



# Election Plan

September 14, 2021, California  
Gubernatorial Recall Election

Friday, July 16, 2021

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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 of San Francisco in a manner that is free, fair, and functional, and provides equitable access to voting and election-related services.

The Department must conduct elections in compliance with all applicable federal, state, and local laws, including the Voting Rights Act, the Help America Vote Act, the Americans with Disabilities Act, and the City's Language Access Ordinance. The Department is responsible for maintaining open processes that inspire public confidence in the election system; providing and expanding upon public outreach and education plans designed to engage voters and potential registrants in San Francisco; and continually improving voter services by streamlining procedures and anticipating the future needs of City voters.

While fulfilling its mission and complying with all applicable law, the Department strives to cultivate a workplace environment in which employees of all racial and ethnic backgrounds feel respected, valued, and supported in providing the fairest and most inclusive services possible to San Francisco residents.

Serving a registered voter base of over 500,000 residents, the Department:

- Facilitates the filing of candidate nomination papers and ballot measures;
- Produces San Francisco's official ballots and Voter Information Pamphlet;
- Provides educational services, programs and materials to registered voters and potential registrants;
- Facilitates voting by mail;
- Secures and prepares polling places throughout the City;
- Recruits and trains poll workers to serve a linguistically and culturally diverse voter population;
- Administers early voting beginning 29 days before each election;
- Organizes the collection of ballots and election results data on Election Night;
- Provides vote count tabulation and election results reporting; and
- Conducts an Official Canvass of all votes cast to verify the accuracy and validity of election results.

San Francisco Charter §13.103.5 requires the Department to develop an Election Plan for every election. The Election Plan provides detailed information about the Department's plans to conduct the upcoming election in a manner that is free, fair, and functional. Following is the Election Plan for the September 14, 2021, California Gubernatorial Recall Election.

## II. Organizational Structure and Staffing

The Department is comprised of eight divisions: Administration, Ballot Distribution, Campaign Services, Election Day Support, Polling Place Operations, Information Technology, Voter Services, and Voter Information — each focusing on processes and programs required to administer an election.

For the September 14 recall election, the Department intends to hire almost 250 temporary employees to aid its full-time staff with various election tasks, including maintenance of voter records and signature comparison on vote-by-mail ballot envelopes, poll worker training, preparation of polling places, processing and counting of voted ballots, and various canvass processes.

In advertising seasonal positions, the Department will strive to reach as broad and diverse a pool of job seekers as possible by utilizing various methods, including via social media, the City's official employment page, various private recruitment sites (Indeed, LinkedIn, ZipRecruiter), correspondence with local community partners, and the new [\*\*Employment and Volunteer Opportunities\*\*](#) page on [sfelections.org](http://sfelections.org). This page presents seasonal employment opportunities with the Department, allows job seekers to sign up to receive automated job alerts when new positions open, and provides information on how to get involved in serving as a poll worker or a polling place host.

To supplement its recruitment efforts, earlier this summer, the Department developed a new “*Careers at the San Francisco Department of Elections*” video. This video features several Department employees sharing their testimonials (name, role at the Department, what they enjoy about working in the Department etc.). These testimonials highlight the Department's focus on accessibility, language access, and equitable public service, as well as its commitment to building an equitable and inclusive workplace in which all employees can thrive and succeed. The video is posted on the [\*\*Employment and Volunteer Opportunities\*\*](#) page and is included in job announcements issued by the Department.

During the September 14 recall election hiring cycle, the Department will continue many of the hiring practices established for the November 2020 election cycle. These include a remote (Zoom!) interview program, an online Employee Orientation Presentation for new and returning staff, and recorded webinar sessions. To promote a sense of belonging and ensure all new hires have the information they need to confidently begin performing their duties, employees are advised to watch the Employee Orientation Presentation on the first day of employment. Along with this presentation, new employees are provided with hard copies of all current health related policies (e.g., rules on masking and vaccination for City employees).

With the goal of streamlining staff access to essential employment resources and expanding information about programs and benefits offered to City employees, the Department recently revised its Employee Resources Portal (ERP). The new ERP features over 100 links and descriptions of various City and Department programs, policies, and benefits, all organized into five main sections: 1) Orientation and

Essential Resources; 2) Official Policies and Information; 3) Career Planning and Professional Development; 4) Payroll, Benefits, and Support Programs; and 5) Safety and Emergency Planning.

The first section, Orientation and Essential Resources, contains a link to the New Employee Presentation, as well as to the city's main employee gateway. The city employee gateway, in turn, provides a wealth of information about city employee programs, with links to the city's Employee Handbook, union contracts, and documents related to Props B and F, two local laws affecting payroll deduction and sick time accrual calculations; here employees can also review and update their payroll information.

Via the second section, Official Policies and Information, employees can review both city employment policy documents, including those on equal employment opportunity, gender inclusion, and language diversity, and Department employment policy documents, including those on attendance and computer use, as well as the Department's 2021-23 Strategic Plan and 2021-23 Racial Equity Plan and its Statement of Incompatible Activities. This section also includes links to local, state, and federal election laws.

In the third section, Career Planning and Professional Development, employees will find information about resources for San Francisco government employees and applicants, including employment processes, hiring protocols, open positions, exam plans, civil service rules, career related events, subsidized college education programs, and employee well-being programs.

The fourth section, Payroll, Benefits, and Support Programs, provides links to the city payroll calendar, the timesheet database, the direct deposit form, tax and retirement savings forms and instructions, and leave applications. This section also provides links to employee support programs, including the city employee whistleblower program, the domestic violence liaison program, and various programs designed to support physical and mental health. Finally, this section provides links to pages that explain commuter benefits, which include carshare, bikeshare, emergency ride home program, and rideshare programs.

Last but not least, the Safety and Emergency Planning section tab of the ERP includes links to information about security at City Hall, the Department's evacuation plan and map, disaster service worker training, personal emergency preparedness, medical treatment facilities, and worker's compensation.

### **III. New and Modified Practices**

In every election, the Department makes a concerted effort to enhance its existing programs and to adopt new, more effective ways to serve San Francisco's voters, with an eye toward improving operations for elections going forward. For the September 14 recall election, the Department also needed to make several temporary modifications to certain tasks and schedules in light of truncated preparation timeline and particular requirements prescribed by state law for this type of election. Both new practices and recall-specific modifications are described in this section.

## **A. Recall Election Planning under a Truncated Timeline**

On July 1, 2021, the Lieutenant Governor issued a proclamation setting the date of the recall election as September 14, 2021.

Approximately two weeks before the official date of the recall election was set, the California Secretary of State's office (SOS) had notified county elections officials that the gubernatorial recall election would almost certainly be scheduled this September. While the Department had already been planning for a likely recall election to occur, this notification prompted the Department to quickly switch gears from planning for a recall election to occur in late fall to planning for one to occur in late summer.

Given the impacts of shortening the planning period from approximately five months to approximately three months, the Department implemented many changes to logistical timelines required to properly administer the upcoming election, with the most critical noted in this section.

First, the Department worked with Department of Human Resources (DHR) personnel responsible for fingerprinting and other mandatory onboarding processes for seasonal staff to quickly establish new recruitment, hiring, and onboarding timelines for over 200 seasonal employees. From late June through the first week of July, the Department worked with DHR personnel to post job announcements for all critical seasonal elections jobs, including those for official election materials translators, bilingual voter outreach personnel, poll worker staffing coordinators, and poll locators.

Next, to secure both polling places and poll workers for Election Day, the Department contacted all former polling place hosts and poll workers in order to gauge their interest in participating in the tentatively scheduled recall election. Simultaneously, to locate as many voting sites as possible before the Voter Information Pamphlet is printed (this pamphlet provides each recipient's assigned polling place), the Department significantly enlarged its poll locating teams. And, in anticipation of a possible bilingual poll worker shortage, the Department sent a poll worker recruitment notice to approximately 70,000 San Francisco voters whose registration records indicated they were born in the Philippines, Vietnam, Japan, Thailand, Myanmar, Korea, China, Taiwan, Hong Kong, or Macao.

In addition to securing the requisite number of polling places and poll workers, the Department took several proactive steps to mitigate or avoid foreseeable technical, vendor-related, and internal human resources issues related to 1) Logic and Accuracy testing of voting system components prior to voting equipment deployment and 2) voting equipment and materials transport. These steps included careful collaboration with the voting system vendor, Dominion Voting Systems, intra-divisional collaboration on human resources planning, and execution of a rental contract for approximately 240 sedans and 20 trucks, to be used by Department staff for transporting materials and equipment to and from polling places.

At the same time the Department was modifying its Election Day staffing and logistical plans, the Department was also planning for early voting activities. First, to expedite projects related to opening of the City Hall

Voting Center, the Department assembled four working teams, each focusing on a subset of planning tasks: a) Layout, Operational Capacity, and Setup, b) Supplies and Ballots, c) Training and Human Resources, and d) Drop-Off Stations Logistics. Meanwhile, to expedite projects associated with opening satellite ballot drop-off stations, the Department established five working teams, each focusing on a subset of planning tasks: a) Site and Permit Securing, b) Public Review and Advertising, c) Logistics and Deliveries, d) Human Resources Management, e) Voter Outreach and Advertising, and f) Ballot Pick-Up and Sheriff Liaising.

At the start of the early voting period, the Department will automatically mail vote-by-mail (VBM) packets to all registered San Francisco voters, as per state elections law. To meet ballot mailing deadlines, through a joint effort with its ballot printing and assembly vendor, the Department was able to establish an earlier ballot production schedule and to contract for the timely printing of the nearly 1.2 million VBM ballot envelopes (outgoing and return envelopes) to be distributed to voters in August. These changes required a review of internal and external ballot printing, production, assembly, and mailing timelines, as well as the organization of a larger than usual ballot production team.

In addition to reviewing and adjusting many election processes, conducting a free, fair, and functional election this September will require robust outreach to ensure the electorate knows why, when, and how to vote in the gubernatorial recall election. To initiate its recall election voter outreach program, the Department has taken all preparatory steps to mail a multilingual notice approximately three weeks after the election date was officially set. This notice will include an explanation of the recall election, key dates such as the registration deadline, the first day to vote and the last day to vote, brief descriptions of in-person and mail voting options, and links to the Department' online tools (i.e., Voter Portal). Subsequent planned outreach activities are described in more detail in the Voter Outreach Strategies section of this Plan.

Despite the many challenges associated with planning the election within a shortened period, the Department remains committed to providing equitable access to voting and election services and to conducting a free, fair, and functional election this September.

## **B. *Choose our direction! Vote in the upcoming election!* Theme**

Shortly after the Department learned about the anticipated date of the recall election, the Department set to work creating outreach materials to simply and effectively convey the key facts about the upcoming election and developing a theme to strengthen its outreach messaging.

For the September 14 recall election, the Department's outreach materials will note that every San Francisco voter will again receive a ballot in the mail, be eligible to use the accessible vote-by-mail system, and have the opportunity to vote in person at the City Hall Voting Center or a polling place, just as San Franciscans were able to do in the November 2020 election.

The Department's outreach materials will feature a "*Choose our direction! Vote in the upcoming election!*" theme. The graphics utilized in this theme were designed to emphasize the statewide nature of the election

and to be evocative of California’s eastern region (mountains), California’s coastal region (palm trees), the state flower (California poppy), and a local icon (the Golden Gate Bridge). The Department chose the words “Choose our direction! Vote in the upcoming election!” with the goal of encouraging members of the local electorate to participate in the election by alluding that the outcome of the election will impact our state’s future.

The new election theme, as shown below, will be featured on the cover of the Voter Information Pamphlet, as a banner on the Department’s website homepage, and in many of the Department’s multilingual digital and print outreach materials, such as citywide mailers, videos, online slideshows, and flyers. The Department will also encourage its outreach partner organizations to use an implicit and empowering message conveyed through this theme in their direct and indirect interactions with the public.



### C. Voter Outreach Strategies

The Department’s main outreach objectives for the September 14 recall election are to inform City residents about: a) vote-by-mail and in-person voting options and b) how to mark the recall contest. As in all recent elections, outreach materials will also provide details such as when and how to register to vote, which language and accessible voting resources are available and how to access the accessible vote-by-mail system, and how voters in certain circumstances, such as those experiencing homelessness or involved in the criminal justice system, can participate in the recall election.

To inform San Francisco voters about the upcoming election, the Department plans to execute as many outreach strategies as practical over the course of the next six to eight weeks. These outreach strategies will include both direct methods such as distribution of print and digital materials; official mail notifications; placement of newspaper ads; broadcasting of public service announcements on television and radio stations; utilization of [sfelections.org](https://www.sfelections.org) and the Department’s social media channels; and indirect methods such as collaboration with some of the local nonprofit organizations who are best poised to assist in disseminating election information to vulnerable populations. Each of these strategies is briefly described below.

#### Print and Digital Material Distribution

For the September 14 recall election, the Department has produced and will distribute brochures and posters throughout San Francisco at community presentations, street fairs and festivals, and other community events.

Copies of all brochures and posters will also be made available for distribution to community organizations, with electronic versions available for download from the Department’s website. All such voter education materials will be available in English, Chinese, Spanish, and Filipino. To reach out to individuals with sight impairments, large-print versions of materials will also be produced and distributed, by request, to organizations that serve the blind and low-vision community. These materials will include:

- Election flyer with key information about registration, voting options, the recall contest, and poll worker service
- Accessible voting flyer that describes which types of accessible voting resources are available
- Accessible Vote-By-Mail System card that explains how to access, mark, print, and return an accessible vote-by-mail ballot
- Pre-registration card for young voters with information about re-registration and poll worker service
- Unhoused voter card that explains how to use local cross streets as a registered residential address
- Justice-involved voter card that explains who is eligible to vote and how and when to register to vote
- Career Card with information on employment and volunteer opportunities at the Department of Elections.

### **All Household Direct Mailer**

During the week of July 19, the Department will mail a quadrilingual notice to approximately 380,000 households in San Francisco, alerting both registered voters and eligible City residents to the upcoming recall election and explaining their voting options (by mail, at the Voting Center, or at a polling place). This notice will also provide key information and pertinent dates related to each method of voting, advise registered voters to double-check the information in their voter records and sign up for ballot notifications, explain how to register to vote online or using a paper form, and feature a message about serving as a poll worker. To reach as many people as possible as early as possible, the Department will send digital versions of this notice to the nearly 250,000 voters who provided email addresses as part of their voter records.

### **Voter Information Pamphlet**

The Voter Information Pamphlet and Sample Ballot (VIP) will again serve as one of the main outreach strategies through which the Department educates approximately half a million voters. The September 14, 2021 edition of the VIP will provide information about voting options, explain how to mark the recall contest, and highlight some of the many resources available to voters. To make finding answers to anticipated voter inquiries as easy as possible, the VIP will feature a “Frequently Asked Questions about Voting in San Francisco” page that addresses questions in each of the five following categories: 1) voter registration, 2) recall contest, 3) in-person voting, 4) vote-by-mail ballot delivery, and 5) vote-by-mail ballot return.

### **Use of Local and Social Media**

In the upcoming election, the Department will continue to utilize local media to communicate key information to San Francisco residents, producing and placing a local public service announcement, sending press releases about key election dates, and highlighting important election messages in social media posts. Bilingual Department personnel will also conduct interviews on election topics with local non-English media outlets.

### **Public Service Announcement**

The Department will produce a 30-second radio and television public service announcement with the primary goal of drawing voters' attention to the date of the upcoming recall election. This PSA will be made available to outreach partners and run in the following media outlets starting mid-August:

- a. Xfinity Channel 238 (Chinese/Filipino)
- b. Effectv - 27 Comcast Networks (English/Spanish/Chinese/Filipino)
- c. Univision T.V. - KDTV-DT, channel 14 (Spanish)
- d. Univision Radio - KDTV-DT, channel 14 (Spanish)
- e. Multicultural Radio Broadcasting – KEST (Chinese)
- f. Multicultural Radio Broadcasting – KIQI (Spanish)
- g. Audacy - KCBS - All News (English)
- h. Audacy - Channel Q (English)

### **Newspaper Advertisement**

In August, the Department will launch a multilingual print advertising campaign. These print ads will focus primarily on voting options in the recall election, but will also include messages about voting period related topics such as ballot tracking options and how to request a replacement ballot. Ads will run in all of the following newspapers:

- a. San Francisco Bay Times (English)
- b. Bay Area Reporter (English)
- c. World Journal (Chinese)
- d. Daily Journal – Sing Tao (Chinese)
- e. Daily Journal – Philippine News (Filipino)
- f. Daily Journal – Asian Journal
- g. Daily Journal – Korean Times (Korean)
- h. Daily Journal – El Reportero (Spanish)
- i. Daily Journal – Vietnam Daily (Vietnamese)
- j. Clint Reilly Communications dba San Francisco Examiner Media Co. - SF Weekly (English)
- k. Clint Reilly Communications dba San Francisco Examiner Media Co. - SF Examiner (English)
- l. SF Neighborhood Newspaper Assoc. - El Tecolote (Spanish)
- m. SF Neighborhood Newspaper Assoc. - Marina Times (English)
- n. SF Neighborhood Newspaper Assoc. - Noe Valley Voice (English)
- o. SF Neighborhood Newspaper Assoc. - Potrero View (English)
- p. SF Neighborhood Newspaper Assoc. - Richmond Review (English)
- q. SF Neighborhood Newspaper Assoc. - SF Bay View (English)
- r. SF Neighborhood Newspaper Assoc. - Sunset Beacon (English)
- s. SF Neighborhood Newspaper Assoc. - West Portal Monthly (English)

### **Digital Ads**

For the September 14 recall election cycle, the Department will engage with the public by embedding ads on different media web pages to draw attention to election related information. The ads will be displayed on web pages of the following sites:

- a. [www.crossingstv.com/](http://www.crossingstv.com/) (Chinese)
- b. [www.sfgate.com/](http://www.sfgate.com/) (English)
- c. [www.sfchronicle.com/](http://www.sfchronicle.com/) (English)
- d. [www.univision.com/local/san-francisco-kdtv](http://www.univision.com/local/san-francisco-kdtv) (Spanish)
- e. [www.sfexaminer.com/](http://www.sfexaminer.com/) (English)
- f. [www.sfweekly.com/](http://www.sfweekly.com/) (English)

### **Social Media**

Throughout the September 14 recall election cycle, the Department will post news, FAQs, and election updates on its Twitter, Facebook, and Next Door channels, publishing “bite-sized” bits of information about voting options and other key election information. To serve those who need additional information, many of these social media posts will include links to informational pages and self-help voter tools (e.g., the Voter Portal) on the Department’s website.

### **Website**

In the upcoming recall election, the Department’s website, [sfelections.org](http://sfelections.org), will continue to serve as a comprehensive, multilingual source of information. To this end, Department staff have recently updated all relevant pages as well as all affected self-help tools to feature information and deadlines applicable to the recall election. The website banner has also been updated to draw attention to the date of the upcoming election.

### **Community Partnerships**

Working with community partners, Department Outreach personnel will actively seek opportunities to conduct voter education presentations at locations such as community centers, places of worship, and entertainment venues. At the same time, staff will work on organizing meetings to facilitate voter registration and educate residents about the upcoming election, focusing on how to mark the recall contest and voting options. Outreach staff will also use in-person, one-on-one strategies to educate voters at neighborhood venues such as flea markets, farmers markets, and grocery store parking lots.

#### **a. Partnered Multilingual Outreach**

To reach language minority voters with information about the recall election as effectively as possible, the Department will leverage connections with members of its Language Accessibility Advisory Committee and collaborate with a wide spectrum of community organizations and advocacy groups to saturate City neighborhoods with multilingual materials and presentations.

b. Partnered Accessible Voting Outreach

Strategies to reach voters with disabilities will parallel the strategies used to reach language minority voters, and will involve a concurrent effort to leverage the expertise and contacts of the Voting Accessibility Advisory Committee while partnering with many of the local community organizations and advocacy groups who serve seniors and people with disabilities in San Francisco.

c. Other Vulnerable Population Outreach

In identifying focused opportunities for outreach to other vulnerable or hard-to-reach voting populations, including racial and ethnic minorities, residents of low-income communities, and people involved in the justice system, the Department will collaborate with a number of local governmental departments, agencies, and community organizations, including the Office of Racial Equity, the Department of Homelessness and Supportive Housing, the San Francisco Housing Authority, Project Homeless Connect, Swords to Plowshares, the Homeless Prenatal Project, Episcopal Community Services, Catholic Charities, Five Keys, and the Sheriff's Department Prisoner Legal Services Unit. Through this last collaboration, the Department will continue to facilitate the Incarcerated-Person Voting Program to provide election services, tailored outreach and materials, registration forms, and ballot delivery to those in county jail or otherwise involved in the justice system who are eligible to participate in the election.

## D. Official Ballot

For every election, the Department produces the official ballot in English and Chinese, Filipino, and Spanish, in both paper and digital formats, with paper facsimile (reference) ballots in Burmese, Japanese, Korean, Thai, and Vietnamese. For the September 14 recall election, the paper ballot will be a single double-sided card with a two-part gubernatorial recall contest. Because the gubernatorial recall contest will be the only contest on San Francisco's September 14 ballot, local ballot types will only differ by candidate name rotation, with one rotation for State Assembly District 17 and another rotation for State Assembly District 19.

The first part of the recall ballot will ask, "*Shall GAVIN NEWSOM be recalled (removed) from the office of Governor?*" Per Secretary of State (SOS) guidance, the first part of the ballot will also feature the following instructions: "*All voters, regardless of the party preference they disclosed upon registration, or refusal to disclose a party preference, may vote for any candidate for a voter-nominated office. The party preference, if any, designated by a candidate for a voter-nominated office is selected by the candidate and is shown for the information of the voters only. It does not imply that the candidate is nominated or endorsed by the party or that the party approves of the candidate.*"

After reviewing the question and the instructions quoted above, along with ballot marking instructions, voters reviewing the front side of the recall ballot will be reminded to review the second part of the contest with the following statement: "*To vote for a replacement candidate, turn over this card.*" The second part of the recall contest will begin with the following statement: "*Candidates to succeed GAVIN NEWSOM as Governor if he*

*is recalled*”, followed by a list of replacement candidates, along with any party preferences and occupations submitted by the candidates on their ballot designation worksheets and accepted by the SOS. The nomination period for candidates running to replace the governor closes on Friday, July 16. (See Appendix A for *September 14, 2021, California Gubernatorial Recall Election Calendar* provided by the SOS.)

Per state law, an elected state official subject to recall must notify the SOS when filing their answer regarding whether or not they would like to have their party preference listed on the ballot. Governor Newsom did not notify the SOS, and per the recent case of Newsom vs. Weber, Governor Newsom’s party preference will not appear alongside his name on the ballot.

In most elections, ballot drafting and translation activities begin approximately 120 days before Election Day. However, for the September 14 recall election, due to truncated election timeline, these activities began 64 days before Election Day. On July 12, following receipt of information from the SOS, the Department transmitted the recall ballot’s official title, ballot instructions, and contest language, along with legally required translations of those sections, to the voting system vendor who assists with formatting the ballot. The Department will transmit candidate names and ballot designations shortly after they are received from the SOS following the close of the nomination period.

In most elections, the Department receives candidate and ballot designation information from the SOS 68 days before Election Day and works to finalize ballot content 54 days before Election Day. That regular timeline allows the Department’s ballot production team 14 days to review and approve English and translated contest information and subject a draft version of the ballot to internal testing through the voting system vendor before finalization.

In contrast, for the September 14 recall election, there will be approximately ten days between receipt of candidate information from the SOS and the deadline to begin mailing vote-by-mail ballots to voters serving in the military and living overseas (MILOS) on July 31. Factoring in the time needed to complete internal testing, the Department will need to finalize the official paper ballot within four days of receipt of information from the SOS. At that point, the Department will provide ballot files to its ballot printer, who will in turn initiate the many processes required to mail ballot packets to approximately 10,000 MILOS voters on July 31 and to over 500,000 local voters on August 16.

In addition to printing official paper ballots, the Department’s printing vendor assembles, addresses, and mails complete VBM ballot packets. This series of processes requires careful coordination between Department staff and the printing vendor because each ballot envelope must contain a ballot that correctly corresponds to the recipient voter’s precinct and language preference. Only after this coordinated process can ballot packets be packaged for delivery to the mail facility, scanned into the USPS mail tracking system, and finally delivered by postal carriers to the voters.

Simultaneously with the work on paper ballots, the Department’s ballot production team will be developing ballots for use with the online Accessible Vote-By-Mail (AVBM) System, which by law must be open to MILOS

voters on July 31. Staff will also produce touchscreen and audio versions of the ballot to be used on accessible ballot-marking devices at the City Hall Voting Center and polling places.

To accommodate this highly condensed ballot production schedule and to meet both internal operational deadlines as well as statutory deadlines, the Department has expanded its ballot production team and extended staff work hours to include evenings and weekends.

## **E. Voter Information Pamphlet and Sample Ballot**

For every election, the Department develops a Voter Information Pamphlet (VIP) with information about local contests and candidates, voting options in San Francisco, and a sample ballot. The VIP is available in hard copy and online in English, Chinese, Filipino, and Spanish, all in PDF, HTML, XML, and large-print formats; it is also available by request in English in MP3 and other audio formats, including USB flash drive, CD, and National Library Service (NLS) cartridge.

Elections law sets forth VIP content requirements for all elections, including recall elections. Accordingly, in addition to providing general information about voting and a sample ballot, the September 14 edition of San Francisco's VIP will include the recall proponents' Statement of Reasons, Governor Newsom's Answer, and a statement along with a link to estimated recall costs prepared by the state Department of Finance. Additionally, if Governor Newsom chooses to file a statement by July 16, 2021, his statement will also be printed in the local VIP.

Qualified political parties may also submit to county elections official a list of replacement candidates who will appear on the recall ballot and who have been endorsed by the party by July 16, 2021; if submitted, such a list will be printed in the local VIP.

(Information about gubernatorial replacement candidates along with their submitted statements will not be printed in the local VIP and will rather appear in the Voter Information Guide produced and mailed by the SOS.)

Although state law would permit the Department to mail a VIP for the recall election as late as 10 days before Election Day, Department staff have been working toward a goal of mailing the VIP on or around August 16, when voters will receive official vote-by-mail ballot packets for the recall.

Immediately after the date for the recall election was set on July 1, 2021 via a proclamation issued by the Lieutenant Governor, the Department began finalizing content for the VIP. As soon as this work is complete, the Department can begin finalizing sample recall ballots in all languages. Once all VIP content, including sample ballot, has been finalized and typeset in all languages, the production vendor will submit these multiple versions of the VIP to the Department for approval before sending the final files to the printing vendor. Working with the Department, the printing vendor will then initiate printing.

Then, on or around July 28, the Department will send a voter file extract to the VIP printing vendor. The vendor will use this file to label the back cover of each VIP with the voter's name, address, and polling place information. The printer will also sort VIPs by postal carrier route and deliver them to USPS for mailing. During the mailing period, Department staff will act as a point of contact for both the printing vendor and the USPS Business Mail Entry Unit to facilitate deliveries. In addition to mailing and emailing the VIPs directly to local voters, the Department will distribute unaddressed copies to public libraries and all voting sites.

## **F. Vote-by-Mail Program**

The Department's Vote-By-Mail (VBM) program for the September 14 recall election is informed by two bills passed since the last election, namely Senate Bill (SB) 29 and SB 152, which were signed into law on February 19, 2021 and June 28, 2021, respectively. While SB 29 extended the temporary "universal vote-by-mail" rule requiring California elections officials to mail VBM ballots to all actively registered voters, SB 152 extended three other temporary rules, all through the end of 2021. As a result, in the upcoming election, elections officials will: 1) facilitate universal access to their accessible vote-by-mail systems (instead of limiting it to voters with disabilities, in the military, or temporarily living overseas), 2) begin processing VBM ballots 29 days before Election Day (instead of 15 business days), and 3) accept timely postmarked VBM ballots received up to seven days after Election Day (rather than three days).

To administer the VBM program for the upcoming recall election, the Department took many preparatory steps, including establishing mailing timelines, informing voters of key steps to voting by mail, providing convenient ballot return options, and setting up efficient and expeditious processing of voted ballots, all of which are described below.

### **VBM Packet Mailing Preparations**

In preparation for mailing over 500,000 VBM packets, the Department updated the designs of both its inner and outer ballot envelopes, contracted with its printing vendor to produce nearly 1.2 million ballot envelopes, collaborated with the United States Postal Service to ensure that these envelopes would meet current guidelines for official election mail, scheduled voter data extract transmissions to the VBM ballot assembly vendor, and established a VBM ballot delivery timeline. With this work complete, the Department will be ready to work with its ballot assembly vendor to begin mailing VBM packets to San Francisco's approximately 10,000 military and overseas voters on July 31 and to approximately 500,000 local voters on August 16. After these initial mailings, the Department will continue mailing VBM packets to new registrants and voters who need replacement ballots on a rolling basis up through September 8.

### **VBM Instructions**

When designing VBM packet materials, the Department incorporated reminders and design elements on both outer (delivery) and inner (return) VBM envelopes to alert voters to important VBM requirements, and developed a "*How to Vote By Mail*" instructional insert to be included with each VBM packet.

The first instructions VBM voters are likely to see when their ballot packets arrive in the mail will be those on the outer envelope. To encourage early voting, the words, “Do not delay, vote and return your ballot today!” are prominently displayed on the front of the envelope. In addition, to inform voters about availability of translated election materials, the outer envelope includes a notice in eight languages (Chinese, Filipino, Spanish, Burmese, Japanese, Korean, Thai, and Vietnamese) that it is not too late to request a translated official or facsimile ballot.

Upon opening the outer envelope, a voter will find a one-card ballot, a postage-paid return envelope, and an instructional insert with an “I voted” sticker shown on the next page. Considering that California voters have not voted in a recall contest for nearly twenty years, the instructional insert includes FAQs devoted to explaining how the first and second parts of the recall contest work and how the outcome of the recall will be determined. The insert also provides simple step-by-step instructions on how to mark the enclosed ballot, prepare the return envelope, and return the ballot. Finally, the insert features links to helpful online resources.



# How to Vote By Mail

September 14, 2021, California Gubernatorial Recall Election

As a San Francisco voter, you can vote in this election by mail or in person.  
To vote by mail:

## 1. Mark the enclosed ballot.

Read the instructions printed on the ballot and mark your selection(s) using a pen with dark ink or a pencil. Do not write any personal information anywhere on your ballot.

## 2. Prepare your return envelope.

Remove the ballot receipt and place your ballot inside your return envelope, then complete and sign the Voter Section on the back. To authorize another person to return your ballot, complete the Ballot Return Authorization Section. The envelope is postage-paid; no stamp is required.

## 3. Return your ballot as soon as possible.

To be counted, ballots returned by mail must be postmarked on or before Election Day, September 14 (if you return your ballot by mail on Election Day, check pickup times); ballots returned in person must be delivered to the City Hall Voting Center, a polling place, or a ballot drop-off station no later than the close of polls (8 p.m.) on Election Day.



Show other San Franciscans you've voted to help encourage them to vote too!

## Helpful Online Resources

- ★ To find a convenient ballot drop-off station, go to [sfelections.org/balldropofflocations](https://sfelections.org/balldropofflocations).
- ★ To access your vote-by-mail ballot through the Accessible Vote-by-Mail (AVBM) System, go to [sfelections.org/access](https://sfelections.org/access). The AVBM System allows voters to mark screen readable ballots and is compatible with many personal assistive devices.
- ★ To request a replacement ballot before or on September 8, visit [sfelections.org/voterportal](https://sfelections.org/voterportal) or call (415) 554-4375. After that date, contact the Department as soon as possible to review your options.
- ★ To track your ballot, go to [sfelections.org/voterportal](https://sfelections.org/voterportal) or sign up to receive ballot alerts via text, email, or voice message at [wheresmyballot.sos.ca.gov](https://wheresmyballot.sos.ca.gov).
- ★ To learn how voting by mail works and follow the ten-step journey of a vote-by-mail ballot, go to [sfelections.org/VBMjourney](https://sfelections.org/VBMjourney).

## Frequently Asked Questions about Voting in the Recall Contest

- 1. How many contests are on the September 14 election ballot?** The gubernatorial recall contest is the only contest on the September 14 election ballot, but it has two parts: the recall question on the front of the ballot, and the list of replacement candidates on the back of the ballot.
- 2. Do I need to vote in both parts of the recall contest?** No. You may choose to vote in only the first part, in only the second part, or in both parts.
- 3. How do I vote in the first part of the recall contest?** Use a pen with dark ink or a pencil to fill in the oval next to either "Yes" or "No" on the front of the ballot. Do not select both "Yes" and "No."  
If most voters select "Yes" in this first part, then Governor Newsom will be removed from office; if most voters select "No" in this first part, then Governor Newsom will remain in office.
- 4. How do I vote in the second part of the recall contest?** Use a pen with dark ink or a pencil to fill in the oval next to the name of one candidate or fill in the oval next to the blank space at the bottom of the list and write in the name of a qualified write-in candidate. (For a list of qualified write-in candidates, go to [sfelections.org/writein](https://sfelections.org/writein)) Do not select more than one replacement candidate.  
If Governor Newsom is recalled (most voters selected "Yes" in the first part of the recall contest), the replacement candidate receiving the most votes in this second part will replace him as governor.
- 5. How are the votes counted in the recall contest?** Votes in the first part and the second part of the recall contest are counted independently. Only if there are more "Yes" votes than "No" votes in the first part of the contest, will the replacement candidate who receives most votes in the second part replace Governor Newsom.

**Questions? Need assistance?** Contact the Department of Elections at (415) 554-4375 or [sfvote@sfgov.org](mailto:sfvote@sfgov.org).

Choose Our Direction!



in the  
Upcoming Election!

The last set of instructions VBM voters are likely to see are those on the return ballot envelope. To help draw every voter’s attention to requirements for voting by mail and thus maximize the number of returned VBM ballots that can be counted, the front of the ballot return envelope features a simple checklist reminding voters to sign the envelope and return the ballot by the deadline (Election Day). Under its peel and seal strip, the return envelope also includes a warning icon and a final reminder to sign the envelope.

### VBM Voter Outreach

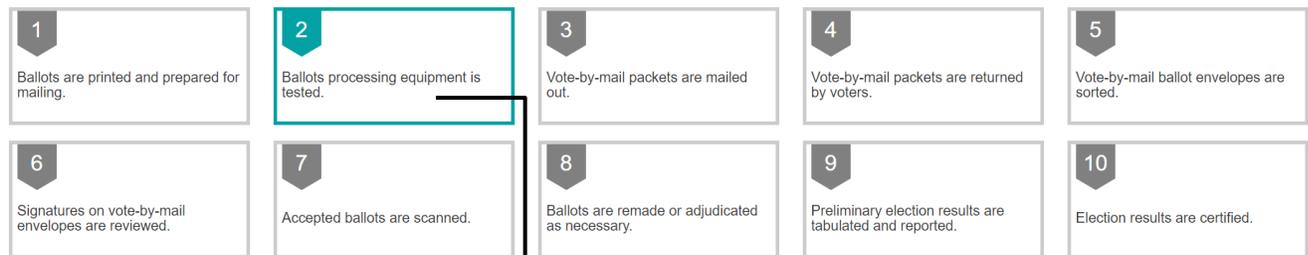
In addition to leveraging existing outreach channels to educate voters about voting by mail, the Department recently launched a new website page, entitled [“How Does Voting by Mail Work in San Francisco?”](#) This page is intended to provide essential information about VBM ballot processing in a manner that is simple, transparent and informative; thus increasing public confidence in the process.

The [“How Does Voting by Mail Work in San Francisco?”](#) page provides interactive explanations of all ten steps associated with the processing of vote-by-mail ballots; voters can learn more about each step by using a mouse or a screen reader to select a topic of their interest. Once a topic has been selected, the page reveals details about the step and provides an associated action that the voter may take, as shown below.

Notice: Per Senate Bill 29, all registered California voters will automatically be mailed ballots for all elections through the end of 2021.

#### How does voting by mail work in San Francisco?

Click the numbers below or use a screen-reader to follow the journey of a vote-by-mail ballot as it makes its way from the printer to a voter’s mailbox and then on to the Department of Elections for counting.



Want to track your vote-by-mail ballot? Visit the [Voter Portal](#) or sign up to receive notifications via email, text, or voice message at [wheresmyballot.sos.ca.gov](#).

Want to observe ballot processing? Visit [sfelections.org/live](#) or contact the Department of Elections about in-person observations.

## 2 Ballot processing equipment is tested.

Beginning approximately five weeks before Election Day, Department of Elections’ employees begin conducting rigorous testing of all of San Francisco’s ballot processing equipment. This process, called “Logic and Accuracy Testing,” ensures that the equipment is counting the votes for each ballot contest accurately. Throughout the testing process, a “Logic and Accuracy Board,” comprised of San Francisco registered voters, observes this testing and verifies test results against hand tallies.

To find out more or join the San Francisco Logic and Accuracy Board, contact [sfvote@sfgov.org](mailto:sfvote@sfgov.org).

Finally, as part of an effort to inform voters about opportunities to further engage with and learn more about VBM processing, voters are invited to observe processing tasks at the Department's office or via livestream, and to track their ballots using the Voter Portal or by signing up to receive notifications through the system administered by the Secretary of State.

### **VBM Ballot Return Infrastructure**

In response to positive public feedback regarding the Department's expansion of the City's ballot drop-off infrastructure for the November 2020 election, the Department plans to staff eleven ballot drop-off locations – one in each Supervisorial District – to facilitate convenient VBM collection services in the last four days of the voting period, or from Saturday, September 11 up through Election Day, September 14. (For those who wish to return their ballots earlier, the Department will also open the City Hall Voting Center starting August 16 or 29 days before Election Day.)

These official ballot drop-off stations will be easily recognizable, with red ballot boxes bearing the official seal of the City and County of San Francisco, will be staffed by Department personnel wearing red vests, and will be serviced by official ballot collectors on a daily basis.

When locating sites for ballot drop-off stations, the Department has been considering criteria such as accessibility and the size of outdoor areas (~75-100 sq. ft. minimum to set up a ballot drop-off box and a tent); proximity to curb and parking spaces for convenient of voters on foot, bicycle, and vehicles; familiarity to local residents, including those in language minority and low-income areas; suitability for awning set up; availability of a secure supply storage room; and restroom access for staff. To engage the public in identifying and proposing sites to serve as ballot drop-off stations, the Department contacted over 200 community partners as well as members of its Voting Accessibility Advisory and Language Accessibility Advisory Committees.

The Department intends to notify voters about the availability of in-person ballot return options via several outreach methods, featuring ballot drop-off locations and hours on [sfelections.org/balлотdropoff](https://sfelections.org/balлотdropoff) in the instructional insert included in each VBM packet, the Voter Information Pamphlet, and in a number of print and digital outreach materials and presentations.

### **Cast VBM Ballot Processing Schedule**

With the passage of SB 152, the Department will commence VBM ballot processing 29 days before Election Day instead of 15 business days before Election Day, and will continue to process ballots received in the mail up through September 21, or seven days after Election Day, provided such ballots are postmarked or dated on or before Election Day.

For this election, as in every election, the Department will make a concerted effort to scan vote-by-mail ballots and perform signature checks on the same day the ballots are delivered to the Department. This practice allows the Department to upload the status of each VBM ballot to its Voter Portal within 24 hours of receipt.

Maintaining such a schedule in ballot processing is also important because VBM voters who need to take remedial action for their ballots to be counted can be notified in an expeditious manner.

The Department will continue to maintain a robust program for notifying voters with challenged ballots, using all contact information available in a voter's record (mailing address, phone number, and email address) as well as messages through the Voter Portal. To supplement these efforts, the Department's outreach materials will encourage voters to sign up for SOS ballot tracking notification. Among other messages, this service includes near-real time notification regarding whether a voter's ballot has been accepted for counting or challenged.

Although the Department was able to utilize extra ballot processing space at Bill Graham Civic Auditorium last year, the Department will return all such operations to City Hall for this election cycle. Anticipating that many voters may choose to vote by mail, leading to a high volume of VBM return envelopes, the Department has made plans to transport processed VBM ballots to its warehouse on an as-needed basis to clear up space in its processing rooms in City Hall and will also transform both of its conference rooms into ballot processing and storage areas.

## **G. Revised Health and Safety Protocols and Continuing Practices at Polling Places**

In accordance with the latest COVID-19 related health and safety guidance from the Centers for Disease Control and Prevention (CDC), the California Occupational Safety and Health Administration (Cal/OSHA), and local health officials, the Department has revised some of its polling place health and safety protocols and incorporated those changes into poll worker training curricula for the upcoming election. Both these changes and the health and safety practices continued from the last election are described in this section.

In the months leading up to the September 14 election, the Department will continue to closely monitor official COVID-19 related guidance and will make revisions as necessary to ensure its polling place protocols continue to be in line with that guidance.

### **Masks Still Required for Unvaccinated**

In the upcoming election, the Department will advise poll workers who have been fully vaccinated against COVID-19 that they may choose, but will not be required, to wear facial coverings at polling places. Those who are not fully vaccinated, however, will be advised to wear facial coverings while inside any polling place. Poll workers who need to wear masks will be invited to bring their own, provided they are clean and well-fitting, meet CDC guidelines (no holes or vents) and are politically neutral (no text or logos). The Department will also continue to stock CDC compliant masks, gloves, and hand sanitizer at the entrance to every polling place, for the as-needed use of poll workers and voters alike.

### **Sanitation and Physical Distancing Rules Eased**

Given that disinfection requirements have lifted, poll workers will no longer be required to clean and disinfect voting supplies, equipment, and high-touch surfaces on strict schedules. Similarly, given that most physical

distancing requirements have been lifted, neither poll workers nor voters will be required to stay six feet away from other people. Still, as in the last election, the Department will strive to locate spacious polling places where both poll workers and voters can experience safe, comfortable, and accessible voting areas. With the same goals in mind, the Department will again design a Site-Specific Plan, with a custom layout based on the specific characteristics of each building – for each polling place. These custom diagrams will take voter privacy and accessible paths into account, and will help poll workers set up voting equipment, tables, and voting booths in an accessible and efficient manner while maximizing site space.

### **Health and Safety Notices Changed**

The Department will replace the signs used for the November 2020 election which reminded all voters to wear masks and maintain social distance with new signs advertising the availability of optional masks, gloves, and hand sanitizer; advising those who are unvaccinated to wear a facial covering while inside a polling place; and encouraging everyone to get vaccinated.

### **Health Screening Still Required**

As in the November 2020 election, all poll workers will be required to complete a health screening before taking part in an in-person practice session or Election Day service. The screening asks if a poll worker 1) has had any of the symptoms associated with COVID-19 in the past 24 hours, 2) has tested positive for COVID-19 in the last 10 days, or, 3) had close contact with anyone who has been confirmed to have COVID-19 in the last 14 days. The checklist, which will be mailed to poll workers and posted online, instructs poll workers to stay home, get tested, and follow proper quarantine protocols if they answer “Yes” to any of these three questions. Along with the checklist, poll workers will be mailed a letter encouraging them to get vaccinated if they have not done so, and calling attention to a City website with information about vaccination.

### **Online Poll Worker Training Maintained**

For the upcoming election, the Department will again offer poll worker training in both online and in-person formats. Feedback from poll workers serving in the November 2020 election cycle showed that, while some poll workers preferred learning in person, the online method was convenient for many, particularly for those who reside farther away from City Hall or have busy schedules, since it can be completed anywhere and at any time. To ensure poll workers can receive adequate hands-on practice setting up and operating voting machines, the Department will again offer in-person equipment labs in the days leading up to Election Day. While all poll workers will be encouraged to attend in-person equipment labs, polling place inspectors will be required to attend these labs due to the nature of their responsibilities.

### **Greeter Clerk Position Maintained**

For the convenience of voters, the Department plans to maintain the position of Greeter Clerk at all polling place entrances. Greeter Clerks will be tasked with assisting those who are dropping off their vote-by-mail ballots, providing hand sanitizer, gloves, and masks to voters who request them, and helping facilitate curbside voting for voters unable to enter the polling place. To facilitate secure ballot drop-off, the red ballot box will again be located on the entrance table and monitored by the Greeter Clerk.

### **No Vote-by-Mail Ballot Surrender Required**

The Department will also continue the practice of issuing standard poll ballots to all registered voters – no vote-by-mail ballot surrender will be required – except to those whose records indicate they have already returned their mailed ballots (Voters not on the roster will still need to vote provisionally.) This practice will allow more in-person voters to scan their ballots immediately, which in turn will allow the Department to release more complete results on Election Night since these results include poll vote count data.

To prevent any voter from casting more than one ballot, the Department will update voter records with ballot return statuses the day before Election Day and partially suspend ballot processing until after Election Day. Specifically, Department staff will begin placing return envelopes with comparable signatures on “pending” rather than “accepted” status in the voter database starting September 13 and will only extract and count them after Election Day poll voting histories have been uploaded on September 15. If a voter appears to have cast both a vote-by-mail and a poll ballot, at least two staff members will review all relevant files in the voter’s record before challenging the latter.

## **IV. Public Observations**

For the September 14 recall election, the Department will provide access to election observation to the fullest extent possible with consideration of legal and logistical requirements necessary to preserve voting system security and voter privacy.

As in previous elections, the Department will publish a schedule of observation activities, including those occurring in the weeks and months leading up to Election Day, those on Election Day, and those that occur after Election Day. Election activities that can be observed by the public include, but are not limited to, the Logic and Accuracy testing of voting equipment, the processing of vote-by-mail and provisional ballots returned by voters, Election Night ballot tabulation and reporting, and the post-election Canvass.

To assist observers to familiarize themselves with election processes and observation guidelines, the Department has published the *September 14, 2021 Election Observer Guide* that includes observer rights and responsibilities, as determined by the California Secretary of State and California Elections Code. This Guide also provides a calendar of observable activities (see Appendix B.)

In addition to facilitating public observation in person at the Department’s office in City Hall and the warehouse on Pier 31, the Department live streams election processes online at [sfelections.org/observe](https://sfelections.org/observe).

## **V. Online, Telephone, and In-Person Services**

The Department is committed to providing clear and up-to-date information to San Francisco residents who prefer to obtain information in-person and those who prefer to interact with the Department online or via telephone.

The Department provides an array of online tools and informational pages on its website, [sfelections.org](https://www.sfelections.org). When visiting the website, voters can access their registration information, view their Voter Information Pamphlet and sample ballot, track the journey of their vote-by-mail ballot from printing to counting, find the location of their polling place, or request translated election materials.

The Department's website features nearly 60 pages translated into Chinese, Spanish, and Filipino. To ensure easy access for people who prefer to receive election information in languages other than English, the site displays language options prominently and consistently, allowing for easy toggling between languages. The website ensures usability across different devices, browsers, and operating systems, and is designed to meet web accessibility standards.

To assist local voters with additional questions, the Department administers a public email response mechanism: [SFVote@sfgov.org](mailto:SFVote@sfgov.org). Voters living overseas who have questions can send their inquiries via [SFVoteAbroad@sfgov.org](mailto:SFVoteAbroad@sfgov.org).

The Department uses [Facebook](https://www.facebook.com/sfelections) and [Twitter](https://twitter.com/sfelections) to provide updates and educate the public about key election topics and deadlines and publishes press releases on [sfelections.org](https://www.sfelections.org) with election news and important information. 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](#) also receive regular updates from the Department.

For voters who prefer to call for information, the Department staffs public telephone lines during business hours, with dedicated lines for Cantonese, Mandarin, Spanish, and Filipino speakers. The Department also contracts with the Language Line Solutions to provide year-round over-the-phone interpretation in many languages.

In August, the Department will expand its phone and email assistance staff, with a ten-member team tasked specifically with answering telephone inquiries and managing email correspondence through Election Day, September 14. All phone bank staff are trained for several days prior to beginning work, are provided a binder with a comprehensive set of materials related to commonly-asked questions, and are supported by one or more leads with extensive knowledge of elections processes and procedures.

To provide in-person services at its office in City Hall, the Department staffs its public counter during regular business hours. As in prior elections, the Department will extend its hours of operation on the registration deadline, August 30, and will also be open during the two weekends prior to Election Day to provide in-person services and assistance.

## **VI. Candidate Filings**

For the September 14 recall election, filing activities commenced on July 1, 2021, immediately after the Lieutenant Governor issued a proclamation setting the date of the recall election as September 14, 2021.

Consequently, between July 1 and July 6, the Department processed petitions from gubernatorial replacement candidates to secure signatures in lieu of all or part of their filing fees.

Between July 9 and July 16, the Department will facilitate the candidate nomination period, during which replacement candidates who intend to be listed on the ballot can file declarations of candidacy and ballot designation worksheets. The Department must then forward these documents to the Secretary of State (SOS) by July 19. Meanwhile, up until July 16, Governor Newsom may file a statement and political parties can submit official replacement candidate endorsements for inclusion in the local Voter Information Pamphlet (VIP).

Then, on July 21, the SOS will provide county elections officials a certified list of the names, ballot designations, and party preferences of gubernatorial replacement candidates, arranged for appearance on the September 14 ballot according to the randomized alphabet drawing held two days prior.

Commencing on Monday, July 19, the Department will facilitate the filing period for candidates seeking to run as write-in candidates in the recall election.

Finally, filing activities for the September 14 recall election will draw to a close on August 31, which is the deadline for any write-in candidates to file statements of candidacy and nomination papers.

## **VII. Polling Places**

For the September 14 recall election, the Department will support 588 polling places to serve San Francisco voters on Election Day.

Securing polling places is a multi-step process. First, the Department contacts the providers of facilities used in the previous election to determine which facilities are available 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 poll locator is trained on how to use surveying tools, such as a digital slope level, laser distance measure, door pressure gauge, and a voltage tester for checking power outlets. Locators are also instructed on the types of temporary solutions (i.e. threshold ramps) that the Department may use to mitigate accessibility obstacles.

**CAEC §12286** requires that all poll locations be finalized at least 29 days prior to every election. However, the Department will make a concerted effort to secure all poll locations by the time the Voter Information Pamphlet (VIP) goes to print, 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.

Prior to Election Day, the Department will send multilingual mail and email notices to voters whose assigned polling places have changed. Any information on new polling place sites available before the Department prints the VIP will be included in that pamphlet, with voters affected by later changes receiving supplemental mail and email notices on a rolling basis up through Election Day. Finally, as in all elections, the Department will post relocation information at polling sites no longer in use.

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 that 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.

## VIII. Facilitating Voting in Person

**Voting Center services.** The City Hall Voting Center will be open during an entire 29-day early voting period. Between Monday, August 16, and Monday, September 13, the Voting Center will be open weekdays, 8 a.m. to 5 p.m. Weekend voting will be available on the two weekends before the election, September 4-5 and September 11, 10 a.m. to 4 p.m. On Election Day, Tuesday, September 14, the Voting Center will observe the same voting hours as polling places, 7 a.m. to 8 p.m.

The Voting Center will serve all City residents—including eligible non-citizens—who wish to obtain personal assistance, use accessible voting equipment, pick up or drop off ballots, obtain replacement ballots, cast their ballots in person, or, after the registration deadline, register conditionally and vote provisionally.

At the Voting Center, the Department will provide accessible-marking devices but there will be no ballot-scanning machines onsite. During voting hours, voters will deposit voted ballots enclosed in vote-by-mail envelopes into sealed red ballot boxes monitored by Department personnel.

**Polling place services.** Each of the City's 588 polling places will be open 7 a.m. to 8 p.m. on Election Day. All polling places will offer bilingual paper ballots in English and either Chinese, Spanish or Filipino and provide language assistance from bilingual poll workers on request. At some polling places where voters may need assistance in additional languages, the Department will provide facsimile (reference) ballots in Burmese, Japanese, Korean, Thai, and Vietnamese. All polling places will also offer accessible ballot-

marking devices with touchscreen and audio ballot formats, personal assistive device compatibility, and accessible voting tools such as page magnifiers, pen grips, and seated voting.

At all polling places, the Department will provide ballot-scanning machines that tabulate votes onsite. Voters who surrender their vote-by-mail ballots or for whom a Roster of Voters indicates that their ballot has not been received by the Department, will be issued standard (non-provisional) ballots that can be tabulated by a ballot-scanning machine. Provisional voting will be available to voters whose names do not appear in the Roster (e.g., voters who missed the registration deadline.)

## IX. Facilitating Voting by Mail

Approximately one month before Election Day, the Department, in collaboration with its ballot printing and assembly vendor and the USPS, will initiate vote-by-mail (VBM) packet mailings to all registered San Francisco voters. The Department will continue mailing packets to new registrants and those who need replacement ballots up until four days before Election Day.

As in previous elections, voters will be able to track their ballots by inputting their credentials into the Department's online lookup tool or by calling the Department's toll-free line. When checking the status of their ballots using the Department's Voter Portal, voters will be provided with current information as their ballots move through the following eight production, delivery, and processing steps:

1. The ballot is printed
2. The VBM packet has been assembled and is ready for mailing
3. The VBM packet is delivered to the USPS en route to the voter
4. The Department is in receipt of the voter's voted ballot packet
5. The Department has verified the signature on the return envelope
6. The return envelope has been accepted and is ready to be opened
7. The Department has removed the ballot from the return envelope
8. The Department has counted the ballot.

For the September 14 recall election, the Department will continue to provide voters with an additional option to track the status of their ballots through the Secretary of State's Where's My Ballot? at [wheresmyballot.sos.ca.gov](http://wheresmyballot.sos.ca.gov). In addition to the steps available through the Department's Voter Portal, Where's My Ballot? provides the date that the voter's ballot is expected to be delivered to the voter and allows voters to sign up to receive automatic ballot notifications via email, text, or voice message.

**Accessible Vote-By-Mail System.** Under Senate Bill (SB) 152 all registered voters may use a remote accessible vote-by-mail (AVBM) system to access their ballots in the September 14 recall election.

The Department will open its Accessible Vote-by-Mail system to all registered San Francisco voters starting 29 days before the election (In accordance with federal election law, the AVBM system will be open for voters serving in the military or residing overseas no later than 45 days before the election.)

The AVBM system, which is compatible with many personal assistive devices such as head-pointers and sip and puffs, allows voters to download and mark screen readable vote-by-mail ballots. For security reasons, the AVBM system does not store or transmit votes over the internet. Consequently, voters must have access to a printer to print and return their AVBM ballot printouts by mail or in person in a timely manner, just as VBM voters who use official paper ballots must do.

Voters may return AVBM ballot printouts by using the official ballot return envelope enclosed with VBM packets or their own envelopes. If using their own envelopes, voters will need to complete and enclose a Ballot Return Form (available through AVBM system), which will allow the Department to conduct the required signature comparison on the envelope with the signature in a voter's registration record while protecting the secrecy of the ballot during processing.

**Voters serving in the military or residing overseas.** Military and Overseas voters can choose to receive a ballot via email, fax, or postal mail. By law, the Department may begin sending ballots to military and overseas voters via their selected method of delivery 60 days before the election and must complete such deliveries no later than 45 days before the election.

All Military and Overseas voters can access their ballots via the accessible vote-by-mail system. Those with email ballot preference will receive a link to the system via email, concurrent with the sending of ballots to those with preference for fax or mail.

While most voters can only return their ballots in person, by mail, or via an authorized representative, military and overseas voters residing outside the territorial limits of United States may also return their voted ballots to the Department by fax. Voters who return a ballot by fax must also sign and transmit the Oath of Voter, which waives the right to cast a secret ballot. Department staff nevertheless take procedural precautions, such as covering the voter's selections during the review of the voter's signature and eligibility, to protect the secrecy of these ballots.

The Military and Overseas page on [sfelections.org](https://www.sfelections.org) provides detailed information on how such voters can register and vote in a variety of specific circumstances. This section also provides a link to the Federal Voting Assistance Program, which can provide voters who do not receive a San Francisco ballot on time with a Federal Write-In Absentee Ballot (backup ballot) instead.

**Voters residing in mail ballot precincts.** As authorized by state elections law, precincts with fewer than 250 registered voters do not have assigned polling places. For the September 14 recall election, there are 16 mail ballot precincts with registered voters and seven precincts with no voters. The Department mails VBM packets to all registered voters in mail ballot precincts approximately one month before the election.

For voters in these precincts who wish to drop off their ballots in person, special instructions include the addresses of the two nearest polling places.

## X. Poll Workers

For the September 14 recall election, the Department will recruit and train approximately 2,400 poll workers to staff 588 polling places and 100 standby poll workers for dispatch to precincts that may require additional assistance on Election Day.

**Recruitment.** In an effort to recruit a large and diverse group of regular and standby poll workers, the Department has contacted former poll workers who assisted in past elections and partnered with local organizations to disseminate information about the opportunity to serve as a poll worker to new prospective applicants. To further advertise the opportunity to serve as a poll worker, the Department plans to send email messages to voters in precincts where volunteers are needed, create ads for local radio and newspaper, and include pertinent information in the citywide mailer and the Voter Information Pamphlet.

As in previous elections, the Department will make a concerted effort to recruit and assign 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, 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 intends to recruit and assign additional bilingual poll workers who speak Burmese, Japanese, Korean, Thai, and Vietnamese to the polling places identified by the California Secretary of State in accordance with state elections law.

**Assignment.** For the upcoming election, each polling place will be staffed with at least four poll workers: one inspector and three clerks. When determining precinct assignments, the Department considers several factors, such as where the poll worker lives, how the poll worker will travel to the site, the bilingual staffing requirements required at the site, and the poll worker's requested preference for specific neighborhood(s).

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

Poll workers can use their online Poll Worker Profile to access the most up-to-date personalized election information at any time. By logging into their profiles, poll workers can view their training course; access the addresses of their assigned polling places, with door-to-door directions from their homes; and review their Site-Specific Plans with custom layout diagrams intended to help set up accessible and efficient polling places on Election Morning. Inspectors can also view contact information for poll workers assigned to serve on their teams and be reminded to contact each clerk before Election Day.

**Training.** The Department will continue providing both in-person and an online training courses, through which newly recruited and returning poll workers can acquire necessary knowledge to serve on Election Day.

To accommodate poll workers who may not have computer or internet access, the Department has designated days when poll workers may complete training at the Department's Office in City Hall.

The training course covers 1) the rights of voters and language and accessibility resources, 2) proper setup and operation of voting equipment, 3) processing of voters, including standard, vote-by-mail, and provisional voters, and 4) custody procedures for voted ballots and other election materials.

The Department will continue offering optional 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.

Poll Workers will have access to the online training, as well as the optional bilingual course beginning August 16 by logging into their Poll Worker profiles; in-person training classes will also be offered at that time.

To further assist poll workers to obtain the necessary knowledge and prepare for their service on Election Day, the Department has designated dates/times when Department trainers will host conference calls with poll workers. Poll workers will be invited to participate in conference calls to pose any questions they may still have after taking an online training course and listen to/learn from questions posed by their peers.

The Department will offer small group practice labs to all poll workers so that they have the opportunity to practice working with the voting equipment. While these labs are optional for clerks, inspectors are required

to attend a lab prior to serving on Election Day. During labs, 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 on the ballot-scanning machine, perform hardware tests on ballot-marking device, activate a touchscreen or audio ballot, run the end-of-day results tapes, and close the polls.

To help poll workers fulfill their mission and efficiently carry out their duties, the Department will produce the Poll Worker Training Manual. The Manual will consist of several chapters. Chapter 1 provides an overview on the fundamentals of serving as a poll worker on Election Day, describing poll worker mission, the standards for assisting voters, and pre-election day duties. Chapters 2-4 walk poll workers through specific procedures, including setting up an accessible polling place; processing voters during voting hours; and securing and transferring ballots and results after the polls close. The tear-out job cards in these chapters detail tasks that must be completed in each period of the day and the order in which those tasks should be done.

The Department will post the Manual on the Training Resources page of its website and mail print edition of the Manual to poll workers who request a standard or large-print copy.

**Distribution of ballots to Inspectors.** As in previous elections, Inspectors will be responsible for picking up supply bags containing official ballots and other materials prior to Election Day and transporting them to their assigned sites on Election Morning.

Inspectors will be required to pick up the bags immediately after attending a training lab. Upon picking up the bags, Inspectors and Department staff will conduct a careful inventory of ballots and supplies—while maintaining social distance—to make sure all required items are included, and then complete a Custody Transfer Form to document the transfer of ballot custody.

## **XI. Election Day Field Support Personnel**

For the upcoming election, the Department will hire and train approximately 70 roving Field Election Deputies (FEDs) to provide support to poll workers and deliver supplies on an as-needed basis, and to serve as liaisons between poll workers and Department staff in the Election Center. The Department will also hire and train approximately 22 roving District Support Team personnel (DSTs) to monitor accessibility at polling places.

FEDs serve from 4 a.m. to approximately midnight, first confirming polling places are set up and opened on time, then monitoring procedural compliance and ensuring poll workers are carrying out their tasks properly. Each FED is responsible for a territory of approximately 7 to 10 polling places and is provided with a van and a smartphone.

FED smartphones are equipped with a custom-built application created for managing FED-specific tasks. These tasks include confirming that bilingual staffing requirements for each precinct are satisfied, that ballots have been dropped off, that signage is adequate, etc. Throughout the day, FEDs use the application to mark tasks as complete for each precinct, allowing Election Center personnel to monitor the status of FED's tasks in real time. On Election Day, FEDs will also use their application to report wait times at polling places, which will then be posted on the Department's website for public viewing.

To prepare for Election Day, FEDs must complete several training sessions. The primary training session will be conducted via Zoom and will consist of a four-hour course addressing a variety of common and less common Election Day situations. FEDs will also be required to complete an online poll worker training course and attend an in person voting equipment practice lab, to gain a thorough understanding of voting procedures and poll worker duties. Finally, FEDs will complete a half-day route driving session, in which FEDs familiarize themselves with assigned territories.

The DST team is comprised of 22 equipment delivery and retrieval staff, all of whom receive comprehensive training on how to properly set up an accessible polling place. Each DST is responsible for a territory of approximately 25-30 polling places and is provided with a van and a smartphone. DST vans are stocked with a variety of Americans with Disabilities Act (ADA) compliance items, such as additional 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 complete a priority sheet for every polling place in their territory. Priority sheets detail tasks for each site, such as installing any necessary ADA improvements before the polls open at 7 a.m., confirming polling places have opened on time, and verifying that poll workers maintain polling place operations in full compliance with the ADA.

Both FEDs and DSTs conclude their assignments around midnight and then report to the Department's warehouse to return their vans and supplies.

## **XII. Logic and Accuracy Testing 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 ImageCast Evolution ballot-scanning machine, ImageCast X ballot-marking device, and ImageCast Central (ICC) scanner, 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 and marking 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 [CAEC §15000](#), to review and certify the testing results.

As in previous elections, the Department will issue a press release and post a public notice with information on observation methods and testing dates and locations before the testing commences.

**Testing of equipment used at polling places.** The ballot-scanning machines and ballot-marking devices are stored in the Department's warehouse at Pier 31, where the testing takes place. Throughout the testing and the duration of the election cycle, all voting equipment is labeled with unique asset tags that allow tracking of each item by location.

There are two phases to the testing of the ballot-scanning machines. The first phase begins with a predetermined set of test ballots being run through each machine to generate a tabulation results report. Once the test ballots have been processed, the report is 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 card is uploaded into the election database system to test the transmission and tabulation of the test ballot results. A second review team proofs the combined tabulation results report for accuracy.

When the testing of the ballot-scanning machines is complete, staff return the memory cards to the machines and attach serialized tamper-evident seals to the memory card covers.

Next, the machines are closed and 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.

The testing of the ballot-marking devices involves three steps. The first step involves manually marking a predetermined set of ballots using the touchscreen interface, and confirming that the selections match those recorded on the ballot printouts. Secondly, the printouts are tabulated using either a ballot-scanning machine or an ICC scanner to confirm that the ballot is accurately tabulated. The last step involves testing of other components including audio and the connectivity of the audio-tactile interface (ATI) controller, to ensure that all components are working properly.

After the results have been verified by a team of proofers, the ballot-marking devices and their components are sealed, packed in transport bags, and transferred to a secured staging area at the warehouse where the machines are staged for polling place and Voting Center delivery.

In addition to testing all voting machines and associated components that will be deployed to polling places and the City Hall Voting Center, the Department tests any machines that will serve as back up in case a replacement machine is needed on Election Day.

**Testing of equipment used to tabulate vote-by-mail, provisional, and remake ballots.**

The ICC Scanners are located in the Department’s ballot processing room in City Hall, where testing takes place.

The testing of the scanners is similar to the testing of the ballot-scanning machines. A predetermined set of test ballots that cover all ballot types are run on each scanner. Then, a results report is generated and compared for accuracy with the expected results.

During the election cycle, on each day before the Department processes ballots, the scanners are re-tested before any cards are processed. This daily testing is performed to ensure that the equipment are functioning properly and accurately throughout the duration of ballot processing.

### **XIII. Delivery of Voting Equipment and Supplies to Polling Places**

When confirming polling place availability, 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. 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 and delivery dates and times into StreetSync, a mapping program that uses algorithms to determine the most efficient delivery routes.

The Department employs PollChief, a web-based asset tracking database system, to account for voting equipment at all times. All voting machines are affixed with asset tags containing a bar code that indicates the precinct number to which each piece of equipment is configured and assigned. Voting equipment is scanned whenever it changes custody.

Beginning 11 days prior to the election, seasonal staff and movers employed by a drayage vendor report to the Department’s warehouse at Pier 31 to receive training on polling place equipment delivery procedures and instructions on how to use the PollChief application to capture delivery and custody transfer of voting

equipment. Starting on September 7 and continuing to September 11, the Department, in conjunction with Dominion Voting Systems and a drayage vendor, will deliver voting equipment, red supply boxes, and additional supplies to polling places throughout San Francisco.

When the equipment is loaded for delivery, the bar code for each piece of equipment is scanned, and the machines are placed on rolling racks according to predetermined delivery routes. As they are loaded onto delivery trucks, Department and delivery vendor staff cross-check the voting equipment precinct numbers and the polling place addresses using a route sheet.

When equipment is delivered to a polling place, the equipment is scanned again, to ensure delivery to the correct precinct and also to record the transfer of custody to the polling place owner. Delivery staff photograph the voting equipment to provide photographic record of delivery as well as to assist poll workers in identifying the location of the equipment on Election Day, if necessary.

The voting machines are also affixed with tamper-evident seals to ensure they remain secure prior to Election Day. Upon delivery, the serial numbers are recorded on the precinct route sheet. The recipients of the equipment sign the route sheets, confirming their receipt of the machines and other election materials. The security seals are verified again by poll workers on Election Morning to confirm that none of the equipment has been tampered with between delivery and Election Day.

During the seven days following Election Day, Department staff in conjunction with Dominion Voting Systems and the drayage vendor, will retrieve the voting equipment from every polling place. On retrieval, voting equipment is scanned again by retrieval staff to record the transfer of custody back to the Department. When the equipment is unloaded at Pier 31, it is scanned one final time to capture the final transfer of custody back to the warehouse.

## **XIV. Pre-Election Day Ballot Processing**

With the passage of Senate Bill (SB) 152 that made several amendments to the California Elections Code the Department can commence ballot processing 29 days before Election Day, September 14.

Vote-by-Mail ballot processing consists of four steps: 1) envelope scanning, 2) signature comparison, 3) ballot extraction, and 4) votemark scanning. As part of Step 2, Department staff attempt to notify any voters who have submitted ballot return envelopes with missing or mismatched signatures, encouraging such voters to submit new signature samples so their ballots can be accepted. As part of Step 4, dedicated teams “adjudicate” (interpret ambiguous marks using standardized rules) or “remake” (duplicate valid votemarks on irregular ballots onto new ballots for counting). Each of these four and two ancillary ballot processing steps are described in details below.

**1. Envelope scanning.** The Department will begin scanning returned vote-by-mail envelopes as soon as it receives the first such envelope in August.

San Francisco's official vote-by-mail return envelopes include barcodes with ID number of the voter to whom the enclosed ballot was mailed. Upon receipt of each official return envelope, the Department uses an Agilis Ballot Sorting system to read the envelope's barcode and to scan, upload, and link the signature on the envelope to the voter's record in the Election Information Management System (EIMS registration database). Staff also use the Agilis system to divert unreadable return envelopes, separating them for manual review.

Vote-by-mail return envelopes successfully processed by the Agilis system, as well as those processed by manual envelope review teams, will be forwarded to the signature comparison team.

**2. Signature comparison.** The Department utilizes a multi-stage review process to compare each ballot envelope signature with the signatures on file for that voter. Using this method, no ballot is challenged for a signature-related reason unless the signature in question has been reviewed by three different staff members and compared to all signatures in the voter's record.

In the first stage, a staff member compares the signature on a given return envelope to the signature image from the corresponding voter's affidavit of registration, and determines whether these two signatures compare by looking for common characteristics. If the signatures compare, the ballot is accepted and transferred to the extraction team for opening and tabulation. If the signatures do not compare, the ballot is placed on pending status and proceeds to the second stage.

In the next stage, a different staff member compares the voter's signature on the return envelope to all other signatures in the voter's file. Only when the signature does not compare to any signature on file, will the ballot proceed to the third stage. In this final stage, another staff member again compares the signature to all signatures in the voter's records. If, after three attempts to find a comparable signature, staff still cannot verify the signature on the return envelope compares with one on any form signed by the voter to whom the ballot was sent, the ballot must be challenged and the voter notified.

**i. Voter Notification Program.** The Department attempts to contact voters with challenged ballots using several methods. First, the Department mails a bilingual cure form regarding the challenge and actions the voter must take to allow the Department to count the ballot, and a postage-paid return envelope. Second, the Department provides notification to voters with challenged ballots via the Department's online Voter Portal, which offers a digital version of the cure form. Finally, if the voter has an email address or telephone number on file, the Department attempts to contact the voter by email and/or telephone, generally within one working day of challenging the ballot.

Voters may return challenge cure forms by mail, email, or fax, as well as in person to any polling place or voting center. Upon receipt of a challenge cure form, a staff member scans the voter's signature sample,

links the scan image to the voter's file for future reference, accepts the voter's ballot, and forwards the ballot envelope on to the ballot extraction team.

**3. Ballot extraction.** After undergoing envelope scanning and signature comparison, accepted vote-by-mail envelopes will proceed to ballot extraction phase. The ballot extraction team will begin inserting ballot envelopes into the Opex high speed envelope extractors. After ballot envelopes are processed (slit open) by the machine, staff will manually remove and flatten individual ballot cards and ready them for scanning. Throughout the extraction process, staff will protect vote secrecy by keeping envelopes face down so that voter information is removed from view. After extraction and flattening, boxes of accepted ballots will be transferred to the votemark scanning team.

**4. Votemark scanning.** After ballot cards have been removed, staff will scan the cards for tabulation using ImageCast Central (ICC) scanners. When scanned ballots contain potentially valid over-votes, under-votes, blank contests, marginal marks, or write-in votes, ICC scanners divert such ballots for manual review and adjudication.

**i. Ballot adjudication and remake.** State law requires the Department to count irregular votemarks, provided the intent of the voter is clear. Therefore, when an ICC scanner detects a ballot with marginal or irregular markings or a write-in vote, an image of the ballot is sent to an adjudication team for review and interpretation.

Some types of irregularly marked ballots require Department staff to remake ballots on ballot-marking devices so votes can be read and tabulated properly by ICC scanners. These include provisional ballots with invalid votes (e.g., those cast by voters using ballot types containing contests in which they are not eligible to vote and physically damaged vote-by-mail ballots (such as partially torn ballots).

To ensure consistent processing, both tasks are completed by two person teams using illustrated guides with standardized rules.

After processing and tabulation, original, adjudicated and remake ballots will be securely transferred and stored at the Department's warehouse for the duration of archival period.

## **XV. Election Center**

For every election, the Department organizes personnel to work in the Election Center. Election Center staff liaise with poll workers and field support personnel via a telephone and computer network. Election Center staff also dispatch in-person assistance and supplies to polling places as necessary.

The Election Center team is comprised of a combination of core Department employees from various divisions and temporary employees. Three monitors with extensive knowledge of the Department's processes provide guidance to phone bank staff (coordinators) throughout Election Day.

There are four phone banks in the Election Center:

1. Coordinators in the incoming phone bank answer procedural questions from poll workers and dispatch field support personnel as necessary.
2. Coordinators in the outgoing phone bank proactively monitor precinct activity and support field support personnel who, in turn, support polling places.
3. Coordinators in the precinct services phone bank assist district support team drivers tasked with monitoring accessibility of polling places.
4. Coordinators in the Dominion Voting Systems phone bank answer technical questions and dispatch technicians to polling places as necessary.

Phone bank coordinators use the custom-built Incident Reporting Information System (IRIS) database to log new issues, route issues to appropriate teams, update progress on open issues, and close issues as they are resolved. Open issues are displayed on a screen in the Election Center, which allows observers to monitor polling place activities.

Four Elections teams are connected with Election Center personnel via IRIS:

1. The campaign services team, stationed at the Department's front counter, receives and resolves calls from campaign representatives and questions related to electioneering.
2. The public phone bank, stationed in the Department's office, receives calls directly from voters.
3. The dispatch team, located in City Hall, South Light Court, receives and processes poll worker or supply dispatch requests made by the incoming phone bank and routed via IRIS.
4. The IT team, stationed in the Department's office, works in tandem with the dispatch team to transport additional voting equipment to polling places.

To prepare for Election Day, incoming and outgoing phone bank staff complete approximately 16 total hours of instruction, taking an online poll worker training course and/or a field support personnel training course, completing at least two IRIS training sessions, and taking part in a Department-wide mock election. Phone bank coordinators also receive resource binders containing detailed instructions and procedures, copies of various forms, and essential reference information.

On Election Day, personnel in the incoming phone bank are tasked with responding to many calls in quick succession. Accordingly, incoming coordinators are instructed to log only issues that require the assistance of other teams. When answering simple procedural questions, coordinators simply clarify instructions over the phone and direct poll workers to relevant pages in the Poll Worker Manual.

All calls logged into IRIS become a part of the public record; as such, all coordinators are instructed to be mindful of how they describe issues in the database, particularly those involving personnel matters. Providing excellent customer service is also addressed in phone bank training. Coordinators are advised to be patient, friendly, and courteous with each caller. For issues requiring the assistance of field support personnel,

coordinators are advised to make every effort to inform the caller of the Department's next steps as well as the estimated time of resolution.

An important component of providing efficient and accurate support as a phone bank coordinator is knowing when to rely on the monitors, who are available at all times to help answer less common or more difficult questions. To maintain a professional atmosphere in the Election Center, in which approximately 50 people may be handling calls simultaneously, coordinators and monitors use brightly colored paper flags to get one another's attention quickly and easily.

Finally, Election Center staff are taught to follow the guiding principle that voting must continue nonstop, 7 a.m. - 8 p.m. at each polling place. To this end, coordinators are instructed to confirm with all callers that voting is in fact continuing and, if necessary, to guide poll workers and field support personnel through emergency voting procedures using the relevant section(s) of their resource binders.

Election Center activities generally conclude shortly after midnight, when all polling places have reported the successful collection of memory devices and voted ballots by MTA and Deputy Sheriff Officers.

## **XVI. Retrieval and Receipt of Memory Devices, Ballots, and Rosters on Election Night**

At polling places, the Department provides ballot-scanning machines that tabulate votes onsite. All voted ballots and memory cards from the ballot-scanning machines are transported to the Department after the close of the polls.

After the polls close on Election Night, poll workers print two copies of a report from the scanning machine listing all votes cast at that precinct. After posting one of these reports publicly and securing the other for Department records, the polling place Inspector breaks the machine's security seals and removes its memory cards.

In addition to preparing the memory cards for transfer, poll workers collect, count, and secure paper ballots from the scanning machine and the Red Box and place these ballots in closing bags. Poll workers also reconcile the number of roster signatures with the number of voted ballots and complete the Posted Ballot Statement (PBS), an itemized account of all of ballots at the polling place. A copy of the PBS is posted outside the polling place, as required by [SF Charter §13.107.5](#).

Before leaving, poll workers transfer memory cards from the scanning machine, ballots, and other vital election materials to Municipal Transportation Agency (MTA) Officers and Deputy Sheriffs. Custody Transfer Forms document all such transfers.

On Election Day, September 14, the Department will organize two collection points to facilitate the return of voted ballots and election materials from the polling places. The Data Collection Center, which receives memory cards from the ballot-scanning machines, will be located at City Hall's McAllister Street entrance. The Processing Center, which receives voted ballots, rosters of voters, and other vital election materials, will be located at the Department's warehouse at Pier 31. These two sites will be staffed by approximately 50 workers who unload, log, and organize materials delivered by hundreds of Municipal Transportation officers and Deputy Sheriffs.

## **XVII. Election Results**

**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 VBM ballots that the Department received and processed before Election Day.

With this first summary report, the Department will also release a preliminary Statement of the Vote and Cast Vote Record data.

At approximately 9:45 p.m., the Department intends to 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 release a third summary report of results.

After all polling places have reported results, the Department will release a fourth summary report, as well as a second preliminary Statement of the Vote, and Cast Vote Record data.

Election results will be available from the following sources:

1. Statewide Election results will be available at [sos.ca.gov](https://sos.ca.gov).
2. San Francisco Government Television – SFGTV, Channel 26, will report San Francisco summary results throughout the night in a news ticker during SFGTV programming
3. On the results page of the Department's website, [sfelections.org/results](https://sfelections.org/results) – all results reports, including the preliminary Statement of the Vote and the Cast Vote Record data, will be posted.
4. 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 Results page of the website in August. 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.

**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](https://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 the following reports:

1. 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:
  - a. PDF
  - b. Excel
  - c. XML
2. Cast Vote Record is the raw data of all votes cast in the election, available in the following format:
  - a. JSON
3. Precinct Turnout Map

**Reporting final election results.** The Department will release the final election results no later than October 14, as required by [CAEC §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/results](https://sfelections.org/results). Additionally, the Department will issue a press release and Twitter and Facebook notifications that the election results are certified.

Along with final results, the Department will post images of voted ballots, allowing members of the public to view each voted ballot cast in the City.

The Department will apply SHA512 cryptographic function to all results files, ballot card images, and transaction logs to establish the integrity of the results in a verifiable manner.

**Voting system transparency.** For the September 14 election, the Department will again post a “Cast Vote Record”, which lists how votes for all contests and ballot measures were recorded on each ballot card. Data provided in the Cast Vote Record is captured from ballots as they are scanned by the voting equipment and before vote tabulation occurs, allowing members of the public to tabulate votes from specific precincts, districts, etc. and compare against the official election results.

The Department will also post images of voted ballots, allowing members of the public to view images for each voted ballot cast in the City. In addition to capturing images of voted ballot cards during processing, the voting system appends an “audit log” showing how the voting system interpreted and tallied each vote mark appearing on the images, and when applicable, how the markings were adjudicated by personnel. These “AuditMarks,” available alongside ballot images at [sfelections.org/results](https://sfelections.org/results) provide interested members of the public with information about how the voting system operates and counts votes, and enables the

comparison of each digital image to the individual ballot card's Cast Vote Record in order to verify that the system correctly tallied ballots.

Prior to posting ballot images for the September 14 recall election, the Department will again redact any identifying information voters may have placed on ballot cards. Redacted ballot files will be sorted by precinct and type (vote-by-mail or in-person voting) and posted with election certification documents.

The Department will also post transaction logs from the voting equipment used in the September 14. These logs record the operation of equipment during scanning and processing tasks, further informing members of the public regarding the system's operation.

For elections conducted in 2020, the Department posted a prototype of an application that allows the public to sort the images of vote ballot according to precinct, contest, and district. The Department was the first county in the country to utilize this application, known as "Ballot Audit and Review."

The City's voting system vendor has continued development of this application that the Department will also post on its website for the September 14 recall election. Next versions of the Ballot Audit and Review application will allow the sorting of ballot images according to specific candidates and vote markings. Members of the public will be able to audit the votes cast during the election using the images of the voted ballots and sorting these images with more specific criteria.

## **XVIII. Post-Election Ballot Processing**

Department staff continue to process ballots received before or on Election Day, including vote-by-mail and CVR ballots cast at the Voting Center, polling place ballots with write-in votes, and provisional ballots, until all such ballots have been counted. In addition, after Election Day, the Department will process vote-by-mail ballots postmarked or dated on Election Day and received within seven days of Election Day, and any challenged ballots timely cured by voters.

## **XIX. Canvass**

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 random ballot samples.

Approximately 50 employees are engaged in Canvass processes that 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, and tallies of ballots cast in one percent (1%) of precincts participating in an election, as well as 1% of the vote-by-mail ballots and other ballots cast in an election. The Canvass is conducted primarily at the Department's warehouse at Pier 31.

The Canvass area is secured by Deputy Sheriffs 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. [CAEC §15372](#) allows 30 days following an election for the Department to complete the Canvass and certify the results.

**Inspection of materials.** Department staff account for all closing bags returned from the polls inside the inspector transport bags using a tablet-based application. 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 delivered to City Hall on Election Night, such as bags with vote-by-mail ballots or provisional ballots are given to the supervisor for transfer to those sites for processing.

**Reconciliation of signatures in the rosters with ballots recorded on the Posted Ballot Statement.** For this election, rosters will be processed on Election Night, as soon as Deputy Sheriffs bring them to the Processing Center. First, 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 uploaded into EIMS to update the voters' voting history. For each precinct, the Roster signature count is compared with the number of ballots cast listed on the Posted Ballot Statement (PBS). If the number of Roster signatures does not match 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.

**Ballots from auxiliary bins.** During the Canvass process, Department staff review any ballot cards that were inserted into the auxiliary bin of the ballot-scanning machine, and transferred to the warehouse on Election Night. Ballots that have not yet been counted are transported to the ballot processing room in City Hall and processed using the ICC scanners.

**One percent manual tally.** As part of the Canvass, a one percent manual tally is conducted to verify the accuracy of the machine count of votes. The manual tally for the September 14 recall election will consist of two parts:

1. A hand count of ballots cast in a random sample of one percent of the precincts in the election (i.e., polling places)
2. A hand count of not less than one percent of the vote-by-mail ballots canvassed in the semifinal official canvass.

First, the precincts and vote-by-mail batches to be tallied are randomly selected in a public process. If the initial precincts or batches that are selected do not include all contests in the election, additional precincts or

batches will be randomly selected until all contests are included. For these additional precincts or batches, only the contests that were not included in the initial sample will be manually tallied.

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

For each precinct and batch, Department staff manually count the votes on the ballot cards for each contest and compare 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 and batches have been manually tallied and the results compared, the Department prepares a report indicating the result of the tally.

**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.

## Appendix A: September 14, 2021, California Gubernatorial Recall Election Calendar

### September 14, 2021, California Gubernatorial Recall Election Calendar

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| 7/1/21<br>(E-75)                          | <p><b>1. CERTIFICATION OF RECALL ELECTION</b><br/>On this day, the Secretary of State determined that the proponents have collected sufficient signatures and so certified this fact to the Lieutenant Governor.</p>  | Cal. Const., Art. II,<br>§§ 14, 15;<br>§ 11109 <sup>1</sup>                    |
| 7/1/21<br>(E-75)                          | <p><b>2. LIEUTENANT GOVERNOR’S PROCLAMATION</b><br/>On this date, the Lieutenant Governor issued the proclamation calling the California Gubernatorial Recall Election.</p>   | Cal. Const. Art. II,<br>§§ 15, 17;<br>§ 11110                                  |
| 7/1/21<br>(E-75)                          | <p><b>3. VERIFICATION OF INDEPENDENT EXPENDITURES</b><br/>The Verification of Independent Expenditures (Form 462) is used to identify an individual responsible for ensuring that the campaign committee’s independent expenditures were not coordinated with the listed candidate and that the committee will report all contributions and reimbursements as required by law. An independent expenditure is not subject to state or local contribution limits. This form must be emailed to the Fair Political Practices Commission within 10 days of an independent expenditure of \$1,000 or more.<sup>2</sup></p> <p><b>NOTE:</b> For purposes of this calendar, the dates related to expenditures shall begin at July 1, 2021 (E-75).</p>  | Gov. Code § 84213  |
| 7/1/21<br>to<br>7/6/21<br>(E-75 to E-70)  | <p><b>4. SIGNATURES IN LIEU OF FILING FEES</b><br/>Period in which candidates for Governor may obtain forms from county elections officials for circulating petitions to secure signatures in lieu of all or part of the filing fee. Signatures may also be applied to the nomination signature requirements for the office.</p>  | §§ 8020(b), 8061,<br>8105, 8106(b)   |
| 7/1/21<br>to<br>8/31/21<br>(E-75 to E-14) | <p><b>5. CANDIDATE INTENTION STATEMENT</b><br/>Period in which and prior to the solicitation or receipt of any contribution or loan for a specific office, the individual must file a Candidate Intention Statement (Form 501), signed under penalty of perjury, of intention to be a candidate for the specific office. The Form 501 is also used by candidates to accept or reject voluntary spending limits specified by the Fair Political Practices Commission. The stated deadline for filing this statement, E-14, is the deadline for filing a statement of write-in candidacy and nomination papers. For most candidates, this form would be submitted by no later than the deadline for filing a declaration of candidacy and nomination papers, July 16, 2021 (E-60).</p> <p>Between the date of filing an initial Form 501 for an election and the deadline for filing nomination papers for that election, July 16, 2021 (E-60), the statement of acceptance or rejection of the voluntary expenditure limits may be amended no more than two times, provided the limit has not been exceeded.</p> | Cal. Code Regs.,<br>tit. 2, § 18520;<br>Gov. Code<br>§§ 85200, 85400,<br>85401 |
| 7/1/21<br>to<br>7/16/21<br>(E-75 to E-60) | <p>Period in which candidates who wish to purchase space for a 250-word candidate statement in the state Voter Information Guide, may accept the voluntary expenditure limits.</p> <p><b>NOTE:</b> For purposes of this calendar entry the E-date shall begin at July 1, 2021 (E-75).</p>   | Gov. Code<br>§§ 85600, 85601   |

## September 14, 2021, California Gubernatorial Recall Election Calendar

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| <p>7/1/21<br/>to<br/>7/16/21<br/>(E-75 to E-60)<br/>[Date designated by<br/>Secretary of State]</p> | <p>6. <b>CANDIDATE STATEMENTS IN THE STATE VOTER INFORMATION GUIDE</b></p>                    | <p>Period in which candidates may purchase space for a 250-word statement in the official state Voter Information Guide. A candidate may purchase space for a statement only if a Candidate Intention Statement (Form 501) has been filed and the candidate has agreed to accept the voluntary expenditure limits.</p>   | <p>Gov. Code<br/>§ 85601(a);<br/>§ 9084(i)</p>                             |
| <p>7/1/21<br/>to<br/>9/14/21<br/>(E-75 to E)</p>  | <p>7. <b>ELECTION CYCLE REPORTS — 24-HOUR PAYMENT REPORT (SLATE MAILER ORGANIZATIONS)</b></p> | <p>During the 90 days immediately preceding an election, each slate mailer organization that receives a payment of \$2,500 or more for the purpose of supporting or opposing any candidate in a slate mailer must report the payment within 24 hours to the Secretary of State's office online or by electronic transmission only. (Deadlines are extended to the next business day when they fall on a Saturday, Sunday, or an official state holiday, except for the weekend before an election.) Such payments may be reported on a Slate Mailer Late Payment Report (Form 498).<sup>2</sup></p> <p><b>NOTE:</b> For purposes of this calendar, the dates related to expenditures shall begin at July 1, 2021 (E-75).</p>   | <p>Gov. Code § 84220</p>   |
| <p>7/1/21<br/>to<br/>9/14/21<br/>(E-75 to E)</p>  | <p>8. <b>ELECTION CYCLE REPORTS — 24-HOUR CONTRIBUTION REPORT</b></p>                         | <p>During the 90 days immediately preceding an election, or on the date of the election, the following contributions that total in the aggregate of \$1,000 or more must be reported within 24 hours to the Secretary of State's office online or by electronic transmission only: contributions made to or received by a candidate on the September 14, 2021, ballot; contributions made to or received by a primarily formed candidate committee on the September 14, 2021, ballot; or, contributions made to or received by a political party committee. Deadlines are extended to the next business day when the deadline falls on a Saturday, Sunday, or an official state holiday, except for the weekend before the election. Recipients of non-monetary or in-kind contributions must file within 48 hours of the date the non-monetary or in-kind contribution was received. These contributions are reported on the Contribution Report (Form 497).<sup>2</sup></p> <p><b>NOTE:</b> For purposes of this calendar, the dates related to expenditures shall begin at July 1, 2021 (E-75).</p> | <p>Gov. Code<br/>§§ 81005, 82036,<br/>84203, 84203.3,<br/>85204, 85309</p> |
| <p>7/1/21<br/>to<br/>9/14/21<br/>(E-75 to E)</p>  | <p>9. <b>ELECTION CYCLE REPORTS — 24-HOUR INDEPENDENT EXPENDITURE REPORT</b></p>              | <p>During the 90 days immediately preceding an election or on the date of the election, an independent expenditure of \$1,000 or more made to a specific candidate must be reported on the Independent Expenditure Report (Form 496) within 24 hours to the Secretary of State's office online or by electronic transmission only.<sup>2</sup></p> <p><b>NOTE:</b> For purposes of this calendar, the dates related to expenditures shall begin at July 1, 2021 (E-75).</p>  | <p>Gov. Code<br/>§§ 81005, 82036,<br/>84203, 84203.3,<br/>85204, 85309</p> |

**September 14, 2021, California gubernatorial Recall Election Calendar**

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| 7/6/21<br>(E-70)                          | 10. <b>SIGNATURES IN LIEU OF FILING FEES — DEADLINE</b>              | Last day for candidates to submit their petitions to the county elections official of the county in which the petition signers reside and are registered to vote. Upon receipt of the required number of in-lieu signatures, or of a sufficient combination of such signatures and the prorated filing fee, the county elections official shall issue the nomination papers provisionally. Within 2 days after receipt of a petition, the county elections official shall notify the candidate of any deficiency. The candidate shall then, at the time of obtaining nomination documents, pay a pro rata portion of the filing fee to cover the deficiency. Any candidate who submits a number of valid in-lieu signatures that meets the nomination signatures requirement and equals or exceeds the minimum number required by Section 8062 for his or her nomination papers shall not be required to file the nomination papers. | §§ 8020(b), 8061, 8105, 8106(b)(3)                                       |
| 7/8/21<br>(E-68)                          | 11. <b>SIGNATURES IN LIEU OF FILING FEES — DETERMINE SUFFICIENCY</b> | Last day for the county elections official to determine the sufficiency of the in-lieu signatures submitted by candidates. Within 2 days after receipt of a petition, the county elections official shall notify the candidate of any deficiency. The candidate shall then, at the time of obtaining nomination documents, pay a pro rata portion of the filing fee to cover the deficiency.   | §§ 8061, 8106(b)(3)  |
| 7/9/21<br>(E-67)                          | 12. <b>RANDOMIZED ALPHABET DRAWING — NOTICE</b>                      | Last day for the Secretary of State to notify the news media and other interested parties of the place of the randomized alphabet drawing to be held at 11:00 a.m. on July 19, 2021 (E-57).  | § 13112(b)(1)(B), (c)  |
| 7/9/21<br>to<br>7/16/21<br>(E-67 to E-60) | 13. <b>DECLARATION OF CANDIDACY AND NOMINATION PAPERS</b>            | Period in which candidates for Governor must file a declaration of candidacy for office and ballot designation worksheet, and circulate nomination papers and deliver them to the county elections official for filing. Candidates must pay the nonrefundable filing fees or present petitions in lieu of signatures at the time nomination papers are issued by the county elections official. The number of valid signatures in lieu of the filing fee any candidate obtains may be subtracted from the number required for his or her nomination papers. A candidate shall not be required to execute a nomination paper if the number of signatures in lieu of the filing fee meets the requisite number of valid signatures under Section 8062. All nomination documents must be left with the county elections official for filing with the Secretary of State.  | §§ 333, 8020, 8040, 8041, 8061-8064, 8100, 8105, 8106, 11381(a), 13107.3 |

## September 14, 2021, California gubernatorial Recall Election Calendar

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| <p>7/9/21<br/>to<br/>7/16/21<br/>(E-67 to E-60)</p> | <p><b>14. STATEMENT OF ECONOMIC INTERESTS</b><br/>Period in which candidates for Governor shall file a Statement of Economic Interests (Form 700) disclosing their investments, interests in real property, and any income received during the immediately preceding 12 months. This statement is not required if the candidate has filed such statements within the past 60 days for the same jurisdiction.<sup>2</sup></p> <p><b>NOTE:</b> The deadlines for filing a Form 700 by candidates for Governor may be earlier. Call the Fair Political Practices Commission (FPPC) for deadline information at (916) 322-5660.</p>  | <p>Gov. Code<br/>§§ 87200-87203,<br/>87500</p>                                     |
| <p>7/9/21<br/>to<br/>7/19/21<br/>(E-67 to E-57)</p> | <p><b>15. NOMINATION DOCUMENTS FORWARDED TO THE SECRETARY OF STATE</b><br/>Period in which, and within two days of receipt of nomination documents, county elections officials shall deliver via expedited delivery to the Secretary of State candidates' nomination documents, together with a statement showing the number of valid signatures on the nomination document from all candidates.</p>   | <p>§§ 8070, 8082</p>   |
| <p>7/16/21<br/>(E-60)<br/>[5:00 p.m.]</p>           | <p><b>16. DECLARATION OF CANDIDACY AND NOMINATION PAPERS — FILING DEADLINE</b><br/>No later than 5:00 p.m. on this day, candidates must deliver their declarations of candidacy, nomination papers, if any, and ballot designation worksheets to the county elections official for filing.</p>   | <p>§§ 333, 8020, 8040,<br/>8041, 8061-8064,<br/>8100, 8105,<br/>8106, 11381(a)</p> |
| <p>7/16/21<br/>(E-60)</p>                           | <p><b>17. GOVERNOR CANDIDATES — TAX RETURNS AND WRITTEN CONSENT AND ACKNOWLEDGEMENT FORM — DEADLINE</b><br/>On or before this date, a candidate for the office of governor, in order to appear on the ballot, must file with the Secretary of State's office, two versions (one redacted and one unredacted) of every income tax return the candidate filed with the Internal Revenue Service (IRS) in the five most recent taxable years. The candidate shall redact information pursuant to Elections Code section 8903.</p> <p>The candidate must also sign and file with the Secretary of State's office a written consent and acknowledgement form granting the Secretary of State permission to publicly release the redacted version of the candidate's tax return.</p> | <p>§§ 8902, 8903</p> <p>§ 8903(a)</p>  |
| <p>7/16/21<br/>(E-60)</p>                           | <p><b>18. MILITARY OR OVERSEAS VOTER BALLOT APPLICATIONS</b><br/>First day county elections officials may process applications for military or overseas voter ballots. Any applications received by the county elections official prior to this day shall be kept and processed on or after this date. If the applicant is not a resident of the county to which he or she has applied, the elections official receiving the application shall forward it immediately to the proper county.</p> <p>A request for a vote-by-mail ballot from a military or overseas voter is deemed an affidavit of registration and an application for permanent vote-by-mail status.</p>  | <p>§§ 300(b), 321,<br/>3105</p> <p>§ 3102(b)</p>                                   |

**September 14, 2021, California gubernatorial Recall Election Calendar**

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| <p>7/16/21<br/>to<br/>7/26/21<br/>(E-60 to E-50)</p>                      | <p>19. <b>REPORT OF REGISTRATION — 60-DAY COUNTY READINESS</b><br/>Period in which county elections officials shall notify the Secretary of State that voter registration information is available in the California Statewide Voter Registration System (VoteCal) by indicating Report of Registration readiness in their Election Management System (EMS) with respect to voters registered as of July 16, 2021 (E-60).</p>   | <p>§ 2187(a), (c)(2)</p>                        |
| <p>7/16/21<br/>to<br/>7/26/21<br/>(E-60 to E-50)</p>                      | <p>20. <b>VOTER REGISTRATION DATA TO THE SECRETARY OF STATE FOR STATE VOTER INFORMATION GUIDE MAILING</b><br/>Period in which county elections officials shall notify the Secretary of State that voter registration information is available in the California Statewide Voter Registration Database (VoteCal) by indicating readiness in their Election Management System (EMS) by July 26, 2021 (E-50) with respect to voters registered as of July 16, 2021 (E-60).</p> | <p>§ 9094(a)</p>                                |
| <p>7/16/21<br/>(E-60)</p>   | <p>21. <b>CANDIDATE INTENTION STATEMENT — DEADLINE IF PURCHASING SPACE FOR CANDIDATE STATEMENT IN STATE VOTER INFORMATION GUIDE</b><br/>Last day for candidates for Governor to file the Candidate Intention Statement (Form 501) agreeing to accept the voluntary expenditure limits in order to purchase space for a 250-word statement in the official state Voter Information Guide.</p>  | <p>Gov. Code<br/>§§ 85200, 85400,<br/>85401</p> |
| <p>7/16/21<br/>(E-60)<br/>[Date designated by<br/>Secretary of State]</p> | <p>22. <b>CANDIDATE STATEMENTS IN THE STATE VOTER INFORMATION GUIDE</b><br/>Last day candidates for Governor may purchase space for a 250-word candidate statement in the official state Voter Information Guide. Candidates may purchase space for a statement only if they have agreed to accept the voluntary expenditure limits on their Candidate Intention Statement (Form 501).</p>  | <p>Gov. Code<br/>§ 85601(a);<br/>§ 9084(i)</p>  |
| <p>7/16/21<br/>(E-60)<br/>[Date designated by<br/>Secretary of State]</p> | <p>23. <b>POLITICAL PARTY STATEMENT OF PURPOSE DEADLINE</b><br/>Last day for political parties to submit statements of purpose, not to exceed 200 words, for inclusion in the official state Voter Information Guide, if space allows.</p>  | <p>§ 9084(e)</p>                                |
| <p>7/16/21<br/>(E-60)<br/>[Date designated by<br/>Secretary of State]</p> | <p>24. <b>POLITICAL PARTY ENDORSEMENTS — DEADLINE</b><br/>Last day for the party chairperson of any qualified political party to submit to the county elections official a list of all candidates for voter-nominated office who will appear on any ballot in the county in question and who have been endorsed by the party. The county elections official shall print any such list that is received timely in the county voter information guide.</p>                    | <p>§ 13302(b)</p>                               |

## September 14, 2021, California Gubernatorial Recall Election Calendar

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| 7/16/21<br>(E-60)                          | 25. <b>COUNTIES UTILIZING VOTE CENTERS: CALCULATE NUMBER OF BALLOT DROPOFF LOCATIONS AND VOTE CENTERS</b><br><br>On this date, the county elections officials of counties utilizing vote centers must calculate the location and number of dropoff locations and vote centers based on specific ratios of the number of voters registered as of this date.   | §§ 1601,<br>4005(a)(1)(A),<br>(a)(3)(A), (a)(4)(A) |
| 7/16/21<br>(E-60)                          | 26. <b>STATEMENT OF ECONOMIC INTERESTS</b><br>Last day for candidates for Governor to file a Statement of Economic Interest (Form 700) disclosing their investments, interests in real property, and any income received during the immediately preceding 12 months. This statement is not required if the candidate has filed such statements within the past 60 days for same jurisdiction. <sup>2</sup> | Gov. Code<br>§§ 87200-87203,<br>87500              |
| 7/17/21*<br>(E-59)                         | 27. <b>NOTICE TO CANDIDATES</b><br>The Secretary of State shall notify each candidate of the names, addresses, offices, ballot designations, and party preferences of all other persons who have filed for the office of governor.   | § 8121(a)  |
| 7/17/21*<br>(E-59)                         | 28. <b>PARTY PREFERENCE HISTORY POSTING ON WEBSITE</b><br>The Secretary of State will post on its website, the party preference history of each candidate for the preceding 10 years.  | § 8121(b)  |
| 7/17/21*<br>to<br>8/6/21<br>(E-59 to E-39) | 29. <b>STATE VOTER INFORMATION GUIDE AVAILABLE FOR PUBLIC EXAMINATION</b><br>Period in which the official state Voter Information Guide for the election will be available for public examination and in which any elector may seek a writ of mandate to amend or delete any portion thereof prior to its printing.  | Gov. Code § 88006;<br>§§ 9054, 9092,<br>13282      |
| 7/19/21<br>(E-57)                          | 30. <b>NOMINATION DOCUMENTS FORWARDED TO THE SECRETARY OF STATE — DEADLINE</b><br>Last day for county elections officials to forward to the Secretary of State nomination documents together with a statement showing the number of valid nomination signatures.   | §§ 8070, 8082                                      |
| 7/19/21<br>(E-57)<br>[11:00 a.m.]          | 31. <b>RANDOMIZED ALPHABET DRAWING</b><br>The Secretary of State shall conduct the randomized alphabet drawing at 11:00 a.m. and mail the results immediately to county elections officials so that they may determine the order in which the candidates shall appear on the election ballot.  | §§ 13111,<br>13112(b)(1)(B)                        |
| 7/19/21<br>to<br>8/31/21<br>(E-57 to E-14) | 32. <b>STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS</b><br>Period in which all write-in candidates must leave a statement of write-in candidacy and nomination papers with the county elections official for filing with the Secretary of State.  | § 8601   |

## September 14, 2021, California gubernatorial Recall Election Calendar

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| <p>7/21/21<br/>(E-55)<br/>[5:00 p.m.]</p>                                    | <p>33. <b>CERTIFIED LIST OF CANDIDATES AND ROTATION LIST</b><br/>Last day for the Secretary of State to certify and send to each county elections official a list of candidates to be voted on throughout the state showing the name of every person eligible to receive votes within the county at the election, their addresses, the office for which they seek nomination, their party preference, and, if applicable, their ballot designation.</p> <p>The Secretary of State shall also provide to county elections officials a list of candidates to be voted on throughout the state for each county arranged according to the randomized alphabet drawn on July 19, 2021 (E-57).</p> | <p>§§ 8120-8125</p> <p>§ 13111</p>                                  |
| <p>7/26/21<br/>(E-50)</p>  | <p>34. <b>REPORT OF REGISTRATION — 60-DAY COUNTY READINESS DEADLINE</b><br/>Deadline for county elections officials to indicate Report of Registration readiness in their Election Management System (EMS) of all voters registered as of July 16, 2021 (E-60).</p>  | <p>§ 2187(a), (c)(2)</p>  |
| <p>7/26/21<br/>(E-50)</p>  | <p>35. <b>VOTER REGISTRATION DATA TO THE SECRETARY OF STATE FOR STATE VOTER INFORMATION GUIDE MAILING — DEADLINE</b><br/>Deadline to indicate voter information guide mailing readiness in the county's Election Management System (EMS) of all voters registered as of July 16, 2021 (E-60); this information should reflect the results of the pre-election residency confirmation procedure.</p>  | <p>§§ 2220-2227,<br/>9094(a)</p>                                    |
| <p>7/31/21<sup>3</sup><br/>[Saturday]<br/>(E-45)<br/>[Date fixed by law]</p> | <p>36. <b>MILITARY OR OVERSEAS VOTER BALLOTS</b><br/>Last day for county elections officials to transmit ballots and balloting 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 county elections official shall transmit a ballot and balloting materials as soon as practicable.</p>   | <p>52 U.S.C. § 20302<br/>(MOVE Act);<br/>§ 3114</p>                 |
| <p>7/31/21<br/>to<br/>9/13/21<br/>(E-45 to E-1)</p>                          | <p>37. <b>ISSUE ADVOCACY REPORT (ELECTRONIC FILERS ONLY)</b><br/>A disclosure report must be filed within 48 hours by anyone spending or promising to pay \$50,000 or more for a communication disseminated, broadcast, or otherwise published within 45 days of an election, if the communication clearly identifies a candidate for state elective office but does not expressly advocate the election or defeat of that candidate.<sup>2</sup></p>  | <p>Gov. Code § 85310;<br/>Cal. Code Regs.<br/>tit. 2, § 18539.2</p> |
| <p>8/2/21<br/>(E-43)<br/>[Date set by law]</p>                               | <p>38. <b>CAMPAIGN STATEMENT — SEMIANNUAL</b><br/>Last day to file semiannual campaign statements, if required, by all candidates, organizations, committees, and slate mailers.<sup>2</sup></p>   | <p>Gov. Code<br/>§§ 84200, 84218</p>                                |

**September 14, 2021, California gubernatorial Recall Election Calendar**

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| <p>8/5/21<br/>(E-40)<br/>[Date fixed by Law]</p> | <p><b>39. FIRST PRE-ELECTION STATEMENT</b><br/>Last day to file campaign statements for candidates and committees for the period ending July 31, 2021 (E-45). Candidate controlled committees and primarily formed candidate committees appearing on the ballot must file this statement. State general purpose committees making contributions or independent expenditures of \$500 or more in connection with the election must also file this statement. Political parties must file this statement if they receive contributions totaling \$1,000 or more or if contributions or independent expenditures totaling \$500 or more were made in connection with the election. State slate mailer organizations must file this statement if payments of \$500 or more are received or made to produce a slate mailer in connection with the election.<sup>2</sup></p> | <p>Gov. Code<br/>§§ 84200.5,<br/>84200.8, 84218</p>   |
| <p>8/6/21<br/>(E-39)</p>                         | <p><b>40. LAST DAY STATE VOTER INFORMATION GUIDE AVAILABLE FOR PUBLIC EXAMINATION AND COPY DELIVERED TO THE STATE PRINTER</b><br/>Last day the state Voter Information Guide for the election will be available for public examination and for the Secretary of State to deliver copy for preparation of the state Voter Information Guides to the Office of State Publishing.</p>   | <p>Gov. Code § 88006;<br/>§§ 9054, 9082,<br/>9092, 13282</p>  |
| <p>TBD<br/>(E-XX)</p>                            | <p><b>41. STATE VOTER INFORMATION GUIDES TO STATE AND LOCAL OFFICIALS AND PUBLIC INSTITUTIONS</b><br/>On or before this date, the Secretary of State shall send a specified number of copies of the official state Voter Information Guide to city and county elections officials, members of the Legislature, public libraries, and specified educational institutions.</p>   | <p>§ 9096</p>   |
| <p>TBD<br/>to<br/>8/24/21<br/>(E-XX to E-21)</p> | <p><b>42. STATE VOTER INFORMATION GUIDE MAILING</b><br/>Period in which the Secretary of State shall mail state Voter Information Guides to all households in which voters were registered by July 16, 2021 (E-60). This mailing is based on the information provided by county elections officials to the Secretary of State by July 26, 2021 (E-50).</p>   | <p>§ 9094(a)</p>  |
| <p>8/16/21<br/>(E-29)</p>                        | <p><b>43. ALL COUNTIES MAIL EVERY ACTIVE REGISTERED VOTER A VOTE BY-MAIL BALLOT AND PACKET</b><br/>For this election, every active registered voter will be mailed a vote-by-mail ballot.<br/><br/>No later than this date, county elections officials shall begin mailing each registered voter a vote-by-mail ballot, a vote-by-mail packet that includes an envelope with instructions on the use and return of the vote-by-mail ballot, and other information including the locations and hours of each vote center in the county or polling place.<br/><br/>County elections officials shall have five days to mail a ballot to each person who is registered to vote by this date and five days to mail a ballot to each person who is subsequently registered to vote.</p>  | <p>§ 3000.5<br/><br/>§§ 3000.5, 3010,<br/>4005(a)(8)(A)<br/>&amp; (B), 4007<br/><br/>§§ 3000.5, 3001(b)</p> |

**September 14, 2021, California gubernatorial Recall Election Calendar**

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| 8/16/21<br>(E-29)                       | 44. <b>NON-VOTER'S CHOICE ACT COUNTIES: PRECINCT BOARD MEMBERS AND POLLING PLACES</b><br>On or before this date, the county elections official shall appoint members of the precinct boards and designate the polling places.   | § 12286                         |
| 8/16/21<br>(E-29)                       | 45. <b>COMPUTER PROCESSING OF VOTE-BY-MAIL BALLOTS</b><br>Counties having the necessary computer capability to process vote-by-mail ballots may begin to process their vote-by-mail ballots on this date. This process may be completed to the point of placing the ballot information on a computer medium, but under NO circumstances may a vote count be accessed or released until 8:00 p.m. on September 14, 2021 (E).<br><br>All other county elections officials shall start to process vote-by-mail ballots at 5:00 p.m. on the day before the election, the results of which shall not be released before 8:00 p.m. on September 14, 2021 (E). | §§ 1605(a),<br>15101(b)(1), (c) |
| 8/16/21<br>to<br>9/14/21<br>(E-29 to E) | 46. <b>VOTE-BY-MAIL BALLOT APPLICATIONS FOR OUT-OF-STATE EMERGENCY WORKERS</b><br>Period in which, upon the declaration of an out-of-state emergency by the Governor and the issuance of an executive order authorizing an out-of-state emergency worker to cast a ballot outside of his or her home precinct, an out-of-state emergency worker may request and vote a vote-by-mail ballot, which must be returned in the same manner as all other voted vote-by-mail ballots.  | §§ 336.7, 3021.5                |
| 8/17/21<br>to<br>9/14/21<br>(E-28 to E) | 47. <b>COUNTIES UTILIZING SECTION 1602: OPEN AT LEAST ONE LOCATION FOR VOTING AND VOTING SERVICES</b><br>Counties that are utilizing Section 1602 will open at least one location for voting and voter services pursuant to Section 1602.   | § 1602                          |
| 8/17/21<br>to<br>9/14/21<br>(E-28 to E) | 48. <b>VOTER'S CHOICE ACT COUNTIES AND NON-VCA COUNTIES UTILIZING 1602: DROPOFF LOCATIONS OPEN</b><br>Counties that are implementing the Voter's Choice Act, and non-VCA counties utilizing Section 1602 will open ballot dropoff locations. These locations shall be open at least during regular business hours beginning not less than 28 days before the election through Election Day. At least one ballot dropoff location shall be an accessible, secured, exterior drop box that is available for a minimum of 12 hours per day, including regular business hours.  | §§ 1602,<br>4005(a)(1)(A), (B)  |
| 8/24/21<br>(E-21)                       | 49. <b>STATE VOTER INFORMATION GUIDE — MAILING DEADLINE</b><br>On or before this date, the Secretary of State, or the county elections official, if appropriate, shall mail state Voter Information Guides to all households in which voters were registered by July 16, 2021 (E-60).   | § 9094(a)                       |
| 8/25/21<br>(E-20)                       | 50. <b>REPORT OF REGISTRATION — 60-DAY STATEWIDE REPORT PUBLISHED</b><br>On or before this date, the Secretary of State will release a statewide report showing the number of registered voters, by political party preference, in the state, in each county, and in each political subdivision thereof. This report is based on the number of persons registered as of July 16, 2021 (E-60).   | § 2187(a), (c)(2)               |

**September 14, 2021, California gubernatorial Recall Election Calendar**

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| 8/29/21<br>[Sunday]<br>to<br>9/13/21<br>(E-16 to E-1) | 51. <b>24-HOUR STATEMENT OF ORGANIZATION FILING REQUIREMENT — RECIPIENT COMMITTEES AND SLATE MAILER ORGANIZATIONS</b><br>A recipient committee or slate mailer organization that qualifies during the 16 days prior to an election in which it must file pre-election statements must file a Statement of Organization Recipient Committee (Form 410) or Statement of Organization Slate Mailer (Form 400) within 24 hours of qualification with the filing officer who will receive the committee’s original disclosure statements by personal delivery, facsimile transmission, online transmission, or guaranteed overnight delivery. <sup>2</sup>  | Gov. Code<br>§§ 84101, 84108   |
| 8/30/21<br>(E-15)                                     | 52. <b>15-DAY CLOSE OF REGISTRATION</b><br>Last day to register to vote. The Voter Registration Form shall be mailed (postmarked by this date) or delivered to the county elections official by this date and is effective upon receipt. The Voter Registration Form may also be submitted by this date to the Secretary of State, Department of Motor Vehicles, or any National Voter Registration Act designated agency.<br><br>A request for a vote-by-mail ballot from a military or overseas voter, if postmarked on or before this date, will be deemed an affidavit of registration and an application for permanent vote-by-mail status. When a county elections official receives and approves a registration application from a military or overseas voter, the official must provide that voter with a vote-by-mail ballot for each subsequent election for federal office in the state unless the voter fails to vote in four consecutive statewide general elections.<br><br>See Item #57 for exception to this deadline. | 52 U.S.C.<br>§§ 20301, 20501;<br>§§ 300(b), 321,<br>2102, 3102<br><br>§§ 3102(e), 3206 |
| 8/30/21<br>(E-15)                                     | 53. <b>NOTICE OF CHANGE OF ADDRESS WITHIN STATE</b><br>Last day before the election for any voter to send a notice or letter advising the county elections official of a change of address within the county. The notice or letter shall be mailed (postmarked by this date) or delivered to the county elections official by this date and is effective upon receipt. The notice or letter may also be submitted to the Department of Motor Vehicles or any National Voter Registration Act designated agency prior to the election. The county elections official shall correct the registration records accordingly. The notice or letter is in lieu of re-registering.   | § 2119   |
| 8/30/21<br>to<br>9/7/21<br>(E-15 to E-7)              | 54. <b>REPORT OF REGISTRATION — 15-DAY COUNTY READINESS</b><br>Period in which county elections officials shall notify the Secretary of State that voter registration information is available in the California Statewide Voter Registration System (VoteCal) by indicating Report of Registration readiness in their Election Management System (EMS) with respect to voters registered as of August 30, 2021 (E-15).  | § 2187(a), (c)(3)  |

**September 14, 2021, California gubernatorial Recall Election Calendar**

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| 8/31/21<br>(E-14)  | 55. <b>STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS DEADLINE</b><br>Last day for a write-in candidate to leave a statement of write-in candidacy and nomination papers with the county elections official for filing with the Secretary of State.  | § 8601                                     |
| 8/31/21<br>(E-14)  | 56. <b>BILINGUAL PRECINCT BOARD MEMBERS</b><br>Last day for county elections officials to prepare a list of precincts to which bilingual officers were appointed. A copy of this list shall be made available to the public.  | § 12303(d)                                 |
| 8/31/21<br>to<br>9/14/21<br>(E-14 to E)                        | 57. <b>CONDITIONAL VOTER REGISTRATION PERIOD</b><br>Period in which an elector can “conditionally” register and vote provisionally at the county elections office, a satellite office, polling place, or vote center after the 15-day voter registration deadline.  | § 2170                                     |
| 8/31/21<br>to<br>9/14/21<br>(E-14 to E)                        | 58. <b>NEW CITIZEN REGISTRATION PERIOD</b><br>Period in which a new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on August 31, 2021 (E-14), and ending at the close of polls on September 14, 2021 (E).<br><br>A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting and shall declare that he or she has established residency in California.<br><br>The ballots of new citizens shall be received and canvassed at the same time and under the same procedure as vote-by-mail ballots.  | §§ 331, 3500<br><br>§ 3501<br><br>§ 3502   |
| 9/2/21<br>(E-12)   | 59. <b>SECOND PRE-ELECTION STATEMENT</b><br>Last day to file campaign statements for candidates and committees for the period ending August 28, 2021** (E-17). Candidate controlled committees, primarily formed candidate committees appearing on the ballot must file this statement by guaranteed overnight mail or personal delivery. State general purpose committees making contributions or independent expenditures of \$500 or more in connection with the election must also file this statement. Political parties must file this statement if they receive contributions totaling \$1,000 or more or if contributions or independent expenditures totaling \$500 or more were made in connection with the election. State slate mailer organizations must file this statement if payments of \$500 or more are received or made to produce a slate mailer in connection with the election. <sup>2</sup> | Gov. Code<br>§§ 84200.5,<br>84200.8, 84218 |
| 9/3/21<br>(E-11)<br>[Date designated by<br>Secretary of State] | 60. <b>CERTIFIED LIST OF WRITE-IN CANDIDATES</b><br>The Secretary of State will prepare and send to affected county elections officials a certified list of write-in candidates showing the names of every write-in candidate eligible to receive votes within the county at the election, their addresses, and the office of Governor to which they seek election. This list will also be mailed to each candidate running for the office of Governor.   |  |

**September 14, 2021, California gubernatorial Recall Election Calendar**

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| <p>9/4/21*<br/>[Saturday]<br/>(E-10)</p>                           | <p><b>61. PUBLICATION OF CENTRAL TALLY CENTER LOCATION</b><br/>Last day that a notice shall be published by the county elections official, at least once, in a newspaper of general circulation within the district, specifying the public place to be used as the central tally center for counting the ballots, if ballots not tallied at precincts.</p>  | <p>§ 12109</p>   |
| <p>9/4/21<br/>(E-10)<br/>[Saturday]</p>                            | <p><b>62. STATE VOTER INFORMATION GUIDE SUPPLEMENTAL MAILING BY SECRETARY OF STATE — DEADLINE</b><br/>On or before this date, the Secretary of State to mail Voter Information Guides to voters who registered between Saturday, July 17, 2021 (E-59), and August 16, 2021 (E-29), inclusive.</p>   | <p>§ 9094(a)</p>   |
| <p>9/4/21<br/>(E-10)<br/>[Saturday]</p>                            | <p><b>63. COUNTY VOTER INFORMATION GUIDE AND POLLING PLACE NOTICE MAILING — DEADLINE</b><br/>Last day for the county elections official to mail a county voter information guide and a polling place notice, which includes any vote centers, to each registered voter who registered at least 29 days before the election, unless the voter has opted to receive them electronically. The polling place notice may state whether the polling place is accessible to the physically handicapped.</p>  | <p>§§ 11324, 13300.7,<br/>13303, 13304,<br/>13305, 14282</p> |
| <p>9/4/21*<br/>[Saturday]<br/>to<br/>9/10/21<br/>(E-10 to E-4)</p> | <p><b>64. VOTER'S CHOICE ACT COUNTIES: OPEN ONE VOTE CENTER FOR EVERY 50,000 REGISTERED VOTERS</b><br/>Counties that are implementing the Voter's Choice Act will open one vote center for every 50,000 registered voters. The locations and hours of operation of these vote centers will be available in vote-by-mail materials and on the county website. Any voter registered in the county may visit any vote center in order to receive voter services or vote. The first day a vote center opens, the elections official shall deliver to the precinct board a list of military or overseas voters who registered under Section 3108.</p>  | <p>§§ 3108(b),<br/>4005(a)(2)(A),<br/>(4)(A)</p>             |
| <p>9/4/21*<br/>[Saturday]<br/>to<br/>9/10/21<br/>(E-10 to E-4)</p> | <p><b>65. VOTER'S CHOICE ACT COUNTIES UTILIZING SECTION 1601: OPEN ONE VOTE CENTER FOR EVERY 60,000 REGISTERED VOTERS</b><br/>VCA Counties that are utilizing vote centers pursuant to Section 1601 will open one vote center for every 60,000 registered voters. The locations and hours of operation of these vote centers will be available in vote-by-mail materials and on the county website. Any voter registered in the county may visit any vote center in order to receive voter services or vote. The first day a vote center opens, the elections official shall deliver to the precinct board a list of military or overseas voters who registered under Section 3108.</p> | <p>§§ 1601, 3108(b)</p>                                      |
| <p>9/7/21<br/>(E-7)</p>  | <p><b>66. REPORT OF REGISTRATION — 15-DAY COUNTY READINESS DEADLINE</b><br/>Deadline for county elections officials to indicate Report of Registration readiness in their Election Management System (EMS) of all voters registered as of August 30, 2021 (E-15).</p>   | <p>§ 2187(a), (c)(3)</p>                                     |
| <p>9/7/21<br/>(E-7)</p>  | <p><b>67. VOTE-BY-MAIL BALLOT ISSUANCE — DEADLINE</b><br/>Last day for the county elections official to send a registered voter a vote-by-mail ballot.<br/><br/>See Items #69 and #70 for exceptions to this deadline.</p>  | <p>§§ 3001, 3003,<br/>3102</p>                               |

## **September 14, 2021, California Gubernatorial Recall Election Calendar**

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| 9/7/21<br>(E-7)<br>[5:00 p.m.]          | 68. <b>COMPUTER PROGRAM TO SECRETARY OF STATE</b><br>Last day for counties to verify their election night vote count computer programs and deposit copies thereof with the Secretary of State.  | § 15001(a)                         |
| 9/8/21<br>to<br>9/13/21<br>(E-6 to E-1) | 69. <b>MILITARY OR OVERSEAS VOTER RECALLED TO SERVICE</b><br>Period in which a registered military or overseas voter recalled to service after September 7, 2021 (E-7), but before 5:00 p.m. on September 13, 2021 (E-1), may appear before the county elections official where they are registered, or, if within the state, in the county in which they have been recalled to service, and obtain a vote-by-mail ballot which may be voted in, or outside, the county elections official's office on or before the close of the polls and returned as are other voted vote-by-mail ballots.   | § 3111                             |
| 9/8/21<br>to<br>9/13/21<br>(E-6 to E-1) | 70. <b>REQUEST FOR VOTE-BY-MAIL BALLOTS — LATE CONDITIONS</b><br>Period in which any voter may request in writing a vote-by-mail ballot if, because of specified conditions, he or she will be unable to go to the polls for an election. A written statement is not necessary if the vote-by-mail ballot is voted in the office of the elections official at the time of the request. The voter may designate any authorized representative to receive the ballot and return the voted vote-by-mail ballot.  | § 3021                             |
| 9/11/21*<br>to<br>9/14/21<br>(E-3 to E) | 71. <b>VOTER'S CHOICE ACT COUNTIES: OPEN ONE VOTE CENTER FOR EVERY 10,000 REGISTERED VOTERS</b><br>Counties that are implementing the Voter's Choice Act will open one vote center for every 10,000 registered voters. The locations and hours of operation of these vote centers will be available in vote-by-mail materials and on the county website. Any voter registered in the county may visit any vote center in order to receive voter services or vote. The first day a vote center opens, the elections official shall deliver to the precinct board a list of military or overseas voters who registered under Section 3108.  | § 4005(a)(3)(A)                    |
| 9/11/21*<br>to<br>9/14/21<br>(E-3 to E) | 72. <b>VOTER'S CHOICE ACT COUNTIES UTILIZING SECTION 1601: OPEN ONE VOTE CENTER FOR EVERY 30,000 REGISTERED VOTERS</b><br>VCA Counties that are utilizing vote centers pursuant to Section 1601 will open one vote center for every 30,000 registered voters. The locations and hours of operation of these vote centers will be available in vote-by-mail materials and on the county website. Any voter registered in the county may visit any vote center in order to receive voter services or vote. The first day a vote center opens, the elections official shall deliver to the precinct board a list of military or overseas voters who registered under Section 3108. | §§ 1601, 3108(b),<br>4005(a)(3)(A) |
| 9/11/21*<br>to<br>9/14/21<br>(E-3 to E) | 73. <b>COUNTIES UTILIZING SECTION 1602: OPEN ONE CONSOLIDATED POLLING PLACE FOR EVERY 10,000 REGISTERED VOTERS</b><br>Counties that are utilizing Section 1602 will open one consolidated polling place for every 10,000 registered voters. The locations and hours of operation of these polling places will be available in vote-by-mail materials and on the county website.   | §§ 1602,<br>4005(a)(3)(A)          |

**September 14, 2021, California Gubernatorial Recall Election Calendar**

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| 9/12/21*<br>[Sunday]<br>(E-2)   | 74. <b>EARLY BALLOT PICKUP NOTIFICATION DEADLINE</b><br>If a county elections official will pick up ballots prior to the closing of the polls, at least 48 hours in advance of an election, the elections official must notify the public of the dates, times, and places at which ballot containers will be delivered.  | § 14422(a)(3)  |
| 9/13/21<br>(E-1)<br>[5:00 p.m.] | 75. <b>MANUAL PROCESSING OF VOTE-BY-MAIL BALLOTS</b><br>Counties not having the necessary computer capability to process vote-by-mail ballots may begin to manually process vote-by-mail ballots at 5:00 p.m. on this date, but under NO circumstance may a vote count be accessed or released until 8:00 p.m. on September 14, 2021 (E).  | § 15101(b)(1), (c)   |
| 9/13/21<br>(E-1)<br>[5:00 p.m.] | 76. <b>MILITARY OR OVERSEAS VOTER RECALLED TO SERVICE — REGISTRATION DEADLINE</b><br>Last day a registered military or overseas voter recalled to service after September 7, 2021 (E-7), but before 5:00 p.m. on September 13, 2021 (E-1), may appear before the county elections official where they are registered, or, if within the state, in the county in which they have been recalled to service, and obtain a vote-by-mail ballot which may be voted in, or outside, the county elections official’s office on or before the close of the polls and returned as are other voted vote-by-mail ballots.   | § 3111   |
| 9/13/21<br>(E-1)                | 77. <b>ISSUE ADVOCACY REPORT (ELECTRONIC FILERS ONLY) — PERIOD ENDS</b><br>A disclosure report must be filed within 48 hours by anyone spending or promising to pay \$50,000 or more for a communication disseminated, broadcast, or otherwise published within 45 days of an election, if the communication clearly identifies a candidate for state elective office but does not expressly advocate the election or defeat of that candidate. <sup>2</sup>   | Cal. Code Regs.<br>tit. 2, § 18539.2;<br>Gov. Code § 85310 |
| 9/14/21<br>(E)                  | 78. <b>ELECTION DAY</b><br>On this date, the polls shall be open throughout the state from 7:00 a.m. to 8:00 p.m.<br><br>An elector can “conditionally” register and vote provisionally at the county elections office, designated satellite office, or a vote center.   | §§ 1000(c), 14212  |
| 9/14/21<br>(E)                  | 79. <b>24-HOUR STATEMENT OF ORGANIZATION FILING REQUIREMENT — RECIPIENT COMMITTEES AND SLATE MAILER ORGANIZATIONS — PERIOD ENDS</b><br>A recipient committee or slate mailer organization that qualifies during the 16 days prior to an election in which it must file pre-election statements must file a Statement of Organization Recipient Committee (Form 410) or Statement of Organization Slate Mailer Organization (Form 400) within 24 hours of qualification with the filing officer who will receive the committee’s original disclosure statements by personal delivery, facsimile transmission, online transmission, or guaranteed overnight delivery. <sup>2</sup> | Gov. Code<br>§§ 84101, 84108                               |

## **September 14, 2021, California Gubernatorial Recall Election Calendar**

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| 9/14/21<br>(E) | 80. <b>HAND DELIVERED OR FAXED VOTE-BY-MAIL BALLOTS RETURNED IN ORDER TO BE COUNTED — DEADLINE</b>    | <p>Voted vote-by-mail ballots hand delivered to the office of the elections official, a polling place, a vote center, a vote-by-mail drop-off location, or a drop box must be received by the county elections official by the close of the polls on Election Day.</p> <p>Last day a military or overseas voter who is living outside of the United States (or is called for service within the United States on or after September 7, 2021 (E-7), may return his or her ballot by facsimile transmission. To be counted, the ballot returned by facsimile transmission shall be received by the voter's elections official by 8:00 p.m. on Election Day and shall be accompanied by an identification envelope and a signed oath of declaration.</p>  | <p>§§ 3017, 14212</p> <p>§ 3106, 3116.5</p>                                |
| 9/14/21<br>(E) | 81. <b>ELECTION CYCLE REPORTS — 24-HOUR PAYMENT REPORT (SLATE MAILER ORGANIZATIONS) — PERIOD ENDS</b> | <p>During the 90 days immediately preceding an election, each slate mailer organization that receives a payment of \$2,500 or more for the purpose of supporting or opposing any candidate in a slate mailer must report the payment within 24 hours to the Secretary of State's office online or by electronic transmission only. (Deadlines are extended to the next business day when they fall on a Saturday, Sunday, or an official state holiday, except for the weekend before an election.) Such payments may be reported on a Slate Mailer Late Payment Report (Form 498).<sup>2</sup></p>  | <p>Gov. Code § 84220</p>   |
| 9/14/21<br>(E) | 82. <b>ELECTION CYCLE REPORTS — 24-HOUR CONTRIBUTION REPORT — PERIOD ENDS</b>                         | <p>During the 90 days immediately preceding an election or on the date of the election, the following contributions that total in the aggregate of \$1,000 or more must be reported within 24 hours to the Secretary of State's office online or by electronic transmission only: contributions made to or received by a candidate being voted upon on the September 14 ballot; contributions made to or received by a primarily formed candidate committee being voted upon on the September 14 ballot; or, contributions made to or received by a political party committee. (Deadlines are extended to the next business day when they fall on a Saturday, Sunday, or an official state holiday, except for the weekend before an election.) Recipients of non-monetary or in-kind contributions must file within 48 hours of the date the contribution was received. These contributions are reported on the Contribution Report (Form 497).<sup>2</sup></p> | <p>Gov. Code<br/>§§ 81005, 82036,<br/>84203, 84203.3,<br/>85204, 85309</p> |
| 9/14/21<br>(E) | 83. <b>ELECTION CYCLE REPORTS — 24-HOUR INDEPENDENT EXPENDITURE REPORT — PERIOD ENDS</b>              | <p>During the 90 days immediately preceding the date of the election, an independent expenditure of \$1,000 or more made to a specific candidate or measure involved in an election must be reported on the Independent Expenditure Report (Form 496) within 24 hours to the Secretary of State's office by online or electronic transmission only.<sup>2</sup></p>  | <p>Gov. Code<br/>§§ 82036.5, 84204,<br/>84215(e), 85204</p>                |

## **September 14, 2021, California gubernatorial Recall Election Calendar**

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| 9/14/21<br>(E)                | 84. <b>MILITARY OR OVERSEAS VOTERS – LATE CONDITIONS</b>                       | Any registered military or overseas voter or any individual born outside of the United States or District of Columbia whose parent or legal guardian was a resident of California when the parent was last living in the United States who has returned to their county of registration on or before this day, and to whom a vote-by-mail ballot has been mailed but not voted, may apply to vote in the county elections official's office or in a polling place.   | §§ 300(b), 321,<br>3109 |
|                               |  | An unregistered military or overseas voter who was 1) released from service after the close of registration and who has returned to his or her county of residence or 2) required to move under official active duty military orders after the close of registration may apply in person to register with the county elections official and vote in the election. Documentary proof of release from service or official military orders are required. On or before the day of the election, or the first day a vote center opens, the county elections official shall deliver to the precinct board a list of military or overseas voters registered under Elections Code section 3108.                          | § 3108                  |
|                               |  | A military or overseas voter or any individual born outside of the United States or District of Columbia whose parent or legal guardian was a resident of California when the parent was last living in the United States who returns to the county after September 7, 2021 (E-7), may appear before the county elections official and apply for registration, a vote-by-mail ballot, or both. The county elections official shall register the voter, if not registered, and shall deliver a vote-by-mail ballot which may be voted in, or outside, the county elections official's office on or before the close of the polls on the day of the election and returned as are other voted vote-by-mail ballots. | § 3110                  |
| 9/14/21<br>(E)                | 85. <b>REQUEST FOR VOTE-BY-MAIL BALLOTS — LATE CONDITIONS DEADLINE</b>         | Last day any voter may request in writing a vote-by-mail ballot because of specified conditions resulting in his or her absence from the polling place or precinct for an election.  | § 3021                  |
| 9/14/21<br>(E)                | 86. <b>VOTE-BY-MAIL BALLOT APPLICATIONS FOR OUT-OF-STATE EMERGENCY WORKERS</b> | Last day, upon the declaration of an out-of-state emergency by the Governor and the issuance of an executive order authorizing an out-of-state emergency worker to cast a ballot outside of his or her home precinct, that an out-of-state emergency worker may request and vote a vote-by-mail ballot, which must be delivered to the elections official by mail or by hand on or before the close of polls, and returned in the same manner as other voted vote-by-mail ballots.   | §§ 336.7, 3021.5        |
| 9/14/21<br>(E)<br>[8:00 p.m.] | 87. <b>NEW CITIZEN REGISTRATION PERIOD — DEADLINE</b>                          | Last day a new citizen is eligible to register to vote after the close of registration. The new citizen shall provide the county elections official with proof of citizenship prior to voting and declare that he or she has established residency in California.  | §§ 331, 3500, 3501      |
|                               |  | The ballots of new citizens shall be received and canvassed at the same time and under the same procedure as vote-by-mail ballots.   | § 3502                  |

**September 14, 2021, California Gubernatorial Recall Election Calendar**

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| 9/14/21<br>(E)                             | 88. <b>CONDITIONAL VOTER REGISTRATION — DEADLINE</b><br>Last day for an elector to "conditionally" register and vote provisionally at the county elections office, designated satellite office, or a vote center.   | § 2170                            |
| 9/14/21<br>(E)<br>[8:00 p.m.]              | 89. <b>SEMIFINAL OFFICIAL CANVASS</b><br>Beginning at 8:00 p.m. and continuously until completed, the county elections official shall conduct the semifinal official canvass of votes and report totals to the Secretary of State at least every two hours.   | §§ 15150, 15151                   |
| 9/16/21<br>(E+2)                           | 90. <b>ESTIMATED NUMBER OF UNPROCESSED BALLOTS</b><br>On this day, county elections official shall send to the Secretary of State an initial report containing the estimated number of outstanding unprocessed ballots.   | § 15305(b)                        |
| 9/16/21<br>to<br>10/14/21<br>(E+2 to E+30) | 91. <b>OFFICIAL CANVASS — BEGINNING</b><br>Beginning no later than the Thursday following the election, the county elections official must begin the official canvass of the precinct returns. This canvass must be completed no later than October 14, 2021 (E+30).  | §§ 15301, 15372                   |
| 9/20/21<br>to<br>10/14/21<br>(E+6 to E+30) | 92. <b>REPORT ON ESTIMATED NUMBER OF UNPROCESSED BALLOTS</b><br>Beginning on this day, the county elections official shall, on any day that the county elections official publicly releases updated election results, send to the Secretary of State a report on the estimated number of outstanding unprocessed ballots. The last report shall be delivered upon completion of the official canvass.   | § 15305(c)                        |
| 9/21/21<br>(E+7)                           | 93. <b>MAILED VOTE-BY-MAIL BALLOTS — LAST DAY TO BE COUNTED</b><br>Any vote-by-mail ballot cast shall be deemed timely if it is received by the elections official via the United States Postal Service or a bona fide private mail delivery company no later than seven days after Election Day and either of the following is satisfied: 1) the ballot is postmarked on or before Election Day or is time stamped or date stamped by a bona fide private mail delivery company on or before Election Day, or 2) if the ballot has no postmark, a postmark with no date, or an illegible postmark, the vote-by-mail ballot identification envelope is date stamped by the elections official upon receipt of the vote-by-mail ballot from the United States Postal Service or a bona fide private mail delivery company, and is signed and dated pursuant to Section 3011 on or before Election Day. | §§ 1605(d), 3017,<br>3020(b), (c) |
| 9/22/21<br>(E+8)                           | 94. <b>VOTE-BY-MAIL BALLOTS RETURNED TO DIFFERENT COUNTY</b><br>Last for a county elections official to forward a ballot, which was delivered to their county, to the county that issued the ballot.  | § 3017                            |

**September 14, 2021, California gubernatorial Recall Election Calendar**

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|-----------------------------------|--|----------------------------------|
| 9/24/21<br>(E+10)                 | 95. <b>PROVISIONAL BALLOTS OF EMERGENCY WORKERS</b><br>If the Governor declares a state of emergency and issues an executive order authorizing an emergency worker to cast a ballot outside of his or her precinct, the provisional ballot cast by the emergency worker by the close of polls on Election Day must be received by the county elections official where the voter is registered no later than this day. The county elections official in a county included in the executive order declaring the emergency shall transmit for processing any ballot cast by the close of polls on Election Day by an emergency worker in a declared state of emergency, including any materials necessary to process the ballot, to the elections official in the county where the voter is | § 14313                          |
| 10/6/21<br>(E+22)<br>[5:00 p.m.]  | 96. <b>VOTE-BY-MAIL BALLOTS — NOTICE TO CURE MISMATCHED SIGNATURE ON ENVELOPE ON IDENTIFICATION ENVELOPE OR UNSIGNED IDENTIFICATION ENVELOPE</b><br><br>By this date, the elections official shall provide to all voters who have been identified as having a signature on the vote-by-mail identification envelope that did not match their signature on their voter record a notice of the opportunity to verify their signatures no later than 5:00 p.m. on October 12, 2021 (E+28).<br><br>By this date, the elections official shall provide to all voters identified as having failed to sign the vote-by-mail identification envelope a notice of the opportunity to provide a signature no later than 5:00 p.m. on October 12, 2021 (E+28).                                      | § 3019(d)(1)<br><br>§ 3019(e)(1) |
| 10/7/21<br>(E+23)                 | 97. <b>REPORT OF REGISTRATION — 15-DAY STATEWIDE REPORT PUBLISHED</b><br>On or before this date, the Secretary of State will release a statewide report showing the number of registered voters, by political party preference, in the state, in each county, and in each political subdivision thereof. This report is based on the number of persons registered as of August 30, 2021 (E-15).  | § 2187(b), (c)(3)                |
| 10/12/21<br>(E+28)<br>[5:00 p.m.] | 98. <b>VOTE-BY-MAIL BALLOTS — DEADLINE TO CURE MISMATCHED SIGNATURE ON ENVELOPE ON IDENTIFICATION ENVELOPE OR UNSIGNED IDENTIFICATION ENVELOPE</b><br><br>Last day for a county elections official to receive from a voter, whose signature on their vote-by-mail identification envelope did not match with their signature on their voter record, a "signature verification statement;" this statement can be submitted in person, or by mail, email or fax.<br><br>Last day for a voter who did not sign the vote-by-mail ballot identification envelope to either sign the identification envelope at the office of the county elections official or complete and submit an "unsigned ballot statement" in person to the county elections official, or by mail, email or fax.        | § 3019(d)(4)<br><br>§ 3019(e)(1) |
| 10/14/21<br>(E+30)                | 99. <b>ESTIMATED NUMBER OF UNPROCESSED BALLOTS — FINAL REPORT</b><br>No later than this date, the last report on the estimated number of outstanding unprocessed ballots shall be delivered to the Secretary of State.   | § 15305(c)                       |
| 10/14/21<br>(E+30)                | 100. <b>OFFICIAL CANVASS DEADLINE</b><br>No later than this date, the county elections official must complete the canvass, certify its results, and submit it to the board of supervisors.   | § 15372                          |

**September 14, 2021, California Gubernatorial Recall Election Calendar**

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|--|--|------------------------------|
| 10/15/21<br>(E+31)                     | 101. <b>STATEMENT OF RESULTS TO SECRETARY OF STATE</b><br>By this date, the county elections official shall send to the Secretary of State, in an electronic format, one complete copy of the election returns for all candidates.   | §§ 15374, 15375              |
| 10/22/21<br>(E+38)                     | 102. <b>STATEMENT OF THE VOTE</b><br>Last day for the Secretary of State to prepare, certify, and file a statement of the vote from the compiled election returns and post to the Secretary of State's website.  | § 15501                      |
| 10/22/21<br>(E+38)<br>[Suggested Date] | 103. <b>CERTIFICATE OF ELECTION</b><br>Secretary of State shall issue a certificate of election to the elected candidate, if the recall election is successful.  | §§ 8147, 15504               |
| 1/31/22<br>(E+139)                     | 104. <b>CAMPAIGN STATEMENT — SEMIANNUAL</b><br>Last day to file semiannual campaign statements for candidates, committees, and slate mailer organizations. <sup>2</sup>  | Gov. Code<br>§§ 84200, 84218 |
| 2/19/22*<br>(E+158)                    | 105. <b>SUPPLEMENT TO THE STATEMENT OF THE VOTE</b><br>Last day for the Secretary of State to compile a supplement to the statement of the vote showing the number of votes cast in each county, city, state assembly district, state senatorial district, congressional district, and supervisorial district for each candidate for the office of Governor. | § 15502                      |

\*Deadline falls on a weekend or state holiday; it does not move forward to the next business day.

\*\*Deadline falls on a weekend or state holiday; the action may be conducted on the next business day. (Elections Code § 15)

<sup>1</sup>All code references are to the California Elections Code unless otherwise stated.

<sup>2</sup>Paper and electronic or online filings may be required. This does not cover ALL campaign disclosure requirements. Please contact the Fair Political Practices Commission at 1-866-275-3772 for all filing obligations.

<sup>3</sup>Elections Code section 3114 and the federal MOVE Act require that ballots be sent to military and overseas voters no later than 45 days prior to an election. This E-45 deadline must be adhered to and does not move forward even though the date falls on a Saturday.

## Appendix B: September 14, 2021, California Gubernatorial Recall Election Calendar of Observable Activities

| Before Election Day                           |   |  |  |
|---|---|--|--|
| Activity                                      | Details   | Time   | Location   |
| <b>Voter Outreach Presentations</b>           | Contact Matthew Selby (415) 554-4376 for details, time, and location.   |  |  |
| <b>Logic and Accuracy Testing</b>             | Testing of ImageCast Central (ICC) Scanners and other media devices   | August 4–12, 8 a.m.–5 p.m.   | City Hall, Rm 48   |
|   | Testing of ImageCast Evolution Ballot-Scanning Machines   | August 17–27, 8 a.m.–5 p.m.  | Warehouse, Pier 31   |
|   | Testing of ImageCast X Ballot-Marking Devices   | August 9–16, 8 a.m.–5 p.m.   | Warehouse, Pier 31   |
| <b>Poll Worker and Field Support Training</b> | Contact Matthew Selby (415) 554-4376 for details, time, and location.   |  |  |
| <b>Voting Center</b>                          | Any voter may vote or drop off their vote-by-mail ballot at the City Hall Voting Center beginning 29 days before the election.  | August 16– September 14, Monday–Friday, 8 a.m.–5 p.m.<br><br>September 4–5 and September 11–12, 10 a.m.–4 p.m. | City Hall, in front of Rm 48   |
| <b>Vote-by-Mail Ballot Processing</b>         | Sorting, scanning, and verifying signatures on vote-by-mail ballot envelopes in preparation for ballot counting.<br><i>(Streamed on <a href="https://sfelections.org/live">sfelections.org/live</a>)</i>  | As early as August 3, following transmission of ballots to military and overseas voters, until complete        | City Hall, Rm 48   |
|   | Opening of vote-by-mail ballot envelopes, ballot extraction, ballot scanning in preparation for tabulation.<br><i>(Streamed on <a href="https://sfelections.org/live">sfelections.org/live</a>)</i>   | August 23 until complete   | City Hall, Rm 48   |
|   | For activity on a specific day, contact Matthew Selby (415) 554-4376.   |  |  |
| <b>Ballot Adjudication and Remake</b>         | When ballots contain valid votes, including cases in which a ballot has been irregularly marked, torn, bent, or otherwise damaged and unreadable, the Department reviews and adjudicates these ballots. When necessary, ballot remake is conducted. | August 23 until complete   | City Hall, Rm 48   |
| <b>Ballot Drop-Off Stations</b>               | Any voter may return their vote-by-mail ballot to any of San Francisco’s official ballot drop-off stations.   | September 11–12, 10 a.m.–4 p.m.<br>September 13, 8 a.m.–5 p.m.   | For locations, visit <a href="https://sfelections.org/balлотdropoff">sfelections.org/balлотdropoff</a> |
| <b>Mock Election Day Support Center</b>       | An internal practice of logging and resolving inquiries and issues in a simulated environment similar to Election Day.<br><i>(Streamed on <a href="https://sfelections.org/live">sfelections.org/live</a>)</i>                                      | September 11, 10:30 a.m.–12:30 p.m.  | Rm adjacent to City Hall café  |

Election Plan – September 14, 2021, California gubernatorial Recall Election

| On Election Day                               |  |   |  |
|---|--|---|--|
| Activity                                      | Details  | Time  | Location   |
| <b>Voting Center / Polling Places</b>         | The City Hall Voting Center and 588 polling places are open to local voters who wish to register to vote or vote in person, use accessible voting equipment, receive personal assistance, or return their vote-by-mail ballots.  | Election Day, September 14, 7 a.m.–8 p.m.   | For locations, visit <a href="https://sfelections.org/MyVotingLocation">sfelections.org/MyVotingLocation</a> |
| <b>Ballot-Drop Off Stations</b>               | Any voter may return their vote-by-mail ballot to any of San Francisco’s official ballot drop-off stations.  | Election Day, September 14, 7 a.m.–8 p.m.   | For locations, visit <a href="https://sfelections.org/balлотdropoff">sfelections.org/balлотdropoff</a>       |
| <b>Election Day Support Center</b>            | Provides support to poll workers and dispatches in-person assistance to polling places when needed.<br><i>(Streamed on <a href="https://sfelections.org/live">sfelections.org/live</a>)</i>  | 5:30 a.m. to approximately midnight   | Rm adjacent to City Hall café  |
| <b>Processing Center</b>                      | Receives voted ballots, rosters of voters, and other materials from polling places.  | Begins after 8 p.m. and continues until all polling place materials have been received  | Warehouse, Pier 31   |
| <b>Data Collection Center</b>                 | Receives memory cards from polling places.   | Begins after 8 p.m. and continues until all polling place memory cards have been received                                     | City Hall, McAllister St. entrance   |
| <b>Election Night Results Reporting</b>       | Results are available on <a href="https://sfelections.org/results">sfelections.org/results</a> , San Francisco Government Television – SFGTV, Channel 26   | 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   |
| <b>Ballot Processing and Tabulation</b>       | Ballots include vote-by-mail ballots that voters returned to polling places and drop-off stations, and that the Department received in the mail within seven days of Election Day; vote-by-mail ballots that were timely remedied by voters; provisional ballots; and ballots with write-in votes.<br>For activity on a specific day, contact Matthew Selby (415) 554-4376<br><i>(Streamed on <a href="https://sfelections.org/live">sfelections.org/live</a>)</i> | Continues until all ballots have been counted and the results are certified (no later than October 14)                        | City Hall, Rm 48   |
| <b>Results Reporting after Election Night</b> | The Department holds press briefings and posts updated results on its website on any day ballots are tabulated.  | Daily at approximately 4 p.m.   | In front of Rm 48 and on <a href="https://sfelections.org/results">sfelections.org/results</a>               |
| <b>Canvass</b>                                | An internal audit of the election to ensure the accuracy of results.   | September 16, 10 a.m.–7 p.m. beginning September 17, 8 a.m. – 5 p.m. except Sundays and holidays                              | Warehouse, at Pier 31  |
| <b>1% Manual Tallies</b>                      | Random selection of precincts and batches for manual tallies.<br><i>(Streamed on <a href="https://sfelections.org/live">sfelections.org/live</a>)</i>  | September 23, 11 a.m.   | City Hall, Rm 48   |