



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024/(562) 462-2716

CONNOR B. McCORMACK
REGISTRAR-RECORDER/COUNTY CLERK

October 6, 2003

TO: EACH SUPERVISOR

FROM: Conny B. McCormack, Registrar-Recorder/County Clerk

FINAL UPDATE ON TOMORROW'S ELECTION

This memo describes last minute activities our staff has completed in preparation for tomorrow's statewide Recall Election. It supplements the Status Update Report sent to your offices on Friday evening, October 3rd.

Communication with Each Precinct's Inspector

Between Saturday and today, Inspectors for all 1,786 voting precincts were re-contacted by fax, email or phone to provide them with the supplemental list of names of absentee and touchscreen voters and to refresh their training on how best to utilize the 3-5 extra pollworkers assigned to all large, consolidated voting precincts (see attached instruction sheet). As Secretary of State Kevin Shelley has repeated in all of his press briefings, given the extraordinary level of voter interest in this election, it is inevitable lines of voters will form at polling locations statewide. Our pollworker training, and this supplemental information, has provided guidance to our pollworkers on line management and others ways to assist voters to speed up the voting process. The person in charge (Inspector) at each voting precinct was selected due to past experience and excellent service as a pollworker. We have confidence in their ability to manage what is expected to be the largest number of voters they have ever served on election day.

Speed of Ballot Counting Election Night

As a reminder, ballots from the precincts rarely arrive at our Norwalk HQs before 11 p.m. Therefore, between announcing the results of the absentee ballots at about 8:15 p.m. and 11 p.m. there is little tabulation activity. Between 11 p.m. and 1 p.m. we anticipate 50% of the precincts will be counted. We hope to finish the unofficial election night tally by 3 a.m.

Visiting VIPs

A list of VIPs who will be here observing election activities and the itinerary we have prepared for their visit is attached. We are especially honored that Paul DeGregorio, Presidential appointee to the new federal Election Assistance Commission, will be among our distinguished guests. Additionally, numerous Congressional staff who have been involved for the past three years in the development and implementation of the Help America Vote Act (HAVA) that was passed by Congress and signed by President Bush

last year, will be with us. Please let me know if you or members of your staff would like to join us for any of these activities.

If you have additional questions or comments, please call me.

Attachments

C: CAO

**Attention Inspectors and County Pollworkers:
Important Last Minute Materials
and Request for Your Help!!**

1 Attached is the **Supplemental List of Absentee and Touchscreen Voters!** Please immediately mark “AV” or “TS” in the roster next to the voters’ names as you did with the lists we mailed to you last week.

2 **New “Stuff” We’re Asking You to Do:**

The expected high turnout of voters means lines are inevitable. We have **CONFIDENCE** in your ability to manage your Election Day team and the large number of voters assigned to your precinct!

CLERKS NOT NEEDED AT THE OFFICIAL TABLE SHOULD:

- Be assigned outside to assist with voter parking problems.
- Make sure voters are in the correct line: Last names A-L, M-Z.
- Encourage voters in line to circle their voting choices in their sample ballot.
- Offer extra sample ballots to voters without them.

IF YOU NEED EXTRA HELP: *Don’t be Shy!*

- Ask voters in line to help with line management. They can distribute extra sample ballots and guide voters to the correct Roster Clerk.

3 **You are NOT going to Run Out of Ballots!** We provided every precinct with enough ballots for 75% of the ACTIVE registered voters. The other 25% are a mix of AV/TS voters and inactive voters who very likely will NOT be coming in to vote. **Remember:** We combined inactive AND active voters into your roster to make finding voters easier for you.

**YOU CAN DO IT:
You are our Experienced STARS and
We know that you will SHINE!**

Itinerary for Election Visitors

Sunday, October 5, 2003

- 9:00 AM-12:00 PM Pollworker Training Class (Clerk Reservists)
(Norwalk Arts & Sports Complex—Norwalk)
- 1:30 PM-3:00 PM Pollworker Training Class (Precinct Inspectors)
(Norwalk Arts & Sports Complex—Norwalk)
- 3:30 PM-5:00 PM Pollworker Training Class (All Pollworkers)
(Norwalk Arts & Sports Complex—Norwalk)
- 2:00 PM-3:00 PM Multi-lingual Interpreter Training
(RR/CC Room 5004A)
- 2:00 PM-6:00 PM Precinct Coordinator Training
(RR/CC 7th Floor Executive Conference Room)

Monday, October 6, 2003

- 8:00 AM-10:00 AM Briefing for foreign journalists (Sponsored by US State Dept.)
(RR/CC 7th Floor Executive Conference Room)
- 10:00 AM-12:00 PM Visit to Orange County Registration and Elections Department
(Santa Ana—Transportation Provided from RR/CC)
- 12:00 PM-1:30 PM Lunch / Presentation on Specialty Pollworker Recruiting
(RR/CC 7th Floor Conny's Conference Room)
- 1:30 PM-3:00 PM Pollworker Training "Make-up Class" (Precinct Clerks)
(RR/CC 7th Floor Executive Conference Room)
- 3:30 PM-4:00 PM Overview and Tour of Polls and Officers Section
(RR/CC 6th Floor)
- 4:00 PM-5:00 PM Absentee Ballot Processing
(RR/CC 3rd Floor—MTS Tally Room)
- 6:45 PM Depart Marriott Hotel for Dinner
7:00 PM Dinner ARTE Cafe
12741 Towne Center Drive, Cerritos
(562) 865-2783

Tuesday, October 7, 2003

- Van 1: Depart 6:45 AM from Marriott Hotel
- ◆ Visit Poll Opening in City of Norwalk
 - ◆ Visit Polls in Orange County
 - ◆ Lunch Break
 - ◆ Visit 2 Polls in South Central Los Angeles (High Minority Voter Registration)
 - ◆ Visit Poll in Highland Park area of LA City (County Supervisor Gloria Molina serving as Pollworker)
- Return to Marriott Hotel by 4:00 PM—Free time for rest and dinner
- ◆ 7:15 PM Depart Marriott Hotel for Close of Polls in City of Whittier

Van 2: Depart 8:30 AM from Marriott Hotel

- ◆ Visit poll in City of Cerritos (High Minority Language Registration)
 - ◆ Visit Polls in Orange County
 - ◆ Lunch Break
 - ◆ Visit Poll in South Central Los Angeles
- Return to Marriott Hotel by 4:00 PM—Free time for rest and dinner
- ◆ 7:30 PM Depart Marriott Hotel for Close of Polls in City of Norwalk

ELECTION NIGHT ACTIVITIES

4:00 PM-6:00 PM Absentee Ballot Processing
(RR/CC 3rd Floor—MTS Tally Room)

8:00 PM

- ◆ First Semi-Official Election Result Bulletin Issued
- ◆ Unused Absentee Ballot Destruction
(RR/CC 3rd Floor)

9:00 PM-12:00 AM Ballot Inspection / Tally (Ongoing—RR/CC 3rd Floor)
Tour of Downey Ballot Check-in Center (10:45 PM)
Tour of RR/CC Tally Center (11:30 PM)
View Ballot Arrival by Helicopter (Ongoing—Library Parking Lot)

12:00 AM-2:00 AM? Finalize Semi-Official Ballot Tally

Wednesday, October 8, 2003

10:30 AM-11:00 AM Overview of Election Canvass (Conny McCormack)
Provisional Ballot Training and Outreach (Jennifer Collins-Foley)
View Video of Election Night Processing at Piper Tech Warehouse
(RR/CC 7th Floor Executive Conference Room)

11:00 AM-12:00 PM Tour of Absentee and Provisional Ballot Processing
(RR/CC 3rd Floor)

12:00 PM-2:00 PM Free time for rest/lunch

2:00 PM-3:00 PM Mini-Roundtable, LA County Community Voter Outreach
Committee (CVOC)
(RR/CC 7th Floor Executive Conference Room)

Participants: Ardis Bazyn—Council for the Blind
Erica Bernal—National Association of Latino Elected Officials
Kathay Feng—Asian Pacific American Legal Center
Margo Reeg—League of Women Voters
Steve Reyes—Mexican American Legal Defense and Educational
Fund
Sally Seven—League of Women Voters
Erica Teasley—NAACP

Statewide Special Election VIP Visitors

- **Mike Alvarez, Professor, Cal Tech, Pasadena**
- **Nancy Bekavac, President, Scripps College**
- **Kim Brace, President, Election Data Services**
- **Paul DeGregorio, Federal Election Assistance Commission Nominee (Currently Executive V. P., IFES), Washington, DC**
- **Kennie Gill, Chief Counsel (Minority Staff), Senate Rules Committee, Washington, DC**
- **Veronica “Ronnie” Gillespie, Elections Counsel (Minority Staff), Senate Rules Committee, Washington, DC**
- **Thad Hall, Century Foundation, Washington, DC**
- **Tom Hicks, Minority Staff, House Administration Committee, Washington, DC**
- **Brian Lewis, Floor Counsel, Office of the Senate Majority Whip, Washington, DC**
- **Wendy Noran, County Clerk, Boone County Missouri**
- **Konrad Olszewski, Election Advisor, OSCE, Warsaw, Poland**
- **Ted Selker, Professor, MIT, Cambridge, Massachusetts**
- **Leonard Shambon, Wilmer, Cutler & Pickering, Washington, DC**
- **Paul Vinovich, Majority Staff Director, House Administration Committee, Washington, DC**
- **Nikolai Vulchanov, Deputy Head of Election Section, OSCE, Warsaw, Poland**