Election Plan

April 19, 2022, Special General Election

Wednesday, March 9, 2022

Table of Contents

I. Introduction

The mission of the Department of Elections (Department) is to provide equitable access to voting and election-related services and to conduct free, fair, and functional elections for the City and County of San Francisco. In upholding its mission, the Department must comply with all applicable federal, state, and local laws, including the minority language provisions of the Voting Rights Act of 1965, the accessible voting provisions of the Americans with Disabilities Act of 1990, and the general provisions of the Uniformed and Overseas Citizens Absentee Voting Act of 1986, the Help America Vote Act of 2002, the California Elections Code, the San Francisco Municipal Elections Code, and Chapter XIII of the City Charter.

The Department continuously works to ensure that every eligible San Franciscan has access to safe, barrier-free registration and voting options and to improve both its internal and public-facing programs with the goals of making them ever more efficient and responsive to the needs of San Francisco's communities. The Department strives to cultivate a workplace environment in which employees of all racial and ethnic backgrounds feel respected, valued, and supported in providing the fairest and most inclusive services possible to San Francisco residents.

Serving a registered voter base of approximately 500,000 residents, the Department:

- Facilitates the filing of local candidate nomination papers, ballot measures, and ballot arguments;
- Produces San Francisco's official ballots and voter information guides in multiple languages and formats;
- Offers voter education and outreach to registered voters and potential registrants throughout the City;
- Administers a universal (automatic) vote-by-mail program for over 500,000 locally registered voters;
- Facilitates registration and voting in local Board of Education elections for eligible non-citizens;
- Secures and operates accessible neighborhood polling places for each election;
- Recruits and trains poll workers to serve a linguistically and culturally diverse voter population;
- Offers early in-person voting opportunities beginning 29 days before each election;
- Organizes the collection of ballots and election results data from polling places on Election Night;
- Provides vote count tabulation and election results reports to the public after Election Day; and
- Conducts a canvass (audit) of all votes cast to verify the validity of election results before certification.

San Francisco Charter §13.103.5 requires the Department to develop an Election Plan for every election. The Election Plan provides detailed information about the Department's plans to conduct the upcoming election in a manner that is free, fair, and functional. Following is the Election Plan for the April 19, 2022, Special General Election that the City will hold because no candidate for State Assembly Member, District 17 received a majority (50%+1) of votes in the primary election held on February 15, 2022.

II. Organizational Structure and Staffing

The Department is comprised of eight divisions: Administration, Ballot Distribution, Campaign Services, Election Day Support, Polling Place Operations, Information Technology, Voter Services, and Voter Information — each focusing on processes and programs required to administer an election.

For the April 19 election, the Department intends to employ almost 200 temporary employees to aid its full-time staff with various election tasks, including maintenance of voter records and signature comparison on vote-by-mail ballot envelopes, poll worker training, preparation of polling places, processing and counting of voted ballots, and various canvass processes. While many temporary employees hired for the February 15 election cycle are expected to continue their employment with the Department during the April 19 election cycle, the Department will likely need to fill some positions with new hires.

In advertising temporary positions, the Department will strive to reach as broad and diverse a pool of job seekers as possible by utilizing various methods, including via social media, the City's official employment page, various private recruitment sites (Indeed, LinkedIn, ZipRecruiter), correspondence with local community partners, and the ***Employment and Volunteer Opportunities*** page on **sfelections.org**. This page presents seasonal employment opportunities with the Department, allows job seekers to sign up to receive automated job alerts when new positions open, provides information on how to get involved in serving as a poll worker or a polling place host, and features a "***Careers at the San Francisco Department of Elections***" video. Several Department employees appear in this video, sharing their testimonials. These testimonials highlight the Department's focus on accessibility, language access, and equitable public service, as well as its commitment to building an equitable and inclusive workplace in which all employees can thrive and succeed. The video is also included in all job announcements issued by the Department.

During the April 19 election hiring cycle, the Department has continued many of the hiring practices established for the most recent election cycles. These include a remote (Zoom!) interview program, an online Employee Orientation Presentation for new and returning staff, and recorded webinar sessions. To promote a sense of belonging and ensure all new hires have the information they need to confidently begin performing their duties, employees are advised to watch the Employee Orientation Presentation on the first day of employment. This presentation orients new employees to the Department's mission and organizational structure, equipping employees with important information about resources and services, and introducing key policies and requirements.

With the goal of streamlining staff access to essential employment resources and expanding information about programs and benefits available to City employees, the Department provides the Employee Resources Portal (ERP). The ERP features over 100 links and descriptions of various City and Department programs, policies, and benefits, all organized into six main sections: 1) Orientation and Essential Resources; 2) Official Polices and Information; 3) Career Planning and Professional Development; 4) Payroll, Benefits, and Support Programs; 5) Safety and Emergency Planning; and 6) Health and Safety Policies.

The first section, Orientation and Essential Resources, contains a link to the New Employee Presentation, as well as to the city's main employee gateway. The city employee gateway, in turn, provides a wealth of information about city employee programs, with links to the city's Employee Handbook, union contracts, and laws affecting payroll deduction and sick time accrual calculations; here employees can also review and update their payroll information.

Via the second section, Official Polices and Information, employees can review both city employment policy documents, including those on equal employment opportunity, gender inclusion, and language diversity, and Department employment policy documents, including those on attendance and computer use, as well as the Department's 2021-23 Strategic Plan and 2021-23 Racial Equity Action Plan and its Statement of Incompatible Activities. This section also includes links to local, state, and federal election laws.

In the third section, Career Planning and Professional Development, employees will find information about resources for City employees and job seekers, including employment processes, hiring protocols, open positions, exam plans, civil service rules, career related events, subsidized college education programs, and employee well-being programs.

The fourth section, Payroll, Benefits, and Support Programs, provides links to the city payroll calendar, the timesheet database, the direct deposit form, tax and retirement savings forms and instructions, and leave applications. This section also provides links to employee support programs, including the city employee whistleblower program, the domestic violence liaison program, and various programs designed to support physical and mental health. Finally, this section provides links to pages that explain commuter benefits, which include carshare, bikeshare, emergency ride home program, and rideshare programs.

The fifth section, Safety and Emergency Planning section, includes links to information about security at City Hall, the Department's evacuation plan and map, disaster service worker training, personal emergency preparedness, medical treatment facilities, and worker's compensation.

Last but not least, Health and Safety Policies section includes links to local policies on masking and vaccination that were issued by the Department of Human Resources and the Employee Daily Symptom Checklist that the City requires to be completed on a daily basis prior to entering the workplace.

III.   New and Modified Practices

In every election, the Department makes a concerted effort to enhance its existing programs and to adopt new, more effective ways to serve San Francisco's voters, with an eye toward improving operations for elections going forward. For the April 19 election, the Department also needed to make several modifications to certain timelines and procedures in order to respond to overlapping election cycles in 2022 as well as modify its outreach strategies to reflect the fact that only voters in Assembly District 17 will be eligible to

participate in the upcoming election. Both new practices and changes to existing processes are described in this section.

A. Truncated Timelines for February and April 2022 Elections

On November 12, 2021, the Governor issued a proclamation setting the date of a special general election to fill the vacancy in the office of State Assembly Member, District 17, as April 19, 2022. Following the Governor's Proclamation, the California Secretary of State's office (SOS) provided both the primary election and general election calendars as well as various legally-required candidate documents.

For most elections, California law allows county elections officials up to 30 days to complete the official canvass after Election Day and certify the election results. However, the SOS election calendars had provided only 9 and 10 days to complete the canvass in San Francisco's February and April 2022 elections, respectively. Reducing these canvass periods by approximately 66% will increase the amount of daily work the Department will need to complete to certify the results for these elections. Given the impacts of shortening the ballot processing and canvass-related timelines, the Department therefore implemented changes to its schedules and staffing levels necessary to timely complete all the required tasks, with the most critical noted in this section.

As in other election cycles, the Department will need to comply with all of the ballot processing and canvass period related provisions of California Elections Code. Specifically, once each voting period begins, in mid-January for the February election and in mid-March for the April election, Department staff will begin processing vote-by-mail ballots returned by voters and administering voter notification program for those voters whose ballot envelopes require corrective actions. On Election Night, Department staff will count voter signatures on polling place rosters and update in-person and vote-by-mail voter voting history in the Election Information Management System (EIMS). In the days following Election Night, Department staff will 1) process the provisional ballots and conditional (late) voter registration applications received at the City Hall Voting Center and polling places, 2) count vote-by-mail ballots received within seven days after Election Day and have valid postmarks, 3) continue administering a voter notification program up through seven days after the election, processing any timely received cure notices as soon as possible, and 4) commence canvassing activities, including adjudication and remaking of unreadable/damaged ballots, conduct of the random 1% manual ballot tally, and preparing scanned ballot images for publication by redacting personal information.

After completing all ballot processing and reconciliation tasks, Department staff will then need to complete a variety of record maintenance and retention tasks. Commencement of such tasks typically occurs during the canvass period, and staff usually continue working on most of them for a few weeks following certification of election results. However, given the short turnaround time between the February and April 2022 elections and April and June 2022 elections, the Department plans to complete a number of these tasks during the first canvass period, including: 1) the processing of paper, online, and DMV registration applications received after the registration deadline, 2) the scanning and upload of provisional ballot envelopes and other forms to

voter records, and 3) the securing of ballots and other vital election materials at the Department's warehouse in accordance with state law.

In the short period between the February 15 and April 19 elections, Department personnel will not only need to complete all canvass tasks for the February 15 election in 9 days, but will also need to complete a large number of pre-election tasks for the election in April. Since accomplishing these tasks simultaneously is certain to place strain on Department's operations, the Department has adjusted its staffing plans to shift personnel from their regular assignments to time-sensitive tasks and to schedule a greater than usual use of overtime, weekend work, and 24-hour ballot processing shifts.

However, even with these adjustments, it would not be logistically feasible to complete all canvass tasks for the February 15 election while simultaneously completing all preparation tasks for the April 19 election. Consequently, the Department has preemptively shifted some of the latter type of work to earlier this year. More specifically, in January, Department staff began working on several April 19 election related tasks, including: 1) the development of voter education and outreach strategies, 2) the production of vote-by-mail instructional inserts, ballot envelopes, and the Voter Information Pamphlet, 3) the drafting and internal translation of voter outreach materials and ballots, 4) the procurement of polling places, 5) the assignment of poll workers, and 6) the updating of poll worker and temporary staff training programs.

Although part of the preparatory work for the April 19 election was completed or is in the process of being completed, by law some tasks can only be done in the days and weeks immediately preceding the election. The Department therefore has prepared a plan to be activated immediately if and after the April election is called.

Accordingly, within one day of the April election being called, the Department will 1) issue a press release with an announcement that ballots for the AD 17 general election will be mailed in 2-3 weeks, 2) notify and coordinate with all involved vendors (e.g., ballot printing and assembly vendors, Voter Information Pamphlet translation and production vendors, rental vehicle vendor, etc.), and 3) notify and coordinate with City departments involved in providing election services (e.g., Sheriff's Department, Municipal Transportation Agency, Department of Human Resources).

In the second stage of the plan, which will commence within approximately five days of the April 19 election being called, the Department will 1) update all affected web content and voter tools with key election dates, voting options, and pertinent information about the upcoming election, 2) notify temporary employees of their extended assignments with the Department, 3) confirm the availability of poll workers who had indicated interest to serve in the April election, 4) confirm the availability of polling places with facility providers who had indicated interest to host again in the April election, and 5) transmit AD 17 candidate statements and political party endorsements to the Voter Information Pamphlet typesetting and translating vendor for layout and proofing.

Finally, in the last stage of the plan, which will commence within approximately 15 days of the April election being called, the Department will 1) finalize all versions (paper, audio, and touchscreen) of the Voter Information Pamphlet and Sample Ballot and official ballot (March 1, 2022 is the deadline for the SOS to transmit the certified candidate list to the Department of Elections), 2) transmit ballots to military and overseas voters via their preferred delivery method (email, fax, or mail), 3) open the Accessible Vote-by-Mail Portal for military and overseas voters in AD 17, and 4) begin the processing of ballots returned via fax from military and overseas voters.

A quick turnaround time between the April 19 and June 7 elections will present similar operational challenges and the Department therefore has already begun putting in place various strategies necessary to timely accomplish the many June election tasks.

B. *Live in AD 17? Vote by April 19?* Theme

Since the April 19, 2022 election will include only the Assembly District (AD) 17 contest, the Department has developed a very simple, yet informative election theme for the election: *"Live in AD 17? Vote by April 19!"* And, taking into consideration that a picture in this case is worth a thousand words, this theme will be accompanied by an image of AD 17 overlaid on a City map that "wears" a multilingual "I Voted" sticker as a symbol of democracy in action. The graphics utilized in this theme were designed to remind those living in AD 17 to vote while reassuring those living in AD 19 that they need not take any action.

In addition to utilizing this pithy theme to quickly convey that only voters residing in AD 17 will be eligible to participate in the April 19 election, the Department's outreach materials will also include an explanatory notice that the Department is holding a Special General Election because no candidate for State Assembly Member, District 17 received a majority of votes in the February 15, 2022 election. Outreach materials will also explain that, on or around March 18, all voters residing in AD 17 will automatically receive ballots in the mail for the April election, and that AD 17 voters may also vote in person at the City Hall Voting Center or their neighborhood polling places.

This election theme, as shown on the next page, will be featured on certain materials sent only to AD 17 voters, including the cover of the Voter Information Pamphlet and voting instructions enclosed with vote-by-mail ballot packets as well as on some materials that will be viewed by voters and outreach partners across the City, including the banner on the Department's website homepage and election-specific outreach flyers and presentations. (As is the case in all San Francisco elections, all outreach materials will be produced in multiple languages and formats and most will be available in both hard copy and digital versions.) Finally, because some of April's outreach materials will intentionally or unintentionally be viewed by AD 19 voters, many such materials will also include an invitation to all voters to participate in San Francisco's next citywide election on June 7, 2022.

C. Changes Introduced to April 2022 Election Processes

For the April 19, 2022 election, the Department plans to offer both in-person and vote-by-mail services to all voters registered in Assembly District (AD) 17. Accordingly, on March 21, 2022, the Department will 1) open the City Hall Voting Center, 2) begin mailing vote-by-mail packets to all eligible AD 17 voters, and 3) open all of the City's 34 ballot drop-off boxes. On Election Day, the Department will open 183 polling places, each of which will provide in-person voting and ballot drop-off services. As with San Francisco's February 15, 2022 Consolidated Special Municipal Election, California Elections Code (CAEC) §§ 12222 and 12241 allow the Department to combine precincts for the April 19, 2022 Special General Election provided 1) no consolidated precinct boundary line crosses the boundary line of any current voting district, 2) no more than six original precincts are consolidated into one, and 3) every consolidated precinct falls within the boundaries of its original set of precincts. Given that only AD 17 voters will be able to participate in the April 2022 election, all 183 consolidated precincts will be located within the AD 17 district.

In light of the fact that only voters registered in AD 17 will be eligible to participate in the April 19 election, the Department has made a number of changes to its internal processes and procedures, some of which are described below.

Mailing of Official Election Materials. The Department has revised steps for preparing extracts with voter data that the Department transmits to the ballot printing and assembly and Voter Information Pamphlet (VIP) vendors for the mailing of vote-by-mail ballot packets and VIPs, respectively. The initial voter data extracts submitted approximately two months before the April 19 election will include only AD 17 voters. Then, a few days in advance of ballot and VIP mailing, the Department will submit any necessary changes to those extracts with data from voters who have since moved from AD 19 to AD 17 (or vice versa) to ensure that official election materials are mailed consistent with changes in voters' residences.

Accessible Vote-by-Mail System. Since only voters living in AD 17 are eligible to participate in the April 19 election, the Department will update the internal logic of its Accessible Vote-by-Mail System (AVBM) so that it provides April 2022 ballots only to eligible AD 17 voters. Voters residing in AD 19 who attempt to access the AVBM system will instead see an explanatory notice and an invitation to participate in the City's next scheduled election in June 2022.

Public Phone Bank. In an effort to provide helpful and relevant information to voters living in either of the City's Assembly Districts who call the Department's phone bank, the Department has adjusted the steps that phone bank operators will take when responding to public inquiries. The Department's phone bank team for the April 19 election will be trained to ask for each voter/caller's address and to ascertain whether the voter lives in AD 17 or AD 19 using a search function in the local Election Information Management System (EIMS) before answering any questions. Phone bank operators will also learn to read a simple script to AD 19 voters, explaining that only AD 17 voters can participate in the current election, and inviting them to participate in the City's next scheduled election in June 2022. Finally, the operators will be instructed to use a special EIMS module to look up details relevant to any AD 17 voter's inquiry, such as those regarding the voter's ballot delivery or return status or to answer general questions related to the April 19 election, such as the location or accessibility of a polling place**.**

City Hall Voting Center. As with its phone bank operators, the Department's Voting Center representatives will be trained to ascertain whether each voter they assist resides in AD 17 or in AD 19 – after entering a voter's information into the Vote Center Application, the representative will see the voter file appended with either a green "A" for an AD 19 voter, or a purple envelope icon for an AD 17 voter. With this knowledge, the representative will then either read a simple script explaining the eligibility to participate in the April 19 election (for AD 19 voters) or process the voter and issue a ballot (for AD 17 voters).

Provisional Ballot Processing. During the processing of provisional ballot envelopes, the Department must challenge (assign "Not Counted" status) to any ballot cast by a voter who is ineligible to vote in the election, such as ballots cast by voters who reside in other counties in California. For the April 19 election, the Department has adjusted its procedures for reviewing provisional ballots to account for the possibility that

some AD 19 voters may have cast a provisional ballot at the polls. Although any provisional ballots cast by a voter living AD 19 will not be counted, the Department will use information provided on the envelope to update the voter's file, if necessary.

D. Online Voter Tools

Not only has the Department made a number of changes to its internal processes and procedures to reflect the fact that only voters living in San Francisco's State Assembly District (AD) 17 will be able to participate in the April 19, 2022 election, but also had to revise several of its voter-facing tools, namely the Voter Portal, Voting Site Wait Times Lookup Tool, and My Election Navigator. These revisions were made to tailor information presented via these tools to voters residing in AD 17 and therefore eligible to vote in the April 19 election and voters residing in AD 19 who will not be able to vote on the AD 17 Assembly member contest. The Department will also introduce a new lookup tool — *Are you eligible to vote in the April 2022 election?* — to provide a quick and simple way for voters to view their Assembly District.

Voter Portal. Any local voter who logs into the Voter Portal starting February 25, the day after the February 2022 election certification date set by the Secretary of State's office, will see a reference map illustrating the City's two State Assembly Districts, along with one of the following two messages – the first for AD 17 voters and the second for AD 19 voters:

Your voter registration record shows you live in State Assembly District 17 (please see map below and update your registration if you no longer live in District 17) and may therefore participate in the April 19, 2022, Special General Election, in which a representative for your district will be chosen. Starting March 21, you may choose to vote by mail or in person at the City Hall Voting Center (you will automatically receive a vote-by-mail ballot packet on or around March 19) or, on April 19, you may vote at your polling place.

Your voter registration record shows you live in State Assembly District 19 (please see map below and update your registration if you no longer live in District 19) and therefore are not eligible to participate in the April 19, 2022, Special General Election, in which a representative for District 17 will be chosen. The next citywide election is the June 7, 2022, Statewide Primary Election. Ballots for the June 7, 2022 election will be mailed to all local voters on or around May 6. For more information, visit Ways to Vote.

Voting Site Wait Times Lookup Tool. The *Voting Site Wait Times Lookup* tool allows voters to confirm the location of their assigned polling places, view wait times, get directions, or identify a convenient site to drop off their vote-by-mail ballots.

Users of this tool can navigate the map of San Francisco in-person voting locations by panning, zooming in or out, or by inputting a specific address. After inputting an address, the user will see the polling place assigned to it, along with essential facts about that polling place, including its street address, cross-streets, accessibility information, and voting hours.

For the April 19 election, the Voting Site Wait Times Lookup tool will be adjusted to recognize the Assembly District in which the address entered falls, and if the user enters an address in AD 19, they will see the following message instead of information about their assigned polling place:

The address you entered is part of Assembly District 19, in which no election is now being held. Only voters living in Assembly District 17 are eligible to participate in the April 19, 2022 election to elect the State Assembly Member for their District.

My Election Navigator. The *My Election Navigator* tool helps educate voters about key election concepts while enabling them to assess their individual readiness for an upcoming election by presenting them with two or three "quiz" style questions.

For every election, *My Election Navigator* questions include queries such as "*Are you registered to vote in San Francisco?*" and *"Have you decided how you will vote in the upcoming election?"* with two or three outputs determined by the user's response. For example, voters who are not registered in San Francisco are given instructions on how to do so and voters who are unsure how they will vote in the upcoming election are presented with short explanations about the differences between in-person and by-mail voting.

For the April 19 election, My Election Navigator will also include the question, *"In which State Assembly District are you registered to vote?"* A voter who indicates they already know they live and are registered to vote in State Assembly District 17 or 19 will see an output notice similar to the one generated for the Voter Portal users, while a voter unsure of their district will be prompted to enter their home address in the District Lookup Tool and, based on their input, will be informed whether or not they can vote in the April 2022 election; these output notices follow:

[Assembly District 17] Any voter registered in State Assembly District 17 may participate in the April 19, 2022 Special General Election, in which a representative for that district will be chosen. Starting March 21, voters in State Assembly District 17 may vote by mail or in person at the City Hall Voting Center (voters will automatically receive their vote-by-mail packets around March 19). For more information, visit Ways to Vote.

[Assembly District 19] Voters registered in State Assembly District 19 are not eligible to participate in the April 19, 2022 Special General Election, in which a representative for District 17 will be chosen. The next citywide election is June 7, 2022, Statewide Primary Election. Ballots for the June 7, 2022 election will be mailed to all local voters on or around May 6. For more information, visit Ways to Vote.

[I am not sure] San Francisco is comprised of Assembly District 17 and Assembly District 19. Only voters residing in State Assembly District 17 will be eligible to participate in the April 19, 2022 election, in which a representative for that district will be chosen. Please use this Lookup tool to find out your Assembly District.

State Assembly District Lookup Tool. In addition to being informed about eligibility to participate in the April 19, 2022 election via the Voter Portal and My Election Navigator messages described above, any local

voter can identify their State Assembly District by contacting the Department by phone or email, downloading a district map at **sfelections.sfgov.org/maps**, or visiting *Find Your Representatives* page on the Department's website. To call attention to this data for the April 2022 election, the Department will launch a simple online widget linked to district maps called the State Assembly District Lookup Tool, which will be available from the Department's homepage. This tool will feature the following interactive query:

In which State Assembly District do you live? Enter your address and click "Find My District" to find out.

The user will then see one of the following two outputs, depending on their input:

[Assembly District 17 Address] is located in State Assembly District 17. Voters residing in State Assembly District 17 may participate in the April 19, 2022, Special General Election, in which a representative for that district will be chosen. Starting March 21, you may choose to vote by mail or in person at the City Hall Voting Center (you will automatically receive a vote-by-mail packet on or around March 19) or, on April 19, you may vote at your polling place.

[Assembly District 19 Address] is located in State Assembly District 19. Voters residing in State Assembly District 19 are not eligible to participate in the April 19, 2022, Special General Election, in which a representative for Assembly District 17 will be chosen. The next citywide election is June 7, 2022, Statewide Primary Election. Ballots for the June 7, 2022 election will be mailed to all local voters on or around May 6. For more information, visit Ways to Vote.

E. Impact of Redistricting and Reprecincting on 2022 Election Operations and Outreach

Per the 2010 Voters First Act, the California Citizens Redistricting Commission (CCRC) was required to adjust California's Congressional, Board of Equalization, Senate, and Assembly district boundary lines following the release of data for the 2020 Federal Decennial Census. Accordingly, on December 27, 2021, the CCRC certified and submitted new district maps to the Secretary of State (SOS) who, in turn, forwarded them to county elections officials for adjustment of precincts (reprecincting) within the new district boundaries and reassignment of voters in their registration databases.

In accordance with the San Francisco Charter §13.110(d), the San Francisco Redistricting Task Force (RTF) must complete the public process of redrawing Supervisorial District boundary lines by April 15 of the year in which the next supervisorial election will be held, which election is scheduled for November 8, 2022. After the RTF finalizes the City's new Supervisorial District maps this April, the Department must then again adjust its precinct maps and reassign voters to different precincts as necessary.

Consistent with SOS memorandum 21215 issued in December of last year and Senate Bill (SB) 594, which the California legislature passed to rectify certain election deadline issues resulting from COVID-19 related

delays to the redistricting process, any county conducting a recall election involving a member of the Legislature or Board of Equalization or a special election to fill a legislative vacancy in the first half of 2022 must hold that election using the "old" 2011 district lines. The Department will therefore conduct the February and April 2022 elections using the 2011 district lines but the June and November 2022 elections using the 2021 district lines. And, since the RTF will not release the new Supervisorial District maps until April, the Department will need to reprecinct twice, first in January 2022 for the June 2022 election and then again in July 2022 for the November 2022 election.

Reprecincting is a multi-step process. First, all San Francisco voter addresses stored in EIMS are loaded into ArcGIS, along with state and local district line information. Next, a new map is drawn based on the criteria prescribed by the California Elections Code §§12222-12223, which require that 1) no precinct lines cross the district lines drawn by the CCRC or the RTF, and 2) no precinct contains more than 1,000 voters. During the reprecincting process, the Department also takes into account other considerations related to voter convenience, including the following: 1) both natural barriers (e.g., cliffs) and artificial barriers (e.g., freeways) should be accounted for, 2) voters in every precinct should be able to walk to their polling place, preferably within six blocks, 3) significant, anticipated increases or decreases in neighborhood populations should be considered, 4) overall changes should be minimized as much as possible, and 5) precinct numbers must be allocated in such a way as to indicate the assembly and supervisorial districts in which each precinct falls. Once precinct numbers are established in ArcGIS, the precinct polygon shape file with representative district data will be exported from ArcGIS to EIMS where addressees associated with precincts will be automatically updated.

Since the Congressional, State Assembly, State Senate, Board of Equalization, or Supervisorial district(s) and/or precincts for some voters will likely change following the redistricting and reprecincting processes, the Department will make a concerted effort to provide outreach on these topics in 2022. Among other strategies, the Department will post FAQs and information about the new maps on its webpage; update its Voter Portal with new district maps and information about when the new maps will go into effect; revise all voting and registration outreach materials and presentations to inform voters that their political representatives may have changed; and notify all outreach partners about changes brought on by state and local redistricting.

To afford local voters an easy, online way to find out if, how, and when their voting districts may change in the year 2022—all of San Francisco's 2011 political maps will remain in effect for the February 15 and April 19 elections but some will change in the June 7 election and others in the November 8 election)—the Department will launch a new Voting District Lookup Tool in early March.

During its first phase, starting in March through approximately April 20, the tool will let each voter/user know: 1) that their Congressional District (CD) will change starting with the June 7 election (from CD 12 or 14 to CD 11 or 15) and 2) whether or not their Assembly District (AD) will change (from AD 17 to 19 or vice versa) in the June 7 election. The tool will also explain that neither San Francisco's State Senate District (11), nor its Board of Equalization District (2) will change for any voters in 2022. In addition, between March and April 20, during which period the RTF will still be finalizing San Francisco's new Supervisorial District maps, the tool

will include a notice to all local voters that their Supervisorial District may change for the November 8 election and provide a link to the RTF's website, where voters can learn more about the local redistricting process. Then, during its second phase, or beginning approximately April 20, the tool will inform voters whether or not their Supervisorial District will in fact change starting with the November 8 election. During both phases, for ease of reference, the tool will provide a table showing all of the voter's old and new voting districts.

IV.   Public Observations

For the April 19 election, the Department will provide access to election observation to the fullest extent possible with consideration of legal and logistical requirements necessary to preserve voting system security and voter privacy.

As in previous elections, the Department will publish a schedule of observation activities, including those occurring in the weeks and months leading up to Election Day, those on Election Day, and those that occur after Election Day (see Appendix A.) Election activities that can be observed by the public include, but are not limited to, the Logic and Accuracy testing of voting equipment, the processing of vote-by-mail and provisional ballots returned by voters, Election Night ballot tabulation and reporting, and the post-election Canvass.

To assist observers to familiarize themselves with election processes and observation guidelines, the Department has prepared the *April 19, 2022 Election Observer Guide* that includes observer rights and responsibilities, as determined by the California Secretary of State and California Elections Code.

In addition to facilitating public observation in person at the Department's office in City Hall and the warehouse on Pier 31, the Department live streams election processes online at **sfelections.org/observe.**

V.   Online, Telephone, and In-Person Services

The Department is committed to providing clear and up-to-date information to San Francisco residents who prefer to obtain information in-person and those who prefer to interact with the Department online or via telephone.

The Department provides an array of online tools and informational pages on its website, **sfelections.org**. When visiting the website, voters can access their registration information, view their Voter Information Pamphlet and sample ballot, track the journey of their vote-by-mail ballot from printing to counting, find the location of their polling place, or request translated election materials.

The Department's website features nearly 60 pages translated into Chinese, Spanish, and Filipino. To ensure easy access for people who prefer to receive election information in languages other than English, the site displays language options prominently and consistently, allowing for easy toggling between languages. The

website ensures usability across different devices, browsers, and operating systems, and is designed to meet web accessibility standards.

To assist local voters with additional questions, the Department administers a public email response mechanism: **SFVote@sfgov.org**. Voters living overseas who have questions can send their inquiries via **SFVoteAbroad@sfgov.org**.

The Department uses **Facebook** and **Twitter** to provide updates and educate the public about key election topics and deadlines and publishes press releases on **sfelections.org** with election news and important information. The Department maintains a list of "interested persons", which includes organizations, interested members of the public, and media representatives, who automatically receive press releases by email. Those who have subscribed to the Department's email list or **RSS feed** also receive regular updates from the Department.

For voters who prefer to call for information, the Department staffs public telephone lines during business hours, with dedicated lines for Cantonese, Mandarin, Spanish, and Filipino speakers. The Department also contracts with Language Line Solutions to provide year-round over-the-phone interpretation in many languages.

For each election cycle, the Department expands its phone and email assistance staff to ensure expeditious answering of telephone inquiries and managing of email correspondence through Election Day. All phone bank staff are trained for several days prior to beginning work, are provided a binder with a comprehensive set of materials related to commonly-asked questions, and are supported by one or more leads with extensive knowledge of elections processes and procedures.

To provide in-person services at its office in City Hall, the Department staffs its public counter during regular business hours. As in prior elections, the Department will extend its hours of operation on the registration deadline, April 4, and will also be open during the two weekends prior to Election Day to provide in-person services and assistance.

VI.   Candidate and Ballot Measure Filings

To facilitate candidate filings in advance of the April 19 election, the Department updated its legal filing deadline calendar (see *Appendix B* for a complete listing of statutory filing periods) and prepared candidate statement documents.

For the April 19 election, candidate filing activities commenced following the February 15 election and run through February 24. February 24 is also the deadline for candidates to file their statements and for political parties to submit their endorsements for inclusion in the Voter Information Pamphlet (VIP).

Per **MEC §590,** candidate statements are subject to a 10-day (February 25 to March 7) public examination period. These periods allow members of the public the opportunity to review and possibly challenge this information before it is published in the VIP. In addition, as authorized by state election law, during a 10-day public examination period, registered voters may seek a court order requiring changes to or removal of materials related to a ballot measure or contest on which they are eligible to vote.

VII.   Official Ballot

For every election, the Department produces the official ballot in English and Chinese, Filipino, and Spanish, in both paper and digital formats, with paper facsimile (reference) ballots in Burmese, Japanese, Korean, Thai, and Vietnamese. For the April 19 election, the paper ballot will be a single-sided card. Only voters who live in State Assembly District 17 will receive a ballot with the Member of the State Assembly contest on it.

For the April 19 election, there will be one ballot type. Different ballot types are often necessary in part because San Francisco is comprised of overlapping federal, state, and local voting districts. As a result, voters living in different parts of the City are eligible to vote for different combinations of contests.

In most elections, ballot drafting and translation activities begin approximately 120 days before Election Day. However, for the April 19 election, due to truncated election timeline, these activities began 96 days before Election Day. On January 13, in preparation for this truncated timeline, the Department transmitted the ballot's official title, ballot instructions, and contest language, along with legally required translations, to the voting system vendor who assists with formatting the ballot. When the February 15 election results triggered the April 19 election, the Department transmitted names of the two candidates with the highest vote totals and ballot designations shortly after the counts were verified and the names were received from the Secretary of State (SOS).

In most elections, the Department receives candidate and ballot designation information from the SOS 68 days before Election Day and works to finalize ballot content 54 days before Election Day. That regular timeline allows the Department's ballot production team 14 days to review and approve English and translated contest information and subject a draft version of the ballot to internal testing through the voting system vendor before finalization.

In contrast, for the April 19 election, there were approximately seven days between receipt of candidate information from the SOS and the deadline to begin transmitting vote-by-mail ballots to voters serving in the military and living overseas (MILOS) on March 5. Factoring in the time needed to complete internal testing, the Department had to finalize the official paper ballot within three days of receipt of information from the SOS. At that point, the Department provided ballot files to its ballot printer, who will in turn initiated the many processes required to mail ballot packets to approximately MILOS voters no later than March 5 and to local voters by March 21.

In addition to printing official paper ballots, the Department's printing vendor assembles, addresses, and mails VBM ballot packets. This series of processes requires careful coordination between Department staff and the printing vendor because each ballot envelope must contain a ballot that correctly corresponds to the recipient voter's precinct and language preference. Only after this coordinated process can ballot packets be packaged for delivery to the mail facility, scanned into the USPS mail tracking system, and finally delivered by postal carriers to the voters.

Simultaneously with the work on paper ballots, the Department's ballot production team developed ballots for use with the online Accessible Vote-By-Mail (AVBM) System, which by law must be open to MILOS voters on March 5 and to all voters on March 21. In addition to the AVBM system, staff also produced touchscreen and audio versions of the ballot to be used on accessible ballot-marking devices at the City Hall Voting Center and polling places.

To accommodate this highly condensed ballot production schedule and to meet both internal operational deadlines as well as statutory deadlines, the Department had to expand its ballot production team and extend staff work hours to include evenings and weekends.

VIII.   Ballot Simplification Committee

Section 600 of the San Francisco Municipal Elections Code requires that for each election, a Ballot Simplification Committee ("Committee") creates plain-language summaries, or digests, of proposed City measures that will appear on the ballot. These summaries, or "digests," which are prepared at public meetings, are printed in San Francisco's Voter Information Pamphlet, which is mailed to every registered voter before the election.

No local measures will appear on the April 19 election ballot and, as a result, no Ballot Simplification Committee meetings will be held prior to the upcoming election.

IX.   Voter Information Pamphlet and Sample Ballot

For every election, the Department develops a Voter Information Pamphlet (VIP) with information about local contests and candidates, voting options in San Francisco, and a sample ballot. The VIP is available in hard copy and online in English, Chinese, Filipino, and Spanish, all in PDF, HTML, XML, and large-print formats; it is also available by request in English in MP3 and other audio formats, including USB flash drive, CD, and National Library Service (NLS) cartridge.

Elections law sets forth VIP content requirements for all elections. For the April 19 election, the VIP will include general information about voting and candidates appearing on the ballot as well as a sample ballot.

The VIP will be mailed to voters on or around March 21, when voters will receive official vote-by-mail ballot packets. Chinese, Spanish, Filipino, and alternate-format VIPs will also be mailed to those who have requested them. There will also be several supplemental mailings to voters who register after the initial mailing.

Following the certification of the February 15 election results, the Department worked to finalize content for the VIP as well sample ballots in all languages.

On February 28, the Department sent a voter file extract to the VIP printing vendor. The vendor uses such a file to label the back cover of each VIP with the voter's name, address, and polling place information. The printer will also sort VIPs by postal carrier route and deliver them to USPS for mailing. During the mailing period, Department staff will act as a point of contact for both the printing vendor and the USPS Business Mail Entry Unit to facilitate deliveries. In addition to mailing and emailing the VIPs directly to local voters, the Department will distribute unaddressed copies to public libraries and all voting sites.

X.   Polling Places

For the April 19 election, the Department will support 183 polling places to serve San Francisco voters residing in Assembly District 17 on Election Day.

Securing polling places is a multi-step process. First, the Department contacts the providers of facilities used in the previous election to determine which facilities are available for the upcoming election. If a polling place owner can no longer offer a facility, a team of two poll locators is dispatched to the precinct to find a suitable replacement for the site. The poll locators make every attempt to identify a centrally located site that complies with the ADA and other laws pertaining to accessibility. Each poll locator is trained on how to use surveying tools, such as a digital slope level, laser distance measure, door pressure gauge, and a voltage tester for checking power outlets. Locators are also instructed on the types of temporary solutions (i.e. threshold ramps) that the Department may use to mitigate accessibility obstacles.

CAEC §12286 requires that all poll locations be finalized at least 29 days prior to every election. However, the Department will make a concerted effort to secure all sites by the time the Voter Information Pamphlet (VIP) goes to print, so that polling place information can be provided to the printer in time for inclusion in the VIP. This information includes a polling place address and cross street, an indication of whether it is accessible for persons with disabilities, and a physical description of the polling place entryway, such as slope or ramped access.

Prior to Election Day, the Department will send multilingual mail and email notices to voters whose assigned polling places have changed. Any information on new polling place sites available before the Department prints the VIP will be included in that pamphlet, with voters affected by later changes receiving supplemental mail and email notices on a rolling basis up through Election Day.

The Department takes steps to ensure that all facilities hosting polling places are unlocked and open by 6 a.m. so that poll workers can begin setting up voting equipment and preparing the polling place to serve voters when the polls open at 7 a.m. Specifically, the Department arranges with the providers of polling places for either a representative of the facility to open the site by 6 a.m. or to provide Department staff with keys or door codes to open the site on Election Morning.

XI. Facilitating Voting in Person

Voting Center services. The City Hall Voting Center will be open for in-person services during the early voting period. Between Monday, March 21 and Monday, April 18, the Voting Center will be open weekdays, 8 a.m. to 5 p.m. Weekend voting will be available on the two weekends before the election, April 9-10 and April 16-17, 10 a.m. to 4 p.m. On Election Day, April 19, the Voting Center will observe the same voting hours as polling places, 7 a.m. to 8 p.m.

The Voting Center will serve Assembly District 17 residents who wish to obtain personal assistance, use accessible voting equipment, pick up or drop off ballots, obtain replacement ballots, cast their ballots in person, or, after the registration deadline, register conditionally and vote provisionally.

At the Voting Center, the Department will provide accessible-marking devices but there will be no ballot-scanning machines onsite. During voting hours, voters will deposit voted ballots enclosed in vote-by-mail envelopes into sealed red ballot boxes monitored by Department personnel.

Polling place services. Each of the City's 183 polling places will be open 7 a.m. to 8 p.m. on Election Day. All polling places will offer bilingual paper ballots in English and either Chinese, Spanish or Filipino and provide language assistance from bilingual poll workers on request. At some polling places where voters may need assistance in additional languages, the Department will provide facsimile (reference) ballots in Burmese, Japanese, Korean, Thai, and Vietnamese. All polling places will also offer accessible ballot-marking devices with touchscreen and audio ballot formats, personal assistive device compatibility, and accessible voting tools such as page magnifiers, pen grips, and seated voting.

At all polling places, the Department will provide ballot-scanning machines that tabulate votes onsite. Voters for whom a Roster of Voters indicates that their ballot has not been received by the Department will be issued a standard (non-provisional) ballot that can be tabulated by a ballot-scanning machine. Provisional voting will be available to voters whose names do not appear in the Roster (e.g., voters who missed the registration deadline.)

XII. Facilitating Voting by Mail

Under Assembly Bill (AB) 37 that was passed last year, all voters will automatically receive their ballots in the mail for all future elections. Approximately one month before Election Day, the Department, in collaboration with its ballot printing and assembly vendor and the USPS, will initiate vote-by-mail (VBM) packet mailings to all registered voters residing in Assembly District 17. The Department will continue mailing packets to new registrants and those who need replacement ballots up until four days before Election Day.

As in previous elections, voters will be able to track their ballots by inputting their credentials into the Department's online lookup tool or by calling the Department's toll-free line. When checking the status of their ballots using the Department's Voter Portal, voters will be provided with current information as their ballots move through the following eight production, delivery, and processing steps:

1. The ballot is printed
2. The VBM packet has been assembled and is ready for mailing
3. The VBM packet is delivered to the USPS en route to the voter
4. The Department is in receipt of the voter's voted ballot packet
5. The Department has verified the signature on the return envelope
6. The return envelope has been accepted and is ready to be opened
7. The Department has removed the ballot from the return envelope
8. The Department has counted the ballot.

The Department will continue to provide voters with an additional option to track the status of their ballots through the Secretary of State's *Where's My Ballot?* tool at **wheresmyballot.sos.ca.gov**. In addition to the steps available through the Department's Voter Portal, *Where's My Ballot?* provides the date that the voter's ballot is expected to be delivered to the voter and allows voters to sign up to receive automatic ballot notifications via email, text, or voice message.

Accessible Vote-By-Mail System. Under AB 37 any registered voter may choose to use an accessible vote-by-mail (AVBM) system to access their ballot.

The Department will open its AVBM system to registered voters residing in Assembly District 17 starting 29 days before the election (In accordance with federal election law, the AVBM system will be open for voters serving in the military or residing overseas no later than 45 days before the election.)

The AVBM system, which is compatible with many personal assistive devices such as head-pointers and sip and puffs, allows voters to download and mark screen readable vote-by-mail ballots. For security reasons, the AVBM system does not store or transmit votes over the internet. Consequently, voters must have access to a printer to print and return their AVBM ballot printouts by mail or in person in a timely manner, just as VBM voters who use official paper ballots must do.

Voters may return AVBM ballot printouts by using the official ballot return envelope enclosed with VBM packets or their own envelopes. If using their own envelopes, voters will need to complete and enclose a Ballot Return Form (available through the AVBM system), which will allow the Department to conduct the required signature comparison on the envelope with the signature in a voter's registration record while protecting the secrecy of the ballot during processing.

Voters serving in the military or residing overseas. Military and Overseas voters can choose to receive a ballot via email, fax, or postal mail. By law, the Department may begin sending ballots to military and overseas voters via their selected method of delivery 60 days before the election and must complete such deliveries no later than 45 days before the election.

All Military and Overseas voters can access their ballots via the accessible vote-by-mail system. Those with email ballot preference will receive a link to the system via email, concurrent with the sending of ballots to those with preference for fax or mail.

While most voters can only return their ballots in person, by mail, or via an authorized representative, military and overseas voters residing outside the territorial limits of United States may also return their voted ballots to the Department by fax. Voters who return a ballot by fax must also sign and transmit the Oath of Voter, which waives the right to cast a secret ballot. Department staff nevertheless take procedural precautions, such as covering the voter's selections during the review of the voter's signature and eligibility, to protect the secrecy of these ballots.

The Military and Overseas page on **sfelections.org** provides detailed information on how such voters can register and vote in a variety of specific circumstances. This section also provides a link to the Federal Voting Assistance Program, which can provide voters who do not receive a San Francisco ballot on time with a Federal Write-In Absentee Ballot (backup ballot) instead.

Voters residing in mail ballot precincts. As authorized by state elections law, precincts with fewer than 250 registered voters do not have assigned polling places. For the April 19 election, there are nine mail ballot precincts with registered voters and five precincts with no voters. The Department mails VBM packets to all registered voters in mail ballot precincts approximately one month before the election. For voters in these precincts who wish to drop off their ballots in person, special instructions include the addresses of the two nearest polling places.

XIII.   Poll Workers

For the April 19 election, the Department will recruit approximately 700 poll workers to staff 183 polling places and 50 standby poll workers for dispatch to precincts that may require additional assistance on Election Day. Per San Francisco's current COVID-*19 Vaccination Policy,* poll workers serving in City elections will need to provide proof of COVID-19 vaccination to the Department.

Assignment. For the upcoming election, each polling place will be staffed with at least three poll workers: one inspector and two clerks. When determining precinct assignments, the Department considers several factors, such as where the poll worker lives, how the poll worker will travel to the site, the bilingual staffing requirements required at the site, and the poll worker's requested preference for specific neighborhood(s).

When poll worker assignment is complete, the Department sends confirmation letters to all volunteers listing the sites to which they have been assigned.

Poll workers can use their online Poll Worker Profile to access the most up-to-date personalized election information at any time. By logging into their profiles, poll workers can view their training course; access the addresses of their assigned polling places, with door-to-door directions from their homes; and review their Site-Specific Plans with custom layout diagrams intended to help set up accessible and efficient polling places on Election Morning. Inspectors can also view contact information for poll workers assigned to serve on their teams and be reminded to contact each clerk before Election Day.

Training. Since all poll workers recruited for the April election served in the February election, the Department will mail each poll worker an updated Poll Worker Manual and explanatory letter highlighting any procedural changes rather than retraining them.

The Department will offer small group practice labs to all poll workers so that they have the opportunity to practice working with the voting equipment. While these labs are optional for clerks, inspectors are required to attend a lab prior to serving on Election Day. During labs, poll workers have the opportunity to independently complete the voting equipment procedures outlined in the Poll Worker Manual, as they will on Election Day. Participants set up both voting machines, print the zero reports on the ballot-scanning machine, perform hardware tests on ballot-marking device, activate a touchscreen or audio ballot, run the end-of-day results tapes, and close the polls.

Distribution of ballots to inspectors. As in previous elections, inspectors will be responsible for picking up supply bags containing official ballots and other materials prior to Election Day and transporting them to their assigned sites on Election Morning.

Inspectors will be required to pick up the bags following their scheduled training lab. Upon picking up the bags, inspectors and Department staff will conduct an inventory of all contents to make sure all required items are included, and then complete a Custody Transfer Form to document the transfer of ballot custody.

XIV. Election Day Field Support Personnel

For the upcoming election, the Department will hire and train approximately 25 roving Field Election Deputies (FEDs) to provide support to poll workers and deliver supplies on an as-needed basis, and to serve as liaisons

between poll workers and Department staff in the Election Center. The Department will also hire and train approximately 8 roving District Support Team personnel (DSTs) to monitor accessibility at polling places.

FEDs serve from 4 a.m. to approximately midnight, first confirming polling places are set up and opened on time, then monitoring procedural compliance and ensuring poll workers are carrying out their tasks properly. Each FED is responsible for a territory of approximately 7 to 9 polling places and is provided with a van and a smartphone.

FED smartphones are equipped with a custom-built application created for managing FED-specific tasks. These tasks include confirming that bilingual staffing requirements for each precinct are satisfied, that ballots have been dropped off, that signage is adequate, etc. Throughout the day, FEDs use the application to mark tasks as complete for each precinct, allowing Election Center personnel to monitor the status of FED's tasks in real time. On Election Day, FEDs will also use their application to report wait times at polling places, which will then be posted on the Department's website for public viewing.

To prepare for Election Day, FEDs must complete several training sessions. The primary training session will consist of a four-hour course addressing a variety of common and less common Election Day situations. FEDs will also be required to complete an online poll worker training course and attend an in-person voting equipment practice lab, to gain a thorough understanding of voting procedures and poll worker duties. Finally, FEDs will complete a half-day route driving session, in which FEDs familiarize themselves with assigned territories.

The DST team is comprised of eight equipment delivery and retrieval staff, all of whom receive comprehensive training on how to properly set up an accessible polling place. Each DST is responsible for a territory of approximately 20-25 polling places and is provided with a van and a smartphone. DST vans are stocked with a variety of Americans with Disabilities Act (ADA) compliance items, such as additional signage, cones, clamp lights, tree lights, electrical adapters, extension cords, caution tape, and extra voting booths and chairs.

DSTs serve from 5 a.m. to approximately 11:30 p.m. and complete a priority sheet for every polling place in their territory. Priority sheets detail tasks for each site, such as installing any necessary ADA improvements before the polls open at 7 a.m., confirming polling places have opened on time, and verifying that poll workers maintain polling place operations in full compliance with the ADA.

Both FEDs and DSTs conclude their assignments around midnight and then report to the Department's warehouse to return their vans and supplies.

XV. Logic and Accuracy Testing of Voting Equipment

The Department conducts Logic and Accuracy (L&A) testing of all vote-tabulating equipment prior to each election. L&A testing is the process by which voting equipment is configured, tested, and certified for accuracy.

The voting machines that currently comprise San Francisco's voting system are the ImageCast Evolution ballot-scanning machine, ImageCast X ballot-marking device, and ImageCast Central (ICC) scanner, all of which are subject to testing. The testing verifies that the specific ballot information for each precinct is correct, checks the performance of the vote tabulating and marking equipment, and ensures that the equipment properly records and accurately tabulates all votes.

The Department appoints a Logic and Accuracy Testing Board, composed of registered voters from different fields, to oversee the testing. Once the Board is formed, Department staff host several meetings with the members. The first meeting provides an opportunity for the Board members to review and approve the test plan and schedule before the testing commences.

The test plan includes a timeline for voting equipment testing and a description of tests to be conducted on each voting machine. The Board members will reconvene once the testing is complete, no later than seven days before the election as authorized by **CAEC §15000**, to review and certify the testing results.

As in previous elections, the Department will issue a press release and post a public notice with information on observation methods and testing dates and locations before the testing commences.

Testing of equipment used at polling places. The ballot-scanning machines and ballot-marking devices are stored in the Department's warehouse at Pier 31, where the testing takes place. Throughout the testing and the duration of the election cycle, all voting equipment is labeled with unique asset tags that allow tracking of each item by location.

There are two phases to the testing of the ballot-scanning machines. The first phase begins with a predetermined set of test ballots being run through each machine to generate a tabulation results report. Once the test ballots have been processed, the report is compared with the expected results by a team of proofers. If the results do not match with 100% accuracy, any discrepancies are investigated until the issue can be resolved.

Once the first test phase is successfully completed on each machine, the results data stored in the memory card is uploaded into the election database system and tabulation of the test ballot results occurs. A second review team proofs the combined tabulation results report for accuracy.

When the testing of the ballot-scanning machines is complete, staff return the memory cards to the machines and attach serialized tamper-evident seals to the memory card covers.

Next, the machines are closed and secured with another set of tamper-evident seals and stored in a secured staging area at the warehouse in preparation for delivery to the polling places.

The testing of the ballot-marking devices involves three steps. The first step involves manually marking a predetermined set of ballots using the touchscreen interface, and confirming that the selections match those recorded on the ballot printouts. Secondly, the printouts are tabulated using either a ballot-scanning machine or an ICC scanner to confirm that the ballot is accurately tabulated. The last step involves testing of other components including audio and the connectivity of the audio-tactile interface (ATI) controller, to ensure that all components are working properly.

After the results have been verified by a team of proofers, the ballot-marking devices and their components are sealed, packed in transport bags, and transferred to a secured staging area at the warehouse where the machines are staged for polling place and Voting Center delivery.

In addition to testing all voting machines and associated components that will be deployed to polling places and the City Hall Voting Center, the Department tests any machines that will serve as back up in case a replacement machine is needed on Election Day.

Testing of equipment used to tabulate vote-by-mail, provisional, and remake ballots. The ICC Scanners are located in the Department's ballot processing room in City Hall, where testing takes place.

The testing of the scanners is similar to the testing of the ballot-scanning machines. A predetermined set of test ballots that cover all ballot types are run on each scanner. Then, a results report is generated and compared for accuracy with the expected results.

XVI.   Delivery of Voting Equipment and Supplies to Polling Places

When confirming polling place availability, the Department offers polling place providers morning and afternoon delivery windows beginning seven days before the election and ending the day before the election, and invites polling place owners to select all days and times they are available to accept voting equipment. When the responses are received, the Department assigns delivery dates and time windows to each polling place. Routes are then established with the goal of having the same number of routes and deliveries each day. Daily delivery routes are constructed by importing site addresses and delivery dates and times into StreetSync, a mapping program that uses algorithms to determine the most efficient delivery routes.

The Department employs PollChief, a web-based asset tracking database system, to account for voting equipment at all times. All voting machines are affixed with asset tags containing a bar code that indicates the precinct number to which each piece of equipment is configured and assigned. Voting equipment is scanned whenever it changes custody.

Beginning 11 days prior to the election, seasonal staff and movers employed by a drayage vendor report to the Department's warehouse at Pier 31 to receive training on polling place equipment delivery procedures and instructions on how to use the PollChief application to capture delivery and custody transfer of voting equipment. Starting on April 11 and continuing to April 17, the Department, in conjunction with Dominion Voting Systems and a drayage vendor, will deliver voting equipment, red supply boxes, and additional supplies to polling places throughout San Francisco.

When the equipment is loaded for delivery, the bar code for each piece of equipment is scanned, and the machines are placed on rolling racks according to predetermined delivery routes. As they are loaded onto delivery trucks, Department and delivery vendor staff cross-check the voting equipment precinct numbers and the polling place addresses using a route sheet.

When equipment is delivered to a polling place, the equipment is scanned again, to ensure delivery to the correct precinct and also to record the transfer of custody to the polling place owner. Delivery staff photograph the voting equipment to provide photographic record of delivery as well as to assist poll workers in identifying the location of the equipment on Election Day, if necessary.

The voting machines are also affixed with tamper-evident seals to ensure they remain secure prior to Election Day. Upon delivery, the serial numbers are recorded on the precinct route sheet. The recipients of the equipment sign the route sheets, confirming their receipt of the machines and other election materials. The security seals are verified again by poll workers on Election Morning to confirm that none of the equipment has been tampered with between delivery and Election Day.

During the seven days following Election Day, Department staff in conjunction with Dominion Voting Systems and the drayage vendor will retrieve the voting equipment from every polling place. On retrieval, voting equipment is scanned again by retrieval staff to record the transfer of custody back to the Department. When the equipment is unloaded at Pier 31, it is scanned one final time to capture the final transfer of custody back to the warehouse.

XVII.   Pre-Election Day Ballot Processing

With the passage of Assembly Bill (AB) 37 that made several amendments to the California Elections Code, the Department can commence ballot processing 29 days before Election Day.

Vote-by-mail ballot processing consists of four steps: 1) envelope scanning, 2) signature comparison, 3) ballot extraction, and 4) votemark scanning. As part of Step 2, Department staff attempt to notify any voters who have submitted ballot return envelopes with missing or mismatched signatures, encouraging such voters to submit new signature samples so their ballots can be accepted. As part of Step 4, dedicated teams "adjudicate" (interpret ambiguous marks using standardized rules) or "remake" (duplicate valid votemarks on irregular ballots onto new ballots for counting). Each of these four and two ancillary ballot processing steps are described in details below.

1. Envelope scanning. The Department will begin scanning returned vote-by-mail envelopes as soon as it receives the first such envelope in March.

San Francisco's official vote-by-mail return envelopes include a barcode with the ID number of the voter to whom the enclosed ballot was mailed. Upon receipt of each official return envelope, the Department uses an Agilis Ballot Sorting system to read the envelope's barcode and to scan, upload, and link the signature on the envelope to the voter's record in the Election Information Management System (EIMS registration database). Staff also use the Agilis system to divert unreadable return envelopes, separating them for manual review.

Vote-by-mail return envelopes successfully processed by the Agilis system, as well as those processed by manual envelope review teams, will be forwarded to the signature comparison team.

2. Signature comparison. The Department utilizes a multi-stage review process to compare each ballot envelope signature with the signatures on file for that voter. Using this method, no ballot is challenged for a signature-related reason unless the signature in question has been reviewed by three different staff members and compared to all signatures in the voter's record.

In the first stage, a staff member compares the signature on a given return envelope to the signature image from the corresponding voter's affidavit of registration, and determines whether these two signatures compare by looking for common characteristics. If the signatures compare, the ballot is accepted and transferred to the extraction team for opening and tabulation. If the signatures do not compare, the ballot is placed on pending status and proceeds to the second stage.

In the next stage, a different staff member compares the voter's signature on the return envelope to all other signatures in the voter's file. Only when the signature does not compare to any signature on file, will the ballot proceed to the third stage. In this final stage, another staff member again compares the signature to all signatures in the voter's records. If, after three attempts to find a comparable signature, staff still cannot verify the signature on the return envelope compares with one on any form signed by the voter to whom the ballot was sent, the ballot must be challenged and the voter notified.

i. Voter Notification Program. The Department attempts to contact voters with challenged ballots using several methods. First, the Department mails a bilingual cure form regarding the challenge and actions the

voter must take to allow the Department to count the ballot, and a postage-paid return envelope. Second, the Department provides notification to voters with challenged ballots via the Department's online Voter Portal, which offers a digital version of the cure form. Finally, if the voter has an email address or telephone number on file, the Department attempts to contact the voter by email and/or telephone, generally within one working day of challenging the ballot.

Voters may return challenge cure forms by mail, email, or fax, as well as in person to any polling place or voting center. Upon receipt of a challenge cure form, a staff member scans the voter's signature sample, links the scan image to the voter's file for future reference, accepts the voter's ballot, and forwards the ballot envelope on to the ballot extraction team.

3. Ballot extraction. After undergoing envelope scanning and signature comparison, accepted vote-by-mail envelopes will proceed to ballot extraction phase. The ballot extraction team will begin inserting ballot envelopes into the Opex high speed envelope extractors. After ballot envelopes are processed (slit open) by the machine, staff will manually remove and flatten individual ballot cards and ready them for scanning. Throughout the extraction process, staff will protect vote secrecy by keeping envelopes face down so that voter information is removed from view. After extraction and flattening, boxes of accepted ballots will be transferred to the votemark scanning team.

4. Votemark scanning. After ballot cards have been removed, staff will scan the cards for tabulation using ImageCast Central (ICC) scanners. When scanned ballots contain potentially valid over-votes, under-votes, blank contests, marginal marks, or write-in votes, ICC scanners divert such ballots for manual review and adjudication.

i. Ballot adjudication and remake. State law requires the Department to count irregular votemarks, provided the intent of the voter is clear. Therefore, when an ICC scanner detects a ballot with marginal or irregular markings or a write-in vote, an image of the ballot is sent to an adjudication team for review and interpretation.

Some types of irregularly marked ballots require Department staff to remake ballots on ballot-marking devices so votes can be read and tabulated properly by ICC scanners. These include provisional ballots with invalid votes (e.g., those cast by voters using ballot types containing contests in which they are not eligible to vote) and physically damaged vote-by-mail ballots (such as partially torn ballots).

To ensure consistent processing, both tasks are completed by two person teams using illustrated guides with standardized rules.
After processing and tabulation, original, adjudicated and remade ballots will be securely transferred and stored at the Department's warehouse for the duration of the archival period.

XVIII. Election Center

For every election, the Department organizes personnel to work in the Election Center. Election Center staff liaise with poll workers and field support personnel via a telephone and computer network. Election Center staff also dispatch in-person assistance and supplies to polling places as necessary.

The Election Center team is comprised of a combination of core Department employees from various divisions and temporary employees. Three monitors with extensive knowledge of the Department's processes provide guidance to phone bank staff (coordinators) throughout Election Day. There are four phone banks in the Election Center:

1. Coordinators in the incoming phone bank answer procedural questions from poll workers and dispatch field support personnel as necessary.
2. Coordinators in the outgoing phone bank proactively monitor precinct activity and support field support personnel who, in turn, support polling places.
3. Coordinators in the precinct services phone bank assist district support team drivers tasked with monitoring accessibility of polling places.
4. Coordinators in the Dominion Voting Systems phone bank answer technical questions and dispatch technicians to polling places as necessary.

Phone bank coordinators use the custom-built Incident Reporting Information System (IRIS) database to log new issues, route issues to appropriate teams, update progress on open issues, and close issues as they are resolved. Open issues are displayed on a screen in the Election Center, which allows observers to monitor polling place activities.

Four Elections teams are connected with Election Center personnel via IRIS:

1. The campaign services team, stationed at the Department's front counter, receives and resolves calls from campaign representatives and questions related to electioneering.
2. The public phone bank, stationed in the Department's office, receives calls directly from voters.
3. The dispatch team, located in City Hall, South Light Court, receives and processes poll worker or supply dispatch requests made by the incoming phone bank and routed via IRIS.
4. The IT team, stationed in the Department's office, works in tandem with the dispatch team to transport additional voting equipment to polling places.

To prepare for Election Day, incoming and outgoing phone bank staff complete approximately 16 total hours of instruction, taking an online poll worker training course and/or a field support personnel training course, completing at least two IRIS training sessions, and taking part in a Department-wide mock election. Phone bank coordinators also receive resource binders containing detailed instructions and procedures, copies of various forms, and essential reference information.

On Election Day, personnel in the incoming phone bank are tasked with responding to many calls in quick succession. Accordingly, incoming coordinators are instructed to log only issues that require the assistance of other teams. When answering simple procedural questions, coordinators simply clarify instructions over the phone and direct poll workers to relevant pages in the Poll Worker Manual.

All calls logged into IRIS become a part of the public record; as such, all coordinators are instructed to be mindful of how they describe issues in the database, particularly those involving personnel matters. Providing excellent customer service is also addressed in phone bank training. Coordinators are advised to be patient, friendly, and courteous with each caller. For issues requiring the assistance of field support personnel, coordinators are advised to make every effort to inform the caller of the Department's next steps as well as the estimated time of resolution.

An important component of providing efficient and accurate support as a phone bank coordinator is knowing when to rely on the monitors, who are available at all times to help answer less common or more difficult questions. To maintain a professional atmosphere in the Election Center, in which approximately 50 people may be handling calls simultaneously, coordinators and monitors use brightly colored paper flags to get one another's attention quickly and easily.

Finally, Election Center staff are taught to follow the guiding principle that voting must continue nonstop, 7 a.m. - 8 p.m. at each polling place. To this end, coordinators are instructed to confirm with all callers that voting is in fact continuing and, if necessary, to guide poll workers and field support personnel through emergency voting procedures using the relevant section(s) of their resource binders.

Election Center activities generally conclude shortly after midnight, when all polling places have reported the successful collection of memory devices and voted ballots by MTA and Deputy Sheriff Officers.

XIX.   Retrieval and Receipt of Memory Devices, Ballots, and Rosters on Election Night

At polling places, the Department provides ballot-scanning machines that tabulate votes onsite. All voted ballots and memory cards from the ballot-scanning machines are transported to the Department after the close of the polls.

After the polls close on Election Night, poll workers print two copies of a report from the scanning machine listing all votes cast at that precinct. After posting one of these reports publicly and securing the other for Department records, the polling place inspector breaks the machine's security seals and removes its memory cards.

In addition to preparing the memory cards for transfer, poll workers collect, count, and secure paper ballots from the scanning machine and the Red Box and place these ballots in closing bags. Poll workers also reconcile the number of roster signatures with the number of voted ballots and complete the Posted Ballot Statement (PBS), an itemized account of all of ballots at the polling place. A copy of the PBS is posted outside the polling place, as required by **SF Charter §13.107.5**.

Before leaving, poll workers transfer memory cards from the scanning machine, ballots, and other vital election materials to Municipal Transportation Agency (MTA) Officers and Deputy Sheriffs. Custody Transfer Forms document all such transfers.

On Election Day, April 19, the Department will organize two collection points to facilitate the return of voted ballots and election materials from the polling places. The Data Collection Center, which receives memory cards from the ballot-scanning machines, will be located at City Hall's McAllister Street entrance. The Processing Center, which receives voted ballots, rosters of voters, and other vital election materials, will be located at the Department's warehouse at Pier 31. These two sites will be staffed by approximately 50 workers who unload, log, and organize materials delivered by hundreds of Municipal Transportation officers and Deputy Sheriffs.

XX. Election Results

Reporting preliminary results after the close of polls on Election Night. The Department intends to release the first preliminary summary report of election results at approximately 8:45 p.m. This report will provide the results from VBM ballots that the Department received and processed before Election Day.

With this first summary report, the Department will also release a preliminary Statement of the Vote and Cast Vote Record data.

At approximately 9:45 p.m., the Department intends to release a second summary report of results that includes votes cast at the polling places. At approximately 10:45 p.m. the Department intends to release a third summary report of results.

After all polling places have reported results, the Department will release a fourth summary report, as well as a second preliminary Statement of the Vote, and Cast Vote Record data.

Election results will be available from the following sources:

1. San Francisco Government Television – SFGTV, Channel 26, will report San Francisco summary results throughout the night in a news ticker during SFGTV programming
2. On the results page of the Department's website, **sfelections.org/results** – all results reports, including the preliminary Statement of the Vote and the Cast Vote Record data, will be posted

3. Department of Elections, City Hall, Room 48 – printed copies of results reports will be available at the Department's front counter (the preliminary Statement of the Vote will not be printed due to its length).

The Department will post a sample "zero" summary report on the Results page of the website in March. This zero report will include a navigation path to the webpages that will display the preliminary results posted on Election Night and after Election Day.

Reporting preliminary results after Election Day. Ballot processing continues after Election Day until the Department has counted the votes on all ballots. At 4 p.m. every day on which the ballots are counted, the Department will release updated results reports. On any days during which no ballots are counted, the Department will post a notice on its website stating that no update will be issued for a specified day or days.

During the first and last reports on Election Night, and at 4 p.m. on any day after Election Day during which ballots are counted, the Department will release the following reports:

1. Statement of the Vote, showing a precinct-by-precinct breakdown of votes cast at polling places and by mail, including neighborhood and district breakdowns in the following formats:
   a. PDF
   b. Excel
   c. XML
2. Cast Vote Record is the raw data of all votes cast in the election, available in the following format:
   a. JSON
3. Precinct Turnout Map

Reporting final election results. The Department will release the final election results no later than April 29, the deadline designated by the Secretary of State for this election.

After certifying the election results, the Department will deliver the certified statement of the results and associated attachments to the Clerk of the Board of Supervisors and the Secretary of State, and will post the documents on **sfelections.org/results**. Additionally, the Department will issue a press release and Twitter and Facebook notifications that the election results are certified.

Along with final results, the Department will post images of voted ballots, allowing members of the public to view each voted ballot cast in the City.

The Department will apply SHA512 cryptographic function to all results files, ballot card images, and transaction logs to establish the integrity of the results in a verifiable manner.

Voting system transparency. For the April 19 election, the Department will again post a "Cast Vote Record", which lists how votes for the contest were recorded on each ballot card. Data provided in the Cast Vote Record is captured from ballots as they are scanned by the voting equipment and before vote tabulation

occurs, allowing members of the public to tabulate votes from specific precincts, districts, etc. and compare against the official election results.

The Department will also post images of voted ballots, allowing members of the public to view images for each voted ballot cast in the City. In addition to capturing images of voted ballot cards during processing, the voting system appends an "audit log" showing how the voting system interpreted and tallied each vote mark appearing on the images, and when applicable, how the markings were adjudicated by Department personnel. These "AuditMarks," available alongside ballot images at **sfelections.org/results** provide interested members of the public with information about how the voting system operates and counts votes, and enables the comparison of each digital image to the individual ballot card's Cast Vote Record in order to verify that the system correctly tallied ballots.

Prior to posting ballot images for the April 19 election, the Department will again redact any identifying information voters may have placed on ballot cards. Redacted ballot files will be sorted by precinct and type (vote-by-mail or in-person voting) and posted with election certification documents.

The Department will also post transaction logs from the voting equipment used in the April 19. These logs record the operation of equipment during scanning and processing tasks, further informing members of the public regarding the system's operation.

In most recent elections, the Department posted a prototype of the Ballot Audit and Review application that allows the public to sort the images of vote ballot according to precinct, contest, and district. The Department will again post this application on its website for the April 19 election, enabling members of the public to audit the votes cast during the election using the images of the voted ballots and sorting these images with more specific criteria.

XXI.   Post-Election Ballot Processing

Department staff continue to process ballots received before or on Election Day, including vote-by-mail and conditional voter registration (CVR) ballots cast at the Voting Center, polling place ballots with write-in votes, and provisional ballots, until all such ballots have been counted. In addition, after Election Day, the Department will process vote-by-mail ballots postmarked or dated on Election Day and received within seven days of Election Day, and any challenged ballots timely cured by voters.

XXII.   Canvass

California Elections Code requires an Official Canvass, which is an internal audit of the election to ensure the accuracy and validity of the results. The Canvass entails numerous processes that verify the accuracy of the computer count, including a hand tally of random ballot samples. For the April 19 election, the Secretary of State set April 29, 2022 as the deadline to complete the official canvass.

Approximately 30 employees are engaged in Canvass processes that include the inspection of material and supplies returned by poll workers, reconciliation of the number of signatures in the Roster of Voters with the number of ballots recorded, and tallies of ballots cast in one percent (1%) of precincts participating in an election, as well as 1% of the vote-by-mail ballots and other ballots cast in an election. The Canvass is conducted primarily at the Department's warehouse at Pier 31.

The Canvass area is secured by Deputy Sheriffs and is accessible only to authorized personnel and observers. When necessary, security is arranged to transfer ballots between the secured Canvass area and City Hall.

Inspection of materials. Department staff account for all closing bags returned from the polls inside the inspector transport bags using a tablet-based application. Staff record the presence of each closing bag, whether the bag is empty or includes ballots, and, for some bags, the number of ballot cards inside the bag. Each team processes one precinct at a time, emptying the inspector bag, placing the expected items on top of the bag for further processing, and checking for unused ballots in the field support bag. Any items that should have been delivered to City Hall on Election Night, such as bags with vote-by-mail ballots or provisional ballots are given to the supervisor for transfer to those sites for processing.

Reconciliation of signatures in the rosters with ballots recorded on the Posted Ballot Statement. For this election, rosters will be processed on Election Night, as soon as Deputy Sheriffs bring them to the Processing Center. First, rosters are prepped by removing alpha tabs, binding, and staples, and then scanned by high speed scanners. The software analyzes the roster pages and captures voter ID barcodes for which a signature and a filled-in bubble are present. If a signature or a bubble is missing or the software is not confident about a mark, the record is marked for manual verification. Verification takes place concurrently with the scanning. Once verified, the roster information is uploaded into EIMS to update the voters' voting history. For each precinct, the roster signature count is compared with the number of ballots cast listed on the Posted Ballot Statement (PBS). If the number of roster signatures does not match the number of ballots on the PBS, the Canvass team takes steps to reconcile the ballots received from that precinct's polling place with the number of ballots cast.

Ballots from auxiliary bins. During the Canvass process, Department staff review any ballot cards that were inserted into the auxiliary bin of the ballot-scanning machine and transferred to the warehouse on Election Night. Ballots that have not yet been counted are transported to the ballot processing room in City Hall and processed using the ICC scanners.

One percent manual tally. As part of the Canvass, a one percent manual tally is conducted to verify the accuracy of the machine count of votes. The manual tally for the April 19 election will consist of two parts:

1. A hand count of ballots cast in a random sample of one percent of the precincts in the election (i.e., polling places)

2. A hand count of not less than one percent of the vote-by-mail and provisional ballots canvassed in the semifinal official canvass.

First, the precincts, vote-by-mail and provisional ballot batches to be tallied are randomly selected in a public process. If the initial precincts or batches that are selected do not include all contests in the election, additional precincts or batches will be randomly selected until all contests are included. For these additional precincts or batches, only the contests that were not included in the initial sample will be manually tallied.

After the random selection, Department staff gather the ballot cards from the precincts, vote-by-mail, and provisional batches that were selected.

For each precinct and batch, Department staff manually count the votes on the ballot cards for each contest and compare these manual tallies against the results reports from the voting system. If there are any discrepancies between the two tallies, the Department seeks to resolve them or consider the reason for the discrepancies.

Once all the precincts and batches have been manually tallied and the results compared, the Department prepares a report indicating the result of the tally.

Record retention. Upon certification of election results, the Department secures ballots and other election materials in labeled boxes on shrink-wrapped pallets, each safeguarded with a tamper-evident seal. The boxes and pallets are labeled with the election name and date, the contents, the destruction date set by state law, and a box reference number or pallet number. The wrapped, sealed pallets are stored on shelves inside a secure fenced area in the warehouse for the retention period required under state law. All box and pallet information is recorded in a spreadsheet for reference.

Appendix A: April 19, 2022, Special General Election Calendar

ITEM #	DATES AND CODE REFERENCES	EVENT OR ACTION
1	**February 24** *(E-54)* CAEC §8106; SFMEC §§205, 230, 840	**NOMINATION PERIOD** *Candidates* Last day for State Assembly District 17 candidates to purchase space for a 250-word candidate statement in the voter information guide of the county in the jurisdiction. Candidates for state assembly may purchase statement space only if they have agreed to voluntary expenditure limits.
2	**February 25 – March 7** *(E- 53 - E-43)* SFMEC §590(a)	**PUBLIC EXAMINATION PERIOD: CANDIDATE MATERIALS** *Candidates* Period of public review and possible legal challenge of candidate legal names, candidate qualification statements, ballot designations, and translated or transliterated Chinese names submitted by candidates.
3	**March 5** *(E-45)* CAEC §3114	**MILITARY AND OVERSEAS BALLOT DELIVERY PERIOD** *Registration and Voting* Last day for the Department of Elections to transmit ballots and ballot materials to Assembly District 17 military or overseas voters who have requested them by this date. If a military or overseas voter ballot application is received after this date, the Department of Elections shall transmit a ballot and ballot materials as soon as practicable.
4	**March 21 – April 12** *(E-29 - E-7)* CAEC §§3001, 3003	**VOTE-BY-MAIL BALLOT MAILING PERIOD** *Registration and Voting* Period in which every registered voter residing in Assembly District 17 will receive a vote-by-mail ballot from the Department of Elections. During this period, voters can return ballots to ballot drop boxes around the city. For further information regarding drop boxes available at *sfelections.sfgov.org/expanded-ballot-drop-services*.
5	**April 4** *(E-15)* CAEC §2102	**LAST DAY TO REGISTER TO VOTE (OTHER THAN CONDITIONAL VOTER REGISTRATION)** *Registration and Voting* Last day to register to vote in this election by typical methods: Register online by 11:59 p.m., mail (postmarked by this date) or deliver a Voter Registration Form to the Department of Elections, submit a Voter Registration Form to the Department of Motor Vehicles or any National Voter Registration Act (NVRA) designated agency, or send a Federal Postcard Application (FPCA) for military or overseas voters to the Department of Elections to register to vote and request a vote-by-mail ballot. To register and vote after this deadline, see Conditional Voter Registration below.
6	**April 5 – April 19** *(E-14 - Election Day)* CAEC §2170	**CONDITIONAL VOTER REGISTRATION AND VOTING** *Registration and Voting* Those who did not register to vote by the registration deadline for this election may come to the City Hall Voting Center to conditionally register and vote a provisional ballot. Once the Department of Elections processes the Voter Registration Form and confirms the voter's eligibility, the registration becomes permanent and the provisional ballot will be counted.

7	**April 5 – April 19** *(E-14 - Election Day)* CAEC §§3500-3502	**NEW CITIZEN REGISTRATION AND VOTING PERIOD** *Registration and Voting* Extension of registration for new citizens who are sworn in after the registration deadline. New citizens must show proof of citizenship and declare that they have established residency in California in order to register and vote at the City Hall Voting Center during this period.
8	**April 9 – April 10** *(E-10 - E-9)* CAEC §3018	**WEEKEND VOTING AT THE CITY HALL VOTING CENTER** *Registration and Voting* Available Saturday and Sunday, 10 a.m. to 4 p.m.
9	**April 16 – April 17** *(E-3 - E-2)* CAEC §3018	**WEEKEND VOTING AT THE CITY HALL VOTING CENTER** *Registration and Voting* Available Saturday and Sunday, 10 a.m. to 4 p.m.
10	**April 19** *(Election Day)* CAEC §14212	**ELECTION DAY** *Registration and Voting* All polling places in Aseembly Distirct 17, including the City Hall Voting Center, open at 7 a.m. and close at 8 p.m.
11	**April 26** *(E+7)* CAEC §3020(b)	**LAST DAY FOR DEPARTMENT OF ELECTIONS TO RECEIVE VOTE-BY-MAIL BALLOT** *Registration and Voting* Vote-by-Mail ballot must be postmarked no later than Election Day.

Code References

CAEC:	California Elections Code
CA Ed. Code	California Education Code
CA Gov. Code:	California Government Code
SFC:	San Francisco Charter (Article XIII – Elections)
SFMEC:	San Francisco Muncipal Elections Code

*The legal deadline falls on a Saturday, Sunday or holiday; the deadline will move forward to the next working day. CA Gov. Code §6707

Appendix B: April 19, 2022, Special General Election Calendar of Observable Activities

Before Election Day			
Activity	**Details**	**Time**	**Location**
Voter Outreach Presentations	Contact Matthew Selby (415) 554-4376 for details, time, and location.		
Logic and Accuracy Testing	Testing of ImageCast Central (ICC) Scanners and other media devices	March 13-17, 9 a.m. – 5 p.m.	City Hall, Rm 48
	Testing of ImageCast Evolution Ballot-Scanning Machines	March 16–23, 9 a.m.–5 p.m.	Warehouse, Pier 31
	Testing of ImageCast X Ballot-Marking Devices	March 9–15, 9 a.m.–5 p.m.	Warehouse, Pier 31
Poll Worker and Field Support Training	Contact Matthew Selby (415) 554-4376 for details, time, and location.		
Voting Center	Any voter residing in Assembly District 17 may vote or drop off their vote-by-mail ballot at the City Hall Voting Center beginning 29 days before the election.	March 21–April 19, Monday–Friday, 8 a.m.–5 p.m. April 9-10 and 16–17, 10 a.m.–4 p.m.	City Hall, in front of Rm 48
Vote-by-Mail Ballot Processing	Sorting, scanning, and verifying signatures on vote-by-mail ballot envelopes in preparation for ballot counting. *(Streamed on **sfelections.org/live**)*	As early as March 21, following transmission of ballots to military and overseas voters, until complete	City Hall, Rm 48
	Opening of vote-by-mail ballot envelopes, ballot extraction, ballot scanning in preparation for tabulation. *(Streamed on **sfelections.org/live**)*	March 21 until complete	City Hall, Rm 48
	For activity on a specific day, contact Matthew Selby (415) 554-4376.		
Ballot Adjudication and Remake	When ballots contain valid votes, including cases in which a ballot has been irregularly marked, torn, bent, or otherwise damaged and unreadable, the Department reviews and adjudicates these ballots. When necessary, ballot remake is conducted.	March 21 until complete	City Hall, Rm 48
Ballot Drop-Off Stations	Any voter may return their vote-by-mail ballot to any of San Francisco's official ballot drop-off stations.	March 21 – April 19	For locations, visit **sfelections.org/ballotdropoff**
Mock Election Day Support Center	An internal practice of logging and resolving inquiries and issues in a simulated environment similar to Election Day. *(Streamed on **sfelections.org/live**)*	April 16, 10:30 a.m.–12:30 p.m.	Rm adjacent to City Hall café

On Election Day			
Activity	**Details**	**Time**	**Location**
Voting Center / Polling Places	The City Hall Voting Center and 183 polling places are open to local voters residing in Assembly District 17 who wish to register to vote or vote in person, use accessible voting equipment, receive personal assistance, or return their vote-by-mail ballots.	Election Day, April 19, 7 a.m.–8 p.m.	For locations, visit *sfelections.org/MyVotingLocation*
Ballot-Drop Off Stations	Any voter may return their vote-by-mail ballot to any of San Francisco's official ballot drop-off stations.	Election Day, April 19, 7 a.m.–8 p.m.	For locations, visit *sfelections.org/ballotdropoff*
Election Day Support Center	Provides support to poll workers and dispatches in-person assistance to polling places when needed. *(Streamed on sfelections.org/live)*	5:30 a.m. to approximately midnight	Rm adjacent to City Hall café
Processing Center	Receives voted ballots, rosters of voters, and other materials from polling places.	Begins after 8 p.m. and continues until all polling place materials have been received	Warehouse, Pier 31
Data Collection Center	Receives memory cards from polling places.	Begins after 8 p.m. and continues until all polling place memory cards have been received	City Hall, McAllister St. entrance
Election Night Results Reporting	Results are available on *sfelections.org/results*, San Francisco Government Television – SFGTV, Channel 26	First preliminary results released at approximately 8:45 p.m. with updates released at approximately 9:45 p.m. and 10:45 p.m.	City Hall, North Light Court

After Election Day			
Activity	**Details**	**Time**	**Location**
Ballot Processing and Tabulation	Ballots include vote-by-mail ballots that voters returned to polling places and drop-off stations, and that the Department received in the mail within seven days of Election Day; vote-by-mail ballots that were timely remedied by voters; provisional ballots; and ballots with write-in votes. For activity on a specific day, contact Matthew Selby (415) 554-4376 *(Streamed on sfelections.org/live)*	Continues until all ballots have been counted and the results are certified (no later than April 29)	City Hall, Rm 48
Results Reporting after Election Night	The Department holds press briefings and posts updated results on its website on any day ballots are tabulated.	Daily at approximately 4 p.m.	In front of Rm 48 and on *sfelections.org/results*
Canvass	An internal audit of the election to ensure the accuracy of results.	April 21 – April 29, 8 a.m.– 5 p.m.	Warehouse, at Pier 31
1% Manual Tallies	Random selection of precincts and batches for manual tallies. *(Streamed on sfelections.org/live)*	TBD	City Hall, Rm 48