

# OBSERVER ANNOUNCEMENT

Welcome to the November 5, 2024 General Election cycle. Our goal is to provide all interested parties with an equal opportunity to observe the election process.

## Where can I find information about observing?

Resources for observing the election process can be found on the Elections page of the Coos County website, under the Observation tab, or by clicking the link below. These resources include:

<https://www.co.coos.or.us/clerk/page/election-observation>

- Observer Announcement
- Observer Agreement & Request Form
- Observer Availability Chart
  - Updated periodically
- Election Overview Handout
- Voter & Observer Rights Handout

## How do I observe?

1. Review the [Observer Availability Chart](#) for the election you want to observe;
2. Choose 3 different dates and times that show a number other than 0 in which you would like to observe;
3. Complete an [Observer Agreement & Request Form](#), with those 3 different dates and times listed in order of preference. If multiple times for a single day are submitted, only the first option for that day will be considered;
4. Submit to the Coos County Elections Office using one of the methods designated on the bottom of the form;
5. Within one week, an email will be sent from the Coos County Elections Office with information about your scheduled observation time;
6. Read all materials provided by the Coos County Elections Office before arrival;
7. Once present at the Coos County Courthouse for your scheduled observation time, wait, outside of the Elections Office, for your name to be called by election staff.
  - a. The Coos County Elections Office is a scent-free zone. Please refrain from wearing cologne, perfume or other scented products during your scheduled observation time.

*Coos County Courthouse, 250 N Baxter St, Coquille, OR 97423*

## How am I scheduled?

Once submitted, each Observer Agreement & Request Form is date and time-stamped in the order it was received. Going in order, each observer is scheduled an available time of their preference. Within one week of submittal, individuals can expect to receive a confirmation email from this office.

## What else should I be aware of?

- Primary and General Elections are some of the busiest times for any election's office. **It is encouraged that observation requests be submitted by October 17, 2024**, as staff will have extremely limited time to process them in the weeks immediately prior to the election.
- There is no guarantee ballot processing will be occurring during an observers' scheduled time, as the election process is dependent upon voter turnout.
- Observer policies and procedures are a work-in-progress. We continually strive to increase accessibility to the public without impacting our ability to conduct elections.
- The Elections Office anticipates a high level of interest during this election cycle. It is highly recommended that individuals submit their Observer Agreement & Request Form early in order to secure their preferred observation time.