



LANE COUNTY ELECTIONS OBSERVER RULES

Observers should:

- Sign in at the front counter on the Observer Log
- Wear required pink observer ID badge at all times while observing
- Write questions down for referral to the Lane County Clerk or a Supervisor
We will attempt to answer inquiries by the end of the day
- Observe quietly, do not disrupt or interfere in any process
- Conduct themselves in a professional manner
- Contact designated staff when you need to be escorted to another area or need to leave the building
- Return your ID badge to the designated staff when you leave the building
- Sign out on Observer Log when leaving for the day

Observers must:

- Not handle ballots, printouts, computers, logs, reporting forms, signature sheets or anything related to the election process without the presence and consent of the County Clerk or Supervisor
- Not assist, talk, or interfere with any election process. Staff have been instructed NOT to speak with observers
- Not walk around unescorted

Failure to follow the above rules will result in you being asked to leave.

Parking: Paid and street parking is available. 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 turn to observe election 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. If you disregard this rule, you will be asked to leave.

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

COUNTY CLERK / ELECTIONS

275 W 10th Ave / Eugene OR 97401-3008 / (541) 682-4234 / Fax (541) 682-2303
9am-Noon and 1pm-4pm Monday-Friday / 7am-8pm on Election Day

Cell phones/cameras/video cameras/binoculars: Turn cell phones off when inside the building. Binoculars are not permitted. Recording devices of any type, including cameras and video cameras are not permitted.

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

Restrooms: Mobile public restrooms are located outside the Eugene Public Library, 100 W 10th Ave.

THE FOLLOWING NEW RULES HAVE BEEN PLACED IN EFFECT DUE TO THE COVID-19 HEALTH PANDEMIC.

Personal Protective Equipment: Observers must wear the following items of personal protective equipment at all times while present in the Lane County Elections Offices areas not normally accessible by the public.

- An approved face mask or covering

Body Temperature Scanning: Observers will allow a member of elections staff to scan their body temperature using a no-touch thermometer. Observers with a current body temp in excess of 99° will not be permitted to observe until their temperature is below 99°.

Thank you for your cooperation.