



Election Plan

June 5, 2018, Consolidated Statewide Direct Primary Election

Thursday, March 1, 2018

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I. Introduction

The Department of Elections (Department) conducts all public federal, state, district and municipal elections in the City and County in a manner that is free, fair, and functional.

The Department is responsible for conducting elections under the rules and regulations established by federal, state, and local laws – notably, the Voting Rights Act, the Help America Vote Act, the Americans with Disabilities Act, and the City's Language Access Ordinance; maintaining an open process that inspires public confidence in the election system; providing and improving upon a public outreach and education plan to engage eligible potential voters in San Francisco; and continuing to improve its services by streamlining processes and anticipating the future needs of San Francisco voters.

Serving a registered voter base of nearly 476,000 citizens, the Department:

- Facilitates the filing of candidate nomination papers, ballot measures, and the ballot arguments that appear in the Voter Information Pamphlet;
- Produces San Francisco's official and sample ballots and Voter Information Pamphlet;
- Provides services and voter education to registered voters and potential registrants;
- Administers the vote-by-mail program for nearly 285,000 voters who permanently vote by mail and 7,800 military and overseas voters;
- Secures polling places to administer voting on Election Day;
- Recruits and trains poll workers to administer mandated procedures and serve a linguistically and culturally diverse voter population;
- Facilitates voting at City Hall starting 29 days before every election;
- Organizes the collection of ballots and election results data on election night;
- Provides for ballot tabulation and reporting of election results; and
- Conducts the official canvass of votes cast to ensure the accuracy and validity of election results.

The Department develops an Election Plan prior to every election as required by the [San Francisco Charter, section 13.103.5](#). The Election Plan provides information about how the Department will conduct the election in a manner that is free, fair, and functional. Following is the Election Plan for the June 5, 2018, Consolidated Statewide Direct Primary Election.

II. Organizational Structure and Staffing

The Department is comprised of eight divisions that undertake the diverse tasks necessary to plan and administer elections: Administration, Ballot Distribution, Campaign Services, Election Day Support, Polling Place Operations, Information Technology, Voter Services, and Voter Information.

The Department's staffing composition includes 37 full-time year-round employees. Several months before an election, the staffing is augmented, as temporary employees are hired to assist with election preparations. Because of statutory deadlines and the numerous processes that must occur prior to, during, and after an election, the hiring process is staggered, with employees hired as they are needed.

For the June 5 election, the Department plans to hire and train approximately 250 seasonal workers to assist the year-round staff with a variety of functions. Some examples include assisting with candidate filings, maintaining the voter roll, preparation of ballots and supplies, poll worker recruitment and training, securing of polling places, providing support to polling places on Election Day, processing voted ballots, conducting post-election canvass, etc.

In addition, bilingual seasonal employees are hired to assist the Department in providing services in Chinese, Spanish, and Filipino for voters with limited proficiency in English. These services include voter outreach, and proofing and editing printed materials, including the Voter Information Pamphlet and all versions of the official ballot in paper, touchscreen and audio formats.

Some seasonal workers complete their assignments and are released before Election Day, but many remain for several weeks after the election to complete various processes. For example, Department staff verify signatures on vote-by-mail ballot envelopes and registration records of voters who voted provisionally before the envelopes can be opened and the votes counted. Also, workers who assist with post-election canvass and those who inventory and store supplies continue working for several weeks after the election.

III. New Practices

A. Introducing an Enhanced Employee Orientation Program

The Department has launched an enhanced Employee Orientation Program (EOP) for new seasonal employees and those with prior working history with the Department. A central premise of the enhanced EOP is that it creates an environment where employees know they are part of the team, understand how they will contribute to the overall goals of the Department, and are aware of the culture of engagement, achievement, and collaboration cultivated by the Department.

When devising the EOP, the Department incorporated various mediums to relay information to employees with different learning styles and to make the orientation engaging and compelling. In addition to participating in a traditional lecture-type orientation, employees have the opportunity to join a team building activity and an interactive Q&A segment, view several videos, and tour the Department's office.

A four-hour onboarding session features a message from the Director that focuses on the Department's mission, goals, and initiatives, and facilitates learning opportunities and information sharing about working in the Department. This message also highlights the Department's commitment and continuous effort to provide the best services possible with the highest regards for accuracy, timeliness, and professionalism. This video message has also been posted on *sfelections.org* in the "About Us" section to provide the public with a brief overview of the Department's current and future efforts.

During onboarding, employees learn about City and departmental policies and procedures, emergency and evacuation protocols, services and resources available to employees, workplace protections and responsibilities, benefits, and more. Attendees also watch a video that addresses human resource- and payroll-related topics and a customer-service video that highlights the importance of good service in the daily work of Department employees and their interactions with people seeking information. The latter is meant to increase awareness of the main components of good customer service—being professional, inclusive, culturally appropriate, and respectful—and equip staff with some techniques to achieve such a level of service.

After the conclusion of onboarding session, employees take a tour of the Department during which they are introduced to employees from other divisions and learn about the many processes that take place before, on, and after Election Day in support of the election.

B. Launching a Revamped Version of the Website- *sfelections.org*

In 2017, the Department launched a revamped version of its website. Key enhancements to the new site include easier navigation to election information and Department services, expanded access for limited-English proficient (LEP) website users, streamlined content, and improved usability.

The website redesign focused on improving the overall experience for users and seamlessly connecting voters and other customers to the Department's expanding range of services and digital information. To accomplish the redesign, several Department personnel with varying roles and levels of expertise collaborated to systematically review elements of the existing website and devise an action plan for implementing improvements and expanding translated content. Their research included review of customer feedback and common inquiries, website analytics, review of websites from different elections departments and other government agencies, and industry best practices, which were all used to develop evidence-based recommendations for the redesign. Through these efforts, the Department identified four requirements that guided the new site's development:

Intuitive navigation: To accomplish this, the Department organized the homepage and the overall site to highlight the most sought after information and services. Some achievements include: showcasing key election dates and contact information on every page; using clear headings to efficiently guide users to their desired destination; clear, consistent navigation to translated pages; uniform page structure and design to help users find information easily; and expandable panels allowing users to identify the content most relevant to their needs, providing as much or as little detail as they want.

Expanded access for LEP users: To expand customer access to the Department's services and election information, the new site features nearly 60 pages translated into Chinese, Spanish, and Filipino. To ensure easy access for users who prefer to receive election information in their native language, the site displays language options prominently and consistently, allowing for easy toggling between languages while users remain on their intended page. Throughout this project, a team of bilingual personnel fluent in Chinese, Spanish, and Filipino, reviewed all translations to ensure accuracy, consistency, and cultural sensitivity. To improve readability, Chinese fonts were refined and enlarged.

Clear content: The Department streamlined content and used plain language to enhance clarity for a broad range of users. Information was thoughtfully reorganized to eliminate duplication and to provide increased comprehension. To shed light on new election processes, new pages were added that explain changes to election law and how these changes will impact the Department's services.

Cross-platform usability: Because users access the Department's website in different ways, one of the redesign goals was to ensure usability across different devices, browsers, and operating systems. The new site was designed and tested to ensure all users experience consistent, seamless access to tools and information. To improve navigation and readability, external links open in new browser windows and visually distinct headings, allowing users to find information easily on both large and small screens.

C. Expanding Language Assistance to Limited-English Proficient Voters

The enactment of Assembly Bill (AB) 918 has expanded language assistance to limited-English proficient (LEP) voters not covered by Section 203 of the Voting Rights Act and who instead receive language access under the terms of state law. For San Francisco, populations that are covered by state law are Korean and Vietnamese.

Prior to the passage of this bill, under California Elections Code (CAEC) Section 14201, when a LEP minority language community comprised 3 percent of the residents of a precinct, the elections officials were required to translate into that language a facsimile ballot and post it in the polling place for that precinct (a facsimile ballot is a translated replica of the official ballot that a voter can use as reference while voting the official ballot). Pursuant to California Elections Code Section 12303(c), the elections officials were directed to make “reasonable efforts” to recruit bilingual poll workers to work at polling places associated with precincts where a LEP minority language community reached 3 percent.

In past elections, the Department went above and beyond the requirements stipulated by CAEC, providing translated signage advising of assistance in Korean and Vietnamese at the City Hall Voting Center and polling places, training poll workers on the availability of assistance to those who prefer to receive election information in those languages, and providing voter education to inform voters that facsimile ballots are available. The passage of AB 918 allowed the Department to further expand its assistance to LEP voters who speak Korean and Vietnamese.

One significant change under AB 918 is that it makes facsimile ballots available to vote-by-mail (VBM) voters who can now request that facsimile ballots be sent to them by mail or email. To inform voters of this new service, the Department modified several outreach mechanisms through which voters can learn about available translated materials and services.

The Department expanded its online “Request to Receive Translated Materials” tool, previously available in Chinese, Spanish, and Filipino, which is now available in Vietnamese and Korean.

Following is a screenshot of information available in those five languages through the tool.

Request to Receive Translated Materials

Election materials, including the official ballot, the Voter Information Pamphlet, and California Voter Information Guide are available in Chinese, Spanish, and Filipino.

Additionally, reference ballots and the California Voter Information Guide are available in Vietnamese and Korean.

To request that we send you materials in one of these languages, in addition to English, complete all fields below. You will be able to select your preferred language on the next screen

House Number

e.g., 1234

Do not enter street name

ZIP Code

e.g., 94102

Date of Birth

MM / DD / YYYY

Submit

Voter information is used for official purposes only.

If you have questions, please contact the Department of Elections at (415) 554-4375 or [email us](#).

Voters simply input their house number, ZIP code, and birth date to access a screen where they can select the language in which they prefer to receive election materials. Those who select Vietnamese or Korean are asked to indicate the format—mail or email— in which they prefer to receive their facsimile ballots.

Request to Receive Translated Materials

You are registered to vote

You entered:

House Number: 3009

ZIP Code: 94110

Birth Date: 01/27/1993

Date of Registration: 04/12/2017

Party Preference: Democratic

Language Preference: English

Select the language in which you prefer to receive election materials:

- Chinese
- Spanish
- Filipino
- Vietnamese
- Korean

You may choose to receive a reference ballot by mail or electronically. Select your preferred receipt method

- Mail to my address
- Email to

Submit

To make other changes to your registration, complete a [Voter Registration Application online](#). You can also obtain a Voter Registration Application from the Department of Elections, the Department of Motor Vehicles (DMV), public libraries, or post offices.

Changes must be postmarked or submitted at least 15 days prior to Election Day to be effective for that election.

If you have questions, please contact the Department of Elections at (415) 554-4375 or [email us](#).

To further increase awareness, the Department created a new page that provides information about materials and assistance in Korean and Vietnamese, translated in those languages that can be accessed from the homepage of *sfelections.org*. Following are screenshots featuring access from the home page and information available in Vietnamese and Korean from a newly created page.



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The next election is June 5, 2018

sfelections.org

YOUR SOURCE FOR ELECTION INFORMATION

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[Locate my polling place](#)[Update my registration](#)[View future elections](#)[Register to vote](#)[View election results](#)[Check my registration](#)[Run for office](#)[Apply to Vote by Mail](#)

TOPICS IN FOCUS



Military or Overseas Voting

Cast your vote from anywhere around the globe



Accessible Voting

Learn about accessible programs and services



Advisory Committees

Join our network of community partners



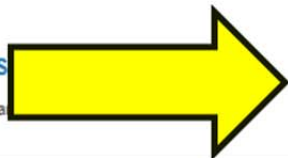
Request for Proposals

View RFP for Leasing or Renting a Voting System



Ballot System

Meetings a



Language Assistance

Sự Hỗ Trợ, 도움

LATEST NEWS

Ballot Simplification Committee Meetings for the June 5, 2018, Consolidated Statewide Direct Primary Election Begin on February 26

SAN FRANCISCO, Tuesday, February 20, 2018 - Beginning Monday, February 26, the Ballot Simplification Committee will conduct public meetings to prepare a fair and impartial summary of each local ballot measure for the June 5 election.

June 5, 2018, Consolidated Statewide Direct Primary Election: Nomination Period for the Offices of Mayor and Member of the Board of Supervisors, District 8, Closes on January 9

SAN FRANCISCO, Monday, January 8, 2018 - The nomination period closes on Tuesday, January 9 for candidates for the office of Mayor and for the office of the District 8 Member of the Board of Supervisors.

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One of the benefits of becoming a naturalized #citizen? The right to vote! Register to vote online at with [@SFElections](#) at: [sfgov.org/elections/regi...](#) #NaturalizeNOW #civicengagement





Home > Materials and Assistance in Vietnamese and Korean

Materials and Assistance in Vietnamese and Korean

Learn more about services the Department of Elections offers in Chinese, Spanish, and Filipino by visiting the [Language Access page](#).

To inform the Department of your language preference, use the [Request to Receive Translated Materials Tool](#).

> Access in Vietnamese and Korean

> Hỗ trợ Cử tri Nói tiếng Việt

▼ 한국어로 이용

저희가 도와 드리겠습니다

한국어를 사용하는 샌프란시스코 유권자 여러분께 도움을 드리고자 저희 선거부에서는 참조용 투표용지(팩스 투표용지)를 한국어로 번역해 제공합니다. 참조용 투표용지는 정식 투표용지와 정확히 동일한 내용을 한국어로 번역한 것입니다. 참조용 투표용지는 여러 방법으로 요청하실 수 있습니다.

1. 참조용 투표용지를 온라인으로 보려면 [투표소 및 샘플 투표용지 확인 도구](#)를 사용하시기 바랍니다. 유권자의 주소 및 유권자 등록지가 어디인지에 따라 투표할 수 있는 공직 명단이 정해지므로 자택 주소를 반드시 입력하셔야 합니다. 캘리포니아 유권자 정보 안내서를 온라인에서 한국어로 보려면 [sos.ca.gov](#)를 방문하십시오.
2. [자료 번역본 요청 도구](#)를 사용해 우편 또는 이메일로 받아 보시기 바랍니다. 또한 영어 이외에 선택하신 언어로 된 캘리포니아 유권자 정보 안내서를 매 선거 전에 받아 보실 수 있습니다.
3. 투표소 투표원에게 참조용 투표용지 사본을 달라고 요청하시기 바랍니다. 샌프란시스코 내 모든 투표소에는 한국어로 번역된 참조용 투표용지가 비치되어 있습니다. 해당 투표소 위치를 확인하려면 [투표소 및 샘플 투표용지 확인 도구](#)를 사용하시기 바랍니다. 전체 투표소 목록은 [샌프란시스코 투표소 목록](#)에 나와 있습니다.
4. 한국어 및 영어로 된 참조용 투표용지가 필요한 경우 시청 투표센터에 요청하시기 바랍니다. 시청 투표센터는 매 선거일로부터 29일 전에 개설됩니다. 샌프란시스코의 모든 유권자는 시청 투표센터에서 투표를하실 수 있습니다.

한국어 도움 제공:

전화로 도움 요청



현장 도움 요청



이중언어 구사 투표원



Key Dates

Next Election

June 5, 2018

Register To Vote By

May 21, 2018

Contact Us

Department of Elections
1 Dr. Carlton B. Goodlett Place
City Hall, Room 48
San Francisco, CA 94102
[\(Get Directions\)](#)

Hours: Monday - Friday
8 a.m. - 5 p.m.

Email: SFVote@sfgov.org
Phone: (415) 554-4375
Fax: (415) 554-7344
TTY: (415) 554-4386

中文: (415) 554-4367
Español: (415) 554-4366
Filipino: (415) 554-4310



Select Language ▼

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The Department will also include information about availability of telephone and personal assistance in Korean and Vietnamese and how to request a facsimile ballot in those languages in the Voter Information Pamphlet. The voting instructions inserted into vote-by-mail packets will also provide information about the availability of translated information, including facsimile ballots, and language assistance.

To continue to increase awareness that the official ballot and election materials are available in three languages in addition to English and provide information about availability of facsimile ballots in Korean and Vietnamese, the Department mailed notices to voters who may wish to receive translated materials. Specifically, the Department provided notices to nearly 54,000 voters who have not indicated a language preference and were born in a Chinese-, Spanish-, Filipino-, Korean-, or Vietnamese-speaking country or did not indicate their country of origin. The notice advises voters that election materials are available in various languages and provides different options voters may use to provide their language preference to the Department. Additionally, the notice advertises the opportunity to serve as a poll worker in the upcoming election, maximizing the Department's efforts to enrich its pool of volunteers by recruiting people with bilingual skills who can provide assistance to San Francisco's diverse electorate. Voters may submit their requests for translated election materials by marking one of the options on the notice and returning it to the Department, by calling or visiting the Department's office, or by completing a form at sfelections.org/language. The responses will be logged into the Department's Election Information Management System (EIMS) and voters' language preferences will be considered when mailing vote-by-mail ballots, the Voter Information Pamphlet, and facsimile ballots for the June 5 election.

In addition to newly established practices, the Department will continue to make facsimile ballots in Korean and Vietnamese available to voters at polling places and the City Hall Voting Center, provide translated signage next to the Rosters of Voters informing voters that facsimile ballots are available, and training poll workers on the proper handling of facsimile ballots.

D. Enhancing Services to People in Convalescent and Residential Care Facilities and Hospitals

The Department has had targeted programs in place to provide election-related services to people in convalescent and residential care facilities and hospitals. Prior to the June 5 election, the Department expanded its programs to include proactive outreach to care facilities and hospitals throughout San Francisco.

Approximately three months before the election, the Department will reach out to nearly 135 hospital and care facilities to inform them of the upcoming election and provide resources for helping their patients and residents register to vote and request ballots. Proactive contact provides an opportunity for facilities to request additional assistance, such as scheduling on-site events where the Department's outreach coordinators can assist with completing registration applications, vote by mail applications, and provide information about contests appearing on the ballot.

Facilities that are interested in working with the Department to ensure their patients and residents receive election services will be asked to indicate their interest by responding to invitation letters and to provide the name and contact information for a designated facility contact person. Over the course of the election cycle, the Department will liaise with the contact person at each facility to provide follow-up reminders about key dates and deadlines to ensure voters in these facilities receive timely assistance to participate in the election.

As Election Day approaches, facilities will be asked to submit any last-minute vote-by-mail ballot requests. Previously, facility staff were asked to visit the Department's office to obtain last-minute ballots for their patients. With the expansion of services to residents of care facilities, the Department will offer in-person ballot delivery service to fulfill those last-minute requests.

In addition to the expanded hospital and care facility services, the Department has solidified its processes and staffing resources to ensure voters who are homebound are able to receive ballots. The Department will offer in-person delivery to voters who have not requested a ballot in time to be mailed and are unable to visit their polling place or the City Hall Voting Center.

E. Implementation of a Remote Accessible Vote-by-Mail System

Prior to the passage of Assembly Bill (AB) 2252: Remote Accessible Vote by Mail Systems, many counties in California allowed military and overseas voters to receive their ballot electronically as a way to meet requirements under the Military and Overseas Voter Empowerment (MOVE) Act. Military and overseas voters would print and mark the ballot and either mail or, if eligible, fax it to their county elections office. State election law referred to this voting option as a ballot marking system.

AB 2252 renamed a ballot marking system as a remote accessible vote-by-mail system (RAVBM) and expanded the definition of such a system to apply to voters with disabilities, in addition to military and overseas voters.

The Department will implement RAVBM beginning with the June 5 election. RAVBM will allow eligible voters to access their ballot from any computer with internet access. It will also provide the opportunity for voters with disabilities to use their assistive devices to read and mark the ballot privately and independently outside of a polling place, and then print and mail it to the Department. To ensure the privacy of the voter's selections, RAVBM does not store or transmit the voter's selections over the internet.

Access to the ballot through RAVBM will be available during the early voting period, beginning May 7, through Election Day, June 5, and limited to voters with disabilities, overseas voters, and members of the military stationed outside their county of residence and their spouses.

Voters with disabilities who are registered as vote-by-mail (VBM) voters will still receive a VBM packet in the mail that includes a ballot, a postage-paid return envelope, and voting instructions. However, voters will have an option to use RAVBM to access and mark their ballot in a screen-readable format from any computer with internet access, using their own assistive technology.

The Department will develop and provide instructions to advise RAVBM voters that, after marking their ballot, they must print and return it to the Department for counting. The instructions will note that their ballot can be returned in the same manner as any VBM ballot: through the mail in the postage-paid return envelope mailed to the voter, or in person at the City Hall Voting Center, the Drop-off Stations located outside City Hall during the four days prior to Election Day, or any California polling place on Election Day.

In line with the implementation of RAVBM, the Department redesigned its VBM ballot return envelope to include holes that voters with visual impairment may use to determine where to sign the envelope. Additionally, for voters who are unable to

sign the envelope, the envelope provides instructions to affix a mark in the signature box and have it witnessed, as authorized under state election law.

When the Department receives a ballot that was obtained using RAVBM, the voter's selections will be transferred onto a paper ballot according to the current duplication process authorized by the **California Elections Code, section 15210**, for tabulation by the voting equipment. During the duplication process, to preserve the secrecy of the voter's selections, Department staff remove and separate the ballots from the return envelopes with voters' information prior to processing.

The Department will provide toll-free and email contact information for RAVBM voters to use if they have any questions about the system or accessing the ballot. The Department will also include information on recommended operating systems and compatible technology.

All ballots and instructions for RAVBM voters will be produced in four languages— English, Chinese, Spanish, and Filipino—and accessible formats.

F. Facilitating Conditional Voter Registration and Voting

On January 1, 2017, Conditional Voter Registration (CVR) became effective in California. Conditional voter registration extends the existing 15-day registration deadline in California to eligible voters, allowing them to register and vote provisionally 14 days prior to an election and on Election Day at the office of their county elections official. Individuals may also register online; however, in order to cast a ballot for the election, they will need to come to the Registrar's office. In accordance with this law, the Department will implement CVR making it available at the City Hall Voting Center for the June 5 election.

In order to conditionally register and vote, a person will be first asked to complete a Voter Registration Application. After the Voter Registration Application is entered into the Election Information Management System (EIMS) and the conditional voter is assigned a precinct, which determines the contests on which he or she is eligible to vote, Department staff will issue a conditional voter packet consisting of provisional envelope and the official ballot. The envelope will contain a detachable receipt that the voter can use to check the status of the ballot.

During the review of each CVR ballot, once the Department determines the person's eligibility to register and validates the person's information, the registration becomes active in San Francisco (the voter may then vote in any future election in which they are eligible to participate) and the CVR provisional ballot is counted.

The implementation of CVR has led to some impacts on various Departmental operations. These impacts include development of the process for facilitating CVR at the Voting Center, which requires interfacing with both local EIMS and statewide VoteCal databases, expansion of existing processes, and changes to various online voter look-up tools.

Since voters can now conditionally register after the deadline in a new county, the Department must perform several verification steps when processing a CVR ballot to ensure that the voter who cast the ballot is eligible to vote. These steps involve inputting the voter's registration information in EIMS, validating the voter's information and voting participation against information in VoteCal, determining if the ballot can be counted, and inputting the ballot status in EIMS.

Another operational impact of CVR is shifting the timeline for conducting certain processes that would typically be performed after the election has been certified. These include processing voter registration applications and changes to voter records submitted 14 days prior to an election and on Election Day, and processing messages received through VoteCal, which are generated when a registered San Francisco voter conditionally registers in a new county.

With the implementation of CVR, the Department will need to make logic and content changes in its online voter tools- Registration Lookup Tool, Vote-By-Mail Ballot Status Lookup Tool, and Provisional Ballot Status Lookup Tool.

For instance, if a person who is not registered or whose registration record is cancelled uses the Registration Lookup Tool after the registration deadline, the tool will feature information about CVR available at the City Hall Voting Center.

The logic of the Provisional Ballot Status Lookup Tool will undergo some changes. The Provisional Ballot Status Lookup Tool will serve dual purposes, providing ballot status information to those who cast a CVR ballot at the Voting Center and those who voted a provisional ballot at a polling place on Election Day. The Department will make this tool available beginning 14 days prior to Election Day so that conditional voters can track the Department's receipt of their ballots.

The logic of the Ballot Status Lookup Tool will also be updated to incorporate CVR. If a voter uses the Ballot Status Lookup Tool, the tool will search EIMS to determine whether or not the voter was issued a ballot, and if so, whether the ballot issued was a CVR provisional ballot. If the voter was issued a CVR provisional ballot, then a message will appear, directing the voter to use the Provisional Ballot Status Lookup Tool.

The Department has taken steps to prepare for and address a potential increase of visitors to the Voting Center. For example, the Department will expand its Voting Center to include four additional stations to assist with performing tasks associated with processing CVR voters and will develop and post translated signage at the Voting Center advising voters of CVR process.

Since CVR is not permitted to be offered at polling places, the Department will develop and display translated signage at each polling place on Election Day advising individuals whose names do not appear in the Rosters of Voters and those who are unsure of their registration status of the availability of conditional registration and voting at the City Hall Voting Center.

G. Introducing Additional Avenues to Solicit Public Feedback

The Department is committed to providing San Franciscans with services and materials that allow them to engage with voting and elections in the manner they choose. In 2017, the Department expanded feedback mechanisms to enable the public to share feedback about their experiences interacting with the Department's programs.

Voting Accessibility Advisory Committee: In partnership with the Mayor's Office on Disability, the Department organized the Voting Accessibility Advisory Committee (VAAC). The purpose of the VAAC is to advise the Department on accessibility issues and provide recommendations for improving access to voting and election materials for voters with disabilities and voters who are elderly. The VAAC also provides a forum for members of the community, accessibility advocates, and representatives from other City agencies to address broader accessibility concerns that can impact individuals' ability to participate in elections.

Recent collaboration with VAAC members includes the crafting and refinement of outreach messages pertaining to a new service— Remote Accessible Vote-by-Mail system— that the Department will implement beginning with the June 5 election and consideration of additional mechanisms for informing voters with disabilities about voting options and tools available at the Voting Center and neighborhood polling places. Through continued collaboration with the VAAC, the Department strives to build lasting partnerships within the community and ensure that all voters have access to voting and election materials in San Francisco.

Language Accessibility Advisory Committee: The Department formed a Language Accessibility Advisory Committee (LAAC). The purpose of the LAAC is to provide recommendations for improving access to voting and election materials for members of language minorities and increasing outreach to communities where English is a second language. The LAAC is comprised of community members, representatives from community-based organizations, and officials from other City agencies with experience reaching limited-English proficiency voters. Together with the Department, the LAAC works to identify areas of refinement for translated materials and language services.

Recent collaboration with LAAC members has resulted in improvements to outreach mechanisms, enhancements to poll worker training materials and the Department’s translated website content. In addition, the LAAC has been involved in consideration of outreach mechanisms for residents who are granted the right to vote in School Board Elections under Prop N – Noncitizen Voting.

Outreach Presentation and Interaction Surveys: During the June 5 election cycle, the Department will pilot an additional survey method designed to measure the effectiveness of outreach presentations and events. Prior to presentations, outreach coordinators will survey attendees to gauge their pre-presentation knowledge and engagement with voting and election information. After each presentation, attendees will be asked to complete a post-presentation survey to gauge their knowledge and engagement based on the information they have received during the presentation. Survey results will be used to inform the Department on how to best tailor future presentations to ensure optimal educational value for presentation attendees.

Online Customer Service Survey: The Department made significant enhancements to its website, one of which was the implementation of a new Customer Service Survey. The survey is accessible from every page of the website and offers users the opportunity to provide assessment of the Department’s services in a variety of categories while also providing a free form field for users to share additional details about their experiences. Additionally, the survey provides users the opportunity to request a follow-up by Department staff.

H. Expanding Methods for Validation of Voter Data and Voter Notification Programs

Voter file maintenance is at the core of the Department’s responsibilities and is vital to ensuring voters have the ability to exercise their right to vote. Voter file maintenance is an ongoing task, which necessitates constant comparison and research of voter records, and often requires the Department to take the extra steps to go beyond functionalities provided by VoteCal, the statewide voter registration system, which is designed to check for duplicate registration records, compare registration records with data provided from third-party agencies to check for deceased voters and changes of address information.

In 2017, the Department continued to focus on identifying validation methods that ensure accurate voter data and establishing sound data quality assurance practices and procedures that lead to more effective services provided to voters

and maximize voter access. Following are some examples of the most recent validation methods established by the Department.

Development of new queries to identify voter records that may require corrective action. When the Department enters a voter registration application into Election Information Management System (EIMS), the system does not perform validation of the mailing address, if provided by an applicant. To validate that the mailing addresses on file can receive mail, the Department developed a query to identify records with mailing addresses that are missing or contain incomplete ZIP codes, which could occur if applicants provided incomplete information when registering. Upon identifying such deficiencies in voter records, the Department takes steps to research and correct these records so that voters can receive their vote-by-mail ballots and other election mail.

Development of a dashboard which integrates the Department's queries for identifying voter records that may require corrective action and notification. Drawing from voter data stored in EIMS, the tool provides real-time information about the number of outstanding records to be reviewed by Department personnel, categorized by type. Records that require research are displayed on the screen and processors can either correct the record in EIMS or click a "Reviewed" button to remove the record from the queue, if no corrective action is required. This dashboard provides a centralized place for voter records that must be researched, streamlining the work of personnel tasked with Voter File Maintenance.

Improved mechanisms for generating mailing lists. EIMS contains built-in reports to automatically generate mailing lists for various election mailers, such as address correction postcards and voter notifications. While the Department has previously relied on these reports for generating mailings, these reports are limited because they do not incorporate the Department's robust set of queries developed internally to validate information in the registration records. Rather than relying on EIMS reports to generate various mailing lists, the Department created spreadsheets, corresponding to each mailing list, that can be refreshed in real-time. Pulling from the Department's validation queries, the spreadsheets include columns indicating if any records require research before creating final mailing lists, thus, reducing undeliverable mail and ensuring voters are properly notified.

In addition to focusing on establishing effective methods for validation of voter data, the Department continuously works toward developing robust voter notification programs that provide mechanisms to alert voters to deficiencies in their registration records or issues with their ballots, and remedial steps.

In 2016, the Department implemented a program that takes proactive steps to inform voters whose vote-by-mail ballots have been challenged about their options to remedy the issue in time for the ballot to be counted.

In addition to providing actions the voter must take to allow the Department to count the ballot via [Ballot Status Lookup](#) tool, the Department attempts to contact the voter to explain how to correct the issue. Generally, within one working day of challenging a ballot, the Department sends a bilingual notice to the voter's address on file; the notice informs the voter of the reason for the challenge and remedial steps. To support this process, the Department utilizes eight notices, each available in English, Chinese, Spanish, and Filipino, responsive to reasons for which a vote-by-mail ballot may be challenged. If the voter has an email address on file, the Department sends an email to the voter generally within one working day of challenging the ballot, containing a similar content as aforementioned notices. If the voter has a phone number on file, the Department calls the voter generally within two working days of challenging the ballot.

Building upon the principles of this program, in 2017 the Department implemented a more robust voter notification program for new registrants and re-registrants who have submitted incomplete registration applications. The Department's notification program involves mailing notices to people who submitted voter registration applications but did not provide all the required information, such as signature or valid residential address in San Francisco. The notices, each available in English, Chinese, Spanish, and Filipino, are tailored to recipient's situation—whether an applicant is a re-registrant or a new registrant— and the type of information an applicant omitted from the registration application. The notice informs the person why the application could not be processed and provides steps to complete the registration application. In addition to contacting people who have submitted incomplete registration applications by mail, the Department created email versions of the notices that are sent to applicants who provided an email address when registering.

I. New Branding of the Department's Materials and Mission: "Your City. Your Choice"

The Department formed a working group to reconsider the branding of its materials in relation to the Department's mission. The more noticeable results of the working group were the development of templates, images, color schemes, messages, and outreach methods. The intent of the branding efforts, however, was to better reflect the Department's mission to the City's residents, which includes a new theme: "Your City. Your Choice."

This new theme emphasizes both the openness of the election process for all residents and the inclusive, empowering, and equitable nature of participating in elections and voting. Further, the theme emphasizes that the fundamental element of participating in elections and voting is a personal matter and affects all San Franciscans.

The theme also highlights the Department's ongoing commitment to its relationship with the City's residents. The Department is committed to provide accurate and useful information regarding election-related services so that all eligible City residents successfully access these services and voting opportunities. One manner of exemplifying this commitment is to provide information that is appealing and is easily recognized as being from a trusted source.

The materials are intended to illustrate that the inclusive nature of elections and voting is open to everyone. In many materials, the introduction of a human element, signified by people holding the "I Voted" and "I am a poll worker" stickers, represents the different personas of San Franciscans. The individual nature of the images of hands holding the stickers helps further the notion that when San Franciscans participate in elections, they are making choices for their community.

From a broad perspective, the new branding and theme represent the Department's commitment to provide residents with information regarding access to election-related services and voting. The Department recognizes that this commitment empowers people to contribute to their community through the election process. Yet, the Department also recognizes that people need to feel connected to the election process to fully participate. This is why the new branding and theme seek to strike an emotional chord with the City's residents and illustrate the personal nature of voting.

As the trusted source of official election information, the Department understands the importance of its role to equitably provide information, services, and voting opportunities to the City's residents. Certainly, the Department projects this fundamental aspect of conducting elections in an impartial manner by providing materials and services that are accessible in multiple languages and to those with disabilities. On the personal level, "Your City. Your Choice." communicates to San Franciscans that the Department is responsible and ready to provide the tools and information for everyone to participate in elections according to their choices they make on each ballot card.

J. Developing Alternative Operational Plans

The dynamic nature of the City often requires the Department to develop alternate operational plans to fulfill its mission. For the June election, three known sets of operational challenges are the San Francisco Giants' schedule, the closure of the Lefty O'Doul Bridge, and the second annual Clusterfest comedy and pop culture festival occurring in the Civic Center area. Regarding the Giants' games, the team is scheduled to play in the afternoons during the weekend prior to Election Day, a night game on Election Day, and an afternoon game on the Wednesday following the election. The Department's warehouse is a few blocks from the stadium and during this timeframe the Department will be delivering supplies and voting equipment to polling places, preparing ballots for staging in vans driven by the Field Election Deputies (FEDs), and transporting materials to and from the Department's City Hall office.

Coinciding with the Giants games, the Lefty O'Doul Bridge situated between AT&T Park and the Department's warehouse is under renovation and open on a limited basis during the Giants' games and closed most other times. The bridge provides access to the most used course of travel to and from City Hall and many polling places during deliveries. On Election Night, the bridge is usually heavily traveled by more than 100 Sheriff's deputies who depart the warehouse to assigned polling places and then return to the warehouse with the voted ballots from the polls. To reduce the impact of the games and bridge closure, the Department is working with traffic control agencies in the surrounding areas to plan for vehicles involved in elections-related operations to enter and egress from areas that might otherwise be blocked.

Additionally, the warehouse is the staging area for over 200 vehicles assigned to FEDs, Sheriff's deputies, and Precinct Services personnel delivering supplies and equipment to polling places. The Department rents space on the parking lots across from Pier 48 during most elections to stage the rental vehicles, but these lots are unavailable for the June election since the Giants' have first priority. The Department has reviewed its few options to find a parking lot that is large enough and which is available for staging over 200 vehicles and can accommodate the heavy traffic flows especially on Election Night when the FEDs and Sheriff's Deputies return from their routes.

One potential site the Department may obtain is a lot at the City College of San Francisco. As part of the planning process, the Department must coordinate with the college, security coverage with the Sheriff's Department, drop off and pick up location and dates with the rental vehicle company, and vendors who will provide additional equipment needed to operate out of a remote site such as portable toilets, tower lights, and canopy tents. Also, the Department must adequately staff the warehouse division to allow for personnel to continue supporting multiple election-specific activities at the Department's warehouse while also facilitating activities associated with the staging of rental vehicles at the remote site which will also support specific Election Day activities.

The Clusterfest comedy and pop culture festival is scheduled for the weekend prior to Election Day, and events will occur in City Hall, on the Civic Center Plaza, and in Bill Graham Civic Auditorium. Similar as last year's festival, organizers are expecting tens of thousands of people during the three-day festival. In order to transform the plaza to host this event, the organizers have requested permits that will close nearby streets, reroute traffic, and remove parking places around City Hall and the Civic Center area. Street closures for the event will begin on Wednesday, May 28, and the breakdown will occur through Wednesday, June 6, which is the day following the election.

The Department has met with the Mayor's Office of Special Events, the Recreation and Parks Department, the Municipal Transit Authority, and the event organizers to determine mitigations to election-related activities such as poll worker training

classes, the distribution of ballots to inspectors, the City Hall Voting Center, the delivery of returned vote-by-mail ballots to City Hall and parking for poll workers, and voters, as well as Election Day operations to support voting at the polls, and the City Hall ballot drop-off stations located on Grove Street and Dr. Carlton B. Goodlett Place.

The Department will provide and distribute suggested walking directions to City Hall from nearby public transit to assist voters to access City Hall while navigating the various detours on nearby streets and changes in pedestrian routes on some sidewalks. Part of this effort is developing signage to direct voters to City Hall and placing them in strategic areas so the public has notice on how to access the building. The Municipal Transit Authority is allocating street parking north of City Hall on Grove Street for the Department's use and will facilitate access to the City Hall loading dock for ballot deliveries from the United States Postal Service and the Department's warehouse personnel. The Department will be able to maintain its planned operation of the ballot drop-off station on Grove Street, however, the Department still needs to consider the re-location of the drop-off station customarily staged in front of the main entrance to City Hall on Goodlett Place.

IV. Official Observer Panel

The Department welcomes the public to observe the election process. Observers are provided access to the fullest extent allowed by law and by the logistical and security constraints required to preserve voting system security and voter privacy.

To provide an avenue for public observation and encourage involvement in the election process, prior to each election, the Department invites representatives from political party central committees, the Civil Grand Jury, League of Women Voters, the media, and other groups or individuals who have expressed interest in observing pre-election, Election Day, or post-election activities to serve on the Official Observer Panel. In March, the Department will issue a press release and post information on sfelections.org and social media sites to publicize the opportunity to observe election activities, and invite those interested in serving on the Panel to submit an [application](#) to the Department.

Once the Panel is formed, the Department will host an introductory meeting to provide an opportunity for panelists to learn about the Department's operations and the observation process and to ask any questions about the upcoming election. Panelists are invited to observe various election processes, such as Logic and Accuracy testing of voting equipment, processing of vote-by-mail ballots, poll worker training classes, voter outreach presentations, Election Day activities, Election Night ballot tabulation and reporting, and post-election Canvass, including the 1% manual tally of ballots cast.

At the meeting, panelists are provided with an [Observer Guide](#), a [schedule of observable activities](#) (see *Appendix A*), and a form that may be used to provide the Department with feedback on the observed activities. Additionally, panelists may receive a copy of the Poll Worker Manual, various outreach and education materials, and an Election Day memo addressed to polling place inspectors from the Director of Elections, letting the inspectors know who the Panel members are and their purpose for visiting the polling places. The memo explains the observation process and paves the way for panelists to observe at the polls.

As in previous elections, the Department will provide the [Election Observer Panel Plan](#) to the Secretary of State's Office, as required as a condition of approval of its voting system and in accordance with the [California Government Code, section 12172.5](#).

To expand observation opportunities, in May, the Department will host an Open House inviting the public to tour the Department's office and learn about the many processes that take place before, on, and after Election Day in support of the election. The Open House is also an opportunity to view activities at the City Hall Voting Center, the poll worker recruitment office, and the public phone bank, and to observe vote-by-mail ballot processing.

Attendees can visit a simulated polling place where they can view signage, voting equipment, multilingual materials, and accessibility tools that the Department provides at San Francisco's 583 polling places on Election Day.

Visitors will receive a copy of the Observer Guide, which provides a schedule of activities related to the June 5 election and information about observing these processes.

In addition to facilitating in-person observations, the Department will broadcast on *sfelections.org* various activities leading up to Election Day, as well as Election Day and post-election operations.

V. Services to Improve Voter Readiness and the Overall Voting Experience

The Department is committed to providing clear, up-to-date information to the public and maintaining transparency in its operations. The nature of customers' interactions with the Department characterizes the types of services the Department must develop and provide. In that regard, the Department's customers (e.g., voters, candidates, the media) fall into two general categories: those who prefer digital information and interact with the Department online, and those who rely on traditional media and outreach mechanisms to get information.

A. Online and Telephone Services

To serve voters who prefer to obtain information digitally, the Department provides an array of multilingual online tools and information that allow voters to access their registration information, view their Voter Information Pamphlet and sample ballot, apply to vote by mail, track the journey of their vote-by-mail ballot from printing to counting, find the location of their polling place, and request translated materials.

sfelections.org, a centralized resource of essential voter information, is also rich in interactive content including customized data reports, streaming of election activities, and multimedia materials such as video and audio recordings and slide presentations.

During the June 5 election cycle, the Department will broadcast various operations on sfgov.org/elections/observe-election-process to facilitate public observation from anywhere, without having to visit the Department's office. Among some of the broadcasted activities are candidate workshops, selection of letters for local measures, Logic & Accuracy Testing of voting equipment, preparation of vote-by-mail ballots for counting, and precinct selection for the post-election manual tally.

As in previous election cycles, the Department will use [Facebook](#) and [Twitter](#) to provide updates and educate the public about what happens "behind the scenes" as well as post press releases with election news and important information on the

home page. The Department maintains a list of “interested persons”, which includes organizations, interested members of the public, and media representatives, who automatically receive press releases by email.

Those who have subscribed to the Department’s [email list](#) or [RSS feed](#) will also receive regular updates from the Department.

For customers who prefer to call for information, the Department staffs public telephone lines during business hours, including dedicated lines for Cantonese, Mandarin, Spanish, and Filipino speakers and contracts with LanguageLine Solutions to provide year-round over-the-phone interpretation of over 200 languages.

One month prior to Election Day, the Department will expand its phone and email assistance staff, with a ten-member team tasked specifically with answering telephone inquiries through Election Day, manage email correspondence and in-person visits of voters.

B. Voter Outreach

The Department continuously reaches out to San Francisco residents to help increase voter registration and engagement while improving voter readiness and the overall voting experience.

For every election, the Department develops an outreach program to solicit community input and present information about registration and voting, and key election dates and deadlines.

For the June 5 election, the Department will focus on engaging San Franciscans in the election process by providing the tools and resources they need to participate in elections in the manner they choose. Outreach efforts will focus on empowering San Franciscans to take part in the election process by providing access to non-partisan election information, presenting opportunities to register to vote, explaining what contests will appear on the ballot and voting options, and providing opportunities for voters and potential voters to assist fellow San Franciscans by serving as poll workers on Election Day. The Department plans to employ the following mechanisms for achieving outreach goals.

- Distribution of newly branded print materials featuring the new theme “Your City. Your Choice.” The new theme is designed to strike an emotional chord with San Franciscans and empower them to participate in elections and shape their representation. By illustrating the personal nature of voting the Department seeks to engage voters and potential voters in the act of participating in whatever manner they feel best represents their opinions. Rather than encouraging San Franciscans to simply vote, the new theme aims to equip voters and potential voters with the tools and information they need to participate in the manner they choose. Newly branded materials will be distributed to community organizations and civic partners who indicate interest in collaborating with the Department to ensure San Franciscans receive accurate and timely information about the upcoming election. Materials will feature a consistent feel and authorship, while highlighting different messages designed to ensure viewers understand their voting options and information about services provided by the Department.
- In-person engagement in high-traffic merchant corridors throughout San Francisco. In addition to providing print materials to past collaborators, for the June 5 election the Department will engage local merchants to encourage their participation in posting materials and informing their customers about the upcoming election. By engaging a variety of community stakeholders, the Department seeks to increase partnerships with community members to ensure a broader reach of election and voting information.

- In-person presentations at community organizations, housing communities, candidate forums, schools, and community centers will continue, with a focus on providing accurate, non-partisan information to voters and potential voters who seek to participate in the upcoming election. Presentations are tailored to audiences to ensure participants receive information they are seeking. For the June 5 election, the outreach program will also include a pilot survey to gauge participant knowledge before and after each presentation to ensure presentation content provides valuable educational opportunities for participants. Survey results will be strategically analyzed and used to inform future presentations and educational events. In addition to providing in-person presentations, the Department will also offer a pre-recorded presentation on its website for use by community members seeking to conduct their own outreach events.
- Strategic advertising mechanisms to ensure maximum reach of key election messages. In addition to paid advertisements featured on Muni buses, in BART stations, in local neighborhood newspapers and on various local radio programs, the Department will strengthen its presence on Twitter and Facebook to reach individuals who prefer to receive information in different formats.
- Increased efforts to engage San Franciscans by participating as poll workers on Election Day. Outreach activities feature key messages about poll worker opportunities and the ability for San Franciscans to earn a stipend while meeting members of their community and helping them vote on Election Day. Poll worker recruitment message is included in newly branded collateral, outreach presentation content, and disseminated to community stakeholders.

The Department will continue to engage stakeholders in developing outreach mechanisms, creating outreach messages specific to the communities they serve, and disseminating election information.

For the June 5 election, community engagement will build upon the relationships the Department has developed over the last several years by networking with community organizations to leverage their community expertise and connections to reach voters. The Department will proactively seek advice from trusted sources in various communities and then use that advice to connect with the targeted communities using culturally competent methods and with culturally competent election information.

Additionally, the Department will utilize communication resources of City departments, the Mayor's office, the Board of Supervisors, the San Francisco Public Library (SFPL), the San Francisco Unified School District (SFUSD), and the United States Citizenship and Immigration Services (USCIS) to reach out to and voters with limited English proficiency.

To engage other hard-to-reach communities, the Department, in collaboration with the Youth Commission, the Department of Children, Youth and Their Families, SFPL, and SFUSD, is committed to reach out with election information to young voters. To serve the population of those who are or were incarcerated, the Department continues to work with the Reentry Council to inform parole officers and jail employees of the voting rights of people who are incarcerated, and to distribute postcards and posters explaining voting rights for people who are on probation or off parole.

VI. Candidate Filing and Submission of Measures for the Ballot

To facilitate candidate filing and the submission of initiative measures for qualification for the June ballot, the Department prepared a [Candidate Guide for Mayor and Board of Supervisors, District 8](#), a [Candidate Guide for Superior Court Judge](#), a [Guide to Qualifying San Francisco Initiative Measures](#), and a [Guide to Submitting Ballot Arguments](#). To

further assist candidates and campaigns, the Department posted a [calendar](#) that outlines statutory dates for this election cycle and applicable code references (*see Appendix C*).

For the June 5 election, candidate filing activities commenced on October 31, when the submission period opened for signatures in lieu of filing fee for candidates running for the San Francisco Board of Supervisors, District 8.

With Mayor Lee's passing on December 12, in accordance with Charter section 13.101.5, the election for someone to fill the vacancy and serve the time remaining on Mayor Lee's term was called to take place on June 5.

The nomination period for the offices of Mayor and Board of Supervisors began on December 15 and ran until January 9. The submission period for signatures in lieu of filing fee for candidates running for Judge of the Superior Court seats and federal and state offices began on December 14 and ran through February 7. The Declaration of Intention period for judicial candidates ran from January 29 through February 7, followed by the nomination period for federal, state, and judicial offices which began on February 12 and will end on March 9.

When the nomination periods close for local offices, the Department posts final candidate lists in HTML and open data formats on the [Campaign Services](#) page. The California Secretary of State provides information about candidates for federal and state offices.

The Department also facilitates the intake of local ballot measures to be submitted to voters in the upcoming election. These measures may be submitted to the Department by the Mayor, the Board of Supervisors, four or members of the Board, or by voters through the initiative petition process; certain other agencies may also submit ballot measures, such as the San Francisco Board of Education or the Ethics Commission. The submission deadlines vary depending on the type of measure, with most falling in February and early March.

The Bay Area Toll Authority placed a regional measure on the ballot in the counties of San Francisco, Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano, and Sonoma. The resolution calling for the ballot measure specified that it would be designated as Regional Measure 3 (RM3). As indicated above, RM3 will appear on the ballot below the state measures, above the local measures.

The order in which measures will appear on the ballot is as follows:

- State Measures
- Regional measures
- City and County measures
 - ✓ Charter amendments
 - ✓ Ordinances
 - ✓ Declaration of policy

On March 12, the Department will select and assign a letter to identify each local measure that will appear on the ballot for the June 5 election. The Department assigns letters to measures according to [California Elections Code, section 13109](#) and [San Francisco Municipal Elections Code, section 505](#). The Department will webcast the selection of the letters and post a recording of the selection process on its website.

In March, the Department will facilitate the intake of the ballot arguments (proponents', opponents', rebuttal, and paid) for inclusion in the Voter Information Pamphlet, in accordance with the [San Francisco Municipal Elections Code, section 530](#). To encourage complete and efficient submissions, the Department posted a [Guide to Submitting Ballot Arguments](#) in addition to the ballot argument forms.

All ballot arguments are subject to a 10-day public examination period. These public examination periods allow an opportunity to review and possibly challenge a proposed ballot argument before it is published in the Voter Information Pamphlet. As authorized by state election law, during each 10-day public examination period, registered voters may seek a court order requiring changes to or removal of materials related to a ballot measure on which they are eligible to vote.

Filing activities for the June election will draw to a close on May 22, which is the deadline for any write-in candidates to file their Declarations of Write-in Candidacy and nomination paperwork.

This cycle presents unique challenges because of overlapping activities related to the June and November elections. While conducting activities in support of the June election, the Department has been simultaneously preparing candidate and campaign materials for the November election. Because several candidate processes for the November election will occur during the June election cycle, the Department has already prepared and posted a [calendar](#) that outlines statutory dates for the November election and a [Candidate Guide for Board of Supervisors](#) and a [Candidate Guide for Assessor-Recorder, BART Board, Board of Education, Community College Board, and Public Defender](#).

For example, for candidates running for the Board of Supervisors, the period for signatures in lieu of filing fee opens on March 19, followed by the nomination period that commences on May 18. Also in May, the Department will host a series of candidate workshops designed to provide an overview of the process for running for Board of Supervisors in the November election, to assist candidates and campaign representatives to prepare for the campaign season.

VII. Official Ballot

For the June 5 election, the following offices will appear on the ballot:

Voter-nominated offices

- Governor
- Lieutenant Governor
- Secretary of State
- Controller
- State Treasurer
- Attorney General
- Insurance Commissioner
- Member, State Board of Equalization, District 2
- United States Senator
- United States Representative in Congress, Districts 12 and 14
- Member of the State Assembly, Districts 17 and 19

Nonpartisan Offices

- State Superintendent of Public Instruction
- Judges of the Superior Court (local)
- Mayor (local)
- Board of Supervisors, District 8 (local)

State Measures, Regional Measure, and Local Ballot Measures

As of March 1, nine local measures, one regional measure, and five state measures have qualified for the ballot. At the time of submission of this plan, the Department anticipates that the ballot will consist of four cards.

A first step in producing ballots is to determine the number of different ballot types that apply for an election. Different ballot types are necessary in part because San Francisco is comprised of overlapping federal, state, and local voting districts; voters living in different parts of the City are eligible to vote for different combinations of contests. In addition, state law requires the rotation of candidate names on the ballot to mitigate the statistical advantage of a candidate's name appearing at the top of the candidate list for a contest. Approximately 85 days before an election (unless there is extended filing for a contest), after the candidate nomination period ends, the Department determines how many ballot types will apply for the election and how many of each type and language version will need to be printed.

Starting in mid-February, the Department began transmitting the names and ballot designations (occupations) of nominated candidates and related translations to the voting system vendor to populate ballot drafts; additional ballot content will be sent in March, once the other nomination periods closed and submission deadlines for ballot measures passed.

Ballot translations can come from a variety of sources: from the Secretary of State (for candidates for state or federal office and state ballot measures), from local candidates who request a particular Chinese name, or from the Department's typesetting/translation contractor. When appropriate, the typesetting/translation contractor references the Department's established glossaries of election terms, for consistent terminology as possible from election to election. The translations are reviewed and approved by the Department's team of bilingual proofreaders before the material is sent to the voting system vendor to be implemented into the ballot.

The Department and the voting system vendor work together to lay out ballots that are as easy and clear as possible for voters to use while also meeting the requirements of federal, state, and local law and the functional requirements of the voting system. In addition, the Department aims to use the space of each ballot card as efficiently as possible, and also to consider best practices for ballot design and usability.

The Department sends the final ballot image files and an assembly matrix to its printer. The printer assembles the ballot images and sends proofs for each ballot type and category (vote-by-mail, precinct, generic, etc.) to the Department for review and final approval.

In addition to printing all of the paper ballots, the printer assembles, addresses, and mails the vote-by-mail ballot packets. This process requires precise coordination of voter data and production machinery; each voter's envelope must contain a complete ballot that correctly corresponds to his or her precinct, ballot type, and language preference. The ballot packets are packaged in trays and on pallets for delivery to the mail facility, where they are scanned into the USPS mail tracking system, and then delivered by postal carriers to the voters.

Ballots destined for polling places or the City Hall Voting Center are shipped to the Department's warehouse, where staff conduct an inventory and a quality control check. The generic ballots (those without a preprinted precinct number) used at the Department's Voting Center are then transported to City Hall and secured. Precinct ballots, along with other precinct-specific materials, are packaged in separate supply bags for each polling place and transported to City Hall for distribution to Inspectors.

In addition to paper ballots, the Department, with the voting system vendor, produces touchscreen and audio ballot versions for the accessible AVC Edge II machines.

VIII. Ballot Simplification Committee

The [San Francisco Municipal Elections Code, section 610](#), requires that a Ballot Simplification Committee be appointed to create digests, or summaries, of ballot measures in simple language. Committee members review the legal text of each measure, which can range from a few paragraphs to many pages, and work in public meetings to distill the main ideas into a straightforward and neutral passage for publication in the Voter Information Pamphlet (VIP).

The Department facilitates the Committee meetings by communicating with Committee members about meeting times, places, and agenda items; requesting analyses on the Committee's behalf from City departments that are most likely to be affected by passage of any proposed initiative measure; providing and posting copies of agendas and all pre- and post-meeting materials for Committee members and the public on the [Ballot Simplification Committee](#) page and at the Department's office, in accordance with public meeting laws; responding to inquiries from City agencies and the public about meeting logistics and procedures; providing audio recording and live display of digest draft revisions during meetings.

The Committee commenced public meetings on February 26 and will complete its digests by March 12, 85 days before the election, as required under the [San Francisco Municipal Elections Code, section 610](#).

IX. Voter Information Pamphlet and Sample Ballot

The Department produces the Voter Information Pamphlet (VIP) in multiple languages and formats: English, Chinese, Spanish, Filipino, large print, audio cassette, audio compact disc, audio on USB flash drive, PDF, and MP3. The Department will again include HTML and XML versions of the VIP in English, Chinese, Spanish, and Filipino on its website one month before Election Day.

In addition to the Sample Ballot, the VIP includes information about local candidates and ballot measures, the voting process, and voters' rights. Creating the VIP requires continuous collaboration with the typesetting/translation contractor, the printing contractor, and the United States Postal Service.

Approximately four months before an election, the Department creates a production plan for all work associated with the project, and organizes planning meetings with the contractors to ensure that all stakeholders agree on proposed schedules and deadlines. The Department and its printer/mailing contractor also confer with postal authorities to ensure that the VIP meets all USPS requirements.

For the June 5 election, the Department will begin transmitting updated content for the general information pages, as well as candidate statements for the Mayor and Board of Supervisors, District 8 contests, to the typesetting/translation contractor in mid-March. As additional candidate statements and local ballot measure information become available following submission deadlines in late March, the Department will compile and format the material, proofread it against the official submissions, and send the files to the contractor, who lays out, typesets, and translates the material. The contractor returns typeset English-language material on a flow basis, as sections are complete, to Department staff for review, any corrections, and final approval.

Once the Official Ballot is finalized, the Department transmits the final ballot images to the typesetting/translation contractor for creation of the various versions of the Sample Ballot for inclusion in the VIP. Every voter receives an English-language pamphlet, and accordingly, each voter's Sample Ballot, corresponding to his or her residential address, is inserted into his or her English-language VIP. In addition, each voter's English-language VIP includes candidate statements only for the contests for which the voter is eligible to vote. To guide the contractor with assembling an appropriate VIP for each ballot type, the Department provides a matrix showing pagination of the entire VIP, including content that varies by ballot type (the Sample Ballot and candidate statements). Once all VIP material is finalized, the contractor assembles the pages according to this matrix, and, after Department review and approval, sends the final files to the printer. The printer, in turn, shares proofs of what they intend to print for each ballot type, to ensure there were no transmission or communication errors. Upon approval, printing, trimming, and binding of the English-language VIP begins.

The translated versions of the VIP follow a similar process to the English version, with the additional step of translation and approval of the translations. Referencing the glossary of election terms in each language that the Department and vendor have developed and agreed upon over multiple elections, the typesetting/translation contractor translates the content into Chinese, Spanish, and Filipino, and, upon Department approval of the translations, typesets the translated content. The translated versions of the VIP include all candidate statements for contests throughout San Francisco and refer the voters to their Sample Ballot to see what contests appear on their ballot. The contractor also works with the Department to produce large-print versions of the pamphlet in English, Chinese, Spanish, and Filipino, and audio, HTML, and XML formats.

Approximately 48 days before the election, April 18, the Department sends the voter file extract to the printing vendor. The vendor uses the file to label each VIP cover with the voter's name, address, and polling place information. The printing vendor provides labeling proofs and requests written approval from the Department before continuing with labeling and mailing. The contractor also sorts the VIPs by postal carrier route and delivers them to the postal facility for mailing. During the mailing period, Department staff act as a point of contact for both the printing vendor and the US Postal Service Business Mail Entry Unit to facilitate delivery.

The Voter Information Pamphlets will be mailed to voters no later than 29 days before the election, May 7, as required by the [San Francisco Municipal Elections Code, section 502](#). Chinese, Spanish, Filipino, and alternate format (audio, large print) VIPs will also be mailed to those who have requested them. There will also be several supplemental mailings to voters who register after the initial mailing.

The Department also makes copies of the VIP available at its office and works with the San Francisco Public Library to coordinate adequate supplies for all branches.

Voters who wish to stop mail delivery of the pamphlet, and instead view it online, can make their requests by submitting an [online form](#) or by calling (415) 554-4375. Those who requested to stop mail delivery of the VIP receive an email approximately 40 days before the election, April 26, with a link to the pamphlet on *sfelections.org*.

X. Ballot Delivery to Voters

A. Military and Overseas Voters

As authorized by the [California Elections Code, sections 3105\(b\)\(1\) and 3114\(a\)](#), the Department may begin sending ballots to military and overseas voters 60 days before the election, April 6, and must complete the mailing no later than 45 days before the election, April 21.

The ballots are provided via the method voters requested on their applications: postal mail, email, or fax. Military and overseas voters may return their voted ballots to the Department by mail or, in certain circumstances, by fax. Along with their ballots, voters receive information regarding their return options, how to track and confirm receipt of their ballots, and election deadlines.

The [Military and Overseas](#) page on *sfelections.org* provides information on registering to vote and explains several ways voters can request, receive, and return their ballots. On this webpage, voters can also learn how to use a federal write-in absentee ballot if they do not receive their Official Ballot in sufficient time to allow for its return.

B. Voters who Request to Vote by Mail

For voters who wish to vote by mail, the Department provides many options to request a vote-by-mail ballot, including [online application](#), via telephone, in person, and by mail. For this election, mailed or hand-delivered applications must be received by the Department no later than 5 p.m. on Tuesday, May 29; online vote-by-mail applications must be submitted no later than 11:59 p.m. on that day.

Approximately one month before the election, the Department mails ballots to permanent vote-by-mail voters and those registered as one-time vote-by-mail voters.

Along with their ballots, voters receive instructions on how to complete and return their ballots. Voters may mail their ballots to the Department postage free, or return them in person to a drop-off station at City Hall, any polling place, or the Department's office. Voters may also authorize anyone to return the ballot on voter's behalf, in accordance with the [California Elections Code, section 3017\(a\)\(2\)](#).

For the June election, the Department will again organize drop-off stations outside the Grove Street and Goodlett entrances to City Hall on the Saturday, Sunday, and Monday prior to the election, as well as on Election Day. At least two staff people will be on duty at each station at all times, with red ballot boxes, prepared to accept signed and sealed ballots.

During the last seven days before the election, the Department facilitates an emergency vote-by-mail ballot pick up option, which allows voters to complete a [ballot pick-up authorization form](#) authorizing any person to pick up and return their ballot, in accordance with the [California Elections Code, section 3021](#).

[Vote by Mail](#) page on *sfelections.org* features information about voting by mail that may interest voters. This section also features a [Ballot Status Lookup Tool](#) that enables voters to track their vote-by-mail ballots at several points in the process, from the date on which the ballot packet was delivered to the post office en route to the voter, to when the Department received the voter's ballot, to when the signature on the return envelope was verified and the ballot was extracted from the envelope, to the date that the ballot was counted. In situations when a ballot is challenged, the reason (e.g., no signature on envelope, signature does not match signature on file) is displayed and the voter is advised of actions he or she must take to have the ballot counted. This information will be updated daily, giving voters the opportunity to follow their ballots to the counting of the vote. The tool also allows the user to request a replacement ballot in case he or she lost or damaged the original ballot or prefers to receive the ballot in a different language. The Department also provides a toll-free telephone number by which voters can track and confirm the receipt of their voted vote-by-mail ballots.

C. Voters who Reside in Mail Ballot Precincts

For the June 5 election, there are 15 mail ballot precincts, each with fewer than 250 registered voters (other six mail ballot precincts have no registered voters). Because these precincts do not have assigned polling places, the Department mails ballots, instructions, and postage-paid return envelopes to all voters in these precincts approximately one month before the election. For voters in these precincts who would prefer to drop off their ballots at a polling place, the addresses of the two polling places nearest to their precinct are provided in the instructional inserts.

D. Voting at the City Hall Voting Center

Beginning May 7, any voter can vote at the Department's office on the ground floor of City Hall during weekday hours, 8 a.m. to 5 p.m. Weekend voting is available from 10 a.m. to 4 p.m. on the two weekends before the election, May 26–27 and June 2-3, and on Election Day from 7 a.m. to 8 p.m.

As during early voting period in 2016 elections, the Voting Center will feature expanded number of check-in stations and voting booths in a larger voting area, and additional informational stations with staff available to assist voters, answer questions, and register new applicants to vote.

The Voting Center is equipped to meet the diverse needs of San Francisco voters. Voters may choose to vote a ballot in English, Chinese, Spanish, or Filipino, each available in several formats: paper, accessible touchscreen, or audio. The Department also provides ballot facsimiles in Vietnamese and Korean for voters to use as a reference, and various accessibility tools to help voters cast their ballot privately and independently.

XI. Polling Places

For the June 5 election, the Department will support 583 polling places to serve the voters of San Francisco.

Securing polling places is a multi-step process. First, the Department contacts the providers of facilities used in the last election to query their availability for the upcoming election. If a polling place owner can no longer offer a facility, a team of two poll locators is dispatched to the precinct to find a suitable replacement for the site. The poll locators make every attempt to identify a centrally located site that complies with the ADA and other laws pertaining to accessibility. Each locator is trained on how to use surveying tools, such as a digital slope level, path of travel level, digital measuring wheel, door

pressure gauge, and a voltage tester for checking power outlets. They are also instructed on the types of temporary solutions (i.e., threshold ramps) that the Department may use to mitigate accessibility obstacles.

[California Elections Code, section 12286](#), requires that all poll locations be finalized at least 29 days prior to every election, which is also the deadline for mailing the Voter Information Pamphlet (VIP) to each voter. However, the Department intends to secure all poll locations by 46 days prior to the election, so that polling place information can be provided to the printer in time for inclusion in the VIP. This information includes a polling place address and cross street, an indication of whether it is accessible for persons with disabilities, and a physical description of the polling place entryway, such as slope or ramped access.

Additionally, voters can check their polling place locations using the [Polling Place and Sample Ballot Lookup Tool](#), which interfaces with Google Maps for easy door-to-door walking, driving, public transit, or bicycling directions from their homes to their polling places.

If a polling place becomes unavailable after the VIP is mailed, the Department will notify affected voters by mailing “Change of Polling Place” notification cards and posting “Change of Polling Place” signs at the cancelled location on Election Day. The signs provide directions on detachable sheets of paper that include the address, cross-streets, and accessibility information of the new polling place.

In the weeks leading up to the election, the Department encourages voters to confirm the location of their polling place through announcements posted on social media sites, press releases issued to the media, and at outreach events throughout San Francisco.

A. Timely Opening of Polling Places on Election Day

Voting begins at 7 a.m. at all polling places on Election Day. Therefore, the Department takes steps to ensure that all facilities hosting polling places are unlocked and open by 6 a.m. so poll workers can begin setting up voting equipment and preparing the polling place to serve voters. The Department arranges with the owners of polling places for either a representative of the facility to open the site by 6 a.m. or to provide Department staff with keys or door codes to open the site on Election Day. The Department also contacts all polling place owners to compile Election Day emergency contact information to be used in case the polling place needs to be opened.

XII. Poll Workers

For the June 5 election, the Department will assign approximately 2,400 poll workers to 583 polling places. Each polling place will be staffed with at least four poll workers: one inspector, one adult clerk, and two additional adult or student clerks. Additionally, the Department will recruit and train approximately 50 standby poll workers, to be stationed at City Hall on Election Day for dispatch to precincts that may require additional assistance.

A. Recruitment

Each election, approximately 65% of experienced poll workers return to volunteer again; the remaining - 35% are recruited from a pool of new applicants.

The Department recruits new poll workers through various means, continuously diversifying its recruitment methods. The Department focuses on retaining poll workers for future elections by maintaining positive relationships through excellent service and support through the election cycle, acknowledgement and gratitude for their Election Day service, and continuous communication via newsletters, and working group meetings.

The Department recruits poll workers from the general voter population through mail or email messages targeting voters in specific precincts, radio and neighborhood newspaper ads, and advertising in the Voter Information Pamphlet. The Department continues to expand its network with various community organizations such as senior centers, community committees, local colleges and universities, health care organizations, and other community-based agencies to increase the number of volunteers.

Those interested in applying may submit a [poll worker application](#) or apply in person at the recruitment office. The Department will open its recruitment office in City Hall to conduct testing and process new applicants for poll worker positions in March.

In addition to hiring new adult poll workers, the Department plans to recruit 900 high school students through its High School Student Poll Worker Program. [California Elections Code, section 12302](#), allows high school students to actively participate in the election process by serving as poll workers, even if they are not eligible to vote. This program continues to be the most successful recruitment avenue to recruiting bilingual poll workers. Typically, two-thirds of recruited students are bilingual fluent in one of the mandated languages.

For the June 5 election, student recruitment will begin in March with the mailing of [application materials](#) to the high schools, so that administrators can hang the posters, distribute applications, and advertise the position in their school newspapers. Additionally, the Department has contacted teachers and administrators to schedule appointments to conduct outreach presentations in social studies, civics, and history classes, or to drop off additional materials.

To provide Election Day assistance to voters with limited English proficiency, the Department recruits and assigns bilingual poll workers to polling places where such assistance is likely to be needed. The Department uses established criteria to assign Chinese-, Spanish- and Filipino- bilingual poll workers to precincts that include:

- Voter Requests for Translated Election Materials: Currently, when people register to vote or request a vote-by-mail ballot, they have the opportunity to request election materials in Chinese, Spanish, or Filipino. The Department tracks these requests and uses them to assign bilingual poll workers. The Department assigns at least one bilingual poll worker to every precinct where 10 or more registered voters (approximately one percent) have requested election materials in one of the required languages, and at least two bilingual poll workers in every precinct where 75 or more registered voters have requested election materials in one of these languages.
- Voter Countries of Birth: The Department uses country of birth information to refine the assignment of bilingual poll workers by precinct. If a precinct reaches the threshold of 25 or more registered voters who were born in a country where a required language is predominant, the Department places one bilingual poll worker in that precinct. When determining the bilingual requirement for Filipino-speaking bilingual poll workers, the Department plans to place a Filipino speaker where 25 or more voters were born in the Philippines, but gives primary consideration to the requests made by voters for materials in Filipino due to the predominance of the English language in the Philippines.

Further, the Department will make efforts to recruit and assign additional bilingual poll workers who speak Chinese, Spanish, Filipino, Vietnamese, and Korean to the polling places identified by the California Secretary of State in accordance with [California Elections Code, section 14201 \(c\) \(d\)](#).

B. Assignment

When determining poll workers' assignments, the Department considers several factors, such as where they live, whether they will travel to the polling site by Muni, BART or car, whether they are bilingual, and whether they have been requested by a polling place provider to work at a specific site.

When poll worker assignment is complete, the Department sends precinct confirmation letters to all volunteers listing the sites to which they have been assigned.

Poll workers can also use the [Poll Worker Profile](#) for access to the most up-to-date personalized election information at any time. By logging into their profiles, poll workers can view the dates, times, and locations of their assigned training classes; access the addresses of their assigned polling places, with door-to-door directions from their homes; review training materials to prepare for Election Day, and view information about their paychecks. Once assigned to a precinct, inspectors can view contact information for team members and be reminded to contact each clerk before Election Day.

C. Training

Poll worker training is conducted prior to each election to prepare poll workers for Election Day service. For this election, the Department's instructors will conduct 119 poll worker training classes in the month preceding the election. Specialized classes will also be conducted for approximately 85 Field Support personnel, 15 Election Center Personnel, 22 District Support Team members, and 200 law enforcement officers tasked with collecting memory devices and ballots.

The Department will develop specific class curricula to support training of election volunteers of various experience levels: inspectors, new inspectors, clerks, new clerks, and high school student clerks. Clerk training will begin on Friday, May 4, and inspector training will begin on Sunday, May 27. For this election, the classes will be held primarily on Fridays, Saturdays, and Sundays, in the hearing rooms of City Hall, fourth floor.

Training classes will focus on the following topics:

- Rights of voters, including language and other access rights for voters with specific needs;
- Correct setup and operation of voting equipment;
- Voting procedures, including standard, vote-by-mail, and provisional voting, with a section that explains the issuing of ballots based on voters' language preferences; and
- Procedures for documenting and transferring custody of ballots and other election materials after the polls close.

Curriculum will be delivered via a standardized PowerPoint presentation explaining the procedures for opening, assisting voters, and closing, and videos that reinforce these procedures, including assisting different types of voters, setting up voting equipment, and preparing electronic results and ballots for custody transfer.

The Department develops a Poll Worker Manual that covers almost every aspect of the training curricula. This manual is provided to every poll worker in class and is posted online.

The Department will again offer practice labs to all poll workers. During these self-paced learning sessions, poll workers have the opportunity to independently complete the voting equipment procedures outlined in the Poll Worker Manual as they will on Election Day. Participants set up both voting machines, print the zero reports, activate a touchscreen or audio ballot, run the end-of-day results tape, and close the polls on the voting machines. This supplemental practice allows poll workers to hone their skills, increasing their confidence and preparedness for Election Day.

In addition to in-person training, the Department offers a variety of online resources, including videos, bilingual poll worker information, and a Poll Worker Manual, all of which are available on the [Poll Worker Resources](#) section.

The Department will continue offering online bilingual courses to help prepare bilingual poll workers to serve voters who require assistance in Chinese, Spanish, and Filipino. The training covers common election terms, language assistance resources available at the polling places, and polling place procedures. The course features a voice-over in the target language, interactive activities in English and the target language, quizzes and a final test. Participants can complete the training at their own pace, and, upon completion of the course, print a certificate of completion. To accommodate poll workers who do not have computer access, the Department designates days when poll workers may complete the online training in the office.

D. Distribution of ballots to polling place inspectors

Inspectors have the pre-election responsibility of picking up bags containing ballots and other supplies and transporting them to their assigned polling places on Election morning. Inspectors must have an assignment from the Department and complete a training class before receiving ballots.

Supply bag distribution will take place on the following days: Sunday, May 27, Monday, May 29, Wednesday, May 30, and Friday, June 1. When inspectors pick up ballots, they and Department staff do a careful inventory of the supply bag to make sure all required items are included, and then sign a Custody Transfer Form to document their custody of ballots. If an Inspector cannot pick up the ballots after the training class, he or she can work with Department staff to arrange a home delivery.

XIII. Field Support Personnel

For the June 5 election, the Department will employ and train approximately 85 Field Election Deputies (FEDs) to provide assistance to poll workers and to serve as liaisons between polling places and the Election Center as well as 22 District Support Team personnel (DSTs) to install accessibility mitigations and assess and monitor facility-related issues at polling places on Election Day.

Each FED is responsible for a territory of approximately five to seven polling places and is provided with a van for travel between sites and a cell phone to communicate with their precinct teams of poll workers and the Election Center. FEDs serve from 4 a.m. to approximately 11 p.m. and are tasked with confirming the sites are set up and open, monitoring statutory compliance, and ensuring poll workers are carrying out the tasks for which they were trained.

Besides responding to any ad hoc issues that may arise at their assigned polling places, FEDs are responsible for a slate of predetermined tasks. Each FED is assigned a smartphone with a custom-built application listing these tasks. The tasks are specific to each FED and include confirming that bilingual staffing requirements for each precinct are satisfied, ballots are dropped off, signage is adequate, etc. After completing each task at each respective precinct, the FED marks the task as complete on the phone application. Election Center personnel are able to see each FED's task status in real time, allowing them to track progress at each precinct. Additionally, this application allows Election Center personnel to broadcast messages to all FEDs or any subgroup (i.e., FEDs assigned to oversee sites in a specific district) ensuring that FEDs have access to the latest information pertinent to their respective territories.

To prepare for the Election Day assignment, FEDs attend several training sessions conducted by Department staff. The training includes a five-hour course that addresses complex and varied Election Day responsibilities and a four-hour route driving session, so that team members can familiarize themselves with their assigned territory and polling places. Additionally, field support personnel attend a poll worker training class, to gain an understanding of poll worker duties and a practice lab where they have the opportunity to independently set up voting equipment and to practice responding to situations that may arise at their assigned polling places.

The District Support Team consists of 22 polling place equipment delivery and retrieval staff who are familiar with polling place facilities and equipment, and receive training on setting up an accessible polling place. Each DST is responsible for a territory of approximately 28-30 polling places and is provided with a van for travel between sites as well as a smart phone to communicate with the Election Center. Each DST van is loaded with items that may be needed to mitigate accessibility issues throughout the day, such as signage, cones, clamp lights, tree lights, electrical adapters, extension cords, caution tape, and extra voting booths and chairs.

DSTs serve from 5 a.m. to approximately 11:30 p.m. and receive a priority sheet for every polling place in their territory, containing detailed set-up requirements for each site including ensuring polling places open on time, installing ADA mitigations at polling places such as threshold ramps, signage, and hazard mitigations before the polls open at 7 a.m., and verifying that poll workers have set up polling places in compliance with the Americans with Disabilities Act (ADA) requirements for polling places. During Election Day, DSTs also gather information related to polling place operations and take photographs of specific elements of polling places for quality control and future planning.

XIV. Logic and Accuracy Testing and Preventive Maintenance of Voting Equipment

The Department conducts Logic and Accuracy (L&A) testing of all vote-tabulating equipment prior to each election. L&A testing is the process by which voting equipment is configured, tested, and certified for accuracy. The voting machines that comprise San Francisco's voting system are the Optech Insight, AVC Edge II, and Optech 400-C, all of which are subject to testing. The testing verifies that the specific ballot information for each precinct is correct, checks the performance of the vote tabulating equipment, and ensures that the equipment properly records and accurately tabulates all votes.

The Department appoints a Logic and Accuracy Testing Board, composed of registered voters from different fields, to oversee the testing. Once the Board is formed, Department staff will host several meetings with the members. The first

meeting provides an opportunity for the Board members to review and approve the test plan and schedule before the testing commences.

The test plan includes a timeline for voting equipment testing and a description of tests to be conducted on each voting machine. The Board members will reconvene once the testing is complete, no later than seven days before the election as authorized by the [California Elections Code, section 15000](#), to review and certify the testing results.

As in previous elections, the Department will issue a press release and post a public notice of the scheduled L&A testing dates and locations at least five days before the testing commences for the June 5 election.

A. Testing of Optech Insight and AVC Edge II machines used at polling places

The Optech Insight and AVC Edge II machines are stored in the Department's warehouse at Pier 48, Shed B, where the testing takes place. Throughout the testing and election process, all voting equipment is labeled with unique RFID tags that allow tracking of each item by location and status tracking (i.e., L&A testing, delivery to the polling places, etc.).

There are two phases to Optech Insight machine testing. The first phase begins with a specific set of test ballots being run through each machine to produce predetermined results. Once the test ballots have been processed, a tabulation results report is generated from each machine and compared with the expected results by a team of proofers. If the results do not match with 100% accuracy, any discrepancies are investigated until the issue can be resolved.

Once the first test phase is successfully completed on each machine, the results data stored in the memory packs is uploaded into the WinEDS election database system to test the transmission and tabulation of the test ballot results. A different review team proofs the combined tabulation results report for accuracy.

When the Optech Insight testing is complete, staff return the memory packs to the machines and attach serialized tamper-evident seals to the memory pack covers to ensure that any untimely or unauthorized removal of a pack will be apparent.

Next, the machines are placed inside black transport bags which are secured with another set of tamper-evident seals and stored in a secured staging area at the warehouse in preparation for delivery to the polling places.

AVC Edge II testing involves three steps, including performing a vote simulation that automatically casts predetermined votes, to confirm that votes are recorded accurately; manually casting a vote using the touchscreen interface, also to confirm that votes are recorded accurately; and testing of other functionalities such as audio and the connectivity of assistive devices, to ensure that all components are working properly.

After these tests are completed, a review team verifies the printed vote tabulation result for each machine to check that the results match the predetermined test results.

After the results have been verified, the AVC Edge II machines and their components are sealed, packed in transport bags, and transferred to a secured staging area at the warehouse where the machines are assembled in delivery route order in preparation for polling place delivery.

In addition to testing all voting machines and associated components (i.e., VVPAT printers, card activators, and audio devices) that will be deployed to polling places, the Department tests other units to serve as back up machines in case a replacement is needed on Election Day.

B. Testing of 400-C machines used to tabulate vote-by-mail, provisional, and Edge remake ballots

The four Optech 400-C machines are located in the Department's Computer Room in City Hall, where testing takes place.

The testing of the 400-C machine is similar to the Optech Insight machine testing. Test ballots for a set of precincts that covers all ballot types are run on each machine. Then, a results report is generated and compared for accuracy with the predetermined test results report.

During the election cycle, on each day when the Department processes ballots, a test is conducted on the 400-C machines before any cards are processed. The tests are conducted by the voting system vendor, Dominion Voting Systems, using a set of test ballots, and overseen by Department staff to ensure that the machines are processing the vote-by-mail and other ballots accurately.

XV. Delivery of Voting Equipment and Supplies to Polling Places

On polling place availability request letters, the Department offers polling place owners morning and afternoon delivery windows beginning seven days before the election and ending the day before the election, and invites polling place owners to select all days and times they are available to accept polling place equipment. When the responses are received, the Department assigns delivery dates and time windows to each polling place, starting with the sites that indicated the fewest availability options and ending with the sites that indicated the most availability. Routes are then established with the goal of having the same number of routes and deliveries each day. Daily delivery routes are constructed by importing site addresses, delivery dates and times into StreetSync, a mapping program that uses algorithms to determine the most efficient delivery routes.

Beginning 11 days prior to the election, seasonal staff and movers employed by a drayage vendor report to the Department's warehouse at Pier 48 and are trained in polling place equipment delivery procedures, and how to use the RFID asset tracking database scanners to capture delivery info and custody transfer of voting equipment. Starting seven days prior, and continuing to the day before the election, the Department, in conjunction with Dominion Voting Systems and a drayage vendor, will deliver the Optech Insight and AVC Edge II machines, red supply boxes, and additional supplies to polling places throughout San Francisco.

The Department employs an RFID asset tracking system to account for voting equipment at all times. The bar code on each item indicates the precinct number for which the equipment is configured and assigned. Once the bar code is scanned, the machines are placed on rolling racks according to predetermined delivery routes. As they load the delivery trucks, Department and delivery vendor staff cross-check the Insight and Edge precinct numbers and the polling place addresses using a route sheet.

After Department staff have confirmed that the information is correct and the tamper-evident seals have not been compromised, the serial numbers are recorded on the route sheets for later confirmation by the equipment recipients. The recipients of the equipment sign the route sheets, confirming their receipt of the machines and other election materials.

XVI. Ballot Processing Before Election Day

The United States Postal Service delivers voted ballots to the Department on a daily basis. As the ballots arrive, Department staff begin processing the returned vote-by-mail ballots by verifying the signatures on the envelopes.

The Department uses two automated systems that work together to process the unopened envelopes prior to verifying the signatures: the "Agilis" mail sorter system and the Election Information Management System (EIMS). The mail sorter is programmed with a database of voter registration records so that it can read the envelope's barcode, which includes the election ID, the voter ID, and the voter's precinct number. The sorter performs several tasks, including out-sorting spoiled and unreadable envelopes, counting envelopes, capturing a digital image of the signature on each envelope and batching it with other images, and sorting the envelopes by precinct.

The batched signature images are accessible for review on staff computers. The signature captured from the envelope and the signature from the voter's affidavit of registration are displayed side by side, so that staff can visually compare the two signatures for style, general appearance, uniformity, and consistency.

As authorized by the [California Elections Code, section 15101\(b\)](#), the Department can begin opening accepted envelopes and removing ballots ten business days before an election – May 21. The envelopes are slit with an Opex high speed envelope opener/extractor and staff remove the ballots from the envelopes. Throughout this process, the side of the envelope with the voter's identifying information is kept face down, to protect the voter's privacy. A team is assigned to flatten out the folds in the ballots, place the ballots in ballot transfer boxes, and prepare them for counting by placing header cards between precincts and completing a log sheet for each box.

For this election, the Department will continue the practice to stream live video over the internet showing vote-by-mail ballot processing. The Department will place a camera inside City Hall, Room 59, to show sorting and opening of the envelopes, and another camera in the hallway outside, to show ballot removal from the envelopes. The cameras will operate whenever the Department is sorting, opening, or removing ballots from their envelopes.

Ballot transfer boxes are delivered to the Computer Room, where the ballots are counted by the 400-C machines. The machines do not tabulate the results at this time; instead, they read the marks on the ballots indicating a voter's choices for candidates and ballot measures, and store this information for tabulation and inclusion in the official tally on Election Day. All activities in this room can be observed by the public through a viewing window.

A. Ballot Remake

Under certain circumstances, when a ballot is unreadable by the 400-C machine, the Department must "remake," or duplicate, the ballot so it can be read by the equipment as authorized by the [California Elections Code, section 15210](#). For example, ballots that are torn, bent, folded, dirty, damp, or otherwise damaged must be remade. The 400-C machines

also separate ballot cards with write-in votes, which require manual review. The ballot remake process begins approximately one week before Election Day and may continue until the election is certified.

Generally, the remake team consists of four members: two screeners and two markers. All members working on the remake team undergo training on how to properly interpret voter marks and intent. Working together, the screeners review each ballot card that is out-stacked by the 400-C machine to determine whether a remake is necessary. If the screeners determine that a remake is necessary, the markers duplicate the votes cast on the original ballot on a remake ballot. The remake must reflect the intent of the voter as determined by the screeners. The process is closely monitored to ensure accuracy and consistency. All original and duplicated ballots are notated with the same serial numbers so that they can be identified and paired later, if necessary. All duplicated ballots are transferred in daily batches to the Computer room for processing on the 400-C machines. The corresponding original ballots are transferred to Room 59 for archiving.

Staff monitor the ballot card counts throughout the remake process to track the number of cards requiring remake, the number of cards that were remade, the number of remade ballots that were processed, the number of cards that remain to be remade, and the number of cards that remain to be processed.

XVII. Election Center

To support poll workers and field personnel, and to dispatch in-person assistance when needed, the Department organizes the Election Center prior to every election. The Election Center serves as a communication center and is located in the area adjacent to the City Hall café.

Election Day is the culmination of months of concentrated planning and preparation. Likewise, the Election Center is the epicenter of the Election Day process and represents the coordinated efforts of the Department's divisions.

There are four phone banks in the Election Center:

- Incoming (Poll Worker) phone bank, comprised of coordinators knowledgeable of Election Day procedures, receives toll-free calls from poll workers and answers their questions, provides guidance, or, in some cases, dispatches field support personnel to a precinct.
- Outgoing (Field Election Deputy or FED) phone bank monitors activity at the precincts and alerts field support personnel about situations in their territories. They advise field support staff on a course of action when necessary and monitor situations through resolution.
- Precinct Services phone bank supports District Support Team members and addresses questions related to accessibility of polling places.
- Dominion Voting Systems phone bank, comprised of voting equipment specialists, responds to voting equipment-related questions and dispatches technicians when poll workers require in-person assistance.

The phone bank coordinators use the Incident Reporting Information System (IRIS), an Access database, to log and route issues to appropriate teams for resolution, and to log the resolutions. All logged issues are displayed on a screen in the Election Center, which allows any observers to monitor polling place activities or issues and the Department's responses.

There are six additional teams based elsewhere in City Hall who are connected with the Election Center via IRIS and also help with addressing incoming questions and issues. These teams are:

- Campaign Services team, stationed at the Department's front counter, receives and resolves calls from campaign representatives, and handles and logs into IRIS any voter calls concerning electioneering.
- Public Phone Bank, stationed in the Department office, receives calls from voters. Any calls that require attention of another team are logged into IRIS for resolution.
- Dispatch Team, located in the South Light Court, dispatches poll workers to precincts that need additional assistance. Any requests for poll workers are logged by the Incoming phone bank and routed via IRIS to the Dispatch Team, who then transports the requested poll workers to the precincts.
- Ballot Distribution, located in the South Light Court, prepares additional ballots for any precincts that may need them. Ballots are transported to the precinct by a driver from the Dispatch team.
- IT team, located in the Computer Room, dispatches replacement voting equipment to precincts if needed. The team works in tandem with the Dispatch team, which transports voting equipment to the precincts.
- High School Student Phone Bank, located in the Department office, is comprised of nine students who contact precinct teams several times throughout the day to obtain the vote counts on the voting machines. This information is then recorded in IRIS to inform the Department of voter turnout trends in precincts.

The Election Center teams are comprised of permanent Department staff and temporary employees from various divisions. The phone banks are supported by three Monitors - experienced Department staff - whose primary role is to provide guidance to the coordinators throughout the day.

To prepare for their Election Day role, all Incoming and Outgoing Phone Bank staff complete approximately 16 hours of training, including attending a poll worker training class or a class for field support personnel, completing an interactive online course and two sessions of training on logging and resolving reports into IRIS, and a Mock Election, during which staff practice in a simulated environment similar to Election Day. Further, each coordinator receives a resource binder with election procedures, copies of various forms, and other information that he or she may need to reference.

The training provided to the Election Center staff focuses on several overarching themes described below.

All calls logged into IRIS become a public record; thus, the coordinators are instructed to be mindful of how they describe issues in the database, particularly those involving personnel matters. Specifically, staff are asked to avoid making accusatory statements or allegations based solely upon information provided by a caller. Rather, the coordinators can flag the matter as a high priority issue in IRIS and request that the FED be dispatched immediately to assess and report on the situation.

The Incoming Phone Bank is comprised of a relatively small number of temporary personnel who are tasked with responding to many calls on Election Day. Accordingly, staff are instructed not to log calls that can be answered immediately over the phone and do not require other Department personnel to assist. Calls resolved over the phone are mainly procedural questions from poll workers. When answering these types of calls, the coordinators provide information over the phone and also direct poll workers to the corresponding page in the Poll Worker Manual for future reference.

Providing excellent customer service is also addressed in the training. Coordinators are asked to be patient, friendly, and courteous with each caller. If an issue requires assistance of field support personnel, coordinators make every effort to inform the caller of the Department's next step and the estimated resolution time.

The training curriculum is designed to instill a sense of support that the Election Center Monitors provide when phone bank coordinators are unsure of the answer or the best course of action. Three Monitors are present in the Election Center to provide guidance and to monitor activities logged into IRIS during the course of Election Day.

And finally, all staff follow the guiding principle of all Election Center activities: to ensure that voting continues nonstop, 7 a.m. - 8 p.m. Coordinators are instructed to always confirm with callers that voting is continuing and, if necessary, to guide a caller through emergency voting procedures using the Reference Guide included in their resource binders, and to log into IRIS the steps taken to ensure uninterrupted voting.

To maintain a professional, quiet-as-possible atmosphere in the Election Center, in which approximately 30 people are handling calls, coordinators are instructed to hold up a paper sign to get a Monitor's attention if they have questions. The Monitors use similar signs to get coordinators' attention if an announcement must be made.

The Election Center activities come to conclusion at around 11:30 p.m. when all the memory devices and voted ballots are recorded by the Department as having been retrieved from polling places.

XVIII. Retrieval and Receipt of Memory Devices, Ballots, and Rosters of Voters on Election Night

When the polls close, the poll workers prepare memory devices, ballots, and other materials for transport to the Department by Parking Control Officers (PCOs) from the Department of Parking and Traffic and Deputy Sheriffs. The Department establishes each precinct collection route prior to Election Day and trains the PCOs and Deputy Sheriffs on the collection process.

The Optech Insight machine's tabulator contains a memory pack that records all of the votes that are cast on the machine. After the polls close, the poll workers use the machine to print two copies of a report showing the votes cast at that precinct. After printing these reports, they break a security seal on the machine and remove the memory pack. They enclose the memory pack and one copy of the report in a transport bag; they post the second report along with other paperwork outside the polling place for public inspection. The poll workers also remove the results cartridge from the AVC Edge II machine and place it in the same transport bag. They sign and affix a seal to the bag to prevent tampering. The materials are then ready for pickup by the PCO for transport to the Department.

After preparing the memory devices for transfer, the poll workers remove all ballots from the Optech Insight machines and red boxes, count them as needed to complete the Posted Ballot Statement (PBS), and place them in the closing bags. Poll workers also count the signatures in the Roster of Voters. They record the required information on the PBS, sign the PBS to attest to the accuracy of the report, and post a copy outside the polling place, as required by the [San Francisco Charter, section 13.107.5](#). These processes allow poll workers to reconcile the number of used and unused ballots at the end of

Election Day with the number delivered to the precinct and also enable Department staff to compare the number of voted ballots with the signatures in the Roster.

As required by the [San Francisco Charter, section 13.104.5](#), Deputy Sheriffs collect the Rosters of Voters, all ballots, and the printers containing the recorded votes from the AVC Edge II machines (referred to as the Voter Verified Paper Audit Trail) from each polling place. For every precinct, the Deputy Sheriff and the polling place inspector each sign and receive a copy of a Custody Transfer Form (CTF) to confirm transfer and receipt of the ballots. Likewise, when the Deputy Sheriff delivers the ballots to the Department, both parties sign the CTF to confirm the transfer of the precinct's ballots. This record can therefore be used to track the custody of the ballots from the Department to the inspector to the Deputy Sheriff and back to the Department.

The Department organizes two collection points to facilitate the return of election materials from the polling places. The Data Collection Center, which receives the memory packs and results cartridges, is located at City Hall's McAllister Street entrance. The Processing Center, which receives ballots, Rosters of Voters, and other election materials, is located at the Department's warehouse at Pier 48. These two sites are staffed by approximately 100 workers who unload, log, and organize materials delivered in nearly 200 vehicles by the PCOs and Deputy Sheriffs. These efforts represent the culmination of joint planning and coordination by a broad range of Department staff and law enforcement officials.

At the Data Collection Center at City Hall, the Department employs an RFID asset tracking system to account for the memory devices received from the PCOs. After an RFID scan station at the entrance records the receipt of a memory pack, the pack is uploaded and the results are transmitted to the Computer Room for tallying. When data has been uploaded from all memory packs, the packs are placed in precinct number order in boxes, which are then sealed and secured in the Computer Room. According to the Secretary of State's requirements that any votes cast on the AVC Edge II machine must be duplicated onto a paper ballot for tallying, data from the results cartridges is not uploaded.

Teams at the Processing Center also use an RFID system to scan the polling place materials delivered by the Deputy Sheriffs and account for each precinct. They extract the Rosters of Voters, vote-by-mail ballots, provisional ballots, and voter registration cards for transfer to City Hall so that staff can begin processing these materials the following day. Other materials are left in the inspector transport bags for inventory by the Canvass team the following day.

Deputy Sheriffs provide security for the ballots from Election Night until all ballots have been canvassed.

XIX. Election Results

A. Reporting Preliminary Results after the Close of Polls on Election Night

The Department intends to release the first preliminary summary report of election results at approximately 8:45 p.m. This report will provide the results from the vote-by-mail ballots that the Department receives and processes before Election Day.

With this first summary report, the Department will also release a preliminary Statement of the Vote, a ranked-choice report with ballot image files, a precinct turnout report, and a neighborhood turnout report.

At approximately 9:45 p.m., the Department will release a second summary report of results that includes votes cast at the polling places. At approximately 10:45 p.m. the Department intends to issue a third summary report of results.

After all polling places have reported, the Department will release a final summary report, as well as a second preliminary Statement of the Vote, a ranked-choice report with ballot image files, a precinct turnout report, and a neighborhood turnout report.

Election results will be available from the following sources:

- San Francisco Government Television – SFGTV, Channel 26, will report San Francisco summary results throughout the night as a banner during SFGTV programming
- [Election Results Summary](#) page on *sfelections.org* – all results reports, including the preliminary Statement of the Vote, the precinct turnout, and the neighborhood turnout, will be posted on the Department's website
- City Hall, North Light Court – a large screen will display SFGTV programming that will show San Francisco summary results; printed copies of the summary results report will be available at approximately 8:45 p.m., with updates available at approximately 9:45 p.m., 10:45 p.m., and 11:30 p.m.
- Department of Elections, City Hall, Room 48 – printed copies of results reports will be available at the Department's front counter (the preliminary Statement of the Vote will not be printed due to its length)

The Department will post a sample "zero" summary report on the [Election Results Summary](#) on May 7. This zero report will include a navigation path to the webpages that will display the preliminary results posted on Election Night and after Election Day.

B. Reporting Preliminary Results after Election Day

Ballot processing continues after Election Day until the Department has counted the votes on all ballots. At 4 p.m. every day on which the ballots are counted, the Department will release updated results reports. On any days during which no ballots are counted, the Department will post a notice on *sfelections.org* stating that no update will be issued for a specified day or days.

During the first and last reports on Election Night, and at 4 p.m. on any day after Election Day during which ballots are counted, the Department will release versions of the following reports:

- Statement of the Vote, showing a precinct-by-precinct breakdown of votes cast at polling places and by mail, including neighborhood and district breakdowns in the following formats:
 - PDF
 - Excel
 - TSV (tab-separated values)
 - Raw text
- Ranked-choice reports for all ranked-choice voting contests, including those contests for which there are majority leaders, showing elimination of candidates until only two candidates remain, in the following formats:
 - Ballot image file in raw text format
 - Round-by-round elimination reports in HTML table format
 - Detailed round-by-round elimination reports in PDF format
- Neighborhood Turnout Report
- Precinct Turnout Report
- Precinct Turnout Map

C. Reporting Final Election Results

The Department will release final election results no later than July 5 as required by the [California Elections Code, section 15372](#).

After certifying the election results, the Department will deliver the certified statement of the results and associated attachments to the Clerk of the Board of Supervisors and the Secretary of State, and will post the documents on [sfelections.org](#).

Additionally, the Department will post the final results outside the Department's office, City Hall, Room 48, as well as issue a press release and Twitter and Facebook notifications that the election results are certified.

D. Cryptographic Hashing of Results Files

SHA512 cryptographic hashes will be available for results files posted on [sfelections.org](#). "SHA" is an acronym for "Secure Hash Algorithm"; SHA512 is the strongest cryptographic hash in the SHA2 family. After a file has been downloaded, SHA512 can help verify that the received file is exactly the file that was sent. If the file downloaded from [sfelections.org](#) has the same SHA512 hash value as the SHA512 hash value provided for that file, then the file is complete and the election results did not change during the download. More information about SHA512 is available on [sfelections.org](#) in the [SHA512FAQs](#).

XX. Ballot Counting and Tabulation After Election Day

Ballot processing continues until all ballots have been counted and the results can be certified. Ballots that the Department processes after Election Day include vote-by-mail ballots that voters dropped off at the polling places or the City Hall drop-off stations, or that the Department received in the mail within three days of Election Day; unsigned vote-by-mail ballots that were remedied by voters within eight days of the election; provisional ballots; ballots with write-in votes; and votes cast on the Edge accessible voting machines, which the Department must transfer onto paper ballots and tabulate on the equipment used for counting vote-by-mail ballots.

A. Provisional Ballots

A voter claiming to be properly registered but whose eligibility to vote cannot be immediately established at a polling place is entitled to vote provisionally. A vote-by-mail voter who cannot surrender his or her vote-by-mail ballot may also vote provisionally. All received provisional ballots are scanned through the Agilis mail sorter, which saves batched envelope images for staff review. Using the registration database, a Department staff member identifies the voter, determines whether he or she is registered, ensures that the voter has not cast another ballot in this election, compares the signature on the envelope to the voter's signature on the affidavit of registration on file, and checks whether the voter has voted the appropriate ballot type based on the voters' residential address.

If the voter is determined to be eligible and has not cast another ballot for the election, and the provisional ballot is the same ballot type that is used in the voter's assigned precinct, then all of his or her votes will be counted. If, in the same circumstances, a voter cast a provisional ballot with a different ballot type than that used in the voter's assigned precinct, he

or she may not have been eligible to vote on all contests listed on the provisional ballot. In that case, the Department counts only the votes for the contests on which the voter was entitled to vote.

If the provisional ballot is accepted, it is processed similarly to a vote-by-mail ballot, using the 400-C machines, and included in the official tally.

To check whether his or her provisional ballot was counted, a voter may use the [Provisional Ballot Status Lookup Tool](#). If the provisional ballot could not be counted, the tool indicates the reason for which the vote was challenged. The Department also provides a toll-free telephone number by which voters can obtain this information.

B. Ballots with Write-In Votes

Any ballots with write-in votes must be manually reviewed to determine whether the write-in votes are valid (for qualified write-in candidates). Vote-by-mail ballots are reviewed at City Hall while precinct ballots are reviewed by the Canvass team at the Pier 48 warehouse. Following established procedures, two Department staff members, working together, determine whether each write-in vote is valid or invalid; then, a second team reviews the decision reached by the first reviewers. After this review, the ballot cards are processed as appropriate. If the write-in vote is for a contest with ranked-choice voting, the ballot card must be processed using the 400-C machine at City Hall, with an indication whether the write-in vote is valid or invalid. For contests that do not use ranked-choice voting, any valid write-in votes are tallied manually and added to the election results.

C. Ballots from Auxiliary Bins

During the Canvass process, Department staff review any ballot cards described by the poll workers as coming from the Insight auxiliary bin, and, in most cases, confirm that they have not been counted. The ballots are then transported to the Computer Room in City Hall and processed using the 400-C machines.

D. Votes Cast on the AVC Edge II Machines

During the Canvass, Department staff review the ballots recorded as cast on the Voter Verified Paper Audit Trails (VVPAT) and duplicate the votes onto paper ballots, in accordance with the Secretary of State's requirements. After being reviewed for accuracy, the duplicated ballots are transported to the Computer Room in City Hall, processed using the 400-C machines, and the votes are included in the official tally.

Provisional voters who use the AVC Edge II machine receive a voter card that is activated for provisional voting only. The card activator displays a reference number which a poll worker notes on the provisional envelope. After Department staff review the provisional envelope and confirm the voter's eligibility, this number is referenced so that the accepted ballot can be identified on the VVPAT, duplicated onto a paper ballot, and counted.

XXI. Retrieval of Voting Equipment and Election Materials from Polling Places

Beginning June 6 and continuing over the next seven days, the Department, in conjunction with Dominion Voting Systems and drayage vendor, will retrieve the voting equipment and red supply boxes. Department staff will search each polling place for any election-related materials that may have been overlooked on Election Night. If any materials are found, they are placed in the red supply box retrieved from the polling place.

Upon arrival at the warehouse at Pier 48, the red boxes and Optech Insight and AVC Edge II machines are scanned into warehouse custody and stacked in a secure area. The contents of each red box and each Insight bin are searched for any election materials and ballots that may have been left there. If any election materials or ballots are found, the items are recorded on a Custody Transfer Form and transferred to a Canvass supervisor.

XXII. Canvass of Election Materials: Final Report and Certification of Results

California Elections Code requires an Official Canvass, which is an internal audit of the election to ensure the accuracy and validity of the results. The Canvass entails numerous processes that verify the accuracy of the computer count, including a hand tally of ballots cast in one percent (1%) of precincts, both at polling places and by mail. Canvass processes include the inspection of material and supplies returned by poll workers, reconciliation of the number of signatures in the Roster of Voters with the number of ballots recorded, processing ballots with write-in votes, the 1% manual tally of precinct and vote-by-mail ballots, and remake of ballots cast on AVC Edge II machines onto paper ballots. The Canvass is conducted primarily at the Department's warehouse at Pier 48. The Canvass area is secured by the Sheriff Deputies and is accessible only to authorized personnel and observers. When necessary, security is arranged to transfer ballots between the secured Canvass area and City Hall. The [California Elections Code, section 15372](#), allows 30 days following an election for the Department to complete the Canvass and certify the results.

A. Inspection of materials and supplies

Department staff account for all closing bags and related material returned from the polls by inventorying the inspector transport bags using a tablet application. Working in teams of two, staff record the presence of each closing bag, whether the bag is empty or includes ballots, and, for some bags, the number of ballot cards inside the bag. Each team processes one precinct at a time, emptying the inspector bag, placing the expected items on top of the bag for further processing, and checking for unused ballots in the field support bag. Any items that should have been extracted on Election Night, such as bags with vote-by-mail ballots, provisional ballots, or Rosters of Voters, are immediately given to the supervisor for transfer to City Hall for processing. Other miscellaneous supplies are separated, collected, and turned over to warehouse staff.

B. Reconciliation of Signatures in the Rosters of Voters with Ballots Recorded on the Posted Ballot Statement

Rosters are delivered to City Hall on Election Night and processed the day after the election. Rosters are prepped by removing alpha tabs, binding, and staples, and then scanned by high speed scanners. The software analyzes the Roster pages and captures voter ID barcodes for which a signature and a filled-in bubble are present. If a signature or a bubble is missing or the software is not confident about a mark, the record is marked for manual verification. Verification takes place concurrently with the scanning. Once verified, the Roster information is sent to export in two formats: a complete scanned copy as PDF, and a text file with voter IDs of voters who signed. All text files are combined into one and the voter's party affiliation is added, as required by the Election Information Management System (EIMS). The combined file is uploaded into EIMS to update the voters' voting history. A report is sent to the Canvass team with a list, by precinct, of the number of voters who signed the Roster, excluding voters who dropped off vote-by-mail ballots and signed the Roster in error. For each precinct, this count of Roster signatures is multiplied by the number of cards expected per voter and compared with the number of ballot cards listed on the Posted Ballot Statement (PBS). For example, if there are 50 roster signatures, and each voter receives a two-card ballot, the PBS would be expected to show a ballot count of 100. If the number of Roster signatures does not correctly correspond to the number of ballots on the PBS, the Canvass team takes steps to reconcile the ballots received from that precinct's polling place with the number of ballots cast.

C. 1% Manual Tally

As part of the Canvass, a 1% manual tally is conducted to verify the accuracy of the machine count of votes. The process involves a hand count of ballots cast in a random sample of 1% of the precincts in the election. If the initial group of precincts does not include all contests in the election, the Department counts one additional precinct, manually tallying only contests that were not previously counted.

Precincts equaling one percent of those in the election are randomly selected in a public process in the Department's office in City Hall, Room 48. 10-sided dice are used to randomly choose numbers in the range 000, 001, 002, and so on up to 999. The 583 precincts participating in the June 5 election will correspond to the numbers in the range 001 and 583.

After the random selection, Department staff gather the tabulated vote-by-mail and polling place ballot cards from the precincts that were selected.

For each precinct, Department staff manually count the votes on the ballot cards for each contest and compares these manual tallies against the results reports from the voting system. If there are any discrepancies between the two tallies, the Department seeks to resolve them or consider the reason for the discrepancies.

Once all the precincts have been manually tallied and the results compared, the Department prepares a report indicating the result of the tally and any discrepancy between the manual tally and the machine tally.

D. Reporting of Results to the Public, the Board of Supervisors, and the Secretary of State

No later than July 5, the Department will post the final results on *sfelections.org*, social media sites, and outside the Department's office at City Hall, Room 48, as well as issue a press release.

Once the Department certifies the election results, a copy of the Statement of the Results of the Election is sent to the Secretary of State no later than July 6, as required by the [California Elections Code, section 15375](#). Results are transmitted in the following formats:

- Summary of votes is transmitted electronically via the CalVoter station
- Breakdown of votes by district is transmitted electronically via the CalVoter station
- Statement of the Results of the Election is sent electronically
- Statement of the Results of the Election hard copy is sent via standard mail together with signed originals of Canvass Certification and HAVA Certification documents.

A copy of the Statement of the Results of the Election is also provided to the Board of Supervisors.

E. Record Retention

Upon certification of election results, the Department secures ballots and other election materials in labeled boxes on shrink-wrapped pallets, each safeguarded with a tamper-evident seal. The boxes and pallets are labeled with the election name and date, the contents, the destruction date set by state law, and a box reference number or pallet number. The wrapped, sealed pallets are stored on shelves inside a secure fenced area in the warehouse for the retention period required under state law. All box and pallet information is recorded in a spreadsheet for reference.

Appendices

A. Calendar of Observable Activities

B. Key Dates and Deadlines for Voters

C. Calendar for Candidates and Campaigns

Appendix A: Calendar of Observable Activities*

June 5, 2018, Consolidated Statewide Direct Primary Election

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

Before Election Day			
Activity	Details	Time	Location
Ballot Measure Letter Designation	The Department designates letters for local ballot measures <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	March 12, noon	City Hall, Rm 48
Selection of Proponents' and Opponents' Arguments	If the Department receives more than one proposed proponent or opponent argument for a measure, the Department will select one proponent and one opponent argument according to priority levels and, if necessary, by lottery <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	March 15, 2 p.m.	City Hall, Rm 48
Voter Outreach Presentations	Contact Matthew Selby (415) 554-4376 for details, time, and location		
Logic and Accuracy Testing	Optech 400-C machines	April 23 8:30 am – 5 p.m.	City Hall, Rm 48
	Optech Insight machines	April 30 – May 8 8 a.m. – 5 p.m.	Pier 48, Shed B
	AVC Edge II machines	May 10 – 18 8 a.m. – 5 p.m.	Pier 48, Shed B
Poll Worker & Field Support Training	Contact Matthew Selby (415) 554-4376 for details, time, and location		
Voting Center	Any voter may vote at the City Hall Voting Center beginning 29 days before the election	May 7 – June 4, Monday–Friday, 8 a.m. – 5 p.m. May 26 – 27 and June 2 - 3, 10 a.m.– 4 p.m.	City Hall, ground floor
Open House	During the Open House, attendees are invited to tour the Department's office and learn about processes that take place before, on, and after Election Day in support of the election	May 9, 1 p.m. – 3 p.m.	City Hall, Rm 48
Vote-by-Mail Ballot Processing	Sorting, scanning, and verifying signatures on the vote-by-mail envelopes in preparation for ballot counting <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	As early as April 23, after transmission of ballots to military and overseas voters, until complete	City Hall, Rm 48
	Opening of vote-by-mail ballot envelopes, ballot extraction, ballot counting in preparation for tabulation <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	May 21 until complete	City Hall, Rm 48
	For activity on a specific day, contact Matthew Selby (415) 554-4376		
Ballot Remake	When ballots are torn, bent, folded, dirty, damp, or otherwise damaged and unreadable, the Department remakes these ballots	May 22 until complete (remake of faxed ballots may begin as early as May 14)	City Hall, Rm 48
Mock Election Day Support Center	The practice of logging and resolving inquiries and issues in a simulated environment similar to Election Day <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	June 2 3:30 p.m.– 5:30 p.m.	Rm adjacent to the City Hall café

On Election Day

Activity	Details	Time	Location
Voting Center/ Polling Places	Check sfelections.org for polling place locations	Voting Center and polls are open from 7 a.m.– 8 p.m. on Election Day	City-wide
Election Day Support Center	Provides support to poll workers and dispatches in-person assistance to polling places when needed <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	5:30 a.m. to approximately midnight	Rm adjacent to City Hall café
Processing Center	Receives voted ballots, rosters and other materials from polling places	Begins after 8 p.m. and continues until all polling place materials have been received	Warehouse at Pier 48
Data Collection Center	Receives memory and results cartridges from polling places	Begins after 8 p.m. and continues until all polling place memory devices have been received	City Hall, McAllister St. entrance
Election Night Results Reporting	Results are displayed on a large monitor on Election Night. Results are also available at: sfelections.org , San Francisco Government Television – SFGTV, Channel 26, Department’s Office	First preliminary results released at approximately 8:45 p.m. with updates released at approximately 9:45 p.m. and 10:45 p.m.	City Hall, North Light Court

After Election Day

Activity	Details	Time	Location
Ballot Processing and Tabulation	Ballots include vote-by-mail ballots that voters dropped off at the polling places or the City Hall drop-off stations, or that the Department received in the mail within three days of Election Day; vote-by-mail ballots that were remedied by voters within eight days of the election; provisional ballots; ballots with write-in votes; and votes cast on the Edge accessible voting machines For activity on a specific day, contact Matthew Selby (415) 554-4376 <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	Continues until all ballots have been counted and the results are certified	City Hall, Rm 48
Results Reporting after Election Night	The Department posts updated results online on any day ballots are tabulated	Daily at approximately 4 p.m.	sfelections.org
Canvass	An internal audit of the election to ensure the accuracy of results	June 6, 10 a.m.–7 p.m. beginning June 7, 8 a.m.– 5 p.m. daily except Sundays and holidays	Warehouse at Pier 48
1% Manual Tally	Random selection of precincts for manual tally <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	June 14, 10 a.m. – 11 a.m.	City Hall, Rm 48

Appendix B: Key Dates and Deadlines for Voters

June 5, 2018, Consolidated Statewide Direct Primary Election

April 21

Military and Overseas Voter Ballots

Deadline to transmit ballots to military and overseas voters who have requested them by that date. Transmission of ballots to voters who have submitted applications after this date continues through Tuesday, May 29.

May 7

Permanent Vote-By-Mail Voter Ballots

Estimated date when voters who have applied to vote by mail for all elections will begin receiving their ballots. Mailing to new applicants continues through Tuesday, May 29.

May 7

Voter Information Pamphlet and Sample Ballot Mailing

Deadline to mail the Voter Information Pamphlet and Sample Ballot to voters. Mailing to voters who register after this date continues through the end of May.

May 7

City Hall Voting Center Opens

Voting is available at the Department of Elections office on the ground floor of City Hall, Monday through Friday, 8 a.m. to 5 p.m. Voting is also available on the weekends of May 26–27 and June 2–3. *The Voting Center is closed on May 28, Memorial Day.*

May 21

Deadline to Register to Vote or Re-Register for the June 5 Election

Last day to register to vote. The Voter Registration Form must be mailed (postmarked by this date), submitted online, or delivered to the Department of Elections by this date and is effective upon receipt.

May 21

Processing of Vote-By-Mail Ballots

First day the Department of Elections may begin opening accepted vote-by-mail ballot envelopes and removing ballots in preparation for counting.

May 22–June 5

Conditional Voter Registration and Voting

Due to a change to state election law that became effective in 2017, voters who did not register by the deadline may come to the City Hall Voting Center to conditionally register and vote a provisional ballot. Conditional registration is only available at City Hall. By law, conditional registration is not available at polling places on Election Day.

May 26–27

Weekend Voting at the City Hall Voting Center

Hours are 10 a.m.–4 p.m. (the public must enter City Hall on Grove Street)

May 29

Last Day to Request a Vote-by-Mail Ballot

Written or telephone requests must be received by the Department of Elections by 5 p.m. Online requests must be submitted by 11:59 p.m.

June 2–3

Weekend Voting at the City Hall Voting Center

Hours are 10 a.m.–4 p.m. (the public must enter City Hall on Grove Street)

June 5

Election Day

Polling places, the City Hall Voting Center, and Vote-by-Mail ballot drop-off stations are open from 7 a.m. to 8 p.m.

8 p.m. Deadline for Personal Delivery of Vote-by-Mail Ballots

Ballots that are personally delivered must be received by 8 p.m. on Election Day.

8 p.m. Deadline for Faxed Ballots

Last day a military or overseas voter who is living outside the U.S. may return a ballot by fax. Faxed ballots must be received by 8 p.m. on Election Day and must be accompanied by an Oath of Voter.

June 6–July 5

Official Canvass

During the Official Canvass period, the Department of Elections conducts an internal audit of the election to ensure the accuracy and validity of the results. Random selection of precincts for a 1% manual tally takes place in mid-June.

June 8

Deadline for Mail or Delivery Service Receipt of Vote-by-Mail Ballots

Any vote-by-mail ballot cast is deemed timely if it is received by the Department of Elections via the United States Postal Service or a bona fide private mail delivery company no later than three days after Election Day. To be counted, mailed ballots must be postmarked before or on Election Day.

July 5

Deadline to Complete Canvass and Certify Election Results

The Department of Elections shall prepare a certified statement of results and submit it to the Board of Supervisors.

July 6

Deadline to submit the Statement of Results to the Secretary of State.

Appendix C: Calendar for Candidates and Campaigns

June 5, 2018, Consolidated Statewide Direct Primary Election

ITEM #	DATES AND CODE REFERENCES	EVENT OR ACTION
1	<p>October 31 - December 25* (E-217 - E-162)</p> <p>CAEC §8106; SFMEC §§205, 230, 840</p>	<p>SIGNATURES IN LIEU OF FILING FEES <i>Mayor and District 8 Board of Supervisors Candidates</i></p> <p>The period during which candidates can pick up and file in-lieu petitions in order to pay for all or part of their filing fees by obtaining signatures of qualified voters. These signatures are due before or upon filing of nomination documents, or the signatures-in-lieu deadline (E-162), whichever occurs first.</p>
2	<p>December 14 – February 7 (E-173 - E-118)</p> <p>CAEC §§8061, 8105(b), 8106</p>	<p>SIGNATURES IN LIEU OF FILING FEES <i>Superior Court</i></p> <p>The period during which candidates can pick up and file in-lieu petitions in order to pay for all or part of their filing fees by obtaining signatures of qualified voters. These signatures are due before or upon filing of nomination documents, or the signatures-in-lieu deadline (E-118), whichever comes first.</p>
3	<p>December 15 - January 9 (E-172 - E-147)</p> <p>CAEC §10220; SFMEC §205(a)</p>	<p>NOMINATION PERIOD <i>Mayor and Board of Supervisors, District 8</i></p> <p>The period during which candidates may obtain and must file nomination documents. Filing fees are due upon filing of nomination documents. All nomination documents must be filed no later than 5 p.m. on the last day of the nomination period</p>
4	<p>January 10 noon - January 22 noon* (E-146 - E-136)</p> <p>SFMEC §590(a)</p>	<p>PUBLIC EXAMINATION PERIOD: CANDIDATE MATERIALS <i>Mayor and Board of Supervisors, District 8</i></p> <p>Period of public review and possible legal challenge of candidate legal names, candidate qualification statements, ballot designations, and translated or transliterated Chinese names submitted by candidates.</p>
5	<p>January 30 5 p.m. (E-126)</p> <p>SFMEC §260</p>	<p>WITHDRAWAL DEADLINE <i>Mayor and Board of Supervisors, District 8</i></p> <p>Deadline for a candidate to withdraw his or her candidacy for Mayor or the Board of Supervisors by filing a signed and sworn statement of withdrawal with the Department of Elections.</p>
6	<p>January 29 - February 7 (E-127 - E-118)</p> <p>CAEC §§8023, 8104-810</p>	<p>DECLARATION OF INTENTION <i>Superior Court</i></p> <p>The period during which judicial candidates must file their Declaration of Intention with the Department of Elections. Must state for which office (seat #) he or she wishes to become a candidate. Candidates must pay the entire filing fee at this time. Signatures in lieu of the filing fee will not be accepted after the Declaration of Intention is filed. The filing fee is nonrefundable.</p>

7	<p>February 5 <i>(E-120)</i></p> <p>SFC §14.101; SFMEC §§300(c), 370(c)</p>	<p>SUBMISSION OF INITIATIVE PETITIONS TO QUALIFY A LOCAL BALLOT MEASURE <i>Ballot Measures</i></p> <p>Deadline to submit initiative petitions to the Department of Elections to qualify an Ordinance, Declaration of Policy, or Charter Amendment for the ballot. Once submitted, an initiative petition may not be withdrawn.</p>
8	<p>February 8 - February 12 <i>(E-117 - E-113)</i></p> <p>CAEC §8023</p>	<p>DECLARATION OF INTENTION - EXTENSION PERIOD <i>Superior Court</i></p> <p>If the incumbent has not filed a Declaration of Intention to succeed to the same office, then any person other than the incumbent may file such a declaration during the extension period.</p>
9	<p>February 12 - March 9 <i>(E-113 - E-88)</i></p> <p>CAEC §§8020, 8040, 8041, 8061, 8100, 8105, 8106, 8800</p>	<p>NOMINATION PERIOD <i>Superior Court</i></p> <p>The period during which candidates may obtain and must file nomination documents (including nomination papers for collection of signatures and Declaration of Candidacy). A candidate shall not be required to execute a nomination paper if the number of in-lieu signatures meets the requirements for nomination signatures.</p>
10	<p>February 23 <i>(E-102)</i></p> <p>SFMEC §300(a)</p>	<p>SUBMISSION OF CHARTER AMENDMENTS AND BOND MEASURES <i>Ballot Measures</i></p> <p>Deadline for the Board of Supervisors to submit Charter amendments and bond measures to the Department of Elections. The Board of Supervisors may submit, and the Director of Elections has the discretion to accept, one Charter amendment or bond measure after E-102 but no later than E-95.</p>
11	<p>February 26 - March 12 <i>(E-99 - E-85)</i></p> <p>SFMEC §515</p>	<p>BALLOT SIMPLIFICATION COMMITTEE MEETINGS <i>Ballot Measures</i></p> <p>The Ballot Simplification Committee prepares a digest of each local measure to be published in the Voter Information Pamphlet.</p>
12	<p>February 27 <i>(E-98)</i></p> <p>SFMEC §370(b)(2)</p>	<p>WITHDRAWAL OF SUPPORT BY ONE OR MORE SUPERVISORS <i>Ballot Measures</i></p> <p>Measures proposed by four or more members of the Board of Supervisors shall be withdrawn if one or more of the Supervisors withdraw their support for the proposed measure, and following this withdrawal, fewer than four Supervisors continue to support the measure. A Supervisor may withdraw his or her support for a measure by filing with the Department of Elections a signed and sworn statement of withdrawal at any time up until 72 hours before the legal deadline for submission of the measure to the Department of Elections. Following such a withdrawal, additional members of the Board of Supervisors may join in support of the proposed measure, provided that they do so in writing before the legal deadline for submission of the measure to the Department of Elections. No Supervisor may withdraw his or her support for a proposed measure after this date, unless it is a unanimous withdrawal by the four or more Supervisors who supported the measure. Such a withdrawal must occur before the legal deadline for submission of the measure.</p>

13	<p>March 2 <i>(E-95)</i></p> <p>SFMEC §300(b)</p>	<p>SUBMISSION OF ORDINANCES AND DECLARATIONS OF POLICY <i>Ballot Measures</i></p> <p>Deadline for the submission of ordinances or declarations of policy proposed by a majority of the Board of Supervisors, the Mayor, or four or more members of the Board of Supervisors.</p>
14	<p>March 9 <i>(E-88)</i></p> <p>CAEC §§9401, 10403; CA Ed. Code §5322</p>	<p>Submission Of District Measures <i>Ballot Measures</i></p> <p>Deadline for submission of a school, college, or special district measure. If a bond or tax measure is placed on the ballot, the tax rate statement is due by this date.</p>
15	<p>March 10 noon - March 20 noon <i>(E-87 - E-77)</i></p> <p>CAEC §9509</p>	<p>PUBLIC EXAMINATION PERIOD: DISTRICT MEASURES <i>Ballot Measures</i></p> <p>Period of public review and possible legal challenge of the district measures to be submitted to the voters.</p>
16	<p>March 10 noon - March 20 noon <i>(E-87 - E-77)</i></p> <p>SFMEC §590(a)</p>	<p>PUBLIC EXAMINATION PERIOD: CANDIDATE MATERIALS <i>Superior Court</i></p> <p>Period of public review and possible legal challenge of candidate legal names, candidate qualification statements, ballot designations, and translated or transliterated Chinese names submitted by candidates.</p>
17	<p>March 12 <i>(E-85)</i></p> <p>SFMEC §505</p>	<p>DESIGNATION OF LETTERS FOR BALLOT MEASURES <i>Ballot Measures</i></p> <p>The Department of Elections designates letters for local ballot measures according to the procedures set forth in the SFMEC.</p>
18	<p>March 12 <i>(E-85)</i></p> <p>SFMEC §515</p>	<p>BALLOT SIMPLIFICATION COMMITTEE DIGESTS <i>Ballot Measures</i></p> <p>Deadline for the Ballot Simplification Committee to submit digests of each local measure to the Department of Elections for publication in the Voter Information Pamphlet.</p>
19	<p>March 12 <i>(E-85)</i></p> <p>SFMEC §520</p>	<p>FINANCIAL ANALYSES <i>Ballot Measures</i></p> <p>Deadline for the Controller to submit a financial analysis of each local measure, including an estimate of the increase or decrease in the cost of government and/or the effect of the measure on the tax rate, to the Department of Elections, for publication in the Voter Information Pamphlet.</p>
20	<p>March 12 <i>(E-85)</i></p> <p>SFMEC §510(b)</p>	<p>BALLOT QUESTIONS <i>Ballot Measures</i></p> <p>Deadline for the City Attorney to submit the ballot questions for local measures to the Department of Elections.</p>

21	<p>March 13 noon - March 23 noon <i>(E-84 - E-74)</i></p> <p>SFMEC §590(b)(1)(2)(3)</p>	<p>PUBLIC EXAMINATION PERIOD: BALLOT DIGESTS, FINANCIAL ANALYSES, AND BALLOT QUESTIONS <i>Ballot Measures</i></p> <p>Period of public review and possible legal challenge for the Ballot Simplification Committee's digests, the Controller's financial analyses, and the City Attorney's ballot questions.</p>
22	<p>March 15 noon <i>(E-82)</i></p> <p>CAEC §§9162-5, 9281-3, 9286, 9315-9316, 9501-9502, 9503; SFMEC §535(a),(b)</p>	<p>SUBMISSION OF PROPONENT AND OPPONENT BALLOT ARGUMENTS FOR LOCAL BALLOT MEASURES AND DISTRICT MEASURES <i>Ballot Measures</i></p> <p>Ballot Measures Deadline to submit proponent and opponent ballot arguments for local ballot measures and district measures to the Department of Elections. Prior to submitting an argument, the author must sign and submit a Declaration.</p>
23	<p>March 15 2 p.m. <i>(E-82)</i></p> <p>CAEC §§9166, 9287, 9503; SFMEC §545</p>	<p>SELECTION OF PROPONENT AND OPPONENT ARGUMENTS <i>Ballot Measures</i></p> <p>If the Department of Elections receives more than one proposed proponent or opponent argument for a measure, the Department will select one proponent and one opponent argument according to priority levels and, if necessary, by lottery.</p>
24	<p>March 16 noon <i>(E-81)</i></p> <p>SFMEC §535(f)</p>	<p>DEADLINE TO CORRECT FACTUAL, GRAMMATICAL, OR SPELLING ERRORS IN PROPONENT AND OPPONENT BALLOT ARGUMENTS FOR LOCAL MEASURES ONLY <i>Ballot Measures</i></p> <p>Deadline for the authors of proponent and opponent ballot arguments to correct any factual, grammatical, or spelling errors in the arguments for or against local measures.</p>
25	<p>March 16 noon - March 26 noon <i>(E-81 - E-71)</i></p> <p>CAEC §§9380, 9509; SFMEC §590(b)(4)</p>	<p>PUBLIC EXAMINATION PERIOD: PROPONENT AND OPPONENT ARGUMENTS FOR LOCAL BALLOT MEASURES AND DISTRICT MEASURES <i>Ballot Measures</i></p> <p>Period of public review and possible legal challenge of proponent and opponent arguments for publication in the Voter Information Pamphlet.</p>
26	<p>March 19 noon <i>(E-78)</i></p> <p>CAEC §§9504, 9167, 9285; SFMEC §535(c)</p>	<p>SUBMISSION OF REBUTTAL ARGUMENTS FOR LOCAL BALLOT MEASURES AND DISTRICT MEASURES <i>Ballot Measures</i></p> <p>Deadline to submit rebuttal arguments for local ballot measures and district measures to the Department of Elections.</p>
27	<p>March 19 noon <i>(E-78)</i></p> <p>SFMEC §535(d)</p>	<p>SUBMISSION OF PAID BALLOT ARGUMENTS FOR LOCAL BALLOT MEASURES <i>Ballot Measures</i></p> <p>Deadline to submit paid ballot arguments for or against local measures to the Department of Elections. Paid ballot argument fee and original hard copy must be submitted together.</p>

28	<p>March 19 <i>(E-78)</i></p> <p>CAEC §§8203(a), 8600-8604</p>	<p>PETITION INDICATING WRITE-IN CAMPAIGN AGAINST UNOPPOSED INCUMBENT <i>Superior Court</i></p> <p>The last day to file a petition indicating that a write-in campaign will be conducted against an unopposed Superior Court Judge who has filed nomination papers. The petition must be signed by at least 0.1 percent of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures. Write-in candidate must also file a Statement of Write-In Candidacy and nomination papers with the Department of Elections during the period specified below.</p>
29	<p>March 20 noon - March 30 noon <i>(E-77 - E-67)</i></p> <p>SFMEC §590(c)</p>	<p>PUBLIC EXAMINATION PERIOD: CHINESE TRANSLITERATIONS PROVIDED FOR CANDIDATES <i>Superior Court</i></p> <p>Period of public review and possible legal challenge of Chinese names transliterated by the Department of Elections' translation vendor.</p>
30	<p>March 20 noon <i>(E-77)</i></p> <p>SFMEC §535(f)</p>	<p>DEADLINE TO CORRECT FACTUAL, GRAMMATICAL, OR SPELLING ERRORS IN REBUTTAL OR PAID ARGUMENTS FOR LOCAL MEASURES ONLY <i>Ballot Measures</i></p> <p>Deadline for the authors of rebuttals or paid ballot arguments to correct any factual, grammatical, or spelling errors in their arguments for or against local measures.</p>
31	<p>March 20 noon - March 30 noon <i>(E-77 - E-67)</i></p> <p>CAEC §9509; SFMEC §590(b)(5),(6)</p>	<p>PUBLIC EXAMINATION PERIOD: REBUTTAL ARGUMENTS (LOCAL AND DISTRICT MEASURES) AND PAID ARGUMENTS (LOCAL MEASURES ONLY) <i>Ballot Measures</i></p> <p>Period of public review and possible legal challenge of rebuttals and paid ballot arguments submitted for publication in the Voter Information Pamphlet.</p>
32	<p>March 20 noon - March 30 noon <i>(E-77 - E-67)</i></p> <p>SFMEC §590(c)</p>	<p>PUBLIC EXAMINATION PERIOD: CHINESE TRANSLITERATIONS PROVIDED FOR CANDIDATES <i>Mayor and Board of Supervisors, District 8</i></p> <p>Period of public review and possible legal challenge of Chinese names transliterated by the Department of Elections' translation vendor.</p>
33	<p>April 9 - May 22 <i>(E-57 - E-14)</i></p> <p>CAEC §8601</p>	<p>STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS <i>Mayor and Board of Supervisors, District 8</i></p> <p>During this period, all write-in candidates for any office must file their Statements of Write-In Candidacy and Nomination Papers with the Department of Elections.</p>
34	<p>April 9 - May 22 <i>(E-57 - E-14)</i></p> <p>CAEC §§8203(a), 8601</p>	<p>STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS <i>Superior Court</i></p> <p>During this period, all write-in candidates for any office must file their Statements of Write-In Candidacy and Nomination Papers with the Department of Elections. (To challenge an unopposed incumbent for this office, at least 78 days before the election, a write-in candidate must submit a petition indicating the intention to conduct a write-in campaign.)</p>

35	April 21 <i>(E-45)</i> CAEC §3114	MILITARY AND OVERSEAS BALLOT DELIVERY PERIOD <i>Registration and Voting</i> Last day for the Department of Elections to transmit ballots and ballot materials to absent military or overseas voters who have requested them by this date. If a military or overseas voter ballot application is received after this date, the Department of Elections shall transmit a ballot and ballot materials as soon as practicable.
36	May 7 - May 29 <i>(E-29 - E-7)</i> CAEC §§3001,3003	VOTE-BY-MAIL BALLOT MAILING PERIOD <i>Registration and Voting</i> Period in which any registered voter may apply to the Department of Elections for a vote-by-mail ballot. Applications received before this period shall be kept and processed during this application period.
37	May 7 - June 5 <i>(E-29 - Election Day)</i> CAEC §3018	CITY HALL VOTING CENTER OPENS <i>Registration and Voting</i> Available 8 a.m. to 5 p.m., Monday – Friday, with extended Election Day hours, outside Room 48.
38	May 21 <i>(E-15)</i> CAEC §2102	LAST DAY TO REGISTER TO VOTE (OTHER THAN CONDITIONAL VOTER REGISTRATION) <i>Registration and Voting</i> Last day to register to vote in this election by typical methods: Register online by 11:59 p.m., Mail (postmarked by this date) or deliver a Voter Registration Form to the Department of Elections, Submit a Voter Registration Form to the Department of Motor Vehicles or any National Voter Registration Act (NVRA) designated agency, or send a Federal Postcard Application (FPCA) for military or overseas voters to the Department of Elections to register to vote and request a vote-by-mail ballot. To register and vote after this deadline, see Conditional Voter Registration below.
39	May 22 - June 5 <i>(E-14 - Election Day)</i> CAEC §2170(a)	CONDITIONAL VOTER REGISTRATION AND VOTING <i>Registration and Voting</i> Those who did not register to vote by the registration deadline for this election may come to the City Hall Voting Center to conditionally register and vote a provisional ballot. Once the Department of Elections processes the Voter Registration Form and confirms the voter's eligibility, the registration becomes permanent and the provisional ballot will be counted.
40	May 22 - June 5 <i>(E-14 - Election Day)</i> CAEC §§3500-3502	EXTENSION OF REGISTRATION FOR NEW CITIZENS WHO ARE SWORN IN AFTER THE REGISTRATION DEADLINE <i>Registration and Voting</i> New citizens must show proof of citizenship and declare that they have established residency in California in order to register and vote at the City Hall Voting Center during this period.
41	May 26 - May 27 <i>(E-10 - E-9)</i> CAEC §3018	WEEKEND VOTING AT THE CITY HALL VOTING CENTER <i>Registration and Voting</i> Available Saturday and Sunday, 10 a.m. to 4 p.m., outside Room 48. Enter on Grove Street.

42	<p>May 29 <i>(E-7)</i></p> <p>CAEC §3001</p>	<p>LAST DAY TO REQUEST VOTE-BY-MAIL BALLOT <i>Registration and Voting</i></p> <p>Written or telephone requests must be submitted to the Department of Elections by 5 p.m. Online requests must be submitted by 11:59 p.m.</p>
43	<p>June 2 - June 3 <i>(E-3 - E-2)</i></p> <p>CAEC §3018</p>	<p>WEEKEND VOTING AT THE CITY HALL VOTING CENTER <i>Registration and Voting</i></p> <p>Available Saturday and Sunday, 10 a.m. to 4 p.m., outside Room 48. Enter on Grove Street.</p>
44	<p>June 5</p> <p>CAEC §14212</p>	<p>ELECTION DAY <i>Registration and Voting</i></p> <p>All polling places, including the City Hall Voting Center, open at 7 a.m. and close at 8 p.m.</p>
45	<p>June 8 <i>(E+3)</i></p> <p>CAEC §3020(b)</p>	<p>LAST DAY FOR DEPARTMENT OF ELECTIONS TO RECEIVE VOTE-BY-MAIL BALLOT <i>Registration and Voting</i></p> <p>Vote-by-Mail ballot must be postmarked no later than Election Day.</p>
46	<p>June 13 <i>(E+8)</i></p> <p>CAEC §3019</p>	<p>VOTE-BY-MAIL BALLOTS - UNSIGNED IDENTIFICATION ENVELOPE <i>Registration and Voting</i></p> <p>Last day for a voter who did not sign the vote-by-mail ballot identification envelope to either sign the identification envelope at the department of elections or complete and submit an unsigned ballot statement.</p>
<u>Code References</u>		
CA Gov't Code:		California Government Code
SF Charter:		San Francisco Charter (Article XIII – Elections)
SF C&GCC:		San Francisco Campaign and Governmental Conduct Code
SFMEC:		San Francisco Municipal Elections Code
CAEC:		California Elections Code
EDC:		California Education Code
<p>*The legal deadline falls on a Saturday, Sunday or holiday; the deadline will not move forward to the next working day. **The legal deadline falls on a Saturday, Sunday or holiday; the deadline will move forward to the next working day. Cal. Gov't Code § 6707</p>		