Election Administration Plan

March 23-24

OVERVIEW

- Introductions
- Voter's Choice Act
- VCA Implementation in LA County
- Voter Education and Outreach
- Vote Centers and Ballot Drop Box Locations
- Vote Center Layout, Equipment, and Staffing
- Security and Contingency Plan
- Moving Forward

Voter's Choice Act (VCA)

The VCA provides the foundational framework for counties to offer expanded options to voters by providing greater flexibility and convenience.

The core elements of the VCA model include:
- Flexible in-person voting options
- Enhanced voter services and assistance provided at Vote Centers
- Expanded Vote by Mail (VBM) services

VOTER'S CHOICE
CALIFORNIA
You choose **when, where, and how** to vote

Voter Education and Outreach

Make a Plan to Vote

- LA County will continue to implement a "surround-sound" voter education and outreach campaign urging voters to make a plan to vote

- The campaign will engage voters in their native language and on the platforms where they consume their news or entertainment
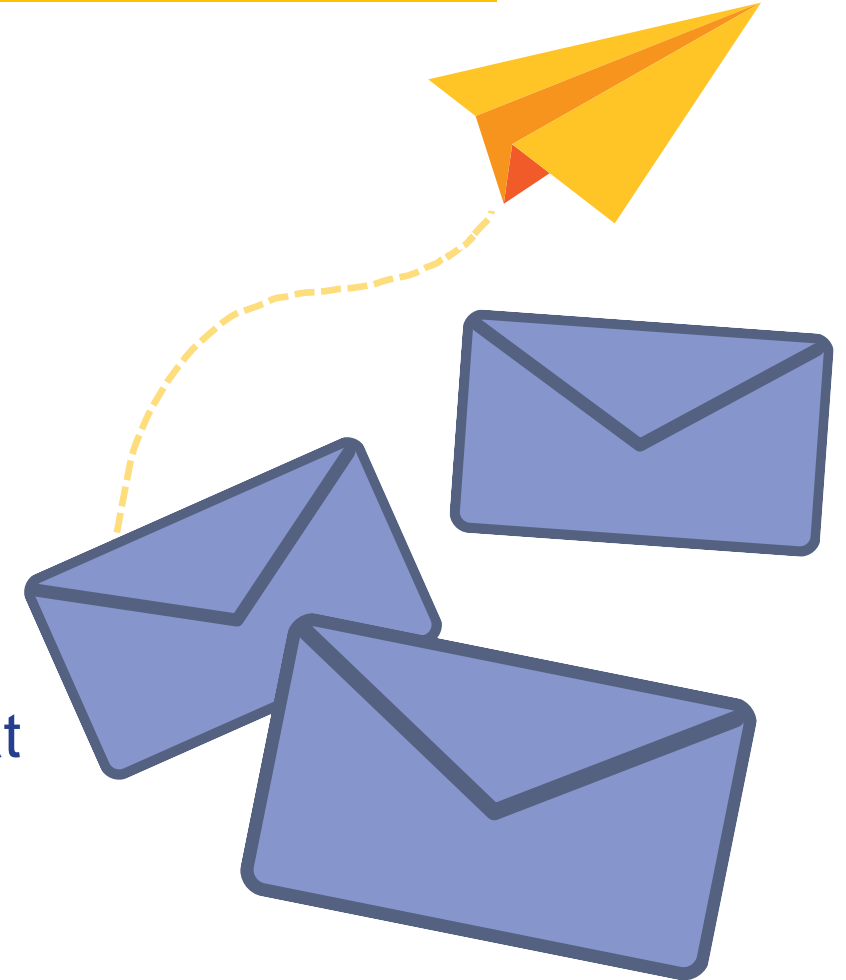
Voter Education and Outreach

Campaign Messaging

- Educating voters on their voting rights, voter registration, safe voting options, and where to find trusted resources

- Easy to understand and respond to varying literacy and educational levels

- Translate messages in up to 18 languages that are sensitive to the cultural values, linguistic diversity, and norms of key populations

Voter Education and Outreach

Communication Vehicles

- Broadcast Media
- Print Media
- Digital Media
- Social Media
- Email Marketing
- Out of Home
- Rideshare/Transportation Companies
- Influencers and Trusted Messengers
- Direct Mailing
- LAVOTE.GOV

Voter Education and Outreach

Community Engagement and Local Ethnic Media

- LA County will continue to engage and leverage our community partnerships, advocacy committees, and local government agencies to amplify and echo campaign messages and creative materials in alignment with the campaign's timelines and strategy

- LA County will continue to partner with various local ethnic media networks and outlets to ensure voter education and awareness is available to voters who primarily speak a language other than English

- A digital toolkit will continue to be implemented and available (in 19 languages) to all partners seeking to educate their voters and communities

Vote Centers and Ballot Drop Box Locations

Vote Centers

- Vote Center Placement
  - The RR/CC incorporates 14 criteria when determining ideal Vote Center placement

- Facility Assessment for Los Angeles County
  - The RR/CC conducts comprehensive surveys for each potential site to ensure accessibility, appropriate power, and network connectivity

- Vote Center Hours of Operation
  - Open 10 days prior to Election day, open a minimum of 9 hours
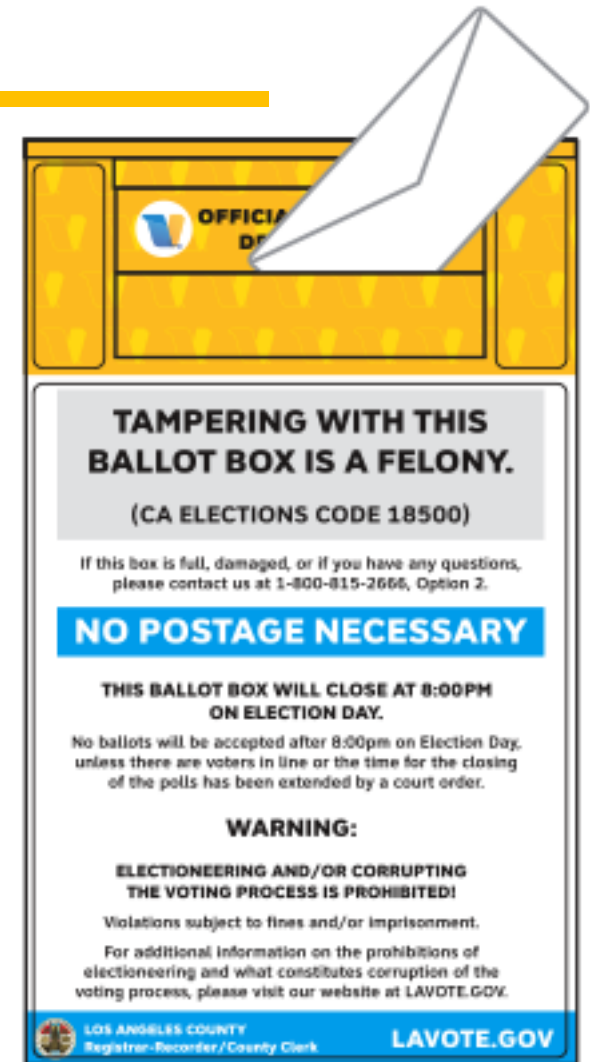 - Election day, open 7:00 AM to 8:00 PM

LA County

Vote Centers and Ballot Drop Box Locations

Ballot Drop Boxes

- Per the VCA, Ballot Drop Boxes must be:
  - Secure, accessible, and located as near as possible to public transportation routes
  - Open during regular business hours no less than 29 days before and including Election Day
  - At least one Ballot Drop Box must be available for a minimum of 12 hours per day, including regular business hours

OFFICIAL
DR...

TAMPERING WITH THIS BALLOT BOX IS A FELONY.

(CA ELECTIONS CODE 18500)

If this box is full, damaged, or if you have any questions, please contact us at 1-800-815-2666, Option 2.

NO POSTAGE NECESSARY

THIS BALLOT BOX WILL CLOSE AT 8:00PM ON ELECTION DAY.

No ballots will be accepted after 8:00pm on Election Day, unless there are voters in line or the time for the closing of the polls has been extended by a court order.

WARNING:

ELECTIONEERING AND/OR CORRUPTING THE VOTING PROCESS IS PROHIBITED!

Violations subject to fines and/or imprisonment.

For additional information on the prohibitions of electioneering and what constitutes corruption of the voting process, please visit our website at LAVOTE.GOV.

LOS ANGELES COUNTY
Registrar-Recorder/County Clerk

LAVOTE.GOV

Vote Center Layout, Equipment, and Staffing

## Staffing Logistics and Multilingual Services

- Each Vote Center will have a range of 5 to 27 Election Workers depending on size and the number of days open

- Up to eight (8) bilingual speakers in or adjacent to a Vote Center

- Identified Election Worker roles at a Vote Center
  - Lead, Assistant Lead, Line Monitor, Stop Station Clerk, Check-in Clerk, Voting Area Monitor, Field Support Technician, Provisional/VBM Clerk

Vote Center Layout, Equipment, and Staffing

Vote Center Accessibility

- Every Vote Center will have BMDs, which are fully accessible voting devices

- All Election Workers will be trained to assist voters with disabilities

- Accessibility devices available at Vote Centers
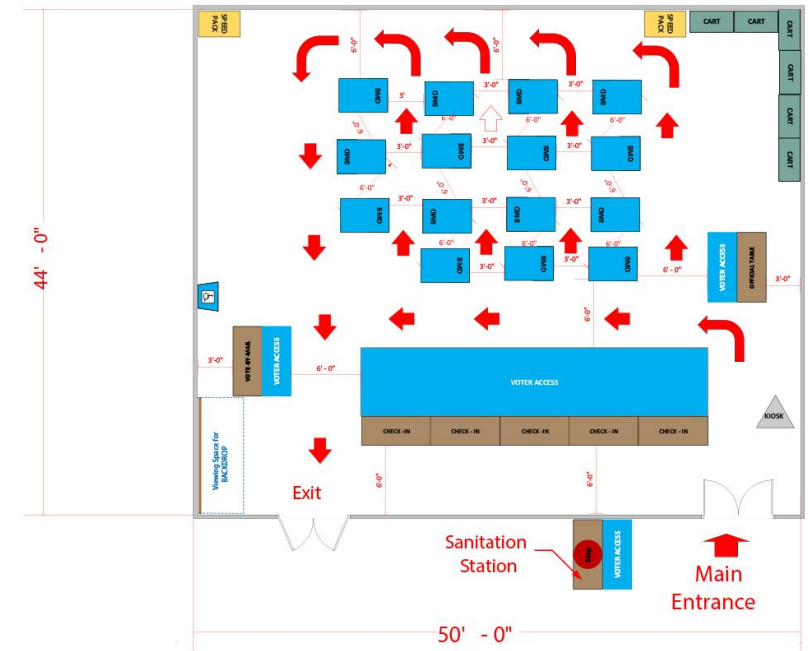
Vote Center Layout, Equipment, and Staffing

Vote Center Layout

- County will use three size variations for Vote Centers

Small	1,775 – 3,274 sq. ft	15 – 20 BMDs
Medium	3,275 – 4,499 sq. ft	25 – 30 BMDs
Large	>4,500 sq. ft	35 – 45 BMDs

Security and Contingency Plan

Security Methods and Standards

- All voting conducted at Vote Centers will follow the State-established security standards, RR/CC's security procedures, the California Elections Code, and California Voting System Use Procedures

Security and Contingency Plan

Vote Center Support

- All staff, including those working the Vote Center, and those providing technical and compliance support, will attend extensive training on the following:
  - o Operation of the voting equipment
  - o Setting up a Vote Center
  - o Assisting and processing voters
  - o Securing sensitive equipment
  - o Proper procedures in case of an emergency

Security and Contingency Plan

Cybersecurity

- The RR/CC IT team has adopted a Governance, Risk, and Compliance (GRC) framework

- The RR/CC has operationalized network security and will provide continuous monitoring

- ePollbooks are centrally managed and whitelisted on the routers

- A security operation center (SOC) specific to elections has been established

Security and Contingency Plan

Contingency Plan

- The RR/CC has a robust contingency plan to resolve any disruption at a Vote Center
    - Pop-Up Vote Center deployment
    - Inform law enforcement and the Secretary of State's office (when appropriate)
    - Provide media updates to keep voters informed
    - Signage and staff to direct voters to alternate locations

Moving Forward

- Los Angeles County's electorate will continue to grow and diversify

- The RR/CC will remain agile, responsive, transparent, and continue to embrace a human-centered and public-facing approach to best serve the needs of County voters