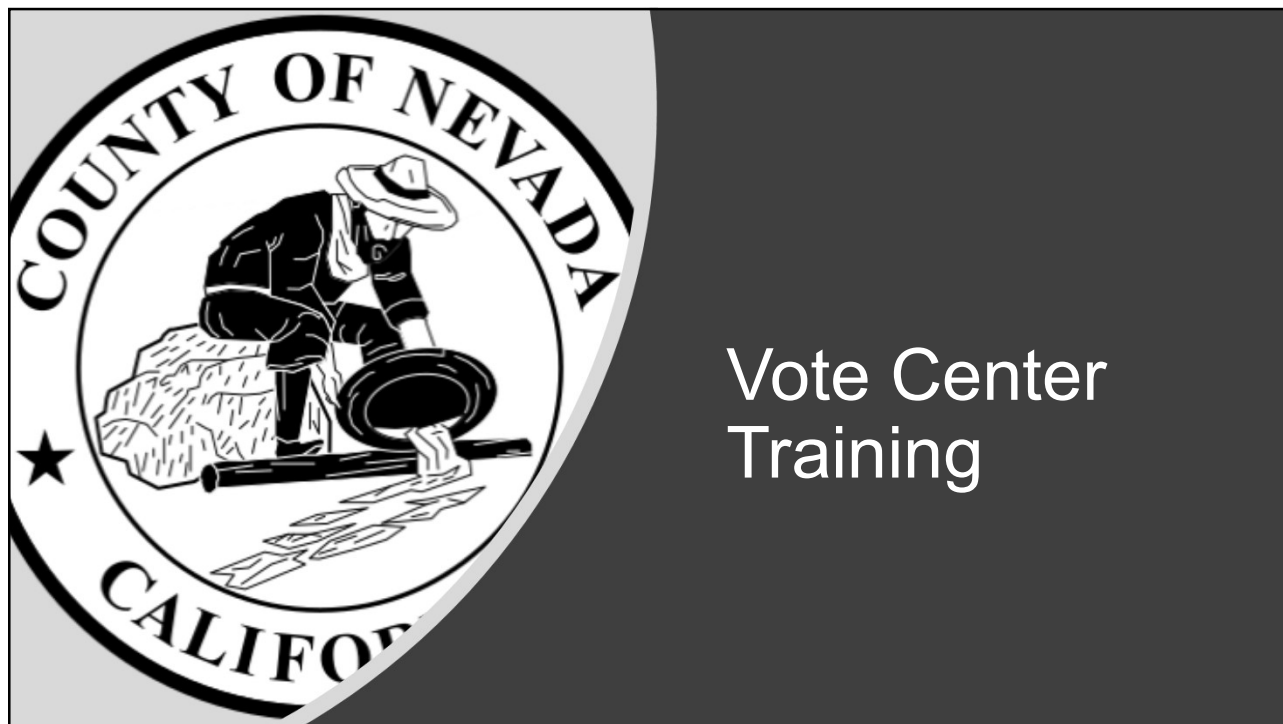




1

Election Conduct

- Floor Assistants
- Will Call Clerks
- Check in Voters with Panorama
- Issue Ballots to Voters
- Issue Conditional Voter Registration and Provisional ballots
- Process Spoiled and Surrendered Ballots
- Issuing a Vote-By-Mail
- Providing Assistance

A photograph of a clear glass ballot box filled with white ballots. The top ballot is prominently displayed, featuring a circular logo with the text "I VOTED TO VOTE" at the top and "NEVADA COUNTY ELECTIONS" at the bottom. In the center of the logo is a stylized American flag with the word "VOTE" written in large, bold, red letters across it.

2

Election Conduct

- Always wear PPE
- Clean surfaces in common areas regularly
- Clean voting equipment after every transaction
- Clean Check In station after every transaction



3



Election Conduct

Floor Assistants and Will Call

- Welcome the voter
- Ask voters whether they're dropping off their voted ballot—direct them to the drop box; they do not need to wait
- Ask voters whether they are picking up a replacement ballot in Will Call
- If a voter wants to register or re-register, hand the voter a CVR envelope and ask them to fill in completely
- Ask voters wearing campaign buttons and clothing to please cover or remove those items

4

Election Conduct

Floor Assistants

- Greet and direct voters
- Determine voter needs
- Help with waiting area
- Activate ballots for those who want to use the Touch Writer
- Keep equipment and common areas sanitized
- Keep all information tables stocked and clean
- Keep the Public Label Roster updated

5

Election Conduct



Pop Quiz!

How often do you keep the Public Label Roster updated?

6

Election Conduct

Every Hour!

(We didn't make this up—it's the law. Ca. Elec. Code § 14294)

Bonus Round!

What time can you stop updating the Public Label Roster?

6pm



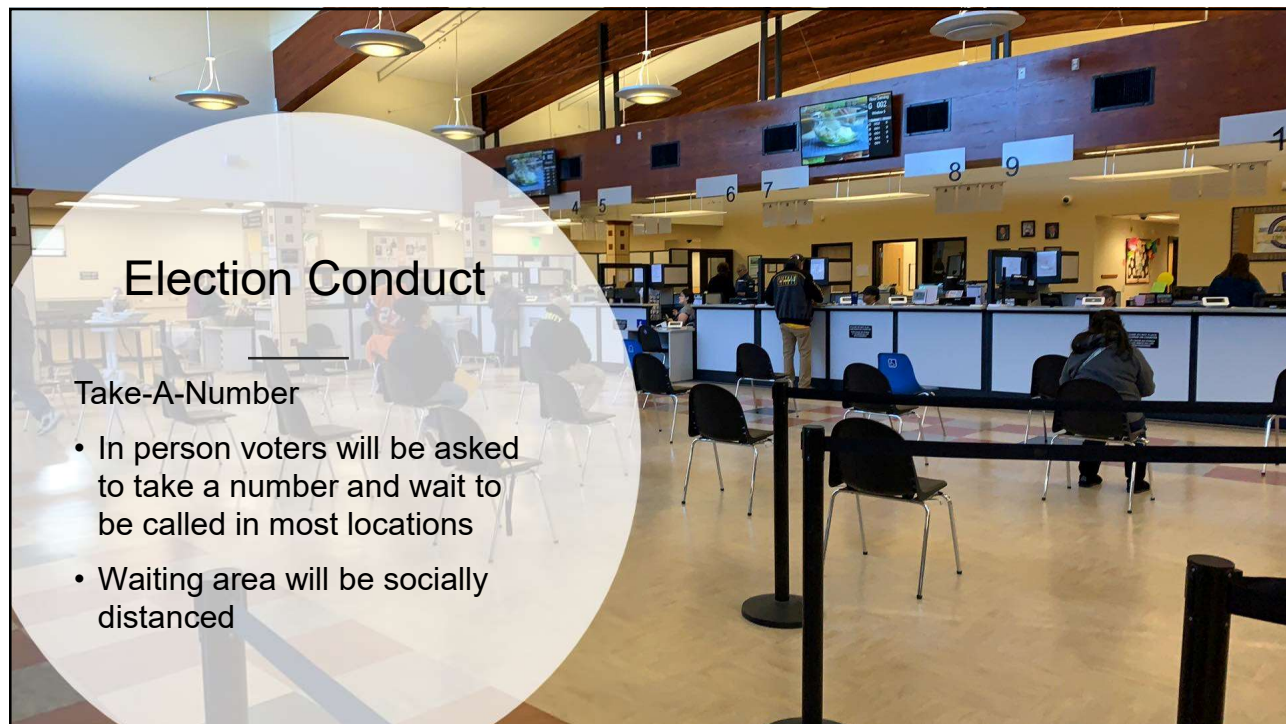
7

Election Conduct

Will Call

- New service that we are offering to voters
- Voter may call in ahead of time or make a request online to replace a ballot
- Request is completed by the next day
- Alphabetize by last name
- Voter will provide a confirmation

8



9

Election Conduct

Working in Panorama

- Issue Standard Ballots
- Issue Conditional Voter Registration and Provisional Ballots
- Process Spoiled and Surrendered Ballots
- Guidance on Take Home Vote-By-Mail Ballots



Panorama

Version: 1.1.160.160

10

Election Conduct

Panorama uses a very clear warning system that tells you whether you can/should

- Proceed
- Use caution
- Stop

Here are some examples

 Proceed - No ballots exist as accepted for this voter for this election.

 Warning - This record has a status other than 'Active' and may require more research.

 Stop - This polling location is not the assigned polling location for the voter.

11

Election Conduct



NEVADA COUNTY
2018 STATEWIDE DIRECT PRIMARY ELECTION

Select Location

Polling Place

BEST WESTERN GOLD COUNTRY INN CONF GOLD1 - 1012 BANK ST & BRUNS ▼

Continue

12

Election Conduct



NEVADA COUNTY

2018 STATEWIDE DIRECT PRIMARY ELECTION

BEST WESTERN GOLD COUNTRY INN CONF GOLD1 - 1012 BANK ST & BRUNSWICK RD, GV

Voter Search

Last Name

First Name

Date of Birth

Search For Voter

13

Issue a Standard Ballot

14

Election Conduct

Voter Search

Rostered Voters 1 Results

Name	Address	Date of Birth	Date of Registration	Status
ADONA, NATALIE	██████████ GRASS VALLEY, CA 95945	██████████	10-07-2019	✓ ACTIVE



If you didn't find the voter that you were looking for:

1
Check the spelling
for accuracy

2

15

Election Conduct

ADONA, NATALIE

██████████ GRASS VALLEY, CA 95945 ✓ ACTIVE VOTER

Warning - This voter has a VBM ballot that has been issued but not returned.

Basic Info

Identification

Voter Ballots

Political Party
NO PARTY PREFERENCE

Language
ENGLISH

Ballot Type
8

Date of Birth
██████████

Age
43 years old

Place of Birth
Not Available

Ethnicity
Not Available

Precinct
309

Date of Registration

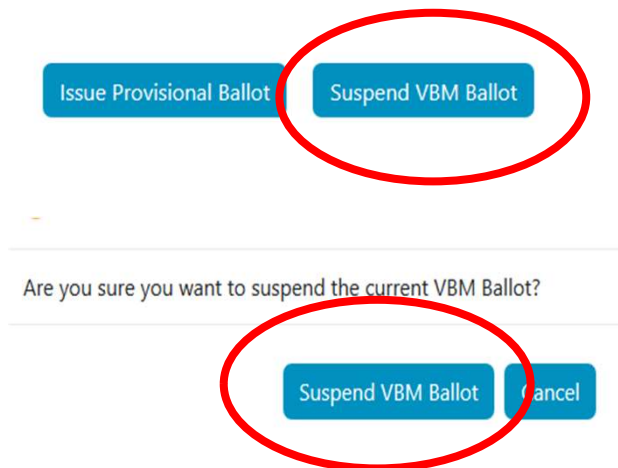
Mailing Address

A flag will appear:
"Warning – This voter has a VBM ballot that has been issued but not returned."

This is not a problem!
Since Nevada County sends out Vote-by-Mail ballots to everyone, you'll see this message a lot.

16

Election Conduct



Issue Provisional Ballot Suspend VBM Ballot

Are you sure you want to suspend the current VBM Ballot?

Suspend VBM Ballot Cancel

Click the blue “Suspend VBM Ballot” button in the lower right-hand portion of the screen to suspend the VBM ballot and issue an in-person ballot.

Panorama will ask if you’re sure. Yes, you’re sure!

17

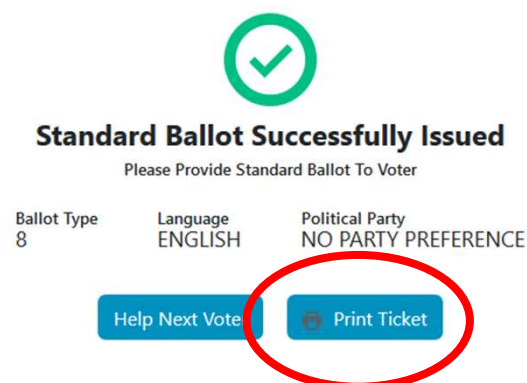
Election Conduct

You’ll be brought back to the voter’s file

Click on “Issue Standard Ballot”

You’ll receive the message, “Standard Ballot Successfully Issued”

Click on “Print Ticket”





Standard Ballot Successfully Issued

Please Provide Standard Ballot To Voter

Ballot Type	Language	Political Party
8	ENGLISH	NO PARTY PREFERENCE

Help Next Vote Print Ticket

18

ADONA, NATALIE
Address: [REDACTED] **GRASS VALLEY, CA 95945**
DOB: [REDACTED]
Party: NO PARTY PREFERENCE
Status: ACTIVE
Precinct: 309
Voter Id: 204699
CP #: CP36

Election Conduct

- Right click to print 2 Bixelon labels
- One is signed by the voter and goes in your Master Label Roster
- One will go in the Public Label Roster

19

ADONA, NATALIE
 [REDACTED] GRASS VALLEY, CA 95945 ☒ ACTIVE VOTER [Edit Voter](#)

Basic Info **Identification** **Voter Ballots**

Driver License [REDACTED]	Voter Id 204699	Signature On File 
SSN (Last 4 Digits) Not Available	SOS Id 35700556	
Email [REDACTED]	Affidavit 65BY075028	
Phone Not Available		

Election Conduct

- Close the label print screen
- Click on the Identification tab in the voter file
- Compare signature from label to one of the signatures on file – match up at least a letter or two

20

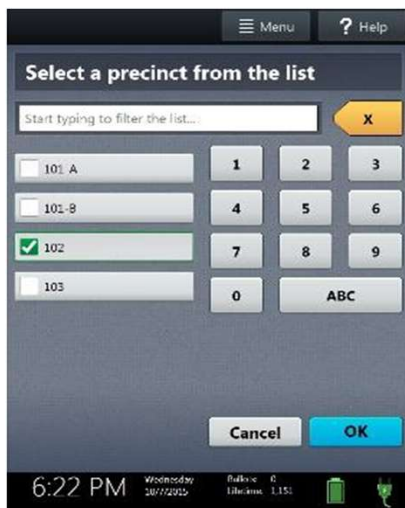
ADONA, NATALIE
Address: [REDACTED] **GRASS VALLEY, CA 95945**
DOB: [REDACTED]
Party: NO PARTY PREFERENCE
Status: ACTIVE
Precinct: 309
Voter Id: 204699
CP #: CP36 ←

Election Conduct

- Use this information to print the voter's ballot on Verity Print or activate the voter's ballot on the Touch Writer

21

Election Conduct



For voters issued a paper ballot

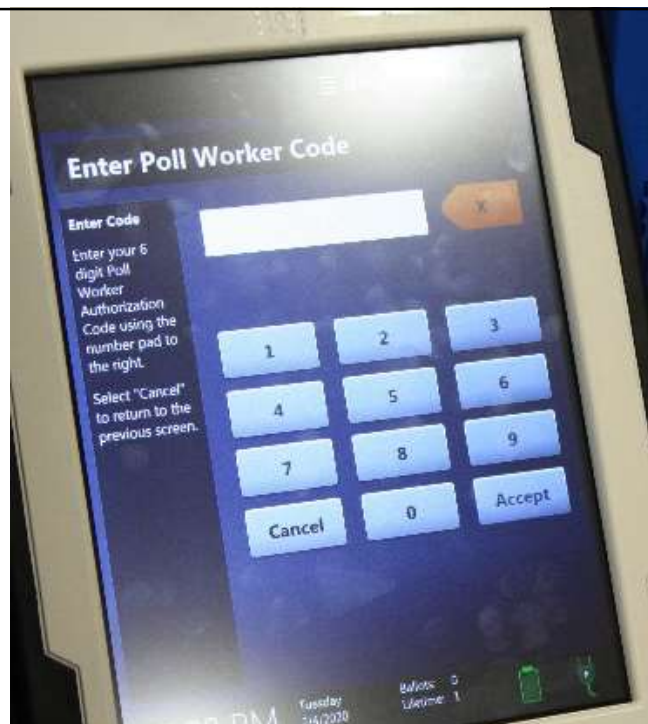
- Use your badge to find the Poll Worker Code; enter it and tap "Accept"
- Select "Issue a ballot"
- Choose the ballot language and tap "OK"
- Enter the voter's Consolidated Precinct (CP), located on the Bixolon label, and tap "OK"
- Verify that the information you entered is correct and tap "Yes, print the ballot"
- Ask the voter to confirm that the CP on the Bixolon label matches the CP on their ballot

22

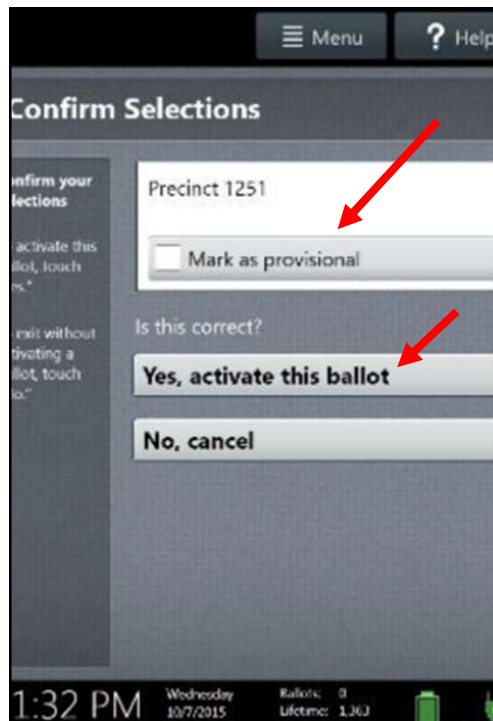
Election Conduct

For voters who request the Touch Writer

- Accompany the voter to a Touch Writer
- Take the unsigned Bixolon label to the touchscreen
- Use your badge to find the Poll Worker Code and enter it
- Tap "Accept"
- Select "Activate ballot"



23



Election Conduct

- Enter the voter's CP
- Confirm that the selections are right
- Tap "Yes, activate this ballot"
- Tell the voter to print their ballot and review it before scanning their ballot
- If the voter is voting provisionally or was issued a CVR, select "Mark as Provisional" (the CVR or Provisional envelope in their hand will be a clue!)

24

Election Conduct

- If the voter requires an audible ballot, the voter may do so by tapping, "Yes, help me change the settings."
- Make sure that the headphones are plugged in and that they have a fresh set of ear covers.
- Hand the voter the touchpad—that voter will use the pad to make their selections.
- If the voter gives instructions via the breath, assist the voter (as requested by the voter) with connecting the sip-and-puff feature



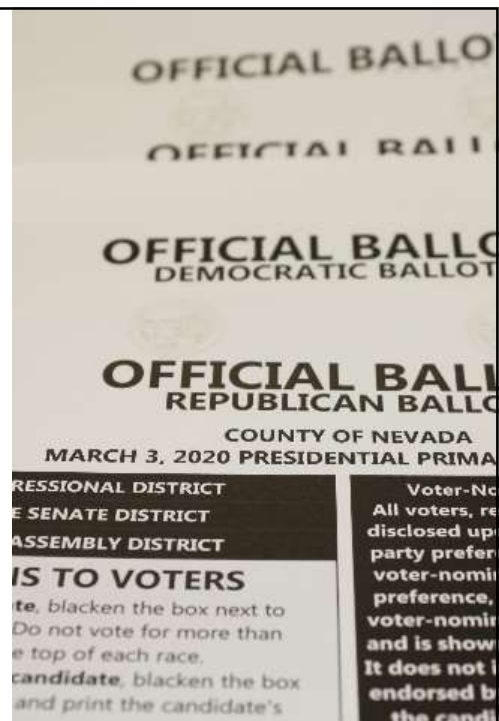
25

Election Conduct

Pop Quiz!

The voter is entitled to receive up to how many copies of their ballot?

- A. 10
- B. 1
- C. 3
- D. Unlimited



26

Election Conduct

Address/Party ID Changes

- Allows voters to vote a standard ballot, even if they have a registration change
- Only political party changes and address updates
- Issue white Written Request Form
- All forms go into the Blue Transport bag at the end of the evening

The County of Nevada

CLERK-RECORDER/REGISTRAR OF VOTERS

950 Main St., Suite 210, Nevada City, CA 95959 • Recorder (530) 265-1221 • (530) 265-8842
 950 Main St., Suite 210, Nevada City, CA 95959 • Elections (530) 265-1286 • (530) 265-8829
 mynevadacounty.com/recorder mynevadacounty.com/elections



GREGORY J. DIAZ

WRITTEN REQUEST FORM - FORMULARIO DE SOLICITUD POR ESCRITO

First name - Nombre Middle - Segundo nombre Last - Apellido

Date of birth / Fecha de Nacimiento: ____/____/____

☐ I want to change my political party - Quiero cambiar mi preferencia de partido político

I want to change my political party preference to - Quiero cambiar mi preferencia de partido político a:

- ☐ Democratic - Democrática
- ☐ Republican - Republicano
- ☐ American Independent - Americano Independiente
- ☐ Green - Verde
- ☐ Libertarian - Libertario
- ☐ Peace and Freedom - Paz y Libertad
- ☐ No Party / None - Ningún partido / Ninguno

☐ I want to change my address - Quiero cambiar mi dirección

OLD Address where I lived - ANTERIOR dirección donde vivía

CURRENT Residence address - dirección donde vivo

I certify under penalty of perjury under the laws of the State of California that the information on this form is true and correct. Yo certifico bajo pena de perjurio bajo las leyes del Estado de California que la información en esta solicitud es verdadera y correcta.

Signature of Voter - Firma de votante

X	Date / Fecha
---	--------------

27

Issue a CVR or Provisional

28

**REVERA COUNTY
PROVISIONAL BALLOT ENVELOPE**

VOTER please complete the following:

- Complete the information below.
- Vote your ballot!**
- Place your voted ballot in this Provisional Ballot Envelope and seal it.
- Sign the declaration.
- Return sealed, completed envelope to a Vote Center staff member.

First Name _____	MI _____	Last Name _____
Current Residence Address _____	City _____	State & Zip _____

Mailing address (only if different from above)

Mailing Address _____	City _____	State & Zip _____
-----------------------	------------	-------------------

Date of Birth: _____ or SSN (Last 4 numbers) _____

California Driver's License: _____

Declaration:
I declare under penalty of perjury that I reside at the address listed above. I have not previously voted in this election either by Vote-by-Mail ballot or at any other polling place. I am a United States citizen. I am not on parole for the conviction of a felony.

(Voter's Signature) _____

1. Seal this envelope - signature (envelope signed and original mail placed)
 2. Candidate's name - no need to include if included in affidavit
 3. Only one paper ballot allowed in this envelope
 4. **PROVISIONAL BALLOT ELECTION ONLY** - very important
 5. Party desired:
☐ No Party
☐ REP.
☐ DEM.
☐ LIB.
☐ GREEN PARTY
☐ OTHER _____
 Date of Election: _____
 Ballot Box # _____

Conditional Voter Registration and Provisional Envelopes



Where Those Envelopes End Up

Election Conduct

- New registration
- Voter's signature does not match

NEVADA COUNTY
Conditional Voter Registration Envelope

Fill in this form if you are a new voter, have changed your name, residence address or want to change your political party.

Are you a U.S. citizen and resident of CA? ☐ Yes ☐ No
18 or older? ☐ Yes ☐ No

First Name: _____ MI: _____ Last Name: _____

Residence Address: _____ City: _____ State & Zip: _____

Mailing Address (only if different from above):
Address: _____ City: _____ State & Zip: _____

Previous Address:
Address: _____ City: _____ State & Zip: _____

Place of Birth: _____
Date of birth: _____

Political Party:
☐ American Independent Party
☐ Democratic Party
☐ Green Party
☐ Libertarian Party
☐ Peace and Freedom Party
☐ Republican Party
☐ Other _____
☐ No, I do not want to choose a political party preference

(If you choose no, you may not be able to vote for some parties' candidates at a primary election, President or party committee.)

31

Election Conduct

For a new registration

- Click "Register New Voter"
- Fill in the voter's information completely, just as you see it on the CVR envelope
- Use the Affidavit number on the envelope to complete the registration
- Click "Register New Voter"

For a registration update, you'll basically do the same, but click on "Edit Voter"

NEVADA COUNTY
MOCK COUNTYWIDE ELECTION
NEVADA COUNTY ROOD CENTER - 950 MAIDU AVE NEVADA CITY

Voter Search / Register Voter

Personal Information

First Name: x

Middle Name:

Last Name:

Date of Birth:

Place of Birth:

Language:

Driver License:

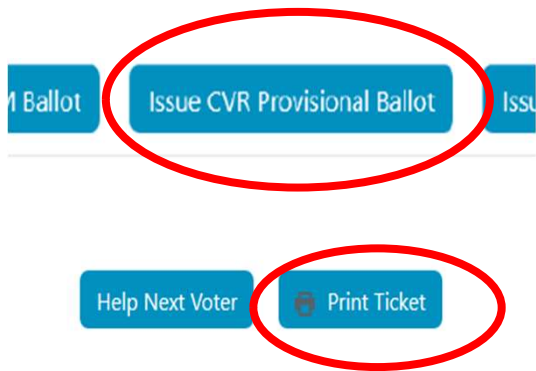
SSN (Last 4 Digits):

Political Party:

- Personal Information
- Residential Address
- Mailing Address
- Contact Information
- County Information

32

Election Conduct



- Re-enter the voter's first and last name to bring the file up
- Click the blue "Issue CVR Provisional ballot" icon
- Panorama will confirm that a CVR provisional ballot was issued
- Click on "Print Ticket"; make sure you print 2 Bixelon labels

33

Election Conduct

- Panorama says voter already voted
- No Nevada County address
- Power outage
- Loss of Internet connectivity

 A photograph of a pink Nevada County Provisional Ballot Envelope. The form is titled 'NEVADA COUNTY PROVISIONAL BALLOT ENVELOPE'. It contains instructions for voters to complete the following: 1. Complete the information below, 2. Vote your ballot, 3. Place your voted ballot in this Provisional Ballot Envelope and seal it, 4. Sign the declaration, 5. Return sealed, completed envelope to a Vote Center staff member. The form includes fields for First Name, MI, Last Name, Current Residence Address, City, State & Zip, Mailing address (only if different from above), Mailing Address, City, State & Zip, Date of Birth, California Driver's License, or SSN (Last 4 numbers), and a Declaration section. There is also a section for the voter's signature and a 'FOR OFFICIAL USE ONLY' section on the right side.

34

Election Conduct

LECTOR, ELLE
10819 CONIFER LN GRASS VALLEY, CA 95945 ● ACTIVE VOTER

▲ Stop - This voter has already voted in this election.

Basic Info Identification Voter Ballots

Political Party NO PARTY PREFERENCE	Language ENGLISH	Ballot 8
Date of Birth 03-03-2000	Age 19 years old	
Place of Birth Not Available	Ethnicity Not Available	Precinct 305
Date of Registration 02-09-2020	Mailing Address Same As Residential	

Back To Voter Search

- When you access the voter file, Panorama will alert you that the voter already voted
- If the voter insists on voting, DO NOT TURN THEM AWAY
- Hand the voter a Provisional envelope
- Instruct the voter to fill in the form on the Provisional envelope completely
- Check the reason why the voter cast a Provisional ballot on the envelope

35

Issue Provisional Ballot

Confirm your selections

Precinct 1751

To activate this ballot, touch "Yes."

To exit without activating a ballot, touch "No."

Is this correct?

☐ Mark as provisional

Yes, activate this ballot

No, cancel

Election Conduct

- Click on "Issue Provisional Ballot," in Panorama
- Use your Job Card to print out a ballot with Verity Print
- Confirm that you selected the correct CP and party preference
- Tap "Mark as Provisional"
- If the voter chooses to vote on the Touch Writer, tell the Floor Assistant to issue a Provisional Ballot

36

Election Conduct

Other types of Provisionals

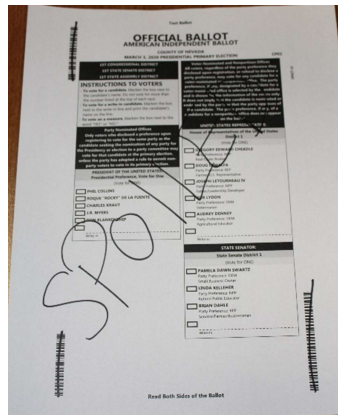
- No Nevada County address—do not register this person; use CP 1 when issuing a ballot.
- Loss of Internet Connectivity—you will have access to a Master Street Index on an emergency back up laptop. Use this to look up the voter's CP.
- Power outage—as long as you can access the Internet, you can still check in voters as normally. Simply issue pre-printed ballots.

If you lose power or Internet, call us immediately. Several vote centers will have back-up power generation.

37

Process Spoiled and Surrendered Ballots

38



Spoiled ballots

Election Conduct

- Mismarked, damaged, or otherwise unusable
- Ask the voter to hand you their spoiled ballot
- Write "SPOILED" across the ballot
- Draw a line through the barcodes

39

Issuing a Vote-By-Mail

40

Election Conduct

- You might not ever do this at the vote center, since most people are there to vote in person
- Will Call should relief vote centers of the need to issue a vote-by-mail
- If the voter requests to take a ballot home, you must go through several steps
- This will be the only time you will need to access DIMS, the County's Election Management System
- You are free to call the Elections Office for support if needed

41

Election Conduct

- Instruct the voter to complete an Application for Early Voting form
- These forms are included in your supplies
- If the customer is picking up a Vote-by-Mail on behalf of another, they must have an Application for Early Voting signed by the voter and must also complete an Authorization to Receive a Vote-by-Mail Ballot

APPLICATION FOR EARLY VOTING / VOTE-BY-MAIL-BALLOT
August 27, 2019 Assembly District 1 Special Election

Please print legibly in all fields. Note: Organizations distributing this form may not preprint mailing address or political party information.

1. Full Name **2. Date of Birth**

First Name Middle Name (or initial) Last Name MM/DD/YY

3. Residence Address in Nevada County

Number and Street (P.O. Box not acceptable; designate N.S.C.W. if used) City Zip

4. Telephone () Daytime

5. Mailing Address for Ballot (if different from above)

Number and Street/ P.O. Box (Designate N.S.C.W. if used) City State Zip Code

6. This application will not be accepted without the proper signature of the applicant.
I have not applied for, nor do I intend to apply for, a vote-by-mail ballot for this election by any other means. I certify under penalty of perjury under the laws of the State of California that the name and residence address on this application are true and correct.

Signature Date

FOR OFFICIAL USE

A vote-by-mail ballot will assist you for future elections. If you have questions concerning voting by your county of residence Direct Election Code Sections 18201 and 18202.

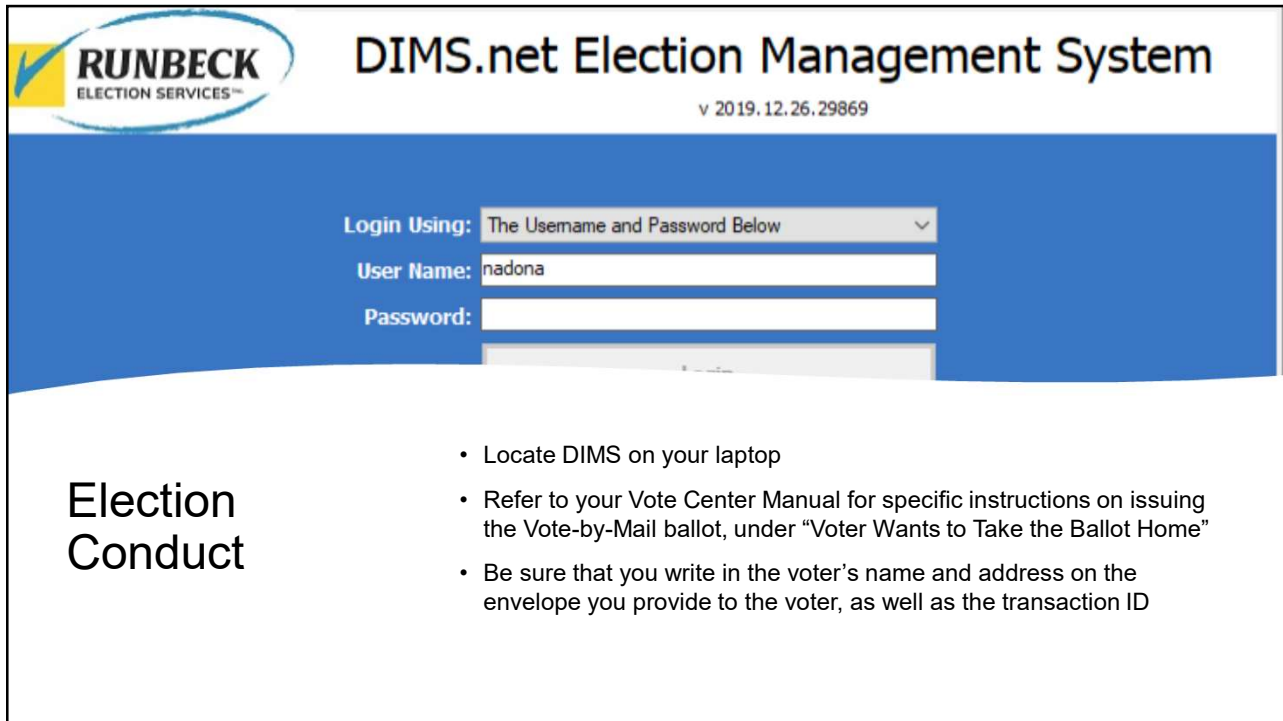
You have the legal right to deliver this application to local elections official of where you reside. This address Nevada County Elections, 950 Maidu Avenue, Suite Nevada City, CA 95959. Phone: 530-269-1298 Fax: 530-265-9829. Returning this application other than your elections cause a delay that could i your right or ability to vote.

Elections Code Section 18402
The format used on this application by ALL individuals, organizations distribute vote-by-mail ballot a Elections Code Section 18007 Failure to conform to this for criminal prosecution. Elections Code Section 18402

WARNING: Perjury is punishable by imprisonment in state prison for two, three or four years. (Section 126 of the California Penal Code)

THIS FORM WAS PROVIDED BY THE NEVADA COUNTY ELECTIONS DEPARTMENT

42



Runbeck
ELECTION SERVICES™

DIMS.net Election Management System

v 2019.12.26.29869

Login Using: The Username and Password Below

User Name: nadona

Password:

Election Conduct

- Locate DIMS on your laptop
- Refer to your Vote Center Manual for specific instructions on issuing the Vote-by-Mail ballot, under "Voter Wants to Take the Ballot Home"
- Be sure that you write in the voter's name and address on the envelope you provide to the voter, as well as the transaction ID

43

Providing Assistance

44

Election Conduct

Pop Quiz!

What does it mean to “assist” a voter?

You assist a voter anytime you handle their ballot, whether it be marking the ballot or casting it for them

If you are asked to look at the voter’s marked ballot, you provide assistance

Only provide assistance when you’re asked—never volunteer to touch or look at someone’s marked ballot

By law, you **must** indicate you provided assistance in the Master Label and Public Label Rosters



45

Election Conduct

One of the ways you assist a voter is to provide curbside assistance

- Sometimes it's difficult for a voter to physically enter the Vote Center due to a physical disability or illness. We offer curbside voting to accommodate voters who feel more comfortable voting from their cars.
- Caretakers and others who are in the car with the voter requesting assistance may also vote curbside, regardless of the individual's condition.
- Any voter may ask to vote curbside. Make sure you wear PPE.
- Two Vote Center staff must assist voters requesting curbside assistance, regardless of how busy the Vote Center is.
- You must properly record which voters received assistance.



46



Additional Resources

To get a general overview of how voters use the equipment

- Verity Touch Writer:
https://www.youtube.com/watch?v=_GA0kzJrM-s
- Verity Scan:
<https://www.youtube.com/watch?v=Kx2rrP58ofQ>

There will be hands on practice with voting equipment