

# OBSERVER ANNOUNCEMENT

Welcome to the March 12, Special 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:

[www.co.coos.or.us/clerk/page/election-observation](http://www.co.coos.or.us/clerk/page/election-observation)

- Observer Announcement
- Observer Agreement & Request Form
- Observer Availability Chart
  - Updated weekly
- Election Overview Handout
- Adjudication Examples 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 a week, an email will be sent from the Coos County Elections Office, to the email provided, with information about your scheduled observation time;
6. Read all materials provided by the Coos County Elections Office before arriving for your scheduled observation time;
7. Arrive at the Coos County Courthouse, address below, at your scheduled observation time and wait for your name to be called by election staff.

*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 a week of submittal, individuals can expect to receive a confirmation email from this office.

## What else should I be aware of?

- 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.