



Election Plan

June 2, 2026, Consolidated Statewide Direct Primary Election

Friday, April 10, 2026

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I. Mission, Functions, and Election Plan Mandate

The mission of the Department of Elections (Department) is to provide equitable access to voting and election services and to conduct free, fair, and functional elections for the City and County of San Francisco.

In carrying out this mission, the Department follows all applicable federal, state, and local laws. These include the minority language provisions of the Voting Rights Act of 1965, the accessible voting requirements of the Americans with Disabilities Act of 1990, and other key 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 can register and vote through accessible, barrier-free options. This commitment extends not only to the services provided to voters, but also to fostering a workplace culture where employees of all backgrounds feel respected, valued, and supported in their work serving the public.

Serving a registered voter population of approximately 500,000 residents, the Department carries out a wide range of responsibilities essential to the administration of elections. These include facilitating the filing of local candidate nomination papers, ballot measures, and ballot arguments; producing official ballots and voter information pamphlets in multiple languages and formats; and providing voter education and outreach throughout the City. The Department also administers a vote-by-mail program for all locally registered voters, secures and operates accessible neighborhood polling places, and recruits, trains, and assigns poll workers to support in-person voting on Election Day.

In addition, the Department offers early in-person voting and ballot return opportunities beginning 29 days before each election, coordinates the collection of ballots and election materials from polling places on Election Night, and competes vote tabulation and reporting of election results to the public. Following each election, the Department conducts an official canvass of all votes cast to verify the accuracy and integrity of the results before certification.

Pursuant to San Francisco Charter §13.103.5, the Department prepares an Election Plan for each election. This document describes the Department's approach to administering the upcoming election and outlines the essential services and programs that will be implemented to ensure the voting process is accessible, transparent, efficient, and inclusive. The Plan begins with the Department's mission, functions, and legal mandate, followed by an overview of new and refined practices for the election. The Plan then outlines organizational structure, public observation opportunities, and voter services, and concludes with an overview of voting options, Election Day operations, ballot processing, results reporting, and post-election activities.

The following is the Election Plan for the June 2, 2026, Consolidated Statewide Direct Primary Election.

II. New and Refined Practices

A. Outreach Theme and Strategies

Continuing its approach from past elections, the Department developed an outreach theme for the June 2 Election to establish a recognizable presence across public-facing materials and to help encourage voter participation (see Appendix A).

In shaping this theme, the Department focused on highlighting both the importance of voting and the shared role San Francisco residents play in shaping the future of their communities. The theme — “Our Community. Our Direction. Vote in the June 2, 2026 Election.” — reflects both collective responsibility and individual action, inviting voters to take part in decisions that affect daily life and the future of the City.

The first phrase, “Our Community,” emphasizes connection — a reminder that elections bring together neighbors, families, and friends in a shared moment and reflects the idea that voting is not just an individual act, but part of a broader community experience.

The second phrase, “Our Direction,” highlights the forward-looking nature of elections and underscores that each vote helps shape the City’s path and contributes to the future of San Francisco.

At the center of the theme, the call to action — “Vote” — appears prominently as a reminder of the important step voters can take to make their voices heard, encouraging voter participation. To reflect San Francisco’s diversity, the design also includes translations of the word “vote” in all 13 languages in which the Department provides election materials and assistance. This element reinforces the Department’s commitment to language access and helps communicate that participation is welcoming and accessible to all communities.

Visually, the theme features a sunrise backdrop symbolizing new beginnings and optimism, along with familiar San Francisco imagery, including the Golden Gate Bridge, Victorian homes, a cable car, parrots, a sea lion, and the city skyline, reflecting residents’ everyday surroundings while celebrating the city’s character.

A blue bar at the bottom of the design highlights the election date and title, serving as a clear visual cue and helping voters keep the upcoming election in mind as they plan their participation.

The outreach theme is featured on the Department’s website homepage and in an informational mailer distributed to households across San Francisco in April. The theme is also incorporated into a wide range of outreach materials, including posters, flyers, digital graphics, presentations, and signage at the Department’s office and the City Hall Voting Center.

Building on this theme, the Department’s outreach efforts for the June election are focused on increasing voter participation through clear, accessible voter education and engaging communities that may be harder to reach. These include seniors and voters with disabilities, first-time voters, individuals with limited English proficiency, non-citizen residents eligible to vote in the Board of Education contest, individuals experiencing housing insecurity, and individuals involved in the criminal justice system.

To support these goals, the Department will implement a coordinated set of direct and partnership-based outreach strategies to ensure voters have the information and resources needed to participate.

Direct Outreach Efforts. The Department will provide voters with timely and accessible information through a variety of methods. In April, approximately 300,000 multilingual notices will be mailed to households across San Francisco. These notices will include key information on voter registration, voting options, poll worker opportunities, and non-citizen voting in the Board of Education election. They will also promote language assistance services and provide instructions for requesting election materials in additional languages.

Outreach staff will conduct merchant walks and participate in community events across the city, distributing multilingual informational materials and voter registration forms to ensure that election information reaches voters where they live and receive services. These efforts prioritize neighborhoods and organizations serving communities with historically lower levels of voter participation.

Staff will also provide in-person and virtual presentations to community groups and residential facilities, offering guidance on voting options, ranked-choice voting, voter registration eligibility requirements, and available accessibility and language services.

The Department will also implement a multilingual, multiformat advertising campaign across print, digital, transit, television, and radio platforms beginning in late April. Advertisements will be placed in a wide range of local and community-based media outlets, including neighborhood newspapers, radio stations, and bus shelters throughout the city, helping ensure repeated exposure to key election messages in everyday settings.

Official election publications will serve as another key component of the Department's outreach efforts. The state Voter Information Guide (VIG), distributed by the California Secretary of State, and the local Voter Information Pamphlet (VIP), produced by the Department, will be provided to all registered voters. These publications provide comprehensive, nonpartisan information about the election, including ballot content, voting options, and key deadlines.

Digital Outreach and Communications. The Department will continue to use its website, social media platforms, and press communications to provide election information. The Department's website serves as a central, multilingual source of information where voters can access details on registration, voting options, key deadlines, and election services.

The Department created a dedicated webpage for the June election to serve as a central hub for election-related information, including where to find information about the election, voting options, key dates, and direct links to essential services such as voter registration and polling place lookup. This page is accessible from the Department's homepage.

The Department has also updated its core online tool, the Voter Portal, which provides personalized information such as registration status, vote-by-mail ballot tracking, and polling place details.

The Department will use its social media channels to share regular updates, reminders, and answers to frequently asked questions, with links directing voters to additional resources and online tools.

Partnership-Based Outreach. In addition to direct outreach, the Department will collaborate with a broad network of community-based organizations, government agencies, schools, and service providers to extend its reach. These partnerships enable the Department to connect with voters through trusted community channels and better serve populations that may otherwise be difficult to reach.

Key partnerships include schools and youth-serving organizations, healthcare and residential care facilities, organizations supporting individuals involved in the justice system, and groups serving immigrants and voters with disabilities.

The Department will also continue working with advisory bodies such as the Language Accessibility Advisory Committee and the Voter Accessibility Advisory Committee to ensure outreach strategies and materials are inclusive and responsive to community needs.

To further support these efforts, the Department will provide partners with training, presentations, and outreach materials, and will continue engagement through its monthly Outreach Community Newsletter, which reaches approximately 620 partners, including community-based organizations and City agencies. These partners are encouraged to share election information within their networks—through newsletters, community meetings, social media, and other communication channels—helping ensure that voters across San Francisco are aware of key election dates, available services, and resources.

Through this coordinated set of outreach strategies and the consistent use of the election theme, the Department aims to ensure that voters across San Francisco receive clear, accessible, and timely information about the upcoming election. By meeting voters where they are—through community partnerships, trusted communication channels, and multilingual resources—the Department seeks to engage residents and emphasize the shared role of the community in shaping San Francisco’s future.

B. Expanded Voter Education Content in the Voter Information Pamphlet

As part of its outreach and voter education efforts, the Department has incorporated additional informational sections into the Voter Information Pamphlet (VIP). These sections are designed to complement the Department’s outreach strategies by providing voters with clear, accessible, and trusted information about the election, while addressing common questions and reinforcing confidence in the voting process.

Two of these sections focus on strengthening voter awareness and access to reliable information. The first section, “*Get Election Information from Trusted, Official Sources,*” helps voters identify and access accurate, nonpartisan election information. Consistent with the Department’s outreach messaging, this section emphasizes the importance of relying on verified sources, including the San Francisco Department of Elections and the California Secretary of State. This section highlights key voter resources such as the Department’s multilingual website and the Voter Portal, where voters can check and update their registration, track their ballot, locate their polling place, and access other personalized services. The section also promotes the Department’s social media channels and email subscription service as reliable ways to receive timely updates and reminders. In addition, the section provides contact information for voter assistance and guidance on how to report potential misinformation, supporting voters in navigating election information with confidence.

The second section, *“Five Facts About San Francisco Elections,”* supports the Department’s voter education efforts by addressing common questions and misconceptions about the election process. This section highlights key topics such as the security of vote-by-mail voting, the limited circumstances in which identification when voting may be required, the review and counting of provisional ballots, and the safeguards in place to ensure accurate and transparent election results. This section also reinforces the Department’s commitment to providing a safe, accessible, and intimidation-free voting experience through trained poll workers, field support personnel, and established procedures.

In addition to these informational sections, the Department has included several filler pages in the VIP. These pages serve two purposes: they provide targeted voter education on specific topics and help maintain a consistent page count across all versions of the pamphlet. (Because ballot content varies depending on a voter’s precinct and districts, the length of each voter’s pamphlet may differ. The inclusion of filler pages helps ensure consistent formatting and printing efficiency.)

The filler pages address a range of topics related to voter services and civic participation. These include information about the Department’s ballot delivery and assistance program for voters who are unable to travel, guidance on opting to receive the VIP in a digital format to reduce paper usage, and information about voting rights for individuals with a criminal history or those in local detention facilities. Additional pages provide information about non-citizen voting eligibility in the Board of Education election, encourage community-based voter engagement through conversation, and offer guidance on maintaining an up-to-date voter signature to help ensure that vote-by-mail ballots can be successfully counted.

Together, these informational sections and filler pages strengthen the VIP as a comprehensive voter education tool and support the Department’s outreach efforts by promoting awareness, building trust, and helping ensure that voters have the information needed to participate in the election with confidence.

C. Expanding Language Access: Vietnamese Implementation

To ensure inclusive and legally compliant access to voting and election information for voters with limited English proficiency in San Francisco, the Department provides many of its publicly facing materials in multiple languages in addition to English. In recent years, the Department has provided all such materials in Chinese and Spanish in compliance with the Department of Justice (DOJ) minority language determinations made pursuant to Section 203 of the Voting Rights Act, and in Filipino in compliance with San Francisco’s Language Access Ordinance. The Department also provides certain materials in additional languages in accordance with determinations by the California Secretary of State pursuant to California Elections Code §14201.

As part of its ongoing commitment to making elections accessible to all San Francisco voters, the Department has implemented Vietnamese language services for the June 2 Election.

This effort builds on recent City developments. Earlier this year, the Office of Civic Engagement and Immigrant Affairs determined that Vietnamese has reached the threshold for a substantial number of limited English proficient residents and issued official notice of its eligibility for certification as a required language under the San Francisco Language Access Ordinance.

The San Francisco Language Access Ordinance is a city law designed to ensure equitable access to public services, programs, and information for individuals with limited English proficiency. In 2024, the City adopted amendments to the Ordinance that lowered the threshold for language recognition from 10,000 to 6,000 limited English proficient speakers. Under this updated standard, Vietnamese qualifies as an official City language, requiring departments to provide services in Vietnamese.

Vietnamese will officially join Chinese, Spanish, and Filipino as a required City language on June 23, 2026, following the required notification period. In advance of this deadline, the Department has proactively integrated Vietnamese into its election services to ensure voters can access materials and support in Vietnamese beginning with the June 2 Election.

Implementation of Vietnamese language services includes a broad range of operational efforts. The Department now provides election materials in Vietnamese, including the official ballot, Voter Information Pamphlet, voter forms, informational signage, and outreach materials. The Department also made its digital materials and online tools available in Vietnamese, including the Department's website.

To further support voter awareness, the Department updated its online Voter Portal to include a notification for voters born in Vietnam. This message informs voters that beginning in 2026, election materials—including the ballot and Voter Information Pamphlet—will be available in Vietnamese and encourages them to update their language preference if they prefer to receive materials in that language. In parallel, the Department conducted targeted mailings to voters born in Vietnam to raise awareness of available language assistance and provide information on how to request election materials in Vietnamese.

In addition, the Department has hired bilingual Vietnamese-speaking staff and established a dedicated phone line. Vietnamese language assistance is available in person at the City Hall Voting Center, through the Department's phone bank, and at polling places on Election Day.

The Department has also expanded partnerships with community-based organizations serving Vietnamese-speaking residents to support outreach and poll worker recruitment. Community partners have long recognized the Department's language access efforts as an important step toward making elections more inclusive. The Department remains committed to building on this work by continuing to expand language services and ensuring that all voters can access information and participate with confidence.

D. Non-Citizen Registration and Voting in School Board Elections

With the Board of Education contest appearing on the June 2 ballot, the Department of Elections will facilitate voter registration and participation for eligible non-citizen residents, as authorized by local law.

In 2016, San Francisco voters approved Proposition N, which authorized certain non-citizen residents to register and vote in Board of Education elections. Eligible individuals include non-citizen residents of San Francisco who are of legal voting age, are not currently in prison for a felony conviction, and are the parent, legal guardian, or caregiver of a child under the age of 19 who also resides in San Francisco. In 2021, the San Francisco Board of Supervisors adopted Ordinance No. 206-21,

extending this authorization to all future elections for this contest. Although implementation of the program was temporarily paused due to legal challenges, the courts ultimately upheld the City's authority, and the program remains in effect.

For the June 2 Election, the Department will integrate registration and voting processes for eligible non-citizen residents into its overall election operations, ensuring that eligible residents have access to clear information, appropriate resources, and the same voting options available to all voters. Ballots cast by these voters in the Board of Education contest will be counted and included in official election results.

Registration and Voting Materials. Non-citizen residents who wish to participate in the Board of Education Election must complete a Non-Citizen Voter Registration Form. Because state registration form requires an attestation of U.S. citizenship, the Department provides a dedicated multilingual Non-Citizen Voter Registration Form as the only method of registration for these voters.

The Department will provide these registrants with a Voter Information Booklet with information about the election and an official ballot that includes only the Board of Education contest appearing in five languages: English, Chinese, Spanish, Filipino, and Vietnamese. All ballots will be included in pre-election Logic & Accuracy testing to ensure that voting equipment can accurately read and tabulate them.

Voting Options and Voter Support. Non-citizen registrants will have the same voting options as other voters: voting by mail, voting at the City Hall Voting Center during the early voting period, or voting at a neighborhood polling place on Election Day. The Department will also provide the Accessible Vote-by-Mail system, through which voters can access and mark a ballot that includes only the Board of Education contest.

To support a positive voting experience, the Department provides training to poll workers on procedures for assisting these voters, which closely align with those used for all voters and are outlined in poll worker training materials. A key component of this training emphasizes providing respectful, nonpartisan service to all voters. Poll workers are instructed not to question a voter's eligibility or citizenship status and not to request additional documentation unless required by established procedures. Poll workers are also trained to maintain voter privacy at all times and to avoid discussing immigration status or citizenship. As with all aspects of election administration, poll workers must remain neutral and must not express personal opinions regarding the law or voter eligibility. If an individual attempts to challenge procedures, engage in disruptive behavior, or act in a threatening manner toward this group of voters, poll workers are instructed to contact the Election Center for guidance and support.

Outreach and Public Education. The Department will conduct targeted outreach to ensure that eligible non-citizen residents are aware of their voting rights in the Board of Education election and the voting options available to them. These efforts include the distribution of multilingual outreach materials, community presentations, media engagement, and partnerships with community-based organizations and public agencies. Through these collaborations, the Department works to share information through trusted channels that these voters are most comfortable using. The Department also maintains a dedicated webpage on its website with information about non-citizen registration and voting, including eligibility requirements, registration instructions, voting options, and answers to frequently asked questions.

Election Results. Ballots cast by non-citizen voters will be processed and counted using the same voting system as all other ballots. Vote totals for the Board of Education contest will include ballots cast by these voters and will be reflected in both preliminary and final election results, ensuring that all eligible votes are counted and reported in a transparent and consistent manner.

Together, these processes reflect the Department's commitment to ensuring that all eligible voters have access to clear information, accessible services, and the support needed to participate. By integrating these processes into its overall operations and working with trusted outreach partners, the Department supports accessible and inclusive participation for this group of voters.

E. Transition to Voice Over Internet Protocol (VOIP) Technology

In preparation for the June election cycle, the Department transitioned to the Cisco Webex system as part of the City's effort to modernize San Francisco's telecommunications network. This upgrade replaced traditional desk phones with computer-based calling and introduced new Department phone numbers. At the same time, legacy extensions continue to be forwarded, ensuring voters can still reach the Department without interruption, when using previously saved contact numbers.

By moving to Voice over Internet Protocol (VOIP) technology, the Department now operates on a more flexible and scalable communication system that supports timely, accessible, and responsive service.

The new system allows calls to be routed more efficiently to bilingual staff and telephonic interpretation services, helping voters connect more quickly with assistance in more than 40 languages. Access to real-time call data, including wait times, call volumes, and transfer patterns, provides greater visibility into service demand and enables phone bank supervisors to make informed, real-time staffing adjustments. This is especially important during high-demand periods such as the early voting period and Election Day.

VOIP technology also improves reliability and expands the Department's ability to scale operations during election periods. Features such as voicemail-to-email, call queuing, and automated routing help ensure that inquiries received outside of business hours or during peak times are captured and directed to the appropriate teams for follow-up. In addition, the system can be managed directly by Department staff, allowing for timely updates to call flows, messaging, and routing without relying on external support from other City departments.

Implementing this transition required a substantial, Department-wide effort during an already active election preparation period. Staff were trained on new call-handling procedures, updated interfaces, and revised workflows. This included not only phone bank staff, but also supervisors and support teams responsible for monitoring call activity, managing queues, and adjusting operations in real time. Training efforts involved developing new guidance materials, conducting hands-on sessions, testing call scenarios, and providing ongoing support as staff adapted to the system in a live environment. At the same time, the Department updated phone bank procedures, internal documentation, and operational protocols to align with the new system.

Overall, this transition strengthens the Department’s ability to provide clear, timely, and accessible assistance to voters, while reflecting the significant planning, coordination, and staff effort required to implement a new communication system alongside ongoing election preparation activities.

F. Monitoring and Addressing Misinformation, Disinformation, and Malinformation (MDM)

The Department takes a proactive approach to addressing misinformation, disinformation, and malinformation (MDM), with the goal of ensuring that voters have access to accurate, timely, and trusted election information. This work is guided by the Department’s Mis-, Dis-, and Mal-information Evaluation and Response Plan (MERP), which establishes protocols for identifying, evaluating, documenting, and responding to potential MDM incidents.

A central component of this approach is prevention through clear and accessible communication. The Department prioritizes publishing easy-to-understand, multilingual information across its website, Voter Information Pamphlet, social media channels, and other outreach materials. Through press releases, community presentations, and partnerships with local organizations, the Department provides consistent and accurate information early in the election cycle, helping limit the potential spread of misleading information before it gains traction.

To complement this proactive outreach, the Department has strengthened its monitoring and response capabilities through the use of Sprout Social, a social media management and intelligence platform. This tool strengthens the Department’s ability to move beyond manual monitoring by providing a proactive, real-time “early warning system” that helps identify emerging narratives before they gain traction.

Using Sprout Social’s social listening and analytics tools, the Department actively monitors election-related keywords, hashtags, and public conversations across multiple platforms. This monitoring is paired with automated alerts that flag unusual spikes in discussion related to key topics such as vote-by-mail, in-person voting, registration deadlines, polling places, or ballot processing. When such spikes occur, Department staff are notified immediately, allowing for rapid evaluation and timely response.

Further, this technology supports a coordinated response strategy. Through a centralized “Smart Inbox,” staff can review and respond to inquiries across platforms in one place, ensuring that accurate, official information is shared quickly and consistently.

In addition to real-time monitoring, the Department uses sentiment and trend analysis to better understand the nature and potential impact of election-related content. This allows staff to distinguish between routine voter questions, unintentional misinformation, and more coordinated or harmful disinformation and malinformation efforts. Based on this analysis, incidents are categorized into three response levels, based on their source, reach, and potential impact. Each level corresponds to a defined Department response, which may include direct clarification, amplification of accurate information through official channels, or broader public messaging to reinforce trusted sources.

While the Department serves as a trusted source of election information, the Department does not regulate public or campaign-related speech. When issues arise that fall outside the Department's authority, the Department coordinates with appropriate City and State partners to ensure concerns are addressed through the proper channels.

In addition to monitoring and response, the Department emphasizes proactive engagement with voters and community partners. By maintaining strong relationships with community-based organizations and regularly sharing updates through multiple channels, the Department is able to extend the reach of accurate information and reinforce trusted communication networks throughout San Francisco's diverse communities.

Combining proactive communication, real-time monitoring, structured response protocols, and interagency coordination, the Department is well prepared to keep voters informed, address emerging concerns, and reinforce trusted sources of election information.

G. Compliance with Web Content Accessibility Guidelines (WCAG 2.1)

The Department has successfully achieved compliance with the Web Content Accessibility Guidelines (WCAG) 2.1, meeting the federal accessibility standards established by the U.S. Department of Justice ahead of the April 24, 2026 deadline. While this effort is not specific to the June 2 Election, it took place alongside election preparations, reflecting the Department's commitment to making election information and services accessible to all voters.

Beginning in January 2026, the Department's Web Team launched an initiative to review and improve the accessibility of all digital content, including webpages, applications, forms, PDFs, and other online materials. This work focused on identifying and removing barriers that may affect voters with disabilities, as well as those who rely on assistive technologies or access information through mobile devices.

As part of this effort, the Department conducted a thorough review and remediation of thousands of digital assets. Improvements included enhancing document structure to support screen readers, ensuring proper reading order and tagging, adding descriptive alternative text to images, and improving color contrast and overall formatting. The Department also prioritized updates to key voter tools, such as the Voter Portal, registration and update forms, language preference tool, and the Ranked-Choice Voting practice tool, to ensure they are fully accessible and easy to use for all.

In addition to improving existing content, the Department has incorporated accessibility into its day-to-day work. Staff across divisions are now trained in accessibility-first content development, including how to create accessible documents, perform accessibility checks, and apply best practices to digital communications and social media.

The Department has also established a process for handling materials that cannot be fully remediated due to technical limitations or complexity. In these cases, the Department provides the same information in an accessible format upon request, ensuring that voters can still obtain the information they need.

Through this work, the Department made it easier for all voters to access election information and use its online services, creating a more inclusive and user-friendly experience for those seeking information, assistance, or tools to participate in the election.

III. Organizational Structure and Staffing

The Department is organized into eight divisions, each responsible for programs and operations that support the administration of local elections. Together, these divisions work collaboratively to ensure that election services are accessible, efficient, and responsive to the needs of voters.

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

The remaining divisions focus on internal operations that ensure elections are administered efficiently and accurately. Administration manages finance, human resources, and overall organizational coordination. Ballot Distribution oversees the processing and distribution of ballots. Information Technology maintains the Department’s technical infrastructure and supports the security of election data systems. Polling Place Operations coordinates 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 carry out the Department’s core functions. During an election cycle, the Department supplements this workforce with temporary staff to support the increased volume of work. Temporary employees are typically hired approximately three to two months before an election and remain through the completion of key post-election activities.

For the June 2 Election, the Department will hire and onboard approximately 200 temporary employees to assist with a wide range of election-related tasks. These include maintaining voter records, reviewing vote-by-mail ballot signatures, translating election materials into multiple languages, conducting outreach and voter education, recruiting poll workers, preparing polling places, processing and counting returned ballots, and supporting post-election canvass activities.

The Department uses a variety of outreach strategies to recruit its Team. Job opportunities are promoted through social media, the City’s employment website, and private recruitment platforms such as Indeed, LinkedIn, and ZipRecruiter, as well as through partnerships with community-based organizations. The Department also maintains an Employment and Volunteer Opportunities webpage, where job seekers can view open positions, sign up for job alerts, and learn about opportunities to serve as poll workers or polling place hosts.

To support new employees, the Department provides resources and training designed to help staff begin their work with confidence. New hires are encouraged to review the Department's Employee Orientation Presentation, which introduces the Department's mission, highlights the work of each division, and outlines key responsibilities and expectations. The presentation also provides an overview of the City's diverse electorate and the importance of delivering equitable, accessible services, and directs employees to additional resources available through the Department's Employee Resources Portal.

Together, these teams represent the people behind the Department's election services. Their combined efforts—across planning, outreach, operations, and voter support—help ensure that every aspect of the election is administered with care, accuracy, and a focus on serving San Francisco's diverse communities.

IV. Public Observation and Transparency

For the June 2 Election, the Department will continue its commitment to transparency by providing opportunities for public observation of election processes. These opportunities are designed to promote understanding of how elections are administered while maintaining the safeguards 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, which includes operations taking place before, on, and after Election Day (see Appendix B). Members of the public are invited to observe a wide range of activities, including Logic and Accuracy testing of voting equipment, poll worker training, operation of the City Hall Voting Center, vote-by-mail and provisional ballot processing, Election Night operations, and post-election canvass procedures.

Beginning in April, observers will be able to view pre-election activities such as testing of ballot scanning equipment, accessible voting devices, and related systems to ensure accurate ballot tabulation. During the early voting period, members of the public may observe operations at the City Hall Voting Center, where voters can register, vote, and access language and accessibility services. Throughout the election cycle, observers may also watch ballot processing activities, including envelope sorting, signature verification, ballot extraction, duplication of ballots when necessary, ballot scanning, and adjudication.

On Election Day, observation opportunities will include voting operations at the City Hall Voting Center and polling places, as well as Election Night activities such as the receipt of ballots and materials, data collection, and the release of preliminary results. Following Election Day, the Department will continue to provide observation opportunities during the official canvass period, including ongoing ballot processing, results reporting, the public random selection for the 1% manual tally, and the manual tally process itself.

To support public participation, the Department has developed an Observer Guide that outlines observer rights and responsibilities, consistent with the California Elections Code and guidance from the California Secretary of State. This resource helps observers understand election processes and appropriate observation conduct.

Public observation will be available at multiple locations, including the Department's offices at City Hall and its warehouse at Pier 31. In addition, many election activities will be live streamed on the Department's website at sfelections.gov/observe, allowing members of the public to observe election processes remotely.

V. Online, Telephone, and In-Person Services

The Department is committed to providing clear, accurate, and up-to-date election information to San Francisco residents through multiple service channels. These services are designed to ensure that voters can access information and assistance in the way that is most convenient for them—whether in person, online, or by phone—and that all voters can rely on trusted, official sources of election information.

Through its website, sfelections.gov, the Department offers a wide range of tools and resources to support voters throughout the election process. To provide voters with convenient, one-stop access to election information, the Department created a dedicated webpage for the June 2 Election that brings together key details, including voting options, important dates, and direct links to essential services such as voter registration and polling place lookup. This page is accessible from the Department's homepage.

Also available from the homepage is the Department's Voter Portal, a key online tool that provides personalized voter information. Through the Portal, voters can check and update their registration status, track their vote-by-mail ballot from printing through counting, locate their polling place, and access additional election services.

To serve San Francisco's diverse communities, the Department provides website content in multiple languages, including Chinese, Spanish, Filipino, and Vietnamese, with additional language support available through translated materials and interpretation services. Language selection options are clearly displayed throughout the website to support easy navigation. This year, the Department has also updated its website and digital tools to meet current Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards, helping ensure that voters with disabilities can access online information and services, including through compatibility with assistive technologies.

In addition to online resources, the Department provides email-based support to respond to voter inquiries. Local voters may contact the Department at SFVote@sfgov.org, while overseas voters may use SFVoteAbroad@sfgov.org.

The Department also offers phone support for voters who prefer to receive information by phone. In addition to an English-language line, dedicated phone lines are available for voters who prefer to communicate in Cantonese, Mandarin, Spanish, Filipino, or Vietnamese. To further expand language access, the Department contracts with a language interpretation service to provide assistance in additional languages.

During each election cycle, the Department expands its phone and email support teams to respond to increased demand. Temporary staff hired to respond to voter inquiries receive training on election procedures, voter services, and frequently asked questions, and are supported by reference materials and experienced team leads to ensure consistent and helpful service.

For voters who prefer in-person assistance, the Department provides services at its public counter located at City Hall during regular business hours. In addition, beginning 29 days before Election Day, the City Hall Voting Center will be open to provide expanded in-person services, including voter registration, accessible voting, language assistance, ballot drop-off, and general voter support. Weekend hours will also be offered during the two weekends leading up to Election Day to increase access.

To help keep voters informed, the Department also uses its social media channels and email subscription service to share timely updates, reminders, and key election information.

Together, these online, telephone, and in-person services provide voters with multiple, accessible, and trusted ways to obtain information and receive assistance. By offering consistent support across platforms and in multiple languages, the Department helps ensure that voters can easily access the information and services they need to participate.

VI. Candidate and Ballot Measure Filings

For the June 2 Election, the Department conducted candidate filing activities and facilitated the intake of ballot measures and ballot arguments in accordance with established state and local timelines for signature-in-lieu periods, nomination periods, and ballot argument submissions.

The filing process began on October 13, 2025, when the period opened for candidates for Board of Supervisors Districts 2 and 4 to gather signatures in lieu of paying a filing fee. This period closed on December 7, 2025, and was followed by the nomination period, during which candidates were required to obtain and submit all necessary nomination documents to the Department. The nomination period for these offices closed on January 6, 2026.

The filing process for other offices began shortly thereafter. From December 1, 2025 through February 4, 2026, candidates for Superior Court Judge and Board of Education were eligible to collect signatures in lieu of paying a filing fee. Following the close of this period, the nomination period opened on February 9 and concluded on March 6, during which candidates were required to file nomination documents for these offices, as well as for federal and state offices appearing on the June ballot.

In accordance with state law, the nomination period was extended for U.S. Representative in Congress, District 11, and closed on March 11, 2026, due to the incumbent not filing nomination papers by the original deadline.

Concurrently with candidate filing, the Department facilitated the intake of local ballot measures and accepted submissions through February 20, 2026. On March 9, the Department conducted a random drawing to assign letters to identify the four local measures that appeared on the ballot. On March 12, the Department concluded the submission period for proponent and opponent ballot arguments, and on March 16, the Department concluded the submission period for rebuttal and paid arguments. Each submission deadline was followed by a 10-day public examination period, during which materials were made available for public review.

Filing activities for the June 2 Election will conclude on May 19, which is the deadline for write-in candidates to file their Declarations of Write-in Candidacy and required nomination documents.

To support candidate and ballot measure filings, the Department maintains a calendar outlining all statutory deadlines and filing periods. The Department also prepared a series of candidate and measure guides to assist filers throughout the process. These resources are available on the Department's website and at its office.

VII. Official Ballot

The Department produces official ballots in English, Chinese, Filipino, Spanish, and Vietnamese in both paper and digital formats. To further support language access, the Department also provides paper and digital facsimile (reference) ballots in 13 additional languages, which voters may use when marking their official ballot.

For the June 2 Election, the paper ballot will consist of two double-sided cards and will include contests for federal, state, and local offices, as well as local ballot measures. These contests include elections for United States Representative in Congress (Districts 11 and 15), statewide offices such as Governor, Lieutenant Governor, Secretary of State, Controller, Treasurer, Attorney General, and Insurance Commissioner, as well as State Superintendent of Public Instruction, Board of Equalization Member (District 2), and State Assemblymember (Districts 17 and 19). The ballot will also include local contests such as Superior Court Judge (Seat 16), Board of Education (one seat), and Board of Supervisors for Districts 2 and 4, along with all local ballot measures.

To accommodate the City's geographic and legal requirements, the Department has produced 18 ballot types for this election. Because San Francisco includes overlapping federal, state, and local districts, voters in different areas receive ballots with different combinations of contests. In addition, state law requires the rotation of candidate names on the ballot to reduce any potential advantage associated with name placement, which further contributes to the number of ballot variations.

In addition to the standard ballot, the Department has produced a separate ballot that includes only the Board of Education contest to support non-citizen voting in that election, as authorized under local law.

At the same time, the Department develops accessible digital ballot formats. For the June 2 Election, ballots for the Accessible Vote-By-Mail (AVBM) system will be made available to military and overseas voters no later than April 18, and to all voters beginning May 4. The Department also prepares touchscreen and audio ballot formats for use with accessible ballot-marking devices at in-person voting locations.

VIII. Ballot Simplification Committee

Section 600 of the San Francisco Municipal Elections Code requires the convening of a Ballot Simplification Committee for each election in which local measures appear on the ballot. The Committee is responsible for preparing plain-language summaries of local ballot measures, known as "digests," which are included in the Voter Information Pamphlet distributed to every registered voter prior to the election.

For the June 2 Election, Ballot Simplification Committee meetings commenced Monday, March 2 and continued through Friday, March 6.

The Department plays a central role in supporting and facilitating the work of the Committee. In accordance with public meeting laws, the Department organizes meeting logistics, publishes schedules and agendas, and prepares, compiles, and posts materials before and after each meeting. All materials are made available to the public at sfelections.gov/bsc, and all meetings are open for public attendance. The Department also coordinates with city departments to obtain written analyses of proposed measures and responds to inquiries from agencies and members of the public regarding meeting procedures and participation.

During these meetings, Committee members review the full legal text of each local ballot measure along with draft digests prepared by the Deputy City Attorney. In a public setting, the Committee works collaboratively to develop clear, neutral summaries that accurately reflect the purpose and potential impact of each measure. Representatives from City departments and members of the public may provide comments or clarifications during the meetings, which the Committee may consider when finalizing the digests.

The Ballot Simplification Committee consists of five volunteer members who are San Francisco residents and registered voters.

IX. Voter Information Pamphlet and Sample Ballot

For each election, the Department prepares a Voter Information Pamphlet (VIP) to help voters understand what is on the ballot and how to participate. The VIP includes information about local contests and candidates, available voting options, key dates, and a sample ballot.

The VIP is produced in both print and digital formats in English, Chinese, Filipino, Spanish, and Vietnamese, and is available in PDF, HTML, XML, and large-print versions. Upon request, the Department also provides the VIP in accessible audio formats, including MP3, USB flash drive, CD, and National Library Service (NLS) cartridge, ensuring that voters can access information in the format that works best for them.

In addition to general voting information and an overview of ballot contests, the VIP includes candidate statements, ballot arguments, and the full legal text of ballot measures as required by state and local laws.

The Department provides the VIP to voters approximately one month before the election through their preferred delivery method, either by mail or email. To support voter convenience, the Department coordinates VIP distribution with the mailing of vote-by-mail ballot packets, allowing voters to review election information while preparing to cast their ballots.

All voters receive a VIP in English. Translated versions in Chinese, Spanish, Filipino, and Vietnamese, as well as alternate-format versions, are provided to voters who request them. The Department also conducts supplemental mailings to voters who register after the initial distribution.

In addition to direct distribution, the Department makes the VIP available at public libraries, the City Hall Voting Center, and all polling places, ensuring voters can access information at multiple locations.

For the June 2 Election, the Department will also produce a Voter Information Booklet (VIB) for non-citizen voters. This booklet includes a sample ballot with the Board of Education contest only, along with general election information. Consistent with the VIP distribution timeline, the VIB will be provided to eligible voters in early May.

X. Facilitating Voting in Person

Early Voting. Early voting for the June 2 Election will take place at the Voting Center located outside the Department's office in City Hall, Room 48, beginning May 4 and continuing throughout the 29-day early voting period. During this time, voters may choose to vote in person at a time that is convenient for them—Monday through Friday from 8:00 a.m. to 5:00 p.m., on the two weekends before Election Day from 10:00 a.m. to 4:00 p.m., and on Election Day, June 2, from 7:00 a.m. to 8:00 p.m.

The Voting Center offers a range of services to support voters. Visitors can receive in-person assistance from Department staff, use accessible voting equipment, pick up or return a vote-by-mail ballot, request a replacement ballot, or register and vote conditionally if they missed the registration deadline. Accessible ballot-marking devices are available to support voters who wish to vote using a touchscreen or audio ballot.

Polling Place Services. On Election Day, the Department will operate 501 polling places throughout San Francisco, making it easy for voters to cast their ballots close to home. Each voter's assigned polling place is listed on the back cover of the Voter Information Pamphlet and includes details such as the address, nearby cross street, accessibility information, and a brief description of the entrance.

All polling places will be open from 7:00 a.m. to 8:00 p.m. and are designed to provide a welcoming and accessible voting experience. Voters can receive language assistance from bilingual poll workers or, when needed, through interpretation services available by phone. In addition, facsimile (reference) ballots will be available in Bengali, Burmese, Hindi, Hmong, Japanese, Korean, Mongolian, Thai, and Urdu, in accordance with state language requirements.

Each polling place will also offer accessible voting options, including ballot-marking devices with touchscreen and audio ballot formats, as well as tools such as page magnifiers, pen grips, and options for seated voting.

These in-person voting options provide voters with flexibility, convenience, and support throughout the election period. Whether voting early at the Voting Center or on Election Day at a neighborhood polling place, voters can expect a welcoming environment, accessible equipment, and assistance in multiple languages. Both Department staff at the Voting Center and poll workers are trained to provide respectful, nonpartisan service and to maintain voting sites free from electioneering and voter intimidation, ensuring that every San Franciscan can participate in the election in a way that is comfortable, informed, and free from any influence or interference.

XI. Facilitating Voting by Mail

Voting by Mail. Approximately one month before Election Day, the Department will begin mailing vote-by-mail (VBM) packets to all registered voters. This process is conducted in coordination with the Department's ballot printing and assembly vendor and the United States Postal Service (USPS) to ensure timely and accurate delivery.

Voters can track the status of their ballot using the Department's Voter Portal or by contacting the Department's toll-free voter assistance line. Through the Voter Portal, voters receive step-by-step updates as their ballot moves through key stages—from printing and assembly, to mailing and delivery, and ultimately to receipt and processing by the Department. Once a ballot is returned, the signature on the return envelope is verified before the ballot is separated from the envelope to protect voter privacy and then counted.

One of the ways voters may return their ballot is by mail through the United States Postal Service (USPS). To support this option, every vote-by-mail packet includes a postage-paid return envelope and instructions for returning the ballot. For the June 2 Election, the Department updated these instructions to advise voters who plan to mail their ballot on Election Day to bring it to a post office counter and request a hand-applied postmark, rather than rely on mailbox collection times, as ballots deposited in mailboxes may not receive a same-day postmark.

In addition to returning ballots by mail, the Department provides convenient in-person return options. Voters may use any of the 37 secure ballot drop boxes available 24 hours a day in neighborhoods across the City. Voters may return their own ballot or authorize another person to return it on their behalf, in accordance with California law. Each official drop box is clearly marked with the American flag and the seal of the City and County of San Francisco and includes ballot return instructions in multiple languages.

All drop boxes are placed along accessible paths of travel and are designed to support voters with a range of accessibility needs. Features include ballot slots positioned at an accessible height, high-contrast and large-print instructions with anti-glare finishes, and Braille-embossed guidance to assist voters in locating the ballot deposit slot.

Voters may also return their vote-by-mail ballots in person at any of the City's 501 polling places on Election Day or at the City Hall Voting Center during the early voting period.

Accessible Vote-by-Mail System. The Department also offers an Accessible Vote-by-Mail (AVBM) system, available to all registered voters beginning 29 days before the election, and to military and overseas voters at least 45 days before Election Day, in accordance with federal requirements. This system allows voters to access and mark their ballot using their own devices and assistive technologies, such as screen readers, head pointers, or sip-and-puff devices.

To protect the security and integrity of the voting process, the AVBM system does not transmit voted ballots electronically. Instead, voters must print their completed ballot and return it by mail or in person.

Voting from Overseas. Military and overseas voters have flexible options for receiving and returning their ballots. The Department may deliver ballots to this group of voters via mail, email, or fax, based on voter preference, and must do so no later than 45 days before the election. For the June 2 election, the Department conducted targeted outreach to military and overseas voters, encouraging them to select email ballot delivery, particularly in light of potential delays in international mail service.

Voters living abroad may return their ballots by mail or, if preferred, by fax. When returning a ballot by fax, voters must also submit a signed Oath of Voter, which acknowledges a waiver of ballot secrecy. Even in these cases, the Department follows strict procedures during processing to protect voter privacy to the greatest extent possible.

For voters returning ballots by mail close to Election Day, the Department's instructions recommend using a private courier service to help ensure timely delivery and receipt.

These vote-by-mail options offer voters convenient, secure, and accessible ways to participate in the election. With accessible tools and convenient ballot return options, the Department supports voters throughout the process, making it easier to participate in a way that fits their needs.

XII. Facilitating Voting for Incarcerated Voters

Any otherwise eligible person detained in county jail remains eligible to vote under California law, provided they are not currently serving a sentence for a felony conviction. The Department supports these voters through its Incarcerated Voting Program (IVP), which provides outreach, registration, and voting services to individuals in San Francisco's county jails.

This work is carried out in close partnership with the Sheriff's Office's Prisoner Legal Services (PLS) to assist individuals in custody and those recently released. In addition to supporting legal and reentry needs, PLS plays a key role in helping ensure that justice-involved individuals have access to voter registration and voting opportunities.

Because the population in custody is constantly changing, the Department works closely with PLS to regularly update voter records. Before each election, the Department shares information on previously registered IVP voters, and PLS helps identify individuals who remain eligible or have been recently released. This ongoing coordination helps ensure that eligible voters receive their ballots and Voter Information Pamphlets in a timely manner.

To help voters understand their rights and options, the Department develops and shares multilingual outreach materials, including flyers, posters, and quick-reference cards explaining voter eligibility and key election information. These materials are made available within jail facilities through PLS staff. The Department also provides training and support so that PLS staff can assist individuals with completing voter registration forms.

To help ensure timely access to election materials, the Department coordinates with PLS staff to hand-deliver vote-by-mail ballots and Voter Information Pamphlets directly to individuals in custody. PLS staff also assist with collecting completed

ballots, delivering replacement ballots when needed, and returning voted ballots securely to the Department. Ballot drop boxes are placed within jail housing areas and are monitored to maintain security and proper handling throughout the voting period.

In addition, because individuals in custody may have limited access to phones or online tools, the Department works with PLS to provide updates on ballot status, including confirmation when a ballot has been received and counted or when further action is needed.

Through these coordinated efforts, the Department works to ensure that eligible voters in custody have access to voting materials and secure voting options, which in turn helps support equitable access to the electoral process and reinforces the Department's commitment to serving all San Francisco voters.

XIII. Facilitating Emergency Ballot Delivery and Pick-Up Program

In the final week of the voting period, the Department offers an Emergency Ballot Delivery Program to support voters who are unable to vote in person or return their ballot independently. 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 directly to those who are hospitalized, homebound, or otherwise need assistance participating in the election.

This service helps ensure that unexpected circumstances do not prevent eligible voters from casting their ballot. In addition to delivering ballots, trained staff may assist with the return of completed ballots.

All Department staff participating in ballot delivery receive training focused on protecting voter privacy and ensuring the right to secret ballot. Staff are prepared to provide respectful, nonpartisan assistance, including support with accessible ballot-marking devices and help with completing required forms when requested. Training also emphasizes that staff must not influence voters' choices and are required to maintain a neutral and respectful environment throughout the process.

Through this program, the Department extends its services beyond traditional voting methods, helping ensure that every San Franciscan has an opportunity to participate in the election, even under unexpected or challenging circumstances.

XIV. Poll Worker Recruitment and Training

Recruitment. For the June 2 Election, the Department will recruit and train approximately 2,500 poll workers to staff 501 polling places on Election Day and to serve as standbys in the event of cancellations or if assigned poll workers become unavailable.

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. Such bilingual assignments are guided by two primary criteria. First, when voters register to vote, they may request election materials in Chinese, Spanish, Filipino, or Vietnamese. 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 June election are required to complete training either online or in person. To ensure equitable access, the Department offers scheduled appointments at City Hall for poll workers who may not have reliable internet or computer access, allowing them to complete training onsite.

The training program is designed to prepare poll workers to provide a welcoming, accessible, and well-organized voting experience. The curriculum covers key topics such as voters' rights, 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.

Training also places emphasis on maintaining a respectful, nonpartisan environment at all voting locations. Poll workers are guided on how to support all voters consistently and respectfully, protect voter privacy, and ensure that voting takes place free from electioneering, intimidation, or interference. They are trained to recognize and appropriately respond to potential issues, including electioneering activities, voter intimidation, or disruptions at voting sites, and to follow established procedures for reporting concerns and receiving guidance from the Election Center.

To build confidence and practical skills, the Department offers small-group practice labs that provide hands-on experience with voting equipment. While optional for clerks, these labs are required for inspectors. Participants have the opportunity to set up voting machines, print zero reports, test ballot-marking devices, activate touchscreen and audio ballots, and run end-of-day reports.

To further support poll workers on Election Day, the Department produces a Poll Worker Training Manual. This resource includes an overview of Election Day responsibilities, step-by-step instructions for setting up an accessible polling place, processing voters, and securing election materials after polls close. The manual includes tear-out job cards that help poll workers stay organized and complete tasks in the correct sequence. The manual is available on the Department's website and can be mailed to poll workers upon request in standard or large-print formats.

Distribution of Ballots to Poll Inspectors. As in prior elections, Inspectors play an important role in preparing polling places by picking up official ballots and supply bags before Election Day and transporting them to their assigned sites on the morning of the election. The Department distributes these materials immediately following the completion of required practice lab, helping ensure Inspectors are familiar with procedures at the time of pickup.

During distribution, Inspectors work alongside Department staff to complete a detailed inventory of all materials. The transfer of ballots and supplies is documented using an official Custody Transfer Form, supporting chain-of-custody procedures and accountability at every step.

Through these recruitment, training, and preparation efforts, the Department ensures that every polling place is staffed by knowledgeable and well-prepared poll workers. By emphasizing accessibility, language support, and procedures, poll workers are equipped to ensure that polling places open on time, operate smoothly throughout the day, and provide a welcoming and respectful voting experience for all voters.

XV. Election Day Field Support Personnel

For the June 2 Election, the Department will recruit, hire, and train approximately 60 Field Election Deputies (FEDs) and 11 District Support Drivers (DSDs) to support polling place operations.

Field Election Deputies serve as a key link between polling places and the Department's Election Center, helping ensure that sites are set up properly, open on time, and operate smoothly throughout the day. Each FED is assigned a group of approximately eight to nine polling places and is equipped with a Department-issued vehicle and smartphone. Beginning early in the morning and continuing through the close of polls, FEDs check site readiness, respond to poll worker questions, deliver supplies as needed, and help ensure that established procedures are followed.

To support this work, FEDs use a custom mobile application to manage tasks such as confirming bilingual staffing, verifying ballot deliveries, and checking signage placement. Updates are entered in real time, allowing Election Center staff to monitor polling place conditions and respond quickly to any needs that arise. Prior to Election Day, FEDs complete training and participate in route-driving sessions to become familiar with their assigned areas.

District Support Drivers focus on accessibility and help ensure that all polling places meet required standards for voter access., DSDs are also equipped with Department-issued vehicles and smartphone and receive specialized training on accessible site setup. In their vehicles DSDs carry additional tools and materials to support accessibility, including signage, cones, lighting equipment, extension cords, and additional voting booths and seating.

Throughout the day, DSDs assist polling places with accessibility adjustments, helping ensure that each site remains safe, navigable, and welcoming for all voters.

At the close of Election Day, both FEDs and DSDs complete their assignments by returning equipment and vehicles to the Department's warehouse.

XVI. 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. This process ensures that each device is properly configured, operates as intended, and accurately records and tabulates votes. San Francisco's voting system includes three types of equipment: ImageCast Evolution ballot scanners, ImageCast X ballot-marking devices, and ImageCast Central (ICC) scanners.

To support transparency and public oversight, the Department appoints a Logic and Accuracy Testing Board composed of registered voters from diverse backgrounds. The Board reviews and approves the testing plan and schedule prior to testing and later reconvenes to review and certify the results. In accordance with state law, certification occurs no later than seven days before Election Day.

The Department publishes public notice and issues a press release in advance of testing, providing information on observation opportunities as well as the schedule and location of testing activities.

Polling Place Equipment Testing. Ballot scanners and ballot-marking devices used at polling places are stored and tested at the Department's warehouse at Pier 31. Each device is assigned a unique asset tag to enable tracking throughout the election cycle.

Ballot scanners undergo a two-phase testing process. In the first phase, each scanner processes a predetermined set of test ballots to generate a results report. A proofing team then compares this report against expected results to ensure complete accuracy. In the second phase, the results data from each scanner's memory card is uploaded to the election database to verify tabulation. A separate proofing team confirms the accuracy of the combined results.

Once testing is complete, memory cards are reinstalled and secured with serialized tamper-evident seals. Each machine is then closed, sealed, and placed in a secure staging area for delivery.

Ballot-marking devices are tested by marking a predetermined set of ballots using the touchscreen interface and verifying that printed selections match inputs. These ballots are then scanned to confirm accurate tabulation. Additional components, including the audio system and audio-tactile interface (ATI), are also tested to ensure accessibility features function properly.

After verification, devices and components are sealed, packed, and transferred to a secure staging area for deployment to polling places.

Central Count Equipment Testing. ICC scanners used to tabulate vote-by-mail, provisional, and duplicated ballots are located in the Department's ballot processing room at City Hall. These scanners undergo testing similar to polling place equipment.

Each ICC scanner processes a set of test ballots, and the results are compared to expected outcomes to confirm accuracy. Throughout the election cycle, ICC scanners are re-tested daily before ballots are processed to ensure continued accuracy and reliability.

XVII. Delivery of Voting Equipment and Supplies to Polling Places

To facilitate in-person voting, the Department delivers voting machines, supplies, and other materials to each polling place over a six-day period leading up to the Election. Delivery times are scheduled based on site availability and preferences

provided by facility contacts, and routes are optimized using a routing tool to ensure efficient daily operations and balanced workloads.

The Department uses a web-based asset tracking system to monitor voting equipment throughout delivery and retrieval. Each piece of equipment is labeled with a unique barcoded asset tag identifying its assigned precinct and is scanned at every point where custody changes.

During delivery preparation, Department staff scan and load equipment by route and verify all items against route sheets. At the polling place, equipment is scanned again to confirm delivery, photographed to document placement, and secured with serialized tamper-evident seals. On Election Morning, poll workers are instructed to inspect these seals to confirm that equipment remains secure and intact.

Following the Election, Department staff retrieve equipment over a three-day period. All items are scanned at pickup and again upon return to the warehouse, ensuring a complete and verifiable chain of custody.

XVIII. 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 steps.

Envelope Scanning. Each vote-by-mail ballot 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, to the official ballot drop box, 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 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.

XIX. Election Center

For each election, the Department organizes an Election Center to coordinate communication and provide real-time support to poll workers and field personnel. Throughout Election Day, staff respond to inquiries, dispatch supplies, and provide guidance through a dedicated phone and computer network.

The Election Center is organized into several functional phone banks, each serving a specific role. The incoming phone bank responds to procedural questions and requests for assistance from poll workers. The outgoing phone bank monitors polling place operations and coordinates with field support teams. The precinct services phone bank supports District Support Team (DST) members, with a focus on maintaining polling place accessibility.

Election Center coordinators use the Government Election Assistance Reporting System (GEARS), a custom-built application, to track and manage issues. Through this system, coordinators log new issues, assign them to the appropriate teams for follow-up, update their status, and document their resolution. A live log of open issues is displayed within the Election Center, allowing observers to monitor operations in real time.

The Election Center is supervised by at least two experienced staff members who are available to assist with complex or unusual situations. Coordinators are able to request assistance quickly and discreetly through a visual flagging system.

All Election Center staff operate under a guiding principle that voting must continue uninterrupted from 7 a.m. to 8 p.m. at every polling place. During each interaction, coordinators are trained to confirm that voting is ongoing and, when necessary, to guide poll workers and field staff through contingency procedures using established reference materials.

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

XX. Retrieval and Receipt of Vote Data and Ballots

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

Following the printing of results, 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, poll workers collect and account for paper ballots from both the ballot scanner and the red ballot box, placing them into designated closing bags. The poll worker team also reconciles the number of signatures in the voter roster with the number of voted ballots and completes the Posted Ballot Statement (PBS), which provides an itemized summary of all ballots issued and cast at the polling place. In accordance with local election law, a copy of the PBS is posted outside the polling place.

Once closing procedures are completed, poll workers transfer memory cards, voted ballots, and other critical election materials to Municipal Transportation Agency (MTA) officers and Deputy Sheriffs. Each transfer is documented using a Custody Transfer Form to maintain a clear chain of custody.

To support the secure return and processing of election materials, the Department operates two collection points on Election Night: the Data Collection Center receives memory cards from ballot-scanning machines, while the Processing Center receives voted ballots, voter rosters, and other essential materials.

XXI. Election Results

On Election Night, the Department will publish the preliminary local 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). Official statewide election results will be available on the Secretary of State's website.

The Department will report election results as follows:

Election Night Reporting. After the polls close, the Department will release four preliminary results reports:

1. The 8:45 p.m. first preliminary results report will include vote totals from most of the vote-by-mail ballots the Department received prior to Election Day.

2. The 9:45 p.m. second preliminary report will add votes cast at polling places to the vote-by-mail ballot totals provided in the first report.
3. The 10:45 p.m. third preliminary report will add votes cast at polling places which were received after the second report was issued.
4. The fourth and last preliminary report of the evening will add the remaining votes cast at polling places which were received after the third report was issued.

For the first and fourth preliminary results reports, the Department will apply the ranked-choice voting (RCV) method to the local contests for Member of Board of Supervisors, District 2 and District 4. These RCV reports will provide tables that detail the round-by-round preliminary results for each contest. The fourth preliminary report will include an RCV table in the summary of votes cast that shows the number of votes for candidates in the local contests. The table will list the number of votes each candidate received in Round 1 and in the Last Round.

The second and third preliminary reports will consist of summaries of votes cast that show only first-choice totals and will not include detailed RCV results reports.

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. Beginning Wednesday, June 3, the Department will publish the approximate number of ballots remaining to be counted and will continue to do so daily until all ballots are counted. On June 3, the Department will not issue a preliminary election results report.

Beginning Thursday, June 4, and continuing through Friday, June 12, the Department will release updated preliminary election results reports at approximately 4 p.m. each day, except Sunday, June 7.

After June 12, the Department will release additional results updates as ballots are counted and will post notice of the updated reporting schedule on its website.

Certification. Under state law, the earliest date the Department may certify the election results is Thursday, June 25. After certifying the election results, the Department will transmit the final results to the Secretary of State's office, deliver the certified statement of results and supporting attachments to the Clerk of the Board of Supervisors, and post these documents on its website. The Department will also issue a press release and post notices on its social media channels to inform the public that the election results have been 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 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 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 June 2 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.

XXII. 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.

XXIII. 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.

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 and 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 the official certification deadline.

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: June 2 Election: Outreach Theme (Homepage Image)

Department of Elections

We conduct free, fair, and functional elections for the City and County of San Francisco.



All registered voters are eligible to participate in this election and will automatically receive a vote-by-mail ballot.

[Check if you are registered to vote and learn more](#)

Appendix B: June 2 Election: Observable Activities Calendar

This calendar of observable activities is subject to change. To confirm the schedule or obtain the most up-to-date information about a specific activity, members of the public are encouraged to contact the Department of Elections at (415) 558-6100.

For activities that will be live streamed, the live stream will begin at the date and time indicated for the start of the activity.

All activities available via live stream may also be observed in person.

The Department conducts its operations in an open and transparent manner and welcomes members of the public to observe election processes and share feedback.

For additional information on how to observe election activities, including guidelines and expectations for observers, members of the public are encouraged to review the *Guide to Observing Election Processes*.

Before Election Day

1. Logic and Accuracy Testing - [Live Stream](#)

During Logic and Accuracy (L&A) testing, Department staff verify that voting equipment and related media devices are functioning properly and accurately tabulate test ballots before they are deployed for use in the election.

A. Testing of scanners and other media devices

Staff test high-speed ballot scanners using pre-marked test ballots to confirm accurate ballot interpretation and tabulation.

April 27 – until complete; City Hall, Room 48, computer room

B. Testing of accessible ballot-marking devices

Staff test accessible ballot-marking devices that allow voters to independently mark their ballots using touch-screen and assistive features.

April 20 – April 27, 8:00 a.m. – 5:00 p.m.; Warehouse, Pier 31

C. Testing of ballot-scanning machines

Staff test precinct ballot scanners that voters will use at polling places to ensure ballots are correctly read and recorded.

April 27 – May 5, 8:00 a.m. – 5:00 p.m.; Warehouse, Pier 31

2. Poll Worker and Field Support Personnel Training

The Department conducts training sessions for poll workers and field support staff covering voting procedures, equipment setup and operation, and voter assistance procedures.

3. Voting Center

Beginning 29 days before Election Day, any voter may register and vote in person, use accessible equipment, or drop off a completed vote-by-mail ballot at the Voting Center.

May 4 – June 2, City Hall, in front of Room 48

- *Monday – Friday, 8:00 a.m. – 5:00 p.m., except May 25 holiday.*
- *May 23–24 and May 30–31 (Saturday – Sunday), 10:00 a.m. – 4:00 p.m.*

4. Vote-by-Mail Ballot Processing - [Live Stream](#)

Department staff process returned vote-by-mail ballots in several stages to prepare them for tabulation.

A. Ballot envelope sorting and signature verification scanning

Staff sort returned ballot envelopes and scan voter signatures to facilitate the signature verification process.

May 4 – until complete; 8:00 a.m. – 5:00 p.m.; City Hall, Room 59

B. Ballot remake

If a ballot cannot be scanned due to damage or markings that interfere with tabulation, staff duplicate the voter's selections onto a new ballot following established procedures.

May 5 – until complete; 8:00 a.m. – 5:00 p.m.; City Hall, Room 58 and Room 48

C. Ballot extraction

After signature verification, staff remove ballots from their envelopes while maintaining ballot secrecy.

May 5 – until complete; 8:00 a.m. – 5:00 p.m., City Hall, Room 59 hallway

D. Ballot scanning

Staff scan ballots using high-speed central scanners to record voter selections for tabulation.

May 5 – until complete; 8:00 a.m. – 5:00 p.m.; City Hall, Room 48, computer room

E. Ballot adjudication

Staff review ballots flagged by the voting system for issues such as unclear marks and determine voter intent according to established guidelines.

May 23 – until complete; 8:00 a.m. – 5:00 p.m.; City Hall, Room 48

5. Election Center (Operational Exercise)

Staff conduct an internal exercise to practice logging and resolving voter inquiries and poll worker operational questions in a simulated environment similar to Election Day.

May 30, 11:00 a.m. – 1:00 p.m.; City Hall, Room 48

On Election Day

1. Voting Center / Polling Places

The City Hall Voting Center and 501 polling places are open to voters who wish to register and vote in person, use accessible voting equipment, receive language or personal assistance, or return their vote-by-mail ballots. Language and accessibility assistance is available at every polling place. Electioneering and voter interference are prohibited.

7:00 a.m. – 8:00 p.m.; to find a polling place, visit sfelections.gov/MyVotingLocation.

2. Processing Center - [Live Stream](#)

Department staff receive voted ballots, rosters of voters, and other election materials transported from polling places by Deputy Sheriffs after the close of polls.

9:00 p.m. until all polling place materials have been received; Warehouse, Pier 31.

3. Data Collection Center - [Live Stream](#)

Staff receive and log memory cards containing vote data from polling place ballot-scanning equipment.

8:00 p.m. until all polling place memory cards have been received; City Hall, Room 68.

4. Election Night Results Reporting

Preliminary election results are made available to the public through multiple channels.

- Online: sfelections.gov/results
- In person: Department of Elections, City Hall, Room 48 and the North Light Court
- Broadcast: San Francisco Government Television (SFGTV), Channel 26

Preliminary results will be released at approximately 8:45 p.m., with updated results posted throughout Election Night and during the official canvass period. For the complete reporting schedule, visit sfelections.gov/results.

After Election Day (Official Canvass Period)

1. Ballot Processing and Tabulation - [Live Stream](#)

Department staff continue processing and tabulating ballots after Election Day. This includes vote-by-mail ballots returned at polling places and official ballot drop boxes, ballots received by mail within seven days of Election Day, and ballots that voters timely remedied.

Ballot processing typically occurs on weekdays between 8:00 a.m. and 5:00 p.m., with hours extended as necessary depending on workload. Continues until all ballots have been counted (no later than the July 2 certification deadline); City Hall, Room 48

2. Provisional Ballot Processing and Tabulation - [Live Stream](#)

Staff verify provisional ballot envelopes cast at polling places, then extract and prepare ballots for tabulation.

Ballot processing typically occurs on weekdays between 8:00 a.m. and 5:00 p.m., with hours extended as necessary depending on workload. Continues until all ballots have been counted (no later than the July 2 certification deadline); City Hall, North–South Hallway (McAllister Street side) and Room 48.

3. Results Reporting

The Director of the Department of Elections conducts press briefings on any day updated election results are released.

Daily at approximately 4:00 p.m., in front of Room 48 at City Hall and online at sfelections.gov/results. For the complete reporting schedule, visit sfelections.gov/results.

4. Canvass - [Live Stream](#)

Department staff conduct the official canvass, an internal audit process to verify the accuracy and completeness of election results.

June 4 – until complete, but no later than the July 2 certification deadline (excluding weekends and holidays); 8:00 a.m. – 5:00 p.m.; Warehouse, Pier 31.

5. 1% Manual Tallies Random Selection - [Live Stream](#)

Staff conduct a public random selection of precincts and ballot batches to be included in the manual tally.

June 16, 9:00 a.m.; City Hall, Room 48.

6. 1% Manual Tallies - [Live Stream](#)

Staff manually count ballots from the selected precincts and batches to verify the accuracy of voting system tabulation.

June 17, 8:30 a.m. – 5:00 p.m.; Warehouse, Pier 31.