



Official Canvass Manual

June 7, 2016
PRESIDENTIAL PRIMARY ELECTION

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Registrar of Voters

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Overview

The Official Canvass is conducted by the Registrar of Voters (ROV) to complete the official counting of qualified precinct ballots and Vote by Mail ballots, including provisional, and write-in votes, and to verify the accuracy and validity of the results through the reconciliation of voter signatures with the number of ballots cast. Any discrepancies are resolved through canvassing of official election materials and the voting systems used by the County. A manual tally of 1% of the total number of precincts in every contest and 100% of the Voter Verified Paper Audit Trail (VVPAT) tapes are also conducted as part of the Canvass.

Time for Conducting Canvass

The Canvass shall commence no later than the Thursday following the election, shall be open to the public, and, for state or statewide elections, shall result in a report of results to the Secretary of State. The Canvass shall be continued daily, except on holidays and weekends, for not less than six hours each day until completed. (Cal. Elections Code section 15301.)

Upon completion, the ROV prepares a certified statement of the election results and submits it to the Board of Supervisors, the governing board(s) and/or the Secretary of State, as required.

Tasks of the Official Canvass

The Official Canvass includes, but is not limited to, the following tasks (Cal. Elections Code section 15302):

- a. An inspection of all materials and supplies returned by Election Officers.
- b. A reconciliation of the number of signatures on Roster Indexes with the number of ballots recorded on ballot statements.
- c. In the event of a discrepancy in the reconciliation required by subdivision (b), the number of ballots received from each polling place shall be reconciled with the number of ballots cast, as indicated on the ballot statement.
- d. A reconciliation of the number of ballots counted, spoiled, canceled, or invalidated due to identifying marks, over-votes, or as otherwise provided by statute, with the number of votes recorded, including Vote by Mail and provisional ballots, by the vote counting system.
- e. Processing and counting any valid Vote by Mail and provisional ballots not included in the semifinal official canvass.
- f. Counting any valid write-in votes.
- g. Reproducing any damaged ballots, if necessary.

- h. Reporting final results to the Board of Supervisors, the governing board(s) and/or the Secretary of State, as required.

Observers

The Registrar of Voters (ROV) welcomes the public to observe (at any time) its various election activities, including the Canvass. In order for the ROV to comply with various legal, confidentiality, security, safety and space limitation requirements, there may be restrictions on the number and placement of observers, the taking of handwritten notes, etc. To facilitate the coordination of Observers, those wishing to observe an election activity should contact the ROV to confirm the date, time and availability of such activities.

When a visitor the ROV office would like to observe election activities, the observer will first be issued an Observer's Badge and provided with Observer Guidelines (Attachment 1). Thereafter, the observer will be escorted during the selected election activity.

Observers may view all aspects of the Canvass. The ROV will have specifically designated staff available to answer questions or concerns as to prevent any unnecessary interruptions that may delay the conducting of the Canvass. By law, Observers shall not assist in the operations of the Canvass. No person (except staff designated by the Registrar of Voters or Assistant Registrar of Voters), shall touch any voting system, ballot container, Vote by Mail or provisional ballot or their envelope. To avoid distractions, please keep conversations to a minimum.

Failure to follow the Observer Guidelines may require the ROV to take appropriate action to ensure the legality of the Canvass process.

Canvass Preparation

Pre-Election

Approximately four weeks prior to the election, the Canvass Manager (CM) creates the canvass schedule and timelines for the canvass period, subject to approval by the Registrar of Voters (ROV). The CM also creates appropriate canvass forms. The Mapping Division manager creates a voting precinct file and provides it to the CM. The Precinct Operations Division provides the CM with the list of all multiple-boarded precincts. The CM enters the precinct information on the Precinct Canvass Report (PCR) (see Attachment # 1).

Midday Ballot Pickup

The Midday Ballot Bag Workers remove all the precinct ballots from the Orange Ballot Bags and record the quantity on the Midday OBS. They inspect and process the ballots to be delivered to 400C Room.

The Midday VBM Workers process the following:

- Remove all VBM envelopes, PV envelopes and the Unsigned Ballot Statements from the Blue Ballot Bags received from the Midday Courier Teams.
- Record the quantity of the VBM envelopes and the Unsigned Ballot Statements on the VBM Ballot Bag Tally Sheet.
- Complete the Midday OBS and record the quantity of the PV envelopes on the PV Tally Sheet.

Election Night

Election Night Workers remove Envelopes:

- Envelope #1: Roster Index, Technical & Procedural Exception Log, Tally Sheet, Voting Machine Opening & Closing Audit Form, Payroll Form, FI/PI Checklist
- Envelope #2: Completed Provisional Envelopes

Orange Ballot Bags containing Voted Optical Scan Ballots:

If found, envelopes containing the Roster Index (#1), Provisional ballots (#2), Blue Ballot Bags, and Orange Ballot Bags are immediately distributed to the appropriate division for processing.

Post Election

Daily meetings are held with the ROV and all managers working on the canvass. Regular updates are provided by all divisions regarding the quantity of inventory processed, quantity of inventory pending, and anticipated timeline for completion.

Per the CM's direction, the Election Materials and Voting Systems (EMVS) Division will organize and sort through the precinct supplies for any materials pertinent to the canvass process and remove the tapes from all VeriVote printers assigned to the current election

(used and unused). Lists of any missing Roster Indexes, payroll sheets, Provisional, and Vote by Mail envelopes are provided to the EMVS Manager for further search.

Reconciliation of the following:

- Number of signatures on the Roster Index with the number of ballots recorded on the Official Ballot Statement.
- Number of Vote by Mail ballots received through the mail, counter, or at the polls with the number of Vote by Mail ballots tallied.

A manual tally of one percent of the total number of precincts is conducted.

A manual tally of 100% of the Voter Verifiable Paper Audit Trail tapes is conducted.

Report of final results is provided to the Registrar of Voters.

Ballot Tallying

Official ballots are tallied from election night up to the certification of the election. There are two types of ballots: Optical Scan paper ballots and DRE electronic ballots. The DRE electronic ballots come from the DRE early voting machines and the DRE precinct machines. The tallying for these different types of ballots is handled differently.

DRE Ballot Tally

After all of the DRE cartridge bags have been gathered from the polling precincts and the DRE early voting machines, the Election Night (EN) staff provides them to the EMVS Division for tallying.

1. The staff opens the cartridge bags and removes the DRE cartridges. The empty bags are placed in a hamper and sent to EMVS for storage.
2. The staff inserts the DRE cartridges into the cartridge adapter in the DRE Tally Station computers, one cartridge at a time.
3. The electronic ballots are tallied and added to the total paper ballots.

Paper Ballot Tally

In the Auditorium, EN staff removes the paper ballots from the ballot bags that came back from polling place precincts. The EN staff places the precinct header card on top of the precinct ballot stack and rubber-bands the ballots together by precinct. EN staff delivers the paper ballots, in teams of two, by cart to the computer room for tallying.

1. The Tally team member removes the rubber band and inserts the precinct header card into the 400C machine to start tallying the precinct ballots.
2. The Tally team member continues inserting the precinct paper ballots to tally.
3. If there are one or more write-ins on the ballot, the machine will direct the ballot into the write-in bin for manual verification and tallying of the write-in vote(s).
 - a) The Tally team member then removes the ballot and places it in the write-in tray.
4. If a ballot is damaged, the machine will direct the ballot into the outstacked bin.
 - a) The Tally team member then places the ballot in the To Be Duplicated ballot tray.
5. If a ballot must be duplicated because the ballot is torn, blank, or the voter made some type of correction on their ballot, the ballot is also placed in the To Be Duplicated ballot tray.

Ballot Duplication

There are many reasons why an Optical Scan ballot may require duplicating in order to be properly tallied by the 400C Scanning Machines. When ballot duplication is required, the task is always done in teams of two, following specific duplication guidelines.

Damaged Ballots

Sometimes ballots arrive damaged in the mail or from precincts on Election Night. In the tallying process, ballots that cannot be read are out-stacked into a separate bin by the 400C Scanning Machine. At the conclusion of tallying, all the ballots potentially requiring duplication are marked with a "D" and are set aside for further processing.

Once the ballots are duplicated, they are returned to the EMVS Division for tallying. The original, damaged ballots are voided and kept in secured storage.

Contingency Ballot Duplication

A contingency ballot is something other than a ballot that is voted and used by the voter in place of an official ballot. If valid contingency ballots, such as the sample ballot found in the Sample Ballot and Voter Information Pamphlet, are voted during an election, these ballots are manually duplicated onto optical scan ballots and added to the election results. The Canvass Team works together in pairs, duplicating the ballots by precinct, and submits the duplicated ballots to the Ballot Tally Team. The Ballot Tally Team adds them to the total election results during a ballot count update.

Duplicating Precinct & VBM Ballots

Ballots that need to be duplicated shall be marked with a "D." These ballots are duplicated as follows:

1. The duplication team puts all the **Original** ballots into precinct order, then completes the Duplication Log.
2. Once all the ballots are logged, the team leader provides this information to the Canvass management team while members of the duplicating team proceed to pull the appropriate ballot types from the Vote by Mail ballot stock.

3. The duplicating team matches a precinct's **Original** ballots and the appropriate blank ballots to use in duplication (must match the **Original** ballot type). The team stamps the **Original** ballot with the "VOID" stamp and enters the precinct number where indicated. Make sure that stamps are outside of the voting target area.

VOID	
Precinct #	<u>1001</u>
Serial #	<u>02/14-1</u>
<i>EL/WW</i>	

4. The team places their initials and a "serial number", consisting of the date and a sequential number, where indicated on the **Original** ballot. The sequential number should be 1 for the first ballot, 2 for the next, and so on, restarting with 1 for each new precinct. Example: If a precinct has one A card and one B card to be duplicated on February 14, the serial numbers would be 02/14-1 and 02/14-2, respectively.

5. The team then stamps the ballots to be used for duplication with the "DUPLICATE" stamp and enters the precinct number, their initials and the appropriate serial numbers that correspond to the **Original** ballots.

DUPLICATE	
Precinct #	1001
Serial #	02/14-1
<i>KS/LO</i>	

6. Once the ballots are serialized, the duplication team copies the voter's choices from the **Original** ballot to the **Duplicate** ballot. To do this, one team member reads aloud the **Original** ballot's precinct number, ballot type, serial number, and each of the voter's choices, while the second team member visually verifies this information. The second team member records this information onto the **Duplicate** ballot, while the first team member visually verifies this.
7. The **Duplicate** ballot should exactly match the **Original** ballot, including overvotes, undervotes, and write-ins (whether valid or invalid). The exception is if a voter attempted to correct a mistake, such as by crossing out or circling a selection, then the **Duplicate** should reflect the way the voter intended to vote. Refer to the **Duplication Vote Count Guidelines**. Any invalid marks that are not duplicated should be indicated with an "I" on the **Original** ballot.
8. This process continues until all the required ballots for the precinct have been duplicated. Then, the **Original** ballots are rubber-banded together and placed in precinct order in the designated box or tray. The **Duplicated** ballots are rubber-

banded together with the appropriate precinct header card, are placed in precinct order in the designated box to be given to the Tally Team for counting.

The **Original** ballots are placed in the secured storage area.

Duplication Vote Count Guidelines

I. BASICS

Correctly Marked Votes

Duplicate as marked

<p>MEMBER OF STATE LEGISLATURE DISTRICT (Vote for ONE)</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">LONDON HOWARD</td><td style="border-bottom: 1px solid black; text-align: right;">ARIZONA</td><td style="border-bottom: 1px solid black;">←</td><td style="border-bottom: 1px solid black;">■</td></tr> <tr><td style="border-bottom: 1px solid black;">MIA JACKSON</td><td style="border-bottom: 1px solid black; text-align: right;">COLORADO</td><td style="border-bottom: 1px solid black;">←</td><td style="border-bottom: 1px solid black;">■</td></tr> <tr><td style="border-bottom: 1px solid black;">ELAINE HARVEY</td><td style="border-bottom: 1px solid black; text-align: right;">CALIFORNIA</td><td style="border-bottom: 1px solid black;">←</td><td style="border-bottom: 1px solid black;">■</td></tr> <tr><td style="border-bottom: 1px solid black;">JASON MADISON</td><td style="border-bottom: 1px solid black; text-align: right;">WASHINGTON</td><td style="border-bottom: 1px solid black;">←</td><td style="border-bottom: 1px solid black;">■</td></tr> <tr><td style="border-bottom: 1px solid black;">Write-in</td><td></td><td style="border-bottom: 1px solid black;">←</td><td style="border-bottom: 1px solid black;">■</td></tr> </table>	LONDON HOWARD	ARIZONA	←	■	MIA JACKSON	COLORADO	←	■	ELAINE HARVEY	CALIFORNIA	←	■	JASON MADISON	WASHINGTON	←	■	Write-in		←	■		<p>MEMBER OF STATE LEGISLATURE DISTRICT (Vote for ONE)</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">LONDON HOWARD</td><td style="border-bottom: 1px solid black; text-align: right;">ARIZONA</td><td style="border-bottom: 1px solid black;">←</td><td style="border-bottom: 1px solid black;">■</td></tr> <tr><td style="border-bottom: 1px solid black;">MIA JACKSON</td><td style="border-bottom: 1px solid black; text-align: right;">COLORADO</td><td style="border-bottom: 1px solid black;">←</td><td style="border-bottom: 1px solid black;">■</td></tr> <tr><td style="border-bottom: 1px solid black;">ELAINE HARVEY</td><td style="border-bottom: 1px solid black; text-align: right;">CALIFORNIA</td><td style="border-bottom: 1px solid black;">←</td><td style="border-bottom: 1px solid black;">■</td></tr> <tr><td style="border-bottom: 1px solid black;">JASON MADISON</td><td style="border-bottom: 1px solid black; text-align: right;">WASHINGTON</td><td style="border-bottom: 1px solid black;">←</td><td style="border-bottom: 1px solid black;">■</td></tr> <tr><td style="border-bottom: 1px solid black;">Write-in</td><td></td><td style="border-bottom: 1px solid black;">←</td><td style="border-bottom: 1px solid black;">■</td></tr> </table>	LONDON HOWARD	ARIZONA	←	■	MIA JACKSON	COLORADO	←	■	ELAINE HARVEY	CALIFORNIA	←	■	JASON MADISON	WASHINGTON	←	■	Write-in		←	■
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Overvotes

Duplicate as marked

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Undervotes

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Write-in	←	■																																																						
Write-in	←	■																																																						

Duplication Vote Count Guidelines

Correction by Circle or Preferential Indication

Treat the indicated vote as a valid & dup, treat any other marked votes as mistakes & ignore

<p style="text-align: center;">BOARD OF EDUCATION (Vote for ONE)</p> <p>ZACHARY WRIGHT </p> <p>GRADY GOODSON </p> <p>WILLIAM HONG I </p> <p>IRENE HARTY </p> <p>JESSICA KERRY </p> <p>Write-in </p> <hr/> <p style="text-align: center;">ASSOCIATE JUSTICE of the SUPREME COURT (Vote for ONE)</p> <p>MARY ELLIOT I ARIZONA </p> <p>BARBARA MCDONALD COLORADO </p> <p>JOHN ZAHER CALIFORNIA </p> <p>JASON SALINAS WASHINGTON ✓</p> <p>Write-in </p>		<p style="text-align: center;">BOARD OF EDUCATION (Vote for ONE)</p> <p>ZACHARY WRIGHT </p> <p>GRADY GOODSON </p> <p>WILLIAM HONG </p> <p>IRENE HARTY </p> <p>JESSICA KERRY </p> <p>Write-in </p> <hr/> <p style="text-align: center;">ASSOCIATE JUSTICE of the SUPREME COURT (Vote for ONE)</p> <p>MARY ELLIOT ARIZONA </p> <p>BARBARA MCDONALD COLORADO </p> <p>JOHN ZAHER CALIFORNIA </p> <p>JASON SALINAS WASHINGTON </p> <p>Write-in </p>
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Inconsistent Mark or Hesitation Mark

Treat as mistake & ignore, dup any other correctly-marked votes

<p style="text-align: center;">STATE TREASURER (Vote for ONE)</p> <p>DOMINIC CAPARELLI I ARIZONA </p> <p>MADALYN TAYLOR COLORADO </p> <p>ISABELLA HUCKERBY CALIFORNIA </p> <p>ROSEMARY CHAVEZ WASHINGTON </p> <p>Write-in </p> <hr/> <p style="text-align: center;">DIRECTOR OF RECREATION (Vote for TWO)</p> <p>MARK BUCK </p> <p>JEREMY SWEENEY </p> <p>JENNIFER HOLLIDAY ✓ </p> <p>KERIANN SUZUKI </p> <p>WILLIAM DEVAROE </p> <p>GEORGE HERMAN </p> <p>MILDRED INES </p>		<p style="text-align: center;">STATE TREASURER (Vote for ONE)</p> <p>DOMINIC CAPARELLI ARIZONA </p> <p>MADALYN TAYLOR COLORADO </p> <p>ISABELLA HUCKERBY CALIFORNIA </p> <p>ROSEMARY CHAVEZ WASHINGTON </p> <p>Write-in </p> <hr/> <p style="text-align: center;">DIRECTOR OF RECREATION (Vote for TWO)</p> <p>MARK BUCK </p> <p>JEREMY SWEENEY </p> <p>JENNIFER HOLLIDAY </p> <p>KERIANN SUZUKI </p> <p>WILLIAM DEVAROE </p> <p>GEORGE HERMAN </p> <p>MILDRED INES </p>
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Vote/No Vote

In order to comply with Cal. Elections Code section 15278, polling place voters who signed the Roster Index are recorded through the Vote/No Vote process. Roster Indexes are placed in trays on racks by precinct groupings.

Vote/No Vote shall be recorded as follows:

1. In EIMS, under Election Workspace Module:
 - a. Select the List of Elections.
 - b. Select the appropriate election.
 - c. Select Vote/No Vote Processing Menu.
 - d. Select Barcode Vote/No Vote processing.
2. Select the Roster Index Generation Date which can be found at the bottom of the roster page.
3. Select "Retrieve Precincts."
4. Select the corresponding voting precinct from the drop-down list.
5. Select "Process Voting Precinct" to generate the list of voters from the roster for the voting precinct you selected.
 - a. If Supplemental Roster is to be processed, a check mark is inserted in the "Supplemental Index" checkbox.
6. For each voter signature in the Roster Index, scan the barcode on the name's Roster Index line or mark the checkbox next to the voter's name to record their voting history.
 - a. Confirm that the voters name on the Roster Index matches the Vote/No Roster Index list.
7. When the precinct is complete, or if pausing during the processing of a Roster Index, select the "Save" icon to save your work.
8. When closing the precinct, there will be a prompt that will ask if the precinct is completed. If yes, select "Yes," to complete the precinct. If not complete, select "No."

Voter History Process

In order to comply with Cal. Elections Code sections 2191, 15278 and 17300, starting the day after the election, the Voter File is updated to record all voters who signed the Roster Index at their polling place on Election Day. Voter entries in the Roster Index are identified with a unique barcode, which is scanned in order to record the voter's history.

Upon completing the Vote/No Vote process and after all returned Vote by Mail ballots have been entered into the Election Information Management System (EIMS), the Voter Registration Division Manager generates a report of voters who voted twice. The report is generated by following the steps below:

1. In the EIMS Election Workspace Module, select Election Menu/Election Checklist/Post Election Processing, and double-click on the check space to check off task.
2. In Election Workspace Reports, run EWMR021 – Voters Who Voted Twice, and print the report.
3. Verify reported double voters against the appropriate Roster Indexes.
 - a. If a voter record was flagged in error, correct the record.
 - b. If a voter record was flagged correctly, make a copy of the Roster Index page and highlight the voter's entry on the Roster Index page.
4. Run EWMR021 – Voters Who Voted Twice, and print the corrected report.
5. The report and the Roster Index page copies of possible double voters are turned over to the Vote by Mail Division Manager for referral to the District Attorney's Office.
6. In Election Workspace/Election Workspace Checklist/Post Election Processing section double click on the check space of Apply Voter History and save.
7. Provisional Ballot verification may begin.

100% VVPAT Manual Tally

One hundred percent of all precincts that have votes cast using Direct Recording Electronic (DRE) voting machines will be manually tallied using the Voter Verified Paper Audit Trail (VVPAT) generated by the VeriVote printers. Workers conducting the VVPAT manual tally must work in teams in two.

Pull All VVPAT tapes

The day after the Election, the Election Materials and Voting Systems (EMVS) Division will allocate all available staff members, including permanent and extra help employees, to process all available VeriVote printers that were utilized on Election Day. Using a check-off list, EMVS will retrieve the VVPAT tapes from the printers in order of Precincts to ensure proper entry for chain of custody and accountability. Working in teams of two, the VeriVote printers will be opened, and the paper tape will be removed from its spool and rubber banded by Precinct. The banded precinct paper tape rolls will be transported, by no fewer than two staff members, to the main Canvass processing area. All VeriVote Printers recovered during the Post-Election Drayage process will be processed in the same manner by two staff members as outlined above.

Conduct of the Manual Tally

1. The Canvass Manager (CM) prepares Manual Tally Forms in order by contests to be counted for the 100% Manual Tally (see Attachment # 5).
2. Election Materials and Voting Systems (EMVS) Division will obtain a preliminary list of precincts that used their VeriVote printers and provide to the CM. This list will be generated based on the results cartridges and will serve as a reference log for the 100% tally to ensure all VVPATs are accounted for.
3. EMVS Division will print out an Edge Voter Blocks Report showing the aggregate totals for each DRE machine used in the election. This report will include the candidates and number of votes received per contest and candidate or measure, not including provisional votes.
4. Precinct Canvass Teams will sort VVPAT tapes into used and unused categories. Unused tapes will be folded, placed in envelopes, and labeled with the precinct number.
5. Using the Manual Tally Forms, the Precinct Canvass Teams will add the votes received, by contest, from each of the VVPAT tapes. If more than one tape exists for a single machine, the manual tallies from each tape will be added together to obtain an aggregate total for the machine.
6. The Manual Tally Forms will be submitted to a Manual Tally Audit Team, who will compare the results of the manual tally for each precinct to the Edge Voter Blocks Report.

7. If the results match, the Manual Tally Forms and VVPAT tapes will be fastened together and prepared for storage.
8. If the results do not match, steps 5 and 6 will be repeated until the discrepancy is resolved. The Precinct Canvass Team will prepare all Manual Tally Forms for that machine along with the VVPAT tapes and notations explaining the discrepancy per step 5.
9. If a VVPAT tape for a precinct appears to be partially or wholly missing, the Precinct Canvass Team will search the unused VVPAT tapes for the missing tape.
10. If the missing tape still cannot be found, or if a tape has been damaged or is otherwise unavailable for manual tally, EMVS will print the ballot records from the internal memory of the DRE machine. EMVS will provide a reference list for ballot record codes. The Precinct Canvass Team will proceed with the manual tally using the procedures outlined above.
11. Upon completion of the 100% Manual Tally, all used and unused VVPAT tapes will be boxed, labeled, and stored for 22 months.

The CM will prepare a report of the results of the 100% DRE Manual Tally and submit to the Secretary of State.

Vote by Mail Canvass

Before the election is certified, all voted Vote By Mail (VBM) ballots received by 8 p.m. three days after Election Day must be processed and tallied. The VBM Canvass includes the following activities:

Sorting Machine, 1st Pass

Returned ballots are run through the Reliavote sorting machine to scan the barcode, capture an image of the signature, and sort the ballots into groups. After sorting, ballots are moved to a secure holding area.

Signature Checking

The scanned return envelope signatures are verified against the scanned signatures on file from the voter registration cards. Automated Signature Verification (ASV) software identifies the close matches. The remaining signatures are manually verified by staff.

Sorting Machine, 2nd Pass

Ballots are run through the Reliavote sorting machine again to sort them down to the precinct level, separate out challenged ballots, and slice open the return envelope. After sorting, ballots are moved either directly to the Opening & Flattening process or to a secure holding area.

Opening & Flattening

Ballots are extracted from the return envelopes and prepared for tallying. Envelopes are kept face-down so the signatures are not visible. Ballots are reviewed to identify any that need to be duplicated or enhanced. After sorting, ballots are moved either directly to the Ballot Tally process or to a secure holding area. Empty return envelopes are kept separate from the ballots in a secure holding area.

Ballot Tabulation

Ballots are given to the EMVS division to be tallied. Tallied ballots are received back from EMVS and either moved into a secure holding area, forwarded to Duplication & Enhancement, or forwarded to Write-In Tallying.

Duplication & Enhancement

VBM ballots are duplicated and enhanced according to the same procedures as precinct ballots. Duplicated and enhanced ballots are returned to the Ballot Tally process. Voided original ballots are moved into a secure holding area.

Write-In Tallying

VBM ballots with Write-In votes are processed according to the same procedures as precinct ballots. Write-In totals are forwarded to the Candidate Services division for inclusion in the Statement of Vote. Ballots are moved into a secure holding area.

1% Manual Tally

See 1% Manual Tally Procedures. VBM division conducts the 1% manual tally for both VBM and precinct ballots according to the same procedures.

Storage Preparation

Upon conclusion of the Canvass, all VBM materials – including tallied ballots, empty return envelopes, challenged and voided ballots, undeliverable ballots, and unused blank ballots – are moved out of their secure holding areas, packaged, palletized, and shrink-wrapped for storage. VBM materials are retained for 6 months or 22 months depending on the election, per Cal. Elections Code sections 17300, *et seq.*

Mailed Vote-By-Mail Ballots – Last Day to be Counted (E +3)

Per Cal. Elections Code section 3020(b), any vote-by-mail ballot, including vote by mail ballot cast by a military or overseas voter, shall be deemed timely if it is received by the elections official via the United States Postal Service or a bona fide private mail delivery company no later than three days after Election Day and either of the following is satisfied:

- 1) The ballot is postmarked on or before Election Day or is time stamped or date stamped by a bona fide private mail delivery company on or before Election Day.
- 2) If the ballot has no postmark, a postmark with no date, or an illegible postmark, the vote-by-mail ballot identification envelope is date stamped by the elections official upon receipt of the vote-by-mail ballot from the United States Postal Service or a bona fide private mail delivery company, and is signed and dated pursuant to Section 3011 on or before Election Day.

This process applies to all VBM return ballots collected from the U.S. Postal Service on E +1, E +2, or E +3.

Unsigned Ballot Statement – (E + 8)

Pursuant to Cal. Elections Code section 3019(f), if a ballot is challenged because the envelope has no signature, ROV will send an Unsigned Ballot Statement to the voter to obtain a signature.

The voter may provide a signature in one of two ways: The voter may come in person to sign the original VBM envelope, or the voter may return a completed Unsigned Ballot Statement. The Unsigned Ballot Statement may be returned in person, by mail, by fax, or delivered to a polling place, drop-off site, drive-thru location, or early voting center in Santa Clara County. If

the voter chooses to sign the original envelope or deliver the Unsigned Ballot Statement in person, the voter must come to the ROV office during normal business hours and sign the VBM envelope before 5:00 p.m. on the eighth day after Election Day. The Vote By Mail Division will process all signed returned envelopes and signed Unsigned ballot Statements received according to this section.

Provisional Vote Process

After the polls close, the Election Officers place all completed Provisional (PV) Ballot Envelopes in Envelope #2, write the number of PV Envelopes enclosed on the front of Envelope #2, and deliver Envelope #2 and other materials to their assigned Return Center or Courier Team. The numbers of PV Envelopes collected at each precinct are recorded at the Registrar of Voters' office on election night.

Preparation

The Voter Registration Division prepares the returned PV Ballot Envelopes by:

1. Removing the pink PV Ballot Envelopes from Envelope #2 and logging the number of PV Envelopes returned by each precinct in the PV Assessment Log for the precinct canvass.
2. Completing Section A of the Provisional Voter Worksheet for each precinct and attaching the worksheet to the PV envelopes with a rubber band.

Provisional Voter Verification

The Voter Registration Division researches each PV Ballot Envelope to verify the voter was eligible to vote, did not vote by another process, voted the appropriate ballot type, and in a Presidential Primary Election, the voter voted the correct party ballot. Eligibility of Provisional Voters is verified in the EIMS/Election Workspace/Provisional Failsafe Ballot Processing module, and the envelope shall be marked with the determination of validity.

The following shall be determined for each PV Ballot Envelope:

1. Voter is registered to vote.
2. Voter signed the envelope and the signature matches the voter's signature on their registration form.
3. Whether or not voter cast a Vote by Mail ballot.
4. Voter voted on the correct ballot type. If not, write correct voting precinct number and ballot type on envelope in order to count eligible contests.
5. In Presidential Primary Elections, verify if voter voted the correct party ballot. If not, write the correct party in the For Office Use section of the PV Ballot Envelope in order to count eligible contests.

When verifying the PV Ballot Envelope, the Provisional Voter Identification (PVID) Number will be entered into EIMS. This unique identification number was provided to the voter at the polls so they may access the confidential results of their PV ballot.

Provisional Ballot Tally Preparation

When the verification process is completed, the Voter Registration Division Manager and staff prepare the PV Ballots for tally.

1. Working one precinct at a time, the Provisional Ballot Envelopes are sorted into “Count,” “Do Not Count” or “Partial Count” stacks.
2. The envelopes marked “Count” are prepared for the 400C tally. The empty envelopes are kept with all the envelopes from the precinct.
3. The envelopes marked “Partial Count” are kept with the rest of the envelopes from the precinct and the precinct bundle is placed in a “Duplication” tray.
4. The envelopes marked “Do Not Count” are kept with the rest of the envelopes from the precinct. If there are no “Partial Count” ballots in the precinct, the precinct bundle is placed in a Processed Precincts tray.
5. Ballots marked “Partial Count” are duplicated.

Reasons for Provisional Ballot Duplication

1. Valid Provisional Ballots that are damaged or marked in a manner that will cause them to be incorrectly read.
2. Ballots to be partially counted because the voter voted the incorrect ballot type or party (Presidential Primary Elections only). These ballots shall be marked with the correct ballot type and/or party ballot. Only the contests for which the voter was eligible will be duplicated. The ballot will be duplicated onto the same ballot type used in the precinct where the voter voted provisionally.

Electronic Ballot Release

Once the Provisional Envelopes have been verified and all checks/validations made, the Voter Registration Manager will release all valid electronic provisional votes into the total tally of votes in WinEDS. Electronic provisional votes cast in incorrect precincts will be flagged in WinEDS with the correct precinct number, which will allow WinEDS to tally votes in contests in which the voter is eligible to vote. Eligible paper ballots will be prepared for Tally on 400C.

Duplicating Provisional Ballots

Provisional optical scan ballots are duplicated in the same manner as indicated previously. If, however, the provisional ballot requires duplication because the voter cast their ballot on the wrong ballot type or the wrong party, there are additional steps in the process.

1. The Provisional Ballot duplication team puts all the ballots into precinct order and logs the precincts, ballot types, and appropriate party information. **NOTE: Provisional ballots are duplicated on the ballot type of the precinct the voter voted in, not on the ballot type the voter should have voted on.**
2. Once the information is logged, the team proceeds to pull the appropriate ballot types from the Vote by Mail ballot stock.

3. The duplicating team selects a precinct's **Original** ballots and the blank ballots to use in duplication (should match the **Original** ballot). The team stamps the **Original** ballot with the "VOID" stamp and enters the precinct number where indicated.

VOID	
PV PCT #	<u>1001</u>
Serial #	<u>02/14-1</u>
<i>EL/WW</i>	

4. The team places their initials and a "serial number", consisting of the date and a sequential number, where indicated on the **Original** ballot. The sequential number 1 is used for the first ballot, 2 for the next, and so on, restarting with 1 for each new precinct. Example: 02/14-1 is the serial number for the first ballot of the precinct on February 14.

5. The team then stamps the ballots to be used for duplication with the "DUPLICATE" stamp and enters the precinct number, their initials and appropriate serial numbers that correspond to the **Original** ballots.

DUPLICATE	
PV PCT#	<u>1001</u>
Serial #	<u>02/14-1</u>
<i>KS/LO</i>	

6. Once the ballots are serialized, the duplication team analyzes the provisional ballot to determine what steps to take in duplicating it. One team member reads aloud the **Original** ballot's precinct number, ballot type, serial number, and each of the voter's choices that they were eligible while the second team member visually verifies this information. The second team member records this information onto the **Duplicate** ballot, while the first team member visually verifies this.
7. The **Duplicate** ballot should exactly match the **Original** ballot, including overvotes, undervotes, and write-ins. Exceptions to this include when a voter has voted for a contest they were not eligible to vote on, or when the voter attempted to correct a mistake (refer to **Duplicating Ballots** and the **Duplication Vote Count Guidelines**). Any invalid mark not duplicated should be indicated with an "I" on the **Original** ballot.
8. This process continues until all ballots for the precinct have been duplicated. Then, the **Original** ballots are rubber-banded together and placed in precinct order in the

designated receptacle. The **Duplicated** ballots are rubber-banded together with the appropriate provisional precinct header card, are placed in precinct order in the designated box, and are given to EMVS for tallying.

9. The **Original** provisional ballots are placed in the secured storage area.

Write-Ins

On Election Day, voters have the option of voting for “Qualified Write-In” candidates. DRE write-in votes are stored on the cartridge and loaded into the election database during the tally. Once the cartridges are tallied, write-ins are verified by printing out a “Write-in by precinct” report.

Write-ins cast on optical scan ballots are out-stacked by the 400C to be physically reviewed. Vote by Mail ballots with write-in votes are tallied by the Vote by Mail Canvass Team. Precinct optical scan ballots with write-in votes are tallied by the Precinct Write-In Tally Canvass Team. Once the optical scan ballots are out-stacked, the appropriate canvass team tallies the number of write-in votes for "qualified" candidates by office and precinct.

Manual Count of Write-In Votes

Qualified write-in votes, cast on DRE machines, are tallied manually by the Canvass Team. The Information Systems Division provides a DRE Write-In report, printed from the WinEDS program, of all the write-in votes cast on Election Day. The write-in Canvass Team sorts the spreadsheet by precinct number and write-in name. The spreadsheet is then printed and the team manually compares it to the list of qualified write-in candidates, highlighting valid votes. The write-in Canvass Team tallies all votes for qualified candidates (write-in or on the ballot) and provides an official report by precinct. See attachments for Write-In candidates duplication guidelines.

A report of all qualified Vote by Mail and Precinct write-in votes cast is included in the Official Statement of Vote.

Duplication Vote Count Guidelines

III. WRITE-INS

Write-in of a Qualified WI Candidate

Mark WI arrow and write name (dup to match the original)

STATE SENATOR DISTRICT (Vote for ONE)			
RAMERO CANNON	ARIZONA	←	■
DARREN WILLIAMSON	COLORADO	←	■
NICK HERNANDEZ	CALIFORNIA	←	■
SHEA ALVAREZ	WASHINGTON	←	■
Write-in	Joe Qualified	←	■



STATE SENATOR DISTRICT (Vote for ONE)			
RAMERO CANNON	ARIZONA	←	■
DARREN WILLIAMSON	COLORADO	←	■
NICK HERNANDEZ	CALIFORNIA	←	■
SHEA ALVAREZ	WASHINGTON	←	■
Write-in	Joe Qualified	←	■

Write-in of an Unqualified Candidate

Mark WI arrow and write name (dup to match the original)

STATE TREASURER (Vote for ONE)			
DOMINIC CAPARELLI	ARIZONA	←	■
MADALYN TAYLOR	COLORADO	←	■
ISABELLA HUCKERBY	CALIFORNIA	←	■
ROSEMARY CHAVEZ	WASHINGTON	←	■
Write-in	Jack Unqualified	←	■



STATE TREASURER (Vote for ONE)			
DOMINIC CAPARELLI	ARIZONA	←	■
MADALYN TAYLOR	COLORADO	←	■
ISABELLA HUCKERBY	CALIFORNIA	←	■
ROSEMARY CHAVEZ	WASHINGTON	←	■
Write-in	Jack Unqualified	←	■

Unmarked Write-in

Write name but do not mark arrow (dup to match the original)

BOARD OF EDUCATION (Vote for ONE)			
ZACHARY WRIGHT		←	■
GRADY GOODSON		←	■
WILLIAM HONG		←	■
IRENE HARTY		←	■
JESSICA KERRY		←	■
Write-in	Jane Qualified	←	■



BOARD OF EDUCATION (Vote for ONE)			
ZACHARY WRIGHT		←	■
GRADY GOODSON		←	■
WILLIAM HONG		←	■
IRENE HARTY		←	■
JESSICA KERRY		←	■
Write-in	Jane Qualified	←	■

Duplication Vote Count Guidelines

Write-in of a Listed Candidate

Mark for Listed Candidate, leave WI blank

<p>MEMBER OF STATE LEGISLATURE DISTRICT (Vote for ONE)</p>		<p>MEMBER OF STATE LEGISLATURE DISTRICT (Vote for ONE)</p>
LONDON HOWARD ARIZONA <input type="checkbox"/> <input checked="" type="checkbox"/>		LONDON HOWARD ARIZONA <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
MIA JACKSON COLORADO <input type="checkbox"/> <input checked="" type="checkbox"/>		MIA JACKSON COLORADO <input type="checkbox"/> <input checked="" type="checkbox"/>
ELAINE HARVEY CALIFORNIA <input type="checkbox"/> <input checked="" type="checkbox"/>		ELAINE HARVEY CALIFORNIA <input type="checkbox"/> <input checked="" type="checkbox"/>
JASON MADISON WASHINGTON <input type="checkbox"/> <input checked="" type="checkbox"/>		JASON MADISON WASHINGTON <input type="checkbox"/> <input checked="" type="checkbox"/>
Write-in Landon Howard <input type="checkbox"/> <input checked="" type="checkbox"/>		Write-in <input type="checkbox"/> <input checked="" type="checkbox"/>

Write-in, Double-Mark for Listed Candidate

Mark for Listed Candidate, leave WI blank

<p>ASSOCIATE JUSTICE of the SUPREME COURT (Vote for ONE)</p>		<p>ASSOCIATE JUSTICE of the SUPREME COURT (Vote for ONE)</p>
MARY ELLIOT ARIZONA <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		MARY ELLIOT ARIZONA <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
BARBARA MCDONALD COLORADO <input type="checkbox"/> <input checked="" type="checkbox"/>		BARBARA MCDONALD COLORADO <input type="checkbox"/> <input checked="" type="checkbox"/>
JOHN ZAHER CALIFORNIA <input type="checkbox"/> <input checked="" type="checkbox"/>		JOHN ZAHER CALIFORNIA <input type="checkbox"/> <input checked="" type="checkbox"/>
JASON SALINAS WASHINGTON <input type="checkbox"/> <input checked="" type="checkbox"/>		JASON SALINAS WASHINGTON <input type="checkbox"/> <input checked="" type="checkbox"/>
Write-in Mary Elliot <input type="checkbox"/> <input checked="" type="checkbox"/>		Write-in <input type="checkbox"/> <input checked="" type="checkbox"/>

Write-in Creates an Overvote

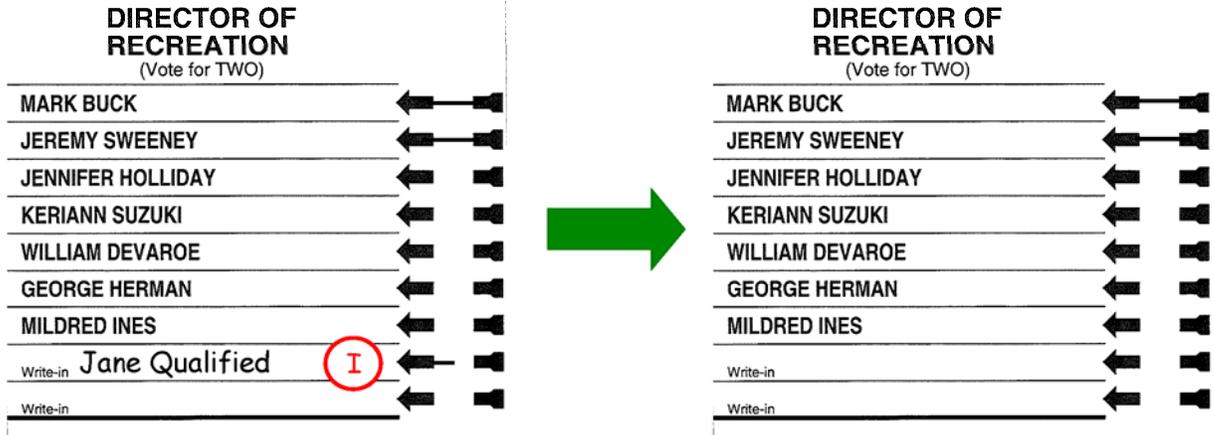
Dup to match the original

<p>BOARD OF EDUCATION (Vote for ONE)</p>		<p>BOARD OF EDUCATION (Vote for ONE)</p>
ZACHARY WRIGHT <input type="checkbox"/> <input checked="" type="checkbox"/>		ZACHARY WRIGHT <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
GRADY GOODSON <input type="checkbox"/> <input checked="" type="checkbox"/>		GRADY GOODSON <input type="checkbox"/> <input checked="" type="checkbox"/>
WILLIAM HONG <input type="checkbox"/> <input checked="" type="checkbox"/>		WILLIAM HONG <input type="checkbox"/> <input checked="" type="checkbox"/>
IRENE HARTY <input type="checkbox"/> <input checked="" type="checkbox"/>		IRENE HARTY <input type="checkbox"/> <input checked="" type="checkbox"/>
JESSICA KERRY <input type="checkbox"/> <input checked="" type="checkbox"/>		JESSICA KERRY <input type="checkbox"/> <input checked="" type="checkbox"/>
Write-in Joe Qualified <input type="checkbox"/> <input checked="" type="checkbox"/>		Write-in Joe Qualified <input type="checkbox"/> <input checked="" type="checkbox"/>
<p>STATE TREASURER (Vote for ONE)</p>		<p>STATE TREASURER (Vote for ONE)</p>
DOMINIC CAPARELLI ARIZONA <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		DOMINIC CAPARELLI ARIZONA <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
MADALYN TAYLOR COLORADO <input type="checkbox"/> <input checked="" type="checkbox"/>		MADALYN TAYLOR COLORADO <input type="checkbox"/> <input checked="" type="checkbox"/>
ISABELLA HUCKERBY CALIFORNIA <input type="checkbox"/> <input checked="" type="checkbox"/>		ISABELLA HUCKERBY CALIFORNIA <input type="checkbox"/> <input checked="" type="checkbox"/>
ROSEMARY CHAVEZ WASHINGTON <input type="checkbox"/> <input checked="" type="checkbox"/>		ROSEMARY CHAVEZ WASHINGTON <input type="checkbox"/> <input checked="" type="checkbox"/>
Write-in Jack Unqualified <input type="checkbox"/> <input checked="" type="checkbox"/>		Write-in Jack Unqualified <input type="checkbox"/> <input checked="" type="checkbox"/>

Duplication Vote Count Guidelines

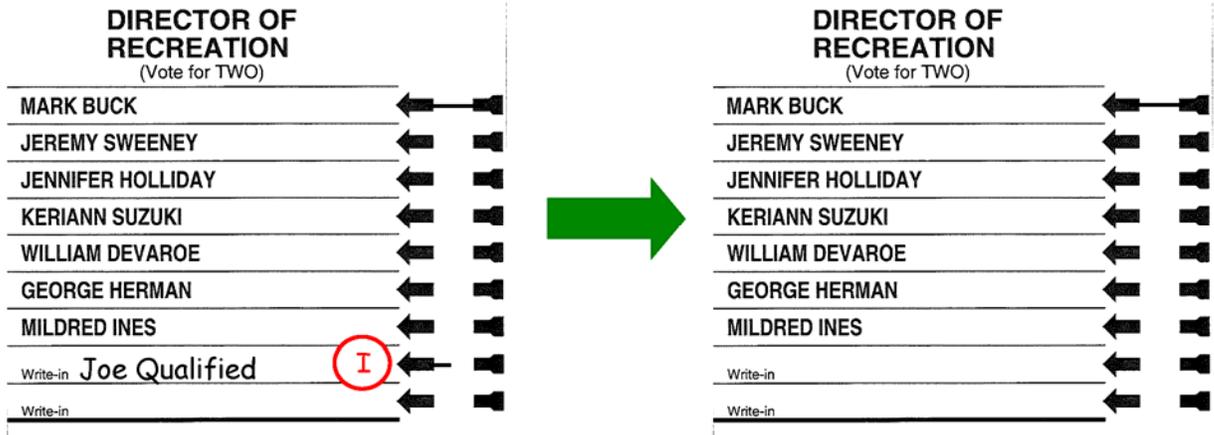
Write-in, Inconsistent/Hesitation Marks, WI Creates an Overvote

Treat hesitation mark as error, dup other valid marks



Write-in, Inconsistent/Hesitation Marks, No Overvote

Treat hesitation mark as error, dup other valid marks



Duplication Vote Count Guidelines

Write-In Marked, No Name, Overvote, Consistent Use

Mark for listed candidate, treat write-in marks as mistakes and ignore

STATE OFFICES			STATE OFFICES	
STATE SENATOR DISTRICT (Vote for ONE)			STATE SENATOR DISTRICT (Vote for ONE)	
RAMERO CANNON	ARIZONA	←	RAMERO CANNON	ARIZONA
DARREN WILLIAMSON	COLORADO	←	DARREN WILLIAMSON	COLORADO
NICK HERNANDEZ	CALIFORNIA	←	NICK HERNANDEZ	CALIFORNIA
SHEA ALVAREZ	WASHINGTON	←	SHEA ALVAREZ	WASHINGTON
Write-in		←	Write-in	
MEMBER OF STATE LEGISLATURE DISTRICT (Vote for ONE)			MEMBER OF STATE LEGISLATURE DISTRICT (Vote for ONE)	
LONDON HOWARD	ARIZONA	←	LONDON HOWARD	ARIZONA
MIA JACKSON	COLORADO	←	MIA JACKSON	COLORADO
ELAINE HARVEY	CALIFORNIA	←	ELAINE HARVEY	CALIFORNIA
JASON MADISON	WASHINGTON	←	JASON MADISON	WASHINGTON
Write-in		←	Write-in	
STATE TREASURER (Vote for ONE)			STATE TREASURER (Vote for ONE)	
DOMINIC CAPARELLI	ARIZONA	←	DOMINIC CAPARELLI	ARIZONA
MADALYN TAYLOR	COLORADO	←	MADALYN TAYLOR	COLORADO
ISABELLA HUCKERBY	CALIFORNIA	←	ISABELLA HUCKERBY	CALIFORNIA
ROSEMARY CHAVEZ	WASHINGTON	←	ROSEMARY CHAVEZ	WASHINGTON
Write-in		←	Write-in	
ASSOCIATE JUSTICE of the SUPREME COURT (Vote for ONE)			ASSOCIATE JUSTICE of the SUPREME COURT (Vote for ONE)	
MARY ELLIOT	ARIZONA	←	MARY ELLIOT	ARIZONA
BARBARA MCDONALD	COLORADO	←	BARBARA MCDONALD	COLORADO
JOHN ZAHER	CALIFORNIA	←	JOHN ZAHER	CALIFORNIA
JASON SALINAS	WASHINGTON	←	JASON SALINAS	WASHINGTON
Write-in		←	Write-in	



Duplication Vote Count Guidelines

Write-In Marked, No Name, Overvote, Single Use

Treat write-in mark as attempt to cause intentional overvote/mistake correction, dup exactly as marked

STATE OFFICES			
STATE SENATOR DISTRICT (Vote for ONE)			
RAMERO CANNON	ARIZONA	←	■
DARREN WILLIAMSON	COLORADO	←	■
NICK HERNANDEZ	CALIFORNIA	←	■
SHEA ALVAREZ	WASHINGTON	←	■
Write-in		←	■
MEMBER OF STATE LEGISLATURE DISTRICT (Vote for ONE)			
LONDON HOWARD	ARIZONA	←	■
MIA JACKSON	COLORADO	←	■
ELAINE HARVEY	CALIFORNIA	←	■
JASON MADISON	WASHINGTON	←	■
Write-in		←	■
STATE TREASURER (Vote for ONE)			
DOMINIC CAPARELLI	ARIZONA	←	■
MADALYN TAYLOR	COLORADO	←	■
ISABELLA HUCKERBY	CALIFORNIA	←	■
ROSEMARY CHAVEZ	WASHINGTON	←	■
Write-in		←	■
ASSOCIATE JUSTICE of the SUPREME COURT (Vote for ONE)			
MARY ELLIOT	ARIZONA	←	■
BARBARA MCDONALD	COLORADO	←	■
JOHN ZAHER	CALIFORNIA	←	■
JASON SALINAS	WASHINGTON	←	■
Write-in		←	■



STATE SENATOR DISTRICT (Vote for ONE)			
RAMERO CANNON	ARIZONA	←	■
DARREN WILLIAMSON	COLORADO	←	■
NICK HERNANDEZ	CALIFORNIA	←	■
SHEA ALVAREZ	WASHINGTON	←	■
Write-in		←	■

Precinct Canvass

Canvass Workers and EMVS will have already searched precinct bins for ballots, VBM or Mail Ballot envelopes, PV envelopes, missing roster pages, payroll sheets, exception logs, unsigned ballot statements, Midday OBS and other pertinent information. This search is conducted during the first three days after Election Day and the reverse drayage process, where all the remaining precinct materials are picked up and returned to the ROV. As precinct bins are searched, they will be marked for the EMVS Division to process following certification.

Official Ballot Statement

No marks or changes are made to the sections completed by Election Officers. Pencils should be used to write on any documents.

First, the Canvass Worker confirms that the OBS is present and completed. If a precinct's OBS is missing and cannot be found, a blank OBS marked "duplicate" will be used.

Stage 1

The objective of this stage is to verify the number of ballots issued to a precinct equals the number of ballots returned from the precinct, and to reconcile the number of signatures on the Roster Index with the number of cast ballots recorded on the Official Ballot Statement (OBS) (see Attachment # 3).

1. Obtain a blank Canvass Official Ballot Statement (COBS).
2. Canvass Workers print their initials and start time in the designated boxes on the COBS and next to the S1 on the Roster Index cover.
3. Confirm that the OBS is complete. If complete, continue to step 4. If it is blank or partial, notify the CM, who will put the precinct number on the PCR.
4. Count the voter signatures in the roster index, including the supplemental pages, then log the number of signatures on the COBS and return the Roster Index to Envelope 1 for OBS Reconciliation under stage 2.
5. Canvass Workers copy the information in all boxes from parts 1 through 7 to the corresponding boxes on the COBS.
6.
 - a. If the precinct has a Midday Pickup, Canvass Workers confirm that the Midday OBS is complete.
 - b. Canvass Workers copy the information from parts 4 and 5 of the Midday OBS to the corresponding boxes on the COBS.
 - c. Canvass Workers add the quantities in the boxes of part 4 of the COBS and place the total in the corresponding box.

- c. Canvass Workers add the quantities in the boxes of part 5 of the COBS and place the total in the corresponding box.
- 7. a. If the precinct does not have a Midday Pickup, leave the corresponding boxes blank.
 - b. Canvass Workers add the quantities in the boxes of part 4 of the COBS and place the total in the corresponding box. Count the blank box as zero (0).
 - c. Canvass Workers add the quantities in the boxes of part 5 of the COBS and place the total in the corresponding box. Count the blank box as zero (0).
- 8. The precinct numbers on the Roster Index and Envelope 1 are confirmed.
- 9. The Roster Index is examined:
 - a. Canvass Workers confirm that the required signatures on the Declaration of Election Officers and the Certificate to Roster are present. If signatures are missing, the precinct number is added to the PCR.
 - b. The Challenge List, located in the roster index, is reviewed. If signatures are present, then a copy is made and forward it to the CM.

Canvass Worker COBS Evaluation Instructions

1. Confirm that the total number of Voted Paper Ballots (part 4) on the COBS matches the total Optical Scan Ballots (“Opti”) counted on the EMVS Canvass Report.
2. Confirm that the total number of Voted Provisional Paper Ballots (part 5) on the COBS matches the number of paper provisional votes in the PV Assessment Log.
3. Confirm the total number of Qualified and Provisional Electronic Ballots (part 7) on the COBS matches the sum of “DRE” and “PV” votes on the EMVS Canvass Report.
4. If any totals from steps 1 through 3 do not match, ask a CM to confirm the EMVS Canvass Report numbers with the updated PV Assessment Log.
5. Confirm that the sum of the Total in part 4, the total in part 5, and the total in part 7 on the COBS equals the number of voter signatures in roster (part 6). If not, count the signatures in the roster and log the number of signatures on each page. Include all signatures from the supplemental and blank roster pages. Check the exception logs, assisted voters list, OBS notes, and Optical Scan Closing Worksheet for any additional information.
6. Canvass Workers print their end time in the designated box on the COBS and next to their initials on the Roster Index cover.

If the COBS information balances, the Canvass Worker submits the roster to a CM to verify and update the PCR. If the roster does not balance, the Roster Index is returned to Envelope 1 along with all of its contents and placed in the appropriate box for Stage 2.

Stage 2 – Researching the Precinct Bins

Canvass Staff COBS Reconciliation Instructions

1. Canvass Workers print their initials and start time in the designated boxes on the COBS and next to the S2 on the Roster Index cover.
2. **Search bins** for any ballots, VBM or Mail Ballot envelopes, PV envelopes, missing roster pages, payroll sheets, exception logs, unsigned ballot statements, Midday OBS and other pertinent information. Within 72 hours after the Election Day, all precinct supply bins and unused ballot boxes will be checked and cleared for voted ballots, provisional, VBM, and MB envelopes.
3. **Verify the numbers of the unused Ballots set on the OBS and COBS.** Using the Unused Optical Scan Ballots form, verify that the number entered in the OBS and COBS matches the number entered in the Unused Optical Scan Ballots form. If not, count the unused ballots. If the sets are not complete, enter the count of the “A” card optical scan ballot as number of the unused ballot sets.
4. **Count the spoiled ballots sets.** Do not include any Vote by Mail ballots in the count. Log the count on the corresponding line of the COBS in the “**S2**” columns.
5. If the COBS does not balance, the Canvass Worker repeats the COBS Evaluation steps in Stage 1, using any new information that is available.
6. Canvass Workers print their end time in the designated box on the COBS and next to their initials on the Roster Index cover.

If the COBS information balances, the Canvass Worker submits the roster to a CM to verify and update the PCR.

If the COBS does not balance, the Roster Index is returned to Envelope 1 along with all of its contents and placed in the appropriate box for further review and/or disposition.

Final COBS Review

CM examines all unbalanced precincts, reviewing stage 1 and stage 2 findings and all reports to determine disposition.

If required, Canvass Workers check the tallied ballots for precincts out of balance to locate any misfiled ballots. If misfiled ballots are found, the ballots are removed and the affected precincts are re-tallied. Ballots removed from the incorrect precinct or category are applied to the correct precinct and/or category (by updating the precinct count). All information is recorded on the Unbalanced Precincts Log prior to counting.

CM determines when the investigation into each precinct ceases.

Final Canvass Reconciliation

Precincts remaining out of balance at the conclusion of the COBS reconciliation process are updated on the PCR with a notation indicating if they are over or under in ballots and/or signatures along with any other supporting notes.

Final Report of Precinct Canvass to the Registrar

CM prepares a summary of the Precinct Canvass, including information on the provisional and regular ballots, votes cast, and other supporting documents. The Registrar will be provided the completed PCT and the summary for review and approval.

Filing and Retention of Canvass Log and materials

All roster binders are removed from Envelope 1 and prepared for storage. All materials recovered from the precinct bins will be distributed appropriately. Canvass materials are kept in the designated location in properly identified and labeled storage boxes, including the retention and destruction dates. They will be sealed and stored for the required duration pursuant to applicable laws.

1% Manual Tally – VBM & Precinct

Ballot Pulling & Preparation

1. EMVS Division will generate a list of randomly ordered precinct numbers (see Attachment A). This is typically done on E+1.
2. VBM Manager runs two reports from EIMS, EWMR039 (Contest to Ballot Types Xref) and EWMR024 (Voting Precincts to Contests Xref).
3. Using the reports and random precinct list, the VBM Manager determines which precincts and contests are included in the Manual Tally:
 - a. The first 1% of precincts appearing on the random list must be included in the tally. For example, if an election includes 1,000 precincts, the first 10 precincts on the randomly-ordered list are included. Every contest appearing on the ballot must be tallied for this initial group of precincts.
 - b. For any contest not included in the initial group of precincts, the first precinct with that contest that appears on the random list will also be included in the Manual Tally; however, only that specific contest in question will be tallied for that precinct.
4. VBM Manager will release the final list of precincts to be included in the Manual Tally to ROV staff and any observers of the random precinct drawing. After all VBM and PV ballots have been tallied, the VBM Manager obtains a Track-It Box List (see attachment B) and the Semifinal Official Results by precinct Report (see Attachment C).

Example of Track-It Box List:

Precinct Number	Box ID1	Box ID2	Box ID3	Box ID4	Box ID5
3602	A11	A32	A41	A47	A50
2313	A05	A34	A40	A45	A50
4731	A16	A38	A43	A48	NULL
4050	A24	A33	A43	A48	A49

5. A team from the VBM Division uses the Box List to locate and pull the counted ballots for the Manual Tally precincts. The ballots should be grouped into trays by precinct. Keep VBM ballots and polling place ballots separate. Ballots are placed in a secure holding area.
6. VBM Manager prepares the Manual Tally Form (see Attachment # 4).
7. EMVS Division prints the Semifinal Official Results by Precinct Report.

Manual Tally

Each Manual Tally Team must consist of at least two people. Each Team works on one precinct at a time and tallies VBM and precinct ballots separately. The Team completes one Manual Tally Form (See Attachment D) per contest per precinct. Teams are not given the machine results prior to tallying. A Manual Tally Verifier will check the Team's tallies against the machine results.

1. Begin a new precinct by counting the total number of ballots. If the election includes sets of multiple cards (ex: A cards, B cards, C cards, etc...), then do two counts: one count of only A cards and another count of all cards together (total of A + B + C). Check your total with the Manual Tally Verifier to confirm that all ballots are accounted for.
2. Begin a new contest by obtaining a new Manual Tally Form and entering the precinct number, contest name, ballot quantity, and signatures of all team members.
3. Sort the ballots into stacks according to how the contest was voted. Make separate stacks for ballots with overvotes, undervotes, and write-ins.
 - a. The purpose of the 1% Manual Tally is to verify the machine results. Therefore, if there's a question about a voter's intent, the Team should interpret all marks like a counting machine would.
 - b. If a stray mark falls within the voting target area (arrow), it should usually be considered a vote. It may cause the contest to be overvoted.
 - c. If a voter marks more choices than allowed, but tries to cross one out, it should usually be considered an overvote.
 - d. If a voter selects a choice but the mark falls outside of the voting target area (arrow), it should usually be considered an undervote.
 - e. When in doubt about how to interpret a mark, ask a lead, supervisor, or manager.
4. Count the number of votes for the first choice of the contest. Count each ballot one-by-one so that all members of the Manual Tally Team can count along and see the marks. Keep the tallied ballots groups in stacks of 20. Mark the total number of votes for that choice onto the Manual Tally Form.
5. Proceed to the next choice and continue until the votes for each choice of the contest have been tallied.
 - a. If you are tallying a contest where multiple choices can be selected, you may need to stop between each choice to re-distribute those ballots to the stacks for

any additional choices marked.

6. Count the number of ballots where the contest was overvoted (the voter marked more choices than allowed). Tally one overvote for each possible selection allowed for the contest.
 - a. Example: For a "Vote for 1" contest, tally one overvote for every ballot where the contest was overvoted. For a "Vote for 2" contest, tally two overvotes for each ballot.
7. Count the number of ballots where the contest was undervoted (the voter marked less choices than allowed). Tally one undervote for each possible selection that was not marked.
 - a. Example: For a "Vote for 2" contest where only one choice was selected, tally one undervote. For a "Vote for 2" contest where no choices were selected, tally two undervotes.
8. Tally one write-in for each write-in arrow marked. For the purpose of this manual tally, do not worry about the actual names written in.
 - a. If the write-in arrow is marked, tally one write-in vote whether the name written is a qualified write-in candidate, a listed candidate, or an unqualified candidate.
 - b. If an arrow is marked but there is no candidate written in, still tally the write-in.
 - c. If a candidate's name is written in but the arrow is not marked, do not tally the write-in.
 - d. In a contest where more than one candidate can be chosen, tally one write-in vote for each arrow marked (assuming the contest is not overvoted).
9. When all votes for the contest have been tallied, add up the total number of votes for all candidates plus overvotes, undervotes, and write-ins. The total votes should equal the total number of ballots for the precinct. If it is a contest with multiple selections, the total votes should equal the number of ballots multiplied by the number of choices allowed.
 - a. Example: For a "Vote for 2" contest in a precinct with 100 ballots, the total number of votes should be 200. For a "Vote for 3" contest in that same precinct, the total number of votes should be 300.
 - b. If the totals do not agree, see step #10 for resolving discrepancies.
10. Show your Manual Tally Form to the supervisor to make sure your tally matches the machine results. If they match, move on to the next contest or precinct. If they do not match, you must review your work to resolve the discrepancy.
 - a. Check your math. Sometimes discrepancies are caused by simple errors.

- b. Re-count the ballots. This is where grouping ballots in stacks of 20 saves time. If you find a stack with more or less than 20, it may resolve your discrepancy.
- c. Examine the ballots for stray marks or faint marks within the voting target areas (arrows). Remember to tally like the machine would. If a mark is too faint, it may not be read. If a stray mark passes through an arrow, it might be read.
- d. Make notes about how discrepancies are resolved on the Manual Tally Form.
- e. If required, the EMVS division may re-tally the ballots by machine.

Storage & Retention

1. Prior to the 1% Manual Tally, counted ballots are kept in a secure holding area.
2. After the ballots for the manual tally precincts are pulled and organized, they are returned to a secure holding area until the tally begins.
3. The manual tally is performed inside the secure VBM processing area of the ROV office. Ballots are moved from the holding area to the VBM processing at the beginning of the day, and then returned to the holding area at the end of the day. While the tally is conducted, the ballots will be in the presence of at least two ROV employees at all times.
4. Upon completion of the manual tally, all Manual Tally Forms and machine results will be compiled by the VBM Manager for reporting to the Secretary of State. All manual tally documentation must be stored for the duration of the statutory retention period.
5. Upon completion of the manual tally, all ballots will be returned to the secure holding area. After the Canvass is complete, they will be packaged and stored with all other VBM materials for the statutory retention period.

Certification

Certification is the final process of canvassing, it consists of compilation of the Statement of Vote reports and issuance of a certificate.

The Statement of Vote (SOV) reports the votes cast for candidate and measure on the ballot for the election. The dataset includes the summary reports and the aggregate data by precinct for the individual contests.

The summary reports of the SOV are:

- (a) precinct total (vote cast at the polling place);
- (b) voting by mail total;
- (c) grand total [sum of (a) and (b)];

The Certificate of Election Results will be issued to jurisdictions in the election, sent together with the Statement of Vote, and the 3-column summary result.

Certification of the election must occur within 30 days after the election, or as required by election law.

Recount

A recount is conducted by the Registrar of Voters' Office for the purpose of verifying the number of votes counted for a specific office or measure in the election. Cal. Elections Code sections 15600 through 15649 govern voter-requested recounts.

Who can request

Any voter of the state may file a request. (Cal. Elections Code section 15620)

Timing and Method of Request

The request must be filed within five (5) calendar days of the completion of the official canvass. The ROV office is not open on weekends or holidays. (Cal. Elections Code section 15620)

Recount requests must be filed with the county elections official responsible for conducting the election, if the contest is not voted upon statewide. (Cal. Elections Code section 15620) Requests are acceptable via fax or email. Call (408) 299-VOTE for fax or email contact information.

Format of request

- The request must be in writing. (Cal. Elections Code section 15620)
- Must specify the contest to be recounted. (Cal. Elections Code section 15620)
- Must state on behalf of which candidate, slate of electors, or position on a measure (affirmative or negative) it is filed. (Cal. Elections Code section 15620)
- May specify the order in which precincts shall be counted. (Cal. Elections Code section 15622)
- May specify the method of counting to be used (computer, manual or both). (Cal. Elections Code section 15627)
- May specify any other relevant material to be examined. (Cal. Elections Code section 15630)

Costs of Recount

The costs of the recount must be paid by the requestor. (Cal. Elections Code section 15624) In addition to the costs of recounting the ballots, other costs may apply to cover examination of relevant material or other activities related to the recount. (Cal. Elections Code section 15630)

Notice of recount

A notice stating the date and place of the recount will be posted by the Registrar's Office at least one day prior to the recount and, for local contests, the following persons will be notified in person or by federally regulated overnight mail service (Cal. Elections Code section 15628):

- All candidates for the office being recounted.

- Proponents of any initiative or referendum or persons filing ballot arguments for or against any initiative, referendum or measure to be recounted.

Process of recount

- The recount is open to the public. (Cal. Elections Code section 15629)
- Recount must start no later than seven calendar days following the receipt of the request and shall be continued daily – Saturdays, Sundays, and holidays excepted – for not less than six hours each day until completed. (Cal. Elections Code section 15626)
- A manual recount must be conducted under the supervision of the Registrar’s Office by recount boards, consisting of four voters of the county, appointed by the elections official. (Cal. Elections Code section 15625)

Result of Recount

- The results of a recount are declared null and void unless every vote in which the contest appeared is recounted. (Cal. Elections Code section 15632)
- Upon completion of a recount, if a different candidate, slate of electors, or position on a measure receives a plurality of votes, the results of the official canvass will be changed and the election results re-certified. (Cal. Elections Code section 15632)
- A copy of the results of any recount conducted shall be posted conspicuously in the office of the elections official. (Cal. Elections Code section 15633)

Observers

The Registrar of Voters (ROV) welcomes the public to observe (at any time) its various election activities, including the Canvass. In order for the ROV to comply with various legal, confidentiality, security, safety and space limitation requirements, there may be restrictions on the number and placement of observers, the taking of handwritten notes, etc. To facilitate the coordination of Observers, those wishing to observe an election activity should contact the ROV to confirm the date, time and availability of such activities.

When a visitor to the ROV office would like to observe election activities, the Observer will first be issued an Observer's Badge and provided with Observer Guidelines. Thereafter, the Observer will be escorted during the selected election activity.

Observers may view all aspects of the Canvass. The ROV will have specifically designated staff available to answer questions or concerns as to prevent any unnecessary interruptions that may delay the conducting of the Canvass. By law, Observers shall not assist in the operations of the Canvass. No person (except staff designated by the Registrar of Voters or Assistant Registrar of Voters), shall touch any voting system, ballot container, Vote by Mail or provisional ballot or their envelope. To avoid distractions, please keep conversations to a minimum.

Failure to follow the Observer Guidelines may require the ROV to take appropriate action to ensure the legality of the Canvass process.

Canvass Glossary of Terms

1% Manual Tally	The public process of manually tallying votes in one percent of the precincts, selected at random by the elections official, and in one precinct for each race not included in the randomly selected precincts.
400C	A machine used to tabulate the votes cast on optical scan ballots.
Canvass Official Ballot Statement (COBS)	A ballot reconciliation statement completed by the canvass board.
Damaged Ballot	Any ballot that is torn, spindled or mutilated.
DRE Voting System	Direct Recording Electronic Voting System.
Duplicated Ballot	An exact duplicate of a damaged ballot.
Election Materials and Voting Systems (EMVS) Division	The division within the Registrar of Voters' office that oversees the organization, distribution, and collection of election materials; oversees ballot tabulation; and oversees the operation and maintenance of voting system components.
Envelope 1	Precinct supply envelope containing the Roster Index, Exception Log, and Tally Sheet.
Envelope 2	Precinct supply envelope containing voted provisional ballots.
Midday Official Ballot Statement (Midday OBS)	A ballot reconciliation statement completed by the ROV only for precincts where ballots were picked up and returned to the ROV office for tallying during the Midday Pickup process.
Official Ballot Statement (OBS)	A ballot reconciliation statement completed by the precinct board.
Optical Scan Ballot	The official name of the paper ballot used for voting.
Precinct Canvass Report (PCR)	The official log of the status of each precinct and the results of

its canvass reconciliation process.

Provisional (PV) Ballot	A ballot voted by a voter whose qualifications or entitlement to vote cannot be immediately established. The ballot is placed into a pink envelope and researched by the elections office to determine if it is appropriate to count.
Roster Index	An alphabetical list of voters registered in the precinct.
TrackIt	The software used by the Registrar of Voters to track the location of various election materials.
VBM Ballot	A Vote By Mail ballot cast by a voter in any way other than at the polling place.
VVPAT Tape	Voter Verifiable Paper Audit Trail Tape.
Write-In Ballot	A ballot where the voter has written in the name and office of a qualified write-in candidate in the appropriate space provided at the top

ATTACHMENT # 1 – Precinct Canvass Report

Precinct	Precinct #	Status	Resolved	Notes
PCT 1001	1001		Yes	
PCT 1002 S	1002		Yes	
PCT 1003	1003		Yes	
PCT 1007	1007		Yes	
PCT 1008	1008		Yes	
PCT 1010 S	1010		Yes	
PCT 1013	1013		Yes	
PCT 1014	1014		Yes	
PCT 1017 S	1017		Yes	
PCT 1020	1020		Yes	
PCT 1023	1023		Yes	
PCT 1026	1026		Yes	
PCT 1028	1028		Yes	
PCT 1032 C	1032		Yes	
PCT 1034	1034		Yes	
PCT 1036	1036		Yes	
PCT 1037	1037		Yes	
PCT 1038	1038		Yes	
PCT 1039	1039		Yes	
PCT 1045 C	1045		Yes	
PCT 1046	1046		yes	
PCT 1047	1047		yes	
PCT 1048 C	1048		Yes	
PCT 1050	1050		Yes	
PCT 1054	1054	Final	No	-5 sigs
PCT 1055	1055		Yes	
PCT 1056	1056		Yes	
PCT 1057	1057		Yes	
PCT 1058	1058		Yes	
PCT 1059	1059		Yes	
PCT 1060 S	1060		Yes	
PCT 1061 S	1061		Yes	
PCT 1063 S	1063		Yes	
PCT 1064 S	1064		Yes	
PCT 1065	1065		Yes	
PCT 1066 S	1066		Yes	
PCT 1069	1069		Yes	
PCT 1070 S	1070		Yes	
PCT 1072	1072		Yes	

ATTACHMENT # 2 – OFFICIAL BALLOT STATEMENT (OBS)



Keep in the Roster Index. **DO NOT REMOVE**

Official Ballot Statement

Precinct: 9999

June 7, 2016 Primary Election

<input type="checkbox"/>	Please check this box if Ballots were picked up from your Polling Place during Election Day.
--------------------------	---

Please enter the following totals

- 1. **Ballots Issued**
Filled in by ROV ➔
- 2. **Unused Ballots Total**
Copy from the Unused Optical Scan (Paper) Ballots Worksheet ➔
- 3. **Spoiled Paper Ballots**
Include damaged and spoiled "A" Card Ballots from Envelope #4 ➔
- 4. **Voted Paper Ballots**
Count all "A" cards from Orange Ballot Bag ➔
- 5. **Voted Provisional Ballots**
Provisional Envelopes containing Voted Ballots from Blue Ballot Bag ➔
- 6. **Roster Index Voter Signatures**
Count Voter Signatures from the Roster Index, Supplemental List and Blank Signature Pages ➔

7. Electronic Ballots
Copy the information below from the Voting Machine Closing Audit Form

Voting Machine #	Qualified Votes	Provisional Votes	Total Votes
<input style="width: 60px; height: 25px;" type="text"/>			
	+		=

Precinct Board Must Initial	Precinct Inspector _____	Clerk _____	Clerk _____
	Clerk _____	Clerk _____	Clerk _____

ATTACHMENT # 3 – CANVASS OFFICIAL BALLOT STATEMENT (COBS)

Keep in the Roster Index. **DO NOT REMOVE**



Canvass Official Ballot Statement

Precinct: _____

June 7, 2016 Primary Election

<input type="checkbox"/>	Please check this box if Ballots were picked up from your Polling Place during Election Day.
--------------------------	--

<u>Please enter the following totals</u>	OBS	Midday OBS	Total	S1	S2	
1. Ballots Issued <i>Filled in by ROV</i>	➔	<input style="width: 50px; height: 30px;" type="text"/>				
2. Unused Ballots Total <i>Copy from the Unused Optical Scan (Paper) Ballots Worksheet</i>	➔	<input style="width: 50px; height: 30px;" type="text"/>				
3. Spoiled Paper Ballots <i>Include damaged and spoiled "A" Card Ballots from Envelope #4</i>	➔	<input style="width: 50px; height: 30px;" type="text"/>				
4. Voted Paper Ballots <i>Count all "A" cards from Orange Ballot Bag</i>	➔	<input style="width: 50px; height: 30px;" type="text"/>	+	<input style="width: 50px; height: 30px;" type="text"/>	=	<input style="width: 50px; height: 30px;" type="text"/>
5. Voted Provisional Ballots <i>Provisional Envelopes containing Voted Ballots from Blue Ballot Bag</i>	➔	<input style="width: 50px; height: 30px;" type="text"/>	+	<input style="width: 50px; height: 30px;" type="text"/>	=	<input style="width: 50px; height: 30px;" type="text"/>
6. Roster Index Voter Signatures <i>Count Voter Signatures from the Roster Index, Supplemental List and Blank Signature Pages</i>	➔	<input style="width: 50px; height: 30px;" type="text"/>				
7. Electronic Ballots <i>Enter the Total Votes box from part 7. Enter the other information below.</i>	➔	<input style="width: 50px; height: 30px;" type="text"/>				
Voting Machine # <input style="width: 50px; height: 30px;" type="text"/>	Qualified Votes <input style="width: 50px; height: 30px;" type="text"/>	Provisional Votes <input style="width: 50px; height: 30px;" type="text"/>				
				Initials		
				Start Time		
				End Time		

Precinct Balance (Y/N)? _____
CM/Lead Review _____

ATTACHMENT A | Sample List of Randomly-Ordered Precinct Numbers

Random 1% Voting PCT

11/9/2011 9:37:15 AM

4078 4
4041 5
3633 3 MB
2001 2 MB
4095 4 MB
4020 5
4103 4
2110 2
4130 4
4098 4 MB
4023 5
4006 4
2004 2
3625 3
4143 5 MB
4067 5
2019 2
3608 3
2026 2
2115 2
2043 2
3628 3
3612 3
1471 1 MB
4119 4

ATTACHMENT B | Sample Track-It Box List

PCT	box	box	box	box	box	box
1302	A07	A33	A34	A38	A44	
1407	A07	A33	A34	A38	A44	
1408	A07	A33	A34	A38	A44	A56
1409	A07	A33	A34	A41	A44	A56
1497	A07	A33	A38			
2003	A01	A33	A34	A38	A44	A56
2004	A01	A33	A34	A38	A44	A56
2005	A07	A33	A34	A38	A44	A56
2010	A07	A33	A34	A38	A45	A56
2015	A07	A33	A34	A38	A44	A56
2017	A12	A33	A34	A38	A44	
2019	A13	A23	A34	A38	A45	A56
2026	A01	A23	A34	A39	A44	A56
2034	A13	A23	A34	A38	A45	A56
2043	A13	A23	A34	A38	A45	A56
2048	A12	A23	A34	A38	A48	A56
2049	A15	A22	A34	A39	A45	A56
2056	A15	A22	A34	A39	A48	A56
2061	A15	A22	A34	A39	A46	A56
2068	A06	A22	A34	A39	A48	A56
2075	A06	A22	A34	A39	A46	A56
2078	A11	A25	A34	A39	A48	A56
2090	A06	A25	A34	A39	A46	A56
2098	A03	A25	A34	A39	A49	A56
2101	A03	A25	A34	A39	A46	A56
2107	A03	A25	A35	A39	A49	A56
2108	A03	A25	A35	A37	A49	
2110	A11	A25	A34	A37	A49	A56
2115	A09	A30	A35	A37	A49	A56
2122	A09	A30	A35	A37	A51	A56
3602	A04	A30	A35	A37	A51	A56
3603	A11	A30	A35	A37	A56	
3604	A08	A30	A35	A37	A51	A56
3605	A11	A30	A35	A37	A51	
3606	A05	A26	A35	A37	A52	A56
3607	A04	A26	A35	A37	A52	A56
3608	A08	A30	A35	A41	A51	A56
3610	A09	A26	A35	A37	A53	
3611	A09	A26	A35	A37	A52	A56
3612	A05	A26	A35	A41	A52	A56
3613	A04	A26	A35	A41	A54	
3614	A04	A26	A35	A41	A52	A56
3623	A08	A29	A35	A41	A54	
3624	A10	A29	A35	A41	A53	
3625	A20	A29	A35	A41	A54	
3628	A18	A29	A35	A41	A55	A56

ATTACHMENT C | Sample 400C Precinct Results

4041 PCT 4041
13:02:21 10-Nov-2011

Page 1

CONSOLIDATED ELECTIONS
SANTA CLARA COUNTY
NOVEMBER 8, 2011

	Count	Pct
Precincts Counted	1	0.80
Registered Voters	1,581	
Ballots Counted	664	42.00
Blank Ballots Counted	0	
SUNNYVALE SCHOOL DISTRICT 2003		
Vote for no more than Two		
REID MYERS	452	34.04
NANCY NEWKIRK	321	24.17
JOHN MUMY	90	6.78
WRITE-IN	2	0.15
WRITE-IN	0	0.00
Overvotes	0	0.00
Undervotes	463	34.86
Total	1,328	
Member of City Council CITY OF SUNNYVALE seat 4		
DAVID WHITTUM	505	76.05
WRITE-IN	6	0.90
Overvotes	0	0.00
Undervotes	153	23.04
Total	664	
Member of City Council CITY OF SUNNYVALE seat 5		
PAT MEYERING	324	48.80
BO CHANG	274	41.27
WRITE-IN	3	0.45
Overvotes	1	0.15
Undervotes	62	9.34
Total	664	
Member of City Council CITY OF SUNNYVALE seat 6		
JACK WALKER	275	41.42
JIM DAVIS	201	30.27
STEVE HOFFMAN	128	19.28
WRITE-IN	4	0.60
Overvotes	0	0.00
Undervotes	56	8.43
Total	664	
Member of City Council CITY OF SUNNYVALE seat 7		
TARA MARTIN-MILIUS	287	43.22
FRED FOWLER	257	38.70
MARIA PAN	45	6.78
WRITE-IN	2	0.30
Overvotes	2	0.30
Undervotes	71	10.69
Total	664	
Measure A		
NO	451	67.92
YES	195	29.37
Overvotes	0	0.00
Undervotes	18	2.71
Total	664	
Measure B		
YES	565	85.09
NO	50	7.53
Overvotes	0	0.00
Undervotes	49	7.38
Total	664	

ATTACHMENT D | Sample Manual Tally Form

Page _____ of _____

MANUAL TALLY SHEET

Circle: PCT / VBM / MB

ELECTION: November 3, 2009

Contest Name: _____

WE HEREBY CERTIFY that this is a correct report of the election held in _____ precinct DATE: _____

NAME (1) _____ NAME (2) _____ NAME (3) _____ REVIEWED/APPROVED BY: _____

Ballot #	Candidate / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	Vote For:												# of Ballots:		Description of Resolution		
		20	40	60	80	100	120	140	160	180	200	220	240	260	280		300	Manual Tally
320	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	340	360	380	400	420	440	460	480	500	520	540	560	580	600			
620	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	640	660	680	700	720	740	760	780	800	820	840	860	880	900			
920	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	940	960	980	1000	1020	1040	1060	1080	1100	1120	1140	1160	1180	1200			
320	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	340	360	380	400	420	440	460	480	500	520	540	560	580	600			
620	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	640	660	680	700	720	740	760	780	800	820	840	860	880	900			
920	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	940	960	980	1000	1020	1040	1060	1080	1100	1120	1140	1160	1180	1200			
320	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	340	360	380	400	420	440	460	480	500	520	540	560	580	600			
620	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	640	660	680	700	720	740	760	780	800	820	840	860	880	900			
920	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	940	960	980	1000	1020	1040	1060	1080	1100	1120	1140	1160	1180	1200			
320	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	340	360	380	400	420	440	460	480	500	520	540	560	580	600			
620	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	640	660	680	700	720	740	760	780	800	820	840	860	880	900			
920	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	940	960	980	1000	1020	1040	1060	1080	1100	1120	1140	1160	1180	1200			
320	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	340	360	380	400	420	440	460	480	500	520	540	560	580	600			
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320	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	340	360	380	400	420	440	460	480	500	520	540	560	580	600			
620	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	640	660	680	700	720	740	760	780	800	820	840	860	880	900			
920	CANDIDATE / YES / NO / WRITE IN / OVERVOTE / UNDERVOTE	940	960	980	1000	1020	1040	1060	1080	1100	1120	1140	1160	1180	1200			
TOTALS																		
Include tallies from all pages if additional pages were used																		