



Election Plan

February 15, 2022, Consolidated Special Municipal Election

Friday, December 10, 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 February 15, 2022, Consolidated Special Municipal 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 February 15 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 [**Employment and Volunteer Opportunities**](#) page on [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, provides information on how to get involved in serving as a poll worker or a polling place host, and features a “*Careers at the San Francisco Department of Elections*” video. Several Department employees appear in this video, sharing their testimonials. 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 also included in all job announcements issued by the Department.

During the February 15 election hiring cycle, the Department will continue many of the hiring practices established for the most recent election cycles. 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. This presentation orients new employees to the Department's mission and organizational structure, equipping employees with important information about resources and services, and introducing key policies and requirements.

With the goal of streamlining staff access to essential employment resources and expanding information about programs and benefits available to City employees, the Department provides the Employee Resources Portal (ERP). The 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 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 City employees and job seekers, 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 February 15 election, the Department also needed to make several modifications to certain tasks and schedules in order to begin preparations for overlapping election cycles in 2022. Both new practices and planning of overlapping operations for three separate elections are described in this section.

A. Overlapping Election Cycles in 2022

In the first few months of 2022, the Department expects to conduct either one or two special elections: a Consolidated Special Municipal Election on February 15 and a possible special general election to fill the

Election Plan – February 15, 2022, Consolidated Special Municipal Election

Assembly District 17 seat on April 19 (if no candidate for the Assembly District 17 seat wins a majority in the February election). Later in 2022, the Department will conduct two regularly scheduled elections: a Statewide Direct Primary Election on June 7 and a Consolidated General Election on November 8.

Since each election cycle begins approximately four months before the month in which Election Day falls and ends approximately one month later, three of 2022’s elections cycles will overlap as shown below:

Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
February 15 Election Cycle													
	April 19 Election Cycle												
		June 7 Election Cycle											
								November 8 Election Cycle					

Preparing for and administering three elections in quick succession requires the Department to significantly modify many of its procedures and to develop new staffing plans in order to complete the many tasks associated with each election cycle in a timely manner and in accordance with statutory deadlines. Consequently, the Department has been planning coordination and execution of overlapping operations for three separate elections between the months of November 2021 and June 2022. Such simultaneous work involves many tasks, including all of the following, for each election:

- Recruiting, onboarding, training, and scheduling temporary employees
- Drafting and translating the Voter Information Pamphlet and creating official digital and paper ballots
- Developing ballot and Voter Information Pamphlet production plans and timelines and liaising with translation, print and assembly vendors
- Recruiting, onboarding, and training poll workers and securing polling places
- Revising poll worker training materials and organizing in-person and online training programs
- Drafting and translating voter outreach materials and preparing advertising plans
- Preparing vehicle rental plans, parking space requirements, and space requirements, and executing use agreements

To plan the completion of all these tasks in a timely manner, the Department has revised its staffing plans for each election. Those revisions were necessary to address increased workloads and the fact that some temporary workers will not be able to move from one time-sensitive task to another and that some full-time personnel will require additional support to complete their typical tasks because of overlapping duties.

For example, in past elections, some seasonal employees were assigned to begin in the Department’s Publications division, where they worked on producing and translating the ballot and the Voter Information Pamphlet, and then transitioned to the public phone bank, where they answered questions about voting and registration in the last several weeks leading up to Election Day. This type of Publication staffing transition to

the phone bank will not be feasible for the early 2022 elections because Publications staff will need to prepare the ballot and other official materials for three elections in a row in order to comply with statutory deadlines. More specifically, for the potential April 2022 election, the Department would need to send ballots to military and overseas voters on March 5, or 13 business days after the February 15 election, and Publications staff will therefore need to prepare ballot faces for the April 2022 election while working on the February 2022 election ballot. Such preparations will enable the Department to finalize and send the April 2022 ballot to the printing vendor shortly after the outcome of the February election is known. In addition, while finalizing the April 2022 election ballot in mid-February, Publications staff will need to begin working on the June 2022 election ballot. At that time, the Secretary of State's office will begin transmitting the names and ballot designations of nominated candidates and related translations to the counties, which Publications staff must then proof and send to the vendor to populate ballot drafts. In March, once all local and state nomination periods and submission deadlines have closed, Publications staff will submit additional ballot content to the vendor and work on finalizing the June ballot. Since Publications staff will not be able to move from one task to another as they have done in past election cycles, the Department plans to increase the total number of staff working in that division and to keep those employees on for a longer than typical employment period.

Overlapping filing activities will similarly increase human resources needs in the Department's Campaign Services division. For example, while conducting a number of campaign-related activities necessary to administer the February and April 2022 elections, Campaign Services personnel will need to simultaneously facilitate candidate filings and the processing of documents for the local ballot measures associated with the June 2022 election ballot. Staff in this division will also need to facilitate a submission period for signatures in lieu of filing fee for candidates running for Judge of the Superior Court and federal and state offices, which will begin on December 16 and run through February 9, which will overlap with the declaration of intention period for judicial candidates beginning on January 31 and running through February 9, which in turn will be followed by the nomination period for federal, state, and judicial offices, beginning on February 14 and running through March 11. Then, in March, Campaign Services staff will need to facilitate the intake of ballot arguments (proponents', opponents', rebuttal, and paid) for inclusion in the June 2022 election Voter Information Pamphlet.

As another example of how overlapping activities will impact divisional staffing plans, in past elections, seasonal warehouse staff who assisted with the pre-election voting equipment Logic & Accuracy (L&A) process were typically assigned to help conduct post-election official canvass. Given the proximity of elections in the spring of 2022, most of the seasonal warehouse staff who assist with the L&A process for the first election will need to remain on that task (albeit for one or two separate elections) rather than transitioning to canvass work. This, in turn, requires the Department to create a staffing plan with a separate group of warehouse employees to complete the canvass.

Finally, the execution of overlapping activities will put a strain on management personnel, requiring the Department to identify and cross-train additional staff able to oversee certain activities when the primary manager is likely to be unavailable. For example, in most recent elections, the Phone Bank manager has both facilitated the City's Ballot Simplification Committee (BSC) meetings, which conclude about three

months before each Election Day, and overseen the public phone bank, which operates for the last eight weeks before each Election Day. Since BSC meetings for the June election will be held in the weeks leading up to the potential April election, maintaining this assignment of responsibilities will be challenging.

Similarly, in January 2022, personnel of Administration division will be engaged in preparing budget proposals for FYs 2022-23 and 2023-24 for presentation to the Elections Commission in early February and to the Mayor's and Controller's Offices in the week immediately following the February 15 election. The manager who oversees the Department's budget submission process also oversees many of the purchasing and logistics tasks necessary for each election, requiring them to complete a dual set of responsibilities during the same timeframe.

The increase in the number of temporary employees in 2022 will undoubtedly result in new workspace capacity issues. Consequently, the Department is considering several solutions, including the relocation of some operations from its main office to the area adjacent to the former City Hall café and/or the area formerly occupied by child care, as well as a reorganization of its warehouse that would allow canvass work to occur simultaneously with L&A testing, in separate areas of the facility.

B. *Cast by mail or at the poll, your vote plays an important role!* Theme

As part of its outreach program for the February 15, 2022, Consolidated Special Municipal Election, the Department developed *Cast by mail or at the poll, your vote plays an important role!* theme with the intent of inspiring the San Francisco electorate to participate in this election by emphasizing the importance of voting and reassuring voters that there are multiple ways to do so.

The first part of the theme “Cast by mail or at the poll,” alludes to the essential facts that, 1) vote-by-mail ballots will be arriving in mail boxes soon, and 2) in-person voting will continue to be available. With several changes to election law and voting procedure in the last two years, some San Francisco voters may be uncertain about their voting options in the City's February 2022 election. The first part of this theme thus aims to affirm that voters will have the full range of voting options in the upcoming election. Having reassured voters that they will be able to cast their ballot as they see fit, the second part of the theme, “your vote plays an important role!” is intended to urge voters to exercise their right to vote and make an impact.

The graphics accompanying the new theme were created to draw in the eye while highlighting 1) the date of the election (since it is specially scheduled), and 2) the word “vote” (which, sitting alone can act as an imperative verb). To compliment the prominence of the election date and the word “vote,” the Department formed the remainder of the theme's words into a blue-ribbon shape. The blue ribbon, symbolizing high quality and standards, is representative of both the City and County of San Francisco and its electorate; it is meant to provide a subtle reminder that the City, despite experiencing a number of significant challenges brought on by the COVID-19 pandemic, remains committed to administering free, fair, and functional elections, while also recognizing the important and distinguished role that voters play in fulfilling their civic duty.

The new election theme, as shown below, will be featured on the cover of the Voter Information Pamphlet, which voters will receive in mid-January. The Department has also integrated this new theme into its multilingual digital and print outreach materials, including a citywide mailer, the homepage of its website, online slideshows, flyers, and outreach giveaways.



C. Voter Outreach Objectives and Strategies

I. Outreach Objectives

The primary objective of the Department's voter outreach and education program for the February 15 election will be to provide San Franciscans with essential election information, including which contests will appear on the ballot, how to register to vote, and how to cast a ballot. Outreach materials will therefore explain when and how to register online, in person, or by mail, which language and accessible voting resources will be

available, and how voters in all types of circumstances, including those experiencing homelessness or those involved in the criminal justice system, may receive and cast ballots. In addition, the program will highlight the impacts of Assembly Bill (AB) 37 and Local Ordinance No. 210961.

The passage of AB 37 made permanent the automatic mailing of vote-by-mail ballots to all registered voters as well as universal access to counties' accessible vote-by-mail (AVBM) systems and also mandated the operation of official ballot drop boxes. Since most local voters have already experienced receiving their ballots in the mail and are already aware of the new option to access their ballots through the AVBM system, the Department will focus most of its AB 37 related outreach efforts on the new ballot drop-off infrastructure.

Voters will learn that, for the upcoming election, San Francisco's 34 official ballot drop boxes will be open 24/7 from January 18 through 8 p.m. on Election Day in neighborhoods across San Francisco, that all such boxes will be clearly marked and bear the official seal of the City and County of San Francisco, that these boxes will provide voters with a secure, accessible, and contact-free method to return their mailed ballots, and that all instructions appearing on the boxes (e.g., "no-postage necessary") will be printed in English, Chinese, Spanish, Filipino, Burmese, Japanese, Korean, Thai, and Vietnamese.

With respect to outreach on local elections legislation, the Department will focus on the impact of the passage of Local Ordinance 210961, which made permanent Proposition N's non-citizen registration and voting in local School Board contests. (Since 2016, any non-citizen resident of San Francisco of legal voting age, not in prison for a felony conviction, and the parent, guardian, or legally recognized caregiver of a child under the age of 19 also living in San Francisco has been able to register and vote in San Francisco Board of Education elections.) Voters and potential registrants in this election will learn that such residents will be able to continue to participate in all future "EDU" elections, including the upcoming Board of Education recall election.

II. Outreach Strategies

The Department plans to meet its outreach objectives using a wide variety of outreach strategies, including 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; and utilization of [sfelections.org](https://www.sfelections.org) and the Department's social media channels, and also indirect methods, such as collaboration with some of the local nonprofit organizations who serve voters in potentially challenging circumstances, such as those experiencing homelessness or those involved in the criminal justice system. All of these strategies will incorporate messages with pertinent information for EDU voters as well as other voters and are described in this section.

1. Print and Digital Material Distribution

For the February 15 election, the Department will distribute a series of 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 print and digital outreach materials will be available in English, Chinese, Spanish, and Filipino, as well as large-print, including the following items:

- Election flyer with information about registration, voting options, contests on the ballot, and poll worker service
- Accessible voting flyer describing the types of accessible voting resources available in person and by mail
- Accessible vote-by-mail system card explaining how to access, mark, print, and return an online AVBM ballot
- Ranked-choice voting flyer explaining how to use the new RCV format and how RCV votes are counted
- Pre-registration card for young (16-17) residents with information about pre-registration and poll worker service
- Unhoused voter card explaining how to register using non-permanent home and mailing addresses
- Justice-involved voter card explaining who is now eligible to register and vote and how to do so
- Non-citizen guide to registration and voting explaining who is eligible and how to register and vote
- Career card with information on employment and volunteer opportunities at the Department of Elections
- San Francisco Redistricting card explaining how to participate in San Francisco’s current redistricting process

2. All Household Direct Mailer

On or around December 13, the Department will mail a multilingual notice (printed in English, Chinese, Spanish, and Filipino) to all of San Francisco’s approximately 380,000 households, alerting both registered voters and eligible City residents to the upcoming election and providing key information. This notice will highlight essential dates and explain all three methods of voting (by mail or in-person at City Hall or a polling place), advise registered voters to double-check the information in their voter records, inform those who are not yet registered about available registration options, and feature messages about EDU registration and poll worker service. The Department will also send digital versions of this notice to the nearly 250,000 voters who have email addresses in their registration records.

3. 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 the City’s approximately half a million voters. The February 15, 2022 edition of the VIP will explain available voting options, provide information about contests on the ballot, and highlight the many accessibility and language resources available to voters. As in all recent elections, voters may receive the VIP in their preferred language as well as in English. For the upcoming election, the Department will also produce a Voter Information Booklet (VIB) for EDU voters, with a sample

ballot showing only the Board of Education recall contests along with general information about the election. Both VIPs and VIBs will be mailed to their intended recipients and posted on sfelections.org in mid-January.

4. Traditional 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, issuing press releases about key election dates, and highlighting important election messages in social media posts. To reach as broad an audience of voters as possible, bilingual Department personnel will also conduct election-related interviews with local non-English media outlets.

i. Public Service Announcement

With the goal of drawing San Francisco voters' attention to registration and voting options in the upcoming election, the Department will produce 30-second radio and television public service announcements. These PSAs will be made available to the Department's outreach partners and will run in the following media outlets starting mid-December:

- 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)

ii. Newspaper Advertisement

In December, the Department will launch a multilingual print advertising campaign that focuses on registration and voting options in the upcoming election, highlighting the new ballot drop box infrastructure, and explaining how to check the status of a vote-by-mail ballot and how to request a replacement ballot. This ad will run in all of the following newspapers:

- a. San Francisco Bay Times (English)
- b. Bay Area Reporter (English)
- c. World Journal (Chinese)
- d. Wind Newspaper (English/Chinese)
- e. Daily Journal – Sing Tao (Chinese)
- f. Daily Journal – Philippine News (Filipino)
- g. Daily Journal – Asian Journal (Filipino)
- h. Daily Journal – Korean Times (Korean)
- i. Daily Journal – El Reportero (Spanish)
- j. Daily Journal – Vietnam Daily (Vietnamese)

- k. Clint Reilly Communications dba San Francisco Examiner Media Co. - SF Weekly (English)
- l. Clint Reilly Communications dba San Francisco Examiner Media Co. - SF Examiner (English)
- m. SF Neighborhood Newspaper Assoc. - El Tecolote (Spanish)
- n. SF Neighborhood Newspaper Assoc. - Marina Times (English)
- o. SF Neighborhood Newspaper Assoc. - Noe Valley Voice (English)
- p. SF Neighborhood Newspaper Assoc. - Potrero View (English)
- q. SF Neighborhood Newspaper Assoc. - Richmond Review (English)
- r. SF Neighborhood Newspaper Assoc. - SF Bay View (English)
- s. SF Neighborhood Newspaper Assoc. - Sunset Beacon (English)
- t. SF Neighborhood Newspaper Assoc. - West Portal Monthly (English)

iii. Digital Ads

In this election cycle, the Department will embed ads on several different media webpages to draw attention to election-related information relevant to both EDU and other voters. The ads will be displayed on the following sites:

- a. www.crossingstv.com (Chinese/Filipino)
- b. www.sfgate.com (English)
- c. www.sfchronicle.com (English)
- d. www.univision.com/local/san-francisco-kdtv (Spanish)
- e. www.sfexaminer.com (English)
- f. www.sfweekly.com (English)
- g. www.windnewspaper.com (English/Chinese)

iv. Social Media

Throughout the February 2022 election cycle, the Department will post news, FAQs, and election updates on its Twitter, Facebook, Instagram, and NextDoor channels, publishing “bite-sized” bits of important information about voting options and other key election information. To serve those who want 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.

v. Website

As in all recent elections, the Department’s website, sfelections.org, will continue to serve as a comprehensive, multilingual, and barrier-free source of information and to feature an array of online voter self-help tools. 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 ballots from printing to counting, find the location of their polling places, or request translated election materials.

To provide election information tailored to EDU voters, the Department maintains a dedicated website section, sfelections.org/NCV, which holds six drop-down panels. The first drop-down panel presents the

required “Important Notice” translated into 48 languages; the second panel lists eligibility requirements, explains how to register, and hosts links to the registration application; the third panel gives information about the recall contests on the upcoming ballot; the fourth panel discusses voting options; the fifth panel lists helpful links to various resources; and the last panel contains answers to Frequently Asked Questions.

5. Community Partnerships

Working with its many community partners in this election cycle, the Department’s outreach team will actively seek opportunities to conduct comprehensive voter education presentations at locations such as community centers, places of worship, and entertainment venues. Outreach coordinators will also organize events to facilitate voter registration and educate residents about the upcoming election and their voting options. Finally, outreach staff will use in-person, one-on-one strategies to educate voters at neighborhood venues such as flea markets, and farmers markets.

i. Partnered Multilingual Outreach

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

ii. 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.

iii. Other Vulnerable Population Outreach

In identifying focused opportunities for outreach to other vulnerable or hard-to-reach voting populations, 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. Working with the Sheriff, the Department will continue to facilitate the Incarcerated-Person Voting Program to provide tailored outreach materials, registration forms, and ballots to eligible San Franciscans in county jail or otherwise involved in the justice system.

iv. EDU Outreach

To ensure all eligible non-citizen San Franciscans understand their voting options in the upcoming School Board recall election, the Department will work with many local agencies and organizations to educate City residents about non-citizen voting -- some of these partnerships have been in place for earlier School Board

Elections, while others are new. In its EDU outreach efforts, the Department will collaborate with the Immigrant Parent Voting Coalition (IPVC), which in turn works with all of the following organizations: African Advocacy Network, Arab Resource and Organizing Center, Central American Resource Center, Chinese for Affirmative Action, Coleman Advocates for Children and Youth, La Raza Community Resource Center, Mission Economic Development Agency, and Mission Graduates. The Department will also partner with the San Francisco Unified School District and the City’s Office of Civic Engagement and Immigrant Affairs to distribute EDU materials and to identify additional community-based organizations with established ties to immigrant communities in the City.

EDU outreach strategies for the February 2022 election also include distribution of outreach materials at in-person outreach events as well as dissemination of messages regarding voting rights and registration opportunities for potential non-citizen voters through a variety of digital and social media channels, including a citywide mailer to be sent to every City household in December, ads in local radio and newspaper ads, television interviews, and press releases.

D. Non-Citizen Voting in School Board Recall Election

Since 2016, any non-citizen resident of San Francisco who is of legal voting age, not in prison for a felony conviction, and who is the parent, guardian, or legally recognized caregiver of a child under the age of 19 who also lives in San Francisco, has been able to register and vote in San Francisco Board of Education elections per Proposition N. In October 2021, the San Francisco Board of Supervisors passed ordinance No. 20961, extending Proposition N indefinitely and amending local law to authorize non-citizen (“EDU”) voting in all future Board of Education elections, including any Board of Education recall contests.

As has been the case in all School Board elections held since 2016, the Department will offer the same voting options to EDU voters participating in the School Board recall contests as it offers to all other voters: voting by mail, voting in-person at the City Hall Voting Center anytime in the early voting period, and voting at the polls on Election Day. Following the certification of election, the Department will again issue the Statement of the Vote with the total number of votes cast by *all* voters in the School Board recall contests, including EDU voters.

EDU Registration Forms

As it has done for all School Board elections since the passage of Proposition N, the Department has produced a parallel set of registration materials for EDU voters and potential EDU registrants for the upcoming February 15 election, creating a pre-addressed, postage paid Voter Registration Application in multiple languages as well as a Vote-by-Mail Ballot Pick-up Authorization form and a Voter Notification Card. As required by the Municipal Elections Code (MEC) §1002, the EDU registration application, available in print and downloadable format, serves as the only means by which non-citizens can register to vote in School Board-only elections and, as required by MEC §1003, contains a notice with the following language: “Any information you provide to the Department of Elections, including your name and address, may be obtained by Immigration and Customs Enforcement and other agencies, organizations, and individuals[...].”

EDU Voting Materials

For the upcoming election, the Department will produce a parallel voter guide and a parallel official ballot for EDU voters. The Voter Information Booklet (VIB) will include a Sample Ballot along with general information about the election and will be mailed to all EDU registrants and posted on sfelections.org in mid-January. The official EDU ballot (available in paper and accessible formats) will include only the Board of Education recall contests, with instructions and content appearing in English, Chinese, Spanish, and Filipino on the same card. As in other past School Board elections, the Department will incorporate EDU ballots into its Logic and Accuracy testing and work with its voting system vendor to ensure all ballot-scanning machines can read and tabulate both regular and EDU ballots.

EDU Informational Page

For the February 15 election, the Department has updated its page sfelections.org/NCV, which provides information on EDU registration and voting topics. This page features six drop-down panels, each of which allows readers to read about a particular subtopic in more detail. The first drop-down panel presents the required “Important Notice” translated into 48 languages; the second panel lists eligibility requirements, explains how to register, and hosts links to the registration application; the third panel gives information about the recall contests on the upcoming ballot; the fourth panel discusses voting options; the fifth panel lists helpful links to various resources; and the last panel contains answers to Frequently Asked Questions.

EDU Voter Registration Database

For the upcoming election, the Department has set up its supplementary Election Information Management System (EIMS), through which it maintains all records for EDU voters. This supplemental system integrates voter information into EDU election-related processes, allowing staff to generate ballot types, create precincts and assign polling places, issue Voter Information Booklets and vote-by-mail ballots, produce rosters and street indices, process vote-by-mail and provisional ballots, and record voting history.

EDU Early Voting Options

In mid-January, the Department will mail ballots to all local voters, including EDU voters, along with instructions and postage-paid return envelopes. At the same time, the Department will open its Accessible Vote-By-Mail system to allow all local voters, including EDU voters, to download and mark accessible ballots and open the City Hall Voting Center for the early voting period. Both citizen and non-citizen voters will be able to visit the City Hall Voting Center to register to vote or update their registration, drop off their vote-by-mail ballots, receive personal assistance, use accessible voting equipment, or get replacement ballots.

EDU Election Day Voting

On Election Day, February 15, all polling places will be open from 7 a.m. to 8 p.m. to all voters, including EDU voters. Voting procedures for EDU voters will mirror those for other voters; upon arrival, each EDU voter will confirm their name and address to a poll worker, who will search for the voter in the precinct roster. Each roster will consist of two sections — one with the names of EDU voters and another with names of all other voters. For any precinct without EDU voters, the roster will include a statement indicating that there are no “School Board-only” voters registered in the precinct. Prospective EDU voters may choose to register

conditionally and vote provisionally, just as other San Francisco voters may do. No material at the polling places will reference voters' citizenship status and all poll workers will be trained not to engage in a conversation about, or question a voter's citizenship or immigration status, or ask for additional information from an EDU voter beyond what is necessary to locate them in the roster.

E. Expansion of Ballot Drop-Off Infrastructure

On September 27, the passage of Assembly Bill (AB) 37 made permanent the automatic mailing of vote-by-mail ballots to all registered voters as well as universal access to counties' accessible vote-by-mail (AVBM) systems, both of which rules the Department had already fully implemented for elections held in 2020.

AB 37 also mandated the installation of official ballot drop boxes in accordance with a specific criteria, requiring the Department to comply with that requirement beginning in 2022. Although AB 37 would only require San Francisco to provide one ballot drop box for every 30,000 registered voters, that is, to provide a total of 17 ballot drop boxes for the City's approximately 500,000 voters, the Department, after conferring with the Board of Supervisors, decided to go beyond that legal minimum and to provide one ballot drop box for every 15,000 voters instead, or 34 ballot total drop boxes. All 34 ballot drop boxes will be open 24 hours a day starting January 18 up through 8 p.m. on Election Day, February 15.

Since the passage of AB 37, the Department has been working to implement the four main logistical components of ballot drop box mandate: a) Box Site Location, b) Box Design, Procurement, and Installation, c) Ballot Collection, and d) Voter Outreach and Advertising. Work on all four components has been guided by the California Secretary of State's (SOS) regulations regarding ballot drop box design, location, accessibility, security, collection, and processing. ([2 CCR § 20130 et seq.](#))

Box Site Location

In identifying potential locations for placement of ballot boxes, the Department utilized SOS criteria that include considerations of population density, geography, voter convenience, proximity to public transportation, community use, security issues, and available funding, most of which criteria have been incorporated into the California Voting Location Siting Tool developed by the Center for Inclusive Democracy (CID). More specifically, although the tool does factor in Voter's Choice Act criteria such as population density, registration rates, concentrations of minority language speakers, it does not factor in security issues or available funding. The tool, and an explanation of its weighting model, is available at <https://ca.cidsitingtool.org/>.

To ensure the ballot drop box map was created as fairly and equitably as possible, the Department modified the tool's suggested drop box maps using three supplemental local criteria, namely that: 1) each supervisorial district would host at least two drop boxes, 2) the distance between any two drop boxes would be considered within the context of the City's particular geography, and 3) public landmarks and community facilities, such as those maintained by the City College of San Francisco (CCSF), the San Francisco Recreation and Park Department (SFRPD), and the San Francisco Public Library (SFPL), would be utilized as much as possible.

After identifying potentially suitable drop box sites and completing site surveys, the Department contacted potential ballot drop box site owners/administrators, and successfully negotiated agreements and/or permits for the requisite 34 facilities. All 34 sites are illustrated on the following map:

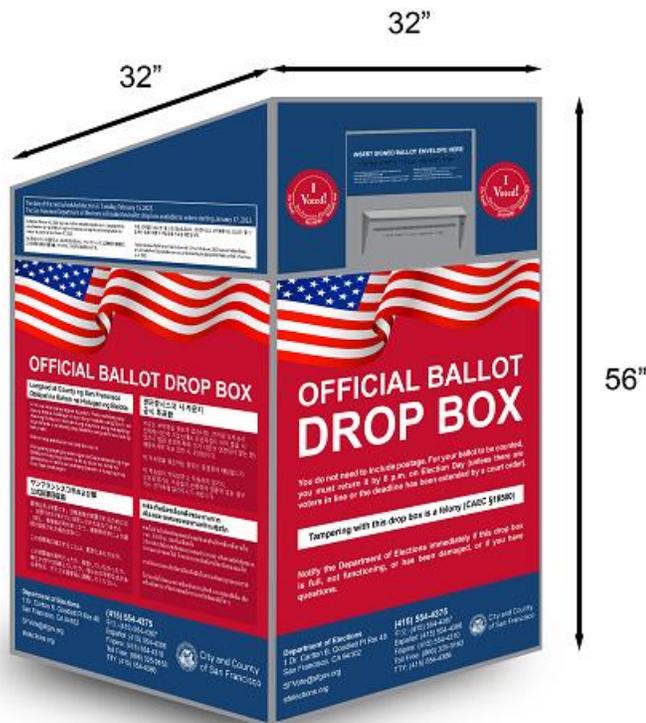


Box Design, Procurement, and Installation

Simultaneously with identifying and surveying potential ballot drop box sites, the Department worked on designing the City's new ballot drop boxes, meeting with vendors who can manufacture legally compliant boxes, and making initial preparations for installation. All of these steps have been guided by SOS regulations, with a focus on those related to text, security, and accessibility, and in collaboration with interested members of the Department's Voting Accessibility Advisory Committee.

To ensure the new ballot boxes are easily recognizable and resemble those San Francisco voters are used to seeing at their polling places and at the City Hall Voting Center, they will be red, white, and blue, bear an American flag on all sides, and feature the words, "OFFICIAL BALLOT DROP BOX". All instructions and notices will be printed in English, Chinese, Spanish, Filipino, Burmese, Japanese, Korean, Thai, and Vietnamese in a high-contrast, anti-glare, large-print font, with the ballot deposit slot featuring Braille-embossed instructions.

After conducting research and gathering feedback from other counties utilizing outdoor ballot boxes, the Department selected a vendor who manufactures durable steel ballot boxes, with a tamper-proof design and locking mechanisms made to withstand vandalism, removal, and inclement weather. Each box will be firmly fastened to the ground, weigh about 200 pounds, and stand 32"W x 32"L x 56"H, as shown below:



The drop box vendor is expected to deliver boxes by December 27, immediately after which the Department will initiate the installation process. Every box will be installed outdoors, placed on an accessible path, and feature a simple ballot deposit slot positioned approximately 42 inches from the ground in order to provide maximally convenient access to voters using wheelchairs or other mobility aids. As part of an effort to make the ballot drop box installation process as efficient and error-free as possible, the Department has conducted a thorough survey of each site and created a detailed installation diagram specific to each location. And to further facilitate proper installation, the Department partnered with the Department of Public Works (DPW), creating an interdepartmental service agreement and an installation schedule designed to ensure that all boxes be fully operational and available to voters on January 18.

Ballot Collection

In accordance with SFC §13.104.5, the Department will work with the Sheriff's Office to organize an adequate number of deputies to provide security during retrieval of voted ballots from ballot boxes and transport to the Department's ballot-processing site at City Hall. Per a legally compliant schedule, ballots will be retrieved from drop boxes on a daily basis between January 18 and February 4, excluding Saturdays and Sundays, and twice a day thereafter, up through the closing of the polls on Election Day, February 15. To ensure physical security of voted ballots during retrieval and transport, after drafting a new ballot collection chain of

custody plan and associated ballot custody transfer forms, the Department will work with the Sheriff's Office to ensure everyone involved in ballot collection is properly trained.

Outreach and Advertising

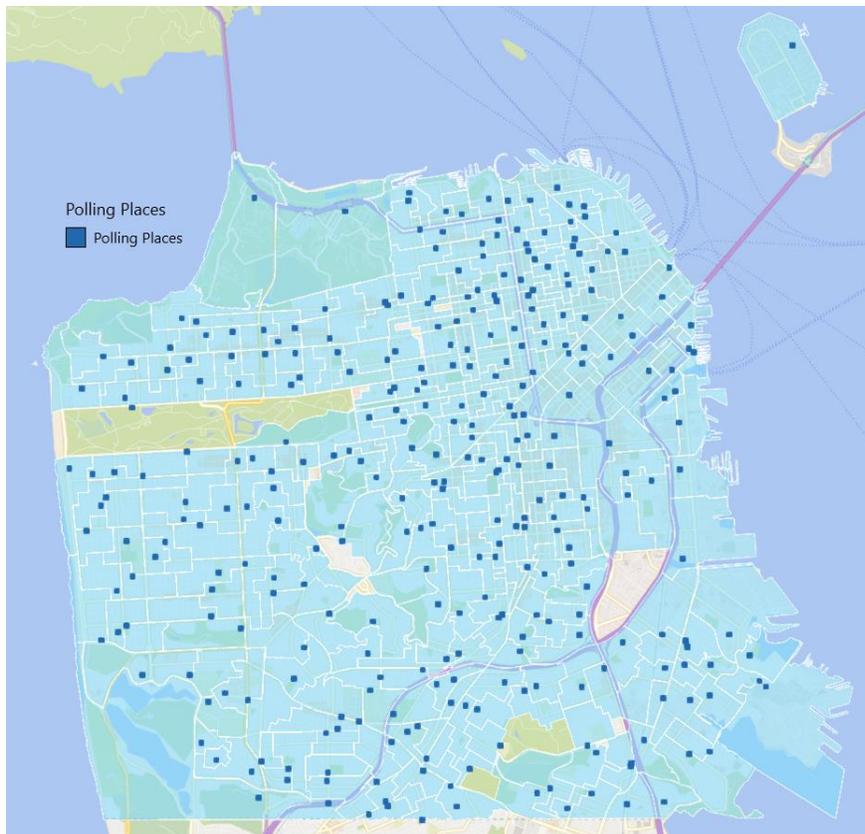
The Department will leverage all of its existing outreach strategies to inform the public about the availability of ballot drop boxes in the City. Such strategies will include a new page on the Department website: sfelections.org/balлотdropoff, a notice in the instructional insert included in each vote-by-mail packet, a dedicated section in the Voter Information Pamphlet, a citywide mailer with key election information, and mention of the drop boxes in several print and digital outreach materials, presentations, as well as in newspaper and radio ads.

F. Consolidation of Voting Precincts

For the February 15 election, the Department will operate 314 polling places rather than 588 sites provided in recent elections, as permitted by California Elections Code (CAEC) §12241. This law allows to combine precincts in any local, special, consolidated, or statewide election other than a direct primary, presidential primary, or general election. Any possible new configuration is permitted provided 1) no consolidated precinct consists of more than six original precincts, 2) all consolidated precincts fall within the boundaries of its original set of precincts, and 3) no part of a consolidated precinct falls outside the original boundary lines of "any supervisorial district, congressional district, senatorial district, Assembly district, board of equalization district, judicial district, incorporated city, ward, or city council district."

In consolidating precincts for the upcoming election, the Department went beyond legal requirements in an effort to ensure these newly consolidated precincts were equitably distributed across the City and to afford maximally convenient service options to all voters who prefer to use in-person services. To achieve this overarching goal, the Department incorporated several sub-goals, including 1) a less than 50% total reduction of polling places in the City, 2) no consolidation in low vote-by-mail turnout or high language minority communities, 3) no consolidation in areas with major thoroughfares or other geographical barriers, 4) no elimination of voting sites in prominent or high-visibility facilities, and 5) maintenance of a minimum facility size of 300 square feet.

With these legal and equitable considerations in mind, the Department developed its precinct consolidation plan shown on the following map:



With this tentative consolidation plan in place, the Department set out to secure as many former polling places as possible by mailing availability surveys to the polling places hosts of former sites. Following compilation of all received responses, the Department began working to find substitute facilities to whatever extent necessary to make up any deficiencies in the tentative list of consolidated polling places; as of this writing, the Department has secured 310 sites for the February 15 election. As in other recent elections, the Department will work diligently to identify all polling place locations in advance of the publication of the Voter Information Pamphlet (VIP), which provides the address of a polling place for the voter to whom the VIP is addressed.

To ensure that voters are aware of their assigned polling places for the February 15 election, the Department will conduct a robust voter notification program. This program will begin in January, with the sending of mail and email notices to voters whose polling places will have changed from the September 2021 election and the mailing of the VIP to all voters. Any voters whose polling place address changes subsequent to their receipt of the VIP will receive supplementary mail and email notices alerting them to the location of a new site. The Department will also remind voters in all election-specific outreach materials and presentations to confirm the address of their assigned polling places prior to Election Day at sfelections.org/MyVotingLocation or by calling the Department. Finally, before Election Day, the Department will post signs with relocation information at all sites in use for the last election but not for the current election.

Given that precinct consolidation would also be permitted for the potential April 12, 2022 election, and given that only voters residing in Assembly District (AD) 17 would be eligible to participate, the Department plans to operate approximately 183 polling places. Given however, that per CAEC §12241, consolidation will not be permitted for San Francisco’s June 7 and November 8, 2022 elections, the Department plans to operate all 588 polling places in those elections.

While the Department intends to secure commitment from as many former polling place providers as possible for all 2022 elections, it is very likely that some sites will become unavailable immediately prior to each election and the Department will need to locate replacement facilities. As for many other elections operations in 2022, poll locating efforts for upcoming elections will also overlap. To ensure that every voter has the opportunity to find the address of their assigned polling place in their Voter Information Pamphlet provided for each election, the Department plans to finalize locations of polling places as follows:

Election Date	February 15	April 12	June 7	November 8
Number of Sites <i>(subject to change)</i>	314	183	588	588
Deadline to Finalize	December 28	March 1	April 19	September 20

G. Vaccination Policy for Poll Workers

In compliance with the Department of Human Resources’ COVID-19 vaccination policy, individuals who wish to serve as poll workers in City elections must provide proof of full vaccination. Consequently, the Department has taken several steps to comply with this policy, including the development of internal procedures through which the more than 2,000 prospective poll workers for the upcoming election can submit their proof of vaccination by mail, online, or in-person.

To limit access to this sensitive health information, only staff in the Department’s Administration Division will have access to poll worker vaccination documents, which staff will destroy after noting the fact of vaccination in each compliant poll worker’s database profile. Because the current policy does not require City employees or volunteers to resubmit proof of vaccination, poll workers who submit proof for the upcoming election will not need to resubmit proof again to serve in subsequent elections unless and until the City’s vaccination policy changes.

While returning poll workers have been advised to submit proof of COVID-19 vaccination as soon as possible, new applicants for a poll worker position will be directed to submit proof as part of their application (although later submissions will be accepted provided they are received by the established deadline).

To notify poll workers who have served in recent San Francisco elections of the new vaccination requirement and enquire as to their availability to serve again in the upcoming 2022 elections, the Department mailed poll

worker availability survey packets to former poll workers in November. Each availability survey packet included a letter describing the City’s vaccination policy and explained how to submit proof of vaccination, a survey designed to gather information about former poll worker availability for the upcoming elections, and a postage-paid envelope included to make the submission of proof of vaccination as easy as possible. The letter enclosed with the availability survey also provided information on how to book a COVID-19 vaccination appointment or find a drop-in COVID-19 vaccination site. Finally, the letter provided information for poll workers who wish to request an exemption from the vaccination requirement for medical or religious reasons. (Any such exemption requests will be forwarded to the City’s Department of Human Resources for review, and only upon the approval of such a request would an unvaccinated individual be granted the opportunity to serve as a poll worker.)

To further encourage poll workers to submit their proof of vaccination as soon as possible, the Department has updated its online Poll Worker Portal, which provides customized information to poll workers about their training classes and polling places assignments. Poll workers who log in to the portal are now alerted to the vaccine requirement and reminded of the ways to submit proof of vaccination.

The Department has prepared a series of letters and emails that will be sent regularly via mail and email to all individuals in the poll worker database without proof of vaccination. These letters explain that, if a poll worker fails to provide proof of vaccination by the deadline, that poll worker will be removed from serving in the February 15 election but may still provide proof and serve in subsequent elections.

IV. Public Observations

For the February 15 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 *February 15, 2022 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.

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. Voters living overseas who have questions can send their inquiries via SFVoteAbroad@sfgov.org.

The Department uses [Facebook](#) and [Twitter](#) 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 January, 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. 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, January 31, and will also be open during the two weekends prior to Election Day to provide in-person services and assistance.

VI. Candidate and Ballot Measure Filings

To facilitate local candidate and ballot filings in advance of the February 15 election, the Department updated its legal filing deadline calendar (see *Appendix B* for a complete listing of statutory filing periods), its *Guide to Submitting Ballot Arguments*, and its *Assessor-Recorder Candidate Guide*.

For the February 15 election, candidate filing activities commenced on October 18, with the opening of the signature-in-lieu of filing fee period for Assessor-Recorder candidates, which ran through October 20. Then, between October 25 and November 19, Assessor-Recorder candidates filed nomination papers and School Board recall candidates filed statements for inclusion in the Voter Information Pamphlet (VIP).

On November 12, immediately following the Governor's proclamation setting the date for a special election to fill the vacancy in the Member of the State Assembly, District 17 seat, the submission period for signatures in lieu of filing fees for District 17 candidates began, running through November 30. This period was followed by the District 17 nomination and candidate statement filing periods, both of which began on December 6 and will run through December 21 (with political party candidate endorsements also due on December 21).

On November 22, the Department selected a letter for each local ballot measure in the February 15 election, in accordance with [CAEC §13109](#) and [MEC §505](#), assigning letters to recall measures of the same type via lottery. (This ballot measure letter selection process was recorded and broadcast live via the Department's website.) In November, the Department also accepted paid ballot measure arguments for inclusion in the VIP in accordance with [MEC §530](#), accepting all such arguments duly submitted by noon on November 29.

Per [MEC §590](#), candidate materials and paid ballot measure arguments were subject to a 10-day (November 20 to November 30) public examination period. These periods allow members of the public the opportunity to review and possibly challenge this information before it is published in the VIP. In addition, as authorized by state election law, during each 10-day public examination period, registered voters may seek a court order requiring changes to or removal of materials related to a ballot measure on which they are eligible to vote.

Filing activities for the February 15 election will draw to a close on February 1, which is the deadline for any write-in candidates to file their *Declarations of Write-in Candidacy* and nomination paperwork.

VII. 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 February 15 election, the paper ballot will be a single double-sided card. All voters will have three Board of Education Member recall measures and the Assessor-Recorder contest listed on their ballot. Voters who live in State Assembly District 17 will also vote in the Member of the State Assembly contest.

For the February 15 election, there will be two ballot types. Different ballot types are necessary in part because San Francisco is comprised of overlapping federal, state, and local voting districts; voters living in different parts of the City are eligible to vote for different combinations of contests. In this election, ballot types will only differ by the State Assembly Member District 17 contest.

The Department will also produce a separate official ballot for non-citizen (EDU) voters eligible to vote in local School Board Elections. The EDU ballot will be a single card printed in English, Chinese, Filipino, and Spanish and will contain only the School Board recall measures.

In most elections, ballot drafting and translation activities begin approximately 120 days before Election Day. However, for the February 15 election, due to truncated election timeline, these activities will begin 85 days before Election Day. On November 22, following selection of letters for recall measures to appear on the ballot, the Department began to transmit the ballot's official title, ballot instructions, and contest language, along with legally required translations, 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 Secretary of State (SOS) following the close of the nomination period for Assembly District 17 candidates on December 22.

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 February 15 election, there will be approximately four days between receipt of candidate information from the SOS and the deadline to begin transmitting vote-by-mail ballots to voters serving in the military and living overseas (MILOS) on January 1. Factoring in the time needed to complete internal testing, the Department will need to finalize the official paper ballot within one day 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 no later than January 1 and to over 500,000 local voters on January 17.

In addition to printing official paper ballots, the Department's printing vendor assembles, addresses, and mails 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 January 1 and to all voters on January 17. A separate AVBM system for EDU voters will also open on January 17. In addition to the AVBM system, 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.

VIII. Ballot Simplification Committee

Section 600 of the San Francisco Municipal Elections Code requires that for each election, a Ballot Simplification Committee ("Committee") creates plain-language summaries, or digests, of proposed City measures that will appear on the ballot. These summaries, or "digests," which are prepared at public meetings, are printed in San Francisco's Voter Information Pamphlet, which is mailed to every registered voter before the election.

For the February 15 election, pursuant to the Governor for the State of California's Executive Order N-29-20 and the 24th Supplement to the Mayoral Proclamation Declaring the Existence of a Local Emergency, the Ballot Simplification Committee meetings, held on Friday, November 19 and Monday, November 22, were conducted remotely.

The Committee consists of two voting members appointed by the Mayor, three voting members appointed by the Board of Supervisors, and a representative of the City Attorney serving in an *ex officio* capacity.

In accordance with public meeting laws, the Department facilitates Committee meetings by publishing meeting times and agendas, and by compiling, posting, and sharing with Committee members various materials before and after the meetings. Interested members of the public may view this information on sfelections.org/bsc or and may attend virtual meetings. The Department also requests analyses on the Committee's behalf from City departments likely to be affected by passage of proposed initiative measures and responds to inquiries from City agencies and the public about meeting logistics and procedures.

Before the meetings, Committee members review the legal text of City measures, which can range from a few paragraphs to many pages, as well as draft digests written by the Deputy City Attorney. They then collaborate in a public forum to distill the main ideas of the text into simple and neutral summaries for inclusion in the Voter Information Pamphlet. Interested representatives of City departments and members of the public often provide real-time or written comments and clarifications, which the Committee may incorporate into its final digests.

IX. 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. In addition to providing general information about voting and a sample ballot, the February 15 edition of San Francisco's VIP will include the School Board recall proponents' Statement of Reasons along with any timely submitted Answers submitted by the Board of Education member sought to be recalled. The VIP will also include all-timely submitted statements of qualifications as well as timely-submitted political party endorsements for candidates running for the Member of State Assembly District 17.

For the February 15 election, the VIP will be mailed to voters on or around January 17, when voters will receive official vote-by-mail ballot packets. Chinese, Spanish, Filipino, and alternate-format VIPs will also be mailed to those who have requested them. There will also be several supplemental mailings to voters who register after the initial mailing.

Immediately after the date for the Consolidated Special Municipal election was set, the Department began finalizing content for the VIP. As soon as this work is complete, the Department can begin finalizing sample 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 December 27, 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.

X. Polling Places

For the February 15 election, the Department will support 314 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 sites 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.

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 when the polls open at 7 a.m. Specifically, the Department arranges with the providers 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 Morning.

XI. Facilitating Voting in Person

Voting Center services. The City Hall Voting Center will be open for in-person services during the early voting period. Between Tuesday, January 18 and Monday, February 14, 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, February 5-6 and February 12-13, 10 a.m. to 4 p.m. On Election Day, February 15, 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 319 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.)

XII. Facilitating Voting by Mail

Under Assembly Bill (AB) 37 all voters will automatically receive their ballots in the mail for all future elections, including the upcoming election. 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.

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?* tool at 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 AB 37 any registered voter may choose to use an accessible vote-by-mail (AVBM) system to access their ballot.

The Department will open its AVBM 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 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 February 15 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.

XIII. Poll Workers

For the February 15 election, the Department will recruit and train approximately 1,500 poll workers to staff 314 polling places and 50 standby poll workers for dispatch to precincts that may require additional assistance on Election Day. Per San Francisco's current *COVID-19 Vaccination Policy*, poll workers serving in City elections will need to provide proof of COVID-19 vaccination to the Department.

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 three poll workers: one inspector and two 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 in mid-January by logging into their Poll Worker profiles; in-person training classes will also be offered at that time.

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 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 following their scheduled training lab. Upon picking up the bags, Inspectors and Department staff will conduct an inventory of all contents to make sure all required items are included, and then complete a Custody Transfer Form to document the transfer of ballot custody.

XIV. Election Day Field Support Personnel

For the upcoming election, the Department will hire and train approximately 45 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 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.

XV. 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 currently 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 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.

XVI. Delivery of Voting Equipment and Supplies to Polling Places

When confirming polling place availability, the Department offers polling place providers 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 voting 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 February 4 and continuing to February 13, 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.

XVII. Pre-Election Day Ballot Processing

With the passage of Assembly Bill (AB) 37 that made several amendments to the California Elections Code the Department can commence ballot processing 29 days before Election Day.

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 January.

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.

XVIII. 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.

XIX. 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, February 15, 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.

XX. 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, ranked-choice reports, 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, ranked-choice reports, and Cast Vote Record data.

Election results will be available from the following sources:

1. San Francisco Government Television – SFGTV, Channel 26, will report San Francisco summary results throughout the night in a news ticker during SFGTV programming
2. On the results page of the Department's website, sfelections.org/results – all results reports, including the preliminary Statement of the Vote and the Cast Vote Record data, will be posted.

3. 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 January. 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 its website 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. Ranked-choice reports for all ranked-choice voting contests, including those contests for which there are majority leaders, showing elimination of candidates until only two candidates remain, in the following formats:
 - a. Round-by-round elimination reports in PDF and HTML table formats
 - b. Detailed round-by-round elimination reports in PDF format
3. Cast Vote Record is the raw data of all votes cast in the election, available in the following format:
 - a. JSON
4. Precinct Turnout Map

Reporting final election results. The Department will release the final election results no later than February 24, the deadline designated by the Secretary of State for this election.

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. 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 February 15 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 Department personnel. These “AuditMarks,” available alongside ballot images at 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 February 15 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 February 15. These logs record the operation of equipment during scanning and processing tasks, further informing members of the public regarding the system’s operation.

In most recent elections, the Department posted a prototype of the Ballot Audit and Review application that allows the public to sort the images of vote ballot according to precinct, contest, and district. The Department will again post this application on its website for the February 15 election, enabling members of the public to audit the votes cast during the election using the images of the voted ballots and sorting these images with more specific criteria.

XXI. 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.

XXII. 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. For the February 15 election, the Secretary of State set February 24, 2022 as the deadline to complete the official canvass.

Approximately 30 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.

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 February 15 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: February 15, 2022, Consolidated Special Municipal Election Calendar

ITEM #	DATES AND CODE REFERENCES	EVENT OR ACTION
1	<p>August 8 – October 20 (E-173 - E-118)</p> <p>CAEC §8106; SFMEC §§205, 230, 840</p>	<p>SIGNATURES IN LIEU OF FILING FEES <i>Assessor-Recorder</i></p> <p>The period during which candidates can pick up and file in-lieu petitions in order to pay for all or part of their filing fees by obtaining signatures of qualified voters. These signatures are due on or before signatures-in-lieu deadline.</p>
2	<p>October 25 – November 19 (E-113 - E-88)</p> <p>CAEC §§10220-8; SFMEC § 205(b)</p>	<p>NOMINATION PERIOD <i>Assessor-Recorder</i></p> <p>The period during which candidates may obtain and must file nomination documents. Filing fees are due upon filing of nomination documents. All nomination documents must be filed no later than 5 p.m. on the last day of the nomination period. In the event an eligible incumbent does not file by the nomination period deadline, the filing period shall be extended by five calendar days for candidates other than the incumbent.</p>
3	<p>October 25 – November 19 (E-113 - E-88)</p> <p>CAEC §11327</p>	<p>ELECTED OFFICIAL STATEMENT PERIOD <i>Incumbent Member, Board of Education</i></p> <p>The period during which an elected official whose recall is being sought may file a statement for the Voter Information Pamphlet</p>
4	<p>November 19 – November 22 (E-88 - E-85)</p> <p>SFMEC §§515, 610</p>	<p>BALLOT SIMPLIFICATION COMMITTEE MEETINGS <i>Ballot Measures</i></p> <p>The Ballot Simplification Committee prepares a digest of each local measure to be published in the Voter Information Pamphlet.</p>
5	<p>November 20 – November 30 (E-87 - E-77)</p> <p>SFMEC §590(a)</p>	<p>PUBLIC EXAMINATION PERIOD: CANDIDATE MATERIALS <i>Assessor-Recorder</i></p> <p>Period of public review and possible legal challenge of candidate legal names, candidate qualification statements, ballot designations, and translated or transliterated Chinese names submitted by candidates.</p>
6	<p>November 20 – November 30 (E-87 - E-77)</p> <p>SFMEC §590(a)</p>	<p>PUBLIC EXAMINATION PERIOD: CANDIDATE MATERIALS <i>Incumbent Member, Board of Education</i></p> <p>Period of public review and possible legal challenge of statements submitted by elected officials whose recall is being sought.</p>
7	<p>November 22 (E-85)</p> <p>SFMEC §505</p>	<p>DESIGNATION OF LETTERS FOR BALLOT MEASURES <i>Ballot Measures</i></p> <p>The Department of Elections designates letters for local ballot measures according to the procedures set forth in the SFMEC.</p>

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8	<p>November 29, noon (E-78)</p> <p>SFMEC §535(d)</p>	<p>SUBMISSION OF PAID BALLOT ARGUMENTS FOR LOCAL BALLOT MEASURES <i>Ballot Measures</i></p> <p>Deadline to submit paid ballot arguments for or against local measures to the Department of Elections. Paid ballot argument fee and original hard copy must be submitted together.</p>
9	<p>November 30 (E-77)</p> <p>SFMEC §535(f)</p>	<p>DEADLINE TO CORRECT FACTUAL, GRAMMATICAL, OR SPELLING ERRORS PAID ARGUMENTS <i>Ballot Measures</i></p> <p>Deadline for the authors of paid ballot arguments to correct any factual, grammatical, or spelling errors in their arguments for or against local measures.</p>
10	<p>November 30, noon – December 10, noon (E-77 - E-67)</p> <p>CAEC §§9380, 9509; SFMEC §590(b)(5-6)</p>	<p>PUBLIC EXAMINATION PERIOD: PAID ARGUMENTS <i>Ballot Measures</i></p> <p>Period of public review and possible legal challenge of paid ballot arguments submitted for publication in the Voter Information Pamphlet.</p>
11	<p>November 30 – December 10, noon (E-77 - E-67)</p> <p>SFMEC §590(c)</p>	<p>PUBLIC EXAMINATION PERIOD: CHINESE TRANSLITERATIONS PROVIDED FOR CANDIDATES <i>Assessor-Recorder</i></p> <p>Period of public review and possible legal challenge of Chinese names transliterated by the Department of Elections' translation vendor.</p>
12	<p>December 20 – February 1 (E-57 - E-14)</p> <p>CAEC §8601</p>	<p>STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS <i>Assessor-Recorder</i></p> <p>During this period, all write-in candidates for any office must file their Statements of Write-In Candidacy and Nomination Papers with the Department of Elections.</p>
13	<p>January 1 (E-45)</p> <p>CAEC §3114</p>	<p>MILITARY AND OVERSEAS BALLOT DELIVERY PERIOD <i>Registration and Voting</i></p> <p>Last day for the Department of Elections to transmit ballots and ballot materials to absent military or overseas voters who have requested them by this date. If a military or overseas voter ballot application is received after this date, the Department of Elections shall transmit a ballot and ballot materials as soon as practicable.</p>
14	<p>January 17 (E-29)</p> <p>CAEC §§3001, 3003</p>	<p>VOTE-BY-MAIL BALLOT MAILING PERIOD <i>Registration and Voting</i></p> <p>Period in which every registered voter will receive a vote-by-mail ballot from the Department of Elections. During this period, voters can return ballots to ballot drop boxes around the city. For further information regarding drop boxes available at https://sfelections.sfgov.org/expanded-ballot-drop-services.</p>
15	<p>January 31 (E-15)</p> <p>CAEC §2102</p>	<p>LAST DAY TO REGISTER TO VOTE (OTHER THAN CONDITIONAL VOTER REGISTRATION) <i>Registration and Voting</i></p> <p>Last day to register to vote in this election by typical methods: Register online by 11:59 p.m., mail (postmarked by this date) or deliver a Voter Registration Form to the Department of Elections, submit a Voter Registration Form to the Department of Motor Vehicles or any National Voter Registration Act (NVRA) designated agency, or send a Federal Postcard Application (FPCA) for military or overseas voters to the Department of Elections to register to vote and request a vote-by-mail ballot. To register and vote after this deadline, see Conditional Voter Registration below.</p>

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16	February 1 – February 15 <i>(E-14 - Election Day)</i> CAEC §2170	CONDITIONAL VOTER REGISTRATION AND VOTING <i>Registration and Voting</i> Those who did not register to vote by the registration deadline for this election may come to the City Hall Voting Center to conditionally register and vote a provisional ballot. Once the Department of Elections processes the Voter Registration Form and confirms the voter's eligibility, the registration becomes permanent and the provisional ballot will be counted.
17	February 1 – February 15 <i>(E-14 - Election Day)</i> CAEC §§3500-3502	NEW CITIZEN REGISTRATION AND VOTING PERIOD <i>Registration and Voting</i> Extension of registration for new citizens who are sworn in after the registration deadline. New citizens must show proof of citizenship and declare that they have established residency in California in order to register and vote at the City Hall Voting Center during this period.
18	February 5 – February 6 <i>(E-10 - E-9)</i> CAEC §3018	WEEKEND VOTING AT THE CITY HALL VOTING CENTER <i>Registration and Voting</i> Available Saturday and Sunday, 10 a.m. to 4 p.m.
19	February 12 – February 13 <i>(E-3 - E-2)</i> CAEC §3018	WEEKEND VOTING AT THE CITY HALL VOTING CENTER <i>Registration and Voting</i> Available Saturday and Sunday, 10 a.m. to 4 p.m.
20	February 15 <i>(Election Day)</i> CAEC §14212	ELECTION DAY <i>Registration and Voting</i> All polling places, including the City Hall Voting Center, open at 7 a.m. and close at 8 p.m.
21	February 22 <i>(E+7)</i> CAEC §3020(b)	LAST DAY FOR DEPARTMENT OF ELECTIONS TO RECEIVE VOTE-BY-MAIL BALLOT <i>Registration and Voting</i> Vote-by-Mail ballot must be postmarked no later than Election Day.

Code References

CAEC:	California Elections Code
CA Ed. Code	California Education Code
CA Gov. Code:	California Government Code
SFC:	San Francisco Charter (Article XIII – Elections)
SFMEC:	San Francisco Municipal Elections Code

*The legal deadline falls on a Saturday, Sunday or holiday; the deadline will move forward to the next working day. CA Gov. Code §6707

Appendix B: February 15, 2022, Consolidated Special Municipal Election Calendar of Observable Activities

Before Election Day			
Activity	Details	Time	Location
Voter Outreach Presentations	Contact Matthew Selby (415) 554-4376 for details, time, and location.		
Designation of Letters for Ballot Measures	Designation of Letters for Ballot Measures	November 22, 11 a.m.	City Hall, Rm 48
Logic and Accuracy Testing	Testing of ImageCast Central (ICC) Scanners and other media devices	TBD	City Hall, Rm 48
	Testing of ImageCast Evolution Ballot-Scanning Machines	January 12–18, 9 a.m.–5 p.m.	Warehouse, Pier 31
	Testing of ImageCast X Ballot-Marking Devices	January 5 –11, 9 a.m.–5 p.m.	Warehouse, Pier 31
Poll Worker and Field Support Training	Contact Matthew Selby (415) 554-4376 for details, time, and location.		
Voting Center	Any voter may vote or drop off their vote-by-mail ballot at the City Hall Voting Center beginning 29 days before the election.	January 18– February 15, Monday–Friday, 8 a.m.–5 p.m. February 5-6 and February 12–13, 10 a.m.–4 p.m.	City Hall, in front of Rm 48
Vote-by-Mail Ballot Processing	Sorting, scanning, and verifying signatures on vote-by-mail ballot envelopes in preparation for ballot counting. <i>(Streamed on sfelections.org/live)</i>	As early as January 4, 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. <i>(Streamed on sfelections.org/live)</i>	January 24 until complete	City Hall, Rm 48
	For activity on a specific day, contact Matthew Selby (415) 554-4376.		
Ballot Adjudication and Remake	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.	January 24 until complete	City Hall, Rm 48
Ballot Drop-Off Stations	Any voter may return their vote-by-mail ballot to any of San Francisco’s official ballot drop-off stations.	January 18 – February 15	For locations, visit sfelections.org/balldropoff
Mock Election Day Support Center	An internal practice of logging and resolving inquiries and issues in a simulated environment similar to Election Day. <i>(Streamed on sfelections.org/live)</i>	February 12, 10:30 a.m.–12:30 p.m.	Rm adjacent to City Hall café

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On Election Day			
Activity	Details	Time	Location
Voting Center / Polling Places	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, February 15, 7 a.m.–8 p.m.	For locations, visit sfelections.org/MyVotingLocation
Ballot-Drop Off Stations	Any voter may return their vote-by-mail ballot to any of San Francisco’s official ballot drop-off stations.	Election Day, February 15, 7 a.m.–8 p.m.	For locations, visit sfelections.org/balлотdropoff
Election Day Support Center	Provides support to poll workers and dispatches in-person assistance to polling places when needed. <i>(Streamed on sfelections.org/live)</i>	5:30 a.m. to approximately midnight	Rm adjacent to City Hall café
Processing Center	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
Data Collection Center	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
Election Night Results Reporting	Results are available on sfelections.org/results , 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
Ballot Processing and Tabulation	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. For activity on a specific day, contact Matthew Selby (415) 554-4376 <i>(Streamed on sfelections.org/live)</i>	Continues until all ballots have been counted and the results are certified (no later than February 24)	City Hall, Rm 48
Results Reporting after Election Night	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 sfelections.org/results
Canvass	An internal audit of the election to ensure the accuracy of results.	February 16 – February 24, 8 a.m.– 5 p.m.	Warehouse, at Pier 31
1% Manual Tallies	Random selection of precincts and batches for manual tallies. <i>(Streamed on sfelections.org/live)</i>	TBD	City Hall, Rm 48