



**County of Ventura
COUNTY CLERK-RECORDER,
REGISTRAR OF VOTERS**

MARK A. LUNN
County Clerk-Recorder,
Registrar of Voters

Date: September 20, 2021

MICHELLE ASCENCION
Assistant County Clerk and Recorder

To: Members of the Grand Jury; Members of the Board of Supervisors;
Michael Powers, County Executive Officer; League of Women Voters
and All Interested Parties.

TRACY D. SAUCEDO
Assistant Registrar of Voters

MARTIN E. COBOS
Operations Manager

From: **MARK A. LUNN**, CERA, REO *Mal*
Clerk-Recorder, Registrar of Voters

MIRANDA L. NOBRIGA
Public Information Officer

Subject: **Pre-Election, Election Night and Canvass Period Observation Information**

You are invited to observe election activities at the Elections Division, 800 South Victoria Avenue, Ventura, beginning the first day of ballot processing (October 4, 2021) through the end of the canvass, estimated to be November 22, 2021. This includes observing the processing of the official ballots and the release of returns for the November 2, 2021 City of Oxnard, District 2 Special Municipal Vacancy Election.

COVID-19 specific rules:

- All observers must wear face coverings.
- Observers must maintain physical distancing of six feet and may be asked to remain in a designated area.
- Observers can be asked to take other safety measures such as hand hygiene, cough etiquette and general respect for cleanliness and sanitation.
- Observation is primarily an audio-visual activity, and video, particularly if supplemented by audio, may be an appropriate substitute in some situations for physical attendance during election processes in light of COVID-19.

The following is the anticipated schedule of events surrounding Election Day:

September 27 – October 4, 2021

The required logic and accuracy tests will be conducted with test ballots and vote simulations to ensure that the ballot counting programs are functioning properly before any voting machines are issued to precincts.

Election Day – November 2, 2021

7:00 a.m. – Voting Locations in the City of Oxnard, District 2 are open for voting.
8:00 p.m.

Preserving History • Protecting Democracy

- 8:00 p.m. Voting Locations will close, and precinct boards will begin packing up voted ballots and supplies, securing the voting locations, and delivering the voted ballots to the Elections Division. This may take approximately two hours.
- 8:05 p.m. Votes from the Vote By Mail ballots will be posted. The first semi-official summary report of the results will be released via the website and at the Central Counting Place (Elections Division). On <http://venturavote.org>, you may view the results by clicking on the Election Results/Canvass menu. The results are updated periodically throughout Election Night.
- 9:30 p.m. Voted ballots from the 4 Voting Locations in the City of Oxnard will begin arriving at the Central Counting Place. These ballots from each location will be processed and tallied, and a semi-official summary report will be released. Summary reports will be posted periodically as ballots are received and processed. Upon completion, a final semi-official (Election Night) summary report will be posted.

Election Night Procedures

The voted ballots will be tallied in the Elections Division (Hall of Administration, Lower Plaza) at the Government Center. The off-limit areas in the Elections Division are the Elections Technology Room, the APEX room (secure signature verification and precinct sorter machine), the Vote By Mail processing area, and the warehouse area. However, these areas are visible and available to be observed via the glass observation windows. If you have any questions at any viewing location, please ask for assistance at the office front counter.

Voted ballots from each location are delivered by two election workers directly to the Central Counting Place.

When the voted ballots arrive at the Central Counting Place, the voting location is scanned and checked off, and the voted ballots are given to the voted ballot inspection teams for preliminary processing. After this step, the voted ballots are delivered to the Elections Technology Room to be tallied on the scanners.

Throughout the evening summary reports are printed which include all previous results as of the time the reports are printed. Summary reports are printed periodically, and copies are given to the news media and public.

Election results will also be posted at <http://venturavote.org> and updated after each summary report is released, approximately at 8:05 p.m. until completion of Election Night.

The following contest is contained on the ballot in District 2 in the City of Oxnard:

Oxnard City Council, District 2

Elect 1 – 3 candidates

WRITE-IN CANDIDATES

Should a candidate qualify as a write-in candidate for the office on the November 2, 2021 City of Oxnard, District 2 Special Municipal Vacancy Election ballot, a list of all qualified write-in candidate names will be available at each Voting Location and on the Elections Division website at www.VenturaVote.org.

VOTE CANVASS

The election canvass process is an internal audit and is required by State law to ensure the accuracy of election results. For this election, California election law allows 30 days to conduct the official canvass of final election results. The canvass period involves a number of different tasks that ensure processing all voted ballots, accounting for all election supplies and equipment utilized during the election and providing for an audit and reconciliation of election returns.

When the canvass is completed, the County Clerk-Recorder, Registrar of Voters certifies the results. All aspects of the canvass are open for public observation. During the canvass, Vote By Mail, Provisional Ballots and Conditional Voter Registration Provisional Ballots that are not counted on Election Night are researched to validate eligibility. Once validated, these additional Vote By Mail, Provisional Ballots, and Conditional Voter Registration Provisional ballots are counted. The canvass concludes with the certification and issuance of official election results.

Listed below are the major components of the official canvass. These components must be performed in a particular order. On the day after the election, Vote By Mail ballots currently in-house and those turned in at the voting locations are processed and then tallied. The Vote/No Vote procedure is started two days after the election. Once the Vote/No Vote component is completed, the Conditional Voter Registration and provisional ballots are processed.

CANVASS PERIOD - November 3, 2021 through the last day of certification.

The ballot processing and election functions will take place, as workload demands, throughout this period at our Elections office in Ventura. Specific functions planned for the day can be accessed on our website venturavote.org and/or by calling our office by 5:00 pm daily.

AUDIT

One Percent (1%) Manual Vote Tally – One percent of all voted ballots are randomly selected and are manually tallied and balanced against the computer results to verify the accuracy of the election tally system. This process is required by law.

BALLOTS ADDED DURING OFFICIAL CANVASS

The following ballots will not be included in the Election Night results tally. Once eligibility is determined, these ballots are added to the election results. Those ballot categories include:

- Vote By Mail Ballots returned on Election Day to the Elections Division or dropped off at Voting Locations and Vote By Mail drop-boxes. These ballots do not arrive in sufficient time to be individually signature-verified, opened, and prepared for tabulation on Election Night. In addition,

November 2, 2021

City of Oxnard, District 2 Special Municipal Vacancy Election

Page 4

ballots postmarked by election day and received through November 9, 2021 will be included in the final count.

- Damaged Ballots which are unable to be processed through the election tally system. These ballots must be manually duplicated prior to being added to election results. Damaged ballots occur when ballots arrive torn or damaged and cannot be processed through the vote tabulation equipment.
- Provisional Ballots issued at the 4 Voting Locations on Election Day. These ballots must be researched to determine if this ballot was legally cast prior to be added to the election results. Provisional ballots may be issued at 4 Voting Locations to voters that did not surrender their Vote By Mail ballot.
- CVR Provisional Ballots are ballots voted by voters that failed to register before the deadline or did not re-register after having a change of address and their voter status could not be verified. These voters registered and voted at the office of the Elections Official. The eligibility of these voters is verified before a ballot is issued to them.

We look forward to your participation and appreciate your partnership. For more information, please contact the Elections Division at (805) 654-2664.

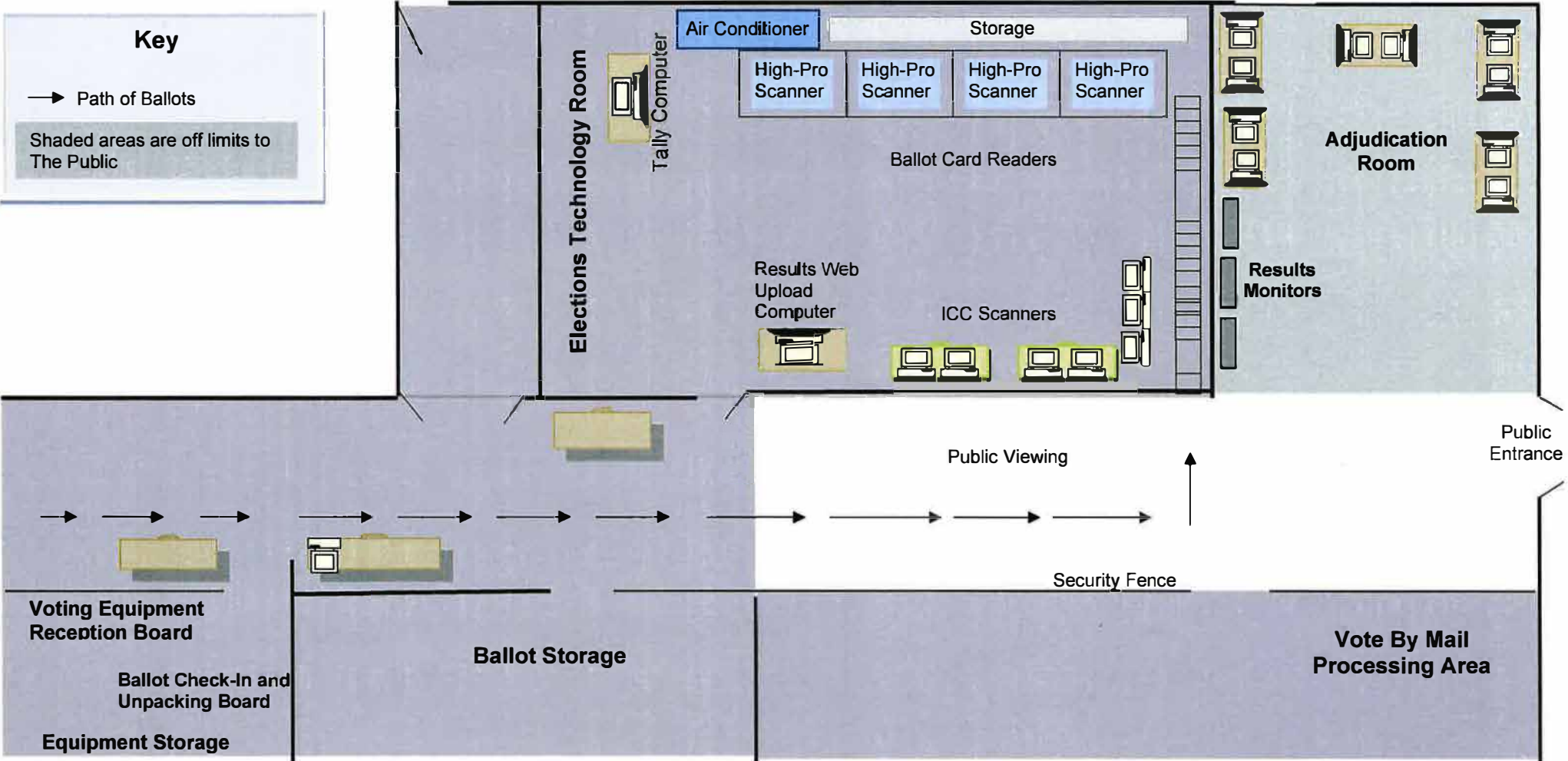
Ballot Processing Area
Elections Division
Lower Plaza
Hall of Administration

← Loading Dock

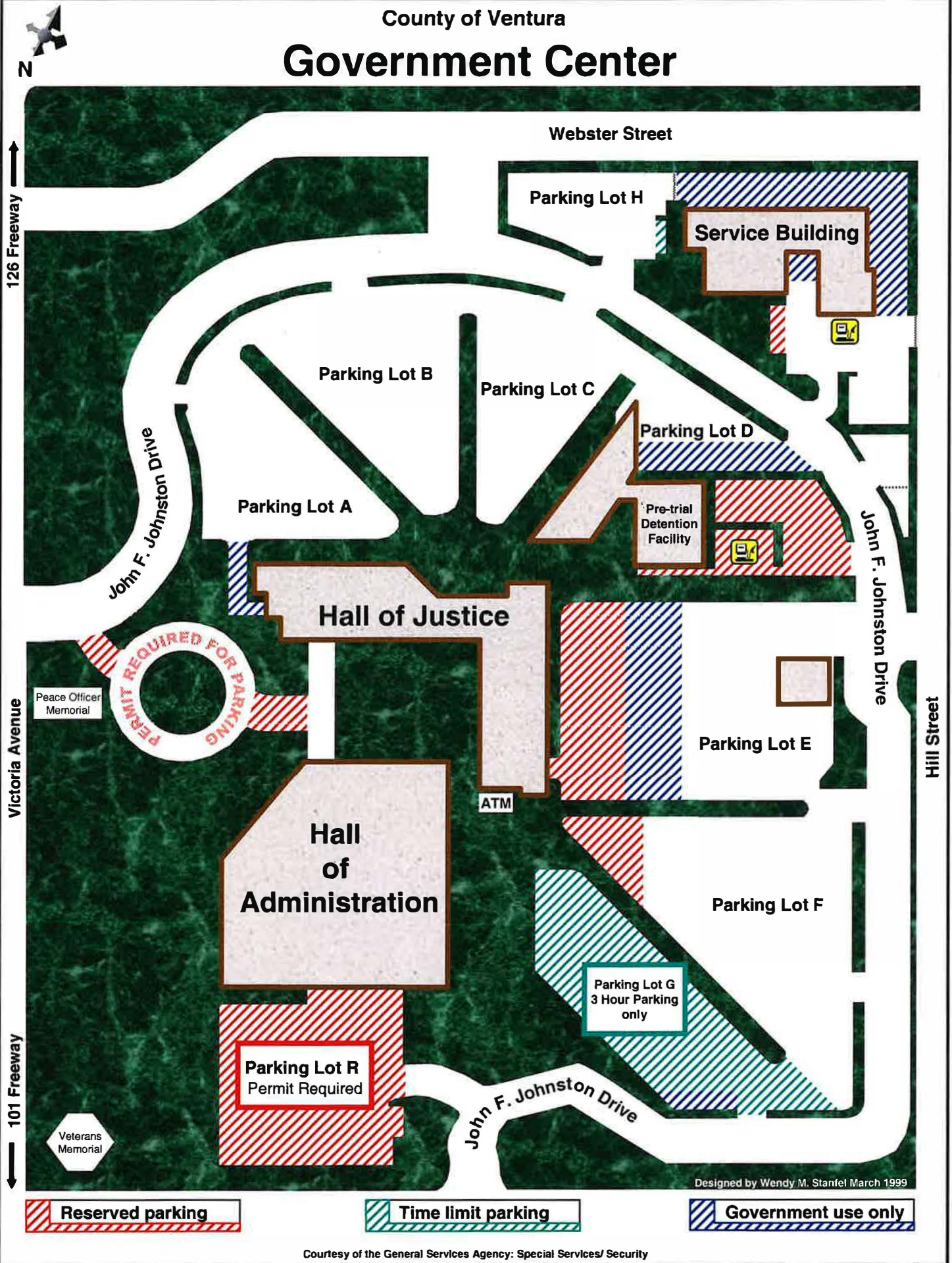
Key

→ Path of Ballots

Shaded areas are off limits to The Public



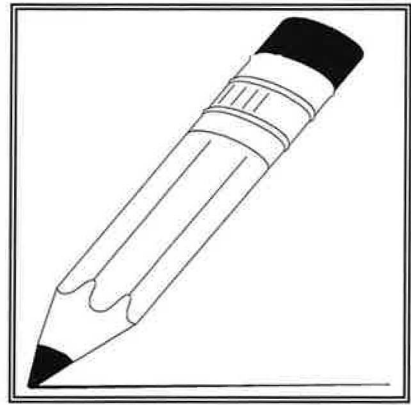
Government Center



Designed by Wendy M. Stanfel March 1999

ELECTION OBSERVER QUESTIONNAIRE

2021 City of Oxnard, District 2
 Special Municipal Vacancy Election
 November 2, 2021



Please complete and return to: **MARK A. LUNN, CERA, REO**
 Clerk-Recorder, Registrar of Voters
 Hall of Administration
 Elections Division
 800 South Victoria Avenue
 Ventura, CA 93009

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
Proceedings were open to public view as required.	_____	_____	_____	_____
Workflow of ballot processing and tabulation was easy to follow.	_____	_____	_____	_____
Audit trails and controls were exercised and obvious.	_____	_____	_____	_____
Security precautions were apparent but not repressive.	_____	_____	_____	_____
Staff was courteous and helpful.	_____	_____	_____	_____
Overall organization of processing operations was:	_____	_____	_____	_____
Efficient	_____	_____	_____	_____
Effective	_____	_____	_____	_____
Well-organized	_____	_____	_____	_____

Additional Comments: _____

Name: _____
 (Optional)

Telephone Number: _____
 (Optional)