Official Canvass Manual

MAY 3, 2016
SPECIAL MAIL BALLOT ELECTION

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Overview

The Official Canvass is conducted by the Registrar of Voters (ROV) to complete the official counting of qualified Vote by Mail ballots. Any discrepancies are resolved through canvassing of official election materials and the voting systems used in the county. A manual tally of 1% of the total number of precincts in every contest and 100% of the Voter Verifiable Paper Audit Trail 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 shall result in a report of results to the district officials. The Canvass shall be continued daily, except the holidays and weekends, for not less than six hours each day until completed (Elections Code Section 15301).

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

Tasks of the Official Canvass

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

1. A reconciliation of the number of mail ballots counted, spoiled, canceled, or invalidated due to identifying marks, over-votes, or as otherwise provided by statute, with the number of mail ballot votes recorded by the vote counting system.

2. Reproducing any damaged ballots, if necessary.

3. Reporting final results to the Board of Supervisors, and the governing board(s) as required.

100% VVPAT Manual Tally

One hundred percent of all mail ballot 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. The Canvass Teams of two people must work together on each mail ballot precinct.

Pull All VVPAT tapes

After 8:00PM on the Election Day, the Vote By Mail (VBM) staff will retrieve the VVPAT tapes from the DRE machines located in the lobby area. Working in teams of two, the VeriVote printers will be opened, the paper tape will be removed from its spool, and rubber banded. The banded precinct paper tape rolls will be transported and tallied, by no less than two staff members, to the computer room.

Conduct of the Manual Tally

1. The VBM Manager prepares Manual Tally Forms in order by contests to be counted for the 100% Manual Tally. (see Attachment # 1)

2. Using the Manual Tally Forms, the VBM staff 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.

3. 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.

4. If the results match, the Manual Tally Forms and VVPAT tapes will be fastened together and prepared for storage.

5. If the results do not match, steps 5 and 6 will be repeated until the discrepancy is resolved. The VBM staff will prepare all Manual Tally Forms for that machine along with the VVPAT tapes and notations explaining the discrepancy per step 5.

6. Upon completion of the 100% Manual Tally, all used and unused VVPAT tapes will be boxed, labeled, and stored for 6 months.

Vote by Mail Canvass

Before the election is certified all voted Vote By Mail (VBM) ballots received by 8 pm 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 Tally

Ballots are given to the IS division to be tallied. Tallied ballots are received back from IS 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.

1% Manual Tally

See 1% Manual Tally Procedures on the following page. VBM division conducts the 1% manual tally for both VBM & 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, per Elections Code §17300 *et seq*.

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

Per 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 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.
3) This process will continue collecting VBM return ballots from the US Post Office after election E +1, E +2, & E +3 during business hours.

Unsigned Ballot Statement – (E + 8)

Pursuant to California Elections Code 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 by mail, by fax or delivered to a polling place, drop-off site, drive-thru location, early voting center in Santa Clara County before the polls close at 8:00 p.m. on Election Day, or may return the Unsigned Ballot Statement in person or sign the original VBM envelope. The voter must come 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.

VBM 1% Manual Tally

Ballot Pulling & Preparation

1. IS 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, EWMR024 (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 (example, for 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 as well as 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).

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 & polling place ballots separate. Ballots are placed in a secure holding area.

6. VBM Manager prepares the Manual Tally Form (see Attachment #1).

7. IS Division prints the Semifinal Official Results by Precinct Report.

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 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 Votes reports and issuance of certificate.

The Statement of Votes (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 of individual contest.

The summary reports of the SOV are:

(b) voting by mail total;
(c) grand total [sum of (a) and (b)];

Certificate of Election Results will be issued to jurisdictions in the election, send together with the Statement of Votes, and the 3-colum summary result.

Certification of election happens within 30 days after the election or as require by election law.

Circle: PCT / VBM / MB

MANUAL TALLY SHEET

Page _____ of _____

ELECTION: November 3, 2009

Contest Name: .....

Vote For: .....

# of Ballots: .....

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

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: _____

ATTACHMENT # 1