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 Processes**

**&**

**Observer Training Guidelines**

**King County Records, Elections and Licensing Services Division**

**August 2007**



# Facts about King County Elections

- ✓ Nearly 1 million active registered voters
- ✓ 2,553 voting precincts
- ✓ 407 polling locations
- ✓ 620,476 permanent absentee voters
- ✓ 5,879 military and overseas ballots
- ✓ Issued to more than 64 countries
- ✓ Over 3,000 out-of-state ballots issued
- ✓ Five working locations
  - Admin Building – 5<sup>th</sup> Floor
  - Admin Building – 2<sup>nd</sup> Floor
  - Election Distribution Center
  - Temporary Elections Annex
  - Columbia Center – 20<sup>th</sup> Floor
- ✓ Average six elections per year

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Multiple ballot formats required:

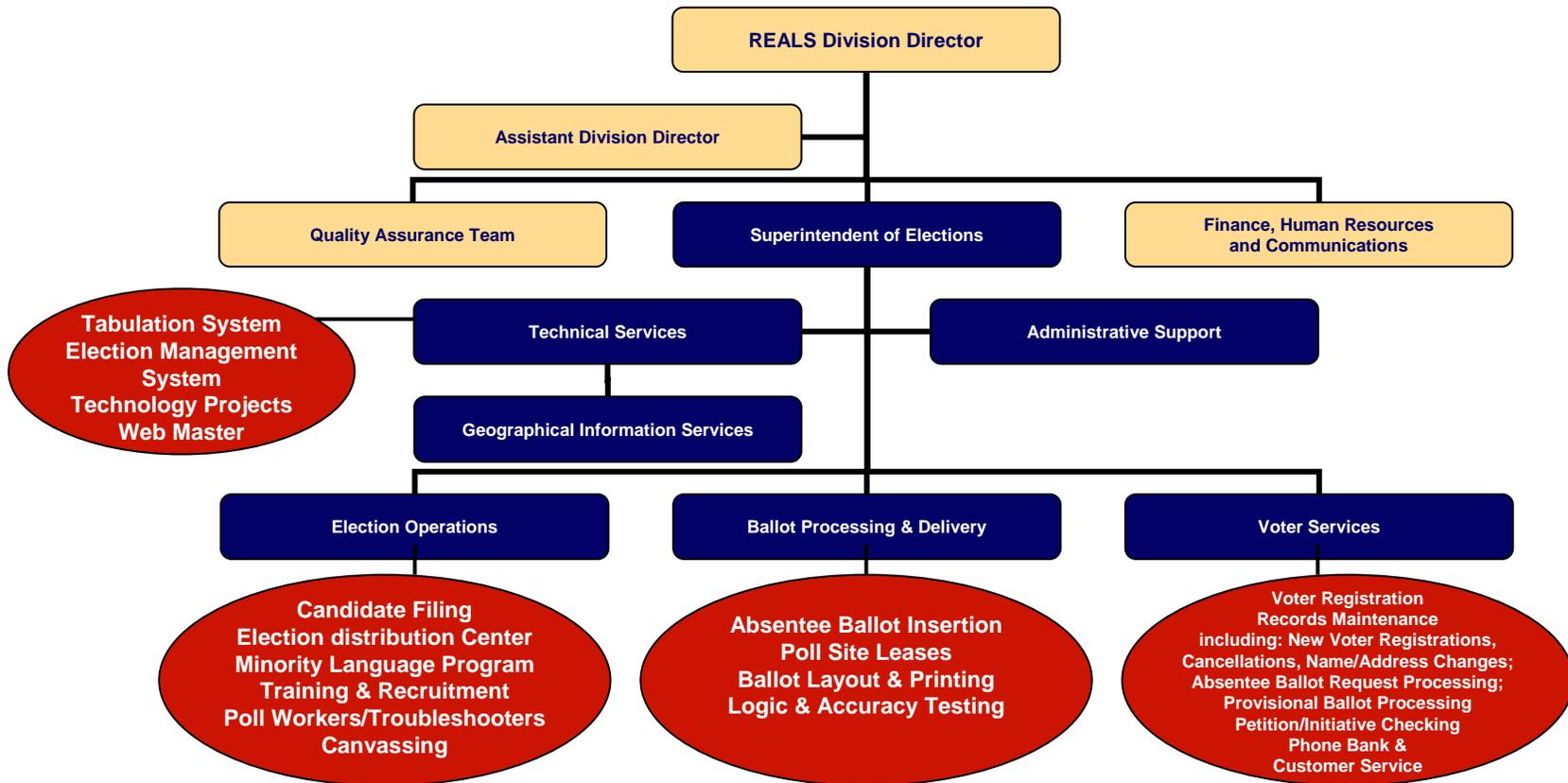
- Regular paper ballots
- Chinese-language ballots
- Provisional ballots



- Chinese-language provisional ballots
- Absentee ballots
- Chinese-language absentee ballots
- Visually enhanced and audio ballots

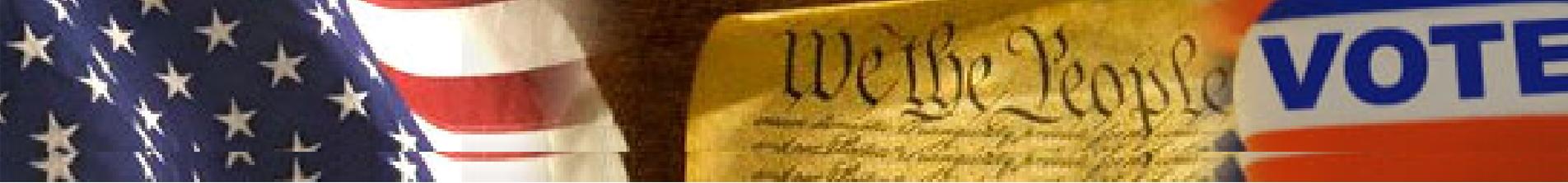


# Management & Organization



We value all members of our organization for all are equally important.





## Observer Overview

- ✓ The requirement for official observers of the election process is grounded in state law.
- ✓ The specific vote of an individual is secret; the administration of an election is not. The goal of King County Elections is to conduct elections as expeditiously and as impartially as possible.
- ✓ To accomplish this goal, all elections activities are conducted as open and visible to the public. Observers have the right to witness all aspects of the election process.
- ✓ Observers are welcomed since they play a key role in ensuring the electoral process is transparent and accountable.





# Types of Observers

## Public Observers

- ✓ The general public is invited to observe the election process. Observers are admitted provided there is room to observe the process without unduly interfering with the election process.



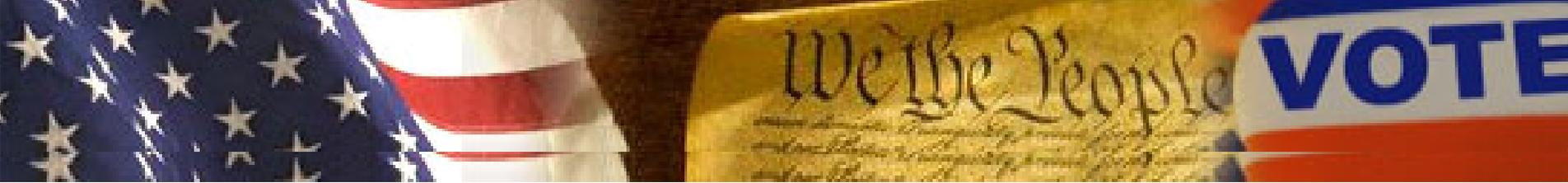


# Types of Observers

## Party Observers

- ✓ Any person or persons assigned by the chair, central committee or designee of any major political party recognized by the State of Washington.





# Types of Observers

## Poll Watchers

✓ Anyone may watch and observe the voting process during voting hours, and may observe the process of closing the polls. Anyone coming to the polls to observe is asked to first check-in with the Inspector. This assists us in protecting the privacy of the vote.

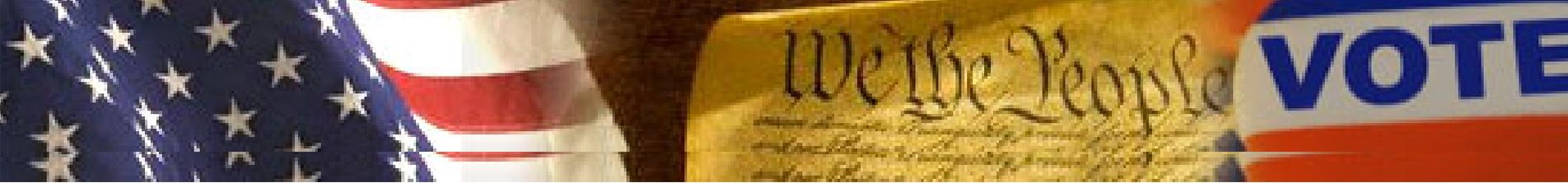




# Guidelines for Observing Public Elections

- ✓ According to state law, observers may not touch ballots, ballot containers, or vote tallying equipment. In order to comply with this law, observers will remain in the areas designated for observers.
- ✓ It is important to avoid even the appearance of an attempt to remove, add or tamper with ballots in the system. Therefore observers will leave outside the ballot processing area any handbags, briefcases or other containers that could conceivably carry ballots.
- ✓ Due to time constraints and the critical nature of our job, it is critical that we maintain a work environment free of distractions. Therefore, we request that any question regarding the election is directed to a members of the Elections supervisory team.
- ✓ Open food and beverage containers are prohibited in the observation areas. Video taping and use of cellular phones or other wireless communication is prohibited.
- ✓ Avoid any behavior which may be construed as “Electioneering”





# General Observer Opportunities

- ✓ The observer has the right to observe all aspects of the Election process.
- ✓ Listed below are Election process areas available for observation:

**(See the Elections website for further details)**

Absentee ballot insertion	Ballot tabulation
Signature verification	Poll book processing
Ballot opening	Absentee ballot tabulation
Phone Bank	Logic & accuracy testing
Ballot on request	AccuVote memory card testing
Poll Worker Training	Poll supply Assembly
Petition checking	Depot supply pick up
Trouble shooter training	Depot Activities
Voter registration/absentee data entry	Memory card uploading /precinct report
Canvass process	Canvass board
Provisional ballot processing	Troubleshooter activities
Ballot printing	Foreign language compliance check
Ballot opening/inspection	Ballot reconciliation





# Election Operations

## **LOCATION:**

King County Administration Building  
500 4th Avenue, #553  
Seattle, WA 98104

## **ELECTION PROCESS AREAS:**

- Canvass process
- Canvass board
- Poll Worker training
- Troubleshooter activities & training
- Foreign language compliance

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## **HOURS OF OPERATION:**

8:30 a.m. – 4:30 p.m.

## **CONTACT INFORMATION:**

Sandy McConnell  
Program Manager  
(206) 296-1565  
[sandy.mcconnell@kingcounty.gov](mailto:sandy.mcconnell@kingcounty.gov)





# Ballot Processing and Delivery

## **LOCATION:**

Temporary Elections Annex  
9001 E. Marginal Way South  
Tukwila, WA 98108

## **ELECTION PROCESS AREAS:**

- Absentee ballot processing
- Ballot Layout and Printing
- Ballot opening, tabulation & duplication
- Signature verification
- Logic and accuracy testing

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## **HOURS OF OPERATION:**

8:30 a.m. – 4:30 p.m.

## **CONTACT INFORMATION:**

Garth Fell  
Program Manager  
(206) 205-1015  
[garth.fell@kingcounty.gov](mailto:garth.fell@kingcounty.gov)





# Elections Distribution Center

## **LOCATION:**

EDC

1215 E. Fir Street  
Seattle, WA 98122

## **ELECTION PROCESS AREAS:**

- Poll book processing
- Memory card testing
- Poll supply assembly
- Depot activities

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## **HOURS OF OPERATION:**

8:30 a.m. – 4:30 p.m.

## **CONTACT INFORMATION:**

Nate Valderas

Supervisor

(206) 206-1579

[natan.valderas@kingcounty.gov](mailto:natan.valderas@kingcounty.gov)





# Voter Services

## **LOCATION:**

King County Administration  
Building  
500 4<sup>th</sup> Avenue, #553  
Seattle, WA 98104

## **ELECTION PROCESS AREAS:**

- Absentee ballot request processing
- Provisional ballot processing
- Petition/Initiative checking
- Ballot on request
- Voter registration & absentee data entry
- Phone Bank

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## **HOURS OF OPERATION:**

8:30 a.m. – 4:30 p.m.

## **CONTACT INFORMATION:**

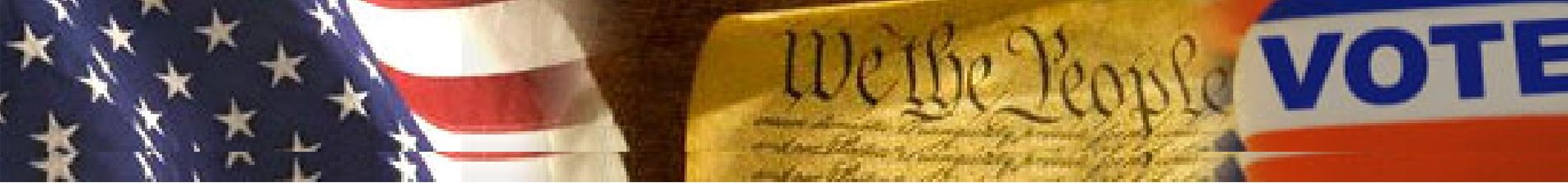
Jacqueline Timmons

Program Manager

(206) 296-1575

[Jacqueline.Timmons@kingcounty.gov](mailto:Jacqueline.Timmons@kingcounty.gov)





# Observer Process

## Checking In:

- ✓ Check-in with King County Election staff at your assigned site and sign the check-in log.
- ✓ Read, sign and date the provided copy of “Affidavit of Acknowledgement, Rules for Public Observers” form.
- ✓ Wear the provided official “Observer” badge at all times while in an elections facility.

## ✓ Observing:

- ✓ Attend the daily “Observer Huddle” provided by elections staff.
- ✓ Follow the established guidelines for observing public elections at all times.

## Checking Out:

- ✓ Check-out and return the “Observer” badge at the end of your observation period.





# Additional materials

- 2007 Primary Observer Opportunities
- Affidavit of Acknowledgement -
- An Observers Guide- Washington State Elections





## Observer Q & A / Conclusion

- Questions?
- King County Elections' officials will make every effort to be hospitable to observers and assist you in understanding the operations you are observing.
- Thank you for being part of the election process in King County!

