

TALLYING PROCEDURE FOR THE GENERAL

Suggested assignments — counting board duties.

1. One (1) clerk to read voted ballots.
2. One (1) clerk to watch that the ballots are read correctly.
3. Two (2) clerks to record tally.

Procedure

1. Divide voted ballots into separate stacks. Place official general election ballots, *constitutional amendment ballots, *initiative ballots and *judicial ballots into separate stacks. (Each stack thus separated will be read and tallied separately.)
*If applicable.
2. Reading clerk reads from the voted ballot the candidate's name after which the elector has placed a cross (X) or other mark sufficient to show the elector's intent. If a person votes by writing the name of a candidate on the ballot, such act shall constitute a vote for the person's name which appears, without the necessity of placing a mark after the name written on the ballot. (34-1203, I.C.) See Guidelines for Counting Paper Ballots on page 17.
3. After calling each ballot, the reading clerk should lay it face down to distinguish it from the uncounted ballots.
4. The two tally clerks will tally the vote, each using a tally book. Thus each vote is tallied by two members of the counting board in each of the two separate tally books.
5. As the candidate's name is called by the reading clerk, each clerk will place a short perpendicular line opposite the name of the candidate voted for. Every fifth vote for the same candidate shall be recorded by a horizontal line through the first four perpendicular lines. One of the judges should clearly announce the fifth tally as the tallying proceeds.
6. The tally continues as long as the two tally clerks agree on the totals.
7. If there is any discrepancy, the cause shall be identified and corrected before continuing with the tally.
8. Steps 2 through 7 should be repeated to tally measure ballots (if applicable), using the EG-3M tally book.

After the Ballots Are Talled

1. Transcribe the total votes cast for each candidate in official return section of each tally book. The number of votes must be spelled out.
2. Each election official must sign the certificate in back of each tally book.
3. Post a correct copy of the election results (it is suggested that a sample ballot be used for posting results). Note #5 below.
4. Transmit a copy of such results to the county clerk as early as possible.
5. **In no event shall the results of any count be released to the public until all voting places in the state have closed on election day.** (34-1203, I.C.) The state of Idaho deals with two time zones. Make sure that it is after 8:00 p.m. statewide before releasing election results.

Return of Election Supplies

1. Election clerks must enclose, seal and return election records and supplies to the county clerk's office. If clerk's office is closed, the articles shall be delivered to the sheriff or one of his deputies. (34-1204, I.C.)
2. Supplies to be returned as follows:
 - a. EP-1A/EG-1A — Envelope for returning election record poll books (EP-1/EG-1) and one (1) set of tally books.
 - b. EP-2/EG-2 — Envelope for returning absentee ballot envelopes (EA-12/EA-12F), oaths of challenged persons (EP-7/EG-7), receipt for ballots and supplies (EP-8/EG-8), sequence card, Election Laws Book and election stamp.
 - c. Voted Ballot Box — **Lock inside**, voted ballots, one set of tally books and EP-1A/EG-1A return envelope with election record and poll book inside.
 - d. Unvoted Ballot Box — **Lock inside**, stubs, spoiled ballots, envelope for rejected absent elector's ballot (EA-14), unvoted ballots, and election day registration cards inside the (EDR-3) envelope.

- e. Polling place must be left in the same condition as it appeared when you arrived or as instructed by the building supervisor.
- f. Remaining supplies should be transported in the container they were delivered in. Accessible voting device should be returned in a manner prescribed by the county clerk.

