

July 2023

Draft Revision of EAP

Yolo County California Voter's Choice Act Election Administration Plan



Jesse Salinas

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JESSE SALINAS
REGISTRAR OF VOTERS



June 2023

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. 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

Yolo County California Voter's Choice Act Election Administration Plan



Section 3: Appendices

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Yolo County
California Voter's Choice Act
Election Administration Plan



Appendix I | Public Comments

Printouts of emails and transcribed comments from meetings will be added in this section throughout the public consultation and review process.



LEGAL ADVOCACY UNIT

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May 23, 2023

Via email (elections@YoloCounty.org)

Jesse Salinas
Assessor, Clerk-Recorder, and Registrar of Voters
County of Yolo
625 Court Street, Room B05
Woodland, CA 95695

Re: Comments on Yolo County's Final 2022 EAP for 2023 Revision

Dear Mr. Salinas:

Disability Rights California (DRC)¹ appreciates the opportunity to provide input on Yolo County's Election Administration Plan (EAP) as part of the two-year EAP revision process under the California Voter's Choice Act (VCA). I participated in one of the two public consultation meetings on May 5, 2023. I presented my comments there in reference to the final version of the initial EAP that was adopted in 2022, as I thought that approach might be the most helpful as you and your staff work on a revised EAP. This letter summarizes in writing my oral feedback at that meeting. I hope you find it useful as a supplement to our discussion on May 5.

¹ DRC is the protection and advocacy system for Californians with disabilities. Under the Help America Vote Act of 2002, DRC is charged with ensuring "full participation in the electoral process for individuals with disabilities, including registering to vote, casting a vote and accessing polling places." (52 U.S.C. § 21061(a).) ([Return to main document](#))

DRC provided multiple sets of comments on drafts of the County's initial EAP in 2022, and we commended county elections staff for their demonstrated commitment to inclusive processes, thoughtful engagement with the community, and responsiveness to public comments during the EAP drafting process and at Voting Accessibility Advisory Committee (VAAC) meetings. The result of that diligent work was a high-quality EAP that we commonly hold out as an example for other counties as they develop and update their own EAPs. Our comments at the start of this 2023 revision process focus on areas for possible improvement of a document that already has a lot of strengths. All page references below are to the final version of the 2022 EAP.²

Accessible voting options for in-person voting

We recommend adding the phrase “for Voters with Disabilities” to the heading “VC Accessibility” on page 12, because it will help voters with disabilities to more easily locate a section of the EAP that may be especially relevant to them. Not all people with disabilities automatically look for the word “accessibility” to find descriptions of services that can help them.

We suggest describing curbside voting in the “VC Accessibility” section on page 12. Alternatively, as mentioned below, you could describe curbside voting in the “Vote Center” section, which currently spans pages 10 and 11, and then simply reference that description in the “VC Accessibility” section.

The following sentence from the “Language Assistance for In-Person Voters” section on page 17 should be repeated in the “VC Accessibility” section on page 12: “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.”

² We very much appreciate Deputy of Elections Armando Salud’s commitment to releasing a draft EAP later this spring that includes redlined edits of the 2022 EAP. The redlining will help interested members of the public to see exactly what the County proposes to change from the adopted initial EAP. ([Return to main document](#))

We make additional recommendations related specifically to ballot-marking devices in the section immediately below.

Ballot-marking devices (BMDs)

We recommend revising the fourth paragraph on page 12, which describes the features of the BMDs, so that it is more precise and so that it includes more plain language (i.e., language that someone who is not familiar with this equipment would be likely to understand). Here is one possibility:

The Verity Touch Writer ballot-marking devices (BMDs) 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 tactile buttons or a voter's sip-and-puff device.

We recommend revising the sentences about how election workers are trained to provide assistance with BMDs, in the third paragraph on page 14, to be both broader and more concise, perhaps along the following lines: "Poll workers are trained to set up the accessible ballot-marking devices (Hart InterCivic Verity Touch Writer equipment) and to use the devices themselves so that they are able to assist voters in using their features, including" At the end of this sentence, you could list the features, or, if you list all (or at least more) of the accessible features of the BMDs on page 12, you could simply reference that description on page 14 (rather than relisting the features on page 14).

On May 5, we discussed what was intended by the following sentence in the third paragraph on page 14: "Touch Writers are also programmed to be read or listened to in English." The explanation was that the BMDs have written text and audio in English only, and your staff wanted to avoid giving the impression that the BMDs present information in any other languages. As such, we recommend simply stating that information directly (i.e., "The ballot-marking devices have written text and audio in English only; they do present information in any other languages."). We also recommend moving this information from the "VC Staffing section," as it does not relate directly to staffing, to both the "Voting Technology at VCs" section on page 14 and the "Language Assistance for In-Person Voters" section on page 17. In the latter section, you may also want to describe how a voter can use a facsimile ballot in combination with a BMD.

Finally, we suggest that you consider a couple of word changes in the following sentence in the last paragraph on page 14 to achieve a more positive tone about the BMDs (italics show the words we suggest changing): "*Any* voter can use the Touch Writer; *however*, its accessibility features make it ideal for some people with disabilities" A possible revised version is as follows: "While any voter can use the Touch Writer, its accessibility features make it ideal for some people with disabilities"

Training for election staff

Because we are aware of the broad scope of training your office provides to election workers, we suggest adding the phrase "with a variety of needs" to the end of the following sentence in the first paragraph on page 14: "Election staff will be trained to assist voters."

Remote accessible vote-by-mail (RAVBM)

We recommend moving the descriptions of what RAVBM is and how it works so that they comprise the first paragraph of the RAVBM section on page 9. We believe it would be helpful for voters to learn this basic information about RAVBM before being presented with historical or highly technical information about the system. We also recommend being very clear that the RAVBM ballot must be printed on paper by the voter. Here is

a possible revised version, using language and ideas already in the third and fourth paragraphs of this section, as well as some additional language.

The Remote Accessible Vote-by-Mail (RAVBM) system allows voters to access and mark an electronic version of their ballot on their own device, such as a personal computer. Because they are using their own device, they also can use their own assistive technology, such as a screen reader, to navigate and mark their ballot. In order to use RAVBM, a voter must have access to the necessary equipment, including an internet-connected computer or similar device and a printer. Voters must provide 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 RAVBM website to mark their ballot electronically and download their election information and ballot-return instructions. Once a voter marks the ballot using the RAVBM 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.

Accessibility of ballot drop boxes

Please consider briefly describing the accessible features of ballot drop boxes in the second-to-last paragraph on page 15. The EAP mentions that ballot drop boxes must meet accessibility requirements without elaborating. It could help voters who are considering whether to use a ballot drop box to know what the accessibility features are.

Conservatorships and power-of-attorney relationships

On May 5, we discussed what was intended by the last bullet point at the top of page 26, which is part of a list of possible topics of education and outreach for voters with disabilities. The bullet point reads as follows: "Limitations on conservatorships and power of attorney relationships."

Given that this bullet point covers two discrete topics, we suggest breaking it into two separate bullet points:

- Voting rights of people under conservatorship
- The fact that having power of attorney does not give someone authority to vote for someone else

Signature changes

In the paragraph about signature comparison at the bottom of page 8, we urge you to consider informing voters that they can re-register to vote with a new signature if their signature has changed due to age, disability, or another reason and they believe it may no longer match the signature(s) they have on file with your office. DRC receives many calls to our statewide Voting Hotline with concerns that signatures may not match because they have changed over time. If you include this information in the EAP, affected voters can anticipate the issue and address it early so that it does not become a source of stress at election time.

Webpages for Language and Voting Accessibility Advisory Committees

Now that webpages for the County's Language Accessibility Advisory Committee (LAAC) and Voting Accessibility Advisory Committee (VAAC) have been created, the last sentence on page 24 can be updated.

Vote centers

The option of voting using a paper ballot appears to have been inadvertently omitted from the list on page 10 of things a voter can do at a vote center.

As mentioned above, we recommend that you describe curbside voting in the "Vote Centers" section on pages 10 and 11. Here is a basic description of curbside voting that you are welcome to use:

All vote centers offer "curbside voting," which allows voters who cannot get out of their vehicle or have health- or disability-related reasons for not entering a vote center to receive services outside the vote center. Signage will tell voters where the curbside voting area is and how to request help from there.

If you fully describe curbside voting in the "Vote Centers" section, then you could simply reference that description in the "VC Accessibility" section on page 12 rather than repeating it in its entirety there.

In the first paragraph on page 12, we suggest listing community feedback as another factor in selecting vote center locations.

Ballot-tracking for voters without internet access

We are grateful that, in response to my suggestion at a VAAC meeting, you already have added information to the county voter information guide inviting voters to contact your office for help signing up for ballot-tracking if they lack internet access. We suggest that you include the same invitation in the paragraph about ballot-tracking on page 8 of the EAP (third paragraph from the bottom).

References to county voter information guide

We recommend that the EAP tell voters that they can find the following information in the county voter information guide for each election:

- The final list of vote centers (first paragraph on page 13)
- The final list of ballot drop boxes (second-to-last paragraph on page 16)
- The hours of operation for ballot drop boxes (fourth paragraph on page 9)

Language assistance

We recommend using plain language to explain the phrase “language minority voters” in the first paragraph on page 17. Possibilities include “voters whose primary language is not English,” “voters who prefer a language other than English,” and “voters with limited English proficiency.”

There is a typo in the name of the Language Accessibility Advisory Committee (LAAC) in that same paragraph. “Accessibility” accidentally has been written as “Assistance.”

There also is a typo in the second sentence of that same paragraph, where “languages assistance” should be “language assistance.”

In the next paragraph, under the heading “Language Assistance for Vote-by-Mail Voters,” we recommend including a sentence explaining what a facsimile ballot is.

Toll-free hotline number

We recommend including the actual hotline number in the EAP, where it is mentioned in the second paragraph on page 18.

Voter survey

You may want to mention that your office is collaborating with the VAAC to revise the voter survey described in the last paragraph on page 21, as it is yet another example of the elections office’s improving its operations based on community feedback.

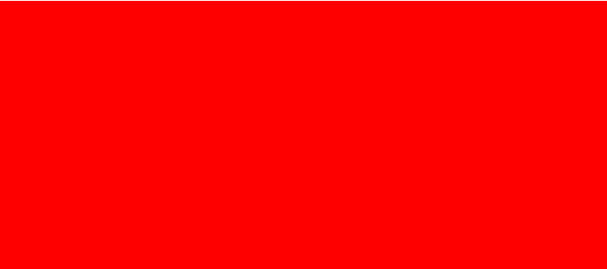
Direct mailers to voters

Now that the County has used the VCA model for multiple elections, you may want to update the description in the second paragraph on page 26 of what is covered by the two direct mailers (specifically, “the upcoming changes to elections and the voting process”).

Conclusion

Thank you again for seeking input as your office starts its two-year EAP revision process and for being so open to and enthusiastic about the suggestions I made at the public consultation meeting on May 5. DRC looks forward to our continued close collaboration with your office through the VAAC and otherwise, which has been so positive over the past year and a half. As always, please do not hesitate to contact us with any questions or about any way we might be of assistance.

Sincerely,



June 12, 2023

Jesse Salinas, Registrar of Voters
Yolo County Elections Office
Yolo County Administration Building
625 Court Street, Suite B05
Woodland, CA 95695

Dear Mr. Salinas:

Thank you to you and your staff for the effort and thought that went into the detailed 2022 Election Administration Plan, which charted Yolo County's path to a permanent transition to a Voters Choice Act model of administering elections, and for the outreach during the current update. Yolo County Elections' dedication to making voting as accessible as possible to all voters is laudable, and the Election Administration Plan and process exemplify that dedication.

This letter is in addition to, and largely mirrors, comments I've made about the EAP during Voting Accessibility Advisory Committee meetings and during your May 17 discussion with the nonpartisan group, Democracy Winters.

I am using the version of the [approved 2022 EAP](#) that is available on Yolo County Elections' website as the basis for this comments.

Decrease use of acronyms – Acronyms make documents less accessible. Moving away from heavy reliance on acronyms would make this document more understandable, especially to non-specialists. Specifically, I suggest avoiding VC, MVC, BDB, and VBM, and recommend writing “vote center,” “mobile vote center,” “ballot drop box” and “vote by mail” (or “vote-by-mail” when used as a modifier) instead.

Using acronyms in headings and in titles for tables or figures can be particularly confusing for non-specialists. In the Table of Contents and in the document, the following headings and subheadings include acronyms:

- Returning Voted VBM Ballots
- Vote Centers (VC)
- VC Formula and Location Considerations
- VC Accessibility
- VC Days and Hours of Operation
- VC Layout

- VC Staffing
- Voting Technology at VCs
- Mobile Vote Center (MVC)
- Official Ballot Drop Boxes (BDB)
- BDB Location Recruitment Process
- BDB Days and Hours of Operation
- BDB Retrieval Teams
- Washington USD Office – _Multipurpose Room (2021) [*There is an extra space or an underscore after the dash that should be removed.*]
- Bryte CCT – Bryte Café (2021) [What's Bryte CCT?]
- Winters Public Safety Facility – _EOC Training Room (2021) [*Spelling out EOC is somewhat less essential since there is one training room, and the full name of the building is spelled out.*] [*There is an extra space or an underscore after the dash that should be removed.*]

Decreasing reliance on acronyms in the body of the document, as well as in the Table of Contents and related headings and in the titles of figures, would be important. I also suggest using the words and phrases, rather than acronyms, in outreach materials and on the website.

Because so many of the acronyms have the letters V, C, and A, it's particularly easy to get confused on some key acronyms, especially in sentences that include multiple similar acronyms that refer to different things (e.g., "The VCA model provides all voters with more opportunities to cast their ballots at any VC with a minimum of 93 hours over 11 days, including weekends and holidays," on p. 12). I think it's okay to use LAAC and VAAC to refer to the advisory committees in paragraphs or sections about the advisory committee(s), the context is very clear, and the full name has been spelled out on first use in the section. However, sentences such as "YCE commits to using all resources available and the established LAAC to help recruit bilingual poll workers" (p. 17) would be clearer and stronger as "Yolo County Elections commits to using all resources available, including the established Language Accessibility Advisory Committee, to help recruit bilingual poll workers," especially since this is not in a section on the advisory committees.

The glossary and guide to acronyms in Appendix L is very helpful, although its presence does not negate the need to make the whole document as clear as possible.

Increasing readability and accessibility by decreasing reliance on acronyms would be in line with Elections' dedication to community outreach and engagement.

Consistent terminology: vote center – Thank you for standardizing terms from the older “voter assistance center” and “voter center” to the current “vote center” during the 2022 EAP process. One instance of “voter center” remains (in the penultimate paragraph on p. 7). Updating this to “vote center” would make it consistent with the rest of the document.

Address of Winters’ vote center – According to the City of Winters, Winters Fire Department, and Winters Police Department, Winters’ Public Safety Facility is located at 700 and 702 Main St. (Winters Fire Department is at 700 Main and Winters Police Department is at 702 Main). However, the EAP (*Table 13 2021 VACs*) and other Yolo County Elections materials give the address of the vote center at the Winters Public Safety Facility as 702 W. Main St. Based on our discussion on May 17, it sounds like this may be a function of the GIS program Elections uses.

Apple Maps and MapQuest show the Public Safety Facility as located at 702 Main St., which matches City of Winters’ address for the building. Confusingly, Google Maps shows the Public Safety Facility as both 702 Main and 702 W. Main.

Main Street turns into West Main Street north of Vasey Street, not directly north of Hwy 128 (Grant Avenue/W. Grant Avenue). I suggest using 702 Main St., rather than 702 W. Main St., for the location of the vote center located at the Public Safety Facility’s training room in both the EAP and all outreach and voter information materials.

Appendix H | Maps and Spatial Data – The maps show the voter assistance centers and ballot drop box locations for the November 2020 General Election and the September 2021 election. It would be useful to update this section to show the vote center and ballot drop box locations for the June 2022 and November 2022 elections instead, and (if possible) anticipated locations for future elections.

Schematics of vote centers – I appreciate Elections staff including schematics of the vote centers, as this helps people with many types of disabilities plan ahead for visits to vote centers. Adding a schematic of the mobile vote center could be helpful.

Readability – I appreciate Elections’ outreach efforts, and that some examples of past outreach materials are included in the EAP. As I’ve mentioned previously, many of the sample outreach materials in the EAP present substantial readability hurdles for people with a range of vision, neurologic, and/or reading disabilities. Focusing on Appendix G (“Direct-to-Voter Contact Materials”), the type and (to some extent) colors of the all-caps block-letter text in two shades of blue on *Figure 1 Vote-by-Mail Period Starting Notice* (p. 65) is hard to read; the red and blue dashes on Figures 2 and 3 (English and Spanish versions of *Preparing for the 2020 General Election*) are very busy and make reading

difficult; and the red, blue, and white fields for the text on *Figure 5 Nov 2020 Voter Alert Information Household Notice Postcard* and *Figure 7 2021 Recall Election Voter Alert Information Household Notice Postcard* make these documents unreadable for some people.

Elections staff may want to check if the printed and online materials work for page-readers or screen-readers that some people with low vision or blindness use, and consider how materials work for people who have colorblindness.

Continuing to improve readability will substantially increase the effectiveness of outreach efforts. Because Yolo County Elections has worked to increase readability since these older materials were used, it may be useful to include newer samples in the updated EAP, and to mention efforts to maintain and improve accessibility of outreach materials.

Community partners – Yolo County Elections has a strong track record of doing outreach and working with partners; including information about community partners is a great way to document this. Thank you for expanding and clarifying the lists in the tables in Appendix E, especially Table 20 (community partners).

One listing in Table 20 has an asterisk, but it is unclear why. “Jeana Eriksen (Chairperson)” is listed, but it is unclear what organization Ms. Eriksen chairs. To standardize the table, the organization, rather than the chairperson, would be listed. Alternatively, Ms. Eriksen could be listed as “Jeana Eriksen, Chairperson, *[name of organization]*” if she participated as an individual but her affiliation is relevant.

Alphabetizing the entries in Tables 18, 19, and 20 would help readers comprehend what organizations are involved and check if any particular organizations of interest are included.

Appendix D | Advisory Committees – Thank you for adding some more information about the Voting Accessibility Advisory Committee and the Language Accessibility Advisory Committee, including how people can join the committees or attend meetings. The VAAC meeting day has changed to third Thursdays at 5:30 p.m.; that should be updated in this document. It may be worth saying that the VAAC and LAAC meet via Zoom. Please update the LAAC and VAAC tables of meeting dates, times, and number of attendees. I suggest removing the word “Members” from the headings “Voting Accessibility Advisory Committee Members” and “Language Accessibility Advisory Committee Members,” since these sections are about the committees, and committee members are not listed. It may be useful to include a little more information about what the VAAC and LAAC do, including examples, and to link to the VAAC and LAAC sections of the website

Email 06/12/2013 Public Comments

Page 5 of 5

(<https://www.yoloelections.org/get-involved/vaac> and <https://www.yoloelections.org/get-involved/laac>).

Thank you to you and your staff for your work on this, and for making voting as accessible as possible to Yolo County voters. I appreciate Yolo County Elections' ongoing efforts and seemingly boundless enthusiasm for voter engagement.

Sincerely,



Sample Emergency
Response Plan

(November 2022
General Election)

*Draft Revision of EAP
Appendix J*

Yolo County
California Voter's Choice Act
Election Administration Plan



Appendix J | Sample Emergency Response Plan

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

Preface

To fulfill its mission of serving Yolo County residents with integrity and pride through accessible, fair and transparent elections services, the Yolo County Elections Office developed disaster and emergency plans should a natural disaster or state of emergency occur during critical election times.

These procedures and guidelines provide general guidance to the Yolo County Elections Office and are adapted for each election. The documents specific to a current election, such as phone numbers and locations, are found in the Appendix.

This document does not replace any existing emergency or disaster plans established by the State or county officials. The information provided should be used in conjunction with applicable plans adopted by Yolo County. Emergency plans differ throughout the state depending on factors such as, **but not limited to**, staff size, county size, available facilities, fiscal constraints, and voting technology used.

In any emergency, the Governor, the Secretary of State, the Legislature, and local officials **must** communicate clearly and frequently with each other and the public. Yolo County Elections has a special commitment to provide the public accurate information and access to voting under any emergency circumstance.

Note: For readability, this document uses the singular form of the pronoun “they” rather than writing “he or she” or assuming one over the other.

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Overview

Natural disasters, declared states of emergency, or local public safety incidents can occur at any time. Such events can endanger staff, sensitive voting equipment, office equipment, and other infrastructure that the Yolo County Elections Office requires to conduct its business processes. No agency can completely prepare for every situation that could possibly arise; however, this document lays out the ways the Yolo County Elections Office prepares itself to continue critical operations regardless of the challenges we face.

The approach and gravity of our response depend on when in an election calendar timeline the natural disaster, declaration of a state of emergency, or local public safety incident occurs. The most critical time is during the ballot processing periods as identified as follows:

- The period and the deadline for the transmittal of military or overseas voters' ballots, which takes place between 60 days and 45 days before Election Day
- The voting period, which begins 29 days before and through Election Day
- The canvass period, which is the 30 days following Election Day

The statutory requirements of election administration also occur outside the ballot processing periods as follows:

- The period when potential candidates file for office, which is between 113 and 83 days before Election Day
- The period when measures, initiatives, referenda, and recall petitions may be submitted, which ends 88 days before Election Day
- The preparation of the County Voter Information Guide, which generally occurs between 113 and 82 days prior to Election Day
- The layout and design of the official ballot, the vote-counting program, and the testing of the voting system, which occurs between 88 and 29 days before Election Day

This document will refer to these periods collectively as the "election cycle."

Yolo County Elections Emergency Response Plan

If an employee becomes aware of an emergency that warrants law enforcement or medical assistance, **the employee** shall call 911 or 3-911 (from a County phone) and **then** notify the site supervisor. The personal safety of people is of utmost importance. The Yolo County Elections Office measures its responses to emergencies by the degree of alert created by an emergency, **as described below**.

Degree of Alert #1: Heightened Security

In the event “heightened security” is designated by the Assessor/Clerk-Recorder/Elections Department Head (ACE) or law enforcement, the ACE Department Head may, when appropriate, work with the Office of Emergency Services to coordinate:

- voters to enter and exit the building to vote;
- staff to continue counting ballots; or
- the public to enter to conduct regular business.

Suppose the Yolo County Elections Office moves its processes to an alternate location due to an extended evacuation of the building. **In that case**, the Yolo County Elections Office will inform the public of the **area** of the alternate operational sites as soon as possible.

If a staff member becomes aware of a suspicious person or object, that employee shall notify their immediate supervisor, who shall **report to** the elections office management. A suspicious object should not be investigated or tampered with in any way nor should suspicious persons be questioned or confronted. Call 911 or 3-911 (from a County phone) if staff is in imminent danger.

Degree of Alert #2: Evacuations of Public and Staff

The following measures may be implemented by designated staff for evacuations in addition to the standard and heightened security measures discussed above:

- Inform public to evacuate **calmly** through nearest exit if an alarm sounds.
- Assist members of the public, including those who need assistance evacuating.
- Lock doors and secure vital records and ballots.
- Proceed to designated meeting spot and stay together. ()
- Approval **by Elections Office management** of the alternate site **if the designated site is unsuitable**.
- Post emergency messages on **outgoing voicemail, email, and building signage**.
- Forward Yolo County Elections Office phone lines to alternate site, if possible.
- Inform staff not in the affected building via cell phone of building’s status.
- Collect **ballots and** voting system **components**.
- Pre-designated employees shall check each room and close the doors after exiting.

Evacuation procedures are detailed in the “Scenarios” section of this manual.

Baseline Security Standards

The foundation of Yolo County's emergency preparedness plan is the set of security standards that are in place all the time. They serve to mitigate risk and maintain the security and integrity of elections.

Assigned Roles and Delegated Authority

In an emergency, the ACE Department Head shall make all decisions regarding Yolo County Elections Office operations. **Suppose** the ACE Department Head is not available to make decisions. **In that case**, full authority transfers to the Deputy of Technology **and Finance**, Deputy of Elections, , and then Election Supervisor in that order. If none of those designees is available to make decisions, the authority should transfer to the most senior staff available.

When at a safe place, the ACE Department Head and their designees **and** staff shall meet to perform a damage assessment, begin system restoration, if possible, and determine which operations should or can continue based on the nature of the emergency. Depending on the outcome of this meeting, the ACE Department Head will contact necessary staff.

The individual designated for an **operational** role **in an election** and **that person's backup** may change from election to election. A specific list of staff members and contact information can be found in [REDACTED].

Drills / New Employee Orientation

New employees are informed of the contents of this policy by their supervisor. All staff shall be familiar with the evacuation routes, meeting sites, **and buddy system**. The Yolo County Elections Office will hold drills during various times in the election cycle so that all personnel are familiar with the Yolo County Elections Office's emergency plans. **New employees are made aware of the location of fire extinguishers, first aid kits, flashlights, and water.**

The buddy system requires each employee to know if their assigned buddy is absent that day, on break, lunch, or has already left for the day. Staff is trained to tell their own whereabouts to their supervisor if their buddy is absent.

Fire Extinguishers, First Aid Kits, Flashlights, and Water

The Yolo County Elections Office **has** fire extinguishers, first aid kits, flashlights, and water. The Yolo County Elections Office regularly maintains the fire extinguishers.

There are three locations with fire extinguishers:

- Scanner area near door to backroom
- Kitchen near microwave
- Backroom on wall by break room door

The First Aid Kit is in the kitchen area. The Yolo County Elections Office's safety coordinator is responsible for maintaining the First Aid kit.

Flashlights are in the backroom, and at each workstation. Batteries are checked periodically, before each election.

Water is available at the sinks in the kitchen and bathrooms. Bottled water is also available in the refrigerator.

Tarps are stored in each desk area and the backroom in case of the need to protect ballots, petitions, computers, and other equipment from water and smoke damage.

Physical Measures

The Yolo County Elections Office entrance from the front counter area to the atrium is and shall be monitored via camera surveillance. Any secure employee areas are and shall always be closed to visitors. Throughout the election cycle, visitors are required to sign-in on the visitor log and to wear a visitor name badge. Visitors are never allowed in a room that is not also occupied by at least one staff member.

The Yolo County Elections Office's election management computer server is always secured by a physical lock and key to enter the room [REDACTED]

The backroom is accessible by authorized personnel and contains the Hart InterCivic central ballot counting servers (Verity Central). The Hart InterCivic voting equipment (Verity Print, Touch Writer, and Verity Count server), Tenex Software Solutions ePollbooks, and Red River Cradlepoint MiFi Solutions are stored in the locked cage, with a padlock and a tamper-evident seal on the door. The unique serial numbers on the seals are written on the log sheet by the gate to the cage and verified whenever the cage is opened. The double doors to the backroom are sealed with tamper-evident seals whenever ballots are on site. The unique serial number on each seal will be logged as it is removed and replaced. If the serial number on the seal does not match the log, staff will immediately alert their supervisor.

Cybersecurity Risk Management

Election administration systems rely heavily on information technology solutions to provide secure efficiency and automation to both routine and complex tasks. This reliance on technology also introduces inherent vulnerabilities and risks associated with reliance on technology. Cybersecurity risk is best mitigated through preparation, prevention, and training. The specific intrusion detection and response technologies protecting our data are supplemented by Yolo County Elections Office's participation in preventative activities:

- Conduct regular mandated training and prioritize the most common threats, such as phishing and social engineering. Our success relies on Yolo County's Centralized Innovation and Technology Services Department (ITSD).

- Monitor staff completion of Innovation and Technology Services training programs.
- Conduct or participate in election-specific tabletop exercises with staff and review our internal incident reporting and response procedures. This ensures a rapid and robust response during the onset of an incident. These exercises are available through the SOS, DHS, and other partner agencies.
- Regularly conduct vulnerability assessments, mitigation reviews, and install patches for software. Our success relies on the Innovation and Technology Services Department.
- Continually update procedures and train our established incident response team. Ensure the team has up-to-date contact information, especially for after-hours IT support. Our success relies on the Innovation and Technology Services Department.
- Protect systems from unauthorized access by restricting physical and virtual account access. The Elections Office staff and the Innovation and Technology Services Department share responsibility for this preventative measure.
- Ensure robust logging of information changes made to the system and employ both automated and human review of these logs. Our success relies on the Innovation and Technology Services Department.
- Practice restoration of servers in mock scenarios. Our success relies on the Innovation and Technology Services Department and, in the case of several systems, our partnership with our vendors.

Server and Network Backup

The Yolo County Elections Office’s Election Management System (EMS) activity is saved on a [REDACTED]; the server is located inside [REDACTED] server room. Backups for these data take place regularly [REDACTED]. There are [REDACTED] backups kept at alternative site [REDACTED].

Voting programs, databases, and past election information are stored [REDACTED]. The backups are saved to [REDACTED] and stored [REDACTED]. At NO time is the Hart InterCivic voting equipment connected to a County network, internet, or any wireless devices.

Emergency Outside of Work Hours

The Sheriff, City Police, Yolo County Elections Office, County Administrators Office (CAO’s), or the alarm company would notify the ACE Department Head if an emergency occurring outside of work hours. If the emergency consists of an event that would allow selected staff to enter the building to retrieve vital information and data servers, the ACE Department Head will inform the appropriate staff.

Evacuation of County Administration Building

In the event of an emergency requiring building evacuation, security measures must be executed in order to preserve the election. Depending on the period of time during an election, procedures for a given operational unit may vary. The particular type of incident will warrant a specific response based on County training and policies. For instance, a fire in the building would be handled differently than a severe earthquake or active shooter. In all cases, the Elections Manager will:

1. Ensure that all staff is accounted for and all customers are evacuated from the Front Counter area, or in their immediate vicinity. All employees (permanent and temporary) are to immediately leave the building and report to the designated meeting site ([REDACTED]). Customers are welcome, but not required, to join county staff as needed to stay safe and receive instructions.
2. Keep and obtain the updated list of vendors and emergency contacts which is maintained by the Elections Manager outside of the office. This will provide easy access to critical staff, especially given the possible need to duplicate or reorder election supplies. Vendor information is on [REDACTED].

ADMINISTRATION

If the County Administration Building cannot be used, the Deputy of Elections will notify the US Postal Service immediately to redirect all mail, including registration materials, requests for ballots, and voted ballots to the off-site relocated Elections Office. [REDACTED]

Under federal and state law, counties must transmit ballots to military and overseas voters no later than 45 days before Election Day. The off-site relocated office must be able to transmit ballots via email and fax, in addition to postal mail. The relocation of the Elections Office will not likely affect the mailing of ballots to voters because Yolo County's ballot printing and mailing vendor is located in Porterville, California. However, should an emergency befall the plant in Porterville, the relocated Elections Office can print and prepare mail ballots for mailing offsite with existing election materials. The ballots would be mailed from Woodland under the Office's local postal permit.

Other procedures are coordinated by operational unit supervisors and leads, indicated below.

VOTE-BY-MAIL

If personal safety and time permits in the case of a building evacuation (fire, flood, bomb threat or structural failure) or as directed by ACE Management after the incident:

- Obtain tarps or plastic to cover ballots if needed.

- Relocate voted ballots to a safe location or cover with tarp or plastic
- Cover PCs and heavy machinery if needed (i.e., envelope sorter, ballot extractor, printers, scanners, etc.)

CAMPAIGN SERVICES

If personal safety and time permit in the case of a building evacuation (fire, flood, bomb threat or structural failure) or as directed by ACE Management after the incident, the following items must be removed from the building:

- Money Tray and Receipts
- A copy of the [REDACTED] (Candidate Proof List) (located in [REDACTED])
- The Candidate files/folders (located in [REDACTED])
- Measure Folders (located in [REDACTED])
- Election Folder (located in [REDACTED])
- The Candidate and Measures Proofs (located in [REDACTED])
- Candidate Nomination Packets (located in [REDACTED])
- County seal stamp and Registrar stamp (located on [REDACTED])
- Other items may be gathered, covered, or taken if personal safety permits.

The above documents and files will ensure that staff could process candidates at another location, **assuming** that we had EMS available through a PC. **The candidate filing officer** would file **papers with** candidates conditionally, at that time advising them that we **would** be calling them if they were not qualified to run (e.g., if they live out of the jurisdiction, etc.). Once back online (with EMS), we can print documents and enter candidates into **the** system and resume normal business operations in just a few days. **We also coordinate with the Secretary of State in the case of elections with state and federal candidates.**

REGISTRATION & OUTREACH SERVICES

If personal safety and time permits in the case of a building evacuation (fire, flood, bomb threat, or structural failure) or as directed by ACE Management after the fact:

- Cover the computers with a tarp or heavy plastic
- Cover the most current affidavits of registration that have not been scanned and entered into the Election Management Database
- Cover any petition that is in house for certification
- Gather a black supply bag for Outreach
- Other items may be gathered, covered, or taken if personal safety permits

PRECINCT OPERATIONS

In the event of an emergency requiring building evacuation on or before the voting period, due to fire, bomb, flood, etc., these procedures are to be followed:

1. All employees (permanent and temporary) are to immediately leave the building and report to the designated meeting site ([REDACTED]).
2. The following items are to be procured prior to departing the building, in order of importance, if time and personal safety allows:
 - **Thumb drive* on a lanyard**, located [REDACTED], with the following information saved:
 - Equipment Delivery & Drop Box /Pick-up vendor contact information
 - Inventory List (From Warehouse, most recent version)
 - Records Storage List (From Warehouse, most recent version)
 - Complete list of Voter Centers & Ballot Drop Box locations, with contact information
 - Complete list of Election Officers (**Election Workers**)
(Update to thumb drive at E-15 and again at E-5)
 - **Two department laptops in cases** [REDACTED]
 - **One Red River Cradlepoint MiFi Solution case from a** [REDACTED]

**It is the responsibility of the Deputy of Technology and Finance to ensure all the reports/information on the thumb drive are current and relevant for the upcoming election.*

3. Once safely at the assembly area, the Deputy of Elections or Elections Supervisor will load the thumb drive on a **department** laptop.
4. The Elections Supervisor will then divide the list of **Vote Center Supervisors and Roving Inspectors (Rovers)** for staff to call. Ensure the Inspectors are given the following information:
 - Precinct Operations Coordinator's cell phone number: **See Appendix A**
 - Alternate Ballot Drop Box site location(s) for ballot and/or equipment returns
 - Alternate phone number(s) to call for assistance at the **Vote Centers**

Election Workers will follow the instructions in the **Election Worker Training Manual** unless otherwise instructed by technical support teams or office personnel.

Evacuations that do not affect an election will require obtaining the department laptops and Red River Cradlepoint MiFi Solution case for internet and EIMS access. The Deputy of Elections, Deputy of Technology and **Finance** and Elections Supervisor have Virtual Private Network (VPN) remote access.

ELECTIONS OFFICE PROCESSING AREA

In the event of an emergency requiring building evacuation, the following procedures shall be followed:

1. Proceed to the designated assembly area. All safety training includes information about the designated assembly area. Lead staff will guide personnel to the [REDACTED].
2. Processing Area Lead to procure the sign-in sheet used for temporary staff and assist the Elections Supervisor in accounting for all elections personnel in the building that day.
3. If time and safety permits, the Deputy of Technology and Finance and/or Elections Supervisor will oversee the removal of the following, in order of importance:
 - Voted Ballots of ALL statuses: (unopened envelopes, unprocessed, sorted, challenged, scanned, adjudicated, damaged/duplicated)
 - This process will be accomplished by small teams focusing on a particular area, making sure that all trays, cages, and boxes are well-labeled and double-checked before removal.
 - Official Ballot Stock
 - Personnel Records
 - Election equipment: Verity Print and Verity Touch Writer

When an alternate location is established, the site shall accept and secure the election materials. The status and order of importance depend on the point in the election cycle when the relocation takes place. The alternate location will also secure equipment coming from the Vote Centers or Ballot Drop Boxes.

- Official Ballots
 - Voted Ballots will be delivered from Vote Centers by two Vote Center election workers, rovers, or election staff. This includes ballots in Vote Center ballot boxes: Vote-by-Mail, Conditional Voter Registration/Provisional ballots, , and “live” ballots voted in-person.
 - Blank ballot stock
- Additional election supplies and equipment

While safely at alternate location:

- Coordinate with Sheriff’s Department for security
- Coordinate with the drayage vendor for possible rescheduling of pick-up of election equipment

In the absence of storage equipment (pallets, hampers, carts, pallet jacks, and postal cages) all election supplies and equipment will be transferred by hand.

Specific Scenarios

Voting Systems and Technology

In the event of an emergency the following procedures are to be followed:

The Deputy of Technology and Finance , along with a pre-designated staff member will be responsible to secure the computers containing election data, along with supporting material, and transport them to the group evacuation area. The election equipment and supporting material are stored and updated throughout the election cycle to ensure no single item is irreplaceable. The backup container will contain the following as described in our current policy and procedure manual:

- A USB external hard drive with data and applications loaded as listed below:
 - Current Election Data ([REDACTED])
 - PDF of Election Ballots
 - County Voter Information Guides
 - PDF of the County Voter Information Guide
- One (1) [REDACTED]
- Two (2) [REDACTED]
- One (1) Monitor, Keyboard, and Mouse
- Two (2) [REDACTED]
- One (1) [REDACTED]
- [REDACTED] from each affected Vote Center

1. In the event of power loss, the following procedures are to be followed:

The Deputy of Technology and Finance will ensure the following:

- All voting systems and technology staff have been accounted for
- A designated staff member is assigned to the ballot tabulation room in non-election mode; when an election is in process, two people will be assigned to this room
- A designated staff member is assigned to check on the server room
- All designated staff members are to advise the Deputy of Technology and Finance of their status upon first inspection and every fifteen minutes thereafter by using issued cell phones
- Upon restoration of power, each designated staff member will ensure their respective areas of responsibility are functioning properly
- After each staff member has conducted a final inspection of their respective area, they will report their findings to the Deputy of Technology and Finance
- If the building was evacuated – refer to the section regarding building evacuation.

2. In the event of power loss and the **Vote Center area has generator power, the following procedures are to be followed:**

The Deputy of Technology and **Finance** will ensure the following:

- All voting systems and technology staff have been accounted for

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- A designated staff member has been assigned to the ballot tabulation room in non-election mode; when an election is in process, two people will be assigned to this room
- All designated staff members are to communicate and confirm they have power in their respective areas and the functions of each area are working properly.
- All designated staff members are to advise the Deputy of Technology and **Finance** of their status upon first inspection and every fifteen minutes thereafter by using issued cell phones
- Upon restoration of power, each designated staff member will ensure their respective areas of responsibility are functioning properly

3. In the event of total failure of Tenex Precinct Central electronic poll books:

- The Deputy of Technology and **Finance** will investigate the issue
- The vendor will be contacted to help troubleshoot
- If issue persists and ALL ePollbooks are not functioning, all **Vote Centers** will have readily available **support from the election's office to issue ballots accordingly.**

Cybersecurity Incident Response

If the Yolo County Elections Office experiences a cybersecurity incident the Deputy of Technology and **Finance** shall immediately contact the Yolo County Chief Technology Officer and the Secretary of State's office with all details **available**, even if there is still significant uncertainty about the incident.

The Secretary of State's office will coordinate interagency support efforts. The Secretary of State's office will inform State and Federal partners such as the California Office of Emergency Services, the California National Guard, Homeland Security, and the Federal Bureau of Investigation. The Secretary of State's office will activate the Elections Cyber Incident Response team and ensure Yolo County officials receive the support needed for incident response. In the event of a cybersecurity incident, we will:

- Work to contain the threat to limit the network exposure. Disconnect the workstation(s) or affected equipment from the network including any wireless or Bluetooth access. However, do NOT power down the machine. Preserving forensic evidence will assist in recovery.
- Evaluate the network connections that were available to that workstation and ensure the incident has not spread to additional network locations.
- Keep a log of activities, decisions, and steps taken. Collect indicators of compromise to help prevent other similar incidents in the future. **Assign a staff member to document the incident as it unfolds.**
- Contact the Secretary of State's office, voting system vendor or election management system vendor, and, if appropriate, local, state, or federal law enforcement. The Secretary of State will also work to coordinate with state and federal law enforcement during any cyber incident.

Emergency at a Single Vote Center

Yolo County's highest priority in an emergency situation is the physical safety of people. Our mission is to ensure every voter has the opportunity to cast a ballot and the integrity of the election is preserved. Toward that end, our procedures at any **Vote Center** are focused on human safety and minimizing any disruption to the voting process.

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Emergency supply kits are provided to all **Vote Centers** with the following equipment:

- First aid kit
- Flashlights
- Communications plan
- Emergency contact list
- Backup voting materials (county voter information guides, roster of voters, provisional ballots, and voting machines, if feasible)

Additional supplies may be transported to the location based on need:

- Emergency backup lights
- Generators
- Voting machines and equipment

In case of an emergency that interrupts voting at a **Vote Center**, the Vote Center Supervisor must:

- Notify the Yolo County Elections Office to advise them of the emergency at the **Vote Center** as soon as it is safe to do so. Phone numbers are provided in the **Vote Center** materials to contact the office and local emergency personnel.
- After conferring with the Yolo County Elections Office, building personnel, and/or other emergency personnel, an assessment and determination will be made regarding the necessity and feasibility of moving ballot boxes, signage, supplies, etc. to another room on the premises or to a nearby site to permit voting to continue.
- If relocation to a new site is appropriate, the ACE Department Head, Deputy of Elections and Deputy of Technology and **Finance** will coordinate with the **Vote Center** Supervisor and Roving Inspectors (Rovers) to do so. If relocation to a safer room onsite is appropriate, paper ballots, voter registration lists, signage, supplies, etc., may be moved so that voting can continue.
- In the event of a power outage and confirming that it is a safe environment; the Yolo County Elections Office may instruct the **Vote Center election** workers to continue assisting voters using alternative ballot procedures described in California Elections Code section 14299 and the lights from their cell phones while generators and lighting are set up.
- If the Voting Location must be evacuated, the **Vote Center** Supervisor, working in conjunction with police and/or other emergency personnel, must make certain that everyone gets out to safety. If there is no imminent danger to personal safety, the **Vote Center** Supervisor should protect the integrity of the voting process and voting materials, to the extent possible, by doing the following:
 - Call the Yolo County Elections Office immediately for instructions.
 - Record the top serial number of the unused ballot stock.
 - Unplug all voting systems and move them to a safe location.

- Gather and secure the ballot boxes containing voted ballots and move them to a safe location.
- If possible, all materials should be removed by teams of two.

If the site can safely be reopened after evacuation, the **Vote Center** Supervisor should call the Yolo County Elections Office, who should:

- Dispatch an elections staff member to determine if any tampering has occurred.

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- Replenish any needed supplies.
- Advise **election** workers of any special instructions that might be necessary due to the interruption.
- If there are not enough ballots at a **Vote Center**, the county should turn to its alternative voting procedures that have been approved by the Secretary of State. (Elections Code section 14299.)

In the event there is an emergency that affects the operation of a **Vote Center** or Ballot Drop Box, the Communications Manager will work with the Registrar to prepare a statement for the media as well as an information alert to be sent to the Board of Supervisors, the County Administration Office, the Office of Emergency Services, and the Secretary of State's office.

Emergencies Affecting More than One Voting Location

In the event of an emergency affecting one or more **Vote Centers**, relocation and/or consolidation of **Vote Centers** may be required. Under such circumstances, the following procedures must be observed by poll workers, **Vote Center** supervisors and/or rovers:

- Post signage advising voters of the relocation directing them to new **Vote Center** sites and ballot drop off boxes.
- Collect all voted ballots and secure them in the Transport Bag and Blue Vote-by-Mail and Yellow Conditional Voter Registration/Provisional Ballot Boxes if possible.
- Collect the ballot boxes, unused ballot stock, and the voting systems and transport to the new location.
- At least two **election** workers, **Vote Center** Supervisors, or rovers must always remain with the ballots from each Voting Location, and monitor that the ballots are securely transferred to the new Voting Locations.
- The election official's office will assign staff to deliver any new seals or other supplies required.

Vote Centers

Prior to each election, our office will identify alternate **Vote Centers** or existing **Vote Centers** that can handle more voters if needed. These alternate sites will be used for voters who may need to be redirected from an evacuated **Vote Center**. Our preparations include:

- Maintaining a listing of any available **Vote Centers** within the jurisdiction, along with a contact person and their telephone number.

- Noting the jurisdiction where each **Vote Center** is located to ensure the proper authorities are contacted in the event of an emergency (e.g., city police for a **Vote Center** within the city).
- Evaluating the need for extra parking and traffic control.
- Placing notices at the old location to inform voters of the new location if it is necessary to relocate **Vote Centers** at the last minute.
- Notifying the media of any **Vote Center** changes; posting this information on the elections official's website and on social media, and contacting the Secretary of State's office.

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- Having emergency **Vote Center** signs available if it is necessary to relocate **Vote Centers** at the last minute

The Yolo County Elections Office identifies backup **Vote Centers** per city in preparation for an emergency:

- Davis
- West Sacramento
- Winters
- Woodland

Locations for a specific election are found in [REDACTED].

Emergencies Affecting Collection Routes or Staff in the Field

Yolo County Elections Office staff shall:

- Contact the Yolo County Sheriff's Office if the collection route is affected by **Vote Center** relocations. If necessary, request escorts; however, at no time will voting material be in the sole possession of non-elections office personnel. **Yolo County Sheriff's Office employees are not elections office personnel.**
- Inform rovers in the field the status of the site and the identity of any newly authorized staff to assist in ballot collection. **The** chain of custody and the chain of command be maintained during emergencies.

Telephone System Down

- If phone systems are down at the Yolo County Elections Office, Yolo County Elections Office staff will call via cell phone to (530) 406-5090 to open a ticket with the Telecommunications **Division of the Innovation and Technology Services Department.**
- Elections Office phones are Voice Over Internet Protocol (VoIP), and will be unavailable for outgoing calls during a power or internet/network outage; however, incoming calls will connect through and staff will be able to serve the public. When voters call in with specific registration or Vote-by-Mail questions requiring a network connection, staff will write down all the necessary information from the voter and return the call when systems become available.

Power or Technology Failures

It is difficult to predict a power failure or problems with technology. Planning for these types of failures ahead of time, **building relationships with organizations**, and having a hard copy of the procedures is **critical to a quick response and recovery**.

- Yolo County works with our local power company and the Secretary of State's office to determine if there are any planned Public Safety Power Shutoff (PSPS) events scheduled during any of the critical election periods.

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- **The local power company receives a list of Vote Center locations to monitor during the voting period for PSPS or other power failure events.**
- In case of a power failure, all election materials must be secured as quickly as possible to prevent damage, loss, or theft.
- Emergency lighting (flashlights, battery-operated lights) **is** available.
- A generator will be present at the main office of the elections official and all other **Vote Centers** to ensure power will be available. The elections office is aware of the process to set up the generator and **has** performed tests to ensure that it is in proper working order prior to the election.
- Voting system backup batteries are tested **before** each election.
- All electronic information such as voter registration data and election system data are saved **[REDACTED]**. This off-site location is also connected fully to a backup generator.
- Coordinate with the Yolo County Chief of Technology on a regular basis to ensure that data is backed up and that it will be available if there is a power failure at the main office **of the elections official**.
- **Activate the use of the** Memorandum of Understanding with neighboring Solano County. **Solano uses with** the same voting equipment, **and** in case backup equipment **and/or** out-of-county location is needed, **an MOU is already in place**.

Personnel or Poll Worker Shortage

Personnel or **election** worker shortages can **impact** the normal course of business in the office or at the **Vote Centers** on Early Voting Days or Election Day. The following are plans for how the elections office will overcome potential issues surrounding staffing shortages:

- Monitor and be aware of seasonal absenteeism. Determine absenteeism thresholds that may negatively **impact** or obstruct normal operations.
- Develop a worker replacement and contingency plan to respond if absenteeism approaches/reaches those thresholds.
- Establish a list of backup office staff. Ensure that elections staff understands poll worker replacement procedures.

- As part of **election** worker recruitment, assign a certain percentage of **election** workers to a “stand by” status. Require that these **election** workers report **by phone to the main elections’** office instead of an assigned **Vote Center location** on the morning of the election. These workers can be deployed to any **Vote Center** in the county in the event of any absences.
- **Each Vote Center is assigned two Vote Center Supervisors and six to eight judges. The built-in redundancy is part of standard operations; however, it is an asset if the elections office needs to replace a missing inspector without disruption.**

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- As part of **Vote Center** procedures, **if there are not enough election workers to safely and legally operate a Vote Center, election** workers are instructed to recruit a voter until the Yolo County Elections Office sends a standby **election** worker to the **Vote Center**.
- In the event of a pandemic, Yolo County reserves the right to designate county employees outside of the elections office as Disaster Service Workers (DSW) to perform the essential functions **of election workers** so long as it is guided by state and/or county proclamations.

Post-Election Canvass Period

In the event of a natural disaster or other emergency during the canvass period, the **office of the election** official will be secured immediately.

All voted ballots will be retrieved and secured as quickly and as safely as possible. If time allows, the ballots will be taken to a secure backup location.

All computers, heavy machinery, and vote processing equipment will be secured.

If feasible, any affidavits of registration, conditional ballots and/or provisional ballots that have not been processed and/or scanned will also be retrieved.

The elections office will contact the Secretary of State and election vendors immediately.

Vote-by-Mail ballots will be secured by management. The management team will perform the following:

- All ballots are secured in an organized fashion **with all containers well-labeled and inventoried.**
- Ballot area(s) are checked for confidential ballots, UOCAVA faxed ballots, provisional ballots, and any other returned ballots that have not been processed.
- A complete inventory of all voted ballots is taken.

Conducting an Election with Manual Systems

In the case of any catastrophic event, the Yolo County Elections Office will be able to conduct an accurate and transparent election manually. Voters **would** be able to cast a paper ballot using the

Conditional/Provisional processes. Verification of voter eligibility, counting votes, the post-election audit, and other activities will be done physically/by hand.

In the case of a hand-count of ballots, the Elections Office would work with the facility managers at the County Administration Building to set up a suitably large workspace, such as securing the Atrium. Alternatively, the Elections Office would work with partners to address the space requirements that come with manual processing.

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All activities will be open to the public to observe while maintaining the security and integrity of election materials. Yolo County Elections Office **would** notify the public of the time and location of each activity using various emergency communication methods.

Emergency Communications Plan

In any emergency or disruption of voting, the Assessor/Clerk-Recorder/Elections (ACE) Administration team and the Yolo County Elections Office will provide timely, accurate and useful information to the public. Transparency and Integrity are our guiding principles.

The ACE Public Information Officer (PIO) **provides** a contact list for mission-critical staff and **makes** it available to staff, **Vote Center supervisors/inspectors**, and any other necessary parties. The contact list will include the ACE DH, IT support, law enforcement, utility companies, transportation officials, facilities representatives (including backup facilities), and any other key officials who can be contacted during an emergency.

The PIO is the designated elections staff member to be the central media contact person and all employees should refer all questions from the media to this elections staff member. This staff member maintains a contact list for all local media. Press releases regarding changes in election times, **Vote Centers**, expected release of election results, etc. **are to be developed and disseminated expeditiously**.

The ACE Public Information Officer or ACE Department Head can put out a public service message:

- Social media (Twitter, Instagram, Facebook, **TikTok, YouTube**)
- Website (yolocounty.org AND yoloelections.org)
- Radio
- Local print media
- Local TV stations
- Electronic bulletin boards at high schools or other businesses
- Office of Emergency Services
- Neighboring jurisdictions

Alternate Communications

An alternate communications system will be used if internet, Voice Over IP (VOIP) phones and/or mobile phones are unavailable. An example of a system in place is the Elections Office facsimile transmission machine (fax): **the fax machine accepts incoming faxes without an internet connection.**

The elections office has contacted our local landline telephone provider as well as the county's mobile telephone service provider(s) to determine these alternatives are available in the event of a disruption of service.

Protection and Recovery of Records

The items below are considered vital and essential records and should be taken from the building, if possible, depending on the nature and scope of the emergency.

- Counted and uncounted ballots
- All voting system components
- Other electronic data storage
- Cash and checks in counter cash drawer
- Oaths, including oaths of elected officials

Counted and Uncounted Ballots

Generally, voted Vote-by-Mail ballots are sorted into their respective precincts.

- Not counted vote-by-mail ballots: Not sorted, not sig checked; stored in secured room
- Not counted vote-by-mail ballots: Still in **an** envelope, sorted into precincts, **signature** verified; stored in **a** secured room
- **Ballots yet-to-be scanned:** Out of envelope but in sealed bags with batch number; stored in **a** secured room
- **Scanned** ballots: **Stored in clear plastic** bags, in boxes, sorted by scanned batch; **boxes placed** in **a** locked and sealed cage
- **Ballots yet to be duplicated:** Out of envelope but in sealed bags with precinct number; stored in **a** secured room
- Vote-by-mail ballots **that** have been challenged can be temporarily in the secured room **or remain stored in the Deputy of Elections' locked office.**
- Undeliverable vote-by-mail ballots can also be temporarily stored in the Deputy of Elections' locked office

If an emergency occurs that requires staff to remove voted ballots from the building, staff shall seal the bags/boxes and move them to the new location.

If they cannot be moved from the building, ballots will be placed in one of the secured cages.

Blank or unused ballots should be left behind if there is no time to remove them. If there is time, the ACE Department Head or designee will advise staff on what to do with blank or unused ballots.

Yolo County-
Solano County
Mutual Aid MOU

*Draft Revision of EAP
Appendix K*

Yolo County
California Voter's
Election Administration





COUNTY OF YOLO

ELECTIONS OFFICE

625 COURT STREET, ROOM B-05, WOODLAND CA
95695 (P) 530.666.8133 (F) 530.666.8123



Appendix K | Mutual Aid Memorandum of Understanding: Agreement for Back-up Emergency Vote Counting Services

THIS AGREEMENT is made and entered into this 19th day of November 2019, by and between the County of Solano ("Solano") and the County of Yolo ("Yolo"). Solano and Yolo are sometimes referred to herein individually as a ("Party") and collectively as the ("Parties").

RECITALS

WHEREAS, the Parties both utilize the Hart InterCivic Verity Touch Writer w/Access, Print, Build, Count and Central voting systems to conduct elections in their respective counties; and,

WHEREAS, the Parties desire to provide each other with emergency back-up vote counting services ("vote counting services"); and,

WHEREAS, the Parties are willing to provide vote counting services to each other under the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the foregoing recitals and of the mutual covenants contained herein, the Parties hereto agree to the following:

Recitals. The recitals set forth above are hereby incorporated by reference.

Provision of Ballot Counting Services. In the event that either of the Parties experiences a partial or complete failure of its vote counting systems, the county suffering such failure ("Requesting County") may request the provision of vote counting services from the other party ("Responding County"). This request may take the form of a telephone request from one Registrar of Voters or their designee to the other. If such a request is made, the Responding County will make its vote counting services available to the Requesting County to the extent that is able to do so without unduly interfering with Responding County's vote counting.

The determination as to what vote counting services may be made available to the Requesting County without unduly interfering with Responding County's vote count shall be made at the sole and absolute discretion of the Registrar of Voters of the Responding County.

Administrative Obligations of the Parties. The Parties will have the following administrative obligations with respect to the vote counting services provided pursuant to this Agreement.

The Parties will exchange their respective ballot tabulation procedures as soon as practical after the effective date of this Agreement and then provide the other party with timely notice of any changes in their respective procedures.

The Parties will verify that they have compatible vote counting system.

The Parties will verify that they have the same Hart InterCivic Verity version.

The Parties will each have an external hard drive loaded with a copy its PDF ballots and PDF Sample Ballots.

If needed, the Requesting County will make available to the Responding County the external hard drive Keys necessary to support the central tabulation process.

Each Party will determine whether it has a redundant system available for the tabulation process as soon as practical after the effective date of this Agreement and provide written confirmation.

If a Party determines that a redundant system is not available, it will provide and transport to the other Party an external hard drive that is loaded with appropriate election data and software.

Incidental Costs. The Requesting County will reimburse the Responding County for all direct and indirect costs incurred in providing any services incidental to the vote counting services provided pursuant to this Agreement. The Responding County will invoice the Requesting County for any such incidental costs within 60 days of the election and the Requesting County will pay the invoice within thirty (30) days of receipt.

Indemnification. Both Parties agree to indemnify, defend, and hold harmless the other, its Board of Supervisors, officers, agents, employees and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, and costs, including reasonable attorney's fees, arising out of or resulting from the vote counting services provided pursuant to this Agreement.

Notices. Any notice, demand, request, consent, or approval that either party hereto may or is required to give the other pursuant to this Agreement shall be in writing except as provided for in Paragraph 2 above and shall be either personally delivered or sent by mail, addressed as follows:

TO SOLANO:

Tim Flanagan

Registrar of Voters/Chief Information Officer

675 Texas Street, Suite 2600

Fairfield, CA 94533

TO YOLO:

Jesse Salinas

Assessor/Clerk-Recorder/Registrar of Voters

625 Court Street, Suite B-05

Woodland, CA 95695

Telephone: 707-784-6675

Telephone: 530-666-8133

Such personal delivery or mailing in such manner shall constitute a good, sufficient and lawful notice and service thereof in all such cases. Such communications shall be deemed received upon delivery, if personally delivered or upon deposit in the United States Mail if sent by mail. Either party may change the address to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address to the other party, which shall be effective upon receipt.

Entire Understanding. This Agreement represents the entire understanding of the Parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder.

Amendment and Waiver. Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both Parties. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent, or any other right hereunder. No interpretation of any provision of this Agreement shall be binding upon any party unless agreed in writing by each party and their respective county counsels.

Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but which together shall constitute a single document.

Interpretation. This Agreement shall be deemed to have been prepared equally by both of the Parties, and the Agreement and its individual provisions shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement and all Attachments hereto as of the Effective Date.

Solano County

Yolo County

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Approved as to Form:

Approved as to Form:

Bernadette S. Curry, County Counsel

Philip J. Pogledich, County Counsel

By: _____

By: _____

Solano County Counsel

Hope P. Welton, Senior Deputy

Acronyms and Glossary

*Draft Revision of EAP
Appendix L*

Yolo County California Voter's Choice Act Election Administration Plan



Appendix L | Acronyms and Glossary

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.

Acronym or Term	Definition	Description and Code Citation
Absentee Ballot		See Vote-by-Mail (VBM)
ACE	Yolo County Assessor/ Clerk-Recorder/ Elections	Elections is a branch within the Assessor/Clerk-Recorder/Registrar of Voters (Elections) Department
ADA	Americans with Disability Act	<p>The Americans with Disabilities Act (ADA) became law in 1990. The Americans with Disabilities Act is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The Americans with Disabilities Act grants civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.</p> <p>Voter’s Choice Act: [Elections Code 4005(a)(2)-(4)]</p> <p>A location where a voter residing in a county can return, or vote and return, their mail ballot; register to vote; receive and vote a provisional ballot; receive and vote a replacement ballot; vote any type of ballot using accessible voting equipment.</p>
Agilis	Vote-by-Mail return envelope sorter	Yolo County uses the Agilis electronic mail sorting and processing system (vendor: Runbeck) to sort envelopes. Please look at our video on YouTube to see the Agilis in action: https://youtu.be/tG38K8Z2rFk
BDB	Ballot Drop Box	<p>Voter's Choice Act: [Elections Code 4005(a)(1)(A)-(B)]</p> <p>An accessible, secure and locked ballot box that is able to receive voted Vote-by-Mail (VBM) ballots.</p>

Acronym or Term	Definition	Description and Code Citation
BOD	Ballot on Demand	<p>A certified self-contained system that allows a county elections official or election worker to print, on demand, ballots onto official ballot card stock to provide to registered voters for voting.</p> <p>(California Elections Code §13004.5)</p>
CBO	Community-Based Organization	<p>Yolo County Elections engages with Community-Based Organizations (CBOs) to increase voter registration and encourage newly registered and all active registered voters to participate in democracy by voting.</p>
CCR	Code of California Regulations	<p>Legal document in which the California Secretary of State codifies regulations to assure the uniform application and administration of state election law.</p>
Close of Registration		<p>In California, the deadline to register to vote for any election is 15 days before Election Day.</p> <p>Voters can “conditionally” register and vote at your county elections office after the 15-day voter registration deadline. See Conditional Voter Registration for more details.</p>
COVR	VoteCal California Online Voter Registration	<p>Online Voter Registration through the California Secretary of State's website.</p>
CVIG	County Voter Information Guide	<p>A booklet prepared, translated, and printed by the county elections official that contains important information, such as a list of Ballot Drop-Box Locations and Vote Centers; a sample of the Official Ballot (see Sample Ballot); candidate statements; legal text, impartial analysis, and arguments in favor of or against local ballot measures; website addresses for accessible CVIG, facsimile ballots, and ballot drop box and vote center locations; an application form to opt-out of receiving paper copies of the state and/or county voter information guide and instead receive a link to an electronic version; and a Remote Accessible Vote-by-Mail ballot application form. The County Voter Information Guide (CVIG) is mailed starting approximately 40-days before, but by at least 29 days before, an election. An online accessible version is also available on the county elections website during the voting period. Formerly known as the Sample Ballot Pamphlet.</p> <p>(California Elections Codes §§13300 - 13317)</p> <p>This is not the same as the state Official Voter Information Guide prepared by the Secretary of State.</p>

Acronym or Term	Definition	Description and Code Citation
CVR	Conditional Voter Registration	<p>Also known as Same Day Voter Registration, Conditional Voter Registration (CVR) allows eligible citizens to register and vote on the same day, after the close of registration (beginning 14 days before Election Day and through Election Day). Conditional Voter Registration is a safety net for Californians who miss the deadline to register to vote or update their voter registration information (e.g., change of name, address, party preference) for an election.</p> <p>Eligible citizens who need to register or re-register to vote within 14 days of an election can complete this process to register and vote at their county elections office, polling place, or vote center. Their ballots will be processed and counted once the county elections office has completed the voter registration verification process.</p>
DFM	DFM Associates	The name of the vendor that supports our election management system.
DMV	Department of Motor Vehicles	<p>The Department of Motor Vehicles (DMV) offices are required to offer customers an opportunity to register to vote when they apply for or renew their driver licenses or state ID cards or change their addresses.</p> <p>This is also known as Motor Voter Law under National Voter Registration Act (NVRA).</p>
EAP	Election Administration Plan	<p>[Elections Code 4005(a)(10)(A)-(J)]</p> <p>The plan proposed by county elections official on the conduct of elections with a wide variety of considerations including the siting of vote centers, ballot drop-off locations, and public outreach plans.</p> <ul style="list-style-type: none"> • A draft plan is to be written with community input and put through a public hearing process. • An amended draft plan is posted for public comment after the public hearing on the draft plan. • A plan that has been adopted after the public comment period is a final plan. • A final plan that is changed and put out for public comment is an amended final plan. <p>The final plan is also to be publicly reviewed, and possibly revised, within two years of conducting an election using the final or amended final plan, and every four years thereafter.</p>
EC	Elections Code	Law that governs the administration of elections in California.

Acronym or Term	Definition	Description and Code Citation
EIMS	Election Information Management System	The name of the software and database program supplied by our vendor DFM Associates. EIMS is Yolo County's election management system.
Election Worker		<p>Election workers are a vital link between the Elections Office and the voters that we serve. Election workers are on the front lines of democracy, processing voters, issuing ballots, maintaining voting equipment, retrieving ballots from ballot drop boxes and delivering ballots from the Vote Centers to the Elections Office after the close of the polls each day the Vote Center is open.</p> <p>Election Workers are also known as Poll Workers.</p>
EMS	Election Management System	<p>Generic term for a county's computer program and database that manages voter registration, precincts, districts, candidates, election definition, vote-by-mail signature verification, and voter participation history.</p> <p>A county's EMS must interface in real-time with the State's VoteCal voter registration system.</p>
EO	Elections Official	

Acronym or Term	Definition	Description and Code Citation
ePB	Electronic Pollbook	<p>Yolo County's electronic pollbook, which is an iPad tablet, is supported by our vendor, Tenex Software Solutions. The "Tenex ePollbook" is certified by the California Secretary of State. The system requirements are further defined below.</p> <p>A system containing an electronic list of registered voters that may be transported and used at a Vote Center. This is the official list of registered voters eligible to vote in the election; it is used to verify a voter's eligibility to receive a ballot and captures voter history in real time to prevent double voting. Electronic Pollbooks cannot be connected to a voting system and must have backup power for continued operations.</p> <ol style="list-style-type: none"> 1. An Electronic Pollbook shall contain, at a minimum, all of the following voter registration data: name, address, district/precinct, party preference, voter status, whether or not the voter has been issued a Vote-by-Mail Ballot, whether or not the Vote-by-Mail Ballot has been recorded as accepted by the elections official, and, whether or not the voter's identification must be verified (first-time voter in federal election, only). 2. An electronic pollbook shall not contain the following voter registration data: driver's license number, or any reference to a social security number. (California Elections Code §2183)
EV	Early Voting	<p>Voting period before Election Day, including voting by mail and in-person voting.</p> <p>The county elections office is open 29 days prior to Election Day when the first Vote-by-Mail ballot is mailed to active registered voter.</p> <p>Until a Vote Center is open, all votes are treated as vote by mail votes.</p>
EW	Election Worker	See Election Worker
Facsimile Ballot	Translated Facsimile Ballot	<p>A facsimile of the ballot translated in another language to assist voters with limited-English proficiency to participate fully in the electoral process and vote independently.</p> <p>This copy of a translated ballot is not an official ballot. The facsimile ballot is only to be used as reference when marking the official ballot.</p>

Acronym or Term	Definition	Description and Code Citation
Federal Election		<p>“Federal election” means any presidential election, general election, primary election, or special election held solely or in part for the purpose of selecting, nominating, or electing any candidate for the office of President, Vice President, presidential elector, Member of the United States Senate, or Member of the United States House of Representatives.</p> <p>(California Elections Code §323)</p>
FPCA	Federal Post Card Application	<p>Voter Registration and Vote-by-Mail Ballot Request form.</p> <p>It is the federal government’s red-and-white Standard Form No. 76, used by overseas U.S. citizens and military personnel both to register to vote and to receive a Vote-by-Mail ballot. It is valid for one election cycle (primary and general) only.</p> <p>See also Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).</p>
FPPC	Fair Political Practices Commission	<p>The Fair Political Practices Commission is a five-member independent, non-partisan commission that has primary responsibility for the impartial and effective administration of the Political Reform Act. The Act regulates campaign financing, conflicts of interest, lobbying, and governmental ethics. The Commission’s objectives are to ensure that public officials act in a fair and unbiased manner in the governmental decision-making process, to promote transparency in government, and to foster public trust in the political system.</p> <p>Political Reform Act of 1974. Government Code Title 9. Political Reform [81000-91014]. (Title 9 added June 4, 1974, by initiative Proposition 9.)</p>

Acronym or Term	Definition	Description and Code Citation
FVAP	Federal Voting Assistance Program	<p>The Federal Voting Assistance Program (www.fvap.gov) works to ensure Service members, their eligible family members, and overseas citizens are aware of their right to vote and have the tools and resources to successfully do so – from anywhere in the world.</p> <p>The Director of FVAP administers the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) on behalf of the Secretary of Defense. UOCAVA, as amended by the Military and Overseas Voter Empowerment (MOVE) Act, requires states to transmit requested absentee ballots to UOCAVA voters no later than 45 days before a federal election. Those citizens protected by UOCAVA include:</p> <ul style="list-style-type: none"> • Members of the Uniformed Services (Army, Navy, Marine Corps, Air Force, Coast Guard, United States Public Health Service Commissioned Corps, and National Oceanic and Atmospheric Administration Commissioned Corps) • Members of the Merchant Marines • Eligible family members of the above • U.S. citizens residing outside the U.S. <p>FVAP assists voters through partnerships with the Military Services, Department of State, Department of Justice, election officials from 50 states, U.S. territories, and the District of Columbia.</p>
FWAB	Federal Write-In Absentee Ballot	<p>The Federal Write-In Absentee Ballot is an emergency backup ballot for Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) citizens who did not receive an absentee ballot from their state in time to participate in the election.</p>
Hart	Hart InterCivic	The name of the vendor that supports our certified voting system.
HAVA	Help America Vote Act	Help America Vote Act (HAVA) of 2002
LAAC	Language Accessibility Advisory Committee	<p>[Elections Code 4005(a)(9)(A)]</p> <p>An advisory committee comprised of representatives from all language minority communities within the county that is to offer input on election administration to ensure registration and voting access for all language minority communities.</p>

Acronym or Term	Definition	Description and Code Citation
LAT or L&A	Logic and Accuracy Testing	Regulations require the performance of logic and accuracy testing on voting systems prior to each election and ensuring specific procedures for programming, deployment, and use of voting equipment during elections are met.
Living Location		<p>The residence address where the voter is living.</p> <p>If there is not a street address, a description of the cross streets where they are living.</p> <p>The residence address or living location determines the precinct and districts the voter lives in which determines what contests the voter can vote on.</p>
MOVE Act	Military and Overseas Voter Empowerment Act	The Military and Overseas Voter Empowerment Act (MOVE) amended the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) and other statutes by providing greater protections for Service Members, their eligible family members, and other overseas citizens. Among other provisions, the MOVE Act requires States to send absentee ballots to UOCAVA voters at least 45 days before federal elections
NCOA	National Change of Address	A secure national database that holds 160 million permanent change-of-address records. NCOA is a product of the United States Postal Service.
NVRA	National Voter Registration Act	<p>Often referred to as “Motor Voter Law” adopted by U.S. Congress in 1993. The National Voter Registration Act (NVRA) has two major aspects related to voter registration:</p> <ul style="list-style-type: none"> • maintaining accurate voter rolls through list maintenance and • ensuring every eligible citizen has the opportunity to register to vote through the Department of Motor Vehicles (DMV) and designated NVRA Voter Registration Agencies (VRAs). <p>Requirements include voter tracking, outreach, voter confirmation for cancellations and keeping of statistics.</p>
OPEX	OPEX Corporation	The name of the vendor that supports our voted vote-by-mail ballot identification return envelope opener and ballot extractor system.
PEMT	Post Election Manual Tally	1% manual tally is the public process of manually tallying votes in 1 percent of the precincts, selected at random by the elections officials, and in one precinct for each race not included in the randomly selected precincts. This procedure is conducted during the official canvass to verify the accuracy of the automated count per Elections Code section 15360.

Acronym or Term	Definition	Description and Code Citation
PII	Personal Identifiable Information	<p>PII is defined as information:</p> <ul style="list-style-type: none"> (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors). <p>Additionally, information permitting the physical or online contacting of a specific individual is the same as personally identifiable information. This information can be maintained in either paper, electronic or other media. It is the responsibility of the individual user to protect data to which they have access.</p>
Pitney Bowes		The name of the vendor that supports our metered mail and shipping system.
Poll Worker		See Election Worker (EW)
Polling Place		<p>Voter's Choice Act: [Elections Code 4005(a)(2)-(4)]</p> <p>An official voting location where a voter residing in a county can return, or vote and return, their mail ballot; register to vote; receive and vote a provisional ballot; receive and vote a replacement ballot; vote any type of ballot using accessible voting equipment.</p> <p>See Vote Center (VC)</p>
ProVote Solutions	Printing Vendor	California-based printing vendor for Yolo County's election services, including official ballots, election envelopes, and voter information guide
PW	Poll Worker	See Election Worker

Acronym or Term	Definition	Description and Code Citation
RAVBM	Remote Accessible Vote-by-Mail	<p>A Remote Accessible Vote by Mail (RAVBM) system allows voters to mark their selections using their own compatible technology to vote independently and privately in the comfort of their own home.</p> <p>To use a RAVBM system, a voter must:</p> <ul style="list-style-type: none"> • Download the application • Mark their selections • Print their selections • Sign the envelope (using the envelope provided with the vote-by-mail ballot or the voter's own envelope) • Return the printed and signed selections either by mail or by dropping it off at a voting location. The selections cannot be returned electronically.
ROV	Registrar of Voters	Elected or appointed official who is responsible for the operation, administration and direction of the Elections Department, with primary responsibility for the registration of voters, the holding of elections and all matters pertaining to elections; and to do related work as required.
Sample Ballot		A reference copy of the official ballot that is included in the County Voter Information Guide.
Section 508 Compliant		<p>Section 508 of the 1998 amendment to the federal Rehabilitation Act requires agencies to eliminate barriers in information technology. https://www.access-board.gov/ict/ and https://en.wikipedia.org/wiki/Section_508_Amendment_to_the_Rehabilitation_Act_of_1973</p>
SME	Subject Matter Expert	The person who possesses a deep understanding of a particular subject. The subject in question can be anything, such as a job, department, function, process, piece of equipment, software solution, material, historical information, and more. Subject matter experts may have collected their knowledge through intensive levels of schooling, or through years of professional experience with the subject. The Subject matter expert has a level of understanding regarding their subject that is not common knowledge, making the person quite valuable to an organization.
SOS	Secretary of State	In California, the elected or appointed official who is dedicated to making government more transparent and accessible in the areas of elections, business, political campaigning, legislative advocacy, and historical treasures.

Acronym or Term	Definition	Description and Code Citation
SVIG	State Voter Information Guide	<p>A statewide booklet prepared, translated, and printed by the California Secretary of State that contains important information, such as statewide candidate statements; legal text, impartial analysis, and arguments in favor of or against state propositions and referenda; website addresses for accessible State Voter Information Guide; and information on voting. The State Voter Information Guide (SVIG) is mailed starting approximately 40-days before an election. (California Elections Codes §§13300 - 13317)</p> <p>This is not the same as the County Voter Information Guide (CVIG) prepared by the county elections office.</p>
The 1%, One percent, Manual Tally	1% Manual Tally	<p>The public process of manually counting votes cast in one percent of the precincts, selected at random, plus one precinct for each race not included in the randomly selected precincts. This procedure is conducted during the official canvass to verify the accuracy of the automated count performed by our voting system per Elections Code section 15360.</p> <p>See also Post Election Manual Tally (PEMT).</p>
UOCAVA	Uniformed and Overseas Absentee Voting Act	<p>The federal Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) extends federal absentee voting rights to U.S. citizens who are 18 or older AND active duty members of the Uniformed Services, Merchant Marine, or commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration; their eligible family members; and U.S. citizens residing outside the United States. This Act provides the legal basis for these citizens' absentee voting requirements for federal offices.</p>
USPS	United States Postal Service	<p>The U.S. Postal Service is the only delivery service that reaches every address in the nation.</p>
VAAC	Voting Accessibility Advisory Committee	<p>[Elections Code 4005(a)(9)(B)]</p> <p>An advisory committee comprised of individuals and representatives of community based organizations serving voters with disabilities. The public committee offers input on election administration to ensure registration and voting access for all voters with disabilities.</p>

Acronym or Term	Definition	Description and Code Citation
VAC	Voter Assistance Center	<p>Voter Assistance Centers (VACs) were used in November 2020 and September 2021 in Yolo County to reflect the high level of service provided at the in-person voting locations. Voter Assistance Centers had more services available than offered at traditional polling places. Under the Voter’s Choice Act, Voter Assistance Centers are called Vote Centers (VCs).</p>
VBM	Vote-by-Mail	<p>Any registered voter may vote using a vote-by-mail ballot instead of going to the polls on Early Voting Days or Election Day. A ballot is mailed to every active registered voter. After voting, voters insert their ballot in the return identification envelope provided, making sure to complete all required information on the envelope in order for their ballot to count. Voted ballots may be returned by mail, in person to any vote center or county elections office, at an official ballot drop box within the state or authorizing someone to return the ballot on their behalf.</p> <p>Also known as absentee ballot.</p>
VC	Vote Center	<p>A Vote Center is an official voting location which is opened not more than 29 days prior to Election Day where voters can mark their ballot electronically or on paper ballots. All votes are treated as vote-by-mail votes.</p> <p>Under the Voter’s Choice Act, some Vote Centers are open for 11 days and some are open for four days, including Election Day.</p> <p>A Yolo County voter will be able to 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:</p> <ul style="list-style-type: none"> • Get a replacement Vote-by-Mail (VBM) ballot, • Get a Vote-by-Mail ballot return identification envelope, • Drop off a voted Vote-by-Mail ballot, • Receive bilingual resources or language assistance, • Mark a ballot privately and independently using an Americans with Disabilities Act (ADA) accessible device, • Register to vote, • Update their voter registration, • Vote a provisional or conditional voter registration ballot.
VCA	Voter’s Choice Act	California Elections Code §4005, see Appendix M

Acronym or Term	Definition	Description and Code Citation
Verity	Hart InterCivic Verity Voting system	Voting system supported by the Hart InterCivic vendor which includes software, hardware, device, and peripheral components to create, print, vote, scan, count, adjudicate and tabulate voted ballots.
Verity Print	Hart InterCivic voting system component	On-demand ballot printing device used to print and issue blank paper ballots to voters. The voter marks their ballot with their choices and casts it into the ballot box at the Vote Center to be scanned centrally back in the Elections Office.
Verity Touch Writer	Hart InterCivic voting system component	<p>An accessible ballot marking device to assist voters with to participate fully in the electoral process and vote independently.</p> <p>The Verity Touch Writer device’s voter interfaces are a touchscreen and an Audio-Tactile Interface (ATI) which allows the voter to move through the digital ballot without touching the screen. The handheld controller provides the voter additional input options: a scrolling wheel and select button, headphones, and an analogue connection for tactile buttons or a voter’s sip-and-puff device.</p> <p>After the voter has confirmed the selections, the voter prints the marked ballot on the attached printer. The voter then retrieves and casts the ballot into the ballot box at the Vote Center to be scanned centrally back in the Elections Office.</p>
VNC	Voter Notification Card	Once a voter registration application is accepted or a registration updated (including the updating of a mailing address), the county elections official must provide notification to the voter by mailing a non-forwardable Voter Notification Card (VNC).
VoteCal	California statewide voter registration database	California’s centralized voter registration database that provides benefits to voters and election officials
VRC	Voter Registration Card	Voter registration application card
WCAG 2.0 Compliant	Web Content Accessibility Guidelines (version 2.0)	<p>International standards for making web content more accessible, primarily for people with disabilities.</p> <p>https://www.w3.org/ and https://en.wikipedia.org/wiki/Web_Content_Accessibility_Guidelines</p>

Acronym or Term	Definition	Description and Code Citation
YCE	Yolo County Elections Office	Interchangeable with “Yolo County Elections,” “the Elections Office,” and “Elections”. “Elections Office” with a capital “O” refers to the entity/agency. “Elections office” with a lower-case “o” refers to room B-05 at the Yolo County Administration Building. “Yolo County” and “the County” are defined in context as either the County of Yolo.
YRCP	Yolo County Residence Confirmation Postcard	<p>Preelection residency address confirmation postcard sent by Yolo County by 90 days before the primary election. The non-forwardable postcard is sent to each registered voter of the county to confirm or correct their residence/living location and/or mailing address.</p> <p>when the Elections office receives notification that a voter has possibly moved from USPS, National Change of Address (NCOA), and returned mail.</p> <p>(California Elections Code §2220)</p>

Yolo County California Voter's Choice Act Election Administration Plan



Appendix M | Legislation and Code Citations

California Elections Code §4005.

(a) Notwithstanding Section 4000 or any other law, on or after January 1, 2018, the Counties of Calaveras, Inyo, Madera, Napa, Nevada, Orange, Sacramento, San Luis Obispo, San Mateo, Santa Clara, Shasta, Sierra, Sutter, and Tuolumne, and, except as provided in Section 4007, on or after January 1, 2020, any county may conduct any election as an all-mailed ballot election if all of the following apply:

(1)

(A) At least two ballot dropoff locations are provided within the jurisdiction where the election is held or the number of ballot dropoff locations are fixed in a manner so that there is at least one ballot dropoff location provided for every 15,000 registered voters within the jurisdiction where the election is held, as determined on the 88th day before the day of the election, whichever results in more ballot dropoff locations. For purposes of this subparagraph, a vote center that includes an exterior ballot drop box counts only as a single ballot dropoff location. Ballot dropoff locations shall comply with the regulations adopted pursuant to subdivision (b) of Section 3025.

(B) A ballot dropoff location provided for under this section consists of a secure, accessible, and locked ballot box located as near as possible to established public transportation routes and that is able to receive voted ballots. All ballot dropoff locations shall be open at least during regular business hours beginning not less than 28 days before the day of the election, and on the day of the election. At least one ballot dropoff location shall be an accessible, secured, exterior drop box that is available for a minimum of 12 hours per day including regular business hours.

(2)

(A) The county elections official permits a voter residing in the county to do any of the following at a vote center:

(i) Return, or vote and return, the voter's vote by mail ballot.

(ii) Register to vote, update the voter's voter registration, and vote pursuant to Section 2170.

(iii) Receive and vote a provisional ballot pursuant to Section 3016 or Article 5 (commencing with Section 14310) of Chapter 3 of Division 14.

(iv) Receive a replacement ballot upon verification that a ballot for the same election has not been received from the voter by the county elections official. If the county elections official is unable to determine if a ballot for the same election has been received from the voter, the county elections official may issue a provisional ballot.

(v) Vote a regular, provisional, or replacement ballot using accessible voting equipment that provides for a private and independent voting experience.

(B) Each vote center shall have at least three voting machines that are accessible to voters with disabilities.

(3)

(A) On the day of the election, from 7 a.m. to 8 p.m., inclusive, and on each of the three days before the election, for a minimum of eight hours per day, at least one vote center is provided for every 10,000 registered voters within the jurisdiction where the election is held, as determined on the 88th day before the day of the election. At least 90 percent of the number of vote centers required by this subparagraph shall be open for all four days during the required times. Up to 10 percent of the number of vote centers required by this subparagraph may be open for less than four days if at least one vote center is provided for every 10,000 registered voters on each day.

(B) Notwithstanding subparagraph (A), for a jurisdiction with fewer than 20,000 registered voters, a minimum of two vote centers are provided on the day of the election and on each of the three days before the election within the jurisdiction where the election is held.

(4)

(A) Beginning 10 days before the day of the election and continuing daily up to and including the fourth day before the election, for a minimum of eight hours per day, at least one vote center is provided for every 50,000 registered voters within the jurisdiction where the election is held, as determined on the 88th day before the day of the election.

(B) Notwithstanding subparagraph (A), for a jurisdiction with fewer than 50,000 registered voters, a minimum of two vote centers are provided within the jurisdiction where the election is held.

(C) The vote centers provided under this section are established in accordance with the accessibility requirements described in Article 5 (commencing with Section 12280) of Chapter 3 of Division 12, the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), the federal Help America Vote Act of 2002 (52 U.S.C. Sec. 20901 et seq.), and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.).

(D) The vote centers provided under this section are equitably distributed across the county so as to afford maximally convenient options for voters and are established at accessible locations as near as possible to established public transportation routes. The vote centers shall be equipped with voting units or systems that are accessible to individuals with disabilities and that provide the same opportunity for access and participation as is provided to voters who are not disabled, including the ability to vote privately and independently in accordance with Sections 12280 and 19240.

(E)

(i) The vote centers provided under this section have an electronic mechanism for the county elections official to immediately access, at a minimum, all of the following voter registration data:

(I) Name.

(II) Address.

(III) Date of birth.

(IV) Language preference.

(V) Party preference.

(VI) Precinct.

(VII) Whether or not the voter has been issued a vote by mail ballot and whether or not a ballot has been received by the county elections official.

(ii) The electronic mechanism used to access voter registration data shall not be connected in any way to a voting system.

(5) A method is available for voters with disabilities to request and receive a blank vote by mail ballot and, if a replacement ballot is necessary, a blank replacement ballot that voters with disabilities can read and mark privately and independently pursuant to the federal Help America Vote Act of 2002 (52 U.S.C. Sec. 20901 et seq.).

(6)

(A) Except as otherwise provided for in this section, election boards for the vote centers established under this section meet the requirements for eligibility and composition pursuant to Article 1 (commencing with Section 12300) of Chapter 4 of Division 12.

(B) Each vote center provides language assistance in all languages required in the jurisdiction under subdivision (c) of Section 12303 or Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.) in a manner that enables voters of the applicable language minority groups to participate effectively in the electoral process. Each vote center shall post information regarding the availability of language assistance in English and all other languages for which language assistance is required to be provided in the jurisdiction under subdivision (c) of Section 12303 or Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.).

(i) If a vote center is located in, or adjacent to, a precinct, census tract, or other defined geographical subsection required to establish language requirements under subdivision (c) of Section 12303 or Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), or if it is identified as needing language assistance through the public input process described in clause (ii), the county elections official shall ensure that the vote center is staffed by election board members who speak the required language. If the county elections official is unable to recruit election board members who speak the required language, alternative methods of effective language assistance shall be provided by the county elections official.

(ii) The county elections official shall solicit public input regarding which vote centers should be staffed by election board members who are fluent in a language in addition to English pursuant to subdivision (c) of Section 12303 and Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.).

(iii) The county elections official shall provide notice in the sample ballot, in vote by mail materials, and on the official's internet website of the specific language services available at each vote center.

(C) Each vote center provides election materials translated in all languages required in the jurisdiction under subdivision (a) of Section 14201 and Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.).

(D) Each vote center provides reasonable modifications and auxiliary aids and services as required by the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 701 et seq.).

(7)

(A) Beginning 10 days before the election, the county elections official maintains, in an electronic format, an index of voters who have done any of the following at one of the vote centers established pursuant to this section:

- (i) Registered to vote or updated the voter's voter registration.
- (ii) Received and voted a provisional ballot or replacement ballot.
- (iii) Voted a ballot using equipment at the vote center.

(B) The index required by subparagraph (A) includes the same information for each voter as is required to be included on copies of the roster that are posted pursuant to Section 14294. The index required by subparagraph (A) shall be updated continuously during any time that a vote center is open in the jurisdiction.

(8)

(A) No later than 29 days before the day of the election, the county elections official begins mailing to registered voters a vote by mail ballot packet that includes a return envelope with instructions for the use and return of the vote by mail ballot. The county elections official shall have five days to mail a ballot to each person who is registered to vote on the 29th day before the day of the election and five days for each subsequent registered voter. The county elections official shall not discriminate against any region or precinct in the county in choosing which ballots to mail first within the prescribed five-day mailing period.

(B) The county elections official delivers to each voter, with either the sample ballot sent pursuant to Section 13303 or with the vote by mail ballot packet, all of the following:

(i) A notice, translated in all languages required under subdivision (a) of Section 14201 and Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), that informs voters of all of the following:

(I) An all-mailed ballot election is being conducted and each eligible voter will be issued a vote by mail ballot by mail.

(II) The voter may cast a vote by mail ballot in person at a vote center during the times and days specified in subparagraph (A) of paragraph (4) or on election day.

(III) No later than seven days before the day of the election, the voter may request the county elections official to send a vote by mail ballot in a language other than English pursuant to Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et

seq.) or a facsimile copy of the ballot printed in a language other than English pursuant to Section 14201.

(IV) No later than seven days before the day of the election, the voter may request the county elections official to send or deliver a ballot that voters with disabilities can read and mark privately and independently pursuant to the federal Help America Vote Act of 2002 (52 U.S.C. Sec. 20901 et seq.).

(ii) A list of the ballot dropoff locations and vote centers established pursuant to this section, including the dates and hours they are open. The list shall also be posted on the internet website of the county elections official in a format that is accessible for people with disabilities pursuant to Section 11135 of the Government Code.

(iii) A postage-paid postcard that the voter may return to the county elections official for the purpose of requesting a vote by mail ballot in a language other than English or for the purpose of requesting a vote by mail ballot in an accessible format.

(C) Upon request, the county elections official provides written voting materials to voters with disabilities in an accessible format, as required by the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 701 et seq.).

(9)

(A) The county elections official establishes a language accessibility advisory committee that is comprised of representatives of language minority communities. The committee shall be established no later than October 1 of the year before the first election conducted pursuant to this section. The committee shall hold its first meeting no later than April 1 of the year in which the first election is conducted pursuant to this section.

(B) The county elections official establishes a voting accessibility advisory committee that is comprised of voters with disabilities. The committee shall be established no later than October 1 of the year before the first election conducted pursuant to this section. The committee shall hold its first meeting no later than April 1 of the year in which the first election is conducted pursuant to this section.

(C) A county with fewer than 50,000 registered voters may establish a joint advisory committee for language minority communities and voters with disabilities.

(10)

(A) The county elections official develops a draft plan for the administration of elections conducted pursuant to this section in consultation with the public, including both of the following:

(i) One meeting, publicly noticed at least 10 days in advance of the meeting, that includes representatives, advocates, and other stakeholders representing each community for which the county is required to provide voting materials and assistance in a language other than English under subdivision (a) of Section 14201 and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.).

(ii) One meeting, publicly noticed at least 10 days in advance of the meeting, that includes representatives from the disability community and community organizations and individuals that advocate on behalf of, or provide services to, individuals with disabilities.

(B) The county elections official, when developing the draft plan for the administration of elections conducted pursuant to this section, considers, at a minimum, all of the following:

(i) Vote center and ballot dropoff location proximity to public transportation.

(ii) Vote center and ballot dropoff location proximity to communities with historically low vote by mail usage.

(iii) Vote center and ballot dropoff location proximity to population centers.

(iv) Vote center and ballot dropoff location proximity to language minority communities.

(v) Vote center and ballot dropoff location proximity to voters with disabilities.

(vi) Vote center and ballot dropoff location proximity to communities with low rates of household vehicle ownership.

(vii) Vote center and ballot dropoff location proximity to low-income communities.

(viii) Vote center and ballot dropoff location proximity to communities of eligible voters who are not registered to vote and may need access to same day voter registration.

(ix) Vote center and ballot dropoff location proximity to geographically isolated populations, including Native American reservations.

(x) Access to accessible and free parking at vote centers and ballot dropoff locations.

(xi) The distance and time a voter must travel by car or public transportation to a vote center and ballot dropoff location.

(xii) The need for alternate methods for voters with disabilities for whom vote by mail ballots are not accessible to cast a ballot.

(xiii) Traffic patterns near vote centers and ballot dropoff locations.

(xiv) The need for mobile vote centers in addition to the number of vote centers established pursuant to this section.

(xv) Vote center location on a public or private university or college campus.

(C) The county elections official publicly notices the draft plan for the administration of elections conducted pursuant to this section and accepts public comments on the draft plan for at least 14 days before the hearing held pursuant to subparagraph (D).

(D)

(i) Following the 14-day review period required by subparagraph (C), the county elections

official holds a public meeting to consider the draft plan for the administration of elections conducted pursuant to this section and to accept public comments. The meeting shall be publicly noticed at least 10 days in advance of the meeting on the internet websites of the clerk of the county board of supervisors and the county elections official, or, if neither the clerk of the county board of supervisors nor the county elections official maintain an internet website, in the office of the county elections official.

(ii) After the public hearing to consider the draft plan for the administration of elections conducted pursuant to this section and to accept public comments, the county elections official shall consider any public comments the official receives from the public and shall amend the draft plan in response to the public comments to the extent the official deems appropriate. The county elections official shall publicly notice the amended draft plan and shall accept public comments on the amended draft plan for at least 14 days before the county elections official may adopt the amended draft plan pursuant to subparagraph (E).

(E)

(i) Following the 14-day review and comment period required by clause (ii) of subparagraph (D), the county elections official may adopt a final plan for the administration of elections conducted pursuant to this section, and shall submit the voter education and outreach plan that is required by clause (i) of subparagraph (I) to the Secretary of State for approval.

(ii) The Secretary of State shall approve, approve with modifications, or reject a voter education and outreach plan submitted pursuant to clause (i) of subparagraph (I) within 14 days after the plan is submitted by the county elections official.

(iii) The draft plan, the amended draft plan, and the adopted final plan for the administration of elections conducted pursuant to this section shall be posted on the internet website of the county elections official in each language in which the county is required to provide voting materials and assistance under subdivision (a) of Section 14201 and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), and the Secretary of State's internet website in a format that is accessible for people with disabilities pursuant to Section 11135 of the Government Code.

(F) Public meetings held pursuant to this paragraph shall, upon request, provide auxiliary aids and services to ensure effective communication with people with disabilities.

(G) Within two years of the adoption of the first plan for the administration of elections conducted pursuant to this section, the county elections official shall hold public meetings in accordance with the procedures described in subparagraphs (C) to (F), inclusive, to consider revising the first plan for the administration of elections conducted pursuant to this section. Every four years thereafter, the county elections official shall hold public meetings in accordance with the procedures described in subparagraphs (C) to (F), inclusive, to consider revising the plan for the administration of elections conducted pursuant to this section.

(H)

(i) With reasonable public notification, a county elections official may amend a plan for the administration of elections conducted pursuant to this section no more than 120 days before the date of an election held pursuant to this section.

- (ii) With reasonable public notification, a county elections official may amend a plan for the administration of elections conducted pursuant to this section more than 120 days before the date of an election held pursuant to this section if the official provides at least 30 days to accept public comments on the amended plan.
- (I) The plan for the administration of elections conducted pursuant to this section, includes all of the following:
- (i) A voter education and outreach plan that is approved by the Secretary of State and that includes all of the following:
 - (I) A description of how the county elections official will use the media, including social media, newspapers, radio, and television that serve language minority communities for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline.
 - (II) A description of how the county elections official will use the media, including social media, newspapers, radio, and television for purposes of informing voters of the availability of a vote by mail ballot in an accessible format and the process for requesting such a ballot.
 - (III) A description of how the county elections official will have a community presence to educate voters regarding the provisions of this section.
 - (IV) A description of the accessible information that will be publicly available on the accessible internet website of the county elections official.
 - (V) A description of the method used by the county elections official to identify language minority voters.
 - (VI) A description of how the county elections official will educate and communicate the provisions of this section to the public, including:
 - (ia) Communities for which the county is required to provide voting materials and assistance in a language other than English under subdivision (a) of Section 14201 and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.). The county elections official shall hold at least one bilingual voter education workshop for each language in which the county is required to provide voting materials and assistance in a language other than English under subdivision (a) of Section 14201 and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.).
 - (ib) The disability community, including organizations and individuals that advocate on behalf of, or provide services to, individuals with disabilities. The county elections official shall hold at least one voter education workshop to increase accessibility and participation of eligible voters with disabilities.
 - (VII) A description of how the county will spend the necessary resources on voter education and outreach to ensure that voters are fully informed about the election. This description shall include information about the amount of money the county plans to

spend on voter education and outreach activities under the plan, and how that compares to the amount of money spent on voter education and outreach in recent similar elections in the same jurisdiction that were not conducted pursuant to this section.

(VIII) At least one public service announcement in the media, including newspapers, radio, and television, that serve English-speaking citizens for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline. Outreach made under this subclause shall include access for voters who are deaf or hard of hearing and voters who are blind or visually impaired.

(IX) At least one public service announcement in the media, including newspapers, radio, and television, that serve non-English-speaking citizens for each language in which the county is required to provide voting materials and assistance under subdivision (a) of Section 14201 and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.) for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline.

(X) At least two direct contacts with voters for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline. The two direct contacts are in addition to any other required contacts including, but not limited to, sample ballots and the delivery of vote by mail ballots.

(ii) A description of how a voter with disabilities may request and receive a blank vote by mail ballot and, if a replacement ballot is necessary, a blank replacement ballot that a voter with disabilities can mark privately and independently.

(iii) A description of how the county elections official will address significant disparities in voter accessibility and participation identified in the report required by subdivision (g).

(iv) A description of the methods and standards that the county elections official will use to ensure the security of voting conducted at vote centers.

(v) Information about estimated short-term and long-term costs and savings from conducting elections pursuant to this section as compared to recent similar elections in the same jurisdiction that were not conducted pursuant to this section.

(vi) To the extent available at the time of publication, information on all of the following:

(I) The total number of vote centers to be established.

(II) The total number of ballot dropoff locations to be established.

(III) The location of each vote center.

(IV) The location of each ballot dropoff location and whether it is inside or outside.

(V) A map of the locations of each vote center and ballot dropoff location.

(VI) The hours of operation for each vote center.

(VII) The hours of operation for each ballot dropoff location.

(VIII) The security and contingency plans that would be implemented by the county elections official to do both of the following:

(ia) Prevent a disruption of the vote center process.

(ib) Ensure that the election is properly conducted if a disruption occurs.

(IX) The number of election board members and the number of bilingual election board members and the languages spoken.

(X) The services provided to voters with disabilities, including, but not limited to, the type and number of accessible voting machines and reasonable modifications at each vote center.

(XI) The design, layout, and placement of equipment inside each vote center that protects each voter's right to cast a private and independent ballot.

(vii) A toll-free voter assistance hotline that is accessible to voters who are deaf or hard of hearing, and that is maintained by the county elections official that is operational no later than 29 days before the day of the election until 5 p.m. on the day after the election. The toll-free voter assistance hotline shall provide assistance to voters in all languages in which the county is required to provide voting materials and assistance under subdivision (a) of Section 14201 and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.).

(J) The plan for the administration of elections conducted pursuant to this section is posted in a format that is accessible to persons with disabilities on the internet website of the Secretary of State and on the internet website of the county elections official.

(b) Notwithstanding Section 4000 or any other law, on or after January 1, 2018, the Counties of Calaveras, Inyo, Madera, Napa, Nevada, Orange, Sacramento, San Luis Obispo, San Mateo, Santa Clara, Shasta, Sierra, Sutter, and Tuolumne, and on or after January 1, 2020, any county may conduct a special election as an all-mailed ballot election under this section if all of the following apply:

(1) The county elections official has done either of the following:

(A) Previously conducted an election as an all-mailed ballot election in accordance with subdivision (a).

(B) Adopted a final plan for the administration of elections pursuant to clause (i) of subparagraph (E) of paragraph (10) of subdivision (a), in which case the county elections official shall complete all activities provided for in the voter education and outreach plan that is required by clause (i) of subparagraph (I) of paragraph (10) of subdivision (a) before the day of the special election.

(2)

(A) On the day of election, from 7 a.m. to 8 p.m., inclusive, at least one vote center is provided for every 30,000 registered voters. If the jurisdiction is not wholly contained within the county, the county elections official shall make a reasonable effort to establish a vote center within the jurisdiction where the special election is held.

(B) Notwithstanding subparagraph (A), for a jurisdiction with fewer than 30,000 registered voters, the county elections official makes a reasonable effort to establish a vote center.

(3)

(A) Not less than 10 days before the day of the election, for a minimum of eight hours per day, at least one vote center is provided for every 60,000 registered voters. If the jurisdiction is not wholly contained within the county, the county elections official shall make a reasonable effort to establish a vote center within the jurisdiction where the special election is held.

(B) Notwithstanding subparagraph (A), for a jurisdiction with fewer than 30,000 registered voters, the county elections official makes a reasonable effort to establish a vote center.

(4)

(A) At least one ballot dropoff location is provided for every 15,000 registered voters. At least one ballot dropoff location shall be located within the jurisdiction where the special election is held. All ballot dropoff locations shall be open at least during regular business hours beginning not less than 28 days before the day of the election, and on the day of the election.

(B) Notwithstanding subparagraph (A), for a jurisdiction with fewer than 15,000 registered voters, at least one ballot dropoff location shall be provided.

(c) Except as otherwise provided in this section, the election day procedures shall be conducted in accordance with Division 14 (commencing with Section 14000).

(d) The county elections official may provide, at the official's discretion, additional ballot dropoff locations and vote centers for purposes of this section.

(e) The return of voted vote by mail ballots is subject to Sections 3017 and 3020.

(f) For the sole purpose of reporting the results of an election conducted pursuant to this section, upon completion of the ballot count, the county elections official shall divide the jurisdiction into precincts pursuant to Article 2 (commencing with Section 12220) of Chapter 3 of Division 12 and shall prepare a statement of the results of the election in accordance with Sections 15373 and 15374.

(g)

(1)

(A) Within six months of each election conducted pursuant to this section or Section 4007, the Secretary of State shall report to the Legislature, to the extent possible, all of the following information by categories of race, ethnicity, language preference, age, gender, disability, permanent vote by mail status, historical polling place voters, political party affiliation, and language minorities as it relates to the languages required under subdivision (a) of Section 14201 and Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.):

(i) Voter turnout.

(ii) Voter registration.

(iii) Ballot rejection rates.

(iv) Reasons for ballot rejection.

(v) Provisional ballot use.

(vi) Accessible vote by mail ballot use.

(vii) The number of votes cast at each vote center.

(viii) The number of ballots returned at ballot dropoff locations.

(ix) The number of ballots returned by mail.

(x) The number of persons who registered to vote at a vote center.

(xi) Instances of voter fraud.

(xii) Any other problems that became known to the county elections official or the Secretary of State during the election or canvass.

(B) The report required by subparagraph (A) shall be posted on the internet website of the Secretary of State in a format that is accessible for people with disabilities pursuant to Section 11135 of the Government Code.

(C) The report required by subparagraph (A) shall be submitted to the Legislature in compliance with Section 9795 of the Government Code.

(D) If an election is conducted pursuant to this section, the county shall submit, to the extent possible, to the Secretary of State the information needed for the Secretary of State to prepare the report required by subparagraph (A).

(E) The Secretary of State may contract with any qualified person or organization for purposes of preparing the report required by subparagraph (A).

(2) The county elections official shall post on the official's internet website a report that compares the cost of elections conducted pursuant to this section to the costs of previous elections. The

report shall be posted in a format that is accessible for people with disabilities pursuant to Section 11135 of the Government Code.

(h) The Secretary of State shall enforce the provisions of this section pursuant to Section 12172.5 of the Government Code.

(i) For purposes of this section, “disability” has the same meaning as defined in subdivisions (j), (m), and (n) of Section 12926 of the Government Code.

(Amended by Stats. 2019, Ch. 554, Sec. 1.5. (AB 59) Effective January 1, 2020.)

California Code of Regulations Citation

Title 2. Administration
Division 7. Secretary of State
Chapter 3.6. Electronic Poll Books

Code of California Regulations § 20158

2 CCR § 20158. System Requirements.

- (a) The electronic poll book shall not be connected to a voting system at any time.
- (b) The electronic poll book shall demonstrate that it accurately processes all activity as prescribed in the vendor's application packet.
- (c) The electronic poll book shall be capable of operating for a period of at least two hours on backup power, such that no data is lost or corrupted nor normal operations interrupted. When backup power is exhausted, the electronic poll book shall retain the contents of all memories intact.
- (d) The electronic poll book shall be compatible with:
 - (1) All voter registration election management systems used in the State of California, including any software system (middle ware) used to prepare the list of voters for the equipment.
 - (2) Any hardware attached to the electronic poll book (e.g. bar code scanners, signature capture devices, transport media, printers, etc.).
- (e) An electronic poll book shall contain all of the following voter registration data:
 - (1) Name.
 - (2) Address.
 - (3) District/Precinct.
 - (4) Party preference.
 - (5) Voter status.
 - (6) Whether or not the voter has been issued a vote by mail ballot.
 - (7) Whether or not the vote by mail ballot has been recorded as accepted by the elections official.
 - (8) Whether or not the voter's identification must be verified.

- (f) The electronic poll book shall encrypt all voter registration data at rest and in transit, utilizing a minimum of Advanced Encryption Standard (AES) 256-bit data encryption, based on recognized industry standards.
- (g) The electronic poll book shall provide reliable transmission of voter registration and election information.
- (h) The electronic poll book shall have the capability to store a local version of the electronic list of registered voters to serve as a backup.
- (i) The electronic poll book shall produce a list of audit records that reflect all actions of the system, including in-process audit records that display all transactions. Such audit records shall be able to be exported in non-proprietary, human readable format.
- (j) The electronic poll book shall enable a poll worker to easily verify that the electronic poll book:
- (1) Has been set up correctly.
 - (2) Is working correctly so as to verify the eligibility of the voter.
 - (3) Is correctly recording that a voter has voted.
 - (4) Has been shut down correctly.
- (k) After the voter has been provided with a ballot, the electronic poll book shall permit a poll worker to enter information indicating that the voter has voted at the election. The electronic poll book shall have the capability to transmit this information to every other electronic poll book in the county utilizing the same list of registered voters.
- (l) The electronic poll book shall permit voter activity to be accurately uploaded into the county's voter registration election management system.
- (m) During an interruption in network connectivity of an electronic poll book, all voter activity shall be captured, and the electronic poll book shall have the capacity to transmit that voter activity upon connectivity being restored.
- (n) If the electronic poll book uses an electronic signature capture device, the device shall:
- (1) Produce a clear image of the electronic signature, capable of verification.
 - (2) Retain and identify the signature of the voter.
- (o) The electronic poll book shall have the capacity to transmit all information generated by the voter or poll worker as part of the process of receiving a ballot, including the time and date stamp indicating when the voter voted, and the electronic signature of the voter, where applicable, to the county's voter registration election management system.
- (p) The Secretary of State recommends electronic poll books not be enabled or installed with any technologies delineated in the Institute of Electrical and Electronics Engineers' (IEEE) 802.11 wireless

local area network (LAN) standards. However, should an electronic poll book be enabled or installed with a wireless technology, the following shall be utilized:

- (1) A minimum of 256-bit data encryption.
- (2) A minimum of Wireless Protected Access (WPA) 2 security enabled.
- (3) Compliance with Payment Card Industry Data Security Standards (PCI DSS) version 3.2, which is hereby incorporated by reference.
- (4) A dedicated wireless access point (WAP) or connection utilized only by county employees or elections officials, void of public or guest access.
- (5) Devices equipped with one or more of the following:
 - i. Biometric authentication.
 - ii. Multi-factor authentication.
 - iii. Compliance with current PCI DSS version 3.2 password requirements, which is hereby incorporated by reference.
 - iv. Remote wipe technology set to automatically clear a device upon eight failed login attempts.

(q) Jurisdictions utilizing a wide area network (WAN) to transmit voter registration data from an electronic poll book to a centralized location shall utilize one of the following:

- (1) A dedicated leased line.
- (2) A hardware virtual private network (VPN).
- (3) A dedicated cellular connection void of public or guest access.

(r) The electronic poll book shall be reviewed for accessibility.

NOTE: Authority cited: Section 12172.5, Government Code; and Section 2550, Elections Code.
Reference: Section 2550, Elections Code.

HISTORY

1. New section filed 5-16-2018; operative 5-16-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2018, No. 20).

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Cal. Admin. Code tit. 2, § 20158,