



Election Plan

November 4, 2025, Statewide
Special Election

Friday, September 12, 2025

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

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

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

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

Pursuant to San Francisco Charter §13.103.5, the Department is required to develop an Election Plan for each election. This document outlines the Department's approach to conducting the upcoming election in a manner that is free, fair, and functional. The following is the Election Plan for the November 4, 2025, Statewide Special Election.

II. Statewide Special Election Planning

On November 4, 2025, California will conduct a Statewide Special Election in which voters will decide on Proposition 50, a legislatively referred constitutional amendment (ACA 8, Chapter 97, Statutes of 2025 – Rivas. Congressional redistricting).

Under the California Constitution, the Citizens Redistricting Commission is tasked with adjusting the boundaries of congressional, Senate, Assembly, and State Board of Equalization districts once every decade, in the year following the national census.

Proposition 50 would temporarily override the authority of the Citizens Redistricting Commission with respect to congressional districts. Specifically, it would require California to use the district boundaries adopted in [Assembly Bill No. 604](#) of the 2025–26 Regular Session for all congressional elections until the commission next redraws district boundaries in 2031.

The Statewide Special Election was officially called on August 21, 2025, when Governor Gavin Newsom signed [Senate Bill No. 280](#), which set the election date and procedures. With only 75 days between the calling of the election and Election Day, the Department faced an accelerated preparation period of less than two and a half months. This compressed timeline required the Department to launch planning and implementation efforts immediately, even as its personnel were still fully engaged in administering the September 16 election, which was in its early voting period at that time.

The Department acted quickly to secure the materials, services, and logistical support required to administer voting both by mail and in person for the November election. Staff worked closely with the Department's ballot printing and mailing vendor to ensure the timely production of ballots, mailing envelopes, voter instructions, and the assembly of complete VBM packets. Since this vendor also serves multiple counties across California, its resources were expected to be in high demand during the same period. To guarantee that all printed materials would be produced and mailed with no delays, the Department prioritized scheduling and confirmed its production timeline within days of the election being called, effectively securing its place ahead of other election clients.

Under normal circumstances, the Department develops election processes and produces election materials over the course of several months, allowing sufficient time for design, review, and testing. With less than two and a half months available, staff were required to reallocate resources, adjust schedules, and prioritize tasks to ensure compliance with the statutory and operational deadlines of both the ongoing September 16 election and the upcoming November 4 election. For example, the development of a polling place consolidation map and the recruitment of polling locations and poll workers to facilitate in-person voting on November 4 began shortly after the election was called. To meet these demands, the Department sent availability confirmation letters to polling site providers and poll workers by late August to secure commitments within the compressed timeframe and begin site assignments. In parallel, Department staff were also finalizing staffing and precinct assignment for the September 16 election, filling vacancies created by poll workers who withdrew their commitments to serve in September.

Ballot design and production for the November 4 election also proceeded on an expedited schedule. The Department drafted, proofed, and finalized the quadrilingual ballot in time for printing and mailing to military and overseas voters by September 20—a federally mandated deadline that falls just four days after the Recall Election. Other election materials, including the Voter Information Pamphlet, were subject to similarly

accelerated production, with translation, printing, and distribution processes compressed into much shorter timeframes than usual. Because the same staff responsible for producing ballots and the Voter Information Pamphlet later in the cycle also assist voters on the phone bank, these employees were required to expand the scope of their duties. They had to balance providing direct support to voters during the September 16 election with the simultaneous task of preparing all materials for the November 4 election.

In parallel, the Department worked promptly to update its digital resources, including the website, to provide voters, community partners, and the general public with timely information about the Statewide Special Election. Outreach messaging and strategies were developed to raise awareness of the November 4 election while avoiding confusion during the ongoing September 16 election. At the same time, logistical preparations for the Voting Center, ballot drop boxes, and voting equipment testing advanced without delay, requiring close inter-division coordination and work at an accelerated pace.

To meet these overlapping demands, the Department drew in part on practices implemented for the September 16 election. For the November 4 election, the Department once again consolidated polling places in accordance with provisions of the California Elections Code and with consideration for voter needs, ensuring both legal compliance and equitable access. The Department also maintained its quadrilingual approach to ballot production, enclosed ballots and the Voter Information Pamphlet in a single mailing, and transitioned certain post-election processes—ordinarily conducted at the Department’s warehouse—to available space in City Hall.

By relying on established relationships and working in close coordination with vendors and service providers, the Department was able to quickly put into place the infrastructure needed to support all voting methods—vote-by-mail, early voting at the Voting Center, and in-person voting on Election Day—despite the unplanned nature of the November election. These efforts, coupled with staff’s commitment to fulfilling the Department’s mission, allowed the Department to maximize resources and control costs while continuing to meet all statutory and operational requirements. This approach proved especially critical given that the November election was both unanticipated and unfunded, requiring the Department to take on additional responsibilities without a corresponding increase in financial or staffing resources.

III. New and Continuing Practices for the Statewide Special Election

A. Outreach Theme and Strategies

The Department’s printed and digital outreach materials will feature the *“Choose California’s Direction. Vote in the November 4 Statewide Special Election”* theme, designed to motivate voter participation while maintaining the impartiality and neutrality that are central to the Department’s work.



The wording of this theme was drafted with care and prepared deliberately, as the Department sought a message that would be both clear and encouraging while resonating with all voters. The central phrase—“Choose California’s Direction”—is intended to underscore that the decisions made in this election will have an impact extending beyond the present moment, shaping the course of the state for years to come. The use of the word “direction” conveys the idea that voters themselves hold the ability to determine outcomes and to impact the path that California will take. The accompanying call to action—“Vote in the November 4 Statewide Special Election”—grounds the message in practical terms, reminding voters of the opportunity to make their voices heard.

In drafting this theme, the Department was mindful of its obligation to remain impartial and neutral. As a result, this theme is framed broadly around the shared responsibility of all Californians, highlighting the collective nature of voting and encouraging participation by emphasizing that each individual vote contributes to the state’s direction.

The visual design of the theme reinforces these same values of inclusivity and neutrality. The imagery—mountains, palm trees, the California poppy, and the Golden Gate Bridge—was chosen to reflect the diversity of California’s geography, natural beauty, and cultural identity.

Building on this message, the Department’s broader outreach efforts for the November election are designed to translate that vision into practice by ensuring every eligible voter has the information and support needed to participate fully. Accordingly, the Department will implement a range of outreach strategies to provide voters with clear, accessible information about registration, voting options, and available language and accessibility resources.

A central component of this program will be multilingual voter education presentations. Outreach staff will deliver presentations at community centers, schools, nonprofit organizations, and neighborhood association meetings. These presentations will be available in English, Chinese, Spanish, and Filipino, giving voters direct opportunities to learn about the election process, ask questions, and connect with staff in the language they are most comfortable using.

In addition to presentations, Outreach staff will maintain a consistent presence at community events across San Francisco. At these events, voter resource tables will be set up in high-traffic areas where multilingual

staff will be available to answer questions about registration, voting options, and election services. To further expand access, the Department will also organize voter registration pop-up events at public venues such as libraries and transit hubs, making it easier for eligible residents to register or update their information while going about their daily activities.

Partnerships will play a vital role in amplifying the Department's outreach efforts. By collaborating with trusted community partners, the Department can extend the reach of its messaging and ensure voters receive timely and accurate election information through the networks they rely on most, particularly in communities that are harder to reach through traditional channels.

One important tool in this effort will be the Department's monthly Outreach Community Newsletter, which will share information about the Statewide Special Election with approximately 620 partners, including local community-based organizations and City agencies. These partners will not only receive updates directly but will also be asked to circulate the information within their own networks—through newsletters, community meetings, social media, and other communication channels—so that voters across San Francisco are made aware of key election dates, available services, and resources.

Complementing these community-based efforts, the Department has also updated its voter-facing digital tools and online resources to ensure all voters can easily find clear, accurate, and timely election information. As part of this initiative, the Department developed a dedicated webpage for the Statewide Special Election. This page serves as a hub for election-related information, including the ballot contest, key dates, and direct links to essential services such as voter registration, vote-by-mail options, polling place lookup, and accessible voting resources. Following the certification of the September 16 election, this page will be prominently featured on the Department's homepage, accompanied by the outreach theme "Choose California's Direction. Vote in the November 4 Statewide Special Election" to maximize visibility for voters.

In addition to launching this webpage, the Department has also updated two of its core online voter tools: the Voter Portal and the Voting Site Wait Times Lookup Tool. The Voter Portal, which provides personalized information such as registration status, vote-by-mail ballot tracking, and polling place details, has been revised to reflect deadlines and information specific to the November election. Similarly, the Voting Site Wait Times Lookup Tool will be updated to display polling places operating for consolidated precincts, helping voters plan their visits on Election Day.

Finally, official election publications will serve as a cornerstone of the Department's outreach strategy. The state Voter Information Guide (VIG), distributed by the California Secretary of State, and the local Voter Information Pamphlet (VIP), produced by the Department, will be mailed to all registered voters. These publications provide comprehensive information about the upcoming election, including ballot details, voting options, and key deadlines, ensuring that every household receives official, neutral, and accessible resources needed to participate in the November election.

B. Pre-Registration Card Design Contest and Youth Outreach

In conjunction with the November election, the Department will host its first-ever Pre-Registration Card Design Contest. This new initiative is designed to engage San Francisco high school students while raising awareness about pre-registration opportunities available to 16- and 17-year-olds. By aligning the contest timeline with the November election period, the Department intends to build on the heightened public focus surrounding voting activities to encourage early civic participation among young residents.

The contest builds on the success of the Department's 2023 "I Voted!" Sticker Design Contest, which invited San Francisco residents to submit creative designs for the city's next "I Voted!" sticker distributed to voters citywide. That earlier program demonstrated how design contests can spark broad community enthusiasm, highlight the creative spirit of San Franciscans, and strengthen connections between the Department and the public. The Pre-Registration Card Design Contest extends this model with a specific focus on youth, offering high school students an opportunity to contribute their creativity while also learning about pre-registration and their future role as voters.

The contest is open to all San Francisco high school students, including those enrolled in public, private, and home schools. Entries may be submitted between September 29 and October 20, 2025, with Department staff reviewing submissions between October 21 and October 28. The winning design will be announced on October 29 and will be featured on the official Pre-Registration card that the Department will distribute at future youth-focused outreach events.

To support this initiative, the Department has launched a youth outreach campaign designed both to generate student participation in the contest and to increase awareness of pre-registration and registration opportunities more broadly. Staff have been working with San Francisco Unified School District high schools as well as private and charter schools to promote the contest and provide information about how young people can pre-register to vote. The Department is also partnering with youth-serving community organizations, libraries, and neighborhood centers to share contest materials and information with students and their families. In addition, the contest is being promoted through the Department's website and social media channels, ensuring that information is widely available and accessible.

C. Ballot and Voter Information Pamphlet

For the November election, the ballot will include a single proposition, allowing the Department to produce a one-card, quadrilingual ballot with English, Chinese, Spanish, and Filipino content presented together. This approach differs from larger elections with multiple contests, where the Department must produce three separate versions of bilingual ballots.

Beginning in early October, the Department will mail vote-by-mail (VBM) packets to all registered voters. Each packet will contain four key components: the quadrilingual official ballot, multilingual voting instructions, a pre-paid ballot return envelope, and the local Voter Information Pamphlet (VIP).

The VIP will include a sample ballot, outline voting options, and direct voters to official resources for further information about the election. For statewide elections such as the November election, the California Secretary of State also prepares and distributes a Voter Information Guide (VIG) to every household. For this election, the VIG will provide a comprehensive overview of the proposition on the ballot, including the full text of the measure, fiscal analysis, and supporting and opposing arguments.

To avoid duplication and maximize efficiency, the local VIP will not repeat this material. Instead, it will focus on information tailored to San Francisco voters, including local voting options, deadlines, and available resources. Reflecting this streamlined scope, the Department will produce the VIP in a foldable 8.5 x 14" format, rather than the standard full-size booklet used in larger elections. Unlike in elections where the larger VIP typically requires a separate mailing, the November materials will be consolidated into a single envelope.

By implementing this integrated distribution method, which was successfully used in the September Recall Election, the Department will reduce printing and postage costs while also simplifying the logistics of election materials distribution.

D. Poll Worker Training: Voter Intimidation Awareness

The Department will strengthen poll worker training and resources to support the protection of voters from intimidation, the maintenance of safe, accessible, and welcoming polling places, and consistent responses to incidents on Election Day. To that end, the Department will expand its poll worker curriculum and reference materials to include explicit guidance on recognizing and responding to voter intimidation.

Poll worker training already includes sections on protecting voter rights and rules regarding electioneering near polling places. Building on this foundation, the Department will revise its Poll Worker Manual to include an expanded section on *Voter Intimidation and Prohibited Activities*. This section will define voter intimidation under law, provide examples of behaviors that may constitute intimidation, and describe prohibited activities such as the presence of firearms at or near polling places, uniformed law enforcement or security personnel positioned without authorization, or individuals questioning voters about their eligibility, immigration status, or citizenship.

The Poll Worker curriculum will also be updated to emphasize both awareness and response. Training modules will address how to recognize intimidating conduct, outline the appropriate steps to take if such conduct is observed or suspected, and detail the procedures for documenting incidents and promptly notifying Elections personnel. Poll workers will also receive guidance on how to communicate with voters in these situations, including providing reassurance that every eligible voter has the right to cast a ballot freely, privately, and without intimidation or coercion.

In addition, the Department will develop a Quick-Reference Checklist for distribution to poll workers and field support staff on Election Day. This one-page resource will highlight common signs of intimidation, provide a

concise “Do’s and Don’ts” list for responding to incidents, and include direct contact numbers for Elections personnel, and other appropriate authorities to ensure rapid escalation and resolution.

E. Voting Options

Although no new voting practices are being introduced for this election, the Department will maintain and build upon practices that have proven effective, ensuring San Francisco voters continued access to secure, convenient, and equitable voting options.

For the November 4 election, the Department will once again provide a combination of in-person and vote-by-mail (VBM) services. By September 20, VBM packets will be mailed to approximately 12,000 voters residing overseas and serving in the military, followed in early October by packets mailed to about 531,000 local voters.

Beginning October 6, the Department will open a Voting Center in front of its office in City Hall, Room 48. At this location, voters may cast ballots in person, return completed VBM ballots, and access a range of additional services, such as language assistance. Early voting will be available weekdays from 8 a.m. to 5 p.m. (closed October 13 for the holiday), during the weekend of November 1–2 from 10 a.m. to 4 p.m., and on Election Day, November 4, from 7 a.m. to 8 p.m.

Also beginning October 6, voters will have access to 37 official ballot drop boxes located throughout the city. These drop boxes will be available 24 hours a day, seven days a week, through the close of polls on November 4, providing secure and convenient ballot return options.

The Accessible Vote-by-Mail system will also open on October 6 for all voters. This system allows individuals to download and mark their ballots using assistive technologies such as screen readers, head-pointers, or sip-and-puff devices.

On Election Day, the Department will operate 100 polling places across San Francisco. Each site will provide in-person voting with an accessible ballot-marking device, same-day voter registration, and secure ballot drop-off services. To support voters, the Department will recruit and assign poll workers who can offer language assistance, answer questions, and guide voters through the voting process on Election Day.

As in past elections, during the last seven days of the voting period the Department will administer its emergency ballot delivery and pickup program. This program ensures that voters facing unexpected circumstances—such as hospitalization or other emergencies—can still obtain and cast their ballots. Through the program, voters may request that Department staff deliver and return ballots on their behalf.

By maintaining these options, with which voters are familiar election after election, and ensuring that each remains secure and accessible throughout the voting period, the Department fulfills its legally mandated

mission while fostering voter trust, which in turn promotes participation and engagement in San Francisco's elections.

IV. Organizational Overview and Scaled Staffing for the Statewide Special Election

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

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

The other five divisions focus on internal functions that ensure smooth election operations. Administration handles finance, human resources, and overall organizational coordination. Ballot Distribution oversees the processing of ballots. Information Technology supports the Department's technical infrastructure and safeguards election data systems. Polling Place Operations manages logistics, voting equipment, and supplies. Voter Records maintains voter registration data, oversees early voting services, and conducts signature verification for petitions and vote-by-mail ballots.

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

In preparing and administering the November election, the Department will rely primarily on its year-round personnel to carry out election tasks. Leveraging the expertise and institutional knowledge of permanent staff will reduce the need for seasonal hiring, helping the Department control expenses and avoid the additional costs and time required for recruitment and training. As a result, the Department will hire and onboard approximately 65 temporary employees to assist with this election, compared to the 300 typically required for a citywide election. This reduced staffing model has also been made possible by the single-card ballot, which lessens the workload and resource demands normally associated with larger, multi-contest elections.

V. Public Observations

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

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

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

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

VI. Online, Telephone, and In-Person Services

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

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

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

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

For those who prefer phone support, the Department staffs public information lines. In addition to an English-language line, dedicated lines are available for voters who prefer to receive election information in Cantonese, Mandarin, Spanish, or Filipino. The Department also contracts with a language interpretation vendor to provide year-round assistance in many other languages.

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

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

For this election, the Department will extend its public hours on the voter registration deadline, October 21, and will be open the weekend before Election Day to provide in-person services and voter assistance.

VII. Official Ballot

For every election, the Department produces official ballots in San Francisco's four required languages—English, Chinese, Spanish, and Filipino. In addition, the Department prepares paper facsimile (reference) ballots in Burmese, Japanese, Korean, Thai, and Vietnamese to support voters with limited English proficiency by allowing them to reference their preferred language while marking the official ballot.

For the November election, the official paper ballot will consist of a single card printed in English, Chinese, Spanish, and Filipino.

Alongside the production of paper ballots, the Department has also developed the corresponding digital versions for use with the Accessible Vote-by-Mail (AVBM) system. As required by law, the AVBM system will be made available to military and overseas (MILOS) voters by September 20 and to all other voters beginning October 6. In addition to AVBM ballots, Department staff have prepared touchscreen and audio ballot formats for use with accessible ballot-marking devices deployed at in-person voting sites, ensuring that voters with accessibility needs can cast their ballots privately and independently.

VIII. Voter Information Pamphlet and Sample Ballot

For every election, the Department prepares a Voter Information Pamphlet (VIP) that includes details about local contests and candidates, available voting options, and a sample ballot. The VIP is produced in both print and digital formats in English, Chinese, Filipino, and Spanish, 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, or National Library Service (NLS) cartridge.

For statewide elections, such as the upcoming November election, the California Secretary of State produces and distributes a Voter Information Guide (VIG) to every household. Because the VIG thoroughly covers the information specific to the November election, the local VIP will instead focus on outlining voting options, highlighting key election deadlines, and providing a sample ballot.

With this streamlined content, the VIP for this election will be produced in an insert format (8.5 x 14") rather than the standard full-size pamphlet. This smaller version allows the pamphlet to be included directly in each vote-by-mail ballot packet, as was done for the September Recall Election. These packets will be mailed to voters in early October. Translated editions in Chinese, Spanish, and Filipino, as well as alternate-format versions, will also be sent to voters who have requested them.

IX. Facilitating Voting in Person

Early voting. Early voting for the November Election will take place in the Voting Center organized outside the Department's office, Room 48, throughout the 29-day early voting period beginning on October 6. Voters may cast their ballots in person Monday through Friday from 8:00 a.m. to 5:00 p.m.; on Saturday, November 1, and Sunday, November 2, from 10:00 a.m. to 4:00 p.m.; and on Election Day, Tuesday, November 4, from 7:00 a.m. to 8:00 p.m.

Throughout this period, eligible San Francisco residents may visit the Department's office to receive in-person assistance, use accessible voting equipment, pick up or drop off a ballot, obtain a replacement ballot, or complete conditional registration and vote provisionally after the registration deadline. Accessible ballot-marking devices will also be available for voters who need them.

Polling place services. To facilitate in-person voting on Election Day, the Department will operate 100 polling places throughout the City.

In alignment with California Elections Code §12241, which permits the consolidation of voting precincts in certain elections, the Department will implement such consolidations for the November Election. In determining which precincts to consolidate, the Department considered several factors, including limiting consolidations to no more than six precincts per polling place, avoiding the crossing of congressional, assembly, or supervisorial district lines, ensuring accessibility at all locations, preventing the need for voters to cross major thoroughfares or geographic barriers, and requiring that locations provide sufficient space to accommodate voters comfortably.

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

Each of the 100 polling places will be open from 7 a.m. to 8 p.m. on Election Day. All locations will provide in-person language assistance through bilingual poll workers or, when needed, through an interpretation service available by phone. The Department will also make facsimile (reference) ballots available in Burmese, Japanese, Korean, Thai, and Vietnamese at every site. In addition, all polling places will offer accessible ballot-marking devices with touchscreen and audio ballot formats, and accessible voting tools such as page magnifiers, pen grips, and seated voting options.

At all polling places, the Department will provide ballot-scanning machines to tabulate votes onsite. Voters who surrender their vote-by-mail ballot, or whose names appear in the Roster of Voters without a record of their ballot being received by the Department, will be issued a standard (non-provisional) ballot that can be tabulated by a ballot-scanning machine. Provisional voting will be available to voters whose names do not appear in the Roster, such as those who missed the registration deadline.

X. Facilitating Voting by Mail

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

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

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

Vote-by-mail ballot drop box infrastructure. For the November election, San Francisco voters will have 24/7 access to 37 secure ballot drop boxes located in neighborhoods across the City. Any voter may use an official drop box to return their own ballot or the ballot of another California voter who has authorized them to do so.

Each drop box is easily identifiable, bearing the American flag and the official seal of the City and County of San Francisco, and is clearly marked as an *"Official Ballot Drop Box."* All boxes are installed outdoors on accessible paths of travel and feature a ballot deposit slot positioned approximately 42 inches from the ground to ensure convenient access for voters using wheelchairs or other mobility aids.

To maximize accessibility, every box includes high-contrast, large-print notices with an anti-glare finish for visibility in varying light conditions, as well as Braille-embossed instructions to guide voters in locating the

ballot slot. All instructions are provided in English, Chinese, Spanish, Filipino, Burmese, Japanese, Korean, Thai, and Vietnamese to serve San Francisco's diverse electorate.

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

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

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

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

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

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

XI. Facilitating Voting for Eligible Persons Detained in Local Jails

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 protects the voting rights of those detained in San Francisco's currently operating jails through its Incarcerated Voting Program (IVP), offering outreach, registration and voting services.

In all recent elections, the IVP program has been conducted in collaboration with the Sheriff's Office's Prisoner Legal Services (PLS), a law enforcement unit unique to San Francisco. Both those currently housed in jails and those recently released may request assistance from PLS. In addition to assisting justice-involved persons with access to courts, notary services, housing, and child custody issues, PLS also works with the Department to provide registration and voting services to this population.

As in any election, administration of the November election IVP program will necessitate management of three activities: 1) Maintenance of voter records, 2) Voter outreach and registration, and 3) Delivery of official elections materials and notices to voters. Following is a brief description of the three activities undertaken by the Department to facilitate IVP.

1. Maintenance of voter records. Approximately three weeks before the start of each early voting period, the Department sends PLS a list of voters who registered through the IVP in the previous election cycle and have not subsequently updated their registration. PLS then determines who on the old list is either still in custody or has been recently released and provides the Department with an updated list. Using the new PLS list, the Department updates the voter records in its Election Information Management System and prepares for printing, assembly, and delivery of ballots and Voter Information Pamphlets (VIPs) to voters on the new list – including both those currently in custody and those recently released.

Accurate maintenance of the records of voters in custody throughout each election cycle requires near-daily attention, as some voters who are part of the IVP before the start of the early voting period may be released at any time before vote-by-mail ballots are set to be delivered, while others may become involved with the justice system at any time up through Election Day. Given this dynamic situation, the Department keeps in nearly constant contact with PLS staff throughout the election cycle to ensure those who are either still in San Francisco County jails or have recently been released receive their ballots and Voter Information Pamphlets.

2. Voter outreach and registration. Various safety rules are currently in place at local county jails to protect facility staff and visitors, as well as the incarcerated individuals themselves, some of which limit the extent and type of outreach activities the Department may conduct. To comply with these rules and provide outreach, the Department develops and provides to PLS staff various materials at the start of every election cycle. These materials include multilingual flyers with key election information, posters on the value of civic engagement and voter rights for justice-involved people, and pocket-size cards that explain the conditions under which justice-involved people can register to vote and vote (e.g., those on parole), as well as those under which justice-involved people may neither register nor vote (e.g., those currently serving a state or federal prison term for the conviction of a felony). PLS staff, in turn, place these election outreach materials in jail housing areas where they can be easily accessed by incarcerated individuals.

The Department also provides PLS staff with paper voter registration forms and training on how to help register individuals and conduct voter registration drives. This in-depth training covers voter registration eligibility requirements, key election dates and deadlines, and relevant laws about assisting others in

completing voter registration forms. In addition to covering how to help someone register using a paper form, the Department also trains PLS staff to help incarcerated persons register using the Secretary of State's online registration form.

3. Delivery of official election materials and notices. The Department provides vote-by-mail ballot packets and Voter Information Pamphlets to all registered local voters detained in San Francisco county jails, as it does for all other registered local voters. However, the method of delivery of these materials to incarcerated voters is different; instead of mailing vote-by-mail ballot packets and pamphlets to the jailhouse – which could lead to delays in distribution of materials to detainees – the Department arranges for PLS personnel to pick up these materials from the Department's office at City Hall and hand-deliver them directly to IVP voters in jail. PLS staff make several such pickup and delivery trips in each voting period, also collecting marked ballots and delivering replacement vote-by-mail ballots as necessary.

Given that voters in jail may not be able to easily call the Department or access its online tools to inquire about their ballot status, the Department coordinates with PLS staff to provide notice to IVP voters whose ballots were received and counted. This notice is provided to any IVP voter who either successfully cast a vote-by-mail ballot, or successfully cured a ballot challenge.

To make the experience of casting a vote-by-mail ballot from jail as close as possible to the experience of other voters, the Department deploys official red ballot boxes used by other San Francisco voters to the City's jails. These ballot boxes are placed in jail housing areas and supervised by a deputy sheriff at all times during the voting period. To ensure expeditious processing of ballots returned by individuals in custody, the Department works with PLS staff to establish procedures and processes to support several secure ballot transfers at predetermined dates throughout the voting period up until 8 p.m. on Election Night.

In the November election, the Department anticipates providing registration and voting services to approximately 600 people housed in San Francisco jails.

XII. Facilitating Emergency Ballot Delivery Program

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

All Department staff involved in ballot delivery receive training focused on protecting voter privacy, ensuring the right to a secret ballot, and offering translation assistance. Training materials provide detailed guidance on setting up accessible ballot-marking devices in homes and facilities, communicating effectively with voters

using touchscreen or audio ballots, providing respectful and helpful assistance with completing forms or marking ballots, and avoiding any discussion of political views or influence on voting decisions.

XIII. Poll Worker Recruitment and Training

Recruitment. For the November election, the Department will recruit and train approximately 600 poll workers to staff 100 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.

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

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

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

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

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

XIV. Election Day Field Support Personnel

For the November election, the Department will hire and train approximately 15 Field Election Deputies (FEDs) and six District Support Drivers (DSDs) to support polling place operations and accessibility efforts.

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

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

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

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

XV. Logic and Accuracy Testing of Voting Equipment

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

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

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

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

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

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

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

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

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

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

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

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

XVI. Delivery of Voting Equipment and Supplies to Polling Places

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

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

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

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

XVII. Pre-Election Day Ballot Processing

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

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

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

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

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

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

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

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

XVIII. Election Center

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

The Election Center will include several specialized phone banks, each serving a distinct function:

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

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

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

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

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

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

XIX. Retrieval and Receipt of Vote Data and Ballots

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

After printing the reports, the inspector breaks the machine's security seals, removes the memory cards, and secures them in a tamper-evident transport bag. At the same time, the poll worker team collects and counts paper ballots from both the ballot-scanning machine and the red ballot box, placing them in designated closing bags. Poll workers also reconcile the number of signatures in the voter roster with the number of

voted ballots and complete the Posted Ballot Statement (PBS), an itemized summary of all ballots used at the polling place. As required by local elections law, a copy of the PBS is posted outside the polling place.

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

To support the return and secure handling of election materials for the November Election, the Department will operate two collection points on Election Night, consistent with its procedures for citywide elections. The Data Collection Center will receive memory cards from ballot-scanning machines while the Processing Center will receive voted ballots, voter rosters, and other essential election materials.

XX. 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 (Preliminary). After the polls close, the Department will release three preliminary results reports:

1. At approximately 8:45 p.m., a report consisting of results from vote-by-mail ballots received before Election Day.
2. At approximately 9:45 p.m., a report incorporating Election Day results from polling places that have reported by that time.
3. As soon as all polling places have reported, a report incorporating results from in-person voting at all 100 polling places.

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

Canvass Period Daily Reporting (Preliminary).

1. Beginning Wednesday, November 5, the Department will publish a report with the approximate number of ballots remaining to be counted.

2. On Thursday, November 6, and Monday, November 10, the Department will release updated preliminary election results reports at approximately 4 p.m.
3. Beginning the week of November 17 and continuing until certification, the Department will release updated results once per week on Mondays at approximately 4 p.m.

The Department will post a notice on its website of any changes to the results reporting schedule.

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

Final results reporting. The Department will release final election results by the election certification deadline set by law.

After certifying the election results, the Department will transmit the final results to the Secretary of State's office, deliver the certified statement of results and supporting attachments to the Clerk of the Board of Supervisors, and post these documents on its website. The Department will also issue a press release and post notices on its social media channels to inform the public that the election results have been certified.

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

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

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

The Department will also post transaction logs from the voting equipment used in the November 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.

XXI. 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.

XXII. Canvass

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

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

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

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

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

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

The Department will release final election results following the completion of the Official Canvass but no later than 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 4, 2025, Statewide Special Election, Calendar of Observable Activities

Before Election Day			
Activity	Details	Time	Location
Logic and Accuracy Testing Live Stream	Testing of ImageCast Central (ICC) Scanners and other media devices	September 29 – until complete	City Hall, Rm 48
	Testing of ImageCast X Ballot-Marking Devices	September 29 – October 1, 7 a.m. – 3:30 p.m.	Warehouse, Pier 31
	Testing of ImageCast Evolution Ballot-Scanning Machines	October 1 – October 3, 7 a.m. – 3:30 p.m.	Warehouse, Pier 31
Poll Worker and Field Support Training	For details and schedule, contact (415) 554-4375		
Voting Center	Beginning 29 days before the election, any voter may vote in person or drop off their vote-by-mail ballot at the Voting Center in front of Room 48 of City Hall.	October 6 – November 4, Monday – Friday, 8 a.m. – 5 p.m. November 1 – 2, Saturday – Sunday, 10 a.m. – 4 p.m.	City Hall, in front of Rm 48
Vote-by-Mail Ballot Processing Live Stream	Ballot envelope sorting and scanning for signature verification	October 6 – until complete	City Hall, Rm 48
	Ballot remake	October 7 – until complete	City Hall, Rm 48
	Ballot extraction	October 7 – until complete	City Hall, Rm 48
	Ballot scanning	October 7 – until complete	City Hall, Rm 48
	Ballot adjudication	October 7 – until complete	City Hall, Rm 48
	<i>For activity on a specific day, contact (415) 554-4375.</i>		
Official Ballot Drop Boxes	Any voter may return their vote-by-mail ballot to any of the City's 37 official ballot drop boxes, or the two official ballot drop boxes at City Hall, available from 29 days before the election through Election Day.	October 6 – November 4 at 8 p.m.	For locations, visit sfelections.gov/balлотdropoff
Mock Election Day Support Center	An internal practice of logging and resolving inquiries and issues in a simulated environment similar to Election Day.	November 1, 11 a.m. – 1 p.m.	City Hall, Rm 48

Election Plan November 4, 2025, Statewide Special Election

On Election Day

Activity	Details	Time	Location
Voting Center / Polling Places	The City Hall Voting Center and 100 polling places are open to voters who wish to register to vote or vote in person, use accessible voting equipment, receive personal assistance, or return their vote-by-mail ballots.	7 a.m. – 8 p.m.	For locations, visit sfelections.gov/MyVotingLocation
Official Ballot Drop Boxes	Voters may return their vote-by-mail ballots using an official ballot drop box.	Open until 8 p.m.	For locations, visit sfelections.gov/ballotdropoff
Election Day Support Center Live Stream	Provides support to poll workers and dispatches in-person assistance to polling places when needed.	5:30 a.m. to approximately midnight	City Hall, Rm 48
Processing Center Live Stream	Receives voted ballots, rosters of voters, and other materials from polling places.	Begins after 8 p.m. and continues until all polling place materials have been received	City Hall, Rm 68
Data Collection Center	Receives memory cards from polling places.	Begins after 8 p.m. and continues until all polling place memory cards have been received	City Hall, Rm 68
Election Night Results Reporting	Results are available at: - sfelections.gov/results - Department of Elections, City Hall - San Francisco Government Television SFGTV, Channel 26	Preliminary results will be released at approximately 8:45 p.m., with updates provided on Election Night and throughout the canvass period.	City Hall, North Light Court

After Election Day

Activity	Details	Time	Location
Ballot Processing and Tabulation Live Stream	Ballots include vote-by-mail ballots that voters returned to polling places and official ballot drop boxes, and that the Department received in the mail within seven days of Election Day; and vote-by-mail ballots that were timely remedied by voters.	Continues until all ballots have been counted and the results are certified (no later than certification deadline)	City Hall, Rm 48
Provisional Ballot Processing and Tabulation Live Stream	Verification of provisional envelopes cast at polling places on Election Day and extraction of ballots from envelopes in preparation for counting.	Continues until all ballots have been counted and the results are certified (no later than December 2)	City Hall, Rm 48
Results Reporting after Election Night	The Department holds press briefings and posts updated results on its website on any day ballots are tabulated.	Daily at approximately 4 p.m.	In front of Rm 48 and at sfelections.gov/results
Canvass Live Stream	An internal audit of the election to ensure the accuracy of results.	November 5 until complete, but no later than certification deadline, 8 a.m.- 5 p.m.	City Hall, Rm 68
1% Manual Tallies Random Selection Live Stream	Random selection of precincts and batches for manual tallies.	November 19, 9 a.m.	City Hall, Rm 48
1% Manual Tallies Live Stream	Manual count of ballot cards from random selection.	November 20, 8:30 a.m.	City Hall, Rm 68