

The background of the slide is a close-up, slightly blurred image of the United States flag, showing the stars and stripes in a wavy pattern. The colors are vibrant, with a deep blue field for the stars and bright red and white stripes.

# **OBSERVER TRAINING**

**An Overview of King County Elections**

**&**

**Observer Training Guidelines**

**August 2008**



# Facts about King County Elections

✓ 1.04 mil. active registered voters

August 19, 2008 Election

393 Poll sites

2,500 Precincts

2,600 Races/Issues

2,500 Ballot Styles

7 Drop Box Locations

660,000 Regular Absentees

7,200 Overseas and Military

3,000 Out-of-State

✓ Multiple ballot formats required in

English and Chinese

- Poll ballots
- Provisional ballots
- Absentee ballots

✓ 2 working locations

- King County Elections  
Renton, WA
- Election Distribution Center  
Seattle, WA





# Election Operations

## **SERVICE OVERVIEW:**

- Candidate Filing
- Minority Language Program
- Poll Worker Recruitment and Training
- Canvassing
- Troubleshooting
- Election Day Support (Help Desk)
- Ballot Drop Boxes

## **LOCATION(S):**

King County Elections  
Election Distribution Center

## **HOURS OF OPERATION:**

8:30 a.m. – 4:30 p.m.

## **CONTACT INFORMATION:**

Sandy McConnell  
Elections Program Manager,  
Operations  
(206) 296-1565





# Ballot Processing and Delivery

## **SERVICE OVERVIEW:**

- Mail Ballot Processing and Delivery
- Provisional Ballot Processing
- Logic and Accuracy Testing
- Canvass Board and Observer Coordination

## **LOCATION:**

King County Elections

## **HOURS OF OPERATION:**

8:30 a.m. – 4:00 p.m.

## **CONTACT INFORMATION:**

Rene LeBeau  
Elections Program Manager,  
Ballot Processing and  
Delivery  
206-296-4659





# Voter Services

## **SERVICE OVERVIEW:**

- Voter Registration records processing and maintenance;
- Absentee Ballot Requests
- Provisional Ballot processing
- Petition/Initiative Checking
- Election Customer Service
- Staffing 296-VOTE
- Opening/distribution on incoming mail

## **LOCATION:**

King County Elections

## **CONTACT INFORMATION:**

Jacqueline Timmons

Elections Program Manager, Voter Services

206-296-1608





# Observer Overview

- ✓ The requirement for official observers of the election process is grounded in state law.
- ✓ King County Elections strives to conduct elections as expeditiously and impartially as possible. Towards that end, all activities will be conducted as open and visible as possible to all concerned.
- ✓ While the vote itself is secret, the process of conducting an Election is not.
- ✓ Observers have the right to witness all aspects of the Election process.
- ✓ Observers play a key role in ensuring the electoral process is transparent and accountable.





# General Observer Guidelines

✓ The observer has the right to observe all aspects of the Election process.

✓ As an observer, you are permitted to observe:

Candidate filing\*

Ballot printing\*

Ballot assembly\*

Logic & Accuracy testing

Signature verification

Ballot reconciliation

Ballot duplication

Ballot tabulation

Storage of ballots

Provisional ballot processing

Ballot opening & inspection

Canvass Board proceedings

\* Not all election activities are paid observer opportunities.





# Rules for Public Election Observing

- ✓ By law, observers may not touch ballots, ballot containers, or vote tallying equipment.
- ✓ As an observer, you are expected to remain objective and independent from King County Elections. Please refrain from any actions which may jeopardize this status or appear as a conflict of interest.
- ✓ Due to time constraints and the critical nature of our job, we cannot allow workers to be disrupted. Please help us maintain a work environment free of distractions so that everyone can concentrate on their current task. This does not include speaking to members of the Election Supervisory team or the Staff/Observer Liaison – part of their job is to answer your questions.
- ✓ Open food and beverage containers are prohibited in the observation areas.
- ✓ Red pens only are allowed in ballot processing areas, they will be provided.
- ✓ Video taping, use of cellular phones, or other wireless communication is prohibited.
- ✓ Paid Observers are required to follow the same workplace rules as other county employees.
- ✓ Remain in observable areas only. Staff cubicles, offices, and meeting rooms should not be entered.





# Public Observer Process

## Checking In:

- ✓ Check-in with Election Staff at your assigned site and follow Check-in procedure.
- ✓ Check all bags, purses, and bulky jackets.
- ✓ Read, sign and date the provided copy of "Affidavit of Acknowledgement, Rules for Public Observers" form. Once for each election.
- ✓ Wear the "Observer" badge at all times while observing.
- ✓ Follow Rules for Public Observing at all times.

## Observing:

- ✓ Assigned election staff will provide an overview of the process you are observing.
- ✓ When possible, a chair will be provided for observers if they intend to observe more than 30 minutes to an hour.

## Checking Out:

- ✓ Check-out and follow Sign-out procedure.





## Observer Q & A

- Thank you for being part of the election process in King County!
- Questions?

