

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.

From: Katharine Campos <Katharine.Campos@yolocounty.org>

Sent: Wednesday, August 26, 2020 6:14 PM

Subject: RE: VAC's in South Davis

Hi Josh,

Thank you for reaching out. We wanted to forward this important election information to all candidates so that you had it firsthand.

We met with a jurisdictional working group that helped us vet and recommend locations for the election. The elementary school on the south side of Davis was discussed but ultimately was not recommended due to it not complying with the size (there are specific size requirements that the locations had to meet) and spacing needs for this election due to social distancing/COVID.

Here is a map with all of the VAC & ballot drop box locations:

<https://www.yoloelections.org/voting/locations>. The nearest VAC for south Davis residents would likely be Harper Junior High School or Central Davis at the Veterans Memorial Center. There is a ballot drop box located in South Davis at Nugget Market.

Please let me know if you have any further questions.

Best Regards,

Katharine Campos | Program Manager

Yolo County Assessor • Clerk-Recorder • Elections

(p) 530.666.8132 • katharine.campos@yolocounty.org

From: [REDACTED]

Sent: Wednesday, August 26, 2020 3:25 PM

To: Katharine Campos <Katharine.Campos@yolocounty.org>

Subject: VAC's in South Davis

Hello Katharine, my name [REDACTED] I'm running for Davis City Council in District 5, South Davis where I live. I received your email regarding the Proposed VAC's and Ballot Drop-off Box locations for the November 3rd election. After reviewing the proposed locations for VAC's I didn't see any locations in South Davis. Can you confirm that there IS a location for South Davis voters to go and receive assistance or vote on election day that's in their community? Thank you and I look forward to hearing from you soon!

Regards-

[REDACTED]

Subject: Re: Update to Davis VAC locations

I'm very supportive of that as a North Davis resident for many years like over 20 I have heard many comments about South Davis you need a passport to get their South Davis you can't find it South Davis is really another town so I think that there's a real concern that it is a community that needs a resource for voting and I really support this I think it's an excellent idea. I'm glad you're making the change.

On Sun, Aug 30, 2020 at 6:25 PM [REDACTED] wrote:

Thanks for the update!

On Sun, Aug 30, 2020, 6:23 PM Katharine Campos
<Katharine.Campos@yolocounty.org> wrote:

Good evening everyone,

We received a public comment regarding the VAC locations in Davis and the public made a great argument for the need for a location in south Davis. Our department went and inspected Montgomery Elementary and Jesse confirmed that while the school will have a lunch service during the VAC days, it is available and suits the size requirements. As such, we will be announcing this week that we will be replacing Harper Junior High School Gymnasium with Montgomery Elementary School. Harper will still be booked and serve as a backup location should we need one.

We wanted to let you as our great partners know about this before we officially announce it.

Thank you!

Katharine Campos | Program Manager

Yolo County Assessor • Clerk-Recorder • Elections

[625 Court Street, Room 104 • Woodland, CA 95695](#)

(p) 530.666.8132 • katharine.campos@yolocounty.org

"Excellence with Integrity"

Dear Mr. Salinas,

Disability Rights California (DRC) appreciates the opportunity to submit comments on Yolo County's proposed Voter Assistance Center (VAC) and Ballot Drop-off Box Locations (Consolidated Locations). It is unclear from the County's website whether VACs will replace traditional polling places for the November 2020 General Election.

Please consider the following comments:

1. Elimination of Locations Near Latinxs Voters and Voters with Disabilities

DRC appreciates your decision to provide at least 12 VACs in accordance with Election Code section 1602(b)(1)'s minimum voting location-to-registered voter ratio. However, Yolo County must also ensure that its Consolidated Locations are *"equitably distributed across the county to afford maximally convenient options for all voters and are established at accessible locations as near as possible to established public transportation routes[.]"* (Elec. Code § 1602(b)(3).) Currently, the Consolidated Locations eliminate four voting locations in four towns with comparatively large populations of people with disabilities (over 11.4%) and Latinxs (over 49%): (1) Western Yolo Grange Hall in Guinda, (2) Dunnigan Firehouse in Dunnigan, (3) Knights Landing Community Center in Knights Landing, and (4) Yolo Fire Department in Yolo. (See "Demographic and Voter Data" in Center for Inclusive Democracy's [Voting Location Siting Tool](#).)

Your office must ensure that remaining locations are still "equitably distributed" and "maximally convenient" for voters in the northern part of Yolo County (particularly voters with disabilities and Latinx voters), despite the absence of these four locations. SB 423 also required you to consider, "to the extent data is readily available," the 15 factors listed under Election Code section 4005(a)(10)(B). (Elec. Code § 1602(e).) Please confirm that your office considered these factors—including *"proximity to public transportation[,] ... language minority communities[,] ... voters with disabilities[,] ... [and] communities with low rates of household vehicle ownership"*—when determining each VAC location. (Elec. Code § 4005(a)(10)(B)(i), (iv)-(vi).)

2. Online Survey for Early Voting Hours

On the web page listing Yolo County's Consolidated Locations, you invite users to "participate in a [survey](#) to assist in selecting the hours that the VACs will be open Saturday (10/31) through Monday (11/2)." This survey does not limit participation to Yolo County registered voters—nor are users with multiple browsers or devices limited to a single vote. Please confirm that your office is taking steps to identify and count only single votes from registered Yolo County voters. Please also describe how the County will provide early voting *"at regular hours convenient for members of the public."* (Elec. Code § 1602(b)(1).) DRC urges you to consider the needs of voters with disabilities and all relevant public transportation schedules when finalizing early voting hours.

Thank you for your willingness to be responsive to community and outside input. Please contact DRC with questions or comments at any time.



COUNTY OF YOLO

ELECTIONS OFFICE
625 COURT STREET, ROOM B-05, WOODLAND CA 95695
(P) 530.666.8133 (F) 530.666.8123
JESSE SALINAS
REGISTRAR OF VOTERS



September 14, 2020

The Yolo County Elections Office is in receipt of your email dated August, 28, 2020, and have prepared the following response to address your concerns:

The Yolo County Elections Office released 12 proposed Voter Assistance Centers (VACs) and Ballot Drop Box (BDB) locations on Tuesday, August 18, 2020 for public comment for a minimum period of 10 days. Public comment was received regarding the need for a Voter Assistance Center in south Davis. The public comment allowed us to reevaluate the proposed Voter Assistance Center locations. Based on the feedback, we worked with the Davis Joint Unified School District and will be incorporating Montgomery Elementary School as a VAC location for the upcoming November 3, 2020 General Election.

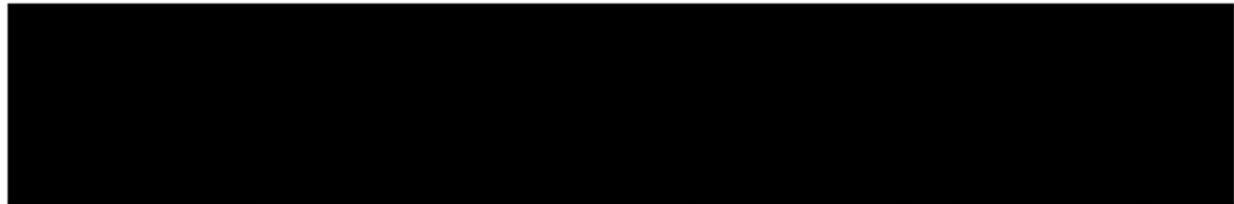
Early voting locations and availability in Yolo County were determined in accordance with Election Code § 1602(b)(3). Several possibilities and factors were discussed in jurisdictional working groups that were developed within each Yolo County city. The Yolo County Elections Office along with the working groups determined 10:00 a.m. until 6:00 p.m. to be the most convenient regular hours for Yolo County voters for the Voter Assistance Centers for Saturday, October 31, 2020 through Monday, November 2, 2020. Additionally, our office sought further public opinion and input via a survey released on August, 18, 2020. The results of the survey were not used exclusively in selecting the convenient VAC hours for Saturday, October 31, 2020 through Monday, November 2, 2020.

The distinction between Yolo County having traditional polling places versus Voter Assistance Centers has been addressed in the various forms: 1) via our website: <https://www.yoloelections.org/voting/locations>; 2) Information contained within the County Voter Information Guide, 3) Press releases and social media posts; and 4) Community discussions/presentations.

Thank you for your valuable feedback as we continue to ensure all Yolo County voters will be able to safely and securely cast a ballot this upcoming November 3, 2020 election.

/s/ Jesse Salinas
Yolo County Registrar of Voters

cc:
Armando Salud
Program Manager
Katharine Campos
Program Manager



Subject: RE: Yolo County VCA Transition Updates

Good afternoon, Armando:

Thank you for submitting Yolo County's EAP for our team to review. The EAP was well laid out and contained great information, and below you will find a summary of our feedback. Please let us know if you have any questions.

Language Minorities:

- Clarify how your county plans to identify language minorities. An example that other counties have used to identify language minority voters are by their language preference indicated on voter registration forms.

Happy Holidays!



SHIRLEY N. WEBER, Ph.D.
CALIFORNIA SECRETARY OF STATE

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www.disabilityrightsca.org

January 20, 2022

Submitted via email (elections@yolocounty.org)

Jesse Salinas
Assessor, Clerk-Recorder, and Registrar of Voters
County of Yolo
625 Court Street, Room B-05
Woodland, CA 95695

Re: Comments on Yolo County's Draft EAP

Dear Mr. Salinas:

Disability Rights California (DRC) appreciates the opportunity to comment on Yolo County's draft Election Administration Plan (EAP), which is dated December 2021 and was posted online for public comment on January 10, 2022. DRC is the protection and advocacy system for Californians with disabilities. Under the Help America Vote Act of 2002, DRC is charged with ensuring "the full participation in the electoral process for individuals with disabilities, including registering to vote, casting a vote and accessing polling places."¹

DRC has participated in the County's monthly Voting Accessibility Advisory Committee (VAAC) meetings since the VAAC's formation in August 2021. DRC also participated in the consultation meeting for the disability community under the California Voter's Choice Act (VCA), which was held on December 13, 2021, and has communicated with county elections staff outside of these formal meetings, sharing resources and assisting with the County's outreach efforts. We appreciate this new partnership with the

¹ 52 U.S.C. § 21061. ([Return to main document](#))

County and look forward to our ongoing collaboration to improve the accessible voting options for voters with disabilities.

We have been consistently impressed by the demonstrated commitment of county elections staff to inclusive processes, thoughtful engagement with the community, and clear communications. The high quality of the first draft of the County's EAP is further evidence of that commitment. It is an excellent document—particularly for a first draft—that is well organized, transparent, and full of useful information that will help the public understand their voting options under the VCA model, including options and services for voters with disabilities. Some features we especially like—and believe could serve as best practices for other counties that are drafting their own EAPs—are as follows:

- Your introductory letter on page 2
- The detailed table of contents on pages 3 and 4
- The logical presentation of basic information about the VCA model (under “Section 1”) before the voter education and outreach plan (under “Section 2”)
- The “Overview” section on page 6
- The clear and simple descriptions of the formulas used to determine the number of vote centers (a.k.a. Voter Assistance Centers [VACs]) and ballot drop boxes on pages 10 and 14
- The incorporation of accessibility information throughout the entire EAP, which is in addition to dedicated sections on accessibility, such as the “VAC Accessibility” section on page 11
- The maps of historical and potential locations of vote centers and ballot drop boxes² at Appendix H
- The inclusion of a glossary to assist readers with specialized elections-related terminology and common acronyms

² There appear to be typos in the paragraph before the “BDB Retrieval Teams” section on page 15 of the draft EAP, where there are references to Voter Assistance Centers rather than to ballot drop boxes. ([Return to main document](#))

Terminology for Vote Centers

We recommend that the County shift from calling its voting locations "Voter Assistance Centers" to using the VCA's terminology of "vote centers." Such a shift would not only match the language of the statute but also be consistent with the language used by other counties throughout the state that have been implementing or are beginning to implement the VCA. We also note that removing the "VAC" acronym from use may be helpful given its similarity to the acronyms VCA and VAAC, which will continue to be used to refer to the governing statute and to an ongoing committee.

Remote Accessible Vote-by-Mail (RAVBM)

We appreciate the scope of information provided about RAVBM on page 8 of the draft EAP, from how to access and use the RAVBM system to the system's technological aspects. Please consider the following recommendations for strengthening this section of the EAP even more.

Regarding the statement that RAVBM is "ideal for voters with disabilities," we suggest modifying this language slightly to avoid giving the impression that RAVBM is ideal for all. One of the main purposes behind AB 2252 (Ting 2016) was to allow voters with disabilities who prefer or need to vote from home to read and mark their ballot as privately and independently as possible. In order to use RAVBM, the voter must have the necessary equipment to do so, including an Internet-connected device, such as a home computer, and have private and independent access to a printer. Similarly, we suggest adding to the third paragraph of this section that the voter reads and marks the RAVBM ballot on the voter's own device, such as a computer or smartphone, with the ability to use the voter's own assistive technology. We believe it is useful to include more information about the technology required and the mechanical logistics when describing the RAVBM system. To be sure, RAVBM is a wonderful tool for many voters with disabilities, and providing this additional information will help voters to assess whether it is a tool that will work for them.

The first paragraph of this section states that there is a link to the RAVBM system on the county elections website. We applaud the County's providing

a link directly on its website. However, when we reviewed the website on January 18, 2022, we were unable to find the link. Is it a link that will be made available only a certain amount of time before each election? If so, we suggest adding a statement to that effect to the EAP.

The same sentence states that the RAVBM link is "available as a direct link to the hosted site." We suggest clarifying this phrase for the benefit of people who may not have the technological expertise to understand what it means.

If it is not already doing so, we recommend that the County explore making an RAVBM demonstration website available so that voters can become familiar with the technology prior to using it to cast their vote. Sacramento County also uses Democracy Live software for its RAVBM system; its demonstration website is described on and linked from its "[Accessible Vote by Mail](#)" webpage (look for the heading "Practice on our Demo Site").

We recommend adding to this section of the EAP that county-issued ballot return envelopes will have two holes, which allow voters with visual impairments to use a signature guide to sign in the proper place (or otherwise have a tactile way to locate the signature line on the envelope).³

Finally, please note that it was *Assembly* Bill 37, not *Senate* Bill 37, that was passed in 2021 to make RAVBM available to all registered California voters starting in 2022.

³ Cal. Sec'y of State, Conditional Approval of Democracy Live, Inc. Secure Select 1.0 Remote Accessible Vote by Mail System, at p. 2, ¶ 1 (Oct. 11, 2017), <https://votingsystems.cdn.sos.ca.gov/vendors/demlive/demlive-cert.pdf>. (Return to main document)

Voting Accessibility Advisory Committee (VAAC)⁴

We recommend that the discussion of the VAAC on page 23 of the draft EAP be revised to include information about how members of the public can join the committee. In addition, once a VAAC webpage is added to the county elections website, it would be helpful for the EAP to point prospective VAAC members and those who are interested in VAAC activities to that webpage.⁵

Mobile Vote Center

We are glad to know the County is planning for a mobile vote center. We recommend adding a sentence or two to the "Mobile VAC" section on pages 13 to 14 of the draft EAP that explains the benefits of a mobile vote center and what needs it would meet.

Voter Education Workshops

We recommend adding to the EAP that voter education workshops for each of the target communities (the disability community and certain communities in which the primary language is not English) will be held prior to each major election.⁶ The workshops are discussed on pages 24 and 25 of the draft EAP.

⁴ When describing the VAAC, the word "Voter" inadvertently is substituted for the word "Voting" a couple of times in the draft EAP. See pages 6 and 7. ([Return to main document](#))

⁵ We recommend the addition of similar information about the Language Accessibility Advisory Committee (LAAC)—encouraging public participation and pointing to a LAAC webpage—to this same section of the EAP. ([Return to main document](#))

⁶ California Elections Code § 4005(a)(10)(I)(i)(VI). ([Return to main document](#))

Direct Mailers to Voters

Page 25 of the draft EAP describes the two direct mailers that will be sent to voters. It mentions that the mailers may provide explanations of voting options, among other things. We request that the County include RAVBM information on both direct mailers to help publicize this specific voting option. We saw that helpful RAVBM information was included on postcards for the November 2020 and September 2021 elections, as illustrated by Figures 5 and 7 in Appendix G to the draft EAP, at pages 67 and 69, and we hope similar information will be included on future direct mailers.

Signature Options for Voters with Disabilities

The draft EAP includes examples of the official ballot stub and "Important Message for Vote by Mail Voters" from the November 2020 and September 2021 elections at pages 66 and 68, which are part of Appendix G. The "Important Message" reminds voters, among other things, that they must sign their ballot return envelope so that their vote can be counted. We request that the instructions about signing the ballot return envelope also describe how voters with disabilities can sign with a witnessed mark or signature stamp. Please see DRC's [publication](#) for voters with disabilities who are not able to sign their ballot return envelope, which is available from our voting publications webpage at <https://www.disabilityrightsca.org/resources/voting>.

EAP Glossary

Because of how helpful the glossary is, we recommend mentioning its existence in the body of the EAP, perhaps toward the end of the "Overview" section on page 6. Otherwise, there is a chance that voters will not notice it is there, either until they reach the end of the appendices (if they read that far) or perhaps at all, unless they read the table of contents closely. It would be unfortunate for such a valuable component of the EAP to be overlooked.

County Elections Website

We understand from VAAC meeting discussions that the county elections website is in the process of being improved in multiple ways. The new [Voter's Choice Act webpage](#) is very helpful and easy to use. We appreciate that it includes links to an [outline of the EAP adoption process](#); clear instructions for how to [submit comments](#) on the draft EAP, including an online form; and a page of [answers to frequently asked questions](#). We also appreciate how prominent the notices about the EAP process are on the [home page](#) for the county elections office. We recommend adding to the outline of the EAP adoption process the 14-day public comment period on any amended draft EAP.⁷

As mentioned in previous conversations with county elections staff and as alluded to in footnote 5 above, we continue to recommend that the County create webpages for the VAAC and the LAAC, where the public can read about the work of these committees, view the meeting schedules and past meeting minutes, and learn how to get involved.

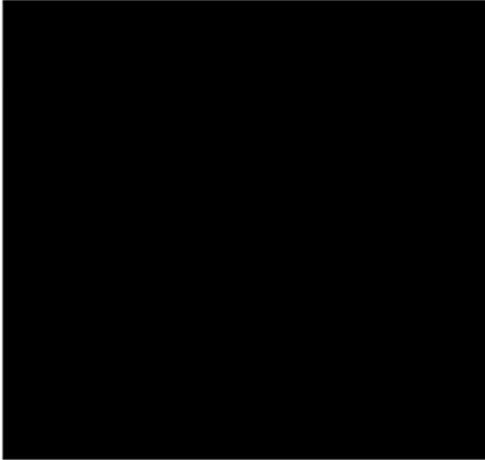
Finally, we recommend that a webpage describing accessible voting options and services for voters with disabilities be added. The draft EAP already contains good descriptions of such options and services, so hopefully it would not require much additional effort to copy those descriptions onto a webpage. Ideally, such a webpage would have a prominent link from the home page for the county elections website, on par with the links and icons for "Voter Registration" and "Candidate Services." Alternatively, given the current structure of the website, we would suggest putting such a webpage under the existing category of "[Election Services](#)." Your office may find the free resources available from the Center for Tech and Civic Life at [ElectionTools.org](#), including the [election website template](#), useful.

⁷ California Elections Code § 4005(a)(10)(D)(ii). [\(Return to main document\)](#)

DRC's Comments on Yolo County's Draft EAP
January 20, 2022
Page 8 of 8

Thank you for the opportunity to provide these comments on the draft EAP.
Please feel free to contact us if you have any questions.

Sincerely,



STATEMENT BY [REDACTED] IN SUPPORT OF THE YOLO COUNTY DRAFT VOTER'S CHOICE ACT
ELECTION ADMINISTRATION PLAN

TO THE YOLO COUNTY ELECTIONS (YCE) OFFICE,

My name is [REDACTED] and I submit this statement in support of the Yolo County Draft California Voter's Choice Act Election Administration Plan. I am a member of the Board of Directors of Yolo Healthy Aging Alliance (YHAA). The mission of the YHAA is to enhance the well-being of older adults in Yolo County through education, collaboration and advocacy. I am also a member of the Yolo County Elections Language Accessibility Advisory Committee (LAAC).

The problem of low registration and voter turnout rates is not limited Yolo County. No greater threat is posed to our institution of democracy than when the majority of persons eligible to vote are not registered to vote, or if registered are not casting a ballot. Indeed, the State of California in enacting the Voter's Choice Act (VCA) has recognized the need to increase the number of California residents eligible to vote as a vital part of promoting support for a strong and vibrant democracy throughout California. I am very proud to be a resident of Yolo County which through its **Draft VCA Election Administration Plan** (hereinafter referred to as the **EAP Draft 1**) is taking the very important step of joining the growing number of counties converting to the VCA model. The VCA model provides that every voter receives a vote-by-mail ballot, the development of Vote Centers and the designation of Ballot Drop Box (BDB) locations. This approach to modernizing the voting process is an effective and superior approach to replacing the traditional and much more limited option of having only polling locations.

Preliminarily, I was pleased to see that the Board of Supervisors yesterday approved the funding for the Mobile Vote Center as called for on page 13 of the **EAP Draft 1**. The Mobile Vote Center must be a necessary and integral component of the County's VCA Election Administration Plan. The problem of low registration and low voter turnout rates requires an effective multi-faceted approach that continues the critical effort to not only encourage but actually achieve substantial increases in both voter registration and voter turnout rates. The more options there are to eligible Yolo County residents to register and to vote, the stronger our democracy will be. The existence of a mobile voter center qualitatively adds to the arsenal of tools available to the Elections Office to ensure that members of our most vulnerable sectors are provided with a real and practical means of participating in our elections. Working collaboratively with community organizations also allows the Elections office staff and volunteers through the Mobile Vote Center to get to a broad array of community events and effectively and efficiently provide registration and voting information to community members attending such events.

Comments on Section 1: Election Administration Plan

General Comments: The YCE and its entire staff is to be commended for development of the EAP Draft 1. It is a comprehensive and effective roadmap of how the county intends to comply with the requirements of the VCA as it transitions from the limited and rather dated system of polling place voting. The plan provides the specific citations to the VCA and other legal provisions set forth in the California Elections Code applicable to the discussion under each heading, which makes it convenient for the reader to consult the legal authority if desired.

Specific Comments: Minor edits are suggested as follows:

1. Page 7: Under the **Vote-by-Mail Ballots** heading, one of the telephone numbers for requesting a replacement ballot is missing a digit.
2. Page 8: Under the **Returning Voted VBM Ballots** heading, I suggest adding a brief explanation as to why Ballot Drop Box locations are subject to change, or at least a cross-reference to the more complete explanation given later under the heading **Voter Assistance Center and Ballot Drop Box Locations**, as well as on page 14 under the heading **BDB Location Recruitment Process**.

Overall, **EAP Draft 1** is thorough and comprehensive, and does an effective job of cross-referencing legal authorities and information in other sources, including the Appendices.

Comments on Section 2: Voter Education and Outreach Plan

We know that the problem of low registration and low voter turnout disproportionately impacts some of the most vulnerable communities in our County, including the elderly, the disabled, language minorities, the poor and those residents living in remote areas of the county.

Section 2 of the **EAP Draft 1**, together with the extensive number of Appendices, effectively and transparently captures not only the status of current efforts, but also outlines the YCE's commitment to improving voter registration and participation among all eligible voters, recognizing that addressing disparities in the democratic process is key to conducting accessible, fair, and transparent elections. Again, the YCE staff and leadership is to be commended for setting the foundation over the past several years of an approach and process that affirms strong and trusting relationships with a broad array of diverse community members and organizations. Implementation of Section 1 will require the ongoing and expanding commitment of community support for developing partnerships with the YCE to achieve effective education and outreach with all eligible voters. Section 2 sets out the roadmap to achieve that goal.

In conclusion, if the goal is to ensure that all eligible Yolo County residents are provided the necessary information to effectively exercise their most important right of all, the right to vote, then the Yolo County Draft VCA Election Administration Plan is a significant and critical major step forward that will effectively contribute to a vibrant and healthy democracy by increasing both voter registration and voter turnout through voter education and outreach.

Thank you for this opportunity to provide this statement. I look forward to continuing working with YCE through the Advisory Committees.



January 26, 2022

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 have gone into the detailed draft Election Administration Plan, charting Yolo County's path to a permanent transition to a Voters Choice Act model of administering elections. Yolo Elections' dedication to making voting as accessible as possible to all voters is laudable, and the draft Election Administration Plan exemplifies that dedication.

This letter is in addition to, and largely mirrors, comments I've made about the draft EAP during Voter Accessibility Advisory Committee meetings, the public consultation meeting (December 13, 2021), and the public hearing (January 26, 2022).

I will also attach a copy of a letter I submitted to the Yolo County Board of Supervisors on January 25, 2022, expressing my support for Elections' request to use realigned state money to purchase a mobile vote center.

Consistent terminology: vote center – Please update the document to make the names of the future in-person voting locations consistent. Previously, these had been voter assistance centers, but Yolo County has decided to move away from that label, and this Election Administration Plan should reflect the new name. I believe the new term is "vote center." This would be modified easily to "mobile vote center," which would make more sense than "mobile voter center." ("Mobile voter center" wouldn't make as much sense since the center, not the voter, is what's mobile.) If the Voters Choice Act has standard language, Yolo County could adopt that. Updating this throughout the document would include tables, such as on p. 32 of Appendix B.

Some vote centers will be open for 11 days and some will be open for four days. Having more specific, and very clear, names for these would help decrease confusion. For example, since Winters is the one city that won't have one of the vote centers open for the more extended period, I can see people getting the impression Winters thinking that Winters won't get a vote center. I support [REDACTED]'s suggestion that the

vote centers be referred to as “11-day vote centers” “four-day vote centers.” Please use this label in text of the plan, as well as on pertinent tables and maps.

Avoid acronyms – Use of acronyms make documents less accessible. Please avoid acronyms whenever possible. Another reason to avoid acronyms is that so many of them have the letters V, A, and C that it’s particularly easy to get confused. Acronyms of note include VAC (voter assistance center), VC (vote center), BDB (ballot drop box), VBM (vote by mail), RAVBM (remote accessible vote-by-mail), VCA (Voters Choice Act), VAAC (Voter Accessibility Advisory Committee) LAAC (Language Accessibility Advisory Committee), EAP (Election Administration Plan).

Languages – I appreciate Elections’ attention to language accessibility. On page 16, it may be helpful do more than just list the name of the languages in which ballots will be available in that language. Having a sentence in each language saying that a ballot will be available in that language may be more useful.

Schematics of vote centers – I appreciate Elections staff including schematics of the vote centers. This shows attention to detail that goes far beyond checking the box of finding a place. Also, including schematics helps people with many types of disabilities plan ahead for their visit to a vote center.

Air circulation, ventilation, purification – The ongoing COVID-19 pandemic underscores the importance of having effective ventilation. Having good and space-appropriate ventilation for vote centers and the mobile vote center will keep election workers and voters safer, and would be good to address or consider.

Readability – I appreciate Elections’ strong outreach efforts, and that some examples of outreach materials are included in the draft plan. As I’ve mentioned previously, many of the outreach materials present substantial readability hurdles for people with a range of vision disabilities. Focusing on Appendix E, the example on p. 57 has a busy background behind the text; the red and blue dashes on p. 64 are too busy; and the red, blue, and white fields for the text on page p. 67 makes this document unreadable for some people. Improving readability will substantially increase the effectiveness of the outreach efforts. Elections staff may want to check if the printed and online materials work for page-readers or screen-readers some people with low vision or blindness use, and consider how materials work for people who have colorblindness.

Community partners and election working groups – Elections has a strong track record of doing outreach and working with partners. The draft Election Administration Plan

could document this a little more, which would show the efforts thus far and daylight partners and some of the discussions and processes.

In Appendix E, p. 56, I applaud listing partners involved in siting vote centers and ballot drop boxes, and having an additional chart for UC Davis organizations that have been partners. If there are other, non-UC Davis community organizations that have been consistent partners for outreach, engagement, doing voter registration drives, recruiting election workers, etc., it could be useful to include a table listing those, if there are enough it seems warranted and if they meet whatever benchmark for inclusion Elections may have. The example with which I'm most familiar is the nonpartisan civic engagement group Democracy Winters. Elections staff has had a presence at Winters' Festival de la Comunidad/Carnitas Festival; that event and Winters Hispanic Advisory Committee (now also Winters Community Corazón) may be additional options. Including information about community partners would be a way to document the ongoing and widespread community engagement and outreach that Elections staff members do. Having a table for UC Davis-affiliated organizations but not one for non-university organizations doesn't reflect Elections' dedication to countywide outreach.

Before the November 2020 election, Elections staff worked closely with election working groups across Yolo County. Based on the Winters Election Working Group, these groups helped select the locations of the voter assistance centers (as they were then called) and the ballot drop boxes. Since it looks like many of those ideas are carried forward into the Election Administration Plan, mentioning the role played by those earlier election working groups would document the process and also document the community-involved nature of the selections.

Voter Accessibility Advisory Committee and Language Accessibility Advisory Committee – I agree with comments to expand the information about these advisory groups, including information about how to join.

Media partners – The Media Partners table on p. 60 of Appendix F shows CalMatters as affiliated with UC Berkeley. To the best of my knowledge, CalMatters is not affiliated with UC Berkeley. According to their [mission](#), "CalMatters is a nonpartisan, nonprofit journalism venture committed to explaining how California's state Capitol works and why it matters." It is based in Sacramento. I suggest either removing "(UC Berkeley)," or double-checking the name of the news outlet to which this table intends to refer.

Mobile vote center – I am very excited about the mobile vote center. Based on the BizBox website, their trailers have stairs. Verify that accessibility of the mobile vote centers, and how voters with disabilities can be accommodated, is addressed.

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 Elections' ongoing efforts and seemingly boundless enthusiasm for voter engagement.

Sincerely,



Sample Emergency
Response Plan

(September 2021
Recall Election)

*EAP Appendix J
Amended Draft*

Yolo County
California Voter's Choice Act
Election Administration Plan



625 Court Street, Suite B-05

1/1/2022

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 these 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 already 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 staff size, county size, available facilities, fiscal constraints, and voting technology used.

In any emergency, it is vital that the Governor, the Secretary of State, the Legislature, and local officials 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.

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COUNTY OF YOLO

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

JESSE SALINAS
REGISTRAR OF VOTERS



Yolo County Elections Emergency Response Plan

If an employee becomes aware of an emergency that warrants law enforcement or medical assistance, they shall call 911 or 3-911 (from a County phone) and 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.

Degree of Alert #1: Heightened Security

In the event of heightened security measures as designated by the Assessor/Clerk-Recorder/Elections Department Head (ACE DH) or law enforcement, the ACE DH 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.

If the Yolo County Elections Office moves its processes to an alternate location due to an extended evacuation of the building, the Yolo County Elections Office will seek to inform the public of the location 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 notify 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 immediately in a calm manner through nearest exit if an alarm sounds.
- ◆ Assist members of the public, including those disabled, who need assistance in evacuating.
- ◆ Lock doors and secure vital records and ballots.
- ◆ Proceed to designated meeting spot and stay together.
- ◆ Approval of alternate site by the election's office management.

- ◆ Post emergency messages on voice mail and the building affected.
- ◆ 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 voting systems.
- ◆ Pre-designated employees shall check each room in the affected building 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 the event of an emergency, the ACE DH shall make all decisions regarding Yolo County Elections Office operations. If the ACE DH is not available to make decisions, full authority transfers to the Deputy of Technology (DoT), Deputy of Elections Manager (DoE), and then Election Supervisor (ES) in that order. If none of those designees is available to make decisions, authority should transfer to the most senior staff that is available.

When at a safe place, the ACE DH and their designees & 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 DH will contact necessary staff.

The individual designated for a role, and their back-up may change from election to election. A specific list of staff members and contact information can be found in Attachment A.

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 and meeting sites. 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.

Fire Extinguishers, First Aid Kits, Flashlights, and Water

The Yolo County Elections Office is equipped with 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

A 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.

Drinking water can be obtained from the faucets in the kitchen and. 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 shall be monitored via camera surveillance. Any secure employee areas shall always be closed. Visitors are required to sign-in on the visitor's log and to wear a visitor's 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 computer server room is always secured by a physical lock and key to enter the room. Only the ACE DoT and select members of the Yolo County Information Technology team have access to the server room.

The backroom is accessible by authorized personnel and contains precinct-based voting equipment. The Hart InterCivic voting equipment (Verity Prints and Touch Writers, 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 while 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 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 is supplemented by Yolo County Elections Office participation in preventative activities:

- ◆ Conduct regular mandated training and prioritize the most common threats, such as phishing and social engineering.
- ◆ Conduct tabletop exercises with staff and prioritize the review incident reporting and response procedures to ensure a rapid and robust response during the onset of an incident.
- ◆ Regularly conduct vulnerability assessments, mitigation reviews, and install patches for software.
- ◆ 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.
- ◆ Protect systems from unauthorized access by restricting account access.
- ◆ Ensure robust logging of information changes made to the system and employ both automated and human review of these logs.
- ◆ Practice restoration of servers in mock scenarios.

Emergency Outside of Work Hours

The Sheriff, City Police, Yolo County Elections Office, CAO's office, or the alarm company will notify the ACE DH of 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 DH will inform 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 (the **Rose Garden** of the **Woodland Public Library**). 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 EM 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 not readily available on this EAP, please contact our office for more information.

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 permits 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 CFMR001 (Candidate Proof List) (located in black control folders)
- The Candidate files/folders (located in black control folders and colored accordion files)
- Measure Folders (located black control folders)
- Election Folder (located in black control folders)

- The Candidate and Measures Proofs (located in black control folders)
- Candidate Nomination Packets (located in black control folders)
- County seal stamp and Registrar stamp (located in front counter)
- 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, on the assumption that we had DFM available through a PC. We would file candidates conditionally, at that time advising them that we will be calling them if they were not qualified to run (e.g., if they live out of the jurisdiction, etc.). Once back online (with DFM), we can print documents and enter candidates into system, and resume normal business operations in just a few days.

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 (the **Rose Garden** of the **Woodland Public Library**).
-
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 in the cabinet nearest the fire extinguisher/fax machine, 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 Assistance Centers/Polling Places (“Voting Locations”) & Ballot Drop Box locations, with contact information
 - Complete list of Election Officers (Update to thumb drive at E-15 and again at E-5)
 - Two department laptops in cases from the DoE’s office

- One Red River Cradlepoint MiFi Solution case from locked cage storage area

**It is the responsibility of the DoT 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 DoE or ES will load the thumb drive on the laptop.
4. The ES will then divide the list of Voting Locations Voter Assistance Center (VACs) Supervisors for staff to call. Ensure the Inspectors are given the following information:
 - Precinct Operations Coordinator’s cell phone number
 - Alternate Ballot Drop Box site location(s) for ballot and/or equipment returns
 - Alternate phone number(s) to call for assistance at the Voting Locations

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

Non-election specific evacuations will require the obtaining of the department laptops and Red River Cradlepoint MiFi Solution case for internet and EIMS access. The DoE, DoT and ES have 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 **Rose Garden** of the **Woodland Public Library**.
2. Processing Area Lead to procure the sign-in sheet used for temporary staff and assist the ES in accounting for all personnel in the building that day.
3. If time and safety permits, the DoT and/or ES will oversee the following:
 - List of election material and documents to be removed, in order of importance:
 - Voted Ballots of **ALL** statuses: (unopened, 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 before removal.
 - Official Ballot Stock
 - Personnel Records

Wherever an alternate location is established, that site shall accept and secure the following election materials:

- Official Ballots
 - Voted Ballots will be delivered from inspectors, including Vote-by-Mail and Provisional ballots
 - Blank ballot stock
 - Additional election supplies and equipment

While safely at alternate location:

- Coordinate with Sheriff's Department for Security
- Coordinate with Delivery 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 DoT, 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 will be stored and updated through the election process. The back-up 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 (Voting System Database from DFM EIMS)
 - PDF of Election Ballots
 - Voter Information Guide Application
 - County Voter Information Guides
- PDF of the County Voter Information Guide
- One (1) Hart Verity Count Computer
- Two (2) Hart Verity Central Server Computers
- One (1) Monitor, Keyboard, and Mouse
- Two (2) Laptops loaded with DFM EIMS
- One (1) Red River Cradlepoint Network Device
- All ePollbooks, Verity Touch Writers, Verity Printers, and Red River Cradlepoint Devices from each affected Voting Location

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

The DoT will ensure the following:

- All voting systems and technology staff have been accounted for
- 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
- A designated staff member has been assigned to check on the server room
- All designated staff members are to advise the DoT 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 DoT
- If the building was evacuated – refer to Item #1

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

The DoT will ensure the following:

- All voting systems and technology staff have been accounted for
- 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 DoT 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 DoT will investigate the issue
- The vendor will be contacted to help troubleshoot
- If issue persists and ALL ePollbooks are not functioning, all Voting Locations will have readily available an emergency master paper voter roll list.
- The Voting Location will continue to check-in voters using the paper emergency roster of voters.

Cybersecurity Incident Response

If the Yolo County Elections Office experiences a cybersecurity incident the DoT shall immediately contact the Yolo County Chief Technology Officer and the Secretary of State's office with all details we have at the time, 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 in order to help prevent other similar incidents in the future.
- ◆ 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 Voting Location

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 Voting Location are focused on human safety and minimizing any disruption to the voting process.

Emergency supply kits are provided to all Voting Locations 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 Voting Location, the VAC Supervisor must:

- ◆ Notify the Yolo County Elections Office to advise them of the emergency at the Voting Location as soon as it is safe to do so. Phone numbers are provided in the Voting Location 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 DH, DoE and DoT will coordinate with the Voting Location VC Supervisor and Roving Inspectors (Rovers) to do so. If relocation to a safe 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 Voting Location poll 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 VAC 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 VAC 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 VAC Supervisor should call the Yolo County Elections Office, who should:

- ◆ Dispatch an elections staff member to determine if any tampering has occurred.
- ◆ Replenish any needed supplies.
- ◆ Advise poll workers of any special instructions that might be necessary due to the interruption.
- ◆ If there are not enough ballots at a Voting Location, 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 Voting Location 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 Voting Locations, relocation and/or consolidation of Voting Locations may be required. Under such circumstances, the following procedures must be observed by poll workers, VAC Supervisors and/or rovers:

- ◆ Post signage advising voters of the relocation directing them to new Voting Location sites and ballot drop off boxes.
- ◆ Collect all voted ballots and secure them in the Navy Blue Transport Bag and Blue VBM and Yellow CVR/PROV Ballot Boxes if possible.
- ◆ Collect the ballot boxes, unused ballot stock, and the voting systems and transport to the new location.
- ◆ At least two poll workers, VAC 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.

Voting Locations

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

- ◆ Maintaining a listing of any and all available Voting Locations within the jurisdiction, along with a contact person and their telephone number.
- ◆ Noting the jurisdiction where each Voting Location is located to ensure the proper authorities are contacted in the event of an emergency (e.g., city police for a Voting Location 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 voting locations at the last minute.
- ◆ Notifying the media of any Voting Location changes; posting this information on the elections official's website and on social media; and contacting the Secretary of State's office.
- ◆ Having emergency Voting Location signs available if it is necessary to relocate Voting Locations at the last minute

The Yolo County Elections Office identifies backup Voting Locations per city in preparation for an emergency:

- Davis
- West Sacramento
- Winters
- Woodland

Locations for a specific election are found in ***Error! Reference source not found. Error! Reference source not found.*** on page **Error! Bookmark not defined.**.

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 Voting Location relocations. If necessary, request escorts; however, at no time will voting material be in the sole possession of non-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. It is critical 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.
- ◆ 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 and having a hard copy of the procedures is imperative. The following are suggestions:

- ◆ Yolo County will work 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.
- ◆ In case of a power failure, all election materials must be secured as quickly as possible to prevent damage, loss, or theft. A secure location(s) should be identified in advance.
- ◆ Emergency lighting (flashlights, battery-operated lights) should be available.
- ◆ A generator will be present at the main office of the elections official and all other Voting Locations to ensure power will be available. The elections office is aware of the process to set up the generator and have performed tests to ensure that it is in proper working order prior to the election.
- ◆ Voting system back-up batteries are tested prior to each election.
- ◆ All electronic information such as voter registration data and election system data are saved in our server at a secure off-site location with 24-hour surveillance and access. 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 or rooms used by the Elections Office.
- ◆ Entered into a Memorandum of Understanding with neighboring Solano County with the same voting equipment in case backup equipment and alternative out-of-county location is needed.

Personnel or Poll Worker Shortage

Personnel or poll worker shortages can affect the normal course of business in the office or at the polls 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 affect 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 poll worker recruitment, assign a certain percentage of poll workers to a “stand by” status. Require that these poll workers report to the YCE office instead of an assigned Voting Location on the morning of the election. These poll workers can be deployed to any Voting Location in the county in the event of any absences.
- ◆ As part of Voting Location procedures, poll workers are instructed to recruit a voter until the Yolo County Elections Office sends a standby poll worker to the Voting Location.
- ◆ In the event of a pandemic, Yolo County and the elections office reserves the right to designate county employees outside of the elections office as Disaster Service Workers (DSW) to perform the essential functions 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 offices and rooms occupied by Yolo County Elections 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 all their election management 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.
- ◆ 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 will 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.

All activities will be open to the public to observe while maintaining the security and integrity of election materials. Yolo County Elections Office will 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) will develop a contact list for mission-critical staff and make it available to staff, 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 ACE PIO will communicate with the electricity, telephone, internet, and water/sewer providers in advance of Election Day to inform the companies that a Voting Location is being used. The PIO and ACE Department Head or designee will request that these companies limit any work near Voting Locations that could cause a power, phone, internet, and/or water shortage.

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 are to be developed and disseminated in an expeditious fashion regarding changes in election times, Voting Locations, expected release of election results, etc.

The ACE PIO or ACE DH can put out a public service message:

- ◆ Social media (Twitter, Instagram, Facebook)
- ◆ 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 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
- ◆ List of voters
- ◆ 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 VBM: Not sorted, not sig checked; stored in secured room
- ◆ Not counted VBM: Still in envelope, sorted into precincts, sig checked; stored in secured room
- ◆ To be counted ballots: Out of envelope but in sealed bags with batch number; stored in secured room
- ◆ Counted ballots: In batch bags, in boxes, sorted by scanned batch; stored on shelves in locked and sealed cage
- ◆ VBM ballots which have been challenged can be temporarily in the secured room
- ◆ Undeliverable VBM ballots can also be temporarily stored in the DoE's 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.

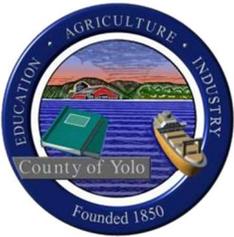
Blank or unused ballots should be left behind if there is no time to remove them. If there is time, the ACE DH or designee will advise staff on what to do with blank or unused ballots.

Yolo County-
Solano County
Mutual Aid MOU

*EAP Appendix K
Amended Draft*

Yolo County
California Voter's Choice Act
Election Administration Plan





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 MOU: 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: TO YOLO:

Tim Flanagan Jesse Salinas

Registrar of Voters/Chief Information Officer Assessor/Clerk-Recorder/Registrar of Voters 675 Texas
Street, Suite 2600 625 Court Street, Suite B-05

Fairfield, CA 94533 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

*EAP Appendix L
Amended Draft*

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
ACE	Yolo County Assessor/Clerk-Recorder/Elections	Elections is a branch within the Assessor/Clerk-Recorder/Registrar of Voters's Department
ADA	Americans with Disability Act	<p>The Americans with Disabilities Act (ADA) became law in 1990. The ADA 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 ADA 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)] 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 (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	Voter's Choice Act: [Elections Code 4005(a)(1)(A)-(B)] An accessible, secure and locked ballot box that is able to received voted Vote-by-Mail (VBM) ballots.
BOD	Ballot on Demand	A certified self-contained system that allows a county elections official or poll worker to print, on demand, ballots onto official ballot card stock to provide to registered voters for voting. (California Elections Code §13004.5)
CBO	Community-Based Organization	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.

Acronym or Term	Definition	Description and Code Citation
CCR	Code of California Regulations	Legal document in which the California Secretary of State codifies regulations to assure the uniform application and administration of state election law.
COVR	VoteCal California Online Voter Registration	Online Voter Registration through the California Secretary of State's website.
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; and, a ballot replacement request form. The County Voter Information Guide (CVIG) is mailed starting approximately 40-days before an election. Formerly known as the Sample Ballot Pamphlet. (California Elections Codes §§13300 - 13317)</p> <p>This is not the same as the Official Voter Information Guide prepared by the Secretary of State.</p>
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 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	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. This is also known as Motor Voter under NVRA.

Acronym or Term	Definition	Description and Code Citation
EAP	Election Administration Plan	[4005(a)(10)(A)-(J)] 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. 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. 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.
EC	Elections Code	Law that governs the administration of elections in California.
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.
EMS	Election Management System	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. A county's EMS must interface in real-time with the State's VoteCal voter registration system.
EO	Elections Official	
ePB	Electronic Pollbook	<p>Yolo County's electronic pollbook, which is an iPad tablet, is supported by our vendor, Tenex. 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> <p>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</p>

Acronym or Term	Definition	Description and Code Citation
		<p>federal election, only).</p> <p>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)</p>
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 the election when the first Vote-by-Mail ballot is mailed to active registered voter. Until a Vote Center is open, all votes are treated as vote by mail votes.</p>
Facsimile Ballot	Translated Facsimile Ballot	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.
FPCA	Federal Post Card Application	Voter Registration and Vote-by-Mail Ballot Request form. It is the federal government's red-and-white Standard Form No. 76, used by overseas US 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.

Acronym or Term	Definition	Description and Code Citation
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>
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>
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

Acronym or Term	Definition	Description and Code Citation
LAAC	Language Accessibility Advisory Committee	[4005(a)(9)(A)] 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.
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.
MOVE Act	Military and Overseas Voter Empowerment Act	The Military and Overseas Voter Empowerment Act (MOVE) amended 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	Often referred to as “Motor Voter Law” adopted by US Congress in 1993. The National Voter Registration Act (NVRA) has two major aspects related to voter registration: 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). Requirements include voter tracking, outreach, voter confirmation for cancellations and keeping of statistics.
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	PII is defined as information: (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). 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.
Pitney Bowes		The name of the vendor that support our metered mail and shipping system.
Poll Workers		Poll workers are a vital link between the Elections Office and the voters that we serve. Poll workers are on the front lines of democracy, processing voters, issuing ballots, maintaining voting equipment and delivering ballots from the Vote Centers to the Elections Office after the close of the polls each day the VC is open.
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 Poll Worker
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. 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.

Acronym or Term	Definition	Description and Code Citation
Sample Ballot		A reference copy of the official ballot that is included in the County Voter Information Guide.
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 SME 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.
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 PEMT.</p>
UOCAVA	Uniformed and Overseas Absentee Voting Act	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.
USPS	United States Postal Service	The U.S. Postal Service is the only delivery service that reaches every address in the nation.
VAAC	Voting Accessibility Advisory Committee	[4005(a)(9)(B)] 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.

Acronym or Term	Definition	Description and Code Citation
VAC	Voter Assistance Center	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.
VBM	Vote-by-Mail	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.
VC	Vote Center	<p>A Vote Center is an official voting location which is opened not more than 29 days prior to the election, which voters can vote on electronically or on paper. All votes are treated as vote by mail votes. Under the Voter's Choice Act, some Vote Centers are open for 11 days and some are open for 4 days, inclusive of Election Day.</p> <p>A Yolo County voter will be able to use any VC in the county, increasing flexibility and convenience for voters to access and receive services. At a VC, a voter will be able to:</p> <ul style="list-style-type: none"> • Get a replacement Vote-by-Mail (VBM) ballot, • Get a VBM ballot return identification envelope, • Drop off a voted VBM ballot, • Receive bilingual resources or language assistance, • Mark a ballot privately and independently using an 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
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.

Acronym or Term	Definition	Description and Code Citation
Verity Print	Hart InterCivic voting system component	On-demand ballot printing device used to print and issue blank paper ballots to voters. The voter votes their ballot 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	An accessible ballot marking device to assist voters with to participate fully in the electoral process and vote independently. 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. 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.
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
YRCP	Yolo County Residence Confirmation Postcard	Address confirmation postcard sent by Yolo County when the Elections office receives notification that a voter has possibly moved from USPS, National Change of Address (NCOA), and returned mail.

Yolo County California Voter's Choice Act Election Administration Plan



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.)

Code of California Regulations Citation

Division 2 Code of California Regulations § 20158

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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