, Shed B
	Poll Worker and Field Support Training	<i>For times and locations, please contact Matthew Selby (415) 554-4376.</i>
	Early Voting	Early voting at the Voting Center at City Hall: May 9– June 6; weekdays 8 a.m.-5 p.m. Weekend voting is available on May 28–29, and June 4– 5, 10 a.m.-4 p.m. (Enter on Grove St.)
	Vote-by-Mail Ballot Processing	Sorting, scanning, and verifying signatures on the vote-by-mail envelopes, as well as the opening of vote-by-mail ballot envelopes, ballot extraction, preparation of ballots for counting may begin in Room 48 at City Hall as early as May 9, and continues until complete. Processing and counting of the vote-by-mail ballots in preparation for tabulation begins May 23, ten business days before the election. The Department provides 48 hours' notice prior to processing vote-by mail ballots. <i>For activity on a specific day, please contact Matthew Selby (415) 554-4376.</i>
	Ballot Remake	When ballots are torn, bent, folded, dirty, damp, or otherwise damaged and unreadable, the Department remakes these ballots beginning May 31 in Room 48 at City Hall, 8 a.m. to 5 p.m., continuing until completion, but no later than July 7.
	Mock Election Day Support Center	The practice of logging and resolving inquiries and issues in a simulated environment similar to Election Day takes place June 4, 3:30 p.m. -5:30 p.m., in the area adjacent to the City Hall café. (Enter on Grove St.)
Election Day	Polling Places	Check sfelections.org for polling locations. The polls are open from 7 a.m. to 8 p.m.
	Election Day Support Center	Provides support to poll workers and dispatches in-person assistance to polling places when needed– the primary location is the room adjacent to the City Hall Café; it is open from 5:30 a.m. to approximately midnight.
	Processing Center	Receives voted ballots, rosters and other materials from polling places at the warehouse at Pier 48 after 8 p.m., and continues until all polling place material has been received.
	Data Collection Center	Receives memory and results cartridges from polling places at the McAllister Street entrance of City Hall after 8 p.m., and continues until all polling place memory devices have been received.
	Election Night Results Reporting	The Department releases preliminary results at approximately 8:45 p.m. The results are available at: <ul style="list-style-type: none"> o sfelections.org o San Francisco Government Television – SFGTV, Channel 26 o North Light Court, City Hall – results are displayed on a large monitor with printed copies available at approximately 8:45 p.m., with updates released at approximately 9:45 p.m., 10:45 p.m. o Department's Office, Room 48 at City Hall – updated copies will be available and also posted outside the office
After Election Day	Counting Votes	Processing of the voted ballots continues after Election Day in Room 48 at City Hall until all ballots have been counted and the results are certified. These include vote-by-mail ballots that are dropped off at polling places, provisional ballots cast at polling places, ballots from Auxiliary bins, ballots with write-in votes, votes cast on the AVC Edge II that are remade on paper ballots. <i>For vote-counting activity on a specific day, please contact Matthew Selby (415) 554-4376.</i>
	Results Reporting after Election Night	The Department posts updated results at sfelections.com at approximately 4 p.m. on any day ballots are tabulated.
	Canvass	June 8: 10 a.m.–7 p.m., June 9–until complete (no later than July 7): daily except Sundays and holidays at the Department's warehouse.
	1% Manual Tally	Random selection of precincts will be performed on June 14, 10 a.m.-11 a.m. in Room 48 at City Hall.