



Election Plan

November 3, 2026, Consolidated General Election

Friday, September 11, 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 530,000 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 completes vote tabulation and reporting of election results to the public. Following each election, the Department conducts the 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 November 3, 2026, Consolidated General 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 November 3 Election to establish a recognizable presence across public-facing materials and encourage voter participation (see Appendix A).

The theme—“One and All. Vote This Fall.”—emphasizes that elections belong to everyone and encourages San Franciscans across communities to make their voices heard in the November 3 Election. Through a concise and inclusive message, the theme is meant to highlight that every eligible voter has a role in the election and that each person’s participation contributes to the outcome of the election.

The phrase “One and All” reflects the inclusive nature of elections, encouraging eligible San Franciscans from every neighborhood, background, and community to participate. The words appear in an upward arc above the primary message, conveying a sense of connection, while a small heart at the center of the design adds warmth to the theme and represents care for the community and the City.

The call to action—“Vote This Fall”—appears prominently in large lettering and provides voters with a direct and timely reminder to participate. By referring to the fall election season, the message remains relevant throughout the outreach period and helps keep the November 3 Election top of mind as voters prepare to cast their ballots. The election date and title appear immediately below the slogan, clearly identifying the election associated with the campaign.

Visually, the theme celebrates San Francisco and its residents through illustrations that reflect the City’s diverse communities and the many ways voters can participate in the election. The design features recognizable San Francisco landmarks and neighborhood imagery, as well as residents using various voting options, including returning a ballot at an official ballot drop box, voting at the City Hall Voting Center, mailing a ballot through the United States Postal Service, and voting at a polling place. These elements highlight that voters can choose the voting option that best meets their needs while remaining part of a shared citywide election experience.

The outreach theme is featured on the Department’s website homepage and in an informational mailer distributed to approximately 300,000 households across San Francisco in September. The theme has also been incorporated into a wide range of outreach materials, including posters, flyers, digital graphics, presentations, neighborhood advertising, and signage at the Department’s office and the City Hall Voting Center.

Building on this theme, the Department’s outreach program will provide San Franciscans with clear and accessible information about the November 3 Election, with particular attention to communities that have historically experienced lower levels of voter participation. To support this goal, the Department will implement a combination of direct outreach, digital communications, advertising, and community partnerships to ensure voters have the information and resources needed to participate.

As part of its direct outreach efforts, the Department will provide voters with timely and accessible election information through a variety of methods. In September, an informational mailer was delivered to approximately 300,000 households across San Francisco. The mailer provided key information about voter registration, voting options, ranked-choice voting, election dates, language and accessibility services, poll worker opportunities, and non-citizen voting in the Board of Education contest.

The Department will further highlight the mailer's messages through in-person outreach across the City. Outreach staff will conduct merchant walks and participate in community events, distributing multilingual informational materials and voter registration forms to reach residents where they live, work, shop, and receive services.

Staff will also offer in-person and virtual presentations to community organizations, schools, residential facilities, and service providers. These presentations will provide guidance on voter registration, voting options, ranked-choice voting, language and accessibility services, and other topics relevant to the November 3 Election.

The Department will further extend the reach of these efforts through a multilingual, multiformat advertising campaign across print, digital, outdoor, and radio platforms. Advertisements will appear in local and community-based media outlets and neighborhood locations across the City, providing repeated exposure to key election messages in the weeks leading up to Election Day.

Official election publications will provide voters with more detailed information. The state Voter Information Guide, distributed by the California Secretary of State, and the local Voter Information Pamphlet, produced by the Department, will be provided to registered voters. These publications contain nonpartisan information about ballot contests and measures, voting options, important dates, and available voter services.

Complementing these direct outreach efforts, the Department will use its website, social media platforms, email communications, and press outreach to provide timely election information. The Department's multilingual website will serve as a central source where voters can learn about election programs, voting options, available language and accessibility services, check their registration, and access their personalized voter information.

To make election-specific information easier to locate, the Department has developed a [dedicated webpage for the November 3 Election](#). This webpage brings together key dates, voting options, and direct links to essential services, including voter registration, polling place lookup, accessible vote-by-mail, and the Voter Portal. Through the Voter Portal, voters can access personalized information, including their registration status, language preference, vote-by-mail ballot status, and assigned polling place.

The Department will also use its social media channels to share regular updates, reminders, answers to frequently asked questions, and links to official election resources. Press releases, media briefings, and interviews with local and ethnic media outlets will further support the distribution of accurate, nonpartisan election information.

Community partnerships will provide another important means of reaching voters. The Department will collaborate with a broad network of community-based organizations, government agencies, schools, and service providers. These partnerships allow the Department to share information through trusted community channels and connect with populations that may be

difficult to reach through traditional communications. Key partners will include schools and youth-serving organizations, healthcare and residential care facilities, organizations supporting individuals involved in the justice system, organizations serving immigrants and voters with disabilities, and groups providing services to residents experiencing housing insecurity. The Department will also continue working with its advisory bodies such as the Language Accessibility Advisory Committee and the Voter Accessibility Advisory Committee.

To support its partners, the Department will provide presentations, training, and multilingual outreach materials that organizations can share through newsletters, community meetings, social media, and other communication channels. The Department will also continue engaging partners through its monthly Outreach Community Newsletter that now includes an “Outreach Partner Toolkit” section, which provides community organizations and City agencies with timely ready-to-share election information.

Through this set of outreach strategies and the use of the election theme, the Department aims to ensure that San Franciscans receive clear, accessible, and timely information about the November 3 Election. By meeting voters where they are—through neighborhood outreach, community partnerships, trusted communication channels, digital resources, and multilingual materials—the Department seeks to encourage participation and highlight that the election belongs to one and all.

B. Confidential Voter Registration Program for Elected Officials and Candidates

The Department serves a diverse electorate that includes voter groups for whom different legal requirements and administrative procedures apply. These include military and overseas voters, confidential voters, non-citizen residents eligible to vote in Board of Education elections, and voters served through other specialized programs, such as the Safe at Home and Inmate Voting programs. The laws governing these services continue to evolve as new legislation is enacted, requiring the Department to regularly update its procedures, staff training, systems, and public communications to ensure that each voter group receives the services and protections required by law.

Effective January 1, 2026, Assembly Bill (AB) 1392 added section 2166.9 to the California Elections Code, establishing new voter-registration confidentiality protections for elected officials and candidates for federal, state, and local office. Under the law, an eligible elected official's or candidate's residence address, telephone number, and email address in their voter registration record are protected from disclosure, except when the information is requested for an authorized governmental or bona fide journalistic purpose. The law also establishes procedures for applying and removing confidential status, coordinating information among the Secretary of State and county elections officials, and allowing an elected official or candidate to decline or later request these protections.

To implement the new requirements, the Department reviewed information provided by the Secretary of State and its own candidate-filing records to identify elected officials and candidates registered to vote in San Francisco. Department staff then applied confidential designations to eligible voter records, established procedures for reviewing and updating those designations, and modified voter-data extracts, lists, rosters, and indexes to prevent protected information from being disclosed. The Department also developed procedures for removing confidential status when an individual is no longer eligible or requests that the designation be removed.

Because confidential voter records require additional safeguards, the Department updated its internal voter registration system controls so that only designated staff whose responsibilities require them to maintain confidential records or assist these voters can access the confidential voter module.

The Department added information about confidential voter status to its Candidates webpage. This information explains the protections available to eligible candidates and elected officials, how confidential status affects access to election services, and the procedures for removing or reinstating the designation.

In August, the Department mailed informational letters to elected officials and candidates whose voter registration records had been designated confidential. The letter explained that the designation protects their residential address, telephone number, and email address and excludes this information from voter lists, indexes, and polling place rosters produced by the Department. The letter also described how confidential status affects voting and election services in the November 3 Election, including the delivery of election materials, access to online voter services, and voting at a polling place.

For the November 3 Election, the Department also modified its Voter Portal to provide confidential voters with election information without displaying protected voter data. When a confidential voter accesses the Portal, a message confirms that the individual is registered to vote in San Francisco and provides information about the November 3 Election, including when ballots will be mailed and the available ballot-return and in-person voting options.

The Portal message also explains that confidential voters are not assigned to a polling place and do not appear on polling place rosters or street indexes. Because poll workers cannot access confidential voter records, confidential voters who go to a polling place on Election Day will be required to cast a provisional ballot. Those who wish to vote in person without casting a provisional ballot are directed to the City Hall Voting Center, where authorized Department staff can access the information necessary to assist them.

Following the initial implementation of AB 1392, [Assembly Bill 2573](#) was introduced this year as follow-up legislation intended to clarify and refine the confidential voter registration program. If the bill becomes law, the Department will review its final requirements and make any further changes to its Confidential Voter Program necessary to ensure compliance.

The development of this program illustrates how the Department must continually adapt to changes in election law, security considerations, technology, and voter needs, as even a change affecting a relatively small number of voters can require coordinated adjustments across candidate filing, voter registration, voting services, voter-data requests, online services, staff access controls, and public communications.

C. Non-Citizen Registration and Voting in Board of Education Elections

With the Board of Education contest appearing on the November 3 ballot, the Department 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 disqualified from voting under state law, and are the parent, legal guardian, or legally recognized caregiver of a child under the age of 19 who resides within the San Francisco Unified School District. This authorization applies only to Board of Education elections and does not permit non-citizen registrants to vote in federal, state, or other local contests.

In 2021, the San Francisco Board of Supervisors adopted Ordinance No. 206-21, extending this authorization to future Board of Education elections without a sunset date. Although the program was subsequently challenged in court, the California Court of Appeal upheld the City's authority to permit eligible non-citizen residents to vote in Board of Education elections, and the program remains in effect.

For the November 3 Election, the Department has incorporated registration and voting services for eligible non-citizen residents into its overall election operations. This work involves developing separate voter registration and outreach materials, preparing ballots and a Voter Information Booklet limited to the Board of Education contest, training poll workers, and conducting targeted public education.

Non-citizen residents who wish to participate must complete a dedicated Non-Citizen Voter Registration Form developed by the Department. Because the state voter registration form requires an attestation of United States citizenship, it cannot be used by non-citizen registrants. The Non-Citizen Voter Registration Form is available through the Department's website, in its office in City Hall, Room 48, and by mail upon request. The Department also provides links to immigration-related resources so that individuals can obtain information or seek legal advice before deciding whether to register.

In early October, the Department will mail each registered non-citizen voter an official ballot containing only the Board of Education contest and a Voter Information Booklet with information about the election. These materials will be available in English, Chinese, Spanish, Filipino, and Vietnamese. Ballots for non-citizen voters will also be included in the Department's pre-election Logic and Accuracy testing to verify that the voting equipment accurately reads and tabulates them.

Non-citizen registrants will have the same voting options available to other voters. They may return their ballot by mail, at one of the City's 37 official ballot drop boxes, at the City Hall Voting Center, or at any polling place on Election Day. They may also vote in person at the City Hall Voting Center beginning October 5 or at a polling place on Election Day.

The Department will also make the online Accessible Vote-by-Mail Portal available to non-citizen registrants. Through this system, voters can access and mark their ballot containing only the Board of Education contest and then print and return the ballot in accordance with the provided instructions.

The Department maintains a dedicated [Non-Citizen Registration and Voting](#) webpage that provides eligibility requirements, registration instructions, voting options, downloadable forms, important notices, immigration-related resources, and answers to frequently asked questions. The Department also provides a Non-Citizen Voter Information Portal through which registrants can access personalized election information and resources.

The Department has incorporated procedures for assisting non-citizen voters into its poll worker training program and reference materials. Training emphasizes that poll workers must provide respectful, nonpartisan service to every voter. Poll workers are instructed not to question a voter's citizenship or immigration status, request documentation outside established

procedures, or express personal opinions about the law or an individual's eligibility. They are also trained to maintain voter privacy and follow the prescribed procedures for locating a voter's record and issuing the appropriate ballot.

The Department has also developed guidance for responding to conduct that could discourage or interfere with participation by non-citizen voters. If an individual attempts to challenge established procedures, intimidate voters, engage in disruptive behavior, or direct threatening conduct toward this group of voters, poll workers must immediately contact the Election Center. Election Center staff will provide guidance, coordinate an appropriate response, and dispatch field or public safety support when necessary so that voting can continue without interruption.

The Department will conduct targeted outreach to ensure eligible non-citizen residents understand their voting rights, eligibility requirements, and the voting options available to them. These efforts include multilingual outreach materials, community presentations, media engagement, website information, and direct collaboration with organizations and public agencies serving immigrant families.

The Department will continue working with established partners such as the Latino Task Force, Chinese for Affirmative Action, and the Office of Civic Engagement and Immigrant Affairs. For the November 3 Election, the Department has also expanded its collaboration with the San Francisco Unified School District by working with SFUSD Family Liaisons who provide an additional trusted channel for sharing election information directly with eligible parents, legal guardians, and caregivers through school communities.

The Department will provide its partners with multilingual materials and information they can distribute through newsletters, meetings, family communications, and other community networks. The Department will also work with ethnic media outlets to explain eligibility requirements, registration procedures, voting options, and available language assistance. These partnerships are particularly important because individuals considering registration may have questions or concerns and may be more comfortable receiving information through organizations and individuals they already know and trust.

Ballots cast by non-citizen voters will be processed and counted using the same voting system and quality-control standards applied to other ballots. Vote totals reported for the Board of Education contest will include ballots cast by both citizen and eligible non-citizen voters. These votes will be reflected in preliminary and final election results, ensuring that every eligible vote is counted and reported in a transparent and consistent manner.

D. Expanding Election Transparency and Public Understanding of Election Processes

For the November 3 Election, the Department is placing increased emphasis on transparency and public understanding of election administration. Although the Department has long provided opportunities for members of the public to observe election activities, it is expanding access to information about election processes, security safeguards, ballot counting, and results reporting. This information will help voters and other members of the public understand what they are observing, why each process is necessary, and how the Department's safeguards contribute to accurate and complete election results.

Public observation will remain central to this work. The Department has published a [Calendar of Observable Activities](#) covering operations before, on, and after Election Day. The calendar identifies the dates, times, locations, and methods for

observing activities such as Logic and Accuracy testing of voting equipment, vote-by-mail ballot processing, signature verification, ballot extraction, scanning and adjudication, Election Night operations, post-election ballot processing, the one percent manual tally, and the Official Canvass.

Members of the public may observe activities at the Department's office in City Hall, its Warehouse at Pier 31, polling places, and the City Hall Voting Center. Many election activities will also be livestreamed, allowing members of the public to observe operations remotely. The Department has also published a [Guide to Observing Election Processes](#) that explains available observation opportunities, observer rights and responsibilities, and what members of the public can expect when observing election operations.

To complement these observation opportunities, the Department will continue directing the public to its [Securing and Protecting the Integrity of Elections](#) webpage. This resource explains the Department's approach to protecting critical election infrastructure, addressing election-related misinformation, and providing transparency into election processes. By sharing this information through trusted community networks and multiple communication channels, the Department seeks to broaden public awareness of election safeguards and help voters identify reliable sources of election information.

The Department will reinforce this information in the Voter Information Pamphlet through two sections addressing election security and access to reliable information. The first, "Five Facts About San Francisco Elections," addresses common questions and misconceptions about election administration. This page explains the security of voting by mail, the limited circumstances in which a voter may be asked to provide identification, the process of reviewing and counting provisional ballots, and the safeguards and verification procedures used to produce accurate and transparent election results.

The second section, "Get Election Information from Trusted, Official Sources," helps voters identify and access accurate, current, and nonpartisan election information. This page encourages voters to rely on verified sources, directs voters to the Secretary of State's website, Department's website, Voter Portal, and email subscription service, and explains how to report potential election misinformation.

Along with providing access to its operations and information about election security, the Department has expanded the information available about ballot processing, vote counting, and results reporting through its [An Accurate and Complete Vote Count Takes Time](#) webpage. This resource explains why Election Night results are preliminary, why ballot counting continues after Election Day, and why vote totals change as additional eligible ballots are reviewed, processed, and counted.

To support transparent election administration, the Department will provide regular updates about the status of the vote count. As in previous elections, the Department will release four preliminary results reports on Election Night. For the November 3 Election, however, the Department plans to issue its first post-election results update on Wednesday, the day after Election Day, rather than on Thursday, as in prior elections. On Wednesday, November 4, the Department will also report the approximate number of ballots remaining to be counted based on the ballots received as of the time of the report.

As additional ballots are received, verified, processed, and counted, preliminary vote totals will continue to change. In its public communications, the Department will emphasize that these changes are an expected part of California's election

process and that Election Night results provide an initial snapshot based on the ballots processed by that time; they do not represent the final outcome.

The Department will regularly post updated results and information about the remaining ballot-processing workload throughout the Official Canvass on its website. The Department will also provide updates through press releases, media briefings, social media, and its official email subscription service. Members of the public may subscribe to receive official election information, including results updates, at sfelections.gov/trustedinfo.

The Department's observation program, election-security resources, ballot-processing explanations, results updates, and Voter Information Pamphlet content are intended to make election administration more visible and understandable. By providing opportunities to observe election activities, explaining election safeguards, directing voters to reliable sources, addressing common misconceptions, and communicating regularly about results, the Department seeks to strengthen public understanding of and trust in local elections.

E. Expanded Use of Ballot-Processing Technology and Equipment

Pursuant to Senate Bill 111, the Budget Act of 2026, the State allocated \$34 million to county elections officials to support the administration of the November 3 Election and expedite vote counting through additional staffing and the purchase of equipment and technology.

San Francisco was allocated approximately \$561,000 to support vote-counting operations. Following notification of the additional funding, the Department developed a plan focused on increasing ballot-processing capacity through additional staffing and the purchase of additional ballot-processing equipment.

This investment is particularly important because San Francisco regularly administers elections with multiscard ballots and can benefit from additional capacity at every stage of ballot-envelope and ballot-card processing.

Each returned vote-by-mail ballot must pass through several required stages before it can be counted, including envelope sorting and scanning, signature review, ballot card extraction, back-folding and scanning, and quality control. Limited equipment at any one stage can create bottlenecks that slow the entire process, particularly after Election Day, when the Department receives a large volume of ballots within a short period.

Using the additional funding, the Department will purchase one Agilis vote-by-mail sorting system, increasing its inventory from two to three systems, and one OPEX vote-by-mail extraction system, increasing its inventory from nine to ten. The additional Agilis system will expand the Department's capacity to sort and scan returned ballot envelopes, capture information needed for signature review, and organize envelopes for subsequent processing. The additional OPEX system will increase the Department's capacity to open accepted vote-by-mail envelopes and extract ballot cards for further processing and tabulation.

The Department will also purchase six provisional ballot and roster scanners, doubling its current inventory from six to 12, as well as its first scanner dedicated to conditional voter registration ballots. These scanners will capture images of provisional

ballot envelopes, rosters, and conditional voter registration ballot envelopes for review and processing in the Election Information Management System.

Finally, the Department will purchase two additional high-speed ballot scanners, increasing its inventory from 22 to 24 units, along with three scanners that will be maintained as backups. The additional units will allow the Department to scan more ballot cards concurrently, while the backup scanners will provide operational redundancy if a scanner requires maintenance or becomes unavailable during ballot processing.

Incorporating the additional equipment has required extensive operational and logistical planning. As part of this planning, the Department determined the staffing levels and schedules needed to operate each machine, coordinated staffing assignments across each stage of the workflow to help ballots move efficiently and prevent increased capacity at one stage from creating a bottleneck at another. The Department also secured adequate space for the equipment and associated workstations and developed plans for equipment layouts, power and network connections, material-staging areas, and staff training. The Department will also coordinate the timely delivery and installation of the equipment and ensure that each machine is properly configured and tested before being incorporated into ballot-processing operations for the November 3 Election.

The additional equipment is expected to improve operational efficiency and strengthen the Department's ability to manage periods of high ballot volume, expanding its capacity to process ballots and report election results as efficiently as possible while maintaining the accuracy, security, and transparency of the vote-counting process.

F. Development of an In-House PollChief Replacement System

The Department has begun developing an in-house system to replace PollChief, an application currently used to manage election equipment, polling place logistics, and the movement of critical election materials. The Department relies on the vendor to maintain PollChief and implement system changes. Developing a replacement system in-house will provide the Department with greater flexibility to modify its functionality, address operational needs, and adapt the application as election procedures and technology requirements evolve, without relying on an external vendor.

PollChief supports several functions, including maintaining voting equipment inventory, recording Logic and Accuracy testing of voting equipment, and coordinating the delivery and retrieval of polling place supplies and voting equipment. The iPAMs application provides mobile scanning and tracking functions that allow Department staff to document the preparation, transfer, delivery, receipt, and storage of voting equipment and materials. Staff use its modules to track activities such as bagging polling place supplies, receiving ballot boxes, staging and loading equipment delivery routes, delivering equipment to polling places, retrieving materials from polling places, unloading returned materials at the Warehouse, documenting security seals on the equipment, and transferring counted ballots. Together, PollChief and iPAMs provide a record of when election materials move between locations and which operational steps have been completed.

As the first phase of the replacement project, the Department prepared an inventory of all PollChief and iPAMs modules. The Department also compiled equipment datasets and documented how staff currently use individual modules to complete their work. Using this information and working in coordination with the divisions responsible for the identified processes, the

Department's IT staff have completed the initial design and development of the application's core functions. Consequently, the Department plans to pilot the new application during the November 3 Election.

During the pilot, PollChief will remain the Department's primary system of record, while staff use the new application for selected processes and evaluate its performance in an active election environment. Operating the two systems in parallel will allow staff to compare records, identify technical or operational issues, and determine whether the new application accurately supports existing workflows. Before the new application replaces PollChief as the Department's primary system, the Department will verify that it accurately records the movement of equipment and materials, preserves necessary information, and provides the functionality required by each division responsible for the identified processes.

The PollChief replacement project reflects the Department's continuing effort to strengthen its internal technology and develop systems that can adapt to changing operational requirements. By building and maintaining the replacement application in-house, the Department will have greater control over future modifications and improvements, providing a more flexible foundation for managing election logistics while reducing costs associated with vendor support.

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 two to three months before an election and remain through the completion of key post-election activities.

For the November 3 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.

IV. Public Observation and Transparency

For the November 3 Election, the Department will continue its established practice of providing public access to observable election activities conducted before, on, and after Election Day.

To organize these opportunities, the Department has published a Calendar of Observable Activities identifying the dates, times, locations, and available methods for observing election operations (see Appendix B).

Before Election Day, members of the public may observe the testing of ballot-scanning equipment and accessible voting devices, as well as ballot-processing activities such as envelope sorting and scanning, signature verification, ballot extraction, ballot duplication when necessary, scanning, and adjudication. During the voting period, observers may view operations at the City Hall Voting Center and, on Election Day, at polling places throughout the City.

Election Night observation opportunities will include the receipt and processing of ballots, equipment, and other materials returned from polling places, as well as activities associated with the tabulation and release of preliminary election results. Following Election Day, observation will continue during the Official Canvass, including ongoing ballot processing, reconciliation of election records, the public random selection of precincts for the one percent manual tally, and the manual tally.

The Department has also published a Guide to Observing Election Processes that describes the activities available for observation, explains what observers can expect at each location, and outlines observer rights and responsibilities. The Guide is based on the California Elections Code and guidance issued by the California Secretary of State and is intended to support orderly observation without interfering with election operations or compromising voter privacy.

In-person observation will be available at the Department's offices in City Hall, its Warehouse at Pier 31, the City Hall Voting Center, and polling places. Many election activities will also be live streamed on the Department's website, allowing members of the public who cannot attend in person to observe election processes remotely.

The additional steps being taken for the November 3 Election to make election safeguards, ballot processing, and results reporting more accessible and understandable are described in Section D, "Expanding Election Transparency and Public Understanding," under New and Refined Practices.

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 November 3 Election that brings together key details, including voting options, dates, and links to 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.

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 and voter services 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.

VI. Candidate and Ballot Measure Filings

For the November 3 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.

Candidate filing activities began on March 16, when the signatures-in-lieu-of-filing-fee period opened for candidates seeking election to the Board of Supervisors. That period continued through May 11, followed by the nomination period from May 15 through June 9. During the nomination period, candidates obtained and filed the documents required to qualify for the ballot, including nomination papers, declarations of candidacy, ballot designations, and candidate qualification statements, as applicable.

For candidates seeking the offices of Assessor-Recorder, Public Defender, Board of Education, and Community College Board, the signatures-in-lieu-of-filing-fee period ran from May 14 through July 8. The nomination period for these offices and BART Board, District 8, began July 13 and closed August 7. Because eligible incumbents did not file for certain offices, the nomination period was extended through August 12 for non-incumbent candidates for the Board of Education, Community College Board, and BART Board, District 8.

Following the close of the applicable nomination periods, the Department reviewed the submitted documents to determine whether candidates had satisfied the legal requirements to appear on the ballot. The Department then published the final list of qualified candidates on its website.

The Department also facilitated the submission of local ballot measures for the November 3 Election. Measures may be placed on the ballot by the Mayor, the Board of Supervisors, four or more members of the Board, voters through the initiative petition process, or other authorized governmental bodies, including the Board of Education and Community College Board. Filing deadlines varied according to the type of measure and the submitting entity. Key deadlines included July 6 for initiative petitions, July 24 for most Charter amendments and bond measures, July 31 for ordinances and declarations of policy submitted by the Mayor or four or more members of the Board of Supervisors, and August 7 for district measures.

On August 10, the Department assigned letter designations to the local and district measures appearing on the ballot in accordance with San Francisco Municipal Elections Code section 505. The Department subsequently published information about the [qualified ballot measures](#) on its website.

In August, the Department also accepted ballot arguments for publication in the Voter Information Pamphlet. The deadline to submit official proponent and opponent arguments for local and district measures was noon on August 13. Rebuttal arguments for local and district measures and paid arguments for local measures were due at noon on August 17. To facilitate complete and accurate submissions, the Department made its Guide to Submitting Ballot Arguments and all required forms available on its website.

In accordance with San Francisco Municipal Elections Code section 590 and other applicable laws, candidate materials and ballot measure materials were made available for public examination following the relevant filing deadlines. These examination periods allowed members of the public to review the materials and, where authorized by law, seek a court order requiring that materials be amended or removed before publication on the ballot or in the Voter Information Pamphlet.

Candidate filing activities will conclude on October 20, the deadline for write-in candidates to file their Statements of Write-In Candidacy and nomination papers with the Department.

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, or reference, ballots in nine additional languages, which voters may use as a guide when marking their official ballots.

For the November 3 Election, the paper ballot will consist of four cards and include federal, state, and local contests, as well as 14 state measures, 10 local measures, and one regional measure. As a new feature for this election, the ballot stub will display the following message: “Vote Your Way: Mail your ballot early, use an official drop box, or vote in person. Learn more at sfelections.gov.” Placing this information directly on the ballot stub will provide voters with a concise reminder of their ballot-return options and direct them to additional information.

To accommodate the City’s geographic and legal requirements, the Department has produced 30 ballot types for this election. Because San Francisco includes overlapping federal, state, and local districts, voters in different areas receive ballots containing 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, further contributing to the number of ballot variations.

In addition to the standard ballot, the Department has produced a separate ballot containing only the Board of Education contest for non-citizen residents eligible to vote in that election under local law.

At the same time, the Department develops accessible digital ballot formats available through the Accessible Vote-by-Mail portal. The Department also prepares touchscreen and audio ballot formats for use with accessible ballot-marking devices at in-person voting locations.

VIII. Ballot Simplification Council

Section 600 of the San Francisco Municipal Elections Code requires the convening of a Ballot Simplification Council for each election in which local measures appear on the ballot. The Council 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 November 3 Election, Ballot Simplification Council meetings commenced Monday, July 20 and continued through Thursday, July 30.

The Department plays a central role in supporting and facilitating the work of the Council. 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, Council 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 Council 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 Council may consider when finalizing the digests.

The Ballot Simplification Council consists of five volunteer members appointed by the Mayor, the Board of Supervisors, and the Superintendent of the San Francisco Unified School District.

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 November 3 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 October.

X. Ranked-Choice Voting Outreach and Education

With several ranked-choice voting (RCV) contests appearing on the November 3 ballot, RCV education will remain a central component of the Department's outreach campaign. Throughout the election cycle, the Department will continue drawing voters' attention to this voting method and providing information about how to mark RCV contests and how votes are counted.

The Department maintains a comprehensive collection of multilingual RCV educational materials in print, digital, video, and presentation formats. Providing information in multiple formats allows voters to access it in the manner that best meets their language, learning, and accessibility needs. It also enables the Department and its outreach partners to use the same consistent information across community presentations, public events, printed materials, websites, social media, and direct communications with voters.

These materials explain that voters may rank as many or as few candidates as they choose and that ranking additional candidates does not affect their first choice. They also provide instructions for avoiding common ballot-marking errors, such as assigning the same ranking to more than one candidate or ranking the same candidate more than once. By emphasizing these points, the Department seeks to help voters understand how to mark their preferences so their ballots are counted as intended.

The Department's existing "Ranked-Choice Voting in San Francisco" presentation uses simple instructions and relatable examples to introduce RCV, demonstrate how to correctly mark an RCV contest, and explain how votes are counted. Outreach staff will continue using the presentation at community and other public events throughout the City.

The Department also shares its “Ranked-Choice Voting in San Francisco” brochure and other RCV materials with community-based organizations and City agencies. The brochure explains how to mark an RCV contest, summarizes the key points voters should remember, describes the counting process, and directs voters to additional educational resources. The materials are available in print and online in English, Chinese, Spanish, Filipino, and Vietnamese.

The Department will continue highlighting RCV information through its Outreach Partner Toolkit section of its monthly Outreach Community Newsletter. Community partners will be encouraged to share these materials through their newsletters, meetings, social media, and other trusted communication channels. Outreach staff will also continue providing RCV demonstrations at community events and presentations and working with ethnic media outlets to share information in the languages and formats most useful to the communities they serve. This partnership-based approach helps extend the reach of the Department’s materials to voters who may not receive election information through traditional channels.

A key educational resource is the Department’s online RCV Practice Tool, which allows voters to practice marking a sample RCV contest and learn how their rankings are interpreted and counted. The tool gives voters an opportunity to become familiar with the ballot format before voting, test different ranking selections, and reinforce the instructions for marking an RCV contest correctly. Because it provides an interactive way to learn, the Practice Tool is particularly useful for voters who benefit from seeing and practicing the process rather than relying exclusively on written instructions.

The Department will continue promoting the Practice Tool through its website, social media channels, community presentations, outreach materials, and partner networks. Department staff will also demonstrate the tool during outreach events, helping voters understand how to use it independently and encouraging community organizations to share it with their members.

RCV instructions and resources will also appear in the citywide informational mailer, Voter Information Pamphlet, polling place signage, and other election materials distributed for the November 3 Election.

These outreach efforts will provide voters with multiple opportunities to learn about RCV before and during the voting period. By promoting its existing multilingual materials, community presentations, and interactive Practice Tool, the Department seeks to help voters understand how to mark RCV contests, avoid common errors, and understand how their rankings are counted.

XI. Facilitating Voting in Person

Early Voting. Early voting for the November 3 Election will take place at the Voting Center located outside the Department’s office in City Hall, Room 48, beginning October 5 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, November 3, 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.

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.

XII. 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 November 3 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) Portal, 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 portal 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 Portal 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.

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.

XIII. 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.

XIV. 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.

XV. Poll Worker Recruitment and Training

Recruitment. For the November 3 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 November 3 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 a 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.

XVI. Election Day Field Support Personnel

For the November 3 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 smartphones 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.

XVII. 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.

XVIII. 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.

XIX. 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.

XX. 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.

XXI. 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.

XXII. 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 using this voting method. 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, November 4, 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.

Also beginning Wednesday and continuing through Friday, November 13, the Department will release updated preliminary election results reports at approximately 4 p.m. each day, except Wednesday, November 11 (Veterans Day).

After November 13, 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 Wednesday, November 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 hash 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 enable 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 November 3 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.

XXIII. 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.

XXIV. 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 one percent of all participating precincts, as well as one percent 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 one percent of the polling places and a hand count of at least one percent of the vote-by-mail ballots included in the Official Canvass.

The precincts and vote-by-mail batches to be included in the tally will be randomly selected during a public process. Following the random selection, Department staff retrieve the corresponding ballot cards and manually count the votes in each selected precinct and vote-by-mail batch. The manual results are then compared to the results produced by the voting system. If any discrepancies arise between the manual count and the machine tally, the Department will investigate and determine the cause. Once all tallies and comparisons are complete, the Department will prepare a report detailing the results of the one percent manual tally.

The Department will release final election results following the completion of the Official Canvass but no later than 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: November 3 Election: Outreach Theme

Homepage Image

Department of Elections

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



The next election is Tuesday,
November 3, 2026.

[Register to vote and learn more](#)

Bus Shelter Ads



Appendix B: November 3 Election: Observable Activities Calendar

This calendar 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 (Department) 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. Designation of Letters for Local Ballot Measures

The Department assigns letters to local and district ballot measures following the procedures established in the San Francisco Municipal Elections Code.

August 10, 9:00 a.m.; City Hall, Room 48.

2. Selection of Proponent and Opponent Arguments for publishing in the Voter Information Pamphlet

When the Department receives more than one proposed proponent or opponent argument for a measure, the Department selects one official proponent argument and one official opponent argument based on established priority levels and, if necessary, by lottery.

August 13, 2:00 p.m.; City Hall, Room 48.

3. Drawing of Randomized Alphabet

The Department conducts a randomized alphabet drawing for the State Assembly District 19 contest. The Department uses the results of this drawing to determine the order in which candidate names appear on the ballot when the district includes more than one county. The Secretary of State also conducts a randomized alphabet drawing, which is used as required by state law.

August 13, 3:00 p.m.; City Hall, Room 48.

4. Logic and Accuracy Testing

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 accessible ballot-marking devices

Staff test ballot-marking devices that allow voters to independently mark their ballots using touchscreen and

assistive features.

September 21 – September 24, 8:00 a.m. – 5:00 p.m.; Warehouse, Pier 31

B. Testing of high-speed ballot scanners and other media devices

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

September 28– until complete, 8:00 a.m. – 5:00 p.m.; City Hall, Room 48

C. Testing of ballot-scanning machines

Staff test ballot-scanning machines that voters use at polling places to ensure ballots are correctly read.

September 25 – September 30, 8:00 a.m. – 5:00 p.m.; Warehouse, Pier 31

5. 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.

October 2 - October 11, 9:00 a.m. – 5:00 p.m.; City Hall, Room 40

6. Preparation of Polling Place Ballots and Roster of Voters

Department staff receive polling place ballots from the printing vendor and conduct quality control checks to ensure accuracy and completeness. The ballots are then organized and packaged for distribution to polling places. Rosters of Voters are prepared and packaged along with the corresponding polling place materials.

October 5 - October 16, 8:00 a.m. – 5:00 p.m.; Warehouse, Pier 31

7. 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.

October 5 – November 2, City Hall, in front of Room 48

- *Monday – Friday, 8:00 a.m. – 5:00 p.m., except October 12 holiday.*
- *October 24–25 and October 31– November 1 (Saturday – Sunday), 10:00 a.m. – 4:00 p.m.*

8. Vote-by-Mail Ballot Processing

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.

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

B. Signature verification

Staff compare the signatures on the return envelopes to the signatures from the voters' records.

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

C. 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.

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

D. Ballot extraction and preparation

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

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

E. Ballot scanning

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

October 6 – until complete; 8:00 a.m. – 5:00 p.m.; City Hall, Room 48, computer room

F. Ballot adjudication

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

October 24 – until complete; 8:00 a.m. – 5:00 p.m.; City Hall, Room 48

On Election Day, November 3

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. Data Collection Center

Department 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, McAllister Entrance Lobby

3. Processing Center

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.

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

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 follows the same phases and steps described in the “Before Election” section, item 8.

Ballot processing typically occurs on weekdays from 8:00 a.m. to 5:00 p.m., with hours extended as needed based on workload. Processing continues until all ballots have been counted, but no later than the December 3 certification deadline; City Hall, Room 48.

2. Provisional Ballot Processing and Tabulation

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. Processing continues until all ballots have been counted, but no later than the December 3 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

Department staff conduct the Official Canvass, an internal audit process to verify the accuracy and completeness of results. *November 4 – until complete, but no later than the December 3 certification deadline; 8:00 a.m. – 5:00 p.m.; Warehouse, Pier 31.*

5. One Percent Manual Tallies Random Selection

Staff conduct public random selection of precincts and ballot batches to be included in the manual tally. *November 17, 9:00 a.m.; City Hall, Room 48.*

6. One Percent Manual Tallies

Staff manually count ballots from the selected precincts and batches to verify the accuracy of voting system tabulation. *November 18 - until complete, 8:30 a.m. – 5:00 p.m.; Warehouse, Pier 31.*