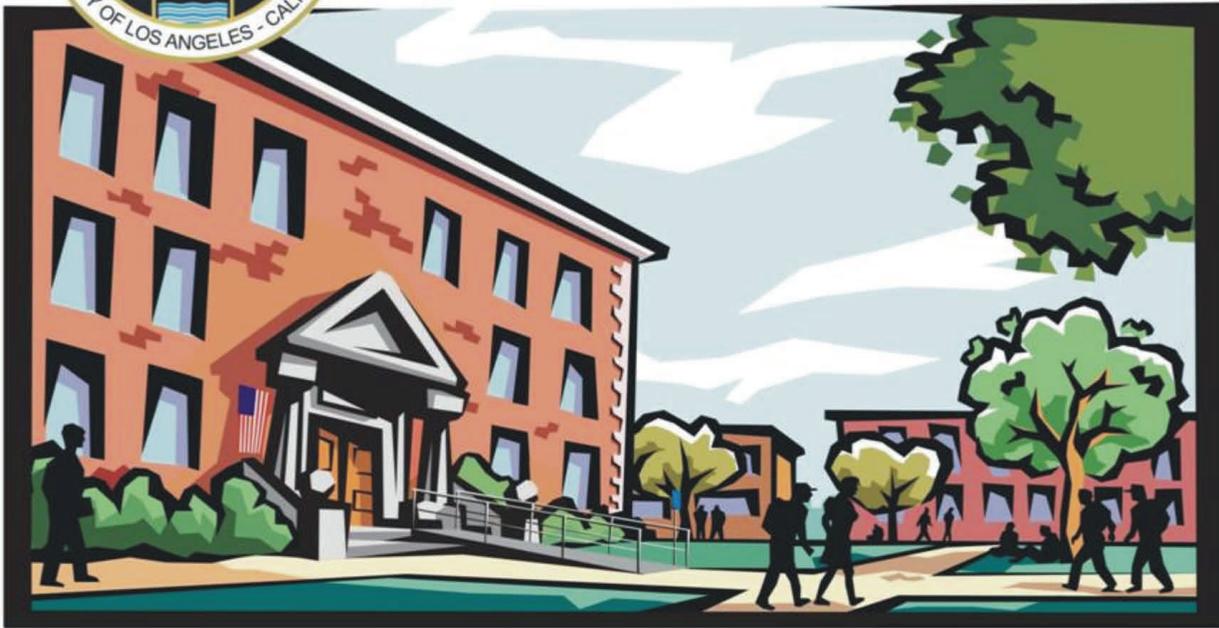




Los Angeles County
REGISTRAR-RECORDER/COUNTY CLERK



NEIGHBORHOOD VOTING CENTERS

November 2, 2010
General Election

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Neighborhood Voting Center (NVC)

What is a Neighborhood Voting Center (NVC):

1. A single Polling Place that houses up to four precincts at the same location.
2. A location that is highly visible, centrally located, accessible for all voters, and large enough to accommodate heavy voter traffic and parking.
3. Developed as long-term community partners where voters in each surrounding community benefit due to consistent Polling Place location.



Since an NVC is home to two, three, or four precincts, in order to distinguish between the precincts each one will be assigned a color. (Each precinct in an NVC will always have its own Official Table, voting booths, InkaVote Plus Reader, Audio Ballot Booth, Vote Recorders, and other Election Day supplies.)

NVC Director

- ➔ The NVC Director operates the **Information Center**. This is where voters arriving at the Polling Place are greeted and directed to their assigned precinct. The room should be set-up so that voters can easily get to the correct Official Table. A diagram is provided on page 4.
- ➔ The NVC Director is issued NVC-specific supplies, which are set-up before 7:00 a.m. and used to direct voters to their assigned precinct.
- ➔ Each precinct's Official Table will use a color tablecloth and sign. Voters will match the color listed on the back-cover of their Sample Ballot to the appropriate color table.

Important:
It is crucial that the precincts at NVC's and at Multiple Polling Places never share ballots or other supplies.

Multiple Polling Places

What is a Multiple Polling Place:

- ➔ A location that contains two precincts. These two precincts may be in the same room or different rooms at that location. If the two precincts are in the same room, they will use a colored tablecloth and sign with precinct number to distinguish between the two Official Tables.
- ➔ If precincts are in separate rooms at that location, voters must check their Sample Ballot to identify which room they should go to.
- ➔ There will be no assigned NVC director at locations where precincts are in separate rooms.

NVC Director Duties



- ➔ Set-up room using Neighborhood Voting Center (NVC) supplies.
 - ➔ Sign Loyalty Oath at **green** table.
 - ➔ Check that all precincts have displayed the correct color sign.
 - ➔ Greet voters and direct them to assigned precincts.
 - ➔ Oversee foot traffic within NVC.
 - ➔ Assist with any emergency within NVC.
-

What To Do If...

Precinct(s) Missing Supplies: Contact your Coordinator to request replacement supplies and continue processing voters. Provide additional assistance directing voters, if necessary.

Inspector Does Not Show: Contact your Coordinator. **Do not** fill in for missing Inspector, unless instructed by Coordinator.

Voter Lives Outside of NVC Boundaries: Use the NVC color-coded map to locate the voter's home precinct or, if unable through use of map, offer the following resources:

- Call the Registrar-Recorder/County Clerk office at (800) 815-2666; or
- Visit the Registrar-Recorder/County Clerk website at *www.lavote.net*.

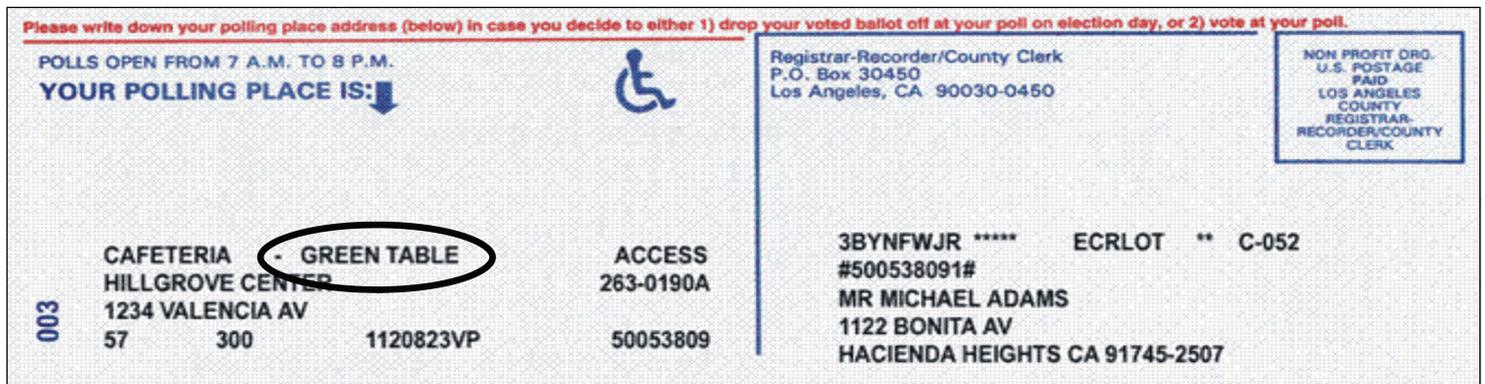
NVC Supplies

Merged Roster

Lists all voters in all the precincts within the NVC. Next to the voter's name is the color of the precinct he or she is assigned.

Voter Name	Precinct Number	Assigned Table Color	<u>Merged Roster</u>			
ABBOTT, LA VINA ROSE	2630190A	GREEN	ALEXANDER, MARY F	2630190A	GREEN	
ABBOTT, NATHAN LANE	0350054A	YELLOW	ALEXANDER, MICHAEL	2630190A	GREEN	
ABBOTT, ROSE ANN	0350054A	YELLOW	ALEXANDER, PHYLLIS	0350036A	ORANGE	
ABDUL-MAUK, SAEED	0350054A	YELLOW	ALEXANDER, ROBERT A	0350036A	ORANGE	
ACEVEZ, ANITA	0350036A	ORANGE	ALEXANDER, ROBERT J	0350054A	YELLOW	
ACHILLES, ACHILLES Z	2630190A	GREEN	ALEXANDER, SAM A	2630190A	GREEN	
ACHILLES, JOANNA	2630190A	GREEN	ALEXANDER, STACY ANN	0350054A	YELLOW	
ACOSTA, BRIAN	0350054A	YELLOW	ALI, ESMA SIDOIQA	0350054A	YELLOW	
ACOSTA, REBECCA	0350054A	YELLOW	ALLEE, ROBERT MICHAEL	0350054A	YELLOW	
ADAMS, MICHAEL	2630190A	GREEN	ALLEE, SUSAN M	0350054A	YELLOW	

Below is an example of Michael Adams' Sample Ballot. The Sample Ballot states "Green Table," which matches the listing of "Green" on the Merged Roster above.



Other Supplies

In addition to the Merged Roster, the NVC Director will also be issued:

- NVC Color-Coded Map
- Information Center Banner
- Scotch Tape

How to Set-Up the NVC

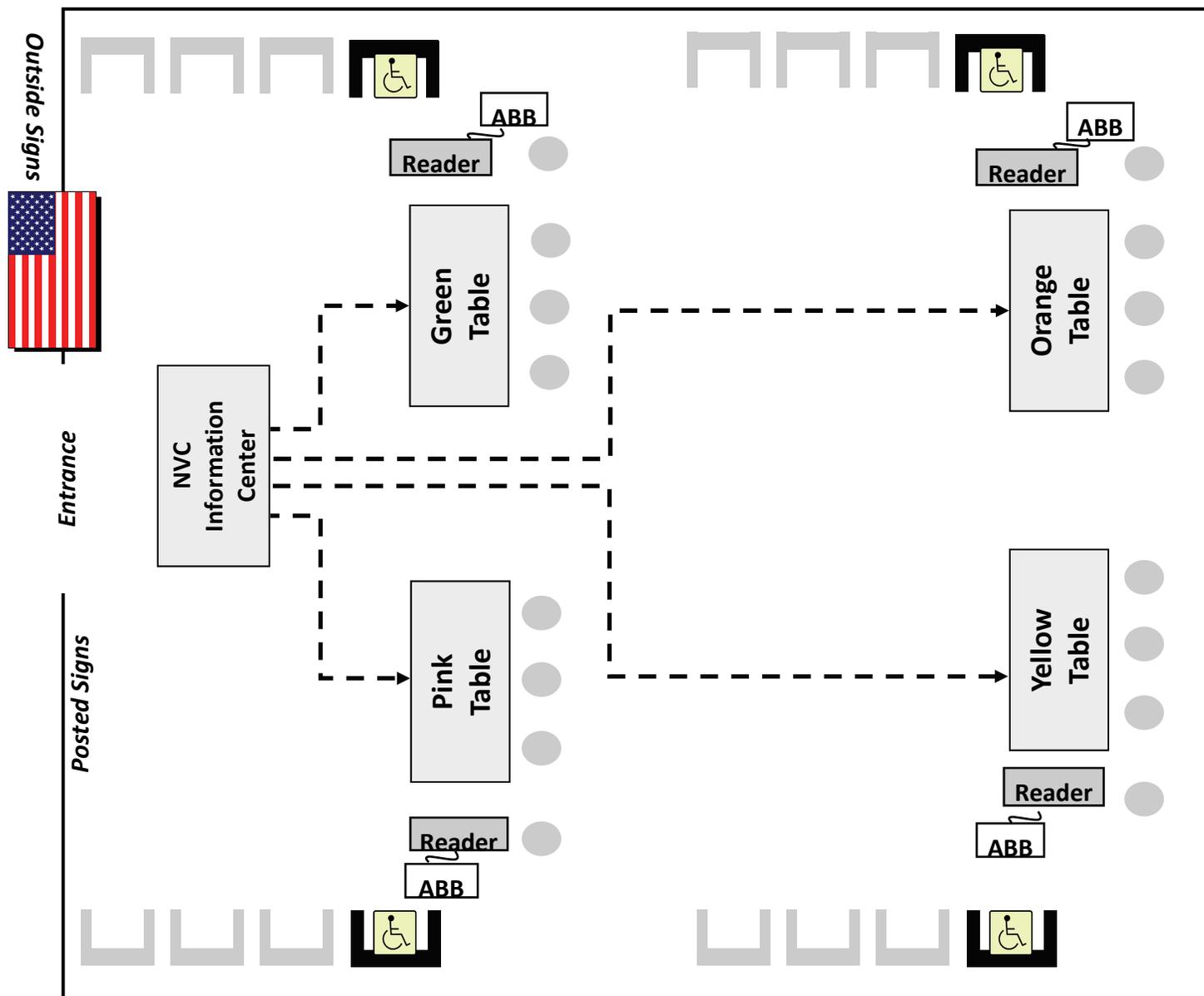
- ➔ Only set-up the NVC supplies. Inspectors are responsible for setting-up individual precincts. (You may assist Inspectors with set-up, if asked.)
- ➔ Place **one** set of “Voter Bill of Rights” signs (in all official languages), an American flag, two “No Electioneering” signs, and “Polling Place” sign outside the Polling Place; use supplies issued to green table.

Note: The set of “Voter Bill of Rights” signs placed outside the Polling Place is in addition to the set of signs placed inside.

- ➔ **Each precinct must** display a copy of the Street Index near the entrance.
- ➔ Arrange Polling Place so all voters can easily travel through the NVC and reach their assigned precinct’s Official Table. Make sure the path of travel is free from hazardous conditions, including chairs, power cords, and other loose objects.

When checking the path of travel, keep in mind that **all voters will need a clear path**, this may include voters using walkers, service animals, and individuals in wheelchairs. Set-up the room so voters can freely and easily move throughout.

Example of typical four-precinct NVC room layout



How to Set-Up the NVC (continued...)

Information Center Sign

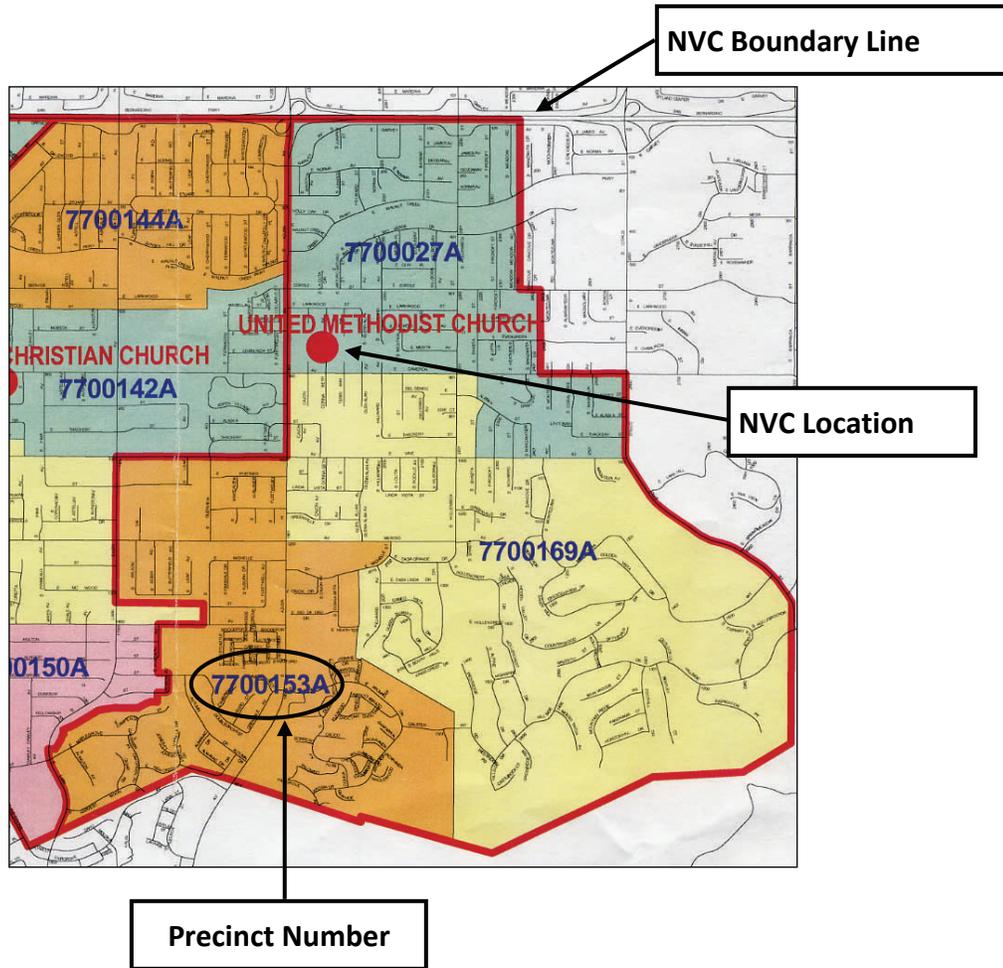
Place the Information Center Sign on a table near the entrance of Polling Place.



How to Set-Up the NVC (continued...)

NVC Color-Coded Map

This is a large color-coded map showing the boundaries of the NVC, each precinct, and the assigned color. The location of the NVC is also shown on the map. Place this map on the Information Center table. The map may also show precinct numbers and Polling Places that border the NVC.



The above map illustration shows each precinct assigned a separate color.

Within the NVC located at the United Methodist Church, the following precincts and colors are:

- 7700027A - Green
- 7700153A - Orange
- 7700169A - Yellow

How to Set-Up the NVC (continued...)

Telephone Referral Card

Lists phone numbers and web address for voters to verify registration, where to vote, and language assistance. Get one pad of the Telephone Referral Card/Provisional Voter Receipts from the **green** table's supplies and place on the Information Center table.

TELEPHONE REFERRAL CARD

4 easy ways to verify your registration or find out where to vote:

- L.A. County Registrar of Voters: 1 (800) 815-2666
- L.A. City Clerk: 1 (888) 873-1000
- California Secretary of State: 1 (800) 345-VOTE
- Registrar of Voters Website: www.lavote.net

(Don't have a computer? Try your local Library.)

For assistance in another language call...

如需中文幫助請致電.....	Chinese
日本語でのお問い合わせは こちらまでお電話ください。	Japanese
한국어로 도움을 받으시려면 아래 번호로 전화하십시오.	Korean
Para pedir asistencia en español, favor de llamar a...	Spanish
Para sa tulong sa wikang Tagalog...	Tagalog/Filipino
Để được giúp bằng tiếng Việt, xin gọi số...	Vietnamese

(800) 481-8683

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How to Set-Up the NVC (continued...)

Outside Signs

Use the **green** table's American flag, "No Electioneering" signs, "Voter Bill of Rights" signs, and Polling Place sign and post outside the NVC.

"No Electioneering" sign
- place both signs 100
feet away

Flag with
stars on left



Near the entrance to
the Polling Place, post
a copy of the Street
Index, the "Polling
Place" sign, and
"Voter Bill of Rights"
signs in all official lan-



Polling Place sign should be clearly
visible to all voters.

While Polls are Open

The NVC Director will be the first Pollworker a voter meets when entering the NVC. Assist the voter as follows:

1. Greet voter.
2. Ask for voter's Official Sample Ballot.
 - If voter has Official Sample Ballot: Find color table voter is assigned and direct him or her there.
 - If voter does not have Official Sample Ballot: Find voter's name in Merged Roster and direct voter to assigned color table.
 - If voter does not have Official Sample Ballot and is not found in Merged Roster: Locate voter's address on NVC color-coded map.

Note: If voter lives outside NVC boundaries, suggest voter go to his or her home precinct.

Closing the NVC

- ➔ Polling Place **must** close at 8:00 p.m. Any voter in line at that time **must** be allowed to vote.
- ➔ All Poll Watchers and other observers **must** be allowed to remain in NVC during closing.
- ➔ Do not leave until all precincts have successfully closed and are ready to leave.
- ➔ Assist any Inspectors with closing, if asked.
- ➔ Pack-up NVC supplies and give to Inspector at **green** table. The Inspector should place supplies in Black Supply Tub.
- ➔ Clean up NVC prior to leaving for the evening so that we may be invited back for another election. Be careful when removing tape from Polling Place walls to avoid peeling-off paint.

Thank you for all your hard work!
You are the reason for a successful election.

We look forward to seeing you again!

Laws — No Electioneering / Uniforms and Firearms / Voting Equipment Tampering

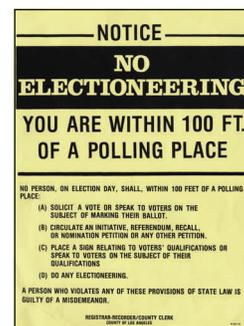
No Electioneering

“No person, on election day, shall, within 100 feet of a Polling Place...(b) Solicit a vote or speak to a voter on the subject of marking his ballot.” *California Elections Code Section 18370* defines “100 feet of the Polling Place” as meaning a “distance of 100 feet from the room or rooms in which voters are signing the Roster and casting ballots.”

Electioneering is defined by *California Elections Code Section 319.5* as meaning “the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, an elections official’s office, or a satellite location.”

This includes, but is not limited to: display of candidate’s name and logo, display of a ballot measure number or title, buttons, shirts, signs, stickers, and the dissemination of audible electioneering information.

The "No Electioneering" signs should be posted at strategic locations clearly marking the 100 feet limit of the Polling Place.



Uniforms and Firearms

Persons with a firearm or persons in a peace officer or security guard uniform shall not be within 100 feet of the Polling Place, except to cast his or her vote or to conduct official business.

(*California Elections Code Section 18544*)

Voting Equipment Tampering

Tampering with or attempting to interfere with voting equipment, hardware or software, is a felony punishable by up to four (4) years in state prison. Violators may also be subject to civil penalties of up to \$50,000 per violation.

(*Elections Code Sections 18564, 18564.5 and 18565*)

Laws — Photography and Filming at Polling Places / Exit Polls

Photography and Filming at Polling Places



As specified by the California Secretary of State's office, "...the use of cameras or video equipment at polling places is prohibited." Therefore, any person or organization wishing to photograph or film at a Polling Place must obtain permission from the Los Angeles County Registrar-Recorder/County Clerk's (RR/CC) office prior to photographing or filming. The RR/CC office or staff will notify the Polling Place and it's Pollworkers.

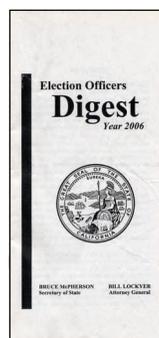
In addition, as described by the California Secretary of State, voters may not be photographed, videotaped, or filmed entering or exiting a Polling Place and may not be filmed inside the Polling Place, without permission.

Exit Polls

Members of the news media and other organizations are allowed to conduct voter surveys outside of Polling Places. These surveys are permitted 25 feet from the door of the polls.

To summarize: Activities construed as electioneering are prohibited within 100 feet of the Polling Place, with the exception of persons conducting Exit Polls, who may be stationed 25 feet from the polls.

For your reference, an Election Officers Digest is provided by the California Secretary of State, which offers additional information on laws and Election Code. A copy is provided with the Inspector's precinct supplies.



Poll Watchers and Observers

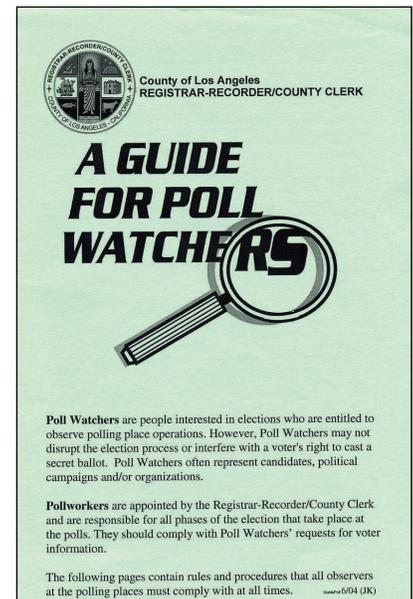
In addition to those officially designated by political organizations as "Poll Watchers," anyone may observe the electoral process at Polling Places. Refer to *A Guide for Poll Watchers* pamphlet, which is included in your supplies. The doors to the Polling Place **must** remain open at **all** times. **Do not** lock the doors. Polling Place set-up, voting, ballot inspection, and closing the polls are public events. Anyone is permitted to watch, but they must not interfere with the voting, ballot inspection, or closing procedures.

Poll Watchers may look at the Roster of Voters as long as the voting process is not delayed. They may not at any time handle voted or un-voted ballots.

Only voters and Pollworkers may be in the area of the voting booths or the Ballot Box. Only Pollworkers and persons signing the Roster may sit at the Official Table. Poll Watchers may be present before the polls open, throughout the voting day, and after the polls close. Cooperate with Poll Watcher requests as long as they do not interfere with the normal voting process and do not violate the Elections Code.

In the *Election Guide and Checklist*, you are instructed to post a single copy of the Street Index at the entrance of the Polling Place and update that copy once per hour until 6:00 p.m. This is required by California State Elections Code (Sec. 14294) and assists political campaign representatives and/or members of the public in knowing who has voted. Campaigns use this information in their "Get-Out-the-Vote" efforts. Please keep your Street Index current and cooperate with those who are seeking this information.

A Guide for Poll Watchers is located in your precinct issued supplies.



Tips for Working with Voters with Disabilities



Pollworkers should use the following basic tips when working with Voters (as well as other individuals) with Disabilities:

- **Use common sense.** Remember, a voter is a person first, the disability comes second.
- **Avoid being patronizing.** Show the voter the same courtesy and respect you expect to receive from others.
- **Be considerate and patient.** Try to anticipate what the voter's needs might be, offering assistance if needed. Be patient if he or she needs more time to communicate or accomplish a task.
- **Communicate with the voter.** Some Voters with Disabilities may have an assistant or companion with them. Look at and speak directly to the him or her, rather than the assistant.
- **Post signs.** This will assist Voters with Disabilities to find the most accessible way to get to the room where the voting is being held.

<i>Working with voters who are blind or visually impaired:</i>	<i>Working with voters with speech / hearing impairments:</i>	<i>Working with voters with limited mobility:</i>
<ul style="list-style-type: none"> • Identify yourself as a Pollworker. Do this as soon as you come in contact with the voter. Offer your arm, rather than taking the voter's arm when assisting. Help the voter to avoid obstacles in the path of travel by being specific when giving verbal directions. • If the voter has a service animal, walk on the opposite side of voter, away from the service animal. Do not pet or interact with service animal without permission from the owner. (Note: Service animals can vary. If you are unsure, simply ask, "Is this a service animal?") • Describe what you are doing as you do it. If leaving a person who is blind or visually impaired, let him or her know. 	<ul style="list-style-type: none"> • Allow a voter who cannot speak to write his or her name and address or provide identification. A Pollworker should read the name and address out loud. • Follow the voter's cues. This will help to determine whether speaking, gestures, or writing is the most effective method of communication. • If speaking, speak calmly, slowly, and directly to the voter. Do not shout. Your facial expressions, gestures, and body movements help in understanding. Face the voter at all times. • Rephrase, rather than repeat, sentences that the voter does not understand. 	<ul style="list-style-type: none"> • Do not push or touch a voter's wheelchair without his or her consent. People using adaptive equipment often consider the equipment as part of their personal space. • Ask before helping. Grabbing a voter's elbow may throw the person off balance. A person with mobility impairments might lean on a door while opening it. Quickly opening the door may cause the person to fall. • Secure mats and throw rugs to floor or move them out of the way. This will help prevent tripping. • Keep floors dry. • Keep ramps and wheelchair accessible doors unlocked and free of clutter.