

## ELECTION OBSERVER RULES

OBSERVERS should sign in at front desk and pick up ID badge.

OBSERVE only and do not assist, talk or interfere with any elections process. Staff have been instructed to NOT speak to observers.

QUESTIONS should be made in writing, addressed to Annette. She will attempt to answer such inquiries by the end of the day. If you wish to observe another election process, staff will need to escort you to that location. Do not walk around unescorted or you will be asked to leave.

DO NOT HANDLE ballots, printouts, computers, logs, reporting forms or anything related to the elections process without the presence and consent of Annette, Roxann or Marle.

A SUPERVISOR may ask an observer to leave if they are disruptive or interfering with elections processes.

OBSERVER badges are required while you are observing elections procedures. Return your OBSERVER badge any time you are leaving the building for the day.

**Parking:** Do not park in one of the public spots behind the Elections Office. These are short-term spaces for voters only. Violators may be towed or ticketed.

**While waiting:** Observer space is limited, as is space for observers to wait for their turns to view elections processes. Observers in the lobby should be limited to one or two persons per organization, space permitting.

**Access to staff areas:** Observers **are not permitted** in staff areas without an escort. Ask staff to assist you before entering elections staff areas. Those who disregard this rule will be asked to leave.

**While viewing:** Observers must remain seated out of the flow of foot traffic. If you feel you cannot see processes you intend to view, ask to speak to a supervisor.

**Cell phones:** Not allowed in the building. Turn them off or leave them outside.

**Fragrances:** No perfumes or colognes. Observers who wear noticeable scents may be asked to leave.

**Restrooms:** Public restrooms are located at the Eugene Public Library, 100 W 10<sup>th</sup> Ave., Eugene.