



REGISTRAR OF VOTERS
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NEAL KELLEY
Registrar of Voters

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The Orange County Registrar of Voters is in the process of transitioning the County to a new model of voting, which will begin with the Presidential Primary Election in March of 2020. Voters will have more choices as to where, when and how they can cast their ballot. Under this new model of voting, voters will be utilizing Vote Centers, as opposed to traditional polling places, which will provide a full-service voting experience for an 11-day voting period. Additionally, voters will be able to return their mail ballot in one of 110 Ballot Drop Boxes that will be located throughout the County.

By hosting a Ballot Drop Box at your location, you will be providing a valuable service to the community by offering a secure and convenient location for voters to drop off their ballot. Although the installation process will be conducted entirely by our office, your partnership is essential to providing this valuable service to the voters.

This introductory packet of information includes:

- Ballot Drop Box Information Sheet
- Ballot Drop Box Agreement
- What to Expect and Next Steps
- Frequently Asked Questions (FAQs)

The installation of the Ballot Drop Boxes will be completed in phases and is scheduled to begin in August 2019.

For additional information, please contact Espie Martinez, Vote Center Support Lead, at Espie.Martinez@rov.ocgov.com or (714) 567-7575.

Thank you for your consideration - we look forward to partnering with you to host a Ballot Drop Box at your site!

Sincerely,

Neal Kelley
Registrar of Voters



ORANGE COUNTY REGISTRAR OF VOTERS BALLOT DROP BOXES

Thank you for your interest in hosting a Ballot Drop Box! Please review the information and specifications below. This will help you determine if your site is a good fit for a potential Ballot Drop Box location.

Our office will assess the requirements of the Voter's Choice Act to see if your site fulfills criteria including parking, proximity to public transportation, community access, and access to voters with disabilities.

Once a site is selected, a formalized agreement will be provided specifying obligations of the County, outlining easement and/or planning requirements and defining the commitment to participation.

MARCH 3, 2020 Primary Election

Permanent Drop Box Locations Open
Monday, February 3 to Tuesday, March 3

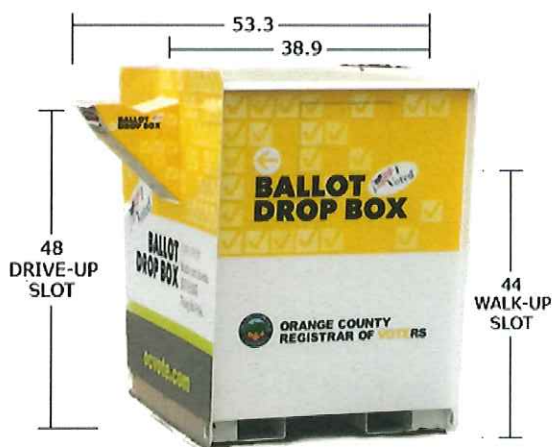
- Permanent installation, year-round (Pursuant to the license agreement)
- Metal construction, weight 1,000 lbs.
- Placement visible to the public
- Accessible 24/7
- County incurs cost of installation, maintenance and upkeep
- Location covered by security cameras highly desired

30 Days of Voting with Ballot Drop Boxes

29 days before Election:
drop-off boxes open for
vote-by-mail ballots

3	4	5	6	7	8
9	10	11	12	13	14
15	16	17	18	19	20
21	22	23	24	25	26
27	28	29			
1	2	3	4	5	6
7					

Election Day:
All drop-off boxes and
Vote Centers are
open for voting!



*Measurements in inches

Please call our Vote Center staff at 714-954-1901 for more information or questions.



ORANGE COUNTY
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ORANGE COUNTY REGISTRAR OF VOTERS BALLOT DROP BOXES

What to Expect - Next Steps

- A site visit will be completed to determine the best location for Ballot Drop Box placement, as well as the completion of an accessibility assessment
- Once it is determined that the site meets the requirements, an agreement will be executed between the proposed entity and the County of Orange.
- All required insurance, permits, and agreements will be approved by County of Orange and City agencies, if necessary.
- A parcel check will be completed to ensure there are no obstructions with utilities or any liens or easements exist on the specified location.
- Ballot Drop Box delivery and installation date will be confirmed directly with the location's contact.
- Installation is ready to begin as early as August of 2019.
- A regular maintenance schedule will be kept ensuring the Ballot Drop Box is clean, in working order and has not been vandalized or tampered with.
- 29 days prior to an election the Ballot Drop Box mail slots will be opened by County of Orange employees.
- On Election Night, at 8pm the Ballot Drop Box will be locked by County of Orange employees.
- Extensive marketing will be sent to all Orange County Voters notifying them of the Ballot Drop Off locations that will include the facility name, and address. This will include targeted mailings, social media, print and television ads, and the Voter Information Guide.

Please call our Vote Center staff at 714-954-1901 for more information or questions.



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ORANGE COUNTY REGISTRAR OF VOTERS BALLOT DROP BOXES

Frequently Asked Questions

What is a Ballot Drop Box?

A Ballot Drop Box is a secure and locked receptacle where a voter can drop off their vote-by-mail ballot in the same manner they would at a mailbox. Ballots will only be picked up by election officials from the Registrar of Voters.

Why are Ballot Drop Boxes being installed?

In 2016, California legislation passed SB 450 also known as the Voter's Choice Act. This allows counties in California to provide voters more options on how, when, and where they cast their ballots during an election. In February of 2019 the County Board of Supervisors voted to enact the Voter's Choice Act in Orange County. Starting in 2020, all voters in Orange County will receive a vote-by-mail ballot. Voters will be able to mail in their ballot (no postage necessary), drop it off at any Vote Center located within the County, or place it inside a secure Ballot Drop Box. These options offer more flexibility, access, and convenience when casting their vote.

How are Ballot Drop Box locations determined?

Locations are determined by election officials. Along with public input, locations must also consider the 14 criteria outlined in the Voter's Choice Act. Examples of these criteria include proximity to public transportation hubs, communities with historically low vote-by-mail usage, proximity to population centers, proximity to voters with disabilities, proximity to communities with low vehicle ownership, proximity to low-income communities, and traffic patterns.

How big is the Ballot Drop Box?

The box measures 53.5" Height x 38.9" Depth x 65" Width. It is made of 3/16" steel and weighs 1000 lbs.

Who will be conducting the installation?

Delivery, installation and all expenses will be handled completely by the County of Orange.

When will the Ballot Drop Box be installed? And how long will it take?

Ballot Drop Boxes will begin to be installed throughout the County beginning in August 2019. Installation will take approximately 3 hours to complete.

What responsibility does the host location have after the Ballot Drop Box is installed?

The Ballot Drop Box installation, upkeep and maintenance will be the sole responsibility of the County of Orange. Any questions can be directed to Espie Martinez, Vote Center Support Lead, at Espie.Martinez@rov.ocgov.com or (714) 567-7575.

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ORANGE COUNTY REGISTRAR OF VOTERS BALLOT DROP BOXES

Frequently Asked Questions, Continued

When will the Ballot Drop Box be opened and closed?

The Ballot Drop Box will be opened 29 days before an election and will remain open for 24 hours every day until it is closed at 8:00 PM on election night.

Who is responsible for opening and closing the Ballot Drop Box?

An election official from County of Orange will be responsible for the opening and closing of the Ballot Drop Box.

When will ballots be picked up?

Collection of ballots will occur every 4 days from the opening of the Ballot Drop Box, and the frequency of pick-ups will increase as Election Day approaches.

What do we do if there is vandalism or issues reported with the Ballot Drop Box?

Please call the Registrar of Voters at 714-954-1901 immediately. An election official will conduct a site visit and inspection and will handle any reported issues.

What if someone drops something other than a ballot in the Ballot Drop Box?

The slot used to return ballots is ½" Height by 7" Width - making it difficult to insert anything other than an envelope into the slot. Any mail incorrectly placed in the Ballot Drop Box will be forwarded to the USPS. Any items meant to be delivered to the host location will be given directly to that location.

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