



ELECTION HANDBOOK

*Consolidated Election
November 3, 2009*

Prepared by:

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I. INFORMATION

A. Partners in Democracy:

The Registrar of Voters implemented “Partners in Democracy” for the November 4, 2008 Presidential General election. This new program offers businesses or community organizations an opportunity to take part in a team-building exercise that will develop a commitment to our democratic process while enhancing the group’s reputation as a civic-minded organization.

Groups taking advantage of this partnership will be responsible for staffing a polling place on Election Day. The assigned polling place will feature a sign highlighting their participation, which will not only enhance their public image, but they may be able to use this as an opportunity for fundraising. A fully staffed polling place will be paid a stipend for their time and commitment. These funds can be used for their organization’s projects, a tax-deductible donation to a charity of their choice or paid to each worker individually.

Staff assigned to these polling places must attend a two-hour Registrar of Voters training class. Classes will be held throughout the County or special arrangements may be made to conduct training at a specific time and location.

Businesses or organizations interested in becoming a Partner in Democracy should contact the Polls Section at 909-387-8300 for more information.

B. Early Voting:

Early voting for the November 3, 2009 Consolidated Election will be available at the following locations:

LOCATION	DATES/TIMES
Registrar of Voters 777 E. Rialto Avenue San Bernardino, CA 92415	October 5 – November 3 Monday through Friday 8:00 am – 5:00 pm

C. Votemobile

San Bernardino County employees and all county residents were invited to “**Shake, Rattle and Rock the Vote**” in a night of baseball at the Quakes Epicenter Stadium in Rancho Cucamonga on Friday, August 22, 2008 at 7 p.m. The Registrar of Voters took this opportunity to debut the newly refurbished Votemobile, which previously served County residents as a Bookmobile. The Votemobile will travel to outlying locations within the County and will be used to encourage voting by mail, promote voter education, registration and early voting.

D. Working with the Media

Media releases are available on the ROV web site so that information can be more easily distributed within your organizations. We also send them to everyone on our media distribution list. If you are not currently on our list and would like to be added, please contact Kathy Jackson at (909) 387-2083.

Election results will be posted on the ROV Web site at (<http://www/sbcrov.com>).





II. WHO CAN I CALL?

News Releases	News releases are sent to members of the media and to City Clerk's offices from a mailing list we have compiled. If you would like to be added to our mailing list, contact Kathy Jackson at (909) 387-2083. News releases are also posted to our web site at www.sbcrov.com .
Web Site	<p>Internet users can access the Registrar of Voters' home page at www.sbcrov.com. Select the Current Election tab, then the November 3, 2009 Consolidated Election link.</p> <ul style="list-style-type: none">• Interactive polling place/sample ballot locator – voters can simply point and click on the interactive locator and enter their residence address. The locator provides the name and address of their polling place, a map, and a link to their sample ballot pamphlet.• Election results – results will be posted on election night starting shortly after 8 p.m. The first results are from mail ballots only.• Links to other sites – we provide a link to the Secretary of State's web site for statewide totals on our web site. From that site you can also link to many other elections offices throughout the state.
Media Interviews	Interviews may be scheduled with Kari Verjil, Registrar of Voters by calling Kathy Jackson at (909) 387-2083.
Election Mailings	<ul style="list-style-type: none">• County of San Bernardino Sample Ballot Pamphlet – is mailed to all registered voters. It contains: voting page facsimiles; text, arguments, and rebuttals of local measures; candidates' statements for local nonpartisan races; voting instructions; location and accessibility of polling location; and an application for a mail ballot. It is printed in English and Spanish in accordance with Federal and State mandates.
TDD	Telecommunication device for the deaf is available at: (909) 387-2788.
Bilingual	There are Spanish-speaking operators to assist voters at the Registrar of Voters office and at many of our polling places throughout the County.

III. IMPORTANT DATES/STATISTICS

A. Key November 3, 2009 Dates

First Day Mail Ballots Available	10/5
Early Voting	10/5-11/3
Last Day to register to vote	10/19
Last Day to request a Mail Ballot	10/27
ELECTION DAY	11/3
Official Canvass Period	11/4-12/1

B. Key Election Statistics on Ballot Content:

Number of Cities	1
Number of Elective Positions to be Voted on	27
Number of State Propositions	N/A
Number of Local Measures	2

C. Voting History Information

ELECTION TITLE	ELECTION DATE	REG VOTERS	TOTAL VOTERS	% OF TURNOUT	MAIL BALLOT ISSUED	MAIL BALLOT VOTED	% OF AV VOTED	AV % OF TOT VOTED
<i>Statewide Special</i>	5/19/09	806,589	195,725	24.27	294,743	119,691	40.61	61.15
<i>Presidential General</i>	11/4/08	829756	616320	74.28	302957	229185	75.65	37.19
<i>Statewide Primary</i>	6/3/08	754978	154977	20.53	254618	97965	38.48	63.21
<i>Presidential Primary</i>	2/5/08	723661	376614	52.04	224250	147520	62.78	39.17
<i>Consolidated Election</i>	11/6/07	583567	77315	13.25	168741	54352	32.21	70.29
<i>General Election</i>	11/7/06	751652	358417	47.8	209891	138167	65.82	38.55
<i>Direct Primary Election</i>	6/6/06	748385	185579	24.8	180834	86111	47.61	46.4
<i>Consolidated Spec. Statewide</i>	11/8/05	753616	323860	42.97	178721	119584	66.91	36.92
<i>Presidential General</i>	11/2/2004	737559	528387	71.64	186627	142781	76.51	27.02
<i>Presidential Primary</i>	3/2/04	649501	172267	26.52	124272	83499	67.19	48.47
<i>Statewide Special Election</i>	10/7/03	632948	387030	61.15	120068	95293	79.00	24.62
<i>General Election</i>	11/5/02	616402	294361	47.75	98715	74195	75.16	25.21
<i>Direct Primary Election</i>	3/5/02	621144	178396	28.7	70945	46084	65	23.7
<i>Consolidated Election</i>	11/6/01	640349	88651	13.84	46659	26959	57.78	30.41
<i>Presidential General</i>	11/7/00	691548	464402	67.15	115787	100830	87.08	21.71

D. Registering To Vote

The last day to register to vote in the Consolidated Election is October 19, 2009. **New citizens** (naturalized after the close of registration) may register and vote a complete ballot at the ROV until October 27, 2009.

If you move into or out of the county, change your name (due to marriage or court order) or wish to change your political party affiliation, you **must** re-register prior to the 15-day close of registration to be eligible to vote in the next election.

Voter registration forms can be downloaded from the Secretary of State's website at <http://www.sos.ca.gov/nvrc/fedform/> or picked up DMV offices, County libraries, post offices or call the Registrar of Voters office at 909-387-8300.

Registration statistics (effective 8/31/09):

COUNTYWIDE	VOTER COUNT	PERM MAIL BALLOT
American Independent	23,424	7,648
Democrat	323,422	106,693
Green	2,735	789
Libertarian	3,653	1,197
Non-Partisan	143,690	43,389
Peace and Freedom	2,473	587
Republican	303,310	118,877
DISTRICT TOTAL	802,707	279,180

IV. SERVICES TO CANDIDATES/CAMPAIGNS

All Candidates receive a Candidate Handbook with information on what is necessary to run for office, election deadlines, and the rules/regulations that apply. Candidates are invited to attend Campaign Service Seminars, which are held at various locations throughout the County to discuss all the important information relevant to running a campaign and let them know what services are available from the Registrar of Voters.

V. VOTING MATERIAL

A. Sample Ballot Pamphlets

The Sample Ballot Pamphlet contain facsimiles of the voting pages, text/arguments/ rebuttals of local measures, candidate statements for local non-partisan races, voting instructions, locations and accessibility of polling location, and applications for mail ballots. This information is available in English and Spanish.

B. Local Measures

Local measures are given letters in alphabetical order, beginning with the next letter after the last measure in a previous election, in accordance with County policy.

Following are all of the local ballot measures for San Bernardino County. Each Measure appears ONLY on the ballots in the district, city, or agency affected.

YES	REQUIRED TO PASS:	Measure LL
NO	Majority	RUNNING SPRINGS WATER DISTRICT ADVISORY VOTE ONLY
<hr/>		
YES	REQUIRED TO PASS:	Measure M
NO	Majority	HELENDALE COMMUNITY SERVICES DISTRICT
Shall an appropriations limit, as defined by Subdivision (h) of Section 8 of Article XIII B of the California Constitution, be established for the Helendale Community Services District, County of San Bernardino, State of California, in the amount of \$293,525,00?		
<hr/>		

C. Candidates' Names on the Ballot

The placement of names on the ballot is determined by a random alphabetical drawing which was held by the Secretary of State and the Registrar of Voters on August 13, 2009.

SECRETARY OF STATE RANDOM ALPHABETICAL DRAWING				
1. T	7. I	13. D	19. J	25. M
2. H	8. A	14. R	20. V	26. X
3. C	9. P	15. Q	21. E	
4. Z	10. W	16. Y	22. U	
5. O	11. K	17. L	23. B	
6. G	12. F	18. N	24. S	

D. Non-Partisan Offices to Appear on the Ballot

COUNTY OFFICES	
OFFICE TITLE	
Cities	
City of San Bernardino	Mayor; Council Member, Ward 1, 2, 4
School Districts	
Baker Valley Unified School District	Board Member (3)
Chaffey Community College District	Board Member (2)
Special Districts	
Apple Valley Heights County Water District	Director (3)
Bighorn-Desert View Water Agency	Director FT (3); ST (1)
Helendale Community Services District	Director (2)
Newberry Springs Community Services District	Director (3)
Running Springs Water District	Director (3)
San Bernardino Valley Water Conservation District	Director, Div. 5
West Valley Water District	Director (2)

VI. VOTING BY MAIL

A. Who can vote mail ballot?

Any registered voter may vote a mail ballot at the Registrar of Voters office beginning 29 days before the election and continuing until polls close at 8:00 p.m. on Election Day.

B. Military and overseas voters

Ballots are mailed to requestors beginning 60 days prior to the election.

C. Requested mail ballots

Voters may request by sending in a written letter or an application – either the ROV application on the back cover of the sample ballot pamphlet, one provided by a campaign, or one downloaded from the web site. All applications must be received no later than October 27, 2009. Ballots are mailed beginning 29 days prior to the election.

D. Emergency mail ballot

Voters may request a ballot in person (or through a designated representative) at the ROV office from October 28th through 8:00 p.m. on Election Day. These ballots cannot be mailed to the voter and the voter cannot mail them back to the ROV. They must be delivered to the ROV office or any polling place no later than 8:00 p.m. on Election Day.

E. Declared Mail ballot precincts (no polling place)

These are precincts where no polling place was established because there were 250 or fewer voters. These precincts are sometimes referred to as NPP or “no polling place”. Ballots are automatically mailed to these voters approximately three weeks prior to the election.

F. Permanent mail ballot

These are voters who applied for this status and are automatically mailed a mail ballot approximately four weeks prior to the election.

G. Return of mail ballots

ALL mail ballots must be received at the ROV office or polling place no later than 8:00 p.m. on Election Day in order to be counted – postmarks do not extend this deadline. All signatures are verified before counting.

VII. POLLS AND POLL WORKERS

A. Establishing Polling Places/Polls Publication

The ROV tries to maintain consistency by using the same polling place for each election whenever possible; however there are times when polling places unexpectedly change. When this occurs, voters are notified by mail and notices are posted when a polling place is changed.

A full listing of polling places will be published on or before Friday, October 23rd in The SUN and posted on the Registrar of Voters web site.

B. Recruiting And Training Poll Workers

The number of poll workers required for this election is approximately 750. Letters are sent to past poll inspectors and workers asking if they are willing to serve again. In addition, we rely on media releases, outreach programs and newsletters. Inspectors are required to attend a training class, receive and return supplies and they earn \$135 per election. Other poll workers earn \$100 for Election Day plus \$15 for attending a training class. We also actively recruit bilingual poll workers.

Training is conducted by Registrar of Voters staff. A total of 19 classes will be conducted over a three-week period using 7 sites located throughout the county, with make-up classes as needed.

C. Student Poll Worker Program

The student poll worker program began in 1997 to address the shortage of poll workers and to provide voter outreach. It continues to serve the voters in San Bernardino County. These students perform the same duties as other workers and earn the same pay. They must be at least 16 years of age, with a grade-point average of 2.5 or above, must be citizens and must have approval of the school district. During the November 2008 Presidential Election a total of 1,738 students volunteered to work at the polls from 48 County high schools. This is a wonderful outreach to prepare students for becoming voters when they are 18 years of age and it is a true service to the community.

D. Exit Polls

Media or polling agencies conduct exit polls as the voters “exit” the polling places, asking voters how they voted on certain contests. Pollsters must conduct their interviews at least 25 feet from the entrance of the polls.

E. Election Day/Night Assistance To Poll Workers

ROV'er/Troubleshooters - Specially trained workers that are dispatched countywide to respond to calls for assistance from poll workers and to conduct routine inspections of assigned polls.

VIII. ELECTION NIGHT BALLOT/SUPPLY RETRIEVAL

Post office pickup - Mail ballots received by 8:00 p.m. on Election Day at the Redlands (main) post office will be picked up by ROV staff and processed during the canvass.

Sheriff's aviation will transport ballot boxes from outlying areas via fixed wing aircraft (weather permitting) flying into Rialto Airport where they are transferred to Sheriff's helicopter and flown to the ROV. In case of bad weather (snow), ballots from Big Bear will be driven to ROV by Sheriff's vehicle.

IX. HOW BALLOTS ARE COUNTED

The Registrar of Voters office is designated as Election Central and is the counting site for the entire county – it is open to the public to observe all testing procedures, counting procedures and to receive election results.

Before any ballots may be counted, the system is subject to Logic and Accuracy Testing, witnessed by an Official Observer Panel. These same computer tests are run after the count is finished. Official Observers are solicited from the County Grand Jury, the League of Women Voters, media and the political parties, city clerks and civic organizations.

There are (10) 400C Optech ballot reading machines that are connected to a WinEds election data system at the Registrar of Voters office. Bulletin updates occur as soon as the information is available.

Electronic Ballot Cartridges are logged in, inspected, prepared for computer counting, counted and stored. Damaged mail ballots that cannot be machine tabulated are set aside to be counted in the official canvass.

NOTE: There is a difference between ballots cast and votes cast. A voter may “under vote” his/her ballot (i.e. skip any of the races/measures). Voters may “over vote” (i.e. vote for the YES and NO on a measure) which voids the vote cast on that one measure alone.

X. OFFICIAL RESULTS AND CERTIFICATION OF THE ELECTION

A. Semi-official Results

All results are available at www.sbcrov.com. The first Election Night Results (semi-official) should be available at approximately 8:30 pm. Results will also be given out by phone until (15) minutes after the last count. Election night results are cumulative only - not by precinct.

B. Additional Ballot Counting

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

Mail ballots turned in at polls – some mail ballot voters wait until the last minute to make voting choices and then drop their ballots off at polling places on Election Day. We receive these ballots very late on election night. All of these ballots must be processed – this includes verifying voter's signatures, opening the envelopes and sorting the ballots into the appropriate precinct for tabulation.

Provisional votes – are voted at the polls when a voter's registration is in question or when our records indicate the voter was already sent a mail ballot. The Help America Vote Act allows any voter to vote provisionally.

Write-in-ballots – are those where the voter has chosen to write-in a candidate's name on the write-in portion of the ballot. These must be set aside and researched after Election Day to determine

whether or not the write-in vote is for a qualified/ unqualified candidate and whether or not the voter over voted (i.e. voted for a candidate for an office listed on the ballot and also voted for a write-in candidate for that same office.) In this event, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. When a write-in ballot is set aside on election night it means that none of the races/measures appearing on that ballot can be counted until the research is complete. Vote counts for write-in candidates do appear on election night bulletins. Counts for qualified write-in candidates will be available when the final results are certified.

C. Official Results

The last *semi-official report* election night will contain pages of statistics showing registration/turnout numbers and percentage. Turnout represents the ballots cast.

The law allows 28 days after the election to complete the ballot tally and official audit of the election, known as the Canvass. When the canvass is complete and all records have been reviewed, official results will be prepared and the election results (count) will be certified. Certified results are then sent to: Board of Supervisors and consolidating jurisdictions in order that they may “declare” results (winners). The Board of Supervisors will declare the results of the election for races and measures under the Board’s jurisdiction. Cities declare their own results.

XI. COMMONLY ASKED QUESTIONS

Q. When is the last day I can register to vote for the election?

A. The 15th day before the election. We encourage early voter registration to help ensure receipt of election materials in a timely manner.

Q. Who can register to vote?

A. Any citizen can register to vote if he or she is 18 years old by Election Day, a resident of California, and is not imprisoned or on parole for the conviction of a felony.

Q. I have just moved. Do I need to re-register?

A. Not if you moved within San Bernardino County, but your voter registration should always reflect your current residence and mailing address. Requests for address changes to voter registration must be in writing with a signature for verification purposes. Contact the Registrar of Voters office for a form to complete.

Q. When do I have to re-register?

A. The only reason for re-registering is if you move into or out of the county, change your name (due to marriage or court order) or change your political party affiliation.

Q. I will be 18 years old before the day of the election, but after the close of registration. Can I register to vote?

A. Yes. As long as you are 18 by Election Day and you have registered on or before the 15th day prior to the election, you will be eligible to vote.

Q. Do I have to vote all of my ballot? I only know about some of the candidates and some of the measures.

A. You may vote on as many offices and/or as many measures as you choose. Voting only part of your ballot does not void your vote.

Q. I will be out of town on Election Day and prior to receiving my Sample Ballot. How can I get a mail ballot?

A. A written request can be mailed to the Registrar's office. The written request must contain your printed name, residence address, address where you want the ballot mailed (if different than your residence address) and voter's signature.

Q. When are mail ballots available?

A. Ballots are available beginning 29 days before the election.

Q. What is the latest I can apply for a mail ballot?

A. All applications for mail ballots must be received at least seven (7) days prior to the election. Emergency voting starts on the 6th day prior to an election.

Q. How soon can I return my voted ballot?

A. As soon as possible; however, the ballot must be received by the Registrar's office before the close of the polls on Election Day.

Q. I have a mail ballot and am unable to get it mailed in time to reach your office. What can I do?

A. The mail ballot can be dropped off at any polling place location within San Bernardino County on Election Day or at the Registrar of Voters office on or before Election Day at 8:00 p.m. It cannot be dropped off at polling places in another county.

Q. How can I become a permanent mail ballot voter and do I qualify?

A. Any voter may apply for permanent vote by mail status and automatically receive a mail ballot by mail each time there is an election within their precinct. To apply, a voter must complete an application which can be obtained from the Registrar's office, on the Registrar of Voters web site, or check the permanent mail ballot block on the back cover of the Sample Ballot booklet.

XII. ELECTION DEFINITIONS

- **Canvass** – State law requires an official canvass (audit of the election). This entails numerous manual processes that verify the accuracy of the computer count, including a hand tally of ballots cast in 1% of the precincts. When this audit is complete, election results are certified to the various jurisdictions, which then declare the winners. The law allows 28 days to complete the official canvass process.
- **DRE** – Direct Recording Electronic voting system, the touchscreen AVC Edge[®] units used in San Bernardino County precincts beginning March 2, 2004.
- **NPP** - No polling place was assigned because there were fewer than 250 registered voters. These voters are "declared" vote by mail and ballots are automatically mailed approximately four weeks prior to the election.
- **Official Results** - Final election tabulation is issued after completion of the official canvass and the Registrar of Voters certifies the results.
- **Provisional Ballot** - Voted at polls when a voter's registration is in question. These ballots are verified and counted after Election Night.
- **Random Draw** – The placement of names on the ballot is determined by a random alphabetical drawing held by the Secretary of State or the Registrar of Voters.
- **Requested AV** - Voters who choose to vote by mail instead of going to the polls.
- **Unofficial Results/Semi-official** - All election results issued prior to completion of the official canvass. First reporting of unofficial results begins Election Night approximately 30-45 minutes after polls close.
- **VBM** – Vote by mail (formerly referred to as Absentee voting).

- **VVPAT** – Voter Verifiable Paper Audit Trail, the VeriVote printer attached to the DRE voting system which allows voters to vote using touch screen technology with the added convenience of reviewing a paper record of their selections before they leave the polls.
- **Write-in Ballot** - When a voter chooses to manually write-in a vote for a candidate(s) not printed on the ballot. The entire ballot is set aside to be counted after the validity of the write-in vote is determined. Write-in ballots must be counted manually. No write-in counts will be available until the final add on count.