



Election Administration Plan

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Executive Summary

The Humboldt County Office of Elections is committed to ensuring all eligible residents have an opportunity to exercise their right to vote; conducting elections in a fair, accurate, and efficient manner; and providing reliable information and the best possible service to voters, districts, candidates, and other interested parties.

Due to evolving election laws and scarcity of accessible in-person voting facilities, the Office of Elections adopted the Voters Choice Act (VCA) voting model in 2023 to broaden voting options for the residents of Humboldt County. Since its implementation, the Office of Elections has conducted a Presidential Primary and Presidential General Election with the VCA format. The VCA format allows voters to return their ballot by mail with pre-paid postage, drop off their ballot at a ballot drop box or vote at any vote center in Humboldt County. Select vote centers will be open for multiple days before in addition to election day including weekends.

All Humboldt County Office of Elections' ballot drop box locations and vote centers are safe and secure. The VCA voting model expands in-person voting services by enabling voters to visit any vote center across the county to cast a ballot rather than a single location based on their home address. At a vote center a voter can register to vote or update voter registration information, receive in-facility and curbside assistance, use an accessible ballot-marking device and get help voting in multiple languages.

For each election, the Office of Elections must provide voters with a minimum of nine (9) vote centers. During the Presidential Primary Election two (2) vote centers were open for ten (10) days prior to the election, seven (7) vote centers were open for three (3) days before the election and three (3) vote centers were open on election day only. During the Presidential General Election these locations were adjusted to two (2) vote centers open for ten (10) days before election day, six (6) locations open for three (3) days before election day and five (5) open for election day only. With each election we exceeded the necessary minimum to ensure ample opportunities for registered voters to cast their ballot.

The Office of Elections revised its Election Administration Plan (EAP) providing guidance on how the VCA voting model will be adapted based on the model's initial implementation in Humboldt County. In developing an updated EAP the Office of Elections again collaborated with its Voter Accessibility Advisory Committee and Language Accessibility Advisory Committee to identify community groups with disabilities and language needs. Additionally, the office held consultative meetings with the public to receive feedback on the EAP.

After this initial feedback the office will provide the public with a second draft and final public comment period before submission to the Secretary of State to receive the final Letter of Approval which will be posted to the website. The approved draft will then be translated into Spanish and Hmong and made available on our website. Following the updated approval of the

EAP, further renewals will take place every four years thereafter. (Election Code § 4005(a)(10)(G)).

Section 1: Election Administration Plan Preparation Timeline

Beginning in Spring of 2025 the Humboldt County Office of Elections began following the timeline below for the EAP draft, public input and submission.

Activity - Date

- Develop a renewed Draft EAP – March 2025
- Begin first 14-Day Public Comment Period - April 2025 (4005(a)(10)(C))
- Hold first Language/Voter Accessibility Advisory Committee Meetings (LAAC/VAAC) - April 30, 2025
- Develop Educational & Outreach Materials - April 2025
- Public Hearing (Virtual and In-Person) - May 2025
- Begin second 14-Day Public Comment Period - June 2025
- Adopt Final EAP - July 2025
- SOS Notification of EAP Approval – within 14 Days of July 2025
- Send Vote by Mail Ballots to Military and Overseas Voters – April 18, 2026
- Send Vote by Mail Ballots - May 4, 2026
- Vote Centers Open – May 23, 2026
- Election Day - June 2, 2026

Section 2: Vote Centers



Figure 1: Map of Primary Vote Centers in Humboldt County

Requirements and Considerations

(Elections Code, § 4005(a)(10)(B), § 4005(a)(10)(I)(vi))

The Voter's Choice Act voting model requires that vote center locations be provided across the county, distanced to provide one (1) vote center for every 50,000 voters 10 days before an election and one (1) vote center for every 10,000 voters three (3) days before an election.

When possible, placement for vote centers will consider the following factors:

1. Proximity to public transit
2. Proximity to communities with historically low vote by mail usage
3. Proximity to population centers
4. Proximity to language minority communities
5. Proximity to voters with disabilities
6. Proximity to communities with low rates of vehicle ownership

7. Proximity to low-income communities
8. Proximity to communities of eligible voters that are not registered
9. Proximity to geographically isolated populations (i.e. Native American reservations)
10. Access to free parking
11. Time and distance a voter must travel to reach a location
12. The need for alternate voting method for voters with disabilities
13. Traffic patterns
14. The need for mobile vote centers in addition to those established by Senate Bill 450
15. Proximity to a public or private college or university campus

Humboldt County has approximately 84,300 active voters, which requires the Office of Elections to have a minimum of nine (9) total vote centers, eight (8) of which must be open for a minimum of four (4) days and two (2) that must be open for ten (10) days. We will additionally provide four (4) one day pop-up vote centers on Election Day only. Vote centers will be open eight (8) hours for each early day of voting from 9 am to 5 pm and on Election Day from 7 am to 8 pm. The Office of Elections employed siting software from the Center for Inclusive Democracy to determine recommended placement of vote centers based on required consideration.

Recommended locations for vote centers include:

- Hoopa
- McKinleyville
- Arcata
- Eureka
- Fortuna
- Garberville

Due to high voter populations and for voter convenience, the Office of Elections will provide 13 vote centers across Humboldt County. This will include one (1) vote center open for 29 days before an election, two (2) vote centers 10 days before an election, six (6) vote centers 3 days before an election, and four (4) one day pop-up vote centers to serve rural communities and high voter populations on Election Day only. Due to the county's rural geography, a mobile vote center is being considered and will be implemented based on available funding.

[Vote Centers Open 29 Days Before Election Day](#)

The Office of Elections will provide one (1) vote center for 29 days before Election Day and on Election Day at the Office of Elections - Front Office, located at 2426 6th Street, in Eureka.

[Vote Center Open 10 Days Before Election Day](#)

(Elections Code, § 4005(a)(4)(A))

The Office of Elections will provide two (2) vote centers for 10 days before Election Day and on Election Day.

Arcata

Arcata Community Center

321 Dr. Martin Luther King Jr. Parkway, Arcata, CA 95521

Fortuna

Fortuna Veterans Memorial Building

1426 Main Street, Fortuna, CA 95540

Vote Centers Open 3 Days Before Election

(Elections Code, § 4005(a)(3)(A))

The Office of Elections will provide six (6) vote centers for three (3) days before an election and on Election Day.

Arcata

Cal Poly Humboldt – Jolly Giant Commons

1 Harpst Street, Arcata, CA 95521

Eureka

College of the Redwoods (Gym 100K)

7351 Tompkins Hill Road, Eureka, CA 95501

Eureka

HC Office of Education - Annex

901 Myrtle Avenue, Eureka, CA 95501

Eureka

Jefferson Community Center

1000 B Street, Eureka, CA 95501

Rio Dell

Monument Middle School

95 Center Street, Rio Dell, CA 95562

McKinleyville

McKinleyville Middle School

2285 Central Avenue, McKinleyville, CA 95519

Pop-Up Vote Centers Open Election Day Only
(Elections Code, § 4005(a)(3)(A))

The Office of Elections will provide four (4) vote centers open on Election Day.

Hoopa

Hoopa Neighborhood Facility

11860 Highway 96, Hoopa, CA 95546

Ferndale

County Fairgrounds

1250 5th Street, Ferndale, CA 95536

Garberville

Redwood Playhouse

286 Sprowel Creek Road, Garberville, CA 95542

Eureka

Eureka Veterans Memorial Hall

1018 H Street, Eureka, CA 95501

Staffing

(Elections Code § 4005 (6)(B)(i)(ii)(iii), (8)(B)(i)(I,II,III,IV)(ii)(iii))

Vote centers will be staffed with a minimum of six (6) staff members, including a vote center manager, and support team members. Staff members will be trained on general voting equipment, accessible voting equipment and election information management software. Training will also include best practices, etiquette and sensitivity training to assisting voters with disabilities as well as bilingual and non-English language speakers.

Recruitment for staffing will begin in the Fall of 2025 when the Office of Elections will begin attending community job fairs and workshops to educate potential staff on elections operations. Additional efforts to collaborate with non-profit organizations serving language minorities and disabled voters will be made to ensure potential staff is equipped to assist voters. Humboldt County currently does not offer additional compensation to election workers who are multi-lingual.

Design and Layout

(Elections Code, § 4005(a)(10)(I)(vi)(XI))

Vote centers will be designed to provide voters with the most accessible, private, and independent voting experience possible. Voting stations and supplies will be strategically placed and clearly marked to provide a smooth flow through the voting area. Accessibility aids and services will be clearly communicated by vote center staff and posted signage. Although specific vote center design and layout will vary slightly from one location to another Appendix F provides an ideal polling place design to guide vote center setup. Each vote center location will receive an individualized accessibility guide to ensure it is set up are setup properly.

Security and Contingency Plans

(Elections Code, § 4005(a)(10)(I)(vi)(VIII)).

The Office of Elections has established security and contingency procedures to ensure continuity of vote center activities in the most secure manner possible

Ensuring Security of Voting

(Elections Code, § 4005(a)(10)(I)(iv))

The Office of Elections is committed to ensuring the integrity and security of elections in Humboldt County. The Office follows process and procedural standards that stringently follow federal and state laws to administer secure, fair, and accurate elections in the most time and cost-efficient manner. Some of the process and procedure standards employed include:

- **Vote Center Staff Training:** Vote center staff will receive voting equipment and election information management software training.
- **Vote Center Access to Election Information Management Software:** Vote center staff will use provided laptops to access EIMS Lite, a limited version of the election information management software used at the Office of Elections for voter registration. Vote center staff will verify voter activity via the Secretary of State's secure VoteCal database and issue ballots accordingly. Laptops will be connected to the internet using secure technology compliant with California Code of Regulations § 20158.
- **Voting Equipment is a Closed System:** HART Verity voting equipment is a paper-based voting system that is never connected to the internet.

- Voting Equipment Chain of Custody: The chain of custody refers to keeping complete control of all equipment from the time it has been out for an election until it has been returned to the Office of Elections and had its votes recorded.
 - Equipment: Security seals will be affixed to voting equipment at the time it is programmed for an election. Voting equipment will have affixed security seals and will be stored in a securely locked metal caddy whenever in a vote center and the polls are suspended or closed. Security seal logs shall be maintained of the serially numbered seals. Security seals will be verified and logged at each handoff point along the chain of custody. Voted ballots and voting equipment containing vote counts will be transported securely to the Office of Elections by two elections officials.
- Vote Center Design: Vote centers will be designed to ensure voting equipment is always in the sightline of staff. Live voting equipment will never be left unattended.
- Voting Equipment Battery Backup: Voting equipment either has an internal battery backup or an uninterruptible power source (UPS) to ensure continuity of voting in the event of power outage.
- On-call Voting Equipment Troubleshooting: The Office of Elections will provide real time troubleshooting support to vote centers to ensure the integrity and continuity of voting equipment performance.
- Voting Equipment Incident Reports: Vote center staff will report voting equipment incidents to the Office of Elections immediately and complete forms documenting the incident in detail.

Prevention Measures and Potential Disruptions

(Elections Code, § 4005(a)(10)(I)(vi)(VIII)).

Vote center staff will receive training and guidance on how to respond to potential disruptions, natural disasters, and emergency situations, including, but not limited to fires prior to or on voting days, earthquakes prior to or during voting days, planned and unplanned power outages, life-threatening emergencies at the vote center, and voter intimidation. Alternative vote center locations will be identified and reserved in the event a primary vote center becomes unusable. Vote center staff will have an emergency phone line to the Office of Elections in the event of emergency. A full description of potential disruptions and responses is attached as Appendix G.

Section 3: Ballot Drop Boxes

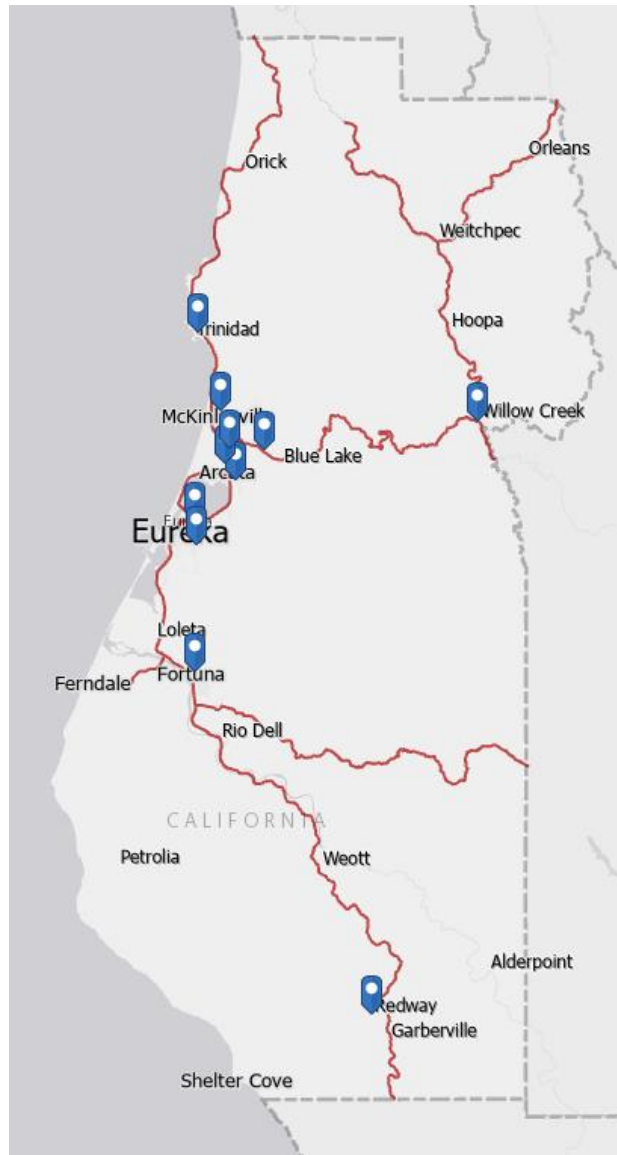


Figure 2. Map of Drop Box Locations in Humboldt County

Requirements and Considerations

(Elections Code, § 4005(a)(10)(B), § 4005(a)(10)(I)(vi)).

The Voter's Choice Act voting model requires that official ballot dropoff locations be provided across the county, distanced to provide one (1) ballot drop box for every 15,000 voters. Secure, accessible, and locked ballot drop boxes must be in place and ready to receive voted ballots not less than 28 days prior to an election. Drop boxes will be placed indoors where they can be

observed by staff throughout business hours. Outside of business hours boxes will be locked securely indoors. A minimum of one (1) ballot drop box must be open for 12 hours each day. When possible, placement of drop boxes will consider the following factors:

1. Proximity to public transit
2. Proximity to communities with historically low vote by mail usage
3. Proximity to population centers
4. Proximity to language minority communities
5. Proximity to voters with disabilities
6. Proximity to communities with low rates of vehicle ownership
7. Proximity to low-income communities
8. Proximity to communities of eligible voters that are not registered
9. Proximity to geographically isolated populations (i.e. Native American reservations)
10. Access to free parking
11. Time and distance a voter must travel to reach a location
12. The need for alternate voting methods for voters with disabilities
13. Traffic patterns
14. Proximity to a public or private college or university campus

Humboldt County has approximately 84,300 active voters, which requires the Office of Elections to have a minimum of six (6) ballot drop boxes and one (1) of these ballot drop boxes must be open for 12 hours a day for no less than 28 days before election day. The Office of Elections employed siting software from the Center for Inclusive Democracy to determine recommended placement of ballot drop boxes based on required considerations. Recommended locations for ballot drop boxes include:

- Willow Creek
- McKinleyville
- Arcata
- Eureka
- Fortuna
- Garberville

Ballot Drop Box Locations

Due to the terrain and rural positioning of many communities in Humboldt County, the Office of Elections will provide 11 ballot dropoff locations across Humboldt County as follows:

- Arcata (3 Locations)
- Eureka (2 Locations)
- Fortuna
- McKinleyville (2 Locations)
- Redway

- Trinidad
- Willow Creek

The Humboldt County Office of Elections has partnered with local store chains to provide ballot drop boxes in secure and accessible locations. All ballot drop boxes will be open for 12 hours each day.

Willow Creek

Ray's Food Place: 38915 Highway 299

Trinidad

Murphy's Market: 1 Main Street

McKinleyville

Ace Hardware: 2725 Central Avenue

Murphy's Market: 1451 Glendale Drive

Arcata

Murphy's Market: 785 Bayside Road

Murphy's Market: 100 Westwood Court

Ray's Food Place: 5000 Valley West Boulevard

Eureka

Office of Elections: 2426 6th Street

Murphy's Market: 4020 Walnut Drive

Fortuna

Ray's Food Place: 2009 Main Street

Redway

Shop Smart: 3430 Redwood Drive

Section 4: Accessible Voting Options

Remote Access Vote by Mail

Remote Accessible Vote by Mail (RAVBM) is an accessible and secure web-based system that enables voters to access, mark and print ballot materials at home to assist in their voting experience. RAVBM enables voters with disabilities, many of whom rely on others to assist them in reading and marking their ballot, to complete their vote privately and independently from home. RAVBM is not internet voting and is available to all voters for all elections.

RAVBM ballots can be accessed via the “Voting Options” section of our website: www.humboldt.gov/elections. After an RAVBM ballot is requested, they are printed then marked at home to be returned in person or mailed to the Office of Elections. RAVBM ballots returned by mail can be placed in the voter’s personally sourced envelope or it can be returned in the county-provided vote by mail envelope. Humboldt County uses Democracy Live software to operate our RAVBM system which also allows all active registered voters access to their County Voter Information Guide with sample ballot.

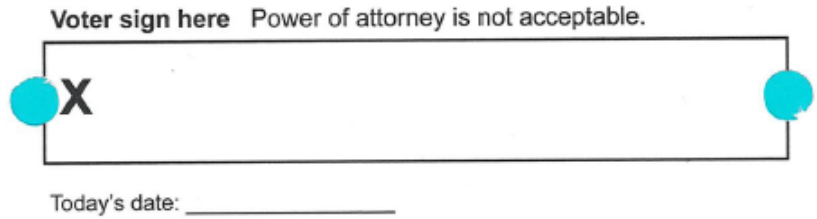
Ballot Marking Devices

Verity Touch Writer supports accessible voting through a tethered/attached Audio-Tactile Interface (ATI), which is a “game controller” style console that includes a rotary wheel to move through the ballot, a select button to mark choices, and other tactile navigation buttons. The ATI can also support headphones for voters who are blind or visually impaired, or paddles or sip-and-puff devices for voters with dexterity impairments. Verity Touch Writer does not have scanning or tabulating capabilities; it is a ballot marking device only.



Tactile Envelope Signature Marker

Beginning November 2023, the official return envelope for Humboldt County vote by mail ballots featured a tactile marker in the form of two hole punches on the back of the ballots near the signature line. This feature was added as an accessibility measure for those who required assistance locating the signature line on their ballot.



Section 5: Cost Analysis and Resource Allocation

Budget Allocations

The Office of Elections projected an overall cost savings and a decrease in expenditures from 2022-23 to 2023-24. A full breakdown of the comparison of expenditures to projected allocations can be seen in Appendix F.

Short-Term and Long-Term Cost Savings

Election Code §4005(a)(10)(I)(v)

The Humboldt County Office of Elections determined that budgeted costs for implementing the VCA will be less than the prior Non-VCA budget. While this is not typical for most Election Departments, our office has implemented other unique cost savings that are the contributing factor to our lower cost startup. In addition, the Office of Elections predicts that over time conducting elections in accordance with the VCA will encourage savings. This prediction is based on evidence from Colorado, which implemented a similar elections model. According to a report published by The Pew Charitable Trusts, election costs declined 40% on average after the implementation of Colorado's Voter Access and Modernized Elections Act of 2013.

Estimated short-term costs include purchasing ballot-on-demand printers for all vote centers that will enable staff to print all ballot types within the county for each specific election. Included in short-term costs are the purchasing of laptop computers for vote center staff to process voters directly in the election information management system. Additional short-term costs include, but are not limited to, secure internet connections at all vote centers, extensive training for staff, purchasing of additional ballot drop boxes, and facility rentals.

Anticipated long-term savings include decreased costs for equipment, including purchasing of new equipment, equipment maintenance, ballot printing, and labor.

Section 6: Voter Education and Outreach Plan

Media and Public Service Announcements

Elections Code §4005(a)(10)(I)(i)(II), §4005(a)(10)(I)(i)(VIII)

The Humboldt County Office of Elections use a variety of media and public service announcements in accessible formats to educate the voting population in Humboldt County, to promote the availability of an accessible vote by mail ballot and how to request one. Media will include, but not be limited to, newspapers, radio, television, and social media.

Newspapers: Times-Standard, Mad River Union, North Coast Journal, Two Rivers Tribune

Online News Sources: Lost Coast Outpost, Redheaded Black Belt

Radio: KHUM, KZZH, KHSU, KMUD, KINS

Television: KEET-TV, KIEM-TV, Access Humboldt

Social Media: Facebook (Humboldt County Elections) and Instagram (@HumCoElections)

Community Presence for Voter Education

Elections Code §4005(a)(10)(I)(i)(III)

The Humboldt County Office of Elections will educate the voters in Humboldt County by having a community presence. Humboldt County Elections partners with established community-based organizations to reach their target audiences via newsletters, emailing, social media, websites, and/or events. Types of organizations the Office of Elections will reach out to consist of, but will not be limited to, the League of Women Voters, assisted living facilities, cohousing, fraternal organizations, homeowner associations, local businesses, mobile home parks, nonprofits, political organizations, retirement homes, and schools. These organizations will receive official media produced by the Office of Elections for purposes of education and outreach.

The Office of Elections will emphasize the availability of an accessible vote by mail ballot and how to request one focusing on key organizations such as Tri-County Independent Living Center, North Coast Regional Center and Meals on Wheels.

Election Administration Plan Public Hearing

On May XX (Date to be added later) the Office of Elections hosted a public hearing at the Arcata City Council Chambers to review the Election Administration Plan and take comment from the public. This public hearing took place after a 14-day online public comment period where the EAP Draft 1 was available on the Office of Elections website

for review. The written public comment was summarized and responded to at the public meeting.

The EAP public hearing was available for the public to attend both in person and on Zoom to help increase engagement and ease of attendance. The Office of Elections partnered with Access Humboldt to live stream the meeting on public access television as well as YouTube. A recording of the full public hearing is available on the Access Humboldt YouTube channel.

(Link to be added later)

Direct Contact with Voters

Elections Code §4005(a)(10)(I)(i)(X)

Humboldt County Elections will send two direct contact mailers to voters for purposes of informing them of the upcoming election and promoting the toll-free voter assistance hotline. These contacts will be in addition to other required contacts with voters including, but not limited to, Voter Information Guides and the delivery of vote by mail ballots.

One direct contact will be mailed to registered voters in March of 2026 informing them that a vote by mail ballot will be sent to all registered voters regardless of vote by mail preference. The other mailing will be sent in May of 2026 after ballots have been mailed informing voters of their voting options at vote centers if they prefer to vote in person, and options for returning their vote by mail ballots.

Outside of direct mailers staff creates social media posts, printed materials, infographic videos and radio ads in Spanish, Hmong and English to further engage voters in specific Voter's Choice Act information.

Accessible Website with Voter Resources

Elections Code §4005(a)(10)(I)(i)(IV)

The Humboldt County Office of Elections website (www.humboldt.gov/elections) is an accessible website per standards recommended in Elections Code §2053(b)(4). The Office of Elections will work with the Humboldt County Information Technology staff to ensure that all election information is available in text-based format on the accessible website. Information includes, but will not be limited to, a list of the ballot dropoff locations and vote centers with dates and hours they are open, as well as the services available at vote centers. The website will also include information on accessible voting tools, like ballot-marking devices at Vote Centers and Remote Access Vote by Mail, as well as translated election education material.

Resources for Voter Education and Outreach

Elections Code §4005(a)(10)(I)(i)(VII)

The Humboldt County Office of Elections will spend the necessary resources on voter education and outreach to ensure that voters are fully informed about the election conducted in accordance with the Voter's Choice Act. See Appendix H for a comparison of the 2023-24 actual expenditures and the 2025-26 budget.

Section 7: Voter Education and Outreach Plan: Voters with Disabilities

In Spring of 2025 the Humboldt County Office of Elections began focusing the efforts of its Voter Accessibility Advisory Committee (VAAC) to organize specifically around educational outreach to the disability community. The committee members are well connected to the disability community and will continue to assist the Office of Elections in developing plans to best serve voters with disabilities in Humboldt County.

The office has also collaborated with disability advocacy groups like Tri-Counties Independent Living and Disability Rights of California to ensure the Voter's Choice Act outreach and planning steps achieve the highest level of accessibility for the disability community.

Addressing Disparities in Voter Accessibility and Participation

Elections Code §4005(a)(10)(I)(iii)

After every election that is conducted in compliance with the Voter's Choice Act, the Humboldt County Office of Elections will make a reasonable effort to address significant disparities in voter accessibility and participation. The Office of Elections will meet with the Humboldt County Voter Accessibility Advisory Committee (VAAC) to address any issues that arose during the election. Furthermore, the Office of Elections will survey all vote center staff to evaluate and address any disparities regarding voter accessibility and participation.

The Office of Elections has partnered with the Humboldt Transit Authority (HTA) to provide adjusted routes during the election period to make access to vote centers via public transportation easier. Additionally, the HTA has offered free advertising of the Voter's Choice Act and Vote Center information on its buses, micro and para – transit vehicles.

Section 8: Voter Education and Outreach Plan: Bilingual and Non-English Language Voters

In Spring of 2025 the Humboldt County Office of Elections began focusing the efforts of its Language Accessibility Advisory Committee (LAAC) to organize specifically around educational outreach to the minority language community. The committee members are well connected to the Spanish and Hmong bilingual and non-English language community and will continue to assist the Office of Elections in developing plans to best serve language minority voters in Humboldt County.

Media and Public Service Announcements

Presently there is only one Spanish-language publication and one Spanish-language radio broadcast in Humboldt County. These are El Leñador and Radio Bilingüe which are two media sources hosted by local university, Cal Poly Humboldt. Due to their long-standing presence in the community these sources act as the primary news outlets for Spanish speakers in the county at large. Additionally, we are creating social media posts, printed materials and video content in Spanish and Hmong languages. These public service announcements will include general information about the VCA, such as vote center services and locations, as well as how to contact our office for voter assistance.

Section 9: Voter Education and Outreach Plan: Other Underserved Communities

Outreach to Student Populations

The Office of Elections is working with the Civic Engagement Coordinators at local institutions, Cal Poly Humboldt and College of the Redwoods, to engage in student voter outreach.

Our first area of collaboration will be outreach to students aged 16-18 to pre-register and register to vote and learn more about the vote center model.

We also make our office available for regular tours with high school students as a part of their civics classes. Additionally, a vote center will be placed on the local community college and university campuses.

At the regional university, Cal Poly Humboldt, voter participation exceeds that of most other colleges according to the 2020 National Study of Learning, Voting, and Engagement (NSLVE) (Figure 3).

Voting, Registration and Yield Rates

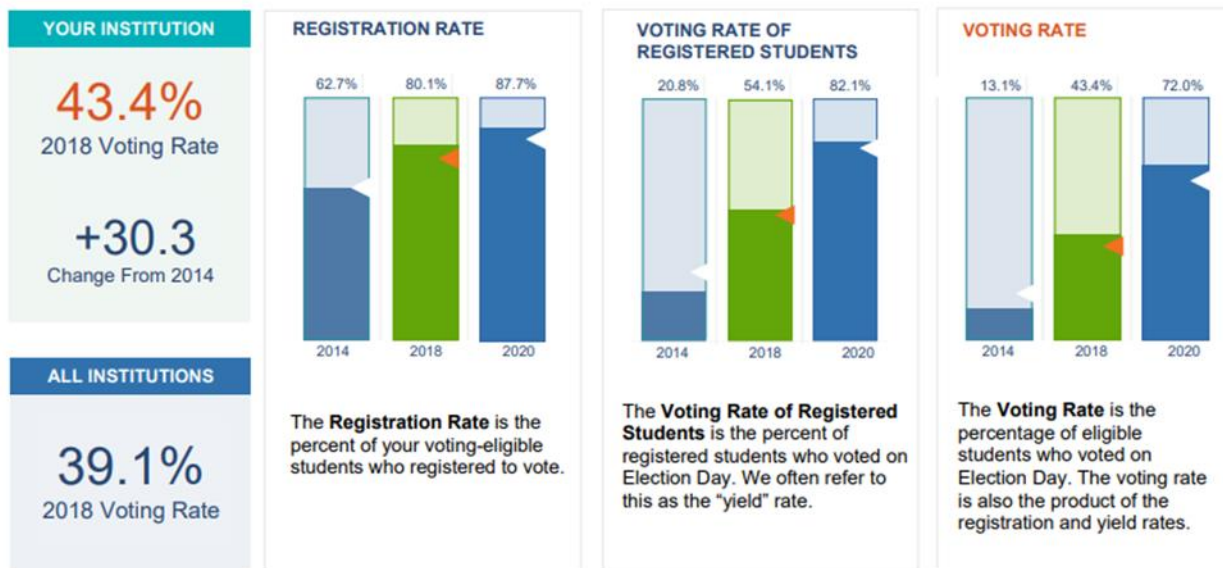


Figure 3. Bar graph of voter registration and voting rates of students at Cal Poly Humboldt.

To leverage the high levels of civic engagement from students at Cal Poly Humboldt, our office plans to hold outreach workshops and events on the Cal Poly Humboldt campus by partnering with the universities Student Life & Events Services and Civic Engagement Coordinator.

During the 2024 Presidential General Election our office hosted a vote center on campus in order to increase voting engagement and ease of voting among students.

Outreach to Jails

The Humboldt County Office of Elections offers training and materials to a liaison from the Humboldt County Jail every 6 months to ensure jail populations have up-to-date and accurate information when voting.

Materials include voter registration cards, eligibility information and materials to train other jail staff on the proper completion of voter registration.

Community Events

The Humboldt County Office of Elections is taking part in several community events to reach voters at large, including Black Humboldt's Juneteenth Celebration, Bigfoot Daze in Willow Creek, Sovereign Days for the Hoopa Valley Tribe, the Humboldt County Fair, weekly outreach at Friday Night Market in Eureka and more.

Section 10: Appendices

Appendix A: Voting Accessibility Advisory Committee Overview and Purpose

What is the Voting Accessibility Advisory Committee (VAAC)?

The Voting Accessibility Advisory Committee (VAAC) is comprised of local government and community members. The purpose of the Humboldt VAAC is to assist the Office of Elections in ensuring vote centers meet accessibility guidelines determined by the Secretary of State (Elections Code, § 12280). Individuals interested in joining the VAAC can find the committee application on the Voter Accessibility section of the Humboldt County Voter's Choice Act webpage: www.humboldt.gov/VotersChoiceAct.

Mission Statement

The Voting Accessibility Advisory Committee (VAAC) of Humboldt County seeks to set reasonable, achievable goals for making vote centers within the County of Humboldt accessible to all voters, establish realistic timelines for identifying accessibility issues, develop mitigation measures and provide ongoing review of polling places.

What is the role of the Voting Accessibility Advisory Committee (VAAC)?

Members of the VAAC meet periodically to review site accessibility surveys conducted by the Office of Elections, advising county elections officials on the placement of voting equipment, recognition of barriers to participation by elderly voters and voters with disabilities, and mechanisms to eliminate or mitigate the impact of these barriers to accessibility. Members additionally evaluate inaccessible vote centers or voting areas to determine if application of specific temporary modifying measures would make the vote center accessible.

Background Summary

For decades the Office of Elections has reviewed facilities for accessibility and submitted survey reports to the VAAC for input. In 2005, the Office of Elections developed a four-year ADA Compliance Plan based on the randomly selected survey review by Tri-County Independent Living Incorporated. In 2013, the Office of Elections spearheaded a comprehensive facility review to update usability statuses and mitigation necessary for use.

In recent years several facilities notified the Office of Elections they could no longer serve the community as facilities for voters. The Office of Elections continues to research potential replacement facilities in these communities and conduct accessibility surveys.

Appendix B: Language Accessibility Advisory Committee Overview and Purpose

What is the Language Accessibility Advisory Committee (LAAC)?

The Language Accessibility Advisory Committee (LAAC) is comprised of local government and community members. The purpose of the Humboldt LAAC is to assist the Office of Elections in ensuring voting materials meet language accessibility guidelines determined by the US Department of Justice and Secretary of State (Voting Rights Act, § 203; Elections Code, § 14201). Individuals interested in joining the LAAC can find the committee application on the Language Accessibility section of the Humboldt County Voter's Choice Act webpage: www.humboldt.gov/VotersChoiceAct.

Mission Statement

The LAAC of Humboldt County seeks to set reasonable, achievable goals for making voting materials within the County of Humboldt accessible to all voters, to establish realistic timelines for identifying accessibility issues and developing mitigation measures.

What is the role of the Language Accessibility Advisory Committee (LAAC)?

Members of the LAAC meet periodically to provide feedback on voter outreach materials, election materials, online materials, messaging strategies, outreach opportunities, and bilingual poll worker recruitment. Members of the LAAC must have either a demonstrated knowledge of a language spoken by three percent (3%) or more of Humboldt County's voting-age population, or experience working with communities who speak a covered language.

Background Summary

In 1975, US Congress added § 203: Language Minority Citizens, to the Voting Rights Act to protect the voting rights of language minority Americans. § 203 requires that registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots, be provided to voters in jurisdictions or political subdivisions that meet certain criteria.

Enacted in 1994, California Elections Code, § 14201, requires that when three percent (3%) or more of the voting-age population of a jurisdiction or political subdivision are language minority citizens the elections official shall provide facsimile copies of ballot measures, and ballot instructions printed in Spanish or other applicable language.

In 2016, SB 450 was passed by the California legislature requiring counties participating in the California Voter's Choice Act (VCA) election model to establish a Language Accessibility Advisory Committee (LAAC) before an election can be held.

Appendix C: Criteria Used for Siting Vote Centers and Ballot Drop Box Locations

C-1. Map of Public Transit Stops

C-2. Map of Vote By Mail Usage

C-3. Map of Population Centers

C-4. Map of Language Minority Communities

C-5. Map of Disability Community

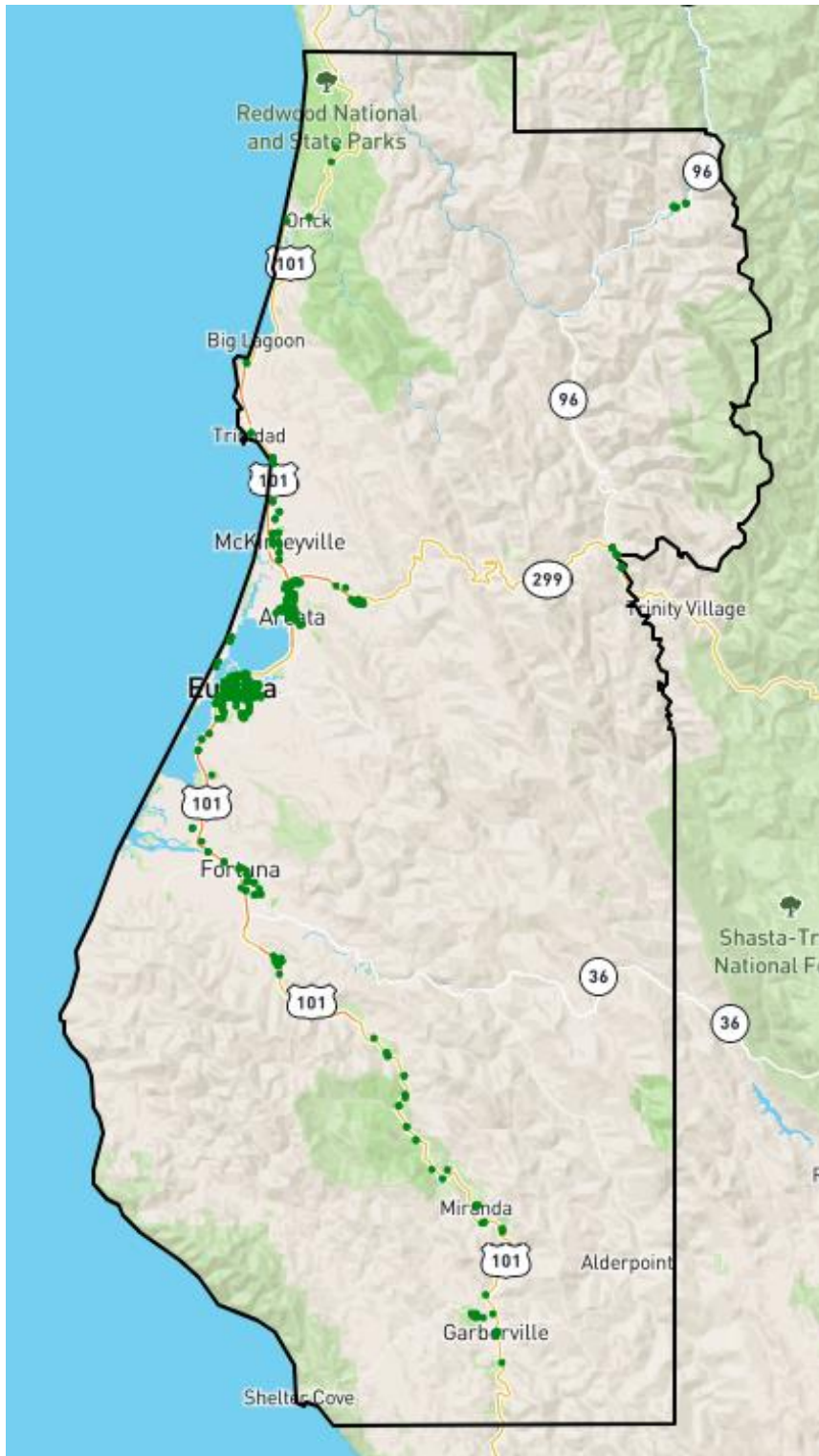
C-6. Map of Low Vehicle Ownership

C-7. Map of Population in Poverty

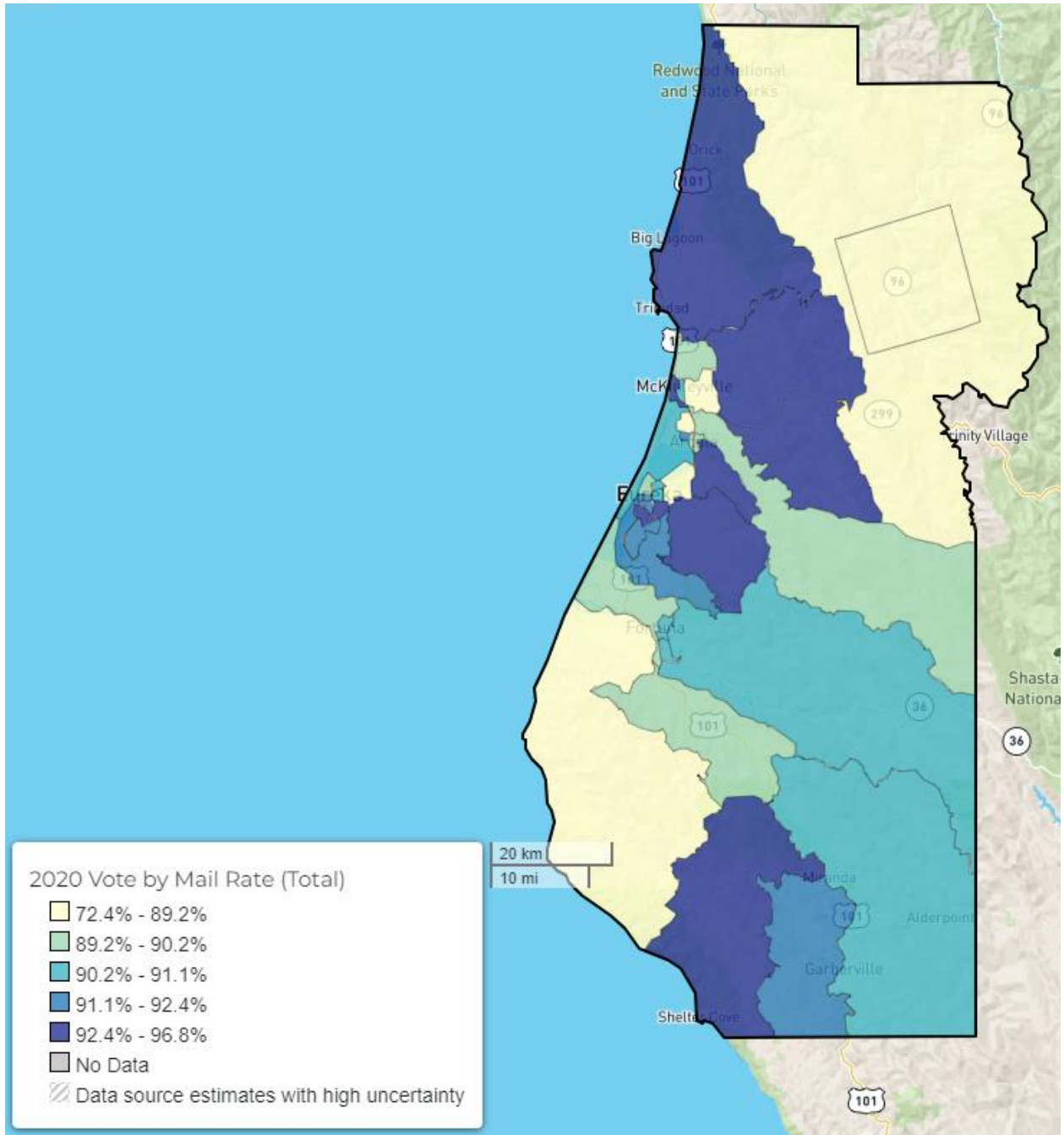
C-8. Alternate Vote Center Locations

Maps C1-C7 were generated by the Center for Inclusive Democracy (CID)

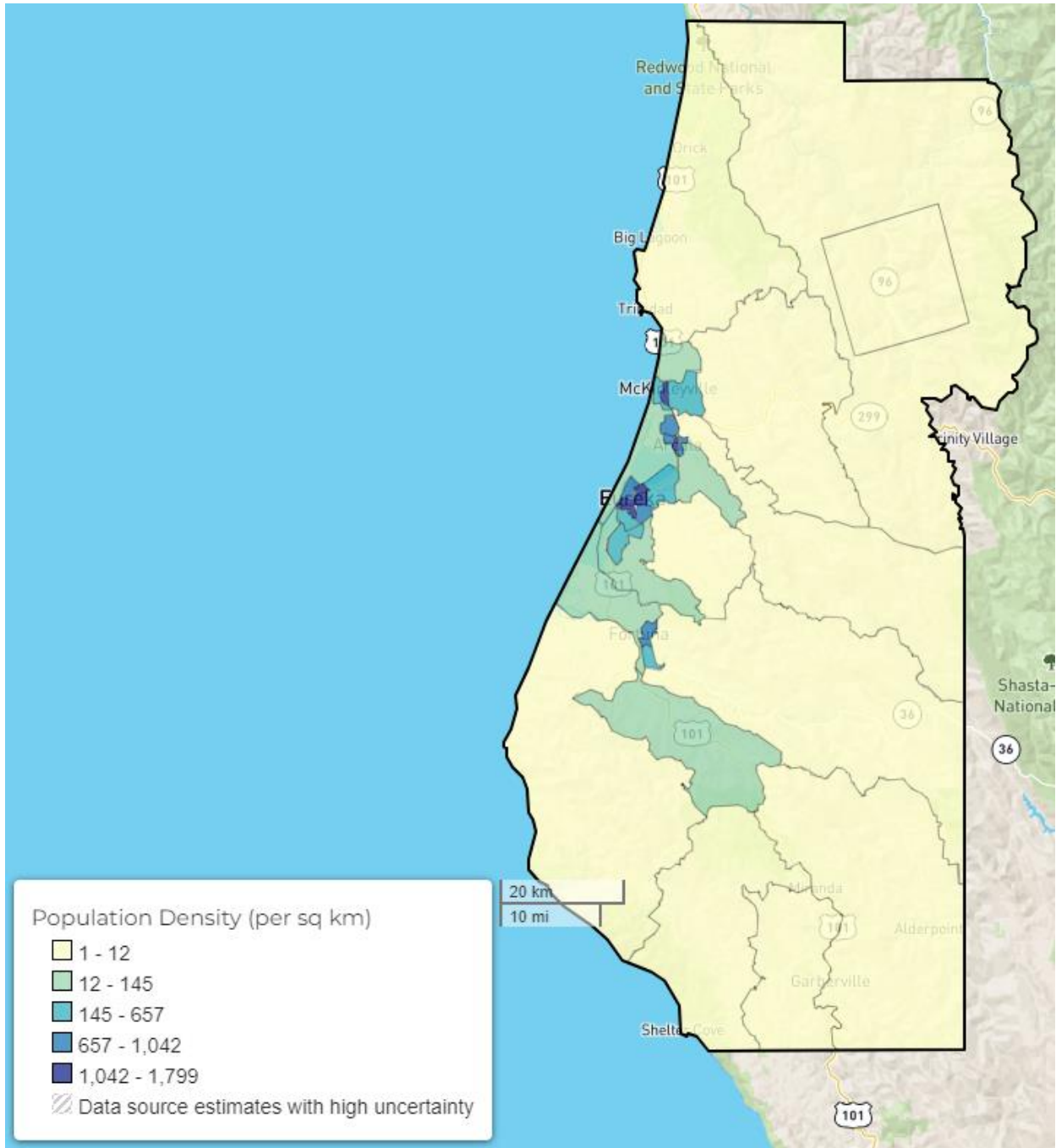
C-1. Map of Public Transit Stops



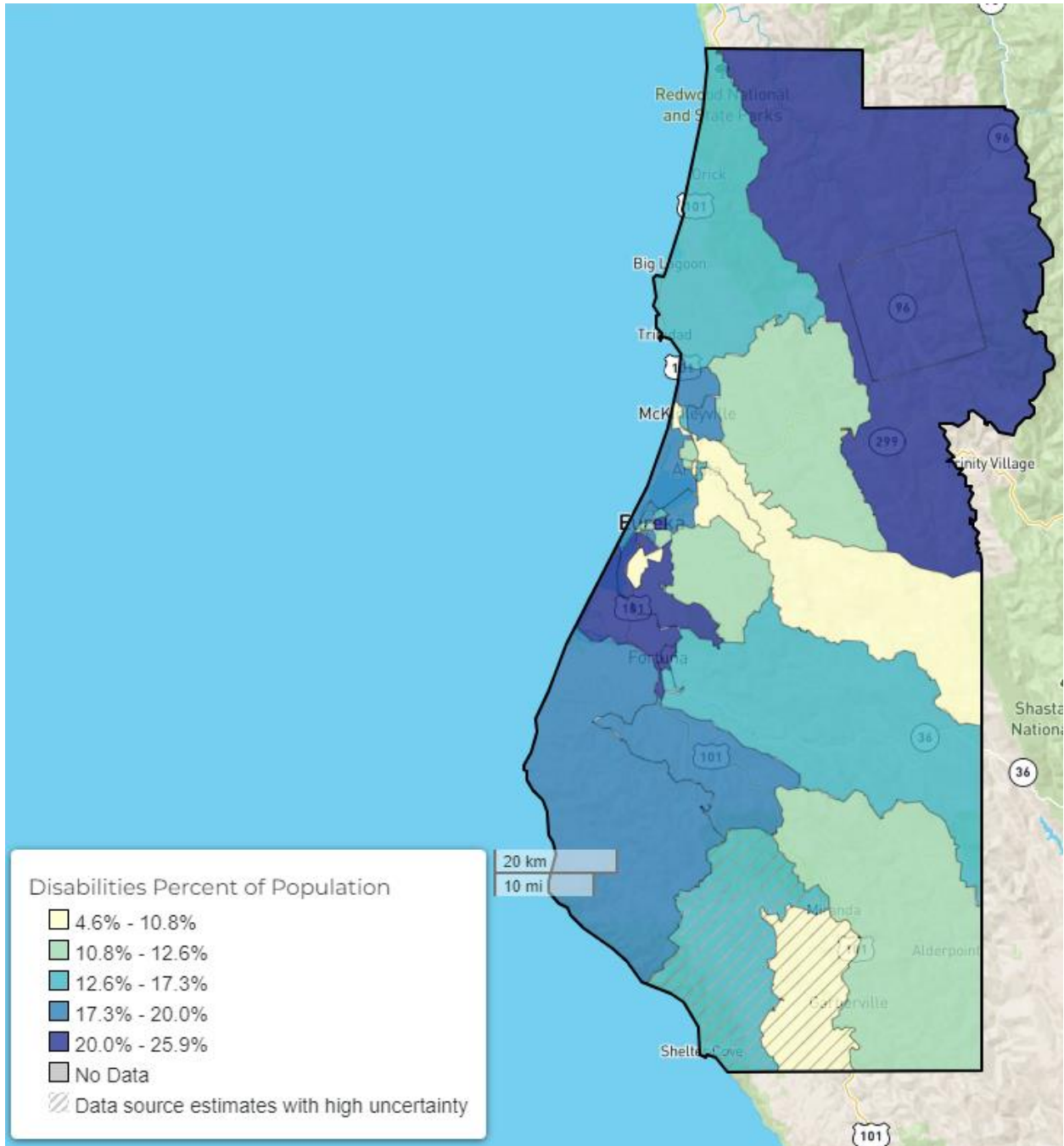
C-2. Map of Vote by mail Usage



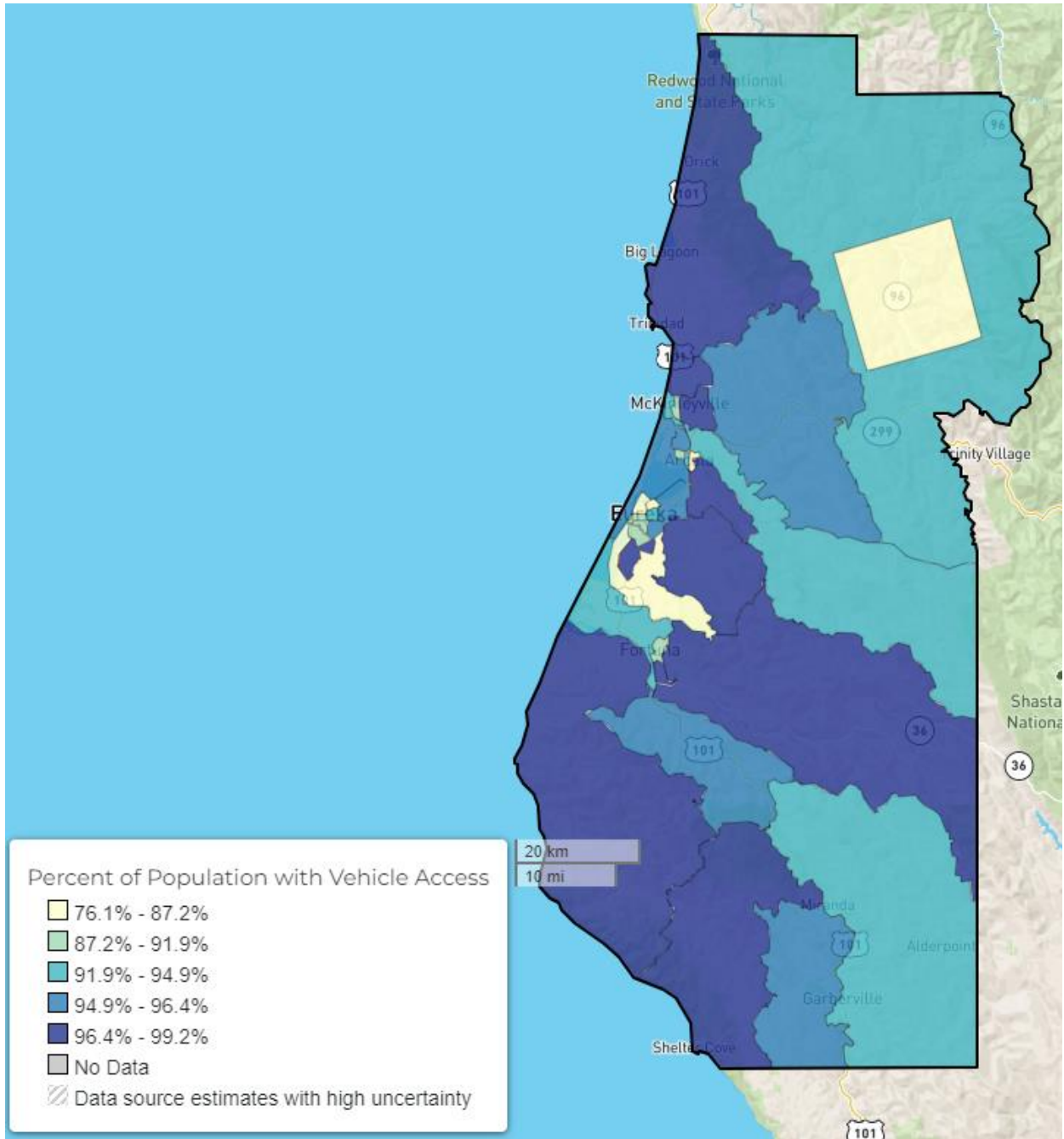
C-3. Map of Population Density



C-5. Map of Disability Population



C-6. Map of Vehicle Ownership



C-8. Alternate Vote Centers



Figure 4. Map of Alternate Vote Center Locations in Humboldt County

The Office of Elections has secured additional backup vote centers that will be used in the event a vote center becomes unavailable.

McKinleyville

Azalea Hall
1620 Pickett Road

The Center

1615 Heartwood Drive

Arcata

Arcata Veterans Memorial Building
1425 J Street (Accessible w/ Mitigation)

Arcata High School

1720 M Street

Fortuna

Gene Lucas Community Center
3000 Newburg Road

Blue Lake

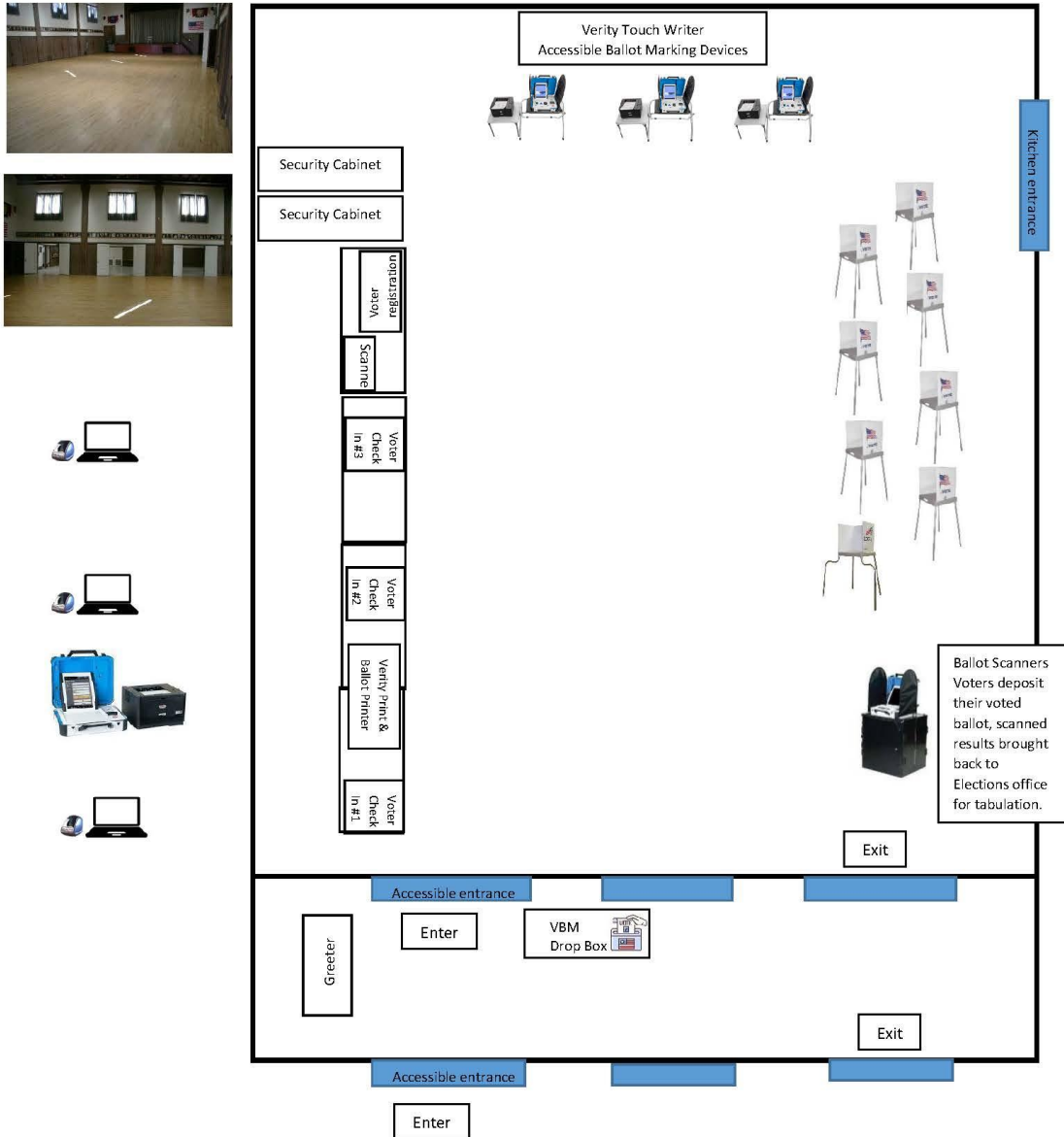
Prasch Hall
312 S Railroad Avenue

Appendix D: Graphic of Vote Center Design and Layout

SURVEY: IDEAL VOTING AREA SET-UP DESIGN

LOCATION: Fortuna Veterans Memorial Building

Below is the ideal voting area design for your voter assistance center. Please assemble your voting area to match the graphic below as closely as possible.



Each vote center will be equipped with three (3) Hart Intercivic Verity Touch Writer accessible ballot marking devices (BMDs).

Appendix E: Potential Disruptions and Responses

The Office of Elections provides instructional training and written procedures to guide vote center staff in the event of emergency. In the event a vote center becomes non-operational due to fire, earthquake, or power outage, the Office of Elections will contact the vote center staff affected. The vote center manager will contact remaining team members immediately to provide information about work assignments, relocations, and any other changes or important information about their assignment, team, and vote center.

Non-Operational Due to Fire

If a fire makes a vote center inaccessible, an alternate vote center will be assigned. If possible, signage will be placed outside of the non-operational vote center to notify voters of the location change.

Fire Occurs Prior to Voting Beginning

The Office of Elections will contact the manager of affected vote centers to provide information about the alternate vote center and make arrangements for voting equipment and supplies to be delivered to the alternate vote center location. The vote center manager will contact remaining team members to provide information about work assignments, relocations, and any other changes or important information about their assignment, team, and vote center. The Office of Elections will provide press releases to the public for any changes in vote center locations and how to access voting services.

Fire Occurs During Voting

If a fire occurs during voting days, the Office of Elections will direct vote center workers put safety first. Contact 9-1-1 first, then contact the Office of Elections immediately on the emergency hotline. If the vote center must be evacuated, the vote center manager will work with emergency personnel to ensure everyone gets out of the facility safely. If there is no imminent danger to personal safety, the team leader should attempt to protect the integrity of the voting process, voting equipment, and voting materials, to the extent possible by doing the following:

- Call the Office of Elections on the emergency hotline for immediate instructions.
- Record the public counter numbers on each voting machine.
- Unplug voting machines and move them to a safe location.
- Gather and secure the ballot box containing voted ballots, roster binders, team binder, and other equipment and move it to a safe location.
- If possible, all materials should be removed in teams of two (2).

Document the Event

When it is safe to do so, a member of the leadership team should complete an accident/incident report documenting the event. If any voting equipment was damaged, complete a voting equipment incident report form documenting the damage.

Non-Operational Due to Earthquake

If an earthquake occurs and makes a vote center inaccessible, an alternate vote center will be assigned. If possible, signage will be placed outside of the non-operational vote center(s) to notify voters of location changes.

Earthquake Occurs Prior to Voting Beginning

The Office of Elections will contact the manager of vote centers affected to provide information about the alternate vote center and make arrangements for voting equipment and supplies to be delivered to the alternate vote center location(s). The vote center manager will contact remaining team members to provide information about work assignments, relocations, and any other changes or important information about their assignment, team, and vote center. The Office of Elections will provide press releases to the public for any changes in vote center locations and how to access voting services.

Earthquake Occurs During Voting

If an earthquake occurs during voting days, the Office of Elections will direct vote center workers put safety first. Do not evaluate the effects of the earthquake on the facility unless it is safe to do so. If the earthquake causes injury or property damage, contact 9-1-1 first, then contact the Office of Elections immediately on the emergency hotline.

If the vote center must be evacuated, the vote center manager will work with emergency personnel to ensure everyone gets out of the facility safely. If there is no imminent danger to personal safety, the manager should attempt to protect the integrity of the voting process, voting equipment, and voting materials, to the extent possible by doing the following:

- Call the Office of Elections on the emergency hotline for immediate instructions.
- Record the public counter numbers on each voting machine.
- Unplug voting machines and move them to a safe location.
- Gather and secure the ballot box containing voted ballots, roster binders, team binder, and other equipment and move it to a safe location.
- If possible, all materials should be removed in teams of two (2).

Document the Event

When it is safe to do so, the vote center manager will complete an accident/incident report documenting the event. If any voting equipment was damaged, they will also complete a voting equipment incident report form documenting the damage.

Unplanned Power Outage

If an unplanned power outage occurs, vote centers may remain open. Vote center teams would use emergency pre-printed ballots and have voters deposit them into the ballot box. Voting equipment (Scan, Touch Writers, and Ballot On-Demand) have a two-hour battery backup. Printers that serve the Touch Writers and Ballot On-Demand are connected to an uninterrupted power supply (UPS) battery backup unit that provides two (2) hours of uninterrupted power.

Power Outage Occurs Prior to Voting Begins

The Office of Elections will contact the manager of voter centers affected to provide information about whether the vote center will remain open or be moved to an alternate location, and arrange for voting equipment and supplies to be delivered to the alternate vote center location. The Office of Elections will provide press releases to the public for any changes in vote center locations and how to access voting services.

Power Outage Occurs During Voting

If a power outage occurs during voting days, the Office of Elections will direct vote center workers put safety first. If the power outage causes injury or property damage, contact 9-1-1 first then contact the Office of Elections immediately on the emergency hotline. Even if no injuries or damage are caused by the power outage, contact law enforcement on a non-emergency phone number, then Office of Elections.

Document the Event

The vote center managers will complete an accident/incident report documenting the event. If any voting equipment was damaged, the manager will complete a voting equipment incident report form documenting the damage.

Planned Public Safety Power Shutoff

If a planned public safety power shutoff (commonly known as PSPS) occurs, vote centers may remain open. Vote center teams would use emergency pre-printed ballots and have voters deposit them into the ballot box. Voting equipment (Scan, Touch Writers, and Ballot On-Demand) have a two-hour battery backup. Printers that serve the Touch Writers and Ballot On-Demand are connected to an uninterrupted power supply (UPS) battery backup unit that provides two (2) hours of uninterrupted power.

The Office of Elections will contact managers of vote centers affected to provide information about whether the vote center will remain open or be moved to an alternate vote center

location, and make arrangements for voting equipment, ballots, and supplies to be delivered to the alternate vote center location. The Office of Elections will provide press releases to the public for any changes in vote center locations and how to access voting services.

Emergency at the Vote Center

If an emergency occurs during voting days, the Office of Elections will direct vote center workers put safety first. If a medical issue or life-threatening emergency occurs, or if de-escalation is unsuccessful, contact law enforcement at 9-1-1. Then contact the Office of Elections immediately on the emergency hotline to report the emergency.

Vote center team binders also include an emergency contact and resource list by geographical region. If the vote center must be evacuated, the vote center manager will work with emergency personnel to ensure everyone gets out of the facility safely. If there is no imminent danger to personal safety, the team leader should attempt to protect the integrity of the voting process, voting equipment, and voting materials, to the extent possible by doing the following:

- Call the Office of Elections on the emergency hotline for immediate instructions.
- Record the public counter numbers on each voting machine.
- Unplug voting machines and move them to a safe location.
- Gather and secure the ballot box containing voted ballots, roster binders, team binder, and other equipment and move it to a safe location.
- If possible, all materials should be removed in teams of two (2).

Inaccessible Election Night Dropoff Location

If an Election Night ballot dropoff location becomes inaccessible, the Office of Elections should be contacted immediately on the election emergency hotline. If an Election Night ballot dropoff location becomes inaccessible and vote center teams cannot drop off ballots and voting equipment, the two (2) team members transporting ballots and voting equipment should bring them directly to the Office of Elections (2426 6th Street, in Eureka).

Voter Intimidation

(Elections Code, § 18540)

Voter intimidation is illegal and is a serious offense. It is a felony if any person “makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election.”

While acts of voter intimidation may happen in and around a vote center (immediate vicinity), they may occur anywhere. Examples of voter intimidation may include:

- Blocking access to vote centers.
- Threatening criminal action against voters.
- Presenting false information about voter eligibility requirements, including criminal consequences for voting (e.g. credit card debt, arrest warrant checks).
- Harassing or threatening behavior, including aggressive questioning of voters based on a person's race, gender identity, or aggressively questioning voters about their citizenship, criminal record, or other qualifications to vote.
- Challenging voters' right to vote.
- Presenting false information to voters about the voting process and requirements, including the ability to speak English, or the need to present certain types of photo identification.
- Assault, battery, threats of violence, brandishing of weapons.

Security Guards, Law Enforcement and Firearms

It is a felony for any person to possess a firearm at a voting location or in the immediate vicinity of a vote center. Similarly, it is illegal for any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel to be stationed at or in the immediate vicinity of a voting location without written authorization of the elections official. (Elections Code, § 18544)

Additionally, it is also a felony for any person or entity to hire or arrange for the prohibited activity in Elections Code, § 18544. (Elections Code, § 18545) Note: These prohibitions do not in any way prevent a law enforcement officer or an unarmed, uniformed security guard from voting.

Shirts, hats, or other displays that indicate a person is with "Election Security" or "Ballot Security" or apparel or accessories with any semblance of a logo or display that might be confused with any private guard or security company or government agency are prohibited. This includes voters, observers and those not there to vote.

Election Worker Response to Voter Intimidation

If election workers observe voter intimidation at a vote center, they will contact law enforcement on a non-emergency phone number, then Office of Elections. The vote center manager will request the intimidator to leave the property. If the intimidator is a voter waiting to vote, inform the voter that if they do not stop intimidating voters they will have to leave.

Election Worker Response to Escalation

If an emergency occurs during voting days, the Office of Elections will direct vote center workers put safety first. If the situation escalates and de-escalation is unsuccessful, contact law enforcement at 9-1-1 then contact the Office of Elections immediately on the emergency hotline.

Reporting Voter Intimidation

If voter intimidation occurs at the vote center, complete an incident report form providing as much detail as possible about the events that occurred. If possible, the manager will take a picture of the complete incident report and email or text the report to the Office of Elections. Incidents will be forwarded to the California Secretary of State.

Appendix F: Budget and Expected Costs and Savings

Budget Allocations

TBD

Figure 5. A spreadsheet comparing the office's 2022-23 Actual Expenditures against the 2023-24 Budget.