

The purpose of the Pierce County Auditor’s Election Procedures Manual is to supplement and provide implementing guidance for the Pierce County Canvassing Board Policies. In the event of any conflict between these procedures and the Canvassing Board Policies and/or state law, the policies and/or state law, shall control.

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VOTER REGISTRATION

Qualifications of Electors:

1. All persons of the age of 18 years or over who are citizens of the United States and who have lived in the state, county, and precinct, 30 days immediately preceding the election at which they offer to vote, except those disqualified, shall be entitled to vote in all elections. (Article VI, section 1, amendment 63, WA State Constitution)
2. All persons convicted of infamous crime unless restored their civil rights and all persons while they are judicially declared mentally incompetent are excluded from the elective franchise. (Article VI, section 3, WA State Constitution)
3. A person can register to vote by mail, online at vote.wa.gov, in person at the Auditor's Office or at the Department of Motor Vehicles when applying for or renewing a driver's license or identification card. The registration form may be used to sign up to vote in Washington for the first time, update a registration if changing addresses or to change a name. If a voter is qualified and the form is properly completed, a voter registration card will be mailed, identifying the voter's precinct and polling place or noting if the voter has chosen to vote by mail. A voter's application must be postmarked at least 30 days before the next election in order to vote in that election at their polling place.
4. The following information must be provided on the form concerning the voter's qualifications:
 - a. The voter's full name;
 - b. The voter's residence address;
 - c. The voter's date of birth;

- d. The signature of the voter declaring the facts on the voter registration form are true.
 - e. A mark in the check-off box confirming U.S. citizenship.
 - f. Washington State Drivers License, State Identification Card number or last four digits of the Social Security Number.
5. If a person registers by mail and does not provide a Washington State Driver License, State Identification number or last four digits of the Social Security Number with the registration form, the individual will be required to submit a copy of one of the following documents either prior to or at the time of voting:
- a. Valid photo identification
 - b. A valid enrollment card of a federally recognized Indian tribe in Washington State
 - c. Utility bill
 - d. Bank statement
 - e. Government check
 - f. Paycheck
 - g. Government document (other than a voter registration card) that shows both the name and address of the voter.
6. The voter may vote a Provisional Ballot if they do not present a required form of identification.
7. "Residence" for the purpose of registering and voting means a person's permanent address where he or she physically resides and maintains his abode: PROVIDED, That no person gains residence by reason of his presence or loses his residence by reason of his absence:
- a. While employed in the civil or military service of the state or of the United States.
 - b. While engaged in the navigation of the waters of this state or the United States or the high seas.
 - c. While a student at any institution of learning.

- d. While confined in any public prison.
8. Absence from the state on business shall not affect the question of residence of any person unless the right to vote has been claimed or exercised elsewhere. (RCW 29A.04.151)

Definitions:

1. "By mail" means delivery of a completed original voter registration application by mail.
2. For voter registration applicants, "date of mailing" means the date of the postal cancellation on the voter registration application. This date will also be used as the date of application for the purpose of meeting the registration cutoff deadline. If the postal cancellation date is illegible, the date of receipt by the elections official is considered the date of application. If an application is received on the 5th day after the cutoff date for voter registration and the postal cancellation date is illegible, the application will be considered to have arrived by the cutoff date for voter registration. (RCW 29A.08.020)

Special 15 day registration period:

State law establishes a special procedure which allows an individual who is not currently registered in the state to register to vote between 30 and 15 days before an election. Individuals registering during this period must register in person with the County Auditor or a location designated for this purpose, and are required to vote by absentee ballot for that election. (RCW 29A.08.145)

Address Changes Within Pierce County:

1. Any registered voter who has moved within the County may have their registration transferred to their new address by doing any one of the following:
 - a. By sending a signed request to the County Auditor;
 - b. Appearing in person and signing a request;
 - c. Telephoning the County Auditor with the address change;
 - d. Completing a change of address form on the Auditor's website;
 - e. A voter may transfer his/her address on election day, but must vote at their old precinct; or
 - f. When obtaining or renewing a driver's license or identification card.

2. Address changes must be postmarked 30 days prior to the election in order for the voter to vote in his/her new precinct, or the voter must telephone or appear in person at the County Auditor's Office on or prior to the 30 day cutoff for registration. (RCW 29A.08.410)

Name Changes:

1. To maintain a valid voter registration, a person who changes his or her name shall notify the County Auditor regarding the name change in one of the following ways:
 - a. By sending the Auditor a notice clearly identifying the name under which he or she is registered to vote, the voter's new name, and the voter's residence. Such a notice must be signed by the voter using both his/her former name and the voter's new name;

 - b. By appearing in person before the Auditor or a registration assistant and signing such a change-of-name notice;

- c. By signing such a change-of-name notice at the voter's precinct polling place on the day of a primary or special or general election;
 - d. By properly executing a name change on a mail-in registration application.
2. A properly registered voter who files a change-of-name notice at the voter's precinct polling place during a primary or election and who desires to vote at that primary or election, shall sign the poll book using the voter's former and new names in the same manner as is required for the change-of-name notice. (RCW 29A.08.440)

Inactive Voters:

1. The County Auditor shall assign a registered voter to inactive status and shall send the voter a confirmation notice if any of the following documents are returned by the postal service as undeliverable:
 - a. An acknowledgement of registration (voter identification card);
 - b. An acknowledgement of transfer to a new address (voter identification card);
 - c. A vote-by-mail ballot, absentee ballot, or application for a ballot;
 - d. Notification to a voter after precinct reassignment; or
 - e. Any other document, other than a confirmation notice, required by statute, mailed by the County Auditor to the voter.
2. The County Auditor shall also assign a registered voter to inactive status and shall send the voter a confirmation notice:
 - a. Whenever change of address information received from the Department of Licensing under RCW 29A.08.350, or any other

agency designated to provide voter registration services, indicates that the voter has moved to an address outside the state; or

- b. If the Auditor receives postal change of address information under RCW 29A.08.605, indicating that the voter has moved out of the state. (RCW 29A.08.620)
3. The County Auditor shall return an inactive voter to active voter status if, during the period beginning on the date the voter was assigned to inactive status and ending on the day of the second general election for federal office that occurs after the date that the voter was sent a confirmation notice, the voter notifies the Auditor of a change of address within the County; responds to a confirmation notice with information that the voter continues to reside at the registration address; votes or attempts to vote in a primary , special or general election and resides within the county; or signs any petition authorized by law to be verified by the County Auditor. If the inactive voter fails to provide such a notice or take such an action within that period, the Auditor shall cancel the person's voter registration. (RCW 29A.08.630)

Voter Cancellations:

1. Cancellation for death:
 - a. The Registrar of Vital Statistics shall submit monthly, a list of all those persons over the age of 18 who have died to allow the Auditor to cancel their registrations;
 - b. Newspaper obituaries may also be used to cancel a deceased person's registration;
 - c. Any registered voter may sign a statement, subject to the penalties of perjury, stating his or her belief that another registered voter is deceased, in order to authorize the Auditor to cancel the registration (RCW 29A.08.510);

2. Cancellation for incapacitation, guardianship: Upon receiving official notice that a court has imposed a guardianship for incapacitation and has determined the person incompetent to exercise their right to vote (RCW 29A.08.515):
3. Cancellation for conviction of felony: Upon receiving official notice of a person's conviction of a felony in either state or federal court, the County Auditor shall cancel the defendant's voter registration. An individual's voter registration shall also be cancelled if identified and confirmed through the quarterly statewide voter registration list felon comparison process (RCW 29A.08.520);
4. Cancellation due to new registration: A registration cancellation notice shall be sent to the County Auditor where the voter was previously registered each time a voter registers in a new county. The Auditor shall then cancel the voter's registration in their previous county;
5. Cancellation due to voter's request: A voter may authorize the cancellation of their voter registration by submitting a written request.

ADMINISTRATION OF THE ADDRESS CONFIDENTIALITY PROGRAM (ACP)

Protected Records Voters:

All records pertaining to a protected records voter shall be confidentially maintained in a manner ensuring that these records are accessible only to authorized personnel, except as provided by WAC 434-840-060. The Auditor will designate staff who are authorized to access and maintain protected records voters. A protected records voter shall not be included in any registered voter list, absentee ballot list, tape, label, or poll book. Information pertaining to a protected records voter shall not be publicly accessible (WAC 434-840-320).

Mailing ACP Ballots:

At least twenty days before every special, primary, or general election, authorized personnel shall review all protected records voter files and forward the appropriate ongoing absentee ballot for each protected records voter via the substitute mailing address (WAC 434-840-330).

ACP Absentee Ballots:

1. The ongoing absentee ballot for a protected records voter shall be prepared by county authorized personnel in the following manner:
 - a. The ballot and corresponding voter's pamphlet, shall be placed with ballot security envelope, return envelope with oath in an envelope addressed to the substitute address;
 - b. The voter's name, and authorization code shall be entered on the return envelope to ensure that the returned ballot will be segregated and routed to the authorized personnel for processing;
2. The voted absentee ballot for a protected records voter shall be processed by county authorized personnel in the following manner:

- a. The authorized personnel shall compare the signature on the returned ballot envelope with the signature on the address confidentiality program ongoing absentee ballot application;
 - b. If the signature does not correspond to the signature on file, indication of this discrepancy shall be entered onto the return envelope; and county authorized personnel shall notify the address confidentiality program.
 - c. The address confidentiality program shall notify the appropriate county authorized personnel of any relevant information that should be considered by the county canvassing board.
3. If the protected records voter neglects to sign the affidavit on the return envelope, the county authorized personnel shall notify the protected records voter by first class mail of that fact. The authorized personnel may provide the voter with a copy of the return envelope affidavit and require the voter to sign the copy of the affidavit and mail it back to the auditor so that it arrives not later than the day prior to the certification of the primary or election. Authorized personnel shall keep a record of the date on which the notice was mailed to the protected records voter as well as the date on which the voter signed the return envelope or the copy of the return envelope affidavit.
4. The signature on the returned ballot envelope shall be compared with the signature on the protected voter ongoing absentee ballot application.
5. If the signature does not correspond to the signature on file, indication of this discrepancy shall be entered onto the return envelope.
6. Whenever the signature on a protected records voter ongoing absentee ballot return envelope does not match the signature on the application on file the address confidentiality program member shall be notified of the discrepancy, locate the program participant and determine the cause of the discrepancy, and notify the county auditor or county recording officer of the cause of the discrepancy (WAC 434-840-340).

ACP Provisional Ballots:

A provisional ballot of a protected records voter shall be presented to the canvassing board.

Undeliverable ACP Ballot:

If any protected records voter's ongoing absentee ballot is declared undeliverable by the post office and returned to the address confidentiality program, the address confidentiality program shall attempt to determine the cause of this occurrence and inform the county authorized personnel of any relevant information regarding the reason for the ballot's return (WAC 434-840-360).

Election Challenges and ACP Voters:

If any post election challenges are brought pertaining to the outcome of any election and it becomes necessary to check the validity of all absentee ballots cast in the election by verifying the names and addresses of all voters casting absentee ballots, a protected records voter's information shall not be included in the review unless the county canvassing board determines that this ballot would be determinative of the election outcome. When the county canvassing board has determined that review of a protected records voter's information is necessary, authorized personnel shall verify the protected records voter's ballot using extreme caution to ensure continued confidentiality (WAC 434-840-370).

CANDIDATE FILING

Filing Dates:

1. Declarations of Candidacy will be accepted beginning the first Monday in June at 8:30 a.m. and end on the following Friday at 4:30 p.m.
2. Precinct Committee Officer Declarations of Candidacy will be accepted during this same filing period. Precinct Committee Officers run in even numbered years and are elected in the Primary Election.
3. A Declaration of Candidacy will be accepted by mail no earlier than the 10th business day prior to the first day of filing. These filings must include the proper filing fee and must be notarized. Any Declaration of Candidacy received after the close of business on the last day to file shall be rejected. (RCW 29A.24.081)
4. At 4:30 p.m. on the last day of the regular filing period, an announcement will be made that filing is closed and the last person in line identified.

Filing Locations:

Declarations of Candidacy shall be filed with the following filing officers:

1. The Secretary of State for statewide offices, U.S. Senate and U.S. House of Representatives;
2. The Secretary of State for the State Legislature, the Court of Appeals, and the Superior Courts where voters from a district comprising more than one county vote upon the candidates;
3. The Secretary of State or the county auditor for the State Legislature, the Court of Appeals, and the Superior Courts when the candidate is seeking office in a district comprised of voters from one county ;

4. The county auditor for all other offices. For any nonpartisan office, other than judicial offices and school director in joint districts, where voters from a district comprising more than one county vote upon the candidates, a declaration of candidacy shall be filed with the county auditor of the county in which a majority of the registered voters of the district reside. For school directors in joint school districts, the declaration of candidacy shall be filed with the county auditor of the county designated by the state board of education as the county to which the joint school district is considered as belonging under RCW 28A.323.040. (RCW 29A.24.070)

Filing for Partisan Offices Subject to Ranked Choice Voting (RCV):

1. Any candidate that meets the qualifications for the office for which the candidate is filing may file as an Independent Candidate during the regular filing period by the submission of petition statements supporting the candidacy with original signatures of no less than 25 persons qualified to vote for the office the candidate is seeking.
 - a. The petition will be verified by Auditor staff within 24 hours of being submitted.
 - b. The candidate will be notified if the petition is insufficient.
 - c. If the petition is insufficient and the closing of the filing period has not yet occurred the candidate may obtain additional signatures so long as they are submitted prior to the close of the filing period
 - d. Should a candidate withdraw and re-file for a different RCV office, a new petition for this office will be required.
2. Petition: Rejection, Acceptance, canvass of signatures. A filing fee petition may be rejected for the following reasons:
 - a. The petition is not in the proper form;
 - b. The petition clearly bears insufficient signatures;
 - c. The petition is not accompanied by a declaration of candidacy;

- d. The time within which the petition and the declaration of candidacy could have been filed has expired.
2. If the petition is accepted, the Auditor's Office shall verify the signatures contained on it and shall reject the signatures of those persons who are not registered voters and the signatures of those persons who are not registered to vote within the jurisdiction of the office for which the nominating petition is filed. He or she shall additionally reject any signature that appears on the nominating petitions of two or more candidates for the same office and shall also reject, each time it appears, the name of any person who signs the same petition more than once. (RCW 29A.24.111)
3. For partisan RCV offices, the County central committee of each major political party may determine which candidates may use their party label. Partisan RCV candidates must have sought party approval prior to April 15th of the year RCV offices appear on the ballot.
4. The Minor Party County Executive Committee, or, if there is none, the Minor Party State Executive Committee of each minor party who files with the State Public Disclosure Commission shall determine which candidates may use their party label for each partisan county level office. This notification must occur on or before May 30 of each year.
5. If a major or minor party fails to submit a list of potential candidates by the required deadline, a candidate for an RCV office may declare a party affiliation at the time of filing.
6. All candidates successfully filing for an RCV office will appear directly on the general election ballot. There will be no publicly financed primary for affected County level offices.

General Filing Requirements:

1. A person filing a Declaration and affidavit of candidacy for an office shall, at the time of filing, be a registered voter and possess the qualifications specified by law for persons who may be elected to that office. Each Declaration of Candidacy shall be reviewed to determine that the candidate is properly registered to vote in the geographic area represented by the office. (RCW 29A.20.021)
2. Filing fees are non-refundable. (RCW 29A.24.131)
3. A filing fee of one dollar shall accompany each declaration of candidacy for precinct committee officer; a filing fee of ten dollars shall accompany the declaration of candidacy for any office with a fixed annual salary of one thousand dollars or less; a filing fee equal to one percent of the annual salary of the office at the time of filing shall accompany the declaration of candidacy for any office with a fixed annual salary of more than one thousand dollars per annum. No filing fee need accompany a declaration of candidacy for any office for which compensation is on a per diem or per meeting attended basis. (RCW 29A.24.091)
4. Petitions: a candidate who lacks sufficient assets or income at the time of filing to pay the filing fee required may submit with his or her Declaration of Candidacy a filing fee petition. The petition shall contain a number of registered voters equal to the number of dollars of the filing fee. The signatures shall be of voters registered to vote within the jurisdiction of the office for which the candidate is filing.
 - a. Filing Fee Petition--Form. The filing fee petition authorized by RCW 29A.24.091 shall be printed on sheets of uniform color and size, shall contain no more than twenty numbered lines, and shall be in substantially the same form as outlined in RCW 29A.24.101.
 - b. Petition: Rejection, Acceptance, canvass of signatures. A filing fee petition may be rejected for the following reasons:
 - i. The petition is not in the proper form;
 - ii. The petition clearly bears insufficient signatures;

- iii. The petition is not accompanied by a declaration of candidacy;
 - iv. The time within which the petition and the declaration of candidacy could have been filed has expired.
5. If the petition is accepted, the Auditor's Office shall verify the signatures contained on it and shall reject the signatures of those persons who are not registered voters and the signatures of those persons who are not registered to vote within the jurisdiction of the office for which the nominating petition is filed. He or she shall additionally reject any signature that appears on the nominating petitions of two or more candidates for the same office and shall also reject, each time it appears, the name of any person who signs the same petition more than once. (RCW 29A.24.111)
6. Within one business day following the closing of the filing period, the County Auditor or election official, shall forward to the Public Disclosure Commission a copy of each Declaration of Candidacy filed in his/her office. (RCW 29A.24.070)

Withdrawal of Candidacy:

A candidate may withdraw his or her Declaration of Candidacy at any time before the close of business on the Thursday following the last day for candidates to file under RCW 29A.24.050 by filing, with the officer with whom the Declaration of Candidacy was filed, a signed request that his or her name not be printed on the ballot. (RCW 29A.24.131) A copy of the withdrawal shall be forwarded to the Public Disclosure Commission within three days of the receipt of the withdrawal. (RCW 29A.24.131)

Lot Drawings:

1. Filing will close at 4:30 p.m. on Friday, the last day of filing. All candidates will be entered into the filing system and a report will be generated with the candidates' names listed in alphabetical order by last name by office. Prior to the official lot drawing, this report will be proof read against the declarations of candidacy. Copies of this preliminary report will be

handed out to interested parties present prior to the lot drawing. The lot drawing shall be done publicly and may be witnessed by the media and the public.

2. The lot drawing will be based upon the office with the greatest number of candidates. The names will be written on a large sheet of paper in alphabetical order by last name and displayed to all observers.
3. Numbered slips of paper equal to the number of candidates will be placed into the plastic balls and snapped shut. These balls will then be placed into the drawing basket. The plastic balls will be drawn at random.
4. The first ball will be drawn, opened and the numbered slip retrieved. The numbered slip will be affixed next to the first candidate name listed in alphabetical order by last name in the office with the greatest number of candidates, continuing until all of the balls containing numbers have been drawn.
5. This order will be the base rotation for all of the offices with two or more candidates.
6. This lot drawing order will be noted on the report for all offices. This report will be copied and made available to all parties present. This report will be labeled "Unofficial" until the information can be proof read and a final filing report is issued by the Auditor.
7. If a special three-day filing period must be held because of insufficient filings for an office, the original lot drawing order will be used for all offices affected.
8. Should a candidate withdraw from office after the lot drawing, this candidate will be removed from the filing sheet, and each remaining candidate will move up. The lot drawing will not be reapplied in any manner as a result of the withdrawal of candidacy.
9. This lot drawing procedure will apply to the traditionally elected offices as well as Ranked Choice Voting election offices.

Order of Candidates on Ballot – Example:

For a primary race with five candidates in the largest race:

Candidate A Candidate B Candidate C Candidate D Candidate E

Five numbers would be drawn at random, the first number drawn would be assigned to the first candidate and the process would be repeated until each candidate had been assigned a number.

| Numbers Assigned As They are Drawn | Candidates As They Will Appear On Ballot |
|---|---|
| A Candidate 3 | 1 Candidate B* |
| B Candidate 1 | 2 Candidate E |
| C Candidate 4 | 3 Candidate A |
| D Candidate 5 | 4 Candidate C |
| E Candidate 2 | 5 Candidate D |

* Candidate B would appear first on the ballot, followed by Candidate E, then Candidate A, C and finally, Candidate D.

If the next race only has three candidates they will be numbered using the same sequence of numbers as they were drawn for the first or base rotation.

| | |
|---------------|----------------|
| A Candidate 3 | 1 Candidate B* |
| B Candidate 1 | 2 Candidate A |
| C Candidate 4 | 3 Candidate C |

* Candidate B would be first on the ballot followed by A and C in turn.

Ballot Layout Guidelines:

1. In accordance with WAC 434-230-030, the order in which local districts, ballot measures and offices shall on the ballot, shall be as follows:
 - a. Federal Offices & Measures
 - b. State Offices & Measures
 - c. County Offices (non RCV) & Measures
 - d. Regional Offices and Measures
 - e. Port Offices & Measures
 - f. Rural Library Measures
 - g. Transit Measures
 - h. City/Town Offices & Measures
 - i. School District Offices & Measures
 - j. Fire Protection District Offices & Measures
 - k. Park & Recreation Districts Offices & Measures
 - l. Water Districts Offices & Measures
 - m. Sewer Districts Offices & Measures
 - n. Road District Offices and Measures
 - o. Drainage Districts Offices & Measures
2. All county-wide ballot measures shall be listed immediately following state measures or issues. In the absence of state measure or issues, county-wide ballot measures shall appear first on all ballots, any regional issues shall follow the county-wide measures.
3. Federal, state, county and judicial offices will be arranged in accordance with RCW 29A.36.121 and state measures will be ordered in accordance with WAC 434-230-020. School, Fire, Drainage, and Road Districts shall be arranged in numerical order based upon their numeric designation (e.g. Steilacoom SD 1). All other jurisdictions shall be arranged in alphabetical order.
4. Ballot measures and offices will be positioned in the area dedicated for that jurisdiction with the measures appearing first.

5. Variations to this order are permitted to facilitate ballot layout. Variations shall be at the discretion of the Auditor.

RCV Ballot Layout Guidelines:

1. Contests subject to Ranked Choice Voting will appear on a separate ballot page(s).
2. RCV office sequence is:
 - a. County Executive
 - b. Assessor-Treasurer
 - c. Auditor
 - d. Sheriff
 - e. County Council Districts 1-7
3. Each contest will be laid out to provide for ranking three choices for each contest. On optical scan ballots this will be accomplished by using a three column ballot. Voters will select their first choice in column one, second choice in column two and their third choice in column three.

On the electronic touch screen the voter's first, second and third choice for each office will be displayed as the voter makes their selection. Instructions on both the optical scan ballot and the touch screen will provide guidance to the voter on how to cast their vote in an RCV office.
4. The order of candidates will be determined by the same lot draw process as other contests. The order of candidates will be the same for all three ranking opportunities.

Party Preference:

1. For partisan offices subject to the top two primary the party preference will be displayed below the candidate's name in the following format: (Prefers _____ Party) The party name is limited to sixteen characters. If the candidate did not state a preference for a political party the following will be displayed below the candidate's name: (States No Party Preference) Partisan and Nonpartisan offices will also be identified by a heading either for each office or for a group of Partisan or Nonpartisan offices.
2. For Ranked Choice Voting Offices the party will be displayed under the candidate's name in the following format: Democrat, Republican, Minor Party Name or Independent. The party name is limited to sixteen characters.
3. For President and Vice President the party will be displayed for each pair of candidates in the following format: Democratic Nominees, Republican Nominees or Minor Party nominees. Party names will be certified by the Secretary of State.
4. For Precinct Committee Officers candidates may be designated by a Political Party heading "Democratic Party Candidates" or "Republican Party Candidates". Alternatively, the candidate's party will be displayed below the candidate's name in the following format: Democratic Party Candidate or Republican Party Candidate. These same formats will apply for any new or future major parties as well.

VOTER REGISTRATION CHALLENGES

Challenges filed less than forty-five days prior to a Primary, Special or General Election:

Voter registration challenges filed less than 45 days prior to an election, to include challenges made on election day, are resolved by the Canvassing Board and the requirements for such challenges are contained in the Pierce County Canvassing Board Policies.

Challenges filed forty-five or more days prior to a Primary, Special or General Election:

1. State law (RCW 29A.08.840) requires the County Auditor notify, by certified mail, any voter whose registration has been challenged.
 - a. The notification must be mailed to the address at which the challenged voter is registered, to any address provided by the challenger as required by RCW 29A.08.840, and to any other address that the Auditor could reasonably expect the challenged voter might receive such notification.
 - b. Included with the notification must be a copy of the affidavit and a request that the voter appear at a hearing at the place and time specified, in order to assist the Auditor in determining the validity of his/her registration (RCW 29A.08.840).
 - c. The challenger shall be provided with a copy of the hearing notification and request mailed to the challenged voter. If either the challenger or the challenged voter, or both, are unable to appear in person they may file affidavits, stating under oath the reasons they believe the challenge to be valid or invalid (RCW 29A.08.840).

2. Challenged voters may:
 - a. Properly transfer or re-register until the day before the primary, special or general election by applying personally to the County Auditor (RCW 29A.08.840).
 - b. The challenged voter has the opportunity to present testimony and evidence, either in person or by affidavit, to the canvassing board prior to them making their determination (RCW 29A.08.840).
3. The county auditor shall hold a hearing at which time both parties may present their facts and arguments.
 - a. After reviewing the facts and arguments, including any evidence submitted by either side, the county auditor shall rule as to the validity or invalidity of the challenged registration.
 - b. His or her ruling is final, subject only to a petition for judicial review by the superior court under chapter 34.05 RCW.
 - c. If either party, or both parties, fail to appear at the meeting or fail to file an affidavit, the county auditor shall determine the status of the registration based on his or her evaluation of the available facts (RCW 29A.08.840).
4. The Auditor's hearing shall occur at the earliest time possible but in no case later than the time of canvassing for the particular primary, special or general election. The decision of the Auditor shall be made within the same time limit (RCW 29A.08.820).
5. Registration creates a presumption that a voter has the right to vote as registrations are presumed valid (RCW 29A.08.810).

6. The burden is always on the challenger to prove by clear and convincing evidence that the challenged voter's registration is improper (RCW 29A.08.840).
7. All witnesses shall be placed under oath.
8. The number of witnesses shall not be limited unless the testimony becomes repetitive or goes beyond the time limits for presenting testimony.
9. The challenger and challenged voter shall each have thirty (30) minutes to present evidence.
10. The Auditor shall be free to examine any witness at any time in the proceeding. Cross-examination shall not be allowed.
11. The hearing shall be either recorded or transcribed.

EARLY VOTING (DISABILITY ACCESS VOTING UNITS)

1. RCW 29A.46 requires County Auditor's to provide a Disability Access Voting Location to conduct in-person disability access voting. An early vote touch screen machine shall be available to voters beginning 20 days prior to the election.
2. The touch screen shall be available in the Auditor's Office during normal business hours.
3. At a minimum, a Disabled Access Voting Location shall be available in the Auditor's Office. If deemed necessary the Auditor may assign additional locations.
4. Pierce County shall take necessary steps to ensure this voting unit is available to all voters, the county shall put in place controls and procedures to prevent multiple voting (the casting of an absentee ballot, voting at a polling place or voting more than once on the touch screen). In addition procedures shall be in place to provide for the security of the unit and any votes cast on the machine.
5. Early voting is available for all voters. Any voter appearing in the Auditor's Office will have the option of voting an optical scan ballot or voting on the Disability Access Voting Unit.

Early Voting Operations:

1. Opening the polls:
 - a. Beginning 20 days prior to the election two election staff members shall officially open the polls following the same opening procedures used at a polling place.
 - b. The zero proof report shall be printed and reviewed to ensure there are no votes recorded on the machine.

- c. Seal numbers shall be verified and a zero report certificate completed.
- d. The public counter shall be verified that it is zero.

2. Early Vote - Voter Registration Procedures

- a. When a voter wishes to vote using the touch screen: Locate the voter's name in the absentee module;
- b. Verify that the voter has not returned an absentee ballot;
- c. Require the voter to show identification prior to voting;
- d. Change/Enter the following in the voter registration database
 - i. Absentee category: **Early Vote**
 - ii. Source: **Office**
 - iii. Return Source: **Early Vote**
 - iv. Return Date: **Date**
- e. Instruct the voter to sign the Early Vote Poll Book. If marking with an X, two witnesses shall sign attesting to the mark.
- f. An Early Vote Poll Book sheet shall be maintained for each voter. These sheets shall be kept in a random order (loose) in a file folder pocket. When adding sheets, the sheets shall be randomized so as to not be able to determine the order in which voters cast ballots on the early vote machine(s).
- g. Issue a voter activation card based upon the voter's absentee ballot type code.
- h. These steps will prevent an early vote touch screen voter from returning an absentee ballot or voting at a polling place.

- i. If a poll voter chooses to use the early vote touch screen, it will be necessary to add their name to the absentee module and follow the above instructions.

3. Voter Registration Procedures – After Poll Books are printed

- a. If a poll voter uses the touch screen it will be necessary to notify the Voting Machine Supervisor or the polling place inspector so that this voter's name can be redacted from the poll books. This procedure is necessary to prevent the voter from also voting at a polling place.
- b. Procedures for redacting a voter's name from a poll book:
 - i. Look the voter up in the voter registration Election Day module and print the screen. Provide information to the Poll Worker Coordinator.
 - ii. The Poll Worker Coordinator will be responsible for notifying either the Voting Machine Supervisor or the Inspector to cross the voter's name off the poll book.
 - iii. The Voting Machine Supervisor or the Inspector will write "Not Eligible" on the signature line in the poll book.

3. Securing the Early Vote Touch Screen at the end of each day:

- a. At the end of each work day, the machine shall be secured to prevent unauthorized access.
- b. Two staff members shall record the number of votes cast on the machine (public counter) on the Early Vote Touch Screen Security Log form.
- c. Two staff members shall count the number of signatures in the poll book.

- d. Turn the machine off.
- e. A tamper evident seal shall be placed over the voter activation card slot. This seal number shall be recorded on the security log and attested to by two staff members.
- f. The card activator unit shall be turned off and locked in a secure location.

4. Preparing the machine at the start of each day:

- a. At the start of each work day, the machine shall be made available for voting.
- b. The machine will be turned on.
- c. Two staff members shall verify that the number of votes cast on the machine matches the number recorded from the previous night. This verification shall be completed on the security log form.
- d. All seal numbers shall be verified.
- e. Each staff member will be required to initial attesting to the facts.
- f. The card activator will be removed from secured storage and turned on.

5. Printer Tapes and Ballot Image Security:

- a. Should it become necessary to change the printer tape containing ballot images, the printer tape shall be replaced by two election staff members.
- b. The tape shall be placed in the printer roll envelope, sealed, secured, and signed by two staff members.

6. Closing the polls:

- a. At 8:00 pm on Election Day two election staff members shall officially close the polls following the same closing procedures used at a polling place.
- b. The official results report shall be printed and the results cartridge removed.
- c. The results cartridge shall be taken to the tabulation area.
- d. The printer containing ballot images shall be secured and taken to the polling place processing area.

MAILED BALLOT PROCESSING

Types of Mailed Ballots:

There are three types of mail ballots and unless noted, all are processed in the same manner:

1. Regular absentees are in envelopes with no color bands.
2. Absentees that were mailed after the poll books were printed are identified using a red color banded envelope. This color band is printed between the voter signature area and the address block.
3. Vote by mail ballots are in postage paid envelopes.

Mail Pick Up and Signature Checking:

1. Trays of ballots are picked up from the post office by two staff members.
2. Ballot envelopes are visually scanned and any problem ballot envelopes are separated.
3. The ballot envelope's barcode is scanned and downloaded into the voter registration system. At this point the ballot is flagged as having been received.
4. The ballot envelopes are run through the Relia-Vote sorter, the signature is captured and the tray is then assigned a tray number. These tray numbers are then transmitted to the signature verification area for processing.
5. Signatures are verified by trained signature verification staff entering the tray number in the voter registration system. The signature on the screen is compared to the signature on the voter registration application. On screen, side by side viewing technology is used.
6. If a signature is not on file, the record is researched. If the signature is missing and cannot be retrieved and verified, the ballot is challenged and a signature update card is sent to the voter.

7. A letter is sent to any voter whose signature does not match the signature on file, giving the voter the opportunity to update his/her signature and have a second comparison made. If the signature matches after the update, the ballot will be counted. If the signature does not match, the ballot will be referred to the Canvassing Board. Signature updates must be received by the day prior to the certification of the election.
8. After signature verification is complete, the envelopes are re-run through the Relia-Vote sorter and any discrepancies are sorted out as challenged. All valid ballot envelopes are then ready for the outer return envelope to be opened.

Processing Problem Ballots:

1. If a ballot is returned with no forwarding address given, the voter is inactivated and a confirmation card is sent.
2. Voters who fail to sign their envelope are mailed a copy of their affidavit along with a letter requesting the signature of the voter. The signed affidavit must be received by the day prior to certification in order for the ballot to be counted.
3. Any envelopes postmarked after Election Day are separated and are referred to the canvassing board.
4. Any address or name changes provided on the envelope by the voter are forwarded to the voter registration staff for update.

Storage of Ballots:

All incoming ballots are stored and sealed with tamper evident seals and seal oaths in the secured ballot area when not being processed.

Pre-Processing Ballots for Counting:

1. Return envelopes may be opened upon receipt after the signature has been verified. The absentees (envelopes with no color band) are

prepared to be processed on the 400-C.

2. Returned ballot envelopes are opened; secrecy envelopes removed.
3. Secrecy envelopes are opened and finally ballots are removed.
4. A visual scan is conducted.
5. All envelopes are re-checked to ensure they are empty. A zip tie is placed through the hole in the return envelopes and the secrecy envelopes. The return and secrecy envelopes are bundled, securely stored and archived.
6. Ballots may be sorted by district (mixed mode) or by precinct (precinct header mode), as so desired and stored in the proper district or precinct area in preparation for final processing.

Tabulation of Absentee Ballots:

1. Ballots can be processed through the 400-C beginning at 7:00 am on Election Day in either Mixed Mode or Precinct Mode.
 - a. Mixed Mode
 - i. Ballots are processed through the 400 C without any prior sorting or are sorted by legislative district only.
 - ii. Vote totals are counted into the proper precinct based upon the header code on each ballot.
 - b. Precinct Header Mode
 - i. Ballots are sorted by district and then by precinct.
 - ii. Operator enters the precinct number into the 400-C and then runs the ballots for that precinct.

2. Outstacked ballots are reviewed:

- a. True blank ballots and overvoted ballots are processed at the end of each batch.
- b. Ballots where voter intent is not in question, but cannot be processed through the machine due to improper marking are sent to the remake board.
- c. Any other ballots that cannot be processed through the machine (i.e. torn ballots) are sent to the remake board.
- d. Ballots that are not discernable or voter intent is in question are sent to the canvassing board.

3. Tabulated ballots are retained in secured storage:

- a. Ballots with write-in votes are segregated, so they may be reviewed to record write in votes for a candidate, if needed.
- b. If desired, all processed ballots may be grouped by district or precinct during the canvassing and certification process. This grouping may be necessary to assist in canvassing the vote totals, recording write-in votes, preparing the ballots for a recount or for storage and archiving purposes.
- c. At all times the tabulated ballots shall be kept secure and kept separate from incoming unprocessed ballots.
- d. Once tabulated, ballots will be kept in a secured room separate from all unprocessed ballots. Any precincting of these ballots will be performed in a separate area. Once precincting, tabulated ballots will be stored in bags using a seal oath and tamper evident seal.

4. Merging results:

a. Mixed Mode

- i. Stand alone
- ii. Results are merged from each tabulator and accumulated on the master.

a. Precinct header mode

- i. 400-Cs are networked together on an internal network. This network is not connected to the Auditor's main network, the County's network or to the internet.
- ii. Results are sent to master tabulation system, when each precinct is processed.

Absentee Ballot Results and Reporting:

1. After 8pm on election night, an accumulated summary report of the absentee ballots tabulated on each tabulator is printed.
2. The totals are transferred and uploaded into the main tabulation system and unofficial raw totals results are released.
3. The RCV Algorithm is not applied to these results at this time.

ELECTION DAY BALLOT TABULATION AND REPORTING

Processing Election Day Ballots and Supplies:

Memory packs, results cartridges and ballots shall be processed through the following procedures:

1. Pack Pick-up Personnel:
 - a. At 8:00 p.m., on election night, a Pack Pick-up staff person will visit polling places to pick up sealed memory packs and results cartridges in the red security bag, along with machine seal and first copy of machine tape.
 - b. Both the Pack Pick-up person and Inspector will sign a seal oath indicating who picked up the memory pack.
 - c. After picking up all assigned packs, pack pick-up personnel will return the sealed packs and cartridges to the Election Center.
2. Depot Drop Procedure:
 - a. Poll Workers will drop off ballots in sealed transfer cases and supply bag to designated areas (depot drop).
 - b. If a transfer case is not properly sealed, a new seal will be attached and the number recorded.
 - c. After all transfer cases and supplies have been received from designated poll workers, depot drop personnel will return transfer cases and supplies to the Election Center for processing.
3. Election Center Procedure:
 - a. Pack Pick-up staff will deliver memory packs and results cartridges in sealed red security bag, machine seal and copy of

first tape. The Election Center personnel will check in the memory pack and cartridge.

- b. Depot drop workers and Inspectors returning sealed transfer cases and supply bags will be checked in at the Election Center.
- c. Transfer cases and supply bags will be taken to the polling place processing area at the Election Center for processing. Election staff will separate the following:
 - i. Provisional/Challenge Ballots
 - ii. Poll Books
 - iii. Absentee Ballots
 - iv. Unprocessed ballots, Voted Ballots
 - v. Pay Voucher
 - vi. Completed Voter Registration Forms

BLACK SECURITY BAG CHECK-IN PROCEDURES

1. Break Seal on Black Security Ballot Bag
2. Remove Ballot Accountability Form (from teal envelope), Absentee Ballots and Provisional ballots, Regular Poll Book and Provisional Poll Book.
3. Count number of absentee ballots
 - a. If it agrees with the BAF, circle the number and place a check mark next to it.
 - b. If it disagrees, count again.
 - c. If you get the same number twice, record the new number and put absentees in mail tray.
4. Count number of provisional ballots
5. If it agrees with the BAF circle the number and place a check mark next to it.
 - d. If it disagrees, count again.
 - e. If you get the same number twice, record the number you counted
 - f. Rubber band the provisional envelopes and label with the lead precinct, in order to identify which polling place they came from.
6. Pull the provisional ballot pollbook and keep it with the provisional ballots for each polling place.
7. Locate the White Unprocessed Ballot Envelope. Count any unprocessed ballots

- g. If it agrees with the BAF, circle the number and place a check mark
 - h. If it disagrees, count again.
 - i. If you get the same number twice, record the number you counted
- 8. Make sure the lead precinct number is written on the White Unprocessed Envelope and place the envelope with the ballot inside a transfer case.

PROCESSING PROVISIONAL BALLOTS

1. Each provisional ballot voter is researched in the voter registration system and all necessary information is recorded on the provisional envelope, including voter identification number, legislative district, precinct and ballot type. If voter indicates any changes, highlight these changes and make a copy for the voter registration staff.
2. If voter was issued an absentee and did not return their ballot, the return source is Provisional. The current date is entered and no challenge code is applied. If an absentee was returned by the voter, the provisional is sent to the canvassing board
3. If voter is a poll voter, history must be applied in the master voter file of the voter registration system.
4. The provisional ballots are sorted into trays labeled as Absentee, Poll voter, Not registered, or Invalid. Valid ballots are then sorted according to ballot type. All invalid provisional ballots are checked again and then forwarded to the Canvassing Board.
5. For valid Provisional ballots, the outer envelope is opened and the ballot type and category (absentee or poll voter is written on the secrecy. After all information is transferred to the secrecy, the secrecies are opened and the same information is applied to the ballot. They are then sent to the remake process. No information is recorded on the secrecy or ballot that could in anyway identify the voter.
6. Quantities of each ballot type are entered into an excel worksheet.

ELECTION NIGHT RESULTS AND REPORTING

1. Absentee results are released.
2. Memory Packs from optical scan precinct counters and results cartridges from the touch screen machines, containing early vote and polling place results are accumulated throughout the night.
3. Confirm that all memory packs and cartridges have been returned and processed.

BALLOT DUPLICATION (REMAKES)

Definition:

Duplicating ballots is the process of making a true copy of valid votes from ballots that may not be properly counted by the vote tallying system to blank ballots of the same type and style, or as directed by the canvassing board (WAC 434-261-005)(2).

1. Ballots may be duplicated:
 - a. Only if the intent of the voter's marks on the ballot is clear and the electronic voting equipment might not otherwise properly tally the ballot to reflect the intent of the voter (WAC 434-261-090).
 - b. Ballots shall be duplicated by teams of two or more people working together (WAC 434-261-090).

Audit Trails:

1. Each ballot duplicated and the corresponding duplicate ballot must be assigned a unique control number, with such number being marked upon the face of each ballot, the purpose being to insure that each duplicate ballot may be tied back to the original ballot (WAC 464-261-090).
2. A log shall be kept of the ballots duplicated and shall include at least the following information (WAC434-261-090):
 - a. control number
 - b. initials of at least two people who participated in the duplication of each ballot
 - c. total number of ballots duplicated.

Types of Remakes:

1. Absentee Voter Remakes (V)—Improper marking, tears, soils, adhesive tape, etc.; usually noticed during the Secrecy Envelope opening process.
2. Unknown Precinct Voter Remakes (UV)—Top of ballot (precinct #) has been removed by the voter before the ballot arrived at the Election Center. By checking the style number, most precincts can be determined if the voter has not also removed the bottom of the ballot. If the bottom and the top of the ballot have been removed the ballot will be remade on to a like precinct ballot.
3. 400-C Processing Remakes (4C)—Occasionally, the 400-C Processing Machines experience paper jams, which render the jammed ballot unreadable to the optical scanners.
4. Provisional Ballot Remakes (AV)—these ballots come from the polling places and are researched before processing. Provisional ballots are remade onto Absentee ballots. In most cases the voter was at the wrong polling place and the remake process will place their vote in the correct precinct for the voter. The voter is notified about the change of precinct for future elections.
5. Polling Place Remakes (PP)—Occasionally, ballots are not processed at the polling place. These ballots are remade onto absentee ballots for processing.

Record Keeping:

1. After the type of remake has been determined, the original ballot is stamped with a number at the top and the type of remake is handwritten (i.e. V-2001, UV-2002, 4C-2003).
2. The stamping process is for record keeping only, not for counting purposes.

3. If the ballot is a remake of a remake, the ballot that is being remade a second time is matched and stored with the original ballot.
4. For ballot control purposes, ballots used for remakes are retained in secure storage after each election.

Preparation For Remaking:

1. New ballots are issued which correspond to the original ballot type. From this point on, the original ballot is referred to as the “Old Remake” ballot and the new ballot is referred to as the “New Remake” ballot.
2. Remake teams will:
 - a. consist of two, unrelated, employees
 - b. rotate team members periodically
 - c. verify that the ballot type number of the Old and New Remakes are the same before they begin the remake process.

Log Sheet:

1. On the first available line, one member of the team records the stamp number and ballot type number in the first two column of the log sheet. This is accomplished with the other member of the team reading the numbers from the top of the Old Remake ballot
2. The stamped alpha-number on the Old Remake is then hand written on the top center of the New Remake ballot. The matching numbers of the Old and New remake ballots provides a reference point to be matched together in the future, if necessary.
3. The log sheet is dated and signed by both team members each time a ballot is remade.

Remaking Operations:

1. One team member fills out the top of a Remake Log Sheet:
 - a. Indicating the type of remake,
 - b. Election Date.
 - c. The remake type. The stamped alpha-number at the top of the Original Remake Ballot indicates which remake type (i.e. V, UV, 4C, AV & PP). The election date is printed at the top of every ballot for reference.
2. Twenty five ballots of the same remake type can be recorded on each log sheet
3. One team member reads the votes from the Original Remake ballot as the other team member marks the votes on the New Remake ballot with a pencil.
4. The new remake is then given to a second team to verify the information is correct.
5. If voter intent is in question, both ballots are retained for review by the Canvassing Board and the log entry will reflect such.

Preparing For Tabulation:

1. The Original Remade ballots and the new remade ballots are separated into two stacks and verified.
2. The original Remakes are stored in stamped order.
3. New Remakes are filed in Precinct order with all the regular absentee ballots waiting for processing. The New Remakes are identifiable by the hand written alpha-number at the top.

4. After processing, they are stored and sealed with the regular absentee ballots.

Remakes of Remakes:

1. Remakes of Remakes occur when either a team member makes a mistake in recording the votes on the New Remake ballot or the remake ballot is spoiled by a 400-C processing machine during a paper jam.
2. The original ballot (now marked Old Remake) is located and re-made (or duplicated) again in order to retain original voter intent.
3. The ballot with the mistake is voided by marking the front face with a large pen and then stapled to the back of the Original Remake for record keeping purposes.
4. A new Remake of a Remake (R-R) ballot is issued and the normal remake procedure is repeated using a new Remake Log.

Storage:

For ballot control purposes, remake originals are retained in secure storage after each election.

Late Absentee Voters:

1. After voters have been given credit for voting at the polls, this credit is compared to the voters who have been given credit for voting by absentee ballot.
2. If any voter who requested a ballot after the poll books were printed has been given credit for both, the absentee ballot is pulled from further processing. The pollbook and absentee ballot is researched together to verify that the voter in fact voted at the polls and also returned an absentee ballot.

3. Any voters identified as attempting to vote twice in this manner are referred to the canvassing board.
4. The remainder of the color banded envelope absentee ballots are opened and processed through the 400-C.
5. The totals are merged with the previous totals and updated results are released.

CANVASSING THE RETURNS

Reconciling Absentee Ballots:

1. Identify a moment in time when there will be no activity in DIMS (no ballots being wanded or challenge codes being added or removed), and when there will be time to analyze the numbers. Apply voter history.
2. When history has been completed, run a full voter export file on all categories, (including cancelled voters). This export must be run when there will be no activity in Dims.
3. Run a query on voted and export
4. Pull the file into FoxPro or Access and group by precinct
5. Pull the most recent abstract into FoxPro or Access
6. Combine the two files showing the abstract absentees side by side with the Voter export (by precinct)
7. Provisional ballots will also be documented in an excel file by precinct. The front office will add in the ACP ballots.
8. Flow the ACP numbers into the table grouped by precinct
9. The abstract of absentees should match the Voter export plus ACP ballots.
10. Create a field and compute the difference
11. In order to get an accurate number of absentees and provisional ballots and ensure that all reports show an accurate picture of where we are in the process, the following controls are required in regards to provisional and challenged ballots:

12. All provisional ballots must be credited as soon as they are determined to be valid and put into the absentee process. Keep separate counts for Absentee voter provisional and poll voter provisional ballots by precinct.
13. An accurate count must be kept of all ballots in the remake process
14. An accurate count must be kept of all ballots that are being sent to the canvassing board
15. All challenged ballots that are in house must show a return date and the appropriate challenge code.
16. When the challenge has been rectified, and the ballot put into the absentee process the challenge code must be removed.

Polling Place Ballot Reconciliation:

1. On election night confirm that all memory packs and cartridges have been returned and processed.
2. Make a note of total ballots voted at the polls.
3. Print a precinct turnout report. This report lists the number of ballots cast by precinct.
4. Check for any unprocessed ballots.
5. Print preliminary abstract of votes.
6. Wand poll books.
7. Compare number of records for each poll book to the number of ballots cast on each machine (use the turnout report to create ballots cast by consolidation in FoxPro).
8. When all poll books are wanded create voter summary report (DIMS).
9. Enter the number of ballots cast on the machine and voter credit from the summary report into a spreadsheet or database on a precinct by precinct basis.
10. Print a precinct turnout report grouping the above data by polling place consolidation.

11. Use the precinct turnout report to review ballot accountability forms comparing the number of ballots cast to voter credit.
12. Print a voted list by consolidation and compare to the poll book.
13. Review and resolve any discrepancies.

Discrepancy Resolution:

1. The number of ballots cast exceeds voter credit
 - a. Hand count or re-wand poll book.
 - b. Count ballots.
 - c. Check to see if ballots were ran through tabulator more than once.
 - d. Check to see if voters failed to sign poll book.
 - e. Verify that all voters including inactive received credit
 - f. Compare voters receiving credit to voters who signed the poll book
2. The number of ballots cast is less than voter credit
 - a. Hand count or re-wand poll book.
 - b. Count ballots.
 - c. Check for unprocessed ballots.
 - d. Compare voters receiving credit to voters who signed the poll book
3. The reported number of ballots cast does not reconcile with the number of votes reported

- a. Hand count the number of Page 1s and the number of page 2s.
- b. Reconcile the ballots cast to number of page 1s.
- c. Reconcile number of votes reported to votes on appropriate page(s).

Reconciling Uncounted Mailed Ballots (Challenged Ballots):

1. To ensure ballots received and ballots counted balance, all ballots that are held due to a challenge must have a return date and the appropriate challenge code. A challenged ballot without a challenge code will skew the numbers.
2. All challenged ballots must be wanded into DIMS. Ballots can be wanded in batches and a challenge code entered in the download process. A return date and challenge code can also be manually entered. Challenged ballots are grouped by challenge type and put in alphabetical order.
3. Challenged ballots should be recorded on a daily basis in the challenged ballot excel spreadsheet. These totals can be compared to the challenged ballots from the absentee tape or an AV stat report. These numbers should match. If they do not match, a report listing the name and voter ID numbers by challenge type can be produced and compared to the actual challenged ballots to determine which ballot(s) do not have the challenge codes or if a challenge code was erroneously put on a voters record.
4. Nonconforming ballot situations that need to be researched and resolved should be put in the reconciliation tray to be dealt with during the reconciliation process.
5. Empty envelopes received from voters should also be kept and recorded. The last column on the challenge sheet should be used to record empty secrecy envelopes received from voters whose outer envelope was

wanded. These envelopes should be grouped as a separate category and stored with the challenged ballot envelopes.

6. If the empty envelope is discovered prior to pulling the secrecy envelope, wand the envelope and give the voter the appropriate challenge code and store with the other challenged ballots.
7. Prior to canvassing and certification a thorough audit of all challenged ballots is performed against an AV stat report for each challenge type and any discrepancies reconciled.

Resolving Ties in Ranked Choice Voting Offices:

During the application of any interim algorithm reports or at the final application of the algorithm for Ranked Choice Voting offices, if two or more candidates who are not eliminated together (multiple elimination) have the same number of votes cast, the Auditor or designee will resolve the tie by lot. The names of the tied candidates will be placed in capsules and randomly selected. The candidate(s) whose name is selected will be eliminated first.

TOUCH SCREEN AUDITS

Legal Requirements:

State law RCW 29A.60.185 and WAC 434-262-105 require the County Auditor to conduct an audit of results of votes cast on the Direct Recording Electronic voting devices used in the county. This audit must be conducted prior to the certification of the election and includes the following requirements:

1. The audit to be conducted on four percent of the direct recording electronic voting devices or one direct recording electronic device, whichever is greater.
2. The devices are to be randomly selected by lot.
3. For each device compare the results recorded electronically with the results recorded on paper.
4. On one-fourth of the devices selected for audit, the paper records must be tabulated manually.
5. On the remaining devices the paper records may be tabulated using a mechanical device (barcode reader).
6. Three races randomly selected by lot, must be audited on each device. If there are not three countywide races or issues on the ballot, the county must select the maximum number of contests available, but no more than three contests from each of the devices, randomly selected for the audit.
7. The audit procedure must be subject to observation by political party representatives if representatives have been appointed and are present.
8. The VVPAT paper records will not be made public; they have the same status as paper ballots.

Conduct of the Audit:

1. A lot drawing will be held to select the devices to be audited.
2. In order to ensure voter privacy, touch screen machines will be randomly selected until the total of votes cast on all the selected machine is greater than ten.
3. If the election contains three or more countywide races, a lot drawing will be held to determine the three races or issues to be audited.
4. If the election does not contain countywide races, then a lot drawing will be held amongst the races available on the devices selected.
5. The audit will be conducted by unrolling the Voter Verifiable Paper Audit Trail (VVPAT) paper tape and starting with the opening of the polls, the results shall be tallied manually. One election worker shall read the results and one election worker shall tally the results on to a results tally sheet.
6. The vote totals from any voided ballot shall not be counted.
7. The audit results shall be compared to the tabulated results for the devices recorded in the Ballot Tabulation System.
8. Any discrepancies shall be investigated and resolved.
9. The results of this audit shall be reported to the canvassing board.

Discrepancy Guidelines:

If there are any discrepancies between the paper results and the electronic results, the following guidelines shall be used to resolve the discrepancy.

1. Paper results larger than electronic results
 - a. Recount paper results. Do not include in your count the following:
 - i. Ballots that were cancelled/rejected by voter.
 - ii. Ballots that were used in the pre-test.
 - b. Make sure the VVPAT was not used on more than one machine.
 - c. Make sure you're comparing the correct paper records with the correct machine.
2. Electronic results larger than paper results
 - a. Recount paper results.
 - b. If there was more than one VVPAT used for the electronic report, make sure you have all the paper records corresponding to the electronic report.
 - c. Make sure you're comparing the correct paper records with the correct machine(s).

CERTIFYING ELECTION

1. Canvass Board meeting and certification are scheduled and public and legal notices are given.
2. The canvassing board meeting acts on issues brought by the staff, such as signature matches, voter intent and other issues requiring a decision by the Board.
3. The board adjourns during the final tabulation and reporting of results.
4. Ballots approved by the Board are counted.
5. The Auditor's Abstract of Votes and other certification documents are prepared.
6. The Canvass Board reconvenes and certifies the election.
7. Letters are sent to the following voters per canvassing board instructions:
 - a. Postmarked too late.
 - b. Name changes and signature updates.
 - c. Signature doesn't match.
 - d. Wrong signature.

STORAGE AND RETENTION

1. All boxes containing absentee ballots will be inventoried and numbered.
2. All processed ballots will be secured with official oath and seal.
3. All boxes will be stored in secured storage until certification and recount periods have passed.
4. All boxes are then transferred to long-term storage. Length of storage will be in accordance with the pre established retention schedule determined by local, state and federal laws based upon the offices voted on in that election.

CENTRAL COUNT PROTOCOL

Washington Administrative Code 434-261 provides for the central count of ballots cast at a polling place.

The following procedures will be followed for the transport, sorting, visual scan and tabulation of these ballots.

1. Teams of two individuals, representing each party, will be responsible for the transport of ballots from the Polling Place to the Election Center.
2. Individuals performing these functions will be designated as "Transport/Closers."
3. The procedures for the Transport/Closers are detailed in the Transport/Closer Flip Chart (Exhibit A).

Central Count Ballot Check-in:

Transport teams will bring blue transfer cases containing voted ballots to the Election Center. Upon arrival, teams will check in with Election Staff who will verify the materials. The transfer cases will be processed at seven check-in stations.

Station 1 – Unsealing:

1. Blue transfer cases will arrive from initial check-in on grey carts or GPMCs.
2. Cut wire seal from transfer case.
3. Place wire seal on top of the case.
4. Slide transfer case to Station 2.

Station 2 – Seal Signing:

1. Set seal aside.
2. Remove yellow oath from top of transfer case.
3. Open transfer case.
4. Remove white oath from inside transfer case.
5. Staple white copy on top of yellow copy.
6. Tape the seal on top of the white copy next to written seal number.
7. Sign and date the seal oath together (two signatures).
8. Place the oath in the mail tub.
9. Slide transfer case to Station 3.

Station 3 – Ballot Check-in:

1. Remove ballots and Paper Ballot Transport Logs from case
 - a. Keep Paper Ballot Transport Log with each related ballot type.
2. Check-off contents against Ballot Type Check-in Report.
3. Initial Paper Ballot Transport Logs, line 5 (two initials).
4. Slide individual ballot stacks with related Paper Ballot Transport Logs to Station 4.
5. Use separator cards between each ballot type.
6. Deposit empty blue transfer cases on to GPMCs.

7. After processing all transfer cases will be double-checked to ensure all cases are empty.

Station 4 – Distribution:

1. Distribute individual ballots and logs to Station 5 – Visual Scan teams.
2. Distribution staff will give instructions and answer questions about visually scanning and counting (Exhibit A).
3. Review remake ballots at each table.
4. Collect individual stacks of ballots.
 - a. Deposit “Remake Ballots” at Station 6.
 - b. Deposit “Ready for Tabulation Ballots” at Station 7.
 - c. Deposit “Ballots for Further Review” at the Research Station 8.

Station 5 – Visual Scan:

Runners will review procedures for Visual Scan with teams at each table.

1. Check the Paper Ballot Transport Log to see if this was one of your ballot types. **If so, alert the Runner by raising your hand. Do not proceed further in this case.**
2. Check the Paper Ballot Transport Log, making sure that the ballot type on the log matches the ballots. **If not, alert the runner.**
3. Both members will initial on line 6 of the Paper Ballot Transport Log.
4. Split stack in half, each team member takes half.
 - Check Ballot Type on each ballot, to ensure that all ballots are the same ballot type. **If not, alert the runner.**
 - Count each stack in groups of 20 and total on note pad.
 - Combine the two totals and total on note pad.

- Confirm that your total is equal to the total on line 3 at the top of the Paper Ballot Transport Log. **If not, alert the runner.**
5. Runners will review the Visual Scan Procedure with teams at each table. Each team member inspects the front and back of each ballot for the following: (examples will be provided)
- All write-ins, of every type, to be reviewed by Runners
 - Stray marks
 - Hesitation marks
 - Incorrect marks
 - Circles
 - Checks or X's
 - Dots
 - Punches
 - Written notes
 - Torn ballots
 - Signature on ballot
 - Corrected votes
 - Bleed through
 - Folded, may cause counting problems
6. Combine all ballots in two stacks:
- Possible Remakes
 - Ready for tabulation
7. Notify the runner to review your "Possible Remake" stack.
- Runner may okay some ballots, placing them back in your "Ready for Tabulation" stack."
8. Count the remaining "Possible Remake" stack and record the total on note pad. **Do not record on the log yet**
9. Count the stack of ballots "Ready for Tabulation" in groups of 20 and record on note pad.

10. Combine totals from your note pad of both stacks.
11. Verify the total of your two stacks with the Second or Third Counts on the top of the Paper Ballot Transport Log.
 - **Totals Match:** Record totals on lines **7** and **8** and combined total on line **9**. Runner will remove both stacks with the Paper Ballot Transfer Log and bring another group of ballots to you.
 - **Totals Do Not Match:** Runner will review totals with you.
12. This process will continue until all ballots have been reviewed.

Station 6 – Remakes:

1. Deposit groups of ballots with copies of Paper Ballot Transport Log in to blue transfer cases, using separator cards between each ballot type.
2. Label each blue transfer case, “CC Remakes” and seal when full.
3. Deliver full, sealed transfer cases to the Ballot Room.

Station 7 – Ready for Tabulation:

1. Deposit groups of ballots with copies of Paper Ballot Transport Log in to containers, using separator cards between each ballot type.
2. Label each container, “**Polling Place Ballots Ready for Tabulation**” and seal when full.
3. Deliver sealed containers to the 400C Room for tabulation.

Central Count Tabulation:

1. 400C Operator will post sign in the window, facing towards the Public Viewing Area, identifying the batch type.

- a. Polling Place Ballots by Type and Precinct
 - b. Absentee Ballots by Batch
2. Blue transfer cases, labeled 'CC (Central Count) REMAKES' will be available near each 400C machine.
3. Operator/Assistant will move container to a 400C Machine.
4. Operator/Assistant will unseal the container labeled "Polling Place Ballots Ready for Tabulation".
5. Operator will remove **one** stack of separated ballots (all one ballot type).
6. Operator will enter precinct number (1-____).
7. Ballots will be tabulated.
8. Out stacked ballots will be visually inspected by Operator.
 - a. True over votes or blank ballots will be processed by changing the mode options.
 - b. Operator will double check that the 400C does not have any remaining ballots in the out stack bin.
9. Prior to ending the precinct, the operator will review the number of ballots tabulated and the number of ballots being sent to remake.
 - a. **If the totals are equal:**
 - i. Record the number of ballots tabulated on the Paper Ballot Transport Log.
 - ii. Make copy of the Ballot Transport Log and place it with CC Remakes for each ballot type.
 - iii. Place Original Paper Ballot Transport Log in the designated location.
 - b. **If the numbers do not equal:**
 - i. Notify Lead Operator.

- ii. Record the number on the ballot transport log.
- iii. Cancel the precinct batch and re-run it.

c. **If the numbers still do not equal:**

- i. Notify Lead Operator.
- ii. Operator sends runner to Remake Room to verify the number of ballots sent to remake.
- iii. Save precinct batch and denote discrepancy on Paper Ballot Transport Log.
- iv. Do not cancel and re-run the precinct.
- v. Place a copy of the Paper Ballot Transport Log with notes in the box labeled "Further Research Required".

10. Ballots are tabulated into a counted box by precinct/type, using a separator card to separate each precinct. Write-ins will be boxed separately for review.
11. Boxes will have a "Box End" sheet listing the precincts contained within each box.
12. Boxes will be sealed and stored in Ballot Archive Room in designated area.
13. Remakes will be transferred to the Remake Room in sealed blue transfer cases labeled "CC Remakes".
14. "CC Remakes" will be remade and tabulated on a priority basis.
13. Finished "CC Remakes" will be transferred to 400C Room in sealed containers, labeled "CC Remakes" and processed separately from all other remakes.
14. Tabulated CC Remakes will be added to precinct totals and ballots will be stored in sealed archive boxes labeled "Tabulated CC Remakes".
15. Polling Place ballots will be tabulated throughout the night until completed.

Central Count Ballot Remake Procedures

CC Remakes will be given top priority.

1. CC Remakes will be delivered to the Remake Room in sealed blue transfer cases.
 - a. CC Remakes from Polling Places
 - b. CC Remakes from the 400C Room
2. Unseal all the transfer cases.
3. Sort ballots and logs by ballot type.
 - a. Ballot types will have one or more logs.
4. Verify totals
 - a. Combine totals from each ballot type
5. Count ballots to verify
6. Remake CC ballots following standard remake procedures.
7. Make copies of logs for Remake Room records.
8. Prepare finished CC Remakes for tabulation.
9. Place each group of ballot types in containers:
 - Include the Paper Ballot Transport Logs for each group
 - Separate each group with separator cards
 - Seal the containers
 - Label containers "CC Remakes Ready for Tabulation"
10. 400 C Operator will retrieve the sealed containers for tabulation.

Accessible Voting Site Procedures

The following procedures will be utilized at Accessible Voting Sites on Election Day.

Absentee Voter whose ballot was issued prior to poll books being printed:

1. Locate the voter's name in the absentee module in DIMS. Use default election.
2. Verify that the voter has not returned an absentee ballot.
 - a. The return source and return date fields are blank.
3. Require the voter to show identification.
4. Change the following:
Absentee category: **Voted touch screen at TACID or CFI**
Source: **Office**
Return source: **Voted touch screen at TACID or CFI**
Return date: **Election Day date.**
5. **Complete the Poll Book Sign-in Sheet**
 - a. **Complete Box 1 – Voter Information**
6. **Instruct the voter to sign in box 2**
 - a. If marking with an X, two witnesses shall sign attesting to the mark.
 - b. A Poll Book sheet shall be maintained for each voter.
 - c. These sheets shall be kept in a random order (loose) in the purple file folder pocket. When adding additional sheets, the sheets shall be randomized so as to not be able to determine the order in which voters cast ballots on the touch screen machine(s).
7. Issue a voter activation card based upon the voter's absentee ballot type code.

Poll Voter or Absentee Voter whose ballot was issued after poll books are printed

1. Locate the voter's name and **add in to the absentee module.**
2. Verify that the voter has not returned an absentee ballot.
3. Require the voter to show identification prior to voting.
4. Change/Enter the following:
 - Absentee category: **Voted provisional at TACID or CFI**
 - Source: **Office**
 - Return source: **Voted provisional at TACID or CFI**
 - Return date: **Election Day date.**
 - Add Challenge Code: **Touch Screen Provisional**
5. **Complete the Poll Book Sign-in Sheet**
 - a. Complete Box 1 – Voter Information
 - b. Check the Provisional Box at bottom of Poll Book Sign-in Sheet
6. **Instruct the voter to sign in box 2**
 - a. If marking with an X, two witnesses shall sign attesting to the mark.
 - b. A Poll Book sheet shall be maintained for each voter.
 - c. These sheets shall be kept in a random order (loose) in the purple file folder pocket. When adding additional sheets, the sheets shall be randomized so as to not be able to determine the order in which voters cast ballots on the early vote machine(s).
7. Issue the voter a Provisional voter activation card based upon the voter's absentee ballot type code.

Exhibit A

Transport/Closer Flip Chart



Pierce County Elections

November 2008 Edition

Transport Closers

Election Day Schedule

Tuesday, November 4, 2008

| | |
|------------------------------------|--|
| 5:00 PM | Report to work Don't Be Late! |
| Park: | Main Annex Building, East of the Election Center |
| Where: | Election Center Loading Dock Area Pierce County Election Center 2501 S. 35th Street, Suite C Tacoma, WA 98409 |
| 5:30-6:00 PM | Drive to your Polling Place with your team member |
| 6:00-8:00 PM | Report to the Inspector Assist with duties assigned by the Inspector |
| 8:00-9:30 PM | Prepare Ballots for Transportation |
| 9:30-10:00 PM | Drive to the Election Center |
| 10:00-10:30 PM | Drop-off your materials in the Loading Dock Area Park at the main Annex Building Fill out pay voucher and turn in cell phone |
| 10:30-11:00 PM | Lunch |
| 11:00 PM until Finished | Visual scan of ballots |

Reminders:

On Election Day, come to the **Election Center** at **5:00 PM** to:

- Sign-in
- Collect your supplies
- Meet your team member
- Welcome and Reminders - Pat McCarthy, Pierce County Auditor
- Swearing in - Paul Pastor, Pierce County Sheriff

Wear your badge at all times.

Know where your Yellow Transport Envelope is at all times.

Have your cell phone on at all times.

Get gas ahead of time.

Bring a simple lunch for break time if you would like to.

Report to the Inspector, (not Judges) at the Polling Place when you arrive.

Loading your vehicle for the return trip should be accomplished by the two of you, together as a team. Never leave any of the listed materials unattended.

Break time will be 30 minutes, after you check in at the Election Center.

Coffee will be provided at the Election Center.

The Election Center is a secure building open to observation by the Public and political party observers.

We are very grateful for your service.

Important Phone Numbers

Questions? Direct Your Calls To:

| | |
|--|--|
| 253-798-VOTE (8683) Election Day 7 am - 8 pm | Main Election Number |
| 253-798-3212 8 pm – 11 pm | Election Center Check-in Area |
| 253-948-7547 cell | Mike Rooney, Elections Supervisor |
| 253-208-9923 cell | Lori Augino, Elections Manager |
| Cindy Hartman 253-798-6587 Office 253-691-9303 Cell | Staffing or Scheduling Problems |
| Bob Ceccarelli 253-798-7526 | Elections Supplies |

Preparing Ballots for Transport

8:00-9:30 PM

1. Remove ballots from the ballot box, **after the unused ballots have been defaced and the inspector has unlocked the ballot box door.**
2. Sort voted ballots by ballot type. Poll workers can help you do this.
3. Work with one ballot type at a time when counting.
4. Fill out the Ballot Type information on the Paper Ballot Transport Log for each ballot type. (Lines 1 and 2) Circle Card A or Card B.
5. First team member will count and place ballots in groups of 20.
6. First team member will record the total number of ballots on the Paper Ballot Transport Log in first count box on Line 3.
7. Second team member will re-count the ballots. This is a double-check.
8. Second member will record the total number of ballots on the Paper Ballot Transport Log in the second count box on Line 3. **If first and second counts match, proceed to Step 10.**
9. **If first and second count are different, re-count all ballot stacks and record number in Third Count box on Line 3.** This is the final count. Do not count again.
10. Deposit ballots in blue transfer case(s), placing a separator card between each ballot type.
11. Sign the Paper Ballot Transport Log on Line 4.
12. Keep the white, green and blue copies of the Paper Ballot Transport log attached and place in transfer case(s).
13. Give the pink copy of the Paper Ballot Transport Log to the Inspector.
14. Inspector/poll worker will record totals on their Ballot Accountability Form on line 8.

15. Place the yellow copy of the Paper Ballot Transport Log in the Yellow Transport Envelope.
16. Repeat lines 4-16 for each ballot type.
17. Wait for the Inspector to balance their Ballot Accountability Form before sealing the blue transfer case(s).
18. Seal the Blue Transfer Case(s), using appropriate seal oath and wire seal. White copy inside, yellow taped on top, pink to Inspector.
19. Record the number of Blue Transfer Case(s) on the outside of the Yellow Transport Envelope before you leave the polling place and have the **Inspector sign**, attesting to the number of cases.
20. Load your vehicle together, as a team, never leaving the Election Materials unattended at any time. Ask poll workers to help you.

Sample Completed Seal Oath

Seal Oath

| | | | |
|---|---------------------------------|-------------------------|------------------|
| Contents: | Express Booth Ballots | Memory Pack | Official Ballots |
| | Unused/Defaced Ballots | Voted Ballots | Other _____ |
| Express Booth Location _____ | # of Ballots in Container _____ | | |
| This container of ballots was sealed on <u>Aug 19, 2008</u> , | | | |
| using seal # <u>72853</u> . | | | |
| Sealed by: | 1. | <u>Rebecca A. Brant</u> | |
| | 2. | <u>Mike Rooney</u> | |
| Transported by: | 1. | _____ | |
| | 2. | _____ | |
| Date Seal Broken: _____ | | | |
| Seal Broken by: | 1. | _____ | |
| | 2. | _____ | |

White – Inside Container

Yellow – Attach to Container

Pink – Inspector

Sample Paper Ballot Transport Log

Paper Ballot Transport Log

Ballot Transport / Closing Team Section

To be completed by ballot transport closing team at end of day

1. Polling Place: Roy Fire Station

2. Ballot Type: 2 Precinct: 02-036

Circle One: Traditional RCV Card A Card B

| | First Count | Second Count | Third Count |
|---------------------------------------|-------------|--------------|-------------|
| 3. Total number of ballots counted: → | 95 | 94 | 95 |

4. Transport Log Completed by: (Sign) M.T. Rooney Rebecca Braucke
 (Print) Mike Rooney Rebecca Braucke

Election Center Receipt Section

To be completed at Election Center

| | | | |
|---|--------------------------|--------|----------|
| 5. Received at Election Center - Station 3 (initials): | <u>AL</u> <u>DETT</u> | Remake | use only |
| 6. Visual Scan conducted - Station 5 (initials): | <u>B.P.</u> | | |
| 7. Number of ballots sent to remake: <small>Attach Blue Copy</small> | <u>10</u> | + | = |
| 8. Number of ballots sent to tabulation: | <u>85</u> | + | = |
| 9. Number of ballots sent to remake (line 7) + Number of ballots sent to tabulation (line 8): (Should be equal to line 3) | <u>95</u> | + | = |

Tabulation Section

To be completed by tabulation staff

| | | | |
|---|--|--------|----------|
| 10. Ballots tabulated (initials): | | Remake | use only |
| 11. Number of ballots tabulated: | | + | = |
| 12. Number of ballots not tabulated sent to remake: <small>Attach Green Copy</small> | | + | = |
| 13. Number of ballots tabulated (line 11) + Number of ballots sent to remake (line 12): (Should equal Line 8) | | + | = |

White, Green and Blue Copy - Transfer Case Yellow Copy - Yellow Transport Envelope Pink Copy - Inspector
 For Office Use - Green Copy - 400C Remake Blue Copy - Visual Scan Remake

L:\WORD\ELECTLORIA\2008 Elections\General Election\Optical Scan Central Count Ballot log sheet RCV.xls

Sample Yellow Transport Envelope

Polling Place

Name: Rocky Ridge Elementary

Transport Team: Rebecca A. Braun

Mike Rooney

Transport Envelope

1. Return to Election Center on Election Night.
2. Place the yellow copies of the Paper Ballot Transport Logs inside this envelope.

Total # of Transfer cases

| |
|---|
| 3 |
|---|

Inspector Signature: Alice Jones

Make sure you have each of these items before leaving the polling place:

- Red Bag containing results cartridge(s).
- Yellow Transport Envelope with Transport Logs
- Blue Transfer case(s) containing voted ballots
- Black Security Bag(s) containing:
 - Provisional Ballots
 - Absentee Ballots
 - Spoiled Ballots
 - Poll Book A-L, M-Z
 - Provisional Poll Book
 - Teal Envelope with contents
 - Black Touch Screen printer(s), if there's room, confirm this with your Inspector before you leave.
- Black Touch Screen printer(s). May come back separately, confirm this with your Inspector before you leave.
- Blue zippered bags containing defaced ballots
- Cell Phone, if issued

Unloading Vehicles at the Election Center

10:00-10:30 PM

1. Ballot Transport/Closer Team will drive in to the loading dock area.
2. Parking lot attendants will be available to assist with unloading all materials from vehicle.
3. After unloading, driving team member will park their car and return for pay voucher check-in.
4. Non-driving member will be responsible to unload the materials on to red cart, and report to the check-in table inside the Election Center.
 - **Do not share cart with other vehicles** driving up at the same time.
 - Non-driving team member will stay with the cart until all items are safely checked-in.
 - Election Staff will verify all materials have been received on the check-in report in the presence of the Transport Team member.
5. Both team members report to the Pay Voucher/Phone Check-in Table.
 - Election Staff will instruct team members to complete Pay Vouchers.
 - Driver will complete Request for Reimbursement Form for mileage/tolls.
 - Issued Cell Phone will be checked-in.
6. Team members will take a 30 minute break in the Election Center Break Room.
7. After break, team members will return to the Visual Scan Area for next assignment.

Visual Scan Procedure at Election Center

11:00 PM until finished

After your break, report to the Visual Scan Area, as a team.

Runners will direct your team to a Visual Scan Work Station, giving you an assignment and provide a brief overview of the process.

Use a red pen only during this process.

If at any time you have a question, raise your hand to alert the runner for assistance.

Preparing for Visual Scan

1. Check the Paper Ballot Transport Log to see if this was one of your ballot types. **If so, alert the Runner by raising your hand. Do not proceed further in this case.**
2. Check the Paper Ballot Transport Log, making sure that the ballot type on the log matches the ballots. **If not, alert the runner.**
3. Both members will initial on line 6 of the Paper Ballot Transport Log.
4. Split stack in half, each team member takes half.
 - Check Ballot Type on each ballot, to ensure that all ballots are the same ballot type. **If not, alert the runner.**
 - Count each stack in groups of 20. (total on note pad)
 - Combine the two totals. (total on note pad)
 - Confirm that your total is equal to the total on line 3 at the top of the Paper Ballot Transport Log. **If not, alert the runner.**

Visual Scan Process

1. Each team member inspects the front and back of each ballot for the following: (examples will be provided)
 - All write-ins, of every type, to be reviewed by Runners
 - Stray marks
 - Hesitation marks
 - Incorrect marks
 - Circles Checks or X's
 - Dots Punches
 - Written notes
 - Torn ballots
 - Signature on ballot
 - Corrected votes
 - Bleed through
 - Folded, may cause counting problems
2. Combine all ballots in two stacks:
 - Possible Remakes
 - Ready for tabulation
3. Notify the runner to review your "Possible Remake" stack.
 - Runner may okay some ballots, placing them back in your "Ready for Tabulation" stack.
4. Count the remaining "Possible Remake" stack and record the total on note pad.
Do not record on the log yet.
5. Count the stack of ballots "Ready for Tabulation" in groups of 20 and record on note pad.
6. Combine totals from your note pad of both stacks.
7. Verify the total of your two stacks with the Second or Third Counts on the top of the Paper Ballot Transport Log.
 - **Totals Match:** Record totals on lines **7** and **8** and combined total on line **9**. Runner will remove both stacks with the Paper Ballot Transfer Log and bring another group of ballots to you.
 - **Totals Do Not Match:** Runner will review totals with you.
8. This process will continue until all ballots have been reviewed.
9. **Please turn in your badge prior to leaving.**