Official Canvass Manual

NOVEMBER 8, 2016
PRESIDENTIAL PRIMARY ELECTION

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Overview

The Official Canvass is the period following Election Day in which the Registrar of Voters (ROV) completes counting all qualified ballots, reviews all polling place materials, performs manual tally audits to verify the accuracy of the results, and finally certifies the final election results.

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, Saturdays, Sundays, and holidays excepted, for not less than six hours each day until completed. (California Elections Code section 15301)

Tasks of the Official Canvass

The official canvass shall include, but not be limited to, the following tasks:

> *(a) An inspection of all materials and supplies returned by poll workers.*
>
> *(b) A reconciliation of the number of signatures on the roster with the number of ballots recorded on the ballot statement.*
>
> *(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, overvotes, 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 governing board and the Secretary of State, as required.*

(California Elections Code section 15302)

Canvass Preparation

Pre-Election

Pursuant to California Elections Code 15003, the Canvass Manager will by E-29 post a paper copy of the Canvass Manual to the ROV front counter as well as post an electronic copy to the ROV web site. Additional copies will also be made available for observers upon request. The Canvass Manager will also create a Canvass Schedule that includes key milestone dates and deadlines for all canvass activities.

Prior to Election Day, the Canvass Manager will prepare the appropriate canvass forms, including Precinct Canvass Report (PCR) (see Attachment # 1). The Mapping Division will provide a voting precinct file, and the Precinct Operations Division will provide the list of all multiple-boarded precincts.

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 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.

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. Work in teams of two people at each counting station – one 400C Operator, and one Catcher to remove ballots from output bin and place them in the box.

2. Receive ballots to be tallied.

    a. 400C Operator ensures that the stack of ballots has a header card.

    b. If there is no header card, alert the Ballot Counting Process Lead immediately.

3. 400C Operator removes the rubber band and inserts the precinct header card into the 400C machine first, then continues inserting that precinct's paper ballots to tally.

4. Catcher promptly removes the ballots from the Output Bin once the precinct is finished.

5. Once the Catcher removes the entire stack from the Output Bin, the Catcher separates the Counted ballots, the Blank ballots, and the Damaged/Unreadable ballots into separate stacks.

6. For the Counted ballot stack, the Catcher performs the following tasks:

    a. Place the header card on the top of the Counted ballot stack.

b. Rubber-band the Counted ballot stack for the precinct together.

c. Strike the Counted ballot stack by drawing a line with a red marker along the side of the stack.

d. Place the Counted ballot stack in the designated box.

7. For the Blank ballot stack, the Catcher performs the following tasks:

    a. Mark each Blank ballot with the ballot's precinct number and the letter "B."

    b. Place Blank ballot in the "Blank" tray.

8. For the Damaged/Unreadable ballot stack, the Catcher performs the following tasks:

    a. Mark each Damaged/Unreadable ballot with the ballot's precinct number and the letter "D."

    b. Place Damaged/Unreadable ballot in the "DUP" tray.

9. For ballots that came out of the machine into the Write-In Bin, the Catcher performs the following tasks:

    a. Mark each Write-in ballot with the ballot's precinct number and the letter "W."

    b. Place Write-in ballot in the "Write-In" tray.

10. Continue to run ballots through 400C machine, one precinct at a time.

11. After being tallied, a batch of ballots will be logged into the Track-It inventory control system and assigned a box number. Boxes of counted ballots will be stored in secured areas with controlled access.

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.

VBM Signature Verification

Ballots without Barcodes

1. In EIMS, go to Election Workspace > Absentee Processing Menu > VBM Group Control.
2. Click "**Update**".
3. Search by voter name, address, Affidavit Number, or Application ID.
4. If multiple results appear, double-click the one that is the closest match to the name and address.
5. When the voter's record is pulled up, click the printer icon to reprint a label for the envelope.
6. Stick the new label on the envelope and proceed with signature checking.

Signature Checking: Enter & Verify Group

1. In EIMS, go to Election Workspace > Absentee Processing Menu > VBM Group Control.
2. Under "Returned Ballots" click "**Enter & Verify**".
3. Make sure that the **Return Date** and **Return Method** at the bottom of the screen are correct.
    a. **IMPORTANT**: If it is after Election Day and you are processing ballots that were returned by 8:00 pm on Election Day, you **must** manually set the Return Date to Election Day.
    b. The default Return Method is **Mail**. A supervisor or lead will tell you if you need to use a different method, such as **Counter** or **Polls**.
    c. If the ballot was received after the election by the third day and was postmarked on or before Election Day you must manually select the return method to **"E Plus 3"** and leave the actual received date.
4. In the "Ballot Issue ID" box (highlighted yellow), scan the barcode of the VBM return envelope or type the Application ID and hit Enter.
5. Compare the signature on the envelope with the scanned signature image from the voter registration card.
6. If the signatures match, set the Ballot Return Status to "**Good**".
7. If the signatures do not match, change the Ballot Return Status to "**Challenged**". You must also select a **Challenge Reason**:
    a. No Signature: signature is missing
    b. No Sig Match: signature does not match
    c. Deceased: instead of a signature, there is a note written on the envelope that the voter is deceased
    d. Too Late: ballot was received after the third day of the election or was not postmarked on or before Election Day. (you will be instructed when to use this)
    e. Surrendered: ballot was surrendered at a polling place (ballot usually will be marked surrendered; you will be instructed when to use this)
    f. If a signature is already marked as Challenged with the reason "Void", do not change it.
8. If the ballot was returned by USPS as undeliverable, set the Ballot Return Status to "**Undeliverable**".
9. If all or most of the envelopes in your batch are going to have the same Ballot Return Status and Challenge Reason (ex. Good, Undeliverable, Challenged—Too Late), you

can click the finger icon to “Persist Return Status and Challenge Reason”. This will save time because you won’t have to re-select the status for each envelope.

10. Click “**Save**” and continue on to next ballot until the group is complete, then close the window by clicking the “**X**” in the top right corner.
    a. Draw a stripe along the tops of the envelopes.
    b. Take the “Good” envelopes to be sorted and sliced manually.
    c. Take the “Challenged” and “Undeliverable” envelopes to the ballot storage room and place in the designated trays.

Challenged Ballot Review

All Challenged ballots must receive a second-level review. Use Update Absent Voter (see procedures above).

If the Challenge Reason is “No Sig Match” (should be done by lead or supervisor):

1. Check if the signatures match.
2. Check that the scanned signature image from the voter registration card is the right voter. Compare the affidavit number and, if necessary, the full registration card scan. If the scanned image is for the wrong voter, print the screen and mark the ballot as “Good”. Compile the print-outs for forwarding to the Voter Services Division.

If the Challenge Reason is “Void” (should be done by VBM Manager or Supervisor):

1. Check if the signature matches. If not, do not continue.
2. Check if the same voter already returned another Good ballot for the election. If yes, do not continue.
    a. An Undeliverable, Void, or Challenged returned ballot may cause the Challenge.
    b. If so, and if the voter status is Active, the address is the same, the signature matches, there was no Good ballot returned, and the ballot is otherwise valid, the ballot is Good.
3. Check Election Workspace Display (both Election Workspace and Master Voter File) to determine if the voter’s registration status and residence address.
4. If the voter has Active or Inactive status, check the residence address.
    a. If the address is the same and the voter was inactivated due to ARCOP, 3PCOA, undeliverable mail, etc, the ballot is Good.
    b. If the voter moved to an address in the same ballot type, the ballot is Good.
    c. If the voter moved to an address in a different ballot type (but still in Santa Clara County and in the current election), set the ballot aside for review after Election Day. If no other ballot is cast for the new address, the ballot is Good.
    d. If the voter moved to an address not in the election (but still in Santa Clara County), set the ballot aside for review after Election Day. If no other ballot is cast for the new address, the ballot is Good.
    e. If the voter moved to an address out of county but has not re-registered (see below), set the ballot aside for review after Election Day. If no other ballot is cast for the new address, the ballot is Good.
5. If the voter status is Canceled because of re-registration out-of-county, the ballot stays Challenged (leave the reason as Void).

Update Ballot Return Status

1. In EIMS, go to Election Workspace > Absentee Processing Menu > VBM Group Control.
2. Click "**Update**".
3. Place the cursor in the Ballot Issue ID field and scan the barcode or type the Application ID and hit Enter.
4. When the voter's record is pulled up, highlight the ballot with the correct ID under "Issued Ballot Information".
5. Change the Return Status to reflect the new status: "Good" if the ballot is valid or "Challenged" if it is invalid.
6. If Challenged, select the correct status reason:
    a. No Signature: signature is missing
    b. No Sig Match: signature does not match
    c. Deceased: instead of a signature, there is a note written on the envelope (or in the envelope) that the voter is deceased
    d. Too Late: ballot was received after 8:00 pm on Election Day (you will be instructed when to use this)
    e. Surrendered: ballot was surrendered at a polling place (ballot usually will be marked surrendered; you will be instructed when to use this)
    f. No Ballot: envelope did not contain a ballot
    g. Other: use for most situations not listed above

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.

E+3 Postmark Procedures

Ballots received can not be later than 3 days, must have a postmark of Election Day or before. If there is no postmark the voter must have signed and dated the ballot with the date of the election or before.

Post-Election (E+1 to E+3) - VBM Division will have a regular Post Office pickup.

- Anything after E + 3 is **TOO LATE**.

Ballots will be manually filtered and sorted to two classifications;

1) Ballot to be counted as GOOD

2) Ballot to be entered as TOO LATE

*Too late ballots are stacked and put aside for data entry (enter as Challenge - Too Late).

Examples:

- Ballot is postmarked with Election Day or before (GOOD).
- Ballot has no postmark but voter signed and placed a date of Election Day or before (GOOD).
- When a ballot that was sent back for no signature is returned without a postmark on the envelope once it is returned, open & verify date (GOOD).
- Other County Mailed ballots will be accepted as long as they are rec'd before E+3 with postmark with Election Day or before (GOOD).
- Ballot signed but has No date listed and No Post Mark. (TOO LATE).
- Ballot received after E+3 (TOO LATE).
- Ballots that were sent out for no signature that are returned after E+3 (TOO LATE).

- Any ballots received in any drop box after election night (8:00 PM) (TOO LATE).

Note:

Ballots that belong to other Counties that are received election night at Polling Place or mail postmarked Election Day are to be forwarded to the appropriate County with the explanation form.

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.

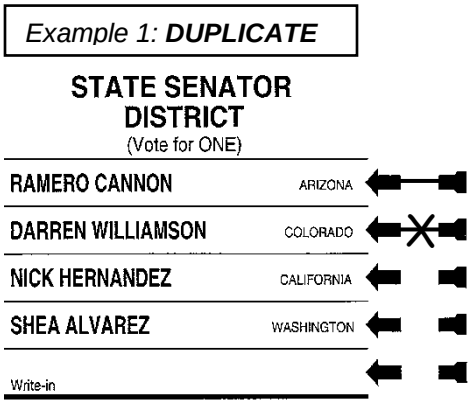
The voter may provide a signature in one of two ways: The voter may come in person to sign the original VBM envelope, or the voter may return a completed Unsigned Ballot Statement. The Unsigned Ballot Statement may be returned in person, by mail, by fax, or delivered to a polling place, drop-off site,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

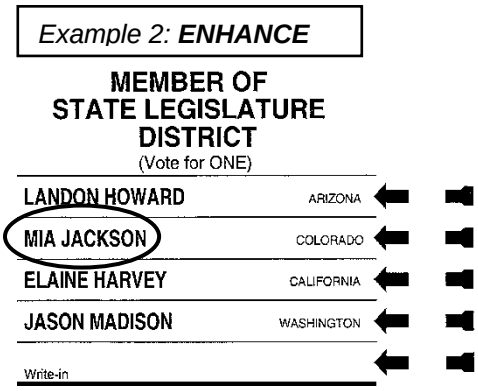
VBM Opening & Flattening

A. OPENING & FLATTENING

Work individually, but you must have at least two people present at all times.

1. Raise your hand when you are ready to start. You will get a tray which contains a group of Vote by Mail envelopes with the ballots inside.
2. Check all the envelopes to make sure they have same precinct number. Alert a lead or supervisor about any envelopes with the wrong precinct number.
3. Keep the envelopes face-down so you cannot see the voter's name.
4. With a smooth motion, remove the ballot from the envelope and unfold it flat in front of you, stacking them all in the same direction and using the least amount of extraneous movement. You will become fast with practice & repetition.
5. If the envelope is empty, write "**Empty**" in the upper left hand corner of the envelope and set it aside. This includes envelopes that contain notes or other forms instead of a voted ballot.
6. As you are removing the ballots detach and discard any remaining ballot stubs.
7. Inspect the ballot for damage, tears, or incorrect markings:
    a. If the ballot is damaged or needs to be **duplicated** for any reason, write a "**D**" in the masthead and set it aside. Also make sure that the precinct number is printed on the ballot. If not, write it in the masthead.
    b. If the ballot has been marked so that the voter's intent is clear but the 400C machine won't be able to read it correctly, the ballot can be **duplicated**. Write a "**D**" in the masthead, make sure it has a precinct number, and set it aside.
    c. If the envelope does not contain an official ballot but does contain the voter's choices marked on Sample Ballot pages or a letter or note listing the voter's choices, it can be **duplicated**. Write a "**D**" at the top, make sure it has a precinct number, and set it aside.
    d. If the ballot is marked in such a way that the voter's intent is clear but the voting target arrows are not completed, the ballot can be **enhanced** (see *Ballot Enhancement Procedure* below). Write an "**E**" in the masthead of the enhanced ballot and include it with the rest of the flattened ballots from that precinct.





    e. If the voter signed the ballot or made identifiable marks on the ballot, it must be **duplicated**. Write a "**D**" in the masthead, make sure it has a precinct number, and set it aside.

f. If there are more than one ballot in the same envelope, put the ballots back in the envelope and write "**2 Ballots**".

8. After all the ballots have been removed from your envelopes; gently handle the full stack as one and bend any creases out to flatten ballots more.
9. Check your empty ballots to make sure there are no ballots left inside them. You can test this by gently bending the stack of envelopes. If you feel resistance, there may be a ballot inside.
10. Write your initials and the precinct number (if not already printed) on the top of the first ballot in the "masthead" area next to "Official Ballot".
11. Put a small rubber band around the empty envelopes and a large rubber band around the flattened ballots.
12. Raise your hand and return your flattened ballots and envelopes to a runner or lead.
    a. Return the ballots to be duplicated separately. Make sure they have the precinct number on them.
    b. Return "**Empty**", "**2 Ballots**", and "**ID**" envelopes (with the ballots still inside) separately.
13. The audit control team will do a quality control check of the envelopes to ensure they are all empty and the header card & flattened ballots to verify precinct and ballot type and then place the ballots into the designated boxes to be tallied.

B. BALLOT ENHANCEMENT

Must be performed with a partner.

1. Review the original ballot to determine if it can be enhanced (rather than duplicated) and if the voter's intent can be determined.
    a. If the ballot is physically damaged, or if it has any incorrect or extraneous markings in the voting target areas (arrows), it must be duplicated. Mark ballots that need to be duplicated with a "**D**".
    b. If you have difficulty determining the voter's intent, refer to the ***Duplication Vote Count Guidelines*** or ask a supervisor or lead for assistance.
2. Mark the voter's intended selections by completing the arrow while your partner observes.
3. Write an "**E**" at the top of the ballot in the shaded masthead portion, then write your initials and your partner's initials.
4. If it is a **VBM** ballot with no printed precinct number, also write the precinct number in the shaded masthead portion of the ballot.
5. Place the enhanced ballots with the rest of the ballots to be tallied for that precinct.

Ballot Duplication

1. **Original** ballots needing duplication are put into precinct order, then entered into the Duplication Log. Using the log, staff will pull the appropriate ballot types from the stock of blank VBM ballots. Polling place and BOD ballots may also be used as an alternative. **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. When preparing Provisional ballots for duplication, mark the Original ballot to indicate any contests for which the voter was not eligible to vote.**

2. The duplicating 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 #	1001
Serial #	02/14-1
AB/CD	

3. 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. It is not required for the A, B, and C cards of multi-card ballot sets to have corresponding serial numbers. 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.

4. 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
AB/CD	

5. 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.

6. The **Duplicate** ballot should exactly match the **Original** ballot, including overvotes, undervotes, and write-ins.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***.

7. 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.

8. 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.

9. 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.

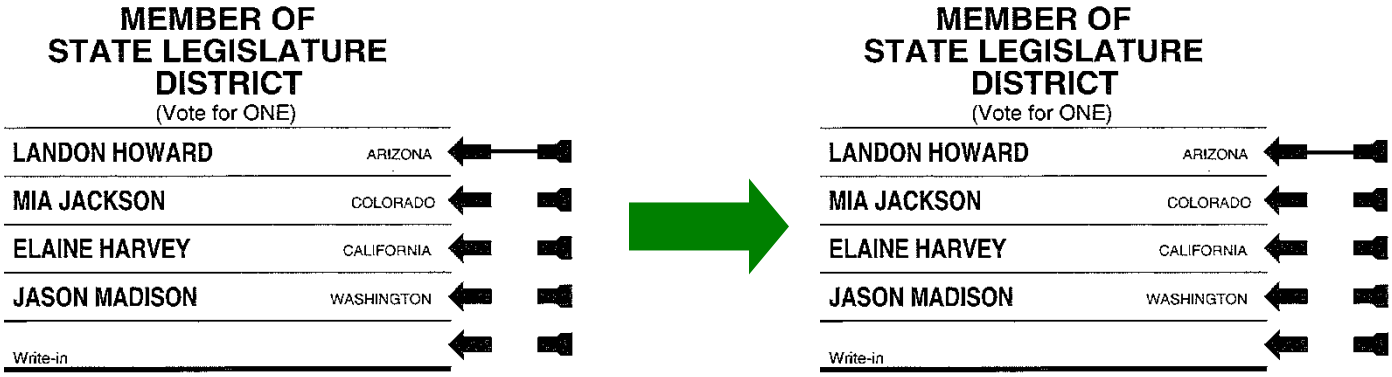
10. This process continues until all ballots for the precinct have been duplicated. Then, the **Original** ballots are rubber-banded together and placed in precinct order in the designated receptacle. The **Duplicated** ballots are rubber-banded together with the appropriate provisional precinct header card, are placed in precinct order in the designated box, and are given to EMVS for tallying.

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

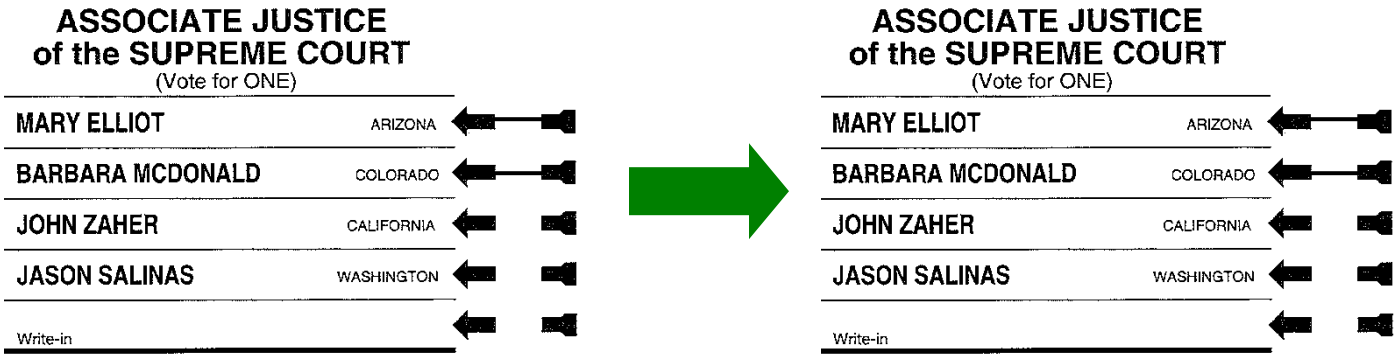
DUPLICATION VOTE COUNT GUIDELINES

I. DUPLICATION BASICS

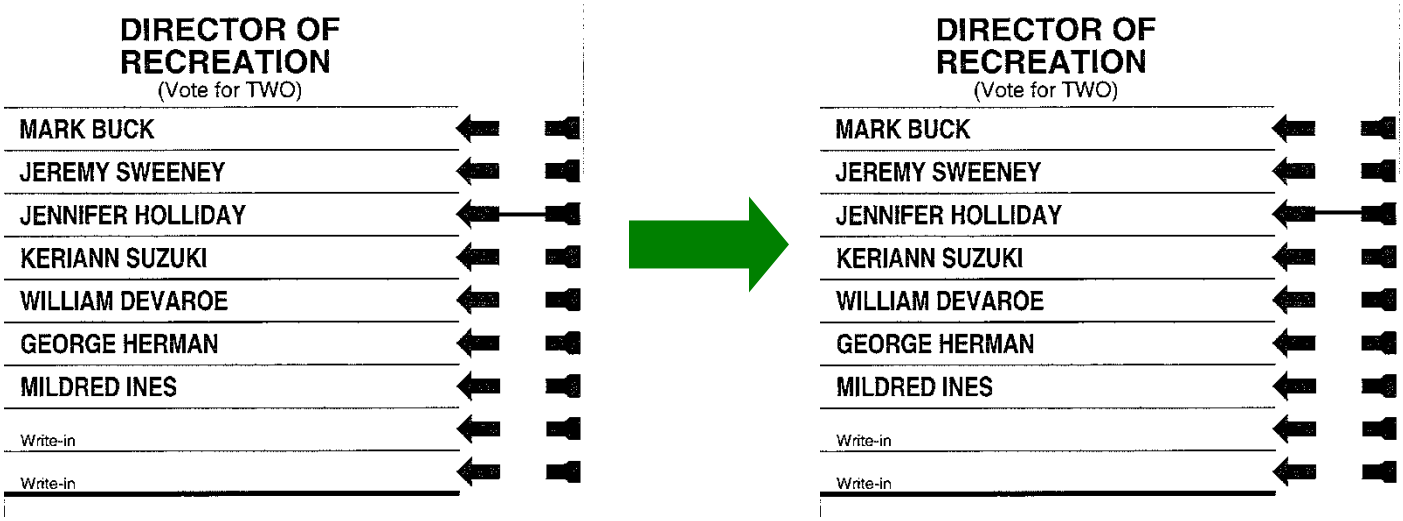
Correctly Marked Votes
Duplicate as marked



Overvotes
Duplicate as marked



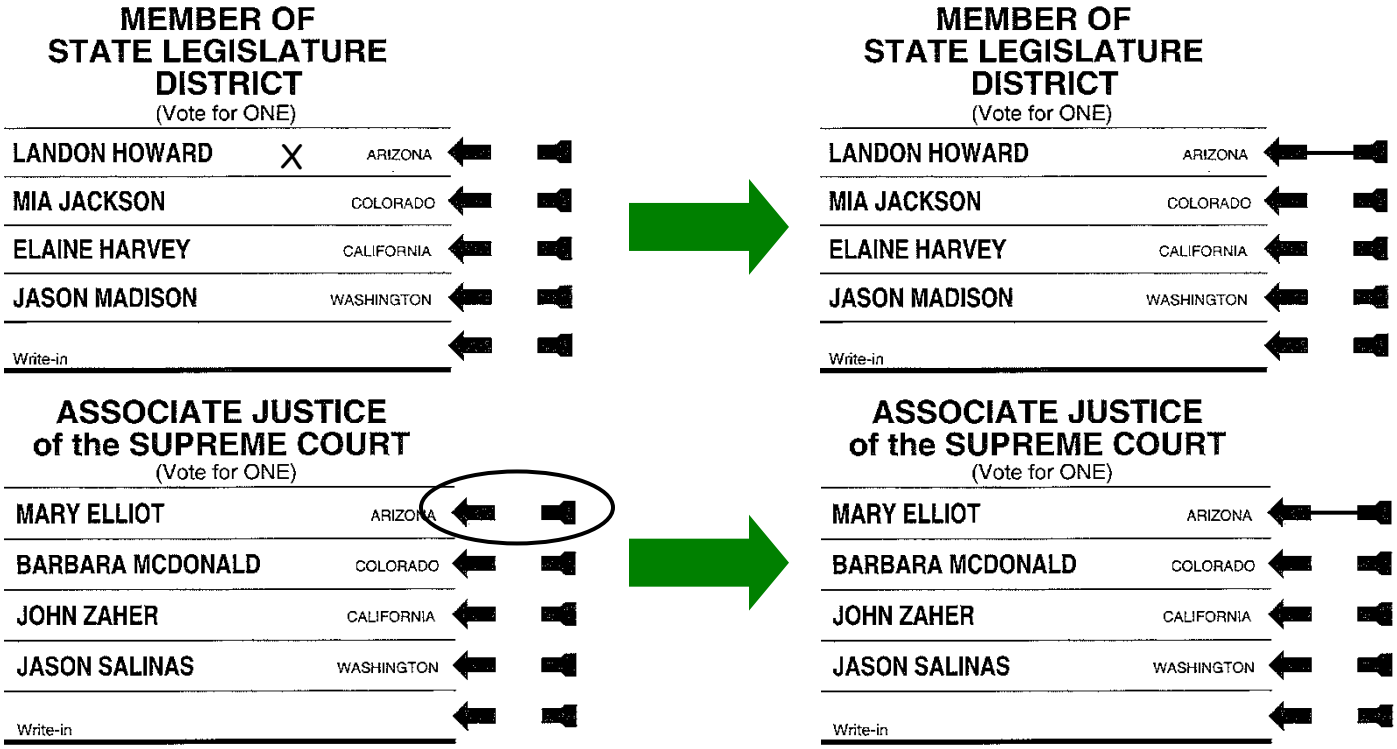
Undervotes
Duplicate as marked



II. DUPLICATING ALTERNATE MARKS & CORRECTIONS

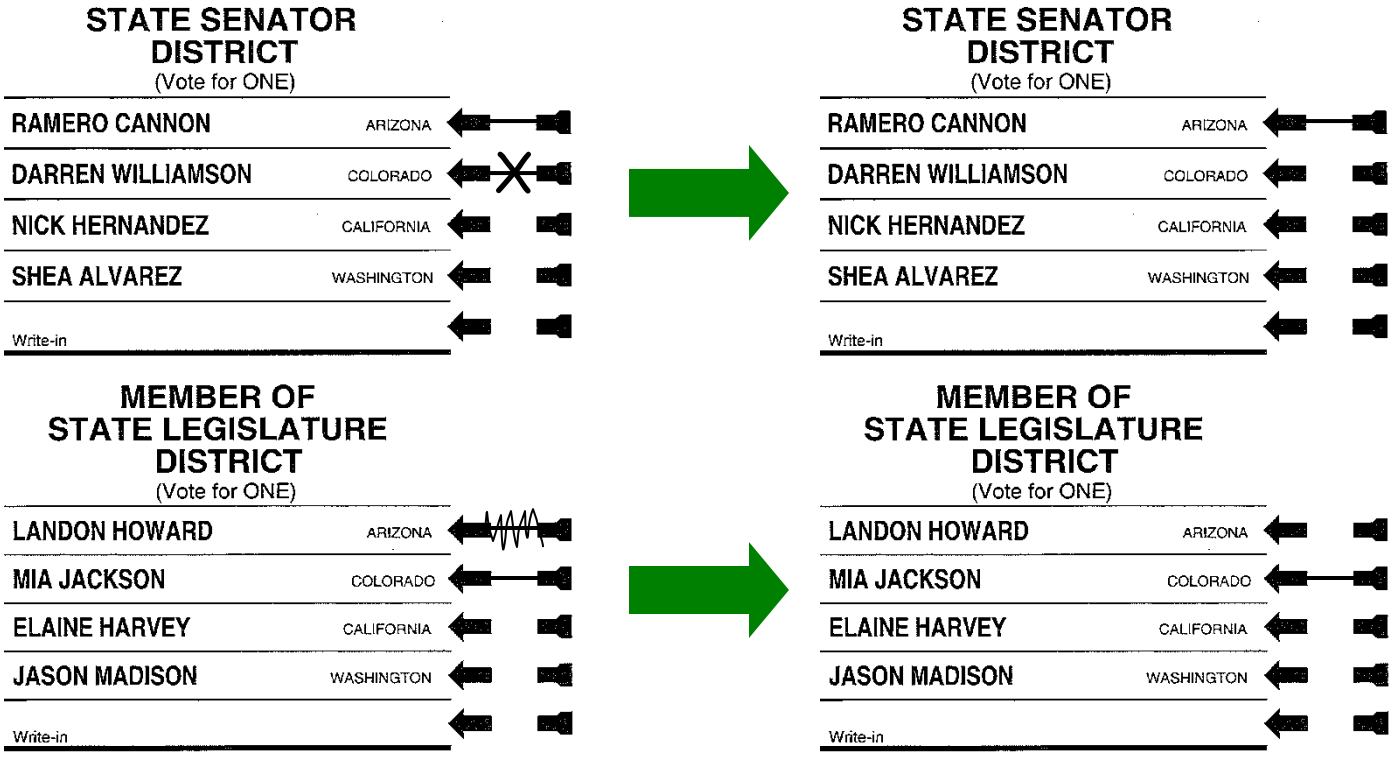
Alternate Mark Used Consistently on Ballot

Dup as vote for marked candidate



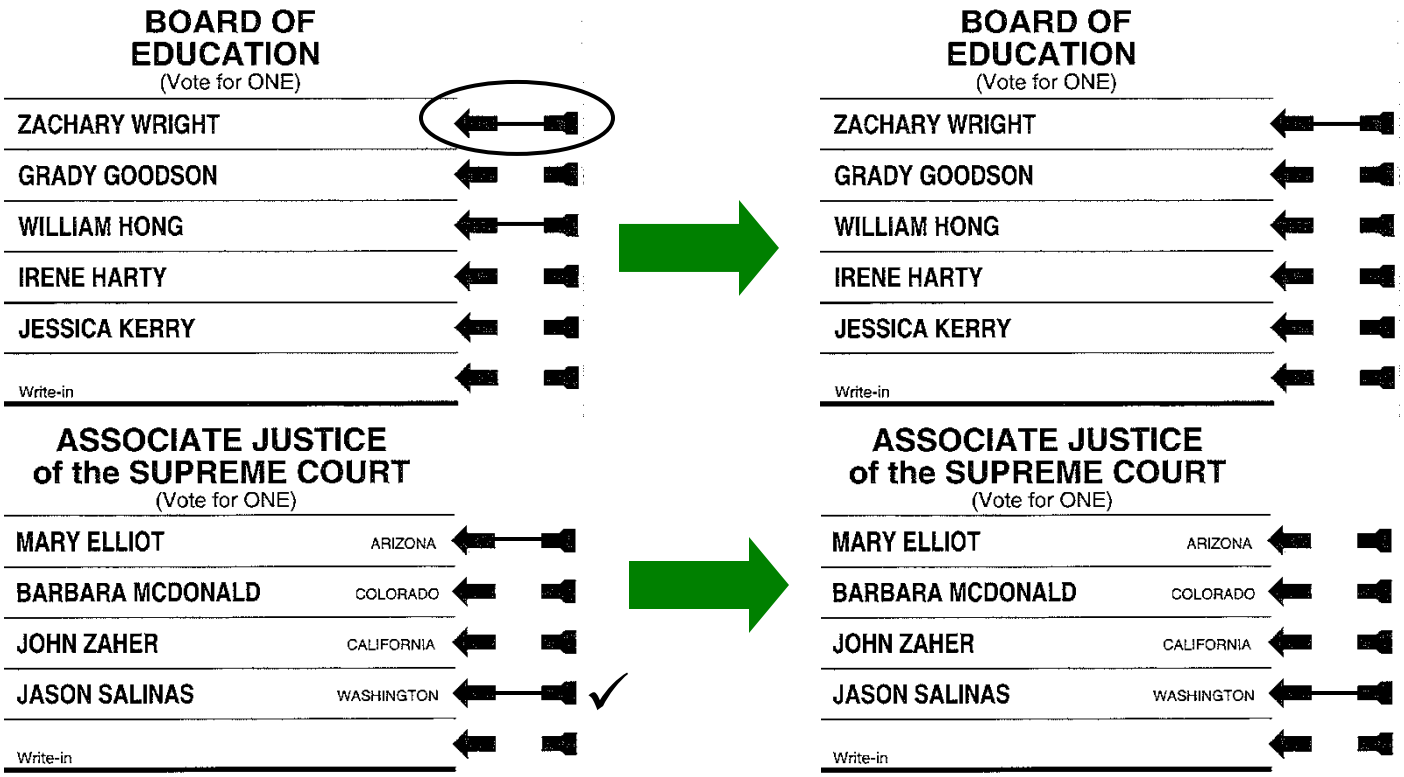
Correction by Cross-Out, Strike-Out

Treat the crossed-out vote as a mistake, dup any other marked votes



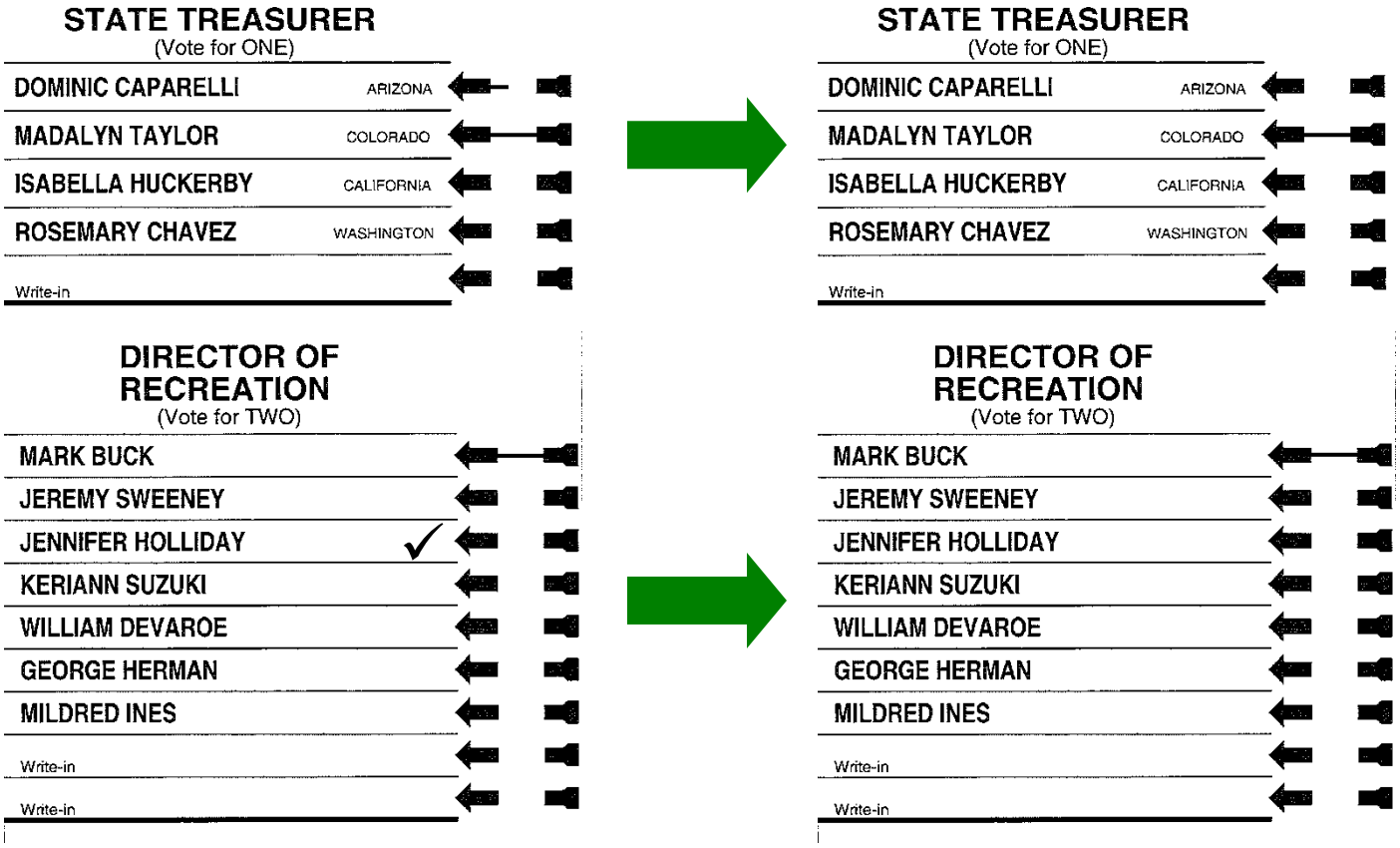
Correction by Circle or Preferential Indication

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



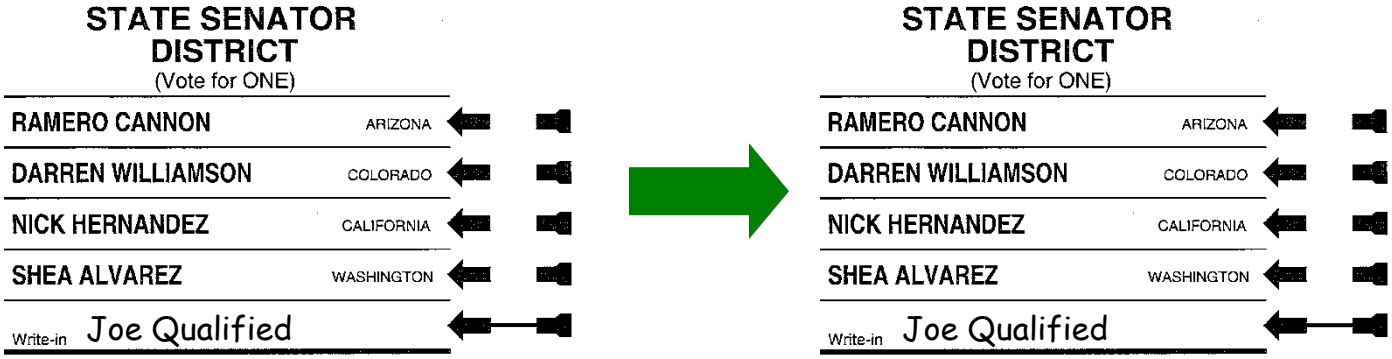
Inconsistent Mark or Hesitation Mark

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

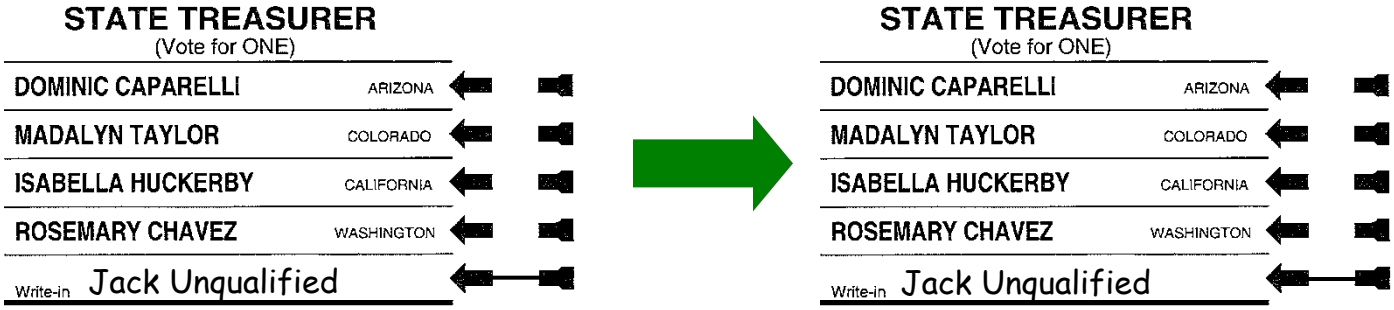


III. DUPLICATING WRITE-INS

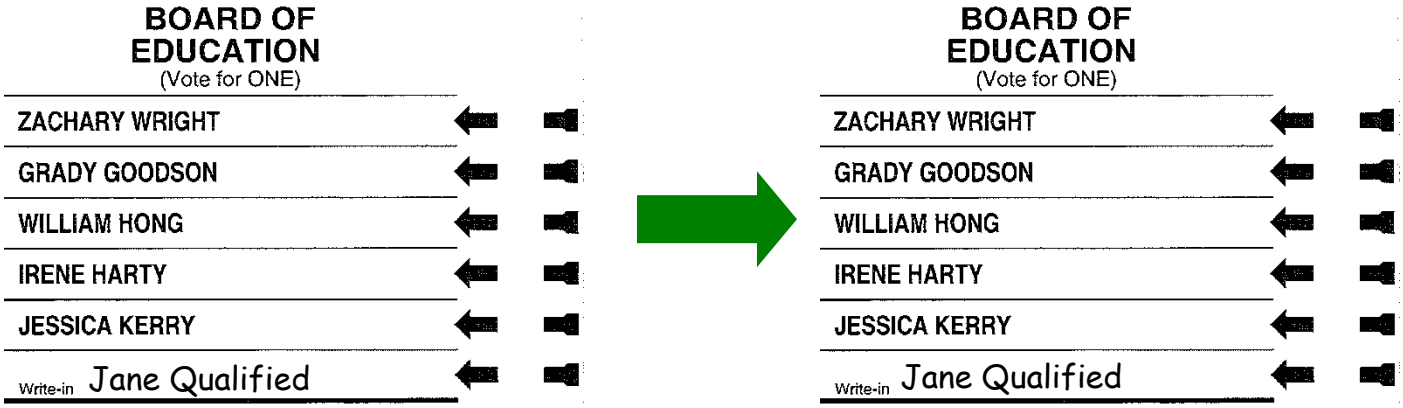
Write-in of a Qualified WI Candidate
Mark WI arrow and write name (dup to match the original)



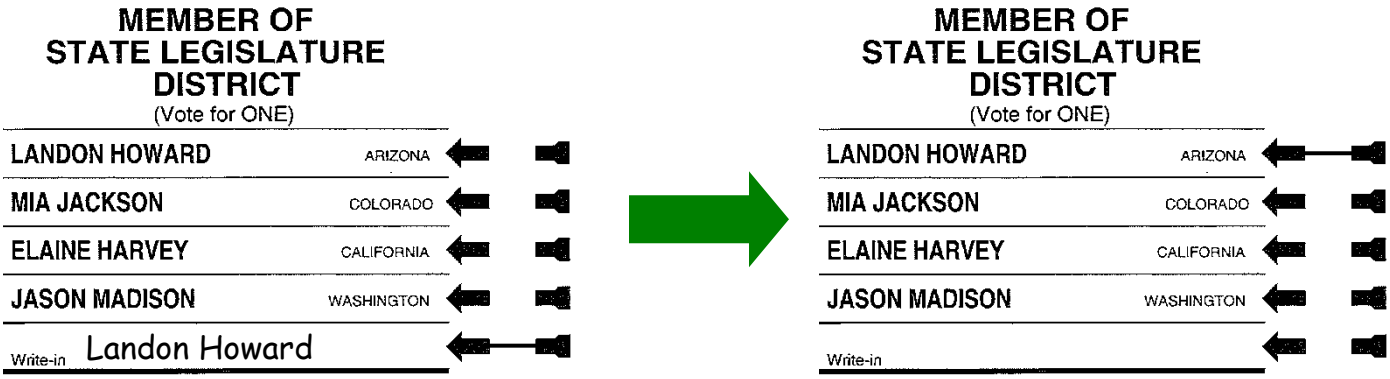
Write-in of an Unqualified Candidate
Mark WI arrow and write name (dup to match the original)



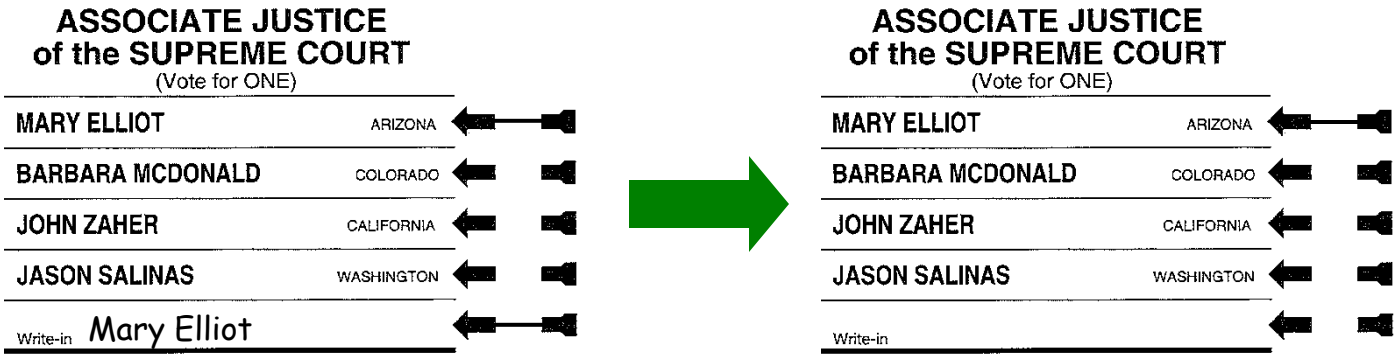
Unmarked Write-in
Write name but do not mark arrow (dup to match the original)



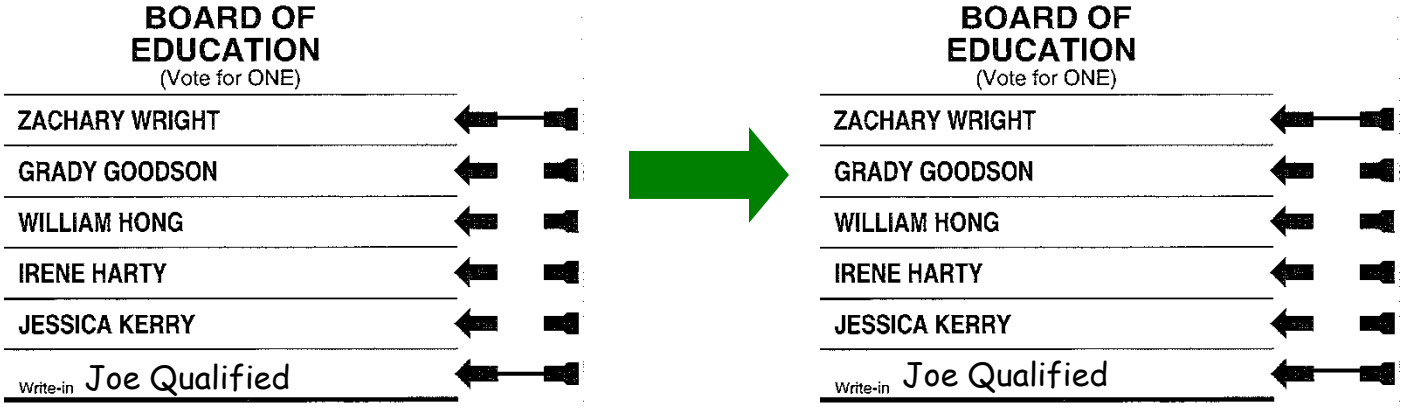
Write-in of a Listed Candidate
Mark for Listed Candidate, leave WI blank



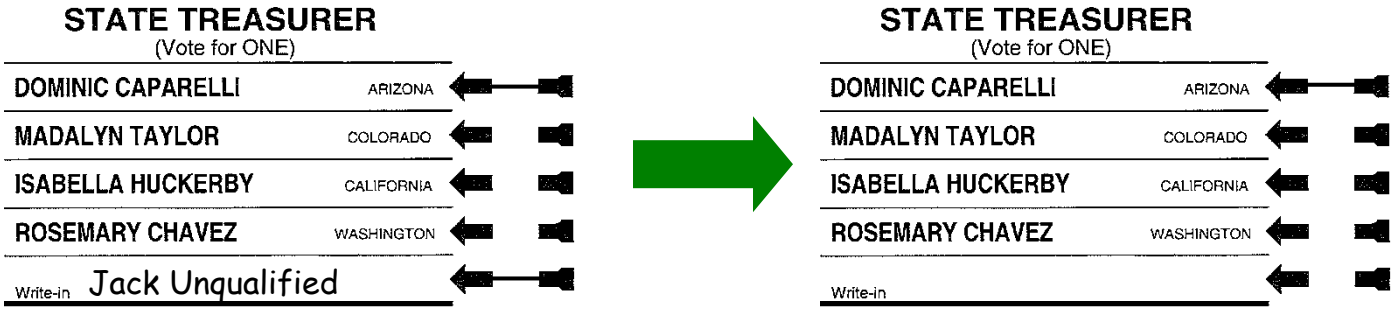
Write-in, Double-Mark for Listed Candidate
Mark for Listed Candidate, leave WI blank



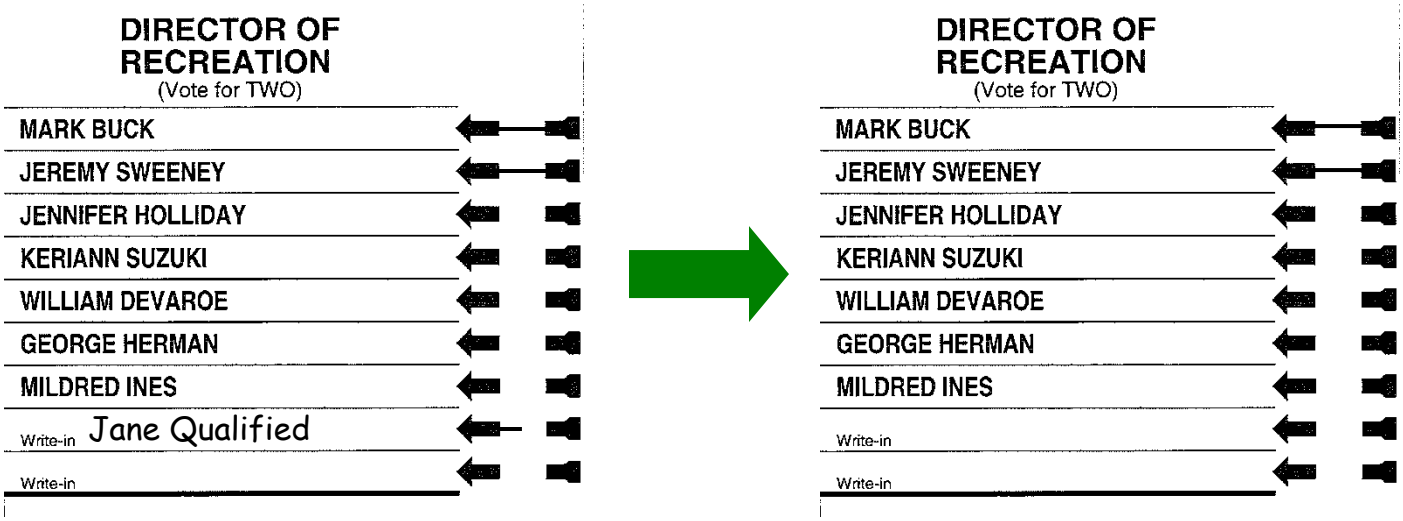
Write-in Creates an Overvote
Dup to match the original



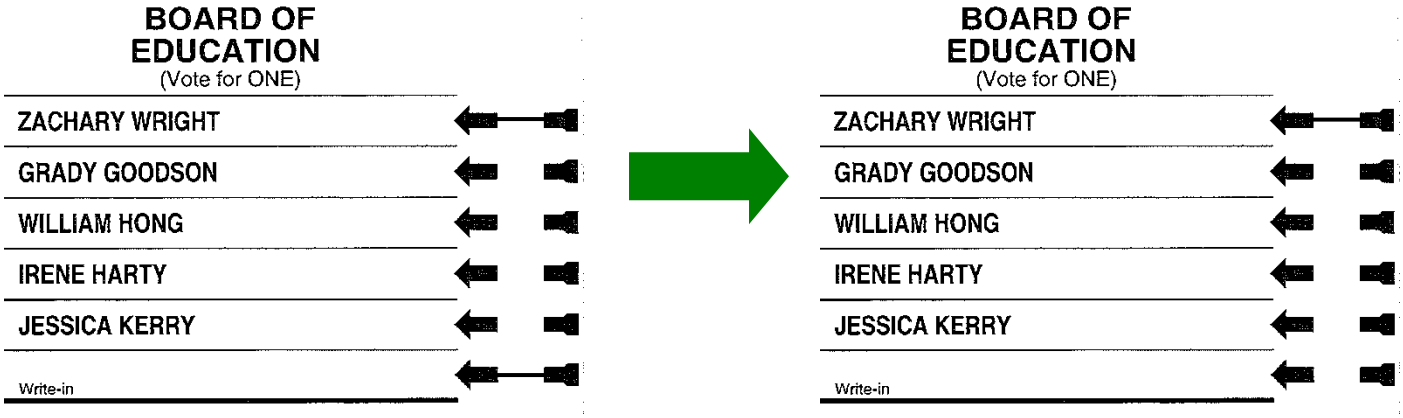
Marked Candidate & Unqualified Write-In
Mark for listed candidate, disregard unqualified write-in



Write-in, Inconsistent/Hesitation Marks
Treat hesitation mark as mistake (voter changed mind), dup other valid marks



Write-In Marked, No Name, Overvote
Mark for listed candidate, treat write-in marks as mistakes and ignore



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.

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.

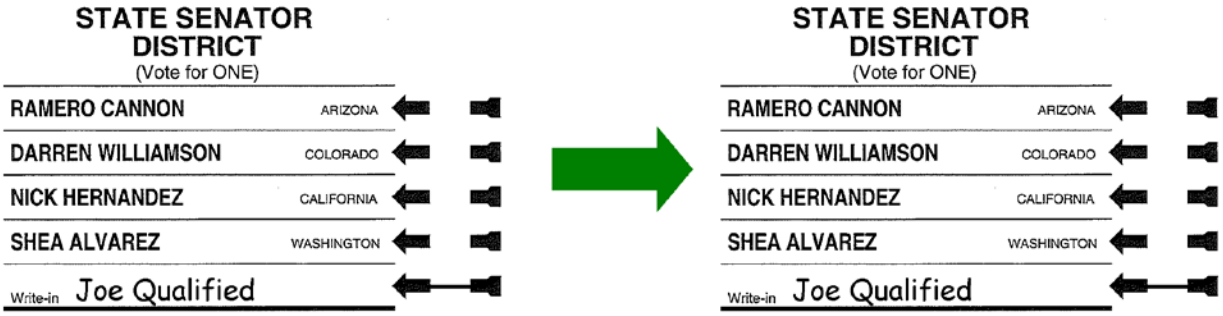
Manual Count of Write-In Votes

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.

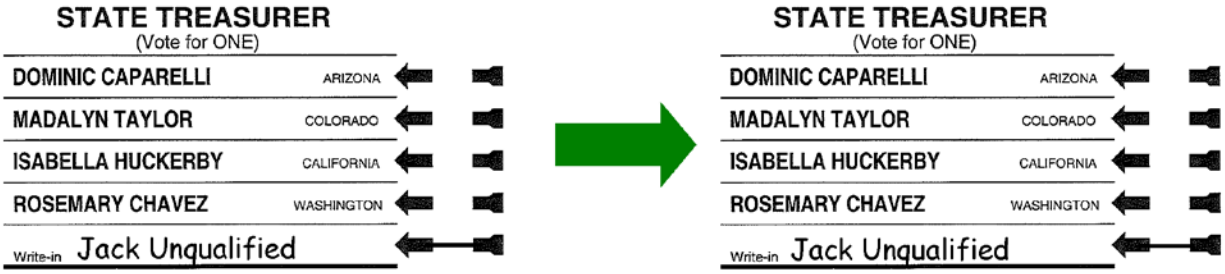
A report of all qualified Vote by Mail and Precinct write-in votes cast is included in the Official Statement of Vote.

III. WRITE-INS

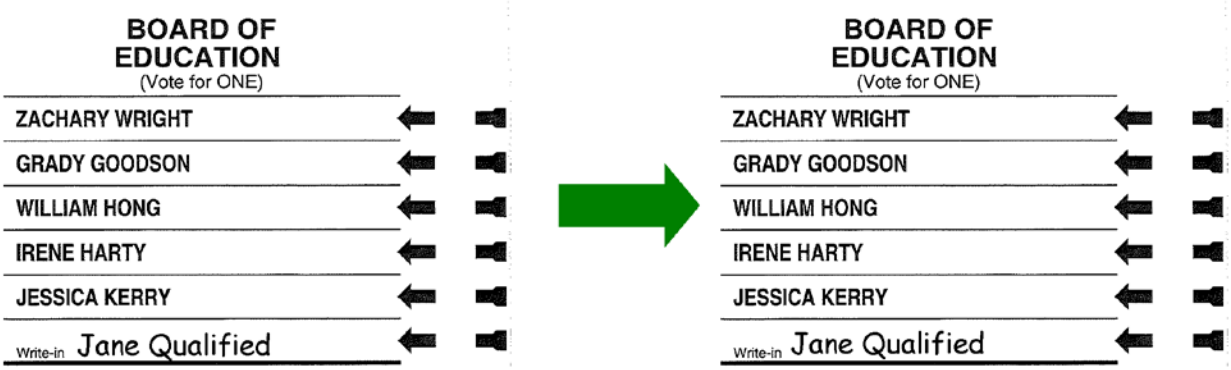
Write-in of a Qualified WI Candidate
Mark WI arrow and write name (dup to match the original)



Write-in of an Unqualified Candidate
Mark WI arrow and write name (dup to match the original)



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



Duplication Vote Count Guidelines

Write-in of a Listed Candidate

Mark for Listed Candidate, leave WI blank

MEMBER OF STATE LEGISLATURE DISTRICT
(Vote for ONE)

LANDON HOWARD	ARIZONA
MIA JACKSON	COLORADO
ELAINE HARVEY	CALIFORNIA
JASON MADISON	WASHINGTON
Write-in Landon Howard	

MEMBER OF STATE LEGISLATURE DISTRICT
(Vote for ONE)

LANDON HOWARD	ARIZONA
MIA JACKSON	COLORADO
ELAINE HARVEY	CALIFORNIA
JASON MADISON	WASHINGTON
Write-in	

Write-in, Double-Mark for Listed Candidate

Mark for Listed Candidate, leave WI blank

ASSOCIATE JUSTICE of the SUPREME COURT
(Vote for ONE)

MARY ELLIOT	ARIZONA
BARBARA MCDONALD	COLORADO
JOHN ZAHER	CALIFORNIA
JASON SALINAS	WASHINGTON
Write-in Mary Elliot	

ASSOCIATE JUSTICE of the SUPREME COURT
(Vote for ONE)

MARY ELLIOT	ARIZONA
BARBARA MCDONALD	COLORADO
JOHN ZAHER	CALIFORNIA
JASON SALINAS	WASHINGTON
Write-in	

Write-in Creates an Overvote

Dup to match the original

BOARD OF EDUCATION
(Vote for ONE)

ZACHARY WRIGHT
GRADY GOODSON
WILLIAM HONG
IRENE HARTY
JESSICA KERRY
Write-in Joe Qualified

STATE TREASURER
(Vote for ONE)

DOMINIC CAPARELLI	ARIZONA
MADALYN TAYLOR	COLORADO
ISABELLA HUCKERBY	CALIFORNIA
ROSEMARY CHAVEZ	WASHINGTON
Write-in Jack Unqualified	

BOARD OF EDUCATION
(Vote for ONE)

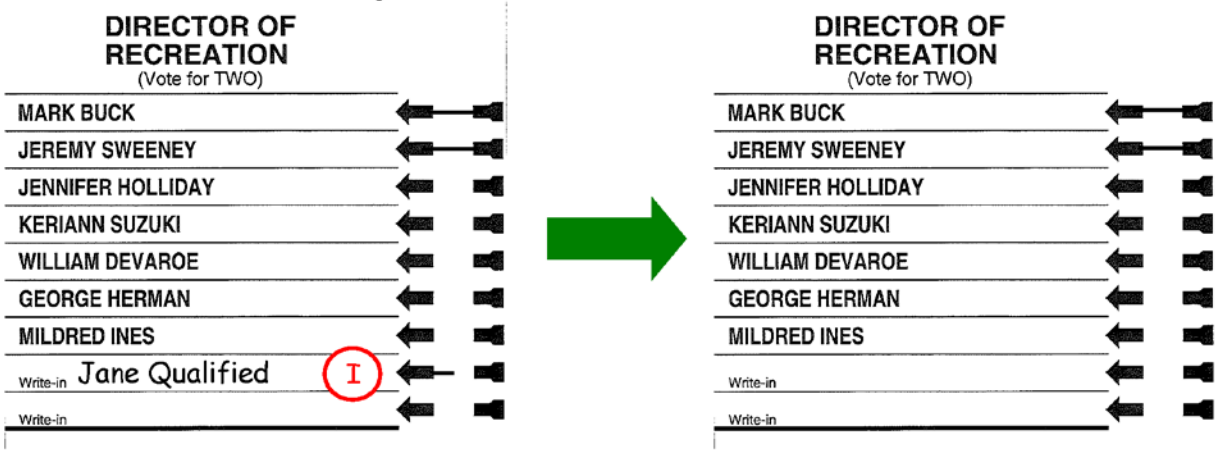
ZACHARY WRIGHT
GRADY GOODSON
WILLIAM HONG
IRENE HARTY
JESSICA KERRY
Write-in Joe Qualified

STATE TREASURER
(Vote for ONE)

DOMINIC CAPARELLI	ARIZONA
MADALYN TAYLOR	COLORADO
ISABELLA HUCKERBY	CALIFORNIA
ROSEMARY CHAVEZ	WASHINGTON
Write-in Jack Unqualified	

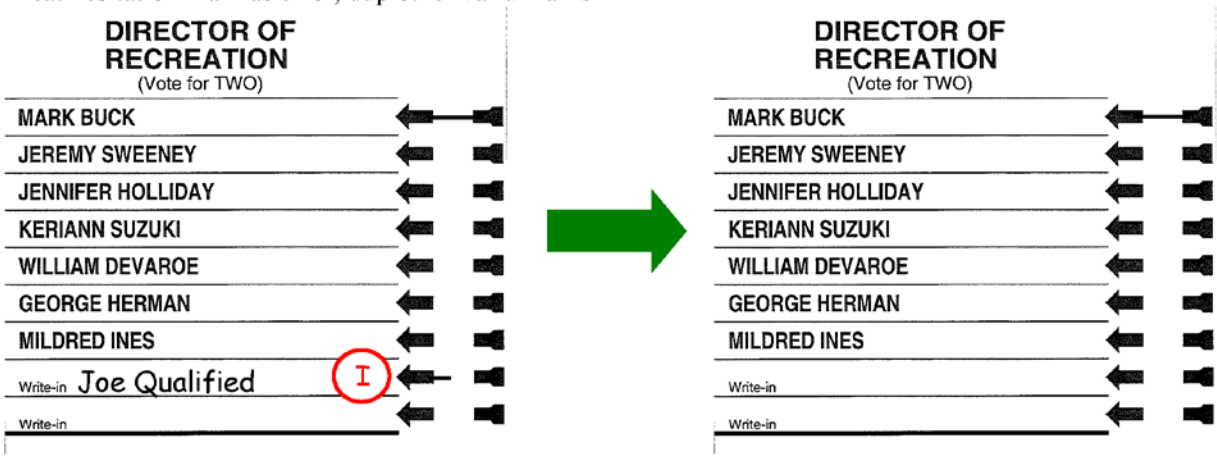
Write-in, Inconsistent/Hesitation Marks, WI Creates an Overvote

Treat hesitation mark as error, dup other valid marks



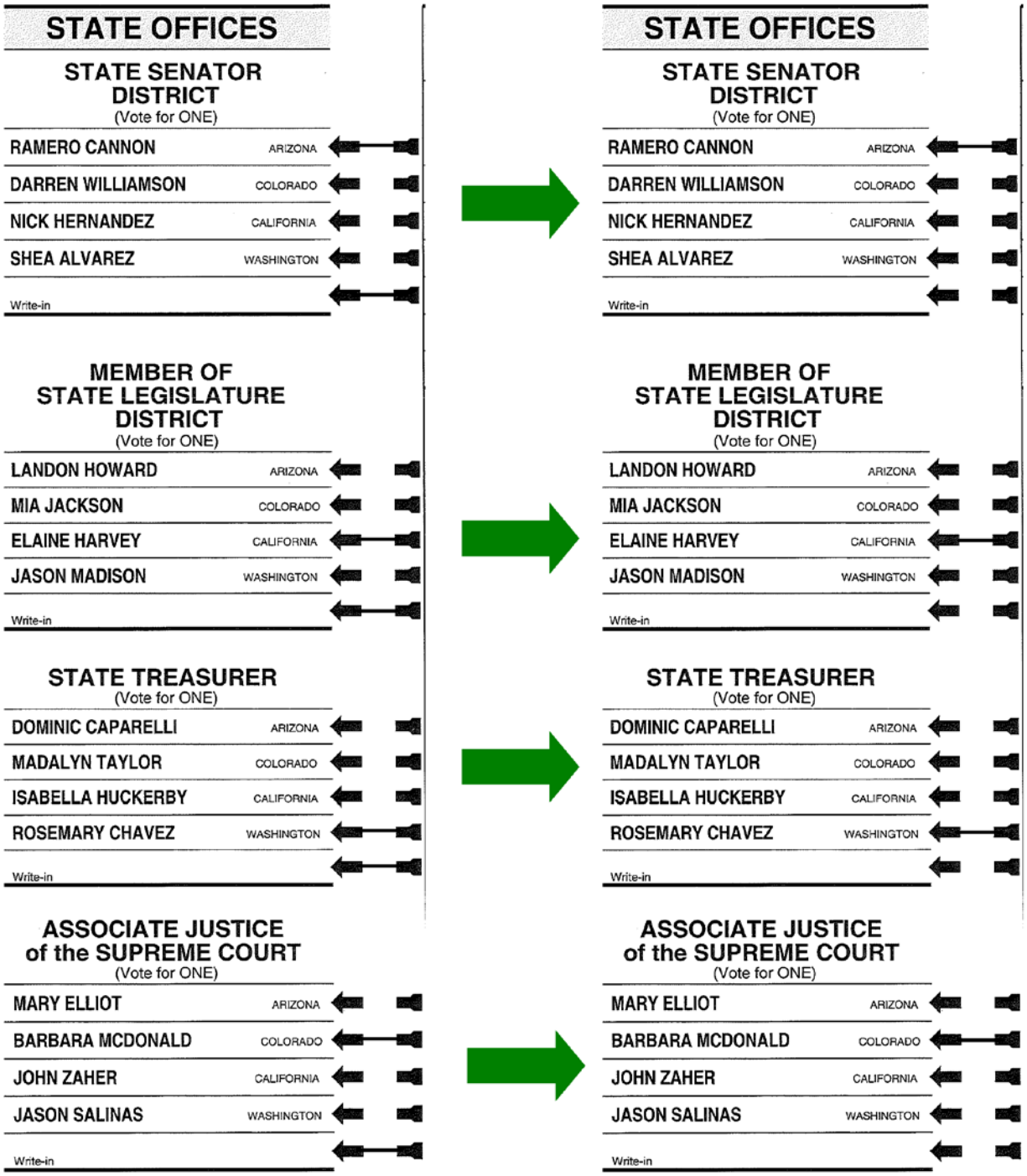
Write-in, Inconsistent/Hesitation Marks, No Overvote

Treat hesitation mark as error, dup other valid marks



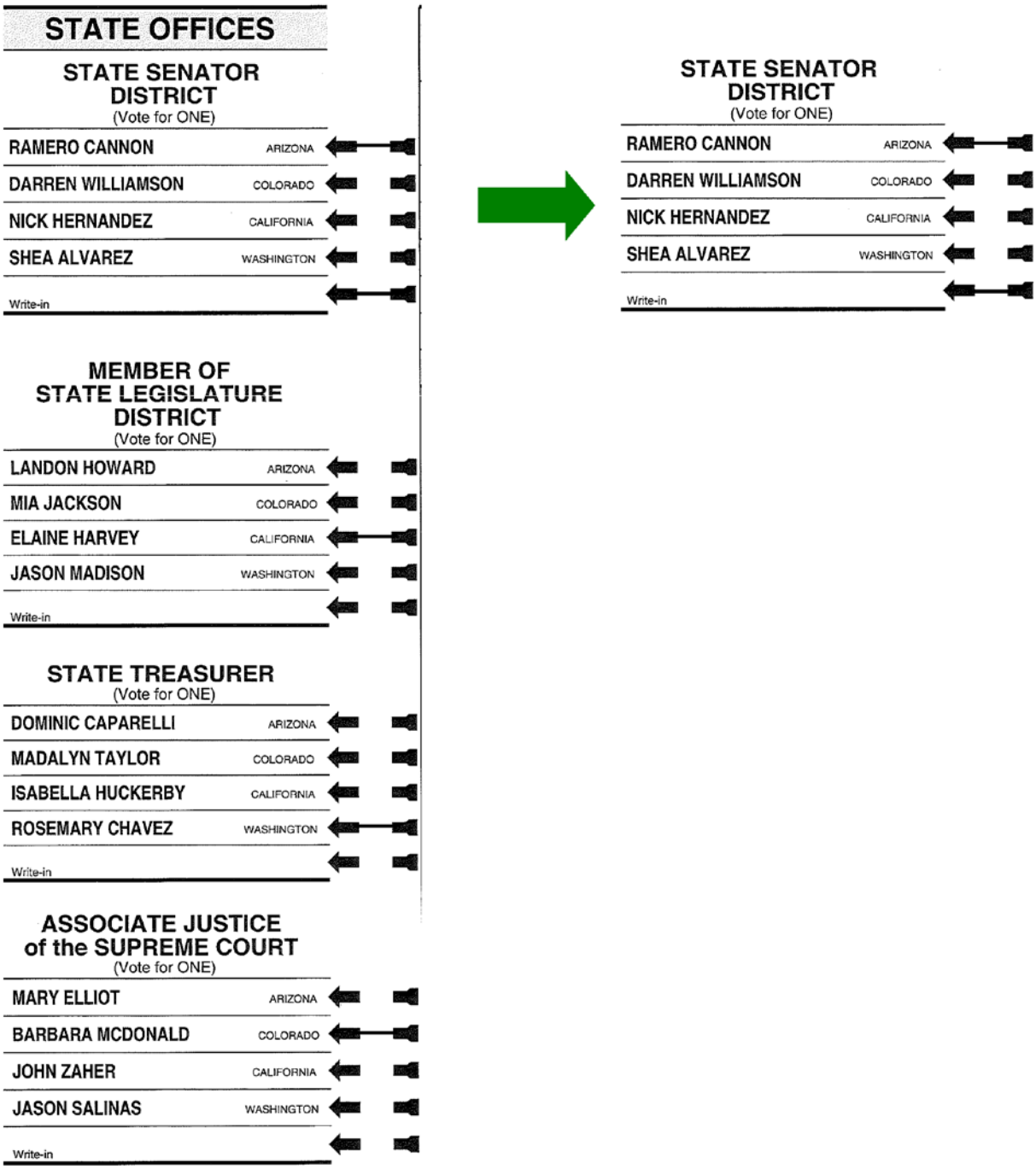
Write-In Marked, No Name, Overvote, Consistent Use

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



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

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



Precinct Canvass

Precinct Supplies Review

Canvass Workers and EMVS will search all materials returned from polling places 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.

The initial search is conducted during the first three days after Election Day. A final search is conducted upon conclusion of the reverse drayage process, when all the remaining precinct materials are picked up and returned to the ROV.

Precinct Supply Bag Review

Overview: Black precinct supply bags will be staged in Warehouse D on E+1. The Precinct Canvass Team will search the bags and remove and distribute all relevant materials, and then collapse the bags and store them in hampers for return to the Warehouse. Please see Attachment # 1 for a workflow diagram of the Precinct Supply Case Review process.

Procedures:

a. Two people lift Precinct Inspector Bag onto table and lay down sideways.
b. Emty entire contents of the bag onto the table including all pockets.
c. Remove and separate all live ballots including Precinct Ballots, Mail Ballots, Vote by Mail Ballots and DRE cartridges.
d. Make sure to check secrecy sleeves and all loose provisional envelopes for live ballots.
e. Check banded large bundles of provisional ballots for live ballots.
f. Search envelopes 3 and 4 for any live ballots and remove if necessary.
g. Sort contents into the following trays and perform the following tasks:
    - Place any live ballots or machine cartridges into Tray #1 and document on Precinct Supply Case Reiview Form (see Attachment #10) noting voting precinct number, type, number of ballots, date and time. Immediately assign two people to accompany live ballots to the computer room in building #2.
    - Place any payroll forms or facility keys into Tray #2. Document and transport to Precinct Operations.
    - Place any Roster Indexes into Tray #3. Document and transport to Voter Registration.
    - Place Precinct Cell Phones into Tray #4. Document.
    - Place any miscellaneous live forms into Tray #5. Document.
h. Place any electronics into hamper #1.
i. Place any unused paperwork into hamper #2.
j. Place any unused supplies into hamper #3.
k. Once completely empty, collapse the Precinct Supply Case, and place in hamper for return to the Warehouse.
l. Place envelopes 3 and 4 into the warehouse storage room with the unused ballot boxes for each precinct.
m. When hampers fill up, roll them to the Warehouse for sorting and storage.

Unused Ballot Box Review

Overview: Unused ballot boxes will be staged in the precinct supply bins in Warehouse E on E+1. The EMVS Division will search the boxes and remove any relevant materials. The boxes will be left in the precinct supply bins in case further review of unused ballots by the Precinct Canvass Team is required.

Other Materials Review

Overview: Any materials used to collect and process precinct supplies on Election Night will also be staged in the Warehouse to be searched by EMVS and the Canvass Team.

Roster Reconciliation

The objective of this process is to ensure that all valid ballots cast at polling places have been accurately tallied and accounted for. 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 ballots cast.

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

If feasible, roster reconciliation for a precinct should begin after provisional verification has been completed for that precinct and the Canvass Team has been provided the final PV assessment report for that precinct. The Voter Registration Division will provide updated final PV assessment reports on a flow basis as groups of precincts are completed.

For a workflow diagram of the Roster Reconciliation process, please see Attachment # 2.

Stage 1

1. Obtain a blank Canvass Official Ballot Statement (COBS). (see Attachment #6)

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 precinct's OBS (see Attachment #4) is complete. If complete, continue to step 4. If it is blank or partial, notify a supervisor or lead, who will make a note on the Precinct Canvass Report (PCR).

4. Canvass Workers copy the information in boxes 1 through 10 to the corresponding boxes on the COBS.

5. a. If the precinct has a Midday Pickup, Canvass Workers confirm that the Midday OBS (see Attachment #5) is complete.

   b. Canvass Workers copy the information from boxes M1 and M2 of the Midday OBS to the corresponding boxes on the COBS.

   c. Canvass Workers add the quantities in box 9 and box M1 of the COBS and place the total in the corresponding box.

   d. Canvass Workers add the quantities in box 10 and box M2 of the COBS and place the total in the corresponding box.

6. a. If the precinct does not have a Midday Pickup, leave the corresponding boxes blank.

   b. Canvass Workers add the quantities in box 9 and box M1 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 box 10 and box M2 of the COBS and place the total in the corresponding box. Count the blank box as zero (0).

7. The precinct numbers on the Roster Index and Envelope 1 are confirmed.

8. 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, this is noted in the PCR.

   b. The Challenge List, located in the roster index, is reviewed. If signatures are present, notify a supervisor or lead.

9. Review the data entered on the COBS:

   a. Confirm that the total number of Voted Paper Ballots (box 9 and box M1) on the COBS matches the total Optical Scan Ballots (“Opti”) counted on the EMVS Canvass Report.

   b. Confirm that the total number of Voted Provisional Paper Ballots (box 10 and box M2) on the COBS matches the number of paper provisional votes in the PV Assessment Log.

   c. Confirm the total number of Qualified and Provisional Electronic Ballots on the COBS matches the sum of “DRE” and “PV” votes on the EMVS Canvass Report.

   d. If any totals from steps a through c do not match, ask a CM to confirm the EMVS Canvass Report numbers with the updated PV Assessment Log.

   e. Confirm that the sum of the Total in box 6,, the total Voted paper Ballots, , and the total Provisional Ballotson the COBS equals the totalsignatures in roster (box 8). 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.

f. 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 supervisor or lead 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. .**Review** exception logs, assisted voters list, OBS notes, and Optical Scan Closing Worksheet for additional information.
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 intials on the Roster Index cover.

If the COBS information balances, the Canvass Worker submits the roster to a supervisor or lead 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

The Canvass Team 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).

The Canvass Manager 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. Any significant procedural exception or other irregularity that may help resolve or explain the discrepancies should also be noted.

Final Report of Precinct Canvass to the Registrar

The Canvass Manager will prepare a finalized version of the PCR for the Registrar's 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.

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 by ballot type for the contests to be counted by the 100% Manual Tally (see Attachment # 9).

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.

1% Manual Tally – VBM & Precinct

Precinct Random Selection

1. EMVS Division will generate a list of randomly ordered precinct numbers (see Attachment A). This is done on the day after the election (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.

Ballot Pulling & Preparation

1. After all VBM and PV ballots have been tallied, the VBM Manager obtains a Track-It Box List (see Attachment 4) showing the location of each batch of counted ballots as well as the Semifinal Official Results by Precinct Report (see Attachment 5).

2. A team from the VBM Division uses the Box List to locate and pull the individual batches of counted ballots for designated Manual Tally precincts.

3. The ballots are then grouped into trays by precinct. Keep VBM ballots and polling place ballots separate. Provisional ballots are included with polling place ballots.

4. Perform a raw count of the number of ballot cards for each precinct and compare it to the quanitities listed in Results by Precinct Report to ensure that all ballots have been located.

5. Store pulled ballots in a secure holding area to await manual tallying.

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

Manual Tally – 1%

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 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. (Note: for a precinct for which only a specific contest needs to be tallied, rather than all contests, you only need to count the quantity of the specific card – A, B, or C – on which that contest appears).

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 that the machines performed accurately per their programming. 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 would usually be considered a vote by the machine. It may cause the contest to be overvoted.

    c. If a voter marks more choices than allowed, but tries to cross one out, it would usually be considered an overvote by the machine.

    d. If a voter selects a choice but the mark falls outside of the voting target area (arrow), it would usually be considered an undervote by the machine.

    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 25. 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. 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 where more than two choices were marked.

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 25 saves time. If you find a stack with more or less than 25, 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 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. Ballots are moved from the holding area to the VBM processing area at the beginning of the day, and then returned to the holding area at the end of the day. Two staff members must be present when the ballots are accessed and returned. When ballots are placed into storage, a tamper-evident seal is placed on the door to the storage area. The seal's serial number will be entered on the Access Control Log along with both staff members' signatures. When the ballots are removed, the serial number on the seal will be confirmed and logged again along with the two staff members' signatures.

4. The manual tally is performed inside the secure VBM processing area of the ROV office. While the tally is conducted, the ballots will be in the presence of at least two ROV employees at all times.

5. Upon completion of the manual tally, all Manual Tally Sheets 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.

6. Upon completion of the manual tally, all ballots are returned to the secure holding area. After the Canvass is complete, they are packaged and stored with all other VBM materials for the statutory retention period pursuant to Elections Code 17300, *et seq*.

Automatic Recount

Automatic Recount Criteria

Pursuant to Board of Supervisors direction, the County of Santa Clara will conduct a pilot program in the November 8, 2016 election to perform an automatic recount for contests with a margin of victory less than 0.5% (one-half of one percent) of ballots cast or 25 total ballots. The automatic recount applies only to contests whose jurisdictions are wholly contained within the county. The recount will be performed manually except in the case of a countywide or City of San Jose citywide contest, in which case the recount will be conducted by tabulation machine.

The recount will be completed prior to the certification of election results. The recounted will be conducted concurrently with the 1% manual tally as an extension of that tally, pursuant to Elections Code 15360(a)(1)(B)(ii).

Contests qualifying for the recount pursuant to the above criteria will be determined based on the most recent results report prior to commencement of the 1% manual tally, following the completion of tallying all outstanding Vote by Mail and provisional ballots.

Ballots will be pulled and prepared for the automatic recount concurrent with and in the same manner as the regular 1% manual tally.

Observers & Documentation

As with all election processes, the recount is open to public observers. While present in the Office of the Registrar of Voters, Public Observers must obey all rules established by the ROV's *Observer Guidelines*, California Elections Code, and all other applicable federal, state, and local laws.

Observers shall not interfere with, impede, delay, or in any way hamper the Manual Tally Teams. All questions shall be directed to designated observer escorts. If an observer would like to more closely examine a ballot or challenge the Team's determination of voter intent, they may ask for the tallying to be paused. In the event of a challenge, a manual tally manager or supervisor will review the ballot and make a determination of voter intent pursuant to ROV vote count guidelines. If determination of voter intent cannot be resolved by the manager or supervisor, the ballot may be set aside for review by the ROV or AROV. The ROV or AROV will make the final determination.

ROV staff will compile a log of all challenges, including notes about how each challenge was resolved. ROV staff will also compile all individual manual tally sheets into a summary results report. Both the challenges log and the summary results report will be distributed to observers and posted on the ROV web site.

Manual Tally – Automatic Recount

1. Each Manual Tally Team will be given a tray containing ballots from their designated precinct along with two Manual Tally Sheets.

2. Before beginning the tally, the Team will complete the top portion of their tally sheets, including the date, precinct number, and type of ballots (Vote by Mail, precinct, Mail Ballot precinct or DRE).

3. Teams will separate ballots into stacks for each candidate voted as well as for over-votes and under-votes. If you are tallying a contest where multiple candidates can be selected, you may need to pause between tallying each candidate to re-distribute those ballots to the stacks for any additional choices marked.

4. The **Announcer** will read the name of the candidate selected on each ballot one at a time. Selections will be indicated by a line drawn within the arrow that appears to the right of the candidate's name on the ballot.

5. The **Talliers** will make one tally mark on the tally sheet beside each candidate name announced. Each tallier will complete their own tally sheet independently

6. The **Observer** will watch the process to ensure that candidate's names are being announced and tallied correctly.

7. At intervals of 25 ballots, the Team will pause to compare the two tallies. If they agree, they tally will proceed. If not, they will re-tally the last 25 ballots to resolve the discrepancy.

8. 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 where more than two choices were marked.

9. 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.

10. For the automatic recount, tally the ballot according to the voter's intent, even if the ballot was marked in such a way that the machine could not correctly read it. Use the following guidelines to aid in determinations of voter intent.

a. Failure to Follow Instructions (Consistent): A vote for a candidate is considered to be valid if a voter does not complete the arrow as instructed, but instead consistently uses a single method to mark the ballot that clearly indicates the voter's intent. Examples of valid marks are: checkmarks, X's, circles, and writing the word "Yes." This policy is consistent with the SOS *Uniform Vote Counting Standards*.

b. Failure to Follow Instructions (Inconsistent): If the voter has not followed the instructions for marking their choice (connecting the arrow) and has **not** consistently used the same method to mark the ballot, then the voter's intent cannot be established and the mark should not be considered a valid vote for a candidate. For example, if a voter correctly completes the arrow for all contests except one, and then makes a check beside a candidate's name, the check shall not be considered as a vote for the candidate. This policy is consistent with the SOS *Uniform Vote Counting Standards*.

c. Error Corrections: If a voter has indicated that a marked selection was an error, then it will not be considered a vote for the candidate. Examples of error indications include correction tape, white-out, strike-outs, or written instructions (such as the words "No", "Mistake", "Don't Count", etc). Also, if a voter has marked two selections for the same contest, but has indicated that one is an error, the other selection will be considered a valid vote. Selections should also be considered valid if the voter marked two selections but indicated a clear intention that one be counted (for example, by circling the selection, or writing the word "Yes" next to the selection). This policy is consistent with the SOS *Uniform Vote Counting Standards*.

d. Write-In Selections: If a voter writes in the name of a qualified candidate who appears on the ballot, it shall be considered a valid vote for that candidate. If a voter writes in the name of a candidate on the ballot and also marks the arrow beside that candidate's name, it shall be considered one valid vote for that candidate and should **not** be considered an overvote. If a voter writes in a name that is not a candidate appearing on the ballot or marks the write-in arrow without writing a name, that ballot should be tallied as an under-vote on the tally sheet. The MTM will make a determination consistent with the SOS *Uniform Vote Counting Standards*.

e. Bleed-through and Stray Marks: If a mark appears in the voting field such that the machine may tally it as a vote for a candidate, but the tally team determines that the voter intent was not to cast a vote for that candidate, the mark will be tallied as an undervote. Such marks would include stray marks inconsistent with the rest of the ballot, hesitation marks, or marks that bleed-through from the opposite side of the ballot. In the event that the mark would cause the machine to register an overvote for the contest, the tally team should tally one vote for each candidate for whom voter intent can clearly be established.

f. Other: If the Team cannot make a determination on the voter's intent based on the instructions above, the Team can request assistance from a manager,

supervisor, or lead, who will make a determination consistent with the SOS *Uniform Vote Counting Standards*.

11. When all ballots have been tallied, the Team will compare the totals on the two tally sheets. They must all concur that the results on the two tally sheets agree or resolve any discrepancies. All Team members must sign the bottom of the sheets. Any notes that would help the review process can be made at the top of the sheet.

12. Completed tally sheets will be reviewed by a manager, supervisor, or lead.

Storage & Retention

1. Prior to the 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. Ballots are moved from the holding area to the VBM processing area at the beginning of the day, and then returned to the holding area at the end of the day. Two staff members must be present when the ballots are accessed and returned. When ballots are placed into storage, a tamper-evident seal is placed on the door to the storage area. The seal's serial number will be entered on the Access Control Log along with both staff members' signatures. When the ballots are removed, the serial number on the seal will be confirmed and logged again along with the two staff members' signatures.

4. The manual tally is performed inside the secure VBM processing area of the ROV office. While the tally is conducted, the ballots will be in the presence of at least two ROV employees at all times.

5. Upon completion of the manual tally, all Manual Tally Sheets 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.

6. Upon completion of the manual tally, all ballots are returned to the secure holding area. After the Canvass is complete, they are packaged and stored with all other VBM materials for the statutory retention period pursuant to Elections Code 17300, *et seq*.

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.

Post-Certification 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.

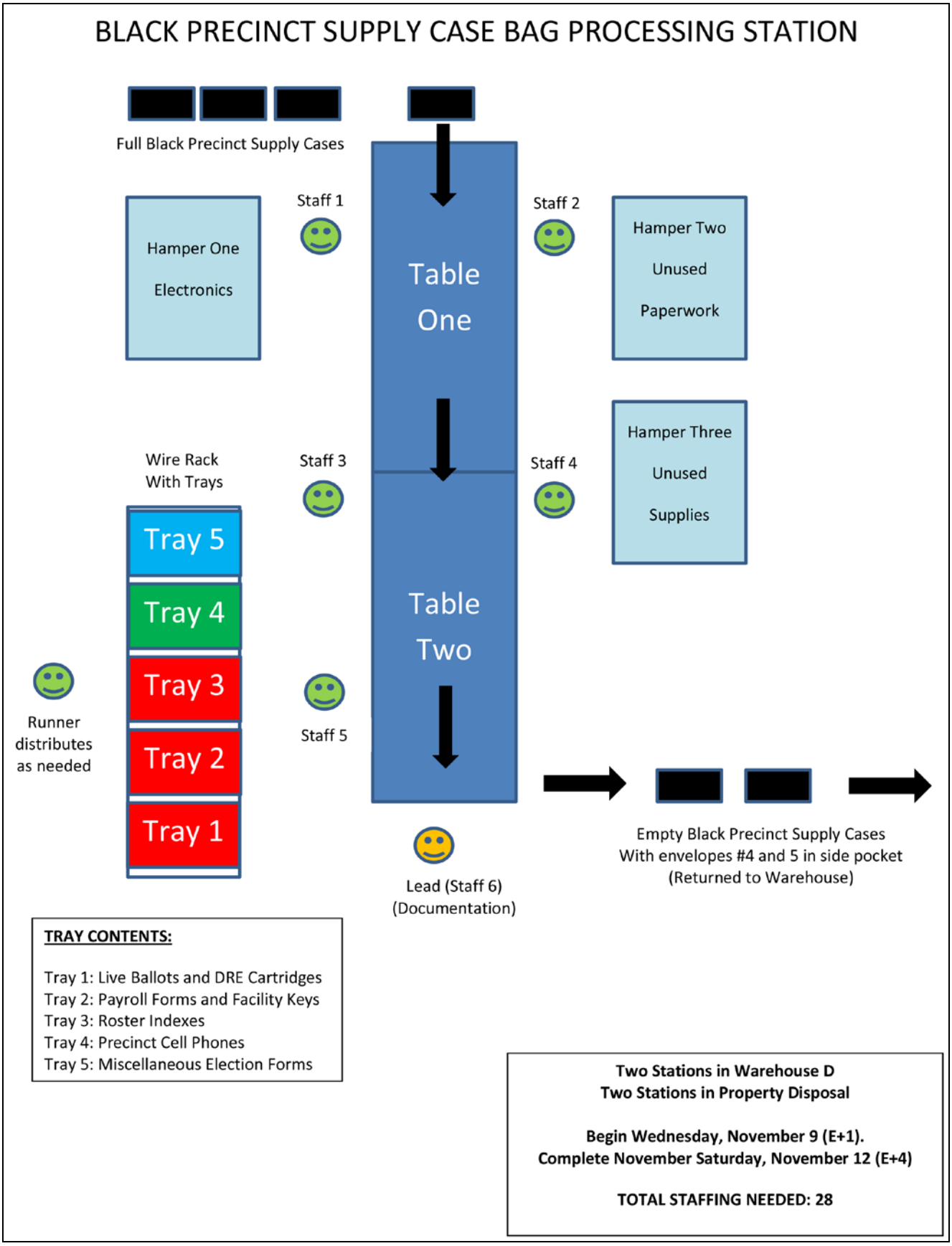
Failure to follow the Observer Guidelines may require the ROV to take appropriate action to ensure the legality of the Canvass process.

Canvass Glossary of Terms

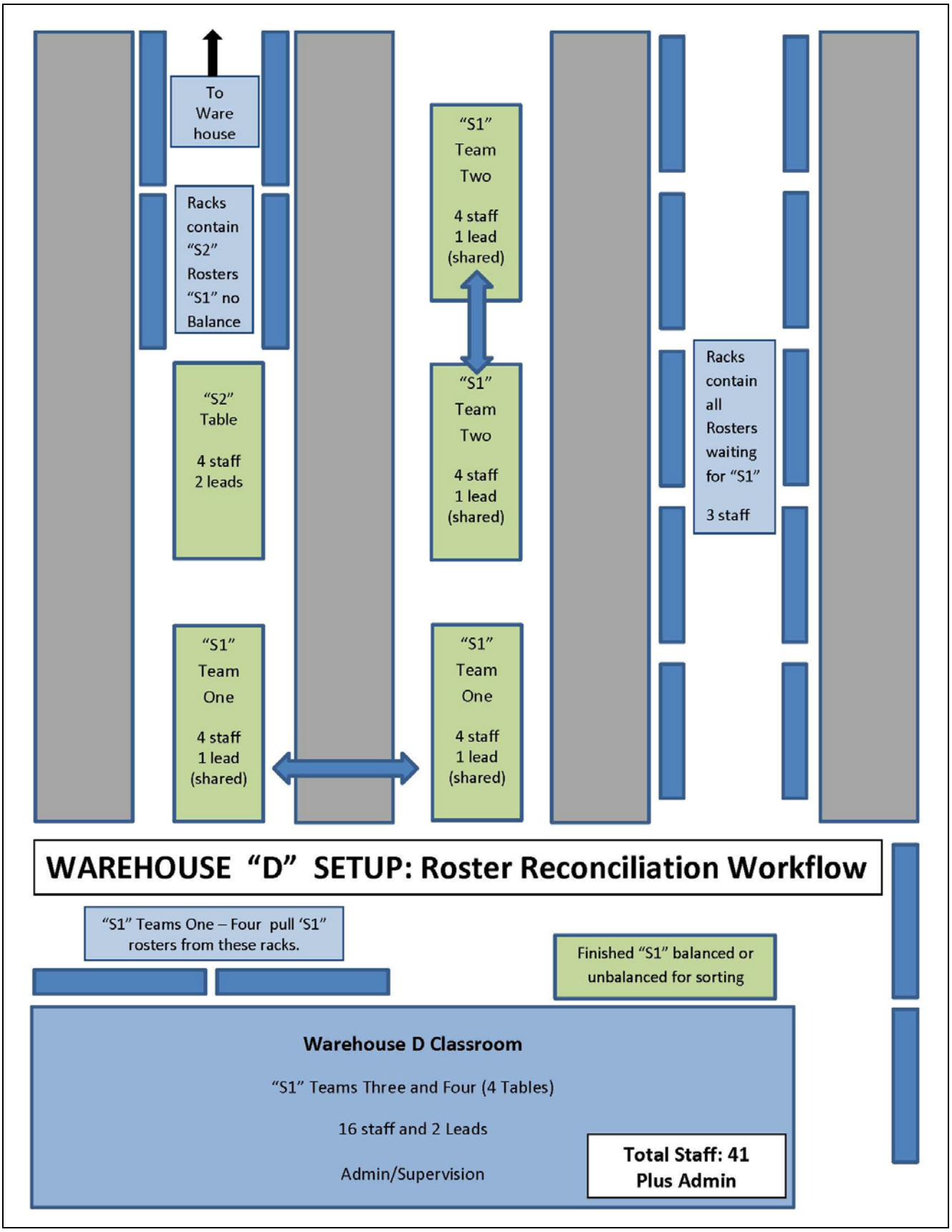
1% Manual Tally	The public process of manually tallying votes in one percent of the precincts, selected at random by the elections official, and in one precinct for each race not included in the randomly selected precincts.
400C	A machine used to tabulate the votes cast on optical scan ballots.
Canvass 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 Maill 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 SUPPLY BAG REVIEW WORKFLOW



ATTACHMENT # 2 – ROSTER RECONCILIATION WORKFLOW



ATTACHMENT # 3 – 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	

SAMPLE

ATTACHMENT # 4 – OFFICIAL BALLOT STATEMENT (OBS)

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

Official Ballot Statement

Precinct: 9999 **November 8, 2016 Presidential General Election**

☐ **Please check this box if Ballots were picked up from your Polling Place during Election Day**

Ballots Issued
(Filled by **ROV**)

Unused Ballots Total
(Copy from the **Unused Optical Scan Worksheet**)
Box 2

+

Spoiled Paper Ballots
(Include only Damaged/Spoiled "A" cards from **Envelope #4**)
Box 3

=

Box 1 − Box 4 (MINUS)

=

Electronic Ballots
(Copy information from the **Voting Machine Closing Audit Form**)

Voting Machine # | Qualified Votes | Provisional Votes

+ =

Paper Ballots Cast Box 5

+

Total Votes Box 6 (ADD)

=

Total Ballots Cast Box 7

Total Signatures Box 8

(BALANCE)

Voted Paper Ballots
(Count only "A" Cards from **Orange Ballot Bag**)
Box 9 + Midday M1 = Total

Provisional Ballots
(Count PV Envelopes with ballots from **Blue Ballot Bag**)
Box 10 + M2 =

All Staff Must Initial
1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

ROV Use Only

S1	S2	S3

Initials		
Start Time		
End Time		

Precinct Balance (Y/N)?
_____

CM/Lead Review
_____

ATTACHMENT # 5 – MIDDAY OFFICIAL BALLOT STATEMENT (MOBS)

Keep in the Roster Index. DO NOT REMOVE

Midday Official Ballot Statement

Precinct: 9999 **November 8, 2016 Presidential General Election**

☐ Please check this box if Ballots were picked up from your Polling Place during Election Day

Ballots Issued
(Filled by ROV)
Box 1

Unused Ballots Total
(Copy from the **Unused Optical Scan Worksheet**)
Box 2

+

Spoiled Paper Ballots
(Include only Damaged/ Spoiled "A" cards from **Envelope #4**)
Box 3

= ➡ - Box 4 (MINUS)

=

Electronic Ballots
(Copy information from the **Voting Machine Closing Audit Form**)

Voting Machine # | Qualified Votes | Provisional Votes

+ = ➡

Paper Ballots Cast Box 5

+ **Total Votes** Box 6 (ADD)

=

Total Ballots Cast Box 7

Total Signatures Box 8 (BALANCE)

Voted Paper Ballots
(Count only "A" Cards from **Orange Ballot Bag**)
Box 9 + Midday M1 = Total

Provisional Ballots
(Count PV Envelopes with ballots from **Blue Ballot Bag**)
Box 10 + M2 =

All Staff Must Initial
1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

ROV Use Only

S1	S2	S3

Initials		
Start Time		
End Time		

Precinct Balance (Y/N)?

CM/Lead Review

ATTACHMENT # 6 – CANVASS OFFICIAL BALLOT STATEMENT (COBS)

Keep in the Roster Index. DO NOT REMOVE

Canvass Official Ballot Statement

Precinct: 9999 **November 8, 2016 Presidential General Election**

☐ **Please check this box if Ballots were picked up from your Polling Place during Election Day**

Ballots Issued
(Filled by **ROV**)

Unused Ballots Total
(Copy from the **Unused Optical Scan Worksheet**)
Box 2

+

Spoiled Paper Ballots
(Include only Damaged/Spoiled "A" cards from **Envelope #4**)
Box 3

= ⇨ - Box 1 / Box 4 (MINUS)

=

Electronic Ballots
(Copy information from the **Voting Machine Closing Audit Form**)

Voting Machine # | Qualified Votes | + Provisional Votes = ⇨ Total Votes Box 6

Paper Ballots Cast Box 5 + (ADD)

=

Total Ballots Cast Box 7

Total Signatures Box 8 (BALANCE)

Voted Paper Ballots
(Count only "A" Cards from **Orange Ballot Bag**)
Box 9 + Midday M1 = Total

Provisional Ballots
(Count PV Envelopes with ballots from **Blue Ballot Bag**)
Box 10 + M2 =

All Staff Must Initial
1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

ROV Use Only

S1	S2	S3

Initials		
Start Time		
End Time		

Precinct Balance (Y/N)?
_____

CM/Lead Review
_____

ATTACHMENT # 7 - 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 # 8 - SAMPLE 400C PRECINCT RESULTS

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

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 # 9 – SAMPLE MANUAL TALLY FORM

Circle: PCT / VBM / MB

MANUAL TALLY SHEET

Page ____ of ____

ELECTION: November 3, 2009 Contest Name: _____ Vote For: _____ # of Ballots: _____

	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				
	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				
	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				
	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				
	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				
	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				
	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				
	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				
	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				
																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 # 10 – PRECINCT SUPPLY CASE REVIEW FORM

Presidential General Election - November 8, 2016

ES-VPCT Listing for Precinct Supply Case Review - Team One

Precinct-ID	DESCRIPTION	LEAD
0001001		
0001003		
0001006		
0001008		
0001009		
0001010		
0001011		
0001013		
0001015		
0001017		
0001020		
0001021		
0001023		
0001024		
0001026		
0001029		
0001031		
0001032		
0001034		
0001035		
0001037		
0001038		
0001040		
0001045		

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