



Marion County

OREGON

COUNTY CLERK

November 4, 2014, General Election

COUNTY CLERK

William J. Burgess

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ELECTIONS OFFICE

Voice (503) 588-5041
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COURTHOUSE OFFICES

RECORDING

Voice (503) 588-5225
FAX: (503) 373-4408
E-Mail: recording@co.marion.or.us

RECORDS MANAGEMENT

Voice (503) 588-5490

BOARD OF PROPERTY TAX APPEALS

Voice (503) 588-3578
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E-Mail: bopta@co.marion.or.us

Dear Observer:

Welcome to Marion County's conduct of the Tuesday, November 4, General Election. We are pleased you could join us.

We are very proud of our work and our processes. We will be happy to explain any aspect of the conduct of this election. Our processes will be deliberative and methodical and we will take as much time as is necessary to ensure that each is done properly.

We are a polling place where ballots are issued to voters. We utilize the office lobby for voting booths. There can be no electioneering, per ORS 260.695, within 100' of any entrance to our building. The conduct of any election involves a number of processes to make certain secrecy is maintained; that each voter only votes once; ballots are voted in such a manner so the counting machines can tally the vote as the voter intended; ballot integrity is maintained and accountability assured.

Under Oregon law you are not an active participant in this process. You are strictly a public observer. Due to time sensitivity, voter privacy, accuracy and security concerns, you may not converse with the staff or board members performing the work.

We will identify election staff members to whom you may address questions and/or concerns. If you wish to discuss a process, please bring it to the proper person's attention.

We will help you find the areas where you may watch the processes in which you are interested. Depending on space and number of observers, any of these processes may be limited to observation via camera feed to a monitor elsewhere in the office. You may observe the following processes:

- Returned ballots in-take procedures;
- Office Counter customer service;
- Signature verification and Precinct sorting;
- Ballot Opening, Pre-Inspection and Duplication (if any);
- Ballot Scanning, Resolution; and Write-In procedures.

We can provide you a variety of instructions for our processes that may be helpful to you, if you so desire.

We require that you sign-in, wear your badge at all times when you are in the elections office, and stay in the assigned location and keep conversation to a minimum. At times we could have over 60 people in the room, and we need to keep both the noise and distractions at a minimum. There are a limited number of spaces available in our office. The Elections staff reserves the right to reassign the location of the observers within our office. The use of cell phones in our office is prohibited so please silence them. There are also other restrictions (see attached information). Food and beverages will not be allowed while in our office. Restrooms are down the east hallway outside our office.

Thank you for observing Democracy in action,

Bill Burgess
Marion County Clerk

MARION COUNTY ELECTIONS RULES FOR OBSERVERS

You are strictly an observer. You have no formal part in the process. The following rules will apply:

1. You are considered "Public" so you are welcome anytime we are open to the public. Our normal business hours are 8:30 am to 5:00 pm Monday thru Friday. We will be open Saturday, November 1st from 8:30 am to 1:00 pm. On Election Day, November 4th, we will open at 7:00 am.
2. We are a polling place where ballots are issued to voters. The lobby of our office is used for voting. There can be no electioneering, per ORS 260.695, within 100' of any entrance to our building.
3. You may not interact with general staff members while they perform their duties. We discourage all conversation as it may detract from the concentration of the staff. You may, of course, take notes about anything you observe.
4. If you have questions, you may address them to designated Election Official(s).
5. You will be required to sign in and out of our office. This is standard procedure in our office for those who are allowed beyond the normal public area. The sign-in paper will include your name, proof of identification and any organization you may be representing. You must wear the name badge provided at all times while observing our processes. If you are representing a particular candidate or political party, we must have authorization for you from that party or candidate (ORS 254.482).
6. You may not interfere in any manner with the election processes. Any interference or disorderly conduct may result in your removal from the process and our office. You will quietly stay seated or standing in the assigned locations as applicable. You may not handle any ballot-related material. You will not be at the tables/desks with staff. Not all observation areas have seating available and some or all observing may be available only via closed circuit cameras.
7. No computers, videotaping, cameras, audio recorders, binoculars, cell phones, I-Pods, etc. will be allowed. If you carry a cell phone you must silence the ring and remove yourself from our office for any and all phone conversations. We ask you not wear fragrances, perfume or colognes, while serving as an observer. This is a concern for persons with allergies and/or asthma. Food and beverages will not be allowed while in the office.
8. Due to space issues, you may be asked to observe ballot scanning and resolution of votes and/or the ballot duplication process via camera feed from the election area to a monitor elsewhere in the office.
9. You are required to sign the agreement below indicating you comply with these rules.

The amount of work to be done in a very short time for the election demands that we control the work environment. Please help us complete our processes and procedures with as few interruptions as possible.

Restrooms are located down the east hallway opposite the floor elevators. There are no public telephones, fax machines or Internet access. No sale of food or beverages is available to the public at our facility.

Thank you for your cooperation, Bill Burgess, Marion County Clerk

I have read the above rules for observers and agree to abide by them. I understand that violation of these rules may result in my removal from the Elections Office at the discretion of the County Clerk, Elections Supervisor or designated Election Official.

Print Name: _____ **Organization:** _____

Mailing address: _____ **Tele#** _____

City, State, Zip _____

Signature: _____

Date: _____

Nov 2014 observer rules and agreement.doc