



OBSERVATION RULES AND GUIDELINES

Ballot Processing Office (BPO)

Election observers who wish to visit and observe election-related activities must comply with all rules and guidelines outlined in this document.

Sign-In & Identification:

- Observers must always sign in, review the rules and guidelines, complete the acknowledgment form, and wear an Election Observer Badge.

Escort Requirement:

- An Election Observer Coordinator escort, except for the Tally Room perimeter, is always required while in the observation areas.

Prohibited Actions:

- Observers cannot assist in any of the election operations.
- Observers cannot touch, disturb, or interfere with City Clerk Department personnel.
- The use of electronic devices (cell phones, tablets, laptops, etc.) is prohibited on the observation floor.
- Observers cannot sit at election officials' worktables or view confidential voter information on any computer terminal or document, except as allowed by Elections Code Sections 2194(c) and 15104(d).

Voter Challenges

- Observers cannot challenge Vote by Mail (VBM) ballots or individual signatures.
- Observers can challenge the manner in which VBM ballots are handled and whether established protocols are followed.

Electronic Devices & Personal Items:

- Electronic devices are only permitted in the lobby or outside the Ballot Processing Office (City Clerk's Office)(BPO).

- All electronic devices should be silenced or set to vibrate.
- Taking photos and/or videos is prohibited on the observation floor.
- All bags and personal belongings are prohibited on the operation floor and should be left in a vehicle.

Conduct & Behavior:

- Observers may take notes with pen and paper.
- Observers cannot wear the uniform of a peace officer, private guard, security personnel, or clothing and accessories that promote candidates, parties, or campaigns (including campaign badges and buttons).
- Observers must maintain a three (3) foot distance from the observed activity or personnel.
- Sitting is not available in observation areas; however, observers may leave and return at leisure.
- Conversations should be kept to a minimum while in observation areas.
- Food and beverages are prohibited in observation areas, adjacent hallways, or lobbies.

Access Restrictions:

- Observers are not permitted in an area if there are no election-related activities occurring.

End of Observation:

- Election Observers must return badges upon leaving.

Capacity Management:

- If the number of observers interferes with operations or violates public health guidelines, the City Clerk-Election Official may enforce quality and time limit for observers.
- The City Clerk's Office maintains discretion in determining what constitutes observer misconduct of interference and may take any steps necessary to maintain the integrity of the election process.

To observe the signature verification process, please contact the Los Angeles County Registrar Recorder's Office – Registrar of Voters Office at (800) 815-2666