

October 2023

*2024 Renewal of EAP
Final*

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



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REGISTRAR OF VOTERS



October 2023

Dear Voters,

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

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

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

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

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

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

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

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

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Section 1: Election Administration Plan

Overview

EC §4005(a)(10)(I)(i)(VI)

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

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

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

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

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

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

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

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

Vote-by-Mail Ballots

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

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

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

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

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

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

All vote-by-mail ballot return envelopes are checked for eligibility before being counted. These county-issued envelopes are voter-specific and referred to as "return identification envelopes." The voter must sign the envelope because the signature will be compared with the signature(s) on file in that voter's

registration record. If the signatures match, the ballot will be accepted. If there are issues with the signature, the ballot will be challenged.

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

Returning Voted Vote-by-Mail Ballots

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

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

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

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

Remote Accessible Vote-by-Mail

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

The Remote Accessible Vote-by-Mail system allows voters to access and mark an electronic version of their ballot on their own device, such as a personal computer or smart phone. Because they are using their own device, they may use their own assistive technology, such as a screen reader, to navigate and mark their ballot. To use the Remote Accessible Vote by Mail system, a voter must have access to the necessary equipment, including an internet-connected computer, smart phone or similar device and a printer.

Voters must enter their personal identifying information (PII) so that their eligibility to vote can be verified by county elections staff. Once their eligibility is verified, they can access the Remote Accessible Vote by Mail website to mark their ballot electronically and download their election information and ballot-return instructions. The Remote Accessible Vote-by-Mail system's screens and accessible ballot are available in English, Chinese, Korean, Punjabi, Russian and Spanish. Once a voter marks the ballot using the Remote Accessible Vote by Mail system, the voter must print the ballot on paper and return the printed ballot to elections officials using the same return methods that apply to paper vote-by-mail ballots.

Yolo County Elections uses Democracy Live’s Secure Select System version 1.2.2 to host our Remote Accessible Vote by Mail tools and display the Accessible County Voter Information Guide. The entire Secure Select System is WCAG 2.0 and Section 508 compliant for accessibility. (See Appendix L for definitions of compliance)

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

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

Vote Center and Ballot Drop Box Locations

EC §4005(a)(10)(B)

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

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

Appendix B contains detailed information about hours and locations of Vote Centers and Ballot Drop Boxes.

Vote Centers

EC §4005(a)(10)(I)(ii)

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

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

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

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

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

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

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

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

Vote Center Formula and Location Considerations

EC §4005(a)(3)(A); EC §4005(a)(4)(A); EC §4005(a)(10)(I)(vi)(I); and EC §4005(a)(10)(I)(vi)(III)

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

Based on the algorithm outlined in the Voter’s Choice Act for counties with more than 50,000 registered voters, the required minimum is three Vote Centers open for 11 days (ten days prior to Elections Day and Election Day), and 13 Vote Centers that will be open for four days (three days prior to Elections Day and Election Day) in Yolo County.

Table 1 Vote Center Formula

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

† Based on >120,000 registered voters (rounded up from data available August 2023)

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

Vote Center Accessibility for Voters with Disabilities

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

All potential Vote Centers are surveyed following the California Secretary of State Polling Place Accessibility Guidelines designed in collaboration with the California Department of Rehabilitation. These strict requirements ensure that polling places and vote centers are accessible to voters with disabilities to the greatest extent possible. It is important to note that the Voter’s Choice Act did not impose new laws or requirements pertaining to polling place or vote center accessibility. Rather, they

are a compilation of laws and regulations that county elections officials are required to adhere to, in accordance with the Polling Place Accessibility Guidelines. The Polling Place Accessibility Guidelines are available on the Secretary of State's website at <https://www.sos.ca.gov/elections/publications-and-resources/polling-place-accessibility-guidelines>

All Vote Centers meet Americans with Disabilities Act of 1990 (ADA) standards for accessibility to the building, the room used as a Vote Center, and the path of travel to the voting room with either pre-existing or temporary mitigation solutions. Vote Center locations throughout the county will vary in size. There are three Hart InterCivic Verity Touch Writer accessible ballot marking devices in each Vote Center placed to maximize voter privacy. All Vote Centers are equipped with the resources to provide curbside voting as described in the Vote Center section.

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

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

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

Vote Center Days and Hours of Operation

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

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

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

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

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

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

Vote Center Layout

EC §4005(a)(10)(I)(vi)(XI)

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

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

Vote Center Staffing and Training

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

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

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

Another innovation being piloted in the 2024 election cycle, is to have Election Returns Couriers. A team of four people will arrive at each Vote Center at 7 p.m. on Election Night to assist in the last hour before closing and during the closing process. This team will come in “fresh” to help the Vote Center team that will have been working since 6:00 a.m. This team will also bring the election returns (vote-by-mail ballots, live ballots, conditional/provisional ballots, chain of custody logs, incident logs, etc.) to the Yolo County Elections Office as soon as they are ready for transport. The couriers, who will receive online and in-person training, will train at their assigned Vote Center prior to Election Day and will assist on Election Night.

The rest of the Vote Center team will stay to secure the equipment and close the facility. The Election Returns Courier positions are open to no more than two high school students on a team. This is a change from previous involvement of high school students as student poll workers due to the nature of multi-day Vote Centers. High school students may also be recruited for Ballot Drop Box retrieval teams as discussed below.

Table 3 Vote Center Staffing Needs

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

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

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

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

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

All election workers receive their own copy of the Vote Center Manual, and must take online training, in-person lecture/demonstration class, and a hands-on training. In-person trainings are scheduled for day, evenings and weekends. Online training is self-paced, and outcomes are monitored by the Elections Office. Hands-on training includes guided training for all workers and training shifts for “4-day” workers at a live 11-day vote center. The November 2022 online training consisted of six modules each with a quiz, eight videos, and a qualifying quiz. Inspectors and Rovers were required to take an additional online module and in-person training.

Election staff are trained to assist voters who have a variety of needs. Vote Center staff members are trained on the purpose and proper handling of facsimile ballots, including informing voters of the existence of facsimile ballots and directly providing one to the voter if requested. The availability of facsimile ballots is also indicated--in all supported languages--with a prominently displayed tabletop sign.

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

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

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

Poll workers are trained on the types and placement of equipment required to render a vote center accessible to people with disabilities. This includes, but is not limited to, proper signage on the accessible path of travel, doorstops, floormats, threshold mats, and accessible voting booths.

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

Election Technology at Vote Centers

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

Voting System

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

Electronic Pollbooks

Yolo County Elections uses Tenex Software Solutions' Precinct Central ePollbook version 4.3 system. This system replaced paper voter rosters in 2020. The Voter's Choice Act-like model demonstrated that the ePollbooks were easy for voters and staff to use for voter check-in, and they provide a dashboard that will allow voters to see wait times at all Vote Centers.

Vote Center staff have access to VoteCal, the statewide voter registration database, and the County's Election Management System. This end-to-end encrypted real-time connection allows Vote Center staff to look up and update the status of each voter through the ePollbook. Yolo County owns and maintains the secure communication links using Cradlepoint. Cradlepoint is an encrypted and secure infrastructure system of routers, gateways, and software for secure wireless Wide Area Network (WAN) networking. Poll workers receive online, in-person and hands-on training, as well as written instructions and job aide, to ensure the successful use of the ePollbooks and other technological devices at vote centers.

Mobile Vote Center

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

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

Official Ballot Drop Boxes

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

The Voter's Choice Act requires counties to provide at least one "ballot drop-off location" for every 15,000 registered voters as determined on the 88th day before the day of the election. In Yolo County, these locations are called Ballot Drop Boxes. The Yolo County Elections Office analyzed the voter

registration data to determine the estimated number of Ballot Drop Boxes needed to serve our residents. each city and unincorporated areas. Although the required minimum is nine (9) for a projected estimated 120,000 registered voters in Yolo County, the Yolo County Elections Office plans to maintain the placement of 16 Ballot Drop Boxes throughout Yolo County. Seven of these 16 official Ballot Drop Boxes will be outside outdoors and open to the public 24 hours a day.

Table 4 Ballot Drop Box Formula

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

† Based on >120,000 registered voters (rounded up from data available August 2023)

In addition to the Voter’s Choice Act minimum requirements, the California Secretary of State provides further regulations regarding accessibility and multi-lingual signage. Ballot drop box surface graphics have legal notices in English and in the five other languages Yolo County supports. The viability of a potential location is also dependent on meeting minimum accessibility requirements as determined by a detailed assessment. These regulations on ballot drop box design, requirements, and accessibility can be found on the SOS website here: <https://www.sos.ca.gov/administration/regulations/current-regulations/elections/vote-mail-ballot-drop-boxes-and-drop-locations>

Ballot Drop Box Location Recruitment Process

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

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

Ballot Drop Box Days and Hours of Operation

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

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

Table 5 Official Ballot Drop Box Days and Hours of Operation

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

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

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

Ballot Drop Box Retrieval Teams

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

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

Table 6 Ballot Drop Box Retrieval Team Staffing Needs

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

Language Accessibility and Assistance

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

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

Language Assistance for Vote-by-Mail Voters

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

Table 7 Available Facsimile Ballot Languages

Chinese	中文
Korean	한국어
Punjabi	ਪੰਜਾਬੀ
Russian	русский
Spanish	Español

Language Assistance for In-Person Voters

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

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

the Voting Accessibility Advisory Committee as it relates to American Sign Language, and outside organizations. Bilingual poll workers, including those who sign, receive additional compensation.

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

Telephone Services

EC §4005(a)(10)(I)(vii)

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

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

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

Security and Contingency Plans

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

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

- Physical access – recorded, monitored, limited to the principle of least permission/privilege
- Electronic access – close maintenance of accounts and logins, limited to the principle of least permission/privilege
- Separation of duties, two-person integrity, cross-training, and quality control
- Segmented systems, audit logs, hash testing, and reinstallation of trusted builds of software
- Physical asset inventory control and management
- Inventory of network boundaries, limitation, and control of network ports and services
- Ongoing training of staff regarding potential threats and testing, such as a spear-phishing campaign
- Ongoing updates to devices, firewalls, routers, switches. Timely installation of patches

- Explicit documentation of routine procedures, election procedures, and incident response procedures
- Explicit documentation of backups, protection of back-ups, and system recovery and restoration after an incident
- Continuous vulnerability management and risk assessment

Security Measures at Vote Centers

EC §4005(a)(10)(I)(iv)

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

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

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

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

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

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

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

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

Preventing a Disruption of the Vote Center Process

EC §4005(a)(10)(I)(vi)(VIII)(ia)

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

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

Continuance of Operations in the Event of a Disruption

EC §4005(a)(10)(I)(vi)(VIII)(ib)

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

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

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

Fiscal Impact and Cost Comparisons

EC §4005(a)(10)(I)(v)

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

Table 8 Election Expenses Comparison

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

Outreach Expenses

EC §4005(a)(10)(i)(VII)

As of August 2023, the State of California has not awarded grants for outreach expenses in 2024. However, the County of Yolo has received a \$25,000 voter education grant focusing on voter participation that the county will match for the 2024 elections. The table below reflects the actuals for the 2022 election cycle and the estimates for the 2024 election cycle.

Table 9 Outreach Expenses Comparison

Yolo County Outreach Expense	2022 Direct Primary Election (Actual)	2022 General Election (Actual)	2024 Presidential Primary Election (estimate)	2024 Presidential General Election (estimate)
Advertising/Notices	\$ 42,609.74	\$ 15,183.10	\$ 45,000	\$ 20,000
Outreach Mailers	\$ 29,778.85	\$ 30,002.04	\$ 30,000	\$ 30,000
Social Media	\$ 5,000.00		\$ 5,000	
Outreach Events			\$ 25,000	\$ 25,000
Translation Services	\$ 8,869.20	\$ 16,073.11	\$ 25,000	\$ 15,000
Collaterals/Swag		\$ 744.90	\$ 5,000	
Videos		\$ 3,992.50	\$ 2,500	
Signs and Banners		\$ 9,551.95		
Total	\$ 86,257.79	\$ 75,547.60	\$ 137,500	\$ 90,000

Moving Forward Addressing Accessibility and Participation Disparities

EC §4005(a)(10)(I)(iii)

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

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

Voter Education & Outreach Plan

*2024 Renewal of EAP
Final*

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



Section 2: Voter Education and Outreach Plan

Overview and General Requirements

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

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

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

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

Community Presence

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

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

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

Digital Accessibility

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

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

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

Community Partners

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

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

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

Individual Voter Network

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

Language Accessibility Advisory Committee

EC §4005(a)(10)(I)(i)(V)

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

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

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

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

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

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

Voting Accessibility Advisory Committee

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

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

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

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

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

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

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

Education and Outreach with Language Minority Communities

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

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

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

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

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

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

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

Education and Outreach with Disability Communities

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

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

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

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

- Overview of the Voter’s Choice Act voting model
- Voting equipment demonstrations
- Accessibility of the voting equipment
- Ballot drop-off information
- How to obtain a Remote Accessible Vote-by-Mail ballot electronically

- How to obtain a translated facsimile of the official ballot in a screen-readable electronic format
- Signing Vote-by-Mail return identification envelopes
- Signing with a witnessed mark rather than a signature
- Curing challenged signatures on vote-by-mail return identification envelopes
- Voting rights of people under conservatorship
- The fact that having power of attorney is not authority to vote for someone else

Direct Voter Contacts

EC §4005(a)(10)(I)(i)(X)

Yolo County Elections sends two direct mailers, in addition to the County Voter Information Guide and the vote-by-mail ballot package, to advise all registered voters of the availability of the toll-free voter assistance hotline and the important details and deadlines pertaining to the specific election. The toll-free voter assistance hotline is active year-round. Options for assisting voters with hearing impairments are available as is assistance in the languages Yolo County explicitly supports. These direct mailers are sent to voters in accordance with California Elections Code governing Voter’s Choice Act outreach.

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

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

Indirect Voter Contacts

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

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

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

Table 10 Indirect Voter Contact Platforms

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

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

Appendices

*2024 Renewal of EAP
Final*

Yolo County
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Section 3: Appendices

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Language
Requirements

*2024 Renewal of EAP
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Appendix A*

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Appendix A | Language Requirements

There are currently no federal mandates under Section 203 of the federal Voting Rights Act to provide election materials in languages other than English in Yolo County.

Yolo County provides materials and assistance in the following languages:

Table 11 Former Language Requirements

Language	2022 Legal Authority	Services and Materials
Chinese	CA EC §14201	Bilingual Assistance and Facsimile Ballots
Korean	CA EC §14201	Bilingual Assistance and Facsimile Ballots
Punjabi	CA EC §14201	Bilingual Assistance and Facsimile Ballots
Russian	Local Determination	Bilingual Assistance and Facsimile Ballots
Spanish	CA EC §14201	Bilingual Assistance and Facsimile Ballots

While not a legal requirement, Yolo County Elections continues to provide bilingual assistance and facsimile ballots in the above languages to promote more private and independent accessible options for our voters.

Proposed Vote
Centers & Ballot
Drop Boxes

*2024 Renewal of EAP
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Appendix B*

Yolo County
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Appendix B | Proposed Vote Centers and Ballot Drop Boxes

Vote Center, Mobile Vote Center, and Ballot Drop Box locations and hours are subject to change, based on the availability of the location host.

Vote Center, Mobile Vote Center, and Ballot Drop Box Locations

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

Table 12 Actual November 2022 Vote Centers – Open for 11 days

VOTE CENTERS Open for 11 days
Open Oct. 29 to Nov. 7, 10:00 a.m. – 6:00 p.m. Open Nov. 8 (Election Day), 7:00 a.m. – 8:00 p.m.
<u>DAVIS</u>
Veterans Memorial Center - Multipurpose Rm. 203 E 14th Street, Davis
WEST SACRAMENTO
West Sacramento City Hall Galleria Rooms 157 & 160 1110 W Capitol Avenue, West Sacramento
WOODLAND
Yolo County Administration Building - Rm. 106 625 Court Street, Woodland

Table 13 Actual November 2022 Vote Centers – Open for four days

VOTE CENTERS

Open for 4 days

Open Nov. 5 to Nov. 7, 10:00 a.m. – 6:00 p.m.

Open Nov. 8 (Election Day), 7:00 a.m. – 8:00 p.m.

DAVIS

UC Davis ARC - Ballrooms A & B

760 Orchard Road, Davis

Montgomery Elementary School

Multipurpose Room

1441 Danbury Street, Davis

Emerson Junior High School

Multipurpose Room

2121 Calaveras Avenue, Davis

ESPARTO

Esparto Community Hall

17020 Yolo Avenue, Esparto

WEST SACRAMENTO

Bridgeway Lakes Boathouse

3650 Southport Parkway, West Sacramento

Bryte CCT - Bryte Café - Multipurpose Rm.

637 Todhunter Avenue, West Sacramento

WINTERS

Public Safety Facility - EOC Training Room

702 W Main Street, Winters

WOODLAND

Woodland High School - Gymnasium

21 N West Street, Woodland

Pioneer High School - Cafeteria

1400 Pioneer Avenue, Woodland

Woodland Community & Senior Center

Ballroom 3

2001 East Street, Woodland

Table 14 Actual November 2022 Mobile Vote Center Locations

**Mobile Vote Centers
Open 10:00 a.m. to 6:00 p.m.**

**Each will be open for one day
during the week before Election Day.**

GUINDA

Tuesday, November 1

**At the Guinda Post Office
7575 State Highway 16, Guinda**

MADISON

Wednesday, November 2

**At Guy's Corner
17776 County Road 89, Madison**

ZAMORA

Thursday, November 3

**Between the Zamora Town Hall
and the Zamora Post Office
9810 Blacks Street, Zamora**

YOLO

Friday, November 4

**At the Yolo Post Office
14138 2nd Street, Yolo**

CLARKSBURG

Saturday, November 5

**At Delta High School
52810 Netherlands Avenue, Clarksburg**

DUNNIGAN

Sunday, November 6

**At the Dunnigan Fire Station
29145 Main Street, Dunnigan**

KNIGHTS LANDING

Monday, November 7

**At Wayside Market
9696 Locust Street, Knights Landing**

Table 15 Actual November 2022 Ballot Drop Box Locations – Open 24/7

BALLOT DROP BOXES Exterior Open 24/7
Available Oct. 10 through Nov. 7 Nov. 8 (Election Day) until 8:00 p.m.
CLARKSBURG
Clarksburg Library 52915 Netherlands Avenue, Clarksburg
<u>DAVIS</u>
Davis City Hall 23 Russell Boulevard, Davis
UC Davis Campus 282 Tennis Court Lane, Davis
<u>ESPARTO</u>
Esparto Regional Library 17065 Yolo Avenue, Esparto
KNIGHTS LANDING
Knights Landing Library 42351 Third Street, Knights Landing
WEST SACRAMENTO
West Sacramento City Hall 1110 W Capitol Avenue, West Sacramento
WOODLAND
Post Office Parking Lot 720 Court Street, Woodland

Table 16 Actual November 2022 Ballot Drop Box Locations – Open Business Hours Listed

BALLOT DROP BOXES
Open Hours Listed Below
Available Oct. 10 through Nov. 7 (hours listed) Nov. 8 (Election Day) until 8:00 p.m.
<u>DAVIS</u>
Nugget Markets (Daily 6:00 a.m. – 10:00 p.m.) 409 Mace Boulevard, Davis
Nugget Markets (Daily 6:00 a.m. – 10:00 p.m.) 1414 E Covell Boulevard, Davis
<u>WEST SACRAMENTO</u>
Nugget Markets (Daily 6:00 a.m. – 10:00 p.m.) 2000 Town Center Plaza, West Sacramento
State Foods Supermarket Formerly Arteaga’s Starlite Supermarket (Daily 8:00 a.m. – 8:00 p.m.) 940 Sacramento Avenue, West Sacramento
<u>WINTERS</u>
Lorenzo’s Market (Daily 7:00 a.m. – 10:00 p.m.) 121 E Grant Avenue, Winters
<u>WOODLAND</u>
La Superior Super Mercados (Daily 7:30 a.m. – 9:00 p.m.) 34 W Court Street, Woodland
Food 4 Less (Daily 6:00 a.m. – 10:00 p.m.) 451 Pioneer Avenue, Woodland
Woodland Community College Student Services Building 700 (Monday to Thursday 8:00 a.m. – 5:00 p.m.) 2300 E Gibson Road, Woodland
Yolo County Elections Office (Weekdays 8:00 a.m. – 5:00 p.m.) 625 Court Street, Suite B-05, Woodland

Vote Center, Mobile Vote Center, and Ballot Drop Box Hours of Operation

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

Vote Center and Mobile Vote Center hours will be consistent throughout the county. Other than the 24/7 outdoor Ballot Drop Boxes, the ballot drop boxes located inside a facility will be available during the business hours of the selected location. All Vote Centers and all Ballot Drop Boxes, regardless of location, will be open on Election Day 7:00 a.m. to 8:00 p.m.

The hours of operation of service locations from the 2022 Election cycle can be found in the previous section. The hours of operation may vary slightly for a given election; however, the dates and hours of availability of the Vote Centers and the Ballot Drop Boxes will be widely promoted every election.

Vote Center
Facility Layouts

*2024 Renewal of EAP
Final
Appendix C*

Yolo County
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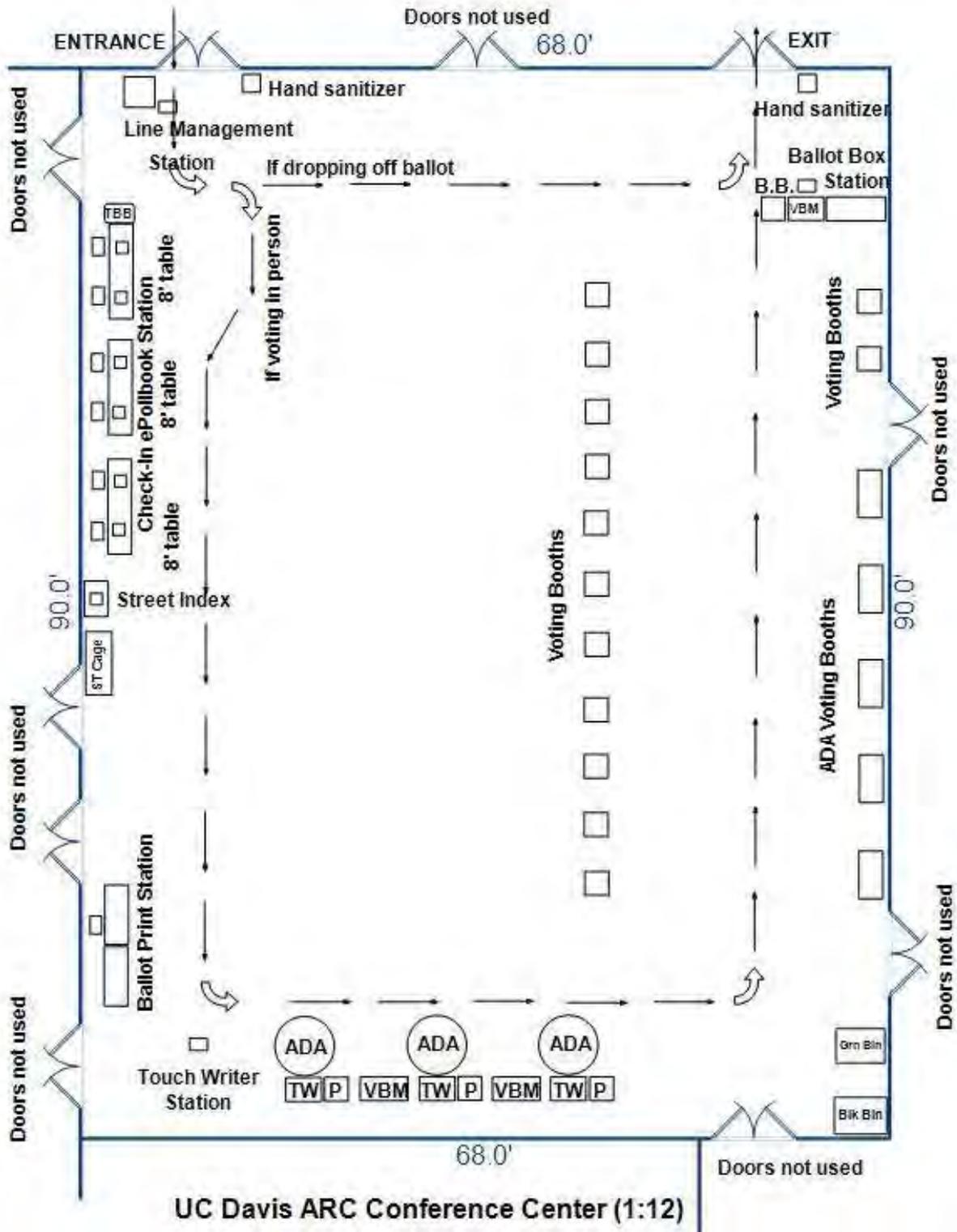


Appendix C | Vote Center Facility Layouts

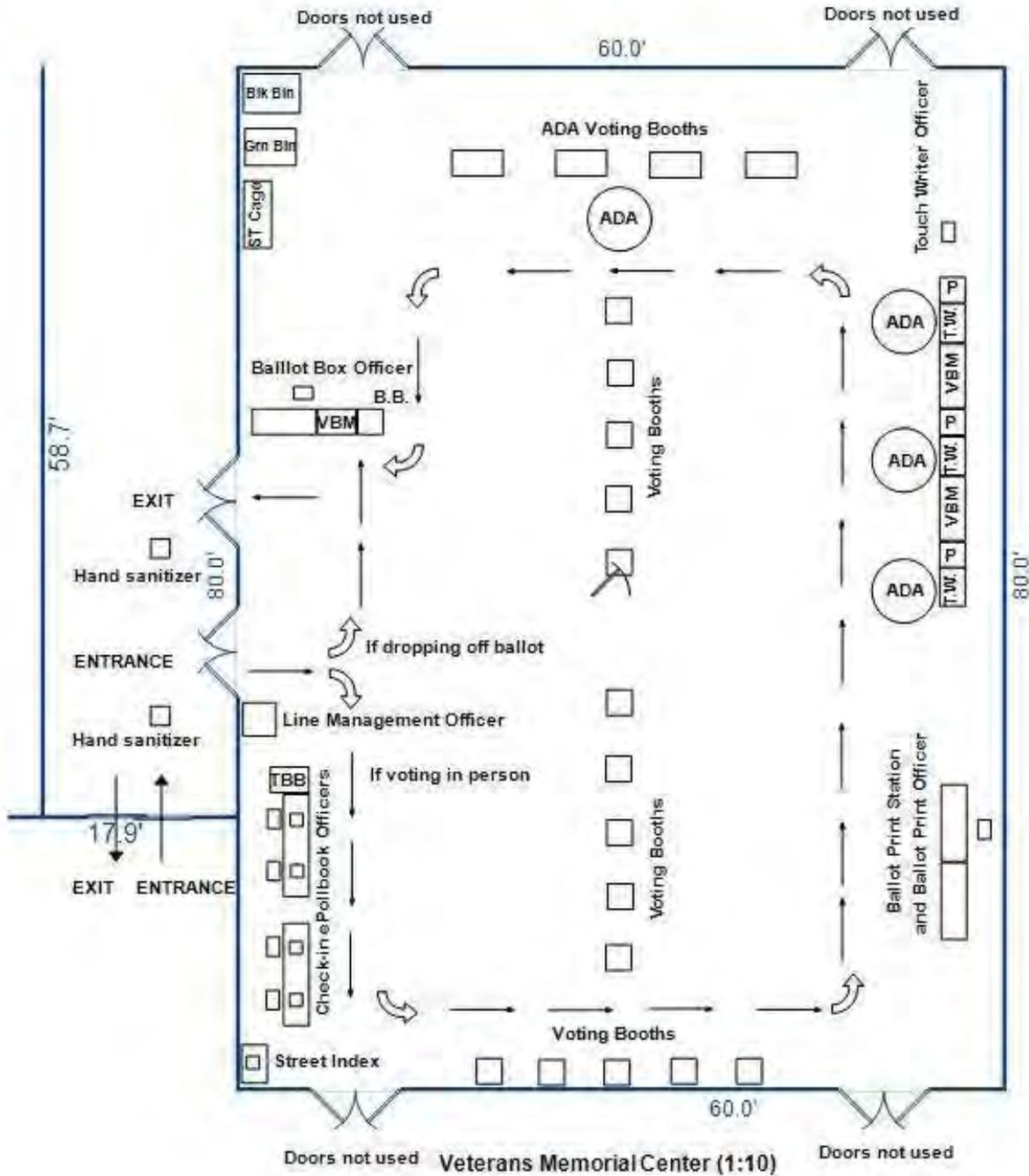
EC §4005(a)(10)(I)(vi)(XI)

Yolo County Elections surveys and plots an ideal floor plan for each of the Vote Centers. The following are the room layouts of Vote Centers from the 2022 Election Cycle. We plan to use these rooms for the next election; however, the locations are subject to change, based on the availability of the location host. Several of the facility floor plans are scheduled to be updated prior to the 2024 election cycle. Locations marked with an asterisk (*) are scheduled to be replaced or updated in the 2024 election cycle.

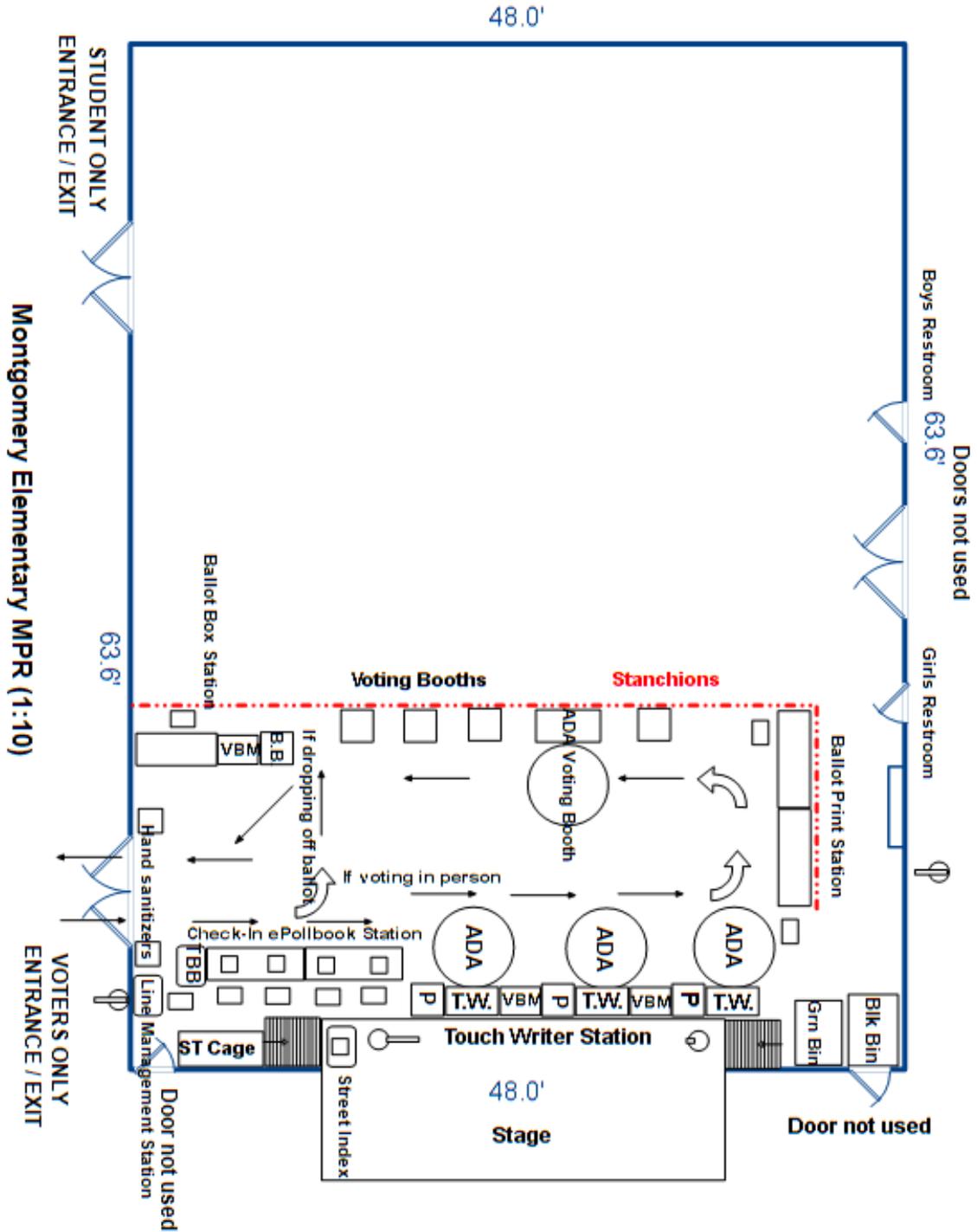
UC Davis – ARC Ballrooms A&B (2022)



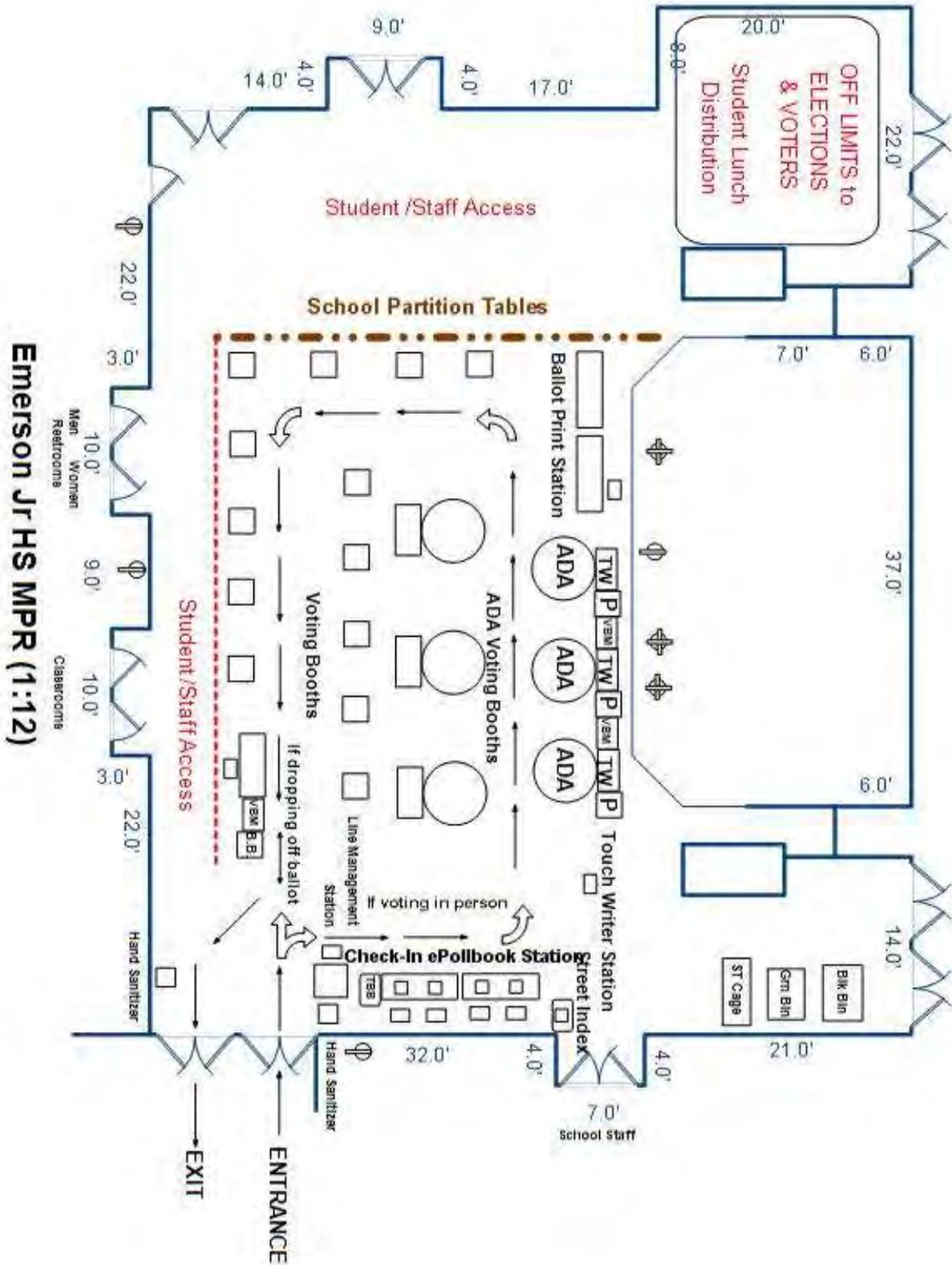
Veterans Memorial Center – Multipurpose Room (2022) *



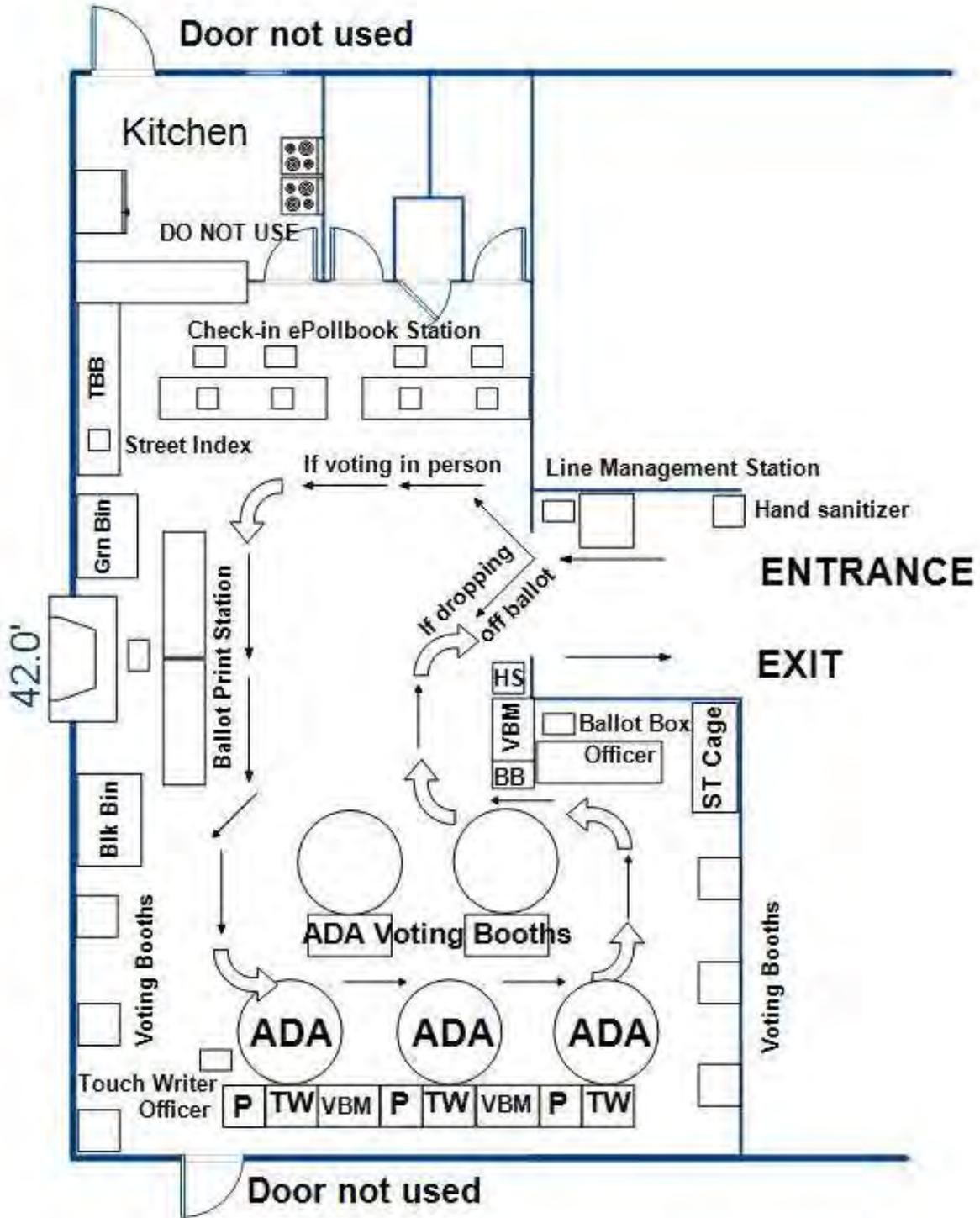
Montgomery Elementary School – Multipurpose Room (2022)



Emerson Junior High School - Indoor Commons (Multipurpose Room) (2022)

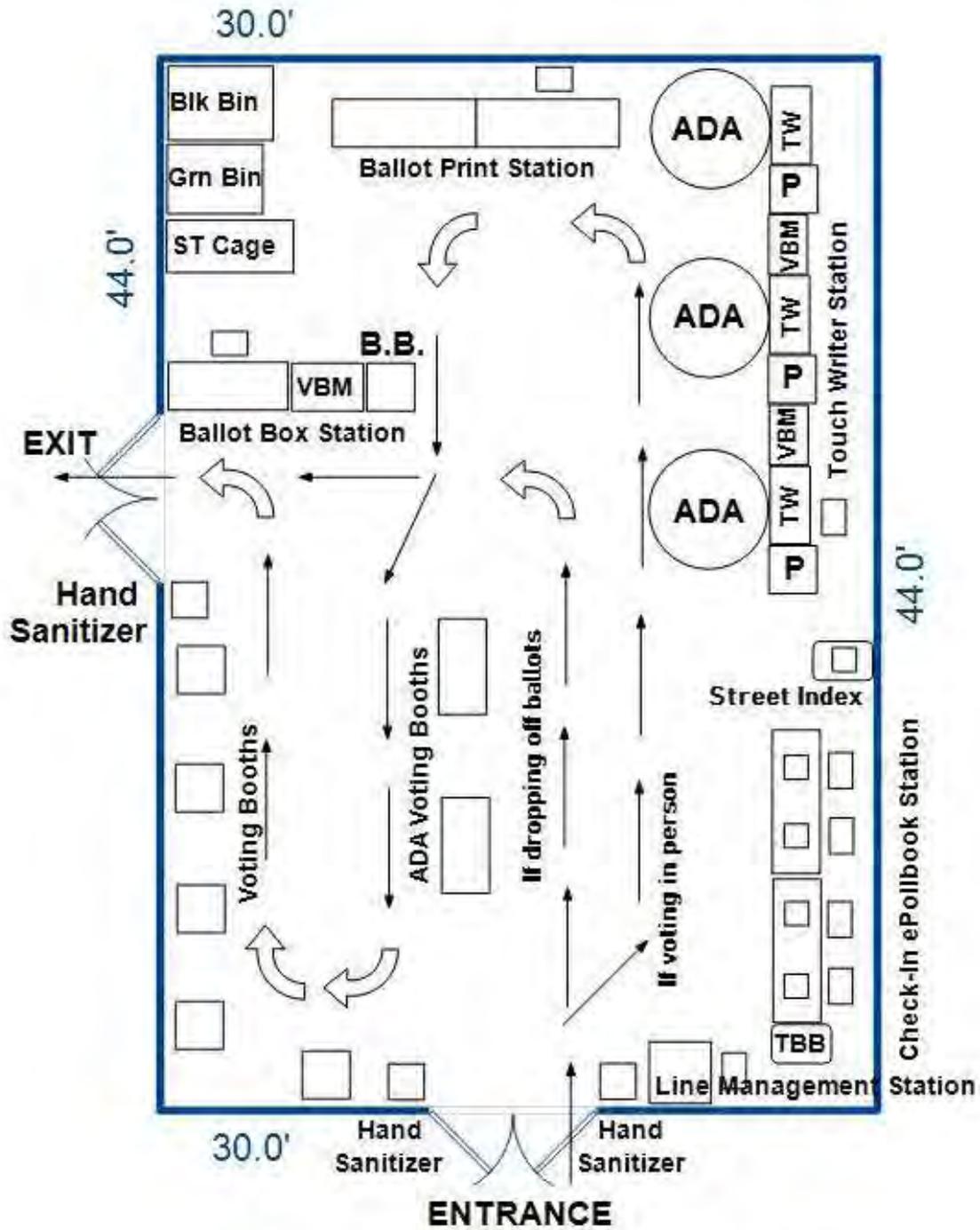


Esparto Community Hall (2022)



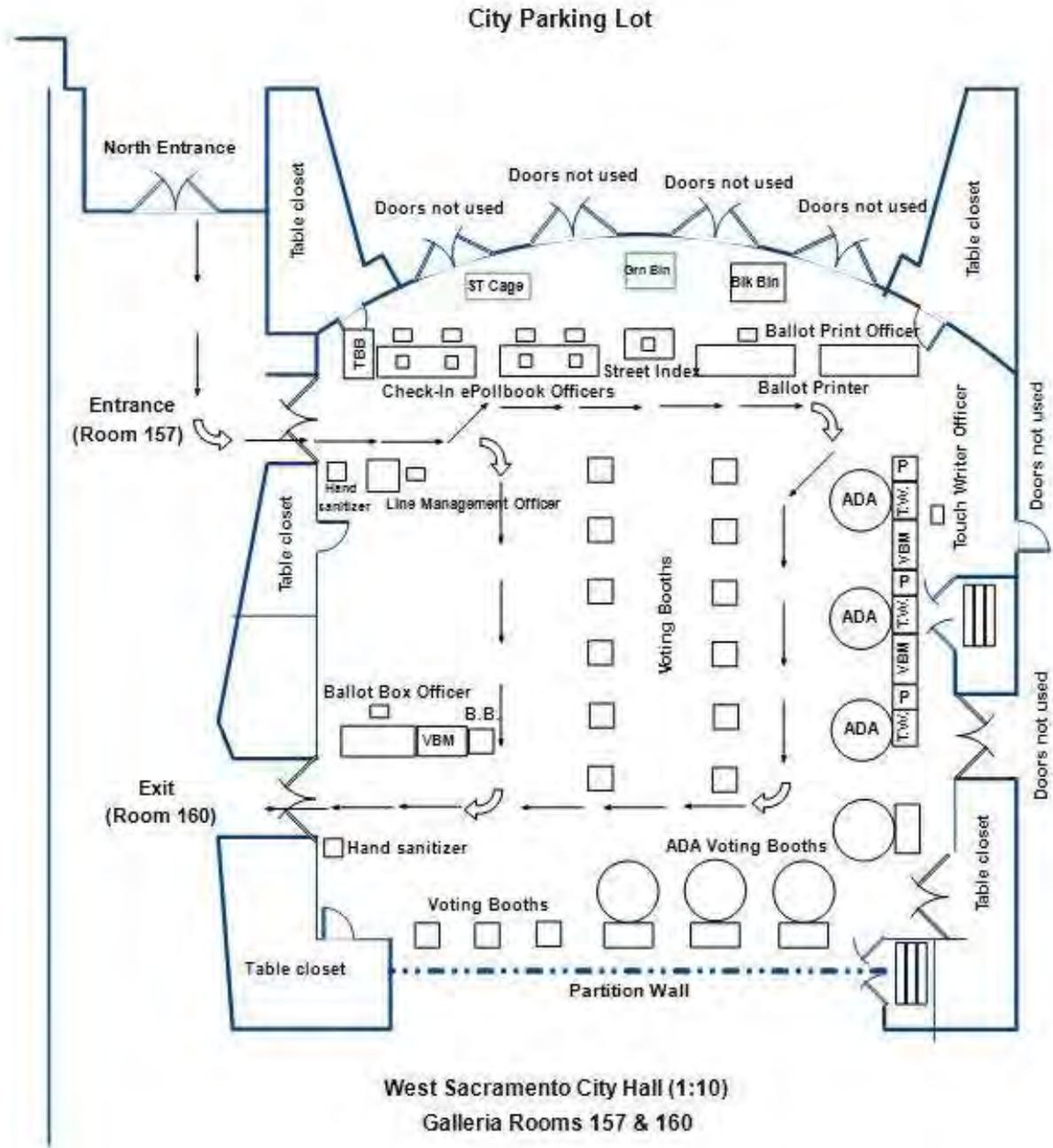
Esparto Community Hall (1:10)

Bridgeway Lakes Boathouse (2022)



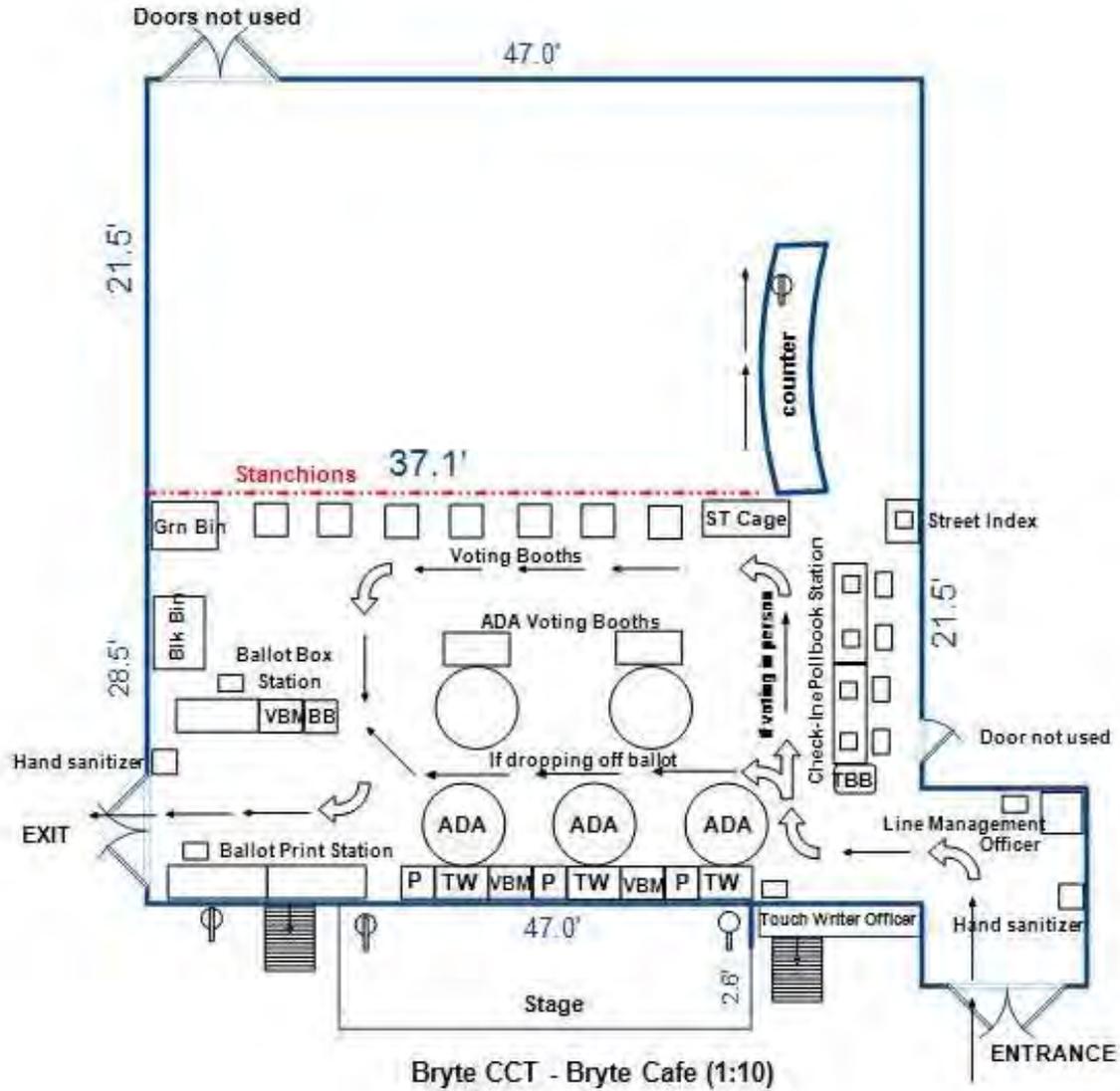
Bridgeway Lakes Boathouse (1:10)

West Sacramento City Hall Galleria – Rooms 157 & 160 (2022) *

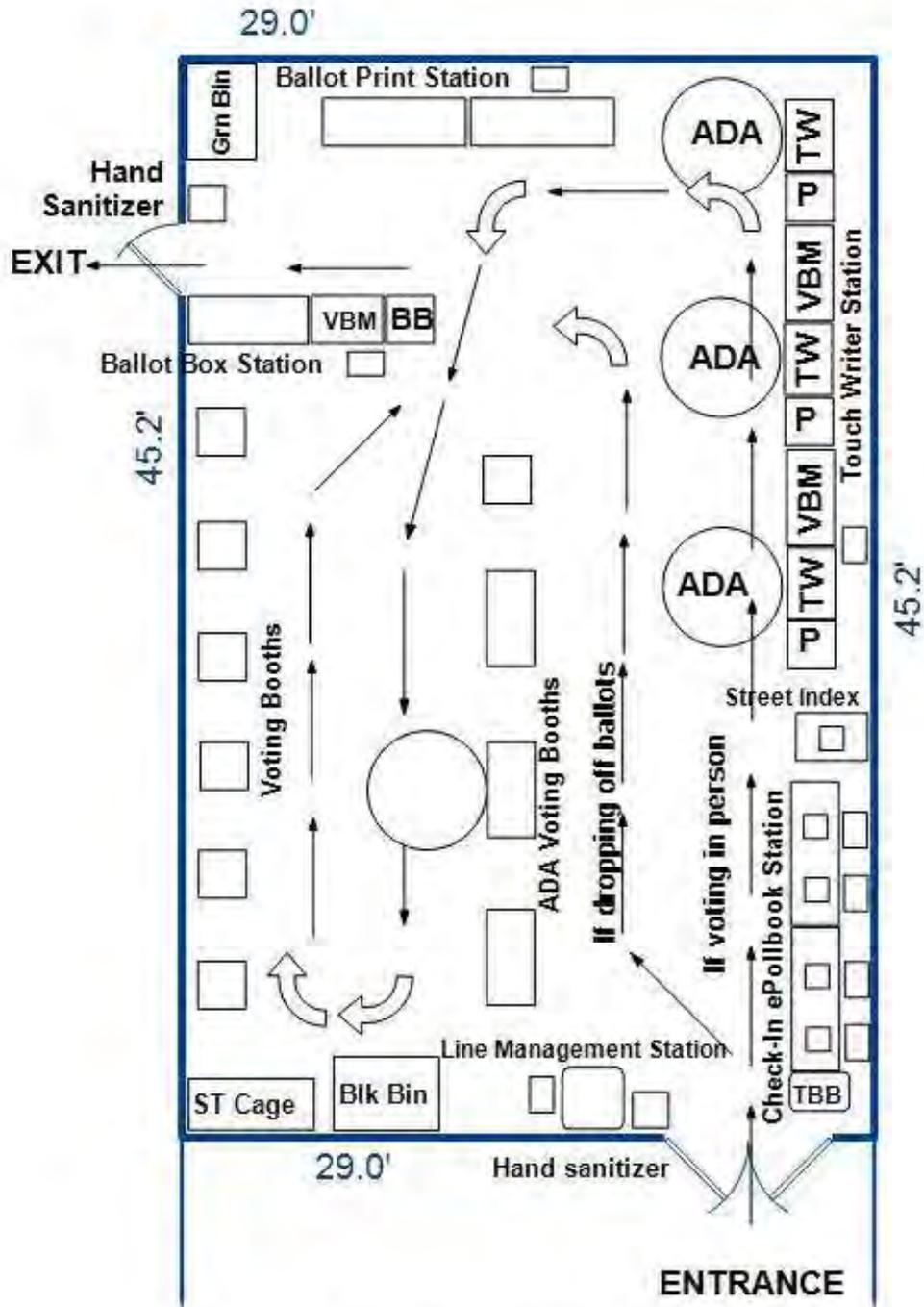


Bryte CCT – Bryte Café (2022)

Bryte CCT (Career and College Training) Center's Bryte Café

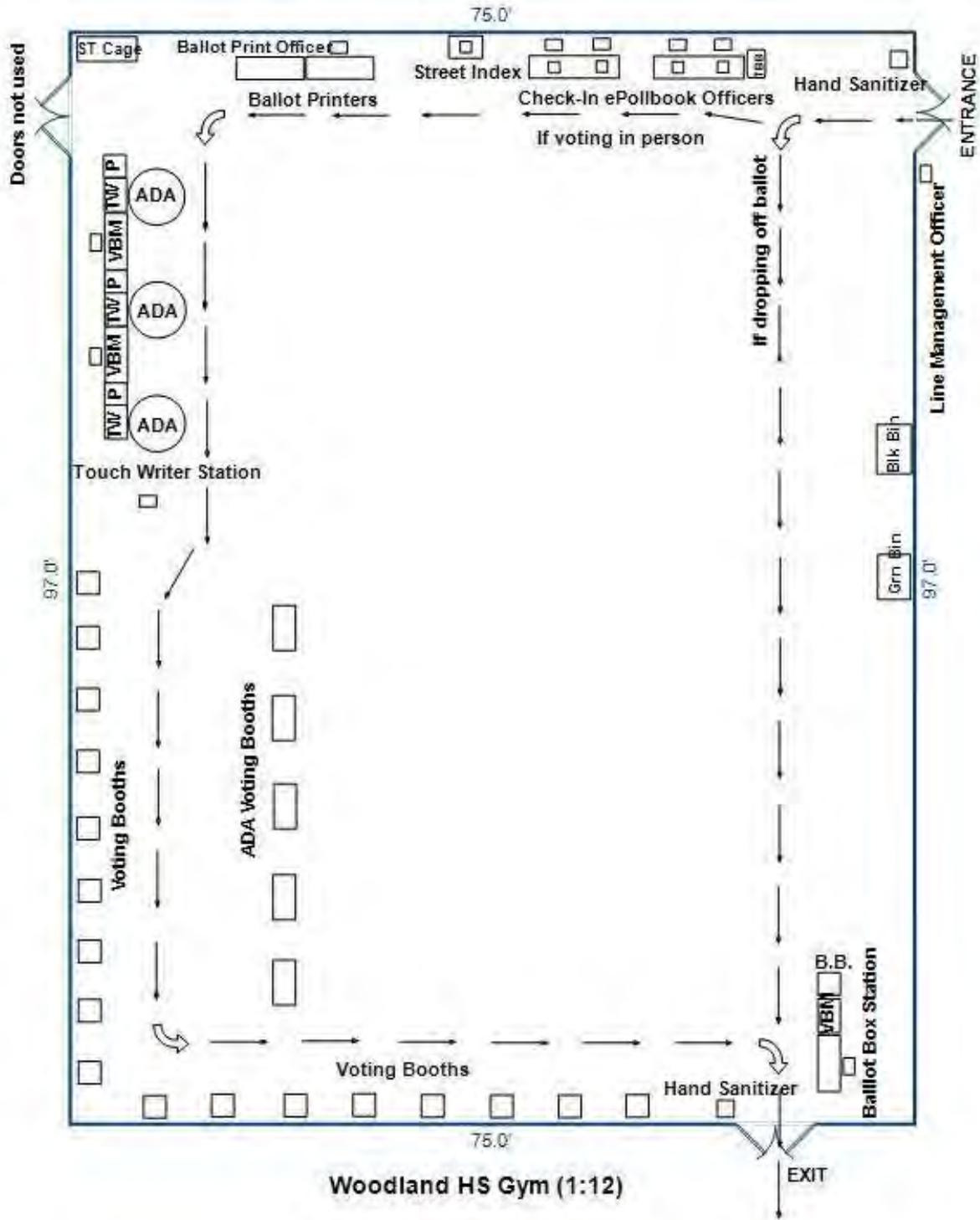


Winters Public Safety Facility – EOC Training Room (2022) *

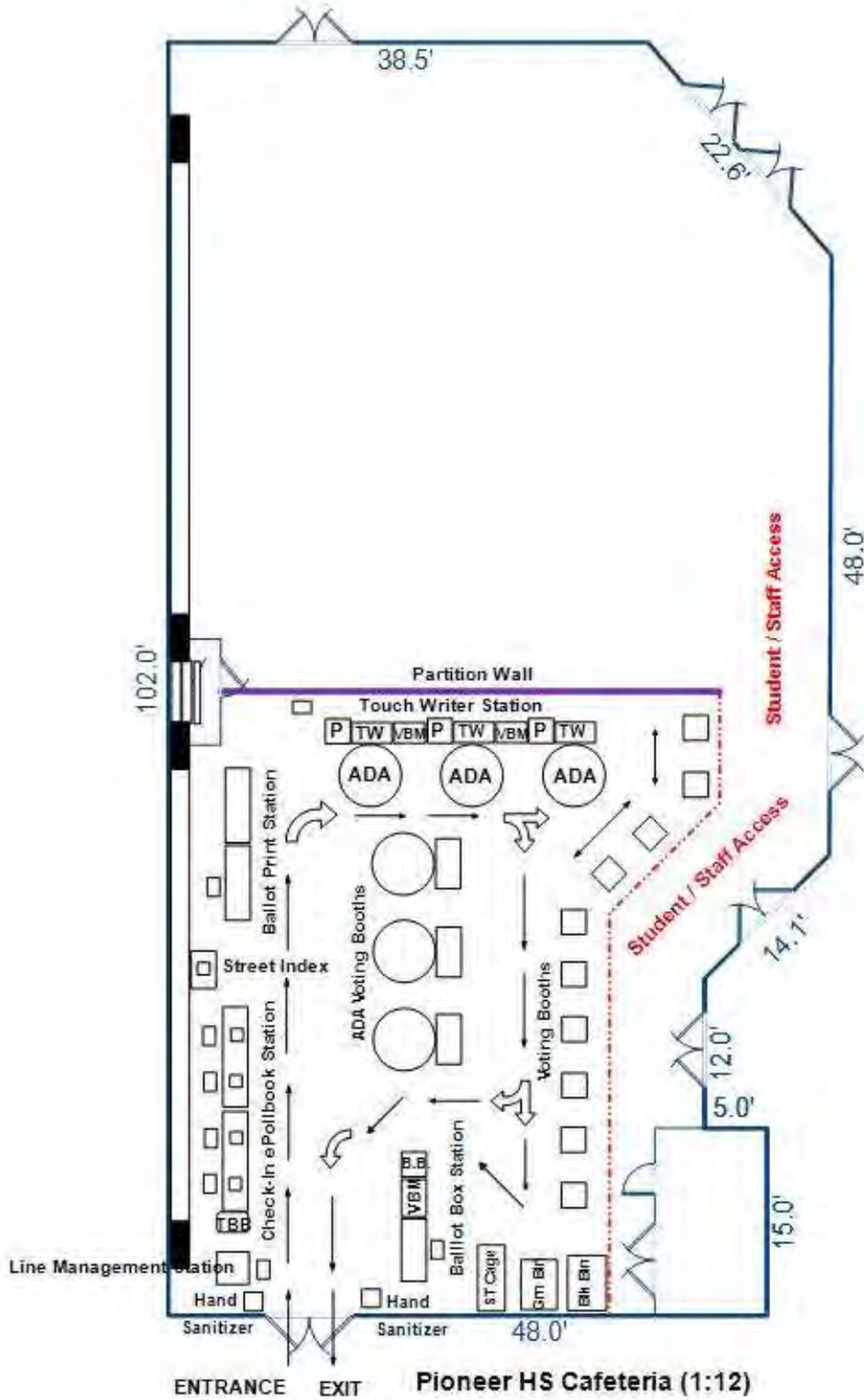


Winters Public Safety Facility (1:10)
EOC Training Room

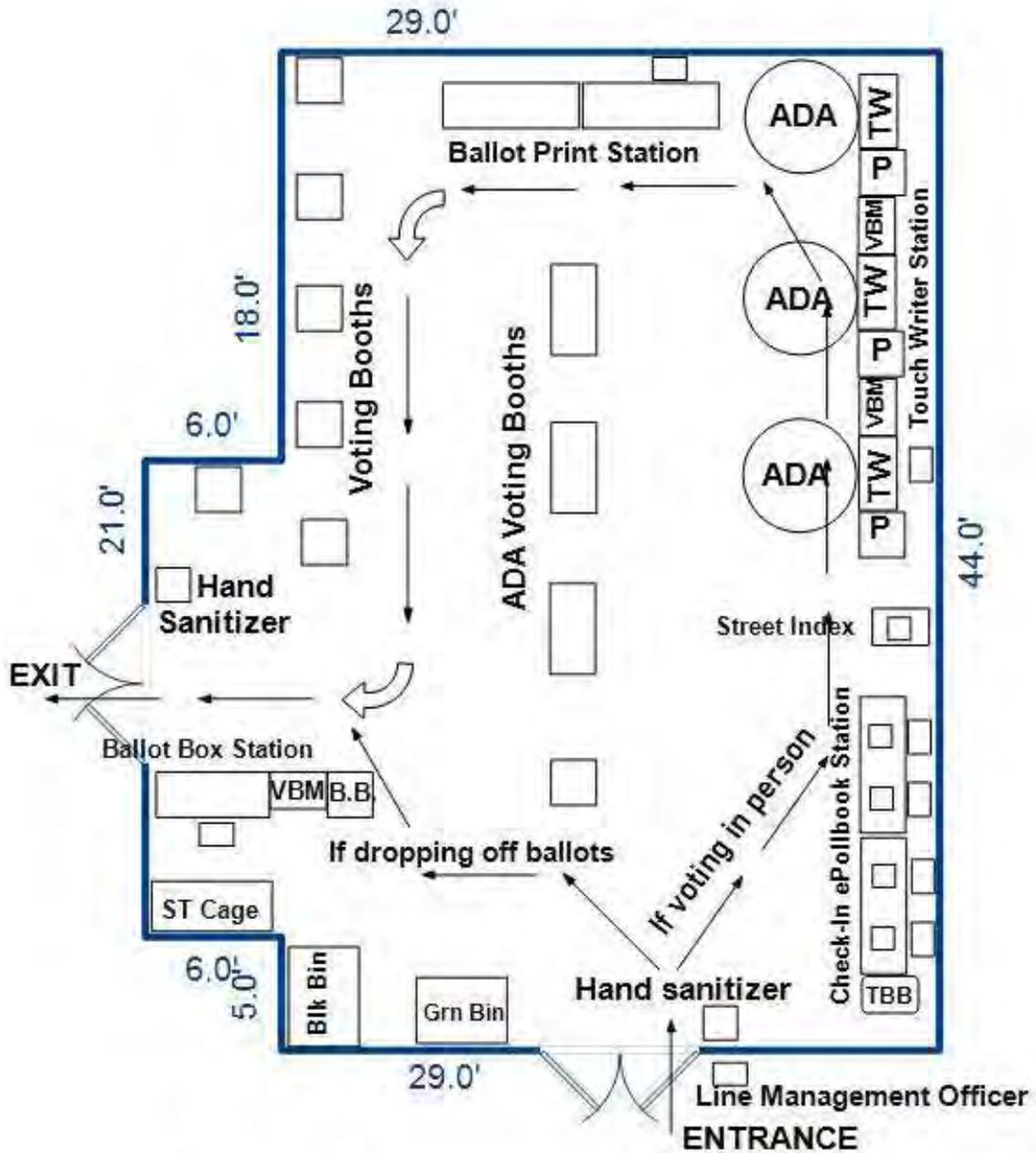
Woodland High School –Gymnasium (2022)



Pioneer High School – Cafeteria (2022) *

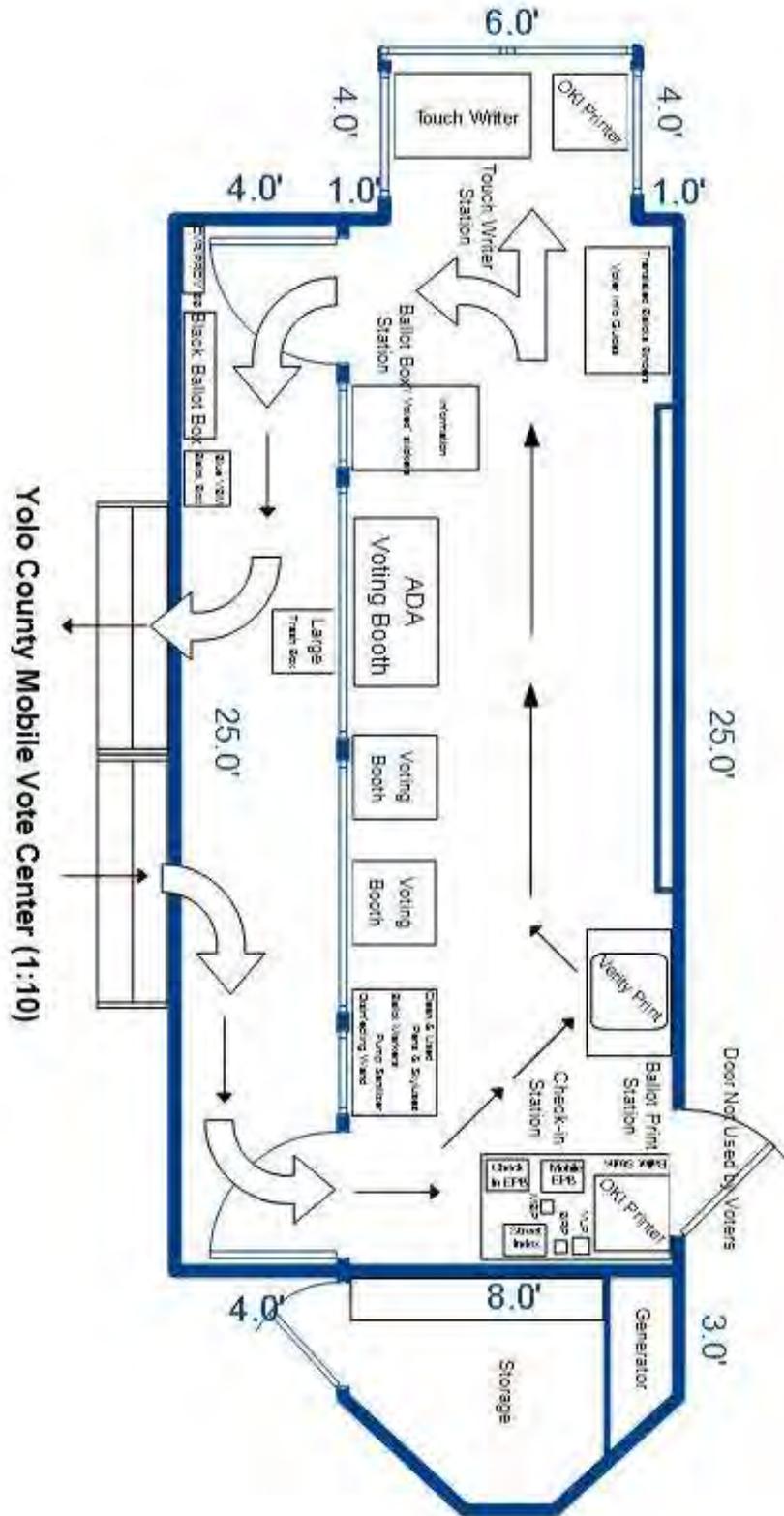


Woodland Community & Senior Center –Ballroom 3 (2022)



Woodland Community Senior Center (1:10)

Mobile Vote Center (2022)



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Appendix D | Advisory Committees

Voting Accessibility Advisory Committee Composition

Of the initial meetings of the Voting Accessibility Advisory Committee, members identified as part of a disability community, a family member of a person with a disability, an advocate, a person employed, or volunteers in a capacity that serves people with disabilities. Current outreach activities are anticipated to seat more members with an even wider diversity of individuals. Members of the public who wish to join one or both committees can reach out via email to elections@yolocounty.org.

Voting Accessibility Advisory Committee Meeting Schedule

The Voting Accessibility Advisor Committee convened for the first time on Thursday, August 26, 2021. Unless otherwise specified, the committee meets on the third Wednesday of the month. The committee may meet more often in preparation for the 2024 election cycle.

Table 17 Voting Accessibility Advisory Committee Meeting Schedule

Meeting Date	Time	Number of Attendees
Thursday, March 17, 2022	6:30 p.m. to 7:30 p.m.	6
Thursday, April 21, 2022	6:30 p.m. to 7:30 p.m.	Information Not Available
Thursday, May 19, 2022	6:30 p.m. to 7:30 p.m.	2
June Meeting Cancelled	N/A	N/A
Thursday, July 21, 2022	6:30 p.m. to 7:30 p.m.	7
Thursday, August 18, 2022	6:30 p.m. to 7:30 p.m.	7
Thursday, September 15, 2022	6:30 p.m. to 7:30 p.m.	2
Wednesday, October 19, 2022	5:30 p.m. to 6:30 p.m.	5
Wednesday, November 16, 2022	5:30 p.m. to 6:30 p.m.	7
Wednesday, December 21, 2022	5:30 p.m. to 6:30 p.m.	6
Wednesday, January 18, 2023	5:30 p.m. to 6:30 p.m.	6
Wednesday, February 15, 2023	5:30 p.m. to 6:30 p.m.	6
Wednesday, March 15, 2023	5:30 p.m. to 6:30 p.m.	6
Wednesday, April 19, 2023	5:30 p.m. to 6:30 p.m.	5
Wednesday, May 17, 2023	5:30 p.m. to 6:30 p.m.	4
June Meeting Cancelled	N/A	N/A
Wednesday, July 26, 2023	5:30 p.m. to 6:30 p.m.	4
Wednesday, August 16, 2023	5:30 p.m. to 6:30 p.m.	7

Language Accessibility Advisory Committee Composition

Of the initial meetings of the Language Accessibility Advisory Committee the following languages were represented: ASL, Italian, Korean, Portuguese, and Spanish. Current outreach activities are anticipated

to seat more members with an even wider diversity of perspectives and languages. Members of the public who wish to join one or both committees can reach out via email to elections@yolocounty.org.

Language Accessibility Advisory Committee Meeting Schedule

The Language Accessibility Advisory Committee convened for the first time on Thursday, August 26, 2021. The committee meets on the third Thursday of the month unless otherwise specified. The committee may meet more often in preparation for the 2024 election cycle.

Table 18 Language Accessibility Advisory Committee Meeting Schedule

Meeting Date	Time	Number of Attendees
Thursday, March 17, 2022	5:30 p.m. to 6:30 p.m.	3
Thursday, April 21, 2022	5:30 p.m. to 6:30 p.m.	5
Thursday, May 19, 2022	5:30 p.m. to 6:30 p.m.	4
June Meeting Cancelled	N/A	N/A
Thursday, July 21, 2022	5:30 p.m. to 6:30 p.m.	3
Thursday, August 18, 2022	5:30 p.m. to 6:30 p.m.	5
Thursday, September 15, 2022	5:30 p.m. to 6:30 p.m.	2
Thursday, October 20, 2022	5:30 p.m. to 6:30 p.m.	2
Thursday, November 17, 2022	5:30 p.m. to 6:30 p.m.	1
December Meeting Cancelled	N/A	N/A
Thursday, January 19, 2023	5:30 p.m. to 6:30 p.m.	2
Thursday, February 16, 2023	5:30 p.m. to 6:30 p.m.	1
Thursday, March 16, 2023	5:30 p.m. to 6:30 p.m.	1
Thursday, April 20, 2023	5:30 p.m. to 6:30 p.m.	2
Thursday, May 18, 2023	5:30 p.m. to 6:30 p.m.	1
June Meeting Cancelled	N/A	N/A
Thursday, July 20, 2023	5:30 p.m. to 6:30 p.m.	
Thursday, August 17, 2023	5:30 p.m. to 6:30 p.m.	1

Community
Partners & Events

*2024 Renewal of EAP
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Appendix E | Community Partners and Events

Table 19 Partners in Siting Vote Centers and Ballot Drop Boxes

Partner in Siting Vote Centers and Ballot Drop Boxes	City
Yolo County Public Library	Clarksburg, Esparto, & Knights Landing
Nugget Markets	Davis & West Sacramento
City of Davis City Clerk	Davis
Davis Joint Unified School District	Davis
University of California	Davis
Esparto Community Hall	Esparto
Bridgeway Lakes Boathouse	West Sacramento
City of West Sacramento City Clerk	West Sacramento
State Foods Supermarket	West Sacramento
Washington Unified School District	West Sacramento
Winters Public Safety Facility	Winters
City of Winters City Clerk	Winters
Lorenzo's Market	Winters
City of Woodland City Clerk	Woodland
Food 4 Less	Woodland
La Superior Super Mercados	Woodland
U.S. Postal Service	Woodland
Woodland Joint Unified School District	Woodland

Table 20 University of California (U.C.), Davis Organizations

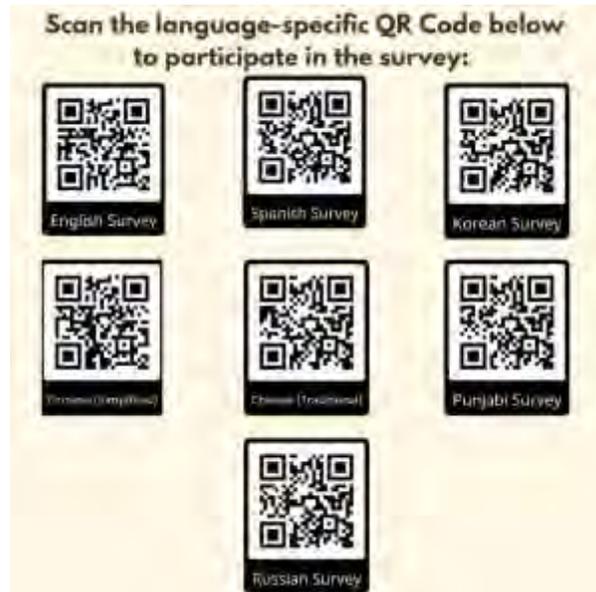
Organizations at U.C. Davis Outreach Contacts	
Aggie Neurodiversity Community	Korean American Scientists and Engineers Association Young Generation, Davis Chapter
Chicanx Latinx Collegiate Association	Korean Graduate Student Association
Compas at UCD	La Raza Pre-Law Student Association
Davis College Democrats	Latinx Law Students Association
Graduate Student & Post-Doctoral SACNAS at UC Davis	Mariachi Cielito Lindo
Hermanas Unidas de UC Davis	Mexican Graduate Student Association
Hmong Student Union	Mujeres Ayudando la Raza
Indian Student Association at UC Davis	Muslim Student Association
Japanese American Student Society	Sikh Cultural Association at UCD
	Young Democratic Socialists of America at UC Davis

Table 21 Community Organizations

Community Organizations and Individuals Outreach Contacts		
APAPA (Asian Pacific Islander American Public Affairs)	County of Yolo, Supervisor District 2, Lucas Frerichs	NorCal Resist
ApoYolo Project (Part of the Yolo Interfaith Immigration Network)	County of Yolo, Supervisor District 3, Gary Sandy	Northern California Children's Therapy Center
Asian Americans Advancing Justice, Asian Law Caucus	County of Yolo, Supervisor District 4, Jim Provenza	Poll Workers and Election Volunteers in Yolo County
California Department of Rehabilitation	County of Yolo, Supervisor District 5, Angel Barajas	Regional Center, Alta Vista
Catholic Charities of Yolo-Solano	County of Yolo, Women-Infants-Children (WIC) Program	Regional Center, Far North
City of Davis (Working Groups & City Council)	County of Yolo, Agricultural Worker Program	Resources for Independent Living (RIL)
City of Davis, Senior Center	Davis Chamber of Commerce	RISE Inc. (Rural Innovations in Social Economics, Inc.)
City of West Sacramento (Working Groups & City Council)	Democracy Winters	Shifa Clinic
City of Winters (Working Groups & City Council)	Dignity Health, Woodland Memorial Hospital	Short Term Emergency Aide Commission (STEAC)
City of Winters, Senior Commission on Aging	Disability Rights California	State Council on Developmental Disabilities Self-Advocates Advisory Committee
City of Woodland (Working Groups & City Council)	D'Primera Mano	Winters Community Corazon
Woodland Community & Senior Center	Empower Yolo	Winters Senior Foundation
County of Yolo, Agricultural Worker Program	Esparto Regional Chamber of Commerce	Yolo County Children's Alliance
County of Yolo, In-Home Supportive Services Advisory Committee	Gurdwara Sahib Sikh Temple	Yolo County Food Bank
County of Yolo, Library System	League of Women Voters, Davis	Yolo County Healthy Aging Alliance
County of Yolo, Supervisor District 1, Oscar Villegas	League of Women Voters, Woodland	
County of Yolo, Supervisor District 2, Don Saylor	National Alliance on Mental Illness (NAMI) Yolo County	

This list is ever-increasing as the Yolo County Elections Office continues to collaborate with community partners to foster voter education and outreach.

Samples of Social Media Images Inviting Public to select date and time for the Election Administration Plan Consultation Meetings



Samples of Flyers Inviting Public to the Election Administration Plan Consultation Meetings

**THE YOLO COUNTY ELECTIONS OFFICE
INVITES YOU TO PARTICIPATE IN THE UPCOMING**



**PUBLIC CONSULTATION MEETINGS
FOR REVIEW OF THE
YOLO COUNTY ELECTIONS ADMINISTRATION PLAN (EAP)
TWO-YEAR REVISION PROCESS**

To RSVP, email: elections@yolocounty.org or call: (530) 666-8136
RSVPs are requested in order to provide supported language interpreters

In-person meeting:
Friday, May 5, 2023
10:00 a.m. to 11:30 a.m.
Yolo County Administration Building
Room 106
625 Court St., Woodland, CA 95695

Virtual (Zoom) meeting:
Friday, May 5, 2023
4:00 p.m. to 5:30 p.m.
yolocounty.zoom.us/j/85223174113
Meeting ID: 852 2317 4113
Short URL:
<https://qpcn.de/bdtjw3>



EAP Consultation Meetings

**THE YOLO COUNTY ELECTIONS OFFICE
INVITES YOU TO PARTICIPATE IN THE UPCOMING**



**PUBLIC CONSULTATION MEETINGS
FOR REVIEW OF THE
YOLO COUNTY ELECTIONS ADMINISTRATION PLAN (EAP)
TWO-YEAR REVISION PROCESS**

To RSVP, email: elections@yolocounty.org or call: (530) 666-8136
RSVPs are requested in order to provide supported language interpreters

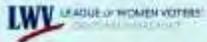
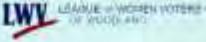
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<https://qpcn.de/bdtjw3>



EAP Consultation Meetings

Samples of High School Youth Voter Registration Drive with Leagues of Women Voters Flyers

**HELP US PROMOTE THE UPCOMING
COUNTY-WIDE
HIGH SCHOOL YOUTH
VOTER REGISTRATION DRIVE
WEEKS OF APRIL 17 TO 28, 2023**

**Encourage all
students to participate**

**The first 10 students at each high school to
register will get a swag bag!**

**Participate, register to vote, & complete the
participant questionnaire for
an extra chance to win prizes!**



Promote Civic Engagement,
help local youth learn about the upcoming
2023 Youth Empowerment Summit

The top 3 schools
with the most students registered to vote during these two weeks
will receive a certificate of recognition and
acknowledgement during the 2023 YES event!

For information: elections@yolocounty.org (530) 666-8136




**COUNTY-WIDE
HIGH SCHOOL YOUTH
VOTER REGISTRATION
DRIVE
APRIL 17 TO 28, 2023**

Pre-register if you are . . .

- A U.S. Citizen
- 16 years or older
- A California/Yolo County Resident
- Not currently serving a state or federal prison term for the conviction of a felony
- Not currently found mentally incompetent to vote by a court (conservatorship status)

**The first 10 students at each high school to register will get a swag bag!
Register to vote and complete the participant questionnaire
for a chance to win prizes!**



Learn about the 2023 Youth Empowerment Summit

The top 3 schools with the most students registered to vote will be . . .
Awarded a Certificate of Recognition and Receive a
Honorary Mention during 2023 YES event!

For information: elections@yolocounty.org (530) 666-8136

Stay Connected



**FOLLOW US
ON
SOCIAL MEDIA!**



Register to Vote - Yolo County Elections

**We encourage Yolo County residents
to connect with Yolo County ACE –
Assessor/Clerk-Recorder/Elections
on social media:**

Facebook: @YoloACE

Instagram: @YoloCoACE

Twitter: @YoloCoACE

YouTube: Yolo County ACE

TikTok: yolocoace

**Follow us to receive the most up-to-date
official election information
and live election night results.**



Media Partners

*2024 Renewal of EAP
Final
Appendix F*

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



Appendix F | Media Partners

The following are current media partners that the Yolo County Elections Office works with in order to provide voter education and outreach. EC §4005(a)(10)(i)(i)

Table 22 Media Partners

Media Partners	
Television	
	ABC10
	CBS13
	Fox40
	KCRA 3
	NBCUniversal
	Telemundo (Spanish)
	Univision 19 (Spanish)
Radio	
	Davis Media Access
	Ethno.fm 87.7FM Radio (Russian)
	KDVS (UC Davis)
	KFBK
	KHTK
	KOVR
	NPR/Cap Radio
Print and Online Media	
	Associated Press
	CalMatters
	d'primeramano (Spanish)
	Daily Democrat
	Davis Enterprise
	Davis Vanguard
	Diaspora Community Newspaper (Russian)
	Sacramento Bee
	The Aggie (UC Davis)
	Valley Voice
	West Sacramento News-Ledger
	Winters Express

Table 23 Yolo County Elections social media as of August 2023

Yolo County Elections Office Social Media		
Platform	Handle	Followers
Facebook	@YoloACE	897
Instagram	@YoloCoACE	560
X (Formerly Twitter)	@YoloCoACE	636
YouTube	Yolo County ACE	8
Threads	@YoloCoACE	49
TikTok	@YoloCoACE	27

Direct-to-Voter
Contact Materials

*2024 Renewal of EAP
Final
Appendix G*

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



Appendix G | Direct-to-Voter Contact Materials

EC §4005(a)(10)(I)(i)(X)

The images in this section are representative of Yolo County Elections' previous mailers and flyers. These will be updated for the 2024 elections.

Figure 1 Vote-by-Mail Period Starting Notice

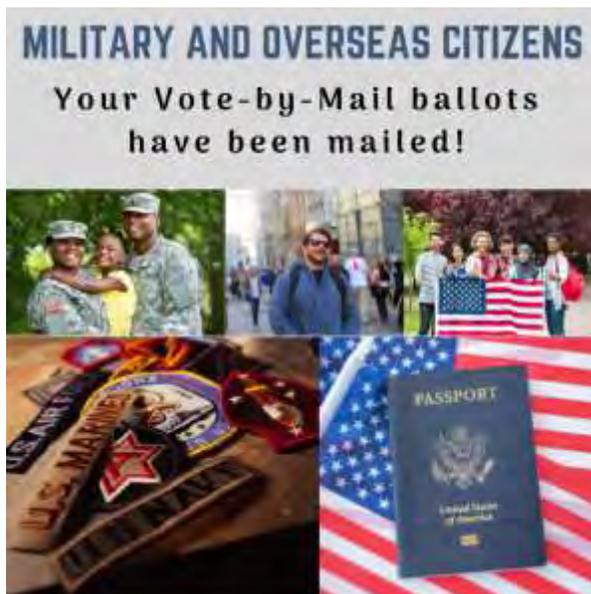


Figure 2 County Voter Information Guide for the 2022 General Election

Your Voter Information Guide for the November 8, 2022, General Election is on its way!



If you choose to vote in person, remember to bring your Voter Information Guide to speed up the check-in process.

Your Voter Information Guide for the November 8, 2022, General Election is on its way!



If you choose to vote in person, remember to bring your Voter Information Guide to speed up the check-in process.

Figure 3 Preparing for the 2022 General Election - English and Spanish versions

Are You Election Ready?

The Yolo County Elections Office invites you to register or check your voter registration status before the upcoming November 8, 2022, General Election.

You can do it online at: registertovote.ca.gov

or



A Voter's Choice Act County!
For official election information visit: www.yoloelections.org

Follow us on Social Media:

Facebook: @YoloACE
Instagram: @YoloCoACE
Twitter: @YoloCoACE
YouTube: Yolo County ACE
TikTok: yolocoace





¿Listo (a) para la elección?

La Oficina de Elecciones del Condado de Yolo te invita a registrarte o verificar el estado de tu registro de votante antes de la Elección General del 8 de noviembre de 2022.

Puedes hacerlo en línea en: registertovote.ca.gov

o



¡Un Condado bajo la Ley de Elección del Votante!
Para información electoral oficial visita: www.yoloelections.org

Síguenos en redes sociales:

Facebook: @YoloACE
Instagram: @YoloCoACE
Twitter: @YoloCoACE
YouTube: Yolo County ACE
TikTok: yolocoace





Have you voted yet?

The Yolo County Elections Office invites you to vote during the November 8, 2022, General Election.

Remember you can vote during early voting days!

For a complete list of Ballot Drop Box and Vote Center locations and service hours visit: www.yoloelections.org

or



Follow us on Social Media for the latest official election information:

Facebook: @YoloACE
Instagram: @YoloCoACE
Twitter: @YoloCoACE
YouTube: Yolo County ACE
TikTok: yolocoace





¿Ya votaste?

La Oficina de Elecciones del Condado de Yolo te invita votar durante la Elección General del 8 de noviembre del 2022.

¡Recuerda que puedes votar de manera anticipada!

Para obtener una lista completa de los lugares y los horarios de servicio de los buzones de entrega de boletas y los centros de votación visita: www.yoloelections.org

o



Síguenos en las redes sociales para obtener la información electoral oficial más reciente:

Facebook: @YoloACE
Instagram: @YoloCoACE
Twitter: @YoloCoACE
YouTube: Yolo County ACE
TikTok: yolocoace





Figure 4 Five Different Ways to Vote your Vote-by-Mail Ballot

There are five different ways to vote using your Vote-by-Mail Ballot

1 Mail It!
Use the postage-paid return envelope provided

2 Drop It!
At any Official Ballot Drop Boxes across California

3 Turn It In!
At the Yolo County Elections Office during regular business hours

4 Take It!
At any Vote Center's Curveside Voting designated area

5 Mark It In Person!
Bring it and vote on it at any Yolo County Vote Center

More Days, More Ways to Vote!

Figure 5 June 2022 Official Ballot Stub & Voter Information

	<p>COUNTY OF YOLO OFFICIAL NOTICE</p> <p>Tuesday, June 7, 2022</p> <p>Statewide Direct Primary Election</p> <p>I HAVE VOTED – HAVE YOU?</p>	
---	--	---

State law requires that voters receive a ballot stub as evidence that an official ballot was issued. Your official ballot stub is now located on your ballot. **Please remove the official ballot stub from the top of your ballot before you mail in your voted ballot.**

IMPORTANT NOTICE FOR VOTE-BY-MAIL VOTERS

After the success of vote-by-mail voting in the 2020 General Election and the 2021 California gubernatorial Recall Election, the California Legislature passed Assembly Bill 37, which requires the county elections officials to send an official vote-by-mail ballot to every active registered voter for the Tuesday, June 7, 2022, Statewide Direct Primary Election. If you plan to vote in person, please bring your official Vote-by-Mail packet with you to any Yolo County Vote Center. Call the Yolo County Elections Office at (530) 666-8133 or our Toll-Free Voter Assistance Hotline at (800) 649-9943 to get answers to any questions you may have. You can visit www.yoloelections.org to find voting and official ballot drop box locations.

To ensure your ballot is counted correctly, read the instructions below.



Voter Survey



Register to Vote

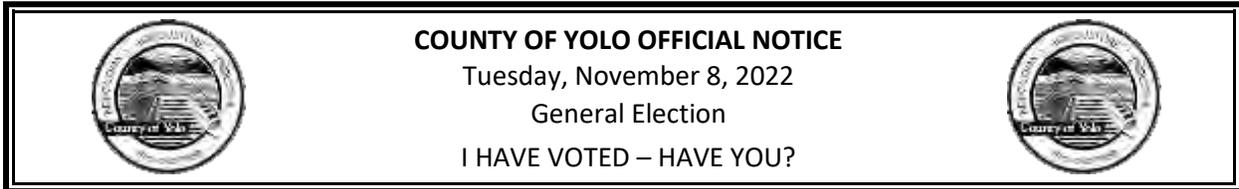


Visit yoloelections.org



<p>Do you want your ballot to be counted? WE DO!</p> <p>If you want your BALLOT TO COUNT, follow the next steps:</p> <ol style="list-style-type: none">1. SIGN YOUR ENVELOPE. You must sign your return identification envelope for your ballot to be counted. State law requires the Yolo County Elections Office to match the signature in your voter record to the signature on the outside of your return identification envelope before we count your ballot. <u>If there is more than one voter in your household, be sure to sign the correct return identification envelope.</u>2. SIGNATURE AUTHORIZING SOMEONE ELSE TO RETURN YOUR BALLOT. While most vote-by-mail ballot voters return their voted ballots by mail, you may choose to return your ballot in person to the Yolo County Elections Office in Woodland or to any voting or official ballot drop-off location in California. You may also authorize certain people to return your ballot, but you and your authorized designee must sign where required on the return identification envelope.3. PLAN TO HAVE YOUR BALLOT ARRIVE ON TIME. If you hand-deliver your ballot, it must be received by the Yolo County Elections Office in Woodland or at any voting or official ballot drop box location in California no later than 8:00 p.m. Pacific Time on Election Day, Tuesday, June 7, 2022. If you return your ballot by mail in the provided return identification envelope, it must be postmarked on or before Election Day and received by the Yolo County Elections Office by Tuesday, June 14, 2022. <u>No postage is necessary.</u> Make sure to check with your local post office for current days/hours of operation. We suggest you mail your ballot at your earliest convenience. <p>For more information, visit www.yoloelections.org and/or email elections@yolocounty.org.</p>
--

Figure 6 November 2022 Official Ballot Stub & Voter Information



State law requires that voters receive a ballot stub as evidence that an official ballot was issued. Your official ballot stub is now located on your ballot. **Please remove the stub from the top of your ballot before you return your voted ballot.**

IMPORTANT NOTICE FOR VOTE-BY-MAIL VOTERS

After the success of vote-by-mail voting in the 2020 General Election and the 2021 California gubernatorial Recall Election, the California Legislature passed Assembly Bill 37, which requires county elections officials to send an official vote-by-mail ballot to every active registered voter for the Tuesday, November 8, 2022, General Election. Voters also have the option to vote in person at any Yolo County Vote Center. Call the Yolo County Elections Office at (530) 666-8133 or our Toll-Free Voter Assistance Hotline at (800) 649-9943 to get answers to any questions you may have. You can visit www.yoloelections.org to find Vote Centers and official Ballot Drop Box locations.

To ensure your ballot is counted, read the instructions below.



Voter Survey

Register to Vote

Visit yoloelections.org



Do you want your ballot to be counted? WE DO!
If you want your BALLOT TO COUNT, follow the next steps:

- 1. SIGN YOUR ENVELOPE.** You must sign your return identification envelope. State law requires the Yolo County Elections Office to match the signature in your voter record to the signature on the outside of your return identification envelope.
If there is more than one voter in your household, be sure to sign your own return identification envelope.
- 2. AUTHORIZING SOMEONE ELSE TO RETURN YOUR BALLOT.** While most vote-by-mail ballot voters return their voted ballots by mail, you may return your ballot in person to the Yolo County Elections Office in Woodland or to any voting or official ballot drop-off location in California. You may authorize certain people to return your ballot for you, but you and your authorized designee must sign where required on the return identification envelope.
- 3. PLAN TO HAVE YOUR BALLOT ARRIVE ON TIME.** If you hand-deliver your ballot, it must be received by the Yolo County Elections Office in Woodland or at any voting or official ballot drop box location in California no later than 8:00 p.m. Pacific Time on Election Day, Tuesday, November 8, 2022. If you return your ballot by mail, it must be postmarked on or before Election Day and received by the Yolo County Elections Office by Tuesday, November 15, 2022. No postage is necessary.

Check with your local post office for current days/hours of operation. We suggest you mail your ballot at your earliest convenience.

For more information, visit www.yoloelections.org and/or email elections@yolocounty.org.

Figure 7 June 2022 Residence Confirmation Postcard

Voting in 2022

ALL REGISTERED VOTERS WILL RECEIVE A VOTE-BY-MAIL BALLOT

Yolo County Elections is fully transitioning to the Voter's Choice Act model for the June 7, 2022 election.

The purpose of this postcard is to confirm your living location and mailing address to ensure accuracy when mailing your vote-by-mail ballot and other voting materials. In addition, please use this postcard to notify our office of voters who no longer live at your address or no longer share your mailing address.

There are four scenarios:

1. If the living location and mailing address are correct, check the appropriate box, sign, and return this card. Failure to return the card will not affect your voter record or ability to receive a vote-by-mail ballot.
2. If you received this postcard for a voter who no longer lives at your address/location, check the appropriate box, sign, and return this card. Failure to return the card will result in you receiving voting materials for this voter.
3. If you received this postcard for a voter who no longer shares your mailing address, check the appropriate box, sign, and return this card. Failure to return the card will result in you receiving voting materials for this voter.
4. If the living location and/or mailing address are not correct, check the appropriate box and provide the correct information to update your voter record. Sign and return this card. Failure to return the card with the updated information may result in you not receiving your voting materials.

If you have any questions, contact our toll-free voter assistance hotline (800) 649-9943 or elections@yolocounty.org



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 195 WOODLAND, CA

POSTAGE WILL BE PAID BY ADDRESSEE

YOLO COUNTY CLERK
ELECTIONS DEPARTMENT
PO BOX 1820
WOODLAND CA 95776-9910





Yolo County Elections
 PO BOX 1820
 WOODLAND CA 95776-1820

FIRST-CLASS MAIL
 U.S. POSTAGE PAID
 WOODLAND, CA
 PERMIT NO. 195



FORWARDING SERVICE REQUESTED

IMPORTANT VOTER NOTICE

PLEASE CONFIRM THAT WE HAVE THE CORRECT INFORMATION!

TEAR HERE AND MAIL

VOTER NAME:

VID:

ADDRESS (living location):

MAILING ADDRESS:

Check **ONLY** one box

- 1. The address information above is correct. Please sign below and return this card.
- 2. The person named on this card no longer lives at this address. Please sign below and return this card.
- 3. The person named on this card no longer shares this mailing address. Please sign below and return this card.
- 4. The address information above is wrong. Please provide the correct information below, sign, and return this card.

To update your voter information, please complete the information below:

The address/location where I currently live is:

House Number, Street Name, Apt # or (cross street location): _____

City, State, Zip Code: _____

The current mailing address is (complete only if different from address/location above):

PO Box or House Number, Street Name, Apt #: _____

City, State, Zip Code: _____

Please sign and return by mail. No postage necessary. This card will not be processed without a signature.

Signature (DO NOT PRINT)

Telephone

Date

Figure 9 November 2022 Voter's Choice Mailer 1 Postcard– Track your ballot and download facsimile translated ballot

Yolo County Elections
PO BOX 1820
WOODLAND CA 95776-1820

FIRST CLASS MAIL
U.S. POSTAGE PAID
WOODLAND, CA
PERMIT NO. 63





Tracking your ballot - when it is mailed, received, and counted - has never been easier.

Sign up today at
wheresmyballot.sos.ca.gov

You may download a facsimile of your ballot in this language at <https://www.yoloelections.org/voting/facsimile-ballots> or call our office at (530) 866-8133 to request one.
 Puede descargar un facsimil de su boleta electoral en este idioma en <https://www.yoloelections.org/voting/facsimile-ballots> o llamar a nuestra oficina al (530) 866-8133 para solicitar uno.
 कोई <https://www.yoloelections.org/voting/facsimile-ballots> को दिनांक प्राप्त करने के लिए या पूछने के लिए हमारे कार्यालय को (530) 866-8133 पर कॉल करें।
 미언어로 작성된 해당 투표용지는 <https://www.yoloelections.org/voting/facsimile-ballots>에서 작성된 다운로드 링크나 전화로 (530) 866-8133로 연락하여 요청하실 수 있습니다.
 您可以到 <https://www.yoloelections.org/voting/facsimile-ballots> 下载此语言版本的选票复印件，或致电(530) 866-8133 联系我们的办公室进行索取。

YOLO COUNTY

November 8th

General Election

2022



The next election is around the corner!

This means **ALL ACTIVE VOTERS** in Yolo County will be sent their Official Ballot within the next 10 days.

Included with your ballot packet is a list of official voting and ballot drop box locations. Please visit our website at https://www.yoloelections.org/voting/polling_place to see the updated and final list.

You can still vote in person, please bring your vote-by-mail packet to surrender it at the Vote Center you visit.

Please drop off your ballot at a Voting or Official Ballot Drop Box location by 8:00 p.m. on Election Day or mail your ballot so that it is postmarked on or before Election Day. No postage is necessary.

Yolo County Elections | 625 Court Street, Suite B05, Woodland, CA 95695 | Toll Free: (800) 649-9943 | elections@yolocounty.org

Figure 10 June 2022 Voter's Choice Act Mailer 2 Postcard

YOUR OFFICIAL BALLOT FOR THE
STATEWIDE DIRECT PRIMARY ELECTION
WAS MAILED TO YOU ON
MAY 9, 2022.

Vote Centers will begin opening on
May 28, 2022.

Please find a list of the Vote Centers and Official Ballot Drop Box locations and hours listed in the County Voter Information Guide or on our website at https://www.yoloelections.org/voting/polling_place

Your State Voter Information Guide is mailed separately.



Yolo County Elections
PO BOX 1820
WOODLAND CA 95776-1820

FIRST CLASS MAIL
U.S. POSTAGE PERM.
WOODLAND, CA
PERMIT NO. 48



OFFICIAL ELECTION MAIL
Authorized by the U.S. Postal Service

ST-VGAB-0622

VOTING BY MAIL IS SAFE, SECURE AND RELIABLE!

You can track your ballot using the "Where's My Ballot?" service. To sign up to receive ballot tracking notifications, visit <https://www.sos.ca.gov/elections/ballot-status/wheres-my-ballot> for more information

Did You Know? Vote by mail ballots are the first ballots counted. They are the only ballots included in the first election night report following the close of the polls.

Vote Early! Vote By Mail!

<div style="background-color: #333; color: white; padding: 5px; font-weight: bold; text-align: center;"> BALLOT DROP BOXES Outdoor Open 24/7 </div> <p style="font-size: 0.8em;">Available through June 7 June 7 (Election Day) until 8:00 p.m.</p> <div style="background-color: #eee; padding: 2px; margin-bottom: 5px; font-weight: bold; text-align: center;">CLARKSBURG</div> <p style="font-size: 0.8em;">Clarksburg Library 52915 Netherlands Avenue, Clarksburg</p> <div style="background-color: #eee; padding: 2px; margin-bottom: 5px; font-weight: bold; text-align: center;">DAVIS</div> <p style="font-size: 0.8em;">Davis City Hall 23 Russell Boulevard, Davis UC Davis Campus 282 Tennis Court Lane, Davis</p> <div style="background-color: #eee; padding: 2px; margin-bottom: 5px; font-weight: bold; text-align: center;">ESPARTO</div> <p style="font-size: 0.8em;">Esparto Regional Library 17065 Yolo Avenue, Esparto</p> <div style="background-color: #eee; padding: 2px; margin-bottom: 5px; font-weight: bold; text-align: center;">WEST SACRAMENTO</div> <p style="font-size: 0.8em;">West Sacramento City Hall 1110 W Capitol Avenue, West Sacramento</p> <div style="background-color: #eee; padding: 2px; margin-bottom: 5px; font-weight: bold; text-align: center;">WOODLAND</div> <p style="font-size: 0.8em;">Post Office Parking Lot 770 Court Street, Woodland</p>	<div style="background-color: #333; color: white; padding: 5px; font-weight: bold; text-align: center;"> BALLOT DROP BOXES Open Hours Listed Below </div> <p style="font-size: 0.8em;">Available through June 7 (hours listed) June 7 (Election Day) until 8:00 p.m.</p> <div style="background-color: #eee; padding: 2px; margin-bottom: 5px; font-weight: bold; text-align: center;">DAVIS</div> <p style="font-size: 0.8em;">Nugget Markets (Daily 6:00 a.m. – 10:00 p.m.) 409 Mice Boulevard, Davis Nugget Markets (Daily 6:00 a.m. – 10:00 p.m.) 1414 E Covell Boulevard, Davis</p> <div style="background-color: #eee; padding: 2px; margin-bottom: 5px; font-weight: bold; text-align: center;">WEST SACRAMENTO</div> <p style="font-size: 0.8em;">Nugget Markets (Daily 6:00 a.m. – 10:00 p.m.) 2000 Town Center Plaza, West Sacramento Raley's (Daily 6:00 a.m. – 11:00 p.m.) 1601 W Capitol Avenue, West Sacramento Arteaga's Starlite Supermarket (Daily 8:00 a.m. – 8:00 p.m.) 940 Sacramento Avenue, West Sacramento</p> <div style="background-color: #eee; padding: 2px; margin-bottom: 5px; font-weight: bold; text-align: center;">WINTERS</div> <p style="font-size: 0.8em;">Lorenzo's Market (Daily 7:00 a.m. – 10:00 p.m.) 121 E Grant Avenue, Winters</p> <div style="background-color: #eee; padding: 2px; margin-bottom: 5px; font-weight: bold; text-align: center;">WOODLAND</div> <p style="font-size: 0.8em;">Raley's (Daily 6:00 a.m. – 11:00 p.m.) 367 W Main Street, Woodland Bel Air (Daily 6:00 a.m. – 11:00 p.m.) 1885 E Gibson Road, Woodland Yolo County Elections Office (Weekdays 8:00 a.m. – 5:00 p.m.) 625 Court Street, Suite B-05, Woodland</p>
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ST-VGAB-0622

Figure 11 November 2022 Voter's Choice Act Mailer 2 Postcard

**YOUR OFFICIAL BALLOT FOR THE
GENERAL ELECTION
WAS MAILED TO YOU ON
OCTOBER 10, 2022.**

**Vote Centers will begin opening on
OCTOBER 29, 2022.**

Please find a list of the Vote Centers and Official Ballot Drop Box locations and hours listed in the County Voter Information Guide or on our website at https://www.yoloelections.org/voting/polling_place

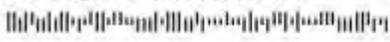
**Your State Voter Information Guide
is mailed separately.**



Yolo County Elections
PO BOX 1820
WOODLAND CA 95776-1820



*****AUTO**5-DIGIT 95695
SAMPLE VOTER
625 COURT ST STE B-05
WOODLAND CA 95695-3475



57-35261-1102 YOV2/003/061/001/115001

VOTING BY MAIL IS SAFE, SECURE AND RELIABLE!

You can track your ballot using the "Where's My Ballot?" service. To sign up to receive ballot tracking notifications, visit <https://www.sos.ca.gov/elections/ballot-status/wheres-my-ballot> for more information

*Did You Know? Early vote-by-mail ballots are the first ballots counted.
They are the only ballots included in the first election night report following the close of the polls.
Vote Early! Vote By Mail!*

<div style="background-color: black; color: white; padding: 5px; text-align: center;">BALLOT DROP BOXES Outdoor Open 24/7</div> <p style="font-size: small;">Available through November 8 November 8 (Election Day) until 8:00 p.m.</p> <p>CLARKSBURG Clarksburg Library 52910 Netherlands Avenue, Clarksburg</p> <p>DAVIS Davis City Hall 25 Russell Boulevard, Davis UC Davis Campus 282 Tennis Court Lane, Davis</p> <p>ESPARTO Esparto Regional Library 17085 Yolo Avenue, Esparto</p> <p>KNIGHTS LANDING Knights Landing Branch Library 42331 Third Street, Knights Landing</p> <p>WEST SACRAMENTO West Sacramento City Hall 1110 W Capitol Avenue, West Sacramento</p> <p>WOODLAND Post-Office Parking Lot 720 Court Street, Woodland</p>	<div style="background-color: black; color: white; padding: 5px; text-align: center;">BALLOT DROP BOXES Open Hours Listed Below</div> <p style="font-size: small;">Available through November 8 (hours listed) November 8 (Election Day) until 8:00 p.m.</p> <p>DAVIS</p> <p>Nugget Markets (Daily 6:00 a.m. – 10:00 p.m.) 409 Mace Boulevard, Davis</p> <p>Nugget Markets (Daily 6:00 a.m. – 10:00 p.m.) 5414 E Covell Boulevard, Davis.</p> <p>WEST SACRAMENTO</p> <p>Nugget Markets (Daily 6:00 a.m. – 10:00 p.m.) 2000 Town Center Plaza, West Sacramento</p> <p>State Foods Supermarket (Formerly Arteaga's Starlite Supermarket) (Daily 8:00 a.m. – 8:00 p.m.) 440 Sacramento Avenue, West Sacramento</p>	<p>WINTERS</p> <p>Lorenzo's Market (Daily 7:00 a.m. – 10:00 p.m.) 121 E Grant Avenue, Winters</p> <p>WOODLAND</p> <p>La Superior Super Mercados (Daily 7:30 a.m. to 9:00 p.m.) 34 W Court Street, Woodland</p> <p>Food 4 Less (Daily 6:00 a.m. to 10:00 p.m.) 451 Pioneer Avenue, Woodland</p> <p>Woodland Community College Student Services Building 700 (Monday through Thursday 8:00 a.m. – 5:00 p.m.) 2300 E Gibson Road, Woodland</p> <p>Yolo County Elections Office (Weekdays 8:00 a.m. – 5:00 p.m.) 625 Court Street, Suite B-05, Woodland</p>
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11/9/2022 11:02

Figure 12 Election Specific Advertisement Messaging

Are You Election Ready?

The Yolo County Elections Office invites you to register or check your voter registration status before the upcoming **November 8, 2022, General Election.**

You can do it online at: registertovote.ca.gov

or



SCAN ME

A Voter's Choice Act County!
For official election information visit: www.yoloelections.org

Follow us on Social Media:

Facebook: @YoloACE
Instagram: @YoloCoACE
Twitter: @YoloCoACE
YouTube: Yolo County ACE
TikTok: yolocoace

¿Listo (a) para la elección?

La Oficina de Elecciones del Condado de Yolo te invita a registrarte o verificar el estado de tu registro de votante antes de la **Elección General del 8 de noviembre de 2022.**

Puedes hacerlo en línea en: registertovote.ca.gov

o



ESCANÉAME

Un Condado bajo la Ley de Elección del Votante!
Para información electoral oficial visita: www.yoloelections.org

Síguenos en redes sociales:

Facebook: @YoloACE
Instagram: @YoloCoACE
Twitter: @YoloCoACE
YouTube: Yolo County ACE
TikTok: yolocoace

Have you voted yet?

The Yolo County Elections Office invites you to vote during the **November 8, 2022, General Election.**

Remember you can vote during early voting days!

For a complete list of Ballot Drop Box and Vote Center locations and service hours visit: www.yoloelections.org

or



SCAN ME

Follow us on Social Media
for the latest official election information:

Facebook: @YoloACE
Instagram: @YoloCoACE
Twitter: @YoloCoACE
YouTube: Yolo County ACE
TikTok: yolocoace

¿Ya votaste?

La Oficina de Elecciones del Condado de Yolo te invita votar durante la **Elección General del 8 de noviembre del 2022.**

¡Recuerda que puedes votar de manera anticipada!

Para obtener una lista completa de los lugares y los horarios de servicio de los buzones de entrega de boletas y los centros de votación visita: www.yoloelections.org

o



ESCANÉAME

Síguenos Síguenos en las redes sociales para obtener la información electoral oficial más reciente:

Facebook: @YoloACE
Instagram: @YoloCoACE
Twitter: @YoloCoACE
YouTube: Yolo County ACE
TikTok: yolocoace

The Yolo County Elections Mobile Vote Center (MVC) is coming to your community!

Townships and unincorporated communities now have convenient options to access in-person voting and other election services.

The Mobile Vote Center is a state-of-the-art 29-foot trailer that provides all the services you will find at a traditional Vote Center.

Mobile Vote Center
Open 10:00 a.m. to 6:00 p.m.
Each will be open for one day
during the week before Election Day.

GUINDA

Tuesday, November 1,
At the Guinda Post Office
7575 State Highway 16, Guinda

YOLO

Friday, November 4,
At the Yolo Post Office
14138 2nd Street, Yolo

MADISON

Wednesday, November 2,
At Guy's Corner
17776 County Road 89, Madison

CLARKSBURG

Saturday, November 5,
At Delta High School
52810 Netherlands Avenue, Clarksburg

ZAMORA

Thursday, November 3,
Between the Zamora Town Hall
and the Zamora Post Office
9810 Blacks Street, Zamora

DUNNIGAN

Sunday, November 6,
At the Dunnigan Fire Station
29145 Main Street, Dunnigan

KNIGHTS LANDING

Monday, November 7,
At Wayside Market
9696 Locust Street, Knights Landing



Figure 11 Election Messaging Banners – English and Spanish versions



**ARE YOU
ELECTION READY?**

The Yolo County Elections Office invites you to register to vote or check your voter registration status to prepare for the upcoming election.

Go online or use the QR Code:

 registertovote.ca.gov 

This banner features a red wavy graphic on the top left and a partial American flag on the bottom right. It includes the Yolo County Elections Office logo in the top right and bottom left corners.



**¿LISTO(A) PARA
LA ELECCIÓN?**

La Oficina de Elecciones del Condado de Yolo te invita a registrarte para votar ó verificar el estado de tu registro de votante en preparación para la próxima elección.

Hazlo en línea ó usa el Código QR :

 registertovote.ca.gov 

This banner features a red wavy graphic on the top left and a partial American flag on the bottom right. It includes the Yolo County Elections Office logo in the top right and bottom left corners.



YOLO COUNTY RESIDENTS VOTE!



**For a Complete List of
Official Ballot Drop Boxes, Voter Centers,
and Latest Official Election Information Contact Us At:
Yolo County Elections Office**





Facebook: @YoloACE
Instagram: @YoloCoACE
Twitter: @YoloCoACE
YouTube: Yolo County ACE
TikTok: yolocoace

elections@yolocounty.org
 (530) 666-8133 / (916) 375-6490 / (800) 649-9943




¡LOS RESIDENTES DEL CONDADO DE YOLO VOTAN!



**Para una Lista Completa de Todos los
Buzones Electorales Oficiales, Centros de Votación,
e Información Electoral Oficial Comunícate a:
Oficina de Elecciones del Condado de Yolo**





Facebook: @YoloACE
Instagram: @YoloCoACE
Twitter: @YoloCoACE
YouTube: Yolo County ACE
TikTok: yolocoace

elections@yolocounty.org
 (530) 666-8133 / (916) 375-6490 / (800) 649-9943





YOLO COUNTY RESIDENTS VOTE!

Try One of Three
Simple, Safe, and Secure Ways to Vote:
Vote-by-Mail, Drop at any Official Ballot Drop Box, In Person

Stay Informed, Contact Us At:
Yolo County Elections Office





SCAN ME

Facebook: @YoloACE
 Instagram: @YoloCoACE
 Twitter: @YoloCoACE
 YouTube: Yolo County ACE
 TikTok: yolocoace



elections@yolocounty.org
 (530) 666-8133 / (916) 375-6490 / (800) 649-9943




¡LOS RESIDENTES DEL CONDADO DE YOLO VOTAN!

Vota Utilizando Una de las Tres Maneras
Simples, Seguras & Protegidas para Votar:
Vota por Correo, Entreguela en cualquier Buzón Electoral Oficial, ó En Persona

Mantengase Informado, Comíquese a:
Oficina de Elecciones del Condado de Yolo





ESCANÉAME

Facebook: @YoloACE
 Instagram: @YoloCoACE
 Twitter: @YoloCoACE
 YouTube: Yolo County ACE
 TikTok: yolocoace



elections@yolocounty.org
 (530) 666-8133 / (916) 375-6490 / (800) 649-9943



Figure 13 November 2022 General Election Ballot Drop Box Posters Samples



YOLO COUNTY ELECTIONS OFFICE
 ★ ★ ★
OFFICIAL BALLOT DROP BOX SITE

NO ELECTIONEERING ALLOWED
 within the immediate vicinity of a person in line to cast their ballot or within 100 feet of the entrance of a Vote Center, curbside voting, or a Ballot Drop Box.

WARNING: ELECTIONEERING IS PROHIBITED!
 Violations can lead to fines and/or imprisonment.

- DO NOT ask a person to vote for or against any candidate or ballot measure.
- DO NOT display a candidate's name, image, or logo.
- DO NOT block access to or loiter near any ballot drop boxes.
- DO NOT provide any material or audible information for or against any candidate or ballot measure near any polling place, vote center, or ballot drop box.
- DO NOT circulate any petitions, including for initiatives, referenda, recall, or candidate nominations.
- DO NOT distribute, display, or wear any clothing (hats, shirts, signs, buttons, stickers) that include a candidate's name, image, logo, and/or support or oppose any candidate or ballot measure.
- DO NOT display information or speak to a voter about the voter's eligibility to vote.

YOLO COUNTY ELECTIONS OFFICE
 ★ ★ ★
OFFICIAL BALLOT DROP BOX SITE

WARNING:
CORRUPTING THE VOTING PROCESS IS PROHIBITED!
 Violations can lead to fines and/or imprisonment.

WHAT ACTIVITIES ARE PROHIBITED:

- DO NOT commit or attempt to commit election fraud.
- DO NOT provide any sort of compensation or bribery to in any fashion or by any means induce or attempt to induce a person to vote or refrain from voting.
- DO NOT illegally vote.
- DO NOT attempt to vote or aide another to vote when not entitled to vote.
- DO NOT engage in electioneering; photograph or record a voter entering or exiting a polling place; or obstruct ingress, egress, or parking.
- DO NOT challenge a person's right to vote or prevent voters from voting; delay the process of voting; or fraudulently advise any person that he or she is not eligible to vote or is not registered to vote.
- DO NOT attempt to ascertain how a voter voted their ballot.
- DO NOT possess or arrange for someone to possess a license in the immediate vicinity of a polling place, with some exceptions.
- DO NOT appear or arrange for someone to appear in the uniform of a peace officer, guard, or security personnel in the immediate vicinity of a polling place, with some exceptions.
- DO NOT tamper or interfere with any component of a voting system.
- DO NOT forge, counterfeit, or tamper with the returns of an election.
- DO NOT alter the returns of an election.
- DO NOT tamper with, destroy, or alter any polling list, official ballot, or ballot container.
- DO NOT display any unofficial ballot collection container that may deceive a voter into believing it is an official collection box.
- DO NOT tamper or interfere with copy of the results of votes cast.
- DO NOT cause or deceive a person who cannot read or an older late voting for or against a candidate or measure contrary to their intent.
- DO NOT act as an election officer when you are not one.

EMPLOYERS cannot require or ask their employees to bring their vote by mail ballot to work or ask their employees to vote their ballot at work. At the time of payment of salary or wages, employers cannot enforce materials that attempt to influence the political opinions or actions of their employees.

FREQUENCY BOARD MEMBERS cannot attempt to determine how a voter voted their ballot or, if that information is discovered, disclose how a voter voted their ballot. The prohibitions on activity related to corruption of the voting process enumerated above are set forth in Chapter 6 of Division 16 of the California Elections Code.

YOLO COUNTY ELECTIONS OFFICE
★ ★ ★

**NOVEMBER 8, 2022,
GENERAL ELECTION**



**BALLOT DROP BOX
OFFICIALLY CLOSES ON
TUESDAY, NOVEMBER 8, 2022,
AT 8:00 P.M.**

NO POSTAGE NECESSARY
For any questions contact
Yolo County Elections Office:
(800) 649-9943
elections@yolocounty.org
"Excellence with Integrity"

YOLO COUNTY ELECTIONS OFFICE
★ ★ ★

**NOVEMBER 8, 2022,
GENERAL ELECTION**



**BALLOT DROP BOX
OFFICIALLY CLOSED**

**DO NOT PLACE ANY BALLOTS
AFTER 8:00 P.M. ON
TUESDAY, NOVEMBER 8, 2022**

For any questions contact
Yolo County Elections Office:
(800) 649-9943
elections@yolocounty.org
"Excellence with Integrity"

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



Appendix H | Maps and Spatial Data

Customized maps with precincts, census tracts and other spatial analyses will be available from the Assessor/Clerk-Recorder/Elections (ACE) Geographic Information System (GIS) team in preparation for the 2024 election cycle. Credit and citations are provided for each of the maps below.

Vote Center Maps

EC §4005(a)(10)(I)(vi)(V)

Many of the locations used in the 2022 election cycle will be used for the 2024 election cycle. Maps will be published for each election.

November 2022 Vote Centers

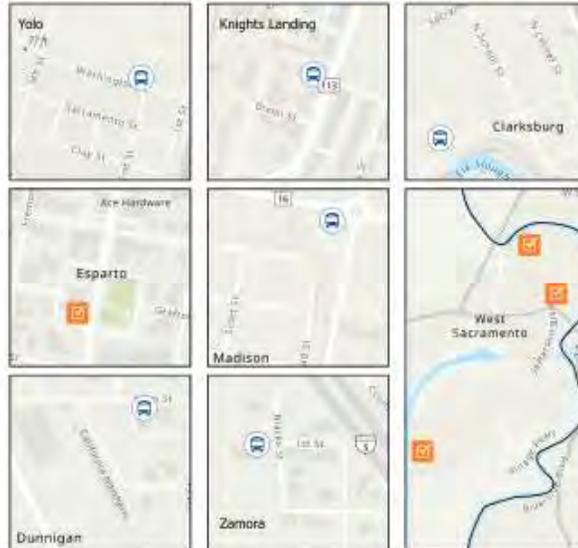


Vote Centers

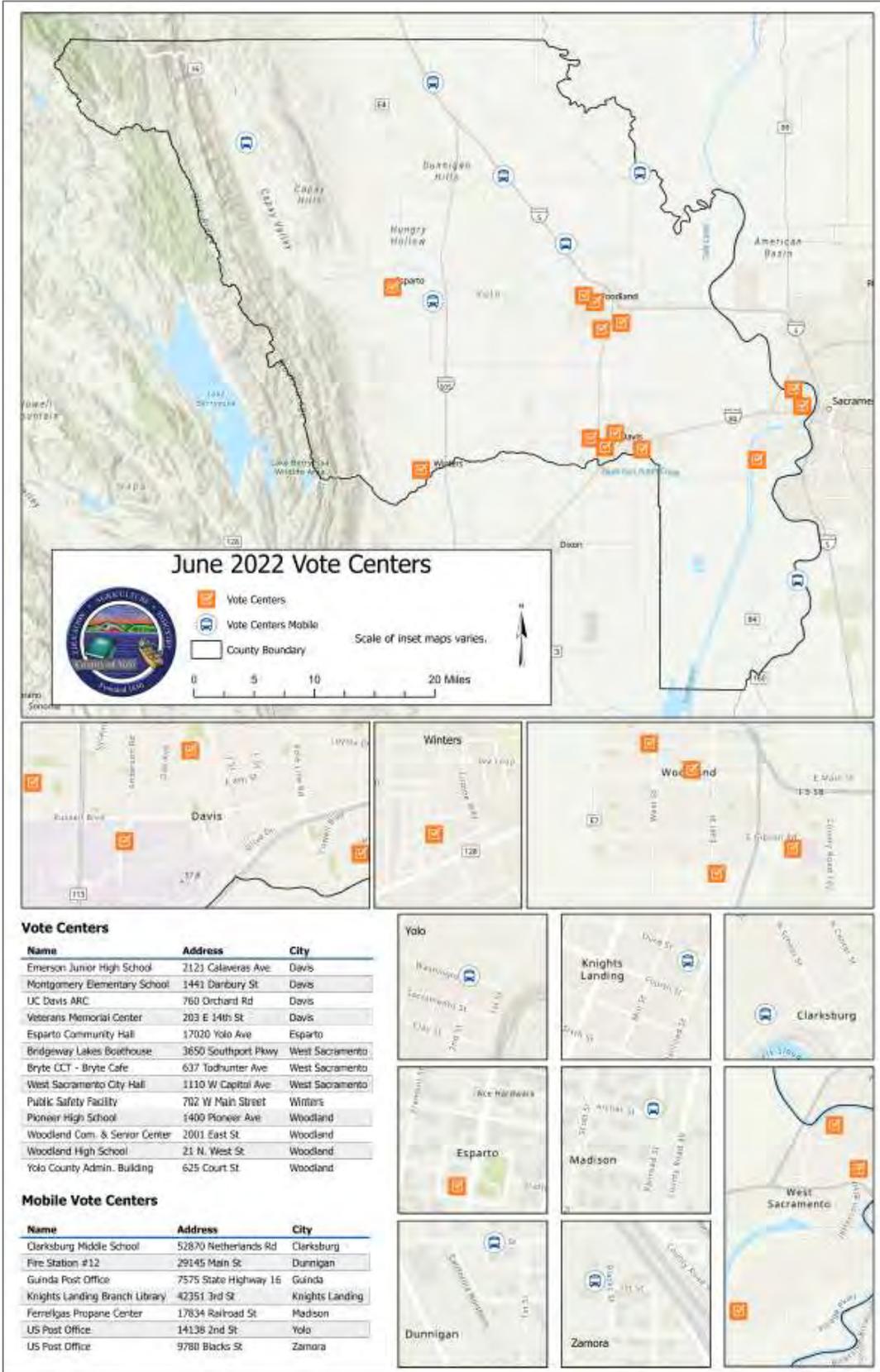
Name	Address	City
Emerson Junior High School	2121 Colver Ave	Davis
Montgomery Elementary School	1441 Danbury St	Davis
UC Davis ARC	760 Orchard Rd	Davis
Veterans Memorial Center	203 E 14th St	Davis
Esparto Community Hall	17020 Yolo Ave	Esparto
Bridgeway Lakes Boothouse	3650 Southport Pkwy	West Sacramento
Bryte CCT - Bryte Cafe	637 Todhunter Ave	West Sacramento
West Sacramento City Hall	1110 W Capitol Ave	West Sacramento
Public Safety Facility	702 W Main Street	Winters
Pioneer High School	1400 Pioneer Ave	Woodland
Woodland Com & Senior Center	2001 East St	Woodland
Woodland High School	21 N. West St	Woodland
Yolo County Admin. Building	625 Court St	Woodland

Mobile Vote Centers

Name	Address	City
Delta High School	52810 Netherlands Ave	Clarksburg
Fire Station #12	29145 Main St	Dunnigan
Guinda Post Office	7575 State Highway 16	Guinda
Wayside Market	9696 Locust St	Knights Landing
Guy's Corner	17776 County Road 89	Madison
Yolo Post Office	14138 Second St	Yolo
Zamora Town Hall	9810 Blacks St	Zamora



June 2022 Vote Centers

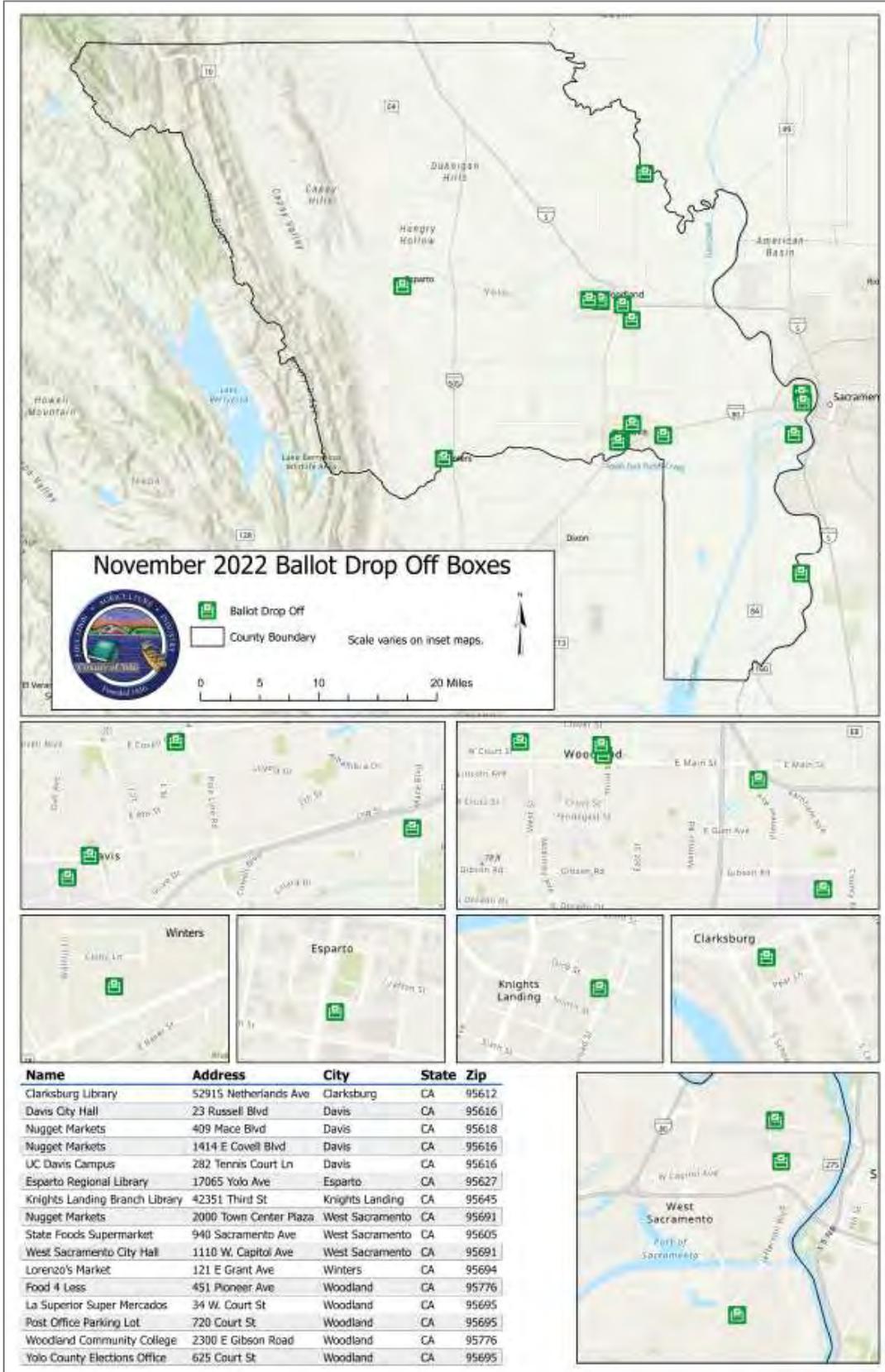


Ballot Drop Box Maps

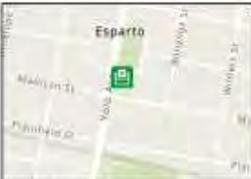
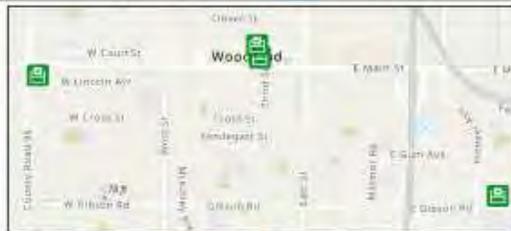
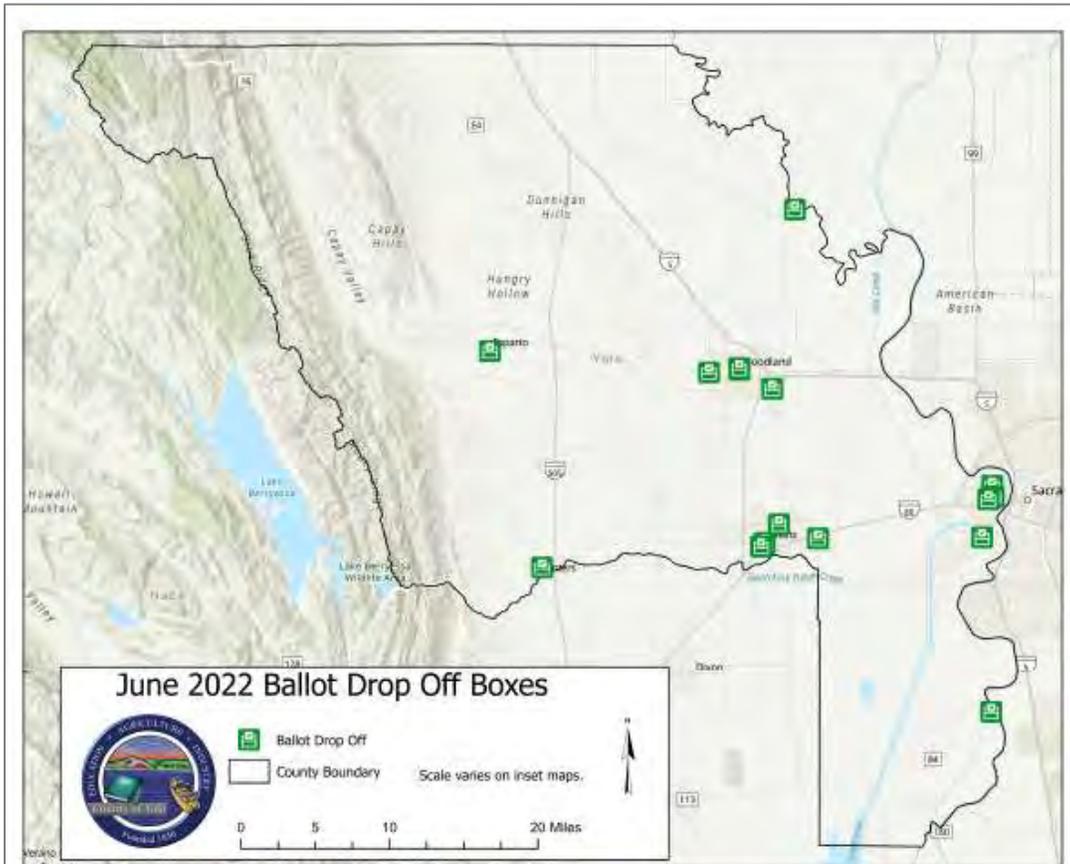
EC §4005(a)(10)(I)(vi)(V)

Many of the locations used in the 2022 election cycle will be used for the 2024 election cycle. Maps will be published for each election.

November 2022 Official Ballot Drop Boxes



June 2022 Official Ballot Drop Boxes



Name	Address	City	State	Zip
Clarksburg Library	52915 Netherlands Ave	Clarksburg	CA	95612
Davis City Hall	23 Russell Blvd	Davis	CA	95616
Nugget Markets	409 Mace Blvd	Davis	CA	95618
Nugget Markets	1414 E Covell Blvd	Davis	CA	95619
UC Davis Campus (north side of Hunt Hall)	282 Tennis Court Ln	Davis	CA	95616
Esparto Regional Library	17065 Yolo Ave	Esparto	CA	95627
Knights Landing Branch Library	42351 Third St	Knights Landing	CA	95643
Artega's Starlite Supermarket	940 Sacramento Ave	West Sacramento	CA	95605
Nugget Markets	2000 Town Center Plaza	West Sacramento	CA	95691
Raley's	1601 W. Capitol Ave	West Sacramento	CA	95691
West Sacramento City Hall	1110 W. Capitol Ave	West Sacramento	CA	95691
Lorenzo's Market	121 E Grant Ave	Winters	CA	95694
Bel Air	1885 E. Gibson Rd	Woodland	CA	95778
Post Office	720 Court St	Woodland	CA	95695
Raley's	367 W. Main St	Woodland	CA	95695
Yolo County Elections Office, Room B-05	625 Court St	Woodland	CA	95695

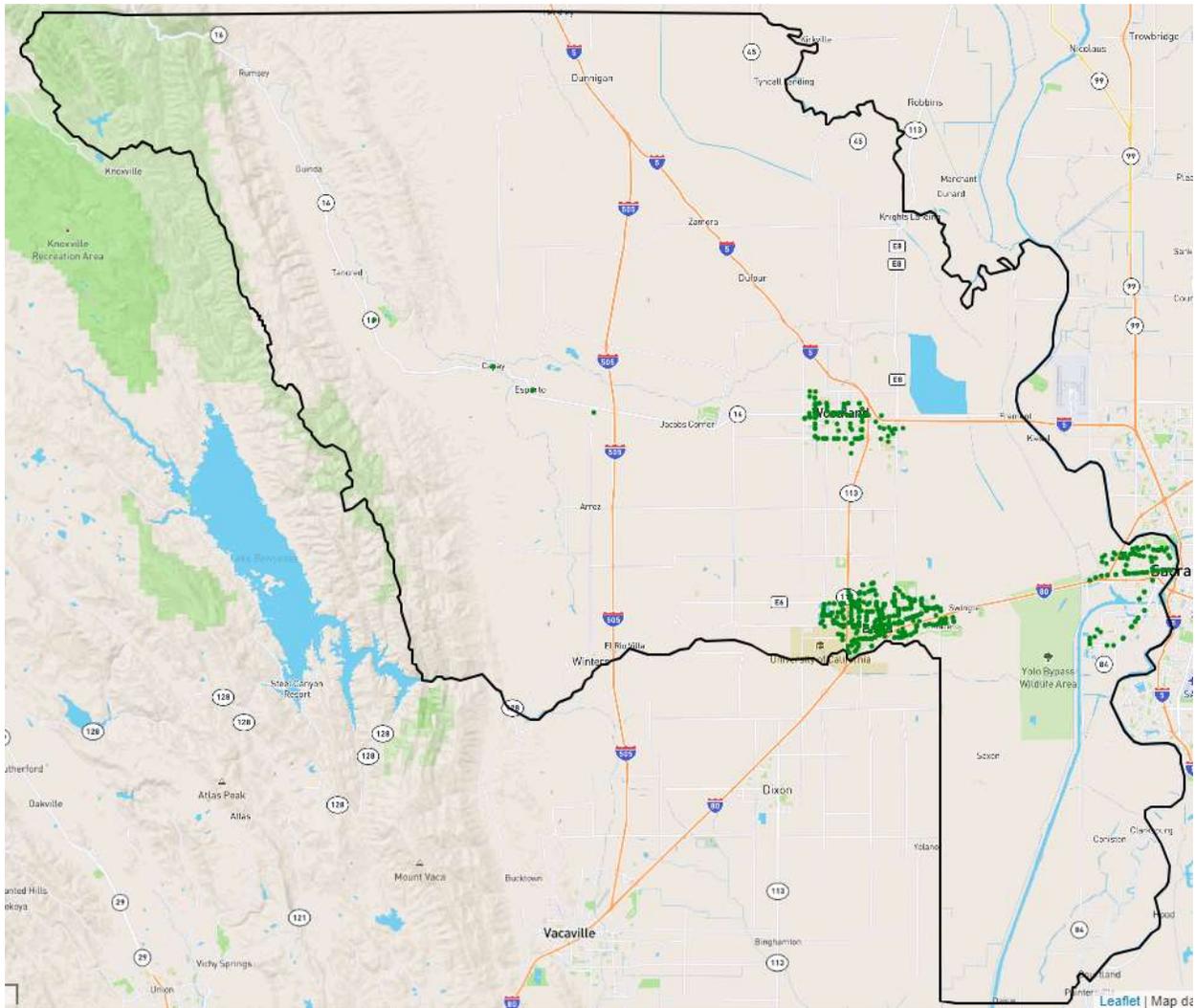


Public Transit Routes

The transit map screen shots from: <https://ca.cidsitingtool.org/>.

Countywide

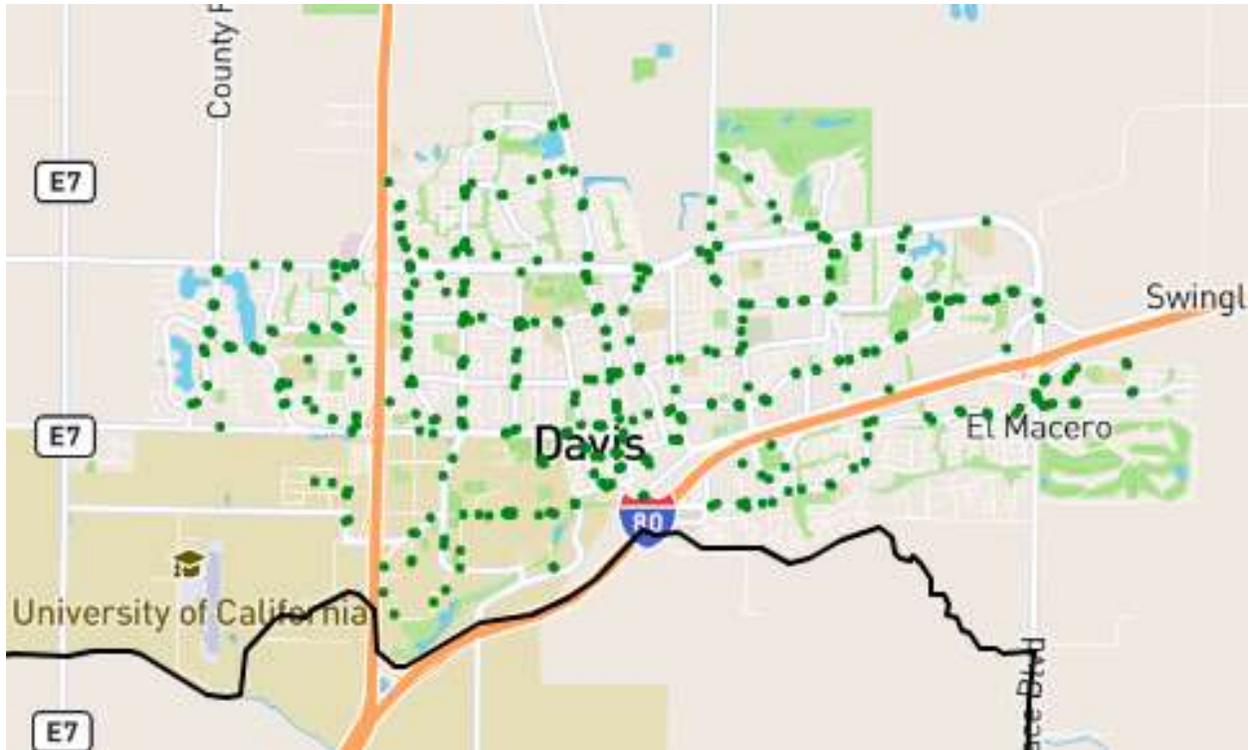
Transit Stops



Map of Countywide Public Transit Stops

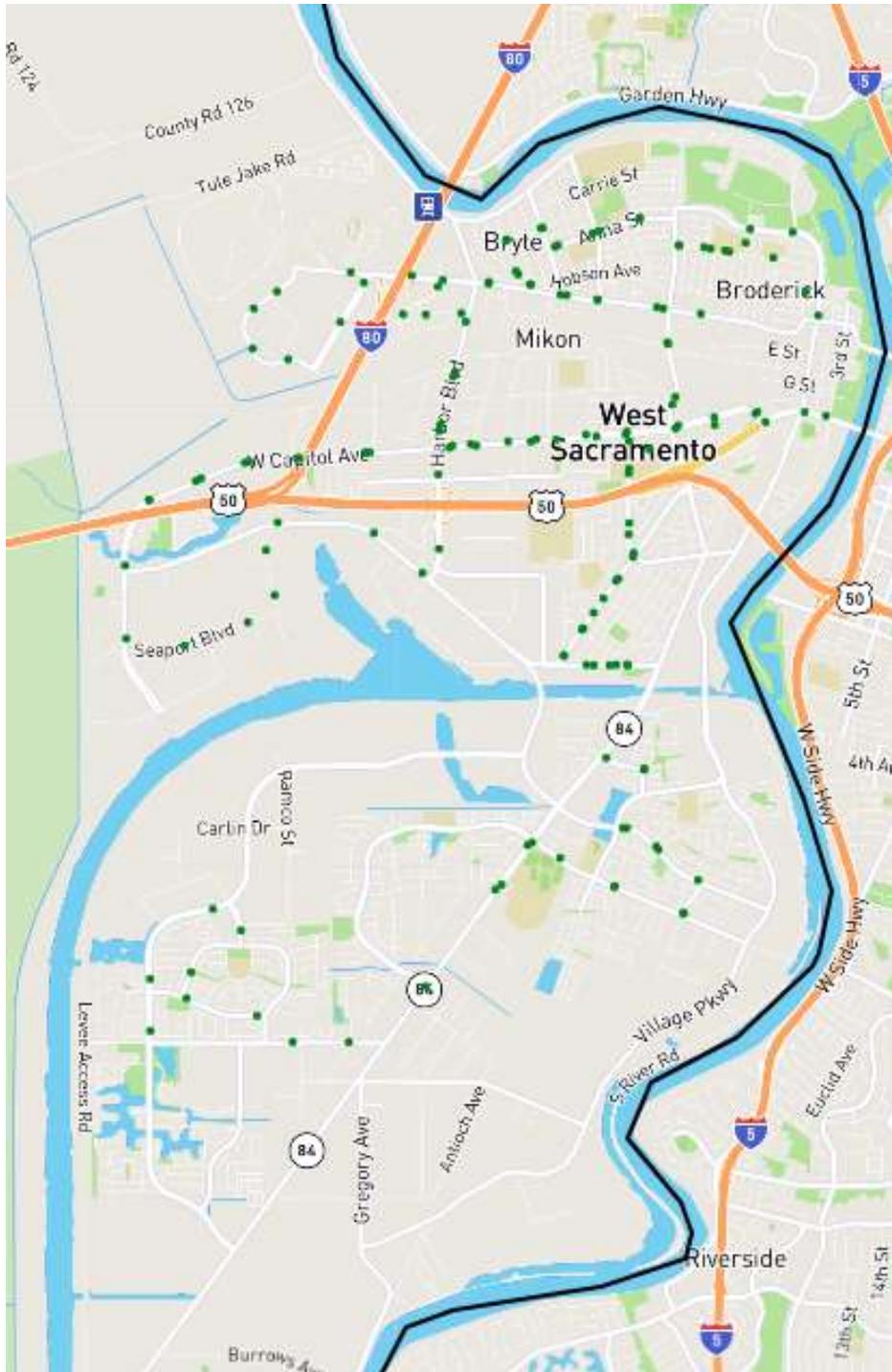
City of Davis

● Transit Stops



City of West Sacramento

● Transit Stops



City of Woodland

● Transit Stops



Unincorporated

● **Transit Stops**

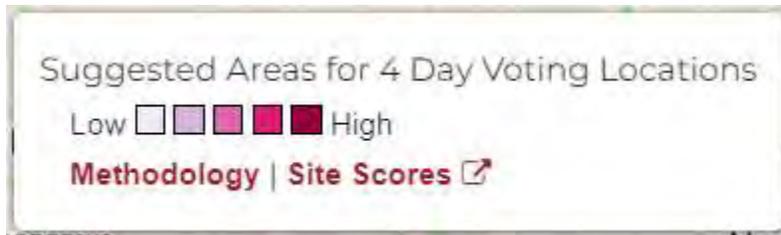
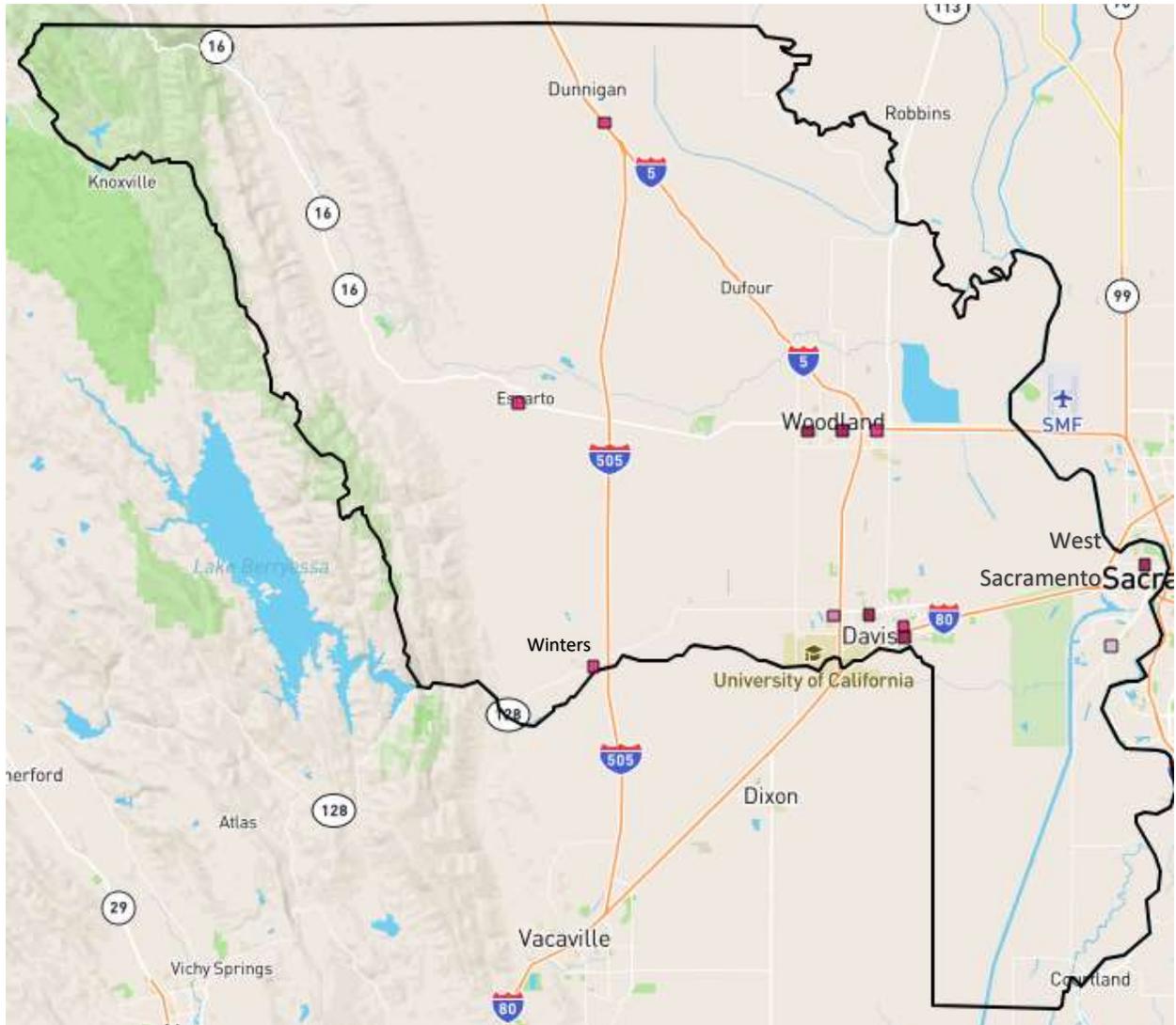


Center for Inclusive Democracy Maps

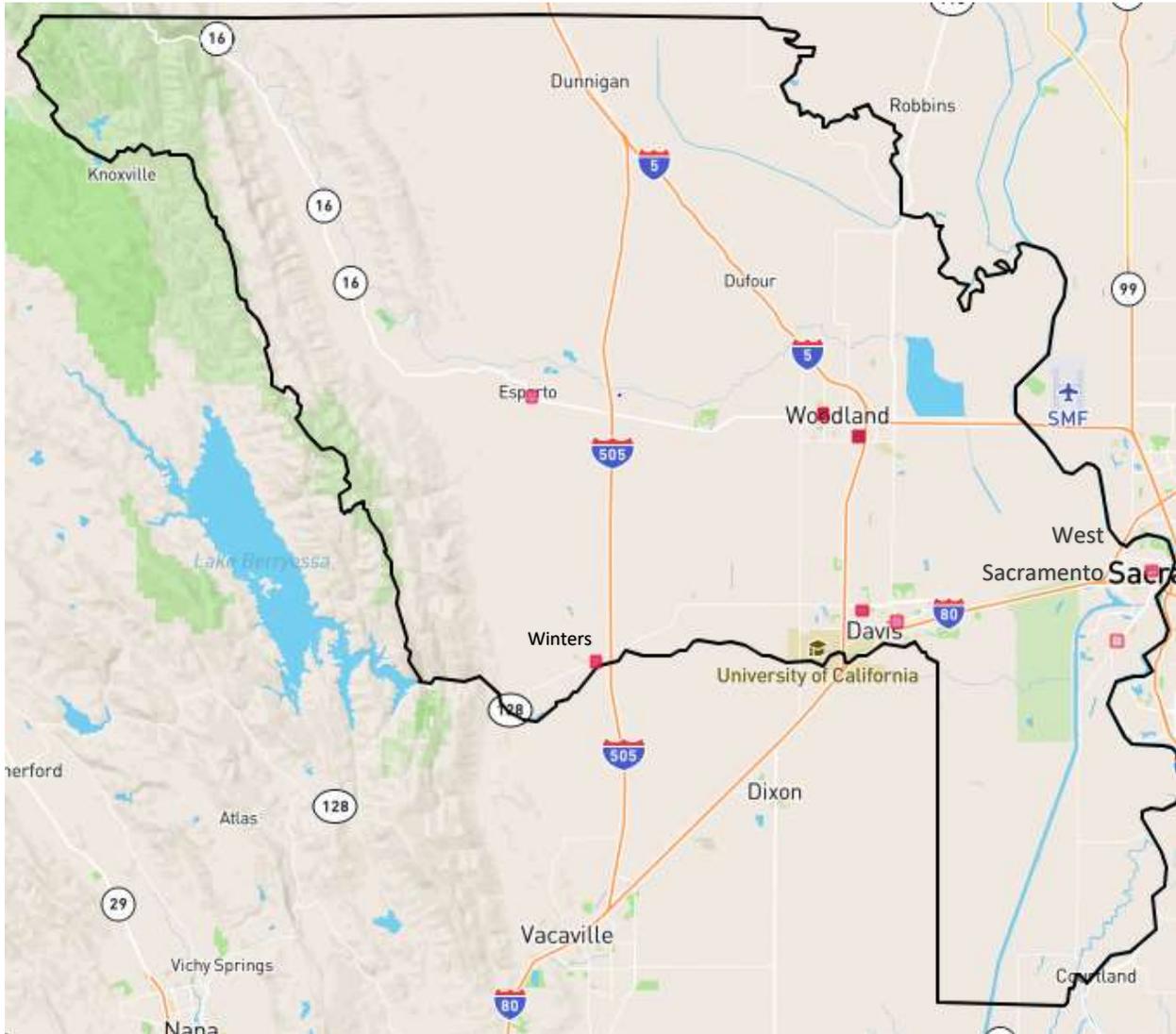
Maps from the Center for Inclusive Democracy (CID) are derived from an online tool. The map below uses the "siting tool" and only shows SUGGESTED VOTE CENTER AND DROP BOX LOCATIONS.

<https://ca.cidsitingtool.org/county.html?county=113>

Suggested four-day Vote Center locations



Suggested Ballot Drop Box Locations



Suggested Areas for Ballot Drop Boxes

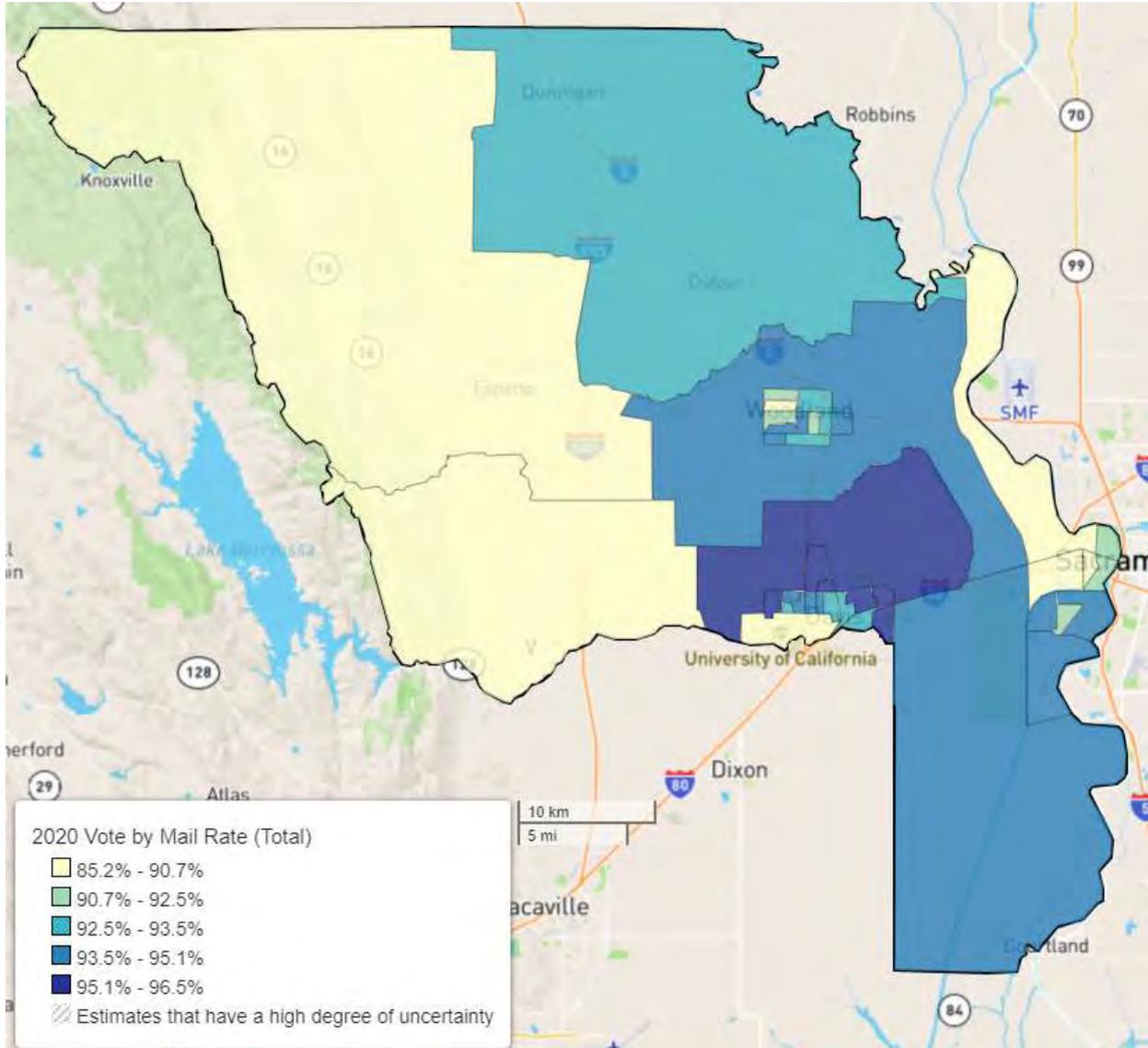
Low     High

[Methodology](#) | [Site Scores](#) 

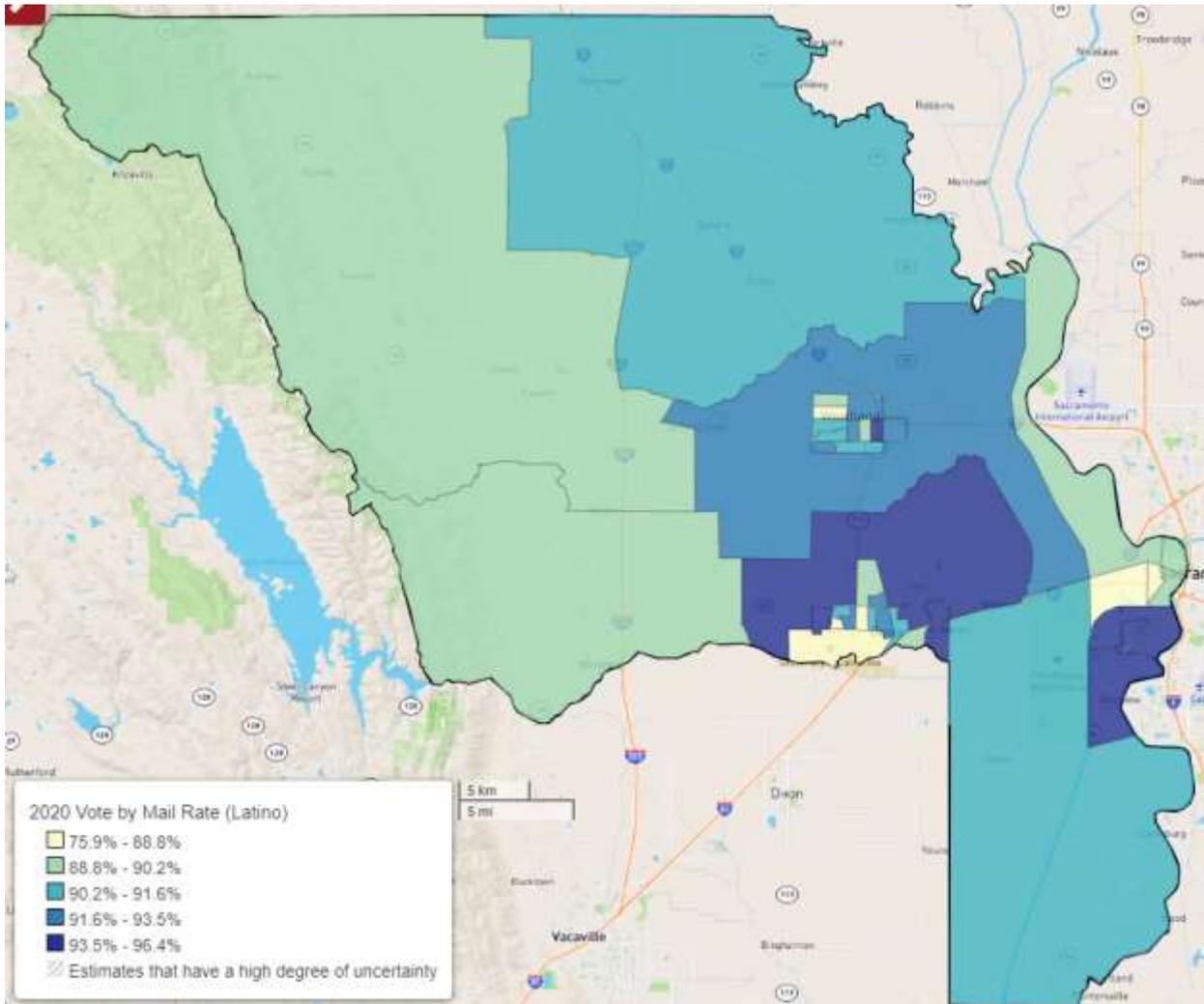
Areas with Low Vote-by-Mail Usage

The Center for Inclusive Democracy siting tool also has maps showing a visualization of demographic and election related data by census tract. Vote-by-mail rate refers to the percentage of voters who voted a vote-by-mail ballot in the 2020 General Election.

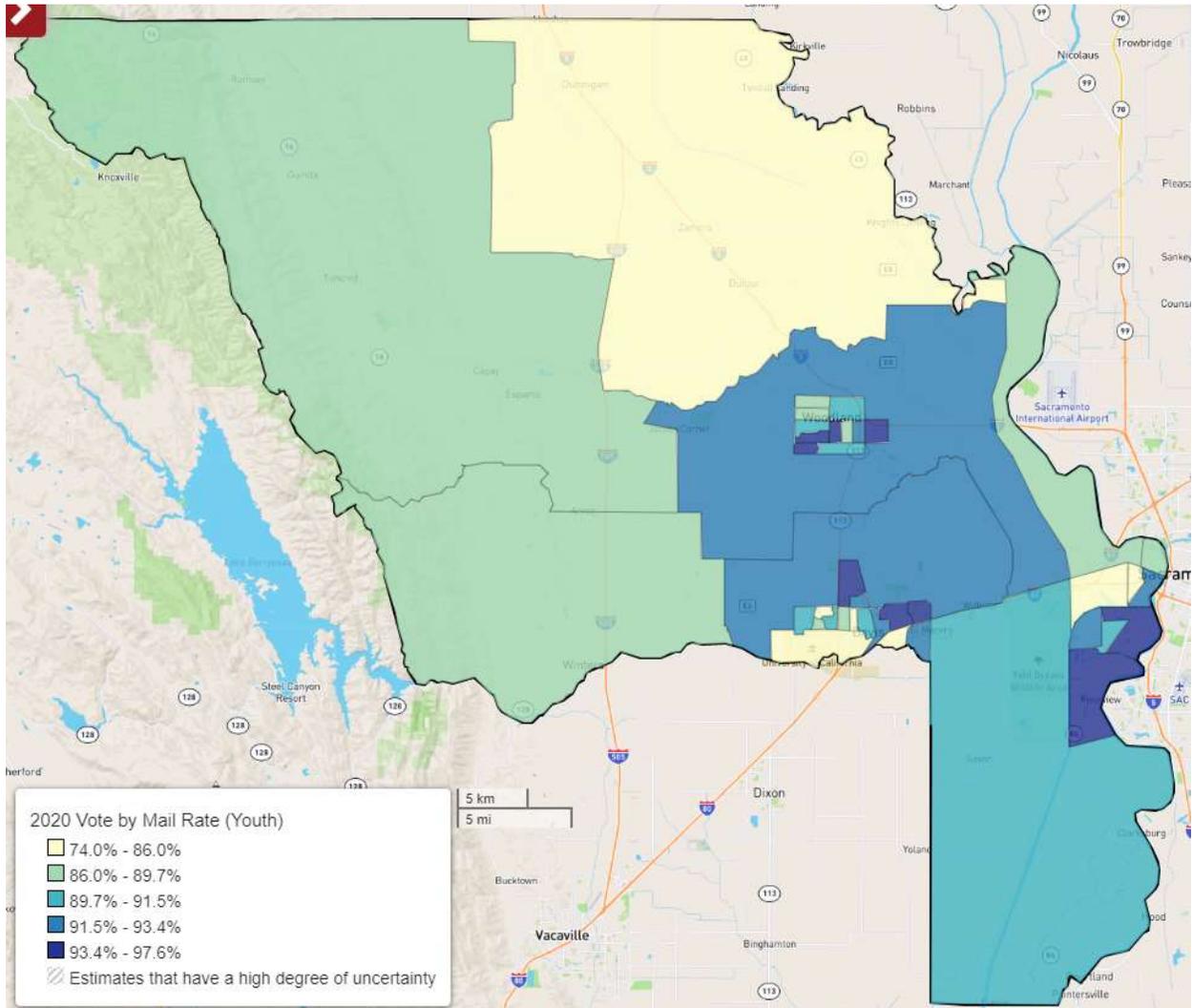
2020 Vote-by-Mail Rate – Total



2020 Vote-by-Mail Rate – Latino



2020 Vote-by-Mail Rate – Youth



Spatial Analysis of County Demographics

Much of the data available related to the siting requirements of Vote Centers and Ballot Drop Boxes is parsed by census tract. Some of the data related to the Voter's Choice Act requirements are in tables. The tables reference census tracts. Following is a 2020 Census Tract Reference Map for Yolo County.

https://www2.census.gov/geo/maps/DC2020/PL20/st06_ca/censustract_maps/c06113_yolo/DC20CT_C06113.pdf

“Language Minority” Communities

EC §4005(a)(10)(i)(v)

As defined by the federal Voting Rights Act and referred to in the California Elections Code, a “minority language community” or “language minority group” consists of people identified by the characteristics below.

A "limited English-speaking household" is one in which no member 14 years old and over (1) speaks only English or (2) speaks a non-English language and speaks English "very well." In other words, all members 14 years old and over have at least some difficulties with English. By definition, English-only households cannot belong to this group. Previous Census Bureau data products have referred to these households as "linguistically isolated" and "Households in which no one 14 and over speaks English only or speaks a language other than English at home and speaks English 'very well'." This table is directly comparable to tables from earlier years that used these labels. Below is a table showing 2021 American Community (ACS) estimates and Census Bureau’s Population Estimates Program estimates data by census tract for limited English proficiency (LEP) population.

As of 2021, the Secretary of State has not provided the specific maps for Yolo County language minority communities. Due to our investment in outreach and understanding of our communities, Yolo County Elections is aware of the location and the needs of minority language groups in Yolo County.

Table 24 Census Tracts and Limited English Proficiency Households Estimates – 2021

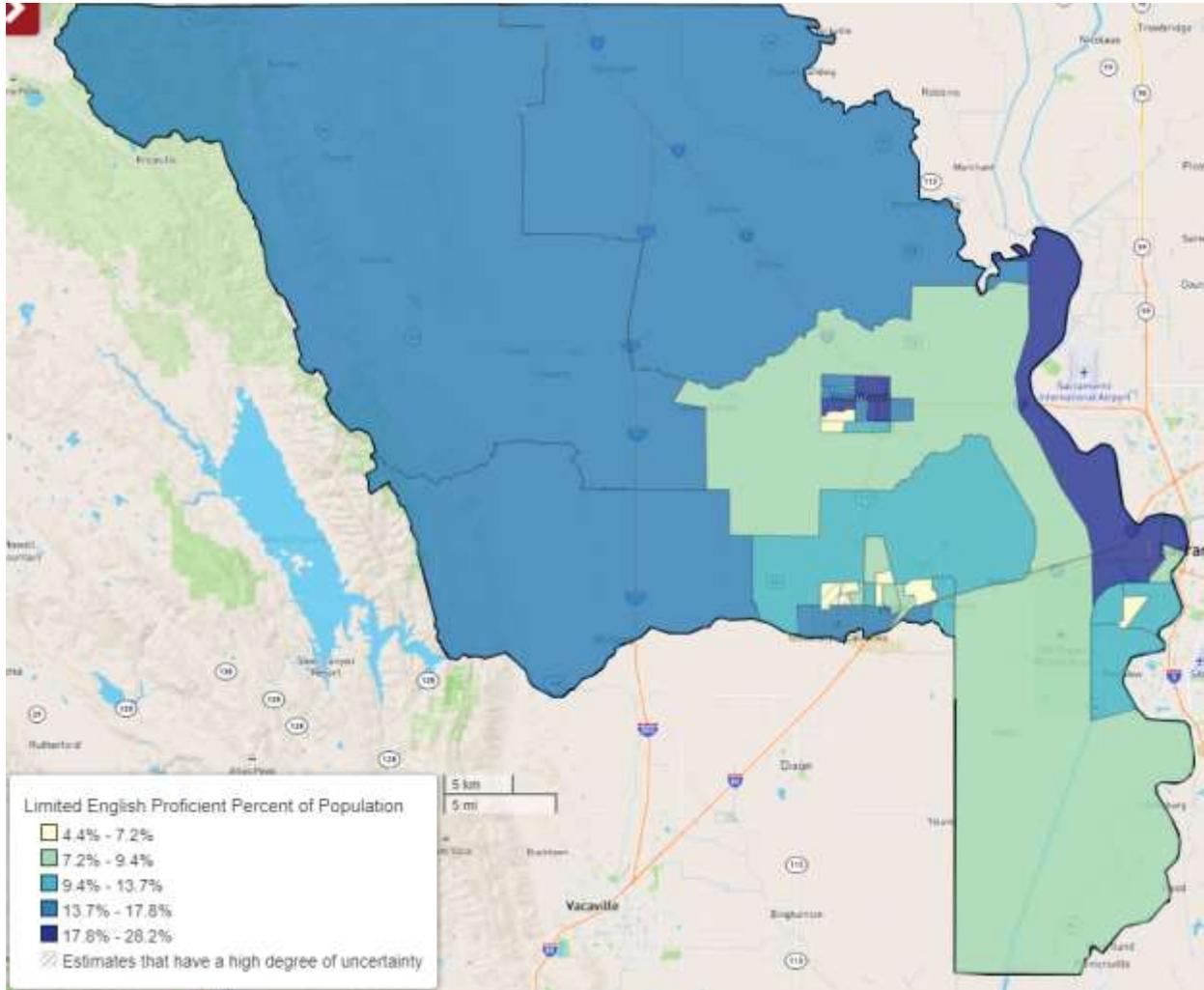
Census Tract	Percentage of Households with Limited English Proficiency			
	Spanish language	Other Indo-European languages	Asian and Pacific Island languages	Other Languages
Census Tract 101.02	0.0%	73.7%	0.0%	–
Census Tract 101.03	24.6%	25.5%	0.0%	–
Census Tract 101.04	18.6%	51.6%	15.2%	–
Census Tract 101.05	0.0%	100.0%	37.2%	–
Census Tract 102.01	7.8%	0.0%	0.0%	–
Census Tract 102.03	36.9%	13.3%	75.9%	0.0%
Census Tract 102.04	3.4%	55.9%	0.0%	–
Census Tract 103.10	0.0%	14.1%	14.6%	–
Census Tract 103.12	21.4%	2.3%	16.5%	–
Census Tract 103.13	0.0%	0.0%	7.9%	–
Census Tract 103.14	0.0%	12.0%	19.1%	–
Census Tract 103.15	0.0%	–	0.0%	–
Census Tract 104.01	0.0%	7.0%	28.7%	–
Census Tract 104.02	14.6%	1.3%	0.0%	0.0%
Census Tract 105.01	0.0%	0.0%	28.2%	0.0%
Census Tract 105.05	0.0%	0.0%	30.3%	–
Census Tract 105.08	0.0%	8.5%	0.0%	0.0%
Census Tract 105.09	4.2%	0.0%	26.7%	0.0%

Census Tract	Percentage of Households with Limited English Proficiency			
	Spanish language	Other Indo-European languages	Asian and Pacific Island languages	Other Languages
Census Tract 105.10	0.0%	0.0%	24.1%	–
Census Tract 105.11	0.0%	0.0%	30.8%	0.0%
Census Tract 105.12	0.0%	0.0%	29.9%	0.0%
Census Tract 105.13	2.3%	0.0%	10.2%	0.0%
Census Tract 106.02	17.9%	0.0%	45.0%	0.0%
Census Tract 106.05	4.7%	20.5%	20.2%	0.0%
Census Tract 106.07	0.0%	39.6%	35.2%	–
Census Tract 106.08	0.0%	10.1%	24.9%	–
Census Tract 106.09	0.0%	0.0%	0.0%	–
Census Tract 106.10	8.4%	0.0%	0.0%	100.0%
Census Tract 106.11	77.1%	0.0%	0.0%	0.0%
Census Tract 107.01	24.3%	0.0%	18.8%	0.0%
Census Tract 107.03	0.0%	5.1%	16.1%	0.0%
Census Tract 107.04	0.0%	10.5%	4.9%	11.5%
Census Tract 108	26.4%	17.2%	0.0%	100.0%
Census Tract 109.01	9.2%	0.0%	–	–
Census Tract 109.02	18.8%	0.0%	15.1%	–
Census Tract 110.01	33.5%	63.6%	–	0.0%
Census Tract 110.02	10.5%	0.0%	0.0%	–
Census Tract 111.01	26.4%	0.0%	0.0%	–
Census Tract 111.02	3.2%	10.3%	11.1%	0.0%
Census Tract 111.03	20.4%	18.8%	0.0%	–
Census Tract 112.03	0.0%	–	0.0%	0.0%
Census Tract 112.04	27.1%	0.0%	42.9%	–
Census Tract 112.07	23.0%	36.8%	0.0%	–
Census Tract 112.08	16.2%	0.0%	52.2%	–
Census Tract 112.09	14.6%	10.4%	3.2%	0.0%
Census Tract 112.10	28.2%	0.0%	0.0%	0.0%
Census Tract 112.11	19.5%	0.0%	0.0%	–
Census Tract 113.01	0.0%	0.0%	–	0.0%
Census Tract 113.02	5.9%	0.0%	–	–
Census Tract 113.03	0.0%	–	–	–
Census Tract 113.04	5.8%	–	–	–
Census Tract 114	8.0%	–	100%	–
Census Tract 115	8.5%	0.0%	0.0%	–

– The estimate could not be computed because there were an insufficient number of sample observations.

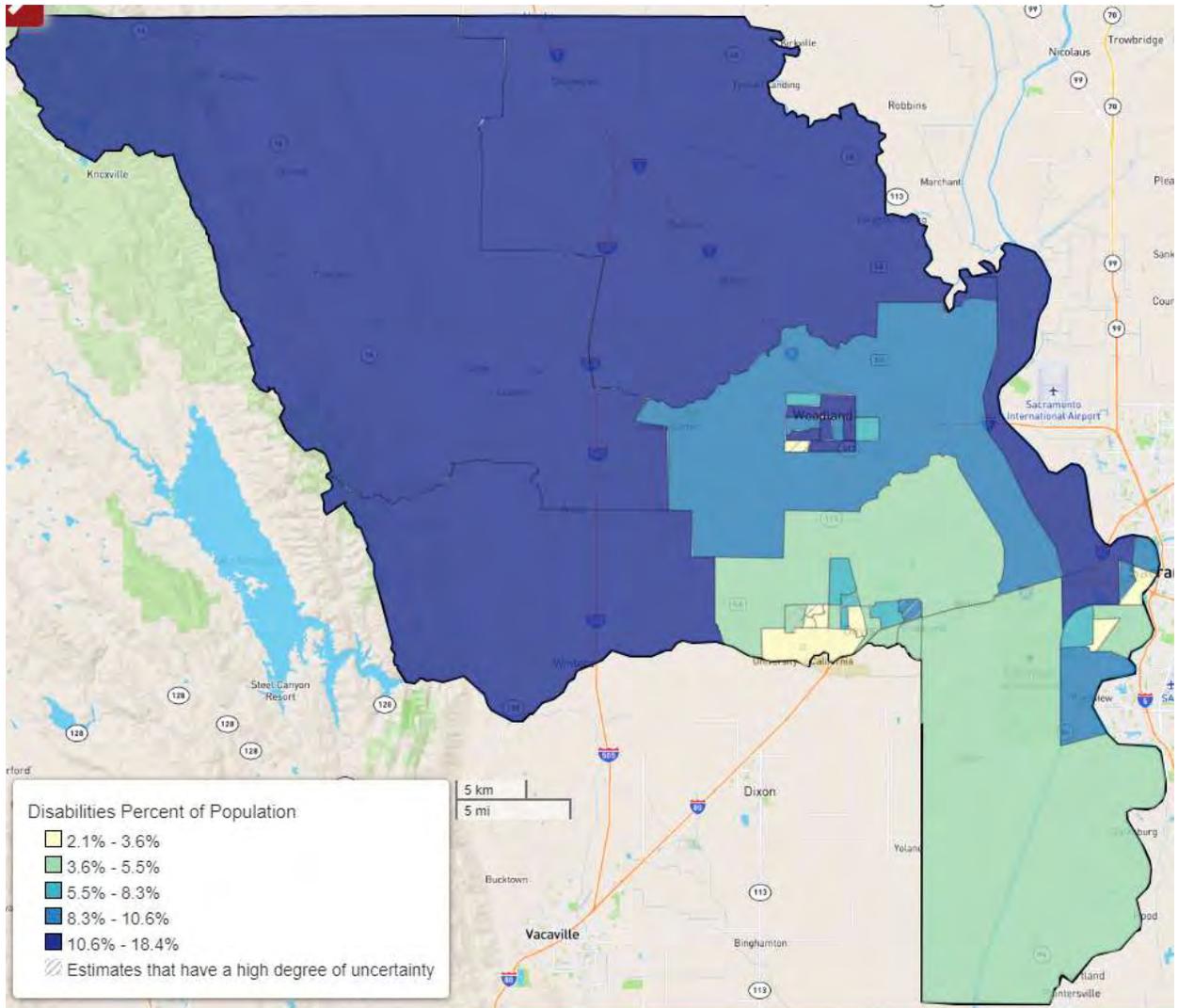
Limited English Proficient Percent of Population

The Center for Inclusive Democracy siting tool does not break down limited English proficiency by language; however, the map below shows the county by percent of the total population who are limited English proficient.



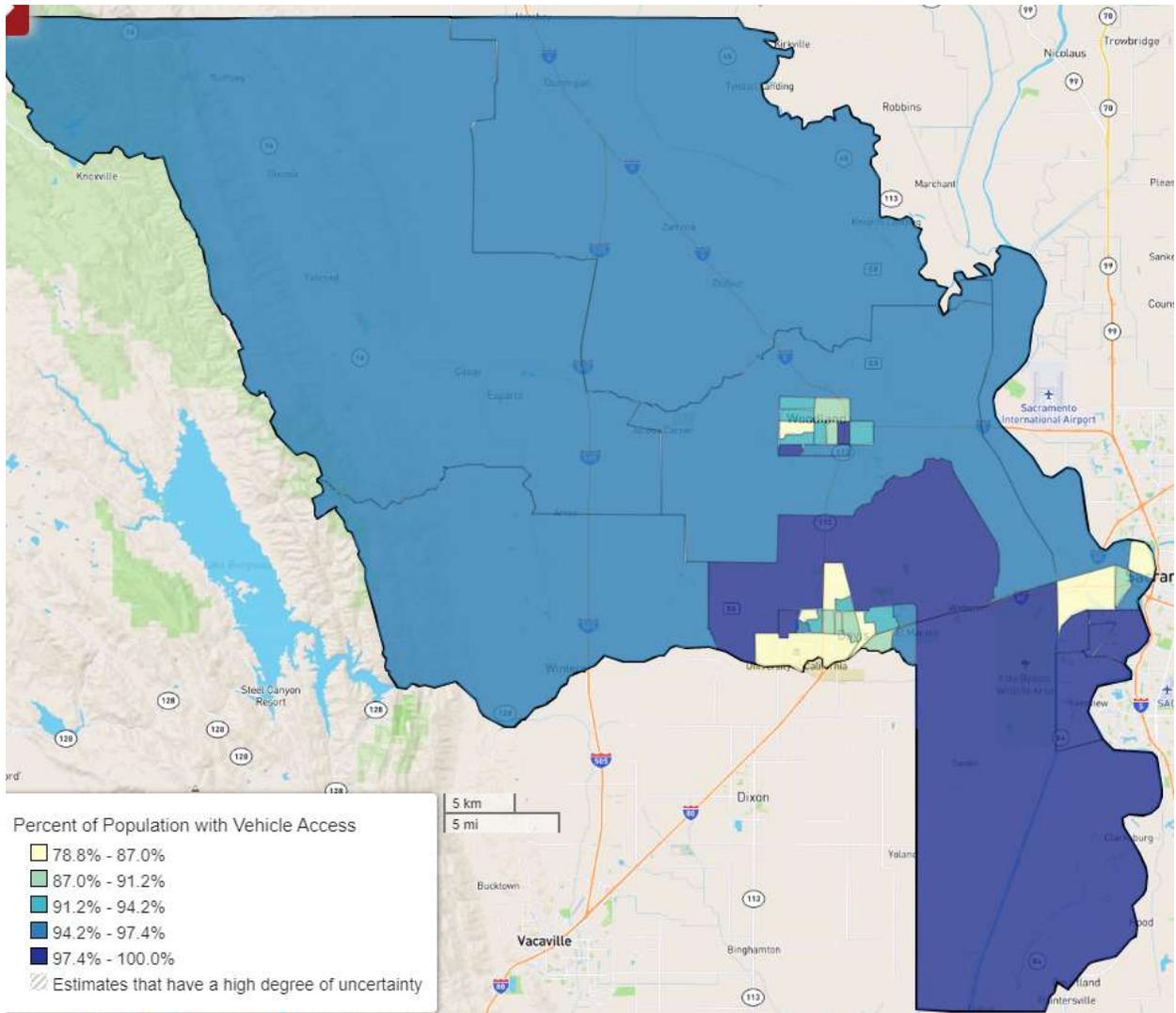
Individuals Ages 18 and over with Disabilities

The Center for Inclusive Democracy map below shows the percent of the population reporting as disabled by census tract from the American Community Survey 5-Year Estimates (2017-2021).



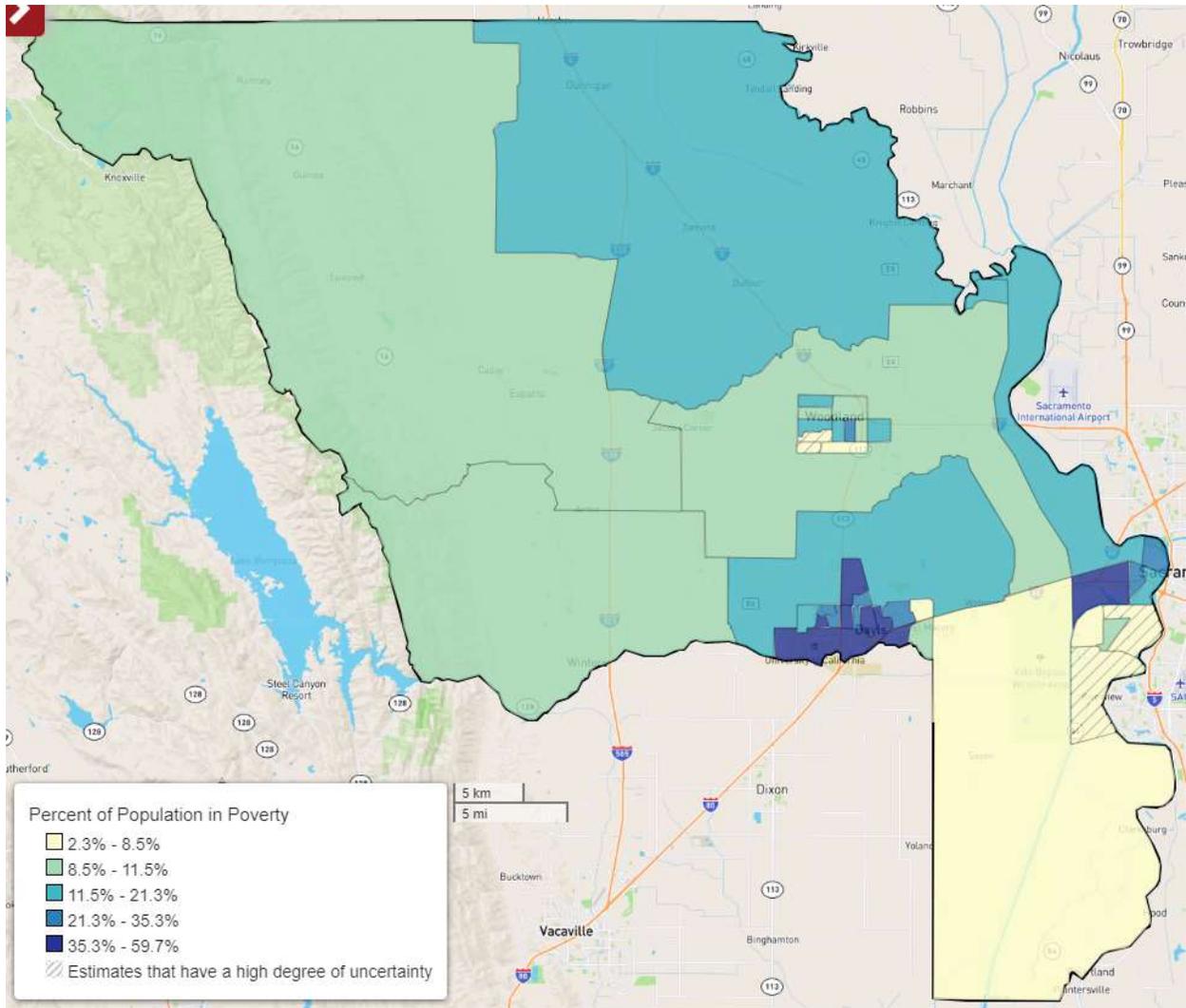
Households without Vehicles

The Center for Inclusive Democracy map below shows percent of the population with low access to vehicles by census tract from the American Community Survey 5-Year Estimate (2017-2021).



Individuals Ages 18 and over Living in Poverty

The Center for Inclusive Democracy map below shows percent of the population in poverty by census tract from the American Community Survey 5-Year Estimate (2017-2021).



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



Appendix I | Public Comments

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



LEGAL ADVOCACY UNIT

1831 K Street
Sacramento, CA 95811
Tel: (916) 504-5800
Fax: (916) 504-5801
TTY: (800) 719-5798
Intake Line: (800) 776-5746
www.disabilityrightsca.org

May 23, 2023

Via email (elections@YoloCounty.org)

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

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

Dear Mr. Salinas:

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

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

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

Accessible voting options for in-person voting

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

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

The following sentence from the "Language Assistance for In-Person Voters" section on page 17 should be repeated in the "VC Accessibility" section on page 12: "Any voter may bring up to two people into the voting booth to help them vote, provided those assistants are not representatives of the voter's employer or labor union."

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

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

Ballot-marking devices (BMDs)

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

The Verity Touch Writer ballot-marking devices (BMDs) have features that enable voters with temporary or permanent disabilities to exercise their right to vote privately and independently. "Privately and independently" means these devices enable them to vote without having to rely on another person to help them mark their ballot and without having to reveal how they are voting to anyone else, protecting their right to cast a secret ballot. These features include a touchscreen; a handheld controller with a scrolling wheel and a "select" button; options to change text size and color contrast on the screen; headphones for listening to an audio version of the ballot and audio instructions for navigating and marking the ballot electronically; and ports for connecting tactile buttons or a voter's sip-and-puff device.

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

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

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

Training for election staff

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

Remote accessible vote-by-mail (RAVBM)

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

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

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

Accessibility of ballot drop boxes

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

Conservatorships and power-of-attorney relationships

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

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

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

Signature changes

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

Webpages for Language and Voting Accessibility Advisory Committees

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

Vote centers

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

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

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

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

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

Ballot-tracking for voters without internet access

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

References to county voter information guide

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

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

Language assistance

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

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

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

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

Toll-free hotline number

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

Voter survey

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

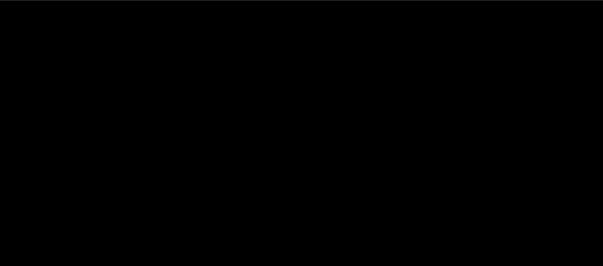
Direct mailers to voters

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

Conclusion

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

Sincerely,



June 12, 2023

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

Dear Mr. Salinas:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Email 06/12/2013 Public Comments

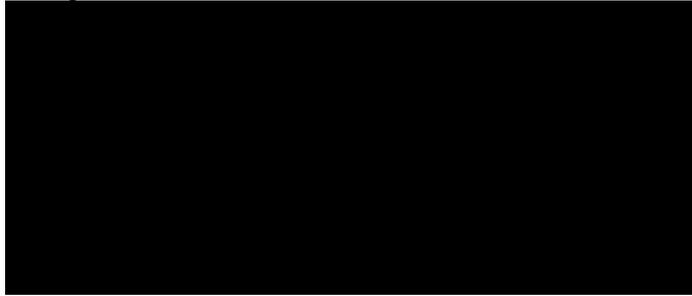
Page 5 of 5

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

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

Sincerely,





Subject

Lack of Staff/Poll Worker Security

Message

The 2022-2023 Grand Jury found that "The Yolo County Elections Office lacks consistent training to help staff and poll workers respond directly to violence (physical, gun and knives or bomb threats)". It recommended assessing active shooter and bomb threat risks and developing a plan to address those risks. While this EAP does an excellent job describing how the voting process and data will be protected, it continues to avoid serious discussion of how staff and poll workers will be protected should someone appear with a gun, knife, etc. Even if your office agrees with the Grand Jury and decides to create a plan for implementation by the next election, you should still be able to provide some reassurance to the community and potential poll workers in this document that training and resources will be provided to address threats of bodily harm. For example, in the Security section on page 21, rather than a vague statement which appears to focus more on technology that people ("Ongoing training of staff regarding potential threats and testing, such as a spear-phishing campaign"), you might add a statement about "Ongoing training of staff regarding potential physical threats of harm and how best to address them safely and respectfully." While vague, this statement would at least acknowledge that such situations can happen and the Elections Office will take reasonable steps to help staff and poll workers deal with them as safely as possible. Just because a direct threat has happened - yet - in Yolo County, preparing for the worse is always a reasonable course of action.

Dear Yolo County partners:

Congratulations! Yolo County has done an excellent job in making revisions to the two-year renewal Election Administration Plan (EAP) in advance of the 2024 election cycle.

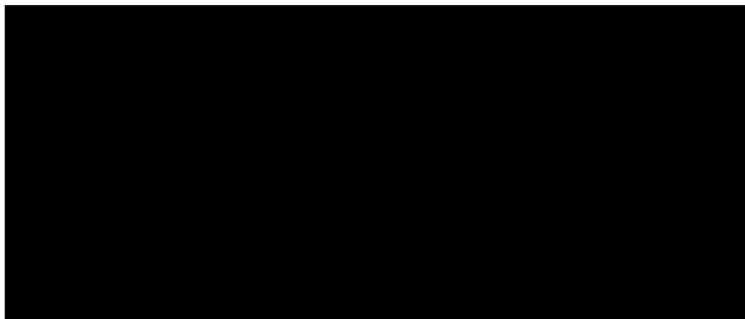
We would like to congratulate Yolo County on the successful implementation of the county's mobile vote center, the planned implementation of the "Assistant Rover Pilot" to help document compliance and report issues at vote centers, as well as the implementation of the "Election Return Couriers," a team of four election staff to work on Election Day during evening hours to replace election staff working since 6:00 a.m.

In the draft EAP, the county addresses all statutory requirements listed in the California Elections Code Section 4005 (a)10(B). However, after a careful review of the draft EAP, we have just a few suggestions for the county to consider:

- Page 29, under Direct Voter Contact, please consider identifying for voters when the two mailers will go out (i.e., E-90 and E-30 or E-60 and E-22, etc.).
- Please consider including language in the final EAP regarding Yolo County's partnership with high schools, colleges, and universities. Perhaps highlight the good working relationship and collaboration with U.C. Davis.
- Please consider creating a section in the final EAP that will bullet list the available resources on the website. This will inform voters of available online resources.
- Please consider including language in the final EAP regarding the county's outreach efforts to local jail(s) and efforts under proposition 17, including training delivery to jail personnel, availability of information such as posters, flyers, voter registration forms, etc.

Thank you for the opportunity to review Yolo County's draft EAP and we look forward to receiving the final EAP on or before 9/7/2023.

Thank you





Northern
California

VIA ELECTRONIC MAIL AND ONLINE PORTAL

September 4, 2023

Jesse Salinas
Assessor/Clerk-Recorder/Elections
625 Court Street, Suite B-05, Woodland, CA 95695
elections@yolocounty.org

RE: July 2023 Draft Revision of Election Administration Plan

Dear Yolo County Elections Office:

We write on behalf of the American Civil Liberties Union of Northern California (“ACLU NorCal” or “we/us”) regarding the Yolo County Draft Revision of Election Administration Plan, dated July 2023 (“July 2023 EAP Draft”). ACLU NorCal is committed to seeing the successful implementation of the Voter’s Choice Act (VCA) across the state and ensuring that the administration of elections works for all, including voters with limited English proficiency (LEP), voters with disabilities, voters of color, low-income voters, and other underrepresented communities.

We therefore submit the following comments and suggestions to the Yolo County Elections Office (“Elections Office” or “you”) regarding the July 2023 EAP Draft. The comments track the order of the different sections of the July 2023 EAP Draft. Sections omitted in this letter do not have a comment from us.

A. Section 1: Election Administration Plan

a. Vote-by-Mail Ballots

The first sentence of this section of the July 2023 EAP Draft states that all active registered voters are mailed a ballot with a “postage-paid return identification envelope.” We infer that this is meant to refer to the “vote by mail ballot packet that includes a return envelope with instructions for the use and return of the vote by mail ballot” described in the VCA.¹ However, as written, the July 2023 EAP Draft is unclear on the meaning of “return identification envelope” and could lead some voters to mistakenly believe that your office is stating that *all* active registered voters must return a copy of their personal identification, such as a driver’s

¹ Cal. Elec. Code § 4005(a)(8)(A).

license, in order for their mailed ballot to be counted. Therefore, please clarify the language in this sentence. We do appreciate that the July 2023 EAP Draft states that voter instructions and a list of the Vote Center and Ballot Drop Box locations and hours of operation will be included alongside mailed ballots.

We further appreciate the Elections Office for going above and beyond by providing translated facsimile ballots in not only Yolo County's Section 14201 languages (Spanish, Chinese, Korean, and Punjabi), but also in Russian to support the county's large Russian population. We ask that you clarify in the EAP that vote center staff members will be trained on the purpose and proper handling of facsimile ballots, prepared to inform voters of the existence of facsimile ballots, and made aware that if a voter requests a facsimile ballot, the worker must provide it to the voter and not have the voter find it themselves.²

Next, we applaud the Elections Office for providing a description of the ballot tracking program, "Where's My Ballot?", and a link to the Ballottrax enrollment website. We also commend the Elections Office for including information in the July 2023 EAP on how to request a replacement ballot. Can the Elections Office please explain how this information about Ballottrax and replacement ballots will be a part of the outreach plan to voters?

b. Returning Voted Vote-by-Mail Ballots

We thank the Elections Office for providing information on how voters can return their voted mail ballots. To avoid confusion, we suggest rewording the last paragraph of this section to read: "The hours of operation for ballot drop boxes and vote centers ~~will be~~ ~~are~~ posted on the Yolo County Elections webpage during the election (<https://www.voloelections.org>) and can be found in the county information guide, vote-by-mail packet, and mailer." Putting "are" in this sentence implies that the drop box and vote center locations are already on the webpage, but they are not.

We further suggest adding to this paragraph the exact date when final details about ballot drop boxes and vote centers will be added to the Election Office's website. Similarly, we suggest the Elections Office clarify when the county voter information guide and mailer will be sent out, respectively. We also strongly suggest updating Appendix B as the Elections Office finalizes vote center and ballot drop box locations for the 2024 elections and clearly stating that plan in this and other relevant sections of the EAP.

c. Remote Accessible Vote by Mail

We are glad to see a description in the July 2023 EAP Draft of how Remote Accessible

² Cal. Elec. Code § 14201(c)(1)-(2).

Vote by Mail (RAVBM) will be available to voters. We appreciate that the Elections Office included thorough and transparent information on what RAVBM is and how voters can utilize the RAVBM system. Can the Elections Office please clarify whether RAVBM will be available in all covered languages?³

d. Vote Center and Ballot Drop Box Locations

We appreciate that the Elections Office listed the factors that it is required by state law to consider in determining its vote center locations, such as proximity to public transportation routes and to specified communities.⁴ We encourage you to also consider proximity to underrepresented voter populations not expressly mentioned by the VCA, such as system-impacted voters, students and youth (i.e., proximity to college or university campuses), unhoused voters, and tribal voters.

We ask the Elections Office to also consider whether its vote centers are located at places everyone in Yolo County's communities trusts and feels comfortable. In "Appendix B - Proposed Vote Centers and Ballot Drop Boxes" of the July 2023 EAP Draft under "Table 12 Actual November 2022 Vote Centers – Open for four days," the Winters Vote Center is located at "Public Safety Facility - EOC Training Room" (702 W. Main Street, Winters). This location is at the Winters Police Department building. Vote center and ballot drop box locations placed in public-facing areas of sheriffs' offices or police departments can have an intimidating impact for some voters.⁵ With this in mind, we especially urge the Elections Office to consider other vote center locations in Winters to ensure safety and comfort for these Winter voters during the upcoming 2024 Elections.

At the same time, the Elections Office can increase access to system-impacted voters who have no other in-person voting options by establishing vote centers inside local jails. For example, Los Angeles County established a vote center inside the Century Regional Detention Facility in February 2020, utilized it for the March 2020 and June 2022 primary elections, and added a second vote center inside a detention facility during the November 2022 statewide general election.⁶

³ Cal. Elec. Code § 4005(a)(5).

⁴ *Id.* § 4005(a)(10)(B).

⁵ League of Women Voters of Cal. Educ. Fund, *The Voter's Choice Act Toolkit* (Feb. 2022), <https://docs.google.com/document/d/1LO3pedU61W5HfEulQgHED1vLy1hMq9rTfKlrBbpO-o/edit> (stating that even locating vote centers at city halls near police departments or having the presence of police officers nearby may disincentivize voting).

⁶ See Naila Awan, *Jail-based Polling Locations: A Way to Fight Voter Disenfranchisement*, Prison Policy Initiative (Oct. 25, 2022), https://www.prisonpolicy.org/blog/2022/10/25/jail_voting/; Naila Awan & Wanda Bertram, *Jail-Based Polling Places are Key to Expanding Ballot Access*, Law360 (Jun. 23, 2023, 3:25 PM), <https://www.law360.com/articles/1690482/jail-based-polling-places-are-key-to-expanding-ballot-access>; Assemb. Elections on A.B. 544, Assemb. 2023-24 Reg. Sess. (Cal. Apr. 17, 2023). Note that vote centers should be placed

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We also ask that you consider whether the planned vote center locations are near unhoused populations. Establishing vote centers near service centers, shelters, and/or public libraries can improve access for these voters. For example, following feedback that the first VCA election in Sacramento County in 2018 was not accessible to many unhoused voters, that county added a vote center in 2020 in an area of central Sacramento with a high density of unhoused people, shelters, and service centers and committed to partnering with specific service providers to reach unhoused voters.⁷

Next, we appreciate that the list of potential vote center and ballot drop box locations is provided in Appendix B of the July 2023 EAP Draft. We suggest the Elections Office include a line in this section to direct voters to Appendix B. Finally, we also suggest that the Elections Office provide maps depicting the location of each vote center and ballot drop box.⁸

e. Vote Centers

We appreciate the Elections Office for providing information in the July 2023 EAP Draft describing what voters can expect at in-person voting locations, including that assistance will be available in languages other than English. We ask the Elections Office to specify what languages will be available to voters in this section of the EAP and specify in Appendix B in which languages assistance will be available at each vote center location.

We further appreciate the inclusion of information about how curbside voting will be offered in Yolo County. We request that the Elections Office also include where to find curbside voting locations or whether curbside voting will be available at all vote center locations and provide more detailed instructions on how to request and vote using curbside voting.

f. Vote Center Formula and Location Considerations

We appreciate that the Elections Office included information about the VCA formula for calculating the minimum requirements for the number of each kind of vote center based on the number of registered voters in the county.⁹ To ensure accuracy and consistency, we suggest you include a reference to Cal. Elec. Code Section 4005(a)(3)(A), as this is the direct citation for the language included in the first paragraph in this section of the July 2023 EAP. We also suggest that you clarify in this section why “more than 120,000 registered voters” was used as the

inside jails for voters without other options and not near sheriffs’ offices or police departments to ensure comfort and avoid intimidation for system-impacted voters.

⁷ See County of Sacramento Election Administration Plan: January 2020,

<https://elections.saccounty.net/VoteCenters/Pages/Previous-Versions-Election-Administration-Plan.aspx>.

⁸ *Id.* § 4005(a)(10)(I)(vi)(V).

⁹ Cal. Elec. Code §§ 4005(a)(3)(A), 4005(a)(4), 4005(a)(10)(I)(vi)(I)

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baseline to calculate the minimum number of vote centers in Table 1 on page 12.¹⁰

We also appreciate the Elections Office for referencing in this section where to find the vote center locations used in the 2022 election cycle in Appendix B. In the last line of this section, we ask the Elections Office to fix the following typos: “~~We that~~ We plan to use these locations for the next election; however, {Vote Center locations are subject to change, based on the availability of the location host.}”

g. Vote Center Accessibility for Voters with Disabilities

We appreciate that the Elections Office has included a section describing how vote centers in Yolo County will be accessible for voters with disabilities. We also commend the Elections Office for ensuring that all potential vote centers are surveyed in accordance with the California Secretary of State Polling Place Accessibility Guidelines. We are glad to see that these guidelines are also linked in the July 2023 EAP Draft.

We also appreciate that all vote centers will be equipped with accessible marking devices, as required by state and federal law, to provide voters with disabilities the ability to vote privately and independently. We further appreciate that this section of the EAP specifies that there will be three accessible ballot marking devices in each vote center.¹¹ We thank the Elections Office for going above and beyond in offering detailed descriptions in the EAP of the accessible ballot marking devices and how you will assist voters who are unable to use accessible ballot marking devices (such as curbside voters and voters who are unable to enter mobile vote centers).

h. Vote Center Days and Hours of Operation

We appreciate the Elections Office for including the general days and hours of operation for the vote centers in Yolo County. As vote center locations for 2024 are finalized, we ask the Elections Office to specify in Appendix B the hours of operation for *each* vote center and drop box location.¹²

i. Vote Center Layout

We are glad to see that the Elections Office has kept voter privacy and accessibility in mind when choosing the vote centers.¹³ We especially appreciate that you have included layouts

¹⁰ We assume that it is because this is the estimated number of registered voters in Yolo County during the 2024 election, but this is not clearly stated in the EAP.

¹¹ *Id.* § 4005(a)(2)(B)

¹² *Id.* § 4005(a)(10)(I)(vi)(VII).

¹³ *Id.* § 4005(a)(10)(I)(vi)(XI).

and floor plans of each vote center used in the 2022 Election Cycle and ask that you update these as 2024 vote centers and their layouts are finalized. In the last line of this section, we also ask the Elections Office to fix the following typos: “however, {Vote Center locations are subject to change, based on the availability of the location host.}”

j. Vote Center Staffing and Training

We applaud the Elections Office for providing details on the staffing of vote centers. We are excited to see the results of the new Election Returns Couriers innovation being piloted in the 2024 election cycle. Can the Elections Office please also specify what training the Election Returns Couriers will receive in terms of ensuring that there will be no error or disruptions when returning the ballots?

We appreciate that the Elections Office has included the anticipated number of staff that will be at each vote center type.¹⁴ We see that this plan is still in development, and we look forward to seeing the final number of poll workers for each location reflected in the EAP. We also see that the first chart on page 15 of the July 2023 EAP Draft states that there will be 10 “4-day” vote centers; however, this seems to contradict the chart on page 13, which states that there will be 13 of these vote centers. Can you please correct or clarify the reason for this discrepancy? Also, can you please confirm when you anticipate finalizing the number of total election workers?

Next, although we appreciate the Elections Office for utilizing telephonic interpreter services to provide expanded support for LEP voters, we ask that the Elections Office also add to Appendix B the number of bilingual staff and languages spoken at each vote center.¹⁵ We also ask that the Elections Office provide more detail about the content of the trainings for vote center workers. We do appreciate that the July 2023 EAP Draft states that trainings will include live instruction, hands-on training at a vote center, online videos and quizzes, and a written manual. Additionally, we suggest that the Elections Office consider staff members’ scheduling needs (e.g., holding segments of trainings after work hours and on weekends) to facilitate greater access. The Elections Office should ensure that back-up staff members also receive adequate training to avoid disenfranchising voters, and we are glad to see that the July 2023 EAP Draft states that “standby poll workers...will also have the opportunity to work a full day as a part of the hands-on training experience.”¹⁶

¹⁴ *Id.* § 4005(a)(10)(I)(vi)(IX).

¹⁵ *Id.*

¹⁶ Inadequate training and incorrect information provided to backup poll workers who were called to serve at the last minute resulted in voter disenfranchisement in Alameda County during the November 2020 election. *See* Jose Fermoso, *Alameda County’s Election was Marred by Systemic Problems, Say Voting Rights Groups*, The

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We commend the Elections Office for highlighting accessibility for LEP voters and voters with disabilities in the poll worker training plan. We especially appreciate the description of how poll workers will be trained to set up and use the accessible ballot-marking devices. To further ensure each vote center is accessible to voters with disabilities, could you please provide in the EAP the type and number of reasonable modifications at each vote center, if any?¹⁷

To also ensure trainings are accessible to vote center workers with disabilities, the Elections Office should consider making the layout of training spaces accessible for individuals who use mobility devices and making any training materials or presentations using large, plain font for staff members with vision impairments.

Further, we request that the Elections Office provide a specific plan for recruiting bilingual staff members. This plan should specify the time, location, and frequency of recruitment efforts. The Elections Office can also reach out to the Secretary of State for assistance in recruitment of bilingual vote center workers. Lastly, can you please confirm whether you will conduct any recruitment efforts at community events and whether bilingual staff members will receive compensation for their additional language skills?

k. Election Technology at Vote Centers

We commend the Elections Office for providing information on the various types of election technology used at vote centers, such as accessible ballot-marking devices and electronic pollbooks. We appreciate that the Elections Office included information on how vote center staff will be trained on the accessible ballot-marking devices. Can the Elections Office also confirm that vote center staff and standby poll workers will be trained to use the electronic pollbooks, including the content of this training?

l. Mobile Vote Center

We appreciate the Elections Office for implementing Mobile Vote Centers in Yolo County. To avoid confusion, we suggest rewording the last paragraph of this section to read: "The details of the Mobile Vote Center location and exact times of operations ~~will be~~ ~~are~~ posted in the county information guide, vote-by-mail packet, and mailer, and posted on the Yolo County Elections webpage during the election (<https://www.voloelections.org>)." Putting "are" in this sentence implies that the mobile vote center locations and operation times are already on the webpage, but they are not. Replacing 'are' with 'will be' will offer a clearer direction as to when the locations will be posted.

Oaklandside (Nov. 18, 2020), <https://oaklandside.org/2020/11/18/alameda-countys-election-was-marred-by-systemic-problems-say-voting-rights-groups/>.

¹⁷ Cal. Elec. Code § 4005(a)(10)(I)(vi)(X).

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We further suggest adding to this paragraph the exact date when final details about the mobile vote center locations and operation times will be added to the Election Office's website. We also strongly suggest updating Appendix B as the Elections Office finalizes mobile vote center locations and operation times for the 2024 elections and clearly stating that plan in this and other relevant sections of the EAP.

m. Official Ballot Drop Boxes

We appreciate that the Elections Office included information about the VCA formula for calculating the minimum requirements for the number of ballot drop boxes based on the number of registered voters in the county. We appreciate the Elections Office for going above and beyond the minimum requirement of nine ballot drop boxes and instead providing 16 ballot drop boxes. We also suggest that you clarify in this section why "more than 120,000 registered voters" was used as the baseline to calculate the minimum number of ballot drop boxes in Table 4 on page 17.

n. Ballot Drop Box Days and Hours of Operation

We are glad to see that there will be at least one exterior ballot drop box location that is accessible, secured and available for a minimum of 12 hours per day including regular business hours.¹⁸ We ask that the Elections Office also further promote accessibility by keeping at least one drop box open to the public 24/7. We also suggest that the Elections Office specify in Appendix B whether each drop box location is inside or outside.¹⁹

o. Ballot Drop Box Retrieval Teams

We appreciate the description in the July 2023 EAP Draft of what the ballot drop box retrieval teams will be doing on Election Day. Can the Elections Office please also specify what the required online and in-person trainings will entail for each Ballot Drop Box Retrieval Team member?

p. Language Accessibility and Assistance

We are glad that the Elections Office highlighted the availability of language assistance at vote centers during the early voting period as well as on Election Day. Although we appreciate the Elections Office's commitment to reaching out to voters who have requested language assistance on their voter registration forms, we ask that the Elections Office also include a detailed outreach plan for reaching all LEP voters in Yolo County, including those who may need to update their language preference on their voter registration record.

¹⁸ *Id.* § 4005(a)(1)(B)

¹⁹ *Id.* § 4005(a)(10)(I)(vi)(IV).

Additionally, there is an extra period (.) before the last line in this section that appears to be a typo.

q. Language Assistance for Vote-by-Mail Voters

As stated above, we appreciate that the Elections Office will provide facsimile ballots in all of Yolo County's section 14201 languages and in Russian. Can the Elections Office also confirm whether and how it plans to conduct outreach to LEP voters to inform them of the existence of these facsimile ballots and how to access them on the Yolo County elections website?

r. Language Assistance for In-Person Voters

We appreciate that the July 2023 EAP Draft states that facsimile ballots will be available "at or near each Vote Center's check-in stations." Can you please provide more specific information about how the facsimile ballots will be "displayed and labeled"?

Also, since the accessible ballot-marking devices in Yolo County do not present information in any languages other than English, what additional measures is the Elections Office taking to assist LEP voters who may have disabilities requiring an accessible ballot-marking device?

Additionally, as requested above, can the Elections Office please specify the recruitment plan to retain bilingual poll workers?

s. Security and Contingency Plans – Continuance of Operations in the Event of a Disruption

We appreciate the Elections Office's description Yolo County's security goals, details on the security measures at vote centers, disruption prevention measures, and plans for continuance of operations in the event of a disruption.²⁰ We also appreciate that the Elections Office included its Emergency Response Plan from 2022 and Memorandum of Understanding with Solano County as appendices. We ask that the Emergency Response Plan be updated with the 2024 version when it is finalized.

We are also glad to see that vote center staff members will receive training in maintaining the security of voting equipment, using ePollbook software to access the voter registration and election management system, and responding to potential interpersonal disruptions. We request that the Elections Office also offer training on how to respond to natural disasters and emergency situations.

²⁰ *Id.* § 4005(a)(10)(K)(VIII)

t. Fiscal Impact and Cost Comparisons

We appreciate the Elections Office for including the cost comparisons for the 2020 elections and the 2022 elections to further indicate the short-term and long-term costs and savings from the adoption of the VCA.²¹ We ask that the Elections Office also include the anticipated budget for the 2024 elections.

u. Outreach Expenses

As in the previous section, we appreciate the Elections Office for including the cost comparisons for outreach expenses during the 2020 elections and the 2022 elections to further indicate the short-term and long-term costs and savings from the adoption of the VCA. We ask that the Elections Office also include the anticipated outreach budget for the 2024 elections.

B. Section 2: Voter Education and Outreach Plan

a. Overview and General Requirements

We appreciate the Elections Office for giving an overview of its voter education and outreach plan. We especially applaud the Elections Office's collaboration with a great number of community organizations found in Appendix E. With accessibility in mind, we suggest that the Elections Office alphabetize this list of community organizations. We also appreciate the inclusion of the Elections Office's media partners list in Appendix F.

In addition to the outreach topics listed in this section of the July 2023 EAP Draft, we urge the Elections Office to consider also conducting outreach to voters to update their language and party preferences and to inform voters about same-day voter registration, early voting, and signing up with BallotTrax to track their mailed ballots.

Finally, we urge the Elections Office to further expand its voter education and outreach plans to reach system-impacted voters, unhoused voters, and tribal voters. We would appreciate it if the Elections Office provided more details on education and outreach efforts to these underserved communities moving forward.

b. Community Presence

We appreciate the Elections Office for providing samples of flyers inviting the public to the county's public consultation meetings as well as including a sample of a high school voter registration drive. Although this section implies the county's involvement by participating in existing events, only one example of such involvement is listed in the appendix referenced

²¹ *Id.* § 4005(a)(10)(I)(v).

(Appendix E). We suggest that the Elections Office provide more details on events it plans to participate in for the upcoming 2024 elections. We also request that the Elections Office provide more information on any and all of its outreach plans to various community organizations and community partners for the 2024 elections.

c. Digital Accessibility

We commend the Elections Office's efforts in ensuring digital accessibility. We do appreciate that the Elections Office has accessibility in mind when creating election materials. We also appreciate that the website has been designed with accessibility guidelines in mind. Can you please clarify if all voting materials will be available in accessible formats as required by the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973?²² Can the Elections Office also clarify if it will ensure that all election information is available in an accessible, text-based format on the website? We also suggest that the Elections Office include clear and transparent directions for how to find the accessible information on the website.

We further applaud the Elections Office for making information about the VCA and its implementation clear and easy to find on its website. We appreciate that the website contains information and links regarding the VCA and the July 2023 EAP Draft. We are glad that the Elections Office hosts recurring Language Accessibility Advisory Committee (LAAC) and Voting Accessibility Advisory Committee (VAAC) meetings. We request that the dates and details for joining the upcoming meetings be clearly stated on the website, along with a timeline for the VCA implementation steps.

Regarding the Yolo County Elections website language accessibility, there is no mechanism on the website for the public to translate the webpage. The lack of translations on the website deprives LEP voters of critical election information and election materials. At a minimum, we encourage the Elections Office to include a mechanism on its website to allow LEP voters to translate the page. The public increasingly relies on election websites for their election-related information, from finding voting locations to obtaining voter registration information. We also urge the Elections Office to use human translations for election materials wherever possible.

We applaud the Elections Office for also providing translated files of the July 2023 EAP Draft²³ on its VCA webpage. This allows for LEP communities to participate in the EAP development process, which is consistent with the VCA's goal of "accommodating non-English proficient voters . . . as well as requiring extensive community involvement and voter

²² *Id.* § 4005(a)(8)(C).

²³ *Id.* § 4005(a)(10)(E)(iii).

education.”²⁴ We encourage the Elections Office to also translate other linked files (e.g. past meeting minutes, poll worker applications, etc.) into Spanish, Chinese, Korean, Punjabi and Russian and to upload these translated versions (or at minimum, to place the content of these files in text form on the website itself and include a translation mechanism on the website as described above).

d. Individual Voter Network

In the first sentence, there is a minor typo: “Individual voters may participate in & enhancing outreach efforts by...”

e. Education and Outreach with Language Minority Communities

Thank you for including a distinct section on voter education and outreach for bilingual and non-English language voters. We appreciate these opportunities for public participation and look forward to continuing to participate in LAAC meetings to learn more about your accessibility plans.

We appreciate that the Elections Office will conduct a general mailing to all registered voters to inform them of how they can request a translated facsimile ballot in alternate languages required by section 14201. In addition to this general mailing, can the Elections Office elaborate on how it plans to conduct outreach to language minority communities specifically? We recommend that you provide more specificity on the content and timing of your voter education and outreach for language minority communities. Can you also please state what information you will highlight in your outreach and when you will conduct the outreach for these communities? We suggest providing a more in-depth media plan in reaching language minority voters.

We further applaud the Elections Office for holding Voter Education Workshops in each required section 14201 language. We request that the Elections Office specify how it plans to inform the community of these events and identify when they will be held.

f. Education and Outreach with Disability Communities

Thank you for including a distinct section on voter education and outreach for voters with disabilities. We appreciate these opportunities for public participation and look forward to continuing to participate in VAAC meetings to learn more about your accessibility plans.

Please include a specific outreach plan with information on the content and timing of your voter education and outreach for voters with disabilities. We do appreciate the inclusion of your plans to share information with the disability community about the Vote Center model and

²⁴ S. Floor Analyses on S.B. 450, S. 2015-16 Reg. Sess. (Cal. Aug. 25, 2016).

voting options, including RAVBM.

We also appreciate your office's voter education workshop that will help to increase accessibility and participation of eligible voters with disabilities. We request that the Elections Office specify how it plans to conduct outreach for this voter education workshop and specify the content and timing of the workshop.

g. Direct Voter Contacts

We appreciate the Elections Office's inclusion of its plans to send out two direct mailers, as required by the VCA, in addition to sending the County Voter Information Guide and the vote-by-mail ballot package. We also appreciate that these mailers will include information to advise voters of the availability of the toll-free voter assistance hotline and the important details and deadlines pertaining to the specific election. We ask that the Elections Office explicitly state in its voter outreach content that the voter assistance hotline: (1) will operate for at least 29 days before the election; (2) is accessible to voters with hearing disabilities; and (3) is capable of providing assistance to voters in Chinese, Korean, Punjabi, and Spanish.²⁵ Finally, we request that the Elections Office specify when each direct contact will be conducted.

h. Indirect Voter Contacts

We appreciate the Elections Office's plan for at least one public service announcement (PSA) to provide information on the upcoming election and promote the toll-free voter assistance line.²⁶ Can the Elections Office clarify how it plans to use this PSA to reach language minority communities? We also ask that the Elections Office describe its plan for this PSA to be accessible for voters who are deaf or hard of hearing and for voters who are blind or visually impaired.²⁷

We further appreciate the Elections Office for utilizing different media outlets and methods of outreach to promote voter education in Yolo County. We ask the Elections Office to specify when each of these methods will be utilized. We also ask that the Elections Office specify when it will conduct various media outreach activities and what information will be highlighted in each media activity and PSA.

Thank you for your attention and the opportunity to provide suggestions for further improvement of your office's EAP. We look forward to seeing Yolo County continue its VCA implementation and to successful administration of the 2024 elections. If you have any questions

²⁵ Cal. Elec. Code § 4005(a)(10)(D)(vii).

²⁶ *Id.* § 4005(a)(10)(D)(ix).

²⁷ *Id.* § 4005(a)(10)(D)(viii).

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September 4, 2023
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regarding the comments in this letter, please do not hesitate to reach out.

Sample Emergency
Response Plan

(November 2022 General Election)

*2024 Renewal of EAP
Final
Appendix J*

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



Appendix J | Sample Emergency Response Plan

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

Preface

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

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

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

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

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

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Overview

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

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

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

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

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

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

Yolo County Elections Emergency Response Plan

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

Degree of Alert #1: Heightened Security

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

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

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

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

Degree of Alert #2: Evacuations of Public and Staff

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

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

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

Baseline Security Standards

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

Assigned Roles and Delegated Authority

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

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

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

Drills / New Employee Orientation

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

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

Fire Extinguishers, First Aid Kits, Flashlights, and Water

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

There are three locations with fire extinguishers:

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

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

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

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

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

Physical Measures

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

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

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

Cybersecurity Risk Management

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

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

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

Server and Network Backup

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

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

Emergency Outside of Work Hours

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

Evacuation of County Administration Building

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

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

ADMINISTRATION

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

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

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

VOTE-BY-MAIL

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

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

CAMPAIGN SERVICES

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

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

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

REGISTRATION & OUTREACH SERVICES

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

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

PRECINCT OPERATIONS

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

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

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

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

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

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

ELECTIONS OFFICE PROCESSING AREA

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

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

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

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

While safely at alternate location:

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

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

Specific Scenarios

Voting Systems and Technology

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

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

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

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

The Deputy of Technology and Finance will ensure the following:

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

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

The Deputy of Technology and Finance will ensure the following:

- All voting systems and technology staff have been accounted for

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

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

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

Cybersecurity Incident Response

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

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

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

Emergency at a Single Vote Center

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

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

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

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

- Emergency backup lights
- Generators
- Voting machines and equipment

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

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

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

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

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

Emergencies Affecting More than One Voting Location

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

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

Vote Centers

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

- Maintaining a listing of any available Vote Centers within the jurisdiction, along with a contact person and their telephone number.
- Noting the jurisdiction where each Vote Center is located to ensure the proper authorities are contacted in the event of an emergency (e.g., city police for a Vote Center within the city).
- Evaluating the need for extra parking and traffic control.

- Placing notices at the old location to inform voters of the new location if it is necessary to relocate Vote Centers at the last minute.
- Notifying the media of any Vote Center changes; posting this information on the elections official's website and on social media, and contacting the Secretary of State's office.
- Having emergency Vote Center signs available if it is necessary to relocate Vote Centers at the last minute

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

- Davis
- West Sacramento
- Winters
- Woodland

Locations for a specific election are found in [REDACTED]

Emergencies Affecting Collection Routes or Staff in the Field

Yolo County Elections Office staff shall:

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

Telephone System Down

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

Power or Technology Failures

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

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

Personnel or Poll Worker Shortage

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

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

- As part of election worker recruitment, assign a certain percentage of election workers to a “stand by” status. Require that these election workers report by phone to the main elections’ office instead of an assigned Vote Center location on the morning of the election. These workers can be deployed to any Vote Center in the county in the event of any absences.
- Each Vote Center is assigned two Vote Center Supervisors and six to eight judges. The built-in redundancy is part of standard operations; however, it is an asset if the elections office needs to replace a missing inspector without disruption.
- As part of Vote Center procedures, if there are not enough election workers to operate a Vote Center safely and legally, election workers are instructed to recruit a voter until the Yolo County Elections Office sends a standby election worker to the Vote Center.
- In the event of a pandemic, Yolo County reserves the right to designate county employees outside of the elections office as Disaster Service Workers (DSW) to perform the essential functions of election workers so long as it is guided by state and/or county proclamations.

Post-Election Canvass Period

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

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

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

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

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

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

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

Conducting an Election with Manual Systems

In the case of any catastrophic event, the Yolo County Elections Office will be able to conduct an accurate and transparent election manually. Voters would be able to cast a paper ballot using the Conditional/Provisional processes. Verification of voter eligibility, counting votes, the post-election audit, and other activities will be done physically/by hand.

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

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

Emergency Communications Plan

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

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

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

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

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

Alternate Communications

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

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

Protection and Recovery of Records

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

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

Counted and Uncounted Ballots

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

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

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

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

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

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





COUNTY OF YOLO

ELECTIONS OFFICE

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



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

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

RECITALS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TO SOLANO:

Tim Flanagan

Registrar of Voters/Chief Information Officer

675 Texas Street, Suite 2600

Fairfield, CA 94533

TO YOLO:

Jesse Salinas

Assessor/Clerk-Recorder/Registrar of Voters

625 Court Street, Suite B-05

Woodland, CA 95695

Telephone: 707-784-6675

Telephone: 530-666-8133

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

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

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

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

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

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

Solano County

Yolo County

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Approved as to Form:

Approved as to Form:

Bernadette S. Curry, County Counsel

Philip J. Pogledich, County Counsel

By: _____

By: _____

Solano County Counsel

Hope P. Welton, Senior Deputy

Acronyms and
Glossary

*2024 Renewal of EAP
Final
Appendix L*

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



Appendix L | Acronyms and Glossary

The purpose of this glossary is to provide the reader of the Election Administration Plan with a better understanding of the elections process and to define some terms used within the document. For clarification and understanding of the nuanced requirements that are related to some of the terms, see the specifics in the Election Administration Plan.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Appendix M | Legislation and Code Citations

California Elections Code §4005.

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

(1)

(A) At least two ballot drop off locations are provided within the jurisdiction where the election is held or the number of ballot drop off locations are fixed in a manner so that there is at least one ballot drop off 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 drop off locations. For purposes of this subparagraph, a vote center that includes an exterior ballot drop box counts only as a single ballot drop off location. Ballot drop off locations shall comply with the regulations adopted pursuant to subdivision (b) of Section 3025.

(B) A ballot drop off 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 drop off 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 drop off 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 drop off 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 drop off location proximity to public transportation.

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

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

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

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

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

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

(viii) Vote center and ballot drop off 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 drop off location proximity to geographically isolated populations, including Native American reservations.

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

(xi) The distance and time a voter must travel by car or public transportation to a vote center and ballot drop off 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 drop off 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 drop off locations to be established.

(III) The location of each vote center.

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

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

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

(VII) The hours of operation for each ballot drop off 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 drop off location is provided for every 15,000 registered voters. At least one ballot drop off location shall be located within the jurisdiction where the special election is held. All ballot drop off 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 drop off 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 drop off 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 drop off locations.

(ix) The number of ballots returned by mail.

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

(xi) Instances of voter fraud.

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

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

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

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

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

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

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

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

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

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

California Code of Regulations Citation

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

Code of California Regulations § 20158

2 CCR § 20158. System Requirements.

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

(f) The electronic poll book shall encrypt all voter registration data at rest and in transit, utilizing a minimum of Advanced Encryption Standard (AES) 256-bit data encryption, based on recognized industry standards.

(g) The electronic poll book shall provide reliable transmission of voter registration and election information.

(h) The electronic poll book shall have the capability to store a local version of the electronic list of registered voters to serve as a backup.

(i) The electronic poll book shall produce a list of audit records that reflect all actions of the system, including in-process audit records that display all transactions. Such audit records shall be able to be exported in non-proprietary, human readable format.

(j) The electronic poll book shall enable a poll worker to easily verify that the electronic poll book:

(1) Has been set up correctly.

(2) Is working correctly so as to verify the eligibility of the voter.

(3) Is correctly recording that a voter has voted.

(4) Has been shut down correctly.

(k) After the voter has been provided with a ballot, the electronic poll book shall permit a poll worker to enter information indicating that the voter has voted at the election. The electronic poll book shall have the capability to transmit this information to every other electronic poll book in the county utilizing the same list of registered voters.

(l) The electronic poll book shall permit voter activity to be accurately uploaded into the county's voter registration election management system.

(m) During an interruption in network connectivity of an electronic poll book, all voter activity shall be captured, and the electronic poll book shall have the capacity to transmit that voter activity upon connectivity being restored.

(n) If the electronic poll book uses an electronic signature capture device, the device shall:

(1) Produce a clear image of the electronic signature, capable of verification.

(2) Retain and identify the signature of the voter.

(o) The electronic poll book shall have the capacity to transmit all information generated by the voter or poll worker as part of the process of receiving a ballot, including the time and date stamp indicating when the voter voted, and the electronic signature of the voter, where applicable, to the county's voter registration election management system.

(p) The Secretary of State recommends electronic poll books not be enabled or installed with any technologies delineated in the Institute of Electrical and Electronics Engineers' (IEEE) 802.11 wireless

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

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

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

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

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

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

HISTORY

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

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Cal. Admin. Code tit. 2, § 20158,