

NOTICE OF VOTE-BY-MAIL BALLOT PROCESSING AND CANVASSING

NOTICE IS HEREBY GIVEN that I, Liza Tamura, City Clerk of the City of Manhattan Beach, do appoint the following named individuals to serve as a Processing/Canvassing Board, to process/canvass vote-by-mail ballots and provisional ballots for the General Municipal Election to be held on **March 3, 2015**.

PRE-ELECTION PROCESSING/CANVASSING

(For vote-by-mail ballots received prior to or on Election Day)

PROCESSING

Beginning **Tuesday, February 2, 2015** (E-29)
Daily, 8:00 a.m. to 5:00 p.m.

Inspector: Liza Tamura
Clerk: Sandy Shaw
Clerk: Karen Arguelles
Clerk: Matt Cuevas
Clerk: Danielle Osborne

Pursuant to Elections Code Section 15101(a) the processing of vote-by-mail ballots (verification of signature and address and updating voter records) may begin 29 days before the election, and thus will commence at **8:00 a.m. on Tuesday, February 2, 2015**, at Manhattan Beach City Hall, City Clerk's Office, 1400 Highland Avenue, Manhattan Beach, CA. 90266. Vote-by-mail ballot processing may occur daily thereafter between **8:00 a.m. and 5:00 p.m.** To determine if ballot processing will take place on a particular day, please call (310) 802-5056.

Tuesday, March 3, 2015
6:00 p.m.

Inspector: Liza Tamura
Clerk: Diane Gladwell
Clerk: Sandy Shaw
Clerk: Matt Cuevas
Clerk: Tatyana Peltekova
Clerk: Karen Arguelles
Clerk: Danielle Osborne
Clerk: Sona Coffee
Clerk: Gill Gamboa
Clerk: Mary Kirchwehm
Clerk: Christine Tomikawa
Clerk: Janna Payne
Clerk: Gwen Eng
Clerk: Kerry Dienelt
Clerk: Libby Bretthauer
Clerk: Cynthia Mickschl
Clerk: Cyndi Strand

Ballot Inspection/Duplication Board
Write-in Board
Duplication Verification Supervisors

Pursuant to Elections Code Section 15101(b) the pre-election **canvassing** of vote-by-mail ballots (opening the returned vote-by-mail ballot envelopes, removing the ballots, accurately duplicating any damaged or defective ballots, and preparing the ballots for the ballot count) may begin 7 business days before the election. Pre-election canvassing will commence at **6:00 p.m. on March 3, 2015** at Joslyn Community Center, 1601 N. Valley Drive, Manhattan Beach, CA. 90266.

The **count** of the vote-by-mail ballots (those received on or prior to election day that have been processed and canvassed as described above) will commence at **8:01 p.m. on Tuesday, March 3, 2015**, at Joslyn Community Center, Auditorium, 1601 N. Valley Drive, Manhattan Beach, CA. 90266.

POST-ELECTION PROCESSING/CANVASSING

(For vote-by-mail ballots and provisional ballots received on Election Day and vote-by-mail ballots received up to 3 days following the election)

PROCESSING

Beginning Wednesday, March 4, 2015
Daily, 8:00 a.m. to 5:00 p.m.

Inspector: Liza Tamura
Clerk: Sandy Shaw
Clerk: Karen Arguelles
Clerk: Matt Cuevas
Clerk: Tatyana Peltekova
Clerk: Danielle Osborne

The post-election processing of vote-by-mail ballots and provisional ballots (verification of signature and address and updating voter records) will begin at 8:00 a.m. on Wednesday, March 4, 2015, at Manhattan Beach City Hall, City Clerk's Office, 1400 Highland Avenue, Manhattan Beach, CA. 90266. Vote-by-mail ballot and provisional ballot processing may occur daily thereafter between 8:00 a.m. and 5:00 p.m. To determine if ballot processing will take place on a particular day, please call (310) 802-5056.

CANVASSING

Monday, March 9, 2015
8:00 a.m.

Inspector: Liza Tamura
Clerk: Diane Gladwell
Clerk: Sandy Shaw
Clerk: Karen Arguelles
Clerk: Matt Cuevas
Clerk: Tatyana Peltekova
Clerk: Danielle Osborne

The post-election **canvassing** of vote-by-mail ballots and provisional ballots (opening the returned vote-by-mail ballot envelopes, removing the ballots, accurately duplicating any damaged or defective ballots, and preparing the ballots for the ballot count) will commence at 8:00 a.m. on Monday, March 9, 2015, at Manhattan Beach City Hall, City Council Chambers, 1400 Highland Avenue, Manhattan Beach, CA. 90266. And, the post-election day **count** of the 2nd batch of vote-by-mail ballots and provisional ballots will commence immediately thereafter.

/s/ Liza Tamura

Liza Tamura, City Clerk

March 2, 2015

Date