Ballot Processing

APPENDEX C
ELEC § 15104 Vote-by-Mail Ballot Processing

(a) The processing of vote by mail ballot return envelopes, and the processing and counting of vote by mail ballots, shall be open to the public, both prior to and after the election.

(b) A member of the county grand jury, and at least one member each of the Republican county central committee, the Democratic county central committee, and of any other party with a candidate on the ballot, and any other interested organization, shall be permitted to observe and challenge the manner in which the vote by mail ballots are handled, from the processing of vote by mail ballot return envelopes through the counting and disposition of the ballots.

(c) The elections official shall notify vote by mail voter observers and the public at least 48 hours in advance of the dates, times, and places where vote by mail ballots will be processed and counted.

(d) Notwithstanding paragraph (2) of subdivision (b) of Section 2194, vote by mail voter observers shall be allowed sufficiently close access to enable them to observe the vote by mail ballot return envelopes and the signatures thereon and challenge whether those individuals handling vote by mail ballots are following established procedures, including all of the following:

(1) Verifying signatures and addresses on the vote by mail ballot return envelopes by comparing them to voter registration information.

(2) Duplicating accurately damaged or defective ballots.

(3) Securing vote by mail ballots to prevent tampering with them before they are counted on election day.

(e) A vote by mail voter observer shall not interfere with the orderly processing of vote by mail ballot return envelopes or the processing and counting of vote by mail ballots, including the touching or handling of the ballots.

APPENDEX B
POLICY STATEMENT #3-90(P) / RESPONSES TO FINAL REPORT
POLICY STATEMENT NO. 3-90 (P) POLICY STATEMENT RE PROCEDURE FOR COMMENTING TO GRAND JURY REPORTS AND THE MANAGEMENT REPORT OF THE ANNUAL COUNTY AUDIT

In order to establish a uniform procedure for the preparation and filing of comments to Grand Jury Reports, and the Management Report of the Annual Audit, it is the policy of the Board of Supervisors that the following steps be followed:

Grand Jury Reports:

1. Upon receipt of a final or interim report as provided in Section 933 of the Penal Code, the County Clerk will distribute copies to the members of the Board of Supervisors, the County Administrative Officer, and all affected departments. The Clerk shall establish a timetable for response to the report to comply with the 90-day limitation for the Board of Supervisors and the 60-day limitation for Elective Officers and appointed Department Heads. 2. The County Administrator shall be responsible for the preparation of the response to the recommendations and findings of the Grand Jury. 3. Comments shall be due from affected department heads within 30 days. Upon receipt, the Clerk shall immediately forward copies to the County Administrative officer, Grand Jury and the Superior Court Judge. 4. The County Administrative Officer will review all departmental responses for adequacy and completeness and may comment on the responses but shall not alter them. 5. The County Administrator, in coordination with members of the Board of Supervisors, shall prepare a final draft response which shall be scheduled on the Board agenda for discussion and approval in adequate time to meet the 90 day time frame required by Penal Code Section 933. 6. Upon adoption by the Board, the Clerk will file the original and furnish copies of the response, together with all departmental responses, to the Superior Court Judge, the Grand Jury and others specifically requesting copies.

The response shall reflect substantially the following:

1. As to each finding, whether the responding department agrees with or disputes the finding. If the finding is disputed, an explanation of the dispute should be provided.

2. To enable each Grand Jury to track its recommendations, the response shall indicate that the recommendations:

A. Have been implemented. Provide a summary of significant detail.

B. Will be implemented. A time frame for implementation is required.

C. Requires further analysis. Detailed outline required showing the scope and parameters of the study. D. Is not feasible. Explanation required.

3. Responses shall be brief and to the point. Each finding and recommendation shall be replied to separately.

Management Reports, Annual Audit:

1. Upon receipt of the Management Report, the County Clerk will distribute copies to the members of the Board of Supervisors, the County Administrative Officer, the Auditor/Controller, the Foremen of the Grand Jury and all affected departments. The Clerk shall establish a timetable for response to the report. 2. Comments shall be due from affected department heads within 30 days. Upon receipt, the Clerk shall immediately forward copies to the County Administrative Officer, the Auditor/Controller, the Grand Jury and the Board of Supervisors. 3. The Management Report and Responses shall be filed in the Office of the County Clerk.

ADOPTED: July 17, 1990

/s/ Howard G. Myrick_____ Howard G. Myrick - Chairman Board of Supervisors, County of Trinity