

Informational Only



Registrar of Voters
County of Lake

Introduction

Election officials work tirelessly throughout the year. Lately, election processes have been in the spotlight, which makes it even more important to educate the public about how they work. Clearing up misconceptions and combating false information starts with showing people the behind-the-scenes effort that goes into preparing and running elections. For most people, their interaction with elections begins when their ballot arrives in the mail or when they visit their polling place to cast their vote in person. The process appears seamless—ready and waiting for them to participate. Yet, what many don't realize is that every detail they encounter has been meticulously prepared by dedicated staff in their local elections office.

All elections have safeguards to ensure an accurate outcome. The Lake County Registrar of Voters (ROV) Office is tasked with providing effective and equitable election administration for voters and is responsible for conducting all Federal, State, County, Municipal, and local district elections in the county while following strict federal and state election laws and regulations.

Federal and State Laws govern when elections are held and how voting takes place, set standards for voting equipment, as well as certifying and auditing results. They include how registration lists are maintained; how military and overseas voters are served and what kinds of technology are certified under federal guidelines. Election laws are constantly under review and officials must quickly adapt to changes by legislatures.

Election management includes:

- voter registration maintenance
- precinct/district file management
- all petition filings/signature verifications
- candidate filing and campaign finance management
- election information management system
- statewide database management
- voting system operations
- cybersecurity/physical security
- ballot creation
- vote-by-mail ballot
- provisional ballot, and conditional voter registration
- Ballot issuing/processing/tracking
- ballot tabulating
- ballot drop box deployment/ballot retrieval
- poll worker recruitment/training
- polling place reservation/delivery of supplies
- voter education/outreach; public observation
- and complying with language and accessible voting requirements
- and reporting requirements.

Conducting an Election requires proficiency in many areas, including major event planning, logistics, procurement, warehouse management, human resources, physical security and cybersecurity skills. Like any profession, election officials and staff benefit from continuing education and professional development. Staff participates in all training available through the Secretary of State's Office as well as through the certification programs offered through the California Association of Elections Officials (CACEO).

This department faces ongoing challenges of implementing new voting policies and procedural changes while receiving minimal funding to reimburse Federal and/or State mandates. Some federal funding has recently been allocated for technology and security improvements; however, local jurisdictions still bear the full

responsibility and costs of conducting elections. As a general fund department, the ROV office generates minimal to no revenue, making it difficult to cover the one-time and recurring expenses tied to election management.

Expectations for election officials have evolved over the past three decades. Until the passage of the Help America Vote Act (HAVA) in 2002, election administration was largely a manual process. Since then, election officials have had to become virtual IT specialists, managing voting systems and technology. Once election systems were designated as critical infrastructure by the U.S. Department of Homeland Security in January 2017, election officials had to also become familiar with cybersecurity requirements and physical security.

Voting technology continues to evolve. "Voting systems" refer to the machines that facilitate the casting and counting of votes. As defined by HAVA, this includes the equipment used to create ballots, to cast and count votes, to report or display election results, and to maintain and produce any audit trail information. To ensure that equipment is working properly, election administrators test their voting systems before every election.

Today, the information environment continues to evolve. Election officials are facing false information or conspiracies about election administration. As a result of this and other factors such as increased workload and responsibility, there has been a significant turnover of election officials due to resignations and retirement statewide. The people taking on this critically important workload make up the backbone of elections across the country.

Counties of all sizes face unique challenges when implementing new technology, depending on their staffing and resources. In this department, staff are required to take on multiple roles which can lead to inefficiencies. In contrast, larger counties have specialized staff dedicated to a particular area of election management. This ensures that processes remain efficient and are not interrupted despite the demands of other responsibilities. Regardless of the size of the jurisdictions, all counties must follow the same laws and regulations.

Increasing both permanent and temporary staff positions allows for the restructuring of the department, enabling team members to become more specialized in the different aspects of election management. Recruiting, retaining, and training staff is essential for building a succession plan for the department's future.

Investing in improved technology allows us to continue streamlining our processes while complying with mandated laws and deadlines. Over the past few years our office has utilized current technology to streamline processes, including automation of campaign finance, candidate filing documents, poll worker payroll data, and voter correspondence. However, continuous innovation will keep us moving toward better solutions.

Funds for future needs may need to be considered, like replacing voting equipment that's reaching the end of its operational capability, updating/replacing the election management/voting systems, or meeting new legal requirements and mandates.

I'm committed to advocating for this profession, the integrity of our elections, and the needs of this department so the public can continue to trust the work we do.

Odd Numbered Year

One of the questions we get a lot is, “what do you do when there's no elections going on?” The short answer is: we're maintaining the voter roll, planning the next elections, and taking education courses. Some counties even have local elections in odd numbered years (not typically in Lake County, which gives us time to squeeze in a vacation or two)!

All over the elections code, there are duties specified for odd years-including the odd year Report of Registration (ROR). All odd year RORs must be completed before March 1 and must include everyone who's registered in the county by February 10.

See [Elections Code Section 2187](#) for more information on what we do during an odd year.

Election Conduct

E-365 to E-172	Election and Candidate Filing preparation Polling Place Reservations
Candidate Filing: E-173 to E-113 In E-113 to E-88/83	In-Lieu Nom/DOC
E-89 to E-59	Ballot Layout (Official Ballot/CVIG) Candidate Statement Formatting and approval Begin assigning/calling poll workers
E-68	Final Certified Candidate List from the Secretary of State
E-60 to E-45	Military and Overseas Ballots are Issued Begin Spanish Facsimile Ballot Setup ADA Machines Update Dropbox Procedures
E-44 to E-30	Logic and Accuracy Update Polling Place Documents Prepare Election Observer Plans
E-29	Ballots/CVIGs are Mailed/available
E-29 to E+26/28	Process Ballots
E-28 to E-7	Issue/Reissue Official Ballots/CVIGs Finalize Poll workers Finalize and Pack Precinct Supplies
E-15	Close of Registration
E-6 to E-3	Poll worker Training
E-0 Election Day	Election Day
E+1 to E+28	Canvass

Election planning and tasks begin a year in advance of the election, this overview is just a portion of the duties that must be completed for each successful election.

Official Canvass

Why does it take so long to certify an election??????

The tasks that are completed during the official canvass are designated by Elec Code 15301.

Unofficial election results are shared as they become available after the polls close on election night. Even when the polls close, the election is not over. Plenty of work remains even after the last ballot is cast. The outcome of the election is not official until the completion of the canvass of votes and certification of results, which may be several days or even weeks after Election Day. The canvass represents the aggregation of all votes cast in a given election. The canvass process compiles every valid ballot cast and counted, whether cast on Election Day, during early voting, by mail ballot, from a uniformed or overseas citizen, by a federal write-in ballot from an eligible military or overseas voter or by a provisional/conditional ballot. The canvass also includes processes to review the accuracy of election data. The timing and deadlines of the canvass are controlled by policymakers. State law defines in statute when the canvass must be completed.

By law, California elections officials have 30 days to certify an election, however, in presidential election years, the timeline for certification is 28 days. The certification of an election means that elections officials have completed a number of reports and that the canvass is finished, and election results have been finalized.

The canvass period is open for public observation; the following activities must be completed:

- Inspection of ALL materials and supplies returned by poll workers.
- Reconciliation of the number of signatures on the precinct roster with the number of ballots recorded on the ballot statement.
- Reconciliation of the number of ballots counted with the number of votes recorded by the vote counting system.
- Signature Verification, processing and counting any valid vote-by-mail and provisional/conditional ballots not included in Election Night results.
- Counting any valid write-in votes.
- Reproducing any damaged ballots, if necessary.
- Reporting requirements – weekly result updates and other SOS surveys
- 1% Manual Tally
- Apply voting history onto **VoteCal**, the statewide database of voters.
- Reporting final results (certification) to the county Board of Supervisors and the Secretary of State, as required.
- Provide certificates of election to all winning candidates.

Legislative Bills Over the Years

VOTING BY MAIL

[California No-Excuse Absentee Voting – 1978](#) - California became the first state to allow eligible voters to request absentee ballots for any reason at all, including their convenience.

[Uniformed And Overseas Citizens Absentee Voting Act \(UOCAVA\) 1986](#) - Enacted by Congress in 1986, UOCAVA requires that the states and territories allow certain groups of citizens to register and vote absentee in elections for Federal offices. In addition, most states and territories have their own laws allowing citizens covered by UOCAVA to register and vote absentee in state and local elections as well.

[Military and Overseas Voter Empowerment Act \(MOVE Act\) 2009](#) - A subtitle of the National Defense Authorization Act for Fiscal Year 2010 amended UOCAVA to establish new voter registration and absentee ballot procedures which states must follow in all federal elections. The amended UOCAVA is available [here](#).

[California Permanent Vote by Mail – 2002](#) - Allowed all registered voters in California to become permanent absentee voters. Prior to 2002, participation in the program had been limited to voters with disabilities.

[Assembly Bill 216](#) approved July 18, 2018, requires counties to pay for postage on all returned VBM ballots.

[Assembly Bill 860](#) approved June 18, 2020, along with the Governor's Executive Orders [N-64-20](#) and [N-67-20](#), required that a ballot be mailed to ALL registered voters for the November 3, 2020, General Election.

[Senate Bill 152](#) approved June 28, 2021, along with guidance from the Secretary of State, required that a ballot be mailed to ALL registered voters for the September 2021 Recall Election.

[Assembly Bill 37](#) approved September 27, 2021, requires that all elections conducted in California, every active registered voter must be issued a vote-by-mail ballot.

REGISTRATION

[Assembly Bill 1094](#) approved September 29, 2000, effective on or before January 1, 2001, changed the date on when a person can register to vote from 29 days to 15 days prior to any election.

[Assembly Bill 30](#) approved October 11, 2009, authorized a person who is at least 17 years of age and otherwise meets all voter eligibility requirements to submit his or her affidavit of registration. The affidavit of registration would be deemed effective as soon as the affiant would be 18 years of age at the time of the next election.

[Senate Bill 113](#) approved September 14, 2014, lowered the minimum age for purposes of submitting an affidavit of registration pursuant to these provisions to 16 years of age.

[Senate Bill 207](#) approved February 13, 2020, permitting a voter, from the 14th day immediately preceding an election until the close of polls on election day, in lieu of executing a new affidavit of registration, to change residence address or political party in writing and signed under penalty of perjury.

[Assembly Bill 2841](#) approved September 29, 2022, requires the clerk of the superior court of each county to notify the Secretary of State each month of findings made by the court regarding a person's competency to vote and the number of court proceedings related to the determination of a person's competency to vote, as specified. The bill would require the Secretary of State, upon receipt of identifying information for the affected persons, to send this information to the appropriate county elections official, who must proceed to cancel the person's registration or notify the person that their right to vote has been restored, as applicable. The bill would require the elections official to provide notice of the intent to cancel the person's registration between 15 and 30 days before the cancellation.

ELECTION SYSTEM

[Help America Vote Act \(HAVA\) - 2002](#) Provided funds for new voting systems and required accessible voting machines at every polling place for voters with disabilities beginning in 2008. Lake County acquired ADA voting units and deployed in the 2006 primary election.

In January 2017, DHS designated election systems as [Critical Infrastructure Subsector](#). This designation is given to "systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters."

CONDITIONAL VOTER REGISTRATION - CVR

[Assembly Bill 1436](#) enacted CVR in 2012, to be operative on January 1 following the certification of VoteCal (SOS Statewide Database). VoteCal was certified on September 26, 2016, therefore CVR became operative January 1, 2017. Allows for a registrant to cast a conditional provisional ballot when the registrant delivers to the county elections office a properly executed affidavit of registration during the period of E-14 through and including Election Day. (May be offered at Polling places).

[Senate Bill 72](#) approved on October 8, 2019, which required, rather than permit, the county elections official to offer conditional voter registration and provisional voting at all satellite offices of the county elections official and all polling places in the county.

[Senate Bill 504](#) approved on March 31, 2022, which provides that UOCAVA voters and voters with disabilities use California Online Voter Registration (COVR) process for CVR and subsequently request access to a certified Remote Accessible Vote by Mail (RAVBM) system.

POSTMARKED BALLOTS

[Senate Bill 29](#) approved on September 25, 2014, effective January 1, 2015, which provided that any vote-by-mail ballot, including UOCAVA, is timely cast if it is received by the voter's elections official via the USPS or a bona fide private mail delivery company no later than 3 days after election day.

[Assembly Bill 860](#) approved on June 18, 2020, which extended the deadline by which vote-by-mail ballots must be received by the county elections official to 17 days after election day for the November 3, 2020, General Election.

[Senate Bill 152](#) was passed on June 28, 2021, deemed that a vote-by-mail ballot timely cast if it is postmarked or date stamped on or before election day and is received by the voter's elections official no later than 7 days after election day for the September 2021 Recall Election.

[Assembly Bill 37](#) requires that for all elections, a vote-by-mail ballot is considered timely if it is voted on or before Election Day and, if returned by mail, is received no later than 7 days after Election Day.

PROCESSING VOTE-BY-MAIL BALLOTS

[Senate Bill 29](#) approved on September 26, 2014, effective January 1, 2015, changed when counties could begin processing ballots from 7 business days to 10 business days prior to the election.

[Assembly Bill 3370](#) approved on September 18, 2020, changed when counties could begin processing ballots from 10 business days to 15 business days prior to the election.

[Assembly Bill 860](#) approved on June 18, 2020, authorized for the November 3, 2020, General Election, to begin processing vote-by-mail ballots 29 days before the election.

[Senate Bill 152](#) approved June 28, 2021, authorized for the September 2021 Recall Election, to begin processing vote-by-mail ballots 29 days before the election.

[Assembly Bill 37](#) approved September 27, 2021, authorizes that counties may begin processing vote-by-mail ballots 29 days before any election.

BALLOT TRACKING

[Assembly Bill 2911](#) approved on September 21, 2016, requiring county elections official to establish a free access system that allows a vote by mail voter to learn if his or her vote by mail ballot was counted and, if not, the reason why the ballot was not counted.

[Assembly Bill 2218](#) approved September 17, 2018, requiring the Secretary of State to establish a system that a county elections official may use to allow a vote by mail voter to track and receive information about their vote-by-mail ballot through the mail system and as the vote by mail ballot is processed by the county elections official. It would make this system available for use by each county and would authorize a county to use the system to satisfy the requirement to establish the existing free access system.

[Assembly Bill 860](#) approved June 18, 2020, along with the Governor's Executive Orders [N-64-20](#) and [N-67-20](#), required county elections officials to use the Secretary of State's ballot tracking system, or a system that meets the same specifications, for the November 3, 2020, General Election and use Intelligent Mail Barcodes (IMbs).

[Senate Bill 152](#) approved June 28, 2021, required county elections officials to use the Secretary of State's ballot tracking system, or a system that meets the same specifications, for the September 2021 Recall Election and encouraged to use Intelligent Mail Barcodes (IMbs).

[Assembly Bill 37](#) approved, September 27, 2021, requires that for all elections, the ballot tracking system used by county elections officials shall be accessible to voters with disabilities. (Lake uses Ballot Trax from SOS)

REPORTING REQUIREMENTS

[Assembly Bill 566](#) approved July 12, 2019, required elections official, on the 2nd day after an election, to send to the Secretary of State an initial report containing the estimated number of outstanding unprocessed ballots. Commencing on the 6th day after the election, the elections official would be required to send a report on the estimated number of outstanding unprocessed ballots whenever the elections official publicly releases updated election results during the official canvass period.

[Assembly Bill 63](#) approved October 8, 2023, required the elections official, beginning no later than the Thursday following the election until submission of a certified statement of the results, to post updated information regarding the election on their internet website at least once per week. The information must at a minimum include updated results for any candidate for office or measure appearing on the ballot, the number of ballots processed and an estimated number of outstanding unprocessed ballots, according to specified categories, and the date and time when it is expected that the next results will be posted. The bill would permit the elections official to stop posting the results when either a certified statement of results is published or the only ballots left to count are vote by mail ballots for which a voter has the opportunity to cure their ballot by verifying or providing their signature.

REMOTE ACCESSIBLE VOTE-BY-MAIL (RAVBM)

[Assembly Bill 1013](#) approved September 29, 2018 (effective January 1, 2019, and operative on January 1, 2020), required that county elections official permit a voter with a disability, or a military or overseas voter, to cast their ballot using a certified remote accessible vote by mail system.

[Assembly Bill 860](#) approved June 18, 2020, along with the Governor's Executive Orders [N-64-20](#) and [N-67-20](#), required that the use of a certified Remote Accessible Vote-by-Mail (RAVBM) system be extended for use to ALL voters for the November 3, 2020, General Election.

[Senate Bill 152](#) approved June 28, 2021, required that the use of a certified Remote Accessible Vote-by-Mail (RAVBM) system be extended for use to ALL voters for the September 2021 Recall Election.

[Assembly Bill 37](#) approved September 27, 2021, shall permit any voter to cast a ballot using a certified RAVBM system for any election.

VOTE-BY-MAIL BALLOT SIGNATURE CURE NOTICES

[Assembly Bill 759](#) approved on September 17, 2018, and was implemented for the November 2018 General Election. This bill required elections officials to notify voters whose signature on their vote-by-mail identification envelope did not match their signature on file, and allow them an opportunity to cure their signature, up to 2 days, prior to the certification of an election. Or if the voter failed to sign their identification envelope, the elections official would allow them an opportunity to sign their envelope in the office during regular business hours or submit an "Unsigned Ballot Statement" before 5 p.m. on the 8th day after the election.

Effective January 1, 2020, for the March 2024 Presidential Primary Election, Elections Code section 3019 was amended by [Senate Bill 523](#) to create identical notices and cure periods (2 days prior to certification) for both signature mismatches and unsigned identification envelopes on vote-by-mail ballots. Additionally, this bill added translation requirements for both notices.

[Assembly Bill 3184](#) approved on September 22, 2024, changes made only apply to the November 5, 2024, General Election. This bill requires ALL counties certify no sooner than December 3, 2024, if there are no vote-by-mail ballots remaining to be cured. *And pursuant to the amendments made by [Senate Bill 77](#)*, if an elections official has a telephone number or email address on file for a voter whose signature does not compare, the elections official shall notify the voter by telephone, a text message, or email of the opportunity to verify the voter's signature. If an elections official calls the voter and the voter does not answer, the elections official shall attempt to leave a voicemail message.

VOTE-BY-MAIL BALLOT DROP-OFF OPPORTUNITIES

[Senate Bill 365](#), approved October 10, 2015, permitted a vote by mail voter to return his or her voted vote by mail ballot to the elections official from whom it came at a vote by mail ballot drop-off location, as defined. The bill would require the Secretary of State, on or before January 1, 2017, to promulgate regulations establishing guidelines based on best practices for security measures and procedures that a county elections official may use if the county elections official establishes one or more vote by mail ballot drop-off locations and vote by mail ballot drop boxes, as defined.

Governor's Executive Order [N-67-20](#), required that counties provide at least one ballot drop-off location for every 15,000 registered voters (not less than two) for the November 3, 2020, General Election. (Lake County maintained traditional polling places and wasn't required, however, Lake County placed 5 ballot drop boxes throughout the county)

SOS guidance for the September 2021 Recall Election provided that counties with traditional polling places can provide ballot drop boxes at discretion, however, Lake County placed 6 ballot drop boxes throughout the county.

[Assembly Bill 37](#) approved September 27, 2021, requires that traditional polling place counties provide at least two vote-by-mail drop-off locations within the county, or at least one for every 30,000 registered voters. (Lake County has 6 ballot drop boxes)

BALLOT RETRIEVAL

Ballots shall be retrieved from unstaffed drop boxes every 48 hours, excluding Saturdays and Sundays, after the 10th day prior to an election through the closing of the polls on Election Day.

Note – Two ballot retrievers are required as is currently set forth in the California Code of Regulations, Section 20137(a)(3).

CURBSIDE VOTING

[Assembly bill 545](#) approved October 10, 2023, expanded the list of required supplies to include specified items to assist voters with disabilities. Eliminated the requirement that voters issue a declaration under oath before receiving assistance. Expanded that authority to allow a voter with a disability to vote by regular ballot outside any polling place, regardless of whether the polling place is inaccessible. Required the posting of signage in specified areas indicating that the option is available for a voter with a disability to vote there, and the establishment of a method for a voter with a disability to contact a precinct board member in order to vote outside the polling place. Required elections officials to include information regarding this option in the county elections internet website and the county voter information guide.

LANGUAGE REQUIREMENTS

[Section 203 of the Voting Rights Act](#) passed in 1965, requires that when a covered state or political subdivision provides registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots, it shall provide them in the language of the applicable minority group as well as in the English language. A jurisdiction is covered under Section 203 where the number of United States citizens of voting age is a single language group within the jurisdiction:

- Is more than 10,000, or
- Is more than five percent of all voting age citizens, or
- On an Indian reservation, exceeds five percent of all reservation residents; and
- The illiteracy rate of the group is higher than the national illiteracy rate

Lake County does not have any Section 203 covered languages.

[Assembly Bill 918](#) (California Voting for All Act) approved October 15, 2017, in counties where the Secretary of State has determined that it is appropriate, existing law requires each precinct board to post, in a conspicuous location in the polling place, at least one facsimile copy of the ballot with the ballot measures and ballot instructions printed in Spanish. Existing law requires that facsimile ballots be printed in other languages and posted in the same manner if a significant and substantial need is found by the Secretary of State. Establishes that if 20% of the precinct population who are of voting age lack sufficient English skills to vote, that the County Elections office must also provide 3 copies to the polling place of a facsimile ballot in addition to the posting requirement. Requires county elections officials to make a good faith effort to recruit bilingual poll workers for any precinct in which 3% or more of the voting age residents are members of a single language minority. Lake County is only required to post and provide Spanish facsimile ballots in certain precincts.

In 2021 [CCROV # 21221](#) established that Lake County was no longer required to post or provide any facsimile ballot in any language under [CA Elections Code Section 14201](#). [CCROV #22039](#) reinstated the CA Elections Code Section 14201 requirements for the Spanish language in precincts where it had been required in 2017.

Each election cycle brings adjustments to departmental procedures in response to legislative changes, resulting in a recurring cycle of retraining. Despite ongoing legislative changes, we have successfully met our deadlines while maintaining a high standard of operational quality.

Pending Legislation

IN CALIFORNIA

87 bills are being tracked by the CACEO for 2025, which include 68 election related bills. The Bills that are listed here could potentially impact our current operations.

[Assembly Bill 5](#) would require elections officials, on or before the 10th day following an election, to finish counting all ballots, with certain exceptions, including provisional ballots and ballots for which the voter must either verify or provide a signature, and release a vote count for those ballots. The bill would authorize the Secretary of State to grant an extension of that deadline to an elections official upon request. By increasing the duties of county elections officials, the bill would impose a state-mandated local program.

[Assembly Bill 72](#) would require elections officials to provide a voter with registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots, in Bengali if the voter requests it. By increasing duties on local elections officials, this bill would impose a state-mandated local program

[Assembly Bill 827](#) would reduce cure notices deadlines to no later than 14 calendar days after the election for the elections official to provide notice, and no later than 5 p.m. 22 calendar days after the election for the voter to verify their signature. The bill would permit an elections official to use a vote by mail ballot drop box to receive the form used by the voter to verify their signature pursuant to these provisions. The bill would require an elections official who receives a completed unsigned identification statement that is not timely submitted to compare the signatures and, if the signatures compare, add the signature to the voter's registration record for use in future elections.

[Assembly Bill 1214](#) would increase posting weekly updated result requirements to at least twice per week. By increasing the duties of local elections officials, this bill would impose a state-mandated local program

[Assembly Bill 1411](#) would require counties that do not conduct an election as an all-mailed ballot election, as specified, to design and implement a voter education and outreach plan to identify and register qualified voters who are not registered to vote. The bill would require such plans to provide information to the public about specified topics, such as vote by mail procedures and options for military and overseas voters. The bill would require county elections officials to submit amendments to their plans to the Secretary of State, who must make the current version of each plan available on the Secretary of State's internet website. The bill would require the Secretary of State to provide county elections officials a template for their plans.

[Senate Bill 335](#) would repeal the provisions requiring county elections officials to mail a ballot to every registered voter and authorize a county to conduct an all-mailed ballot election. The bill would instead authorize a voter to request a vote by mail ballot for any election, as specified. The bill would also authorize and establish procedures for a voter to apply to become a permanent vote by mail voter. The bill would require a county elections official to mail a vote by mail ballot for each election to a voter who has qualified to become a permanent vote by mail voter.

[Senate Bill 406](#) would instead require a vote-by-mail ballot to be returned to the applicable elections official no later than the close of the polls on election day, except that the bill would require a vote-by-mail ballot cast by a military or overseas voter to be counted if it is postmarked on or before election day and received no later than 7 days after election day

[Senate Bill 407](#) would reduce the deadline to certify the election to 10 days for counting all ballots and preparing the certified statement of the results of the election, and 11 days for sending the Secretary of State a complete copy of all election results. The bill would require the Secretary of State to prepare, certify, and file a statement of the vote no later than 2 days after receiving election results from all county elections officials. By increasing the duties of county elections officials, this bill would impose a state-mandated local program.

EO 14248 and SAVE Act

[Executive Order 14248](#), Executive Summary:

Preserving and Protecting the Integrity of Elections, signed March 25, 2025, requires proof of U.S. citizenship on the national mail voter registration form. Requires state or local officials to document the proof of U.S. citizenship. Allows access by state and local officials Federal databases, including the Social Security Number Verification Service, that are relevant to state and local officials to verify eligibility of individuals registering or who are already registered. The Election Assistance Commission (EAC) is directed to cease providing Federal funds to states who do not comply with this order. All non-citizens will be prevented from being involved in the administration of any federal election. It is a violation of the Executive Order to include absentee or mail-in ballots received after Election Day in the final tabulation of votes for the appointment of Presidential electors and the election of members of the United States Senate and House of Representatives.

[Safeguard American Voter Eligibility Act \(SAVE Act\) H.R. 22](#) & [S. 128](#) are the identical bills which constitute the SAVE ACT. H.R. 22 has passed the House of Representatives and is now in the Senate.

This bill requires individuals to provide documentary proof of U.S. citizenship when registering to vote in federal elections.

Specifically, the bill prohibits states from accepting and processing an application to register to vote in a federal election unless the applicant presents documentary proof of U.S. citizenship. The bill specifies what documents are considered acceptable proof of U.S. citizenship, such as identification that complies with the REAL ID Act of 2005 that indicates U.S. citizenship.

Further, the bill (1) prohibits states from registering an individual to vote in a federal election unless, at the time the individual applies to register to vote, the individual provides documentary proof of U.S. citizenship; and (2) requires states to establish an alternative process under which an applicant may submit other evidence to demonstrate U.S. citizenship.

Each state must take affirmative steps on an ongoing basis to ensure that only U.S. citizens are registered to vote, which shall include establishing a program to identify individuals who are not U.S. citizens using information supplied by certain sources.

Additionally, states must remove noncitizens from their official lists of eligible voters.

The bill allows for a private right of action against an election official who registers an applicant to vote in a federal election who fails to present documentary proof of U.S. citizenship.

The bill establishes criminal penalties for certain offenses, including registering an applicant to vote in a federal election who fails to present documentary proof of U.S. citizenship

Current Organization

Positions:
Registrar of Voters (ROV)
Deputy Registrar of Voters (DROV)
Elections Specialist, Senior
Elections Specialist, Senior
Elections Specialist, Senior
Extra Help (6-10)

Now that I have shared with you all that our office does to conduct elections, I would like to introduce the individuals who are doing all the jobs behind the scenes to make elections happen.

For the fiscal year 2025/2026 I have budgeted for a part-time permanent staff member.

Registrar of Voters

Head the department and set the overall vision

- *Election Creation and Administration*
- *Public Records Act Requests*
- *Poll Worker Training*
- *Budget Finance*
- *CVIG Layout*

Deputy Registrar of Voters (ROV)

- *Voting System Operations*
- *Ballot Layout and Design*
- *Policies and Procedures*
- *Website Maintenance*
- *GC 87200 Form 700 Filers*
- *RAVBM*
- *Survey/Questioner Responses*
- *UVOCVA and Provisional Processing*

Elections Specialist, Senior #1

- *Candidate Services*
- *Campaign Services*
- *Poll Worker/Polling Places Operations*
- *VAAC/LAAC*
- *Precinct/District Management*
- *Storage/Warehouse Management*
- *Fiscal*

Elections Specialist, Senior #2

- *Accounts Payable*
- *Petition Management*
- *Voter Education and Outreach*
- *NVRA*
- *Accessible Voting Machine Deployment and Management*
- *Vote by Mail Operations*

Elections Specialist, Senior #3

- *Voter Registration Services*
- *VBM Correspondence*

Extra Help

Process Ballots (signature verification, sort by precinct, and open); Manual Tally

Note: During an election cycle, the entire team works cross-functionally — all hands-on deck. Additional duties as follows:

Vote-by-Mail Ballot Issuing/Processing
Supplemental County VIG Mailing
Provisional/Conditional Voter Registration Issuing/Processing
Canvass (any/all aspects)
Vote-No-Vote/Roster Processing

Proposed Organization

Positions
Registrar of Voters
DROV/Assistant Registrar of Voters
Elections Manager/Supervisor
Elections Analyst
IT Elections Technician/GIS
Elections Specialist, Senior #1
Elections Specialist, Senior #2
Elections Specialist, Senior #3 (part-time)
Extra Help (12-16)

Registrar of Voters

Head the department and set the overall vision

Deputy ROV/Assistant Registrar of Voters

- *Oversee daily operations*
- *Implement the ROV's vision*
- *HR and payroll*

Elections Manager/Supervisor

- *Supervise Staff*
- *Create tools and resources for election processes*
- *Collaborate across projects*

IT Elections Technician/GIS

- *Manage election information system and voting system operations*
- *Tech Support*
- *Logistics*

Elections Analyst

- *Department Finances*
- *Media Inquiries*
- *PRAs*
- *Collaborate across projects*

Elections Specialist, Senior

Specialist 1:

- *Petitions*
- *Candidate Services*
- *Vote-by-Mail Services*

Specialist 2:

- *Voter Outreach and Education*
- *Voting and Language Accessibility (VAAC & LAAC).*
- *Poll worker recruitment/training and Polling Places*

Specialist 3 (part-time):

- *Voter Registration Services/Management*
- *Day-to-Day office operations*

All positions: Other Duties as Assigned

The addition of 2 1/2 permanent employees and 6 extra help workers will allow for better distribution of duties. An additional supervisory role is needed to ensure efficiency. This configuration of employees also allows for a shift change during the two weeks before and the two weeks after an Election.

To enhance the effectiveness of the Registrar of Voters and ensure a more streamlined, responsive operation, I am proposing a strategic reorganization that includes adding two full-time positions and reclassifying select roles. By leveraging job descriptions from comparable counties, we are developing a well-researched framework that will maximize efficiency and voter accessibility. Once our analysis is complete, we will formally present our proposal to either the Board or the Reclassification Committee, advocating for the essential improvements needed to strengthen our electoral processes. My goal is for the department to be structured as shown.

Technology

Current:	Upgrades/Replacements:
Information Management System (EIMS)	
Voting System Components: 1. Build Station & Printer (Ballot) 2. Scan Station - Printer & Ballot Scanner 1 main server and 2 clients 3. Tabulation System & Printer 4. ADA Voting Units & Printers (40 units)	Voting System annual/bi-annual software upgrades Replace 1 ballot scanner
Remote Accessible Voting System (RAVBM)	
Campaign Finance Reporting System	

This is the current state of our department's technology usage, along with the upgrades we plan to acquire within the next fiscal year. Our existing scanners have reached the end of their operational capability and replacing them will ensure continued efficiency and improved performance.

Technology In the Upcoming Years

Requests:	Function
Signature Verification System	A signature verification system comes in a variety of sizes with customizable features. One option we have investigated will automate signature verification up 20%.
Polling Place ADA Voting Unit Printers (30)	The OKI printers for the ADA Voting Units are no longer available in the United States, parts and consumables are only available until vendors run out of stock.
Voting System Printers in Elections Computer Room (5)	
1 Ballot Scanner	High Speed Scanner
Electronic Poll Books	Streamline Vote-No-Vote Entry
DFM Lite	Expedites Polling Place Operations
GIS Software	Streamline Precinct/District Boundary Changes

Rainy Day Fund

Contingencies:	Election Management Systems, Voting Systems and Equipment must be certified. The complete list of certified voting technology is available on the Secretary of State's website.
EIMS Replacement	
*Voting System Replacement	
RAVBM	
Voting Equipment	

The prior voting system for Lake County was purchased in 1984 and decertified in 2019 when regulations were changed.

Facilities and Physical Space

Current:	Needs:
ROV Office: 1,436 sq ft. of usable/working space (including 150 sq ft of working space for Extra Help and 132 sq ft. for voters)	Additional spaces for offices, a larger working area for Extra Help, larger voting space/foyer, and a parking area
Total Office Square Footage: 1,971.25 sq ft.	Square Footage Needed: 3,500 to 4,000 sq ft.
Offsite Storage (3): 848 sq ft. Courthouse Storage (3) 531 sq ft.	Space for storage/onsite warehouse
Total Storage: 1,379 sq ft.	Total Storage Needed: 1,500 to 2,000 sq ft.

There are only two locations in Lakeport which would meet our space and storage needs.

Other Needs

Requests:
Van for the Registrar of Voters Office

Our office plays a crucial role in ensuring accessibility and efficiency in the electoral process. Given the diverse responsibilities we handle, a dedicated department vehicle would significantly improve our ability to meet these demands.

1. Accessibility Surveys

- Our office regularly conducts accessibility surveys on current and potential polling places, ensuring compliance with regulations.
- These surveys must be redone every two years and/or as regulations change, requiring travel to various locations based on their availability and our staff schedules.

2. Ballot Collection and Election Day Operations

- Beginning 29 days before an election, we oversee six vote-by-mail drop boxes around the lake. Ballots must be collected from these boxes regularly to ensure a secure and smooth electoral process.
- On Election Day, multiple teams are dispatched to deliver supplies and assist poll workers as needed, requiring reliable transportation to various locations.

3. Document Storage and Management

- Our office handles paper-based processes such as voter registration, petition verification, campaign statements, and accounts payable.
- As a result, we must frequently box and transport documents to off-site storage facilities. These records must be kept for specified periods before they can be purged, necessitating frequent trips.

Currently the vehicles we use are at the availability of Central Garage. During the Election we reserve a vehicle for the E-29 to E-0 period. On Election Day we reserve 2 additional vehicles.

Filling the Gap

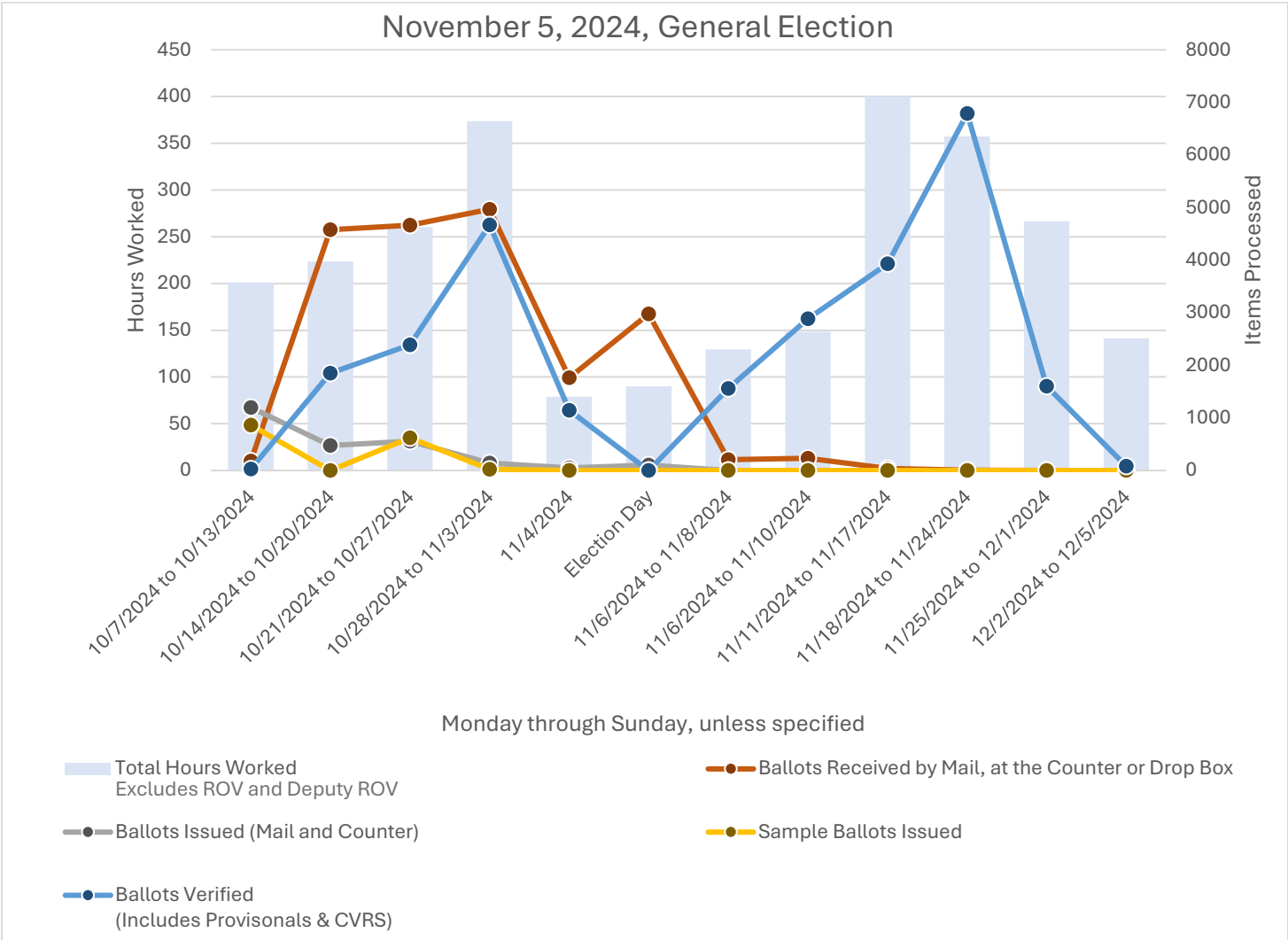
This is an overview of where the department currently stands and where we aspire to be. While acknowledging that some of these requests may take time to implement, I want to emphasize the critical need for additional resources to sustain our success. We already operate at a high level, efficiently managing multiple responsibilities within each position. However, as state and federal mandates continue to expand, maintaining our current level of performance has become increasingly challenging.

Appropriate staffing levels, the purchase of a signature verification machine, a larger facility, and a department-owned van can dramatically improve efficiency and bring us closer to the Board's expectations.

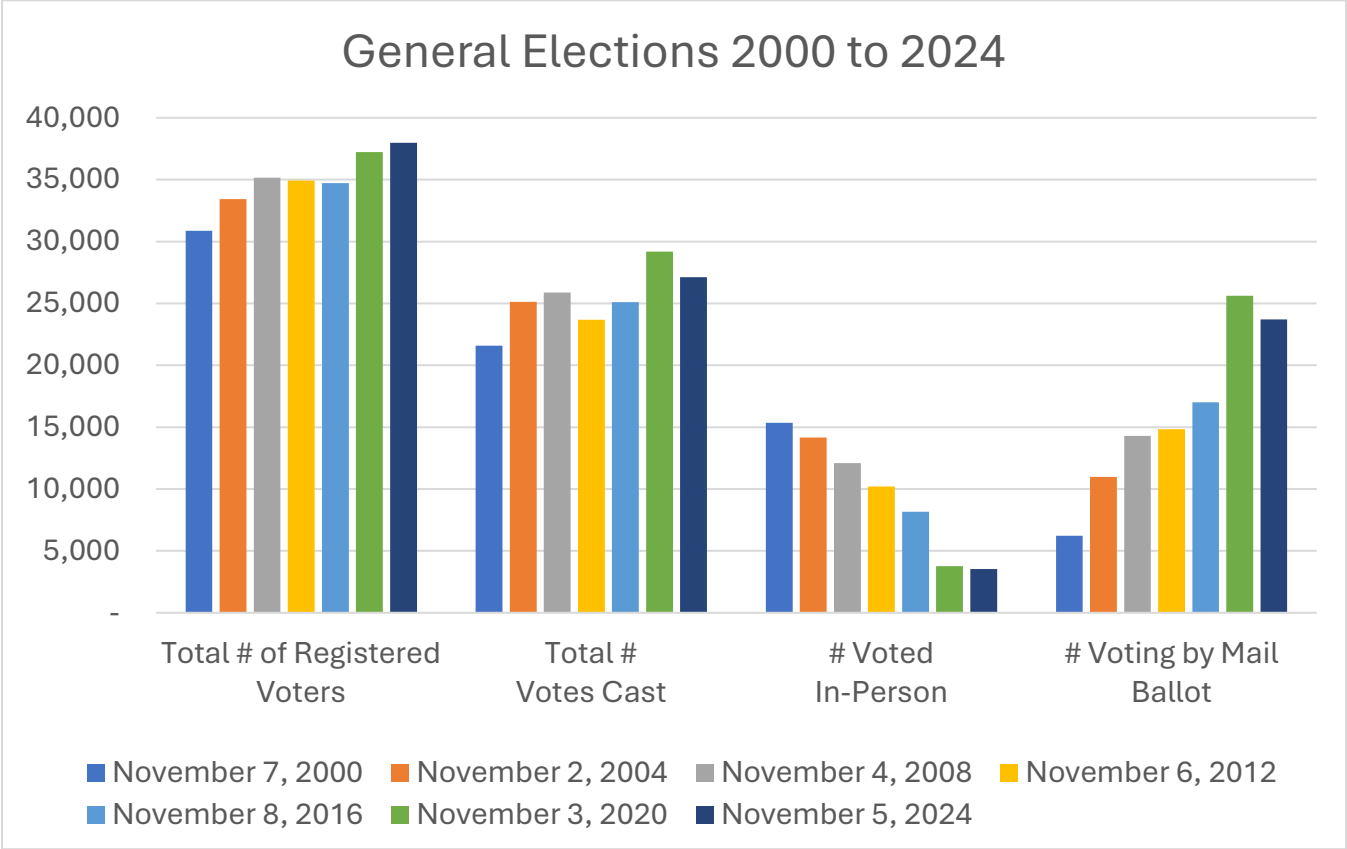
With the rise in vote-by-mail, our need for adequate working space continues to grow. As staff expands and additional equipment is used, usable space becomes scarce. Once our current lease at 325 N Forbes St expires, our space needs must be addressed. This expanded space would serve more than processing ballots. It would enhance voter accessibility and engagement. It would allow us to increase the voting area in our lobby, host training courses, and improve parking accessibility for all voters. A larger facility may also meet our needs for onsite storage. By securing the appropriate space, we can better serve our community and ensure an efficient, inclusive voting experience.

Additionally, a department-owned van would allow our staff to efficiently complete these varied responsibilities without relying on external or personal transportation. It would improve workflow, ensure timely ballot collection, support election operations, and streamline document storage management.

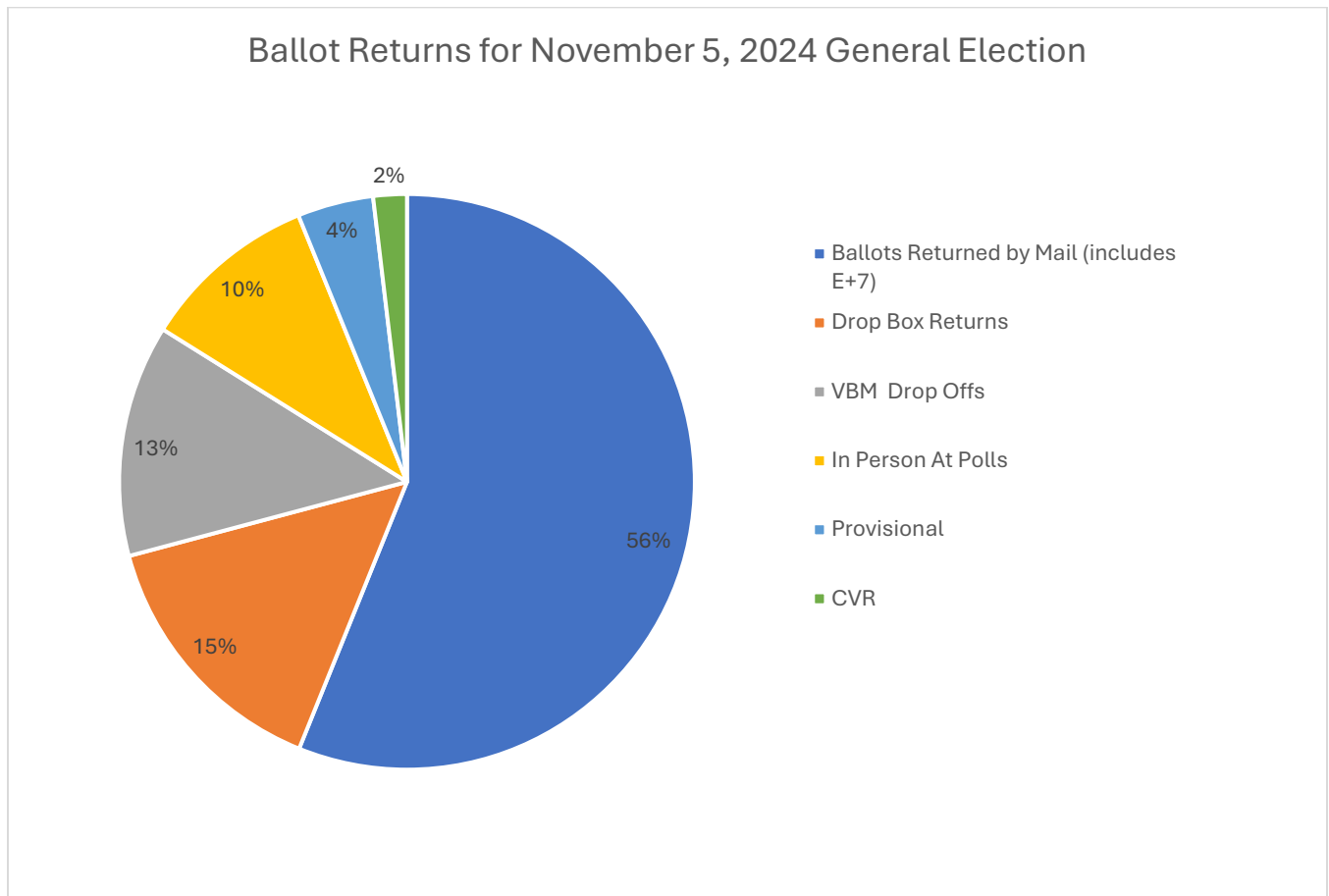
ELECTION WORKLOAD



VOTER REGISTRATION AND PARTICIPATION



VOTING METHODS



Voting Methods November 2020 through November 2024

