



COUNTY OF LAKE
Registrar of Voters Office

325 N. Forbes St.
 Lakeport, CA 95453
 Phone (707) 263-2372
 Fax (707) 263-2742
 Email elections@lakecountyca.gov

MARIA VALADEZ
 Registrar of Voters

LOURDES PANTALEON
 Deputy Registrar of Voters

ELECTION OBSERVER PANEL PLAN

I. County and System Information

1. Name of County: County of Lake
2. Name of Contact: Maria Valadez, Registrar of Voters
3. Contact's Phone #: (707) 263-2372
4. Vendor and Voting Systems Used by County:
 Hart InterCivic Verity Paper Ballots (main voting system) and
 Hart InterCivic/Verity ADA Voting Units (HAVA compliant)
5. Date: October 14, 2022

II. Purpose

The purpose of an Election Observer Panel is to:

1. Provide the public with the opportunity to observe and make suggestions on ways to improve the election process.
2. Help ensure the integrity of the election process.
3. Remove some of the mystery associated with the election process in an effort to build voter confidence and encourage more voter and public participation.

III. Invite

Between E-60 and E-30, prepare letters of invitation (see sample attached) to the following:

1. County Grand Jury
2. Political Party Central Committee Members
3. Local Clubs
4. Media
5. Other groups or individuals expressing an interest in observing Election Day activities.

IV. Appointment Letters (for introduction to precinct workers)

After the groups have provided the names of interested panelists, this office will prepare letters of introduction (see sample attached) for the panelist to use when visiting polling places on Election Day. Materials to be prepared for each panelist will include a listing of all polling places within Lake County for that specific election as well as the central counting site location and hours of operation.

Prior to Election Day, either the Registrar of Voters or a member of the Registrar of Voter's staff may meet with individuals and/or groups to provide an opportunity for the individuals and/or group members to ask questions about the process.

V. Rules for Observers

Provided rules that observers must be aware of and follow:

Observers are responsible for:

- Checking in at each site, whether polling place or central counting site.
- Wearing an identification badge.
- Maintaining a professional manner while observing the election process.
- Ensuring they do not interfere with the election process.
- Following established county observation rules/policies.
- Being courteous to poll workers and election officials. Speak to them only when it is convenient and does not interfere with the conduct of the election.

Observers may:

- Observe the proceedings at the polls, including the opening and closing procedures.
- Obtain information from the precinct index that is posted near the entrance.
- Make notes and watch election procedures.
- View election-related activities at the central counting site on Election Day.
- View the canvass of the vote activities following the election.
- View vote-by-mail and provisional ballot processing.
- Ask questions of poll workers or voters at the polls as long as they do not interfere with the conduct of any part of the voting process.
- Ask questions of supervisors at the central counting site as long as they do not interfere with the conduct of the election procedures.

Observers may not:

- Interfere, in the judgment of the elections official, with the conduct of the election.
- Physically handle any voting materials or equipment.
- Move or rearrange tables, chairs, or voting booths at the polling place or central counting facility
- Sit at the official worktables or view confidential voter information on any computer terminal or document.
- Communicate with voters within 100 feet of the entrance to, or inside of, a polling place, a vote center, an elections official's office, or a satellite location, regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- Display any election material or wear campaign badges, buttons or apparel.
- Wear the uniform of a peace officer, a private guard, or security personnel.
- Use the telephones, computers or other polling place facilities at polling places or the central counting site.
- Talk to or attempt to stop the central counting site workers while they are processing ballots.
- Make physical contact with election personnel.
- Eat or drink in the polls or the central counting site.
- Assist in operations at any polling place or the central counting site.
- Prevent other observers from observing materials or a process.
- Enter secure areas without the express permission of the elections official.

Observers at Tabulation Locations:

- Allowances for the space and personal disinfection needs of the observers as work areas are setup.
- Anticipate and plan for a greater number of requests to observe the mail process in-person.

Observers at Voting Locations:

- Provide poll workers detailed guidance ahead of time on how they should manage observations at their site.
- Assess how many observers can be safely accommodated at each site.
- Prepare and provide simple messages for poll workers to use if more observers seek entry than permitted or refuse to comply with health guidelines.

VI. Mechanism for Feedback

Lake County Registrar of Voters office welcomes feedback from observers. Please contact us directly during your observation period if you see an activity or action that is concerning. Following the Election, we welcome your feedback, send a letter to the Registrar of Voters, 325 North Forbes St, Lakeport CA 95453 or an email to elections@lakecountyca.gov with any observations and/or suggestions.

Inspector's Instructions for Poll Watchers/Election Observers

Any person present at a polling place as a "Poll Watcher" should declare himself or herself to represent a political party, media, candidate, ballot measure, interested person, or a member of Lake County's Election Observer Panel. Please make sure all Poll Watchers/Election Observers check in with the precinct inspector and have been provided or are given an "Election Day – Poll Watcher/Observer Guidelines" information sheet, so they are aware of what they CAN DO and what they ARE NOT ALLOWED to do.

Poll Watchers/Election Observers must be positioned in a location where they can plainly see and hear what is done within the polling place but may not be in the area of the voting booths or the ballot box. Only Poll Workers and persons signing the Roster of Voters may sit at or near the table used by the Board.

Poll Watchers/Election Observers may speak with the precinct board and look at the Roster of Voters only when it doesn't interfere with the voting process. They may not at any time handle voted or unvoted ballots.

Only voters engaged in receiving, preparing, or depositing their ballots may be within the voting booth/voting box area before the closing of the polls. However, a voter may be accompanied by a child or children under the age of 18 years while the voter is within the voting booth if the child is, or children are, under the voter's care.

"Electioneering" is defined in Elections Code section 319.5 as "the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot" within 100 feet of either of the following:

- the entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018, or
- an outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

Prohibited materials, information, or activity includes, but is not limited to:

- a display of a candidate's name, likeness, or logo.
- a display of a ballot measure's number, title, subject, or logo.
- buttons, hats, pencils, pens, shirts, signs, or stickers containing information about a candidate or measure on the ballot.
- any audible broadcasting of information about a candidate or measure on the ballot.
- obstructing access to, loitering near, or disseminating visible or audible electioneering information at vote-by-mail ballot drop boxes.

It should be noted that a campaign slogan or a political movement slogan (or the initials representing the campaign or political movement) does not constitute electioneering under the legal definition of electioneering as stated above. Accordingly, the display of slogans on clothing, face coverings, and/or buttons is not prohibited. Examples of campaign slogans or political movement slogans include but are not limited to: Make America Great Again (MAGA), Black Lives Matter (BLM), Keep America Great (KAG), Vote for Science, and Build Back Better.

The Elections Code also provides penal provisions for anyone who engages in electioneering or activities related to the corruption of the voting process.

Inspector's Instructions for Poll Watchers/Election Observers
(Continued)

Elections Code section 18370 provides:

A person shall not, on Election Day, or at any time that a voter may be casting a ballot, do any of the following:

- circulate an initiative, referendum, recall, or nomination petition or any other petition
- solicit a vote or speak to a voter on the subject of marking the voter's ballot
- place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240
- do any electioneering as defined by Section 319.5

within 100 feet of either of the following:

- the entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018, or
- an outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

A person shall not, on Election Day, or at any time that a voter may be casting a ballot, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:

- solicit a vote.
- speak to a voter about marking the voter's ballot.
- disseminate visible or audible electioneering information.

Any person who violates any of the provisions of Section 18370 is guilty of a misdemeanor.

Additionally, Elections Code section 18541 provides:

A person shall not, with the intent of dissuading another person from voting, do any of the following:

- solicit a vote or speak to a voter on the subject of marking his or her ballot
- place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240
- photograph, video record, or otherwise record a voter entering or exiting a polling place
- obstruct ingress, egress, or parking

within 100 feet of either of the following:

- the entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018, or
- an outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

A person shall not, with the intent of dissuading another person from voting, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:

- solicit a vote.
- speak to a voter about marking the voter's ballot.
- disseminate visible or audible electioneering information.

Any violation of Section 18541 is punishable by imprisonment in a county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.



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MARIA VALADEZ
Registrar of Voters

LOURDES PANTALEON
Deputy Registrar of Voters

Date

Name
Address or email
Town

Dear Name:

The Lake County Registrar of Voters office will convene an Election Observer Panel to observe activities associated with the General Election, which will be held on November 8, 2022. Representatives of the Lake County Grand Jury, Political Party County Central Committees, local clubs, media and other groups or individuals expressing an interest in observing Election Day activities will be invited to participate.

Typically, members of the Panel visit one or more polling places on Election Day and then visit the central ballot counting center located in the Registrar of Voters office, 325 North Forbes St, Lakeport, to observe the tabulation of ballots on Election Night. Panel members are also invited to observe staff at the Registrar of Voters office as they process vote by mail ballots. Members of the Panel will be provided with the information they need to participate in these activities.

If your organization would like to be represented on the Election Observer Panel, please notify me by mail, by phone at (707) 263-2372 (toll free (888) 235-6730) or by email at elections@lakecountyca.gov. Please respond by Tuesday, November 1, 2022 with the name(s), email, and mailing address(es) of your representative(s). I will be available Monday, November 7, 2022, at 5 pm in the Board of Supervisors Chambers to meet with Panel members to explain their role in greater detail and to provide them with the information they need.

Thank you for your interest in protecting our electoral system.

Sincerely,

Maria Valadez
Registrar of Voters



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MARIA VALADEZ
Registrar of Voters

LOURDES PANTALEON
Deputy Registrar of Voters

M E M O R A N D U M

TO: Precinct Inspectors

FROM: Maria Valadez
Registrar of Voters

SUBJECT: Election Observer/Media

DATE: November XX, 2022

This letter introduces XXX, as an Election Observer/Media for the November 8, 2022, General Election. Election Observers are invited to observe activities related to the administration of an election, including visiting polling places while complying with both public health and county election guidance.

No person, including an Election Observer, may interfere with the operation of polling places. XXX and other Election Observers may ask you to explain certain operations and procedures. Please extend every courtesy to XXX.

If you have any questions, please feel free to call me at (707) 263-2372. Thank you for your cooperation and your service to our county's voters.



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MEDIA RELEASE/PUBLIC NOTICE

FOR IMMEDIATE RELEASE

October 5, 2022

Re: Volunteers are needed for the Registrar of Voters Election Observer Panel for the upcoming November 8, 2022, General Election

THE REGISTRAR OF VOTERS OFFICE will convene an Election Observer Panel to observe activities associated with the November 8, 2022, General Election. Representatives of the Lake County Civil Grand Jury, Political Party County Central Committees, local clubs, media and other groups or individuals expressing an interest in observing Election Day activities are invited to participate.

The purpose of an Election Observer Panel is to provide the public with the opportunity to observe and make suggestions on ways to improve the election process; assist in ensuring the integrity of the election process; encourage participation and build voter confidence in the election process; as well as, remove some of the mystery associated with the election process in an effort to encourage more people to take part in an election.

Typically, members of the Panel visit one or more polling places on Election Day and then visit the central ballot counting center located in the Registrar of Voters office, 325 North Forbes St, Lakeport, to observe the tabulation of ballots on Election Night. Panel members are also invited to observe staff at the Registrar of Voters office as vote-by-mail ballots are processed. Members of the Panel will be provided with the information they need to participate in these activities.

If you or your organization would like to be represented on the Election Observer Panel, please complete the application form which can be found at <http://www.lakecountyca.gov/Assets/Departments/RegistrarOfVoters/Elections/November+2022/Forms/ElctnObsvrPnlApp.pdf>. Return this form by Tuesday, November 1, 2022 either in person or by mail to: Registrar of Voters, 325 N. Forbes Street, Lakeport, CA 95453; or by email to elections@lakecountyca.gov.

Thank you for your interest in protecting our electoral system.

**For Additional Information Phone (707) 263-2372
or Toll Free at (888) 235-6730**

Contact: Maria Valadez, Registrar of Voters
or Lourdes Pantaleon, Deputy Registrar of Voters



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ELECTION OBSERVER PANEL APPLICATION

The purpose of an Election Observer Panel is to:

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3. Remove some of the mystery associated with the election process in an effort to encourage more people to take part in an election.

Membership of Groups or Individuals Expressing an Interest in Observing Election Day Activities:

1. County Grand Jury
2. Political Party Central Committees & County Councils
3. Local Clubs
4. Members of the Media
5. Other groups
6. Individuals

If you are interested in this important work, please complete the application form below and return either by email at elections@lakecountyca.gov, in person or by mail to: Registrar of Voters, 325 North Forbes St, Lakeport, CA 95453. **Please respond no later than November 1, 2022.**

Application to Serve on the Election Observer Panel

Name: _____

Organization (if applicable): _____

Residence Address: _____

Mailing Address: _____

Phone: _____ Cell: _____

Email: _____

Signature: _____

Preferred Observation Location: _____

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MEDIA RELEASE/PUBLIC NOTICE

FOR IMMEDIATE RELEASE

October 6, 2022

Re: Notice of date Registrar of Voters office will commence processing Vote-By-Mail Ballots for the November 8, 2022, General Election

THE LAKE COUNTY REGISTRAR OF VOTERS OFFICE would like to inform vote-by-mail voter observers and the public that the Registrar of Voters office, 325 North Forbes St, Lakeport will commence processing vote-by-mail ballots for the November 8, 2022, General Election, on Tuesday, October 11, 2022, at 9:00 a.m. The processing of the vote-by-mail voter ballots will continue through Election Day as well as, during the official canvass.

The scanning and adjudicating of the official ballots will commence on Tuesday, October 18, 2022, in the Registrar of Voters office, 325 North Forbes St, Lakeport however, results will not be announced until **after** the close of the polls at 8:00 p.m. on Election Day, November 8, 2022.

The official canvass will commence on Thursday, November 10, 2022, at 9:00 a.m. and will continue daily, Saturdays, Sundays, and holidays excepted, for not less than six hours each day until completed.

Observers are invited to view the processing and counting of the ballots, but shall not interfere with the election process. Observers may contact the Registrar of Voters office at (707) 263-2372 (toll free (888) 235-6730) or by email at elections@lakecountyca.gov during the Official Canvass period for the proposed schedule. Staff may be required to work on some Saturdays, Sundays and County holidays as needed in order to complete the Official Canvass by the State deadline.

**For Additional Information Phone (707) 263-2372
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Contact: Maria Valadez, Registrar of Voters
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MEDIA RELEASE/PUBLIC NOTICE

FOR IMMEDIATE RELEASE

October 13, 2022

Re: *****CHANGE OF DATE*****

Notice of Date Registrar of Voters office will conduct the Logic and Accuracy Test of the Ballot Tabulation Computer & Software November 8, 2022, General Election

THE LAKE COUNTY REGISTRAR OF VOTERS OFFICE would like to inform voters that pursuant to regulations of the California State Commission on Voting Machines and Vote Tabulating Devices, a Logic and Accuracy Test will be conducted for the ballot tabulation computer and software to be used for the November 8, 2022, General Election. This test will run on *****Thursday, October 20, 2022***** at 11:00 am in the Registrar of Voters office, 325 North Forbes St, Lakeport. All interested persons are invited to observe this test.

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Deputy Registrar of Voters

MEDIA RELEASE/PUBLIC NOTICE

FOR IMMEDIATE RELEASE

October 17, 2022

Re: Public Manual Tally of 1% of Precincts November 8, 2022,
General Election

THE LAKE COUNTY REGISTRAR OF VOTERS OFFICE, would like to inform voters, observers and the public that the Registrar of Voters office, 325 North Forbes St, Lakeport, will conduct a public manual tally of a minimum of 1% of randomly selected precincts which will include each contest voted on at the November 8, 2022, General Election, commencing on *****Tuesday, November 15, 2022***** beginning at 9:00 a.m. The selection of the precinct(s) to be included in the manual tally will be randomly chosen on the same date prior to the manual tally.

Observers are invited to view the manual tally of the ballots, but shall not interfere with the election process.

For Additional Information Phone (707) 263-2372
or Toll Free at (888) 235-6730

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