



NEIGHBORHOOD COUNCILS
EMPOWER LA[™]
Department of
NEIGHBORHOOD EMPOWERMENT



EmpowerLA - Elections Division

2016 NEIGHBORHOOD COUNCIL ELECTIONS

Polling Place Handbook

TABLE OF CONTENTS

I.	ELECTION DAY DUTIES - BEFORE POLLS OPEN	4
	a. Check-In at Election Headquarters for Polling Supplies	
	b. Check-In with Facility Staff	
	c. Unload All Supplies	
	d. Set Up the Polling Place	
	e. Announcements	
II.	OPENING THE POLLS	5
	a. Open the Polls	
	b. Voting Hours	
III.	VOTING PROCEDURES	5
	a. Standard Voting Procedures	
	b. Provisional Voting Procedures	
	c. Provisional Ballot Envelope	
	d. Issuing a Provisional Ballot	
	e. Miscellaneous Voting Procedures	
	f. Spoiled Ballots	
	g. Write-in Candidates	
	h. Rogue Ballots	
IV.	RECURRING PROCEDURAL DUTIES	12
	a. Inspect the Voting Booths	
V.	ASSISTING VOTERS	13
	a. Assisting Voters Outside of the Polling Place	
VI.	CHALLENGES	14
	a. Grounds for Challenges	
	b. Resolving Challenges	
VII.	POLLING PLACE POLICIES	15
VIII.	NEIGHBORHOOD COUNCIL ELECTION OBSERVER GUIDELINES	16
IX.	CLOSING THE POLLS	17
	a. Close the Polls	
	b. Complete the Ballot Statement	

	c. Ballot Statement	
X.	CANVASS OF VOTES	18
	a. Rearrange the room for counting	
	b. Counters in pairs of two	
	c. Tick Marking process	
XI.	SEALING THE BALLOT BOX AND SUPPLIES	19
	a. Sealing the Ballot Box	
	b. Pack the White Supply Box	
	c. Pack Registration Envelope	
	d. Pack Production Supply Bag	
	e. Pack Outside Signage Envelope	
	f. Pack Inside Signage Envelope	
	g. Pack Supply Box	
	h. Dismantle Voting Booths	
	i. Leave Polling Place Clean and Orderly	
	j. Deliver the Ballots and Supplies to EmpowerLA (Van Nuys)	
XII.	EMERGENCY PROCEDURES	21
	a. Accidents	
	b. Disturbances	
	c. Local Emergency or Natural Disaster	

I. ELECTION DAY DUTIES – BEFORE POLLS OPEN

A. CHECK IN AT ELECTIONS HEADQUARTERS FOR YOUR POLLING REGION:

You will be provided the address for the election headquarters for your polling region prior to the election and the check-in time. Please be on time to pick up your election supplies (Ballot Box, Voting Booths, Production kit, signage...) so that you can arrive at the Polling Place at least an hour prior to the start time of the Polls.

B. PROCEED TO POLLING PLACE AND CHECK-IN WITH FACILITY STAFF

Contact information for facility staff is inside your Election Information binder.

C. UNLOAD ALL SUPPLIES (INCLUDING TABLES AND CHAIRS WHERE APPLICABLE)

D. SET UP THE POLLING PLACE

Clearly display the following:

1. Outside Signs

- a. All directional signs leading to the Polling Place
- b. "Polling Place Hours" sign
- c. "Vote Here" sign
- d. "Enter Here" sign
- e. Measure 100 feet from the door of the room (use string provided in your Production Kit) where voting will take place and post the three (3) "No Electioneering Beyond This Point" signs. Ensure signs are posted where they can be seen from all directions when approaching polling place.
- f. Two (2) Curbside Voting signs near the street entrance(s) to the Polling Place facility with a cell phone number that you test for connection.
- g. "No Electioneering" signs
- h. Paper American flag in front of Polling Place facility with the blue section with the stars in the upper left hand corner

2. Inside Signs

- a. One (1) "Beyond" sign to be placed over exit doors
- b. "Not an Entrance/Exit" sign
- c. "No Electioneering" sign
- d. "No Food, Drink, Cell Phone Usage or Smoking Allowed" sign

3. Place on the Official Table

- a. Observer's Sign-In sheet
- b. Media Sign-In sheet
- c. Vote-by-Mail (VBM) Roster(s) if applicable
- d. VBM Envelopes (no reg form, VBM Roster gets signed)
- e. Provisional Envelopes
- f. Curbside Envelopes

- g. Voter Registration Forms
 - h. Clipboards with Black Ink Pens for Registration
 - i. Two (2) 11”X17” NC maps
 - j. List of Acceptable Forms of Documentation
 - k. Provisional Ballot Receipts
 - l. Provisional Ballot Instructions
 - m. Yellow Folder for Provisional Voter Registration Forms
 - n. One (1) pack of Official Ballot(s)
 - o. Table signs for Polling Place Positions (attach to the front of Official Table)
 - p. Place Ballot Box on the Official Table, where it is visible – do not seal it until the first Voter is shown the empty Ballot Box. Once the Ballot Box is sealed, it cannot be opened until the the polls are closed.
 - q. **Remove all supplies that will not be used during the Election before the polls open.**
- 4. Voting Booths**
- a. Set up voting booths.
- 5. Ballots**
- Ballots come in packs of fifty (50).
- When you get ready to open the last pack of ballots, be sure to **call the Election Operations Hotline at 818-293-8683 (VOTE)** so you do NOT run out of ballots.

II. OPENING THE POLLS

A. ANNOUNCEMENTS

At ten (10) and five (5) minutes prior to the opening of polls, a Polling Place Manager will step outside and announce that the polls will be opening at the applicable time.

Example: *“The polls will open in 10 minutes!”*

B. OPEN THE POLLS

A Polling Place Manager will declare the polls open at the scheduled time by stating aloud, *“The polls are now open!”*

C. VOTING HOURS

Please ensure the Polling Place remains open during the established voting hours.

III. STANDARD VOTING PROCEDURES

A. The Basic Procedure

When a Voter arrives to vote on Election Day, follow these instructions

1. At Registration

Welcome the Voter to the “_____ *Neighborhood Council*” Elections.

- a. If the Election has a VBM Component, ask the Voter their name.
- b. Cross-reference the name of the Voter with the VBM Roster to make sure he or she was not issued a VBM Ballot.
- c. If the Voter's name **does not** appear on the VBM Roster, provide him/her a Voter Registration Form (**Skip to #B**).
- d. If the Voter's name **does** appear on the VBM Roster, the Voter can choose to:
 - i. Vote the VBM Ballot and turn it in at the polls. Have the Voter sign the VBM Roster next to his/ her name. Staff must write "Received" next to the Voter's name on the VBM Roster. Make sure the VBM envelope is signed, and direct the Voter to drop the envelope directly into the Ballot Box. **NOTE: If the Voter forgot or misplaced the return envelope, give the Voter a white #10 envelope marked VBM.**

OR

- ii. Surrender the VBM Ballot and vote at the Polls. Have the Voter sign the VBM Roster next to his/her name. Staff must write "surrendered" next to the Voter's name on the VBM Roster and on the back of the VBM Ballot. **NOTE: All surrendered VBM Ballots should be marked "Surrendered" and placed inside the VBM Folder.**

OR

- iii. Vote using a Provisional Ballot if he or she misplaced, failed to bring, didn't receive or didn't request a VBM Ballot, or if the VBM Roster shows that the Ballot was returned.

Issue a Voter Registration Form, mark it with a "**P**" in the bottom-right corner (2" letter, colored marker).

- a. Instruct the Voter to clearly print his/her full name, complete residence address, phone number and e-mail address, and identify his/her Voter status by checking the applicable box(es) and providing the requested information for verification. Ask the Voter to return the completed Voter Registration Form to the Ballot Desk.
- b. Inform the Voter, "*Thank you for voting. Let me know if you have any questions or suggestions!*"

3. At Registration Desk

- a. Identify if the Neighborhood council opted for Self Affirmation or Documentation method to verify the Voters and proceed accordingly:
 - i. **For a Neighborhood Council that opted for Self-Affirmation**
The Voter simply completes and signs the Voter Registration Form. No further documentation is required.
Voters using Factual Basis as a means to establish Voter status claim must check the "Factual Basis" or "Other" box and provide a detailed description of the factual basis in the section provided for this purpose. It is very important that the statement be a true or false statement that can be verified and also that it declares a connection to the Neighborhood

Council area.

ii. **For a Neighborhood Council that opted for Documentation**

The Voter will be required to show documentation that proves identity and Voter status. The documentation provided must confirm the Voter's identity and Voter status. A photo ID is usually the easiest, but it is not required. Voters may also provide "non-traditional" documents or articles to establish identity and Voter status. Refer to the List of Acceptable Forms of Documentation for examples of items that can be used. The list is not exhaustive.

Voters using Factual Basis as a means to establish Voter status claim must check the "Factual Basis" or "Other" box and provide a detailed description of the factual basis in the section provided for this purpose. It is very important that the statement be a true or false statement that can be verified and also that it declares a connection to the Neighborhood Council area.

A NOTE: Documentation Required Neighborhood Council will require Voters to provide documentation to support the factual basis claim.

- b. Once the Voter hands you the Voter Registration Form, please review it for its completeness.
- c. Make sure the form is filled-out appropriately with required information, signature and date.
- d. Make sure the Voter checked the box and identified how he or she qualifies as a Voter in the Neighborhood Council.
- e. Compare the address the Voter is using to establish his/her Voter status with the Neighborhood Council Map to make sure it falls within council or sub-district boundaries. The 11" x 17" map should be used for all addresses clearly within the boundaries.
- f. Verify the Voter's status is in accordance with the specifications of the By-Laws of the Election Procedures to ensure the Voter meets the requirements.
- g. **Extra Steps for a Neighborhood Council that opted for Documentation** (If this is a Self-Affirmation NC, skip this step).
 - i. Verify the documentation the Voter uses to establish his/her Voter status. The **List of Acceptable Forms of Documentation** located in the Poll Manager Binder can be used to determine acceptable forms of ID.
NOTE: Verify that the Voter meets the minimum age requirement to vote. (Each NC will have a different age requirement.) Age restrictions may also apply if a Voter is voting for a certain seat such as Youth Representative or Senior Representative.
 - ii. Ensure that the documentation proves the Voter's identity and status. Different categories may require different forms of ID.
NOTE: A Voter may vote provisionally if he/she cannot provide documentation to prove voter status. Issue a Voter Registration Form, mark it

- with a “**P**” in the bottom-right corner (2” letter “P”, using a colored marker).
- iii. Based on the Voter’s status, mark on the Voter Registration Form the Ballot Type number(s) which the Voter is eligible to vote. (G + 1 or G + 2)
 - h. Complete the verification area at the bottom of the Voter Registration Form.
 - i. Verify and check the box and/or write down what type of original documentation was used to qualify the Voter status (In Documentation Required Neighborhood Councils only).
 - j. Print your name, sign, and date the form.

NOTE: Direct voter to the Registration Station if the Voter will be issued a Provisional Ballot. If a Provisional Voter provides partial documentation at the polls on Election Day, be sure to record the information that was provided in the “ID type(s) provided” section so the Voter will not be asked to provide the same information again. Please refer to the Provisional Voting Procedures on page 8.

3. Ballot Station

- a. Ask to see the Voter Registration Form.
- b. Issue the Ballot(s) according to the Ballot Type(s) listed on the Voter Registration Form.

NOTE: If the Registration Form has a 2” P on the top-left corner, the voter is voting provisionally and their ballot will go in a Provisional Ballot Envelope before it goes into the Ballot Box.

- c. Demonstrate the proper method for marking the Ballot(s) to the Voter.
- d. Instruct the Voter to take the voted Ballot(s) to the Ballot Box.
- e. If a Voter makes a mistake on his/her Ballot(s), instruct them to return the Ballot(s) to the Ballot Station to receive another one. Inform the Voter that he or she can request a maximum of two (2) **REPLACEMENT** Ballots, and to let you know if they require assistance marking them.
- f. If a Voter is issued more than one (1) Ballot but only wishes to vote for some and not all, give the Voter all of the Ballots and instruct him/her to deposit the blank Ballots into the Ballot Box.

Ballot Box

When the Voter returns with the voted Ballot(s), instruct him/her to drop the Ballot(s) into the Ballot Box.

Ensure that all Ballots are dropped into the Ballot Box.

NOTE: If a Voter is casting a Provisional Ballot, ensure that the Provisional Ballot Envelope is completed and signed before dropping it into the Ballot Box.

Thank the Voter for participating in the Neighborhood Council Election.

B. PROVISIONAL VOTING PROCEDURES

Provisional Voting entitles any Voter who claims a stake in a Neighborhood Council Election to vote even though his or her right to vote cannot be immediately established at the polling place. A Provisional Ballot Envelope must be completed in front of the Voter. The Voter must place the voted Ballot into the Provisional Envelope, sign, and seal before placing it into the Ballot Box.

NOTE: If a question as to whether a Voter has a right to vote cannot be resolved immediately, LET HIM OR HER VOTE A PROVISIONAL BALLOT. The Voter's right to vote will be established by the Election Division personnel prior to counting the Ballot.

a. Issue a Provisional Ballot if:

- The Voter is a VBM Voter with no Ballot to surrender.
- The Voter refuses to provide required information on the Voter Registration Form.
- The Voter has not been able to provide you with appropriate documentation that proves identity or Voter status.
- The Voter's status has been challenged at the poll.

Follow these steps:

1. Hand the Voter a Provisional Ballot Envelope to complete. The Voter must provide his/her full name, residence address, the address he or she is using to establish voter status, mailing address (if different from residence), the name of the Neighborhood Council, and his/her date of birth. **Be sure the Voter signs the envelope.**
2. Review the Provisional Ballot Envelope to ensure all required information is filled out correctly.
3. Complete the Polling Place section on the Provisional Ballot Envelope. Using the Voter Registration Form as a reference, write the Ballot Type(s) issued. Provide a brief explanation why the Voter is being processed provisionally (*i.e., partial or no documentation provided; unable to establish Voter status; status challenged by poll worker; etc.*) in the Comments section.
4. Direct the Voter to the Voting Booth and inform the Voter to bring the Ballot(s) back to you after finishing voting.
5. Have the Voter place the ballot(s) in the envelope and seal it, sign it, and then **go with the voter to drop it in the ballot box.** Thank them for voting!

NOTE: Remind the Provisional Voter that he/she must provide all necessary documents

within three (3) City of Los Angeles business days after Election Day.
Give the Voter a receipt with provisional voting instructions and contact information.

A. MISCELLANEOUS VOTING PROCEDURES

Spoiled Ballots

If a Voter spoils a Ballot:

1. Write “*Spoiled*” on the front of the returned Ballot; have the Poll Manager sign it; and place it in the Ballot table folder.
2. Reissue a new Ballot.

NOTE: Keep spoiled Ballots in the Ballot table folder. Do not expose a Voter’s choices.

A. Write-in Candidate Votes

There are NO write-in candidates; nor will any write-in votes be counted.

If a voter chooses to write in the name of a non-verified candidate, that vote will NOT be counted. If the vote cast is in a category that takes multiple votes (Example: 4 candidates running, 2 seats open, voters can cast up to 2 votes), the vote for a verified candidate will be counted, but a vote for a write-in candidate will not count.

B. Rogue Ballot

1. If a Voter fills out a Voter Registration Form, receives a Ballot and leaves the polls without returning the Ballot.
Gently ask the Voter to drop the ballot (completed or blank) in the ballot box or give it back to the Ballot Box Poll Worker.

NOTE: During closing procedures, the total number of Voters who leave the polls without returning Ballot(s) must be entered on Line 3 of the Ballot Statement.

2. If a Voter fills out a Voter Registration Form, receives a Ballot and then returns the Ballot un-voted because he/she does not wish to vote:
Have the Voter deposit the blank Ballot(s) into the Ballot Box.
3. **If the Voter does not wish to deposit the Ballot(s) into the Ballot Box:**
 - a. Do not reissue the Ballot(s).
 - b. Write “*Spoiled*” on the back of the Ballot(s).
 - c. Have the Poll Manager initial the Ballot(s).
 - d. Place the Ballot(s) in the White Supply Box.

IV. RECURRING PROCEDURAL DUTIES

1. Every hour, check voting booths to ensure they are free of stray marks and/or

campaign literature.

2. Voters will sometimes use campaign materials when marking their choices on the Ballot. If a Voter leaves campaign material at the Polling Place, collect it and place it in the Registration Station folder.
3. Routinely check outside signs to ensure they have not been removed or damaged and are still visible to Voters.
4. Monitor the area located within 100 feet of the Polling Place to make sure no electioneering is taking place and that candidates are beyond the "No Electioneering Beyond This Point" mark.

V. ASSISTING VOTERS- Curbside Voting

Any Voter who comes to the polls and cannot reach the voting area because of architectural barriers or physical limitations may request to vote at the "Curbside."

When a Voter requests Curbside Voting, a Polling Place Worker shall bring the Ballot(s) to the Voter, assist if necessary, and then place the Voter's Ballot(s) in the Ballot Box. If a Voter requests this service, a Polling Place Worker should:

1. Take a Voter Registration Form and the Curbside Voting clipboard (which includes the Curbside Voting Guidelines, Neighborhood Council Map, and a pen) out to the Voter.
2. Once the Voter has completed the Voter Registration Form, return to the polling place to verify the Voter's voting status in the Neighborhood Council, and identify the Ballot(s) the Voter is eligible to receive.
3. Indicate on the Voter Registration Form that the Voter is voting "curbside" by marking a "C" in the bottom-right corner (2" letter, colored marker)
4. Take the following items to the Voter outside the Polling Place:
 - a. appropriate Ballot(s)
 - b. a pen
 - c. a clipboard
5. Explain to the Voter the proper procedure for marking the Ballot.
6. Once the Voter has marked his/her Ballot:
 - a. Have the Voter place the ballot(s) in the Curbside envelope.
 - b. Then seal and initial the envelope over the seal.
 - c. Thank the Voter for voting and inform the Voter that the process is now completed.
7. Return to the Polling Place, stating clearly as you enter the room, "*Curbside Ballot!*" and place the Curbside Envelope into the locked Ballot Box

If you have any questions regarding this matter, please contact the Election Operations at 818-293-8683 (VOTE).

VI. CHALLENGES

A. GROUNDS FOR CHALLENGES

A person wishing to vote may be challenged by a Polling Place Worker upon any or all of the following grounds:

1. The person is listed as a VBM Voter who has already voted.
2. The person is not a Voter as defined in by-laws.
3. The person is not the person he/she claims to be.
4. The person has already voted that day.

NOTE: A challenge may be considered and resolved by the Polling Place Workers at the time of the challenge; or you may ask the Voter to vote a Provisional Ballot. **IF A QUESTION AS TO WHETHER A VOTER HAS A RIGHT TO VOTE CANNOT BE IMMEDIATELY RESOLVED, OR IF THE VOTER REFUSES TO PROVIDE REQUIRED DOCUMENTATION (WHERE APPLICABLE), LET THE VOTER VOTE PROVISIONALLY.** The Voter's right to vote will be established by Election Division personnel prior to counting the Ballot.

B. RESOLVING CHALLENGES

1. **If the challenge is: The Voter is listed as a VBM Voter who has already voted.**
 - a. If the Voter has his or her VBM Ballot to surrender, allow the Voter to vote a regular Ballot at the Polls - not a Provisional Ballot.
 - b. If the Voter does not have a Ballot to surrender, allow the Voter to vote a Provisional Ballot.
2. **If the challenge is: The person is not a Neighborhood Council Stakeholder.** If the challenge is resolved in favor of the challenged person, allow the Voter to vote a regular Ballot. If the challenge can't be resolved, allow the voter to vote a Provisional Ballot.
3. **If the challenge is: The Voter is not the person whom he or she claims to be.** If the challenge is resolved in favor of the challenged person, allow the Voter to vote a regular Ballot. If the challenge can't be resolved, allow the voter to vote a Provisional Ballot.
4. **If the challenge is: The Voter has already voted that day.** If the challenge is resolved in favor of the challenged person, allow the Voter to vote a regular Ballot. If the challenge can't be resolved, allow the voter to vote a Provisional Ballot.

NOTE: If a Voter is challenged by a Polling Place Manager, the Voter should be asked to vote a Provisional Ballot.

VII. POLLING PLACE POLICIES

The following is a summary of commonly referred-to polling place policies. This list is not meant to be exhaustive. For clarification or for policies not covered in this section, please

refer to your 2014 NC Election Policies, or call the Election Operations Hotline at 818-293-8683 (VOTE).

1. **No Electioneering allowed.** Campaigning may not take place within 100 feet of any Polling Place. This includes excessive noise and audio equipment that creates a nuisance to voters or staff within the 100-foot mark. Activities beyond the 100-foot mark are subject to the rules of the particular property owner and should be respected. Any person or persons engaged in electioneering will be directed by Polling Place Workers to cease and will be asked to leave. Any questions should be directed to the EmpowerLA Elections Division at (818) 293-8683 (VOTE). Collect any campaign material you find at the Polling Place.
2. **The Polling Place is public.** Observers are permitted to watch throughout the Election provided that they do not attempt to interfere with or influence the activity of the Polling Place Managers or the Voter. All Observers must sign in with the Inspector. Observers will be permitted to enter the Polling Place once the polling place officially opens for voting.
3. No food, drink, cell phone usage or smoking is allowed inside the Polling Place.
4. A voting booth may not be occupied by more than one person at a time, except:
 - a. When a Voter is being assisted; and/or
 - b. When a Voter is accompanied by small children.
5. Voting booths must be in full view of the Polling Place Managers at all times. Only Voters may pass between the Polling Place Managers and the voting booths.
6. A majority of the Polling Place Managers must be present at all times.
7. Regardless of the weather, the American flag must be displayed in a prominent place throughout the hours the polls are open (including after dark). The American flag should be displayed with the stars appearing on the upper, left-hand side as you are facing it.
8. Absolutely no one may solicit a Voter to show his or her Ballot.
9. No one other than the Voter may examine his or her Ballot, except for a person assisting a Voter.
10. The use of threat or force, violence, coercion, or intimidation to compel a person to vote or refrain from voting is prohibited.
11. No person shall photograph, videotape, or otherwise record a Voter entering or exiting a Polling Place without his or her consent .

The City of Los Angeles is committed to maintaining a work environment that is free of harassment or discrimination. If any Polling Place Manager witnesses or experiences what is perceived to be discrimination or harassment, immediately inform the Poll Manager or call EmpowerLA Election Operations Hotline at (818) 293-8683 (VOTE).

Individuals who interfere with the EmpowerLA Poll Worker employees in the performance of their duties, or obstruct or intimidate patrons of this facility, or enter non-public areas

without authorization, will be requested to leave. Individuals refusing to leave after such request will be subject to arrest and prosecution under California Penal Code Section 602.1(b)

VIII. NEIGHBORHOOD COUNCIL ELECTION OBSERVER GUIDELINES

1. Prior to opening, all Observers must wait outside while the Polling Place Managers sets up the Polling Place location. Observers will be permitted to enter the Polling Place once voting begins.
2. All Observers must sign in with the Inspector. An Observer tag will be issued and must be worn at all times. When leaving for the day/evening, Observers must return the tag to the Inspector.
3. Observers may not interfere in the Election or the voting process. Observers cannot assist in operations, touch or handle any Ballots or other election-related materials.
4. Observers may not talk to or solicit Voters in the Polling Place.
5. Observers are allowed to videotape Polling Place operations only after receiving everyone's permission to film. If someone objects to being videotaped, the Observer must stop filming.
6. Candidates are not permitted as Observers at the Polling Place on Election Day during voting hours. Candidates may silently observe the canvass of votes from the area set aside for observers and by following the same rules that apply to the other observers.
7. Observers have the right to ask the Poll Manager questions regarding election procedures and to receive an answer. However, if persistent questioning disrupts the execution of their duties, the Poll Manager can stop responding and direct the Observers to the EmpowerLA Elections Division at (818) 293-8683 (VOTE) for all further answers. If disruptions persist, the Observer may be asked to leave. During the canvass of votes, there will be no interruptions allowed by the Observers. It is now a silent room.
8. Only Polling Place Managers and Voters engaged in voting may be within the voting booth area during the time the polls are open.
9. No smoking, food or beverages are allowed in the Polling Place.

NOTE: OBSERVERS HAVE THE RIGHT TO VIEW ALL ELECTION OPERATIONS.

If you have any questions regarding this matter, please contact the EmpowerLA Elections Division at (818) 293-8683 (VOTE).

IX. CLOSING THE POLLS TO CLOSE THE POLLS

1. At ten (10) minutes and five (5) minutes prior to closing, a Polling Place Manager shall declare aloud, *"The polls will close in 10 (or 5) minutes!"*
2. At the applicable time, a Polling Place Manager shall declare aloud, *"The polls are now*

closed!”

3. Voters who are in line at closing time shall be permitted to vote. People arriving after the vote is closed shall not be permitted to vote.

NOTE: Observers may watch the closing of the polls. However, they may not in any way interfere with these activities.

X. CANVASS OF VOTES

1. Break down all exterior Polling Place signs and supplies.
2. Reorganize room so that counting tables are in the center of the room with paired seating, face to face across the tables.
3. Move the Observer and Media areas to the edges of the room so that the counting teams are clearly visible.
4. Unlock Ballot box and place all ballots on the center of the table.
5. Sort ballots by color into piles.
6. Each team will take a set of ballots (or a share if they are common ballots) and one person will be the caller, the other person will be the ticker.
7. The Poll Manager is the observer, watching the caller and the ticker to ensure accuracy.
8. If a ticker makes a tick by mistake, he/she says “STOP” and announces “extra tick” and, with the Poll Manager watching, makes a tick to the left of the name that received an additional tick. The next time that person is called the tick crosses the left-side tick, making a “+” and evening the count.
9. When the ballots have been counted, the counter and the ticker and the observer will tally the votes and sign the tally sheets.
10. The Poll Manager will tabulate the results on the Canvass of Votes, including the registrations, the ballots cast, and the results. There will be four (4) original copies made and placed in the following manner:
 - a. One (1) copy goes inside the Ballot Box.
 - b. One (1) copy is taped on the top of the sealed Ballot Box.
 - c. One (1) copy gets posted on the exterior door of the Polling Place.
 - d. One (1) goes with the Poll Manager’s records.

XI. SEALING THE BALLOT BOX AND SUPPLIES

A. TO PACK THE BALLOT BOX AND THE PRODUCTION KIT

Place the following items in the White Supply Box:

1. All surrendered VBM Ballots
2. All unused Ballots
3. All Spoiled Ballots
4. VBM Roster
5. Folder with Provisional Voter Registration Forms

6. Voter's Sign-In sheet
7. Observer's Sign-In sheet
8. Media Sign-In sheet
9. Completed Polling Place Incident Reports (along with any submitted complaints)
10. Completed Challenge Applications
11. Campaign Material (if applicable)

B. TO PACK PRODUCTION KIT SUPPLY BAG

Place the following in the Production Supply Bag:

1. Measuring string for "No Electioneering" signs (100 feet)
2. Pair of Scissors
3. Ruler
4. Two (2) Masking Tape
5. Roll of Packing Tape
6. Ball-Point Pens
7. Tape Dispenser with Tape
8. Paper Clips
9. 10 Observer Name Tags
10. Three (3) Small, Medium and Large Binder Clips

C. PACK OUTSIDE SIGNAGE ENVELOPE

Place the following in the envelope for outside signs:

All directional signs leading to the polling location, including:

1. ADA Access Directional Arrow
2. "Polling Place Hours" sign
3. "Vote Here" sign
4. "Enter Here" sign
5. Three (3) "No Electioneering Beyond This Point" signs
6. Two (2) Curbside Voting signs
7. "No Electioneering" sign
8. Two (2) "No Disturbance in the Polling Place" signs
9. Two (2) "Documentation Required" signs (if appropriate)
10. Paper Flag

NOTE: Leave the Tally Location Information Sheet posted to the outside of the polling place for Voters to refer to.

D. PACK INSIDE SIGNAGE ENVELOPE

Place the following in the envelope for inside signs:

1. Two (2) "Beyond" sign
2. "Not an Entrance/Exit" sign
3. "Observer's Guidelines" sign (English and Multilingual)

4. "No Electioneering" sign
5. Two (2) "No Disturbance in the Polling Place signs (English and Multilingual)
6. "No Food, Drinks, Cell Phone Usage or Smoking Allowed" sign

E. PACK SUPPLY BOX

Place the following items in the Ballot Box:

1. Small Supply Box
2. 5, 10 or 20 Clipboards with Black Ink Pens for Registration
3. Election Information Binder Neighborhood Council Specific
4. How to Assemble Voting Booth and Instructions
5. Curbside Voting Instructions and Neighborhood Council Map on Clipboard
6. Provisional Voting Instructions
7. Unused Provisional Ballot Envelopes
8. Unused Provisional Ballot Receipts
9. Provisional Ballot Sleeves
10. Two (2) Neighborhood Council (NC) Maps 11" x 17"
11. Four (4) Large Vote Here signs
12. Large NC sign for front of Official Table
13. 2, 4, or 6 sets of List of Acceptable Forms of Documentation (if applicable)
14. Unused Voter Registration Forms
15. Unused Polling Place Incident Reports
16. Unused Policy and Challenge Applications
17. Large Clear Trash Bag
18. Unused Loose Leaf Sheets of Paper (8 ½" x 14")
19. Table Signs for Polling Place Positions
20. Stands for Volunteer Poll Worker Flyers and Applications

F. DISMANTLE INFORMATIONAL KIOSK AND VOTING BOOTHS

Remove all posted materials from posting area, including maps, statements etc.
Collapse voting booths and return with supplies.

G. LEAVE POLLING PLACE CLEAN AND ORDERLY

Be considerate and make sure to leave the Polling Place clean. Pick up all trash and return tables and chairs. We are a guest at their location and would like to be invited back.

H. POLLING PLACE - CANVASS OF VOTES

If the canvass of votes is concluded on site, leave a posted unofficial canvass of votes posted on the exterior door. If the canvass of votes is not concluded, post the notice indicating the location and hours and process for the canvass of votes.

I. DELIVER THE BALLOT BOX (packed with all forms, ballots, canvass of votes)

AND SUPPLIES

Drive **directly** to EmpowerLA - Elections (Van Nuys) to return Ballots and supplies.
14410 Sylvan Street 4th Floor
Van Nuys, CA 91401

XII. EMERGENCY PROCEDURES

A. ACCIDENTS

If serious injury occurs, immediately call paramedics by dialing 911.

If any accident occurs at the polls, call EmpowerLA Elections Division at (818) 293-8683 (VOTE) **immediately**. If necessary, the Election Division will send someone to assist you. Please call no matter how minor the accident.

B. DISTURBANCES

If a disturbance occurs, dial 911 for assistance, and then call the EmpowerLA Elections Division at (818) 293-8683 (VOTE) to report the problem. The Polling Place Manager may **not** hire private security guards or authorize anyone to enforce the law at the Polling Place.

C. LOCAL EMERGENCY OR NATURAL DISASTER

In any emergency, call 911 and take care of yourself first and those around you when able.

As soon as you are able, Call EmpowerLA Elections Division at (818) 293-8683 (VOTE).