



# Election Observer Panel Plan November 5, 2024

## I. County & System Information

El Dorado County Contact:

Bill O'Neill, Registrar of Voters (530) 621-7480

Vendor & Voting Systems:

Dominion – Mobil ballot printing, ICX touchscreen ballot marking devices and Central Count tabulation.

## II. Purpose

The Election Observer Panel is an invitation to observe all aspects of the election process, including Logic and Accuracy testing of each ICX, MBP and ICC unit, vote by mail ballot processing, election officer trainings, Election Day activities, Election Night ballot counting, and canvass procedures.

## III. Invite

Between E-60 and E-30, letters of invitation will be sent to the following:

- ◆ Secretary of State
- ◆ County Grand Jury
- ◆ Board of Supervisors, CAO and city clerks
- ◆ Representatives from all county central committees
- ◆ Other groups or individuals who have expressed an interest in observing the election process

## IV. Duties, General Rules of Conduct

Observers may:

- ◆ Observe the proceedings at the polls, including the opening and closing procedures.
- ◆ Make notes and watch all procedures.
- ◆ View all activities at the central counting site on Election Day.
- ◆ View the canvass of the vote activities following the election.
- ◆ View vote by mail and provisional ballot processing.
- ◆ Ask questions of the designated person at the Vote Centers.
- ◆ Ask questions of supervisors at the central counting site.

Observers are responsible for:

- ◆ Checking in at each site, whether Vote Center or central counting site.
- ◆ Wearing an identification badge.
- ◆ Maintaining a professional manner while observing the election processes.
- ◆ Ensuring they do not interfere with the elections process.

Observers may not:

- ◆ Interfere in any way with the conduct of the election.
- ◆ Touch any voting materials or equipment or sit at the official worktables.
- ◆ Converse with voters (within 100 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- ◆ Display any election material or wear campaign badges, buttons or apparel.
- ◆ Wear the uniform of a peace officer, a private guard, or security personnel.
- ◆ Talk to central counting site workers while they are processing ballots.
- ◆ Use the telephones, computers or other equipment at Vote Centers or the central counting site.
- ◆ Touch election personnel.
- ◆ Eat or drink in the Vote Centers or the central counting site.
- ◆ Assist in operations at any Vote Center.



# Election Day Schedule

November 5, 2024

## **Monday, October 7, 2024 - Tuesday, November 5, 2024**

8am – 5pm                      Process Vote by Mail Ballots                      Elections Office

## **Tuesday, November 5, 2024**

7am                                  Polls Open                                  All Vote Centers  
and the  
Elections Office

8am – 5pm                      Process Vote by Mail Ballots                      Elections Office

8pm                                  Polls Close                                  All Vote Centers

8:15pm                              \*Vote by Mail Ballot Results Available                      Elections Office

9pm – 12am                      Ballots Received  
All precincts are                      Process Ballots                      Elections Office  
accounted for

*\*Results of the vote by mail ballots counted will be released starting at approximately 8:15pm and continuous updates will be released throughout the evening until the election night count is complete.*

## **Thursday, November 7, 2024**

9am                                  Canvass of Vote Commences                      Elections Office

*The canvass will continue daily, except Saturday, Sunday, and Holidays until complete.*

The above schedule of activities is provided for your convenience. You may observe any or all of the process. We will adhere to the schedule as closely as possible.



# Election Observer Instructions

Please read these instructions carefully. Observers who do not adhere to these instructions may be asked to leave the work area for the remainder of the day.

The California Elections Code provides for the public, candidates, committees, and qualified political parties to observe election activities in the Elections Department including ballot counting and vote by mail and provisional ballot processing and verification. The Elections Department may limit the amount of people observing at any one time, as needed.

- An election observer shall have the right to observe the processing of vote-by-mail identification envelopes and vote-by-mail ballots pursuant to Elections Code section 15104. Observers shall be allowed sufficiently close access to enable them to observe the vote-by-mail identification envelopes, the signatures, and dates thereon, and the manner in which vote-by-mail ballots are handled.
- An election observer shall have the right to make challenges pursuant to Section 20879.

The processing of vote-by-mail identification envelopes and vote-by-mail ballots includes, but is not limited to, the following:

- (1) Securing vote-by-mail ballots to prevent tampering with them before, during and after the ballots are counted.
- (2) Verifying signatures on the vote-by-mail identification envelope, which may include the use of signature verification technology, in accordance with Section 20960.
- (3) Identifying whether there are multiple signatures on the vote-by-mail identification envelope, and whether there is more than one ballot in the vote-by-mail identification envelope and verifying signatures accordingly pursuant to Section 20991.
- (4) Checking the opened vote-by-mail identification envelopes to ensure that all of the contents have been removed.
- (5) Duplicating damaged or defective ballots, votes cast on a sample ballot, or ballots cast using a remote accessible vote-by-mail system in accordance with Elections Code section 15210.
- (6) Checking postmarks on vote-by-mail identification envelopes or the time and date stamps on envelopes or packages delivered by a bona fide private mail delivery company received after Election Day, and checking postmarks on vote-by-mail ballots that are enclosed in an envelope or package delivered by a bona fide private mail delivery company.
- (7) Checking the statewide voter registration system to confirm that the voter has not already voted, or that the conditional voter registration is proper.
- (8) Adjudicating hand-marked ballots, which may be done with a paper ballot or a scanned ballot image, where the ballot tabulator cannot discern the voter's choice.
- (9) Counting valid ballots.
- (10) Making notes on rejected ballots in accordance with Elections Code section 15154.

Advance notice of observation, especially groups of persons, is appreciated but not required. Election activities will continue whether or not observers are present. The Elections Department may limit the number of observers.

Observers must sign in upon arrival and be admitted to the work area by a departmental staff person. Observers must also sign out upon leaving the work area. All observers must wear an Observer Badge provided by the department for security purposes and return them before leaving.

Radios, cameras, tape recorders or recording devices of any type are not allowed.

Observers may not use cell phones inside the department. Phones should be turned off or ring tones set to vibrate or silence. Department phones are not for public use.

Observers cannot touch any paper ballot.

Observers may not enter restricted areas unless accompanied by an election official, with appropriate security clearance.

Observers may not disrupt the working environment of the Elections staff and must:

- ◆ Keep all conversations to a minimum, at the lowest possible tone in order to not distract staff from their work.
- ◆ Keep at arm's length from the staff at all times and never touch a staff member.
- ◆ The Elections Department may designate a person to whom an election observer can ask questions and present a challenge(s) during the observation process. The designation may either be in writing or verbal, as determined by the Elections Department.



# Election Observer Activities

You are invited to be present during any of our election processes and procedures that are going on daily. If you would like to represent your organization as an election observer, please notify Kim Smith by e-mail at [kim.smith@edcgov.us](mailto:kim.smith@edcgov.us) or by phone at 530-621-7490.

Observers will be provided with the information they need to observe any or all of these activities. All of the following procedures will take place at the Elections Department: 3883 Ponderosa Rd, Shingle Springs, CA 95682, unless otherwise noted.

## **Detail of Activities:**

- Vote by Mail Ballot Mailings – mailing begins Monday, October 7, 2024. Beginning October 7, 2024, vote by mail ballots will be keyed in as received and signatures verified. If signatures do not compare or a signature is missing, efforts will be made to contact the voter.
- Vote by Mail Ballot Processing – begins Tuesday, October 21, 2024. Elections Code §15101 allows election officials to begin processing vote by mail ballots 29 days prior to the election. Activities include opening ballot envelopes, removing ballots, duplicating damaged ballots, and preparing the ballots to be counted. While elections central is tabulating votes, no vote totals will be accessed or released to anyone, including election officials, until after the polls close at 8 p.m., November 5, 2024.
- Logic and Accuracy (L&A) Testing – of the voting system will begin on or about September 9, 2024, and continue until complete. Please call for exact dates and times.
- Election Day – enclosed is a list of Vote Centers that will be open from 7 a.m. to 8 p.m. on Election Day. Any person must be allowed to observe any procedure at the Vote Centers (except as to how one voted). Persons are permitted to observe voting but **MUST NOT INTERFERE** with the duties of the Elections Officers.
- Election Night Procedures – After the polls close, results from the vote by mail ballots will be released at the office. Election officials will bring the ballots from the Vote Centers to the Elections Department Central Counting Site to be tabulated. Results will be released periodically throughout the night. By the end of the evening, semi-official election night results will be available on the web and in hardcopy at the Elections Department.
- Thursday, November 7, 2024, we will begin our official canvass of the vote, which includes processing all remaining ballots, researching provisional ballots, auditing the Vote Centers, and conducting a manual tally of all paper ballots cast.
- Pursuant to Elections Code §15372, the elections official shall prepare a certified statement of the results of the election within 30 days of the election.



# Vote Centers and Drop Box Locations November 5, 2024

LOCATION OF VOTE CENTER	ADDRESS OF VOTE CENTER	DAYS & HOURS OF OPERATION	ELECTION DAY HOURS OF OPERATION
<b>11 Day Vote Centers</b>			
California Welcome Center Main Room	2085 Vine St., STE 105 El Dorado Hills	10/26/2024 to 11/4/2024 8:30am to 4:30pm	Election Day 11/5/2024 7am to 8pm
Placerville Library Room to Left of the Lobby	345 Fair Lane Placerville	10/26/2024 to 11/4/2024 8:30am to 4:30pm	Election Day 11/5/2024 7am to 8pm
Lake Tahoe Community College Aspen Room	1 College Dr. South Lake Tahoe	10/26/2024 to 11/4/2024 8:30am to 4:30pm	Election Day 11/5/2024 7am to 8pm
<b>4 Day Vote Centers</b>			
Cameron Park CSD Gym/Multipurpose Room	2502 Country Club Dr. Cameron Park	11/02/2024 to 11/4/2024 8:30am to 4:30pm	Election Day 11/5/2024 7am to 8pm
El Dorado Hills Fire Station 85 Meeting Room	1050 Wilson Blvd. El Dorado Hills	11/02/2024 to 11/4/2024 8:30am to 4:30pm	Election Day 11/5/2024 7am to 8pm
El Dorado Hills Library Multipurpose Room to Left of Lobby	7455 Silva Valley Pkwy El Dorado Hills	11/02/2024 to 11/4/2024 8:30am to 4:30pm	Election Day 11/5/2024 7am to 8pm
Garden Valley Fire Protection District	4860 Marshall Rd Garden Valley	11/02/2024 to 11/4/2024 8:30am to 4:30pm	Election Day 11/5/2024 7am to 8pm
Placerville Town Hall Front Room of Hall	549 Main St. Placerville	11/02/2024 to 11/4/2024 8:30am to 4:30pm	Election Day 11/5/2024 7am to 8pm
Diamond Springs Firefighters Memorial hall	3734 China Garden Rd Diamond Springs	11/02/2024 to 11/4/2024 8:30am to 4:30pm	Election Day 11/5/2024 7am to 8pm
Pollock Pines Community Center Cafeteria	2675 Sanders Dr Pollock Pines	11/02/2024 to 11/4/2024 8:30am to 4:30pm	Election Day 11/5/2024 7am to 8pm
El Dorado County Child Support Training/Meeting Room	3883 Ponderosa Rd Shingle Springs	11/02/2024 to 11/4/2024 8:30am to 4:30pm	Election Day 11/5/2024 7am to 8pm
Pioneer Park Community Center Main Hall	6740 Fairplay Rd Somerset	11/02/2024 to 11/4/2024 8:30am to 4:30pm	Election Day 11/5/2024 7am to 8pm
California Conservation Corps Upstairs	1949 Apache Ave South Lake Tahoe	11/02/2024 to 11/4/2024 8:30am to 4:30pm	Election Day 11/5/2024 7am to 8pm
<b>1 Day Pop Up Vote Center</b>			
Shingle Springs Health and Wellness 3 <sup>rd</sup> Floor	5168 Honpie Rd Placerville	Monday, October 28, 2024 10:00am to 3:30pm	N/A

LOCATION OF DROP BOX	ADDRESS OF DROP BOX	DAYS & HOURS OF OPERATION	ELECTION DAY HOURS OF OPERATION
El Dorado County Elections Drive up Access	3883 Ponderosa Rd Shingle Springs	10/07/2024 to 11/5/2024 <b>24 Hours</b>	Closes at 8pm*
Cameron Park Library Drive up Access	2500 Country Club Dr Cameron Park	10/07/2024 to 11/5/2024 <b>24 Hours</b>	Closes at 8pm*
Gold Country Ace Hardware Walk up access	4121 Cameron Park Dr Cameron Park	10/07/2024 to 11/5/2024 <b>7:30am to 6pm</b>	Closes at 8pm* SUN. 5:30pm
Wine Country Station Walk up access	3590 Carson Rd Camino	10/07/2024 to 11/5/2024 <b>7:30am to 5:30pm</b>	Closes at 8pm*
Holiday Market Walk up access	5030 Ellinghouse Dr Cool	10/07/2024 to 11/5/2024 <b>7:30am to 7pm</b>	Closes at 8pm*
Logtown Country Market Walk up access	6142 Crystal Blvd. El Dorado	10/07/2024 to 11/5/2024 <b>24 Hours</b>	Closes at 8pm*
El Dorado Hills Park and Ride Drive up access	4640 Post St El Dorado Hills	10/07/2024 to 11/5/2024 <b>24 Hours</b>	Closes at 8pm*
El Dorado Hills Library Drive up access	7455 Silva Valley Pkwy El Dorado Hills	10/07/2024 to 11/5/2024 <b>24 Hours</b>	Closes at 8pm*
California Welcome Center Walk up access	2085 Vine St., STE 105 El Dorado Hills	10/07/2024 to 11/5/2024 <b>24 Hours</b>	Closes at 8pm*
Marval Food Stores Walk up access	6049 Front St Georgetown	10/07/2024 to 11/5/2024 <b>7:30am to 7pm</b>	Closes at 8pm*
Building and Planning Building Drive up access	2850 Fairlane Ct, Bldg. C Placerville	10/07/2024 to 11/5/2024 <b>24 Hours</b>	Closes at 8pm*
Grocery Outlet Walk up access	1426 Broadway Placerville	10/07/2024 to 11/5/2024 <b>7:00am to 8pm</b>	Closes at 8pm*
Pioneer Park Community Center Drive up access	6740 Fairplay Rd Somerset	10/07/2024 to 11/5/2024 <b>24 Hours</b>	Closes at 8pm*
South Lake Tahoe Library Drive up access	1000 Rufus Allen Blvd South Lake Tahoe	10/07/2024 to 11/5/2024 <b>24 Hours</b>	Closes at 8pm*
Holiday Market Walk up access	2977 US Hwy 50 South Lake Tahoe	10/07/2024 to 11/5/2024 <b>7:30am to 7pm</b>	Closes at 8pm*
Grocery Outlet Walk up access	2358 Lake Tahoe Blvd South Lake Tahoe	10/07/2024 to 11/5/2024 <b>7:30am to 7pm</b>	Closes at 8pm*

**\*NOTE: ALL DROP BOXES CLOSE AT 8PM ELECTION NIGHT\***