

August 2023

*2024 Renewal of EAP  
Amended Draft*

Yolo County  
California Voter's Choice Act  
Election Administration Plan **2024 - 2028**



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Dear Voters,

I am excited to present the first update to Yolo County's Election Administration Plan (EAP) for the administration of elections under the successful Voter's Choice Act. This revised Election Administration Plan showcases the significant achievements we have witnessed during the 2022 election cycle under the Voter's Choice Act and sets the stage for continued accomplishments in the future.

Yolo County Elections has included the invaluable feedback and input from our community members, and we are proud to present this Election Administration Plan. We invite you to share your insights and thoughts during the renewal process.

The adopted Election Administration Plan represents a significant milestone in shaping the future of voting and elections in Yolo County. It outlines the various aspects of the Voter's Choice Act, including the streamlined vote-by-mail process, the convenient Vote Centers, the strategically located Ballot Drop Box locations and the cutting-edge technology that will enhance our election system.

One crucial element of the Election Administration Plan is the "Voter Education and Outreach Plan" (Outreach Plan), which plays a pivotal role in ensuring the success of our implementation of the Voter's Choice Act model and future elections. We value the input and suggestions from the members of our Voting Accessibility Advisory Committee and Language Accessibility Advisory Committee. The Outreach Plan has been further refined by incorporating the feedback received during public community outreach meetings and insights provided by both advisory committees. You can find a compilation of public comments received during the review period and the specific comments incorporated into the Election Administration Plan in Appendix I under the "Public Comments" Section.

Building upon the tremendous success we experienced with the Voter's Choice Act model during the 2022 election cycle, we are looking forward to continuing our implementation efforts moving forward. My dedicated staff and I remain committed to fostering an inclusive process that upholds the integrity of the vote and ensures a safe, transparent, accurate, and fair election process.

Should you have any questions regarding the Voter's Choice Act, upcoming elections, or our Election Administration Plan, please do not hesitate to contact Yolo County Elections at (530) 666-8133 or [elections@yolocounty.org](mailto:elections@yolocounty.org). We are here to provide you with the information and assistance you need.

With renewed excitement and unwavering dedication, we look forward to the future of voting and elections in Yolo County.

Jesse Salinas  
Yolo County Assessor/Clerk-Recorder/Registrar of Voters

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## Section 1: Election Administration Plan

### Overview

EC §4005(a)(10)(I)(i)(VI)

Yolo County was one of the original counties of California, created in 1850 at the time of statehood with an estimated population of 1,086. The Yolo County Elections Office is one of three sister agencies directed by the Yolo County Assessor/Clerk-Recorder/Registrar of Voters, who is elected every four years. Because elections are fundamental to our democracy, public confidence in the fairness and accuracy of elections is vital. We provide the same excellent service to every candidate, every voter, and every campaign.

In 2016, Senate Bill 450 created the Voter's Choice Act. (In 2018, five counties converted to the Voter's Choice Act (Madera, Napa, Nevada, Sacramento, and San Mateo.) The Voter's Choice Act model provides that every voter receives a vote-by-mail ballot, and vote centers replace traditional polling locations. Under the traditional polling place model in the March 2020 Presidential Primary Election, Yolo County had 96 polling places open for one day. Due to coronavirus pandemic-related personal safety regulations, Yolo County replaced those traditional polling locations with Voter Assistance Centers for the November 2020 Presidential General Election and the September 2021 Gubernatorial Recall Election. Each Voter Assistance Center was open for four days. In 2022, Yolo County officially became a voter's choice act county and successfully conducted both statewide elections under the Voter's Choice Act.

Under the Voter's Choice Act, Yolo County will continue to operate a minimum of 13 Vote Centers, three of them open for 11 days and ten open for four days, including weekends, holidays, and Election Day. A Mobile Vote Center provides all the services you will find at the vote centers and visits the townships of Clarksburg, Dunnigan, Guinda, Knights Landing, Madison, Yolo, and Zamora. An additional 16 secure Ballot Drop Boxes will be added under the Voter's Choice Act model that will be open for 30 days, including Election Day. Yolo County voters can choose to vote at any of the 13 Vote Centers or the Mobile Vote Center, all providing a higher level of service, including a ballot-on-demand and voter registration.

A minimum of 30 locations (13 Vote Centers, the Mobile Vote Center, 16 Ballot Drop Boxes as well as the Yolo County Elections office itself) will be available for depositing vote-by-mail ballots. Voters may also mail their vote-by-mail ballots postage paid. This alternate way of holding elections has many benefits for voters, as was demonstrated in the elections conducted during the pandemic. The convenience of the Voter's Choice Act election model will help Yolo County residents by increasing voter participation and accessibility to voters with disabilities.

The Yolo County Elections Office established the Voting Accessibility Advisory Committee and the Language Accessibility Advisory Committee in August 2021.

The Yolo County Elections Office must prepare a draft of the revised Election Administration Plan. The Election Administration Plan provides information to the voters of Yolo County about the Voter's Choice Act. It describes the vote-by-mail process, the Vote Center and Ballot Drop Box locations, and the technology the Elections Office uses to conduct elections. It also outlines our voter outreach plan. The Yolo County Elections Office will also hold community outreach meetings.

We have included an Acronym and Glossary with this Election Administration Plan which you can find at Appendix L. The purpose of this glossary is to provide the reader of the Election Administration Plan with a better understanding of the elections process and to define some terms used within the document. For clarification and understanding of the nuanced requirements that are related to some of the terms, see the specifics in the Election Administration Plan.

**OUTREACH SUMMARY:** Yolo County will continue to work with the members of our two advisory committees (Language Accessibility Advisory Committee and Voting Accessibility Advisory Committee) and other community representatives as we follow the Voters Choice Act. Voter education and outreach efforts will utilize various media including print, social media, radio, and television. Each voter will receive two mailings explaining that all voters will receive a vote-by-mail ballot and their options for voting and services available. All communications will be translated as required by the federal Voting Rights Act of 1965.

### **Vote-by-Mail Ballots**

Under the Voter’s Choice Act, all active registered voters are mailed a ballot with a postage-paid return identification envelope beginning 29 days before the election. The packet mailed to the voter will also contain voter instructions and a list of Vote Center and Ballot Drop Box locations and hours of operation.

As of 2021, Yolo County is not mandated to provide official ballots in languages other than English.

As of 2021, Yolo County is required under Section 14201 of the California Elections Code (EC) to provide translated reference only ballots, known as “facsimile,” ballots, in four languages (Spanish, Chinese, Korean, and Punjabi). We also offer facsimile ballots in Russian in support of our large Russian population within the county. A facsimile ballot is not an official ballot and can be sent to any voter upon request. The facsimile ballots, related instructions, and bilingual assistance are available at all voting locations.

The federal requirements are issued every five years. The state requirements are issued by January 1 of each year the governor is elected. A current list of all language requirements in Yolo County is in Appendix A.

Any voter in California may sign up **online** for ballot tracking notifications on the Secretary of State’s “Where’s My Ballot?” website (<https://california.ballottrax.net/voter/>). **Voters who lack internet access or need help may call the Elections Office to sign up for the ballot tracking service.** Voters can receive updates on the status of their vote-by-mail ballot through automatic emails, SMS (text), or **phone** calls. Yolo County has **expanded** these services by customizing the US Postal Service’s Intelligent Mail barcodes, allowing a voter to track their ballot as it progresses through checkpoints in the U.S. Postal Service mail system.

Voters may request a replacement ballot **or access to the ballot tracking service** by telephone at (530) 666-8133, (916) 375-6490, or (800) 649-9943; by faxing a request to (530) 666-8123; by sending an email to [elections@yolocounty.org](mailto:elections@yolocounty.org); or by appearing at a Vote Center or at the Yolo County Elections office.

All vote-by-mail ballot return identification envelopes are checked for eligibility before being counted. The voter must sign the return identification envelope. The signature on the return envelope will be

compared with the signature(s) on file in that voter's registration record. If the signatures match, the ballot will be accepted. If there are issues with the signature, the ballot will be challenged.

Voters have the opportunity to resolve the signature issue under EC §3019. Voters will be contacted via mail if their ballot is challenged. Voters will also be contacted by phone and/or email, if they included that information in their voter registration application. However, there is no need to wait to be contacted by the Elections Office to update a signature. Voters may re-register to vote with a new signature if their signature has changed and they believe it may no longer match the signature(s) they have on file with the Yolo County Elections Office.

## **Returning Voted Vote-by-Mail Ballots**

Voters are able to deposit their signed return identification envelope into one of the many secure official ballots drop boxes available throughout the county. A minimum of two Yolo County Ballot Retrieval Team members collect the ballots from the Ballot Drop Boxes on a schedule following Secretary of State guidelines.

Voters may also drop off a voted vote-by-mail ballot in their signed return identification envelope at a Vote Center, U.S. Post Office, or USPS collection mailbox. Alternatively, voters who receive residential mail service may have their delivery person pick up their ballot. No postage is necessary when returning the ballot through the USPS in the postage-paid return identification envelope.

See Appendix B for a list and a map of locations used in the 2022 election cycle (Ballot Drop Box locations are subject to change, based on the availability of the location host.)

The hours of operation for ballot drop boxes and vote centers are posted on the Yolo County Elections webpage during the election (<https://www.yoloelections.org>) and can be found in the county voter information guide, vote-by-mail packet, and mailer.

## **Remote Accessible Vote by Mail**

EC §§4005(a)(8)(C), 4005(a)(10)(B)(xii), 4005(a)(10)(E)(iii), 4005(a)(10)(I)(i)(II), 4005(a)(10)(I)(i)(II)(IV), and 4005(a)(10)(I)(ii)

The Remote Accessible Vote-by-Mail system allows voters to access and mark an electronic version of their ballot on their own device, such as a personal computer or smart phone. Because they are using their own device, they may use their own assistive technology, such as a screen reader, to navigate and mark their ballot. To use the Remote Accessible Vote by Mail system, a voter must have access to the necessary equipment, including an internet-connected computer, smart phone or similar device and a printer. Voters must enter their personal identifying information (PII) so that their eligibility to vote can be verified by county elections staff. Once their eligibility is verified, they can access the Remote Accessible Vote by Mail website to mark their ballot electronically and download their election information and ballot-return instructions. Once a voter marks the ballot using the Remote Accessible Vote by Mail system, the voter must print the ballot on paper and return the printed ballot to elections officials using the same return methods that apply to paper vote-by-mail ballots.

Yolo County Elections uses Democracy Live's Secure Select System version 1.2.2 to host our Remote Accessible Vote by Mail tools and display the Accessible County Voter Information Guide. The entire



Secure Select System is WCAG 2.0 and Section 508 compliant for accessibility. (See Appendix L for definitions of compliance)

County-issued ballot return identification envelopes have two holes, which voters with visual impairments can use as a signature guide to locate the signature line on the envelope. The design of the holes also ensures the voter signs on the correct side of the envelope.

Although the process is straightforward, the County is working with Democracy Live to make a demonstration website available for Remote Accessible Vote by Mail to enable voters to try the system before actually voting in an election. To practice on this demonstration system, voters must enter basic personally identifying information (PII) to verify their eligibility.

## **Vote Center and Ballot Drop Box Locations**

EC §4005(a)(10)(B)

The Voter's Choice Act establishes detailed criteria and formulas for the placement and locations of vote centers and ballot drop boxes. Vote center and/or ballot drop-off locations are subject to change, based on the availability of the location host. Locations are chosen based on the considerations and requirements listed in the Elections Code:

- Proximity to public transportation
- Proximity to communities with historically low vote-by-mail usage
- Proximity to population centers
- Proximity to language minority communities
- Proximity to voters with disabilities
- Proximity to communities with low rates of household vehicle ownership
- Proximity to low-income communities
- Proximity to communities of eligible voters who are not registered to vote and may need access to same day voter registration
- Proximity to geographically isolated populations, including Native American reservations
- Access to accessible and free parking
- The distance and time a voter must travel by car or public transportation
- The need for alternate methods for voters with disabilities for whom vote by mail ballots are not accessible to cast a ballot.
- Traffic patterns
- The need for mobile vote centers in addition to the number of vote centers established pursuant to these considerations.
- Vote center location on a public or private university or college campus

## **Vote Centers**

EC §4005(a)(10)(I)(ii)

Vote Centers in Yolo County provide a high level of service at in-person voting locations. Vote Centers have more services available than were offered at traditional polling places.

A Yolo County voter can use any Vote Center in the county, increasing flexibility and convenience for voters to access and receive services. At a Vote Center, a voter will be able to:

- Vote a paper ballot, commonly referred to as voting a live ballot which is deposited directly into the ballot box without the need for a vote-by-mail return identification envelope
- Get a replacement vote-by-mail ballot
- Get a replacement vote-by-mail ballot return identification envelope
- Drop off a voted vote-by-mail ballot
- Receive assistance in a language other than English
- Mark a ballot privately and independently using an Americans with Disabilities Act-compliant accessible device
- Register to vote
- Update their voter registration
- Vote a provisional or conditional voter registration ballot

Voters who have not registered before the close of registration (15 days prior to Election Day) may complete a Conditional Voter Registration envelope at any Vote Center and cast a provisional ballot on the same day, through Election Day.

Vote Center staff have real-time access to VoteCal, the statewide voter registration database, and the County's Election Management System (EMS). This encrypted connection allows vote center staff to look up and update the status of each voter through an electronic poll book (ePollbook). Once the voter is issued a live ballot at a Vote Center, their vote-by-mail ballot is voided and cannot be accepted if received. If the ePollbook indicates the voter's vote-by-mail has already been accepted, the voter cannot be issued a live or vote-by-mail ballot. Yolo County owns, monitors, and maintains the secure communication link.

During the COVID-19 pandemic, Yolo County executed a Voter's Choice Act-like model for conducting (holding) the election. Tenex ePollbooks at the Vote Centers replaced paper voter rosters. The Tenex Precinct Central ePollbook system is certified by the California Secretary of State. The Voter's Choice Act-like model demonstrated that the ePollbooks were easy for voters and staff to use for voter check-in. The Precinct Central system provides a dashboard that allows voters to see wait times at all Vote Centers.

Each Vote Center has at least three Hart InterCivic Verity Touch Writer ballot marking devices as well as a number of accessible voting booths. There are at least two **Ballot on Demand printers**, known as Hart InterCivic Verity Print, at each location to ensure the proper ballot can be issued to each voter. Roving Inspectors (Rovers) are trained and equipped with backup **Ballot on Demand** printers in the event there are printer issues or a high volume of ballots that need printing.

Each Vote Center also offers curbside voting upon request. Curbside voting allows voters who cannot get out of their vehicle or have health- or disability-related reasons for not entering a vote center to vote without having to come into the building. Voters may park as close as possible to the voting area or in a designated Curbside Voting Location. Voters contact the Vote Center team to request curbside voting services by calling one of the designated phone numbers on the Curbside Voting signage located at each Vote Center.

## Vote Center Formula and Location Considerations

EC §4005(a)(4)(A); EC §4005(a)(10)(I)(vi)(I); and EC §4005(a)(10)(I)(vi)(III)

The Voter’s Choice Act established a formula for determining the minimum number of Vote Centers required based on the number of registered voters as determined on the 88th day before the day of the election. Voter’s Choice Act counties must provide one 11-day Vote Center for every 50,000 registered voters and one four-day Vote Center for every 10,000 registered voters.

Based on the algorithm outlined in the Voter’s Choice Act for counties with more than 120,000 registered voters, the required minimum is three Vote Centers open for 11 days (ten days prior to Elections Day and Election Day), and 13 Vote Centers that will be open for four days (three days prior to Elections Day and Election Day) in Yolo County.

Table 1 Vote Center Formula

Days before Election Day	Number of Registered Voters Per Vote Centers	Total Hours Daily	Estimated Minimum Number of Vote Centers†
10 days	50,000 voters	8 hours	3 Vote Centers
3 days	10,000 voters	8 hours	12 Vote Centers
Election Day	10,000 voters	13 hours	12 Vote Centers

† Based on approximately 118,000 registered voters as of August 2023.

The Yolo County Elections Office will use data from past elections, habits of our voters, census records, community feedback, and knowledge of the area to pick the best locations for our Vote Centers. We acknowledge that there may be sites that are not ideal under the additional criteria considered under Elections Code (EC) §4005(a)(10)(B). However, we endeavor to include as many considerations as possible so our voters will have convenient and accessible resources and locations. See Appendix B for the Vote Center locations used in the 2022 election cycle. We that we plan to use these locations for the next election; however, Vote Center locations are subject to change, based on the availability of the location host.

## Vote Center Accessibility for Voters with Disabilities

EC §§4005(a)(10)(I)(ii), 4005(a)(10)(I)(vi)(X), and 4005(a)(10)(I)(vii)

All potential Vote Centers are surveyed following the California Secretary of State Polling Place Accessibility Guidelines designed in collaboration with the California Department of Rehabilitation. These strict requirements ensure that polling places and vote centers are accessible to voters with disabilities to the greatest extent possible. It is important to note that the Voter’s Choice Act did not impose new laws or requirements pertaining to polling place or vote center accessibility. Rather, they are a compilation of laws and regulations that county elections officials are required to adhere to, in accordance with the Polling Place Accessibility Guidelines. The Polling Place Accessibility Guidelines are available on the Secretary of State’s website at <https://www.sos.ca.gov/elections/publications-and-resources/polling-place-accessibility-guidelines>

All Vote Centers meet Americans with Disabilities Act of 1990 (ADA) standards for accessibility to the building, the room used as a Vote Center, and the path of travel to the voting room with either pre-

existing or temporary mitigation solutions. Vote Center locations throughout the county will vary in size. There are three Hart InterCivic Verity Touch Writer accessible ballot marking devices in each Vote Center placed to maximize voter privacy. All Vote Centers are equipped with the resources to provide curbside voting as described in the Vote Center section.

The Hart InterCivic Verity Touch Writer ballot-marking devices have features that enable voters with temporary or permanent disabilities to exercise their right to vote privately and independently. “Privately and independently” means these devices enable them to vote without having to rely on another person to help them mark their ballot and without having to reveal how they are voting to anyone else, protecting their right to cast a secret ballot. These features include a touchscreen; a handheld controller with a scrolling wheel and a “select” button; options to change text size and color contrast on the screen; headphones for listening to an audio version of the ballot and audio instructions for navigating and marking the ballot electronically; and ports for connecting a voter’s tactile buttons or a voter’s sip-and-puff device. The ballot-marking devices have written text and audio in English only; they do not present information in other languages.

Because the Hart InterCivic Verity Touch Writer must be connected to power and a printer to print the marked ballot, curbside voters and voters who cannot enter the Mobile Vote Center are unable to use the ballot marking device. To assist those voters, a team of two election workers use the Tenex ePollbook to check in the voter, bring the ballot to the voter to mark and return in a secrecy folder for privacy. The team deposits the marked ballot from the secrecy folder into the ballot box inside the Vote Center for the voter without viewing the ballot.

Any voter may bring up to two people into the voting booth to help them vote, provided those assistants are not representatives of the voter’s employer or labor union.

### Vote Center Days and Hours of Operation

EC §§4005(a)(10)(I)(vi)(III) and 4005(a)(10)(I)(vi)(VI)

The Voter’s Choice Act model provides all voters with more opportunities to cast their ballots at any Vote Center with a minimum of 93 hours over 11 days, including weekends and holidays. This expands voting opportunities compared to 13 hours (one day only) under the polling place model.

Voter registration services are offered at all Vote Centers instead of the one location (county elections office) available under the polling place model. The first three locations will open ten days before Election Day. Ten more sites will open three days before Election Day. There will be 13 Vote Centers in total.

Table 2 Voter’s Choice Act Days and Hours of Operation

Estimated Number of Vote Centers	Days Before Election Day	Total Hours Daily	Hours of Operation
3 Vote Centers	10 days	8 hours	10:00 a.m. to 6:00 p.m.
13 Vote Centers	3 days	8 hours	10:00 a.m. to 6:00 p.m.
13 Vote Centers	Election Day	13 hours	7:00 a.m. to 8:00 p.m.

The final list of Vote Centers can be found in the election specific County Voter Information Guide. See the Appendices for a list and a map of the locations used during the 2022 election cycle. (Vote Center locations are subject to change, based on the availability of the location host.)

## Vote Center Layout

EC §4005(a)(10)(I)(vi)(XI)

Each Vote Center have a specific, predefined layout to ensure poll workers set up the stations to maximize voter privacy. **The stations are dedicated tables for line management, check-in, ballot printing, ballot marking devices, and ballot boxes.** Floor plans are designed to meet accessibility requirements and adjusted to best utilize each location's shape and size.

See Appendix C for voting room layouts of Vote Centers used in the 2022 Election Cycle. We plan to use these locations for the next election; however (Vote Center locations are subject to change, based on the availability of the location host.) **The election-specific Vote Center and Ballot Drop Box locations and hours of operation are publicized in the County Voter Information Guide, the informational insert sent in the vote-by-mail ballot packet to the voters, the County Elections Office website [yoloelections.org](http://yoloelections.org), and the California Secretary of State website [sos.ca.gov](http://sos.ca.gov).**

## Vote Center Staffing and Training

EC §§4005(a)(10)(I)(vi)(IX) and 4005(a)(10)(I)(vi)(IX)

The projected need for recruiting and training Vote Center staff members depends on the number of 11-day and four-day Vote Centers, the number of check-in stations, the anticipated capacity of a Vote Center, the anticipated turnout, and a schedule that supports a variety of shifts for in-person training purposes. Tentatively, a minimum of eight staff will be working at a Vote Center which includes two the supervisors are considered "Inspectors" and the remaining staff members are clerks (sometimes called "Judges"). Note that the term "poll worker" is used interchangeably with "election worker," "Vote Center" staff, or "VC staff."

A Roving Inspector (Rover) and Assistant Rover will be assigned to each of three geographical areas of Yolo County's Vote Center locations to assist and monitor the Vote Center operations. The Assistant Rover component of field support is a pilot program for the 2024 election cycle designed to enhance flexibility and build institutional knowledge. Each Rover and Assistant Rover will have a smart phone and a vote center operations app built by Yolo County to document compliance and report issues. Paid standby poll workers will be available to deploy as needed.

Another innovation being piloted in the 2024 election cycle, is to have Election Returns Couriers. A team of four people will arrive at each Vote Center at 7 p.m. on Election Night to assist in the last hour before closing and during the closing process. This team will come in "fresh" to help the Vote Center team that will have been working since 6:00 a.m. This team will also bring the election returns (vote-by-mail ballots, live ballots, conditional/provisional ballots, chain of custody logs, incident logs, etc.) to the Yolo County Elections Office as soon as they are ready for transport. The rest of the Vote Center team will stay to secure the equipment and close the facility. The Election Returns Courier positions are open to no more than two high school students on a team. This is a change from previous involvement of high school students as student poll workers due to the nature of multi-day Vote Centers. High school students are also recruited for Ballot Drop Box retrieval teams as discussed below.

Table 3 Vote Center Staffing Needs

Early Voting (10 am - 6 pm)	Locations	Set-up Days	Early Voting Days Open	Number of Workers Each VC	Total Num. Workers	Number of Early Voting Shifts to Fill
"11-day" Vote Center	3	1	10	8	24	264 shifts
"4-day" Vote Center	10	1	3	8	80	320 shifts
Mobile Vote Center	1 Team	0	7	4	4	28 shifts
<b>Early Voting Total</b>					<b>108</b>	<b>612 shifts</b>
<i>Standby Poll Workers</i>						<i>TBD based on training and testing</i>

Election Day (7 am - 8 pm)	Locations	Election Day	Number of Workers Each VC	Total Num. Workers	Number of Election Day Shifts to Fill
Election Day Team	13	1	8	104	104 full-day shifts
Election Returns Couriers (Pilot)	13	1	4	52	52 shifts (6 pm to 11 pm)
<b>Election Day Total</b>				<b>156</b>	<b>156 shifts on Election Day</b>
<i>Standby Poll Workers</i>					<i>TBD based on training and testing</i>

Rover/Assistant Rover Teams	Set-up Days	Voting Days	Num. of Workers	Number of Shifts
Team 1	1	11	2	24 shifts
Teams 2 and 3	1	4	4	20 shifts
<b>Rover Total</b>			<b>6</b>	<b>44 shifts</b>
<i>Standby Poll Workers</i>				<i>TBD based on training and testing</i>

The first seven days at the 11-day Vote Centers are an ideal opportunity for hands-on in-person training of staff who will work at four-day Vote Centers. One full-day shift for each four-day election worker will be scheduled to give hands-on experience before their four-day Vote Centers open. This hands-on training is an expansion of our requirement in the 2022 election cycle for Inspectors to observe one "shift" of opening procedures and closing procedures at 11-day Vote Centers. This new approach will also allow the 11-day Vote Center staff much-needed time off.

Standby poll workers are paid for training and will also have the opportunity to work a full day as a part of the hands-on experience training.

All election workers receive their own copy of the Vote Center Manual, and must take online training, in-person lecture/demonstration class, and a hands-on training. The November 2022 online training consisted of six modules each with a quiz, eight videos, and a qualifying quiz. Inspectors and Rovers were required to take an additional online module and in-person training.

Election staff are trained to assist voters who have a variety of needs. The Yolo County Elections Office always makes a good faith effort to recruit election workers who will provide language assistance in Chinese, Korean, Punjabi, Spanish (Elections Code §14201), and Russian. All Vote Center locations, including the Mobile Vote Center, will be supplied with appropriate multi-lingual signage, and translated facsimile ballots for reference purposes in Chinese, Korean, Punjabi, Russian, and Spanish. All voting materials and ballots are in English per Section 203 of the Voting Rights Act.

Furthermore, each Vote Center has telephonic interpreter services. The telephone interpreter service allows county elections officials, including support staff and poll workers, to connect with a third-party interpreter to communicate with voters in their native language in approximately thirty-two different languages. This service is available 24/7. A supervising poll worker will use their county-issued mobile phone to access this service.

Poll workers are trained to set up the accessible ballot-marking devices (Hart InterCivic Verity Touch Writer equipment). The poll workers learn how to use the devices themselves so that they can assist voters in using the accessible features. These features include a touchscreen; a handheld controller with a scrolling wheel and a “select” button; options to change text size and color contrast on the screen; headphones for listening to an audio version of the ballot and audio instructions for navigating and marking the ballot electronically; and ports for connecting tactile buttons or a voter’s sip-and-puff device. While any voter can use the Touch Writer, its accessibility features make it ideal for some people with disabilities or people who simply want the ballot read to them.

Contingency plans at Vote Centers focus on clear lines of communication, chain of command, extra staffing, and extra pre-configured equipment. Security is ensured through set protocols, including secure storage, tamper-evident seals, strict chain of custody tracking, and a robust cybersecurity posture.

## **Election Technology at Vote Centers**

EC §§4005(a)(2)(B), 4005(a)(4)(D), 4005(a)(10)(I)(vi)(X), 4005(a)(6)(D)

### Voting System

Yolo County Elections uses the Hart InterCivic Verity Print version 3.1.1. and Verity Touch Writer 3.1.1 at all voting locations. The Verity Print is the voting system’s ballot printing device that allows the poll worker to print the voter’s ballot on demand. In contrast, the Verity Touch Writer allows voters to mark their choices on screen and then print their marked paper ballot. Any voter can use the Touch Writer; however, its accessibility features make it ideal for some people with disabilities, such as a visual impairment or a disability that makes it difficult to put “pen-to-paper” to mark the paper ballot. Each voting location has at least three Verity Touch Writers and two Verity Print systems set up.

### Electronic Pollbooks

Yolo County Elections uses Tenex Software Solutions’ Precinct Central ePollbook version 4.3 system. This system replaced paper voter rosters in 2020. The Voter’s Choice Act-like model demonstrated that the

ePollbooks were easy for voters and staff to use for voter check-in, and they provide a dashboard that will allow voters to see wait times at all Vote Centers.

Vote Center staff have access to VoteCal, the statewide voter registration database, and the County’s Election Management System. This end-to-end encrypted real-time connection allows Vote Center staff to look up and update the status of each voter through the ePollbook. Yolo County owns and maintains the secure communication links using Cradlepoint. Cradlepoint is an encrypted and secure infrastructure system of routers, gateways, and software for secure wireless Wide Area Network (WAN) networking.

### Mobile Vote Center

Yolo County Elections has successfully executed the implementation of a Mobile Vote Center. The Mobile Vote Center visits the townships of Clarksburg, Dunnigan, Guinda, Knights Landing, Madison, Yolo, and Zamora for one day each to provide all the services available at the other 13 Vote Centers. The hours of operations are from 10:00 a.m. to 6:00 p.m. and are staffed with four Vote Center employees each day. See Appendix B for Mobile Vote Center locations and hours of operations used in the 2022 Election Cycle. Although we plan to use for the same locations next election; they are subject to change, based on the availability of the location host.)

The details of the Mobile Vote Center location and exact times of operations are printed in the county voter information guide, Voter’s Choice Act mailer, and posted on the Yolo County Elections webpage during the election (<https://www.yoloelections.org>).

### Official Ballot Drop Boxes

EC §§4005(a)(10)(I)(vi)(II), 4005(a)(3) and 4005(a)(10)(I)(vi)(VI)

The Voter’s Choice Act requires counties to provide at least one “ballot drop-off location” for every 15,000 registered voters as determined on the 88<sup>th</sup> day before the day of the election. In Yolo County, these locations are called Ballot Drop Boxes. The Yolo County Elections Office analyzed the voter registration data to determine the estimated number of Ballot Drop Boxes needed to serve our residents. each city and unincorporated areas. Although the required minimum is nine (9) for the estimated 120,000 registered voters in Yolo County, the Yolo County Elections Office plans to maintain the placement of 16 Ballot Drop Boxes throughout Yolo County. Seven of these 16 official Ballot Drop Boxes will be outside outdoors and open to the public 24 hours a day.

Table 4 Ballot Drop Box Formula

Days before Election Day	Number of Registered Voters Per Ballot Drop Boxes	Estimated Minimum Number of Ballot Drop Boxes†
29 days	15,000 voters	9 Ballot Drop Boxes

† Based on >120,000 registered voters

In addition to the Voter’s Choice Act minimum requirements, the California Secretary of State provides further regulations regarding accessibility and multi-lingual signage. Ballot drop box surface graphics have legal notices in English and in the five other languages Yolo County supports. The viability of a potential location is also dependent on meeting minimum accessibility requirements as determined by a detailed assessment. These regulations on ballot drop box design, requirements, and accessibility can be



found on the SOS website here: <https://www.sos.ca.gov/administration/regulations/current-regulations/elections/vote-mail-ballot-drop-boxes-and-drop-locations>

### Ballot Drop Box Location Recruitment Process

An informational packet has been developed for the site owners to explain the Ballot Drop Box service and specify owner’s role as a Ballot Drop Box location host. The packet includes a disclaimer of liability, a responsibility letter, and a flyer on specifications, expectations, and frequently asked questions. The packet is used to reach out to potential sites and provide detailed information about the Ballot Drop Box process so that all parties clearly understand the obligations and processes involved in hosting a Ballot Drop Box.

Every potential site is assessed to determine suitability and accessibility. Once the site is fully reviewed the County works with the site tenant, property management company and/or property owner for approval and a contract. Ballot drop box locations will be selected in conjunction with public feedback and meeting legal requirements.

### Ballot Drop Box Days and Hours of Operation

EC §4005(a)(10)(I)(vi)(IV) and EC §4005(a)(10)(I)(vi)(VII)

All official Ballot Drop Boxes are available 29 days before the day of the election. These boxes are secure, accessible and easy to identify. Ballot Drop Boxes placed indoors are open during regular business hours of each respective location. See Appendix B for actual hours of operation of each internal Ballot Drop Box location.

*Table 5 Official Ballot Drop Box Days and Hours of Operation*

Estimated Number of Ballot Drop Boxes	Days Before Election Day	Total Hours Daily	Hours of Operation
7 External	29 days	24 hours	12:00 a.m. to 12:00 a.m.
9 Internal	29 days	Business hours	See Appendix B
16 Total	Election Day	Business hours	Business Hours until 8:00 p.m. See Appendix B

Some Ballot Drop Boxes are installed and securely anchored outdoors and open 24 hours a day. To prevent physical damage and unauthorized entry, the unattended outdoor Ballot Drop Boxes are constructed of durable material that can withstand vandalism, removal, and inclement weather. The ballot deposit slot size and placement prevent tampering or unauthorized removal of the ballots.

The final list of Ballot Drop Box locations is published in the County Voter Information Guide. See the Appendices for a list and a map of the locations used during the 2022 election cycle. (Ballot Drop Boxes locations are subject to change, based on the availability of the location host.)

## Ballot Drop Box Retrieval Teams

A minimum of two (2) Yolo County Ballot Drop Box Retrieval Team members collects the ballots from the official Ballot Drop Boxes on a schedule, that at a minimum complies with the frequency required by Elections Code. Each Ballot Drop Box Retrieval Team member is required to attend the online training and in-person training. The County provided eight in-person training classes prior to Election Day in November 2022 to ensure compliance with the procedures at the Ballot Drop Boxes.

On Election Day, Ballot Drop Box Retrieval Teams meet in the late afternoon to pick up materials including the iPhone with the County ArcGIS application, receive final instructions, and synchronize their timepieces. Retrieval Teams are posted at each Ballot Drop Box location to lock the drop box and retrieve the ballots at the close of the election at 8:00 p.m. Anyone waiting in line at 8:00 p.m. to deposit a vote-by-mail ballot are able to drop off their ballot in the official Ballot Drop Box for collection. After the last ballot is deposited by those in line by 8:00 p.m., the members of the retrieval team no longer accept ballots.

Table 6 Ballot Drop Box Retrieval Team Staffing Needs

Ballot Drop Box Retrieval Teams	Days	Num. of Staff on a Team	Recruitment Requirements
Team 1	29	2	2
Team 2	7	2	2
13 Election Night Teams	1	3	39
<b>Rover Total</b>			<b>43 shifts</b>
Standby Ballot Drop Box Staff			TBD

## Language Accessibility and Assistance

EC §§4005(a)(10)(I)(vi)(IX), 4005(a)(10)(I)(vii), and 4005(a)(10)(I)(i)(I)

Help is available for voters who need language assistance at the Vote Centers during early voting and Election Day. Language accessibility includes providing assistance to any voter with limited English proficiency, including those whose primary language is English or is a non-English language. The Yolo County Elections Office is committed to reaching out to voters who have requested language assistance on their voter registration forms. Additionally, our Language Accessibility Advisory Committee provides suggestions regarding outreach to specific-language community groups.

### Language Assistance for Vote-by-Mail Voters

Starting 29 days prior to the day of the election, voters may download a facsimile of their ballot at <https://www.yoloelections.org/voting/facsimile-ballots> or call our office at (530) 666-8133 to request one. Facsimile ballots replicate the official ballot and are used as a translated reference for the languages Yolo County supports. Facsimile ballots are not official ballots and therefore voters must be sure to vote on the official ballot issued to them rather than the facsimile. In Yolo County the facsimile ballots are available in the following languages:

Table 7 Available Facsimile Ballot Languages

Chinese	中文
Korean	한국어
Punjabi	ਪੰਜਾਬੀ
Russian	русский
Spanish	Español

### Language Assistance for In-Person Voters

All Vote Centers will have facsimile ballots available for reference in all ballot types for the following languages: Chinese, Korean, Punjabi, Russian and Spanish. The facsimile ballots are available at or near each Vote Center’s check-in stations and displayed and labeled in the specific languages. The Touch Writer ballot-marking devices have written text and audio in English only and do not present information in any other languages; however, English-speaking voters, may find the audio ballot on the Touch Writer of assistance in understanding the ballot.

Vote Center poll workers who can speak Chinese, Korean, Punjabi, Russian and/or Spanish may also be available at our voting locations. By law, bilingual workers are identified by name tags indicating their spoken language. The Yolo County Elections Office is committed to using all resources available and the Language Accessibility Advisory Committee to help recruit, train and retain bilingual poll workers.

Any voter may bring up to two people into the voting booth to help them vote, provided those assistants are not representatives of the voter’s employer or labor union.

### Telephone Services

EC §4005(a)(10)(I)(vii)

An interpreter service, available by telephone, allows county elections officials, including support staff and volunteers, to connect with a nonpartisan third-party to communicate with voters in their native language in over 32 languages. This service is provided by the California Secretary of State’s Office.

Poll workers will tally the number of calls to the interpreter service on a “call tally sheet” to document the usage of the third-party interpreter service. The call tally sheet will be included in every Vote Center supply box for easy access to poll workers. Rovers will periodically check on Vote Center workers' use of the tally sheet. Call tally sheets will be returned to the Yolo County Elections Office, with other pertinent election material, at the end of each voting day.

Voters may call [the Yolo County Elections Office voter hotline toll-free at \(800\) 649-9943 for information about any service provided by our office.](#) Deaf and hard-of-hearing voters may dial the toll-free number using the California Relay Service (RTT/TTY) at 711. [As an additional resource, Disability Rights California’s Voter hotline toll-free number \(1-888-569-7955\) is published on the Yolo County Elections Office website and in the materials sent to the voters at least 29 days prior to Election Day.](#)

## Security and Contingency Plans

EC §§4005(a)(10)(I)(iv), 4005(a)(10)(I)(vi)(VIII)(ia), and 4005(a)(10)(I)(vi)(VIII)(ib)

In the elections environment, our facilities, election materials, registration systems, and voting equipment are secure if both the human and machine components are addressed:

- Physical access – recorded, monitored, limited to the principle of least permission/privilege
- Electronic access – close maintenance of accounts and logins, limited to the principle of least permission/privilege
- Separation of duties, two-person integrity, cross-training, and quality control
- Segmented systems, audit logs, hash testing, and reinstallation of trusted builds of software
- Physical asset inventory control and management
- Inventory of network boundaries, limitation, and control of network ports and services
- Ongoing training of staff regarding potential threats and testing, such as a spear-phishing campaign
- Ongoing updates to devices, firewalls, routers, switches. Timely installation of patches
- Explicit documentation of routine procedures, election procedures, and incident response procedures
- Explicit documentation of backups, protection of back-ups, and system recovery and restoration after an incident
- Continuous vulnerability management and risk assessment

## Security Measures at Vote Centers

EC §4005(a)(10)(I)(iv)

The Yolo County Elections Office ensures the security of voting conducted at Vote Centers using, at a minimum, the following methods and standards:

Every Vote Center staff member is required to be well-trained and prepared to assist eligible voters in every way possible. The training includes:

- Maintaining and monitoring the security and chain of custody of all equipment
- Incident response procedures and reporting requirements
- Opening and closing procedures
- Registration and voting system procedures
- De-escalation techniques to use in tense interpersonal situations
- Setting up and maintaining a physically safe environment compliant with the Secretary of State's Accessibility Requirements and public health guidelines.

Vote Center staff will use the Tenex ePollbook with a real-time connection to our voter registration and election management system (EMS). Using the ePollbook, staff members to determine the voter's eligibility, the status of their vote-by-mail ballot, if one has been issued, and the proper ballot type to issue to the voter. In accordance with the California Use Procedures, the ePollbook and EMS systems are protected via:

- Strict chain of custody procedures for the ePollbook tablet
- Encryption of all data at rest and in transit (2 CCR §20158(f))
- Encrypted local connection between the tablets at the Vote Center
- Encrypted, dedicated cellular wide area network with no public or guest access that connects the ePollbooks with the EMS using Cradlepoint technology
- Human-readable audit records reflecting all actions of the system

Successful compliance with all security measures and regulations (2 CCR §20158 ) comes from an ongoing collaboration between the Yolo County Elections Office and the Yolo County Innovation and Technology Services Department.

The Hart InterCivic Verity voting equipment is never connected to any network, including the county's internal network or any external Wi-Fi or Bluetooth connections. All equipment is sealed with official Yolo County tamper-evident security seals is shut down and locked when Vote Centers are not open.

All ballots, including vote-by-mail ballots, ballots cast in-person, conditional voter registration and provisional ballots, and any spoiled and surrendered ballots are securely transported to the Yolo County Elections Office after the close of polls each day.

### **Preventing a Disruption of the Vote Center Process**

EC §4005(a)(10)(I)(vi)(VIII)(ia)

All Yolo County Elections staff and Vote Center staff are trained and prepared for potential mechanical, human, or natural disruptions at Vote Centers. All Vote Centers Supervisors, Rovers and Assistant Rovers carry smartphones with a custom ArcGIS application that facilitates quick troubleshooting by connecting with the Elections Office or reviewing training materials and job aids. Appendix J contains a sample emergency response plan which documents internal processes and procedures we will use when responding to disruptions.

The Yolo County Elections Office collaborates with the Secretary of State's Office of Election Cybersecurity (OEC) and actively participates and engages in the Secretary of State's County Election Situation Awareness Room, a virtual space for counties to report any type of disruptions. This room is comprised of federal, state, and local agencies.

### **Continuance of Operations in the Event of a Disruption**

EC §4005(a)(10)(I)(vi)(VIII)(ib)

The Yolo County Elections Office has many ample experienced staff members on duty to distribute replacement equipment, supplement staffing at a Vote Center, or troubleshoot escalated issues.

Before each election, Yolo County Elections Office prepares an Emergency Response Plan that outlines baseline security standards, evacuation procedures, emergency communications, protection and recovery of ballots and other records, and specific scenarios. The Emergency Response Plan for the November 2022 General Election is in Appendix J.

Yolo County has a Memorandum of Understanding with neighboring County of Solano as part of Continuity of Operations should our Verity voting system equipment become unusable before/during/after the election. This Memorandum of Understanding can be found in Appendix K.

### Fiscal Impact and Cost Comparisons

EC §4005(a)(10)(I)(v)

Election expenses are compared across the 2020 Presidential Primary and Presidential General, with the actual election expense for the 2022 June Direct Primary and General Election.

Table 8 Election Expenses Comparison

Yolo County Election Expenses	2020 Presidential Primary Election (Actual)	2020 Presidential General Election (Actual)	2022 Direct Primary Election (Actual)	2022 General Election (Actual)
Election Type	Traditional Poll Place Model	Voter's Choice Act-Like Model	Full Voter's Choice Act Model	Full Voter's Choice Act Model
Salaries and Benefits	\$ 617,322.24	\$ 686,849.30	\$ 549,507.48	\$ 798,952.90
Consumable Election Supplies	\$ 6,047.34	\$ 278,802.56	\$ 60,994.22	\$ 9,675.80
Communications	\$ 6,037.84	\$ 2,984.43	\$ 7,295.36	\$ 8,107.78
Postage	\$ 53,350.65	\$ 146,021.74	\$ 153,177.65	\$ 170,648.21
Transportation, Election-Related	\$ 2,643.02	\$ 4,548.38	\$ 2,017.22	\$ 731.57
Printing	\$ 221,752.39	\$ 263,889.13	\$ 328,447.46	\$ 291,264.73
Other	\$ 81,970.78	\$ 124,360.32	\$ 237,001.26	\$ 120,491.04
<b>Total</b>	<b>\$ 989,124.26</b>	<b>\$ 1,507,455.85</b>	<b>\$ 1,338,440.65</b>	<b>\$ 1,520,363.07</b>

### Outreach Expenses

EC §4005(a)(10)(I)(i)(VII)

As of August 2023, the State of California has not awarded grants for outreach expenses in 2024. The table below reflects 2020 through 2022 when there was direct state funding.

Table 9 Outreach Expenses Comparison

Yolo County Outreach Expense	2020 Presidential Primary Election (Actual)	2020 Presidential General Election (Actual)	2022 Direct Primary Election (Actual)	2022 General Election (Actual)
Advertising/Notices	\$ 5,787.64	\$ 15,801.78	\$ 42,609.74	\$ 15,183.10
Outreach Mailers		\$ 51,164.06	\$ 29,778.85	\$ 30,002.04
Social Media		\$ 1,750.00	\$ 5,000.00	
Outreach Events				
Translation Services	\$ 2,862.81	\$ 19,043.93	\$ 8,869.20	\$ 16,073.11
Collaterals/Swag				\$ 744.90
Videos				\$ 3,992.50
Signs and Banners		\$ 2,259.84		\$ 9,551.95
<b>Total</b>	<b>\$ 8,650.45</b>	<b>\$ 90,019.61</b>	<b>\$ 86,257.79</b>	<b>\$ 75,547.60</b>

### Moving Forward Addressing Accessibility and Participation Disparities

EC §4005(a)(10)(I)(iii)

Creating and updating this Election Administration Plan has been and will continue to be a collaborative and repetitive process. After each election conducted in compliance with the Voter’s Choice Act, Yolo County Elections makes a reasonable effort to identify and address significant disparities in voter accessibility and participation.

The Yolo County Elections Office continues to meet with the Voting Accessibility Advisory Committee and the Language Accessibility Advisory Committee to address and discuss any issues that their communities experienced during the election. The Elections Office will survey all Vote Center staff to evaluate and address any disparities regarding voter accessibility and participation from their perspective. We prepare a digital survey for any voter to complete and promote the survey at Vote Centers and outreach events. Since the 2022 election cycle, the Elections Office has been proactively working with the County Language Accessibility Advisory Committee and Voting Accessibility Advisory Committee to improve the design of the voter survey. This will help identify and address issues related to voter accessibility and participation.

# Voter Education & Outreach Plan

*2024 Renewal of EAP  
Amended Draft*

## Yolo County California Voter's Choice Act Election Administration Plan **2024 - 2028**





## Section 2: Voter Education and Outreach Plan

### Overview and General Requirements

Yolo County Elections is committed to improving voter registration and participation among all eligible voters. Addressing disparities in the democratic process is key to conducting accessible, fair, and transparent elections.

In preparation for any election cycle, the Yolo County Elections will work with groups across the county or region such as the County Language Accessibility Advisory Committee and Voting Accessibility Advisory Committee. Appendix E contains list of other community organizations; however, our list of contacts is dynamic and may not be current after publication of this document.

Yolo County Elections will continue to furnish media partners with press releases, video content and social media content for mass distribution and publication. The Elections Office welcomes suggestions for connecting with other trusted media sources to relay information about Vote Centers, Ballot Drop Boxes, deadlines, vote-by-mail information, accessibility options and methods to request an accessible ballot or a replacement ballot. The list of current media partners is in Appendix F.

Yolo County Registrar of Voters Jesse Salinas and his designees often appear in local media in their capacities as elections experts to give the Yolo County perspective. They also appear at meetings of civic groups and community service groups by request and by proactive outreach. These types of opportunities specifically support disseminating information from a trusted source.

### Community Presence

EC §§4005(a)(10)(I)(i)(III) and 4005(a)(10)(I)(i)(IV)

Yolo County Elections enjoys robust connections with community members and organizations. Our relationships are built with people, through one-on-one connections, collaborating to create joint events, participating in existing events and by having an approachable digital identity.

The Elections Office presence will continue at in-person events and virtual meetings. Traditionally, this has also included partnering with event organizers to have active booths or tents and tables at fairs, festivals and other events. We are always looking to maximize these opportunities. Currently, Yolo County is exploring partnerships with institutions that will significantly amplify election information messaging. Information about events like these are in Appendix E.

### Digital Accessibility

Our engagement with individuals and organizations on social media and our intuitive website have bolstered the Yolo County Elections profile as a trusted source of information. Electronic information is presented in an accessible manner for people with disabilities, and conforms with WCAG 2.0, the Revised Section 508 standards. (See Appendix J for definition of standards)

The Yolo County Elections website (<https://www.yoloelections.org/>) maintains accessible standards as recommended in Elections Code §2053(b)(4). The Elections Office has proven its responsiveness to suggestions to enhance the user experience on the website through its work with the Voting

Accessibility and Language Accessibility Advisory Committees. Ideas are actively sought and welcomed. Our digital materials are meant to be accessible to anyone who wishes to find out about elections, voting and the Voter's Choice Act. To that end, Yolo County Elections applies best practices with the use of plain language and design. The Election Office's social media policy document is kept updated, and our collateral material is reviewed by the outreach coordinator for issues such as level of contrast between colors in outreach materials for accessibility and inclusive representation of the diversity of the community. Posts and website content includes, but will not be limited to, a list of the ballot drop-off locations and Vote Centers with dates and hours they are open, as well as the services available at Vote Centers.

## Community Partners

Community Partners may assist in simple ways such as placing a flyer in an office, including an article in an organizational newsletter or website, or having a representative present Voter's Choice Act information to clients, members or residents. Educational tools are available to download from the Elections Office website ([www.yoloelections.org](http://www.yoloelections.org)), and physical copies are available at the Yolo County Elections office. Requests for presentations or materials are encouraged.

The Yolo County Elections Office has established positive working relationships with local school districts, Woodland Community College and the University of California, Davis. Our relationship with UC Davis has grown and expanded to include special projects and successful outreach campaigns.

In alignment with Proposition 17 (Voting Rights Restoration for Persons on Parole 2020), the Yolo County Elections Office works closely with the county's Sheriff's Office, District Attorney, Probation Department, and Public Defender's Office to ensure that eligible voters currently or formerly incarcerated are afforded the opportunity and encouraged to register to vote and cast a ballot.

## Individual Voter Network

Individual voters may participate in enhancing outreach efforts by alerting the Elections Office to barriers to voting and/or providing solutions to ensure widespread awareness of the Voter's Choice Act voting model. Yolo County encourages the use of the "Contact Us" webform for this purpose and distributes business cards with contact information at Vote Centers to receive comments via web, email or phone.

## Language Accessibility Advisory Committee

EC §4005(a)(10)(I)(i)(V)

In accordance with the Voter's Choice Act, the Language Accessibility Advisory Committee and the Voting Accessibility Advisory Committee were established prior to October 1, 2021. For information on meeting times and dates, see Appendix D.

Yolo County will continue to pursue opportunities and suggestions provided by the Language Accessibility Advisory Committee. These recommendations may lead to presentations, virtual meetings and/or the distribution of educational materials to organizations serving or composed of individuals with limited English proficiency.

The Language Accessibility Advisory Committee's review of our translated materials will be especially valuable. Other topic areas include:

- Informational materials and website
- Voter education and outreach materials
- Community group engagement
- Election worker diversity
- Election terminology and translations
- Youth involvement
- Sensitivity and inclusion
- Barriers to voting
- Election worker recruitment and training
- Best use of social media
- Multimedia resources
- Initiatives and events that promote voting among Limited-English Proficiency voters
- Disseminating information to Limited-English Proficiency communities

Prior to each major election and in collaboration with the Language Accessibility Advisory, Yolo County will conduct bilingual voter education workshops to provide information about:

- The Voter's Choice Act voting model
- Voting equipment demonstrations and accessibility features
- Using translated facsimile ballots as a reference when voting
- Bilingual assistance or telephone interpreters at Vote Centers
- Ballot Drop Box and Vote Center information
- Successfully voting by mail
- Signing the envelope properly
- Witnessed voter's "mark"
- Authorizing someone to return your ballot
- How to "cure" challenged vote-by-mail ballots due to missing signatures or signatures not matching

### **Voting Accessibility Advisory Committee**

Yolo County will continue to pursue opportunities and suggestions provided by the Voting Accessibility Advisory Committee. These recommendations may lead to presentations, virtual meetings or the distribution of educational materials to organizations associated with disability communities. The Voting Accessibility Advisory Committee's review of floor plans and physical layouts of Vote Centers will be especially valuable. Other topic areas include:

- Informational materials and website
- Remote Accessible Vote-by-Mail System
- Voter education and outreach materials
- Community group engagement
- Election worker diversity, recruitment, and training
- ADA compliance or usability of voting locations
- Sensitivity and inclusion
- Physical barriers to voting

- Informational barriers to voting
- Best use of social media and multimedia resources
- Promotion of voting accessibility initiatives and events
- Initiatives and events to promote voting
- Disseminating information to local communities

Prior to each major election and in collaboration with the Voting Accessibility Advisory Committee, Yolo County will conduct voter education workshops to provide information about:

- The Voter's Choice Act voting model
- Voting equipment accessibility and demonstrations
- Electronically accessing the Remote Accessible Vote-by-Mail system and demonstrations of the system
- Ballot Drop Box and Vote Center information
- Successfully voting by mail
  - signing with a mark rather than a traditional signature (witnessed by someone 18 years or older)
  - authorizing someone to return your ballot
  - signing by power-of-attorney on behalf of the voter is not acceptable and does not count
- Voting rights of people under conservatorship
- The fact that having power of attorney is not authority to vote for someone else
- How to "cure" challenged vote-by-mail ballots missing signatures or signatures not matching

Members of the public who wish to join one or both committees may reach out via email to [elections@yolocounty.org](mailto:elections@yolocounty.org). Currently our advisory committees do not have an application process. More information can be found on the following websites:

- Language Accessibility Advisory Committee: <https://www.yoloelections.org/get-involved/laac>
- Voting Accessibility Advisory Committee: <https://www.yoloelections.org/get-involved/vaac>

## Education and Outreach with Language Minority Communities

EC §4005(a)(10)(I)(i)(I) and EC §4005(a)(10)(I)(i)(VI)(ia)

Yolo County has a commitment to serve non-English-speaking citizens so that they can better understand voter registration and the elections process. The Elections Office's inclusion of materials in the Russian language, which is not specified in section 14201 of the California Elections Code pertaining to language accessibility, demonstrates that commitment.

All registered voters will receive a Voter's Choice Act mailer informing them of the opportunity to request a translated facsimile of their official vote-by-mail ballot and other election materials in alternate languages required by section 14201 of the California Elections Code, and section 203 of the federal Voting Rights Act, or by local determination. (Chinese, Korean, Punjabi, Russian and Spanish) Instructions will be included in the County Voter Information Guide and on the Yolo County Elections website for accessing the translated materials.

Yolo County Elections will determine which Vote Centers are located in or adjacent to a precinct that meets language requirements under the federal Voting Rights Act (VRA) for in-person language assistance. In addition, Yolo County Elections will solicit public input regarding which Vote Centers should be prioritized for staffing by individuals who are fluent in specific languages, pursuant to subdivision (c) of section 12303 of the California Elections Code (EC) and section 203 of the federal Voting Rights Act (VRA). Every effort will be made to recruit and assign bilingual staff members to these Vote Centers.

All voters will have options to receive “language assistance” such as translated written materials in required languages and interpreter assistance via phone in many languages.

Yolo County will conduct one bilingual voter education workshop for each required language under EC §14201 prior to each major election. Specific information covered in these bilingual community meetings may include, but is not limited to:

- Overview of the Voter’s Choice Act voting model
- Voting equipment demonstrations
- Accessibility of the voting equipment
- How to obtain a translated facsimile of the official ballot
- How to ask for bilingual assistance or a telephone interpreter at a Vote Center
- Ballot drop-off information
- Signing Vote-by-Mail return identification envelopes
- Signing with a witnessed mark rather than a signature
- Curing challenged signatures on vote-by-mail return identification envelopes
- Voting rights of people under conservatorship
- The fact that power of attorney is not authority to vote for someone else

## Education and Outreach with Disability Communities

EC §§4005(a)(10)(I)(i)(II) and 4005(a)(10)(I)(i)(VI)(ib)

Yolo County has a long-standing commitment of working with voters with disabilities to increase accessibility for voter registration and casting a ballot. All registered voters will receive a County Voter Information Guide. The guide will include information about the accessible ballot-marking devices and how to access and use Remote Accessible Vote-by-Mail. Members of the Voting Accessibility Advisory Committee will assist in connecting with groups to broadcast information to the target audience.

Yolo County will conduct at least one voter education workshop to increase the accessibility and participation of eligible voters with disabilities prior to each major election.

Specific Information provided to the disability community may include, but is not limited to:

- Overview of the Voter’s Choice Act voting model
- Voting equipment demonstrations
- Accessibility of the voting equipment
- Ballot drop-off information
- How to obtain a Remote Accessible Vote-by-Mail ballot electronically
- How to obtain a translated facsimile of the official ballot in a screen-readable electronic format
- Signing Vote-by-Mail return identification envelopes
- Signing with a witnessed mark rather than a signature
- Curing challenged signatures on vote-by-mail return identification envelopes
- Voting rights of people under conservatorship
- The fact that having power of attorney is not authority to vote for someone else

## Direct Voter Contacts

EC §4005(a)(10)(I)(i)(X)

Yolo County Elections sends two direct mailers, in addition to the County Voter Information Guide and the vote-by-mail ballot package, to advise all registered voters of the availability of the toll-free voter assistance hotline and the important details and deadlines pertaining to the specific election. **These direct mailers are sent to voters in accordance with California Elections Code governing Voter’s Choice Act outreach.**

The mailers may also explain voting options: – the Remote Accessible Vote-by-Mail system, Vote Center and Ballot Drop Box locations and hours – and when to expect a County Voter Information Guide or vote-by-mail ballot in the mail.

These mailers use best practices in plain language and accessible elements of effective visual design. In 2022, the mailers were postcards. Modifications to the design, including converting the mailer into a letter, are under consideration. The mailers may vary in size but will be designed to catch the attention of the voter with trusted Yolo County Elections branding and messaging. **See Appendix G for samples from past elections.**

## Indirect Voter Contacts

EC §§4005(a)(10)(I)(i)(VIII), 4005(a)(10)(I)(i)(IX), and 4005(a)(10)(I)(i)(I)

Yolo County Elections has a track record of publicizing trusted election information on various platforms. Platforms include traditional and digital media, paid advertisements and “earned” media. Earned coverage of elections often comes in response to a media advisory or press release announcing a particular election activity is beginning or to address a trending issue. While those opportunities sometimes can be unpredictable, many local media are eager to broadcast or publish information about an election due to current public interest.

See Appendix F for a specific list of community and media partners, events and sample materials.

Table 10 Indirect Voter Contact Platforms

Type	Platform	Message/Purpose
Public Service Announcements (PSA)	Community Access Stations/Cities/Campus	Messaging will: <ul style="list-style-type: none"> <li>• Be in English and minority languages</li> <li>• Be accessible to voters who are deaf or hard of hearing</li> <li>• Be accessible to voters who are blind or visually impaired</li> <li>• Educate the public about Voter’s Choice Act changes</li> <li>• Promote the Yolo County Elections toll-free voter assistance phone number</li> <li>• Promote Yolo County Elections website, social media and email address</li> <li>• Promote workshops with community groups</li> <li>• Announce deadlines, voting options, mailings</li> <li>• Promote Vote Center and Ballot Drop Box options</li> </ul>
Paid Advertising	Billboards	
	Newspapers	
	Digital Ads	
	Radio	
	Theaters	
Social Media	See Appendix F	
Traditional “Earned” Media	Newspapers	
	Broadcast TV	
	Radio	

Yolo County’s robust social media presence is year-round. Publicizing the Voter’s Choice Act is a major thread throughout our posts. Each platform has specific strengths: Facebook often facilitates interactive conversations with voters, X (formerly Twitter) spreads direct messages about important topics, particularly to users who can amplify our messages, and Instagram presents an opportunity to share simple visuals and infographics to tell our story.