



2023 Observer Coordinator Guidelines

Coordinator will be paid a \$250.00 lump sum stipend for each election held during the agreement period, after certification of the election, or of any potential recount if the conditions of this agreement are met.

Coordinator shall:

- Sign this agreement.
- Attend the Mandatory Election Observer training session.
- Recruit Observers and provide motivation for attendance.
- Schedule Observers for the mandatory training offered by the Auditor's Office.
- Schedule observers to work shifts for each election process and ensure that a trained Observer is present for each of the activities.
- Provide the Auditor's Office with the Observers' schedule and a list of participants along with e-mail address.
- Be the liaison between Observers and the Auditor's Office.
- Emphasize to all participating observers the rules of observing at the Elections Division as set forth in the Observer Guide.

The Auditor's Office shall:

- Encourage Observers to be present beginning with the initial daily processing of ballots (Approximately E-45) through election certification.
- Notify the Observer Coordinator of the dates and times for each election.
- Organize payment and track hours of each of the paid observers.

Other Terms and Conditions:

- Nothing in this agreement shall be construed to create a relationship of employer-employee.
- The performance of all or part of this agreement by the individual shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the individual by the County at the present time or in the future.
- Benton County shall have no obligation to pay benefits.
- The absence of Observers will not prevent the processing of ballots and the carrying out of election related activities.
- County reserves the right to review the observer list and to remove names from the list of persons who lack the ability to properly serve as observers after training has been made available to them by the auditor (RCW 29A.60.170).

Termination for Public Convenience: The County may terminate this agreement in whole or in part whenever the County determines, in its sole discretion, that such termination is in the interests of the County. Whenever the agreement is terminated in accordance with this paragraph, the individual shall be entitled to payment for actual activities performed at a pro-rated share for completed items. An equitable adjustment in the stipend for partially completed activity attendance will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted activities. Termination of this agreement by the County at

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any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County. The Coordinator shall notify the County in writing should they be unavailable to serve for any election under this agreement or the remainder of the agreement period. Should the Coordinator be unable to serve, the County reserves the right to contact the Chair for a replacement and enter into additional Coordinator agreement(s) for a given election(s).

Critical Election Activities:

Activity Election Calendar (Approximate)

- Logic and Accuracy Test – July 5th, 2023 2pm- One hour shift
- Attend Mandatory Observer training – Friday, July 7th, 2:00 pm
- Receiving and Signature Verification – Beginning July 17th at 1:00 pm and daily depending on ballot turnout
- Ballot prep – Beginning July 24th at 9:00 am running through Election week (exact dates and times TBD)
- Canvassing Board Meeting(s) (Voter Intent) August 14th – 9:00 am (length of process TBD)
- Canvassing Board Certification Meeting August 15th - 9:00 am
- The Coordinator may fill these shifts personally or schedule other Observers.

The Coordinators are encouraged to check in with the Election Manager to confirm starting times and process dates as processes may change depending on voter turnout.

Coordinator Signature: _____ Date: _____

Printed Name: _____

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