

County of Sonoma  
Registrar of Voters Office Procedures

## **OBSERVER GUIDELINES**

1. Interested parties may observe that the Registrar of Voters Office is following proper procedures. The Registrar of Voters' designated Elections Official shall determine the number and placement of observers.
2. Observers shall sign in and wear an identification badge provided by the Elections Official at all times while within the designated observation area.
3. Should the number of proponents or their requests to enter and/or leave the secure areas interfere with normal work activity or exceed the ability of Elections Official to accommodate requests, the Elections Official will limit the number proponents and require the proponents to arrive and leave together at coordinated times.
4. All observation shall begin and end within regular business hours of the Registrar of Voters Office. Posted hours are 8 am to 5 pm Monday through Friday (excluding holidays).
5. To minimize interference with canvass activities, a question-and-answer (Q&A) period will be provided during the first, and last 30 minutes each regular business day during the official canvass (M-F, 8 am to 5 pm, excluding holidays). Observers may submit questions to the Elections Official during that time. The Elections Official will attempt to fully respond (verbally or in writing) during the Q&A, time permitting.
6. Use of cell phones, pagers, computers, cameras, and other audio or video recording equipment or electronic devices is prohibited in all observation areas. Backpacks, large bags and folders are prohibited in the viewing area. The Registrar of Voters Office will not be responsible for the storage or security of observers' personal belongings.
7. Observers will be permitted access to a designated observation area, sufficiently close to enable them to observe and challenge whether the handling of ballots is compliant with established procedures.

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8. The Election Official will determine designated observation areas and establish a reasonable observation distance.
9. Observers may not prevent other observers from observing materials or any procedure.
10. Observers shall not touch or handle any ballots, envelopes, containers or equipment. No observers shall interfere with the orderly process of the canvass.
11. Except to challenge a canvass procedure, observers shall not carry on conversations with each other or elections officials or make disruptive comments while in the observation or canvass work areas.
12. Procedure challenges shall immediately be brought to the attention of the Supervisor of that canvass area. The Supervisor will immediately report the challenge to the Elections Official.
13. Observers shall not assist in the operations of the canvass.
14. Failure to follow observer rules will be reported to the Elections Official, who will determine appropriate action.
15. Observers shall not enter inside the area where processing and counting of ballots takes place.
16. The Registrar of Voters Office is a fragrance-free environment. Please refrain from wearing any scented products that may irritate individuals with allergies.

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**SUPPLEMENTAL OBSERVER REQUIREMENTS  
INSUFFICIENT PETITION INSPECTION**

The following policies and procedures are added to the Election Observer Guidelines for authorized petition inspection.

1. Proponent may designate authorized representatives to inspect the petition. Proponent must, in writing, name each authorized representative. The original authorization letter will be presented to and retained by Registrar of Voters Office (ROV).
2. Proponent and all authorized representatives must present valid and current identification prior to admission to the secure area for petition inspection.
3. Proponents and authorized representatives (proponents) may inspect the petition pages and relevant EMS screens. All inspection will be monitored by ROV staff.
4. At no time will proponents be allowed unmonitored access to these materials.
5. All inspection must be by appointment only in order to schedule appropriate ROV staffing.
6. All inspection will begin and end at times within the normal business hours of ROV.
7. Proponents must be escorted into and out of the secure areas of the facility.
8. Proponents are not entitled to interrupt the work of ROV staff.
9. Should the number of proponents or their requests to enter and/or leave the secure areas interfere with normal ROV work or exceed ability of the staff to accommodate the request, ROV will limit the number proponents and require the proponents to arrive and leave together at coordinated times.