2011

PLACER COUNTY ELECTIONS
OFFICE OF JIM MCCAULY
MEDIA GUIDE

An Informational Manual for Media, Community Organizations, and Interested Citizens

Jim McCauley
Placer County Clerk-
Recorder-Registrar of Voters

December 2010

TO: **MEDIA, ELECTION OBSERVERS AND OTHER INTERESTED INDIVIDUALS**

FROM: Jim McCauley, Placer County Clerk-Recorder-Registrar of Voters

2011 SPECIAL GENERAL ELECTION MEDIA GUIDE

I am pleased to present the January 2011 Election Media Guide. This guide contains information on trends in voter registration and turnout, Placer County's voting systems, statistical comparisons, and a wealth of other interesting information. It also includes information on how to get up-to-the-minute election results. The Media Guide is a comprehensive resource providing department contacts, dates and location, as well as information of importance to the media, the community, and voters at large.

For the January 4, 2011 Special General Election, my office will recruit over 324 poll workers, register and re-register thousands of voters, and mail sample ballot pamphlets to approximately 118,000 registered voters. It will culminate in counting an anticipated 96,000 ballots cast at over 47 voting locations (I expect approximately 66,000 of these ballots to be voted via the vote-by-mail ballot and mail ballot precinct processes).

Important Websites: For additional elections information, check out my office's website **www.placerelections.com** and the Secretary of State's website **www.sos.ca.gov**. Placer County election results will appear Election Night starting at approximately 8:05 pm on our website.

I hope this guide is informative and useful to you. If you have any questions regarding this media guide, please contact me at 530-886-5690, and remember to VOTE.

Placer County
CALIFORNIA

PLACER COUNTY ELECTIONS OFFICE OF JIM MCCAULEY
2956 Richardson Drive, Auburn CA 95603
Mailing: PO Box 5278, Auburn CA 95604
530-886-5650 or Toll-Free in California 1-800-824-8683
www.placerelections.com

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IMPORTANT TELEPHONE NUMBERS

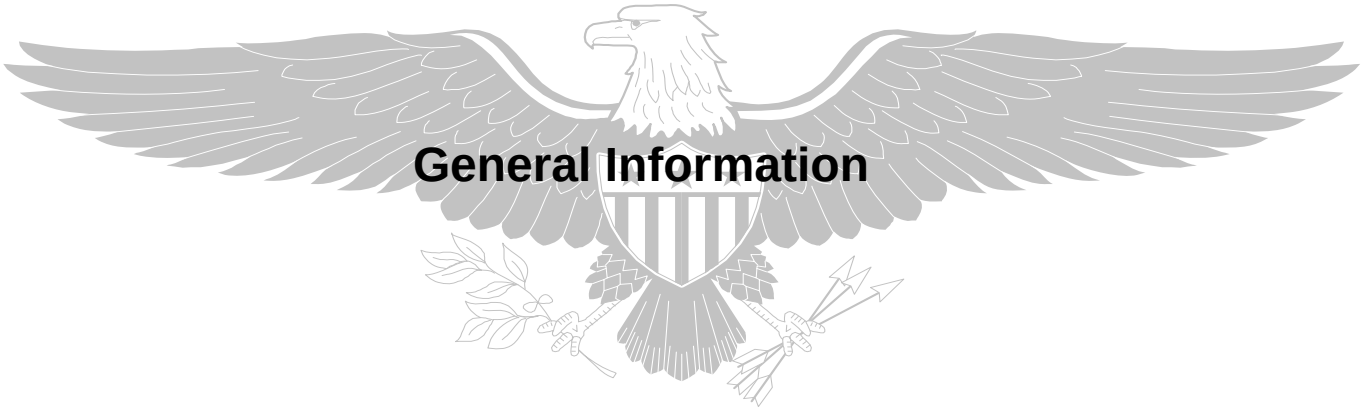
You may obtain information about specific election services by calling the following telephone numbers:

Semi-Official Election Results Preliminary vote-by-mail voting results will be available at approximately 8:05 PM Election Night. As ballots arrive from the precincts and are tabulated, results will be available approximately every 30 minutes until all voting precincts have reported.	**530-886-5650** or **1-800-824-8683** (toll-free within California)
Election results will also be continuously updated and displayed on the Internet on Election Night.	www.placerelections.com
Voter Registration/Sample Ballot Inquiries To verify registration status or inquire about a sample ballot.	**530-886-5650**
Vote-by-Mail Ballot Inquiries	**530-886-5623**
Election Information General information on election, registration, and voter services.	**530-886-5650**
Precinct Officers To become a precinct officer or offer a home or business as a polling place.	**530-886-5671**
Polling Places To report problems at a polling place on Election Day.	**530-886-5672**
Registering to Vote For information or to request a voter registration form during regular office hours of 8:00 AM to 5:00 PM.	**530-886-5650**
Candidate Services Information regarding election dates, offices to be filled, qualifications for office, nomination filing dates, and procedures.	**530-886-5668**
Campaign Financial Disclosure Campaign financial statement filing requirements for candidates, committees, and office holders.	**530-886-5665**

Important Election Dates at a Glance

Special General Election
January 4, 2011

November 26, 2010	Sample Ballots begin to be mailed to voters.
December 6, 2010	First day to issue a vote-by-mail ballot.
December 20, 2010	Last day to register to vote for this election.
December 28, 2010	Last day for the Office of Elections to mail you a ballot.
January 4, 2011	Election Day and last day to return your vote-by-mail ballot to the Placer County Office of Elections or to any polling place within the county by 8:00 PM.



General Information

- ★ Placer County Voting Bill of Rights
- ★ Help America Vote Act (HAVA)
- ★ Information about Provisional Voters
- ★ Voting Instructions for Optical Scan Ballots
- ★ Voting Instructions for Voters with Specific Needs
- ★ California's "Top to Bottom Review" of Voting Systems
- ★ Voter Registration
- ★ Polling Place Location Inquiry by Telephone or Internet
- ★ Vote-by-Mail Ballot Information
    - o How to Request a Vote-by-Mail Ballot
    - o Permanent Vote-by-Mail (PVBM) Voting

JIM McCAULEY
Placer County Clerk-Recorder-Registrar of Voters

Voting Bill of Rights

Your right to vote is important to us. The Placer County Elections Office of Jim McCauley created this information to explain the election process and your rights as a voter, including your rights under the Federal Help America Vote Act of 2002 (HAVA).

#1 - The Right to Vote

You may vote in a scheduled election if you are a U.S. citizen, at least 18 years old by Election Day, not currently in prison or on parole for a felony conviction, live in Placer County, and provide us with a completed voter registration card at least 15 days before the scheduled election. If you go to the polls and are not listed on our registration rolls, you have the right to cast a provisional ballot. You also have the right to vote as long as you are in line at your polling place before the polls close at 8:00 PM. There are a few exceptions to these rules, so contact the Elections Office of Jim McCauley with any questions.

#2 - The Right Not to Vote

State law no longer requires you to vote in every election to stay registered. If none of the candidates or issues interest you by Election Day, you can skip the election and your registration will not be deleted. In addition, if your ballot has multiple issues, you are not required to vote on all of them. Blank sections on your ballot will not affect any of your other votes.

#3 - The Right to Vote-by-Vote by Mail Ballot or Permanent Vote-by-Mail Ballot

Whether you are sick, out of town or just like the convenience of voting from home, all California voters have the option of voting by a vote-by-mail ballot. Your written request for a vote-by-mail ballot must be received at least one week before the election to allow us enough time to process and mail your ballot. For best results, use the form on the back of the sample ballot booklet. You may also become a Permanent Vote-by-Mail voter (meaning your ballot will always be mailed to you without your having to complete an application each election). You may return your completed vote-by-mail ballot by mail, to any poll location in the county on Election Day or drop it at our office, but we must *receive* it no later than 8:00 PM Election Day.

#4 - The Right to Request Another Ballot

If you make a mistake when voting your official ballot, you may return your spoiled ballot and receive a new one at the polls (or from the Elections Office of Jim McCauley if voting by a vote-by-mail ballot). However, state law allows us to issue no more than two replacement ballots per voter.

#5 - The Right to Assistance and to Ask Questions

Important information is contained in your sample ballot booklet, at the polls, and on our website at www.placerelections.com. You can also take your sample ballot booklet or other voting guides with you into the polls. If you are physically unable to vote without assistance, we have devices to help you in casting your vote or an elections official or other person of your choice can aid you. Your election officials are available to answer any questions about election procedures, as well.

#6 - The Right to Unbiased Political Information

Many people are so frustrated by negative political campaigning that they have decided to stop voting. While we cannot stop negative campaigning completely, we will enforce our "No Negative Attacks" policy for Candidate Statements printed in this sample ballot booklet, to the best of our ability.

#7 - The Right to Contact the Candidates

Can't find out how a candidate stands on an issue? The Elections Office of Jim McCauley requires each local candidate to provide at least one public telephone number so you can have your questions answered.

#8 - The Right to Watch Ballots Being Counted and Observe the Canvass

Counting ballots is a public process. Eleven days before Election Day, the Elections Office of Jim McCauley begins opening and preparing the vote by mail ballots to be included in Election Night totals. Voters may observe this process, and for years we have invited the public to come and observe Election Night activities. Voters are also allowed to watch what goes on at the polling places Election Day. For rules on how to be an Election Night or polling place observer, please contact the Elections Office of Jim McCauley. After Election Day, the election canvass begins. This is an internal audit required by state law to ensure the accuracy of election results. California election law allows 28 days to conduct the official canvass. During the canvass, vote-by-mail and provisional ballots not counted on Election Night are checked for eligibility, write in votes are tallied, the number of ballots cast is balanced against the number of ballots issued, and a hand count of 1% of all ballots cast in each race is performed to verify the machine count. All aspects of the canvass are open to public inspection.

#9 - The Right to Hold Office and to Make a Difference

At each November election, Placer County has over 200 local offices up for election. Someone has to fill these offices – why not you? If you are registered to vote and live in a district or city going to election, you are most likely eligible. We conduct candidate workshops roughly six months before every major election, which will walk you through the candidate filing process (watch your local newspaper or call us for dates and times).

#10 - The Right to a Fair Election

You have the right to report any illegal or fraudulent activity to our office or to the Secretary of State's Office. If you believe you have been denied any of your rights, or if you are aware of any election fraud or misconduct, please call us at **(530) 886-5650** or toll-free in California **1-800-824-8683** or you may use the Secretary of State's confidential, toll-free VOTER PROTECTION HOTLINE at **1-800-345-8683**.

Help America Vote Act (HAVA)

To improve the integrity of the voting process and to ensure that all eligible citizens have the opportunity to vote, the Secretary of State established the HAVA (Help America Vote Act) State Plan Advisory Committee to draft an election reform blueprint entitled "My Vote Counts: A California Plan for Voting in the 21st Century." The Secretary of State's Office has prepared the California Plan for reform and it is posted on its website at www.sos.ca.gov/elections/hava.htm.

The Help America Vote Act (HAVA) has fundamentally altered the way we conduct elections in California and across the nation. HAVA was drafted in the aftermath of the controversial 2000 presidential election in Florida and was signed into law on October 29, 2002. The final bill is a compromise embraced by a bipartisan coalition that included many elections officials, civil rights groups, advocates for people with disabilities, and government watchdog groups across the nation.

This law established a new federal agency, the Election Assistance Commission, to serve as a national clearinghouse on election information and to provide federal standards for voting systems. Complex and interrelated federal mandates are also spelled out in the 161-page bill. HAVA requires California and every other state to implement sweeping changes.

The most daunting of the mandates include:

- ► Replacing the punch card systems used by a majority of California voters;
- ► Establishing an interactive statewide voter registration database of California's 15 million plus voters that, once adopted, will be used by every county;
- ► Implementing new identification requirements for new voters;
- ► Ensuring disabled voters have both secret ballots and access to the polls;
- ► Providing a system to notify provisional voters whether their ballots were counted;
- ► Installing a complaint procedure for voter grievances about the election process;
- ► Creating a one-stop shop for all military and overseas voters;
- ► Improving training of our army of volunteer poll workers; and
- ► Educating voters about their rights, including the right to a provisional ballot, the right to ask questions, and the right to get a new ballot to correct a mistake;

Further information on the HAVA program can be obtained by visiting the Secretary of State's website at www.sos.ca.gov/elections/hava.htm.

Information about Provisional Voters

Who is a Provisional Voter?
A provisional voter is a voter who:

- Does not appear on the polling place roster of voters;
- Did not receive his/her vote-by-mail ballot;
- Moved within Placer County since the last election and failed to re-register to vote at the new address, or
- Is a first-time voter in Placer County without identification required by federal law.

How do I vote as a Provisional Voter?
According to California law, as a provisional voter you must:

- Sign your name and write your residence address on the blue provisional voter page in the back of the roster of voters.
- Fill in the appropriate sections and sign the Voter's Declaration on the provisional envelope given to you with your ballot.
- Complete a voter registration card and place it in the outside pocket of the provisional envelope if you have moved or if your name does not appear on the roster of voters.
- Vote the ballot that was given to you by the precinct worker and seal your voted ballot inside the provisional ballot envelope.
- Return your provisional ballot envelope (and the pen you were given to mark your ballot) to the precinct worker.

What happens next?
Your voted ballot and completed provisional envelope will be returned to the Placer County Elections Office of Jim McCauley for processing. If we can determine that you have not voted in Placer County or any other jurisdiction and that you were otherwise eligible to vote, your provisional envelope will be opened, and your vote will be counted during the official canvass of election results (which will be completed within 28 days after the election). If we determine that you are not eligible to vote, your vote cannot be counted and your provisional ballot envelope will stay sealed.

How do I know if my vote counted?
Most provisional ballots cast in Placer County are counted. If you want to confirm that your ballot was counted or if you have any questions about your provisional ballot status, please call us at 530-886-5650 or toll-free in California at 1-800-824-8683, write to us at PO Box 5278, Auburn CA 95604, or contact us by e-mail at election@placer.ca.gov.

Voting Instructions for Optical Scan Ballots

TO VOTE:
Use a pencil or a pen with blue or black ink to mark the ballot and darken the oval completely (⬬). Remember to vote both sides of the ballot if both sides are printed.

To vote on a measure, *completely fill in the oval* beside the word "Yes" if you desire to vote in favor of the measure or beside the word "No" if you desire to vote against the measure.

All distinguishing marks or erasures are forbidden and can make the ballot void.

If you wrongly mark, tear, or deface any portion of your ballot sheet, replace the sheet in the secrecy folder and return it to the election officer. A replacement ballot will be issued. If you are voting from home and you need a replacement ballot, please call the Elections Office of Jim McCauley at 530-886-5650 or toll-free in California at 1-800-824-8683 for special instructions.

VOTING AT YOUR POLLING PLACE:
After you have completed voting, look over your choices one final time to be sure they are correct, place your ballot in the secrecy folder and deposit the ballot into the ballot counting machine. Once your ballot has been deposited into the machine, it cannot be retrieved.

VOTING BY MAIL:
After you have completed voting, look over your choices one final time to be sure they are correct and place your ballot in the return envelope provided. Be sure to sign and date the envelope where required. The envelope must have your signature on it or the ballot cannot be counted. Return the envelope according to the instructions you received with your ballot.

ACCUVOTE BALLOT COUNTING MACHINE

Voting Instructions for Voters with Specific Needs

When you sign in to vote, you can request to vote using the voters with specific needs voting system. You will be directed to the precinct board member in charge of monitoring the specific-needs voting station, who will activate a voter-access card. Only one access card is issued per voter and is required to use the voting system.

Step-by-step voting instructions are posted inside the privacy panel of the voting station and displayed on the voting system screen. A precinct board member is also available to assist if requested.

To cast your ballot:

1. Insert the voter access card. The Voter Instructions screen is displayed.
2. Follow the instructions to select candidates, enter write-in candidates and vote on ballot measures.
3. Review your selections on the Summary screen. Return to individual races to make changes as desired. You make changes as many times as you wish.
4. Print your ballot for verification. You may reject the ballot (up to two times) and repeat step 3 above to vote a new ballot.
5. When you have successfully voted your ballot, choose the option to cast your ballot.
6. Remove the voter access card and return it to the precinct board member.

VOTERS WITH SPECIFIC NEEDS VOTING MACHINE

California's "Top to Bottom Review" of Voting Systems

In the summer of 2007, Secretary of State Debra Bowen began a review of California's certified voting equipment. Dubbed the "Top to Bottom Review" Placer County's voting system vendor, Diebold Elections Systems (then Premier Elections Systems and now Election Systems & Software) was one of the first systems tested. During the review, Secretary Bowen reiterated her support for optical scan voting systems (such as the optical scan voting system deployed in Placer County), which use a paper ballot that can be easily tracked and recounted. Optical scan systems, in her words, "are easier for voters to see and understand," and can make it easier "to begin rebuilding the voter confidence in the systems we use to conduct elections." Upon the completion of the Top to Bottom Review, we saw no reason to change our core voting system.

Federal law requires at least one voting device in each polling place that allows disabled voters to vote unassisted to ensure voter privacy. The system we selected – Premier's "TSX" touch screen voting device – meets federal requirements mandated under the Help America Vote Act (HAVA), as well as all California state requirements that were in place at the time we purchased it. We installed one such system in each polling place for the first time during the November 2006 election.

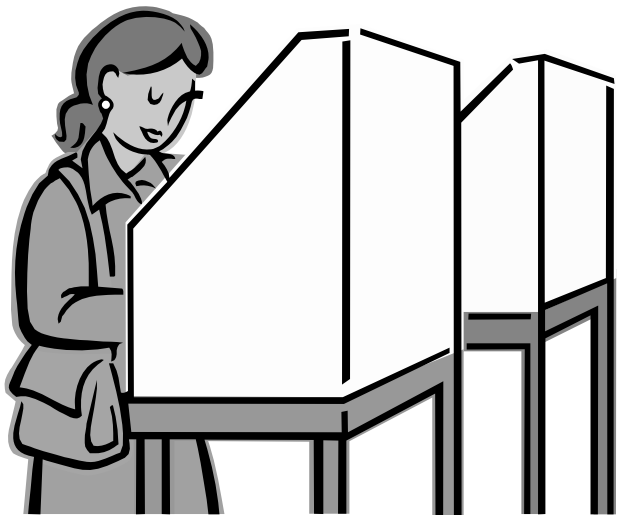
Virtually all of the security procedures recommended by Secretary of State Bowen in her Top to Bottom Review have long been in place in Placer County. In most cases, our procedures exceed those recommended by the Secretary. For example, all of the smart cards used to record votes are programmed and tested exclusively by Placer County IT staff. At no time does the vendor have access to any component involved in these procedures. In fact, all Placer County Elections systems are stand-alone systems. They are not connected to the Placer County computer network, nor do they have any Internet connection or port to any public or private communications network.

The Elections Office of Jim McCauley is located in a high-security facility, equipped with a motion detector-based alarm system and 24-hour security cameras that monitor the computer room and storage facilities. We also have developed stringent chain-of-custody procedures that are employed both inside and outside of our building. For example, following verification testing, voting devices are locked and sealed with bar-coded, tamper-proof seals at all access points of the devices and carrying cases. On Election Day, these seals are verified by the entire election board of each precinct, who sign an affidavit that none of the seals have been broken, tampered with, or changed. Should any seal show evidence of tampering, the board immediately contacts the Elections Office of Jim McCauley, and a replacement voting device is sent to the precinct.

In the 2010 Gubernatorial General Election, only 31 voters chose to vote on the touch screen systems in Placer County. In anticipation of one of the major concerns

about the vulnerabilities of touch screen smart cards, we duplicated the electronic ballots cast on these systems onto paper ballots, which were manually verified and then inserted into our standard central count system for paper ballots. By doing this, we not only conducted a 100% audit of the touch-screen ballots, we avoided having to transmit the electronic voting results to our main elections system, eliminating the concerns surrounding the unauthorized replacement of smart cards and the interception of transmissions of voting results. This is just one example of the numerous security measures in place for Placer County's touch-screen voting systems.

Placer County enjoys one of the highest percentages of voter turnout in the state and perhaps in the country. The Placer County Elections Office of Jim McCauley has always encouraged voter participation and has maintained a policy of complete transparency and openness to the public. We have worked closely with voter advocacy organizations and individuals alike to address their concerns and remedy potential vulnerabilities in our systems and procedures. In early 2007, Placer County Clerk-Recorder-Registrar of Voters Jim McCauley formed the Placer County Elections Advisory Council, which is made up of anyone interested in current events in the election world. The purpose of the EAC is to develop ideas on how to improve election transparency and to assist with our office's various existing voter outreach programs. Every voter in Placer County is invited to come to our office to see our operation first hand and to express their concerns and opinions.



Voter Registration

A Statistical Overview as of November 30, 2010*

Number of Registered Voters 203,925

Voter Registration Statistics

In Placer County, current voter registration is as follows:

Democratic	58,782
Republican	98,152
American Independent	4,285
Green	1,308
Libertarian	1,708
Peace and Freedom	347
Other	234
Decline to State	39,038
TOTAL REGISTRATION	203,925

Voter registration for the five supervisorial districts and the current office holders within Placer County is provided below:

Supervisorial Districts	Registration
First Supervisorial District Jack Duran	40,862
Second Supervisorial District Robert Weygandt	58,661
Third Supervisorial District Jim Holmes	32,796
Fourth Supervisorial District Kirk Uhler	40,746
Fifth Supervisorial District Jennifer Montgomery	30,860

*For more current information, contact the Placer County Elections Office of Jim McCauley.

Polling Place Location Inquiry by Telephone or Internet

How Can I Find my Polling Place?
Your polling place location is indicated on the back cover of your sample ballot pamphlet. However, if you have a question about your polling place, please call the Elections Office of Jim McCauley at 530-886-5650 or toll-free in California 1-800-824-8683**.** You may also obtain driving instructions and maps at our website at www.placerelections.com. Please note that maps are provided by Yahoo maps through a third party vendor. Placer County has not verified the accuracy of these maps.

Vote-by-Mail Ballot Information

An Interesting History
Voting by mail, formerly known as absentee voting, goes back a long way. In fact it all began during the Civil War when the first vote-by-mail ballots were allowed by the North for soldiers and sailors. California first allowed voting by mail in 1920. Voting by mail became universally available in 1978. Prior to that, vote-by-mail ballots were available only to the ill and disabled, those who lived too far from the polls, and others with special circumstances. As a result of the change in legislation in January of 2000 allowing any person to vote with a vote-by-mail ballot, it has become a very popular means to cast a ballot. The number of vote-by-mail voters across Placer County continues to increase. As of press time Placer County has over 56% of all registered voters who are permanent vote-by-mail voters. At the November 2, 2010 Consolidated General Election, over 123,750 regular vote-by-mail ballots, permanent vote-by-mail ballots and mail ballots were sent to voters and 99,027 of them were cast. For the January 4, 2011 Special General Election, we estimate that 66,000 regular vote-by-mail ballots, permanent vote-by-mail ballots and mail ballots will be sent to voters and estimate that 50,000 will be cast.

How to Request a Vote-by-Mail Ballot
By law, the first day on which vote-by-mail ballots can be issued is 29 days before the election. The last day the Election Office of Jim McCauley may issue a vote-by-mail ballot through the mail system is seven days before the election. However, the Placer County Elections Office of Jim McCauley may issue vote-by-mail ballots *over the counter* through Election Day. For the January 4, 2011 Special General Election, the first day to issue vote-by-mail ballots is December 6, 2010. The last day for the Placer County Elections Office of Jim McCauley to mail a vote-by-mail ballot to a voter is December 28, 2010.

Vote-by-mail ballots may be requested in one of three ways:

1. *By filling out a vote-by-mail ballot application.* You can obtain an application on the back cover of the sample ballot pamphlet or from our website www.placerelections.com Vote-by-mail ballot applications are also mailed by various political candidates and organizations during election season;

2. *By letter* to the Placer County Elections Office of Jim McCauley, PO Box 5278, Auburn, CA 95604-5278. Please include your name, your date of birth, the election date, your residence address, your mailing address (if different than your residence address), and your signature;
3. *In person* at the Elections Office of Jim McCauley, 2956 Richardson Drive, Auburn in the DeWitt Center. The Elections Office of Jim McCauley is open the last two weekends prior to each election (excluding December 25th), Saturday and Sunday from 9:00 AM to 4:00 PM, for your convenience.

If you apply for a vote-by-mail ballot and have not received it within a week after mailing your application:

- Request a replacement vote-by-mail ballot be mailed; or
- Vote at the Elections Office of Jim McCauley during the vote-by-mail voting period (from 29 days prior to the election through Election Day); or
- Vote at your assigned neighborhood polling location.

To be counted, the voted vote-by-mail ballot must be mailed in time to be received by the Elections Office before 8:00 PM Election Day or returned by the voter personally to any polling place in the county no later than 8:00 PM on Election Day. If a vote-by-mail voter cannot personally deliver his/her ballot to the Elections Office of Jim McCauley or the polls, the voter may authorize a designated family member or person living in the same household as the voter to return the voted ballot. For additional information regarding this service or any questions regarding vote-by-mail voting, please call the Elections Office of Jim McCauley at 530-886-5650 between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

Permanent Vote-by-Mail Voting (PVBM Voting)
Due to changes in state law, effective January 1, 2000, any voter may apply for permanent vote-by-mail (PVBM) voter status. To apply for PVBM status:

1. Complete the vote-by-mail ballot application form found on the back cover of the Sample Ballot Pamphlet.
2. Be sure to check the box labeled "I would like to become a permanent vote-by-mail voter" and return the form to our office.

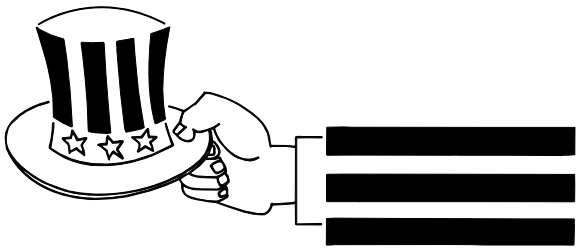
Once we receive your request, we will send your vote-by-mail ballot to you by return mail, and will automatically send you vote-by-mail ballots for future elections. If you do not check this box, you will be mailed a vote-by-mail ballot for the current election only, and will have to re-apply for a vote-by-mail ballot for each future election. Failure to return an executed vote-by-mail ballot in two consecutive statewide general elections will cancel your permanent vote-by-mail status (not your voter registration) and you will need to re-apply for permanent status. Further information about permanent vote-by-mail voting can be obtained by calling 530-886-5623 or by writing to the Placer County Elections Office of Jim McCauley, PO Box 5278, Auburn, CA 95604-5278.

ABOUT OUR OFFICE AND PROGRAMS

- ★ Office Information
- ★ Public Relations Contacts for Election Day/Night
- ★ Community Outreach Programs
- ★ Other Programs
- ★ Check Out Our Website

Office Information

The Clerk-Recorder-Registrar of Voters is responsible for the registration of voters; maintenance of registration files; conducting federal, state, county and special district elections; checking initiative, referenda and recall petitions; filing campaign reports; recording real estate documents and other records; maintaining birth, death and marriage records; issuing marriage licenses; filing fictitious business name statements; issuing passports and filing notary bonds.



Public Relations Contacts for Election Day/Night

Public Relations Director
Jim McCauley
County Clerk-Recorder-Registrar of Voters

Media Information Director
Election Information Coordinator
Ryan Ronco
Assistant Recorder-Registrar

Community Outreach Programs

Student Poll Worker Program
Some of the faces that greet and assist voters in the election process are now younger. California legislation enacted in 1997 and 2007 allows high school students aged 16 years or older, who are U.S. citizens with at least a 2.5 grade point average, to work as clerks in California polling places. By participating as poll workers, students gain hands-on experience in the election process and broaden their understanding of democracy, while also serving their community.

Students throughout Placer County have participated in the Student Poll Worker Program at every major election and most special elections since early 1997. From 6:30 AM to 9:00 PM on Election Day, student poll workers will serve at polling locations throughout Placer County. They are paid the usual poll worker stipend and training incentive.

High School Voter Outreach
This program was implemented for all Placer County high schools in 1995, to educate high school students approaching the legal voting age about our political system, and to encourage them to register to vote and participate in elections. The students are given information regarding the various political parties and races and are encouraged to ask questions. In addition, they are given the opportunity to vote mock ballots using actual voting equipment and voting booths. Most of the 1½-hour sessions include officeholders who share their perspective on political issues.

The students are also registered to vote as part of the program and a great number of them vote for the first time after they graduate. This program has been received exceptionally well by both the students and the community. Voter registration among 18-24 year olds has increased from 22% to 80% since the inception of this program and voter turnout on Election Day can be as high as 75% for this demographic. At the November 4, 2008 Presidential General Election, turnout for this age group was 74% in Placer County.

Senior Citizen Voter Outreach
Voter registration and turnout are highest among our senior citizen and disabled populations. To prevent any lapse in voter registration for these groups, we implemented an innovative outreach program for citizens who have moved into senior residential and assisted-care facilities. Elections staff work with these facilities to offer assistance to new residents in updating their voter registration and offer them permanent vote-by-mail status.

Candidate Workshops

Running for office is hard work, especially for the first-time candidate running for local office. What forms do I file? How much money will it cost? Where do I start? The Elections Office of Jim McCauley takes some of the mystery out of running for office with our free, public series of Candidate Workshops held approximately six months before every major election. Workshops include a panel of speakers from various backgrounds (officeholders, campaign consultants, media, etc.) who relate their experience to the audience and answer questions for the novice candidate. On our website, we have a recorded video of one of our workshops. Call our Candidate Services desk at 530-886-5668 for more details.

Other Programs

Ballot Trapping

By election code law, every ballot that can be legally counted must be in our possession by 8:00 PM the night of the election regardless of the postmark. In the past we would receive literally hundreds of ballots that would come to our office from the post office the day after the election that could not be counted. Now that has changed.

After extended meetings with the northern California postal authorities, it was agreed that the Placer County Elections Office of Jim McCauley would send drivers to each post office in Placer County and the large processing centers of West Sacramento and Reno, Nevada prior to 8:00 PM election night to pick up ballots that the postal authorities have trapped from the mail stream and set aside for our drivers to pick up. Without this program hundreds of voters would be disenfranchised from voting as their vote would not be counted because we would have received their ballot too late. This program allows every possible vote to be counted and has cut down tremendously on ballots received after the election.

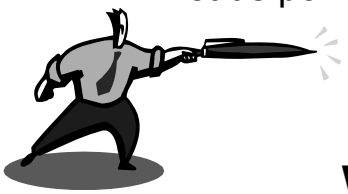
Official Election Mail Logo

The United States Postal Service and the Joint Elections Official Liaison Committee worked together to develop an Official Election Logo for use by state and local government officials. The unique trademark logo is now incorporated into the design of Placer County election mail pieces.

The logo is an interpretation of the stars and stripes of the American flag, with the words “Official Election Mail” above the designation “Authorized by the U.S. Postal Service.” When the logo appears on official election correspondence, voters will recognize it as important mail and distinct from partisan political mailings. Additionally, the logo will distinguish the mail to Postal Service workers as “Official Election Mail” and expedite the processing of this important mail.

Check Out Our Website

Let us point you in the right direction



www.placerelections.com

- **Vote-by-Mail Voting** – Information on vote-by-mail voting and an application to use if you wish to request a vote-by-mail ballot, or request permanent vote by mail (PVBM) status.

- **Campaign Disclosure Look-up** – Look up campaign financial disclosure documents for candidates who filed and committees active in Placer County.

- **Official Canvass Information** – Read about auditing regulations to ensure accuracy of election results.

- **Election Officer Application** – Apply to work on Election Day, helping voters in the community practice their right to vote.

- **Election Results** – Get results on Election Night for Placer County contests and the Placer County portion of the statewide contests, and check whether your favored candidates and measures are winning.

- **Polling Place Lookup** – Find your assigned polling place.

- **Statement of Vote** – Find the results of past elections broken down by district or precinct.

- **Voter Information** – Help and information for newly registered voters and voters requiring assistance.

- **Voter Registration** – Want to register to vote? Find out if you are eligible, where to obtain a registration form, and how to register by mail.

- **Vote-by-Mail Tracking** – Vote-by-Mail tracking information will be updated every weekday morning. If you have a question about the return status of you ballot please contact the Elections Office of Jim McCauley.

- **Current Elections** – Get the current candidate information, press releases, and elections notices.

PREPARING FOR THE ELECTION

- ★ Precinct Officers and Polling Places
- ★ Sample Ballot Pamphlet
- ★ New Citizen Voting Procedures

Precinct Officers and Polling Places

WANTED: Dedicated, committed voters to work from 6:00 AM until 9:00 PM on Election Day. Pay $85 to $100. Call 530-886-5671 for information.

The Challenge – The November 2, 2010 Consolidated General Election involved approximately 173 polling places that required over 1,443 volunteers to staff them. Although our Polls and Precincts Section staff swells to 20 at busy election times, the task of recruiting poll worker substitutes and finding poll sites is monumental. Fortunately, we can depend on many experienced poll workers who have served for decades. Due to different circumstances, fewer than 70% of poll workers are able to continue their service from one election to another. Therefore, the Elections Office of Jim McCauley is always looking for more poll workers. Our website application at www.placerelections.com has eased the challenge of recruitment. When you register to vote, you can also mark that you are interested in being a poll worker on the voter registration form.

Student Poll Worker Program - As noted in the "Community Outreach" section on page 18 of this Guide, California law allows us to recruit high school students aged 16 years or older as poll workers. More than 230 students throughout Placer County have participated in the Student Poll Worker Program since early 1997. You can find our poll worker application on our website under the volunteer tab.

Sample Ballot Pamphlet

Unlike voters in most states, California voters have been receiving sample ballot pamphlets in the mail prior to every election since 1962. Sample ballot pamphlets provide a facsimile of the ballot, voter instructions, candidate statements, impartial analyses, tax rate statements, polling place location, ballot measure arguments and their rebuttals, the full texts of ballot initiatives, measures and propositions, and other useful information to help you become better informed about the issues and candidates in preparation for voting. The vote-by-mail application can be found on the back cover of the sample ballot pamphlet in addition to our website.

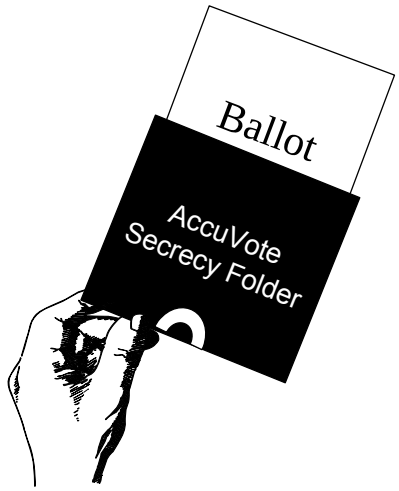
New Citizen Voting Procedures

The Placer County Clerk-Recorder-Registrar of Voters encourages United States citizens to register to vote and actively take part in choosing their government representatives by voting for the candidates and issues of their choice.

Citizens who are or will be at least 18 years of age at the time of the next election are eligible to register to vote. Registration must take place at least 15 days before the election. Voters must also re-register by the 15-day deadline before an election to change their address, name, or political party.

After their naturalization swearing-in ceremony, new citizens may complete the registration-by-mail form provided to them and mail it to the County Clerk-Recorder-Registrar of Voters. After receipt by the Registrar, they will receive a postcard within a few weeks informing them of their eligibility to vote.

Persons who become citizens *after* the voter registration deadline (15 days before each election) may register and vote provisionally at the Elections Office of Jim McCauley between the 14th and 7th day before the upcoming election. These new citizen late registrants must present a Certificate of Naturalization and declare they have established residency in the County.



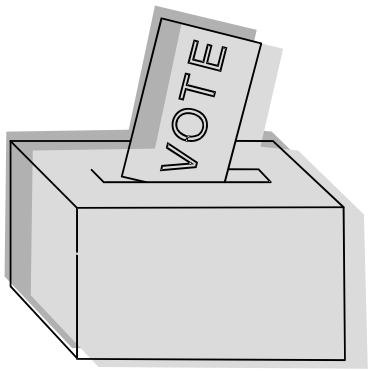
What's On The Ballot?

- ★ Qualifications and Terms of Office
- ★ Votes Required to Elect Candidates
- ★ Placement and Rotation of Candidates' Names on Ballot

Qualifications and Terms of Office

State Senator – 1st District

Qualifications	The candidate shall be a U.S. citizen and a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person. [E.C. Sec. 201] The candidate may not serve more than two terms in the state senate. [*Cal. Constitution, Art. IV, Sec.2*]
New Term Begins	Upon certification by the State Senate



Votes Required To Elect Candidates

Partisan Offices	The candidate from each party receiving the highest number of votes at a primary election is the nominee for the general election. The candidate receiving the highest number of votes in a general election is elected to fill the office.
Write-in Candidates for Partisan Office	To appear on the ballot for the general election, a qualified write-in candidate must receive the highest number of votes at the primary election for that office and receive not less than 1% of the votes cast for the office at the last preceding general election in which the office was filled.

Placement and Rotation of Candidates' Names on Ballot

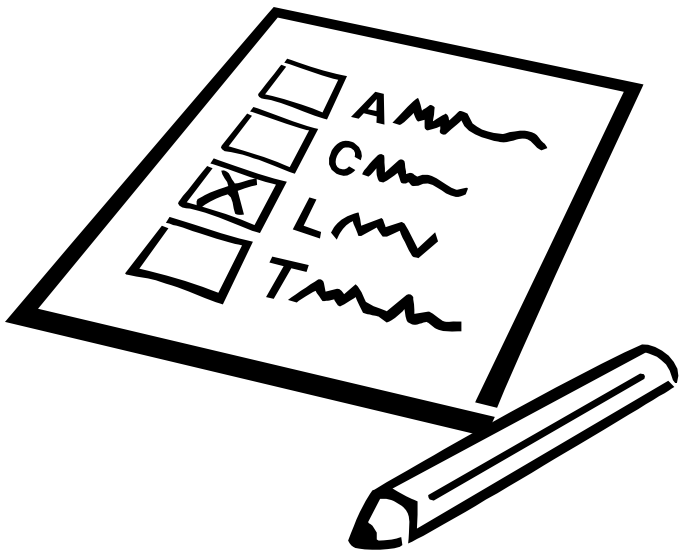
Placement of Names

The placement of names on the ballot is determined by a random alphabetical drawing, held by the Secretary of State

Rotation of Names

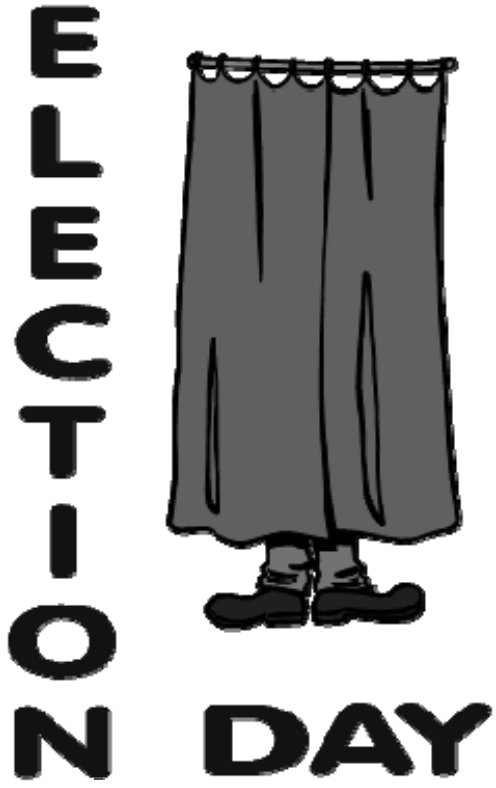
As required by state law, names of candidates for this election are rotated on the ballot as follows:

OFFICE	PLACEMENT AND ROTATION
Special General Election, Senate District 1	Candidates' names are arranged in accordance with a special alphabetical drawing conducted by the Secretary of State after the close of the special nomination period for this race: No rotation.



Election Day

- ★ Ballot Counting Election Night
- ★ Incomplete Ballot Counting Election Night (Memo to Candidates)



Ballot Counting Election Night

Our old punch card vote counting system could count ballots very quickly, but it required us to wait for ballots to physically arrive from across the county before tabulating results.

This process has been accelerated because of the AccuVote unit, the optical scan vote counting system purchased by Placer County in 2001. After voters complete ballots, they are fed into a scanner that records each vote onto a computer "smart card."

The AccuVote units are transported to receiving centers along with precinct supplies, to be logged in and loaded onto a large moving truck. Once all precincts have reported, Receiving Center personnel are escorted back to the Elections Office of Jim McCauley by Sheriff's Deputies. Once the truck arrives at the Elections Office of Jim McCauley, all AccuVote units will be offloaded. They will then be delivered to Elections personnel who will load the results into the central counting computer. All voted ballots will be offloaded and stored in a locked room within the Elections Office of Jim McCauley, where they will remain until the canvass of votes is complete.

Results of early vote-by-mail ballots will be available by 8:05 PM, and results will be updated throughout the evening approximately every 30 minutes. Because unofficial results are no longer transmitted from receiving centers, semi-final results for the evening may not be reported until midnight or later, depending on the Lake Tahoe road conditions (see "Wrapping up the Election/Canvass").

TO: Candidates—January 4, 2011 Special General Election

FROM: Jim McCauley, County Clerk-Recorder-Registrar of Voters

RE: **Incomplete Ballot Counting Election Night**

Candidates are frequently surprised on the day after a major election when they learn that there are several thousand ballots countywide remaining to be counted. These uncounted ballots may leave some contests undecided for days or even weeks. This memo is provided as a courtesy to explain the logistics of Election Night ballot counting, and follow-up ballot tabulation, which occurs in the days and weeks following the election.

The law allows 28 days after the election to complete the ballot tally and the official audit of the election, known as the canvass. For this special election, the Secretary of State's office has asked for an expedited ballot tally instead of 28 days, they are asking for us to complete our post-election activities in 10 day's When the canvass is completed, the official results are certified.

There are three categories of ballots that cannot be processed on Election Night:

1. Vote-by-mail ballots turned in at polling locations or caught via "ballot trapping,"
2. Provisional ballots voted at the polls, and
3. Write-in ballots.

Vote-by-mail ballots turned in at the polling locations – Many vote-by-mail voters wait until the last minute to make their voting choices and then drop off their ballots at a polling place on Election Day. We receive these ballots very late on Election Night. All vote-by-mail ballots must be processed before they are counted – this includes verifying every voter's signature prior to opening the vote-by-mail ballot envelopes to remove the ballots in preparation for counting.

Ballot Trapping Program – Several years ago, we implemented a program in which post offices throughout the county "trap" the voted ballots that otherwise might have arrived too late to be counted. Because the Elections Office of Jim McCauley must have possession of all ballots to be counted by 8:00 PM on Election Day, there would be literally hundreds of ballots postmarked on Election Day but received after 8:00 PM that had to go uncounted in every major election. We have an agreement with the post offices to pick them up by 8:00 PM on Election Day so our drivers may transport the voted ballots to the Elections Office of Jim McCauley in time to be

counted. Since many local elections are decided by a handful of votes, it is important to allow every voice to be heard and to do whatever we can to count every possible vote.

Provisional Ballots – Provisional ballots are voted at the polls when a voter's registration is in question, when our records indicate the voter was already sent a vote-by-mail ballot, or when the voter moves within the boundaries of the county but fails to re-register before the 15-day close of registration for the given election. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Elections Office of Jim McCauley before ballots are counted or rejected in accordance with election laws.

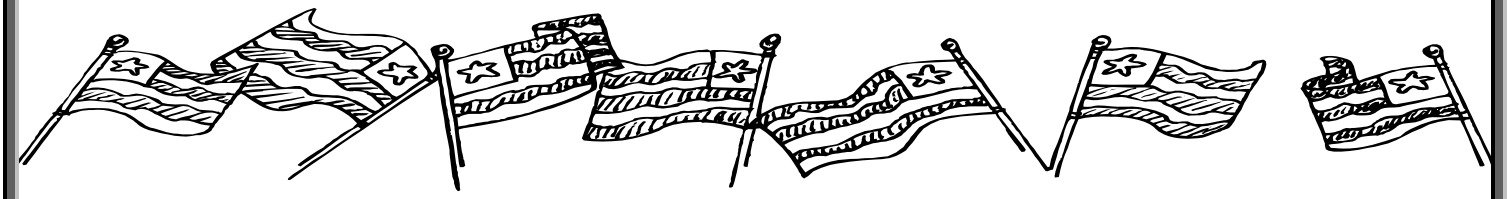
Write-in Ballots – When a voter chooses to vote for a write-in candidate (a qualified candidate whose name is not printed on the ballot), the vote-counting machine cannot read what was written. Therefore, the vote-counting machine will tabulate a write-in vote for that race, and will also tabulate all other votes on the ballot. All ballots containing write-in votes must be separated and set aside for manual review. Poll workers do vote tallies after the close of polls on Election Day. Elections officials then determine whether or not the voter voted for a qualified write-in candidate. The Secretary of State provides a list of qualified state and federal candidates prior to Election Day. The Elections Office of Jim McCauley provides a list of local candidates. *Vote tallies for write-in candidates are not available until the conclusion of the official canvass.*

Summary – Supplemental ballot counting of vote-by-mail, provisional, and write-in ballots will occur in the days and weeks following the election. The number of ballots remaining to be counted after Election Night is anticipated to be several thousand for each upcoming election.

California law permits 28 days to complete the final official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of at least 1% of the votes cast for each candidate and measure on the ballot. This manual process verifies the accuracy of the computer count.

Ballot measure proponents and members of the general public are invited to observe post-election ballot counting and the canvass process.

We realize it is difficult for candidates involved in close races to wait days, sometimes weeks, to know whether or not they won or lost the election. However, we hope that the reasons for the delays in the final ballot tally have been explained fully in this memo. If you have any additional questions, please call me at 530-886-5690.



“Wrapping Up” the Election/Canvass

- ⋆ Canvassing the Vote
- ⋆ Canvass Observer Rules
- ⋆ Requesting a Recount

Canvassing the Vote

The election canvass process is an internal audit and is required by state law to ensure the accuracy of election results. California election law allows 28 days to conduct the official canvass of final election results. But a 10 day canvass has been requested by the Secretary of State for this election. The canvass shall begin no later than the Thursday following the election. Traditionally, Placer County begins the day after the election. All aspects of the canvass are open to public inspection. During the canvass, vote-by-mail and provisional ballots that are not counted on Election Night must be researched to validate eligibility. The canvass concludes with the certification and issuance of official election results. Listed below are the major components of the official canvass.

Audit

Roster Reconciliation

Following the close of the polls election night, precinct officers are responsible for completing the Official Ballot Statement (example shown below) that is located on the front cover of each precinct's roster of voters.

OFFICIAL BALLOT STATEMENT
SAMPLE

1.	NUMBER OF BALLOTS RECEIVED	**1.**	400
2.	NUMBER OF BALLOTS SCANNED	**2.**	250
3.	NUMBER OF BALLOTS ACCUVOTE WOULD NOT READ	**3.**	2
4.	NUMBER OF PROVISIONAL VOTED BALLOTS	**4.**	10
5.	NUMBER OF BALLOTS SPOILED	**5.**	1
6.	NUMBER OF BALLOTS UNUSED & RETURNED	**6.**	137
7.	TOTAL NUMBER BALLOTS ACCOUNTED FOR (LINES 2, 3, 4, 5, & 6 - MUST AGREE WITH ITEM #1)	**7.**	400

As part of the official canvass, the number of signatures indicated by the inspector on the roster is compared to the number of ballots tabulated by the computer tally system.

1% Manual Vote Tally

At least 1% of all ballots cast in each contest are manually tallied and balanced against the computer counts to verify the accuracy of the election tally system. State law requires this process.

Ballots Added During Official Canvass

The following ballots are withheld from the tally system on Election Night until they can be processed and eligibility of the voters can be confirmed. Once eligibility is determined, these ballots are added to the election results. Withheld ballot types include:

- *Vote-by-mail ballots* that are returned on Election Day to our office and dropped off at polling locations. These ballots do not arrive in sufficient time to be individually signature-verified, opened and prepared for tabulation on Election Night.

- *Damaged Ballots* are ballots that are unable to be processed through the election tally system and, therefore, must be manually duplicated prior to tabulation.

- *Provisional Ballots* are issued at voting locations on Election Day. These ballots must be individually researched to determine eligibility, a time-consuming process. Provisional ballots are issued at polling locations when a person's voter registration cannot immediately be verified, or when a Placer County voter moves within the county, but fails to re-register before the close of registration.

  On Election Day, each voted provisional ballot is placed in a special envelope so that they can be separated from the regular voted ballots. On Election Night they are transported to the Elections Office of Jim McCauley in Auburn with all the other ballots. During the canvass period after Election Night, each provisional ballot is researched to determine eligibility of the voter. Since there may be thousands of ballots involved, it takes time to carefully check each one through the computer registration files. After the determination is made and if the voter is qualified to vote, the ballot is added to the overall total for the election.

- *Write-In Ballots* must be individually reviewed to determine if the write-in vote is for a qualified or unqualified write-in candidate and whether or not the voter also voted for a candidate listed on the ballot for the same office (i.e., over voted the ballot).

In the November 2, 2010 Consolidated General Election, approximately 28,000 provisional, vote-by-mail and damaged ballots remained to be processed after Election Night.

Canvass Observer Rules

The canvass is a public procedure and we appreciate the questions and participation of our observers.

Pursuant to Elections Code 18562.5, it is a misdemeanor for any member of the public observing specified election procedures to willfully engage in certain conduct to find out the voter's identity or the voter's ballot choices.

In order to have an orderly observation, we ask that observers abide by the following:

- All observers are asked to sign in daily at the front desk. A visitor badge will be issued and must be worn at all times. When leaving for the day, badges are returned to the front desk.

- Observers should refrain from eating or drinking in the canvass work areas.

- In order to keep distractions to a minimum, observers are asked to conduct conversations away from canvass work areas. Pagers and cellular phones must be set to vibrate or turned off while observing the canvass.

- Observers are not permitted to stand over employees. Physical contact with employees is not allowed.

- Observers will be welcome in the canvass work area only when employees are performing canvass operations.

- Operations will continue as scheduled whether or not an observer is present.

- Observers cannot assist in canvass operations or touch or handle any ballots or other election-related materials.

- Any person who interferes with the officers conducting a canvass or prevents the canvass from being lawfully conducted can be imprisoned for up to three years.

We know first-time observers will have many questions regarding canvass procedures. Since front-line staff will be busy with other important tasks, we ask observers to direct their questions to management staff.

Requesting a Recount

Introduction
A recount is conducted by the elections official for the purpose of verifying the number of votes counted for any office or measure in an election. California Elections Code Division 15, Chapter 9 (Sections 15620 through 15634) governs voter-requested recounts.

Who Can Request
Any voter may file a request. (E.C. 15620)

Timing of Request
The request must be filed within five calendar days after the completion of the official canvass. The canvass is complete when the elections official signs the certification of the election results, unless it is a statewide office, then the request must be filed with five days, beginning on the 29th day after the election. (E.C. 15620, E.C. 16621)

Format of Request
The following guidelines apply to requests for a recount. The request:

- Must be in writing. (E.C. 15620)
- Must specify the contest to be recounted. (E.C. 15620)
- Must state on behalf of which candidate, slate of electors, or position on a measure (affirmative or negative) it is filed. (E.C. 15620)
- May specify the order in which precincts shall be counted. (E.C. 15622)
- May specify the method of counting to be used (computer, manual or both). (E.C. 15627)
- May specify any other relevant material to be examined. (E.C. 15630)

Place of Filing

- With the county elections official responsible for conducting the election, if the contest is not voted upon statewide. (E.C. 15620)
- If an election is conducted in more than one county, the request may be filed within five days with the elections official responsible for conducting the election beginning on the 29th day after the election (E.C. 15620)
- With the Secretary of State if, the contest is voted upon statewide. (E.C. 15621)

Notice of Recount
A notice stating the date and place of the recount will be posted by the elections official at least one day prior to the recount and the following individuals will be notified in person or by federally regulated overnight mail service: (E.C. 15628)

- All candidates for the office being recounted.
- Authorized representatives of presidential candidates, if the race for presidential delegates is to be recounted.
- Proponents or persons filing ballot arguments for or against any initiative, referendum, or measure to be recounted.
- Secretary of State if the recount is for candidates for any state or federal office, delegates to a national convention or any state measure.

Process of Recount:

- The recount is open to the public. (E.C. 15629)
- Recount must start no later than seven days following the receipt of the request and shall be continued daily, Saturdays, Sundays, and holidays excepted, for not less than six hours each day until completed. (E.C. 15626)
- A manual recount must be conducted under the supervision of the elections official by recount boards, consisting of four voters of the county, appointed by the elections official. (E.C. 15625)

Challenge Procedures
Ballots may be challenged for incompleteness, ambiguity, or other defects. Before the recount is completed, the elections official will determine whether the challenge is to be allowed. (E.C. 15631)

Result of Recount
The results of a recount are declared null and void unless every vote in every precinct in which the contest appeared is recounted. (E.C. 15632)

Upon completion of a recount, if a different candidate, slate of electors, or position on a measure receives a plurality of votes, the results of the official canvass will be changed. (E.C. 15632)

A copy of the results of any recount conducted shall be posted conspicuously in the office of the elections official. (E.C. 15633)

Cost and Payment
The elections official shall determine the amount of deposit necessary to cover the costs of the recount for each day. (E.C. 15624)

The voter filing the request for recount must deposit, before the recount commences and at the beginning of each day following, such sums as required by the elections official to cover the cost of the recount for that day. (E.C. 15624)

If upon completion of the recount, the results are reversed, all of the deposit shall be returned. (E.C. 15624)

FREQUENTLY ASKED QUESTIONS

- ⋆ General Questions
- ⋆ Vote-by-Mail Ballot Questions
- ⋆ How to Apply for a Vote-by-Mail Ballot
- ⋆ How to Vote Using a Vote-by-Mail Ballot
- ⋆ Registration Questions
- ⋆ Voting Questions

General Questions

Questions	Answers/Authority
What are provisional ballots and why do they take so long to process after each election?	Provisional ballots are provided at the voting locations to those voters whose names are not listed on the precinct's roster. Often the voter has moved without informing the Elections Office of Jim McCauley or the voter is at the wrong polling place. Voters also vote provisionally when the voter has "vote-by-mail voter" marked in the precinct's roster designating that a vote-by-mail ballot was already issued to that voter and the voter either claims he/she never requested or received a vote-by-mail ballot or states that he/she did not vote the vote-by-mail ballot and does not have the vote-by-mail ballot to surrender. In these cases, the voter's ballot is inserted and sealed into a provisional envelope in order to avoid commingling with other voted ballots. The voter and the precinct inspector at the polling place complete the required information listed on the outside of the provisional envelope. Such provisional ballots are not opened or counted until the registration information is researched by the Elections Office of Jim McCauley and the voter is determined to be eligible to vote. This research occurs during the days immediately following Election Day as part of the official vote canvass. Eligible ballots are added to the count during the canvass period. The law allows 28 days to complete this official tally of the vote.
Why are the telephones so busy at the registrar's office on Election Day?	The vast majority of callers ask, "Where do I go to vote?" or "I am registered but why can't I vote at my polling place?" For convenience, voters may now access the Elections Office of Jim McCauley website at www.placerelections.com to locate their polling place and vote-by-mail status. In addition, the city clerks in Placer County have a list of polling place locations.
Why has my voting location changed?	Every voter's polling place address is printed on the back cover of the sample ballot pamphlet he/she received in the mail prior to the election. Reasons for changes in polling place locations from previous elections include: • Precinct boundary changes due to reapportionment, district annexation, increased registration, or consolidation of precincts. • Polling place locations are not permanent, and are subject to availability of the public building, church, school, etc.

Questions	Answers/Authority
Are there any safeguards in the vote tally system to guard against fraud?	As required by law, the department's computer tally software has been certified by the Secretary of State's Office and by a federally sanctioned independent testing lab. • The department is required by law to conduct computer Logic and Accuracy tests before and after vote tallying on Election Night. Additionally, a copy of the vote count program is on file with the Secretary of State's Office. • Part of the canvass process (see above) is a legally required manual recount of at least 1% of all the votes cast for each candidate and measure on the ballot. This process helps to verify the accuracy of the computer count.
What provisions are made for voters with disabilities?	• **Accessible Polling Places:** The international symbol of access is printed on each sample ballot pamphlet to indicate if a polling place is accessible to wheelchairs. • **Voting Equipment:** Touch screen voting equipment is available for voters with disabilities so they can vote without assistance. • **Voters with Wheelchairs:** Designated wheelchair accessible voting booths are available at every county poll location. • **Permanent Vote-by-Mail Voting:** California law permits all voters, including disabled voters, to apply for permanent vote-by-mail (PVBM) status. PVBM voters are automatically sent a vote-by-mail ballot for each election. For further information regarding this program, please call 530-886-5650 or you may check the box on the vote-by-mail ballot application to apply. • **CD's and cassette tapes with Ballot Information:** Interested persons may obtain a CD containing local ballot information for the election only from the Placer County Elections Office of Jim McCauley. Cassette tapes prepared by the Secretary of State contain information on statewide candidates and State propositions. These cassette tapes can be obtained by calling your local public library, 1-800-345-VOTE, or 530-886-5650. There is no charge for the CD's or tapes.

Vote-by-Mail Ballot Questions

Question	Answers/Authority
Who may cast a vote-by-mail ballot?	Any registered voter may cast a vote-by-mail ballot. Prior to 1978, only persons who had a certified medical excuse or who could demonstrate that they would be out of town on Election Day were allowed to vote by mail. Since 1978, however, any registered voter may apply for and use a vote-by-mail ballot, making voting by mail accessible to everyone. (E.C. Sec. 3003)
Are there circumstances under which a voter can be required to vote by mail?	Yes, if a voting precinct has 250 or fewer registered voters on the 88th day prior to an election, that precinct can be declared by the elections official to be a mail ballot precinct and all voters in that precinct will automatically be sent vote-by-mail ballots. (E.C. Sec. 3005)

How to Apply for a Vote-by-Mail Ballot

Questions	Answers/Authority
Where can I obtain an application to vote by mail?	An application to vote by mail can be found on the Elections website www.placerelections.com and is also included in the sample ballot sent to you by our office prior to each election. You can also apply in writing to our office. The address and telephone number of the Placer County Elections Office of Jim McCauley is PO Box 5278, Auburn CA 95604, 530-886-5650 or toll free in California 1-800-824-8683. (E.C. Sec. 3001, 3022)
When must I apply for a vote-by-mail ballot?	Elections officials process applications and mail out vote-by-mail ballots between the 29th and 7th day prior to an election. You may submit an application prior to this time, but the elections official will hold it until the 29th day. Applications are available at the elections official's office and can be completed in person. The elections official cannot accept any mailed applications received fewer than 7 days prior to an election. (E.C. Sec. 3001) However, if during the final week before an election you become ill or disabled or for some unforeseen reason find that you will be away from your polling place on Election Day, you may request (in writing and signed under penalty of perjury) that a vote-by-mail ballot be delivered to you. You may authorize another person to bring you the ballot and to return it to the elections official after you have voted. (E.C. Sec. 3021)
What information must be included in my application?	Your application must include your printed name, your residence address, the address you want the vote-by-mail ballot sent to, and the name and date of the election you are applying for (e.g. January 4, 2011 Special General Election). In addition, you must sign and date your application. (E.C. Sec. 3006)

Questions	Answers/Authority
I have a medical disability. Do I have to apply for a vote-by-mail ballot for each election?	No. Any voter may become a permanent vote-by-mail voter. A permanent vote-by-mail voter (PVBM) is automatically sent a vote-by-mail ballot for every election. For further information on how to become a permanent vote-by-mail voter, you may refer to this guide under the appropriate section, refer to your sample ballot pamphlet, contact the Elections Office of Jim McCauley at 530-886-5650, or visit our website at www.placerelections.com. Once a voter has PVBM status, he/she will retain this status as long as he/she casts a ballot in every statewide general election. If a PVBM voter fails to return an executed vote-by-mail ballot for two consecutive statewide general elections, in accordance with Elections Code Section 3017, the voter's name shall be deleted from the PVBM list and the voter will need to reapply in order to have this status restored. (E.C. Sec. 3206) The voter's registration record is not deleted therefore a new registration is not necessary.
I will be out of the country for an election and am concerned that I may not receive my vote-by-mail ballot in time to complete and return it by Election Day. Is there any way I can apply earlier than the normal 29 days?	Yes. If you are in the military or temporarily living overseas you may qualify as a "special vote-by-mail voter." The elections officials may process special vote-by-mail ballot applications, as early as 60 days prior to an election. Applications must contain your printed name, your residence address, and the address you want the vote-by-mail ballot sent to, the name and date of the election you are applying for and you must sign and date your application. (E.C. Sec. 3104) Visit our website at www.placerelections.com or email us at vote@placer.ca.gov. Any Federal Post Card Application from military or overseas citizens is a voter registration and vote-by-mail ballot application for the next two (2) regularly scheduled general elections. (Section 704 of HAVA).

How to Vote Using a Vote-by-Mail Ballot

Once you have obtained your ballot, you can vote your ballot and return it by mail or in person.

Questions	Answers/Authority
How do I vote my ballot?	Follow the instructions that accompany your ballot provided by the elections official and refer to the voter instructions in the sample ballot mailed to you. Failure to complete your ballot correctly could jeopardize your vote. You will receive all the supplies necessary for the use and return of the ballot. (E.C. Sec. 3010)
May I apply and vote at the elections official's office?	Yes, during regular business hours starting 29 days before and continuing through Election Day, as well as on the 2 weekends prior to Election Day. Call the Elections Office of Jim McCauley at 530-886-5650 for office hours or if you have any questions concerning your vote-by-mail ballot.

Questions	Answers/Authority
Do I have to sign the vote-by-mail ballot envelope?	Yes. The signature is compared to the signature on your voter registration card before the ballot is counted to determine that you are the authorized voter. This is an important protection for you. To preserve the secrecy of your ballot once the signature comparison is made, the ballot is separated from the envelope to prevent anyone from knowing how you voted. In this manner, the ballot becomes as anonymous and secret as any of the other ballots before they are counted. (E.C. Secs. 3009, 3019)
When must I return the voted ballot?	In order to be counted, the elections official must *receive* your ballot no later than 8:00 PM on Election Day. You can mail it or bring it to the elections office or on Election Day to any polling place within Placer County. Ballots received after close of polls cannot be counted regardless of postmarks. (E.C. Secs. 3017, 3020)
If I lose the vote-by-mail ballot sent to me, can I get another one?	Yes. However, you must sign a statement under penalty of perjury that you have lost or did not receive the first vote-by-mail ballot. (The elections official maintains a record of each request, and provides a list of these requests to the polling place to ensure that each voter only casts one ballot.) (E.C. Secs. 3013, 3014)
Can I give my voted vote-by-mail ballot to someone else to return for me?	If you are ill or have a physical disability, you may designate certain individuals (spouse, child, parent, grandparent, grandchild, brother, sister, or any person living within the same household) to return your voted ballot for you, following the instructions printed on the back of the return envelope. This person may return it in person to the elections official or on Election Day to a polling place in your county, or may place it in the mail for return to the elections official. Contact your county elections official for more information. (E.C. Sec. 3017)
If I request a vote-by-mail ballot, can I change my mind and still vote at my regular polling place?	Yes, but you must bring your unvoted vote-by-mail ballot and give it to the polling place worker before voting a regular ballot. (E.C. Sec. 3015) If you are unable to surrender your vote-by-mail ballot, however, you may still cast a provisional ballot at your polling place, which will not be counted until it can be determined that you have not also voted using a vote-by-mail ballot. (E.C. Secs. 3016, 14310)

Registration Questions

Questions	Answers/Authority
What are the requirements to register to vote?	U.S. Citizen; Resident of California; 18 years of age at next election; not in prison or on parole for a felony conviction. (CA. Const. Art. II, Sec. 2., E.C. Secs. 321, 2000, 2101)
How long must a person reside in California to be eligible to register and vote? New residents and new citizens.	A person who has a residence in California and intends to remain a resident is eligible to vote in California elections. (E.C. Sec. 349) To vote in an election an Affidavit of Registration must be executed on or before the 15th day before the election and received by the elections official. (E.C. Sec. 2102) A "new resident" who established residency in California after the 15th day before an election may vote by registering to vote in the elections official's office beginning with the 14th day prior to an election and ending on the 7th day prior to Election Day. (E.C. Secs. 332, 3400) Persons who become citizens after the close of registration may register to vote at the Registrar of Voter's office beginning on the 14th day before an election and ending on the 7th day prior to that election. New citizens must present a Certificate of Naturalization and declare they have established residency in the county. (E.C. Secs. 331, 3500, 3501)
The U.S. Constitution states that as a citizen I have the right to vote. Why must I register?	The U.S. Constitution also delegates many powers to the States. California law requires an Affidavit of Registration unless a Superior Court has issued a judgment directing registration. (CA. Const. Art. II, Sec. 3, E.C. Sec. 2100)
May I register even if my 18th birthday is the day after the election?	No. You must be 18 years old on or before the day of the election. (E.C. Secs. 2000, 2101, County Counsel Opinion)
Do I need to pay to register to vote?	No fees may be charged for registration. (E.C. Sec. 2121)
My husband is out of town. May I register for him?	No. The signature of the registrant certifies the truthfulness and correctness of the affidavit, under penalty of perjury. (E.C. Secs. 2102, 2150)

Questions	Answers/Authority
May I register to vote in Placer County if I am temporarily in another county?	Yes. If you plan to return to Placer County you may keep your registration here. If you submit a voter registration form where you temporarily reside using your permanent address, the other county would send the registration to Placer County, just as we would if the situation were reversed. (E.C. Secs. 2113, 2114)
I would like to register to vote, but I do not want my address made public.	Under current state law, the fact that you are registered to vote is a matter of public record and must be disclosed upon request. Specific voter registration information is confidential, however. This includes the home address, telephone number, and precinct number. Exception: This information is available to any candidate, specific committees, and to any person using this information for election, scholarly, journalistic, political, or governmental purposes. (Govt. Code 6250 et seq. Public Records Act. 6254.4 and E.C. Sec. 2194)
My mother is disabled. May I sign the affidavit of registration for her?	If unable to write, she may make a mark or cross as a signature. You, then, may sign and date the affidavit below her signature or sign. (E.C. Sec. 2150) An impression made by the use of a signature stamp pursuant to specific requirements is acceptable. Contact the Secretary of State or the Elections Office of Jim McCauley for more information. (E.C. Sec. 354.5)
May I register to vote at my business address or may I use my PO Box number?	A person may only register to vote at his/her place of residence. A business address or PO Box number may only be used as a mailing address. (E.C. Secs. 349, 2020-2035)
May I sign a petition if I am not registered to vote?	If you complete and sign an Affidavit of Registration on the same date or a date prior to signing the petition, and if the elections official receives the affidavit on or before the date the petition is filed, the signature will be validated. If you are not registered, your signature will not count. (E.C. Sec. 2102)
Do I need to re-register if I move, change my name or political party?	California law requires voters to re-register if they move, change their name, or wish to change their political party affiliation. (E.C. Sec. 2115, 2116, 2152, 2204) Under Federal and State election law provisions, voters who moved within the same county 15 days or more before an election and fail to notify the elections office of the address change may vote by provisional ballot at the polling place for the NEW residence address or at the Elections Office of Jim McCauley in Auburn. (E.C. Sec. 14311)
I moved after the registration deadline. Can I vote in this election?	Voters who moved after the 15th day before the election may vote at the polling place either for the NEW or PRIOR residence address or at the Elections Office of Jim McCauley in Auburn. Voter registration address information will be changed for future elections. (It is recommended voters be advised to vote at the polling place for their new address to provide necessary change of address information to update voter file.) (E.C. Sec. 2035, 14311)

Voting Questions

Questions	Answers/Authority
What do I do if my polling place is not open?	Check the address on the back of your sample ballot pamphlet to make sure you have gone to the right place. Polling places often change. If you are at the right place, call the Elections Office of Jim McCauley at 530-886-5650 to let them know the polling place is not open.
If I do not know what to do when I get to my polling place, can someone there help me?	Yes, the polling place workers will help you. (E.C. Secs. 14272, 14282)
Can I take my sample ballot or own written list into the voting booth?	Yes. Deciding your votes before you go to the polling place will help in voting your ballot.
Can I vote for someone whose name is not on the ballot?	Yes, if the person is a qualified write-in candidate. Only votes for qualified write-in candidates will be counted. You may ask your poll worker for a list of these candidates. (E.C. Sec. 15342)

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