



Election Plan

September 16, 2025, Special Recall Election

Friday, July 11, 2025

Table of Contents

I.	Mission, Functions, and Election Plan Mandate	3
II.	Background of the September Recall Election	3
III.	Recall Election Planning	4
IV.	Organizational Overview and Scaled Staffing for the Recall Election.....	5
V.	Practices Adopted for the Recall Election.....	6
A.	Modifications to Election Processes	7
B.	Website and Voter-Facing Tools Updates	10
VI.	Public Observations.....	11
VII.	Online, Telephone, and In-Person Services	11
VIII.	Ballot Argument Submission.....	12
IX.	Official Ballot.....	12
X.	Ballot Simplification Committee	13
XI.	Voter Information Pamphlet and Sample Ballot.....	13
XII.	Outreach Strategies.....	13
XIII.	Facilitating Voting in Person	14
XIV.	Facilitating Voting by Mail.....	15
XV.	Facilitating Emergency Ballot Delivery Program.....	16
XVI.	Poll Worker Recruitment and Training.....	16
XVII.	Election Day Field Support Personnel.....	17
XVIII.	Logic and Accuracy Testing of Voting Equipment	18
XIX.	Delivery of Voting Equipment and Supplies to Polling Places	20
XX.	Pre-Election Day Ballot Processing	20
XXI.	Election Center	21
XXII.	Retrieval and Receipt of Vote Data and Ballots.....	22
XXIII.	Election Results.....	23
XXIV.	Post-Election Ballot Processing.....	25
XXV.	Canvass.....	25
	Appendix A: Calendar of Observable Activities.....	27

I. Mission, Functions, and Election Plan Mandate

The mission of the Department of Elections (Department) is to provide equitable access to voting and election-related services and to conduct free, fair, and functional elections for the City and County of San Francisco. In upholding this mission, the Department adheres to all relevant federal, state, and local laws, including the minority language provisions of the Voting Rights Act of 1965, the accessible voting requirements of the Americans with Disabilities Act of 1990, and various other statutes such as the Uniformed and Overseas Citizens Absentee Voting Act of 1986, the Help America Vote Act of 2002, the California Elections Code, the San Francisco Municipal Elections Code, and Chapter XIII of the City Charter.

The Department is committed to ensuring that every eligible San Franciscan has access to barrier-free registration and voting options, and to fostering a workplace where employees of all racial and ethnic backgrounds feel respected, valued, and supported.

Serving a registered voter base of approximately 500,000 residents, the Department:

- Facilitates the filing of local candidate nomination papers, ballot measures, and ballot arguments;
- Produces official ballots and voter information pamphlets in multiple languages and formats;
- Provides voter education and outreach to voters and potential registrants throughout the City;
- Administers a vote-by-mail program for all locally registered voters;
- Secures and operates accessible neighborhood polling places for each election;
- Recruits, trains, and assigns poll workers to administer in-person voting on Election Day;
- Offers early in-person voting opportunities starting 29 days before each election;
- Organizes the collection of ballots and election results data from polling places on Election Night;
- Provides vote count tabulation and election results reports to the public after Election Day; and
- Conducts a canvass (audit) of all votes cast to verify the validity of election results before certification.

Pursuant to San Francisco Charter §13.103.5, the Department is required to develop an Election Plan for each election. This document outlines the Department's approach to conducting the upcoming election in a manner that is free, fair, and functional. The following is the Election Plan for the September 16, 2025, Special Recall Election.

II. Background of the September Recall Election

On September 16, 2025, the City and County of San Francisco will hold a Special Recall Election to determine whether the current member of the Board of Supervisors representing Supervisorial District 4 should be removed from office before the end of their four-year term. In accordance with the San Francisco Charter

and California Elections Code, only voters who reside within Supervisorial District 4 and are registered to vote at a District 4 residential address are eligible to participate in this election.

The recall question will appear on the ballot as a single measure asking voters whether the District 4 Supervisor should be removed from office. If a majority of voters select “Yes,” the Supervisor will be removed, and the Mayor will appoint a replacement who will serve until the next regularly scheduled election in June 2026. The seat will then appear on the June 2026 ballot to fill the remainder of the unexpired term and again on the November 2026 ballot to elect a Supervisor for the next full term beginning in January 2027. If a majority of voters select “No,” the Supervisor will remain in office.

The recall process began on December 3, 2024, when a group of voters filed a Notice of Intention to circulate a recall petition with the Department of Elections. The Department approved the petition for circulation on January 21, 2025, at which point signature collection began. On May 22, 2025, the petitioners submitted 10,523 valid signatures from registered District 4 voters. The recall petition required a minimum of 9,911 valid signatures, representing 20 percent of registered voters in District 4, to qualify for the ballot. After completing the signature verification process, the Department determined that the threshold had been met and scheduled the Recall Election for September 16, 2025.

III. Recall Election Planning

In accordance with San Francisco Charter § 13.103, a recall election must be held no fewer than 105 days and no more than 120 days from the date on which the recall petition is certified as sufficient. Following the certification of petition sufficiency on May 29, 2025, the Director set the election date for September 16, 2025, to ensure compliance with the Charter’s requirements. On the same day, the Department began implementing its election planning.

Immediately after the election was called, the Department issued a public press release announcing the scheduled recall election. That same week, the Department updated all voter-facing tools and webpages—including the Voter Portal and the Voting Site Wait Times Lookup Tool—to reflect the election date, eligibility criteria, and available voting options. Simultaneously, the Department began coordinating election services and production timelines with its vendors, including those responsible for ballot printing, translation, and mailing. The Department also notified and coordinated with relevant City agencies involved in election operations, such as the Sheriff’s Department.

Within a week of the election being called, the Department moved into the second phase of its planning process. During this stage, staff began confirming the availability of experienced poll workers, with a focus on individuals residing in District 4. In parallel, the Department contacted facility providers who had previously hosted polling places in District 4 to confirm their availability for the September election and to ensure each site met operational and accessibility requirements.

In the final phase of planning, initiated within three weeks of the election being called, the Department has undertaken a range of activities necessary to support the election. These include finalizing paper, audio, and touchscreen formats of the official ballot; laying out the Voter Information Pamphlet in English, Chinese, Spanish, and Filipino; conducting Logic and Accuracy testing of the voting equipment to ensure accurate ballot tabulation; transmitting ballots to military and overseas voters via their preferred delivery method (email, fax, or mail); and opening the Accessible Vote-by-Mail system for eligible military and overseas voters residing in District 4.

Beginning August 18, the Department will mail vote-by-mail packets to all registered voters in District 4. On the same day, early voting will begin at the Department's office in City Hall, and three official ballot drop boxes will open for public use. In-person voting will also be available at 20 polling places throughout District 4 on Election Day. Following the close of polls, the Department will release preliminary election results at approximately 8:45 p.m. The official canvass of election materials will follow, and the Department will certify and release final election results no later than October 16, 2025.

While the upcoming recall election was not part of the Department's originally scheduled election calendar, staff were able to mobilize quickly and transition into full-scale planning within days of the election being called. Drawing on established procedures and coordination with vendors and City agencies, the Department developed and implemented an election plan tailored to the limited geographic scope of the contest. This accelerated planning process reflects the Department's ongoing commitment to conducting free, fair, and functional elections and to ensuring that all eligible voters in District 4 have the information and resources they need to participate in the September Recall Election.

IV. Organizational Overview and Scaled Staffing for the Recall Election

The Department is organized into eight divisions, each responsible for managing programs and operations that support the administration of elections in San Francisco.

Three divisions—Campaign Services, Election Day Support, and Voter Information—engage directly with the public. Campaign Services oversees the filing of candidate nomination documents, ballot measures, and arguments. Election Day Support coordinates the recruitment, training, and placement of poll workers and secures polling sites. Voter Information manages outreach and education programs, prepares and translates voter materials, communicates with the public, and supports the Ballot Simplification Committee.

The other five divisions focus on internal functions that ensure smooth election operations. Administration handles finance, human resources, and overall organizational coordination. Ballot Distribution oversees the processing of ballots. Information Technology supports the Department's technical infrastructure and safeguards election data systems. Polling Place Operations manages logistics, voting equipment, and

supplies. Voter Records maintains voter registration data, oversees early voting services, and conducts signature verification for petitions and vote-by-mail ballots.

These divisions are staffed by full-time, year-round employees who oversee the Department's core functions. To support the increased workload during an election cycle, the Department also hires temporary employees. These temporary staff members are typically brought on approximately two months before an election and are released within two weeks after Election Day, once key post-election tasks are completed.

Given that the September Recall Election involves only one Supervisorial District, many of the Department's standard election processes will require fewer resources than a citywide election. For example, the Department will need to identify and prepare fewer polling places, recruit and train a smaller number of poll workers, print and distribute fewer ballots, and process a lower volume of voted ballots.

In recognition of the reduced operational scope for this election, the Department conducted a resource assessment and developed a staffing plan aligned with the anticipated workload. Based on this analysis, the Department will hire approximately 15 temporary employees—compared to the 150 to 200 typically hired for a citywide election—to support specific functions, including operating the phone bank, assisting with the delivery and retrieval of polling place equipment and supplies, and processing voted ballots. All other election administration activities, including ballot and Voter Information Pamphlet preparation, public outreach, early voting operations, and poll worker recruitment, will be carried out by the Department's year-round staff.

By aligning staffing levels and resource allocations with the specific scale of this district-only election, the Department is actively managing costs while maintaining accessibility, security, and integrity. Although this election serves a smaller segment of the electorate, the Department will continue to meet all state and local requirements, including those related to language access, accessibility, and voting options.

By scaling operations responsibly and deploying resources strategically, the Department is well-positioned to administer the September 16 Election in a cost-effective and compliant manner, while maintaining the high level of service expected by San Francisco voters.

V. Practices Adopted for the Recall Election

In every election, the Department makes a concerted effort to strengthen existing programs and adopt new, more effective methods of serving San Francisco's voters. For the September Recall Election, the Department also implemented several adjustments to internal procedures and public-facing online tools to reflect the scale of the election. This section outlines modifications specific to this recall election.

A. Modifications to Election Processes

Voting Options. For the September Recall Election, the Department will offer both in-person and vote-by-mail (VBM) services to all voters registered in Supervisorial District 4. Beginning August 18, the Department will open early voting at its office in City Hall (Room 48), begin mailing VBM packets to all eligible District 4 voters, and provide three official ballot drop boxes located at the Ortega Branch Library (3223 Ortega Street), Parkside Branch Library (1200 Taraval Street), and City Hall (1 Dr. Carlton B. Goodlett Place).

On Election Day, the Department will operate 20 polling places within District 4. Each location will provide in-person voting, same-day voter registration, and secure ballot drop-off services.

In accordance with California Elections Code §§ 12222 and 12241, the Department is permitted to consolidate precincts under certain conditions, including maintaining district boundaries and limiting the number of precincts per consolidation. As only District 4 voters are eligible to participate in this election, all consolidated precincts will be located entirely within the boundaries of the District and comply with applicable requirements.

Ballot and Voter Information Pamphlet. For this election, the Department will produce a single ballot card in a quadrilingual format, with English, Chinese, Spanish, and Filipino content presented on the same card.

The ballot will contain one contest: a recall measure concerning the incumbent Supervisor of District 4. Voters will be asked whether the Supervisor should be removed from office. If a majority of voters select “Yes,” the Supervisor will be removed, and the Mayor will appoint a replacement to serve until the next regularly scheduled election for that office. If a majority select “No,” the Supervisor will remain in office.

The Department will begin mailing vote-by-mail ballot (VBM) packets to all registered voters in District 4 in mid-August. Each packet will include the quadrilingual official ballot, detailed voting instructions in all four languages, and the Voter Information Pamphlet (VIP). The VIP will contain a quadrilingual sample ballot as well as information about the recall process, voting options, and key deadlines.

Unlike in citywide elections where VBM packets and the VIP are typically mailed separately due to their size and volume, the Department will combine these materials into a single mailing for this election. This cost-effective approach is made possible by the one-card ballot and a shorter VIP that contains no candidate statements and requires fewer pages.

Mailing of Official Election Materials. To support the accurate mailing of vote-by-mail (VBM) ballot packets, the Department has revised the process for preparing and transmitting voter data extracts to its ballot printing and mailing vendor. The initial data extracts will include only voters registered in District 4. In the days leading up to the ballot mailing period, the Department will submit updated extracts to reflect changes in voter registration, including individuals who have moved into or out of District 4. These updates ensure that official

election materials are mailed only to those voters eligible to participate, in accordance with their most current residential information.

Accessible Vote-by-Mail System. The Department will also update the internal logic of its Accessible Vote-by-Mail (AVBM) system to allow ballot access only for voters registered in District 4. Voters from other districts who attempt to access the AVBM portal will be shown a notice explaining that the recall election is limited to District 4 voters, along with an invitation to participate in the City's next regularly scheduled election in June 2026.

Public Phone Bank. To ensure that all callers receive accurate and relevant information, the Department has updated procedures for its public phone bank in advance of the September Recall Election. These adjustments are designed to serve both voters eligible to participate in the recall election and those residing outside of District 4 who may contact the Department with questions.

Phone bank operators will be trained to ask for each caller's address and use the local Election Information Management System (EIMS) to confirm whether the caller resides within District 4 before responding to election-related inquiries. For callers who are not eligible to vote in the recall election, operators will read from a brief script explaining that only voters registered in District 4 may participate. The script will also invite ineligible voters to take part in the City's next regularly scheduled election in June 2026.

Early Voting. The Department will provide early voting services at its office in City Hall beginning August 18. Voting hours will be weekdays from 8 a.m. to 5 p.m. (closed on September 1 holiday); the weekend of September 13 and 14 from 10 a.m. to 4 p.m.; and on Election Day, September 16, from 7 a.m. to 8 p.m.

Unlike in citywide elections, where a large Voting Center is set up outside the Department's office, a smaller Voting Center will be set up in Room 48 for this district-only election.

As with phone bank staff, Voting Center representatives will be trained to verify each voter's eligibility by determining whether the individual is registered in District 4. Based on this information, representatives will either proceed to issue a ballot (for eligible District 4 voters) or read a short script explaining that only voters in District 4 are eligible to participate in the election. Non-eligible voters will be informed of their opportunity to vote in the next regularly scheduled citywide election in June 2026.

Poll Worker Recruitment. For the September Recall Election, the Department will prioritize the recruitment of experienced poll workers who currently reside in District 4. Each of the 20 polling places will be staffed with one inspector and at least three clerks, with bilingual poll worker requirements considered during the site assignment process to ensure language accessibility for voters.

This targeted recruitment strategy builds on past experience, which shows that individuals are more likely to serve when they have the opportunity to work closer to home. To support this approach, the Department will pre-assign poll workers to locations near their residences; thus, reducing the likelihood of cancellations or last-minute reassignments and enhancing the overall experience for those serving at the polls.

Unlike in citywide elections, where the Department assembles a larger pool of standby poll workers at City Hall on Election Morning and dispatches them to various neighborhoods as needed, the September Recall Election allows for a more localized approach. Because all polling places will be located within District 4, standby workers will be stationed nearby and will not need to be transported across the city.

These standby workers will not serve as traditional poll workers but will instead be recruited as Field Election Deputies (FEDs), who provide roving support to polling places within their assigned area. To support this model, each FED will be paired with another assigned to the same territory. Since only three FEDs are expected to be deployed for this election, each covering a territory of about 6–7 sites, pairing them gives the Department more flexibility in case of a last-minute cancellation or no-show. In those situations, one FED can be dropped off to fill in while the other continues with their regular route.

Even if not needed at the start of the day, these standby FEDs can continue to provide valuable support later by assisting polling places needing additional assistance. By implementing this mobile deployment strategy, the Department will not only ensure operational stability throughout Election Day but also reduce the overall costs associated with dispatching poll workers from City Hall.

Data and Ballot Collection. For every election, the Department organizes a Ballot Collection or Processing Center to receive voted ballots and other election materials transported from polling places on Election Night by Deputy Sheriffs. This Processing Center is typically located at the Department's warehouse at Pier 29. After Election Night, the Department continues operations at Pier 31 by storing the voted ballots and conducting the official canvass of election materials at the same location.

For the September Recall Election, the Department will implement a cost-saving alternative. Given the smaller scale of this election, both the Processing Center and the official canvass will be conducted in a secure area adjacent to the City Hall cafeteria. This change not only reduces operational costs, particularly those associated with assigning Deputy Sheriffs to provide ballot security at the warehouse, as required by the San Francisco Charter, but also streamlines logistics by consolidating ballot handling and processing at City Hall, where Deputy Sheriffs are already stationed.

Provisional Ballot Processing. As part of the provisional ballot review process, the Department challenges and assigns a “Not Counted” status to any ballot cast by a voter who is not eligible to participate in the election. This includes, for example, ballots submitted by individuals registered to vote in other counties.

For the September Recall Election, the Department has adjusted its provisional ballot procedures to reflect the district-specific nature of the contest. Specifically, the Department anticipates that some voters who do not reside in District 4 may cast provisional ballots at polling places. While such ballots will be challenged and not counted due to voter ineligibility, the Department will review the information provided on the provisional ballot envelope. If applicable, the voter's record will be updated in the system (e.g., to reflect a change of address or name), helping to ensure that registration information remains accurate for future elections.

B. Website and Voter-Facing Tools Updates

To support the administration of the September Recall Election limited to voters residing in District 4, the Department has implemented a range of updates to its voter-facing digital tools and online resources to ensure that all voters receive clear and accurate information.

A key component of this effort was the creation of a dedicated page on SF.gov titled *“Member, Board of Supervisors District 4 Recall Election.”* This page serves as the central hub for information related to the recall contest and provides an overview of the election, including key dates, eligibility criteria, and links to relevant Department services such as voter registration, voting options, polling place lookup, and accessible voting.

To help voters quickly determine whether they reside in District 4, the homepage that directs users to the recall-specific page now features a prominently displayed map of District 4. This visual element reinforces the geographic scope of the election and enhances navigation by allowing users to easily assess their eligibility to participate. In addition, voters are invited to confirm their eligibility using the District Lookup Tool, which is also available on the same page.

In addition to launching the recall-specific webpage, the Department also updated two of its online voter tools: the Voter Portal and the Voting Site Wait Times Lookup Tool. The Voter Portal, which provides voters with personalized election information, including registration status, vote-by-mail ballot tracking, and polling place details, was modified to display recall-related content exclusively to voters registered in District 4. When voters from other districts access the portal, they are shown a message explaining that the next election in which they will be eligible to vote is scheduled for June 2026.

The Voting Site Wait Times Lookup Tool was similarly revised to align with the scope of the recall election. On Election Day, the tool will display real-time wait times and location information only for the 20 polling places operating within District 4. Voters outside the district will not see any polling place data, as they are not eligible to vote in this contest.

Through the development of a recall-specific webpage, the inclusion of visual tools such as the District 4 map, and the tailored presentation of information in the Voter Portal and Wait Times Tool, the Department has taken steps to ensure that only eligible voters receive recall-related content. At the same time, these updates help maintain clarity for all voters citywide and minimize potential confusion during a district-specific election.

VI. Public Observations

For the Recall Election, the Department will continue its commitment to transparency by providing access to election observation to the fullest extent possible. This access will be balanced with legal and logistical requirements necessary to protect the security of the election and the privacy of individual voters.

As in previous elections, the Department has published a schedule of observable election activities. This schedule includes events occurring before, on, and after Election Day (see Appendix A). Members of the public will be welcome to observe a wide range of operations, including but not limited to, the Logic and Accuracy testing of voting equipment, the processing of vote-by-mail and provisional ballots, and the official post-election canvass.

To further facilitate public participation, the Department has published an Observer Guide. This resource outlines observer rights and responsibilities as established by the California Secretary of State and the California Elections Code and provides information to help observers understand election processes and appropriate observation conduct.

Public observation will be facilitated at both the Department's City Hall office and its warehouse at Pier 31. In addition, the Department will provide remote access by live-streaming key election processes on its website at sfelections.gov/observe, making election transparency accessible to a broader audience.

VII. Online, Telephone, and In-Person Services

The Department is committed to providing clear and up-to-date election information to San Francisco residents, whether they prefer to interact in person, online, or by phone.

Through its website, sfelections.gov, the Department offers a wide range of voter tools and informational resources. Voters can check their registration status, view their Voter Information Pamphlet and sample ballot, track the status of their vote-by-mail ballot from printing to counting, find their polling place, and request translated election materials.

The website features nearly 60 pages translated into Chinese, Spanish, and Filipino. To ensure easy access for individuals who prefer to receive information in a language other than English, language selection options are prominently and consistently displayed across the site. The site is optimized for usability across various devices, browsers, and operating systems and adheres to web accessibility standards.

The Department also offers email-based support to address voter inquiries. Local voters can contact the Department at SFVote@sfgov.org, while overseas voters may use SFVoteAbroad@sfgov.org for assistance.

For those who prefer phone support, the Department staffs public information lines during business hours. Dedicated lines are available for Cantonese, Mandarin, Spanish, and Filipino speakers. Additionally, the Department contracts with a language interpretation vendor to offer year-round support in many other languages.

During each election cycle, the Department expands its phone and email response teams to ensure timely service. All phone bank staff receive multiple days of training, are provided with a detailed reference binder covering frequently asked questions and are supported by one or more leads with in-depth knowledge of elections procedures.

To support voters who prefer in-person assistance, the Department staffs its public counter at City Hall during regular business hours.

For this election, the Department will extend its public hours on the voter registration deadline, September 2, and will be open the weekend before Election Day to provide in-person services and voter assistance.

VIII. Ballot Argument Submission

For the September Recall Election, voters who reside in Supervisorial District 4 and are registered with a District 4 residential address may submit ballot arguments in support of or opposition to the recall measure for inclusion in the Voter Information Pamphlet. A filing fee applies to each argument. The Department conducted the argument submission process, which concluded on Monday, June 30.

All submitted ballot arguments are subject to a 10-day public examination period following the filing deadline. These examination periods provide an opportunity for the public to review, and, if necessary, challenge, submitted materials before they appear in the pamphlet. As authorized by state election law, during this 10-day public examination period, any registered voter eligible to vote on the recall measure may seek a court order requiring the amendment or removal of submitted materials.

IX. Official Ballot

For every election, the Department produces official ballots in San Francisco's four required languages. These ballots are available in both paper and digital formats. In addition, the Department provides paper facsimile (reference) ballots in Burmese, Japanese, Korean, Thai, and Vietnamese to assist voters with limited English proficiency.

For the September 16 Election, the paper ballot will consist of a single card printed in English, Chinese, Spanish, and Filipino.

In parallel with preparing the paper ballots, the Department also developed the corresponding digital versions for use with the Accessible Vote-by-Mail (AVBM) system. As required by law, the AVBM system must be made available to military and overseas (MILOS) voters no later than August 2 to all other voters beginning August 18. In addition to the AVBM ballots, Department staff produced touchscreen and audio ballot formats for use on accessible ballot-marking devices deployed at in-person voting sites.

X. Ballot Simplification Committee

Local Elections Code requires that, for each election, a Ballot Simplification Committee (“Committee”) prepares plain-language summaries or “digests” of proposed City measures that will appear on the ballot. These digests, which are written and adopted during public meetings, are published in the Voter Information Pamphlet, which is provided to every registered voter prior to the election.

Because the San Francisco Charter defines a recall as a ballot measure, the Department convened the Ballot Simplification Committee to prepare a digest for the recall measure appearing on the September 16 ballot. The Committee held public meetings from June 11 through June 13 to complete this work.

XI. Voter Information Pamphlet and Sample Ballot

For every election, the Department prepares a Voter Information Pamphlet (VIP) containing details about local contests and candidates, voting options, and a sample ballot. The VIP is available in both print and digital formats in English, Chinese, Filipino, and Spanish, and can be accessed as a PDF, HTML, XML, or large print. Upon request, the VIP is also available in audio formats—including MP3, USB flash drive, CD, and National Library Service (NLS) cartridge.

Election law outlines the required contents of the VIP. For the September Recall Election, the pamphlet will include information about the recall measure, available voting options, and a sample ballot.

Unlike in citywide elections, this election’s VIP will be produced in a more compact, digest-size booklet (5.5” x 8.5”) rather than the standard full-size format. Its smaller size allows the pamphlet to be included in each vote-by-mail ballot packet, which will be mailed to voters on or around August 18. The Department will also send translated VIP versions in Chinese, Spanish, and Filipino, as well as alternate-format editions, to voters who have requested them.

XII. Outreach Strategies

For the September Recall Election, the Department will implement several outreach strategies to provide voters with information about registration, voting options, and available language and accessibility resources.

A central component of the Department's outreach efforts will be multilingual voter education presentations. Outreach staff will deliver presentations at locations throughout Supervisorial District 4, including community centers, schools, places of worship, nonprofit organizations, and neighborhood association meetings. These presentations will be offered in English, Chinese, Spanish, and Filipino to ensure accessibility for all voters.

In addition to presentations, Outreach staff will participate in community events by setting up voter resource tables in various neighborhoods. At these tables, multilingual staff will be available to answer questions about registration, voting options, and available services. The Department will also organize voter registration pop-up events at public venues in District 4 to make it easier for eligible residents to register to vote.

Finally, the Voter Information Pamphlet provided to every registered voter in District 4, will serve as an outreach tool. The pamphlet will contain detailed information about the recall contest, voting options, and how to access language and accessibility services, ensuring voters are well-informed ahead of Election Day.

XIII. Facilitating Voting in Person

Early voting. Early voting for the September Recall Election will be available in the Department's office, Room 48 of City Hall throughout the 29-day early voting period, beginning on August 18. Voters may cast their ballots in person Monday through Friday from 8:00 a.m. to 5:00 p.m.; on Saturday, September 13, and Sunday, September 14, from 10:00 a.m. to 4:00 p.m.; and on Election Day, Tuesday, September 16, from 7:00 a.m. to 8:00 p.m.

During this period, District 4 residents may visit the Department's office to receive in-person assistance, use accessible voting equipment, pick up or drop off a ballot, obtain a replacement ballot, or register conditionally and vote provisionally after the registration deadline. Accessible ballot-marking devices will be provided for voters who need them.

Polling place services. To facilitate in-person voting on Election Day, the Department will operate 20 polling places throughout District 4.

In local elections, California Elections Code §12241 permits the consolidation of voting precincts. For this election, the Department considered several factors when determining which precincts to consolidate, including limiting consolidations to no more than two precincts per polling place; ensuring accessibility; avoiding the need for voters to cross major thoroughfares or geographic barriers; and ensuring that polling places serving two precincts provide at least 350 square feet of usable space to accommodate voters comfortably.

Each voter's assigned polling place will be printed on the Voting Instructions insert enclosed with the vote-by-mail packet. This insert will include the polling place address and cross street, indicate whether the site is accessible to individuals with disabilities, and provide a brief description of the site's entrance.

Each of the 20 polling places located within District 4 will be open 7 a.m. to 8 p.m. on Election Day. All polling places will offer paper ballots in English, Chinese, Spanish and Filipino and provide language assistance from bilingual poll workers on request. At some polling places where voters may need assistance in additional languages, the Department will provide facsimile (reference) ballots in Burmese, Japanese, Korean, Thai, and Vietnamese. All polling places will also offer accessible ballot-marking devices with touchscreen and audio ballot formats, personal assistive device compatibility, and accessible voting tools such as page magnifiers, pen grips, and seated voting.

At all polling places, the Department will provide ballot-scanning machines that tabulate votes onsite. Voters who surrender their vote-by-mail ballots or for whom a Roster of Voters indicates that their ballot has not been received by the Department, will be issued standard (non-provisional) ballots that can be tabulated by a ballot-scanning machine. Provisional voting will be available to voters whose names do not appear in the Roster (e.g., voters who missed the registration deadline.)

XIV. Facilitating Voting by Mail

Approximately one month before Election Day, the Department will begin mailing vote-by-mail (VBM) packets to registered voters residing in Supervisorial District 4. This process will be conducted in coordination with the Department's ballot printing and assembly vendor and the United States Postal Service (USPS).

As in past elections, voters will be able to track the status of their ballots either by using the Department's online lookup tool or by calling the Department's toll-free voter assistance line.

As voters track their ballots through the Department's Voter Portal, they can view real-time updates as their ballots move through various stages—from printing and assembly to mailing and delivery by the United States Postal Service. Once a voter returns their ballot, the Department verifies the signature on the return envelope, accepts the ballot for processing, removes it from the envelope, and finally counts it.

Accessible Vote-By-Mail System. The Department will open its Accessible Vote-by-Mail (AVBM) system to all registered voters in District 4 beginning 29 days before the election. In accordance with federal election law, the AVBM system will be made available to military and overseas voters no later than 45 days before the election.

The AVBM system is compatible with a range of personal assistive technologies, including head pointers and sip-and-puff devices, and enables voters to download and mark screen-readable vote-by-mail ballots from their own devices. For security reasons, the AVBM system does not store or transmit votes over the internet. As such, voters must print their completed ballots and return them by mail or in person—just as with standard vote-by-mail ballots.

Voters may return AVBM ballots using the official ballot return envelope included in their vote-by-mail packet, or by using their own envelope. If using a personal envelope, voters must also complete and include a Ballot Return Form (available through the AVBM system). This form enables the Department to verify the voter's signature while maintaining ballot secrecy during processing.

Voters serving in the military or residing overseas. Military and overseas voters may receive their ballots by email, fax, or mail. The Department may begin sending ballots to military and overseas voters via their selected method of delivery 60 days before the election and must complete such deliveries no later than 45 days before the election.

All such voters may access their ballots through the Accessible Vote-by-Mail (AVBM) system. Voters who choose email delivery receive a secure link to the AVBM system, while those who prefer fax or mail receive their ballots accordingly.

Voters living outside the U.S. may return their ballots by fax. To do so, they must also submit the Oath of Voter, which waives the right to a secret ballot. Department staff nevertheless take procedural precautions, such as covering the voter's selections during the review of the voter's signature and eligibility, to protect the secrecy of these ballots.

XV. Facilitating Emergency Ballot Delivery Program

In the final week of the voting period, the Department provides emergency ballot delivery and pickup services to eligible residents who have not yet voted. Through this program, the Department works with local hospitals, short- and long-term care facilities, and individual voters to deliver ballots and official voting materials to those who are hospitalized, unable to travel to in-person voting sites, or in need of assistance returning their mailed ballots.

All Department staff involved in ballot delivery receive training focused on protecting voter privacy, ensuring the right to a secret ballot, and offering translation assistance. Training materials provide detailed guidance on setting up accessible ballot-marking devices in homes and facilities, communicating effectively with voters using touchscreen or audio ballots, providing respectful and helpful assistance with completing forms or marking ballots, and avoiding any discussion of political views or influence on voting decisions.

XVI. Poll Worker Recruitment and Training

Recruitment. For the September Recall Election, the Department will recruit and train approximately 80 poll workers to serve at 20 polling places throughout Supervisorial District 4. All assigned poll workers will have prior experience working in San Francisco elections.

As in previous elections, the Department will make a focused effort to assign bilingual poll workers to locations where language assistance is most likely to be needed. Bilingual assignments are guided by two primary criteria. First, when voters register to vote, they may request election materials in Chinese, Spanish, or Filipino. The Department uses this data to assign at least one bilingual poll worker to any precinct where 10 or more voters (approximately one percent of the precinct's voters) have made such a request. When 75 or more voters request materials in a particular language, the Department assigns at least two bilingual poll workers to that precinct. Second, the Department considers voter country-of-birth information. If a precinct includes 25 or more voters born in a country where one of the required languages is predominantly spoken, the Department places a bilingual poll worker at that site. When assigning Filipino-speaking poll workers, the Department gives greater weight to voter requests due to the predominance of English in the Philippines.

Training. All poll workers serving in the Recall Election will complete required training either online or in person. To accommodate those without reliable internet or computer access, the Department will offer scheduled appointments at City Hall for poll workers to complete training onsite. The curriculum covers voters' rights and available accessibility and language resources, proper setup and operation of voting equipment, procedures for processing standard, vote-by-mail, and provisional voters, and the secure handling and transfer of voted ballots and other election materials.

To supplement this training, the Department will offer small-group practice labs to provide hands-on experience with voting equipment. While optional for clerks, these labs are mandatory for inspectors. Participants will have the opportunity to set up voting machines, print zero reports, test the ballot-marking device, activate touch screen and audio ballots, and run the end-of-day results reports.

To further support poll workers, the Department will produce a Poll Worker Training Manual. This resource will provide an overview of Election Day duties, guidelines for voter assistance, detailed step-by-step instructions for setting up an accessible polling place, processing voters, and securing election materials after the polls close. The manual will also include tear-out job cards to help poll workers stay organized and complete tasks in the correct sequence. The manual will be posted on the Department's website and mailed to poll workers who request a printed standard or large-print copy.

Distribution of ballots to inspectors. As in prior elections, inspectors will be responsible for picking up official ballots and supply bags before Election Day and delivering them to their assigned polling places on the morning of the election. These materials will be distributed immediately after the inspectors attend a practice lab. At the time of pickup, inspectors and Department staff will conduct a detailed inventory to ensure all necessary items are included and document transfer of custody using an official Custody Transfer Form.

XVII. Election Day Field Support Personnel

For the September Recall Election, the Department will hire and train three teams of Field Election Deputies (FEDs) and four District Support Drivers (DSDs) to support polling place operations and accessibility efforts.

Field Election Deputies. FEDs serve as liaisons between poll workers and the Department's Election Center, providing assistance and delivering supplies as needed. Each FED is responsible for a territory of approximately six to seven polling places and is equipped with a Department-issued van and smartphone. Working from 4 a.m. until approximately midnight, FEDs begin the day by confirming that polling places are properly set up and open on time. Throughout the day, they monitor procedural compliance and ensure poll workers are following correct procedures.

For this election, each FED will be paired with another assigned to the same territory. In the event of a last-minute poll worker cancellation or no-show, one FED can be dropped off to fill in at a polling place while the other continues servicing the remaining locations.

FED smartphones are equipped with a custom-built application designed to manage their assigned tasks, such as verifying bilingual staffing, confirming ballot deliveries, and assessing signage placement. FEDs update task statuses in real time through the app, enabling Election Center staff to monitor polling place readiness and performance throughout the day. To prepare for their assignments, FEDs complete a training course and participate in a route-driving session to become familiar with their territories.

District Support Drivers. DSDs focus on ensuring ADA compliance at polling places. Like FEDs, each DSD team member is issued a van and smartphone and receives comprehensive training on accessible site setup. DSD vans are stocked with ADA-compliance tools, including signage, cones, clamp lights, extension cords, caution tape, and extra voting booths and chairs.

Both FEDs and DSDs conclude their assignments by returning their vans and equipment to the Department's warehouse, typically around midnight on Election Night.

XVIII. Logic and Accuracy Testing of Voting Equipment

Prior to each election, the Department conducts Logic and Accuracy (L&A) testing of all vote-tabulating equipment. L&A testing is the process of configuring, testing, and certifying voting equipment to ensure it operates accurately and reliably.

San Francisco's voting system includes three types of machines: the ImageCast Evolution ballot scanner, the ImageCast X ballot-marking device, and the ImageCast Central (ICC) scanner. All are subject to L&A testing to verify that each machine performs as intended and accurately records and tabulates all votes.

To facilitate public oversight, the Department appoints a Logic and Accuracy Testing Board composed of registered voters from various backgrounds. Once convened, the Department holds a series of meetings with the Board, first to review and approve the testing schedule and plan prior to the start of testing, and later to certify the testing results.

The test plan outlines a detailed timeline and describes the tests to be performed on each type of voting equipment. After testing concludes, the Board reconvenes—no later than seven days before the election, as authorized by state election law—to review and certify the results.

As in prior elections, the Department will issue a press release and post a public notice detailing observation procedures and the schedule and location of testing prior to the start of testing.

Testing of equipment used at polling places. Ballot-scanning machines and ballot-marking devices are stored and tested at the Department's warehouse at Pier 31. Each machine is labeled with a unique asset tag to enable location tracking throughout the election cycle. Ballot-scanning machines undergo a two-phase testing process. In the first phase, a predetermined set of test ballots is scanned by each machine to generate a tabulation report. A proofing team then compares the report to the expected results. Any discrepancy must be investigated and resolved to achieve 100% accuracy. Once phase one is successfully completed, the results data stored in each machine's memory card is uploaded into the election database to test result transmission and tabulation. A second proofing team verifies the combined report for accuracy.

Following successful testing, memory cards are reinstalled in the machines and sealed with serialized tamper-evident seals. The machines are then closed, sealed again, and stored in a secured staging area in preparation for delivery.

Ballot-marking device testing involves three steps. First, using the touchscreen interface, staff mark a predetermined set of test ballots and verify that the printed selections match those made on-screen. The printed ballots are then scanned by either a ballot-scanning machine or ICC scanner to confirm correct tabulation. Additional testing is performed on components such as the audio system and the audio-tactile interface (ATI) to ensure proper functionality.

Once verified by a proofing team, the devices and their components are sealed, packed in transport bags, and moved to a secure staging area for deployment.

Testing of equipment used to tabulate vote-by-mail, provisional, and remake ballots. The ICC scanners used for central tabulation are located in the Department's ballot processing room in City Hall. These machines are tested in a similar manner to polling place equipment.

A set of test ballots is run through each ICC scanner, and the results are compared to the expected outcomes to verify accuracy.

During the election cycle, ICC scanners are re-tested each day before any live ballots are processed.

XIX. Delivery of Voting Equipment and Supplies to Polling Places

To facilitate in-person voting, the Department will deliver voting machines, supplies, and other materials to each polling place over a six-day period leading up to the election. Based on delivery preferences provided by site owners, the Department assigns delivery times and uses a routing tool to create efficient daily schedules with evenly distributed stops.

The Department uses a web-based asset tracking system to monitor voting equipment throughout the delivery and retrieval process. Each machine is affixed with a barcoded asset tag that identifies its assigned precinct and is scanned at every point where custody changes.

When preparing for delivery, staff scan and load the equipment by route and verify each item against route sheets. Upon delivery, the equipment is scanned again to confirm arrival, photographed to document placement, and sealed with tamper-evident tags. On Election Morning, poll workers are instructed to inspect the seals to confirm equipment integrity.

Following the election, Department staff will retrieve the equipment over a three-day period, scanning it at pickup and again upon return to the warehouse to maintain a complete custody record.

XX. Pre-Election Day Ballot Processing

As authorized by state election law, the Department may begin processing vote-by-mail (VBM) ballots 29 days before Election Day and will do so as soon as the first ballots are received. Ballot processing consists of four main steps: envelope scanning, signature comparison, ballot extraction, and votemark scanning. Two ancillary processes—ballot adjudication and ballot remaking—support these core functions.

Envelope scanning. Each VBM return envelope includes a barcode that identifies the voter to whom the ballot was issued. Upon receipt, the Department uses its Agilis Ballot Sorting system to scan the barcode and capture the signature image from the envelope, linking it to the voter's record in the Election Information Management System (EIMS). Envelopes with unreadable barcodes or signatures are flagged for manual review by Department staff.

Signature comparison. To verify voter identity, the Department conducts a signature review process. In the first stage, staff compare the signature on the return envelope to the signature from the voter's registration form. If the signatures are comparable, the ballot is accepted and forwarded for extraction. If not, the ballot enters a second stage of review, where a different staff member compares the envelope signature to all other signatures in the voter's file. If no match is found, a third staff member conducts a final review. A ballot is only challenged if all three reviewers are unable to compare the signature against any in the voter's record.

Voter Notification program. If a signature is missing or does not match, the Department initiates a multi-channel notification process. Voters who need to “cure” their ballot, receive a bilingual notice and a prepaid return envelope by mail. The Department also alerts voters through the online Voter Portal and attempts contact by phone and email when that information is available. Voters may return the signature cure form by mail, fax, email, in person at any voting location, or online using the Department’s cure portal. Once a cure form is received, the signature is reviewed and linked to the voter’s record, and the ballot is accepted and moved to extraction.

Ballot extraction. Ballots that are accepted for counting during signature review move to extraction, where staff use Opex high-speed envelope extractors to open envelopes. Ballots are then manually removed and flattened for scanning. To preserve ballot secrecy, staff place envelopes face down during handling. Once flattened, the ballots are transferred to the votemark scanning team.

Votemark scanning. Using ImageCast Central (ICC) scanners, staff scan the ballots for tabulation. Ballots flagged for potential issues—such as overvoting, undervoting, marginal marks, blank contests, or write-ins—are diverted for manual adjudication or remaking.

Ballot adjudication and remake. State law requires the Department to count any ballot where voter intent is clear, even if marks are irregular. When ICC scanners detect questionable marks, images are reviewed by trained two-person adjudication teams using standardized rules and visual guides. If a ballot cannot be tabulated due to physical damage or an incorrect format (e.g., a provisional ballot cast in the wrong precinct), it is remade using a ballot-marking device. These remade ballots are reviewed by two-person teams for accuracy before scanning.

After scanning, all original, adjudicated, and remade ballots are securely transported to the Department’s warehouse, where they are stored for the duration of the legally mandated retention period.

XXI. Election Center

For every election, the Department organizes a centralized Election Center to coordinate communication and support for poll workers and field personnel. Staff in the Election Center respond to questions, dispatch supplies, and provide guidance via a dedicated phone and computer network throughout the day.

In citywide elections—with up to 501 polling places and nearly 2,000 poll workers—the Election Center typically operates in a large space near the City Hall cafeteria and is staffed by approximately 40 Department employees. For the September Recall Election, given its smaller scope, the Election Center will be organized within the Department’s offices in Room 48 of City Hall. Though scaled down, the Election Center will still include several specialized phone banks, each serving a distinct function:

- The incoming phone bank handles procedural inquiries from poll workers.
- The outgoing phone bank proactively monitors polling place activity and coordinates with roving support teams.
- The precinct services phone bank provides support to District Support Team (DST) members focused on ensuring polling place accessibility.

Coordinators working in the Election Center utilize the Government Election Assistance Reporting System (GEARS), a custom-built database used to log new issues, assign them to appropriate teams, update statuses, and mark issues as resolved. A log of open issues is projected on a screen in the center, enabling real-time observation and transparency.

Throughout the day, incoming phone bank coordinators respond to calls from poll workers. If an issue requires additional support—for example, if a poll worker calls out sick—coordinators log the issue in GEARS to notify the appropriate team. If the matter can be resolved on the call, such as clarifying a procedure, it may not need to be logged.

Election Center team is supervised by at least two experienced staff members who are available to assist with complex issues or unusual situations. To request help discreetly and efficiently, coordinators use colored paper flags to signal their supervisors.

Election Center staff operate under a guiding principle: voting must continue uninterrupted from 7 a.m. to 8 p.m. at every polling place. When answering each call, coordinators are trained to confirm that voting is ongoing and, if needed, to walk poll workers and field staff through emergency procedures using reference materials.

Election Center operations generally conclude shortly before midnight, once all polling places have reported election results.

XXII. Retrieval and Receipt of Vote Data and Ballots

The Department deploys ballot-scanning machines to all polling places, enabling votes to be tabulated onsite. When the polls close on Election Night, the poll inspector prints two copies of the precinct results report—one copy is posted publicly, and the other is retained for the Department's records.

After printing the reports, the inspector breaks the machine's security seals, removes the memory cards, and secures them in a tamper-evident transport bag. At the same time, the poll worker team collects and counts paper ballots from both the ballot-scanning machine and the red ballot box, placing them in designated closing bags. Poll workers also reconcile the number of signatures in the voter roster with the number of voted ballots and complete the Posted Ballot Statement (PBS), an itemized summary of all ballots used at the polling place. As required by local elections law, a copy of the PBS is posted outside the polling place.

Once these steps are complete, poll workers transfer the memory cards, voted ballots, and other critical election materials to Municipal Transportation Agency (MTA) officers and Deputy Sheriffs. Each transfer is documented with a Custody Transfer Form.

To support the return and secure handling of election materials for the September Recall Election, the Department will operate two collection points on Election Night, consistent with its procedures for citywide elections. The Data Collection Center, located at City Hall's McAllister Street entrance, will receive memory cards from ballot-scanning machines. The Processing Center, which is typically located at the Department's warehouse at Pier 31, will instead be located inside City Hall for this election and will receive voted ballots, voter rosters, and other essential election materials.

Approximately 20 staff members will work at these two sites to receive, log, and organize materials delivered by MTA officers and Deputy Sheriffs.

XXIII. Election Results

On Election Night, the Department will publish the preliminary election results on its website and make printed copies available at its office. Results will also be available at the North Light Court of City Hall and broadcast via the ticker on SFGTV (Channel 26).

The Department will report election results as follows:

Election Night Reporting (Preliminary). After the polls close, the Department will release two preliminary results reports:

1. At approximately 8:45 p.m., a report consisting of results from vote-by-mail ballots received before Election Day.
2. As soon as all polling places have reported, a report incorporating Election Day results from all precincts.

All of the election results released on Election Night will be preliminary and will change in the following days as the Department counts additional ballots. These will include all valid provisional ballots and vote-by-mail ballots received on Election Day, as well as vote-by-mail ballots postmarked by and received within seven days of Election Day, and any ballots timely cured by voters.

Canvass Period Daily Reporting (Preliminary).

1. Beginning Wednesday, September 17, the Department will publish a report of the approximate number of ballots still to be counted at approximately 4 p.m. daily.

2. Beginning Thursday, September 18, the Department of Elections will release updated preliminary election results reports at approximately 4 p.m. daily.

On days the Department does not count ballots and no updated preliminary election results reports are available, the Department will post a notice to that effect.

Report formats. Both Election Night reports, as well as all daily canvass period reports, will include both the Statement of the Vote, with data sorted by precinct, district, and neighborhood (PDF and Excel) and the Cast Vote Record, showing raw vote data (JSON).

Final results reporting. The Department will release final election results by October 16, 2025.

After certifying the election results, the Department will deliver the certified statement of the results and associated attachments to the Clerk of the Board of Supervisors and will post the documents on its website. Additionally, the Department will issue a press release and post notices on its social media channels that the election results are certified.

The Department will apply SHA512 cryptographic function to all results files, ballot card images, and transaction logs to establish the integrity of the results in a verifiable manner.

Voting system transparency. The Department will again post a “Cast Vote Record”, which lists how votes were recorded on ballots. Data provided in the Cast Vote Record is captured from ballots as they are scanned by the voting equipment and before vote tabulation occurs, allowing members of the public to tabulate votes from specific precincts, districts, etc. and compare against the official election results.

The Department will also post images of voted ballots, allowing members of the public to view images for each voted ballot cast in the City. In addition to capturing images of voted ballot cards during processing, the voting system appends an “audit log” showing how the voting system interpreted and tallied each vote mark appearing on the images, and when applicable, how the markings were adjudicated by Department personnel. These “AuditMarks,” available alongside ballot images at sfelections.gov/results provide interested members of the public with information about how the voting system operates and counts votes, and enables the comparison of each digital image to the individual ballot card’s Cast Vote Record in order to verify that the system correctly tallied ballots.

Prior to posting ballot images, the Department will again redact any identifying information voters may have placed on their ballot cards. Redacted ballot files will be sorted by precinct and type (vote-by-mail or in-person voting) and posted with election certification documents.

The Department will also post transaction logs from the voting equipment used in the Recall Election. These logs record the operation of equipment during scanning and processing tasks, further informing members of the public regarding the voting system’s operation.

XXIV. Post-Election Ballot Processing

Department staff continue processing ballots after Election Day, including vote-by-mail ballots returned in person at polling places or drop boxes on Election Day, as well as provisional ballots, until all valid ballots have been counted. In addition, the Department will process vote-by-mail ballots that are postmarked or dated on Election Day and received within seven days afterward, along with any challenged ballots that voters timely cure, to ensure their inclusion in the final certified results.

XXV. Canvass

California Elections Code requires an Official Canvass—an internal audit of the election—to ensure the accuracy and integrity of the results. This process includes several verification steps, such as a manual tally of randomly selected ballots to confirm the accuracy of the machine count.

As part of the Canvass, Department staff inspect materials and supplies returned by poll workers, reconcile the number of voter signatures in the Roster of Voters with the number of ballots cast, and conduct manual tallies of ballots from 1% of all participating precincts, as well as 1% of vote-by-mail and other ballots.

While the Canvass is traditionally conducted at the Department's warehouse at Pier 31, for this small-scale election, it will take place at City Hall. This adjustment reflects the limited scope of the election and the fact that all voted ballots and voting materials will be delivered to City Hall by Deputy Sheriffs on Election Night.

One percent manual tally. As part of the Official Canvass, the Department conducts a one percent manual tally to verify the accuracy of the machine count. The manual tally will include two components:

- A hand count of ballots cast at a random sample of 1% of the polling places.
- A hand count of at least 1% of the vote-by-mail ballots included in the semifinal official canvass.

The precincts and vote-by-mail batches to be included in the tally will be randomly selected during a public process. Following the random selection, Department staff retrieve the corresponding ballot cards and manually count the votes in each selected precinct and vote-by-mail batch. The manual results are then compared to the results produced by the voting system.

If any discrepancies arise between the manual count and the machine tally, the Department will investigate and determine the cause. Once all tallies and comparisons are complete, the Department will prepare a report detailing the results of the one percent manual tally.

The Department will release final election results following the completion of the Official Canvass but no later than October 16, 2025.

Record retention. After certifying the election results, the Department stores ballots and other election materials in labeled boxes, which are stacked on shrink-wrapped pallets secured with tamper-evident seals. These sealed pallets are then placed on shelves within a secure, fenced area of the Department's warehouse, where they remain for the duration of the retention period required by law.

Appendix A: September 16, 2025, Special Recall Election, Calendar of Observable Activities

Before Election Day			
Activity	Details	Time	Location
Logic and Accuracy Testing Live Stream	Testing of ImageCast Central (ICC) Scanners and other media devices	August 25 – until complete	City Hall, Rm 48
	Testing of ImageCast X Ballot-Marking Devices	August 27 – August 29, 9 a.m. - 5 p.m.	Warehouse, Pier 31
	Testing of ImageCast Evolution Ballot-Scanning Machines	September 2 – September 3, 9 a.m. - 5 p.m.	Warehouse, Pier 31
Poll Worker and Field Support Training	For details and schedule, contact (415) 554-4375		
Voting Center	Beginning 29 days before the election, any voter may vote in person or drop off their vote-by-mail ballot at the Voting Center in Room 48 of City Hall.	August 18 – September 15, Monday – Friday, 8 a.m.–5 p.m. September 13 – 14, Saturday – Sunday, 10 a.m. – 4 p.m.	City Hall, Rm 48
Vote-by-Mail Ballot Processing Live Stream	Ballot envelope sorting and scanning for signature verification	August 18 – until complete	City Hall, Rm 48
	Ballot remake	August 19 – until complete	City Hall, Rm 48
	Ballot extraction	August 18 – until complete	City Hall, Rm 48
	Ballot scanning	August 20 – until complete	City Hall, Rm 48
	Ballot adjudication	August 20 – until complete	City Hall, Rm 48
Official Ballot Drop Boxes	Voters may return their vote-by-mail ballots using any official ballot drop box.	August 18 – September 16 at 8 p.m.	For locations, visit sfelections.gov/balлотdropoff
Mock Election Day Support Center	An internal practice of logging and resolving inquiries and issues in a simulated environment similar to Election Day.	September 13, 10:30 a.m.–12:30 p.m.	City Hall, Rm 48

On Election Day

Activity	Details	Time	Location
Voting Center / Polling Places	Voting Center and 20 polling places are open to voters who wish to register to vote or vote in person, use accessible voting equipment, receive assistance, or return their vote-by-mail ballots.	7 a.m. – 8 p.m.	For locations, visit sfelections.gov/MyVotingLocation
Official Ballot Drop Boxes	Voters may return their vote-by-mail ballots using any official ballot drop box.	Open until 8 p.m.	For locations, visit sfelections.gov/balldropoff
Election Day Support Center Live Stream	Provides support to poll workers and dispatches in-person assistance to polling places when needed.	5:30 a.m. to approximately midnight	City Hall, Rm 48
Processing Center Live Stream	Receives voted ballots, rosters of voters, and other materials from polling places.	Begins after 8 p.m. and continues until all polling place materials have been received	Rm adjacent to City Hall café
Data Collection Center	Receives memory cards from polling places.	Begins after 8 p.m. and continues until all polling place memory cards have been received	City Hall, Rm 48
Election Night Results Reporting	Results are available at: - sfelections.gov/results - Department of Elections, City Hall - San Francisco Government Television SFGTV, Channel 26	Preliminary results will be released at approximately 8:45 p.m., with a second update provided once all precincts have reported	City Hall, North Light Court

After Election Day

Activity	Details	Time	Location
Ballot Processing and Tabulation Live Stream	Ballots include vote-by-mail ballots returned to polling places or drop boxes, those received by mail within seven days of Election Day, and those timely cured by voters.	Continues until all ballots have been counted and the results are certified.	Rm adjacent to City Hall café
Provisional Ballot Processing and Tabulation Live Stream	Verification of provisional envelopes cast at polling places on Election Day and extraction of ballots from envelopes in preparation for counting.	Continues until all ballots have been counted and the results are certified	Rm adjacent to City Hall café
Results Reporting after Election Night	The Department holds press briefings and posts updated results on its website on any day ballots are tabulated.	Daily at approximately 4 p.m.	In front of Rm 48 and at sfelections.gov/results
Canvass Live Stream	An internal audit of the election to ensure the accuracy of results.	September 18 until complete, but no later than October 18	Rm adjacent to City Hall café
1% Manual Tallies Random Selection Live Stream	Random selection of precincts and batches for manual tallies.	September 24, 9 a.m.	City Hall, Rm 48
1% Manual Tallies Live Stream	Manual count of ballot cards from random selection.	September 24, 11 a.m.	Rm adjacent to City Hall café