

# GROUND RULES FOR CANVASS OBSERVERS

**Observers have the right to view all canvass procedures. Operations will continue as scheduled whether or not an observer is present. Although law allows observers, there are rules and guidelines that must be followed.**

## ADMINISTRATION OF OBSERVERS

### **Appoint Spokesperson**

- Observers/Representatives for each party of interest shall appoint a spokesperson for their group (if applicable).
- A different person may be appointed upon prior written notification to the Election Official.

### **Public Observation Area**

- Window located in the Butte County Elections Office lobby area and window located outside the elections backroom.
- Public observers are expected to remain quiet while in these areas and no interruption of election functions will be permitted.

### **Relevant Material**

- Any research, review or handling of relevant election material shall be done solely at the discretion of the Election Official. One representative of each party of interest may be present.
- Requests to research, review or handle relevant material must be received in writing and must describe what material will be researched, reviewed or handled before the official canvass is completed.

### **Schedule**

- The canvass shall proceed according to the schedule set by the Election Official.
- Operations will continue as scheduled whether or not an observer is present.

### **Results**

The Election Official shall establish policies related to the release of unofficial results during the canvassing process.

### **Security**

- The Election Official shall determine the security of the ballots and election materials.
- Violation of security may cause removal of the observer from the premises.

## **OBSERVER GUIDELINES/PROCEDURES**

### **Number of Observers**

The number and placement of observers shall be determined by the Election Official.

### **Sign In Sheet**

- All observers must sign in.

### **Badges**

- Each observer will be issued a badge.

### **Rules**

- Failure to follow observer rules will be reported to the Election Official, who will determine appropriate action.
- Except to challenge a canvass procedure, observers shall not carry on conversations with each other or election personnel or make disruptive comments while in the observation or canvass work areas.
- Election Official will determine and establish a reasonable observation distance.
- No observers shall interfere with the orderly process of the canvass.
- Observers shall not touch or handle any ballots, envelopes, containers or equipment.
- Observers shall not assist in the operations of the canvass.

### **Questions**

- Questions concerning the specifics of the canvass process, other than challenges, are to be routed through the spokesperson who will then direct the questions to the Election Official or his/her designee.
- All parties of interest shall be notified of the time for resolving questions.

## **CHALLENGES**

### **How to Challenge**

- Rules for making and resolving challenges shall be set forth by the Election Official.
- The Election Official or his/her designee shall make the ruling on all challenges and that ruling shall be final.
- All parties of interest shall be notified of the time for resolving challenges.

## **HOUSEKEEPING**

### **Housekeeping Rules**

Housekeeping rules will be addressed by the Election Official and may include the following:

- Public telephones are located: Ground floor-center of Atrium; Second level-Administration
- Restrooms are located: Ground floor-east end of Atrium; Second level-ADA compliant restroom accessible by elevator; Second level-Administration
- Eating/drinking policy is: Not permitted
- Radios, cameras or tape recorder policy is: Not permitted
- Cell phones and pagers policy is: Not permitted
- Use of office telephones and/or other office equipment: Not permitted
- Campaign buttons/shirts etc: Not permitted